



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, November 11, 2025
7:30 PM
Christine Nuernberg Hall

Agenda

- 1) Call to Order**
- 2) Pledge of Allegiance**
- 3) Roll Call**
- 4) Convene as Appropriations Committee:**
 - a) Approve Appropriations Committee meeting minutes of October 7, 2025
 - b) Reconvene as the Common Council
- 5) Public Hearing:**
 - a) **ORDINANCE 2025-1685** - An Ordinance Adopting the Annual Budget and Appropriating Funds for the Operation of the Government and Administration of the City of Mequon for the Year 2026 and Levying for the Same; **Recommended by Appropriations Committee October 7, 2025; First Reading.**
 - 1) Public Hearing
 - 2) Consideration of Ordinance (Potential waiver of rules related to second readings)
- 6) 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.**
- 7) Public Officials' Reports:**
 - a) Mayor
 - b) City Administrator
- 8) Consent Agenda:**
 - a) Architectural Review Board meeting minutes of September 8, 2025
 - b) Board of Review meeting minutes of September 25, 2025
 - c) Common Council meeting minutes from October 14, 2025
 - d) Economic Development Board meeting minutes of September 25, 2025

- e) Festivals Committee meeting minutes of May 19, July 21 and August 18, 2025
- f) Finance-Personnel meeting minutes of August 12, 2025
- g) Joint MT Bike & Pedestrian Way Commission meeting minutes of October 9, 2025
- h) Mequon Municipal Water Utility Commission meeting minutes of August 12, 2025
- i) Park & Open Space Board meeting minutes of September 17, 2025
- j) Planning Commission meeting minutes of September 29, 2025
- k) Public Safety Committee meeting minutes of September 9, 2025
- l) Public Works meeting minutes of August 12 and September 9, 2025
- m) Sewer Utility District Commission meeting minutes of August 12, 2025
- n) **RESOLUTION 4239** - A Resolution Approving a Certified Survey Map for the Property Located at 5700 West Bonniwell Road, and Accepting the Dedication of 1.28 Acres of Public Right-of-Way Along West Bonniwell Road and North Green Bay Road; **Recommended by Planning Commission October 27, 2025.**

9) Ordinances:

NOTE: First reading of Ordinances will not be acted upon unless a suspension of the rules is approved by a recorded vote of two-thirds majority of all aldermen.

- 1) **ORDINANCE 2025-1686** - An Ordinance Approving a Rezoning of the 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; **Recommended by Planning Commission October 27, 2025; First Reading.**
- 2) **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; **Recommended by Planning Commission October 27, 2025; Recommendation Forthcoming by Public Welfare November 11, 2025; First Reading.**
- 3) **ORDINANCE 2025-1688** - An Ordinance to Approving an Agreement for Operation of the Mid-Moraine Municipal Court, Per § 66.0301 of the Wisconsin Statutes; **Recommendation Forthcoming by Public Welfare Committee November 11, 2025; First Reading.**
- 4) **ORDINANCE 2025-1684** - An Ordinance Appropriating the Necessary Funds from the City of Mequon's Sewer Utility District for the Year 2026 for Capital Charge Payments to the Milwaukee Metropolitan Sewerage District (MMSD) and City of Mequon Capital Debt Service Requirements; **Recommended by Sewer Utility District Commission November 4, 2025; First Reading.**
 - a) Consideration of Ordinance (Potential waiver of rules related to second readings)

10) Resolutions:

- a) **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; **Recommendation Forthcoming by Finance-Personnel Committee November 11, 2025.**
- b) **RESOLUTION 4241** - A Resolution Adopting the Compensation Plan for Non-Represented Employees During Fiscal Year 2026; **Recommendation Forthcoming by Finance-Personnel Committee November 11, 2025.**
- c) **RESOLUTION 4242** - A Resolution Authorizing Use of the 5-Year Carryforward Exception to the Applicable Levy Limit for the City's 2025 Levy; **Recommendation Forthcoming by Finance-Personnel Committee November 11, 2025.**
- d) **RESOLUTION 4237** - A Resolution Approving a Donation and Dedication Agreement Between the City of Mequon and BOSS for the Installation and Maintenance of Batting Cages at Lemke Park; **Recommended by Park and Open Space Board October 29, 2025; Recommendation Forthcoming by Public Works Committee November 11, 2025.**
- e) **RESOLUTION 4238** - A Resolution Adopting the Fiscal Year 2026 Sanitary Sewer Utility Budget and Establishing the 2026 Sanitary Sewer User Fee Schedule; **Recommended by Sewer Utility District Commission November 4, 2025.**

11) Specified Unfinished Business From Prior Meetings: None.

12) Specified New Business:

- a) Mayoral Appointment of Melissa Bleidorn to the Board of Appeals

13) Adjourn

Dated: November 11, 2025

/s/ Andrew Nerbun, Mayor

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

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

Any questions regarding this agenda may be directed to the City Clerk's Office at 262-236-2914, Monday through Friday, 8:00 AM – 4:30 PM



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

www.cityofmequonwi.gov

Office of Administration

Taped and Televised

APPROPRIATIONS COMMITTEE

Tuesday, October 7, 2025

6:00 PM

Christine Nuernberg Hall

Minutes

1) Call to Order, Roll Call

Mayor Nerbun called the meeting to order at 6:00 P.M.

Present:

Mayor Andrew Nerbun
Alderman Robert Strzelczyk
Alderman Kelly Tolocko
Alderman Dale Mayr
Alderman Jeffrey Hansher
Alderman Gregg Bach
Alderman Brian Parrish
Alderman Peter Bratt
Alderman William Gebhardt

Also Present: City Administrator Jones, Finance Director Arnett, Director of Public Works/City Engineer Lundeen, Director of Community Development Tollefson, Fire Chief Bialk, Police Chief Riley, City Clerk Fochs, Library Director Muchin Young, Assistant Finance Director Keyser, Accounting Specialist Jester, IT Manager Fortini, IT Specialist Sauerland and interested public.

2) Pledge of Allegiance

3) Budget Overview, Revenues and Capital Projects

City Administrator Jones welcomed everyone to the newly renovated Christine Nuernberg Hall (Council Chambers) after six months of construction. He shared photos highlighting some of the past year's projects, such as an upgraded pavilion and restroom facility at Lemke Park, the I-43 Interchange at Mequon Road, a new Five-Year Strategic Plan for SOFD, roof-top solar panels at the Library, a new Street Sweeper, a new Crisis Response Team formulated with Ozaukee County, new paving projects along Zedler Lane and at Katherine Kearney Park, and a new Civic Campus Master Plan which will be discussed in detail at the Committee of the Whole on October 14. Additionally, the Brush Site is being improved and expanded with a paved lot and automated

Attachment: 10.6.2025 Minutes Draft (10740 : Appropriations minutes)

gate, which should be completed by the end of the year. These and other major accomplishments in 2025 have been driven by the Five Pillars of the City's Strategic Plan, which include: Public Safety, Capital Improvements, Fiscal Stewardship, Customer Service and Quality of Life.

Administrator Jones then gave an overview of the General Fund, which is projected to increase across all revenue streams by 2.5%. Net new construction is up 0.74%, adding approximately \$160,000 in new tax revenue. While income from some fees is expected to remain flat or slightly decline in the next year, permits and licenses will remain level while the brush site will increase when the new automated gate system is operational. The City plans to follow the example of other local municipalities that recoup administrative costs incurred with a Tax Increment District by implementing a chargeback for each of the three districts in Mequon. The 2026 budget will also absorb the cost of new squad and body cameras and tasers approved in 2025. The legal budget plans for an increase due to a change in how fees are invoiced for legal services. A review of the Public Officials Liability Insurance led to a change in the deductible amount, decreasing the costs while maintaining similar coverage. Health insurance premiums are increasing 2.5%. Staffing levels are mostly unchanged; however, a reduction of one Records Specialist position in the Police Department reflects current workloads following an emergency dispatch merger with Ozaukee County in 2022. Another change is that a Deputy Clerk role will increase from part-time to full-time to allow flexibility during staffing shortages, vacations or special projects as they arise. There is a proposed 3.5% wage adjustment for police, fire and all other City staff.

Capital financing expenditures for 2026 include the Brush Site project, ongoing road improvement projects, new land management software and an increase for SOFD. The entire City server system requires an upgrade to limit exposure to IT security issues. More recently, representatives from the City of Mequon, Village of Thiensville and Library met to determine contributions to the Library budget. Due to the calls and concerns after the August flooding, there is also a new allocation in the budget to support potential drainage projects.

Alderman Hansher asked about investigating alternative health insurance options to compare costs. City Administrator Jones said the City will review options once the new Assistant City Administrator is onboard to assist with the analysis. Overall, the increase for 2026 is lower than increases in recent years.

As discussed at previous meetings of the Appropriations Committee, a portion of the City's ARPA funds have been allocated for larger projects including a new Land Management System, which will require kiosks and GIS improvements. The City has about \$180,000 remaining in ARPA funds, which must be allocated and spent as one-time expenditures before the end of 2026. The City will participate with nearby communities in a county-wide housing study, the Police Department needs a new separate and dedicated server system, radar/speed signs have been proposed near Oriole Lane School and installation of five new overhead/streetlights near the newly constructed Ulao Creek development at Highland and Port Washington Roads have also been recommended. Alderman Parrish also suggested obtaining a scanning and printing device for building plans. Alderman Strzelczyk said many residents in his district complain about speeding in the area. As the police can only dedicate so many hours to addressing the speeding issue, he suggested purchasing additional radar signs for \$50,000 to help curb speeding. In

response, Chief Riley indicated that residents can request movable speeding/radar signs that are available from the City. Alderman Bratt asked to consider potential needs for the pool for next summer or for the East Side Fire Station. Suggestions for ARPA projects can be submitted to the City Administrator's Office through the end of October. Thereafter, the allocation of remaining funds will be discussed at a future Committee of the Whole meeting.

- 4) **General Government**
- 5) **Community Development**
- 6) **Public Safety**
- 7) **Public Works**
- 8) **Weyenberg Library**
- 9) **Consideration of Compulsory & Supplemental Funding Requests**
- 10) **Consideration of a Recommendation Concerning the Proposed FY2026 Budget**

Motion to recommend the FY2026 Budget.

RESULT: **Approved by Roll Call Vote [Unanimous]**
MOVED BY: Alderman Bach
SECONDED BY: Alderman Strzelczyk

AYES:	Nerbun, Strzelczyk, Tolocko, Mayr, Hansher, Bach, Parrish, Bratt, Gebhardt
--------------	--

11) **Adjourn**

Motion to adjourn at 7:21 P.M.

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

AYES:	Nerbun, Strzelczyk, Tolocko, Mayr, Hansher, Bach, Parrish, Bratt, Gebhardt
--------------	--

Respectfully Submitted,
Beth Kong, Deputy Clerk



11333 N. Cedarburg Road
 Mequon, WI 53092-1930
 Phone: 262-236-2956
 Fax: 262-242-9655

www.cityofmequonwi.gov

Office of Finance

TO: Common Council
FROM: Brenda Arnett, Finance Director
DATE: November 11, 2025
SUBJECT: ORDINANCE 2025-1685 An Ordinance Adopting the Annual Budget and Appropriating Funds for the Operation of the Government and Administration of the City of Mequon for the Year 2026 and Levying for the Same

Introduction

On October 7, the City of Mequon Appropriations Committee recommended adoption of the proposed budget for Fiscal Year 2026, which commences on January 1. As the City's spending blueprint for the upcoming fiscal year, adoption of the budget is undoubtedly the single-most important action taken by the Mayor and Common Council each year. The proposed 2026 budget entails all aspects of City operations and capital expenses except for the City's Sewer and Water Utilities. Moreover, it is intended to serve as an effective policy document, financial planning tool, operational guide, and communications device. Once adopted, the budget will authorize resources and establish a direction for the City's programs and services in the coming year.

The 2026 budget works to synthesize several long-held policy interests of the Appropriations Committee, and consistent with past practice, adheres to key principles that have guided development of previous City budgets. These include:

- Maintaining a Low Property Tax Rate
- Improving and Enhancing the City's Infrastructure and Other Long-Term Assets
- Providing Excellent Public Safety Services
- Expanding the Tax Base through a Strategic, Balanced Approach to Economic Development

Furthermore, the proposed 2026 budget also seeks to support five (5) Key Focus Areas contained within the City's adopted Strategic Plan. These include:

- Capital Improvements
- Customer Service
- Financial Stewardship
- Public Safety
- Quality of Life

2026 Budget Development Process

Over the past several years, the Common Council has typically convened a workshop meeting in August, to review some of the key factors that are likely to impact development of the

organization's next fiscal year budget. This year, the decision was made to forego such a meeting, in the interest of focusing on development of a long-range financial plan that will guide future budgetary decision-making over the next 5-10 years. Accordingly, City staff has worked since mid-year to formulate the basis for next year's budget, which in broad terms, seeks to preserve current spending levels while addressing the broader impacts of inflation.

This year, the City's operating departments were again tasked with commencing the annual budget preparation process in mid-July. Initially, departments were instructed to roll their respective 2025 non-personnel expenditure budgets forward into 2026, as a starting point from which compulsory (e.g., retirement contributions, insurance premium adjustments, bargained wage increases, etc.) and recognized adjustments (e.g., single vs. family health coverage, actual vs. budget salary savings, increased election expenses, etc.) would be applied, and to set the baseline from where expenditure adjustments could be generated, as necessary. Additionally, all individual revenue sources that combine to support annual spending levels were examined and adjusted accordingly, based on multi-year trend analysis and more near-term forecasting.

2026 Budget Summary

The City's General Fund is the principal operating fund for the City. The General Fund provides for the operations of the Common Council, City Administrator's Office, City Clerk's Office, Human Resources Division, City Attorney's Office, Finance Department, City Assessor's Office, Information Technology Division, Police Department, Community Development Department, Public Works Department, Parks Division, Southern Ozaukee Fire & EMS Department (SOFD), and Weyenberg Library. The following two tables provide a summary of the 2026 General Fund Budget, which is balanced, honors contractual commitments, and maintains existing service levels.

General Fund Revenue

Revenues	2025	2026	Change	% Change
Taxes	\$12,719,849	\$13,086,853	\$367,004	2.9%
State Shared Revenue	\$915,544	\$946,674	\$31,130	3.4%
Intergovernmental	\$1,798,360	\$1,765,832	(\$32,529)	-1.8%
Licenses and Permits	\$927,422	\$912,250	(\$15,172)	-1.6%
Public Safety Fees	\$113,000	\$131,000	\$18,000	15.9%
Public Charges for Services	\$1,025,150	\$1,046,650	\$21,500	2.1%
Other Revenues	\$883,366	\$957,435	\$74,069	8.4%
Investment Income	\$265,500	\$265,500	\$0	0.0%
Total Revenue	\$18,648,191	\$19,112,194	\$464,003	2.5%

Within the recommended budget, property taxes comprise 68.5% of general fund revenues. Mequon relies significantly on the property tax to fund its operations because other sources are not available to the City. For instance, the City receives about 9% of its revenue from intergovernmental aid compared to a state-wide average of more than 14.5%. Building permit fees, which are the City's most variable source of revenue, are expected to remain relatively flat in the coming year.

General Fund Expenditures

Expenditures	2025	2026	Change	% Change
Salaries	\$8,749,311	\$8,839,781	\$90,470	1.0%
Fringe Benefits	\$3,988,424	\$3,945,001	(\$43,424)	-1.1%
Other Staff Costs	\$46,543	\$46,273	(\$270)	-0.6%
Materials & Supplies	\$960,408	\$993,858	\$33,450	3.5%
Facility & Plant	\$504,326	\$500,502	(\$3,824)	-0.8%
Purchased Services	\$1,731,188	\$1,912,293	\$181,105	10.5%
Equipment / Leases	\$39,170	\$39,170	\$0	0.0%
Library	\$1,150,000	\$1,175,000	\$25,000	2.2%
Fire & EMS	\$1,478,821	\$1,660,317	*\$181,496	12.3%
Total Expenditures	\$18,648,191	\$19,112,194	\$464,003	2.5%

*Includes Capital Contribution

On the expenditure front, salary expenses are projected to increase by roughly \$90,470, or 1.03% in 2026. This is attributable to pay adjustments for all City staff and public safety employees. As indicated, the budget also includes adjustments for the SOFD and the Weyenberg Library, while also accounting for an increase in election-related expenses during 2026, which includes a gubernatorial race and other statewide elections.

Property Tax Impact

The City's general tax levy is comprised of three funds: the General Fund (including Library and Fire & EMS), the Capital Projects Fund, and the Debt Service Fund. Combined, the total levy of these three funds is \$17,472,219. The state's limit under 2013 Wisconsin Act 20, allows for an increase to the levy attributed to new development, or 0%, whichever is greater. As in the past, the levy limit does not apply to a municipality's debt service on general obligation debt authorized on or any time after July 1, 2005. The growth in net new construction value accompanies a rise in equalized value. The City's equalized value increased to an overall value of \$7.2 billion in 2025. The recommended 2026 budget requests a total levy increase of \$642,180 or 2.67% higher than the amount levied in 2025. The following table shows a breakdown of the proposed 2026 levy.

Revenue Summary Information

Category	2025	2026	Change	% Change
General	\$10,091,028	\$10,251,536	\$160,508	1.6%
Sewer Utility	\$7,262,821	\$7,262,821	\$0	0.0%
Library*	\$1,150,000	\$1,175,000	\$25,000	2.2%
Fire & EMS*	\$1,478,821	\$1,660,317	\$181,496	12.3%
Capital Projects	\$1,350,000	\$1,570,000	\$220,000	16.3%
Debt Service	\$2,760,190	\$2,815,366	\$55,176	2.0%
Total Tax Levy	\$24,092,860	\$24,735,040	\$642,180	2.7%
Other Revenue	\$5,928,342	\$6,025,341	\$96,999	1.6%

Total Revenue	\$30,021,202	\$30,760,381	\$739,179	2.5%
City Tax Rate	\$3.19	\$2.50	-\$0.69	-21.6%
Sewer Tax Rate	\$1.63	\$1.22	-\$0.40	-24.7%

*Included in General Fund

For 2026, the General Fund maintains its relative share of the tax levy. Currently, the Sewer Utility property tax remains level, due to the funding approach started in 2024 that will keep this portion of the levy constant in the coming years. Also, there is a small levy adjustment related to increased funding for the Weyenberg Library. Finally, debt service continues to comprise nearly 1/8 of the City's overall tax levy, and the amount shown is for non-TID debt only. Moving forward, the City continues to remain slightly below the general levy cap allowed under State levy limits.

The tax rate, or mill rate, is determined by levy and tax base. The City continues to see growth in real property valuation. Per the following table, the proposed general tax rate of \$2.50/\$1,000 represents a 22% decrease from last year due to the City-wide revaluation completed this year. Under the proposed 2026 budget, a Mequon home assessed at \$650,000 will pay approximately \$1,625 in City taxes. Additionally, property owners within the Sewer Service Area have a second line on the tax bill reflecting this Utility's tax levy. In 2026, the Utility's projected mill rate is scheduled to decrease to \$1.22/\$1,000 of assessed property.

Levy Year	General Assessed Tax Rate: \$X.XX/\$1,000 of Assessed Value	Sewer Assessed Tax Rate: \$X.XX/\$1,000 of Assessed Value
2025	\$2.50 (proposed)	\$1.22 (proposed)
2024	\$3.19	\$1.63
2023	\$3.13	\$1.62
2022	\$3.11	\$1.60
2021	\$3.08	\$1.62
2020	\$3.44	\$1.81
2019	\$3.28	\$1.81
2018	\$3.21	\$1.94
2017	\$3.16	\$1.90
2016	\$3.15	\$1.89

Capital Projects Fund

For 2026, capital project funding requests from City departments totaled \$6,358,881, an increase of \$486,000 from the \$5,872,115 identified in 2025. The largest single request, \$2.15 million for City Right-of-Way assets (e.g., roads, parking lots, sidewalks, etc.) will be funded with proceeds realized from a \$6.95 million bond issue completed in early 2025. In accordance with preparing a budget that produces little upward impact on overall taxes and that provides ongoing funding to address deferred and identified capital repairs across the City's major asset categories, levy supported (pay-as-you-go) capital funding in 2026 is increasing to \$1.7 million from the \$1.35 million approved last year. Summarily, this targeted funding boost will provide additional monies for Fire & EMS equipment, replacement of the City's server network, a software upgrade in the Fleet Division, and more vehicle replacements within the Public Works Department.

In addition to the \$1.7 million that is recommended for inclusion in the City's Capital Fund for "pay-as-you-go" projects next year, additional monies are also programmed for the completion of several projects contained within the City's American Recovery Plan Act (ARPA) Spending Plan. To date, nearly 78% of the \$2.55 million in available funds have been spent, and it is anticipated that a couple of major projects - including implementation of a new Land Management System and installation of an automated gate at the City's brush site - will be completed next year. As previously noted, units of government must expend all such proceeds by December 31, 2026.

2026 Budget Highlights

Each year the budget process looks to reassess objectives, goals, and the means for accomplishing them. It is through this effort that the budget is arguably the single most important policy document produced annually. The three main factors that helped shape the proposed 2026 budget are the property tax levy limit (as described above), the prioritization of significant investments in the areas of public safety and capital spending, and certain fixed costs (e.g., salaries, insurance, commodities, etc.) rising faster than the consumer price index. In addition to generally preserving existing service levels, the proposed 2026 budget:

- Incorporates a previously approved annual contract (\$98K) for squad/body cameras & tasers
- Resumes funding for drainage projects (\$25K) to reduce localized flooding
- Delivers additional funding for equipment replacement in the Department of Public Works
- Provides a funding increase totaling \$25K for the Weyenberg Library
- Results in a sixty-nine-cent decrease to the current tax rate of \$3.19/\$1,000 of assessed value

In sum, the recommended 2026 budget continues the Common Council's commitment to ensuring that the City's various departments and divisions are appropriately staffed to support the myriad of services the organization provides to the community. Further, the proposed spending plan also continues to prioritize significant investments in the areas of public safety and capital spending, which together, comprise nearly 52% of the City's general fund budget.

Library Allocation

As noted, the 2026 budget also includes an appropriation of \$1,175,000 for the Weyenberg Library, which represents a \$25,000 increase in the amount that was allocated in 2025. The Library receives annual allocations from Mequon and Thiensville to support operations, and this amount maintains the City's exemption from the County library tax.

Appropriations Committee Action

On October 7, the Appropriations Committee met to consider the proposed 2026 budget. Following discussion, the Committee unanimously approved a recommendation in favor of adopting the 2026 budget, as originally proposed by City staff, by a vote of 9-0.

Recommendation

Adoption of the Proposed Ordinance.

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2025-1685

An Ordinance Adopting the Annual Budget and Appropriating Funds for the Operation of the Government and Administration of the City of Mequon for the Year 2026 and Levying for the Same

RECITALS

A. Public Notice of the Proposed 2026 Budget for the City of Mequon appeared in the *Ozaukee County News-Graphic* on October 23, 2025.

B. A Public Hearing was held by the Common Council on November 11, 2025, regarding the Proposed 2026 Budget.

C. The Proposed Budget includes property taxes of \$17,472,219 that are levied to support the 2026 Annual Budget with the final tax rate being the mathematical result of statutory property tax billing process, including, but not limited to, inclusion of the required state adjustment for equalization.

BASED UPON THE FOREGOING RECITALS, the Common Council of the City of Mequon, Wisconsin, do ordain as follows:

SECTION I

There is hereby appropriated out of the receipts of the City of Mequon for the Year 2025 including monies received from the general property tax levy and such other funds as may be designated, to the various funds and purposes stated within the Proposed Budget which is hereby adopted as the Annual 2026 Budget for the City of Mequon, in the amounts set forth therein and in the total amount of:

2026 Budget	\$23,497,560
Less Anticipated Revenues	(\$6,025,341)
Total Amount of Tax Levy	\$17,472,219

SECTION II

There is hereby levied a tax of \$17,472,219 upon all taxable property within the City of Mequon as returned by the Assessor in the Year 2025 for uses and purposes set forth in said budget.

SECTION III

The City Clerk be and hereby is authorized and directed to spread the said tax upon the current tax roll of the City of Mequon.

SECTION IV

All ordinances and parts of ordinances in contravention to this ordinance are hereby repealed.

SECTION V

This ordinance shall be in full force and effect upon its passage and on the day after its publication.

Approved by: Andrew Nerbun, Mayor

Date Approved: November 11, 2025

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

Caroline Fochs, City Clerk

Published: _____



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

www.cityofmequonwi.gov

INSPECTION DIVISION

ARCHITECTURAL BOARD MINUTES
Monday, September 8, 2025
6:00 PM
South Conference Room

Minutes

1. Call to Order, Roll Call:

Present: Chairman Scott Reed

Members at Large: Paul Apfelbach, Michael Wade, Tom Irvin,
 Janet Ehn, Curtis Helm

Architectural Board Liaison: Greg Golden

2. Meeting Minutes

Minutes from August 11, 2025, meeting were approved by Vice-Chairman Paul Apfelbach and seconded by District Representative Michael Wade.

Minutes passed unanimously.

Attachment: 9.8.25 Arch Board (10716 : Arch Board)

3. Application Submittals:

No.	Alder. District /Time	Type of App	Owner(s) / Project Address	Contractor
1)	Dist. 5 6:00 pm	New Single-Family Residence	Matthew & Stephanie Niederjohn 1426 W. Falcon Drive Subd: Highland Meadows	Contractor: Allan Builders Architect: David Pluim
Moved to Approve: <u>Apfelbach</u> Seconded by: <u>Wade</u> Approved: <u>Yes</u> Vote: <u>Unanimous</u> Conditions: Plans approved as submitted with the condition that the two windows located on the front elevation (brick) should add brick rowlock sills.				
2)	Dist. 6 6:05 pm	Addition: Master Suite	Jadon Good 1525 W. River Oaks Lane Subd: River Oaks	Contractor: Jim Montella's Home Improvements Architect: Jeremy Hartline
Moved to Approve: <u>Irvin</u> Seconded by: <u>Ehn</u> Approved: <u>Yes</u> Vote: <u>Unanimous</u> Conditions: Plans approved as submitted.				
3)	Dist. 7 6:15 pm	Addition: Sunroom, Mudroom, Bath & Garage	Keenan & Kassie Quinlevan 9704 N. Range Line Road Subd: N/A	Contractor: Platz Custom Homes Architect: Brenda Fritsch
Moved to Approve: <u>Apfelbach</u> Seconded by: <u>Ehn</u> Approved: <u>Yes</u> Vote: <u>Unanimous</u> Conditions: Plans approved as submitted.				

Attachment: 9.8.25 Arch Board (10716 : Arch Board)

4)	Dist. 7 6:25 pm	Addition: Sunroom	Steven Nye 10404 N. Riverview Court	Contractor: Design Group Three
			Subd: North Shore Estates	Architect: Matthew Krier

Moved to Approve: Irvin
 Seconded by: Wade
 Approved: Yes
 Vote: Unanimous

Conditions: Plans approved as submitted.

5)	Dist. 1 6:35 pm	Addition: Master Suite	Andy & Kelsey Fogel 12404 N. Madero Drive	Contractor: Wade Design & Const.
			Subd: N/A	Architect: Michael Wade

Moved to Approve: Ehn
 Seconded by: Irvin
 Recused: Wade
 Approved: Yes
 Vote: Unanimous

Conditions: Plans approved as submitted.

6)	Dist. 1 6:45 pm	Addition: Bunker for boiler room	Youseff Berrada 7421 W. Ridgeview Drive	Contractor: Owner
			Subd: Ridgeview	Architect: N/A

Moved to Approve: Helm
 Seconded by: Apfelbach
 Approved: Yes
 Vote: 5-Approved, 1-Opposed (Reed)

Conditions: Plans approved as submitted.

7)	Dist. 1 6:55 pm	Detached Outbuilding with Living Space	Robert Spector 13068 N. Fox Hollow Road	Contractor: John Sauermilch Jr.
			Subd: N/A	Architect: Donald Stauss

Moved to Table: Reed
 Seconded by: Apfelbach
 Tabled: Yes
 Vote: 5-Tabled, 1-Opposed (Wade)

Conditions: Plans were tabled for re-draw with material, color and windows to be consistent with residential property.

Attachment: 9.8.25 Arch Board (10716 : Arch Board)

8)	Dist. 2 7:05 pm	Addition: Sunroom	Jim Schreiner 2633 W. Lake Isle Drive	Contractor: Excel Custom Decks
			Subd: Lakes of Ville du Parc	Architect: Excel Custom Decks

Moved to Approve: Wade
 Seconded by: Irvin
 Approved: Yes
 Vote: Unanimous

Conditions: Plans approved as submitted with the following condition:

1. On left elevation, the sunroom should indent approximately three inches from the existing wall to ensure that the brick ends on the inside corner.

9)	Dist. 2 7:15 pm	Addition: Sunroom	Todd Gordon 12404 N. Golf Drive	Contractor: Great Day Improve.
			Subd: Woods Ville du Parc	Architect: Great Day Improve.

Moved to Approve: _____
 Seconded by: _____
 Approved: _____
 Vote: _____

Conditions: **CANCELED**

10)	Dist. 3 7:25 pm	New Single-Family Residence	Veridian Homes LLC 8246 W. Bluebird Court	Contractor: Veridian Homes LLC
			Subd: The Enclave	Architect: Veridian Homes LLC

Moved to Approve: Irvin
 Seconded by: Reed
 Approved: Yes
 Vote: Unanimous

Conditions: Plans approved as submitted with the following conditions:

1. On rear elevation, add one double-hung window (that matches upstairs windows) in center of garage.
2. On right elevation, add gable to match left elevation gable.
3. On right elevation, add one double-hung window on second floor (that match windows) to the left of the existing windows on plan.

11)	Dist. 3 7:30 pm	New Single-Family Residence	Michael Koepke 11733 N. Wauwatosa Road Subd: Solar Heights	Contractor: Owner Architect: ReDesign HP
Moved to Approve: <u>Irvin</u> Seconded by: <u>Helm</u> Approved: <u>Yes</u> Vote: <u>Unanimous</u> Conditions: Plans approved as submitted with the following conditions: 1. On left side of front elevation, replace brick with vertical lap siding and the gable should match the border elements found the right elevation gable. 2. On left elevation, add two windows (that match window on plan), one window on each side of existing window.				

4. **Motion to Adjourn**

District Representative Michale Wade made a motion to adjourn the meeting.
District Representative Curtis Helm seconded the motion.

A vote was taken; vote passed unanimously.
Meeting adjourned at 7:05 p.m.



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

www.cityofmequonwi.gov

Office of the City Clerk

BOARD OF REVIEW
Thursday, September 25, 2025
8:30 AM
American Legion Post #457
6050 W. Mequon Rd.
Minutes

1) Call to Order, Roll Call

The meeting was called to order by Chair Franklin at 8:31 AM.

Present:

Chair Scott Franklin

Vice Chair Donald Chudnow

Board Member Maureen Baumann – Departed 2:14 PM

Board Member Steven Bersell – Departed 12:30 PM

Board Member Daniel Lucht

Board Member Richard Mueller – Arrived 12:30 PM

Board Member Carol Zolot -- **Excused**

Also present: City Clerk Caroline Fochs, City Assessor Les Ahrens, Commercial Assessor Dwight Frame, Attorney Brian Sajdak (arrived at 8:52 AM), Assessment Technician Carolyn Vogel, Deputy Clerk Beth Kong, Court Reporter Wendy Hanneman and interested public.

2) Approve meeting minutes of May 1, 2025

Motion to approve the Board of Review meeting minutes of May 1, 2025.

RESULT: **Approved by Roll Call Vote [Unanimous]**

MOVED BY: Board Member Lucht

SECONDED BY: Board Member Bersell

AYES:	Franklin, Chudnow, Baumann, Bersell, Lucht
--------------	--

3) Report of Board Member certification/training

City Clerk Fochs certified that all members of the Board completed training in 2025.

4) Assessor's Year in Review Report and report on Open Book

Assessor Les Ahrens summarized the results of the revaluation for the City of Mequon. He said that the average increase was just over 35% for commercial properties and 38.5% for residential. During the Open Book held in August, the Assessor's office handled over 600 phone calls or in-

Attachment: BOR Minutes 9.25.25 (10717 : BOR)

person meetings. The revaluation resulted in the following: \$53 million in new construction, \$46 million in residential and \$7 million in commercial.

5) Acceptance of Assessor Affidavit

Assessor Les Ahrens signed the Affidavit.

6) Acceptance of 2025 assessment roll

The Board accepted the 2025 Assessment Roll.

7) Hear any requests for telephone/written testimony

The Board was asked to review objections from three property owners who filed with requests to use written testimony. The Board voted to table their decision until City Attorney Sajdak was present.

RESULT: Tabled [Unanimous]
MOVED BY: Board Member Bersell
SECONDED BY: Board Member Chudnow

AYES: Franklin, Chudnow, Baumann, Bersell, Lucht, Mueller

Following the completion of Agenda Item #9, The Board returned to Agenda Item #7 and had City Attorney Sajdak explain what the process means and clarify guidelines for testimony submitted by written or telephone. No requests for testimony by telephone were submitted. The Board determined all three property owners had submitted their objections on time. The Board voted unanimously to hear all the requests for written testimony after the scheduled appointments were complete for the day.

8) Hear any requests for waivers to Circuit Court

No requests for waivers to Circuit Court had been submitted.

9) Hear/take any action on any requests for waiver of 48-hour requirement (after hour 2)

The Board reviewed the list of objections that had been filed late or who appeared within the first two hours of this meeting. The Board agreed to review the late objections and would hear any that received a waiver of the 48-hour requirement during a future meeting of the Board.

Motion to waive the 48-hour requirement for Seth Wooll of 10326 N. Provence Drive.

RESULT: Approved by Roll Call Vote [Unanimous]
MOVED BY: Board Member Baumann
SECONDED BY: Board Member Bersell

AYES: Franklin, Chudnow, Baumann, Bersell, Lucht, Mueller

Motion to waive the 48-hour requirement for Svetlana Levy of 10830 N Wyngate Trace.

RESULT: Approved by Roll Call Vote [Unanimous]
MOVED BY: Board Member Bersell

SECONDED BY: Board Member Lucht

AYES: Franklin, Chudnow, Baumann, Bersell, Lucht

Motion to waive the 48-hour requirement for Qaisar Manzoor of 13232 N Lakewood Dr.

RESULT: **Approved by Roll Call Vote [Unanimous]**

MOVED BY: Board Member Lucht

SECONDED BY: Board Member Chudnow

AYES: Franklin, Chudnow, Baumann, Bersell, Lucht

Jennifer Lambert was unable to appear to state her reasons for the late submission. A friend spoke on her behalf to say the objection was late because of Jennifer's health issues. The Board determined that her form was incomplete.

Motion to waive the 48-hour requirement for Jennifer Lambert of 10360 N Greenview Dr.

RESULT: **Failed by Roll Call Vote [2 to 3]**

MOVED BY: Board Member Bersell

SECONDED BY: Board Member Lucht

AYES: Bersell, Lucht

NAYS: Franklin, Chudnow, Baumann

10) Hear property assessment objections

Hearing #1: Property Owner: Stephen and Erin Maliszewski

Property Address: 505 E. North Point Road

Parcel #: 15-084-02-160.02

All parties testifying were sworn in by the City Clerk: City Assessor Les Ahrens, Stephen Maliszewski, Erin Maliszewski and Deb Murphy of Coldwell Banker 923 E. Kilbourn, Milwaukee.

The Maliszewskis did not have sufficient copies of their documents for the Board and Assessor. Erin Maliszewski left to make copies and returned to provide testimony, which then took place after Hearing #2 was completed.

Motion to accept the amended assessment of \$193,500 Land + Improvements = \$851,500 \$1,045,000.

RESULT: **Approved by Roll Call Vote [3 to 2]**

MOVED BY: Board Member Bersell

SECONDED BY: Board Member Baumann

AYES: Franklin, Baumann, Bersell
NAYS: Chudnow, Lucht

Hearing #2: Property Owner: Doo He and Ae Hi Lee
 Property Address: 10613 N. Gazebo Hill Parkway W
 Parcel #: 14-118-00-070.00

All parties testifying were sworn in by the City Clerk: City Assessor Les Ahrens, Doo He and Ae Hi Lee.

Motion to sustain the current assessment.

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

AYES: Franklin, Chudnow, Baumann, Bersell, Lucht

The Board took a ten-minute recess at 10:20 AM. When the meeting began again at 10:30 AM, the Board reviewed any additional late objections submitted within the first two hours of the meeting.

Motion to waive the 48-hour requirement (within the first two hours of meeting) for William John of 10249 N Cedarburg Rd.

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

AYES: Franklin, Chudnow, Baumann, Bersell, Lucht

Hearing #3: Property Owner: Joseph Viglietta
 Property Address: 11525 N. Settlement Drive
 Parcel #: 14-120-02-240.00

All parties testifying were sworn in by the City Clerk: City Assessor Les Ahrens and Joseph Viglietta.

Motion to sustain the current assessment.

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

AYES: Franklin, Chudnow, Baumann, Bersell, Lucht

Hearing #4: Property Owner: Mitchell Klein
 Property Address: 11923 N. Forest Drive

Attachment: BOR Minutes 9.25.25 (10717 : BOR)

Parcel #: 15-019-05-004.00

All parties testifying were sworn in by the City Clerk: City Assessor Les Ahrens and Mitchell Klein.

Motion to sustain the current assessment.

RESULT: **Approved by Roll Call Vote [3 to 2]**
MOVED BY: Board Member Lucht
SECONDED BY: Board Member Chudnow

AYES: Franklin, Bersell, Lucht
NAYS: Chudnow, Baumann

Hearing #5: Property Owner: Murthy-Vishnubhakta Living Trust
 Property Address: 2800 W. Riverland Drive
 Parcel #: 14-082-04-270.00

All parties testifying were sworn in by the City Clerk: City Assessor Les Ahrens, Vishnubhakta S Murthy and Vishnubhakta Veda Vani.

Motion to sustain the current assessment.

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

AYES: Franklin, Chudnow, Baumann, Bersell, Lucht

Board of Review took a recess for lunch following the hearing for the Vishnubhakta property. During the lunch recess, Member Bersell left for the remainder of the day. The Board resumed at 1:00 PM with Alternate Member Mueller joining in for the remaining hearings.

Hearing #6: Property Owner: Mark Czerwinski and Anita Clark
 Property Address: 7220 W. Lafayette Place
 Parcel #: 14-120-07-800.00

All parties testifying were sworn in by the City Clerk: City Assessor Les Ahrens, Mark Czerwinski and Anita Clark.

After reviewing the average cost per square feet of similar homes and correcting the total square feet of the subject property, the homeowners were able to provide evidence that the assessment should be reduced.

Motion to accept the amended assessment of \$162,100 Land + \$710,100 Improvements = \$872,200.

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

Attachment: BOR Minutes 9.25.25 (10717 : BOR)

AYES: Franklin, Chudnow, Baumann, Lucht, Mueller

Hearing #7: Property Owner: Duane and Haesun Morse
 Property Address: 2424 W. Mequon Road
 Parcel #: 15-019-11-003.00

All parties testifying were sworn in by the City Clerk: City Assessor Les Ahrens, Duane Morse and Tammy Stroede 13116 N. Fox Hollow Rd., Mequon.

Motion to sustain the current assessment.

RESULT: Approved by Roll Call Vote [Unanimous]
MOVED BY: Board Member Lucht
SECONDED BY: Board Member Baumann

AYES: Franklin, Chudnow, Baumann, Lucht, Mueller

Hearing #8: Property Owner: Robert Schwartz
 Property Address: 10470 N. Stone Creek Drive
 Parcel #: 15-172-00-030.00

All parties testifying were sworn in by the City Clerk: City Assessor Les Ahrens and Robert Schwartz.

Motion to sustain the current assessment.

RESULT: Approved by Roll Call Vote [Unanimous]
MOVED BY: Board Member Lucht
SECONDED BY: Board Member Chudnow

AYES: Franklin, Chudnow, Baumann, Lucht, Mueller

Board Member Baumann left the meeting at 2:14 PM. A quorum was still present to continued.

Hearing #9: Property Owner: David and Amanda Lawlor
 Property Address: 11613 Lantern Lane
 Parcel #: 14-120-07-720.00

All parties testifying were sworn in by the City Clerk: City Assessor Les Ahrens and Amanda Lawlor.

Motion to sustain the current assessment.

RESULT: Approved by Roll Call Vote [Unanimous]
MOVED BY: Board Member Lucht
SECONDED BY: Board Member Chudnow

AYES: Franklin, Chudnow, Lucht, Mueller

Attachment: BOR Minutes 9.25.25 (10717 : BOR)

Hearing #10: Property Owner: Aliaksei Auchynnikau
 Property Address: 9001 W. Poplar Drive
 Parcel #: 14-088-14-120.00

All parties testifying were sworn in by the City Clerk: City Assessor Les Ahrens and Aliaksei Auchynnikau.

Motion to sustain the current assessment.

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

AYES: Franklin, Chudnow, Lucht, Mueller

The Board took a 10-minute break at 3:10 p.m. Upon returning from the break, the Board reviewed the process for hearing written testimony and reviewed the objections submitted with a request for written testimony.

Hearing #11: Property Owner: Jeffrey Depies
 Property Address: 12054 N. Ridge Road
 Parcel #: 14-015-12-009.00 Home/Land
 14-015-12-007.00 Vacant Lot

Motion that the Board determined that Mr. Depies did make an objection to his property assessment that was turned in and at this time he has not appeared, he has not provided sworn written testimony as indicated he was going to provide despite providing other information and, therefore, has not given any evidence to dispute the presumption that the Assessor's valuation of both of his properties is incorrect.

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

AYES: Franklin, Chudnow, Lucht, Mueller

Hearing #12: Property Owner: Brian Immel
 Property Address: 3404 W. Burgundy Court
 Parcel #: 14-070-01-140.00

Motion to sustain the current assessment.

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

AYES: Franklin, Chudnow, Lucht, Mueller

Hearing #12: Property Owner: Remme Family Trust
 Property Address: 11731 N. Bridgewater Drive
 Parcel #: 14-123-04-420.00

Motion to sustain the current assessment.

RESULT: **Approved by Roll Call Vote [3 to 1]**
MOVED BY: Board Member Lucht
SECONDED BY: Board Member Mueller

AYES:	Chudnow, Lucht, Mueller
NAYS:	Franklin

11) Schedule any further hearings

12) Adjourn

Motion to adjourn at 3:59 PM.

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

AYES:	Franklin, Chudnow, Lucht, Mueller
--------------	-----------------------------------

Respectfully Submitted,
Beth Kong
Deputy Clerk

Attachment: BOR Minutes 9.25.25 (10717 : BOR)



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, October 14, 2025
7:30 PM
Christine Nuernberg Hall

Minutes

1) Call to Order

Mayor Nerbun called the meeting to order at 7:42 PM.

2) Pledge of Allegiance

3) Roll Call

Present:

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

Also Present: Administrator Jones, Assistant City Administrator Wolff, City Attorney Sajdak, City Clerk Fochs, City Engineer Lundeen, Finance Director Arnett, Fire Chief Bialk, IT Manager Fortini, IT Specialist Sauerland and interested public.

4) Public Hearings: None.

5) Personal Appearances and Public Comment:

Mitch Hauser, 11350 N. Cedarburg Rd., asked the City for assistance in removing a paddle boat from the river behind his property.

6) Public Officials' Reports:

- a) Mayor
 - a) Mayoral Proclamation for White Cane Safety Day

- b) City Administrator

City Administrator Jones thanked the Common Council for their support of the renovation project and the City Hall Staff for leading this construction project. City Administrator Jones welcomed Jessica Wolff as the Assistant City Administrator. He reminded residents that Mequon's City-Wide Trick-or-Treat for Halloween will be on Friday, October 31 from 5 PM – 8 PM.

7) Consent Agenda:

- a) Architectural Board meeting minutes of August 11, 2025.
- b) Board of Review meeting minutes of May 1, 2025.
- c) Common Council Minutes of September 9, 2025.
- d) Joint Mequon-Thiensville Bike and Pedestrian Way Commission meeting minutes of July 10 and August 14, 2025.
- e) Park and Open Space Board meeting minutes of May 7, 2025.
- f) Park and Open Space Board minutes of August 20, 2025.
- g) Planning Commission meeting minutes of July 28, 2025.
- h) Public Works Committee meeting minutes of June 10, 2025.
- i) **RESOLUTION 4233** - A Resolution Approving a Development Agreement with Mequon I, LLC for The Enclave at Mequon Preserve - Phase IX, Allowing 19 Single-Family Lots East and West of 10622 North Tree Sparrow Road.

RESULT: Approved by Voice Acclamation [7:1]
MOVED BY: Alderman Mayr
SECONDED BY: Alderman Hansher

AYES: Strzelczyk, Tolocko, Mayr, Hansher, Parrish, Bratt, Gebhardt
DEEMED NO: Bach

8) Ordinances: None.

9) Resolutions:

- a) **RESOLUTION 4234** - A Resolution Approving the Assignment of Two (2) Contracts with M Squared Engineering, LLC, of Cedarburg, Wisconsin, to DB Sterlin Consultants, Inc., of Chicago, Illinois.

RESULT: Approved by Voice Acclamation [7:1]
MOVED BY: Alderman Hansher
SECONDED BY: Alderman Gebhardt

AYES: Strzelczyk, Tolocko, Mayr, Hansher, Parrish, Bratt, Gebhardt
DEEMED NO: Bach

- b) **RESOLUTION 4235** - A Resolution Ratifying Emergency Repairs to the Highland Road Culvert at Pigeon Creek in the Estimated Amount of \$60,000.

RESULT: **Approved by Roll Call Vote [7:1]**
MOVED BY: Alderman Hansher
SECONDED BY: Alderman Bratt

AYES: Strzelczyk, Tolocko, Mayr, Hansher, Parrish, Bratt, Gebhardt
DEEMED NO: Bach

- c) **RESOLUTION 4236** - A Resolution Approving the Annual Budget and Authorizing an Exception to the Levy Limit for Charges for the Southern Ozaukee Fire & Emergency Medical Services Department, Pursuant to Wisconsin Statute 66.0602(3)(h) for Fiscal Year 2026.

RESULT: **Approved by Roll Call Vote [7:1]**
MOVED BY: Alderman Mayr
SECONDED BY: Alderman Hansher

AYES: Strzelczyk, Tolocko, Mayr, Hansher, Parrish, Bratt, Gebhardt
DEEMED NO: Bach

10) Specified Unfinished Business From Prior Meetings: None.

11) Specified New Business: None.

12) Adjourn

- a) Motion to adjourn at 7:52 PM.

RESULT: **Approved by Voice Acclamation [7:1]**
MOVED BY: Alderman Gebhardt
SECONDED BY: Alderman Bratt

AYES: Strzelczyk, Tolocko, Mayr, Hansher, Parrish, Bratt, Gebhardt
DEEMED NO: Bach

Respectfully Submitted,
Beth Kong
Deputy Clerk

Attachment: 10.14.25 CC Draft (10718 : Common Council)



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2902
Fax: 262-242-9655

www.cityofmequonwi.gov

ECONOMIC DEVELOPMENT BOARD

Monday, August 25, 2025

8:00 AM

North Conference Room Minutes

1) Call to Order, Roll Call

Present:

Chair Timothy Carr – joined remotely (non voting)
Alderman William Gebhardt
Board Member Dennis Engel
Board Member Daniel Gannon
Board Member Michael Kramer
Board Member Tracy Johnson
Board Member Jeff McLean
Board Member Colin Boyd -- **Absent**
Board Member Inge Plautz -- **Absent**

Acting Chair Jeff McLean called the meeting to order at 8:00 a.m.

2) Approval of Meeting Minutes from July 29, 2025

RESULT: **Approved [Unanimous]**
MOVED BY: Board Member Kramer
SECONDED BY: Board Member Engel

AYES:	Gebhardt, Engel, Gannon, Kramer, Johnson, McLean
ABSENT:	Boyd, Plautz

3) Hotel Development Feasibility Contract Award Closed Session

Action

Ald. Gebhardt made a motion to go into closed session.
Board member Johnson seconded the motion.
A voice vote was taken; vote passed (6-0)

The Board met in closed session to discuss the hotel feasibility contracts.

Action

Ald. Gebhardt made a motion to come out of closed session.

Attachment: EDB_08.25.25_FINAL (10793 : EDB minutes)

Board member Gannon seconded the motion.
A voice vote was taken; vote passed (6-0)

4) Hotel Development Feasibility Contract Award

Action

Board member Johnson made a motion to recommend REVPAR be awarded the contract for the hotel development feasibility study.

Board member Kramer seconded the motion.

A voice vote was taken; vote passed (6-0)

5) Staff Updates

Director Kim Tollefson stated that the Committee of the Whole was presented with the Port Washington Road rezoning modifications and the recommendations from Planning Commission. The Common Council feedback included:

- Set aside the residential discussion so not to delay other decisions as it is controversial and it merits more discussion.
- Split opinion regarding the 3-story, greater massing.
- Address options for non-conformities.
- Staff to meet with property owners to provide them with additional options, create a greater value for their properties and gain their support for the zoning changes.

She commented that Planning Commission has reviewed the zoning changes twice and will recommend changes before year end.

Dir. Tollefson stated that the community survey responses have been received but have not yet been shared with staff, but she hopes to have this information for the Board at the next meeting.

6) Announcements

The Ozaukee Economic Development annual awards and breakfast is scheduled for Tuesday, September 30th. Board members are invited to sit at the city table and this breakfast will take the place of the regularly scheduled EDB September meeting. The next Board meeting will be Tuesday, October 28th at 8:00 a.m.

7) Adjourn

Action

Board member made a motion to adjourn the meeting.

Board member Kramer seconded the motion.

A voice vote was taken; vote passed (6-0)

Respectfully Submitted,

Kim Tollefson

Director of Community Development



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

www.cityofmequonwi.gov

FESTIVALS COMMITTEE

Monday, May 19, 2025

6:30 PM

North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Chair Miranda White
Vice Chair Deanna Conaty
Committee Member Brett Benson
Committee Member Jenne Hohn
Committee Member Laeh McHenry
Committee Member Vanessa Nerbun
Committee Member Janet Fussell
Committee Member Tracy Johnson -- **Absent**
Committee Member Lisa Liljegren -- **Absent**
Committee Member Moshe Luchins -- **Absent**

Also Present: Executive Assistant Enea

2) Approval of Meeting Minutes

a. April Minutes

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

MOVED BY: Committee Member White

SECONDED BY: Committee Member McHenry

AYES:	White, Conaty, Benson, Hohn, McHenry, Nerbun, Fussell
ABSENT:	Johnson, Liljegren, Luchins

3) Redbud Festival Recap

Committee Member McHenry shared the positive feedback she received from one of the vendors. Committee Member Wirth said the face painter closed 10-15 minutes early and turned someone away. The Committee discussed the email received about the street being shut down. They suggested checking with DPW and the Police to make sure detour signs were set-up properly. Other comments received from Committee members were about it

Attachment: 05.19.25 Minutes FINAL (10713 : Festivals meeting)

being on Mother's Day weekend and some committee members not wanting to commit their time on that weekend, the weather being out of our control, not needing as big of a band, how the band was loud, weights needed for tents, and to stagger the food trucks on each side.

4) Review of Expenses

The Committee briefly talked about the stage cost for Taste of Mequon. Executive Assistant Enea said Kim Guibord was going to give her some names to further research lower prices. The Committee then discussed if having a beer garden to raise more money was worth the time involved. The Committee voted not to have one.

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

MOVED BY: Committee Member White

SECONDED BY: Committee Member Hohn

AYES:	White, Conaty, Benson, Hohn, McHenry, Nerbun, Fussell
ABSENT:	Johnson, Liljegren, Luchins

5) Next Meeting Date and Time:.

The Committee voted to move the next meeting from June 16 to June 23 due to numerous scheduling conflicts.

6) Adjourn

Committee Chair White moved to adjourn at 7:04 PM and Vice Chair Conaty seconded.

Respectfully Submitted,

Carrie Enea
Executive Assistant



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

www.cityofmequonwi.gov

FESTIVALS COMMITTEE

Monday, July 21, 2025

6:30 PM

North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Janet Wirth
 Vice Chair Deanna Conaty
 Committee Member Brett Benson
 Committee Member Tracy Johnson
 Committee Member Lisa Liljegren
 Committee Member Laeh McHenry
 Chair Miranda White -- **Absent**
 Committee Member Jenne Hohn -- **Absent**
 Committee Member Moshe Luchins -- **Absent**
 Committee Member Vanessa Nerbun -- **Absent**

Also Present: Executive Assistant Enea

2) Approval of Meeting Minutes

a. June Minutes

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

MOVED BY: Committee Member McHenry

SECONDED BY: Wirth

AYES:	Wirth, Conaty, Benson, Johnson, Liljegren, McHenry
ABSENT:	White, Hohn, Luchins, Nerbun

3) Financial Update

4) Vendor Update

Executive Assistant Enea provided an update on vendors. Leonardo's cannot attend, but Hot Box Pizza can in their place. Committee members were assigned vendors to follow-up with.

5) Bus Quote

Attachment: 7.21.25 Festival Minutes FINAL (10713 : Festivals meeting)

This year's bus quote was much higher than usual, \$1,200 instead of \$300. The Committee decided that we should shop around before committing.

6) Art Area

Many art options were discussed, the Committee decided to look into a color book option of the City map that was created for the Redbud Festival.

7) Social Media

The website wasn't looking correct when viewed on a phone, Executive Assistant Enea will look into it.

8) Volunteers

The sign-up genius for volunteers will be created by next meeting.

9) Next Meeting Date and Time: 8/18 at 6:30pm

10) Adjourn

Committee Member Wirth moved to adjourn at 7:01 PM and Committee Member Liljegren seconded.

Respectfully Submitted,

Carrie Enea
Executive Assistant



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

www.cityofmequonwi.gov

FESTIVALS COMMITTEE
Monday, August 18, 2025
6:30 PM
North Conference Room

Minutes

1) Call to Order, Roll Call

The meeting was called to order at 6:30 PM.

Present:

Chair Miranda White
Vice Chair Deanna Conaty
Committee Member Brett Benson
Committee Member Jenne Hohn
Committee Member Lisa Liljegren
Committee Member Vanessa Nerbun
Committee Member Tracy Johnson -- **Absent**
Committee Member Moshe Luchins -- **Absent**
Committee Member Laeh McHenry -- **Absent**
Committee Member Janet Wirth

Also Present: Executive Assistant Enea

2) Approval of Meeting Minutes

Motion to approve the July minutes.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Committee Member White
SECONDED BY: Vice Chair Conaty

AYES:	Wirth, White, Conaty, Benson, Hohn, Liljegren, Nerbun
ABSENT:	Johnson, Luchins, McHenry

3) Vendor Update

Ms. Enea updated the Committee on the Vendor List which included Auntie A's Sweets & Treats, Vocado MKE, Frankie's, Kinsley's Krafts, and ReFresh Aesthetic Center.

4) Bus Options

Motion to approve the bus quote.

RESULT: **Approved [Unanimous]**
MOVED BY: Committee Member White
SECONDED BY: Committee Member Liljegren

AYES: Wirth, White, Conaty, Benson, Hohn, Liljegren, Nerbun
ABSENT: Johnson, Luchins, McHenry

5) Art Area

Colored pencils are to be brought by Member Wirth.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Committee Member White
SECONDED BY: Committee Member Nerbun

AYES: Wirth, White, Conaty, Benson, Hohn, Liljegren, Nerbun
ABSENT: Johnson, Luchins, McHenry

6) Volunteer Sign-Up

7) Assignments

Committee members signed up for their day of shifts. It was confirmed that the DPW would have the parking signs placed at Homestead the day before Taste of Mequon.

8) Next Meeting Date: October 20

9) Adjourn

Motion to adjourn at 6:50 PM.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Committee Member White
SECONDED BY: Committee Member Hohn

AYES: Wirth, White, Conaty, Benson, Hohn, Liljegren, Nerbun
ABSENT: Johnson, Luchins, McHenry

Respectfully Submitted,

Carrie Enea
Executive Assistant



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, August 12, 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, Ellen Roberts, Dana Investment Advisors and Matt Slowinski, Dana Investment Advisors.

2) Approve Meeting Minutes

a. Finance-Personnel Meeting Minutes of June 10, 2025

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES:	Gebhardt, Parrish, Strzelczyk
--------------	-------------------------------

3) License Applications

a. August, 2025 Licenses

Discussion ensued regarding the issuance of peddler's licenses. It was suggested that public education in the Friday bulletin regarding this topic would be beneficial to residents and other interested stakeholders.

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Gebhardt

Attachment: 081225 FP meeting (10723 : FP Minutes)

AYES: Gebhardt, Parrish, Strzelczyk

4) Vouchers Paid

a. June 2025 Vouchers Paid List

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish, Strzelczyk

b. July 2025 Vouchers Paid List

Committee members asked for clarification of the legal firms the City uses as there are a few listed on the monthly voucher reports.

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish, Strzelczyk

5) Presentation

a. 2025 Investment Portfolio Update-DANA Investment Advisors

Ellen Roberts and Matt Slowinski attended the meeting to review the City's investment portfolio through July 31, 2025. The materials presented are included in the meeting packet.

6) Discussion Items

a. Bayside Claim Settlement

Administrator Jones briefed the Committee about a claim the City of Bayside sent to the City of Mequon for approximately \$14,500. It stated the City damaged their sewer line in 2015 with the installation of water main. The City of Mequon worked with Attorney Sajdak and its insurance carrier. After several back-and-forth interactions, the City of Mequon settled on the deductible amount that the City of Bayside had to pay their insurance carrier, which was \$5,000. The check was mailed earlier this year. Mr. Jones noted that he has the authority to authorize that payment and he is reporting out to the Committee per City code.

b. 2025 YTD Budget Report as of June 30, 2025

c. Cash & Investment Report as of 06/30/2025

d. Finance - Personnel Work Plan

7) Adjourn

A motion to adjourn was made at 6:27 PM by Alderman Gebhardt, seconded by Alderman Parrish. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director

Attachment: 081225 FP meeting (10723 : FP Minutes)



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 9, 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

Absent:

Alderman Gregg Bach

Assistant City Engineer McCraw and Administrative Assistant Hoeft were also present.

The meeting was called to order at 9:02 a.m.

2. Approval of Meeting Minutes of September 11, 2025

Action

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

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Commissioner Holyoke

SECONDED BY: Commissioner Heinritz

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

ABSENT: Bach

Attachment: October 9th 2025 Bikeway minutes_FINAL (10792 : Bike & Ped Minutes)

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.

No Public Comment

4. Mequon Commons Bike and Pedestrian Improvement Recommendations

The Commission discussed the letter of recommendation of the proposed Mequon Commons project that Chair Maciolek had drafted. The Commission agreed to move forward with the submittal.

RESULT: Approved by Voice Acclamation [Unanimous]
MOVED BY: Commissioner Doornek
SECONDED BY: Commissioner Sergi

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

5. M-T Bikeway Master Plan Project Prioritization Discussion

The Commission continued to review the master plan project list. Assistant City Engineer McCraw suggested that the Commission present the Lake Shore Drive project at the November Committee of the Whole meeting. The Joint Mequon-Thiensville Bike and Pedestrian Way Commission November meeting was moved to October 29th to accommodate time to prepare.

6. Other Business

No Comment

7. Adjourn

RESULT: Approved by Voice Acclamation [Unanimous]
MOVED BY: Commissioner Holyoke
SECONDED BY: Commissioner Doornek

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

Respectfully Submitted,
Kristine Hoeft

JOINT MEQUON-THIENSVILLE BIKE AND PEDESTRIAN WAY COMMISSION
MINUTES – October 9, 2025 Page 2 of 2

Attachment: October 9th 2025 Bikeway minutes_FINAL (10792 : Bike & Ped Minutes)



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

www.cityofmequonwi.gov

Water Utility

MEQUON MUNICIPAL WATER UTILITY COMMISSION

Regular Meeting

Tuesday, August 12, 2025

7:30 PM

American Legion Post #457

6050 W Mequon Rd.

Minutes

1) Call to Order, Roll Call

The meeting was called to order at 7:33 PM.

Present:

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

2) Discussion Items

Action requested: review and recommend approval

a. Rejection of Bids for Contract No. 3849-25: Industrial Park Abandonment

The Director of City Water explained that two bids had been submitted; one was well over their budgeted amount and one was not submitted properly. They moved to reject the bids submitted and reopen the bidding process in 2026.

Motion to reject the bids.

RESULT: **Approved by Roll Call Vote [8:1]**

MOVED BY: Commissioner Parrish

SECONDED BY: Commissioner Hansher

Attachment: Water 8.12.25 (10808 : Water Utility)

AYES: Nerbun, Strzelczyk, Tolocko, Mayr, Hansher, Bach, Parrish, Gebhardt
DEEMED NO: Bratt

- b. Awarding the Contract to Replace Three Hydrants and Three Valves to Wilkomm Excavating of Union Grove, Wisconsin in the Amount of \$95,500

Motion to approve.

RESULT: **Approved by Roll Call Vote [8:1]**
MOVED BY: Commissioner Mayr
SECONDED BY: Commissioner Parrish

AYES: Nerbun, Strzelczyk, Tolocko, Mayr, Hansher, Bach, Parrish, Gebhardt
DEEMED NO: Bratt

- c. Awarding a Consulting Agreement in Connection with the Selection Process for a New SCADA System to MSA Professional Services, Inc., of Mequon, Wisconsin, in the Amount of \$27,500

Director of Public Works/City Engineer Lundeen explained that this is a joint effort between Water and Sewer Utilities. A consultant will help during the vendor selection process to transition to the new operating system into the 2026 season.

Motion to approve the agreement (with the corrected the dollar amount of \$27,500).

RESULT: **Approved by Voice Acclamation [8:1]**
MOVED BY: Commissioner Bach
SECONDED BY: Commissioner Strzelczyk

AYES: Nerbun, Strzelczyk, Tolocko, Mayr, Hansher, Bach, Parrish, Gebhardt
DEEMED NO: Bratt

3) Adjourn

Motion to adjourn at 7:38 PM.

RESULT: **Approved by Voice Acclamation [8:1]**
MOVED BY: Commissioner Parrish
SECONDED BY: Commissioner Gebhardt

AYES: Nerbun, Strzelczyk, Tolocko, Mayr, Hansher, Bach, Parrish, Gebhardt
DEEMED NO: Bratt

*Respectfully submitted,
 Deputy Clerk Beth Kong*

Attachment: Water 8.12.25 (10808 : Water Utility)



11333 N. Cedarburg Road
 Mequon, WI 53092
 Phone: 262-236-2918
 Fax: 262-242-9655

www.cityofmequonwi.gov

Office of Parks and Operations

PARK AND OPEN SPACE BOARD
Wednesday, September 17, 2025
6:30 PM
South Conference Room

Minutes

1) Call to Order, Roll Call

The meeting was called to order at 6:30 PM.

Present:

Alderman Peter Bratt
 Board Member Harlan Balkansky
 Board Member Steven Kulick
 Board Member James Lysaught
 Board Member Gerald Vite
 Board Member David Wolfson

Chair Jason Cain -- **Excused**

Alternate Alderman Dale Mayr -- **Excused**

Also present: Director of Public Works/City Engineer Lundeen and Buildings and Grounds Superintendent Bodoh.

Director of Public Works/City Engineer Lundeen informed the Board that Member Usowski had stepped down from the Board. The Mayor has been informed that he will be tasked with appointing a new member. The process of replacing a Board Member was discussed, including the need to identify members that are invested in the best interests of the City as a whole.

2) Approval of Meeting Minutes

Motion to approve Park and Open Space Board - Regular Meeting - August 20, 2025 6:30 PM with amendments revising the presence of Alderman Mayr and removing his voting status as he was not present.

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

MOVED BY: Board Member Vite

SECONDED BY: Board Member Balkansky

Attachment: 09.17.25 Minutes (10805 : POSB minutes 9.17.25)

AYES: Bratt, Balkansky, Kulick, Lysaught, Vite, Wolfson
DEEMED NO: Cain, Mayr

3) Discussion Item

a. Park CORP Goals & Strategies

The Comprehensive Outdoor Recreation Plan (CORP) was reviewed and will provide a benchmark of what the Board has accomplished. The DNR requirements for grants do an adopted plan every five years.

b. Park CORP Recommendations (5.1 General Recommendations)

These work in line with the Goals and came from the Board. The improvements at Lemke were discussed as a model for projects at other locations. When considering capital projects, the Board should refer to these goals and overall costs of a specific item (one slide versus aging playground equipment overall). For example, when considering ADA requirements and fire suppression measures, it is important to look at the costs of trying to retrofit or making complete replacements to best meet those guidelines.

Buildings and Grounds Superintendent Bodoh provided an update that his team is almost finished with converting the lighting at City Hall and all parks to LED. The remaining areas just include parking lots. Director of Public Works/City Engineer Lundeen also explained how all-in-one dispensers installed at Lemke are both environmentally and economically sound. They do not require paper towels, which also means less waste and fewer supplies.

c. Katherine Kearney Carpenter Park - Restoration/Improvement of West Parking Lot Area

The master plan for this park was discussed and Staff requested direction on what to do with the abandoned parking lot on the west side of the park. Some options include removing it entirely and planting grass because it cannot remain as it is when it has been closed for parking. It was proposed to replace the closed parking lot with a berm if that would be allowed. The Board is in favor of removing the west lot to be replaced with grass or vegetation.

d. Park Volunteer Opportunities - List Creation

The Board should continue to work on a list of volunteer opportunities including those that do or do not require supervision by City staff. An example of a project not requiring supervision includes picking up litter at any public park (and removing that waste from the park). Landscaping/planting trees or removing invasive species would require supervision. The Adopt-a-Roadway has some helpful guidelines for establishing what is required for such an activity. Volunteers can be a presence to promote parks at community events such as Arbor Day, Taste of Mequon, Winter Wonderland and Redbud Festival.

e. Community Survey Results

The City just received the survey results, which the Board can review for comments and feedback regarding the parks. Mequon did have overall positive results and was rated as a good place to live. Some of the survey results surrounding the planning for growth were discussed. Board members should review the survey to determine if the POSB should consider any feedback provided specifically regarding the parks. The Board also discussed communication

Attachment: 09.17.25 Minutes (10805 : POSB minutes 9.17.25)

measures with the community that included the Weekly Bulletin, DPW Facebook page and other opportunities to reach out to City residents.

f. Mequon Commons Visioning Workshop

The Workshop had been scheduled the same evening as this Board meeting and some of the Concept ideas that had been presented were reviewed. Based on the concept selected, this Board may need to provide further feedback to the Council in regards to parks.

g. Park and Open Space Board Work Plan (9.17.25)

4) Adjourn

Motion to adjourn at 7:45 PM.

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

MOVED BY: Board Member Vite

SECONDED BY: Board Member Balkansky

AYES: Bratt, Balkansky, Kulick, Lysaught, Vite, Wolfson

DEEMED NO: Cain, Mayr

Respectfully Submitted,

Beth Kong
Deputy Clerk

Attachment: 09.17.25 Minutes (10805 : POSB minutes 9.17.25)



11333 N. Cedarburg Road
 Mequon, WI 53092
 Phone: 262-236-2904
 Fax: 262-242-9655

www.cityofmequonwi.gov

Department of Community Development
 Taped and Televised

PLANNING COMMISSION
Regular Meeting
Monday, September 29, 2025
6:00 PM
American Legion Post #457
6050 W. Mequon Road

Minutes

1) Call to Order, Roll Call

Present:

Chair Andrew Nerbun
 Alderman Robert Strzelczyk
 Commissioner Bruce Barnes
 Commissioner Martin Choren
 Commissioner Stephanie Hawley
 Commissioner Rebecca Schaefer
 Commissioner Nancy Urbani
 Alt. Commissioner Oliver Ellsworth
 Commissioner John Stoker - **Absent**

Mayor Nerbun called the meeting to order at 6:05 p.m.

a) Approval of Minutes from July 28, 2025.

Action

Ald. Strzelczyk made a motion to approve July 28, 2025, meeting minutes.
 Commissioner Urbani seconded the motion.
A voice vote was taken; vote passed (8-0)

Attachment: PC_09.29.25_FINAL (10794 : Plan Comm.)

RESULT: **APPROVED [8 TO 0]**
MOVER: Robert Strzelczyk, Alderman
SECONDER: Nancy Urbani, Commissioner
AYES: Ellsworth, Nerbun, Strzelczyk, Barnes, Choren, Hawley, Schaefer,
 Urbani
ABSENT: Stoker

2) Consent Agenda / Regular Business

- a) Craig Pfister & Edith Lepgold. The applicant is seeking certified survey map approval for a 2-lot land division for the property located at 10490 N. Pine Tree Circle.
- b) Mequon I LLC for The Enclave at Mequon Preserve Phs IX. The applicant is seeking development agreement and minor request approval for fill of approximately 25,000 C.Y. to allow for 19-lots in Phase IX of The Enclave at Mequon Preserve subdivision located west and east of 10622 N. Tree Sparrow Road.

Action

Commissioner Hawley made a motion to approve the Consent Agenda (2 items).

Ald. Strzelczyk seconded the motion.

A voice vote was taken; vote passed (8-0)

RESULT: **APPROVED [8 TO 0]**
MOVER: Stephanie Hawley, Commissioner
SECONDER: Robert Strzelczyk, Alderman
AYES: Ellsworth, Nerbun, Strzelczyk, Barnes, Choren, Hawley, Schaefer,
 Urbani
ABSENT: Stoker

3) Consent Agenda / Public Hearing

- a) FT 1, LLC. The applicant is seeking conditional use grant approval for a nightclub for the property located at 11120 N. Weston Drive.
- b) FT 1, LLC. The applicant is seeking conditional use grant approval for a distillery for the property located at 11090 N. Weston Drive.

Action

Commissioner Hawley made a motion to open a public hearing.

Ald. Strzelczyk seconded the motion.

A voice vote was taken; vote passed (8-0)

No Public Comment

Action

Commissioner Schaefer made a motion to close the public hearing.

Commissioner Urbani seconded the motion.

A voice vote was taken; vote passed (8-0)

Action

Commissioner Hawley made a motion to approve the Consent/Public Hearing Agenda (2 items).

Ald. Strzelczyk seconded the motion

A voice vote was taken; vote passed (8-0)

RESULT:	APPROVED [8 TO 0]
MOVER:	Stephanie Hawley, Commissioner
SECONDER:	Robert Strzelczyk, Alderman
AYES:	Ellsworth, Nerbun, Strzelczyk, Barnes, Choren, Hawley, Schaefer, Urbani
ABSENT:	Stoker

4) Regular Business / Public Hearing

- a) MSI General for Charter Manufacturing. The applicant is seeking conditional use grant and building and site plan amendment approval for three (3) separate single-story building additions and site modifications for the property located at 12121 N. Corporate Parkway.

Action

Commissioner Hawley made a motion to open a public hearing.

Ald. Strzelczyk seconded the motion.

A voice vote was taken; vote passed (8-0)

No public comment

Action

Ald. Strzelczyk made a motion to open a public hearing.

Commissioner Schaefer seconded the motion.

A voice vote was taken; vote passed (8-0)

Planner Natalie Redding stated that this request is for three (3) separate single-story additions. A conditional use grant is required because the proposed additions increase the building footprint exceeding 40,000 sq. ft. The site plan includes additional parking, the relocation of a generator and the relocation of the dumpster.

The three additions will total approximately 6,600 sq. ft. and are necessary due to a growing employee base and to allow the business to grow their business operations. The B-4 zoning

requirements regarding set back, off set and open space are all met.

The site modifications include the relocation of the generator from the location where the northeast addition will be to the northwest side of the property where other electrical equipment is housed. The dumpster is also proposed to be relocated to the northwest portion of the parking lot. Staff recommend the dumpster be located to the southwest corner of the parking lot as it will be better screened from Port Washington Road by the evergreens in the area as well as less impactful to the parking lot. The number of parking stalls will be increased from 215 to 227.

The applicant will remove 15 trees through the site due to the building and parking lot additions and they will be replaced with a mixture of trees (Exhibit A in the packet). Staff recommend that a wider variety of species be included in the replacement of the removed trees. Additionally, staff recommend an additional parking lot island be added in the northwest portion where the expanded 10 parking stalls are proposed.

There are 2 new lights proposed, and staff require cut sheets be submitted as a condition of approval.

The applicant stated the proposed location of the dumpster lines up with access to the site and that the trash collection trucks would have easy access to the dumpster within causing issues maneuvering in the parking lot. Additionally, there is a large training room proposed adjacent to the dumpster site and the safety of the employees taking the trash to the parking lot was considered in selecting the relocated dumpster location.

Feedback from the Commission is that the dumpster should be well screened in addition to maximizing safety for the employees taking out the trash into the parking lot area.

Action

Commissioner Choren made a motion to approve the item with the dumpster relocated as proposed.

Ald. Strzelczyk seconded the motion.

Ald. Strzelczyk made a friendly amendment that staff and the applicant discuss a more agreeable location for the dumpster.

The friendly amendment was accepted.

A roll call vote was taken; vote passed (8-0)

RESULT:	APPROVED WITH CONDITIONS [8 TO 0]
MOVER:	Martin Choren, Commissioner
SECONDER:	Robert Strzelczyk, Alderman
AYES:	Ellsworth, Nerbun, Strzelczyk, Barnes, Choren, Hawley, Schaefer, Urbani
ABSENT:	Stoker

5) Regular Business

- 1) Signarama for East Mequon Corporate Center III. The applicant is seeking master sign plan approval for the property located at 12308 N. Port Washington Road.

Planner Redding stated this request is for a master sign plan approval for a multi-tenant building in the B-4 zoning district. The code specifies that one (1) wall sign per building is allowed. Currently there is no signage on site that distinguish individual tenant locations. The applicant is proposing that each tenant be allowed to install an illuminated wall sign above their individual entrances. The proposed sign plan allows for a maximum of 60 sq. ft. per tenant sign, a maximum of 30 inches for lettering and designates a specified location for the signs. There are currently four (4) existing businesses occupying 4 of the 5 tenant suites.

Staff are supportive of wall signs for the five (5) existing tenant suites but do not support the proposed additional two (2) potential sign locations. This could be revisited if there are changes to the site floorplan in the future.

Staff recommend the wall signs be located over the entrance doors to the individual suites to promote consistency and clarity of tenant location. Staff are concerned that 60 sq. ft. per sign is too large considering the height of the building. Staff requested renderings with signs at 30 sq. ft. but did not receive requested renderings in time for the board packet, but these renderings were shown during the meeting. It is recommended that the wall signs be a maximum of 30 sq. ft. with 15" lettering.

The applicant stated they request the wall signs be allowed to be larger in size as they are used for wayfinding and there is space on the building to accommodate the larger size signs.

The Commission stated the way finding is only used inside the parking lot and not from a street vantage point and the smaller signs seem more appropriate for the size of the building and the use of the signs.

Action

Ald. Strzelczyk made a motion to approve the master sign plan with a maximum of 30 sq. ft. per sign per staff recommendations.

Commissioner Barnes seconded to motion.

A voice vote was taken; vote passed (8-0)

RESULT:	APPROVED [8 TO 0]
MOVER:	Robert Strzelczyk, Alderman
SECONDER:	Bruce Barnes, Commissioner
AYES:	Ellsworth, Nerbun, Strzelczyk, Barnes, Choren, Hawley, Schaefer, Urbani
ABSENT:	Stoker

- 2) Keller, Inc. for BE Golf, LLC. The applicant is seeking building and site plan amendment approval for an approximately 10,200 sq. ft. addition and remodel of the existing building for the property located at 12950 N. Port Washington Road (Missing Links).

Planner Redding stated the request is for construction for a new addition and a remodel of the existing building. The proposed plan meets all the requirements of the Ulao Creek design standards. The addition will provide space for golf simulators and office space while the existing remodeled building will allow for more dining space and updated restrooms for the patrons to the property. Additionally, there will be extended outdoor patio space. A condition is included that any damaged landscaping shall be replaced, i.e. any trees or plantings removed or damaged during construction. Staff request that one light on the roof of the building that is not compliant be removed as well as landscaping that needs to be replaced on the north side of the parking lot.

A question was raised by the Commission regarding whether there is adequate parking due to the proposed additions. The applicant believes parking is sufficient as the addition of the indoor simulators is most popular off season from the outdoor golfing peak traffic times and staff and the applicant do not believe there will be parking issues.

The Commission also asked about the proposed color of the buildings and whether the applicant is flexible on a possible color change. The applicant communicated that they are open to changing the proposed paint color.

Action

Commissioner Schaefer made a motion to approve the item with the recommendation that staff, the Commission architect, Marty Choren, and the applicant meet to discuss paint color.

Ald. Strzelczyk seconded to motion.

A roll call vote was taken; vote passed (8-0)

RESULT:	APPROVED WITH CONDITIONS [8 TO 0]
MOVER:	Rebecca Schaefer, Commissioner
SECONDER:	Robert Strzelczyk, Alderman
AYES:	Ellsworth, Nerbun, Strzelczyk, Barnes, Choren, Hawley, Schaefer, Urbani
ABSENT:	Stoker

- 3) Bonnilake Real Estate, LLC. The applicant is seeking subdivision minor request approval for 20,000 C.Y. of fill, berms exceeding 4.5 feet, and concept plan approval for a 12-lot single-family rural conservation for the property located a the southwest corner of Riverland Road and Pioneer Road.

Public Comment

Randy & Pati Pillen - 4149 W. Pioneer - opposed and believe that the homes will be too large for this area.

Miriam Colton & Holly Rehberg - 14350 N. Riverland Road - opposed and requests that the access be relocated as the lights will be directed directly into their living room windows. They are concerned about light pollution from an entrance sign as it will affect nature and native species in the area. They believe the berms should be lower and the buffer filled with plants and trees.

Jim Freck - 14048 N. Riverland Road -opposed and he has questions and concerns regarding the topography, the proposed 12-lots and the effects the new lots will have on the drainage. He suggests additional access from Riverland Road.

Terry Wilkinson - 13800 N. Riverland Road - Believes extensive landscape should be required to buffer the proposed new homes and that open space be preserved. He requests that no septic tanks face Riverland Road, no septic easements and that all septic tanks be located on individual properties. He also requested that the 300-foot setback from Riverland Road be maintained.

Mary Kaye Ernest - 3318 W. River Drive - is opposed and believes the proposed subdivision will destroy the habitat of the animals, she has concerns about the water table, the traffic and possible congestion and believes the entrance should be on Pioneer Road.

Michael Kemp - 14133 N. Riverland Road - is opposed and has many concerns including the topography not supporting the proposed 12 new homes, he believes the berms will be unsightly and that green space is preferred, the infrastructure and lights are unnecessary and he is concerned about the construction traffic in the area.

Dan Kemp - 14133 N. Riverland Road - opposed as he lives next to the proposed development and he is concerned about the water table and septic problems in the area.

Toni Stockinger - 4123 W. Pioneer Road - opposed and she isconcerned about the water table and the septic tank situation in this area.

A resident stated that this is farm area and there are smells and sounds associated and wants the developer and future home owners to be aware.

Assistant Director, Jac Zader, stated that this is a request for a conservation subdivision which is allowed as permitted use per the change of the code in 2021. The yield is 11 lots, but an additional lot is allowed for this type of subdivision (1 additional lot per every 40 acres). He explained that the code requires 60% open space and a 300-foot setback from both Riverland Road and Pioneer Road. The applicant is requesting a 245-foot buffer waiver along Riverland Road. He commented that the applicant is required to submit a stewardship plan at the time of preliminary plat submittal.

The access is off Riverland Road and not Pioneer Road, as it is a county road. The code requires connectivity to surrounding property, which the plan does show to the south. He explained the septic systems can be located in the open space area.

City code requires a light at the entrance of the subdivision.

Assistant City Engineer, Cole McCraw, stated that the berms are proposed at 5-feet from the “post-grading” ground and not the existing ground. He stated that the condition in the staff report states the berms should not exceed 4.5 feet in height. He stated that a streetlight at the entrance is required per code.

The applicant, Fred Bersch, stated he was requested to provide berms to provide a screening buffer. He explained that he worked to follow all the requirements outlined for a conservancy subdivision. Based on feedback, he is willing to accommodate relocating the entrance to the south.

Many Commissioners spoke and shared their opinions regarding the many issues raised and the feedback from the Commission includes:

- One (1) access to the development is appropriate.
- Berms should not be higher than 4.5 feet.
- Support to move the entrance south due to neighbor across the street.
- Entrance light is for safety and is required by code.

Action

Ald. Strzelczyk made a motion to approve the item requiring the 300 foot buffer setback (condition #2), the entrance to be relocated to the south (line up adjacent to property lines), entrance streetlight shall meet code requirement and be down lit, no interior street lighting (#11), the septic and/or mound setback shall be 75-feet, 4.5 feet berms from existing grading. Commissioner Barnes seconded the motion.

Commissioner Schaefer made a friendly amendment to ensure the berms are limited to no greater in height than 4.5 feet street elevation.
The friendly amendment was accepted and seconded.

A roll call vote was taken; vote passed (8-0)

6) Announcements

The Commissioners were provided a flyer with an upcoming Planning Commission training class.

The next meeting is Monday, October 27, 2025, at 6:00 p.m.

7) Adjourn

Action

Commissioner Schaefer made a motion to adjourn the meeting.

Commissioner Hawley seconded to motion.

A voice vote was taken; vote passed (8-0)

The meeting adjourned at 8:29 p.m.

Respectfully Submitted,

Jac Zader

Attachment: PC_09.29.25_FINAL (10794 : Plan Comm.)



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

Attachment: 9-9-25 Minutes - PS (10803 : Public Safety)

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

Attachment: 9-9-25 Minutes - PS (10803 : Public Safety)



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, August 12, 2025

5:45 PM

South Conference Room

Minutes

1) Call to Order, Roll Call

Chair Hansher called the meeting to order at 5:50 PM.

Present:

Chair Jeffrey Hansher

Alderman Kelly Tolocko

Alderman Peter Bratt -- **Excused**

Also present: Director of Public Works/City Engineer Lundeen, Assistant City Engineer McCraw, Engineering Technician Dandy

2) Approval of Minutes from June 10, 2025

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

MOVED BY: Alderman Tolocko

SECONDED BY: Alderman Hansher

AYES:	Hansher, Tolocko
--------------	-------------------------

3) Resolutions

- a. **RESOLUTION 4222** A Resolution Rescinding Authorization to Purchase a 2020 Elgin Whirlwind 1 Street Sweeper from Macqueen Group of Menomonee Falls, Wisconsin, in the Amount of \$270,395, and Ratifying the Purchase of a 2024 Bucher Municipal V65H Street Sweeper from McCann Industries of Bolingbrook, Illinois, in the Amount of \$299,345.

Director of Public Works/City Engineer Lundeen explained that the equipment approved last month arrived not in the condition expected. The City was able to find a replacement unit that is both newer and comes with a full warranty.

Motion to approve RESOLUTION 4222.

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

Attachment: Pub Works 8.12.25 DRAFT (10806 : Public Works Minutes)

MOVED BY: Alderman Hansher
SECONDED BY: Alderman Tolocko

AYES: Hansher, Tolocko

- b. **RESOLUTION 4223** A Resolution Awarding the Road Improvements Design Contract for Lake Shore Drive and Mequon Road to raSmith, of Appleton, Wisconsin, in the Amount of \$145,000.

Assistant Engineer McGraw explained that this is a two-year phased project. Due to road conditions, this area was already being reviewed for construction/repaving. Public involvement meetings and a survey have been completed. The response from the survey reflected the need to make some improvements. Consultants will review the feedback as well as the budget considerations to provide their concepts for this project. At that time, those concepts will be brought forward to Committee of the Whole and Common Council for further review and/or approval.

Motion to approve RESOLUTION 4223.

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

AYES: Hansher, Tolocko

- c. **RESOLUTION 4224** A Resolution Authorizing Execution of a Permit Application with the Wisconsin Department of Transportation for the Maintenance of Pavement Markings and Symbols on a Buffered Bicycle Lane Along Wauwatosa Road Between Mequon Road and Knightsbridge Drive.

Director of Public Works/City Engineer Lundeen explained overall scope of the project from Wisconsin Department of Transportation (WISDOT). It was determined that the area would qualify for WISDOT supplied markings for pedestrian walkways. The City would then be responsible for the maintenance of the pavement painting/markings.

Motion to approve RESOLUTION 4224.

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

AYES: Hansher, Tolocko

- d. **RESOLUTION 4225** A Resolution Authorizing Execution of a State/Municipal Maintenance Agreement (SMMA) and a State/Municipal Financial Agreement (SMFA) with the Wisconsin Department of Transportation for Traffic Signal Enhancements at the Intersection of Mequon and Cedarburg Roads, and Block Style Crosswalk Enhancements on Mequon Road (at Cedarburg Road, Riverland Road/Riverland Court, Robin Lane, Lilac Lane and Market Street).

Motion to approve RESOLUTION 4225.

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

AYES: Hansher, Tolocko

- e. **RESOLUTION 4221** A Resolution Declaring the Public Necessity and Adopting a Relocation Order for the Ranch Road Lift Station E Reconstruction Project.

Director of Public Works/City Engineer Lundeen explained that this resolution begins the process of the legal document to proceed with easements necessary for the Lift Station. Additional conversations will occur between the City and members of the HOA to finalize the agreement for this lift station.

Motion to approve RESOLUTION 4221.

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

AYES: Hansher, Tolocko

4) Discussion Items

- a. Public Works Work Plan (8.12.25).

5) Adjourn

Motion to adjourn at 6:11 PM.

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

AYES: Hansher, Tolocko

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, September 9, 2025

6:15 PM

South Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Chair Jeffrey Hansher
Alderman Kelly Tolocko
Alderman Peter Bratt

2) Approval of Minutes

a. Public Works Committee - Regular Meeting - Aug 12, 2025 5:45 PM

RESULT: Tabled [Unanimous]

MOVED BY: Alderman Hansher

3) Resolutions

Action requested: review and recommend approval

a. **RESOLUTION 4229** A Resolution Authorizing Replacement of a Conveyor Belt, Rollers, Bearings and Other Associated Parts for the Salt Dome Loading System from Kimco USA, Inc. of Marshall, Illinois, in the Amount of \$36,160

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Bratt

SECONDED BY: Alderman Hansher

AYES: Hansher, Bratt

DEEMED NO: Tolocko

b. **RESOLUTION 4230** A Resolution Authorizing Submittal of a Petition for Disaster Damage Aid to the Wisconsin Department of Transportation, in Connection with a Culvert Failure on Highland Road

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Bratt

Attachment: 9.9.25 Minutes from 10.14.25 Agenda Packet (10806 : Public Works Minutes)

SECONDED BY: Alderman Tolocko

AYES: Hansher, Tolocko, Bratt

- c. **RESOLUTION 4231** A Resolution Approving a Memorandum of Understanding Between the City of Mequon and Ozaukee County for the Construction of Road Modifications and Streetscape Elements on North Port Washington Road between Mequon Road and County Line Road

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

MOVED BY: Alderman Tolocko

SECONDED BY: Alderman Bratt

AYES: Hansher, Tolocko, Bratt

4) Discussion Items

Discussion and Possible Action

- a. 2025 Road Improvements Contract Summary
- b. 2026 Annual Road Program
- c. Public Works Work Plan (9.9.25)

5) Adjourn

- a. Motion to Adjourn at 6:38 PM

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

MOVED BY: Alderman Tolocko

SECONDED BY: Alderman Bratt

AYES: Hansher, Tolocko, Bratt

Respectfully Submitted,

Karen Schlereth
Administrative Assistant



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

www.cityofmequonwi.gov

Public Works/Engineering

SEWER UTILITY DISTRICT COMMISSION

Tuesday, August 12, 2025

7:30 PM

American Legion Post #457

6050 W Mequon Rd.

Minutes

1) Call to Order, Roll Call

The meeting was called to order at 7:38 PM.

Present:

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

2) Resolutions

Action requested: review and recommend approval

- a. **RESOLUTION 4226** A Resolution Awarding a Consulting Agreement in Connection with the Selection Process for a New SCADA System to MSA Professional Services, Inc., of Mequon, Wisconsin, in the Amount of \$27,500

RESULT: **Approved by Roll Call Vote [8:1]**

MOVED BY: Commissioner Hansher

SECONDED BY: Commissioner Gebhardt

Attachment: Sewer 8.12.25 final (10809 : Sewer Utility)

AYES: Nerbun, Strzelczyk, Tolocko, Mayr, Hansher, Bach, Parrish, Gebhardt
DEEMED NO: Bratt

- b. **RESOLUTION 4220** A Resolution Authorizing Execution of a Memorandum of Understanding with the Milwaukee Metropolitan Sewerage District for the Replacement or Repair of an Estimated 120 Sanitary Laterals Through the Private Property Infiltration and Inflow Reduction Program

Director of Public Works/City Engineer Lundeen clarified that both the existing balance and annual allocation are incorporated into the memorandum. She further clarified the areas selected are based upon a prioritization study.

RESULT: Approved by Roll Call Vote [8:1]
MOVED BY: Commissioner Mayr
SECONDED BY: Commissioner Strzelczyk

AYES: Nerbun, Strzelczyk, Tolocko, Mayr, Hansher, Bach, Parrish, Gebhardt
DEEMED NO: Bratt

- c. **RESOLUTION 4221** A Resolution Declaring the Public Necessity and Adopting a Relocation Order for the Ranch Road Lift Station E Reconstruction Project

RESULT: Approved by Roll Call Vote [8:1]
MOVED BY: Commissioner Hansher
SECONDED BY: Commissioner Mayr

AYES: Nerbun, Strzelczyk, Tolocko, Mayr, Hansher, Bach, Parrish, Gebhardt
DEEMED NO: Bratt

- 3) Adjourn at 7:43 PM.

RESULT: Approved by Roll Call Vote [8:1]
MOVED BY: Commissioner Hansher
SECONDED BY: Commissioner Gebhardt

AYES: Nerbun, Strzelczyk, Tolocko, Mayr, Hansher, Bach, Parrish, Gebhardt
DEEMED NO: Bratt

Respectfully Submitted,
Beth Kong, Deputy Clerk



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2902
Fax: 262-242-9655

www.cityofmequonwi.gov

Office of Community Development

TO: Common Council
FROM: Kim Tollefson, Director of Community Development
DATE: November 11, 2025
SUBJECT: RESOLUTION 4239 A Resolution Approving a Certified Survey Map for the Property Located at 5700 West Bonniwell Road, and Accepting the Dedication of 1.28 Acres of Public Right-of-Way Along West Bonniwell Road and North Green Bay Road

Background

The certified survey map is being forwarded to the Common Council for final approval due to the dedication of right-of-way. The result of the certified survey serves to dedicate public road right-of-way of 0.30 acres on West Bonniwell Road and 0.98 acres on North Green Bay Road.

Under state law, the Common Council must approve any dedication of road right-of-way. Accordingly, it is recommended that the Common Council approve the attached certified survey map and resulting road dedication.

Fiscal Note

This proposed resolution is fiscally neutral.

Recommendation

The Planning Commission recommended approval on October 27, 2025, by a vote of 7-0.

Attachments:

Certified Survey Map (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4239

A Resolution Approving a Certified Survey Map for the Property Located at 5700 West Bonniwell Road, and Accepting the Dedication of 1.28 Acres of Public Right-of-Way Along West Bonniwell Road and North Green Bay Road

RECITALS

A. The owner of the property located at 5700 West Bonniwell Road has proposed a Certified Survey Map (CSM) to divide the property.

B. The Planning Commission granted Certified Survey Map approval for the property on October 27, 2025.

C. The Certified Survey Map dedicates 1.28 acres of public right-of-way along West Bonniwell Road and North Green Bay Road.

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

1. The Certified Survey Map is hereby approved, and the appropriate City officials are hereby authorized and directed to sign the same upon the completion of all required conditions approved by the Planning Commission on October 27, 2025.

2. The Certified Survey Map shall be recorded with the Ozaukee County Register of Deeds.

Approved by: Andrew Nerbun, Mayor

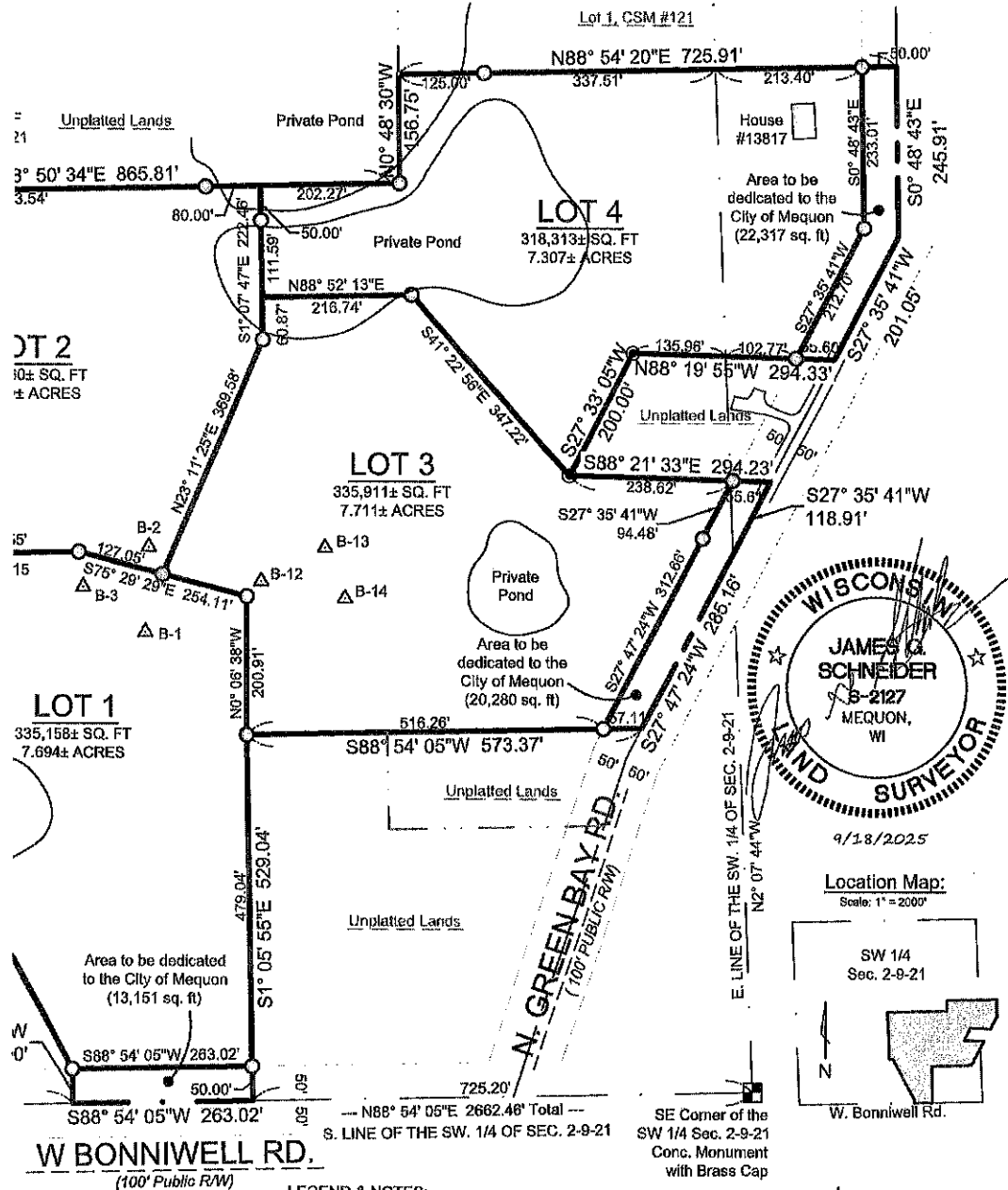
Date Approved: November 11, 2025

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

Caroline Fochs, City Clerk

CERTIFIED SURVEY MAP NO. _____

A Redivision of Lot 2 of Certified Survey Map No. 121, and Lands, all being a part of the Northeast 1/4 and the Southeast 1/4 of the Southwest 1/4, and the Northwest 1/4 and the Southwest 1/4 of the Southeast 1/4 of Section 2, Town 9 North, Range 21 East, in the City of Mequon, Ozaukee County, Wisconsin.



Prepared for:
Minahan Children, LLC
c/o Daniel Minahan
1538 E. Goodrich Lane
Fox Point, WI 53217

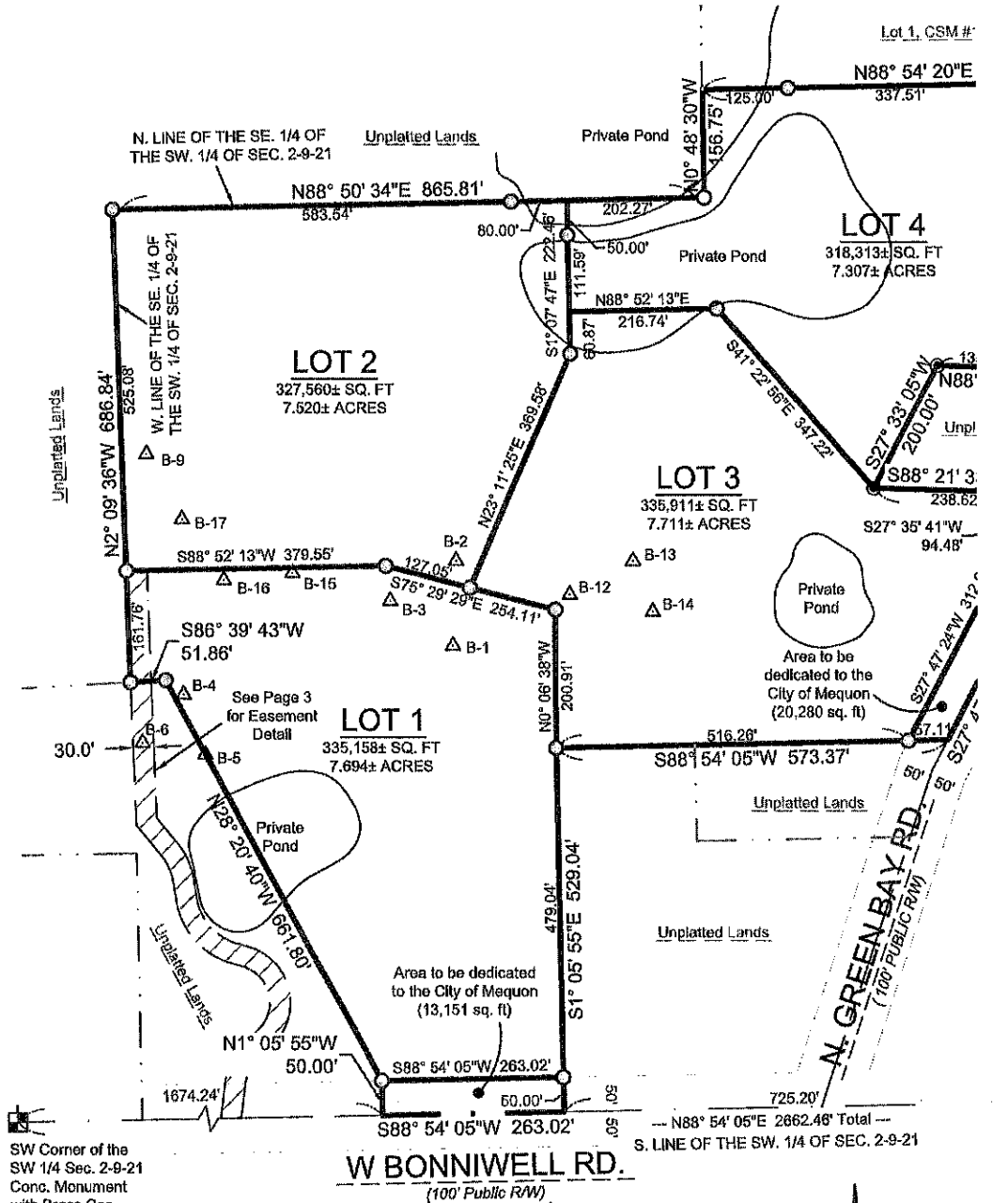
THE SIGMA GROUP
Single Source. Sound Solutions.
www.thesigmagroup.com
1300 West Canal Street
Milwaukee, WI 53233
Phone: 414-643-4200
Fax: 414-643-4210

PROJECT NUMBER 22819 - DRAFTED BY JRS

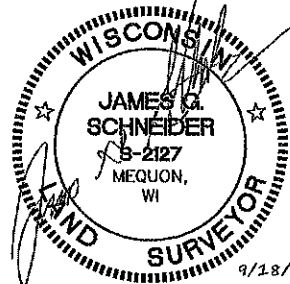
Sheet 1 of 5

CERTIFIED SURVEY MAP NO. _____

A Redivision of Lot 2 of Certified Survey Map No. 121, and Lands, all being a part of the Northeast 1/4 and the Southeast 1/4 of the Southwest 1/4, and the Northwest 1/4 and the Southwest 1/4 of the Southeast 1/4 of Section 2, Town 9 North, Range 21 East, in the City of Mequon, Ozaukee County, Wisconsin.



THE SIGMA GROUP
Single Source. Sound Solutions.
www.thesigmagroup.com
1300 West Canal Street
Milwaukee, WI 53233
Phone: 414-643-4200
Fax: 414-643-4210



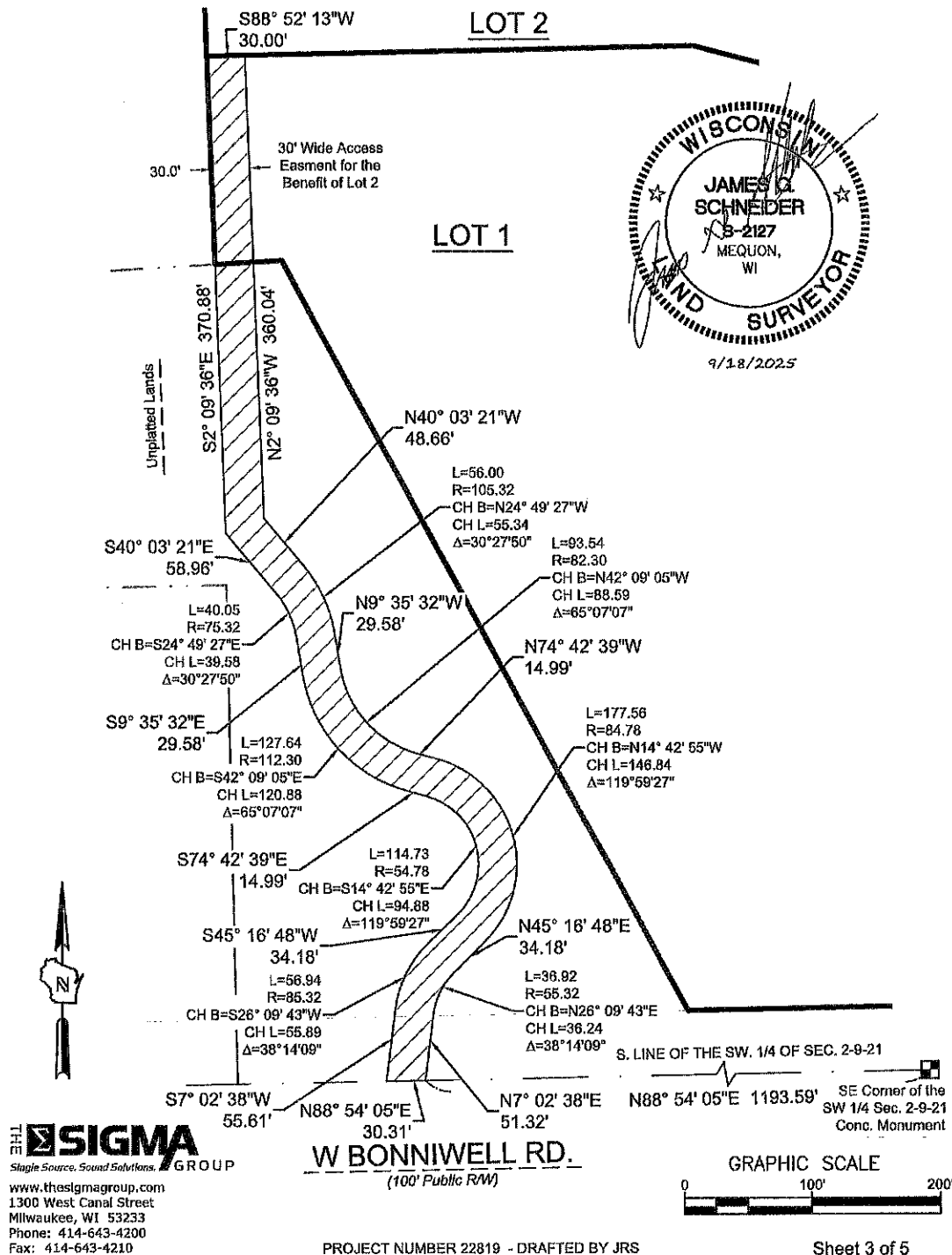
PROJECT NUMBER 22819 - DRAFTED BY JRS

Sheet 2 of 5

CERTIFIED SURVEY MAP NO. _____

A Redivision of Lot 2 of Certified Survey Map No. 121, and Lands, all being a part of the Northeast 1/4 and the Southeast 1/4 of the Southwest 1/4, and the Northwest 1/4 and the Southwest 1/4 of the Southeast 1/4 of Section 2, Town 9 North, Range 21 East, in the City of Mequon, Ozaukee County, Wisconsin.

ACCESS EASEMENT EXHIBIT



CERTIFIED SURVEY MAP NO. _____

A Redivision of Lot 2 of Certified Survey Map No. 121, and Lands, all being a part of the Northeast 1/4 and the Southeast 1/4 of the Southwest 1/4, and the Northwest 1/4 and the Southwest 1/4 of the Southeast 1/4 of Section 2, Town 9 North, Range 21 East, in the City of Mequon, Ozaukee County, Wisconsin.

SURVEYOR'S CERTIFICATE

I, James G. Schneider, Professional Land Surveyor, do hereby certify:

THAT I have surveyed, divided and mapped the following parcel of land:

A Redivision of Lot 2 of Certified Survey Map No. 121, and Lands, all being a part of the Northeast 1/4 and the Southeast 1/4 of the Southwest 1/4, and the Northwest 1/4 and the Southwest 1/4 of the Southeast 1/4 of Section 2, Town 9 North, Range 21 East, in the City of Mequon, Ozaukee County, Wisconsin, bounded and described as follows:

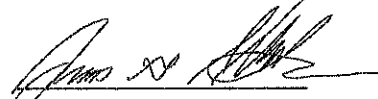
Commencing at the Southeast corner of the Southwest 1/4 of said Section 2; thence S88°54'05"W along the South line of said Southwest 1/4 and the centerline of West Bonniwell Road, 725.20 feet to the point of beginning; thence continuing S88°54'05"W along said South line, 283.02 feet; thence N1°05'55"W, 50.00 feet to a point in the North right of way line of said West Bonniwell Road; thence N28°20'40"W, 661.80 feet; thence S86°39'43"W, 51.86 feet to a point in the West line of the Southeast 1/4 of Southwest 1/4 of said Section 2; thence N2°09'36"W along said West line, 686.84 feet to a point in the North line of the Southeast 1/4 of Southwest 1/4 of said Section 2; thence N88°50'34"E along said North line, 865.81 feet to the Southwest corner of Lot 2 of Certified Survey Map (CSM) No. 121; thence N0°48'30"W along the West line of said Lot 2, 156.75 feet to the Northwest corner of said Lot 2; thence N88°54'20"E along the North line of said Lot 2, 725.91 feet to a point in the centerline of North Green Bay Road; thence S0°48'43"E along said centerline, 245.91 feet; thence S27°35'41"W along said centerline, 201.05 feet; thence N88°19'55"W, 294.33 feet; thence S27°33'05"W, 200.00 feet; thence S88°21'33"E, 294.23 feet to a point in said centerline of North Green Bay Road; thence S27°35'41"W along said centerline, 118.91 feet; thence S27°47'24"W along said centerline, 285.16 feet; thence S88°54'05"W, 573.37 feet; thence S1°05'55"E, 529.04 feet to a point in the centerline of West Bonniwell Road and the point of beginning.

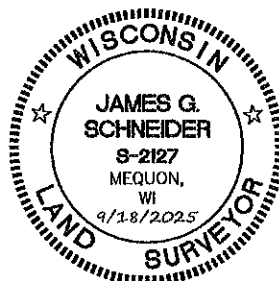
Said lands containing 1,372,690 sq. ft. / 31.513 acres of land, more or less.

That I have made such survey, land division, and plat at the direction of Minahan Children, LLC, OWNER of said lands.

That such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

That I have complied with, Chapter 236.34 of the Wisconsin Statutes and the requirements of the City of Mequon in surveying and mapping the same.


James G. Schneider S-2127



THE SIGMA GROUP
Single Source. Sound Solutions.
www.thesigmagroup.com
1300 West Canal Street
Milwaukee, WI 53233
Phone: 414-643-4200
Fax: 414-643-4210

PROJECT NUMBER 22819 DRAFTED BY JRS

Sheet 4 of 5

Packet Pg. 72

Attachment: Certified Survey Map (RESOLUTION 4239 : Minahan CSM Right of Way Dedication)

CERTIFIED SURVEY MAP NO. _____

A Redivision of Lot 2 of Certified Survey Map No. 121, and Lands, all being a part of the Northeast 1/4 and the Southeast 1/4 of the Southwest 1/4, and the Northwest 1/4 and the Southwest 1/4 of the Southeast 1/4 of Section 2, Town 9 North, Range 21 East, in the City of Mequon, Ozaukee County, Wisconsin.

OWNER'S CERTIFICATE

I, Daniel J. Minahan, Managing Member of Minahan Children, LLC, OWNER, do hereby certify: THAT I have caused the lands described in the foregoing certificate of James G. Schneider, Surveyor, to be surveyed, divided mapped and dedicated.

Witness

Daniel J. Minahan, Managing Member

WITNESS the hand and seal of said OWNER on this ____ day of _____, 20__.

STATE OF WISCONSIN)
OZAUKEE COUNTY)ss

PERSONALLY came before me on this ____ day of _____, 20__ Daniel J. Minahan, Managing Member to me known to be the person who executed the foregoing certificate and acknowledged the same.

My Commission expires _____

Notary Public

CITY OF MEQUON PLAN COMMISSION APPROVAL

APPROVED by the City of Mequon Plan Commission on this ____ day of _____, 20__.

Chairman

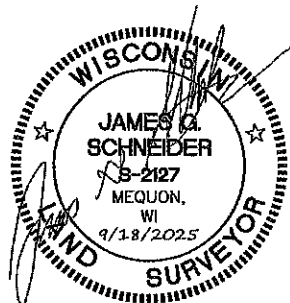
Secretary

COMMON COUNCIL CERTIFICATE OF APPROVAL

I certify that this Certified Survey Map was approved under Resolution File No. _____ adopted by the Common Council of Mequon on _____.

City Clerk

Andrew Nerbun, Mayor





11333 N. Cedarburg Road
 Mequon, WI 53092-1930
 Phone: 262-236-2902
 Fax: 262-242-9655

www.cityofmequonwi.gov

Office of Community Development

TO: Common Council
FROM: Kim Tollefson, Director of Community Development
DATE: November 11, 2025
SUBJECT: ORDINANCE 2025-1686 An Ordinance Approving a Rezoning of the 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

Background

The applicant, P2 Development, is seeking approval of a concept plan and a rezoning request for 58 rowhouse-style dwellings located in seven buildings and a three-story mixed-use building with underground parking located in the Town Center neighborhood. The project will combine five existing parcels that currently contain an auto service facility, a single-family home, two vacant buildings and a vacant lot. The developer estimates a total value of \$18 million which is an increase of \$16 million when compared to the properties' existing value. The project is located south of the recently built row houses located on Buntrock Avenue and the mixed-use building that includes Central Bark Dog daycare located on Weston Drive. The parcels are zoned TC (Town Center), and the proposed development requires designation as a Planned Unit Development (PUD), which is necessary for developments that include 16 units or more. Notably, a text amendment approved by the Common Council in 2017 eliminated the ability to have multi-story apartment buildings in the Town Center Zoning District. At the time, the Code was also changed to allow buildings with 16 units or less, provided that all units have individual first floor access. This project complies with both such amendments.

Analysis

The concept plan shows eight total buildings as part of the project. Five of the buildings will include three-bedroom units, two of the buildings will include two-bedroom units, and the mixed-use building will include commercial on the first floor, office on the second and extended stay suites on the third floor. The overall density is 9.6 units per acre, which is less than the 32 unit-per-acre maximum density permitted in the TC Zoning District.

The concept plan shows two residential buildings along Buntrock Ave and a mixed-use building and a residential building along Weston Drive. The remaining buildings are located in the interior of the site in a traditional block pattern. There is a large greenway that extends from the Steffen Drive intersection to Weston Drive and that includes a pedestrian path and landscaping.

Staff and the applicant had discussed the extension of Steffen Drive as the main driveway through the development. The applicant was concerned about vehicles using the connection as a cut through and driving at a high rate of speed. The location was also close to the intersection to the north, which was not consistent with the established block pattern in Town Center and created multiple conflicts. The pedestrian-only connection at this location creates meaningful open space within the project and prioritizes its use for residents and for pedestrian-oriented traffic only, a public objective of the neighborhood.

Staff is concerned with the road connection adjacent to the Wilson School Entrance. Since the plan shows two connections into the development, staff is recommending that this road connection be removed unless the applicant provides a traffic impact analysis that shows no degradation of service along Buntrock Avenue. Staff understands that this may have a minor impact on the design of the concept plan and will work with the applicant on the final layout prior to Common Council approval. In addition, when considering future development within this block, additional road and pedestrian connections are contemplated and can be realized for implementation to support a traditional neighborhood design.

The concept plan complies with the Town Center Zoning and Design Standards except in the case of the percentage of building street frontage that is occupied by buildings which will require a waiver. Staff is supportive of the waiver since the lack of compliance is primary, due to the inclusion of the greenway and path. To maintain the street edge, staff recommends a decorative wall or other feature to accent the entrances at both Buntrock Avenue and Weston Drive into the pathway. These entry features shall be consistent with Town Center streetscape features.

Fiscal Impact

The 58-unit residential and mixed-use development is estimated to be valued at \$20,000,000, resulting in estimated annual tax revenue of \$300,000.

Recommendation

On October 27, 2025, the Planning Commission approved a recommendation in favor of adopting the proposed ordinance by a vote of 6-1.

Attachments:

Exhibit A: Conceptual Site Plan (PDF)

Exhibit B: Zoning Map (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2025-1686

An Ordinance Approving a Rezoning of the 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

RECITALS

A. The applicant is seeking rezoning approval for 58-row house-style apartments and a three-story mixed-use building at 11030, 11020 and 10950 N. Buntrock Avenue and 11027 North Weston Drive and the Property Immediately to the South. The parcel is zoned TC (Town Center), which requires a PUD for all residential developments with more than 16 units.

B. The Planning Commission, by majority vote of the Commission on October 27, 2025, has recommended approval of a Zoning Map Amendment to designate the property illustrated in Exhibit A as “Town Center and PUD.”

C. Based upon the Planning Commission's recommendation and following the public hearing before the Common Council on the 9th day of December 2025, the Common Council desires to rezone the property consistent with the conditions of the Commission's recommendation.

BASED UPON THE FOREGOING RECITALS, the Common Council of the City of Mequon, Wisconsin, do ordain as follows:

SECTION I

The existing and official City of Mequon District Zoning Maps are hereby amended so as to change the zoning classification of the properties located at 11030, 11020 and 10950 N. Buntrock Road and 11027 North Weston Drive and the Property Immediately to the South, as further described and illustrated in Exhibit A, to Town Center (TC) and Planned Unit Development (PUD) subject to the following conditions:

1. Common Council approval of the rezoning.
2. A development agreement will be required to define terms for the installation of public and private improvements. The developer must submit a development agreement using the City template. The agreement must be approved by Planning Commission and Common Council.
3. The streetscaping plan including on-street parking, hardscape, street trees and other amenities (lighting, landscaping) in the front of the buildings shall comply with all Town

Center specifications.

4. The development shall include a maximum of 58 residential units each with at-grade access. The three-story mixed-use building shall include commercial spaces on the first floor, offices on the second floor and extended stay suites on the third floor. All commercial uses facing the public street shall include entrance doors and windows that remain free and clear and floor plans shall be oriented with service activity to the rear.
5. Elimination of the north sidewalk termination point for the path along Buntrock Avenue, due to the fact there is not a pedestrian crossing or sidewalk on the west side of the road.
6. There shall be one sidewalk termination point crossing Weston Drive. The sidewalks adjacent to the streets shall extend to the north and south property lines.
7. A conditional use grant will be required due to the height of the mixed-use building, or the building's height shall be reduced.
8. A decorative wall or other feature to accent the entrances at both Buntrock Avenue and Weston Drive into the pathway. These entry features shall be consistent with Town Center streetscape features. Planning Commission approval of all building designs, which shall vary in design to the existing row houses on Buntrock Avenue.
9. The approved Town Center light fixture shall be used along Weston Drive and Buntrock Avenue.
10. There is one specimen tree (Sugar Maple) located adjacent to the intersection of Buntrock Avenue and Steffen Drive that shall be protected during development.
11. A cross-access easement shall be created between the subject parcel and the parcel to the north, containing the existing row houses.
12. A floating easement shall be created along the entire south property line for potential future road and/or pedestrian connections.
13. The southern access point along Buntrock Avenue shall be eliminated.
14. The PUD will go into effect when all existing uses are no longer in operation, and the lots are combined into one parcel or a CSM is approved by Planning Commission
15. Engineering Division review and approval of grading, drainage, stormwater management, erosion control and utility plans, in conformance to City ordinances and the SSLD.
16. A cross-access easement with the Foxtown Townhomes property for the driveway connection.
17. Connection to public water and sanitary sewer. The applicant shall obtain the necessary approval and permits for the installation of the sanitary sewer and water main from the various regulatory agencies. This will require a public main extension. Water service shall be developed in accordance with the Mequon Water Connection Policy.
18. Peak and average flow calculations shall be provided for the sanitary sewer connection prior to utility plan approval.
19. Approval of a stormwater management plan for the site in conformance to City ordinances, WDNR, and MMSD Chapter 13, including execution of a Storm Water Facilities Maintenance and Easement Agreement.
20. As a condition of approval and issuance of the permit, the City Engineer will require in accordance with City ordinance 58-677(b) that the applicant deposit an escrow or letter of credit to guarantee good faith execution of the approved control plan and any permit conditions. The escrow/letter of credit shall be in an amount equal to 125% of the estimated cost of construction and maintenance of the storm water management practices and the City will release the portion of the Financial Guarantee less any costs incurred by

the City to complete installation of practices, upon submission of a certification in accordance with 58-678(h).

21. Application for and approval of a City erosion control permit, subject to applicable fees and conditioned upon WDNR issuance of a WRAPP permit.
22. Application for and approval of a City Filling, Excavation, and Berms Permit. A haul route shall be provided for staff approval and associated haul route bond are required.

SECTION II

The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

SECTION III

All other ordinances or parts of ordinances contravening the terms of this ordinance are hereby and to that extent repealed.

SECTION IV

This ordinance shall take effect and be in full force upon its passage and the day after its publication.

Approved by: Andrew Nerbun, Mayor

Date Approved: November 11, 2025

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

Caroline Fochs, City Clerk

Published: _____



CONCEPTUAL SITE PLAN

FOXTOWN TOWNHOMES II DEVELOPMENT

MEQUON, WISCONSIN

October 10th, 2025

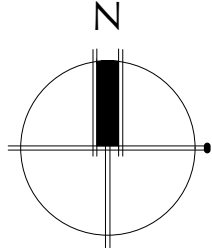
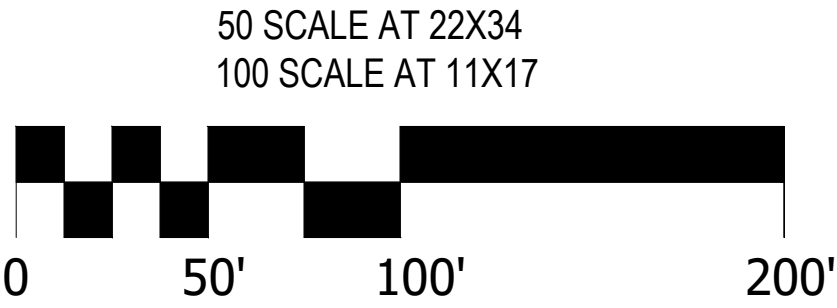
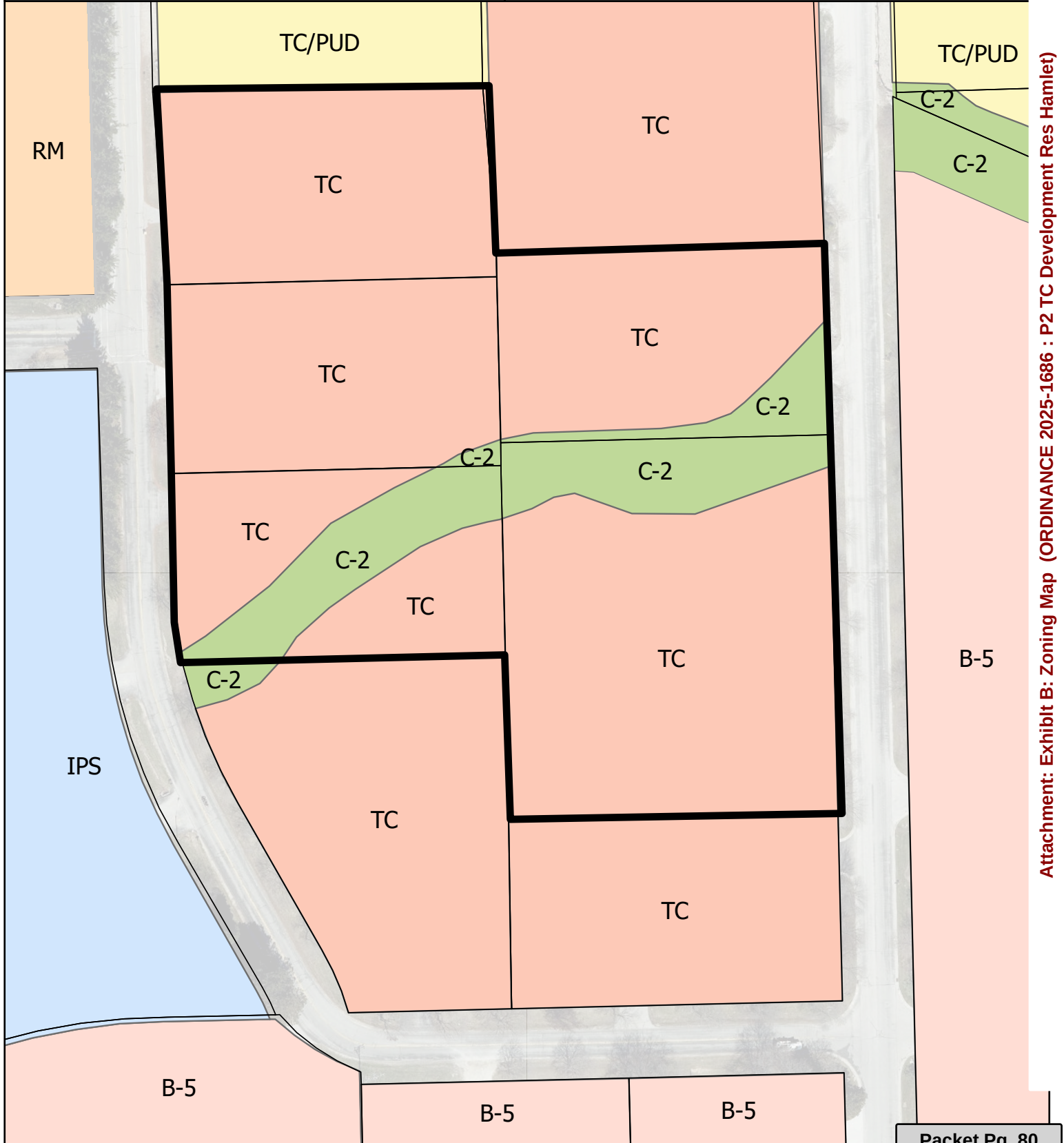


Exhibit B

P2 DEVELOPMENT

AC	Arrival Corridor	IPS	Institutional & Public Service
A-1	Agricultural Preserve	NC	Neighborhood Commercial
A-2	General Agricultural	OA	Agricultural Overlay
B-1	Neighborhood Business	PUD	Planned Unit Development Overlay
B-2	Community Business	P-1	Park & Recreation
B-3	Office & Service Business	R-1	Single-Family Residential (5 Ac. Min.)
B-4	Business Park	R-1B	Single-Family Residential (2.5 Ac. Min.)
B-5	Light Industrial	R-2	Single-Family Residential (2 Ac. Min.)
B-6	Rural Industrial	R-2B	Single-Family Residential (1.5 Ac. Min.)
B-7	Rural Business	R-3	Single-Family Residential (1 Ac. Min.)
C-1	Shoreland/Wetland Conservancy	R-4	Single-Family Residential (3/4 Ac. Min.)
C-2	General Conservancy	R-5	Single-Family Residential (1/2 Ac. Min.)
CGO	Central Growth Overlay	R-6	Single-Family Residential (4 DU/Ac.)
FFO	Flood Fringe Overlay	RM	Multi-Family Residential
FW	Floodway	TC	Town Center
IPS	Institutional & Public Service	TDR	Transfer of Development Rights

9.1.a.b



Attachment: Exhibit B: Zoning Map (ORDINANCE 2025-1686 : P2 TC Development Res Hamlet)



11333 N. Cedarburg Road
 Mequon, WI 53092-1930
 Phone: 262-236-2902
 Fax: 262-242-9655

www.cityofmequonwi.gov

Office of Community Development

TO: Common Council
FROM: Kim Tollefson, Director of Community Development
DATE: November 11, 2025
SUBJECT: 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

Background

On October 27, the Planning Commission approved a text amendment to allow for a new Conditional Use within the City's Neighborhood Commercial (NC) Zoning District. The amendment allows for two-family residential cluster developments, per Section 58-241 (please see Exhibit A for map of where this use would be allowed as conditional). Currently, the NC Zoning District allows for the uses identified in Exhibit B, as attached.

Analysis

The NC District currently allows for single-family residential cluster developments as a conditional use. The proposed amendment allows for two-family residential cluster developments as conditional uses, which thus represents a compatible extension of existing uses appropriate for a small commercial node. Two-family cluster developments can be considered consistent with the existing development in this area, and align with the overall intent of the NC zone - which is to provide a commercial environment of mixed-use services that serve immediate residential neighborhoods and allow for new residential development.

With regard to the technical standards of the Code such as density, setbacks and offsets, the conditional use refers to the requirements within the City's R-6 Zoning District. This mirrors the existing approach for single-family residential cluster developments, which refers to the Central Growth Overlay (CGO) Zoning District for such standards.

Fiscal Impact

The fiscal impact is neutral.

Recommendation

On October 27, 2025, the Planning Commission approved a recommendation in favor of approving the proposed ordinance amendment by a vote of 7-0. A further recommendation is forthcoming from the Public Welfare Committee on November 11, 2025.

Attachments:

Exhibit A: NC Zoning(PDF)

Exhibit B: NC Use Chart (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

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

RECITALS

A Pursuant to the authority granted to it under Section 62.23(7) of the Wisconsin Statutes, the City of Mequon previously adopted a comprehensive Zoning Code for the City which includes the NC Zoning District under Section 58-293 of the Municipal Code.

B. On October 27, 2025, the Planning Commission, by a majority vote, adopted a recommendation to approve a text amendment allowing for a conditional use to be added to the NC Zoning District.

C. Following due notice and a public hearing by the Common Council, the Council finds that the proposed amendment is consistent with the City's comprehensive master plan and that the amendment would further the health, safety and welfare of the community.

BASED UPON THE FOREGOING RECITALS, the Common Council of the City of Mequon, Wisconsin, do ordain as follows:

SECTION I

Table 58-293-1, Uses in the Neighborhood Commercial District, is amended to include the following:

Residential: Two-Family Residential Cluster Developments, (C), Per Sec. 58-241.

SECTION II

The terms and provision of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

SECTION III

All ordinances and parts of ordinances in contravention to this ordinance are hereby repealed.

SECTION IV

This ordinance shall be in full force and effect upon its passage and on the day after its publication.

Approved by: Andrew Nerbun, Mayor

Date Approved: November 11, 2025

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

Caroline Fochs, City Clerk

Published: _____



Exhibit B:**Sec. 58-293. Neighborhood commercial district.**

(a) Table 58-293-1

Uses in the Neighborhood Commercial District

Use	Neighborhood Commercial	Specific Development Standards
<i>Office and Clinic:</i>		
Office	P	
Medical clinics	P	
Optical and vision center	P	
Veterinary clinics or hospitals	P	✓
Financial institutions without drive-through	P	
Financial institutions with drive-through	C	✓
<i>Institutional and Public:</i>		
Public parks		
Public administrative offices and services	P	
Religious institutions		
Public or private schools of 5,000 square feet or less		
Public or private schools		
Private lodges and clubs of 5,000 square feet or less		
Private lodges and clubs		
Fine Arts School and studios of 2,000 square feet or less	P	
Community centers		
Libraries		
Museums		
Crematory services		
Mausoleums		
Cemeteries		
Public parking facilities, non-accessory		
<i>Residential:</i>		
Artist's live/work units	P	✓
Residential uses, eight (8) units or less, if part of a mixed-use development		
Residential uses, nine (9) units to sixteen (16), if part of a mixed-use development		
Bed and breakfast	C	✓
Community Living arrangements for 8 or fewer persons		
Single-family residential cluster developments	C	Per Sec. 58-333
Age restrictive housing for persons of 55 years of age and older	PUD	
<i>Accessory Residential:</i>		
Residential quarters for the owner/proprietor	P	Per Sec. 58-294 (d)(1)

Created: 2025-09-10 13:44:43 [EST]

(Supp. No. 61)

Home Occupations	P	
Private outdoor recreational facilities without lights	P	
Private outdoor recreational facilities with lights	C	
<i>Retail and Services:</i>		
Art, hobby, game and educational supply stores, studios or galleries	P	
Interior design services	P	
Graphic design services	P	
Antiques, collectibles, gift or florists	P	✓
Commercial use of a designated historic structure		
Stationary stores	P	
Bookstores, new	P	
Camera and photography supply store	P	
Computer and software store	P	
Electronic goods store	P	
Tobacco, cigar or nicotine product/e-cigarette store 2,000 square feet or less		
Music and musical instrument store including repairs	P	
Video stores	P	
Paint and wallpaper store	P	
Luggage and leather goods store	P	
Beauty and personal aid supply store	P	
Photocopying, film development, printing and publishing, packaging store of 4,000 square feet of less	P	
Dry cleaning and tailors	P	
Clothing and accessories including repairs	P	
Home furnishings and accessories including repairs of 4,000 square feet or less	P	
Sports and fitness centers including retail of 3,000 square feet or less	P	
Bicycle repair and sales	P	
Indoor recreation and amusement facilities		
Pet supplies, grooming and daycare	P	✓
Pet kennel		
Garden store	P	
Hardware store	P	
Child daycare facilities, preschools, learning centers	C	
Specialty food stores	P	
Beer, wine and liquor stores		
Sports and fitness retail store greater than 3,000 square feet		
Gas stations		
Gas stations with car wash		
Convenience store without gas	C	
Automobile service facilities including retail and repair		
Car dealerships		

Created: 2025-09-10 13:44:43 [EST]

(Supp. No. 61)

Shopping centers	C	
Funeral homes		
Concert halls		
Theatres, live performances only		
Sexually oriented businesses		
Hotels		
Planned commercial development	PUD	
Grocery store of 20,000 square feet or less	PUD	
Pharmacy	C	✓
<i>Food and Beverage:</i>		
Catering services	P	
Confectionary store without drive through	P	
Bakeries, including retail sales without drive through	P	
Bakeries, including retail sales with drive through	C	
Coffee shop of 2,000 square feet of less without drive through	P	
Coffee shop of 2,000 square feet of less with drive through	C	✓
Delicatessen without drive through	P	
Delicatessen with drive through		✓
Snack and non-alcoholic beverage bars without drive through	P	
Fast food restaurant without drive-through	P	✓
Fast food restaurant with drive-through		
Sit-down restaurants	P	
Nightclubs		
Town Center breweries		
P = Permitted uses		
C = Conditional uses		

(Ord. No. 2019-1535, § II(Exh. B), 1-8-2019)

Created: 2025-09-10 13:44:43 [EST]

(Supp. No. 61)



www.cityofmequonwi.gov

11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262-236-2941
Fax: 262-242-9655

Office of Administration

TO: Common Council
FROM: Jessica Wolff, Assistant City Administrator
DATE: November 3, 2025
SUBJECT: ORDINANCE 2025-1688 An Ordinance to Approving 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. Moreover, the re-stated agreement recommended for approval becomes effective starting 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 Administrative Committee is enclosed for review.

Recommendation

A recommendation is forthcoming from the Public Welfare Committee on November 11, 2025.

Attachments:

MMMC Operating Agreement - Clean (DOCX)

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2025-1688

An Ordinance to Approving an Agreement for Operation of the Mid-Moraine Municipal Court,
Per § 66.0301 of the Wisconsin Statutes

SECTION I

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 II

The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

SECTION III

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

SECTION IV

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.

Approved by: Andrew Nerbun, Mayor

Date Approved: November 11, 2025

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

Caroline Fochs, City Clerk

Published: _____

AGREEMENT FOR THE OPERATION OF THE MID-MORaine 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 joins 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-MORAINES 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

Attachment: MMMC Operating Agreement - Clean (ORDINANCE 2025-1688 : Mid Moraine Municipal Court)

**AGREEMENT
FOR THE OPERATION OF THE
MID-MORAINES 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

Attachment: MMMC Operating Agreement - Clean (ORDINANCE 2025-1688 : Mid Moraine Municipal Court)

**AGREEMENT
FOR THE OPERATION OF THE
MID-MORAINES 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

Attachment: MMMC Operating Agreement - Clean (ORDINANCE 2025-1688 : Mid Moraine Municipal Court)

**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-MORAINES 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: 262-236-2913
 Fax: 262-242-9655

www.cityofmequonwi.gov

Office of Sewer

TO: Common Council
FROM: Brenda Arnett, Finance Director
DATE: November 4, 2025
SUBJECT: ORDINANCE 2025-1684 An Ordinance Appropriating the Necessary Funds from the City of Mequon's Sewer Utility District for the Year 2026 for Capital Charge Payments to the Milwaukee Metropolitan Sewerage District (MMSD) and City of Mequon Capital Debt Service Requirements

Background

An ordinance is required to appropriate the necessary funds for the City of Mequon Sewer Utility District to cover the 2026 capital charge payment to MMSD and the 2026 City of Mequon capital debt service requirements. As is the case every year, the MMSD annual capital charge to pay for capital infrastructure and watercourse improvements is an estimate, as the actual amount will not be available in time to set the levy and generate the tax roll and tax bills for 2025. The estimated MMSD capital charge is also adjusted for the difference between estimated and actual amounts incurred from the preceding year. It is then reduced by revenue received during the year from several tax-exempt organizations that have entered into separate sewer service agreements and payment in lieu of taxes (PILOT) agreements with the City.

Analysis

The 2026 estimated MMSD capital charge is projected to be \$4,092,996 which is 20% lower than the amount that was invoiced in 2025. Projections from MMSD indicate that expected billing rates for 2027 through 2031 will increase an average of \$0.03 or 2% per \$1,000 of equalized value per year.

The capital debt service component of the tax rate is associated with the East Trunk Sewer project spanning 2018-2020 which was funded in 2018 by issuing \$19.4M in general obligation bonds. The Utility's recent history of debt service obligations (since 2015) is as follows:

Year	Annual Debt Service
2015	\$1,885,000
2016	\$1,798,000
2017	\$1,706,250
2018	\$1,981,513
2019	\$2,062,650
2020	\$1,699,051

2021	\$1,865,247
2022	\$1,861,893
2023	\$1,861,756
2024	\$1,854,713
2025	\$1,850,921
2026	\$1,684,344

The remaining levy capacity of \$2,052,823 has been allocated towards the Sewer Utility Capital Project Fund to reduce future borrowing costs for major projects. To summarize, the breakdown of the recommended 2026 appropriation and 2025's historical appropriation for the Sewer Utility District is as follows:

2025 Sewer Levy (Payable in 2026)	
Estimated 2025 MMSD Capital Charge (net)	\$3,568,697
City of Mequon Capital Debt Service Requirements (net)	\$1,641,301
Capital Improvement Projects	<u>\$2,052,823</u>
Total	<u>\$7,262,821</u>

2024 Sewer Levy (Payable in 2025)	
Estimated 2024 MMSD Capital Charge (net)	\$4,565,461
City of Mequon Capital Debt Service Requirements (net)	\$1,835,754
Capital Improvement Projects	<u>\$861,606</u>
Total	<u>\$7,262,821</u>

Presented below is a history of tax rates in the Sewer Utility District:

Levy Year	Mill Rate per \$1,000 of Assessed Value (TID Out)
2025	\$1.22 (proposed estimate)
2024	\$1.63
2023	\$1.62
2022	\$1.60
2021	\$1.62
2020	\$1.81
2019	\$1.81
2018	\$1.94
2016	\$1.89
2015	\$1.90
2014	\$1.88
2013	\$1.76

Fiscal Impact

Under the proposed tax levy for 2025 that is payable in 2026, a Mequon home located in the Sewer Utility District assessed at \$450,000, will pay approximately \$549 in utility taxes.

Recommendation

On November 4, 2025, the Sewer Utility District Commission approved a recommendation in favor of adopting the proposed ordinance by a vote of 7-0.

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2025-1684

An Ordinance Appropriating the Necessary Funds from the City of Mequon's Sewer Utility District for the Year 2026 for Capital Charge Payments to the Milwaukee Metropolitan Sewerage District (MMSD) and City of Mequon Capital Debt Service Requirements

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

SECTION I

There is hereby appropriated out of the tax receipts of the City of Mequon's Sewer Utility District for the year 2026, the amount of:

Total Amount of Tax Levy:	\$7,262,821
---------------------------	-------------

SECTION II

There is hereby levied a tax of \$7,262,821 upon all taxable property within the City of Mequon Sewer Utility District as returned by the Assessor in 2025 for the purposes set forth in said budget.

SECTION III

The City Clerk be and hereby is authorized and directed to spread the said tax upon the current tax roll of the City of Mequon Sewer Utility District.

SECTION IV

This ordinance shall take effect and be in full force upon its passage and publication.

SECTION V

The terms and provision of this ordinance are severable. Should any term of provision of this ordinance be found to be invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

SECTION VI

All ordinances and parts of ordinances in contravention to this ordinance are hereby repealed.

Approved by: Andrew Nerbun, Mayor

Date Approved: November 11, 2025

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

Caroline Fochs, City Clerk

Published: _____



11333 N. Cedarburg Road
 Mequon, WI 53092
 Phone: 262-236-2956
 Fax: 262-242-9655

www.cityofmequonwi.gov

Office of Finance

TO: Common Council
FROM: Brenda Arnett, Finance Director
DATE: November 11, 2025
SUBJECT: 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

Background

Catalis Tax & CAMA (Computer Assisted Mass Appraisal), Inc. (formerly Grota Appraisals, LLC) has been the City's assessor for 15 of the last 18 years, beginning with fiscal years 2007-2011 and again from 2015-2025. This extensive experience gives Catalis valuable historical knowledge of the City. Les Ahrens, the City's Statutory Assessor, took the Oath of Office in December of 2023. He is very familiar with the City and continues to provide excellent assessment services along with his staff.

Each year, the City does an in-depth review of assessment services with the City Assessor. Over the years, the Finance Department has been satisfied with the services performed by Catalis. To provide the most economical fees, a new multi-year engagement with Catalis Tax & CAMA, Inc. is recommended.

With the extension of this contract, Catalis, along with Mr. Ahrens and his staff, are committed to providing high-level assessment services for the City and its residents. Yearly assessment tasks included in the scope of the contract include inspections, parcel identifications, updating property records, holding open book conferences, preparing the assessment roll and reports, attending the annual Board of Review meeting, being available for public requests as they arise, displaying assessment records on the City's website, and any additional services needed.

Historically, the City has experienced light attendance at the annual Board of Review meeting. During a typical non-revaluation year, the Board averages 1-2 appeals. During revaluation years, which occurred in 2021 and again in 2025, the City has experienced up to 20 appeals.

Analysis

Over the term of the current contract, which covered fiscal years 2022-2025, Catalis has partnered with the City as Wisconsin made changes to assessment laws. In 2023, Wisconsin ACT 12 eliminated the Personal Property Tax, effective for the 2024 assessment year. Catalis has worked with the City through the final steps of the elimination process.

Additionally, Catalis has worked with staff to create a plan to achieve full digital compliance for the transfer of paper property sketches into the MarketDrive software system, as required by the Wisconsin Department of Revenue. This project began in October 2023 with a balance of 5,150

sketches. As of November 1, more than 70% of the sketches have been completed; it is anticipated that the remaining 1,500 will be converted by the end of 2026.

Lastly, and as the City continues to grow and evolve, it is important that property assessments keep pace with changing market conditions. To ensure fairness in property taxation, Catalis completed a city-wide revaluation of all real property within the City earlier this year. As a result of this process, the average increase in individual property assessments equated to approximately 36%, thus increasing the overall assessed value of the City from \$5.4 billion to \$7.3 billion.

Fiscal Impact

The total fee proposed by Catalis Tax & CAMA, Inc. for fiscal years 2026-2030 is \$800,000. This is a five-year contract for \$160,000 each year. This contract represents a zero percent increase from the last contract, which was \$160,000 each year for fiscal years 2022-2025.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on November 11, 2025.

Attachments:

Mequon, WI (City)_Catalis T&C_2026-2030_Assessment Services_ (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

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

RECITALS

A. The City's contract with Catalis Tax & CAMA, Inc., for property assessment services ends on December 31, 2025.

B. The Finance Director recommends retaining Catalis Tax & CAMA, Inc. based upon actual experience, which suggests that Catalis Tax & CAMA, Inc. best meets the technical and financial requirements set by the City of Mequon and the Wisconsin Department of Revenue.

C. The Finance Director and Finance-Personnel Committee have discussed the matter and recommend Catalis Tax & CAMA, Inc., be engaged to provide property assessment services for fiscal years 2026-2030.

D. The \$800,000 fee involved for this proposal is budgeted in the contracted services account for the Assessor's Office (#110119-683201) for the fiscal years 2026-2030.

E. The City of Mequon will engage in a multi-year engagement to leverage economies of scale while ensuring cost certainty.

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

1. The Assessment Contract with Catalis Tax & CAMA, Inc. for property assessment services during the fiscal years ending December 31, 2026, through December 31, 2030, 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: November 11, 2025

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

Caroline Fochs, City Clerk

ASSESSMENT SERVICES ORDER FORM

CUSTOMER INFORMATION

Customer: Mequon, WI (City) Phone: (262) 236-2955
 Primary Contact: Brenda Arnett Address: 11333 N Cedarburg Rd
barnett@cityofmequonwi.gov Mequon, WI 53092
 System Administrator: Same as Above
 Billing Contact: Same as Above ACH: ☐
 Billing Email: PO Required: ☐ PO No.: [PO No.]
 Billing Phone: (262) 236-2955 Tax Exempt: ☒

Catalis Representative: Jeff Leone, jeff.leone@catalisgov.com, (781) 476-2035

AGREEMENT TERM

Start Date: 1/1/2026
 End Date: 12/31/2030

BILLING SUMMARY

- This project will be level funded over 5 Yrs., \$160K per Year, billed monthly less 10% held until completion of the annual Board of Review \$160K- 10% = \$144K each yr. divided by 12 = \$12,000.00 per month, final payment each year after board review will be \$16,000.00.
- Invoices shall be due and payable within thirty (30) calendar days following invoice by Catalis.

PRICING

Pricing below is valid through 1/1/2026. Pricing is subject to change after this date.

Assessment Fees

	Fees
2026 Annual Maintenance of Assessments: \$160,000 billed monthly less 10% held until completion of the annual Board of Review.	\$160,000.00
2027 Annual Maintenance of Assessments: \$160,000 billed monthly less 10% held until completion of the annual Board of Review.	\$160,000.00
2028 Annual Maintenance of Assessments: \$160,000 billed monthly less 10% held until completion of the annual Board of Review.	\$160,000.00
2029 Annual Maintenance of Assessments: \$160,000 billed monthly less 10% held until completion of the annual Board of Review.	\$160,000.00
2030 Annual Maintenance of Assessments: \$160,000 billed monthly less 10% held until completion of the annual Board of Review.	\$160,000.00
Total Fees:	\$800,000.00



SCOPE OF WORK

2026-2030 MAINTENANCE ASSESSMENT CONTRACT

IT IS AGREED BY AND BETWEEN the City of Mequon, a Wisconsin municipal corporation (hereafter "Municipality") and Catalis Tax & CAMA, Inc, (hereafter "Assessor") as follows:

A. Inspections. The following inspection cycle shall be completed by Assessor or Assessor's authorized representative annually, namely:

1. Annexed properties, parcels with new construction, and exempt status changes shall be physically inspected, and the electronic property record prepared or updated accordingly.
2. Properties affected by building removal, fire, significant remodeling, or demolition (those requiring a building permit), or other major condition changes that typically trigger a change in the assessed value shall be physically inspected.
3. Improved properties under construction over the term of the contract years shall be re-inspected.
4. All properties with legal description changes and zoning changes shall be reviewed and inspected, if the Municipality or assessor deem necessary, to ensure an accurate and fair assessment.
5. Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll within the term of the contract, shall be physically inspected during the current assessment cycle.
6. Mobile home statement of monthly parking fee calculations shall be completed, if the Municipality has an ordinance. Assessor or Assessor's authorized representative shall maintain an electronic copy of the mobile home data for each account on the Manufactured & Mobile Home Valuation Worksheet as prescribed in Chapter 8 of the Wisconsin Property Assessment Manual, as amended each year.
7. A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forest land, drainage districts, and undeveloped land.
8. Assessor shall maintain the inspection results in an electronic format as provided in Chapter 8 of the Wisconsin Property Assessment Manual, as amended each year.

B. Parcel Identification. An accurate, full legal description, a copy of or a link to the County or Municipal digital parcel maps with measurements of each land parcel and a digital sketch of all building improvements shall be contained in the existing property records. Digital parcel maps shall be made for all new records. In the event of a discrepancy, Assessor or Assessor's authorized representative shall investigate and correct the record. Assessor or Assessor's authorized representative shall have access to a computer system that allows to sort by parcel number and personal property account and complies with Chapter 8 of the Wisconsin Property Assessment Manual, as amended each year.



C. Record. Assessor or Assessor's authorized representative shall use the appropriate record in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. If the Municipality uses a computer valuation system, Assessor or Assessor's authorized representative shall provide to the Municipality, a complete set of electronic property records in a computer readable format compatible with the Municipality's computer system. Assessor or Assessor's authorized representative shall update the records within fourteen (14) days of final adjournment of the Municipal Board of Review. Assessor or Assessor's authorized representative shall update the records prior to the open book period and again to reflect any changes made at the Municipal Board of Review. Assessor or Assessor's authorized representative shall maintain and provide the personal property and real estate property records in the format prescribed in Chapter 8 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under Wis. Stat. § 70.09(3)(c).

D. Open Book Conference. Upon completion of Assessor's review of assessments and prior to completion of the assessment rolls, Assessor or Assessor's authorized representative shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. Assessor or Assessor's authorized representative shall send notice to each property owner of any change in assessment. The notice form used shall be that prescribed by the Wisconsin Department of Revenue and include the time and place the open book conference(s) will be held. Mailing shall not be less than fifteen (15) days prior to the first day of the conferences. Assessor or Assessor's authorized representative shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present for at least two (2) hours. Assessor or Assessor's authorized representative shall verify that statutorily required instructional materials are available at the open book conference. Assessor or Assessor's authorized representative shall arrange and provide the personal property and real estate roll for viewing by the public as prescribed in Chapter 7 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under Wis. Stat. § 70.09(3)(c).

E. Assessment Roll and Reports. Assessor or Assessor's authorized representative shall be responsible for the proper completion of the assessment roll in accordance with Chapter 70 of the Wisconsin Statutes and the Wisconsin Property Assessment Manual, as amended each year. Roll transmittal and reception must be made and maintained in accordance with Chapter 7 of the Wisconsin Property Assessment Manual, as amended each year, and follow any County or Municipality prescribed business formats as provided under Wis. Stat. § 70.09(3)(c). Assessor or Assessor's authorized representative shall provide the final assessment figures for each property to the Municipality, and the Roll shall be totaled to an exact balance. Assessor shall prepare and electronically submit the Municipal Assessment Report (MAR) and TID values by the 2nd Monday in June filing deadline to the Wisconsin Department of Revenue (DOR) via the prescribed electronic submittal format listed on the DOR website. Assessor shall prepare and submit the Agricultural Land Conversion Charge form to the County as required.

F. Board of Review Attendance. Assessor or Assessor's authorized representative shall attend all Municipal Board of Review meetings as prescribed under Wis. Stat. § 70.47(3)(ag). The Board of Review shall commence no sooner than seven days after Open Book. Assessor or Assessor's authorized representative shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath in regard to the values determined. Assessor or Assessor's authorized representative shall attend other meetings of the Municipal Board of Review, only if specifically requested to do so by the Municipality. In the event of appeal to the Wisconsin Department of Revenue or a Circuit Court, Assessor or Assessor's authorized representative shall be available upon request of the Municipality to furnish testimony in defense of the values determined. Assessor or Assessor's authorized representative shall arrange and provide the Personal Property and Real Estate Assessment Roll for viewing by the public as prescribed in Chapter 7 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under Wis. Stat. § 70.09(3)(c). Every year at Board of Review or as needed Assessor will inform Municipality on matters concerning but not limited to (a) compliance with State statutes on assessment practices and (b) property assessments in relation to current sales of property.



G. Personal Property Assessments. In accordance with the Wisconsin Property Assessment Manual, the Assessor or Assessor's authorized representative shall distribute annual Personal Property Statements to all businesses known or newly discovered to be operating in the municipality each year, review the statements and follow up with unfiled or incorrect statements. Assessor shall determine the appropriate assessment. Assessor or Assessor's authorized representative shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class. Assessor or Assessor's authorized representative shall maintain the Personal Property Roll in a format compliant with Chapter 7 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under Wis. Stat. § 70.09(3)(c).

H. Public Requests and Availability.

1. Assessor or Assessor's authorized representative shall timely respond to all open records requests received by Assessor. In so doing, Assessor shall comply with the confidentiality provisions of the Wisconsin Statutes, including but not limited to Wis. Stat. § 70.35(3) regarding the personal property return, Wis. Stat. § 70.47(7)(af) regarding income and expense information, and Wis. Stat. § 77.265 regarding the real estate transfer return. Assessor or Assessor's authorized representative shall maintain a local or toll-free telephone service with a 24-hour answering machine to receive calls from the Municipality or property owners. Assessor or Assessor's authorized representative shall timely respond to all telephone inquiries or issues within four (4) business days, whether said inquiry or issue is made directly to Assessor by a property owner or said inquiry or issue is raised to the Municipality, the Municipal Clerk or the Municipal Board of Review and subsequently passed to Assessor. Assessor or Assessor's authorized representative shall timely communicate to the Municipality any open records inquiries or issues raised by a property owner directly to Assessor which may require additional follow-up by the Municipality.

2. Upon request by the Municipality and at any time during this Agreement, Assessor or Assessor's authorized representative shall allow access and make available to the Municipality the following items at no cost: (a) any property records, maps, and other schedules and forms created for the performance of assessment work for the Municipality, (b) all records and material obtained from the Municipality and not previously returned to include maps, plans, and Assessor's records, (c) material specifically obtained and/or used for performance of assessment work for the Municipality, to include correspondence with property owners, sales data, and operating statements of income property, and (d) any exportable text files of the data created for the performance of assessment work for the Municipality.

The Municipality shall allow access and make available to Assessor or Assessor's authorized representative certain municipal records relevant to Assessor's duties under this Agreement including, but not limited to, previous assessment rolls and records, sewer and water layouts, permits, tax records, records of special assessments, plats, and any other maps currently in the possession of the Municipality at no cost.

I. Internet Access. Assessor or Assessor's authorized representative shall display the assessment records on the Municipality's or county's website, or if already available, Assessor's free access website.

J. Additional Services. Assessor or Assessor's authorized representative shall:

1. Defend their assessment in any appeal following Board of Review whether before the Department of Revenue or in Circuit Court.

2. Work closely with the City Administrator, Clerk, Finance Director, Community Development Director and Building Inspector on matters of concern.



II. GENERAL REQUIREMENTS

A. Conformance to Statutes. All work of Assessor or Assessor's authorized representative shall be accomplished in accordance with the provisions of the laws of the State of Wisconsin and with all the rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue and the Municipality. Assessor or Assessor's authorized representative shall value all agricultural land at its use value, adjusted to the overall level of assessment. All Agricultural forest and undeveloped land shall be assessed at 50% of its full value and adjusted to the level of assessment.

B. Oath of Office. Assessor shall be required to take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. If Assessor is a corporation, limited liability company or partnership, the person designated as responsible for the assessment duties shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to Wis. Stat. § 19.0 and be filed with the Municipal Clerk prior to commencing duties. Under Wisconsin law, the statutory Assessor for the Municipality, whether contracted or on-staff is considered to be a public officer of the Municipality.

C. Qualifications and Conduct of Personnel. Except as provided below, Assessor shall provide at Assessor's own expense any personnel necessary and shall comply with the following:

1. All personnel providing services shall be currently certified in compliance with Wis. Stat. §§ 70.05, 70.055 and 73.09 and the administrative rules prescribed by the Wisconsin Department of Revenue.
2. If Assessor is a corporation, limited liability company or partnership, Assessor shall submit to the Municipality a resume containing the name, address, education and prior experience of each employee anticipated to provide assessing services to the Municipality. Employees of Assessor who are later hired or were not anticipated to provide such services at the time of this Agreement, shall submit appropriate information for approval of the Municipality before field inspection work is started by the employee.
3. All employees, agents, or representatives of Assessor shall conduct themselves in a safe, sober, courteous and workmanlike manner while performing services for the Municipality.
4. Assessor shall review any complaint relative to the conduct of Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees, agents, or representatives unsatisfactory, Assessor shall, for good cause, remove such employees, agents, or representatives from work upon written request by the Municipality, such request stating reasons for removal.
5. Assessor shall supply all of Assessor's field representatives with identification cards, including the name, company, telephone number and photograph of the employee.
6. In connection with the performance of work under this Agreement, Assessor shall not discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wis. Stat. § 51.01(5)(a) or national origin. This provision shall include, but is not limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruiting advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Assessor agrees to post in a conspicuous place available for employees and applications for employment notices to be provided by the contracting officer setting forth provisions of the nondiscrimination clause.



7. Municipality shall provide, at its sole expense, a clerical staff member to assist the Assessor in its duties while at City Hall. Municipality shall also provide, at its sole expense a minimum of four (4) well maintained, reliable remote connection pathways to be used by the Assessor to access the MD database from an off campus location.

D. Ownership of Records.

1. Each contract year, within fourteen (14) days of the final adjournment of the Board of Review, Assessor shall transfer to the Municipality any and all records prepared or maintained in accordance with the standards of Chapter 8 of the Wisconsin Property Assessment Manual, as amended each year, and any and all records prepared or maintained in connection with the assessments made for the Municipality.

2. Assessor must provide all of the assessment data to the Municipal Clerk within thirty (30) days of vacating the Office of Assessor or at the final adjournment of the Board of Review, whichever is later.

3. Assessor must turn over all assessment records, paper and electronic, in Assessor's custody to the Municipality within thirty (30) days of vacating the Office of Assessor or at the final adjournment of the Board of Review, whichever is later.

4. Upon conversion of the paper records to an electronic form, as part of the contract, Assessor shall not destroy the original paper record; rather Assessor shall return the original paper record to the Municipality. As of the close of the 2013 Assessment Roll by the Municipal Board of Review, all assessment records are required to be stored in an electronic format. Maintaining electronic assessment data does not relieve Assessor from the responsibility of being able to provide the Municipality with a paper copy of each property record upon request.

5. The Municipality owns any and all assessment data regardless of the terms of the licensing of the software. All assessment data, such as parcel attributes, sketches, and photographs, must be stored in an electronic format. Assessor is responsible for extracting raw data in the public domain if contained in a copyrighted software database. Assessor shall not charge or transfer to the Municipality any associated third-party vendor costs for the transfer of the electronically stored data to the Municipality. Electronic data created in other systems must be maintained transferred and reside in the original format.

6. Municipality shall comply with Wisconsin Open Records laws. Assessor shall advise Municipality in writing of all open records requests it receives within three (3) days of receipt. Assessor shall assist and coordinate with Municipality on any records requests which Municipality may need assistance.

E. Status, Change of Ownership or operations. Assessor acknowledges and agrees:

1. The Assessor shall be considered a public officer and afforded the protection from civil liability under Wis. Stat. § 895.46(1) for carrying out duties as an officer of the Municipality. Assessor is an independent contractor to the Municipality, and that Assessor's business is independently owned and operated and that nothing in this Agreement shall be interpreted to cause or result in, directly or indirectly, any principal-agent or employer-employee relationship between Assessor and the Municipality and that nothing in this Agreement shall in any way be construed as an agreement of partnership, general or limited, joint venture, or as an agency relationship whatsoever between Assessor and the Municipality. Assessor shall not represent or advertise in any way that Assessor's relationship with the Municipality is other than stated herein.



2. Assessor shall not assign, transfer, convey, or sub-contract all or any part of any rights or obligations under this Agreement without the prior written consent of the Municipality, which consent shall be at the sole discretion of the Municipality.

3. Assessor shall notify the Municipality within five (5) days of any change in majority ownership or chief operating officer.

F. Assessor Provided Insurance. Assessor agrees as follows:

1. Assessor shall obtain and maintain during the term of this Agreement full coverage insurance, with the Municipality as a named insured, which insurance shall include: (a) workers compensation in compliance with Wisconsin State laws, (b) comprehensive general and public liability coverage, and (c) comprehensive automobile liability and property damage with coverage to include owned, hired, and non-hired motor vehicles used by Assessor with the following minimum limits: Bodily injury \$500,000/person, \$1,000,000/occurrence, and Property damage \$250,000/occurrence.

2. Prior to commencing services, Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. Assessor shall timely pay all insurance premiums.

G. Municipality Provided Insurance. The Municipality shall carry proper and sufficient insurance to cover loss of records.

H. Assessor agrees and shall indemnify the Municipality for all suits, claims, or actions associated with alleged intentional acts or omissions of the Assessor, such acts or omissions taking place or occurring during the term of this Agreement.

III. TERM AND TERMINATION

A. Term. The term of this Agreement shall be from January 1, 2026, to December 31, 2030 (the "Completion Date"). Assessor shall have completed all work under this Agreement, except for appearing at the Municipal Board of Review and any subsequent appearances as per this Agreement, on or before the Completion Date. The Completion Date may be extended, if necessary, under the terms of this Agreement by mutual written consent.

B. Termination. Either party may terminate this Agreement for cause, cause being defined as a default by the other party under the terms of this Agreement upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Agreement. During the 60-day period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records.

C. Renewal or Extension. This Agreement may be renewed or extended only by mutual written consent by Assessor and the Municipality.

D. Changed Circumstances. Assessor and Municipality each understand and agree that, because of the multi-year nature of this Agreement, underlying circumstances may change. In the event of a material change to circumstances, the Parties agree to negotiate in good faith an amendment to this Agreement to address the changed circumstances. Should the parties be unable to reach an agreement on an amendment, either Party may terminate this Agreement effective upon the conclusion of the then-current assessment year (Board of Review and related filings). Assessor shall be compensated only for the years in which work was performed.



IV. COMPENSATION. The Municipality shall pay Assessor for all normal duties and functions of the Assessor as described and set forth in Chapter 70 of the Wisconsin Statutes, Volume I of the Wisconsin State Assessor's Manual, and this Agreement in the amount of Eight Hundred Thousand Dollars (\$800,000), which shall be payable as follows:

- A. 2026 Annual Maintenance of Assessments: \$160,000 billed monthly less 10% held until completion of the annual Board of Review.
- B. 2027 Annual Maintenance of Assessments: \$160,000 billed monthly less 10% held until completion of the annual Board of Review.
- C. 2028 Annual Maintenance of Assessments: \$160,000 billed monthly less 10% held until completion of the annual Board of Review.
- D. 2029 Annual Maintenance of Assessments: \$160,000 billed monthly less 10% held until completion of the annual Board of Review.
- E. 2030 Annual Maintenance of Assessments: \$160,000 billed monthly less 10% held until completion of the annual Board of Review.

The above compensation shall be all-inclusive including no additional charges for quantity of permits or new plats, length of Board of Review and any assessment appeals. Also included in the compensation is annual licenses for Market Drive software. Assessor will provide its own equipment, workspace outside of City Hall, storage and security of records while in Assessor's possession, and ordinary postage and other expenses as part of this compensation.

Any services requested by Municipality over and above normal yearly assessment functions will be charged extra at a mutually agreed upon rate.



TERMS AND CONDITIONS

1. **Independent Contractor.** The Contractor acknowledges and agrees that they are an independent contractor and not an employee, partner, or agent of the Customer. The Contractor shall not be entitled to Customer benefits, including, but not limited to, health benefits, paid leave, or participation in the Customer's retirement or equity programs.
2. **Taxes.** The Contractor is responsible for the payment of their own federal, state, and local taxes, including income tax, self-employment tax, and any other applicable taxes. The Customer will not withhold taxes from the Contractor's compensation.
3. **Confidential Information.** The Contractor shall not disclose or use any confidential information of the Customer, including but not limited to proprietary business information, trade secrets, customer data, marketing strategies, and other non-public information obtained during the engagement, for any purpose other than fulfilling their obligations under this Agreement.
4. **Ownership & Intellectual Property.** Any work product, including intellectual property, created by the Contractor during the engagement shall be considered "work made for hire" and shall be the exclusive property of the Customer. The Contractor hereby assigns all rights to such work product to the Customer.
5. **Term and Termination**
 - 5.1. **Effective Date:** The effective date of this Agreement shall be the date upon which the Agreement is signed and executed by the Contractor and Customer.
 - 5.2. **Duration.** Agreement will continue until the end of the Agreement Term noted on the Order Form.
 - 5.3. **Termination:** Either party may terminate this Agreement with written notice if the other party breaches any material provision of this Agreement. Termination does not relieve either party from their obligations accrued prior to termination.
6. **Indemnification.** The Contractor shall indemnify, defend, and hold the Customer, its officers, directors, and employees harmless from any and all claims, liabilities, damages, costs, and expenses, including reasonable attorney's fees, arising out of the Contractor's work under this Agreement or any breach of the Agreement by the Contractor.
7. **Insurance.** The Contractor will maintain a Liability Insurance policy.
8. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the state of Wisconsin.
9. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes all prior or contemporaneous agreements, understandings, and representations.
10. **Miscellaneous**
 - 10.1. **Amendment.** This Agreement may only be amended in writing and signed by both parties.
 - 10.2. **Notices.** All notices, requests, demands, or other communications under this Agreement shall be in writing.
 - 10.3. **Assignment.** The Contractor may not assign or transfer this Agreement or any rights or obligations hereunder without the prior written consent of the Customer.



Catalis
3025 Windward Plaza, Suite 200
Alpharetta, GA 30005

10.a.a

No.: 006Ph00000L2IBFIA3
Order Form Date: 10/31/2025

ACCEPTANCE

By signing below, signatories represent that they are validly authorized to enter into this Order Form and accept their terms and conditions. The Order Form is dated effective and shall be considered binding upon execution ("Effective Date") by and between both parties.

MEQUON, WI (CITY)

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

CATALIS TAX & CAMA, INC:

By: _____

Name: Steven Ashbacher

Title: Executive Vice President

Date: _____

Attachment: Mequon, WI (City)_Catalis T&C_2026-2030_Assessment Services_ (RESOLUTION 4240 : Resolution Awarding a Property



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

www.cityofmequonwi.gov

Office of Administration

TO: Common Council
FROM: William Jones, City Administrator
DATE: November 3, 2025
SUBJECT: RESOLUTION 4241 A Resolution Adopting the Compensation Plan for Non-Represented Employees During Fiscal Year 2026

Background

The 2026 General Fund Budget to be adopted by the Common Council on November 11 provides funding for step increases or wage adjustments for non-represented employees. Next year's funding levels are commensurate with a planned 3.5% cost-of-living adjustment for both the Mequon Police Association and the Southern Ozaukee Fire & EMS Department (SOFD) during 2026, as well as economic forecasts for next year, which predict inflation to be around 3% (source: *The Kiplinger Letter* - October 23, 2025).

Analysis

Pursuant to a newly structured compensation plan adopted by the City for 2025, employees not subject to a collective bargaining agreement (Mequon Police Association) or employed by the Southern Ozaukee Fire & EMS Department are eligible for either an annual step increase or a merit adjustment, based upon their years of service and/or their current salary level. As indicated in the attached 2026 Compensation Plan recommended for adoption, non-represented employees below the mid-point of their respective salary range are eligible to move to the next step in their pay grade (upon successful completion on an annual performance evaluation), while employees located above the mid-point of their salary range are eligible for a wage adjustment, based on performance.

A Classification and Compensation Study completed in 2022, which serves as the basis for both the current and proposed compensation plans, recommends an annual adjustment be applied to the plan, so that employee wage rates do not outpace the authorized plan. Accordingly, the 2026 Compensation Plan adjusts all classified pay ranges by a factor of 1.5%, which is double the percentage of net new construction (0.74%) realized by the City this year. As such, all non-represented staff covered under the plan will receive a "base" adjustment of 1.5%, starting on January 1, 2026. Further, non-represented employees who successfully complete a 2025 performance review in December will receive an "additional" adjustment equivalent to either the next step within their respective pay grade, or to an amount derived from the numerical rating achieved on the annual performance evaluation.

As is further indicated in the proposed 2026 Compensation Plan, three (3) positions are recommended to move from Pay Grade 3 to Pay Grade 4 beginning next year. These include the current positions of Human Resources Coordinator and Permit Coordinator, respectively, as well as the newly titled position of Finance Coordinator, which is currently categorized as Accounting

Specialist. Given that several “coordinator” level positions (Administrative Coordinator, Executive Assistant-Communications, Engineering Field Coordinator) are already within Pay Grade 4, this adjustment is intended to support internal equity amongst three positions that are individually responsible for coordinating human resources, building permits and payroll on behalf of the entire organization. Further, the elevation of these three positions to Grade 4 will help establish natural advancement opportunities (i.e., “career ladders”) for other administrative-level positions within the organization (e.g., Administrative Assistant, Deputy Clerk, Records Specialist), which are currently situated at Pay Grade 2.

Fiscal Impact

The fiscal impact of the proposed wage and step adjustments will result in a corresponding increase in personnel wages, retirement contributions and associated payroll taxes e.g., (FICA, Medicare, etc.). There is no other financial impact associated with the wage and step adjustments, which are both accounted for in the City’s General, Sewer and Water Utility budgets for Fiscal Year 2026.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on November 11, 2025.

Attachments:

FY2026 EMPLOYEE COMPENSATION PLAN (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4241

A Resolution Adopting the Compensation Plan for Non-Represented Employees During Fiscal
Year 2026

RECITALS

A. The Finance-Personnel Committee has reviewed and recommended to the Common Council the 2026 Compensation Plan that contains all non-represented positions authorized by the City, as well as their pay ranges, which are attached herein as Exhibit A.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED, by the Common Council of the City of Mequon, Wisconsin, that the 2026 Compensation Plan for non-represented employees is approved and adopted.

Approved by: Andrew Nerbun, Mayor

Date Approved: November 11, 2025

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

Caroline Fochs, City Clerk

Exhibit A
FY2026 EMPLOYEE COMPENSATION PLAN

Pay Grade	Annual Steps								Mid Point		Maximum	POSITION
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8				
1	\$45,683	\$46,825	\$47,966	\$49,108	\$50,250	\$51,392	\$52,534	\$53,677			\$61,672	
2	\$50,251	\$51,507	\$52,763	\$54,019	\$55,274	\$56,530	\$57,786	\$59,045			\$67,839	Accounts Receivable Specialist Administrative Assistant Administrative Specialist Assessment Technician Deputy Clerk Records Specialist
3	\$55,276	\$56,657	\$58,038	\$59,419	\$60,800	\$62,181	\$63,562	\$64,950			\$74,623	Accounting Specialist Buildings Maintenance Worker Equipment Operator Highway Worker Human Resource Coordinator Parks & Forestry Worker Permit Coordinator Sewer Maintenance Worker
4	\$61,998	\$63,548	\$65,098	\$66,647	\$68,197	\$69,747	\$71,297	\$72,848			\$83,698	Administrative Coordinator Buildings & Grounds Foreman City Forester Engineering Field Coordinator Engineering Technician Executive Assistant Finance Coordinator Human Resources Coordinator Highway Section Foreman Mechanic Permit Coordinator Sewer Section Foreman
5	\$66,958	\$68,632	\$70,306	\$71,980	\$73,654	\$75,328	\$77,003	\$78,676			\$90,393	Planner I Building Inspector Public Safety IT Specialist
6	\$72,315	\$74,122	\$75,930	\$77,738	\$79,545	\$81,353	\$83,160	\$84,969			\$97,625	Assistant Finance Director Fleet Superintendent
7	\$78,100	\$80,051	\$82,003	\$83,955	\$85,906	\$87,858	\$89,809	\$91,767			\$105,435	Buildings & Grounds Superintendent Highway Superintendent Inspections Supervisor Sewer Superintendent

Attachment: FY2026 EMPLOYEE COMPENSATION PLAN (RESOLUTION 4241 : 2026 Compensation Plan)

Pay Grade	Annual Steps							Mid Point		Maximum	POSITION
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8			
8	\$89,734	\$92,298	\$94,861	\$97,424	\$99,988	\$102,551	\$105,115	\$107,681		\$125,628	Assistant City Engineer Asst. Community Development Director City Clerk Deputy Director of Public Works Deputy Director of Utilities IT Manager Police Captain
9	\$107,681									\$150,753	Assistant City Administrator Director of Community Development Director of Public Works/City Engineer Finance Director Police Chief
10	Established by Contract										City Administrator



11333 N. Cedarburg Road
 Mequon, WI 53092
 Phone: 262-236-2956
 Fax: 262-242-9655

www.cityofmequonwi.gov

Office of Finance

TO: Common Council
FROM: Brenda Arnett, Finance Director
DATE: November 11, 2025
SUBJECT: RESOLUTION 4242 A Resolution Authorizing Use of the 5-Year Carryforward Exception to the Applicable Levy Limit for the City's 2025 Levy

Background

Section 66.0602(2) of the Wisconsin Statutes states that increases to the City's annual levy are generally limited such that the maximum allowable increase is a percentage equal to the greater of either the percentage change in the City's January 1 equalized value due to net new construction between the previous year and the current year, or zero percent. More commonly known as the "State Levy Limit", this regulation - which was adopted by the Wisconsin State Legislature in 2005 - has historically guided the City's annual budget preparation process, whereby the City's tax levy is typically adjusted by what is otherwise allowed per the previous year's increase in net new construction.

In some years, where expenses exceed what is otherwise allowed under the State Levy Limit, the City has either reduced expenses, adjusted other non-property tax revenues, or utilized unused levy capacity that results in a corresponding increase to the City's tax rate. More recently, such unused (or excess) levy capacity has been programmed to fund new full-time positions in the police (patrol officer, 2nd school resource officer, IT specialist) and fire (deputy chief, three (3) battalion chiefs, etc.) departments, additional vehicle and equipment replacement spending across the police and public works departments, an increase to the City's recurring contribution for the Weyenberg Library, and other staffing expenses (wages and benefits) impacted by higher than normal rates of inflation. To date, this has resulted in the City having little unused levy capacity to finance additional ongoing needs into the future, beyond what is typically available via net new construction.

Analysis

In early October, following distribution of the City's proposed budget for Fiscal Year 2026, staff attended a Levy Limit Workshop provided by Ehlers & Associates, the City's designated financial advisor. This seminar - which is conducted annually - is intended to provide area finance directors and other budget practitioners with assistance in correctly and accurately filling out the State's two-page levy limit worksheet, which must be submitted annually to the Department of Revenue. Following the workshop, City staff inquired about an amount at the very bottom of the worksheet equivalent to \$254,098 that is subject to the State's five-year limitation on carrying forward unused levy capacity. Upon further review, it was determined by Ehlers that the City had not utilized all of the new levy capacity attributable to net new construction in 2023, when dispatch services were transferred to Ozaukee County, and fire &

EMS services were consolidated with Thiensville. In fact, the City's levy adjustment that year was equal to 0.237%, which was far lower than what was otherwise available under net new construction at 1.179%.

As a result, the City can continue to carry forward this unused levy capacity for use in fiscal years. Per state law, doing so requires the governing body to adopt the attached resolution by a 2/3 majority, and that the City not issue any new debt in 2026. Given the fact that the City issued \$7 million in debt this past January, that the reconstruction of Lift Station E starting in 2026 will not require any issuance of debt, and that contract awards for construction of a new aquatics facility and/or public safety building(s) will likely follow planning and design during 2026, it is recommended that the Common Council approve the proposed resolution, so as to preserve future budget flexibility.

Fiscal Impact

As indicated, approval of the resolution will provide the City with the opportunity to utilize additional unused levy capacity in the amount of \$254,098 in future fiscal years. Notably, any use of this unused levy capacity will require a corresponding adjustment to the City's tax rate, assuming the City utilizes the full amount of new levy capacity that is attributable to net new construction. As shared at the October 7 Appropriations Committee meeting, a once-cent adjustment to the tax rate proposed for 2026 is equivalent to approximately \$70,000 of new spending. As such, the \$254,098 figure designated for carryover generates about 3.5 cents of future potential adjustment to the City's tax rate.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on November 11, 2025.

Attachments:

EXHIBIT A - Levy Limit Worksheet Overview 2021-25 (DOCX)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4242

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

RECITALS

A. Under Wis. Stat. § 66.0602(2), increases to the City's annual levy are generally limited such that the maximum allowable increase is equal to the greater of either the percentage change in the City's January 1 equalized value due to net new construction between the previous year and the current year, or 0 percent.

B. Where a municipality does not utilize the maximum allowed levy increase, Wis. Stat. creates an exception to the generally applicable levy limit and allows for a "carryforward" adjustment resulting in a maximum allowable increase equal to the lower of the difference between the municipality's percentage of net new construction in the previous year and the actual percent increase in a municipality's levy attributable to the municipality's net new construction in the previous year, for the 5 years before the current year or 5 percent.

C. A municipality may only utilize this exception if its governing body approves of the adjustment by a two-thirds majority vote and if the municipality's level of outstanding general obligation debt in the current year is less than or equal to the level of outstanding general obligation debt in the previous year.

D. For levy year 2023, the City's percentage increase in its actual levy, less adjustments, was 0.237%, which was less than net new construction of 1.179%.

E. The City does not intend to issue general obligation debt in budget year 2026.

F. For levy year 2025 the carryforward exemption will allow an additional \$254,098 to be added to the City's allowable levy.

G. The Common Council desires to utilize this carryforward exemption to ensure that City service levels remain consistent. Utilizing the carryforward allows the City to reduce its levy for general obligation debt so the net impact to taxpayers is zero.

BASED ON THE FOREGOING RECITALS, IT IS RESOLVED by the Mayor and Common Council of the City of Mequon, Wisconsin, that the City will increase its levy limit in levy year 2025 by \$254,098 as permitted under Wis. Stat. § 66.0602(3)(fm), thereby allowing and directing City staff to utilize an adjustment in Section D, Line R of the 2025 levy limit worksheet to reflect this approval.

Approved by: Andrew Nerbun, Mayor

Date Approved: November 11, 2025

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

Caroline Fochs, City Clerk

EXHIBIT A

City of Mequon Levy Limit Worksheet Overview: Fiscal Years 2021-2025

Levy Year	2020	2021	2022	2023	2024
Budget Year	2021	2022	2023	2024	2025
Line 1 - Payable Actual Levy Plus Personal Property Aid	22,073,530	22,858,793	23,346,858	23,775,251	23,824,687
Line 2 - Unreimbursed Exp. Related to an Emergency	0	0	0	0	0
Line 3 - Exclude Levy for New GO Debt after 7/1/05	(1,969,189)	(2,457,310)	(2,620,379)	(2,787,707)	(2,538,805)
Line 4 - Payable Adjusted Actual Levy	20,104,341	20,401,483	20,726,479	20,987,544	21,285,882
Line 5 - 0% Growth + Terminated TID% + TID Subtract %	20,104,341	20,401,483	20,726,479	20,987,544	21,343,567
Line 6 - NNC%+Terminated TID%+TID Subtract%	20,401,483	20,726,479	21,184,741	21,234,987	21,551,956
Line 7 - Greater of Line 5 or Line 6 - Personal Prop. Aid	20,365,838	20,681,231	21,139,493	21,189,739	21,281,460
Line 9 - Total Levy Adjustments	2,457,310	2,620,379	2,590,510	2,589,700	2,811,400
Line 10 - Payable Allowable Levy	22,823,148	23,301,610	23,730,003	23,779,439	24,092,860
Statement of Taxes	22,823,148	23,301,610	23,730,003	23,779,391	24,092,860
Difference Allowable to Statement of Taxes	0	0	0	48	0
Actual Levy Minus Adjustments	24,401,483	20,726,479	21,184,741	21,234,987	21,551,956
Change from Prior year (%)		1.593%	2.211%	0.237%	1.493%
NNC		1.593%	2.211%	1.179%	0.979%
2024 Actual Levy multiplied by unused 1.179%					254,098



11333 N. Cedarburg Road
 Mequon, WI 53092
 Phone: 262-236-2945
 Fax: 262-242-9655

www.cityofmequonwi.gov

Office of Parks and Forestry

TO: Common Council
FROM: Justin Bodoh, Building & Grounds Superintendent
DATE: November 11, 2025
SUBJECT: 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

Background

Lemke Park serves as one of the City of Mequon's primary athletic and community recreation facilities, providing fields and open space for both youth and adult sports. Boys of Summer Select Baseball Academy Inc. (BOSS), a local youth baseball organization, has proposed to enhance Lemke Park by donating and constructing new batting cages to support player training and program development.

BOSS intends to purchase the batting cage materials and installation services from Beacon Athletics at a total estimated project cost of \$40,000. The new facility will consist of high-quality netting, frames, and associated equipment designed for long-term community use. City staff have reviewed and approved of a suitable location within Lemke Park that complements existing park amenities and minimizes any impact on other recreational activities.

To formalize the terms of this donation, a Donation and Dedication Agreement has been drafted utilizing the City's standard template, outlining the respective responsibilities of BOSS and the City regarding installation, ownership, and long-term maintenance.

Analysis

Under the terms of the proposed agreement:

- BOSS will be fully responsible for:
 - Purchasing all materials and installation services from Beacon Athletics at a total cost of \$40,000.
 - Funding the entire project with no financial contribution from the City.
 - Overseeing installation in coordination with City staff.
 - Maintaining the batting cages in good condition, including all future repairs, replacement, or removal if required.
- The City of Mequon will:
 - Approve the final design and site plan to ensure compliance with park standards.
 - Provide inspection and acceptance of the completed installation.
 - Retain ownership of the land and the right to relocate or remove the structure if necessary for future park development, in consultation with BOSS.

This arrangement mirrors other successful donation and dedication agreements within the City, ensuring public benefit while protecting the City from long-term maintenance obligations.

Staff recommends approval of the Donation and Dedication Agreement between the City of Mequon and BOSS for the installation and maintenance of batting cages at Lemke Park. The project represents a significant recreational improvement at no cost to the City, provides lasting community benefit, and aligns with the City's collaborative approach to park enhancement projects.

Fiscal Impact

The only fiscal impact for the City of Mequon will be to insure the batting cages once construction is completed (if warranted). BOSS will fund the full \$40,000 cost of materials and installation, purchased from Beacon Athletics. All future maintenance, repairs, or replacement will remain the responsibility of BOSS under the Donation and Dedication Agreement. City involvement will be limited to site coordination and standard inspection oversight.

Recommendation

On October 29, 2025, the Park & Open Space Board recommended approval unanimously. A further recommendation is forthcoming from the Public Works Committee on November 11, 2025.

Attachments:

TUFFframe Pro-Hoistable-70_55-Double (PDF)

Lemke Park Batting Cage Location (JPG)

DEVELOPMENT and DEDICATION AGREEMENT FOR LEMKE PARK BOSS BATTING CAGE (DOCX)

COMMON COUNCIL
OF THE
CITY OF MEQUON

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

RECITALS

- A. The City owns active and passive use parklands for the use and enjoyment of its residents, and other users.
- B. The Park & Open Space Board of the City of Mequon and the City are authorized to accept monetary and in-kind donations for parks and parklands with the approval of the Common Council of the City of Mequon, pursuant to Section 27.08 (2)(b), Wisconsin Statutes.
- C. The Boys of Summer Select Baseball Academy Inc. (BOSS) has offered to donate infrastructure including a storage shed at Rotary Park.
- D. BOSS estimates the cost of this infrastructure at approximately \$40,000.
- E. The City's Donation Policy requires that real property donations over \$5,000 cannot be accepted without prior approval from the Common Council.
- F. BOSS and the City will execute a Dedication Agreement to address unbudgeted and ongoing expenditures related to maintenance.

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

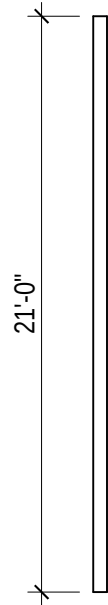
1. The City be and is hereby authorized to accept the donated infrastructure of the Lemke Park Batting Cages from BOSS, with its grateful appreciation.
2. Upon the completion of the construction of all improvements and infrastructure required for the project or upon written notification to BOSS from the City, BOSS shall donate the constructed improvements and all associated documentation related thereto, including but not limited to any architectural drawings, plans, engineering reports and/or surveys, to the City for public purposes.
3. The appropriate parties are authorized to execute the Dedication Agreement between BOSS and the City as attached to this resolution subject to any typographical, technical or legal changes deemed necessary and appropriate by the City Attorney.

Approved by: Andrew Nerbun, Mayor

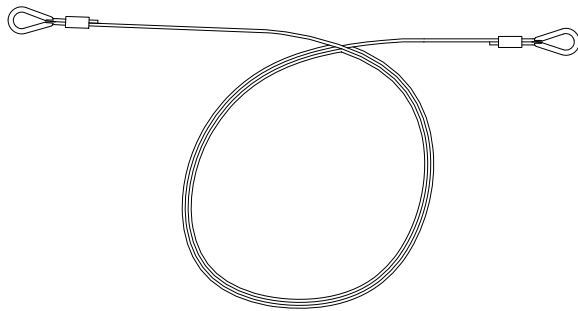
Date Approved: November 11, 2025

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

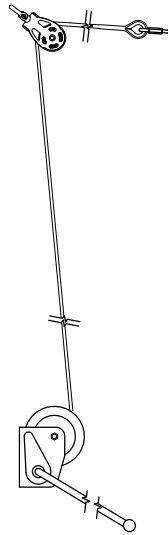
Caroline Fochs, City Clerk



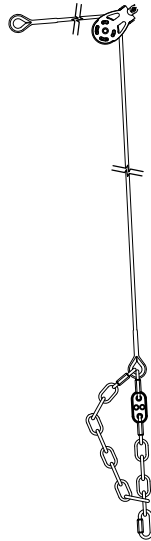
A Upright Post



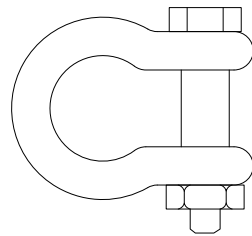
B Top Cable



C Tension End Lifting Assembly



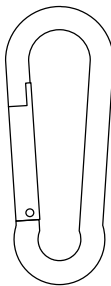
D Anchor End Lifting Assembly



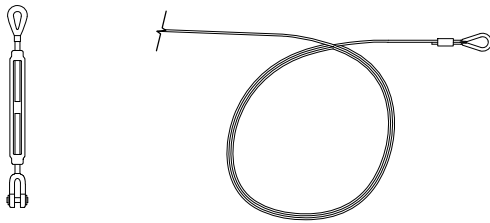
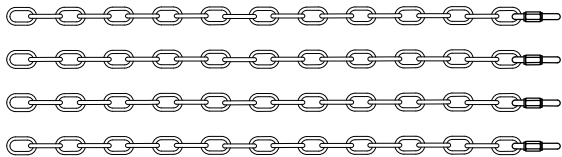
E Shackle



F Chain Door Weight



G Snap Hook



H Ground Cable Kit
NOT ALL ITEMS SHOWN

PARTS LIST

Sheet ID	QTY	DESCRIPTION
A	10	Upright Post
B	6	Top Cables (69'-6" L for 70' Cages <i>or</i> 54'-6" L for 55' Cages)
C	5	Tension End Lifting Assembly
D	5	Anchor End Lifting Assembly
E	10	3/8" Shackle
F	2	Chain Door Weight (36" L)
G	VARIES	Snap Hooks (280 for 70' Cages <i>or</i> 220 for 55' Cages)
H	2	Gound Cable Kit (See Attached Dwg Pkg.)
-	X	120# Cable Ties 8" (pack)
-	2	Premium Cage Net 70' L x 14' W x 14' H <i>or</i> Premium Cage Net 55' L x 14' W x 14' H

This is a standard Beacon Athletics product.
Any changes must be explicitly authorized and approved by Beacon Athletics.



phone: 1-800-747-5985
www.BeaconAthletics.com

© Copyright 2014 Beacon Athletics,
Division of Rainbow Group, LLC.

DRAWING TITLE:
TUFFframe™ PRO HOISTABLE OUTDOOR 70' OR 55' BATTING CAGE - DOUBLE
PARTS LIST AND IDENTIFICATION

CUSTOMER NAME: -
PROJECT NAME: -
PROJECT LOCATION:

REVISION #	DATE	BY

SCALE: SEE DWG
DRAWN BY: EI
DATE: 09/22/201

PROJECT NO:
-

DRAWING NO:

PS-1



phone: 1-800-747-5985
www.BeaconAthletics.com

© Copyright 2014 Beacon Athletics,
Division of Rainbow Group, L.L.C.

DRAWING TITLE: TUFFframe™ PRO HOISTABLE OUTDOOR 70' OR 55' BATTING CAGE - DOUBLE LAYOUT

CUSTOMER NAME: -
PROJECT NAME: -
PROJECT LOCATION: -

REVISION #	DATE	BY

SCALE: SEE DWG

DRAWN BY: EI

DATE: 09/22/201

PROJECT NO:

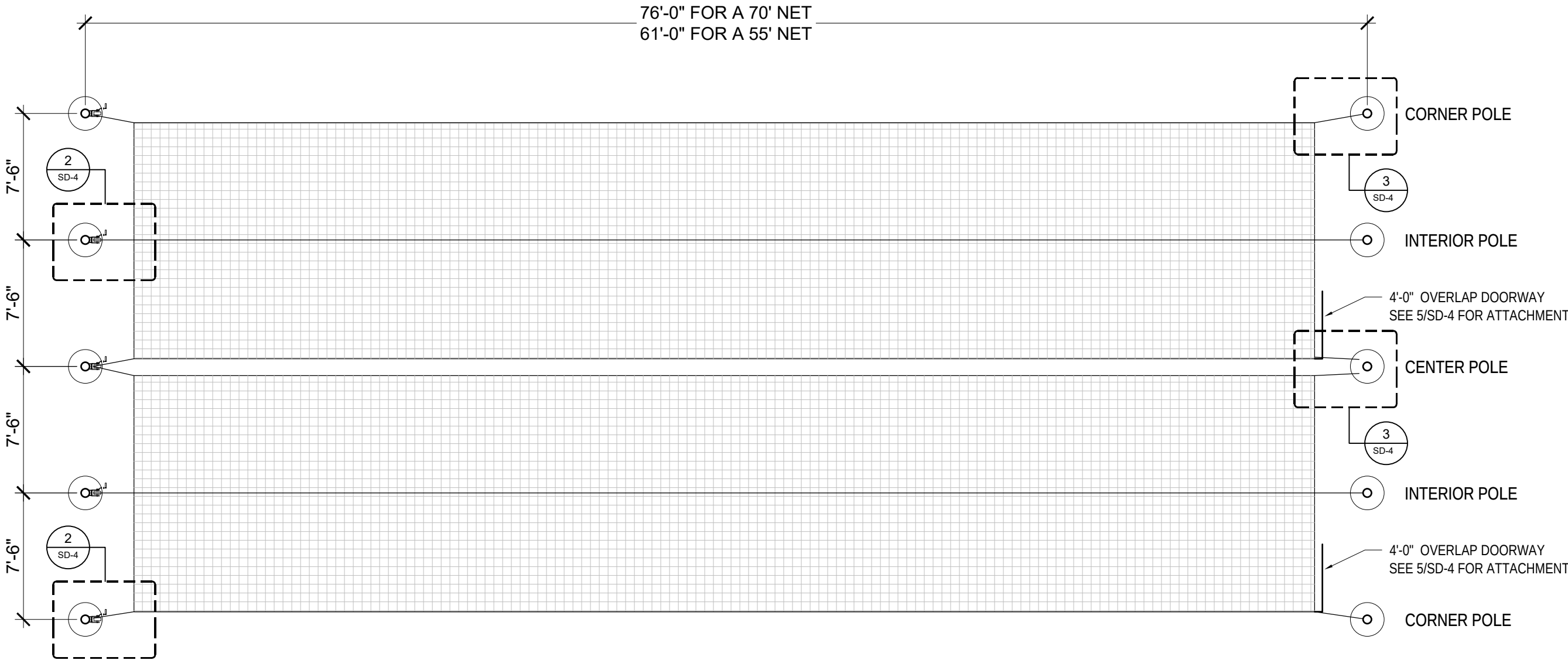
-

DRAWING NO:

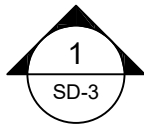
SD-2

Packet Pg. 143

Attachment: TUFFframe Pro-Hoistable-70_55-Double (RESOLUTION 4237 : Donation and Dedication Agreement Lemke Park Batting Cages)



1 PLAN VIEW
Scale: NOT TO SCALE



This is a standard Beacon Athletics product.
Any changes must be explicitly authorized and approved by Beacon Athletics.



phone: 1-800-747-5985
www.BeaconAthletics.com

© Copyright 2014 Beacon Athletics,
Division of Rainbow Group, LLC.

DRAWING TITLE:
TUFFframe™ PRO HOISTABLE OUTDOOR 70' OR 55' BATTING CAGE - DOUBLE DETAILS

CUSTOMER NAME: -
PROJECT NAME: -
PROJECT LOCATION: -

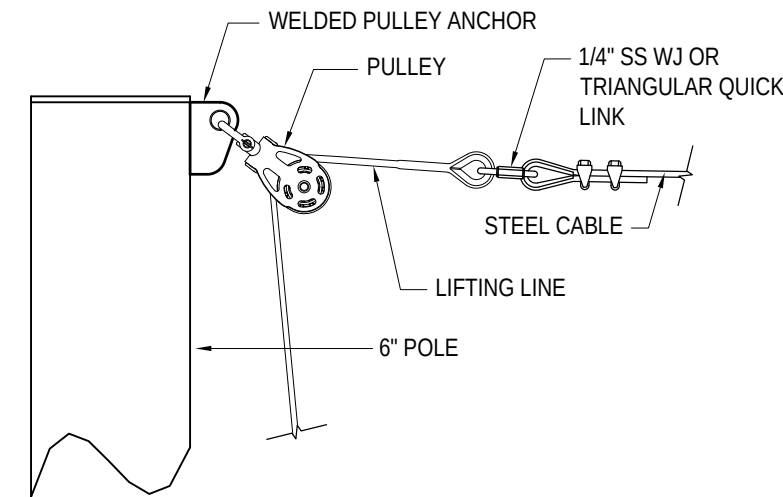
REVISION #	DATE	BY

SCALE: SEE DWG
DRAWN BY: EI
DATE: 09/22/201

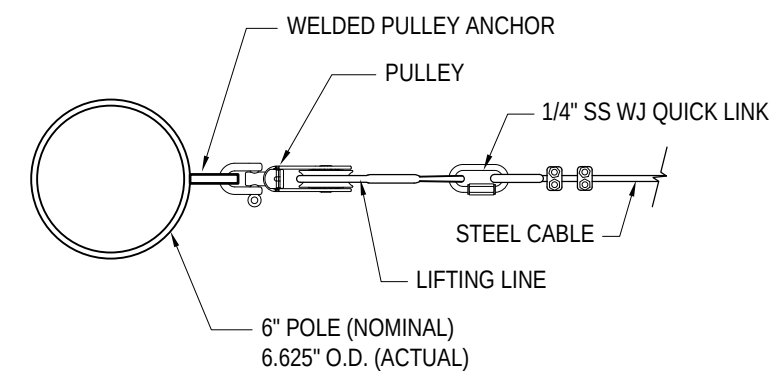
PROJECT NO:
-
DRAWING NO:

SD-4
Packet Pg. 145

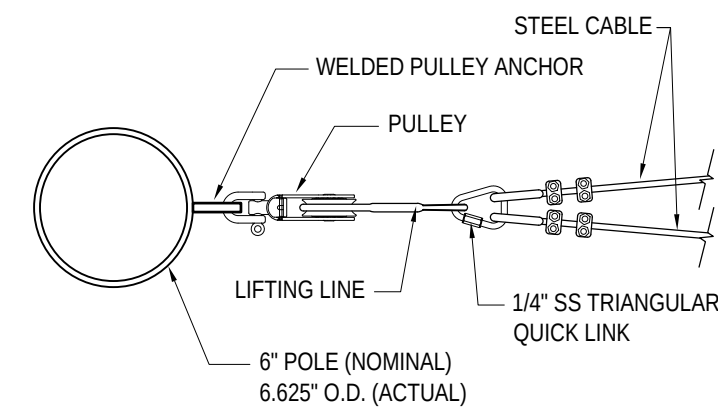
Attachment: TUFFframe Pro-Hoistable-70_55-Double (RESOLUTION 4237 : Donation and Dedication Agreement Lemke Park Batting Cages)



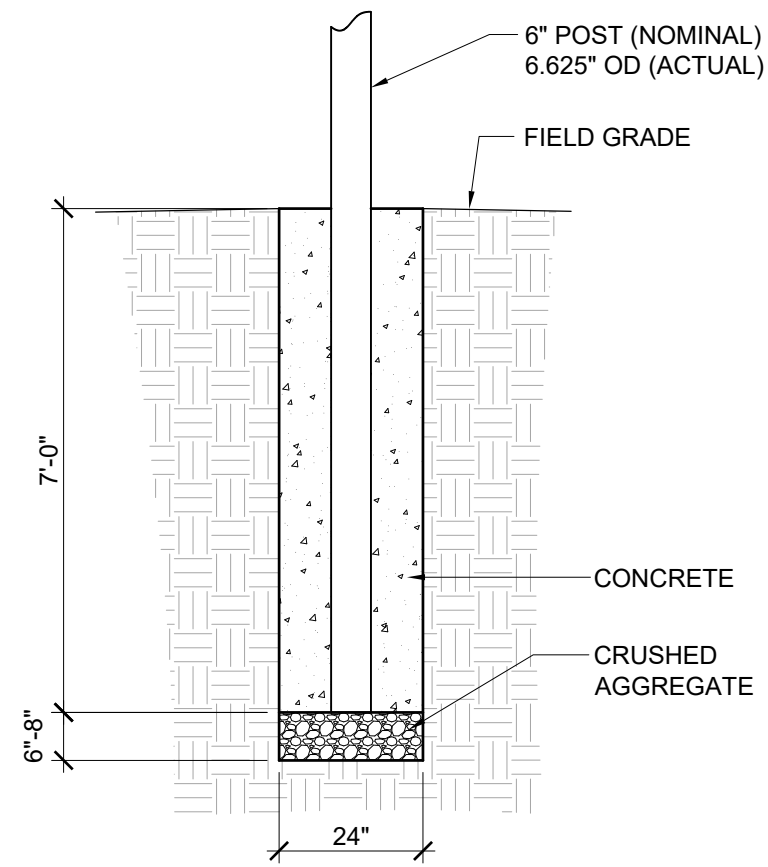
1 CABLE CONNECTION - SIDE VIEW
Scale: 1 1/2" = 1'-0"



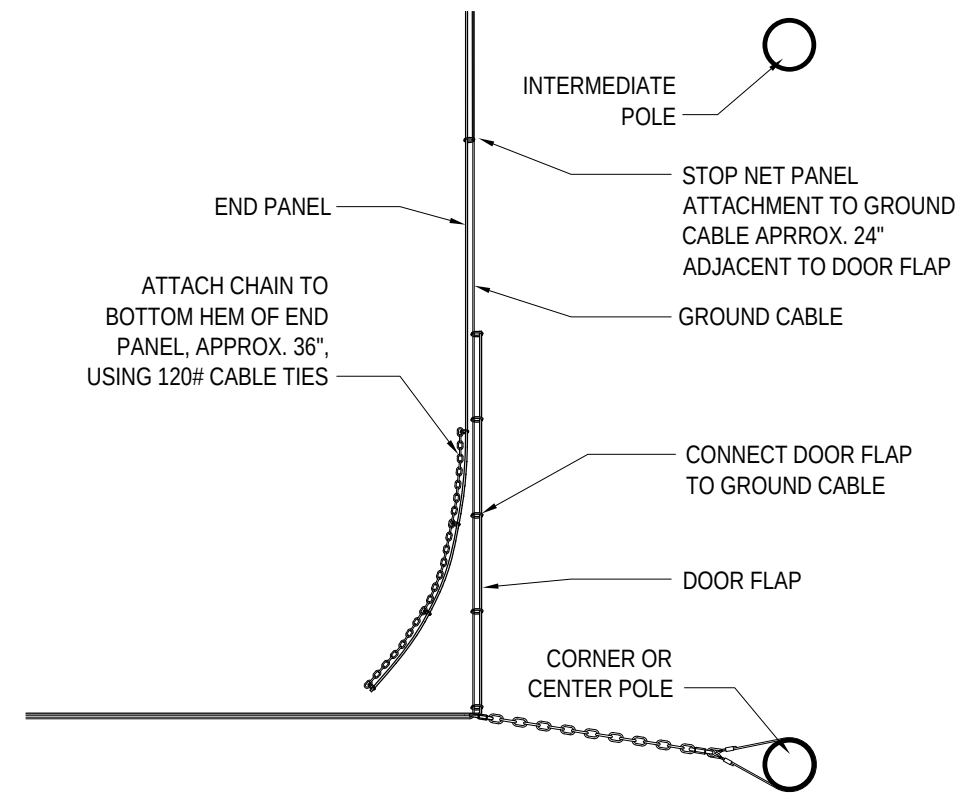
2 CORNER POLE CABLE - TOP VIEW
Scale: 1 1/2" = 1'-0"



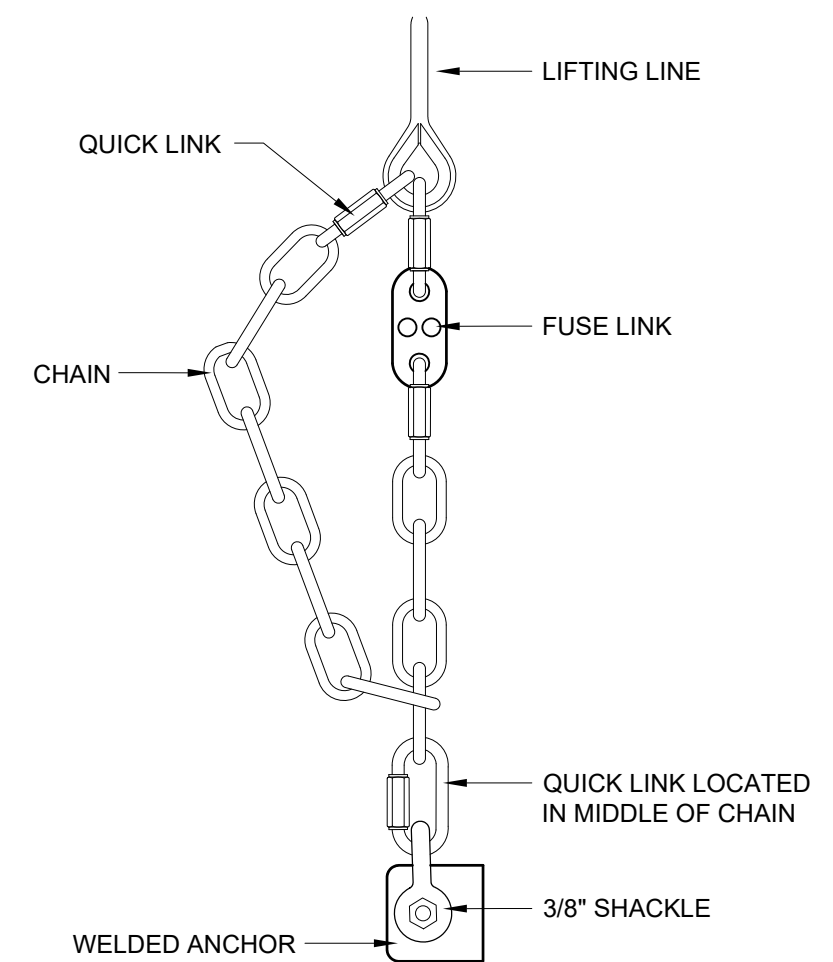
3 CENTER POLE CABLE - TOP VIEW
Scale: 1 1/2" = 1'-0"



4 FOOTING DETAIL
Scale: 3/8" = 1'-0"



5 DOOR FLAP ATTACHMENT
Scale: Not to Scale



6 ANCHOR END CHAIN DETAIL
Scale: 3" = 1'-0"



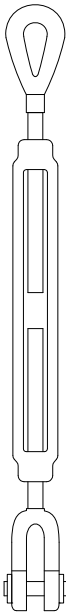
phone: 1-800-747-5985
www.BeaconAthletics.com

© Copyright 2014 Beacon Athletics,
Division of Rainbow Group, LLC.

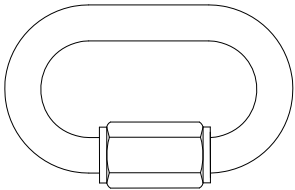
This is a standard Beacon Athletics product.
Any changes must be explicitly authorized and approved by Beacon Athletics.

PARTS LIST

DETAIL ID	QTY	DESCRIPTION
A	1	Eye-Jaw Turnbuckle
B	8	Wide Jaw Quick Links
C	4	Short Steel Cable
D	1	Long Cable Assembly (172'-0" for 70' Cage) (142'-0" for 55' Cage)
E	2	Cable Clamp
F	1	Thimble
G	4	24" Adjustment Chain
-	50	120# Cable Ties 8" (pack)



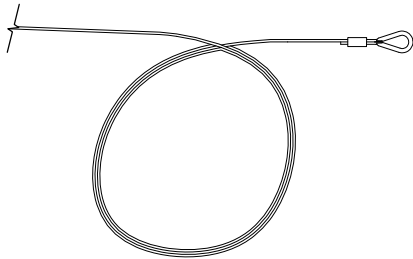
A Turnbuckle



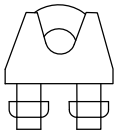
B Wide Jaw Quick Link



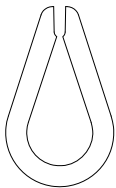
C Short Steel Cable



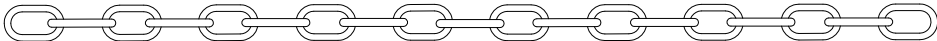
D Long Steel Cable



E Cable Clamp



F Thimble



G ADJUSTMENT CHAIN

DRAWING TITLE:
GROUND CABLE KIT
PARTS LIST AND IDENTIFICATION

CUSTOMER NAME: -
PROJECT NAME: -
FOR PROJECT FILE

REVISION #	DATE	BY

SCALE: NT:

DRAWN BY: EI

DATE: 12/15/1

PROJECT NO:

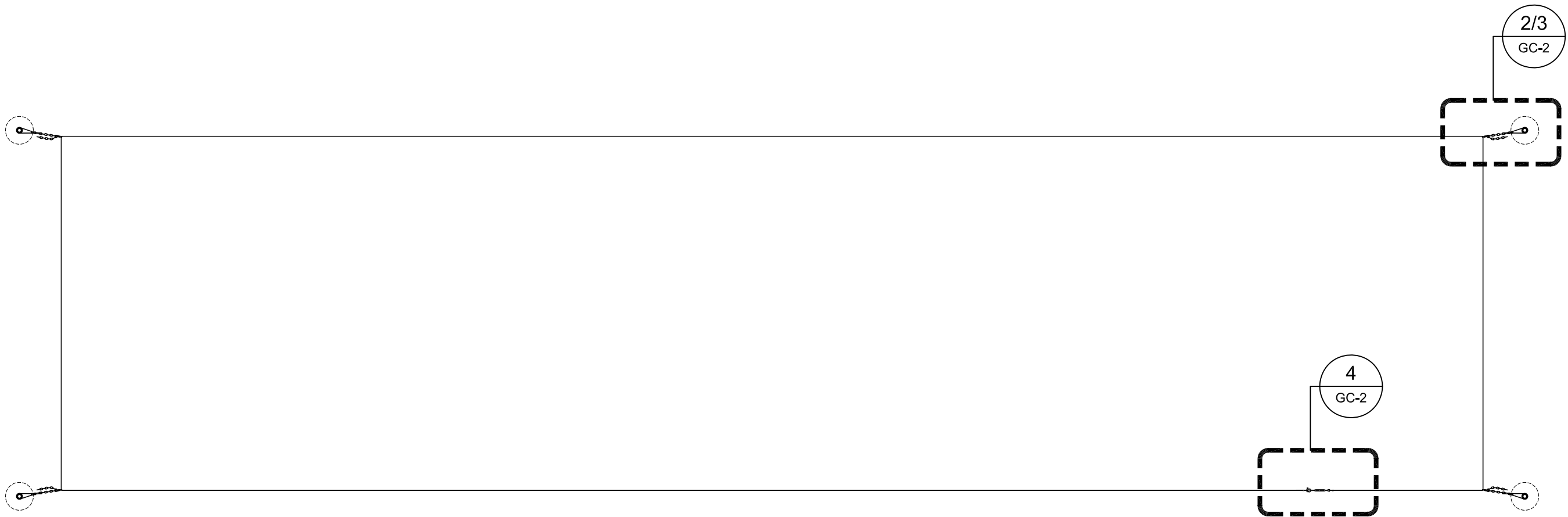
DRAWING NO:

GC-1

REVISION #	DATE	BY

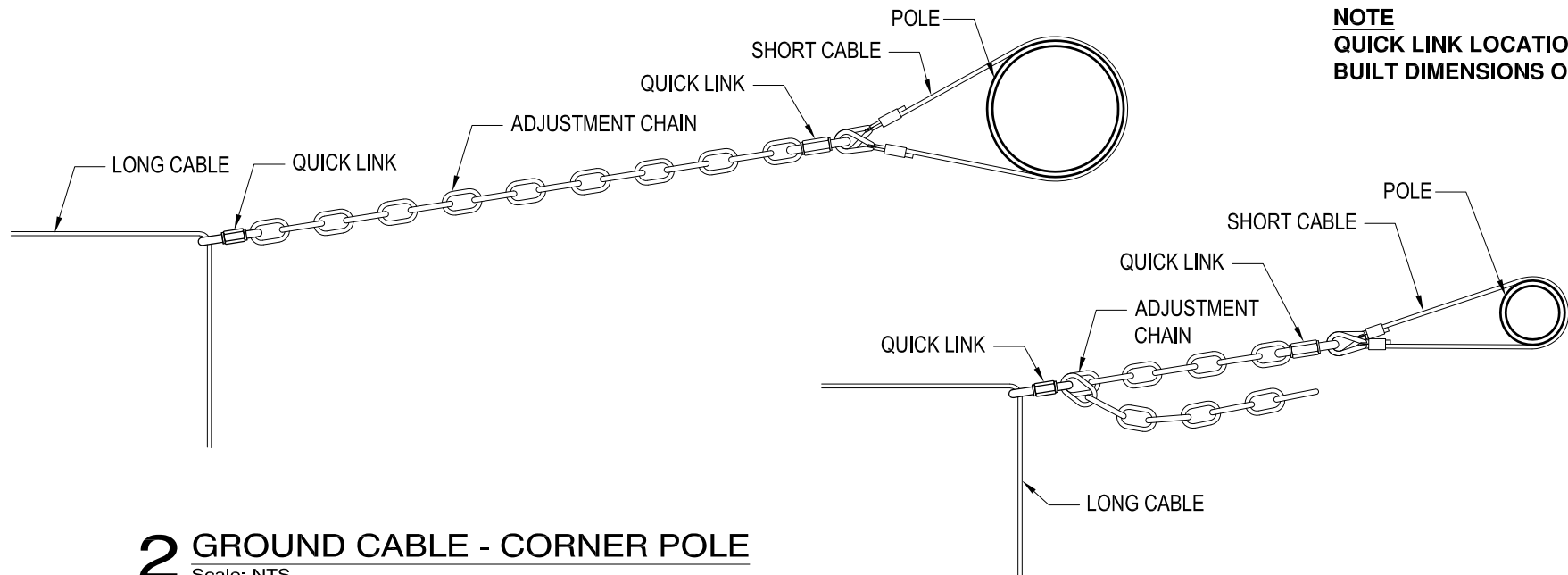
SCALE:	NT:
DRAWN BY:	EI
DATE:	12/15/1
PROJECT NO:	

DRAWING NO:

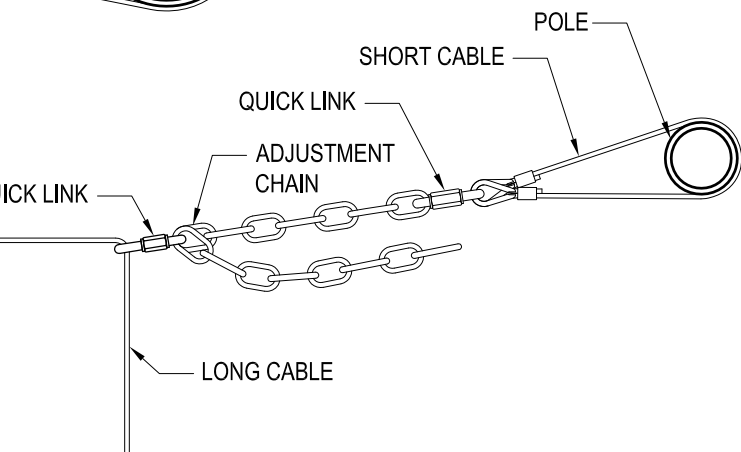


1 GROUND CABLES
Scale: NTS

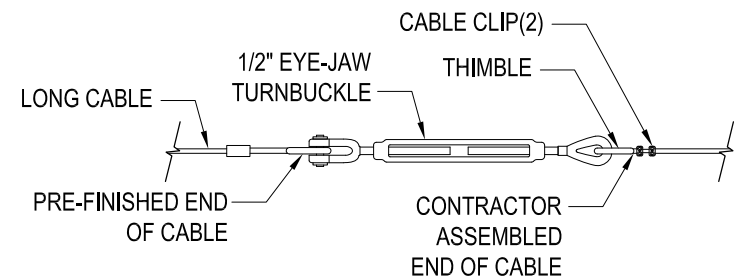
NOTE
QUICK LINK LOCATION ON ADJUSTMENT CHAIN TO BE DETERMINED BY FINAL AS
BUILT DIMENSIONS OF BATTING CAGE



2 GROUND CABLE - CORNER POLE
Scale: NTS



3 GROUND CABLE - CORNER POLE
Scale: NTS



4 GROUND CABLE - LONG CABLE CONNECTION
Scale: NTS

Lemke Park Batting Cage Proposed Location

10.d.b



Attachment: Lemke Park Batting Cage Location (RESOLUTION 4237 : Donation and

DEVELOPMENT and DEDICATION AGREEMENT FOR BATTING CAGE IMPROVEMENTS AT LEMKE PARK

THIS DEVELOPMENT and DEDICATION AGREEMENT ("Agreement"), made as of the 11th day of November, 2025, by and between Boys of Summer Select Baseball Academy (B.O.S.S.) Inc. ("BOSS") and the City of Mequon, Wisconsin ("CITY") (referred to individually, each of the foregoing is a "Party" and collectively, the "Parties").

RECITALS

WHEREAS, Lemke Park is part of the CITY's park system and is under the jurisdiction of the CITY and the Mequon Park and Open Space Board; and

WHEREAS, the CITY's Comprehensive Park, Recreation & Open Space Plan ("Park Plan") identifies recreational facilities and active and passive parks as critical components enhancing the quality of life within the City of Mequon; and

WHEREAS, the Park Plan identifies Lemke Park as a community park with a list of specifically prioritized park improvements; and

WHEREAS, sport-specific park improvements are not among the highest priorities for Lemke Park within the Park Plan; and

WHEREAS, BOSS utilizes multiple baseball fields at Lemke Park; and

WHEREAS, BOSS has indicated a need for batting cages as a means to add recreational opportunities for youth, families, and local teams in a safe and structured environment, (the "Project"); and

WHEREAS, BOSS proposes to install batting cages at one of the baseball fields in Lemke Park at its sole cost of construction; and

WHEREAS, adding infrastructure to a public park facility results in maintenance costs to the CITY upon construction of said infrastructure; and

WHEREAS, without the BOSS Project, the City would not incur these maintenance costs; and

WHEREAS, BOSS has agreed to donate the infrastructure to the City and participate in ongoing operation and maintenance responsibilities and cost; and

WHEREAS, BOSS has raised funds sufficient to pay for the design and construction of the Project that it intends to construct on CITY property and then turn the Project over to the CITY by way of dedication; and

WHEREAS, the CITY has reviewed and approved the plans and renderings for the Project and agrees that the Project would be an asset to the CITY and the residents of the CITY, but needs to

make sure that the Project will be completed in a timely and workmanlike manner without the expenditure of any CITY money.

NOW, THEREFORE, the Parties agree as follows:

ARTICLE I OBLIGATIONS OF THE PARTIES

1. BOSS shall construct, at its sole cost and expense, the Project within Lemke Park in accordance with the Approved Plans for the Project, which are attached hereto and incorporated herein by reference as Exhibit A.
2. The Project will be managed by BOSS under the oversight of the CITY.
3. After the Project is fully completed (as determined by the CITY) BOSS shall dedicate the Project to the CITY, and the CITY shall accept dedication of the Project.
4. After the Project is dedicated to the CITY, the CITY shall take over all responsibility for the use and maintenance of the Project. However, the City will consider subsequent contributions from BOSS, both monetary and in-kind, of the ongoing maintenance requirements for the Project.
5. CITY will provide reasonable access to BOSS at Lemke Park for the construction of the Project.
6. Recommendation from the Park & Open Space Board constitutes review of architecture as required by the City of Mequon Code of Ordinances.
7. Recommendation by the Park & Open Space Board, Public Works Committee and approval of the Common Council does not constitute the right to construct. Proper permits must be obtained through the City Inspections Division.
8. BOSS shall be responsible for ensuring that all needed utilities are provided to the Property, including but not necessarily limited to electricity. BOSS shall be solely responsible for any expenses related to such utility installation.
9. Any easement that may be required for the installation of private utilities requires Common Council approval.
10. CITY agrees to pay the ongoing utility costs associated with the Project after acceptance of the dedication.
11. BOSS shall not charge any fee for the use of the property without the express written consent of CITY, which consent can be withheld in its absolute discretion.
12. Should CITY renovate Lemke Park to the extent that the batting cages are impacted, BOSS is not owed repayment or damages for donated infrastructure.

ARTICLE II REPRESENTATIONS AND WARRANTIES

Section 2.1 Representations and Warranties of CITY. The CITY makes the following representations and warranties:

1. CITY is a municipal corporation of the State of Wisconsin and has the power to enter into this Agreement and carry out its obligations hereunder.
2. CITY makes no representation or warranty, either express or implied, as to the Property, or its condition or the soil conditions thereon, or that the Property shall be suitable for BOSS's purposes or needs.
3. Neither the execution and delivery of this Agreement, the consummation of the transactions contemplated hereby, nor the fulfillment of or compliance with the terms and conditions of this Agreement is prevented, limited by or conflicts with or results in the breach of, the terms, conditions or provision of any law, ordinance, charter, contractual restriction, evidence of indebtedness, agreement or instrument of whatever nature to which the CITY is now a party or by which it is bound, or constitutes a default under any of the foregoing.
4. The private development of the Project is consistent with the public purposes, plans and objectives of the CITY.

Section 2.2 Representations and Warranties of BOSS. BOSS makes the following representations and warranties:

1. BOSS is a Wisconsin Non-Stock/Non-Profit Corporation and has the power to enter into this Agreement and to perform its obligations hereunder and is in good standing under the laws of the State of Wisconsin.
2. BOSS will cause the Project to be constructed in accordance with the terms of this Agreement, the Plans and Specifications and all local, state and federal laws, ordinances, approvals, licenses, and regulations (including, but not limited to, environmental, zoning, energy conservation, building code and public health laws, ordinances and regulations), except for minor changes to the Plans and Specifications approved in writing by CITY staff which will not have a material adverse effect on the Project.
3. Neither the execution and delivery of this Agreement, the consummation of the transactions contemplated hereby, nor the fulfillment of or compliance with the terms and conditions of this Agreement is prevented, limited by or conflicts with or results in the breach of, the terms, conditions or provision of any contractual restriction, evidence of indebtedness, agreement or instrument of whatever nature to which BOSS is now a party or by which it is bound, or constitutes a default under any of the foregoing.
4. Insurance. BOSS or its contractors shall maintain, until CITY's acceptance of the

dedication of the Project, Commercial general liability insurance covered under a comprehensive general liability policy including contractual liability issued by insurers licensed in the State of Wisconsin, with Best's A ratings and in the financial size category as insurers of similar projects, with such policies (the "Insurance Policies") in amounts maintained by developers of similar projects, and insuring against bodily injury, including personal injury, death, property damage and other risks and casualties. Each Insurance Policy shall require the insurer to provide at least thirty (30) days prior written notice to the CITY of any material change or cancellation of such policy. The CITY shall be named as an additional insured/loss payee on all policies of insurance except worker's compensation insurance. BOSS further understands and agrees that any builders' risk coverage is its responsibility.

5. Indemnification. Except as caused, in whole or in part, by negligence or wrongful act or omission of the CITY, if the persons or property of others sustain loss, damage or injury resulting directly or indirectly from the negligence or wrongful act or omission of BOSS or its contractors, subcontractors or materialmen in their performance of this Agreement or from BOSS's failure to comply with any of the provisions of this Agreement or of law, BOSS shall indemnify and hold the CITY harmless from any and all claims and judgments for damages, and from costs and expenses to which the CITY may be subjected or which it may suffer or incur by reason thereof, provided; however, that the CITY shall provide to BOSS promptly, in writing, notice of the alleged loss, damage or injury.

6. The Project shall at all times be subject to CITY inspection and approval, and the CITY shall not be required to accept conveyance of the Project unless it has been constructed in a good workmanlike manner, in accordance with the approved plans. Following approval by the CITY of the completed Project, the Project shall be dedicated and conveyed to the CITY, at no cost or expense to the CITY. BOSS shall provide to the CITY, from the general contractor constructing the Project, a one-year warranty against defects in construction, materials and workmanship, from the date of conveyance to the CITY, in a customary form reasonably acceptable to the CITY.

7. BOSS acknowledges and agrees that it is not entitled to any just compensation for the donation of the improvements to CITY and that this donation is a material inducement for CITY to permit the construction of such improvements upon CITY-owned real property.

8. BOSS acknowledges and agrees that CITY will ultimately own and operate the improvements associated with the Project and has the right to provide use of the improvements to other entities, subject to CITY approval.

ARTICLE III DEFAULT AND REMEDIES

The occurrence of any one or more of the following events shall constitute a default ("Default") hereunder.

1. Any representation or warranty made by BOSS or the CITY in this Agreement, or any document or financial statement delivered by BOSS pursuant to this Agreement, shall prove to

have been false in any material respect as of the time when made or given; or

2. Except as provided for in (1), BOSS or the CITY shall breach or fail to perform timely any of its covenants or obligations under this Agreement, and such failure shall continue for thirty (30) days following written notice thereof from the other party; however, if the breach or failure was not the result of an intentionally wrongful act or omission of the breaching party and the breach or failure cannot be cured using commercially reasonable and diligent efforts within such 30-day period but could, with additional time, be cured using commercially reasonable and diligent efforts, such 30-day cure period shall be extended for the period reasonably necessary to cure if (and for such period as) (i) the breaching party uses commercially reasonable and diligent efforts during such 30-day period; (ii) the breaching party continues to use all commercially reasonable and diligent efforts to cure after such 30-day period; and (iii) such efforts are adequate to ensure a cure; or

3. Construction of the Project shall be abandoned (no material work having been completed) for more than ninety (90) consecutive days after commencement, or if the Project is not completed on or before the deadlines set forth in this Agreement, or if any portion of the Project shall be damaged by fire or other casualty and not be repaired, rebuilt or replaced; or

4. If BOSS shall cease to exist; or

Except as otherwise set forth in this Agreement, upon the occurrence of any Default, without further notice, demand or action of any kind by the non-defaulting party, the non-defaulting party may, at its option, pursue any or all of the rights and remedies available at law and/or in equity against the defaulting party and/or the Project. The non-defaulting party shall also have the right to suspend performance of any of its obligations or covenants under this Agreement and/or to terminate this Agreement. Except as otherwise set forth herein, no remedy herein conferred upon the non-defaulting party is intended to be exclusive of any other remedy and each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement, and/or now or hereafter existing at law or in equity. No failure or delay on the part of the non-defaulting in exercising any right or remedy shall operate as a waiver thereof nor shall any single or partial exercise of any right preclude other or further exercise thereof or the exercise of any other right or remedy.

BOSS shall pay all costs and expenses, including attorney's fees and costs, associated with the enforcement of the CITY's rights against BOSS under this Agreement, including without limitation the enforcement of such rights in any bankruptcy, reorganization or insolvency proceeding involving BOSS. Any and all such fees, costs and expenses incurred by the CITY which are to be paid by BOSS, shall be paid by BOSS to the CITY within 90 days following delivery of invoices documenting the costs.

ARTICLE IV MISCELLANEOUS PROVISIONS

Section 4.1 Execution in Multiple Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which together shall

constitute one and the same instrument.

Section 4.2 Construction. The Parties acknowledge and represent that this Agreement has been the subject of negotiation by all Parties and that all Parties together shall be construed to be the drafter hereof and this Agreement shall not be construed against any Party individually as drafter.

Section 4.3 Legal Relationship. Nothing in this Agreement shall be construed to create an employer/employee relationship, joint employer, joint venture or partnership relationship, or a principal/agent relationship.

Section 4.4 Survival. All agreements, representations, covenants and warranties made herein shall survive the execution of this Agreement and the making of the grants hereunder. This Agreement shall be binding upon the Parties, their respective successors and assigns.

Section 4.5 No Waiver. The failure of any Party to require strict performance of any provision of this Agreement will not constitute a waiver of the provision or of any other of that Party's rights under this Agreement. Rights and obligations under this Agreement may only be waived or modified in writing. A writing waiving a right must be signed by the Party waiving the right. If an obligation of a Party is being waived or released, the writing must be signed by the affected Parties. Waiver of one right, or release of one obligation, will not constitute a waiver or release of any other right or obligation of any Party. Waivers and releases shall affect only the specific right or obligation waived or released and will not affect the rights or obligations of any other Party that did not sign the waiver or release.

Section 4.6 Severability of Provisions. If any provision of this Agreement shall be held or declared to be invalid, illegal or unenforceable by reason of its being contrary to any applicable law, such provision shall be deemed to be deleted from this Agreement without impairing or prejudicing the validity, legality or enforceability of the remaining provisions.

Section 4.7 Law Governing. This Agreement will be governed and construed in accordance with the laws of the State of Wisconsin. Except as otherwise specifically and expressly set forth in this Agreement, the venue for any disputes arising under this Agreement shall be the Circuit Court for Washington County.

Section 4.8 Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand or other communication under this Agreement by any Party to any other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally, and

- (a) in the case of BOSS is addressed to or delivered personally to:

Kathleen A. Gill
3605 W. Grace Ave
Mequon, WI 53092

- (b) in the case of CITY is addressed to or delivered personally to:

Mr. William H. Jones, Jr., City Administrator
 City of Mequon
 11333 N. Cedarburg Rd.
 Mequon, WI 53092

With a Copy to:

Mr. Brian C. Sajdak, City Attorney
 Stafford Rosenbaum Attorneys, LLP
 1200 N. Mayfair Rd, Ste 430
 Milwaukee, WI 53226

or at such other address with respect to any such Party as that Party may, from time to time, designate in writing and forward to the other, as provided in this Section.

Section 4.9 Force Majeure. As used herein, the term "Force Majeure" shall mean any accident, breakage, war, insurrection, civil commotion, riot, act of terror, act of God or the elements, governmental action (except for governmental action by CITY with respect to obligations of CITY under this Agreement), alteration, strike or lockout, picketing (whether legal or illegal), inability of a Party or its agents or contractors, as applicable, to obtain fuel or supplies, unusual weather conditions, or any other cause or causes beyond the reasonable control of such Party or its agents or contractors, as applicable. No Party to this Agreement shall be in default hereunder for so long as such Party or its agents and contractors, if applicable, are prevented from performing any of its obligations hereunder due to a Force Majeure occurrence.

Section 4.10 Compliance. Nothing contained in this Agreement is intended to or has the effect of releasing BOSS, its successors and/or assigns, from compliance with all applicable laws, rules, regulations and ordinances in addition to compliance with all terms, conditions and covenants contained in this Agreement.

Section 4.11 Amendment. This Agreement may be rescinded, modified or amended, in whole or in part, by mutual agreement of the Parties hereto, their successors and/or assigns, in writing signed by all Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date indicated.

CITY OF MEQUON

Dated: _____

BY: _____
 Andrew Nerbun, Mayor

ATTEST:

BY: _____
Caroline Fochs, Clerk

BOYS OF SUMMER SELECT BASEBALL ACADEMY (B.O.S.S.) INC.

Dated: _____

BY: _____



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

www.cityofmequonwi.gov

Office of Sewer

TO: Common Council
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: November 4, 2025
SUBJECT: RESOLUTION 4238 A Resolution Adopting the Fiscal Year 2026 Sanitary Sewer Utility Budget and Establishing the 2026 Sanitary Sewer User Fee Schedule

Accomplishments/Objectives:

The City's Sewer Utility manages, maintains and operates all the City's sanitary sewer mains, 23 lift stations, manholes and siphons. Exhibit A includes details of anticipated accomplishments for 2025 and projects/objectives for 2026. Please note that with a continued vacancy in the Utility Manager position, implementation of objectives and completion of capital projects are impacted.

Sewer User Rate and Levy Policy:

In early 2024, the Sewer Utility adopted a Sewer User Rate and Levy Policy, which guides how the Sewer Utility Budget will be created, including the methods for establishing sewer user rates and levy.

Specifically, it requires that annually, the Sewer Utility budget shall be generated with the following goals:

- No adjustments to the Sewer District Tax Levy without a policy amendment.
- Self-funded capital accounts to meet the Utility's projected capital needs.
- Rate revenue adjustments to maintain a recommended debt service coverage ratio of 1.6.
- Level, sustainable user rate increases based on a 10-year outlook for the Sewer Utility.

Staff is required to report whether the policy framework is being achieved within each budget cycle. In years where not all goals are being met, staff shall provide a 10-year outlook (including the budget year) which shows the adjustments required to meet budgetary goals.

Sewer District Tax Rate:

Unless amended by policy, the sewer levy shall remain flat at \$7,262,821. The sewer levy funds the Metropolitan Milwaukee Sewerage District's (MMSD) annual capital requirements and self-funds for the Sewer Utility's capital projects. The levy is established and adopted annually via ordinance.

Sewer User Rates:

The user rates are made up of City operation and maintenance costs, in addition to a pass-through for MMSD operation and maintenance (O&M) costs.

Per policy, the Sewer Utility will utilize cash basis accounting for determining user rates. Cash basis accounting shall determine the total revenue requirements by adding operation and maintenance expenses, taxes/transfer payments, debt service (both principal and interest) payments and capital funding from user rates (excluding capital funded from levy) and subtracting the non-rate revenue. The user rates are established annually, concurrent to the fiscal year budget approval.

The user charges are billed differently based upon whether the water use is metered. Residential, non-water accounts receive a flat quarterly fee and residential water, and non-residential accounts are charged based upon volumetric water uses. Non-residential non-water customers are required to have a meter installed to measure water usage for the volumetric calculation. Both fees are based upon a combination of the pass-through charges to the Sewer Utility from MMSD and Sewer Utility operation and maintenance costs.

The calculation for the Sewer User Rate is included in Exhibit B. For 2025, the flat rate is proposed at \$90.00, and the volumetric rate is proposed to be \$8.811/1,000 gallons. This is a 5.7% increase over FY2025 and is consistent with the projection of the analysis completed by Ehlers in early 2024. The table below summarizes the history of the various sewer fees for the past several years.

	2018	2019	2020	2021	2022	2023	2024	2025	2026
Flat Rate User Charge (Quarterly):	\$71.00	\$72.00	\$73.00	\$73.00	\$74.00	\$78.00	\$83.00	\$85.00	\$90.00
Volumetric User Rate (per 1,000 gal):	\$5.887	\$6.343	\$6.765	\$6.765	\$6.844	\$7.55	\$8.041	\$8.479	\$8.811

As proposed, the debt service coverage ratio is 2.86. To meet the recommended debt coverage ratio of 1.6, sewer user rates would need to increase significantly and thus fail to meet the City's long-held policy interest in maintaining stable user rate increases. Over time, the debt service coverage ratio will be met and per policy, the 10-year outlook for the Sewer Utility is included in Exhibit C.

Capital Funding:

The policy requires that the Sewer Utility endeavor to be self-funding for capital projects when practical and when user rates will not vary significantly as a result. A full detail of capital projects are outlined in Exhibit D. Please note that due to not meeting the goal to maintain the recommended debt service coverage ratio of 1.6, the capital planning includes a 10-year plan.

Accordingly, staff recommends approval of the resolution adopting the 2026 sanitary sewer budget, capital funding allocation and establishing the 2026 sanitary sewer fee schedule as follows (including an amendment to the fee schedule):

	2026
--	-------------

Flat Rate User Charge (Quarterly):	\$90.00
Volumetric User Rate:	\$8.811

Reserve Requirements:

In 2023, **Policy Statement 3: Reserve Requirements** was amended to include the Sewer Utility. Policy Statement 3 indicates that the Sewer Utility will strive to maintain an Undesignated Cash Reserve of between ten (10) and twelve (12) percent of the current year's Sewer Utility Operating Budget.

The projected cash balance as of the close of FY25 for the Sewer Utility is \$13,211,779. The projected year-end Capital Project accounts balance is \$11,822,213 and the Reserve Policy of 10% of the current year's Operating Budget equates to \$1,010,619. This leaves an unassigned fund balance of just over \$375,000.

Cash/Cash Equivalents Balance (January 1st)	\$11,548,101
Net Income	\$2,927,691
Add: Depreciation	\$1,125,000
Less: Debt Principal Payments	(\$1,545,000)
Less: Capital Projects	(\$781,671)
Less: Amortization of Bond Premium	(\$62,342)
Net Change in Cash	\$1,663,678
Cash/Cash Equivalents Balance (December 31st)	\$13,211,779
Reserved for Capital Projects	\$11,822,213
Reserve Policy (10%)	\$1,010,619
Unassigned	\$378,947

Per Policy Statement 3, 10-12% of the sewer operating budget, or \$1,010,619 - \$1,212,743 should be maintained as an Undesignated Cash Reserve. As such, \$176,823 - \$378,947 is available for reassignment. Given the small margin and projected values, staff is not requesting reassignment at this time. Unless the fiscal year audit closes an increased cash balance well beyond that projected, staff will roll the balance for consideration of reassignment with the FY27 budget.

Recommendation:

On November 4, 2025, the Sewer Utility District Commission approved a recommendation in favor of adopting the proposed resolution by a vote of 7-0.

Attachments:

- Ex A - FY25 Accomplishments_FY26 Objectives (PDF)
- Ex B - User Rate (PDF)
- Ex C - Debt Coverage Ratio/10-year Outlook (PDF)
- Ex D - 10-year CIP (PDF)
- Ex E - FY26 Sewer Budget (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4238

A Resolution Adopting the Fiscal Year 2026 Sanitary Sewer Utility Budget and Establishing the
2026 Sanitary Sewer User Fee Schedule

RECITALS

A. The City's sanitary sewer operations are administered within an enterprise/utility type accounting system, separate from the City's general operating and capital budgets.

B. The establishment of an equitable schedule of sewer user charge rates for January 1 through December 31, 2026, requires that an operating budget for the sanitary sewer operations be adopted.

C. The Sewer Utility District Commission at their meeting on November 4, 2025, has reviewed a schedule of sewer user fee rates for 2026 necessary to support the sewer budget and has recommended approval of such.

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

1. The 2026 Sanitary Sewer Budget attached hereto is adopted.
2. The following schedule of sewer user charge rates is established for the year 2026 and the City's fee schedule is thereby amended accordingly:

Residential (Non-Metered):	\$90.00 per quarter per unit / \$360.00 per year
Residential and Commercial Metered:	\$8.811 / 1,000 gallons

Approved by: Andrew Nerbun, Mayor

Date Approved: November 11, 2025

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

Caroline Fochs, City Clerk

Exhibit A: FY2025 Accomplishments/FY2026 Objectives

FY2025 Accomplishments

In 2025, the Sewer Utility accomplished a number of objectives including:

- Continued efforts toward compliance with the Compliance Maintenance Annual Report (CMAR) and Capacity, Management, Operation and Maintenance (CMOM) programs to reduce the number and magnitude of releases from the sanitary sewers to the environment, while protecting sewage collection and treatment facilities from high flows.
- Continued commercial sewer meter replacements and improvements.
- Of 3,922 structures, 360 manholes were inspected and 35 to be rehabilitated with grout and/or epoxy coatings; internal/external were applied seals as part of a preventive maintenance program and Inflow/Infiltration (I/I) reduction on manholes in conjunction with the roadway maintenance program.
- Of approximately 184 miles of sewer pipeline, continued the Sewer Utility's 5-year maintenance cycle (water jet cleaned over 174,000 feet, televised over 0 feet of mainline sewer to date, pending the arrival of the new televising truck).
- Responded to historic wet weather event in August, resulting in 18 bypass locations, dozens of basement backups and multiple Sewer Service Overflow (SSO) reports.
- Continued to collect and update City infrastructure data and incorporate into GIS.
- Continued efforts toward compliance with the CMAR, CMOM and MMSD Chapter 13 programs.
- Issued a Request for Proposals for new pumps, motors and valves at Lift Station U.
- Purchased a new CCTV truck with mainline, lateral and push cameras.
- Purchased a new manhole inspection camera.
- Purchased a new Superintendent truck.
- Hired a new sewer worker employee.
- Installed new radio tower Lift Station G.
- Installed new radio tower Station X.
- Initiated contract for vendor selection for new SCADA system.

The following capital projects were scheduled for 2025. The table below summarizes the current status of those capital projects:

Gravity Sanitary Sewer Fund	Status
2010 Ranch Road Gravity Sewer improvements, Construct	In design – bid late 2025
Lift Station Fund	Status
Ranch Rd Lift Station E Construction	In design – bid late 2025
Replace Pumps and Valves @ Lift Station U	RFP Issued
Install Magnetic Flow Meters	2026
Replace Generators, Transfer Switches and enclosure @ Station J	2026
Decommissioning Studies - Lift Station E	Included with LS E

Exhibit A: FY2025 Accomplishments/FY2026 Objectives

Force Main Fund	Status
Lift Station E Force Main Construct for 2010 Ranch Rd	Included with LS E
Hidden Reserve Lift Station E Force Main Extension	Included with LS E
Asset Management Fund	
Flow Meters, Rain Gauge, Flow Monitoring Quarterly Reports (East, Central, and West Trunk Gravity System)	2026
Flow Metering - Lift Stations (A,D,U,R,T)	2026
GIS Improvement - Sewer Lateral Tools	2026
Equipment Replacement Fund	Status
Superintendent Truck	Complete
CCTV Truck and Camera	Complete
Jet Headphones	2026
New Push Camera	Complete
Lateral camera	Complete
PPI/I Reduction – Reimbursable Account	Status
Lateral Replacement Project – MOU with MMSD	Complete

FY2026 Objectives:

The following detail are projects and elements that will influence the 2026 budget:

- Fill the Utility Manager position.
- Ensure that appropriate condition assessments are conducted on sewer assets.
- Confirm the existence of any sanitary system components that do not function according to established reliability standards.
- Continue collection system staff training on operations and potential hazards and provide proper equipment and safety gear.
- Continued to collect and update City's infrastructure data, easement records and incorporate into GIS.
- Bid and construct capacity improvements with relief sewers Ranch Road Lift Station E.
- Coordinate with MMSD on a private property lateral replacement project.
- Perform outreach for easements for potential onsite wet-weather storage site in easements at Fieldwood Drive LS G and Riverdale Park LS F.
- Evaluate feasibility for sewer system capacity improvements at the Port Washington Road Fire Station in the LS E basin, as no easement is required for system storage on City owned land at the Port Washington Road Fire Station in the LS E basin.
- Design capacity improvements in the Fieldwood Drive Lift Station "G" area to Glen Oaks Lane contingent upon wet weather storage in potential easement areas.
- Advertise for Bid the Lift Station E replacement at 2010 Ranch Rd (extended). Contract for the assessment of Heritage Siphon, the River Road Lift Station D iron pipe crossing under the Milwaukee River, and Lac du Cours cast iron laterals.
- Prepare a contract for the assessment of Heritage Siphon, the River Road Lift Station D iron pipe crossing under the Milwaukee River, and Lac du Cours cast iron laterals.

Exhibit A: FY2025 Accomplishments/FY2026 Objectives

- Evaluate SCADA upgrades.
- Identify pumps for replacement in 2026.
- Add onsite generators to lift stations that currently do not have any and replace older obsolete generators (Finalize easements, address any zoning requirements and award contracts for generator installations at lift stations H,Q & K).
- Evaluate storm drainage conditions in Ravine Farm outlot along sanitary sewer easement, and determine if scour protection and any stabilization measures are necessary in 2026 budget.
- Acquire meters and compile data to evaluate Central Trunk sewers infill impacts near Mequon Road (STH 167) and Cedarburg Road (STH 57).
- Complete planning study of Central Trunk sewers that can allow for future development and infill, including flow equalization at Mequon Road (STH 167 & STH 57 intersection).
- Replace pumps and valves at Lift Station R, V, and I
- Replace onsite Generator and upgrade Generator Hut at Lift Station J
- New software, computers and radios for SCADA system upgrade
- New SCADA hardware (PLC, Radios, Antennas) at select Lift Stations

The FY2026 capital projects are outlined in Exhibit D.

Exhibit B: Calculation for the Sewer User Rate

Process Overview:

Per the policy, the budget was generated through this process:

1. Identify the anticipated expenses for the fiscal year by populating the anticipated fiscal year expenditures for both operation and maintenance and capital projects, both for the Sewer Utility and MMSD.
2. Calculate the revenue generated by the sewer levy. From that, subtract the MMSD capital charges to identify the remaining revenue available and allocate such as self-funding capital.
3. Identify the additional self-funded capital required to meet the annual projection of capital expenses and populate that as the revenue requirement for user rates.
4. Establish the estimated flow volume for the Sewer Utility for both residential and commercial users on the basis of the number of customers, the MMSD residential occupancy factor and equivalent residential units.
5. Adjust residential and commercial user rates and the tax exempt capital rate as required to meet the goals of the policy within a 10-year planning outlook.
6. Validate and report to the Sewer Utility District Commission whether the budget meets this policy's goals, including the amount allocated for undesignated cash reserves. *See budget memo.*
7. Allocate the capital funding and excess undesignated cash reserves to the appropriate capital accounts. *See separate agenda item.*

2026 (DRAFT) CALCULATION OF SEWER USER CHARGE RATES

Exhibit B

Rate Components	Annual Cost	Total (1,000 gals)	2026 Rate (1,000 gals)	2025 Rate (1,000 gals)	Change	
MMSD O&M	\$2,034,422	503,468	\$4.041	\$3.780	0.261	
Mequon O&M	\$1,251,859	503,468	\$2.486	\$2.351	0.135	
Self Funded Capital	\$1,150,000	503,468	\$2.284	\$2.348	(0.064)	
Capital Debt Service	\$0	503,468	0.000	\$0.000	0.000	
Totals:	\$4,436,281		\$8.811	\$8.479	0.332	3.9%

Quarterly Flat Rate

Customer Type	Rate (1,000 gals)	MMSD ROF	MMSD ERU	Days	2026	2025	Change
Residential	\$8.811	2.29	49.0	365	\$90.22	\$85.05	5.7%
			40,957				

Estimated Flow Volume:

Customer Type	Customers	MMSD ROF	MMSD ERU	Days	Total 2026 (1,000 gals)	2025	2026 Revenues
Residential	7,556	2.29	49.0	365	309,468	301,869	\$2,726,862
Commercial	455	N/A	N/A	N/A	194,000	188,000	\$1,709,419
Totals:	8,011				503,468	489,869	\$4,436,281

MMSD O&M Charges

	2026	2025	Change	% Change
Estimated User Charge Billings Provided from MMSD	\$2,034,422	\$1,851,938	\$182,484	9.85%

Mequon O&M Charges

Expense Type	2026	2025	Change	
Total Operating Costs	7,854,577	\$8,675,264	(\$820,687)	
* Less - MMSD O&M	(\$2,034,422)	(\$1,851,938)	(\$182,484)	
** Less - MMSD Capital	(\$4,092,996)	(\$5,154,636)	\$1,061,640	-20.6%
*** Less - Other Income	(475,300.00)	(\$516,800)	\$41,500	
Totals:	\$1,251,859	\$1,151,890	\$99,969	

* MMSD O&M costs are calculated as a separate component and need to be deducted in order not to be counted twice.

** MMSD sewer capital charges are paid through the tax levy and should not be included in the amount needed to be covered through user fees.

*** Interest, Late fees, and Misc revenues reduce the amount of the Mequon O&M charges needed to be covered through user fees.

		2026	2025	Change
<u>Tax Exempt Capital Rate</u>	Budgeted MMSD Capital Costs	\$4,092,996	\$5,154,636	(\$1,061,640)
	Mequon Costs	\$1,638,000	\$420,000	\$1,218,000
(CSM, MATC, Concordia)	Total annual estimated sewer flow	503,468	489,869	13,599
	Calculated rate per 1,000 gallons	\$11.38	\$11.38	0.0%

Attachment: Ex B - User Rate (RESOLUTION 4238 : FY2026 Sewer Budget and User Rate)

Table 1
Sewer Utility Cash Flow Analysis - Projected 2024-2033

City of Mequon, WI

	Estimate	Budget	Projected								
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Revenues											
Total Revenues from User Rates ¹	\$4,680,000	\$4,960,000	\$5,108,800	\$5,262,064	\$5,419,926	\$5,582,524	\$5,749,999	\$5,922,499	\$6,100,174	\$6,283,180	\$6,471,675
Percent Increase to User Rates	5.50%	5.70%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Cumulative Percent Rate Increase	12.36%	18.76%	22.32%	25.99%	29.77%	33.67%	37.68%	41.81%	46.06%	50.44%	54.96%
Dollar Amount Increase to Revenues	\$47,762	\$280,000	\$148,800	\$153,264	\$157,862	\$162,598	\$167,476	\$172,500	\$177,675	\$183,005	\$188,495
Total Other Revenues	\$7,946,522	\$7,761,386	\$7,456,240	\$7,455,557	\$7,455,157	\$7,455,144	\$7,455,570	\$7,462,165	\$7,470,045	\$7,477,390	\$7,486,066
Total Revenues	\$12,626,522	\$12,721,386	\$12,565,040	\$12,717,621	\$12,875,083	\$13,037,668	\$13,205,569	\$13,384,664	\$13,570,219	\$13,760,569	\$13,957,741
Less: Expenses											
Operating and Maintenance	\$8,470,966	\$7,854,577	\$8,090,214	\$8,332,921	\$8,582,908	\$8,840,396	\$9,105,607	\$9,378,776	\$9,660,139	\$9,949,943	\$10,248,441
Net Before Debt Service and Capital Expenditures	\$4,155,556	\$4,866,809	\$4,474,825	\$4,384,700	\$4,292,174	\$4,197,272	\$4,099,962	\$4,005,889	\$3,910,080	\$3,810,626	\$3,709,300
Debt Service											
Existing Debt P&I	\$1,862,006	\$1,698,750	\$1,696,750	\$1,697,350	\$1,696,600	\$1,694,500	\$1,066,050	\$0	\$0	\$0	\$0
New (2024-2033) Debt Service P&I	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Debt Service	\$1,862,006	\$1,698,750	\$1,696,750	\$1,697,350	\$1,696,600	\$1,694,500	\$1,066,050	\$0	\$0	\$0	\$0
Transfer In (Out)/Prem. Amort	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Less: Capital Improvements & COI	\$781,671	\$8,466,600	\$3,233,000	\$3,031,000	\$2,786,000	\$2,520,000	\$585,000	\$1,045,000	\$1,165,000	\$535,000	\$540,000
Debt Issued/Grants/Aid	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Annual Cash Flow	\$1,511,879	(\$5,298,541)	(\$454,925)	(\$343,650)	(\$190,426)	(\$17,228)	\$2,448,912	\$2,960,889	\$2,745,080	\$3,275,626	\$3,169,300
Restricted and Unrestricted Cash Balance:											
Balance at first of year	\$11,922,756	\$13,434,635	\$8,136,094	\$7,681,170	\$7,337,520	\$7,147,094	\$7,129,867	\$9,578,778	\$12,539,667	\$15,284,747	\$18,560,373
Net Annual Cash Flow Addition/(subtraction)	\$1,511,879	(\$5,298,541)	(\$454,925)	(\$343,650)	(\$190,426)	(\$17,228)	\$2,448,912	\$2,960,889	\$2,745,080	\$3,275,626	\$3,169,300
Balance at end of year	\$13,434,635	\$8,136,094	\$7,681,170	\$7,337,520	\$7,147,094	\$7,129,867	\$9,578,778	\$12,539,667	\$15,284,747	\$18,560,373	\$21,729,673
Over/(Under) Ehlers Reserves Target	7,582,797	2,084,092	1,478,470	985,787	648,450	1,120,164	4,509,884	7,336,754	9,946,310	13,089,261	16,124,886
Over/(Under) Unrestricted Reserves Policy	12,103,929	6,854,615	6,351,171	5,971,498	5,745,124	5,692,134	8,107,564	11,038,394	13,751,310	0	0
"All-in" Debt Coverage	2.23	2.86	2.64	2.58	2.53	2.48	3.85	N/A	N/A	N/A	N/A

Notes:

- 1) Assumes no changes in customer count or usage beyond Test Year.
2) Assumes 3.00% annual inflation beyond budget year.

Legend:

- Increase depicted to maintain with assumed O&M inflation
 Increases will depend on future CIP

Exhibit D: Sewer Capital Project Improvement and Funding Plan

The Sewer Utility applies user fees to provide capital self-funding. The types of projects included in the Sewer Capital Project Fund are based upon an expected life-cycle of greater than 10 years, where a depreciable asset value is established. Table 1 summarizes the history of self-funding for capital projects.

Table 1 – History of Self-Funded Capital Budgets

2019	2020	2021	2022	2023	2024	2025
\$720,000	\$1,420,000	\$1,350,000	\$1,350,000	\$2,073,286	\$2,431,879	\$2,011,606

The Sewer Utility capital funding consists of five universal sinking fund accounts. The categorical accounts allow the Sewer Utility to meet long-term needs rather than being project specific. In addition, the funds formed by periodically setting aside money for the replacement of assets give the Sewer Utility the long-term financial ability to perform required capital projects. These sinking funds earmark or reserve funds for specific purposes and categories, rather than only for specific projects.

These self-funded capital accounts are established as sinking funds to provide for level budgeting and long-term funding. Projects generally fall into the following categories:

1. Gravity Sanitary Sewer Fund

The Gravity Sewer Fund is required for relay and replacement of over 165 miles of sewer main and 3,875 manhole structures that will require renewal over anticipated life cycles. Methods of sewer installation include open-cut trenching and trenchless technologies such as directional drilling, micro-tunneling, and cured-in-place pipe (CIPP) installation. Capital grouting of sewer mains is another method implored to reduce infiltration into the collection system. Methods for manhole rehabilitation are cementitious or epoxy lining or grouting; otherwise sectional or complete replacement is required. CMOM (Capacity Management, Operations and Maintenance annual report) and CMAR (Compliance Maintenance Annual Report required by the Wisconsin Department of Natural Resources) regulatory requirements for system upgrades are planned, such as reducing inflow and infiltration during wet weather to reduce sanitary sewer overflows and bypass events in locations near the river. In 2022 the City's hydraulic model was updated, as part of the East Trunk System north of Mequon Road, and in 2023 it was used to design capacity improvements for a new Lift Station E.

2. Sanitary Lift Station Fund

The Sanitary Lift Station Fund is required for various types of projects for the 23 existing lift stations including the expansion or replacement of existing lift stations and their appurtenances, as well as the construction of new stations. The funds are also utilized for projects identified as part of condition assessment studies, such as replacing pumps and transfer switches for safety. In addition, CMOM and CMAR regulatory requirements are addressed to minimize sanitary sewer overflows and optimize the system by upsizing pumps, increasing wet well capacity, and upgrading SCADA (system for controls and data acquisition) based on magnetic flow meters. In the event the replacement of a lift station requires funding that exceeds the sinking fund balance, such as potentially for replacement

Exhibit D: Sewer Capital Project Improvement and Funding Plan

of the Ranch Road Lift Station E, borrowed funds would be necessary for major construction improvements unless the mil rate is increased to accumulate additional funds in 2026 for anticipated construction in 2026-2027.

3. **Sanitary Force Main Fund**

The Sanitary Force Main Fund is required for the design, replacement, new construction, retrofits, and large-scale cleaning of over 20 miles of sanitary force main. Prioritized projects outlined below were identified as part of the systematic replacement of cast iron force mains, the 2018 force main maintenance study, and 2021 Condition Assessments for Fieldwood Drive Lift Station G and Riverdale Park Lift Station F that are part of the East Trunk System north of Mequon Road. In 2022, the Tamerlane Drive Lift Station “O” was designed, and constructed in 2023. CMOM and CMAR require collection system upgrades and maintenance to maintain and keep the sewer system in compliance with WDNR requirements.

4. **Asset Management Fund**

The Asset Management Fund is a sinking fund utilized to upgrade, install and expand the SCADA (System Control And Data Acquisition) equipment at the utility, and improve/add supply equipment and facilities. Proposed projects include replacing commercial remote access meters, valves, SCADA upgrades, maintaining a computer server for sewer exam records, GIS (geographic information system) upgrades for CMAR and CMOM reporting, evaluation of system life costs and projections, a 20-year planning study of all three major sewersheds, and others. Additional upgrades include installation of new sewer meters.

5. **Equipment Replacement Fund**

The Equipment Replacement Fund is a sinking fund for the replacement of sewer equipment. It has been utilized previously for the purchase of the City’s sewer vacuum truck and replacement camera truck.

Other routine equipment replacement includes portable back-up generators for lift stations, portable pumps for bypass operations, and sewer main cleaning equipment such as hoses and jet nozzles. Previous years’ purchases have included acquisitions to replace pick-up trucks for the sewer maintenance crew, and that sinking fund will continue. Other anticipated purchases include replacement of the hose reel camera or acquisition of a new lateral evaluation televising system (LETS) camera for lateral inspections. This equipment is required to meet CMOM and CMAR required routine cleaning, inspection and condition assessments to maintain system compliance with WDNR requirements.

REIMBURSABLE CAPITAL ACCOUNT

Private Property Infiltration and Inflow Reimbursement Fund

The PPI/I Fund is for sewer lateral work. This work can be done in stand-alone contracts or in combination with work on the public sewer main contracts. The sewer lateral work has historically been performed in the right-of-way and on private property, where per Code, the City is responsible for the lateral within the right-of-way. MMSD is changing the structure of the PPII funding, transitioning from allocating to municipalities based upon

Exhibit D: Sewer Capital Project Improvement and Funding Plan

equalized value to a competitive process based upon set criteria. In 2025, the City of Mequon and MMSD entered into a Memorandum of Understanding for sewer lateral replacement in the Lift Station F & H areas. Once the previously allocated funding is utilized for the project, Sewer staff will evaluate project funding requests through the competitive process. Given the impact of the transition in MMSD funding, the Sewer Utility may need to consider funding this work as a separate capital account in the future.

The Sewer Utility has also identified specific projects for this funding. For some projects, the respective account requires funding over a multi-year budget cycle in order to achieve adequate financing. For example, the replacement of the City's largest lift station, Ranch Road or Lift Station E, is estimated at over \$10M and accumulation of annual allocations (along with remaining bond proceeds from 2020 relief sewer project) makes self-funding the replacement of Lift Station a possibility. The scale or proportion of funding established for each account category is intended to address the priorities of the Sewer Utility. The sinking funds are required for various types of projects. The funds are to address any regulatory requirements and projects identified as a part of a study for system improvements.

Table 2 projects the self-funding capital needs over the next 10 years.

Table 2 – Self-Funded Capital Funds

Account Name	2026	2027	2028	2029	2030
1. Gravity Sanitary Sewer Fund	\$1,072,823	\$700,000	\$700,000	\$1,000,000	\$900,000
2. Sanitary Lift Station Fund	\$1,000,000	\$1,000,000	\$750,000	\$600,000	\$500,000
3. Sanitary Force Main Fund	\$1,000,000	\$ 600,000	\$1,000,000	\$1,000,000	\$1,000,000
4. Asset Management Fund	\$80,000	\$50,000	\$50,000	\$100,000	\$100,000
5. Equipment Replacement	\$50,000	\$50,000	\$100,000	\$100,000	\$500,000
TOTALS	\$3,202,823	\$2,400,000	\$2,600,000	\$2,800,000	\$3,000,000

The Utility's 10-year project plan is attached. The accumulation of capital funds allows for level funding and minimizes fluctuations in user rates. Some capital projects require large-scale funding and/or several years' worth of funding prior to the utilization of the funds.

The Capital Funding Analysis is shown in Table 3. The available budget with respect to the sinking fund accumulation of capital funds identifies potential shortfalls for capital projects requiring large scale funding.

Exhibit D:
Sewer Capital Project Improvement and Funding Plan

Table 3 - Capital Funding Analysis

	2025	2026	2027	2028	2029	2030
Budget Available (Jan.1)	\$9,592,277.54	\$11,802,904.41	\$6,539,127.41	\$5,706,127.41	\$5,275,127.41	\$5,289,127.41
Reallocation of Unassigned Cash	\$1,000,000.00	\$0.00	TBD	TBD	TBD	TBD
Capital Funding	\$2,011,606.00	\$3,202,823.00	\$2,400,000.00	\$2,600,000.00	\$2,800,000.00	\$3,000,000.00
Total Funds Available	\$12,584,575.41	\$15,005,727.41	\$8,939,127.41	\$8,306,127.41	\$8,075,127.41	\$8,289,127.41
Capital Expenses	\$781,671.00	\$8,466,600.00	\$3,233,000.00	\$3,031,000.00	\$2,786,000.00	\$2,520,000.00
End of Year Balance	\$11,802,904.41	\$6,539,127.41	\$5,706,127.41	\$5,275,127.41	\$5,289,127.41	\$5,769,127.41

Exhibit D:
Sewer Capital Project Improvement Plan - Summary

Attachment: Ex D - 10-year CIP (RESOLUTION 4238 : FY2026 Sewer Budget and User Rate)

Account Name	2026	2027	2028	2029	2030	2031	2032	2033	2034
1 Gravity Sanitary Sewer Fund	\$ 188,880	\$ 150,000	\$ 1,790,000	\$ 925,000	\$ 550,000	\$ 75,000	\$ 750,000	\$ 785,000	\$ 175,000
2 Sanitary Lift Station Fund	\$ 7,902,000	\$ 2,822,000	\$ 505,000	\$ 645,000	\$ 210,000	\$ 210,000	\$ 125,000	\$ 225,000	\$ 200,000
3 Sanitary Force Main Fund	\$ 148,120	\$ 60,000	\$ 595,000	\$ 1,120,000	\$ 1,200,000	\$ 150,000	\$ 75,000	\$ 75,000	\$ 75,000
4 Asset Management Fund	\$ 141,000	\$ 41,000	\$ 41,000	\$ 41,000	\$ 60,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
5 Equipment Replacement	\$ 86,600	\$ 160,000	\$ 100,000	\$ 55,000	\$ 500,000	\$ 115,000	\$ 60,000	\$ 45,000	\$ 50,000
TOTALS	\$ 8,466,600	\$ 3,233,000	\$ 3,031,000	\$ 2,786,000	\$ 2,520,000	\$ 585,000	\$ 1,045,000	\$ 1,165,000	\$ 535,000

Exhibit D:

Sewer Capital Project Improvement Plan - Gravity Sanitary Sewer Fund (Category 1)

Attachment: Ex D - 10-year CIP (RESOLUTION 92026.F : 82387 NOLITION)

Gravity Sanitary Sewer Fund	2026	2027	2028	2029	2030	2031	2032	2033	2034
2010 Ranch Road Gravity Sewer improvements, Construct	\$ 173,880								
Glen Oaks Lane Area E Gravity Sewer Improvements, Design		\$ 150,000							
Glen oaks Lane Area E Gravity Sewer Improvements, Construct			\$ 1,275,000	\$ 425,000					
Riverdale Park Area F Gravity Sewer Improvements, Design						\$ 75,000			
Riverdale Park Area F Gravity Sewer Improvements, Construct							\$ 750,000	\$ 750,000	
Sewer Main Improvements in Areas A, B, C, D			\$ 500,000	\$ 500,000	\$ 500,000				
Update System Hydraulic Modeling with Improvements					\$ 50,000				
Heritage Estates Siphon Design Study	\$ 15,000								
Heritage Estates Siphon Implementation									
River Road at Milwaukee River Design Study			\$ 15,000						
River Road at Milwaukee River Implementation									
Mequon Rd. Flow Equalization @STH 57								\$ 35,000	\$ 175,000
STH167 Sewer Rehabilitation Work									
Gravity Sanitary Sewer Fund (Category 1) TOTALS	\$ 188,880	\$ 150,000	\$ 1,790,000	\$ 925,000	\$ 550,000	\$ 75,000	\$ 750,000	\$ 785,000	\$ 175,000

Exhibit D:

Sewer Capital Project Improvement Plan - Lift Station Fund (Category 2)

Lift Station Fund		2026	2027	2028	2029	2030	2031	2032	2033	2034
Ranch Rd. Lift Station E Construction	\$ 7,311,000	\$ 2,437,000								
Fieldwood Drive Lift Station G Design Study Report for Improvements			\$ 35,000							
Construct Fieldwood Drive Lift Station G Capacity Upgrade				\$ 275,000						
Specifications for Lift Station V, I,	\$ 30,000									
Replace Pumps, Valves and Motors										
@ Lift Station R	\$ 50,000									
@ Lift Station U	\$ 50,000									
@ Lift Station V	\$ 50,000								\$ 50,000	
@ Lift Station I	\$ 50,000								\$ 50,000	
@ Lift Station T		\$ 50,000								\$ 50,000
Replace Siphon				\$ 100,000						
Install Magnetic Flow Meters	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000			\$ 15,000	\$ 15,000	\$ 15,000
Install Lift Station Emergency Generators with Transfer Switches (K,H,Q)						\$ 100,000	\$ 100,000			
Replace Generator, Transfer Switch and enclosure @ Station J	\$ 90,000									
Replace Generators/ Transfer Switches										\$ 60,000
@ Station G		\$ 60,000								
@ Station D			\$ 60,000							
@ Station S				\$ 60,000	\$ 60,000					
@ Station M				\$ 60,000	\$ 60,000					
@ Station O					\$ 60,000					
@ Station R							\$ 60,000	\$ 60,000		
@ Station C								\$ 60,000		
@ Station T									\$ 60,000	
Condition Assessments (LS A, X)				\$ 50,000	\$ 50,000					
Decommissioning Studies - Lift Station P		\$ 15,000								\$ 15,000
Scada Design - MSA	\$ 6,000									
Lift Station PLC/Radio/Antenna Replacements						\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
@ Station (A, D, F, M, N)	\$ 250,000									
@ Station (B, C, G, H, I, J)		\$ 245,000								
@ Station (K, L, O, Q, R, S)			\$ 245,000							
@ Station (T, U, V, W, P, X)				\$ 245,000						\$ 60,000
Lift Station Fund (Category 2) TOTALS	\$ 7,902,000	\$ 2,822,000	\$ 505,000	\$ 645,000	\$ 210,000	\$ 210,000	\$ 125,000	\$ 225,000	\$ 200,000	

Exhibit D:

Sewer Capital Project Improvement Plan - Force Main Fund (Category 3)

Attachment: Ex D - 10-year CIP (RESOLUTION 92026 F : 82387 NOTION USER RATE)

Force Main Fund	2026	2027	2028	2029	2030	2031	2032	2033	2034
Lift Station E Force Main Construct for 2010 Ranch Rd	\$148,120								
Hidden Reserve Lift Station E Force Main Extension		\$50,000	\$500,000						
Lift Station G Force Main Design Capacity Improvements			\$35,000						
Lift Station G Force Main Construct 6,200 ft				\$1,100,000	\$1,100,000				
Concord Drive Lift Station R Force Main Replacement			\$50,000						
Retrofit Force Mains with Access Ports (A,E)		\$10,000	\$10,000	\$20,000					
Sanitary Force Main Cleaning							\$150,000	\$75,000	\$75,000
Siphon Force Main replacement					\$100,000				
Force Main Fund (Category 3) TOTALS	\$148,120	\$60,000	\$595,000	\$1,120,000	\$1,200,000	\$150,000	\$75,000	\$75,000	\$75,000

Exhibit D:

Sewer Capital Project Improvement Plan - Asset Management Fund (Category 4)

Attachment: Ex D - 10-year CIP (RESOLUTION 4238 : FY2026 Sewer Budget and User Rate)

Asset Management Fund	2026	2027	2028	2029	2030	2031	2032	2033	2034
Flow Meters, Rain Gauges, Flow Monitoring, Quarterly Reports (East, Central, West Truck Gavity System	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Flow Metering - Lift Stations (A,D,U,R,T)	\$6,000	\$6,000	\$6,000	\$6,000					
Software Upgrade - CCTV Camera					\$25,000				
GIS Improvements - Sewer Lateral Tools	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
SCADA Software, Radios, Computers	\$100,000								
Asset Management Fund (Category 4)									
TOTALS	\$141,000	\$41,000	\$41,000	\$41,000	\$60,000	\$35,000	\$35,000	\$35,000	\$35,000

Exhibit D:

Sewer Capital Project Improvement Plan - Equipment Replacement (Category 5)

Attachment: Ex D - 10-year CIP (RESOLUTION 4238 : FY2026 Sewer Budget and User Rate)

Equipment Replacement Fund	No.	2026	2027	2028	2029	2030	2031	2032	2033	2034
Toro Lawn mower and trailer										
Superintendent truck	600						\$55,000			
Empire Generator	626	\$60,000								
Empire Generator	627		\$60,000							
Kohler Generator	624			\$60,000						
6" Thompson pump	660								\$40,000	
Foreman Truck	601				\$55,000					
Combination Truck	605					\$500,000				
Service truck	602						\$60,000			
Service truck	604							\$60,000		
Easement machine	621									\$50,000
Jet Headphones		\$6,000								
Trash pumps 3" and 4"		\$8,000								
6" Thompson pump				\$40,000						
Root and calcium cutter		\$12,600								
Easement mower			\$100,000							
New gas monitors and dock									\$5,000	
Equipment Replacement Fund										
(Category 5) TOTALS		\$86,600	\$160,000	\$100,000	\$55,000	\$500,000	\$115,000	\$60,000	\$45,000	\$50,000

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 626		2026 SEWER AND WATER UTILITY BUDGETS					FOR PERIOD 99	
ACCOUNTS FOR:		2024	2025	2025	2025	2025	2026	
Sewer UT Fund		ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT HEAD	COMMENT
610669	Sewer UT Operations							
610669	460209 Loss Dspsl	1,440,420.07	.00	.00	.00	.00	.00	
610669	683203 Sewer PPII	737,823.59	.00	.00	.00	.00	.00	
	TOTAL UNDEFINED CHAR	2,178,243.66	.00	.00	.00	.00	.00	
35	TAXES							
610669	435101 Prop Tax	.00	.00	.00	.00	.00	.00	
	TOTAL TAXES	.00	.00	.00	.00	.00	.00	
45	GENERAL FEES							
610669	445106 Misc Rev	.00	.00	.00	.00	.00	.00	
	TOTAL GENERAL FEES	.00	.00	.00	.00	.00	.00	
55	SPECIAL ASSESSMENTS							
610669	455102 Special As	.00	.00	.00	.00	.00	.00	
610669	455103 S/A Intere	-75.90	-300.00	-300.00	-790.25	-850.00	-300.00	
	TOTAL SPECIAL ASSESSMENTS	-75.90	-300.00	-300.00	-790.25	-850.00	-300.00	
58	OTHER REVENUE							
610669	458201 LTDebtPrd	.00	.00	.00	.00	.00	.00	
610669	458203 Amort - BP	-62,341.65	-62,342.00	-62,342.00	.00	-62,342.00	-62,342.00	
610669	458301 PILOT Rev	-119,820.33	-131,000.00	-131,000.00	-128,565.11	-128,565.11	-105,000.00	
610669	458302 Prior Year	.00	.00	.00	.00	.00	.00	
610669	458303 RevReduct	.00	.00	.00	.00	.00	.00	
610669	458501 OtherGrant	.00	.00	.00	.00	.00	.00	
	TOTAL OTHER REVENUE	-182,161.98	-193,342.00	-193,342.00	-128,565.11	-190,907.11	-167,342.00	
59	INVESTMENT REVENUE							
610669	459101 Interest	-644,821.84	-312,500.00	-312,500.00	-510,136.34	-650,000.00	-325,000.00	
610669	459102 PrcdsCapLe	.00	.00	.00	.00	.00	.00	
	TOTAL INVESTMENT REVENUE	-644,821.84	-312,500.00	-312,500.00	-510,136.34	-650,000.00	-325,000.00	
60	SEWER - OPERATING							
610669	460201 ResMeas	-1,146,672.78	-1,100,000.00	-1,100,000.00	-877,702.04	-1,100,000.00	-1,160,000.00	
610669	460202 PubAuth	.00	.00	.00	.00	.00	.00	
610669	460203 ComMeas	-1,549,216.69	-1,600,000.00	-1,600,000.00	-1,194,714.21	-1,600,000.00	-1,700,000.00	

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 626		2026 SEWER AND WATER UTILITY BUDGETS					FOR PERIOD 99	
ACCOUNTS FOR:			2024	2025	2025	2025	2025	2026
Sewer UT Fund			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT HEAD
610669	460204	SrvMMSDCap	.00	.00	.00	.00	.00	.00
610669	460205	ResFlat	-1,535,164.00	-1,600,000.00	-1,600,000.00	-1,179,263.56	-1,600,000.00	-1,700,000.00
610669	460206	TaxExptCap	-386,352.67	-411,000.00	-411,000.00	-283,436.94	-380,000.00	-400,000.00
610669	460208	Misc Opera	-75,016.87	-60,000.00	-60,000.00	-27,655.65	-30,000.00	-30,000.00
TOTAL SEWER - OPERATING			-4,692,423.01	-4,771,000.00	-4,771,000.00	-3,562,772.40	-4,710,000.00	-4,990,000.00
61	SEWER - NON OPERATIN							
610669	461101	Sewer Prop	-7,261,702.08	-7,262,821.00	-7,262,821.00	-7,262,821.00	-7,262,821.00	-7,262,821.00
610669	461102	Sewer Gran	.00	.00	.00	.00	.00	.00
610669	461302	Int S/A	.00	.00	.00	.00	.00	.00
TOTAL SEWER - NON OPERATIN			-7,261,702.08	-7,262,821.00	-7,262,821.00	-7,262,821.00	-7,262,821.00	-7,262,821.00
63	WATER - OTHER OPERAT							
610669	463701	LatePnlty	-16,015.47	-13,000.00	-13,000.00	-11,303.82	-15,000.00	-15,000.00
610669	463702	TaxCertFee	.00	.00	.00	.00	.00	.00
TOTAL WATER - OTHER OPERAT			-16,015.47	-13,000.00	-13,000.00	-11,303.82	-15,000.00	-15,000.00
64	WATER - NON OPERATIN							
610669	465421	ContrCap	-953,790.74	.00	.00	.00	.00	.00
TOTAL WATER - NON OPERATIN			-953,790.74	.00	.00	.00	.00	.00
69	PROJECT FUNDING							
610669	469009	TransferIn	.00	.00	.00	.00	.00	.00
TOTAL PROJECT FUNDING			.00	.00	.00	.00	.00	.00
70	SALARIES							
610669	670101	Salaries	290,158.31	542,328.00	542,328.00	318,078.09	425,000.00	565,005.00
610669	670104	Vacation	.00	.00	.00	.00	.00	.00
610669	670105	Sick Pay	.00	.00	.00	.00	.00	.00
610669	670106	CompTime	36,318.61	25,000.00	25,000.00	26,846.50	30,000.00	25,000.00
610669	670201	OverTime	3,527.62	3,000.00	3,000.00	5,265.41	6,000.00	3,000.00
610669	670202	Stand By	.00	4,000.00	4,000.00	.00	.00	1,000.00
610669	670205	FMLA	.00	.00	.00	.00	.00	.00
610669	670206	EmergLeave	.00	.00	.00	.00	.00	.00
610669	670301	Longevity	.00	.00	.00	.00	.00	.00
610669	670401	MuniSupSvs	222,866.01	266,500.00	266,500.00	.00	266,500.00	266,500.00
TOTAL SALARIES			552,870.55	840,828.00	840,828.00	350,190.00	727,500.00	860,505.00
73	FRINGE BENEFITS							
610669	673101	Social Sec	30,573.79	39,863.00	39,863.00	26,445.89	35,000.00	39,725.00

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 626		2026 SEWER AND WATER UTILITY BUDGETS					FOR PERIOD 99	
ACCOUNTS FOR:			2024	2025	2025	2025	2025	2026
Sewer	UT	Fund	ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT HEAD
610669	673102	Retirement	29,122.60	36,931.00	36,931.00	25,803.67	32,000.00	37,763.00
610669	673103	W/C Insure	14,361.34	13,200.00	13,200.00	10,799.30	10,800.00	6,500.00
610669	673104	UnempComp	.00	.00	.00	.00	.00	.00
610669	673201	Health Ins	132,008.70	172,017.00	172,017.00	99,411.25	120,000.00	131,658.00
610669	673202	Dental Ins	4,463.00	4,176.00	4,176.00	3,459.92	4,176.00	4,101.00
610669	673203	Life Ins	1,030.79	965.00	965.00	841.27	965.00	1,257.00
610669	673204	Disability	1,132.56	1,100.00	1,100.00	1,264.81	1,400.00	1,500.00
TOTAL FRINGE BENEFITS			212,692.78	268,252.00	268,252.00	168,026.11	204,341.00	222,504.00
75	OTHER STAFF COSTS							
610669	675101	Uniforms	1,924.00	2,250.00	2,250.00	.00	2,250.00	2,250.00
TOTAL OTHER STAFF COSTS			1,924.00	2,250.00	2,250.00	.00	2,250.00	2,250.00
76	ADMIN & GENERAL EXP							
610669	676205	OPEB Pen	7,182.00	.00	.00	.00	.00	.00
TOTAL ADMIN & GENERAL EXP			7,182.00	.00	.00	.00	.00	.00
80	MATERIALS & SUPPLIES							
610669	680101	Office Sup	966.95	1,000.00	1,000.00	888.27	1,000.00	1,000.00
610669	680301	WS-Admin	19,298.42	20,000.00	20,000.00	26,350.75	20,000.00	21,000.00
610669	680402	Motor Fuel	13,339.35	20,000.00	20,000.00	10,869.39	20,000.00	20,000.00
610669	680504	Telephone	2,246.55	3,000.00	3,000.00	6,205.49	3,000.00	6,600.00
610669	680505	Postage	10,669.95	14,500.00	14,500.00	10,532.39	14,500.00	14,500.00
TOTAL MATERIALS & SUPPLIES			46,521.22	58,500.00	58,500.00	54,846.29	58,500.00	63,100.00
83	PURCHASED SERVICES							
610669	683101	Cnsult-Gen	13,868.89	24,000.00	24,000.00	7,558.91	24,000.00	20,400.00
610669	683201	Cntrct-Gen	28,547.60	23,500.00	23,500.00	8,390.00	23,500.00	121,200.00
610669	683202	Cntrct-Mnt	5,749.85	5,000.00	5,000.00	4,710.14	5,000.00	5,000.00
610669	683401	Liab Ins	36,789.32	38,760.00	38,760.00	.00	30,000.00	31,000.00
610669	683402	Auto Insur	4,425.36	4,600.00	4,600.00	4,586.90	4,600.00	4,700.00
610669	683501	Train/Conf	5,090.00	7,500.00	7,500.00	5,235.27	8,500.00	10,000.00
610669	683702	Misc.Servs	.00	.00	.00	.00	.00	.00
610669	683901	Contingenc	.00	.00	.00	.00	.00	.00
TOTAL PURCHASED SERVICES			94,471.02	103,360.00	103,360.00	30,481.22	95,600.00	192,300.00
88	EQUIPMENT / LEASES							
610669	688120	Rentals	60,351.00	58,500.00	58,500.00	.00	58,500.00	58,500.00
TOTAL EQUIPMENT / LEASES			60,351.00	58,500.00	58,500.00	.00	58,500.00	58,500.00
95	OPERATING EXPENSES							
610669	695102	Power/Fuel	101,490.51	100,000.00	100,000.00	90,040.80	100,000.00	100,000.00

NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

PROJECTION: 626		2026 SEWER AND WATER UTILITY BUDGETS					FOR PERIOD 99	
ACCOUNTS FOR:			2024	2025	2025	2025	2025	2026
Sewer	UT	Fund	ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	DEPT HEAD
610669	695103	SystemReh	4,608.34	135,000.00	135,000.00	16,241.95	135,000.00	135,000.00
610669	695104	TV Equip	6,883.50	30,000.00	30,000.00	16,250.00	30,000.00	20,000.00
610669	695105	System Rep	39,124.68	60,000.00	60,000.00	38,415.92	60,000.00	60,000.00
610669	695108	SewageO&M	1,823,042.92	1,851,938.00	1,851,938.00	1,858,675.00	1,851,938.00	2,034,422.00
610669	695109	SewageCap	4,582,396.00	5,154,636.00	5,154,636.00	5,135,337.00	5,135,337.00	4,092,996.00
610669	695111	Transport	5,499.17	5,000.00	5,000.00	5,629.69	5,000.00	6,000.00
610669	695114	Equip Repl	10,758.72	7,000.00	7,000.00	7,853.82	7,000.00	7,000.00
610669	695201	TranCapRes	.00	.00	.00	.00	.00	.00
TOTAL OPERATING EXPENSES			6,573,803.84	7,343,574.00	7,343,574.00	7,168,444.18	7,324,275.00	6,455,418.00
96	NON-OPERATING EXPENS							
610669	686604	BadDebt	671.53	.00	.00	.00	.00	.00
610669	696101	Depreciati	1,024,410.40	1,125,000.00	1,125,000.00	.00	1,125,000.00	1,125,000.00
610669	696201	Amortizati	.00	.00	.00	.00	.00	.00
610669	696204	Amort Bond	.00	.00	.00	.00	.00	.00
610669	696401	Principal	.00	.00	.00	.00	.00	.00
610669	696501	Interest	354,609.30	305,921.00	305,921.00	237,130.80	305,921.00	259,344.00
TOTAL NON-OPERATING EXPENS			1,379,691.23	1,430,921.00	1,430,921.00	237,130.80	1,430,921.00	1,384,344.00
TOTAL Sewer UT Operations			-2,643,239.72	-2,446,778.00	-2,446,778.00	-3,467,270.32	-2,927,691.11	-3,521,542.00
TOTAL Sewer UT Fund			-2,643,239.72	-2,446,778.00	-2,446,778.00	-3,467,270.32	-2,927,691.11	-3,521,542.00
TOTAL REVENUE			-12,310,570.95	-12,552,963.00	-12,552,963.00	-11,476,388.92	-12,829,578.11	-12,760,463.00
TOTAL EXPENSE			9,667,331.23	10,106,185.00	10,106,185.00	8,009,118.60	9,901,887.00	9,238,921.00
GRAND TOTAL			-2,643,239.72	-2,446,778.00	-2,446,778.00	-3,467,270.32	-2,927,691.11	-3,521,542.00

** END OF REPORT - Generated by Marie Keyser **

DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 626 2026 SEWER AND WATER UTILITY BUDGETS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	DEPT HEAD	PERCENT CHANGE
610669	435101 0610-10-669-000-435101-	General Property Tax	.00	.00	.00	.00
610669	445106 0610-10-669-000-445106-	Miscellaneous Rev.	.00	.00	.00	.00
610669	455102 0610-10-669-000-455102-	Special Assessment Rev	.00	.00	.00	.00
610669	455103 0610-10-669-000-455103-	S/A Interest	-300.00	-850.00	-300.00	.00
610669	458201 0610-10-669-000-458201-	Long Term Debt Prcds	.00	.00	.00	.00
610669	458203 0610-10-669-000-458203-	Amort - Bond Premium	-62,342.00	-62,342.00	-62,342.00	.00
610669	458301 0610-10-669-000-458301-	PILOT Revenue	-131,000.00	-128,565.11	-105,000.00	-19.85
		PILOT Revenue	1.00	105,000.00	-105,000.00	
610669	458302 0610-10-669-000-458302-	Prior Years Expense	.00	.00	.00	.00
610669	458303 0610-10-669-000-458303-	Revenue Reduction	.00	.00	.00	.00
610669	458501 0610-10-669-000-458501-	Other Grants / Donations	.00	.00	.00	.00
610669	459101 0610-10-669-000-459101-	Interest-Investments	-312,500.00	-650,000.00	-325,000.00	4.00
610669	459102 0610-10-669-000-459102-	Proceeds - Capital Lease	.00	.00	.00	.00
610669	460201 0610-10-669-000-460201-	Residential-Measured	-1,100,000.00	-1,100,000.00	-1,160,000.00	5.45
610669	460202 0610-10-669-000-460202-	Public Authority	.00	.00	.00	.00
610669	460203 0610-10-669-000-460203-	Commercial-Measured	-1,600,000.00	-1,600,000.00	-1,700,000.00	6.25
610669	460204 0610-10-669-000-460204-	Service-MMSD Capital	.00	.00	.00	.00

DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 626 2026 SEWER AND WATER UTILITY BUDGETS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	DEPT HEAD	PERCENT CHANGE
610669	460205	Residential-Flat Rate	-1,600,000.00	-1,600,000.00	-1,700,000.00	6.25
	0610-10-669-000-460205-					
610669	460206	Tax Exempt Capital Fees	-411,000.00	-380,000.00	-400,000.00	-2.68
	0610-10-669-000-460206-					
610669	460208	Misc Operating Revenue	-60,000.00	-30,000.00	-30,000.00	-50.00
	0610-10-669-000-460208-					
610669	460209	Loss on Disposal of Assets	.00	.00	.00	.00
	0610-10-669-000-460209-					
610669	461101	Sewer Property Tax	-7,262,821.00	-7,262,821.00	-7,262,821.00	.00
	0610-10-669-000-461101-					
610669	461102	Sewer Grant Revenue	.00	.00	.00	.00
	0610-10-669-000-461102-					
610669	461302	Interest-S/A	.00	.00	.00	.00
	0610-10-669-000-461302-					
610669	463701	Late Penalty Revenue	-13,000.00	-15,000.00	-15,000.00	15.38
	0610-10-669-000-463701-					
610669	463702	Tax Certification Fees	.00	.00	.00	.00
	0610-10-669-000-463702-					
610669	465421	Capital Contributions	.00	.00	.00	.00
	0610-10-669-000-465421-					
610669	469009	Transfers In	.00	.00	.00	.00
	0610-10-669-000-469009-					
610669	670101	Salaries	542,328.00	425,000.00	565,005.00	4.18
	0610-10-669-000-670101-					
			.50	88,408.00	44,204.00	
			1.00	77,126.00	77,126.00	
			1.00	90,411.00	90,411.00	
			1.00	73,521.00	73,521.00	
			1.00	63,990.00	63,990.00	
			.50	67,188.00	33,594.00	
			.50	51,982.00	25,991.00	
			1.00	55,820.00	55,820.00	
			1.00	55,820.00	55,820.00	
			1.00	30,000.00	30,000.00	
			1.00	14,528.00	14,528.00	
	INTERNS					
	CONTINGENCY					

DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 626 2026 SEWER AND WATER UTILITY BUDGETS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	DEPT HEAD	PERCENT CHANGE
610669	670104	Vacation	.00	.00	.00	.00
	0610-10-669-000-670104-					
610669	670105	Sick Pay	.00	.00	.00	.00
	0610-10-669-000-670105-					
610669	670106	Comp Time	25,000.00	30,000.00	25,000.00	.00
	0610-10-669-000-670106-					
610669	670201	OverTime	3,000.00	6,000.00	3,000.00	.00
	0610-10-669-000-670201-					
610669	670202	Stand By Pay	4,000.00	.00	1,000.00	-75.00
	0610-10-669-000-670202-					
610669	670205	Medical Leave	.00	.00	.00	.00
	0610-10-669-000-670205-					
610669	670206	Emergency Medical Leave	.00	.00	.00	.00
	0610-10-669-000-670206-					
610669	670301	Longevity	.00	.00	.00	.00
	0610-10-669-000-670301-					
610669	670401	Municipal Support Services	266,500.00	266,500.00	266,500.00	.00
	0610-10-669-000-670401-					
610669	673101	Social Security	39,863.00	35,000.00	39,725.00	-.35
	0610-10-669-000-673101-					
			.00	.00	2,740.00	
			.00	.00	641.00	
			.00	.00	4,571.00	
			.00	.00	1,069.00	
			.00	.00	5,138.00	
			.00	.00	1,201.00	
			.00	.00	4,142.00	
			.00	.00	969.00	
			.00	.00	3,664.00	
			.00	.00	857.00	
			.00	.00	1,904.00	
			.00	.00	445.00	
			.00	.00	1,469.00	
			.00	.00	344.00	
			.00	.00	3,096.00	
			.00	.00	724.00	
			.00	.00	3,363.00	
			.00	.00	787.00	
	FICA ON OT & STANDBY PAY		1.00	306.00	306.00	
	INTERNS		1.00	2,295.00	2,295.00	

DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 626 2026 SEWER AND WATER UTILITY BUDGETS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	DEPT HEAD	PERCENT CHANGE
610669	673102	Retirement	36,931.00	32,000.00	37,763.00	2.25
	0610-10-669-000-673102-					
			.00	.00	3,182.00	
			.00	.00	5,553.00	
			.00	.00	6,510.00	
			.00	.00	5,294.00	
			.00	.00	4,607.00	
			.00	.00	2,419.00	
			.00	.00	1,872.00	
			.00	.00	4,019.00	
			.00	.00	4,019.00	
	WRS ON STANDBY/OT		1.00	288.00	288.00	
610669	673103	Worker's Comp Insurance	13,200.00	10,800.00	6,500.00	-50.76
	0610-10-669-000-673103-					
610669	673104	Unemployment Compensation	.00	.00	.00	.00
	0610-10-669-000-673104-					
610669	673201	Health Insurance	172,017.00	120,000.00	131,658.00	-23.46
	0610-10-669-000-673201-					
			.00	.00	11,607.00	
			.00	.00	28,559.00	
			.00	.00	28,559.00	
			.00	.00	11,607.00	
			.00	.00	13,833.00	
			.00	.00	14,279.00	
			.00	.00	11,607.00	
			.00	.00	11,607.00	
610669	673202	Dental Insurance	4,176.00	4,176.00	4,101.00	-1.80
	0610-10-669-000-673202-					
			.00	.00	349.00	
			.00	.00	1,018.00	
			.00	.00	1,018.00	
			.00	.00	349.00	
			.00	.00	509.00	
			.00	.00	509.00	
			.00	.00	349.00	
610669	673203	Life Insurance	965.00	965.00	1,257.00	30.26
	0610-10-669-000-673203-					
			.00	.00	449.00	
			.00	.00	96.00	
			.00	.00	410.00	
			.00	.00	55.00	
			.00	.00	35.00	
			.00	.00	79.00	
			.00	.00	93.00	
			.00	.00	40.00	

DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 626 2026 SEWER AND WATER UTILITY BUDGETS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	DEPT HEAD	PERCENT CHANGE
610669	673204	Long Term Disability	1,100.00	1,400.00	1,500.00	36.36
	0610-10-669-000-673204-					
610669	675101	Uniforms & Clothing	2,250.00	2,250.00	2,250.00	.00
	0610-10-669-000-675101-					
610669	676205	OPEB & Supp Pension Expense	.00	.00	.00	.00
	0610-10-669-000-676205-					
610669	680101	Office Supplies	1,000.00	1,000.00	1,000.00	.00
	0610-10-669-000-680101-					
610669	680301	Work Supplies-Admin	20,000.00	20,000.00	21,000.00	5.00
	0610-10-669-000-680301-					
610669	680402	Motor Fuels & Lubricant	20,000.00	20,000.00	20,000.00	.00
	0610-10-669-000-680402-					
610669	680504	Telephone services	3,000.00	3,000.00	6,600.00	120.00
	0610-10-669-000-680504-					
		Verizon One Talk	12.00	100.00	1,200.00	
		Apple Ipad replacement	1.00	1,800.00	1,800.00	
		Cell Phones	1.00	3,000.00	3,000.00	
		Dialer & Internet	12.00	50.00	600.00	
610669	680505	Postage	14,500.00	14,500.00	14,500.00	.00
	0610-10-669-000-680505-					
610669	683101	Consultants - General	24,000.00	24,000.00	20,400.00	-15.00
	0610-10-669-000-683101-					
		Lockbox Fees	1.00	400.00	400.00	
		Metering and Facility Plan Reviews	2.00	5,000.00	10,000.00	
		Condition Assessments	2.00	5,000.00	10,000.00	
610669	683201	Contracted Services - General	23,500.00	23,500.00	121,200.00	415.74
	0610-10-669-000-683201-					
		Dumpster Fees	1.00	5,000.00	5,000.00	
		USIC - Locating Services	1.00	85,000.00	85,000.00	
		Conley Media Bid Advertisement	1.00	1,000.00	1,000.00	
		Audit Services	1.00	12,500.00	12,500.00	
		Diggers Hotline	1.00	15,000.00	15,000.00	
		SCADA Software Subscription	12.00	225.00	2,700.00	
610669	683202	Contracted Services - Maint.	5,000.00	5,000.00	5,000.00	.00
	0610-10-669-000-683202-					
		Veolia Storage Tank	1.00	5,000.00	5,000.00	

DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 626 2026 SEWER AND WATER UTILITY BUDGETS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	DEPT HEAD	PERCENT CHANGE
610669	683203	Sewer PPI/I	.00	.00	.00	.00
	0610-10-669-000-683203-					
610669	683401	Liability Insurance	38,760.00	30,000.00	31,000.00	-20.02
	0610-10-669-000-683401-		1.00	31,000.00	31,000.00	
610669	683402	Auto Insurance	4,600.00	4,600.00	4,700.00	2.17
	0610-10-669-000-683402-		1.00	4,700.00	4,700.00	
610669	683501	Training/Conferences	7,500.00	8,500.00	10,000.00	33.33
	0610-10-669-000-683501-					
		Sewer Worker Training	1.00	6,000.00	6,000.00	
		MUNIS TRAINING FOR PROFESSIONAL STAFF	2.00	750.00	1,500.00	
		Field coordinator and Superintendent training	1.00	2,500.00	2,500.00	
610669	683702	Miscellaneous Services	.00	.00	.00	.00
	0610-10-669-000-683702-					
610669	683901	Contingency	.00	.00	.00	.00
	0610-10-669-000-683901-					
610669	686604	Bad Debt Expense	.00	.00	.00	.00
	0610-10-669-000-686604-					
610669	688120	Rentals	58,500.00	58,500.00	58,500.00	.00
	0610-10-669-000-688120-		1.00	58,500.00	58,500.00	
610669	695102	Power/Fuel - Pumping Stations	100,000.00	100,000.00	100,000.00	.00
	0610-10-669-000-695102-		1.00	100,000.00	100,000.00	
610669	695103	System Rehabilitation	135,000.00	135,000.00	135,000.00	.00
	0610-10-669-000-695103-					
		Electrical Repairs - Gilitzer Electric	1.00	25,000.00	25,000.00	
		Sewer Emergency Repairs - DF Tomasini, Globe	1.00	25,000.00	25,000.00	
		SCADA Repairs - Energenecs	1.00	25,000.00	25,000.00	
		Additional System Rehabilitation/Maintenance	1.00	60,000.00	60,000.00	
610669	695104	TV Equipment	30,000.00	30,000.00	20,000.00	-33.33
	0610-10-669-000-695104-		1.00	20,000.00	20,000.00	

DEPARTMENT BUDGET REQUESTS

BUDGET PROJECTION 626 2026 SEWER AND WATER UTILITY BUDGETS

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	DEPT HEAD	PERCENT CHANGE
610669	695105	System Repairs	60,000.00	60,000.00	60,000.00	.00
	0610-10-669-000-695105-	SYSTEM REPAIRS	1.00	60,000.00	60,000.00	
610669	695108	Sewage Treatment-O & M	1,851,938.00	1,851,938.00	2,034,422.00	9.85
	0610-10-669-000-695108-	Milwaukee Metro Sewerage District	1.00	2,034,422.00	2,034,422.00	
610669	695109	Sewage Treatment-Capita	5,154,636.00	5,135,337.00	4,092,996.00	-20.60
	0610-10-669-000-695109-	Milwaukee Metropolitan Sewerage District Capital Charge	1.00	4,092,996.00	4,092,996.00	
610669	695111	Transportation	5,000.00	5,000.00	6,000.00	20.00
	0610-10-669-000-695111-		1.00	6,000.00	6,000.00	
610669	695114	Equip Replacement	7,000.00	7,000.00	7,000.00	.00
	0610-10-669-000-695114-		1.00	7,000.00	7,000.00	
610669	695201	Transfer to Capital Reserve	.00	.00	.00	.00
	0610-10-669-000-695201-					
610669	696101	Depreciation	1,125,000.00	1,125,000.00	1,125,000.00	.00
	0610-10-669-000-696101-					
610669	696201	Amortization	.00	.00	.00	.00
	0610-10-669-000-696201-					
610669	696204	Amortization-Bond Discount	.00	.00	.00	.00
	0610-10-669-000-696204-					
610669	696401	Principal-Bonds	.00	.00	.00	.00
	0610-10-669-000-696401-					
610669	696501	Interest-Bonds	305,921.00	305,921.00	259,344.00	-15.23
	0610-10-669-000-696501-					
BUDGET CEILING:					-2,446,778.00	
TOTALS:			-2,446,778.00	-2,927,691.11	-3,521,542.00	43.93

** END OF REPORT - Generated by Marie Keyser **

APPOINTEE INFORMATION SHEET

Name of Board or Commission: Board of Appeals

Position: Alternate
(Indicate Member, Trustee, Alternate, Architect, etc).

Name of Appointee: Melissa Bleidorn

Address: 10426 N Gazebo Hill Pkwy West
(Include zip code)

Appointment By Mayor: Andrew Nerbun By Alderman _____
(Name)

At Large Appointment: x Aldermanic
Dist. Appointment _____
(Dist. Number)

Appointee Term Length: 1 Year Appointee Term
Expiration Date: 5/1/2026

Comments: _____

TYPE OF APPOINTMENT

New: x Reappointment: _____

If new, is this appointment filling an unexpired term? Yes: x No: _____

Name of person being replaced: _____

Date submitted to Council: 11/11/25

Attachment: Bleidorn Appointment Sheet (10790 : Appt to BOA)



CITY OF MEQUON
BOARD, COMMISSION AND/OR COMMITTEE TALENT BANK APPLICATION
 Please complete and return to the Administration Office, Mequon City Hall
 Application also available at www.ci.mequon.wi.us

Name: Melissa J. Bleidorn

Address: 10426 N. Gazebo Hill Pkwy West, Mequon Zip Code: 53092

Home Phone Number: 262-643-4509 Years of Residence in Mequon: 15

Employer (or School): Marquette University Law School

Address: 1215 W. Michigan Street Occupation: Adjunct Professor of Law
Milwaukee, WI 53201

Can you be reached during working hours: yes (mobile) Work Phone: 414-416-6204

E-mail Address (es): mbleidorn@gmail.com / melissa.bleidorn@marquette.edu

Would you be able to attend scheduled evening meetings on a regular basis: yes

What qualifications would contribute to your role as a Board, Commission or and/or Committee member (use additional paper if necessary):

* See attached

Have you been active in organized community groups in the past such as homeowners associations, referenda, and/or special interest groups (use additional paper if necessary):

* see attached

Periodically, the City may convene a committee on a temporary basis for a specific project. Do you possess any special skills that could be applied to a specific project (i.e. health care, benefits administration, human resources, economic development, communications, technologies):

* see attached

Attachment to Board of Appeals Application (Bleidorn)

*I have been a licensed attorney in the State of Wisconsin since 1996. My work experience includes time spent in private law practice (Quarles & Brady, 1996-1999), as in-house counsel (Northwestern Mutual, 1999-2011) and as an adjunct law professor (Marquette University Law School, 2014) teaching Real Estate Transactions and Contract Drafting. I have experience serving on a charitable board (Sojourner Truth House Board Member, 2000-2003; STH Board Secretary, 2003-2006) and was a member of the City of Mequon's temporary Future of our Fire Department Committee, for which my primary contribution was to write up the fairly extensive report for our FOFD Committee findings.

*I have been active in our neighborhood association (Gazebo Hill Homeowners Association) as the Chair of the Architectural Control Committee for almost 10 years now. I have also served in several leadership roles related to the Mequon-Thiensville School District, including PTO President at Donges Bay Elementary School (2013-14), PTO President at Lake Shore Middle School (2002-23), and Co-Chair of the MTEF Color Run (2019-2021).

*My areas of expertise are Real Estate law, business transactions, and written communication/contract drafting.

*I currently serve as a member of the Board of Police Commissioners, and Co-President of the Homestead PTSO