



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

www.cityofmequonwi.gov

Department of Water Utility
Taped and Televised

MEQUON MUNICIPAL WATER UTILITY COMMISSION
Regular Meeting
Tuesday, March 10, 2026 - 7:15 PM
Or Immediately Following the Committee of the Whole Meeting
Christine Nuernberg Hall

Agenda

- 1) Call to Order and Roll Call**
- 2) Approval of Meeting Minutes**
 - a) Meeting minutes of November 4, 2025
- 3) Discussion and Possible Action**
 - a) Authorizing the Contract Award to Replace Three Hydrants and One Valve to Willkomm Excavating of Union Grove, Wisconsin in the amount of \$71,700
 - b) Approving Award of the Following Items: (A) A Contract for Implementation of a Replacement Supervisory Control and Data Acquisition (SCADA) System to Integrated Process Solutions, Inc. of Fosston, Minnesota in the Amount of \$1,921,500; and B) Execution of Task Order No. 2 for Project Management Services Under an Existing Contract with MSA Professional Services, Inc. of Kiel, Wisconsin in the Amount of \$20,000
 - c) Authorization of Two Exemption Requests from the Village of Thiensville for the Requirement to Extend the Water Main Along the Property Lines at 240 Crescent Lane and 609 - 610 Oakwood Drive (Alberta Subdivision)
- 4) Adjourn**

DATED: March 10, 2026

/s/ Andrew Nerbun, Mayor

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

MEQUON MUNICIPAL WATER UTILITY COMMISSION
Regular Meeting
Tuesday, November 4, 2025
6:00 PM
Christine Nuernberg Hall

Minutes

1) Call to Order, Roll Call

The meeting was called to order at 6:14 p.m.

Present:

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

Also present: City Administrator Jones, City Attorney Sajdak, Director of Public Works/City Engineering Lundeen, Water Utility Supervisor Voigt and City Water Engineer Fulsaaas.

2) Approval of Meeting Minutes

Motion to approve the meeting minutes from August 12, 2025.

RESULT: **Approved by Voice Acclamation [7:2]**

MOVED BY: Commissioner Parrish

SECONDED BY: Commissioner Gebhardt

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

3) Discussion Items

a. Status Update - Mequon Water Master Plan.

Water Utility Supervisor Voigt provided an update on several data points included in the Water Master Plan, including discussion on utility rates. City Water Engineer Fulsaa explained what goes into the PSC Rate of Return calculation. Water Utility Supervisor Voigt also shared the process for monitoring and testing water quality for the City of Mequon Water Utility, which is sourced from two different water wholesalers.

b. Request to Reassign \$400,000 in Undesignated Cash Reserves to One-Time Capital Projects.

Director Lundeen said that the projected reserves exceed the set policy, so the request has been brought to the Commission in order to reassign \$400,000 in funds. This amount could change based on the audit and what is allowed by policy.

Motion to approve the reassignment of cash reserves to capital projects.

RESULT: Approved by Roll Call Vote [7:2]

MOVED BY: Commissioner Gebhardt

SECONDED BY: Commissioner Mayr

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

c. Adoption of the Fiscal Year 2026 Mequon Water Utility Budget.

Motion to approve the 2026 Mequon Water Utility budget.

RESULT: Approved by Roll Call Vote [7:2]

MOVED BY: Commissioner Mayr

SECONDED BY: Commissioner Parrish

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

d. Authorization for the Mequon Water Utility to Exceed \$25,000 for Purchases and/or Services to Complete Projects as Needed During Fiscal Year 2026 from the Following Contractors: Core and Main, Etna Supply, Grunau, DF Tomasini, Mid-City, MJ Construction, Rozga, Budiac Plumbing, Badger Meter and United Systems & Software.

Motion to approve the authorization to exceed \$25,000 for purchases.

RESULT: Approved by Roll Call Vote [7:2]

MOVED BY: Commissioner Bach

SECONDED BY: Commissioner Hansher

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

- e. Authorization to Purchase Four Hundred and Ten (410) Water Meters and Associated Appurtenances in an Amount Not-to-Exceed \$125,000.

Motion to approve the purchase of water meters and associated appurtenances.

RESULT: **Approved by Roll Call Vote [7:2]**
MOVED BY: Commissioner Hansher
SECONDED BY: Commissioner Mayr

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

- f. Status Update on Negotiations to Amend the City of Mequon’s Water Supply Contract with the City of Milwaukee Water Works.

City Attorney Sajdak gave a summary of the negotiations and the next steps to move forward.

- g. Consideration of an Amendment to the Mequon Municipal Water Utility’s Water Connection Policy, Related to Meters.

Director Lundeen explained that amendments to the Water Connection Policy would include requirements for the water meter location, definition of master (meter) vs. sub-meter, irrigation meters as well as meter testing.

Motion to approve the amendment to the Water Utility’s connection policy related to meters.

RESULT: **Approved by Voice Acclamation [7:2]**
MOVED BY: Commissioner Mayr
SECONDED BY: Commissioner Hansher

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

- h. Discussion Regarding an Amendment to the Mequon Municipal Water Utility’s Water Connection Policy, Related to Cost Sharing for Betterment of Service (BOS) Projects.

The first point of discussion was whether the Water Utility should consider defining policy terms and conditions for cost share of BOS projects, or continue to negotiate on a case-by-case basis through Development Agreements. Commission members debated whether a policy could help or hurt the negotiation process for some larger projects vs. BOS projects. Staff would then work on coming up with some language for the Commission to review and consider. The Commission agreed to review draft language for a potential policy amendment.

The second point of discussion was whether the Water Utility include special assessments/charges as one of the mechanisms to equitably distribute the private property portion of the shared cost. The Commission was not in favor of mandating special assessments for distribution of costs, but is willing to considering a connection fee as a means of distributing the cost.

The third point of discussion centered around whether the Water Utility should require that public bidding requirements and City Financial Policies are met if Water Utility reimbursement for a BOS is authorized. Staff offered to create guidelines that may help substantiate the costs related to such a project and may help define bidding requirements in relation to cost share, build-and-contribute and reimbursement agreements.

The remaining points of discussion involved terms and conditions for determining the calculation for cost sharing, reimbursement structure and available funding. In general, the Commssion was in favor of considering draft policy amendment language.

4) Adjourn

Motion to adjourn at 7:14 p.m.

RESULT: Approved by Voice Acclamation [7:2]

MOVED BY: Commissioner Bach

SECONDED BY: Commissioner Hansher

AYES: Nerbun, Tolocko, Mayr, Hansher, Bach, Parrish, Gebhardt

DEEMED NO: Strzelczyk, Bratt

Respectfully Submitted,
Beth Kong, Deputy Clerk



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Fax: 262/242-9655

www.cityofmequonwi.gov

Water

TO: Mequon Municipal Water Utility Commission
FROM: Jim Voigt, Operations Supervisor
DATE: March 10, 2026
SUBJECT: Authorizing the Contract Award to Replace Three Hydrants and One Valve to Willkomm Excavating of Union Grove, Wisconsin in the amount of \$71,700

Background

As part of annual routine maintenance in the Water Utility, City Water Staff identifies infrastructure that is in need of either maintenance or replacement. The following 3 fire hydrants and one valve identified in the map on Exhibit A were identified as beyond serviceable repair and therefore scheduled for replacement. The utility has a Water Buried Capital account that was established for this purpose.

City Water prepared bidding documents for this work, and on Thursday, February 19th 2026, public bids were opened for the replacement project.

Analysis

Three bids were received, and are summarized below with the detailed bid items in Exhibit B.

Bidder	Total Base Bid
Willkomm Excavating	\$65,124.00
Mid City	\$67,100.00
American Sewer Services	\$80,500.00

Fiscal Impact

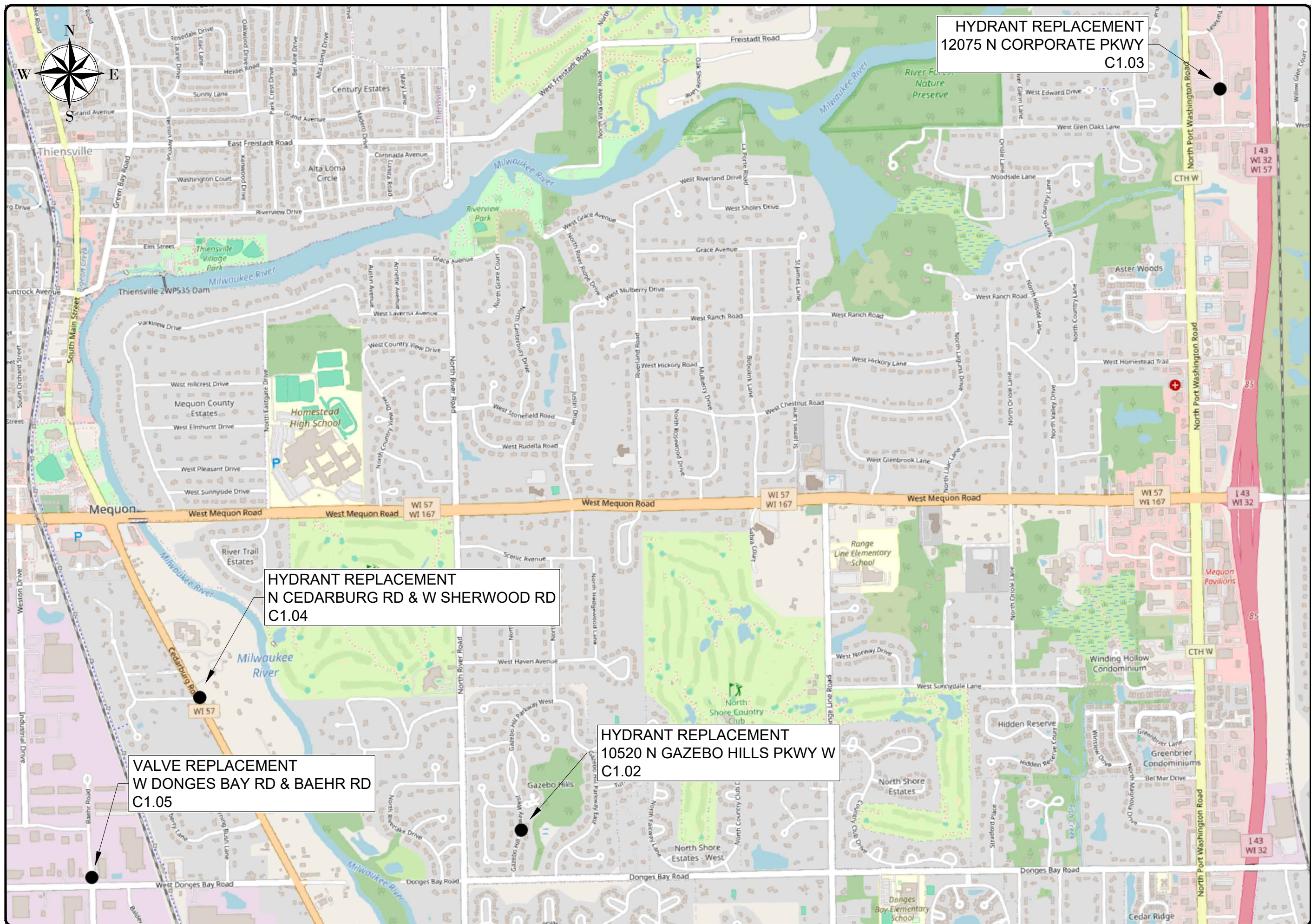
The low bid was submitted by Willkomm Excavating in the amount of \$65,124 and there is adequate funding to cover this expenditure in the Water Utility Capital Budget accounts.

Recommendation

Staff Recommends that the Water Utility Commission award a contract to Willkomm Excavating of Union Grove, Wisconsin to replace three fire hydrants, and one system valve in the amount of \$71,700, which includes a 10% contingency.

Attachments:

Exhibit A - 2026 Infrastructure Replacement Project Location, Exhibit B - Detailed Bid Tab





HYDRANT REPLACEMENT
12075 N CORPORATE PKWY
C1.03

HYDRANT REPLACEMENT
N CEDARBURG RD & W SHERWOOD RD
C1.04

HYDRANT REPLACEMENT
10520 N GAZEBO HILLS PKWY W
C1.02

VALVE REPLACEMENT
W DONGES BAY RD & BAEHR RD
C1.05





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REVISIONS		DATE		BY	
NO.	DESCRIPTION	DATE	DATE	BY	BY

Date of Preparation: 2/2/2026

RECORD DRAWING OF COMPLETED CONSTRUCTION BY
RECORD DRAWINGS OF COMPLETED CONSTRUCTION
CONFORMING TO CONTRACTOR AND/OR OWNERS RECORDS.
BY

2026 UTILITY REPLACEMENTS

MEQUON WATER UTILITY

MEQUON, WISCONSIN

OZAUKEE COUNTY

WORK OVERVIEW

VERTICAL SCALE: NA

HORIZONTAL SCALE: NA

PROJECT ID 3848-26

C1.01

SHEET 3 OF 7

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Page 9 of 33



NO.	BY	DATE

NO.	BY	DATE	DESCRIPTION

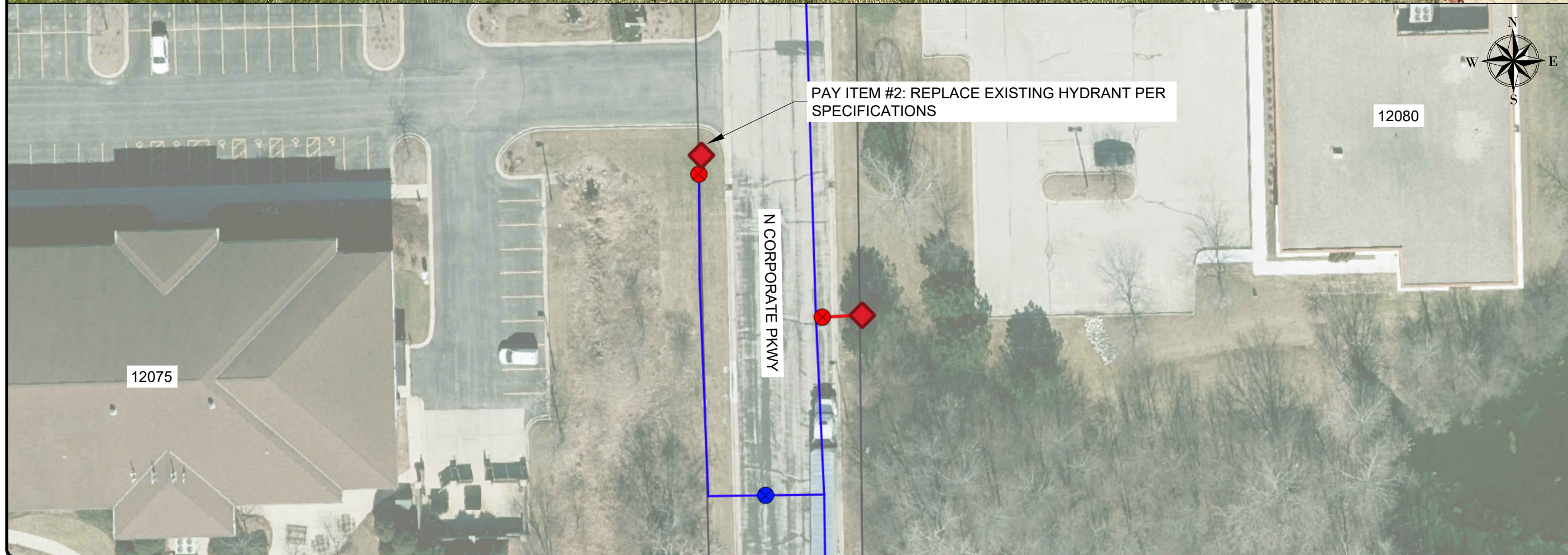
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2026 UTILITY REPLACEMENTS
 MEQUON WATER UTILITY
 MEQUON, WISCONSIN
 OZAUKEE COUNTY

00086H
 HYDRANT
 ASSEMBLY #1

VERTICAL SCALE: NA
 HORIZONTAL SCALE: NA

PROJECT ID 3848-26
C1.02
 SHEET 4 OF 7



Date of Preparation: 2/2/2026		BY	DATE
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DRAWN		EF	
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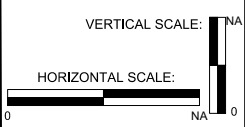
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RECORD DRAWINGS OF COMPLETED CONSTRUCTION CONFORMING TO CONTRACTOR AND/OR OWNERS RECORDS.
BY DATE

2026 UTILITY REPLACEMENTS

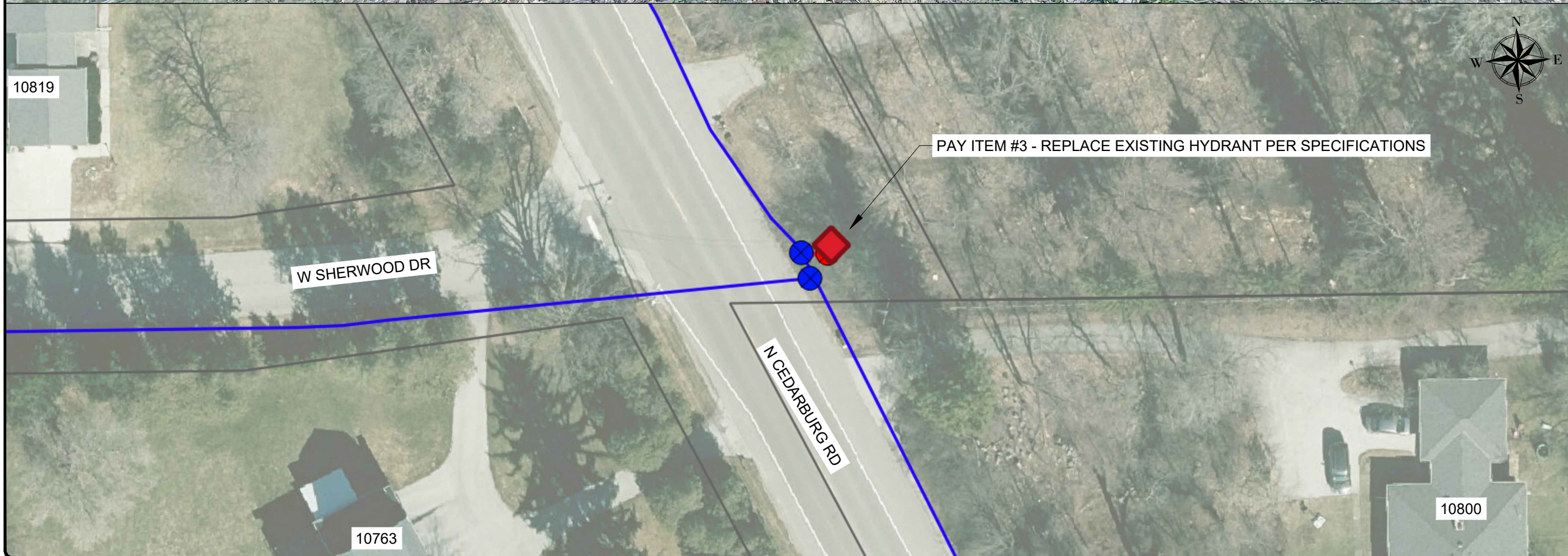
MEQUON WATER UTILITY
MEQUON, WISCONSIN
OZAUKEE COUNTY

00671H
HYDRANT
ASSEMBLY #2



PROJECT ID 3848-26

C1.03
SHEET 5 OF 7

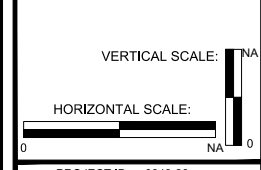


Date of Preparation: 2/2/2026		BY	DATE
SURVEYED		MD	8/27/2024
DRAWN		EF	
DESIGNED		TN	
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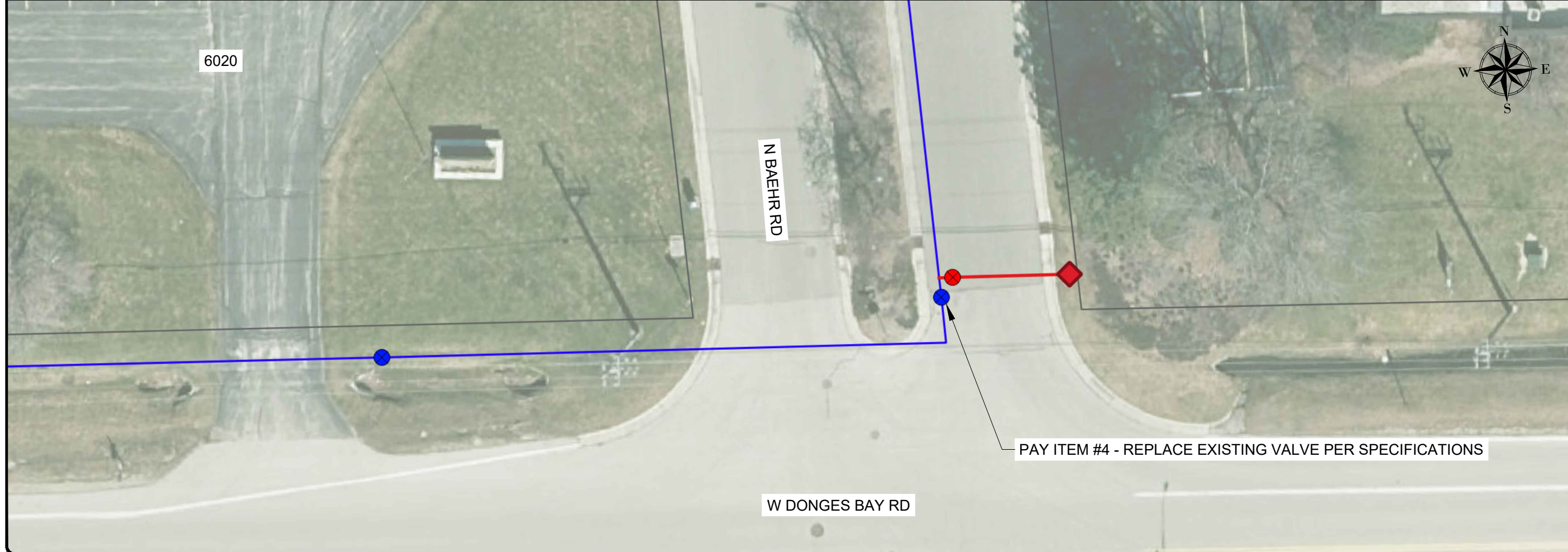
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2026 UTILITY REPLACEMENTS
MEQUON WATER UTILITY
MEQUON, WISCONSIN
OZAUKEE COUNTY

00893H
HYDRANT
ASSEMBLY #3



PROJECT ID 3848-26
C1.04
SHEET 6 OF 7



Date of Preparation:	2/2/2026
BY	DATE
SURVEYED	8/27/2024
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REVISIONS	
NO.	DESCRIPTION

RECORD DRAWING OF COMPLETED CONSTRUCTION BY
 RECORD DRAWINGS OF COMPLETED CONSTRUCTION
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 BY DATE

2026 UTILITY REPLACEMENTS
 MEQUON WATER UTILITY
 MEQUON, WISCONSIN
 OZAUKEE COUNTY

MV2253W
 VALVE
 REPLACEMENT #1

VERTICAL SCALE: NA
 HORIZONTAL SCALE: NA

PROJECT ID 3848-26
C1.05
 SHEET 7 OF 7



BID TABULATION

PROJECT:
2026 Hydrant and Valve Replacement
Mequon, WI

BID DEADLINE:
February 19, 2026
10:00am Central Daylight Time

Engineer's Opinion of Cost

Willkomm Excavating

Mid City

American Sewer Services

DESCRIPTION				UNITS	QUANTITY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
Base Bid													
1	Hydrant Assembly #1			EA	1	\$ 15,000.00	\$ 15,000.00	\$ 14,422.00	\$ 14,422.00	\$ 12,500.00	\$ 12,500.00	\$ 20,000.00	\$ 20,000.00
2	Hydrant Assembly #2			EA	1	\$ 15,000.00	\$ 15,000.00	\$ 14,422.00	\$ 14,422.00	\$ 12,500.00	\$ 12,500.00	\$ 20,000.00	\$ 20,000.00
3	Hydrant Assembly #3			EA	1	\$ 15,000.00	\$ 15,000.00	\$ 14,422.00	\$ 14,422.00	\$ 12,500.00	\$ 12,500.00	\$ 20,000.00	\$ 20,000.00
4	Valve Replacement #1			EA	1	\$ 20,000.00	\$ 20,000.00	\$ 17,472.00	\$ 17,472.00	\$ 29,100.00	\$ 29,100.00	\$ 20,000.00	\$ 20,000.00
5	Traffic Control			LS	1	\$ 5,000.00	\$ 5,000.00	\$ 4,386.00	\$ 4,386.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
6													
7													
8													
9													
10													
11													
12													
Total Base Bid for Items 1 thru 5						\$70,000.00		\$65,124.00		\$67,100.00		\$80,500.00	
Addendum Acknowledged (Yes/No)								N/A		N/A		N/A	
Prequalified (Yes/No)								X		X		X	
Bid Security/Type								5% Bid Bond		5% Bid Bond		5% Bid Bond	
Apparent Low Bid						Willkomm Excavating							



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Water

TO: Mequon Municipal Water Utility Commission
FROM: Jim Voigt, Operations Supervisor
DATE: March 10, 2026
SUBJECT: Approving Award of the Following Items: (A) A Contract for Implementation of a Replacement Supervisory Control and Data Acquisition (SCADA) System to Integrated Process Solutions, Inc. of Fosston, Minnesota in the Amount of \$1,921,500; and B) Execution of Task Order No. 2 for Project Management Services Under an Existing Contract with MSA Professional Services, Inc. of Kiel, Wisconsin in the Amount of \$20,000

Background

The Mequon Sewer and Water Utilities have been operating and maintaining the existing SCADA system that monitors the combined facilities for almost two decades. This system has fulfilled the needs of the two utilities. However, as technology advances, these systems eventually become obsolete. Recently, the utilities were informed by the vendor that services the system that the computers would need to be upgraded at a significant cost to operate on Windows 11. Due to the age of the system, and the reliability of the dialer in emergencies, the utilities decided it was an appropriate time to look at a complete overhaul.

Accordingly, the City's Utility Commissions authorized staff to hire a consulting engineer (MSA) in mid-2025 to develop a Request for Proposal to advertise and solicit quotes for a new SCADA system. During development of the RFP, MSA worked with utility staff to develop a proposal that best fit the goals listed below. Several SCADA software vendors presented their products to the Sewer and Water Utility staff.

Staff selected VT Scada as the software that best fit the utilities' needs. This was the only company that included all the functions the utilities desired in the native software: monitoring, control, alarming, remote (app-based) access, data logging and reporting.

Analysis

There were several goals for upgrading the SCADA system:

- Standardizing equipment to reduce the inventory required to maintain the system (common PLC's for each station)
- A common design for similar stations (basic setups to simplify operations for the utility)

staff)

- Redundancy within the system (Two parallel computers at DPW and City Hall, two dialers for emergency call out)
- Including stations not currently monitored (Swan Meter Pit, Port Road Meter Pit, Greenvale Meter Pit, PRV pits)
- Improving system graphics to make system navigation easier and problems easier to identify
- Improving remote access for utility staff - during emergencies it is invaluable to know what is happening in the field
- Allowing for unlimited concurrent access to the systems during emergencies
- Allowing for increased control of the stations: adjusting set points, turning equipment on/off, changing lead/lag pump, etc.

The RFP was advertised and three vendors provided proposals to Mequon on Monday, January 26th, 2026. The bid results are as follows (detailed bid tab included as Exhibit A)

Company	Proposal Total Cost
Global Data Systems	\$1,221,478
Energenecs Inc.	\$1,582,100
Integrated Process Solutions, Inc.	\$1,830,000

The utilities and MSA developed a performance-based Request-for-Proposal, and on Tuesday, February 17, all three vendors provide Utility staff and MSA with presentations of their proposals. The Vendors and Utility staff worked through Q&A after each presentation. Immediately following the presentations, Utility staff and MSA graded the proposals provided by the vendors. The grading matrix was established and listed in the RFP that the vendors bid on in January. Results of the Grading Matrix are included in Exhibit B, and it was determined that IPS was the most favorable candidate based on:

- The technical merits of their proposal
- The most thorough proposal and presentation (they did a table top radio propagation study)
- Provided options and analysis: they are recommending switching to a cellular network based on 10 and 15 year cost savings over a radio system, and cellular has greater connectivity for remote troubleshooting.
- They provided High Resolution graphics examples as specified in RFP

Additionally, MSA - based on the grading matrix, proposals and presentations, provided the Mequon Utilities with a letter of recommendation for IPS (Exhibit C).

Fiscal Impact

The utilities have established capital funding for SCADA Equipment, and have identified that this equipment would eventually require upgrades and replacement. Last year, when the current

vendor indicated that the existing SCADA computers required replacement at a significant expense, the Utilities determined that the system had reached "end of life" after nearly 2 decades. IPS was the clear choice based on the grading matrix, and the utilities are recommending awarding the contract accordingly. Therefore, staff is recommending the Utility Commissions award the contract to Integrated Process Solutions, Inc. of Fosston, Minnesota in the amount of \$1,921,500 which includes a 5% contingency. Additionally, staff is requesting authorization for Task 2 with MSA for project management and inspections in the estimated amount of \$20,000.

This project has a large capital expense, however it is spread across several years allowing the utility to budget accordingly. The total SCADA project cost for the Sewer Utility is \$1,197,525 and for the Water Utility is \$723,975. The project management and construction costs will be split evenly, anticipated at \$10,000 for each utility.

Recommendation

A recommendation is forthcoming from the Sewer Utility District and Water Utility Commissions on March 10, 2026.

Attachments:

Exhibit A - Detailed SCADA RFP Results, Exhibit B - Scoring Sheet final. docx, Exhibit C - MSA Award Letter

Selection Criteria

The City of Mequon will evaluate proposals by assigning point values in several categories for each proposal. The firm with the highest total point value, representing the highest total value to the City, may be selected as the successful firm, or selected firms may be asked to present their proposals in person. The City of Mequon reserves the right to reject any and all proposals.

The following categories along with the maximum point total for each category will be used by the City of Mequon to evaluate proposals:

<u>Company Qualifications</u>	<u>5 pts</u>
<u>Project Team Qualifications</u>	<u>5 pts</u>
<u>Understanding of Project Requirements</u>	<u>5 pts</u>
<u>Technical Merits of Proposal</u>	<u>10 pts</u>
<u>Originality of Technical Approach</u>	<u>5 pts</u>
<u>Commercial Availability of Proposed Hardware</u>	<u>10 pts</u>
<u>Commercial Availability of Proposed Software</u>	<u>10 pts</u>
<u>Company Experience with Proposed Hardware and Software</u>	<u>5 pts</u>
<u>Service Organization Capabilities</u>	<u>10 pts</u>
<u>References</u>	<u>5 pts</u>
<u>Presentation</u>	<u>10 pts</u>
<u>Response Time</u>	<u>10 pts</u>
<u>2026 Contract Cost</u>	<u>10 pts</u>

Categories	IPS	GDS	Energenecs
Company Qualifications	5	2	5
Project Team Qualifications	5	1	4
Understanding of Project Requirements	4	1	4
Technical Merits of Proposal	9	3	7
Originality of Technical Approach	5	1	3
Commercial Availability of Proposed Hardware	10	5	8
Commercial Availability of Proposed Software	10	10	10
Company Experience w/Proposed Hardware-Software	4	5	3
Service Organization Capabilities	9	3	9
References	4	1	4
Presentation	9	2	6
Response Time	7	2	9
2026 Contract Cost	6	10	8
Final Grade	82	44	75



February 23, 2026

Jeremy Weinrich, Superintendent Mequon Municipal Sewer Utility
City of Mequon
10800 N Industrial Dr.
Mequon, WI 53092

Re: 2025 SCADA System Improvements
City of Mequon

Dear Jeremy:

Upon review of the Proposals received on January 26, 2026 for the above-referenced project, it was found that they were submitted by qualified contractors. It is our recommendation that the bidder listed below be accepted and award made at your next meeting.

Integrated Process Solutions Inc- IPS
34696 412th Street SE
PO Box 26
Fosston, MN 56542

Bid Amount \$1,830,000
+ Bonding and Insurance
+ 3% Contingency

The selection process utilized was a qualifications based proposal where a scoring grid was shared with the contractors in the bidding document. The scoring table and final results are attached. There were three responding bidders to the RFP document sent out by Mequon. These bidders were Energenecs from Saukville, WI, Global Data Systems (GDS) from Mesa Arizona, and Integrated Process Solutions Inc (IPS) from Fosston, MN. Each of the bidders subsequently asked to provide a 90min presentation to discuss their proposal to demonstrate their grasp of the project requirements and their technical approach. These presentations and proposals were reviewed and scored by a panel comprised of Water, Wastewater and MSA employees.

When considering the proposals and presentations the group determined that the GDS proposal was not responsive. The utilities felt that GDS just did not seem to understand the scope of the project. Their proposal included equipment that we removed from the scope in the addendum (Two monitors and UPS equipment at City Hall), and their presentation seemed to focus on why VT SCADA was a good platform vs how they would approach implementation of the project with the utilities. They seemed to be outside of their comfort zone with this project.

Energenecs proposal focused on the technical requirements of the project addressing each of the panels with list of components as they were specified. They provided no insight as to possibilities on how to make the system better. The Energenecs presentation focused on the long standing relationship they had with the City overlooking the details of what the Utilities needs were moving forward. Energenecs was comfortable in informing the utilities that they could not meet the requested schedule for the first year and they wanted to utilize the full four years to complete the work rather than provide creative solutions to minimize the amount of time the utilities were in transition. When discussing the graphics that were to be



116 Fremont Street
Kiel, WI, 53042
920-268-4095

www.msa-ps.com

provided Energenecs provided examples of “Black” graphics despite being told before the presentation that these were unacceptable. They also did not display any high-performance graphics for consideration. Coupled with that it felt that rather than looking to the Utilities for guidance or direction on a path forward of needs and wants for the graphics they spent time on what they were going to provide the utility – excluding input from the utilities.

The IPS proposal focused on the technical aspects of the project highlighting areas of concern relating to UL and NEC installation requirements. They also offered data suggesting that Cellular may be worth a second look even though our engineering team offered economics that challenges this assessment. The engineering economics were based on conservative costs as compared to IPS where their analysis is based on actual costs. Taking these costs into consideration a cellular communication approach should be considered as a viable option. IPS also presented both standard graphics and high performance graphics but clearly indicated that the final layout of these graphics would be decided based on Utility input. IPS also provided several schedule alternatives that provides different ways of addressing the amount of time the Utilities are working through the construction of the new facilities. IPS demonstrated that they view this as a partnership and are willing to do what it takes to make this a successful project for the Utilities.

Sincerely,

MSA Professional Services, Inc.

A handwritten signature in black ink that reads "Lance Teunissen". The signature is written in a cursive, flowing style.

Lance Teunissen, PE
Sr Team Leader Engineering

LET
Enc.
Selection Criteria – With final scores



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Water

TO: Mequon Municipal Water Utility Commission
FROM: Jim Voigt, Operations Supervisor
DATE: March 10, 2026
SUBJECT: Authorization of Two Exemption Requests from the Village of Thiensville for the Requirement to Extend the Water Main Along the Property Lines at 240 Crescent Lane and 609 - 610 Oakwood Drive (Alberta Subdivision)

Background

In early 2025, the Alberta subdivision in the Village of Thiensville approached the Mequon Water Utility about the possibility of connecting to the public water system. Utility staff discussed this option with the subdivision and indicated that they may want to approach the Village of Thiensville about the possibility of working with the Village on the project. The Village had assisted several "Other than Municipal" systems (OTM's) in the past with the conversion process.

The Alberta Subdivision, located on the north end of the Village of Thiensville, is comprised of 28 residential homes. These homes are served via a community well system. The OTM is served via one high capacity well on the west end of the subdivision and has cast iron water mains dating back to the 1960's. There used to be about 6 OTM's in this area of Thiensville that were all developed in the 1960's. However, due to either failure of the buried utility plants or arsenic levels in their water supply wells, they all replaced their aging infrastructure and converted to the Mequon Municipal Water Utility.

Recently the Village approached the Mequon Water Utility about the Alberta project with questions about the requirements for connection. The members of the OTM held a meeting last year and voted to convert to the MWU if the cost to replace their infrastructure and convert to the public water utility was less than \$30,000 per home. A consulting engineering firm (Sigma) was hired and performed a preliminary design to gauge the cost of conversion. Preliminary design indicates the project is close to exceeding the cost per home threshold. Note that fiscal impact is not a determining factor for an exemption, per the Water Connection Policy.

Sigma and the Village are requesting an exemption for the Alberta Subdivision from the requirement of extending water main across the full frontage of a few lots where extension to serve future customers or redundancy for the Alberta customers is not necessary or a viable option. Section VIII of the Water Connection Policy allows applicants to request an exemption from the requirement to extend public infrastructure where there is no additional customers to

serve.

Analysis

The following Exhibits were submitted by the Village of Thiensville for the Alberta Subdivision Exemption Request:

- **Exhibit B** - MWU Exemption Request for 240 Crescent Lane
- **Exhibit C** - 240 Crescent Water Main Extension Exemption Request Exhibit
- **Exhibit D** - MWU Exemption Request 609 - 610 Oakwood Drive
- **Exhibit E** - 609 - 610 Oakwood Water Main Extension Exemption Request Exhibit
- **Exhibit F** - Alberta Water Trust MWU Conversion Exemption Request Narrative

Section XI.B. of the Water Connection Policy requires the public transmission water main shall extend the full front footage of the property line where the Mequon Water Utility User Service Area extends to the adjacent property. Section XI.B.2. further requires that the connection is required to extend along the property line to allow the adjacent property owner to access the water main for future extension.

In reviewing the preliminary design, there are two locations where the Mequon Water Utility and its rate payers would not benefit from the extension of a public water main. In both cases, there would be no additional customers beyond the Alberta Subdivision customers contemplated, therefore qualify for an exemption under Section XI.B.2. Also, the utility has already required that the water main through Alberta Subdivision be looped for redundancy and water quality purposes, therefore the subdivision meets the requirements of Section XI.A. This is accomplished by the primary water main route of Crescent Drive and Laurel Lane, which is part of the proposed Sigma preliminary design. In **Exhibit A**, the MWU Staff has created a drawing showing the proposed main, and requested exemptions.

In addition, the water main extension to the South of Crescent Lane on Oakwood Drive is terminated at the Southern property line of 610 Oakwood Drive. This creates a dead end in the water system that will require additional labor to flush on a monthly basis to maintain water chemistry. Per Section XI.B.3. of the Water Connection Policy, this would require an automatic flushing device. However, it is intended that the flushing device would be abandoned at the time of future connection, which as noted, there is no legal and practical future connection.

As noted, these homes were built in the 1960s, therefore would count towards the existing development, or 20% of Section II.(f)2. of the contract with Milwaukee Water Works.

Fiscal Impact

The Village of Thiensville and Alberta Subdivision will be building and contributing the new water main in the subdivision prior to connection. There is no up front fiscal impact for the Mequon Water Utility to gain these customers. In addition, the elimination of two dead end water mains saves the utility hours of water quality flushing labor on an annual basis. The rate payments from the increase in the customer base will contribute to the future maintenance of the public infrastructure.

Recommendation

The water main extensions that the Alberta Subdivision is requesting an exemption meet the qualifications of Section XI.B of the Water Connection Policy. There are no additional customers that could be connected beyond those in the Alberta subdivision. The proposed main to be installed in Crescent Lane and Laurel Lane would already be looped for redundancy and water quality purposes. Therefore, utility staff would recommend providing Alberta subdivision with the requested exemptions, in accordance with Section VIII of the Water Connection Policy.

The exemptions allow the project to proceed without requiring full frontage water main for utility connection at:

- 240 Crescent Lane
- 609 - 610 Oakwood Drive

The three homes in question will be required to connect via long service laterals from the primary water main in Crescent Lane.

Attachments:

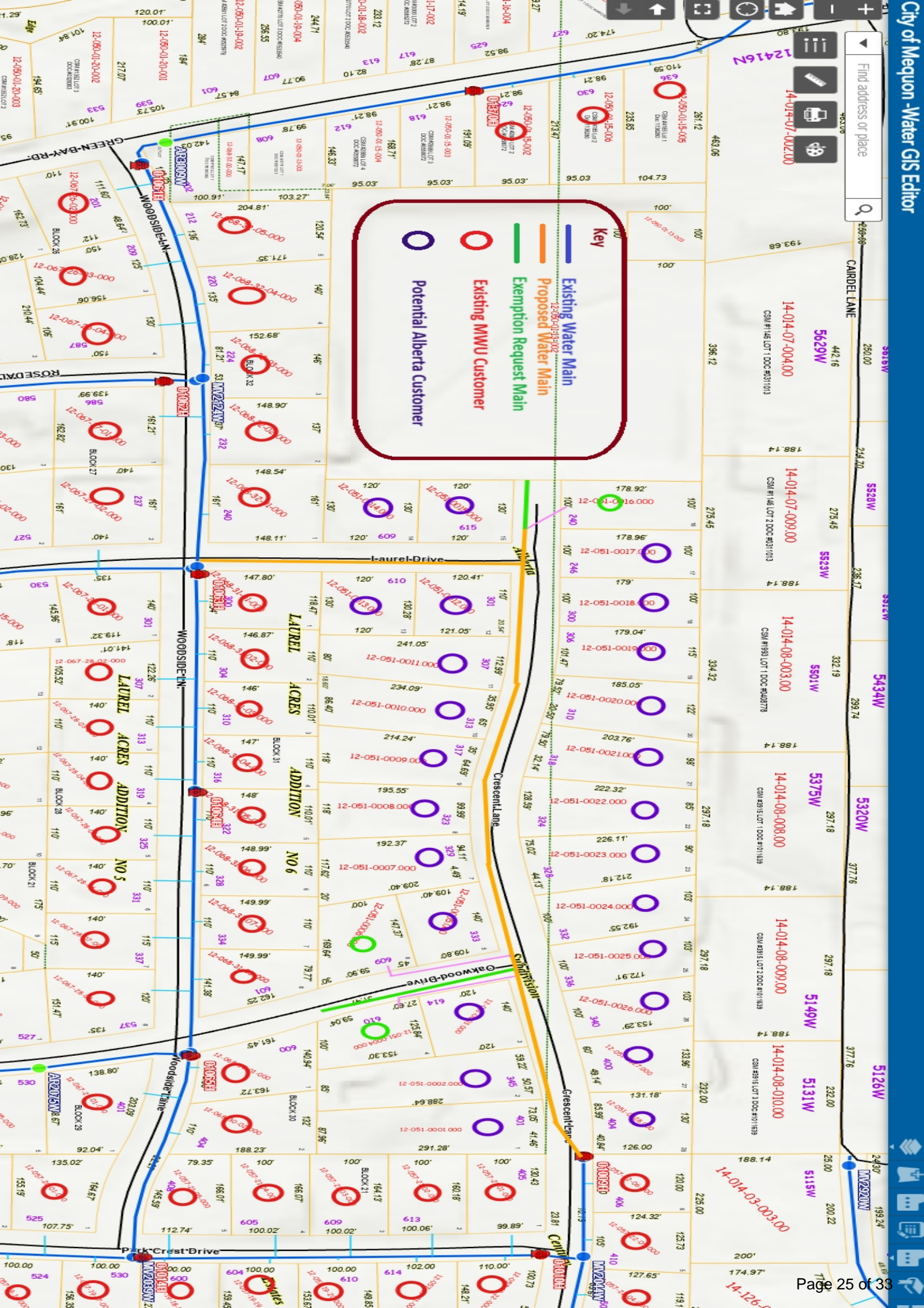
Exhibit A - Overview, Exhibit B - MWU Exemption Request 240 Crescent Lane, Exhibit C - 240 Crescent Water Main Extension Exemption Request Exhibit, Exhibit D - MWU Exemption Request 609 - 610 Oakwood Drive, Exhibit E - 609 - 610 Oakwood Water Main Extension Exemption Request Exhibit, Exhibit F - Alberta Water Trust MWU Conversion Exemption Request Narrative

Find address or place



Key

- Existing Water Main
- Proposed Water Main
- Exemption Request Main
- Existing MWU Customer
- Potential Alberta Customer



NO EXISTING CONNECTION

APPLICATION FOR DEFERRAL/EXEMPTION



Application Type:

- Deferral
 Exemption from:
 Connection
 Minimum Fire Flow
 Extension along property line

Name: Village of Thiensville/Alberta Water Trust Telephone: 262-242-3720

Property Address: 240 Crescent LN
Thiensville, WI 53092

Email Address: alford@thiensville.gov

Subdivision / Development: Alberta Subdivision Lot # _____

Tax Key #: 12-051-0016-000

Mailing Address: (if different than property address)
250 Elm Street
Thiensville, WI 53092

For Deferrals:

Check all items that apply:

- Properties where connection is required by the Water Connection Policy. If no connection is required, there is also not a deferral required.
- Property is located more than 200 feet from public water infrastructure, where infrastructure is intended in the future (additional information is required).
- Property or development does not qualify for a deferral under the Water Connection Policy, but the applicant seeks to request a deferral. Applications will be placed on a Water Utility Commission meeting agenda within 90 days of receipt (additional information is required).

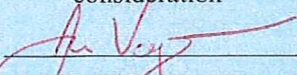
For Exemptions to Connection:

Check all items that apply:

- Properties where connection is required by Water Connection Policy. If no connection is required, there is also not an exemption required for connection.
- Construction of residential or business structures on a lot located more than 200 feet from public water infrastructure, where infrastructure is not intended in the future.
- Water connection is not legally possible (additional information is required).
- Water connection is not practicable (additional information is required).
- If a property or development does not qualify for an exemption under the Water Connection Policy, but the applicant seeks to request an exemption. Applications will be placed on a Water Utility Commission meeting agenda within 90 days of receipt (additional information is required).

For Office Use Only

- Request meets the Terms of the Water Connection Policy and staff is authorized to issue a Deferral Agreement or Exemption Agreement for execution
- Request does not meet the Terms of the Water Connection Policy and requires Water Utility Commission consideration



Utility Manager Signature

Date: 2/20/24

Applicant to fill in Additional Information:

Deferral

- Distance from nearest public water infrastructure
- Narrative with justification for a deferred connection; where the connection is not feasible or practical at this time, but would be in the future

Exemption

TO CONNECTION

- Distance from nearest public water infrastructure
- Legal or physical obstructions to connection


TO MINIMUM FIRE FLOW REQUIREMENTS

- Identification of limits to meeting minimum fire flow requirements
- Identification of any infrastructure improvements required to meet minimum fire flow requirements

TO EXTENSION ALONG THE PROPERTY LINE

- Narrative with justification for request for exemption to the requirement

For additional information, call Mequon Water Utility at 262.236.8152

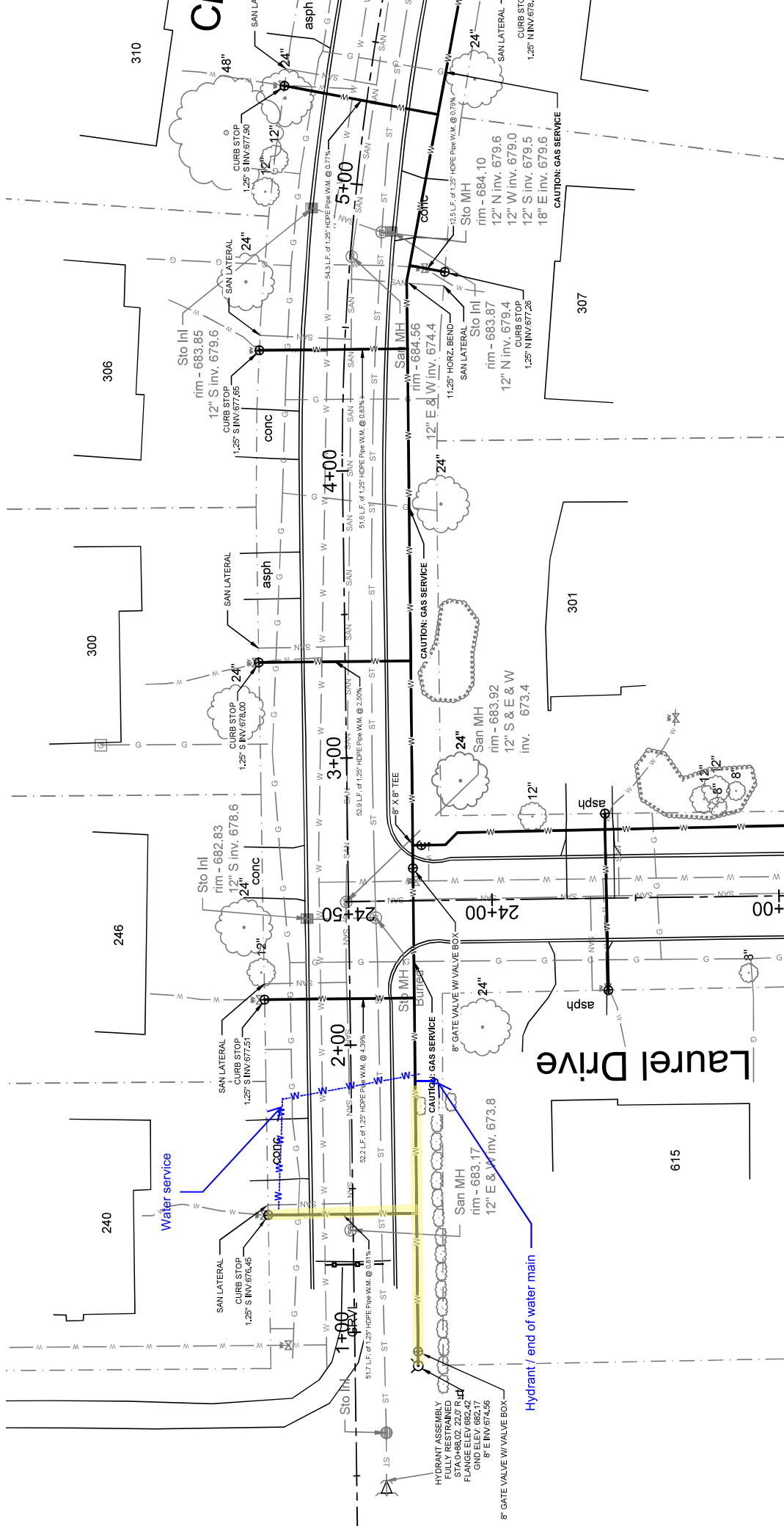


Applicant Signature

Date 2/23/26

Return the completed application via email, mail, or deliver in person to the Mequon Water Utility.
Application is void if incomplete or altered.

Mequon Water Utility
11333 N. Cedarburg Rd.
Mequon, WI 53092
citywater@cityofmequonwi.gov



Laurel Drive

Water service

Hydrant / end of water main

NO EXISTING CONNECTION

**APPLICATION FOR
DEFERRAL/EXEMPTION**



Application Type:

Deferral Exemption from: Connection Minimum Fire Flow Extension along property line

Name: Village of Thiensville / Alberta Water Trust Telephone: 262-242-3720

Property Address: 610 + 609 Oakwood Drive
Thiensville, WI 53092

Email Address: alafend@thiensville.gov

Subdivision / Development: Alberta Subdivision Lot # _____

Tax Key #: 12-051-0006-000 12-051-0004-000

Mailing Address: (if different than property address)

250 Elm Street
Thiensville, WI 53092

For Deferrals:

Check all items that apply:

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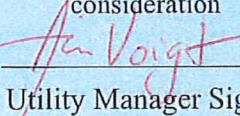
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Date: 2/20/2026

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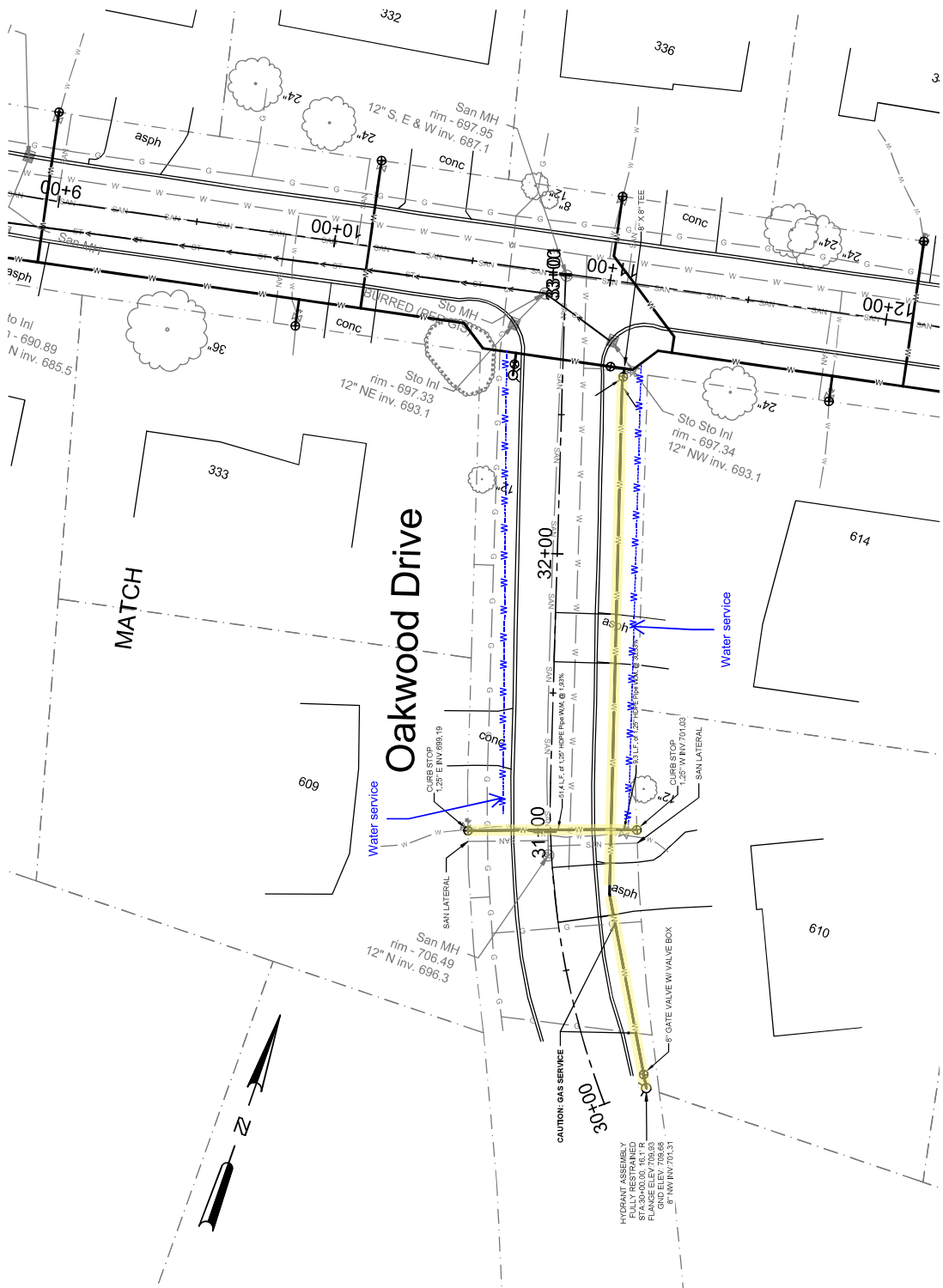


Applicant Signature

Date 2/23/26

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Application is void if incomplete or altered.

Mequon Water Utility
11333 N. Cedarburg Rd.
Mequon, WI 53092
citywater@cityofmequonwi.gov





VILLAGE OF THIENSVILLE

250 Elm Street
Thiensville, WI 53092-1602

Phone (262) 242-3720
Fax (262) 242-4743

Mequon Water Utility

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

The Alberta Water Trust and the Village of Thiensville respectfully submit the following exemption requests in connection with the Trust's conversion from its existing private well system to service from the Mequon Water Utility. The conversion is being driven by aging infrastructure and increasing system reliability concerns within the existing private water system, and the Trust has formally voted to pursue connection to the Mequon Water Utility in order to provide a safe and dependable long-term water supply. The Village has agreed to assist the Trust by negotiating water service, preparing design documents, publicly bidding the project, managing construction, and administering a special assessment process to finance the required engineering and infrastructure improvements. The entirety of the project costs — including design, administration, and bonding — will be specially assessed to the 28 homes within the Trust. Homeowners will have the option to participate in a B Bond financing process through the special assessment should they elect to amortize their share of the project costs. Preliminary engineering estimates indicated total project costs in excess of \$30,000 per household. The following exemption requests are intended to maintain compliance with fire flow, operational, and service standards while avoiding unnecessary infrastructure construction that does not provide additional system benefit.

The first request pertains to 609 Oakwood Drive and 601 Oakwood Drive. Extending the public water main along Oakwood Drive to serve only these two properties would create a short, isolated segment of transmission main with no future extension potential, as properties further south on Oakwood are already served by an existing public water main. The Alberta Water Trust is requesting an exemption from the utility requirement to extend the water main along the full length of the two property lines at 609 Oakwood Drive and 601 Oakwood Drive. The request is to allow these two residences to be served by long individual service laterals installed within the public right-of-way in lieu of extending a

public transmission main at a much greater cost placing the project at risk. This approach maintains adequate service and fire protection while avoiding unnecessary infrastructure construction within the public right-of-way.

The second request pertains to Crescent Lane west of Laurel Drive, specifically at 240 Crescent Lane, which is the westernmost participating property. As shown on the Alberta Subdivision water main extension plans, the proposed public water main would extend to the Western property line of 240 Crescent lane. Beyond this point, Crescent Lane terminates at a large dry detention stormwater facility, and there are no existing or future developable properties that would benefit from this main extension. Extending the water main to the end of the roadway would not improve system looping, resiliency, or service capacity, and would not provide additional service opportunities. Accordingly, the Alberta Subdivision respectfully requests an exemption from the utility requirement to extend the water main along the full length of the 240 Crescent Lane property frontage, and instead allow the main to terminate at the eastern property line of 240 Crescent Lane with a fully restrained hydrant assembly installed to provide the required fire protection and operational functionality.

Respectfully submitted,



Andrew J. LaFond
Director of Community Services / Public Works

CC:

Kristen Lundeen, P.E., Director of Public Works/City Engineer
Jim Voigt, MWU Director of Operations
Alberta Water Trust