



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

www.cityofmequonwi.gov

Office of the City Clerk
Taped and Televised

COMMITTEE OF THE WHOLE
Regular Meeting
Wednesday, August 12, 2026 - 5:30 PM
Christine Nuernberg Hall

Agenda

- 1) Call to Order and Roll Call**
- 2) Approval of Meeting Minutes**
 - a) July 14, 2026 Meeting Minutes
- 3) Discussion Items**
 - a) Review and Discussion Concerning Proposed Design Concepts for Phase One of the Mequon Commons Plan
- 4) Informational Items**
 - a) Committee of the Whole Planning Calendar
- 5) Adjourn**

DATED: August 6, 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.



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COMMITTEE OF THE WHOLE
Regular Meeting
Tuesday, July 14, 2026 - 5:45 PM
Christine Nuernberg Hall

Minutes

1) Call to Order and Roll Call

The meeting was called to order by Mayor Nerbun at 5:45 p.m.

Present:

Mayor Nerbun, Alderman Strzelczyk, Alderman Tolocko, Alderman Mayr, Alderman Hansher, Alderman Parrish, Alderman Bratt, Alderman Gebhardt

Not present: Alderman Bach (Excused)

Also present: City Administrator William Jones, Assistant City Administrator Jessica Wolff, Finance Director Brenda Arnett, Assistant Finance Director Marie Keyser, City Clerk Caroline Fochs, City Attorney Brian Sajdak, City Engineer Kristen Lundeen

2) Approval of Meeting Minutes

a) Meeting Minutes of June 4, 2026 Special Meeting

Amendment requested under Item 8a) Lodging Tax, to replace "implementing" with "considering" with regard to moving forward with a lodging tax.

MOTION:	Motion to approve the June 4, 2026, meeting minutes with amendment
MOVER:	Alderman Robert Strzelczyk
SECONDER:	Alderman Dale Mayr
AYES:	Mayor Andrew Nerbun, Alderman Robert Strzelczyk, Alderman Kelly Tolocko, Alderman Dale Mayr, Alderman Jeffrey Hansher, Alderman Brian Parrish, Alderman Peter Bratt
NAY:	Alderman William Gebhardt

DEEMED NAY:	Alderman Gregg Bach
RESULT:	Approved with Amendments

b) Meeting Minutes of June 9, 2026

MOTION:	Motion to approve the June 4, 2026, meeting minutes
MOVER:	Alderman Robert Strzelczyk
SECONDER:	Alderman Dale Mayr
AYES:	Mayor Andrew Nerbun, Alderman Robert Strzelczyk, Alderman Kelly Tolocko, Alderman Dale Mayr, Alderman Jeffrey Hansher, Alderman Brian Parrish, Alderman Peter Bratt, Alderman William Gebhardt
DEEMED NAY:	Alderman Gregg Bach
RESULT:	Approved by Voice Acclamation

3) Introduction

a) Introduction

City Administrator Jones provided a recap of the June 4th workshop, highlighting discussions on financial policies, TID 3, city facilities, long-term capital planning, and alternative revenues. Proposed amendments to Financial Policies 9 and 10 were approved by the Finance and Personnel Committee and will be brought forth to the Common Council. Mr. Jones provided updates on the pedestrian crossing signals, the summer banner package, and potential residual increment from the TID 3 closure. A contract was awarded for the design of the Mequon Commons Master Plan, phase one, with a resolution to transfer a \$700,000 surplus from the General Fund to the new Capital Fund pool account. Mr. Jones advised the members to expect pool designed drafts, fire department RFPs, and further discussion on lodging tax and vehicle registration fees at future Committee of the Whole meetings. The meeting at hand will focus primarily on water utilities and touch on sewer utilities.

4) Water Utility Funding Discussion

Consultant Brian Roemer from Ehlers & Associates, presented on the fiscal sustainability of the water and sewer utilities. The goal is for each utility to be self-funding, with key financial metrics being debt coverage and reserves. The Public Service Commission (PSC) in Wisconsin has stringent regulations for rate adjustments, which often take significant time. He offered three opportunities for rate adjustments: simplified rate cases (limited to once a year and specific eligibility criteria), conventional rate cases (available anytime), and purchase water adjustments (for supplier rate changes).

Mr. Roemer explained how the PSC uses a specific methodology for revenue requirement determination, focusing on operating expenses, depreciation, and a rate of return, which is

currently benchmarked at 4.9% with fluctuations. The city's water utility is currently above the PSC's benchmark rate of return and has historically been healthy, above its revenue requirement. Projections show the utility's remaining rate being adequate, but Mr. Roemer stressed the importance of staying ahead to avoid larger adjustments. A 4.6% rate adjustment was projected to increase quarterly bills by approximately \$5–\$6. The recommended reserve policy is six months of operating and maintenance expenses plus the next year's debt payment, aligning with rating agency recommendations. The city can implement a pilot payment for the water utility, up to a maximum regulated by the PSC. The purchase water adjustment is allowable when suppliers adjust their rates.

5) Sewer Utility Funding Update

Mr. Roemer explained that the sewer utility is performing well, with reserves meeting targets. The decision to cash fund the East Lift Station E made historical cash-funded capital look high, but otherwise, the utility is financially sound. Unlike water, the sewer utility is not regulated by the PSC, allowing for more flexibility in rate adjustments. He recommended a 3% annual rate adjustment to keep pace with inflationary expenses and a flat tax levy. He reported that the capital plan, including the lift station, can be cash-funded from designated project funds and reserves.

6) Review of Utility Financial Policies

Public Works Director Lundeen explained that the draft policy language was presented to conform reserve calculations for both water and sewer utilities to the recommended model: six months of operating expenditures plus the next year's debt payment. The sewer utility policy may require additional language to address potential shortfalls in meeting reserve requirements. For the water utility, clarifying language regarding bond covenants will be added to the reserve policy. Ms. Lundeen advised the Committee that these policies will be presented at the August meeting for further discussion and approval.

- a) Sewer Reserve Policy Amendment
- b) Water Reserve Policy Amendment
- c) New Water Funding Policy Draft

7) Update on Fund Balance Discussion - June 4 Financial Planning Workshop

Mr. Roemer presented a comparison of the city's current fund balance policy (10-12% of general funds) with that of rated peers, most of whom have higher fund balance policies. While the city's current policy is met, a higher fund balance could potentially lead to a better credit rating, yielding interest rate savings on future debt. The potential savings on a public safety building over 20 years was estimated at \$500,000. A discussion ensued about the feasibility and desirability of increasing the fund balance policy, with a request to seek further input from rating agencies on the amount needed to achieve a higher rating.

- a) Interest Rate Impact - Enhanced Credit Rating
- b) Review of Policies - Other Comparable Communities

8) Impact Fee Discussion

Mr. Roemer provided preliminary calculations for police and fire impact fees for a new public safety building project. The estimated fees are approximately \$2,100 per multifamily unit and \$2,700 per single-family home. These fees, collected when an application for a building permit is submitted, would reduce the borrowing amount for the project, leading to interest savings. The collection and use of these fees are subject to specific regulations, including an eight-year usage limit. The Committee expressed support for further analysis and discussion on implementing these impact fees.

9) Other Matters

10) Informational Items

- a) Committee of the Whole Planning Calendar

11) Adjourn

MOTION:	Motion to adjourn at 7:35 pm.
MOVER:	Alderman Dale Mayr
SECONDER:	Alderman Peter Bratt
AYES:	Mayor Andrew Nerbun, Alderman Robert Strzelczyk, Alderman Kelly Tolocko, Alderman Dale Mayr, Alderman Jeffrey Hansher, Alderman Brian Parrish, Alderman Peter Bratt, Alderman William Gebhardt
DEEMED NAY:	Alderman Bach
RESULT:	Approved by Voice Acclamation

Respectfully Submitted,
Janet Meyer, Deputy Clerk



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Public Works

TO: Committee of the Whole
FROM: Kristen Lundeen, Director Public Works/City Engineer
DATE: August 12, 2026
SUBJECT: Review and Discussion Concerning Proposed Design Concepts for Phase One of the Mequon Commons Plan

Background

In April 2026, the City of Mequon Common Council adopted the Mequon Commons Master Plan (Master Plan), which is available on the City's website at the following link: <https://www.cityofmequonwi.gov/commdev/page/mequon-commons-master-plan>. Subsequent to the Plan's adoption, the City has moved forward with the implementation of Phase One: Pool and Core, awarding a design contract to Williams Architects in June 2026.

Per the Master Plan, Phase One centers on an expanded aquatic complex with enhanced amenities, supported by a shared pool house and community building that activates the adjacent Cedarburg Road frontage. Redbud Plaza promotes access into civic campus and provides flexible space for markets, festivals and new events, while improvements to the historic City Hall entrance enhance accessibility and reinforce its civic presence.

The Project Intent as defined in the Phase One Request-for-Proposals (RFP), a copy of which is attached, listed the following:

1. Implements the design and development vision of the Mequon Commons Master Plan, including community and stakeholder input
2. Balances cost and requested amenities
3. Enhances accessibility and universal design
4. Integrates Town Center Standards
5. Establishes requirements for pool operations

The goal of the Committee of the Whole workshop meeting on August 12 is to establish consensus on the desired elements that will comprise a final design for Phase One, which will be revisited at next month's Committee of the Whole meeting on September 8. Accordingly, the Phase One Design Team headed by Williams Architects will lead the Committee through a presentation, discussion and decision making, as outlined in the attached memo.

Analysis

Included with the staff report is a portion of the extensive analysis that has occurred to date for Phase One. The Design Team will present at the August meeting. As noted, the intent of the presentation is to walk through decisions that will be required to build consensus on the final design for Phase One. Looking ahead, future meetings later this fall will contemplate decisions regarding these Phase One elements, as the project transitions from preliminary to detailed design.

In addition, the Phase One Design Team has also generated preliminary, all-in cost estimates for initial construction, as well as ongoing operations and maintenance, and attendant revenue projections. At the August meeting, these totals will be utilized to help facilitate decision-making and consensus building. When the final design is presented, the deliverables will include a detailed cost breakdown of anticipated construction and operating budgets.

Fiscal Impact

Preliminary cost estimates have been provided so that the Committee of the Whole can make an informed decision as it relates to the final design. Staff anticipates that the discussion at the August meeting will result in a hybrid of the concepts presented. Therefore, the deliverables at the September meeting, where the final design will be presented for approval, will include more refined capital, operating and revenue figures.

As indicated in the attached slides, Williams Architects provided cost estimates for three (3) tiered concept plans, balancing amenities for all segments of Phase One. Additionally, detail is provided for the costs associated with the varying levels of decision-making for the various amenity options, layouts and infrastructure. Once a final decision is rendered as to which elements will be included in the final design, a more comprehensive cost estimate will be provided.

The City established a segregated capital account in anticipation of a new aquatics facility. However, it is anticipated that the capital expenses for initial construction will be primarily funded through long-term debt-financing, and supplemented with private donations/fundraising.

Recommendation

As indicated, members of the Phase One Design Team will be in attendance at the August 12 Committee of the Whole meeting to present preliminary design concepts for Phase One of the Mequon Commons Plan. Members of the team that are anticipated to be in attendance to present additional details, and to answer questions from the Committee, include the following:

- Frank Parisi, President/Principal-in-Charge, Williams Architects
- Rocco Castellano, Principal/Project Designer, Williams Architects
- Kevin Clark, Principal & Director of Design, The Lakota Group
- Morgan Chapman, Senior Associate, The Lakota Group
- Lance Timmons, Project Manager, Counsilman-Hunsaker

Additionally, City staff that have been actively involved during the initial stages of the design

process, including representatives from the City Administrator's Office, the Department of Community Development and the Department of Public Works will also be in attendance on Wednesday evening to help facilitate decision-making.

Attachments:

Phase 1 Concept RFP, Williams Architects Memorandum, Acquatics Complex Concepts, Acquatics Site Development Concepts, Shared Support Building Concepts, Redbud Plaza Concepts, City Hall ADA Improvements, Site Elements Concepts, Capital Cost Summary, Cost Recovery Summary



MEQUON COMMONS

PHASE ONE DESIGN AND DEVELOPMENT PLAN: REQUEST FOR PROPOSALS

Phase One: Pool & Core

The proposed Phase One is part of a comprehensive master plan for the City of Mequon's 15-acre Civic Campus and focuses on developing a new and expanded aquatic complex, shared support building, and adjacent Redbud Plaza and City Hall ADA entrance while keeping the north parking lot intact and the west section of the campus preserved as an open flexible lawn. The baseball field will be relocated. This phased approach will allow the campus to begin serving pool patrons more quickly, while also preserving space for existing uses and leaving capacity for potential future expansion.

Issue Date:
May 4, 2026

Submission
Deadline:
May 27, 2026

Contact:
Kristen Lundeen,
Director of Public
Works/City Engineer

Email:
dpwadmin@cityofmequon.gov



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City of Mequon Request for Proposal

Mequon Commons Phase One Design and Development Plan: Pool & Core

Introduction

The City of Mequon, Wisconsin (the City) is seeking proposals from qualified firms (proposer) to provide development design, architectural, pool amenity and configuration, landscaping and engineering services for the implementation of Mequon Commons Master Plan Phase One. Mequon Commons is a bold vision to transform the City's Civic Campus into a vibrant community hub. Phase One generally includes the demolition of the existing Mequon Community Pool, construction of a new aquatic complex and shared support building that houses pool operations, admissions, restrooms, concessions and storage, an outdoor terrace(s) and transitional spaces to existing areas, all while meeting Mequon Town Center design standards.

The selected proposer will have the opportunity to assist in the development and delivery of Phase One development plans. While cost analysis is required in this request, construction document and construction management services will be awarded separately. The successful proposer will collaborate with City staff, key decision-makers and elected officials. A critical component of this project will be timely consensus building for final selection of Phase One elements to transition to construction.

The City seeks a proposer with experience in navigating complex demands of community support, space allocation and functional relationships, architecture and landscape design, pool operations, fiscal responsibility and project management for a successful, cost-effective project.

Project Background

In April 2026, the City of Mequon Common Council adopted the Mequon Commons Master Plan (Master Plan), available on the City's website: <https://www.cityofmequonwi.gov/commdev/page/mequon-commons-master-plan>. Subsequent to the adoption, the City intends to move forward with the implementation of Phase One: Pool and Core.

The plan centers on an expanded aquatic complex with enhanced amenities, supported by a shared pool house and community building that activates the adjacent Cedarburg Road frontage. Redbud Plaza provides flexible space for markets and events, strengthening connections to the street, while improvements to the historic City Hall entrance enhance accessibility and reinforce its civic presence.

- **New Pool & Pool Deck** – The expanded aquatic complex includes zero-depth entry, lap lanes, diving boards, a slide, and interactive water play features. A generous pool deck accommodates lounge seating, shaded cabanas, dining areas, and adjacent picnic lawn space, creating a flexible and family-oriented environment.
- **Shared Support Building** – Currently anticipated to be located north of the pool, this dual-purpose building functions as both a pool house and community center. It includes admissions, restrooms and changing areas, concessions, storage, and operations space, along with an optional second floor to include community rooms and an outdoor terrace. Its east-facing presence should activate the Cedarburg Road edge during festivals and events. A transitional architectural style is recommended for the structure to harmonize with the site's existing character and the variety of building vernaculars present. The images provided in the Master Plan are intended to provide a frame of reference.

- **Redbud Plaza** – Extending along Cedarburg Road, Redbud Plaza is a flexible hardscape space framed by redbud trees and seating pockets. It accommodates food trucks, market spillover, and festival expansion while buffering the pool and drawing activity deeper into the campus.
- **City Hall ADA Entrance** – The historic City Hall entry is reimagined with an art-deco inspired plaza that integrates accessible ramps and a central landscape feature, improving functionality while reinforcing civic presence along Cedarburg Road.

CITY RESPONSIBILITIES

The City will be responsible for providing the following, upon successful negotiation with the proposer:

- Mequon Community Pool Facility Condition Assessment 2018
- Mequon Commons Vision Plan information 2025
- GIS data, aerial view and known utilities
- Input on plans and specifications
- Water and Sewer As Built Drawings
- Town Center Plans including Design Guidelines

Current Facility

The existing pool, associated bath house and associated infrastructure will be razed or abandoned prior to implementing Phase One. In 2018, the City completed a facility assessment of the bath house which is available on the City's website here: <https://www.cityofmequonwi.gov/media/7126>.

Project Intent

1. Implements the design and development vision of the Mequon Commons Master Plan including community and stakeholder input
2. Balances cost and requested amenities
3. Enhances accessibility and universal design
4. Integrates Town Center Standards
5. Establishes requirements for pool operations

Scope

The next step for the City is to transition the Mequon Commons Master Plan to Phase One implementation. The intent of the RFP is to refine the features, infrastructure, landscaping, amenities and other elements in advance of final plan development. Upon completion, the City will seek services through a separate contract for the generation of bid documents for construction.

Initially, utilize the established boundary for Phase One of the Mequon Commons Master Plan and the list of amenities to generate and present plans to the City for consideration and selection. Provide three designs that target a tiered range of cost estimates for plan elements and infrastructure and operations and collaborate with City staff and officials on the selection of the final Phase One plan. Level of detail to include architecture, landscape, lighting, signage, fencing, play equipment, interior, floor plan, utility, grading and hardscape plans in sufficient detail to transition to construction plans.

Development Plans

Per the Mequon Commons Master Plan:

The proposed Phase One focuses on developing the aquatic complex, shared support building, and adjacent Redbud Plaza and City Hall ADA entrance, concentrating on the central-east section to maximize initial impact while keeping the north parking lot intact and the west section preserved as an open flexible field while baseball is temporarily relocated until permanent facilities can be established. This approach will allow the campus to begin serving the community more quickly, while also preserving space for existing uses and leaving room for potential future expansion.

Phase One elements from the Mequon Commons plan:

- Aquatics Complex
- Shared Support Building
- Redbud Plaza
- City Hall Plaza/ADA Entrance

Design and Development shall include, at a minimum:

- Implementation of community stakeholders and elected officials input via the Mequon Commons Master Plan process as documented in the master plan.
- Architectural design of shared support building options (both one and two-story), outdoor terrace(s) including floor plans, elevations, material selections and renderings.
- Meet all Town Center Design Standards.
- Space allocation of the building footprint, including, but not limited to: bathroom, administrative and bath house facilities required for the aquatic complex and features including but not limited to, entryways, fencing, lighting, landscaping, pool features including filters, pumps and other infrastructure for the aquatic facility, rental space, utilities, etc.
- Final selection of all architectural, accessory and pool amenities.
- Matrix of requirements for pool operations, including, but not limited to: pool volume, space allocation, lap lanes, patron loading, number of required staff for pool and bathhouse operations, deck chair capacity, play area capacity, etc.
- Treatment for transition areas from Phase I to street, parking lots and Phase Two and Phase Three: including but not limited to, paths, landscaped areas, hardscape treatments, etc.
- Master grading plan to blend Phase One area of scope to existing conditions.
- Calculation of the increase in impervious surface and identification/incorporation of any water quality and/or water quantity requirements for the project.
- Plan for minimum utility requirements (water, sewer, gas, electric, communications, etc.) and validation that existing facilities are available to meet those requirements, or identification of necessary supplemental infrastructure improvements.
- Consideration of options for winter activation, as outlined in the Master Plan.
- Generation of a minimum of three (3) development plans at tiered cost levels. The proposed concept plans shall include a range of amenities and subsequent project operation and construction costs, such that the City can use that information to make final selections.
- Design and development of Phase One shall anticipate and plan for the needs in which to fully integrate Phase One with future Phase Two and Phase Three without negative impact(s).
- Timeline for existing pool demolition and Phase One construction, including final design and bidding timeline.

Maintenance and Operations

The Mequon Commons plan acknowledges that:

As site improvements are implemented, the City will need to scale maintenance, staffing, and operations to match increased use and facility complexity. Higher-intensity amenities – particularly the aquatic complex and shared support building in Phase One – will require dedicated staff, routine maintenance, and active programming, while later phases introduce ongoing needs related to event coordination, groundskeeping, and ecological stewardship.

To ensure proper consideration of maintenance and operational needs, each of the three (3) requested development plans shall be accompanied by:

- A determination of minimum pool staff required for operation of the pool per state statutes, as well as recommendations for staffing levels for consistent, dependable operation of the pool and associated amenities.
- A summary of anticipated maintenance and operational needs, detailed by the following design elements: Aquatic Complex, Shared Support Building, Redbud Plaza and City Hall Plaza/ADA Entrance.
- A projection of monthly anticipated staff hours required for operation and maintenance of the facilities and grounds.
- A summary of administrative hours required for programming.
- An overview of winter activation programming and operations.
- Identification of level of effort impact beyond what is required for the existing facilities.

Cost Analysis & Funding

To ensure proper consideration of maintenance and operation needs, each development plan shall be accompanied by:

- Detailed construction cost estimate including all anticipated costs for Phase One, including, but not limited to: utility service (water, sewer, electric, gas and communications), site work, security, landscape and hardscape and construction of the Pool Complex, Redbud Plaza and City Hall ADA Entrance Plaza.
- Generation of anticipated operational costs and projected revenue for new aquatic facility, based upon required staffing and utility/infrastructure operational costs.
- In addition to the costs listed above, the proposer shall provide estimates for the annual work supplies, including anticipated plant replacement.

The development plans will be presented to the Common Council for consideration. The proposer shall facilitate decision making towards consensus on the amenities and infrastructure that will be included in the final Design and Development Plan.

Final Design and Development Plans

The proposer shall utilize feedback from the presentation of the three (3) plans to the Common Council to generate a final plan. Thereafter, the Final Design and Development Plan shall be presented to the Common Council for approval. That decision will serve as the basis for the development of bid documents for construction.

Timeline

Issuance of RFP	May 4, 2026
Pre-Proposal Meeting	May 19, 2026
Proposals Due	May 27, 2026
Contract Award	June 9, 2026
Development Plan Initiated	June 12, 2026
Draft Development Plans Due to City Staff	July 17, 2026
City Staff Comments on Draft Development Plans Due to Proposer	July 22, 2026
Meeting Development Plans Due	July 29, 2026
Presentation of Development Plans to Common Council	August 11, 2026
Draft Final Design and Development Plan Due to City Staff	August 25, 2026
Staff Comments on Draft Final Design & Development Plan Due to Proposer	August 27, 2026
Meeting Final Design and Development Plan Due	August 31, 2026
Adoption of Final Design and Development Plan	September 8, 2026

Pre-Proposal Meeting

A Pre-proposal meeting for all interested proposers will be held on May 19, 2026 at 10:00am at Mequon City Hall: 11333 North Cedarburg Road, to answer questions related to this RFP and will be immediately followed by a tour of the site (weather permitting). While attendance at this meeting is not mandatory, no allowances will be made for lack of information due to any failure to attend.

Any additional site visits must be arranged in advance. The civic campus is public, but out of respect for the employees of City Hall and the Mequon Community Pool, please notify the Buildings Superintendent, Justin Bodoh, prior to any individual site visit(s). Justin may be contacted at 414-807-3085 / jbodoh@cityofmequonwi.gov.

Questions for the City should be assembled into one email communication from a prospective proposer and submitted to dpwadmin@cityofmequonwi.gov. All inquiries must be received by May 21, 2026 at noon. All inquiries made by prospective proposers will be answered by the City, and responses will be shared with all interested parties.

Cost

All proposals must include the start-to-finish lump sum cost to complete the tasks described in the project scope. If there are any enhancements beyond the scope listed, pricing shall be specified outside of the base proposal cost, and listed as a lump sum cost by level of effort. If there are cost efficiencies that could reduce the proposal cost, but still meet the intent of the project, those should also be itemized outside of the base proposal cost.

Proposer Qualifications

Proposers should provide the following items as part of their proposal:

- A cover letter introducing your firm and confirming your interest in performing the work described herein. Indicate your agreement with, or specific exceptions to, any of the objectives, requirements, terms or conditions contained in this solicitation document.
- The firm's qualifications and understanding of the work to be performed as well as example projects of similar nature in scope, design, consensus-building and complexity. Prospective proposers shall address each of specific project elements listed at minimum. Failure to include any of the requested information may be cause for proposal to be considered non-responsive and rejected.

- Detailed information on each project team member that will represent the firm(s) all collaborate with the City, including each member's role and responsibilities as well as the lead project manager(s).
- At least three (3) current references for which comparable work has been performed. This list shall include the date of completion, client name, person to contact, address, telephone number, email address and description of work performed. If the final work product is publicly available on the internet, the web address shall be included in the submittal.

Proposal Requirements

Proposals shall be submitted electronically via email to: dpwadmin@cityofmequonwi.gov by 3:30pm on May 27, 2026. It is the responsibility of the proposer to confirm receipt of the proposal. All proposals shall be valid for a minimum of 90 days, pending the City's evaluation and award process.

Evaluation of proposals will be conducted from May 28 to June 4, 2026. If additional information or discussions are needed with any proposers during this window, the proposer(s) will be notified.

The selection decision for the winning proposer is anticipated to be verified at the Common Council meeting on June 9, 2026. Upon notification, the contract negotiation with the winning proposer will begin immediately.

If for any reason, the firm selected shall fail to fulfill the obligations agreed to in a timely manner, the City shall have the right to terminate the contract by specifying the date of termination in a written notice to the firm at least (7) days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any work satisfactorily completed.

The contract resulting from the award of this RFP shall commence upon execution after award by the Common Council.

The City reserves the right to reject any or all proposals, to waive technicalities, or to accept the proposal deemed to serve the City's best interest.

All cost associated with preparation, submittal and presentation of proposals shall be borne by the proposer.



MEMORANDUM

Project:	Mequon Commons – Phase One	Project Number:	2026-044
Date:	5 August 2026	Author:	Frank Parisi
Attention:	Kristen Lundeen	Subject:	12 Aug 2026 Common Council

NOTE: The following items shall be recorded as a part of the above project record and acted upon as noted unless Williams Architects is promptly directed to proceed otherwise.

In preparation for the Common Council presentation scheduled for August 12, 2026, at the Committee of the Whole meeting, the Williams Team including The Lakota Group, Councilman Hunsaker, and Kapur, propose the following to assist the Council in its review and discussion of the project.

Project Initiative / Meeting Objective

The consultant team's initiative is to implement the design and development vision established in the Mequon Commons Master Plan: Phase One Pool & Core. Phase One of the Civic Campus includes design plans of varying scale for a new aquatic complex with support building housing: pool operations, restrooms, concessions, storage, an outdoor terrace(s) and transition spaces inclusive of Redbud Plaza and the City Entry Plaza, meeting Mequon Town Center standards.

The objective for August 12, 2026, meeting is to obtain Common Council feedback and to establish consensus on the preferred direction for the project. This guidance will enable the consultant team to advance a single, unified design solution for Phase One.

Presentation Content

The presentation facilitating our discussion includes the following:

1. Aquatic Development – The aquatic development plans represent three different pool configurations with different amenities addressing a multi-generational approach at various scales. The basis of the amenities directly relates to the community's desire learned during the Master Planning public engagement process. The varying configuration includes a zero depth leisure pool, activity pool, lap swimming pool, a deep water pool with associated activities.
2. Building – The building plans represent two concepts: single story and a two-story option. Each concept programmatically contains support amenities for the pool activity including bather preparation facilities, family changing, concessions, multi-purpose room(s) and support mechanical spaces. In addition to the pool activity, the support building, as visioned in the Master Plan, serves to support other community functions activating Mequon Commons in addition to the pool activity, which is targeted as the primary objective.
3. Red Bud Plaza – The development plans for Red Bud Plaza further develop the Master Plan vision for Mequon Commons along Cedarburg Road and the East West connection along City Hall. The proposed concepts consider the Aquatic Complex and the supporting space collectively with consideration for future phases of the Mequon Commons Master Plan.
4. City Hall Entry Plaza – The development plan for the City Hall Entry Plaza focuses on accessibility to the entrance while creating a cohesive complement to the overall plan.
5. Capital Cost / Maintenance and Operations Information- Each of the proposed concepts provides a cost opinion for the initial capital investment by the City and is accompanied by the respective costs to operate and maintain the facilities.

Consensus Building Approach

This initial list of proposed questions intends to stimulate thoughts and formulate feedback from the Council Members prior to the meeting. The consultant team proposes soliciting feedback during the meeting with the intent of generating consensus to a singular design solution. Please note that operation, maintenance and capital cost each uniquely are impacted by the decision-making process. Further discussion is anticipated during the meeting.

Aquatic Development:

Zero Depth Pool – The zero-depth pool is intended to accommodate a multitude of age groups. Each of the concepts addresses depth of water, activity water inclusive of play features within the water with differing options.

Discussion Questions:

- What level of interactive play features is desired? Included in the zero depth water?
- How important are water-play elements in achieving the community's goals?
- Should the emphasis be placed on family recreation, passive leisure, or a combination of both?

Deep Water Pool – A deep water pool provides activities for an older age demographic with varied activities such as Diving Boards, Drop Slides, and Climbing Walls.

Discussion Questions:

- Is a deep-water pool comparable to the existing facility desired?
- Which amenities are desired? Diving Boards, 1 meter / 3 meter? Drop Slide? Climbing Wall?
- Should the deep-water pool function as a stand-alone element or be integrated with other pool areas?

Lap Pool – A lap pool is considered versatile from different perspectives. It can be used for lap swim, competition swimming, recreational lap swim, and activity / lounging. A balance of water depth is envisioned for this activity.

Discussion Questions:

- Is a dedicated lap pool preferred?
- Should it be separated from the zero-depth leisure pool or integrated?
- How many lap lanes are desired?
- Should the design prioritize recreational swimming, competitive swimming, or a balance of both?
- What supplemental activities should be accommodated, such as volleyball or basketball?

Building – The support building accommodates essential facilities for aquatic operations while also creating opportunities for expanded community use. In addition to the basic program functions, supplemental program spaces provide opportunities for concession offerings and multi-purpose spaces supporting the pool activity and potentially other community needs.

Discussion Questions:

- Is there a preference for a basic support facility or a building with enhanced programming opportunities?
- Is a two-story building desirable to accommodate expanded community functions?
- Should concessions be included?
- Are multi-purpose rooms needed?
- If so, how many multi-purpose rooms are desired, and how are they envisioned to be used?

Red bud Plaza and City Hall Entry Plaza – The plazas are intended to activate the activity and engagement of patron as related to the Master Plan vision.

Discussion Questions:

- What level of investment and improvement is appropriate for these spaces?
- Which amenities and placemaking elements are most important to include?
- How should these spaces support both aquatic facility users and the broader community?

Transitional Spaces – The Master Plan of Mequon Commons reflects a multiple phased approach for implementation. The Phase One focuses on the Aquatic complex and the support spaces.

Discussion Questions:

- Does the proposed design appropriately accommodate future phases of development?
- Does it provide sufficient flexibility for future expansion and adaptation?
- Are there opportunities to strengthen connections between Phase One and future improvements?

ENCL: Enclosures

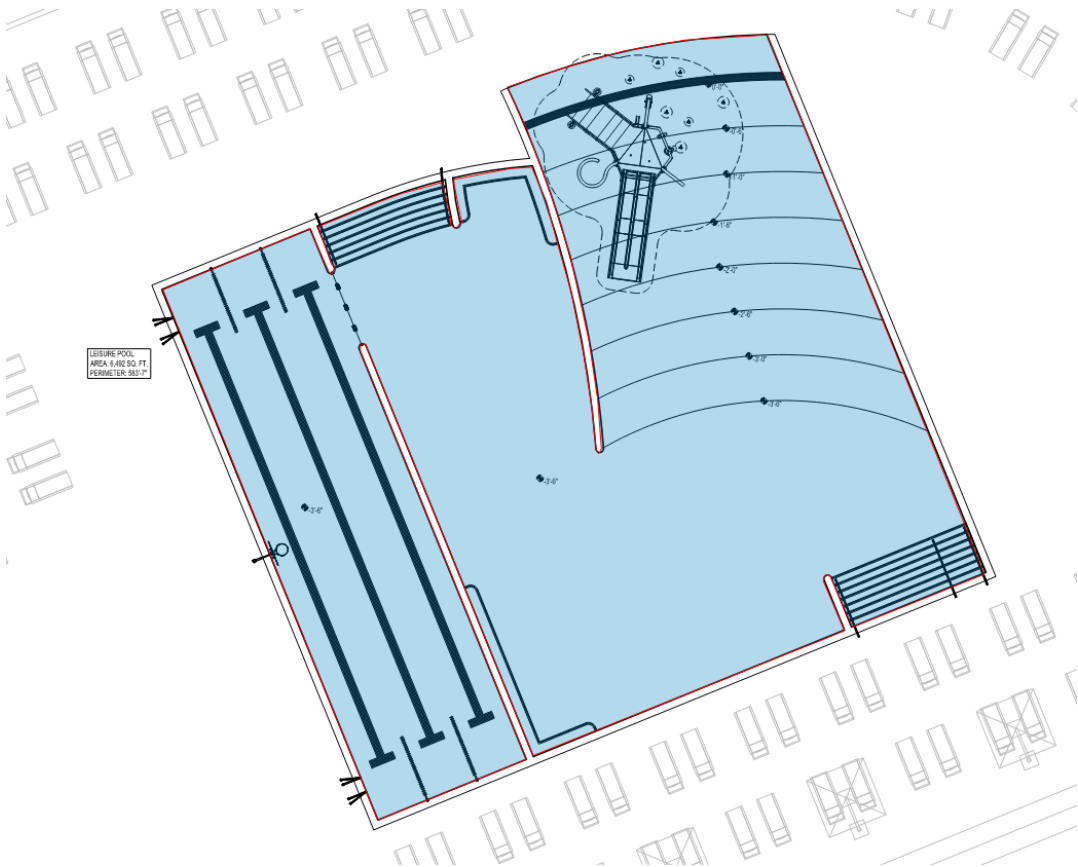
Distribution: Copied To

Prepared by: Initials

End of Memorandum

Pool Design – Concept 1

- 6,248 SF
 - Zero-entry with play feature
 - 3, 25-yard lap lanes
 - Open water recreation and program area
 - Underwater bench seating
- Dual waterslide tower in deck runouts
- Water depths – 0’0” – 3’6”



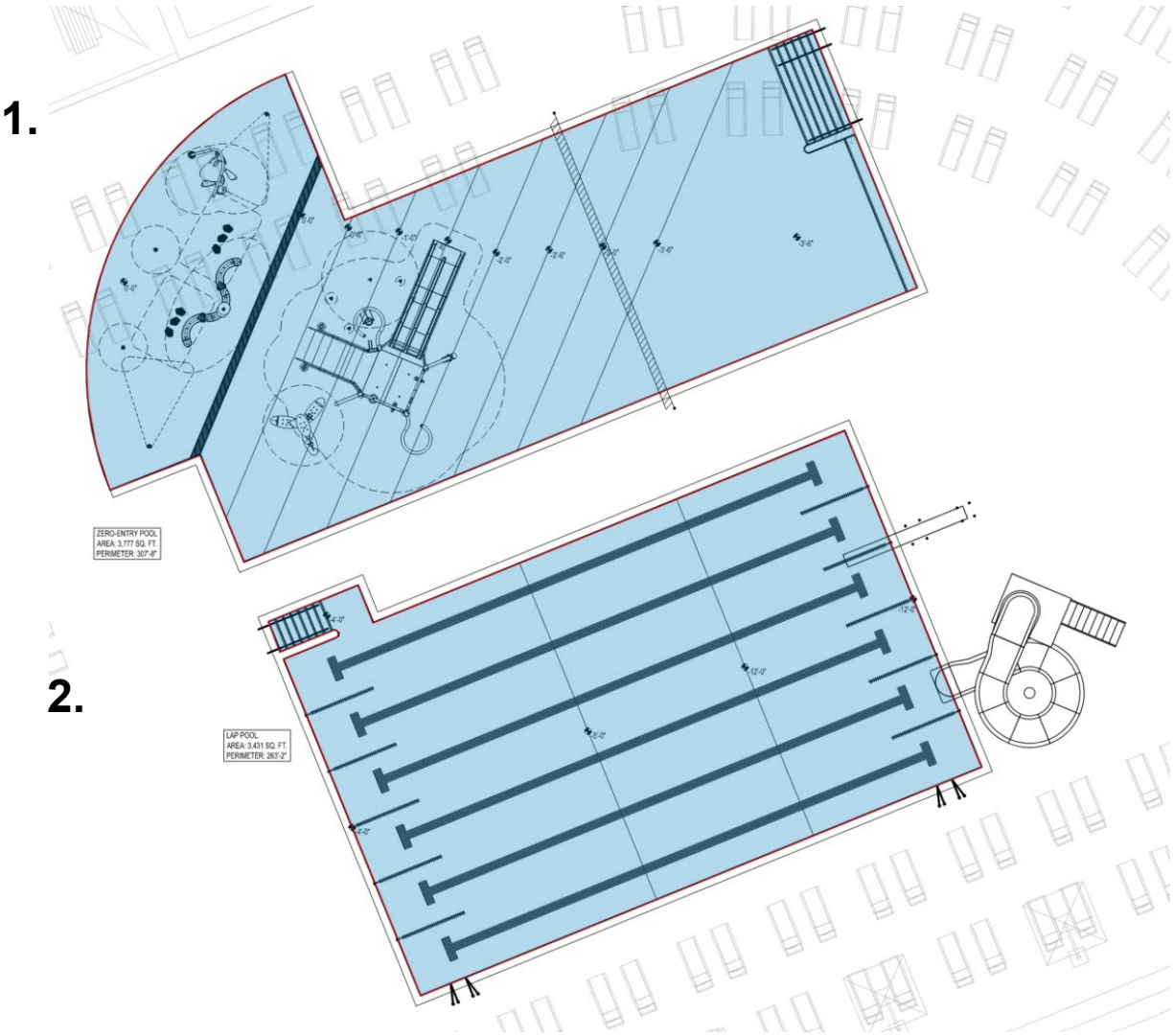
TOTAL PROJECT COST	\$5,004,381
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Pool Bather Load Capacity	
Low	High
250	433

Pool Design – Concept 2a

- 3,777 SF Zero-Entry Pool (1)
 - Zero-entry with play features and interactive water sprays (spray area)
 - Underwater bench seating
 - Open water recreation and program area
 - Grand staircase
 - Water Volleyball
- 3,431 SF Lap Pool
 - 6, 25-yard lap lanes
 - 1-meter diving board
 - Deep water slide
- Water depths – 0’0” – 12’0”

TOTAL PROJECT COST	\$5,549,192
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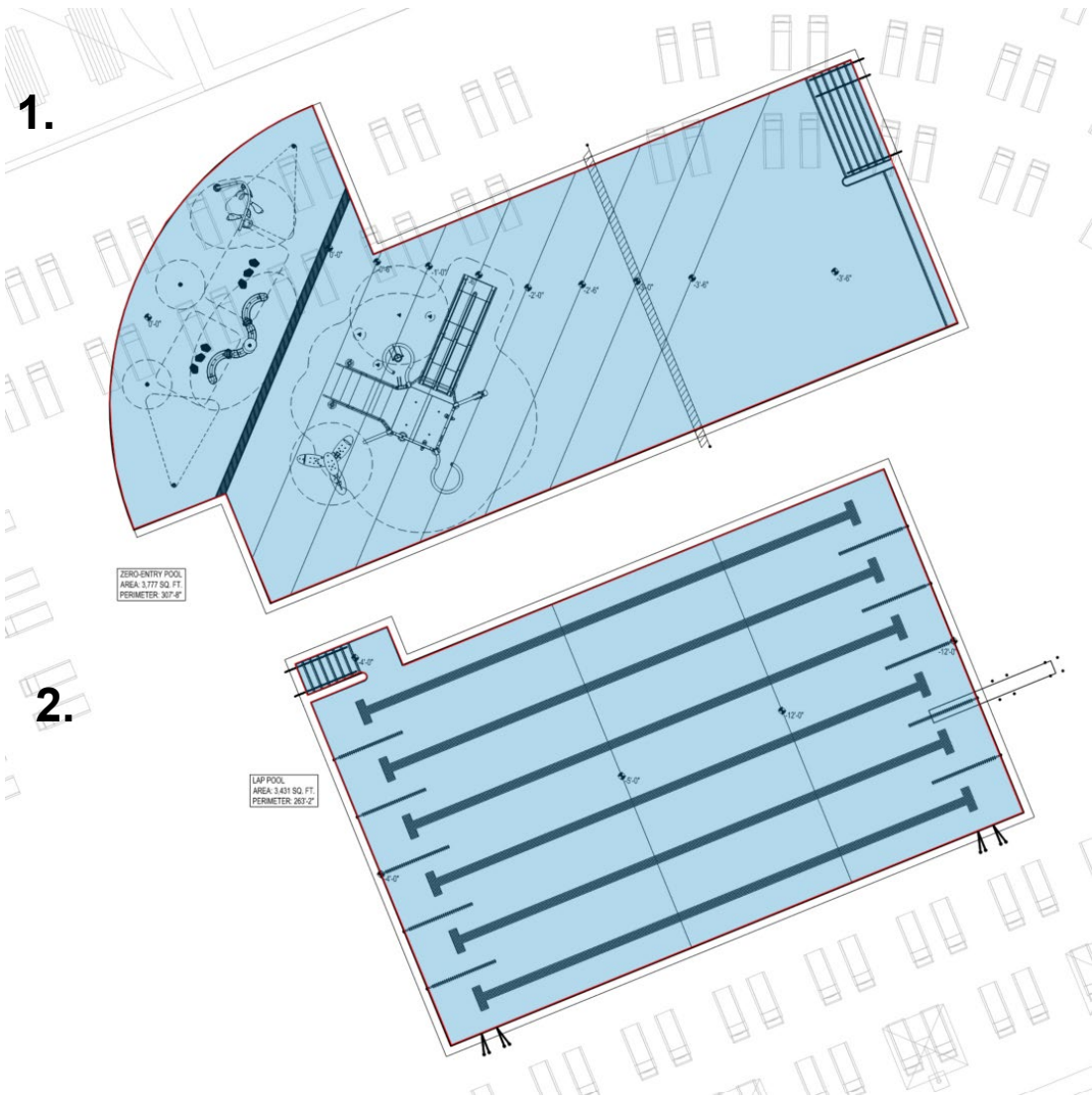


Pool Bather Load Capacity	
Low	High
185	428

Pool Design – Concept 2b

- 3,777 SF Zero-Entry Pool (1)
 - Zero-entry with play features and interactive water sprays (spray area)
 - Underwater bench seating
 - Open water recreation and program area
 - Grand staircase
 - Water Volleyball
- 3,431 SF Lap Pool
 - 6, 25-yard lap lanes
 - 1-meter diving board
- Water depths – 0’0” – 12’0”

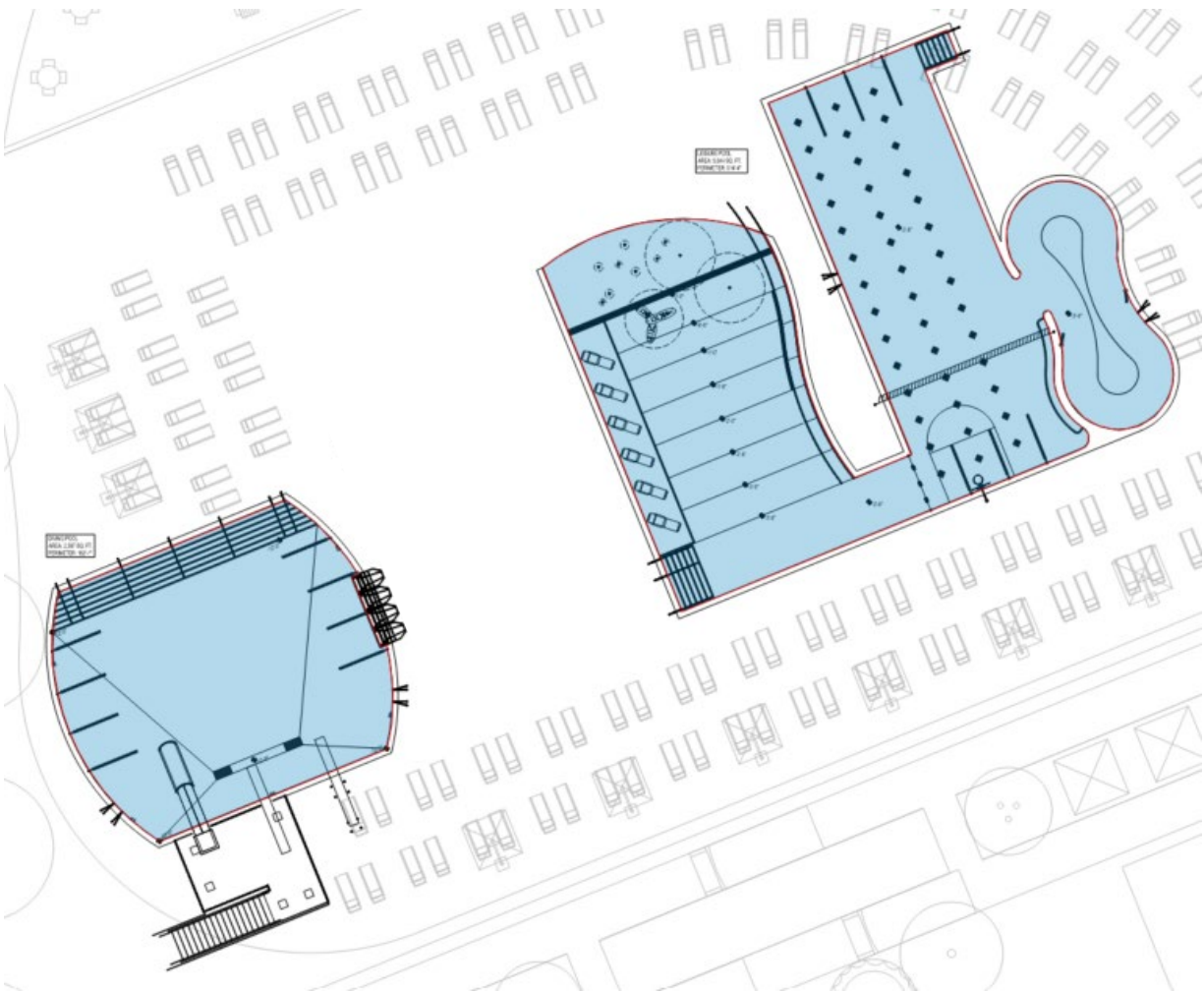
TOTAL PROJECT COST	\$5,316,632
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Pool Bather Load Capacity	
Low	High
185	428

Pool Design – Concept 3

- 5,044 SF Rec Pool
 - Zero-entry with play feature
 - 3, 25-yard lap lanes
 - Open water recreation and program area
 - Current channel
- 2,387 SF Deep Pool
 - 1-meter board
 - 3-meter jumping platform
 - Drop slide
 - Climbing wall
- Water depths – 0’0” – 12’0”



TOTAL PROJECT COST	\$5,861,132
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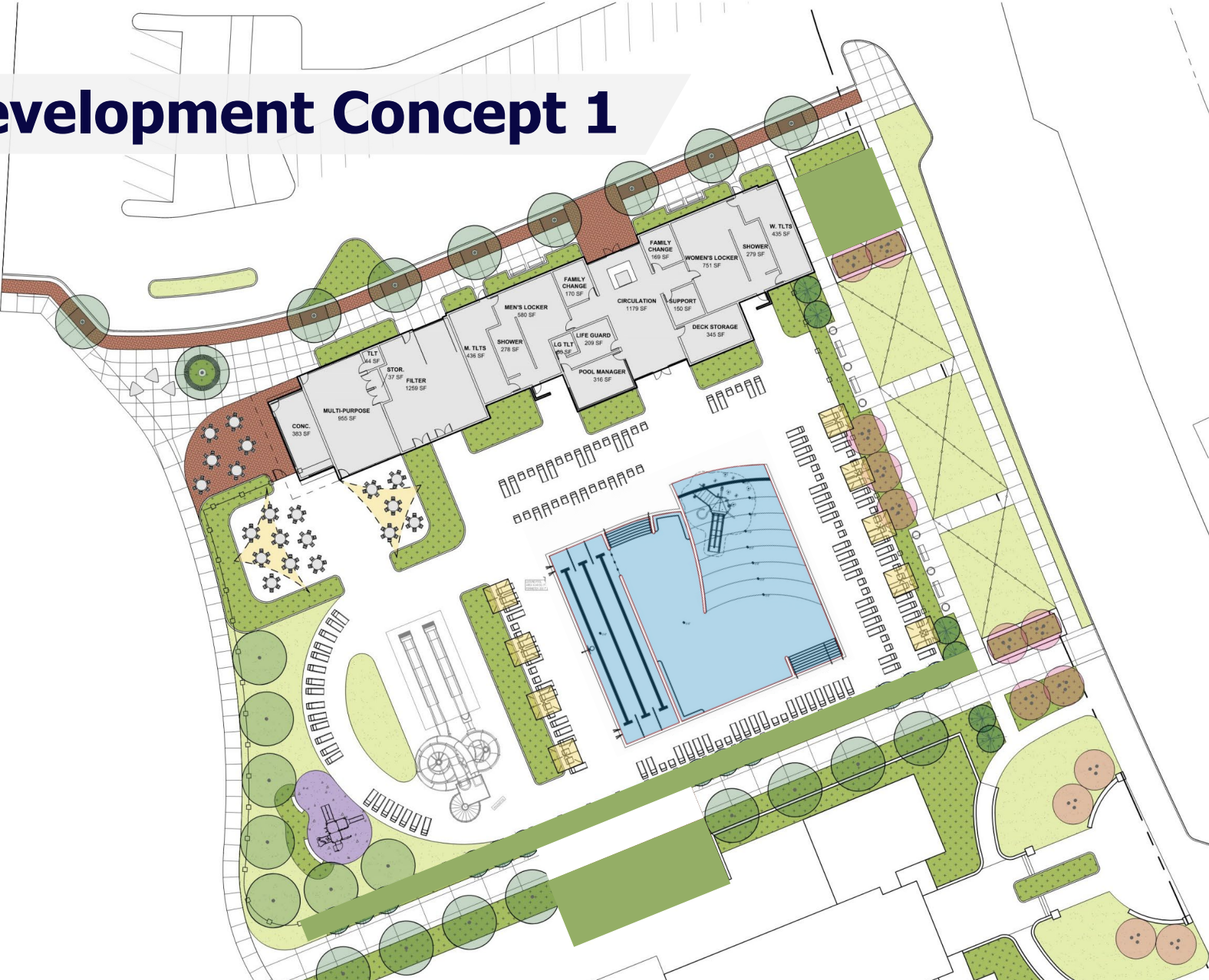
Pool Bather Load Capacity	
Low	High
226	432

Concept Comparison Matrix

Mequon Pool Comparison Chart

	Existing	Concept 1	Concept 2A	Concept 2B	Concept 3
Estimated Project Cost	N/A	\$\$	\$\$\$	\$\$\$	\$\$\$\$
Total Pool Water Square Footage	10,180	6,248	7,208	7,208	7,431
Pool Capacity (one-time)	N/A	433	428	428	432
Pool Deck Capacity	Approx. 865	1,587	1,519	1,550	1,455
Deck Chair Capacity	35-45+	35-45+	35-45+	35-45+	35-45+
Zero-Depth (Beach-Style) Entry	✗	✓	✓	✓	✓
Lap Lanes	✓ 2	✓ 3	✓ 6	✓ 6	✓ 3
Water Play Structures/Features	✗	✓	✓	✓	✓
Diving Board(s)	✓ 2	✗	✓ 1	✓ 1	✓ 2
Current Channel (Small Lazy River)	✗	✗	✗	✗	✓
Multiple Water Temperatures	✗	✗	✓	✓	✓
Multiple Bodies of Water	✗	✗	✓	✓	✓
Estimated Number of Lifeguards	7*	5 - 7	7-8	7-8	8-9

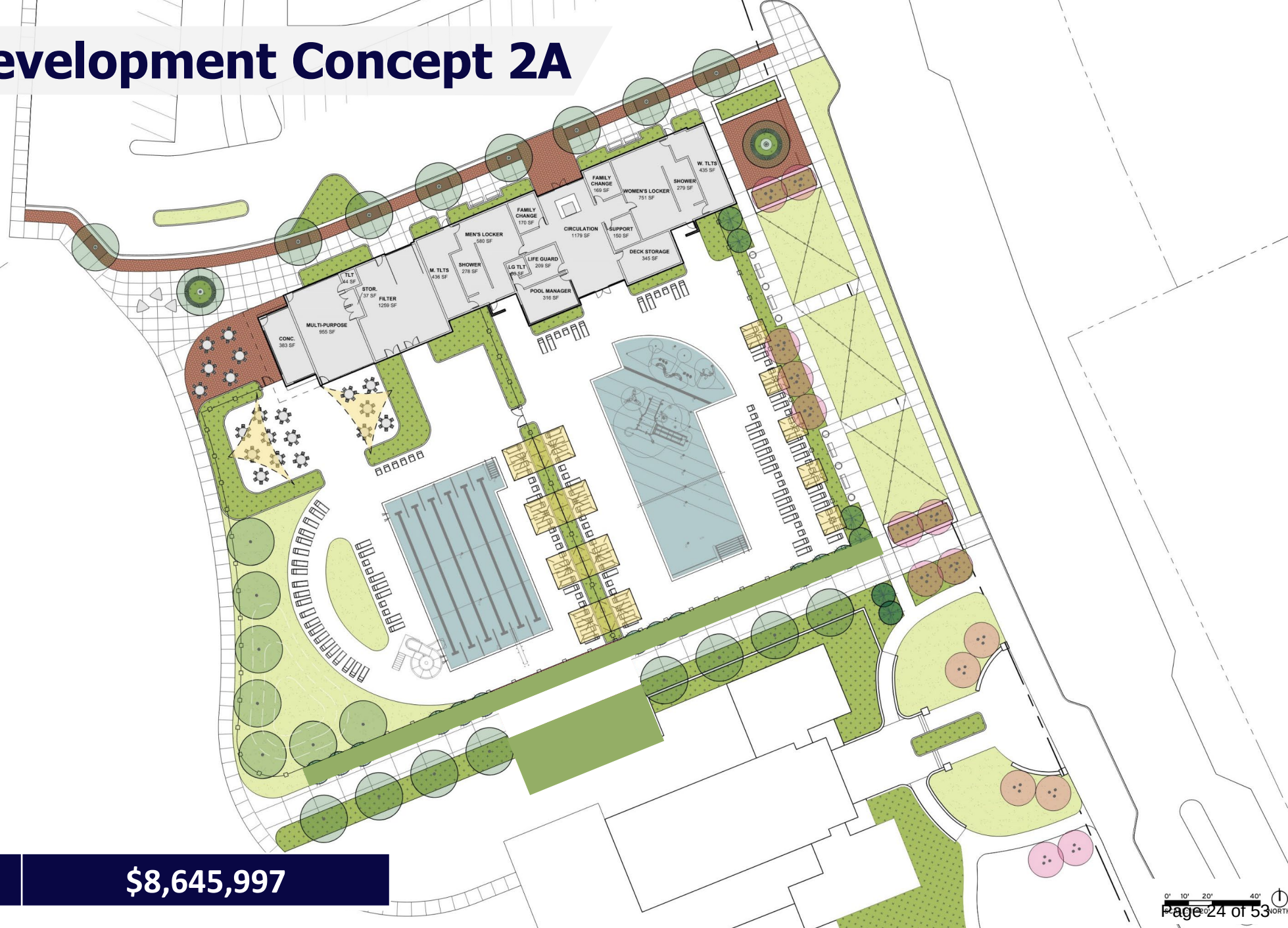
Aquatic Site Development Concept 1



TOTAL PROJECT COST

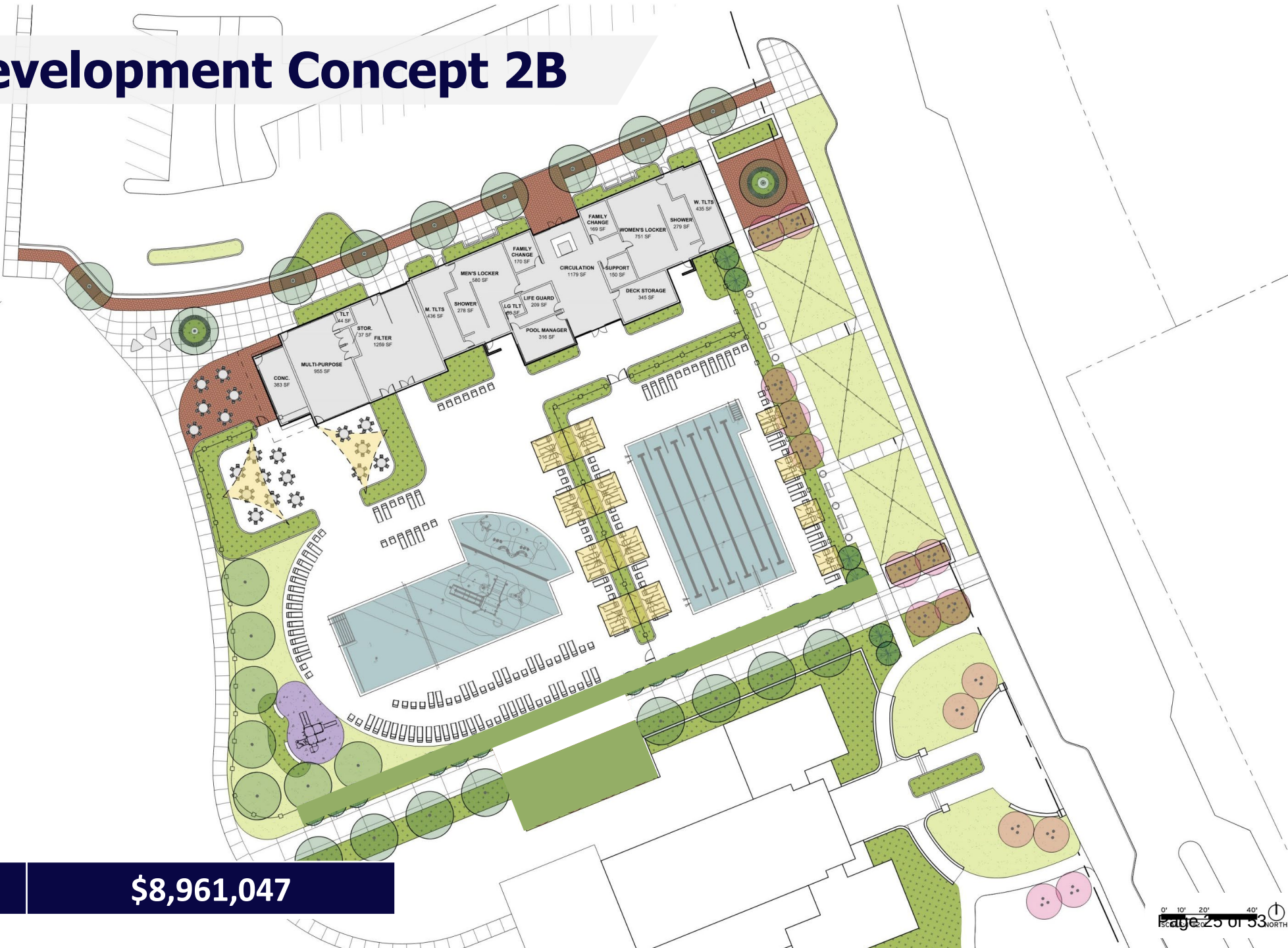
\$7,777,797

Aquatic Site Development Concept 2A



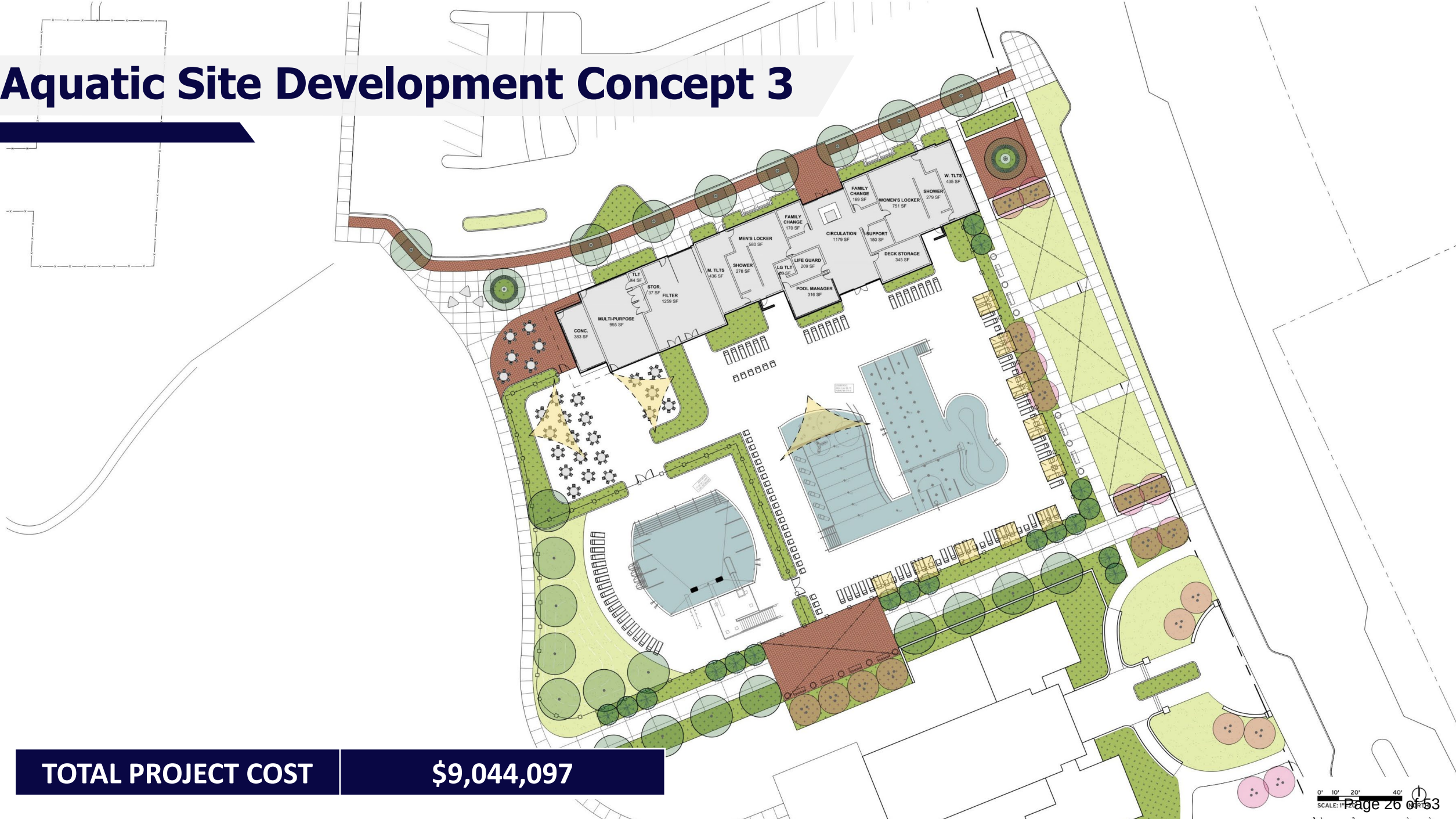
TOTAL PROJECT COST	\$8,645,997
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Aquatic Site Development Concept 2B



TOTAL PROJECT COST	\$8,961,047
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Aquatic Site Development Concept 3



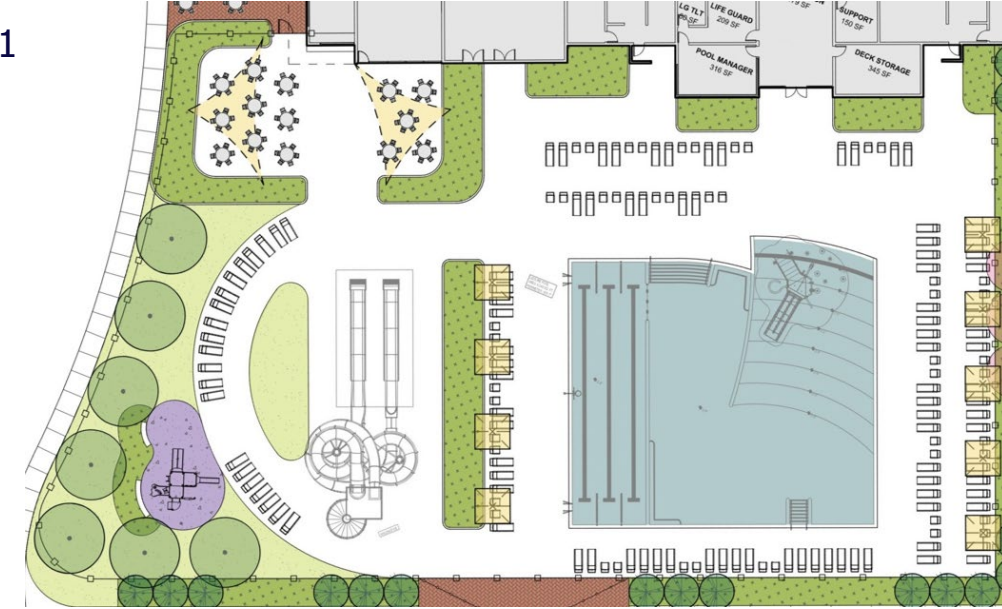
TOTAL PROJECT COST	\$9,044,097
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Aquatic Design Summary

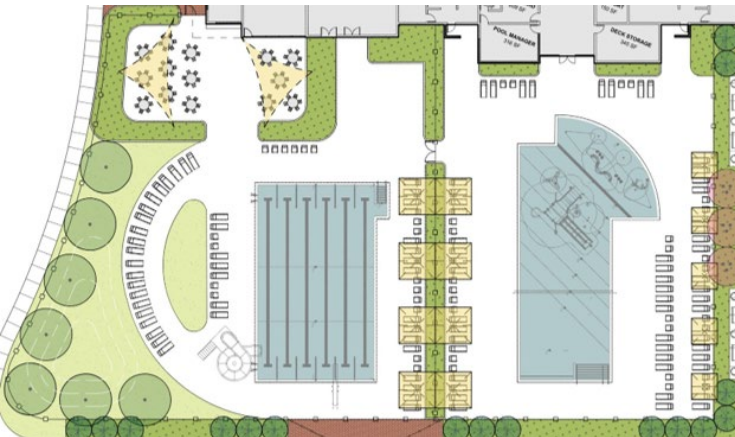
Single Story Building Concept

- Family oriented destination and primary activity generator
- Design intent and key features:
 - Flexible, inclusive and highly programmable aquatic environment
 - Zero-depth entry, lap swimming, diving, slide(s), and water play
 - Generous pool deck with lounge seating, flexible lawn, dining and concessions area

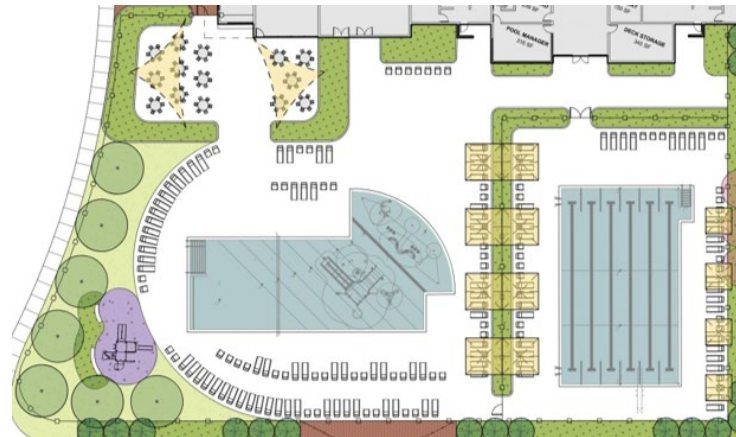
Pool 1



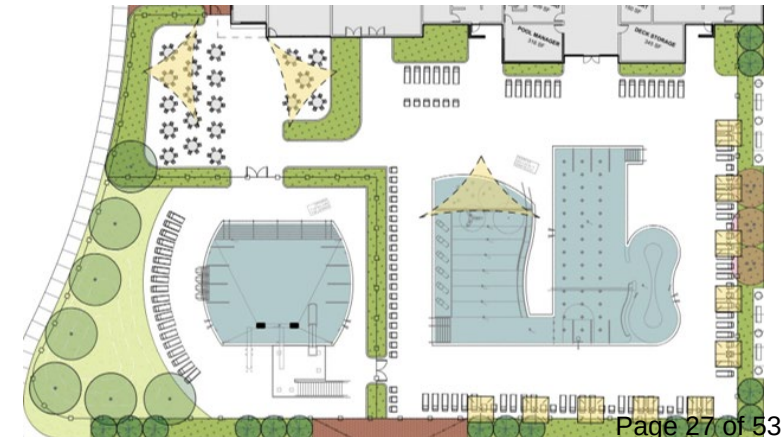
Pool 2A



Pool 2B



Pool 3

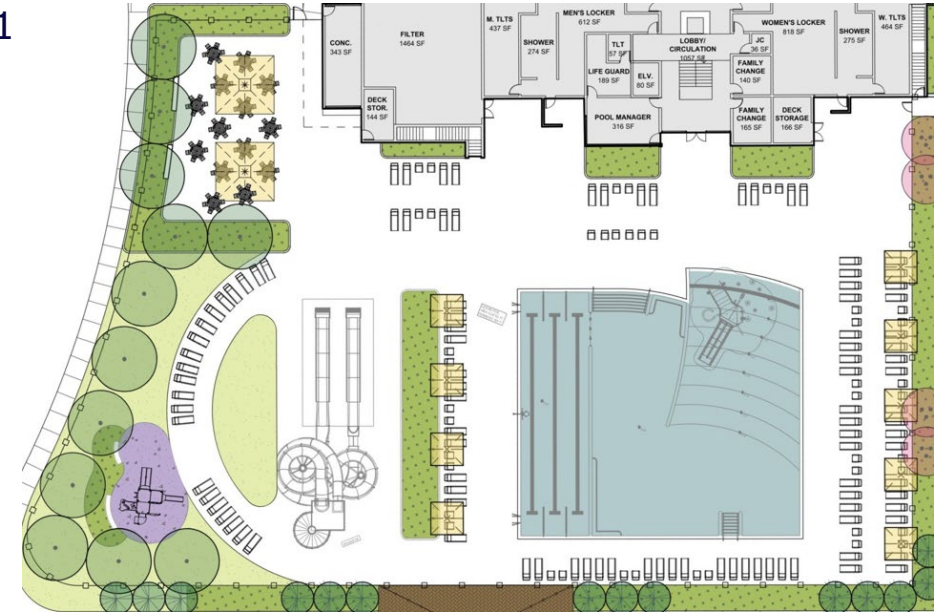


Aquatic Design Summary

Two-Story Building Concept

- Family oriented destination and primary activity generator
- Design intent and key features:
 - Flexible, inclusive and highly programmable aquatic environment
 - Zero-depth entry, lap swimming, diving, slide(s), and water play
 - Generous pool deck with lounge seating, flexible lawn, dining and concessions area

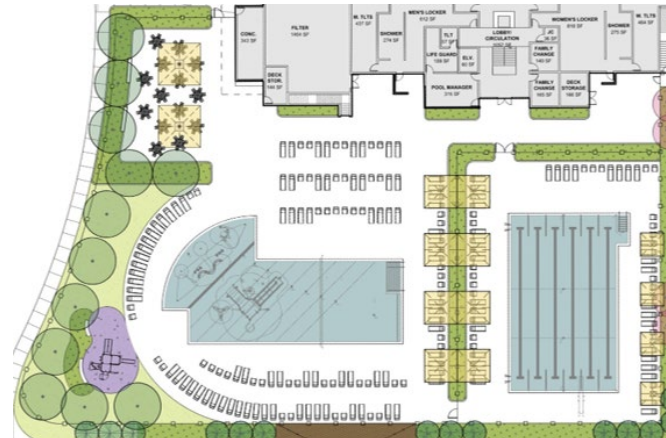
Pool 1



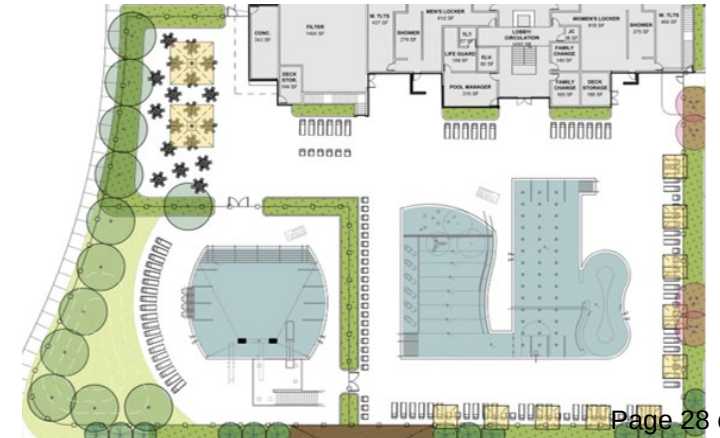
Pool 2A



Pool 2B



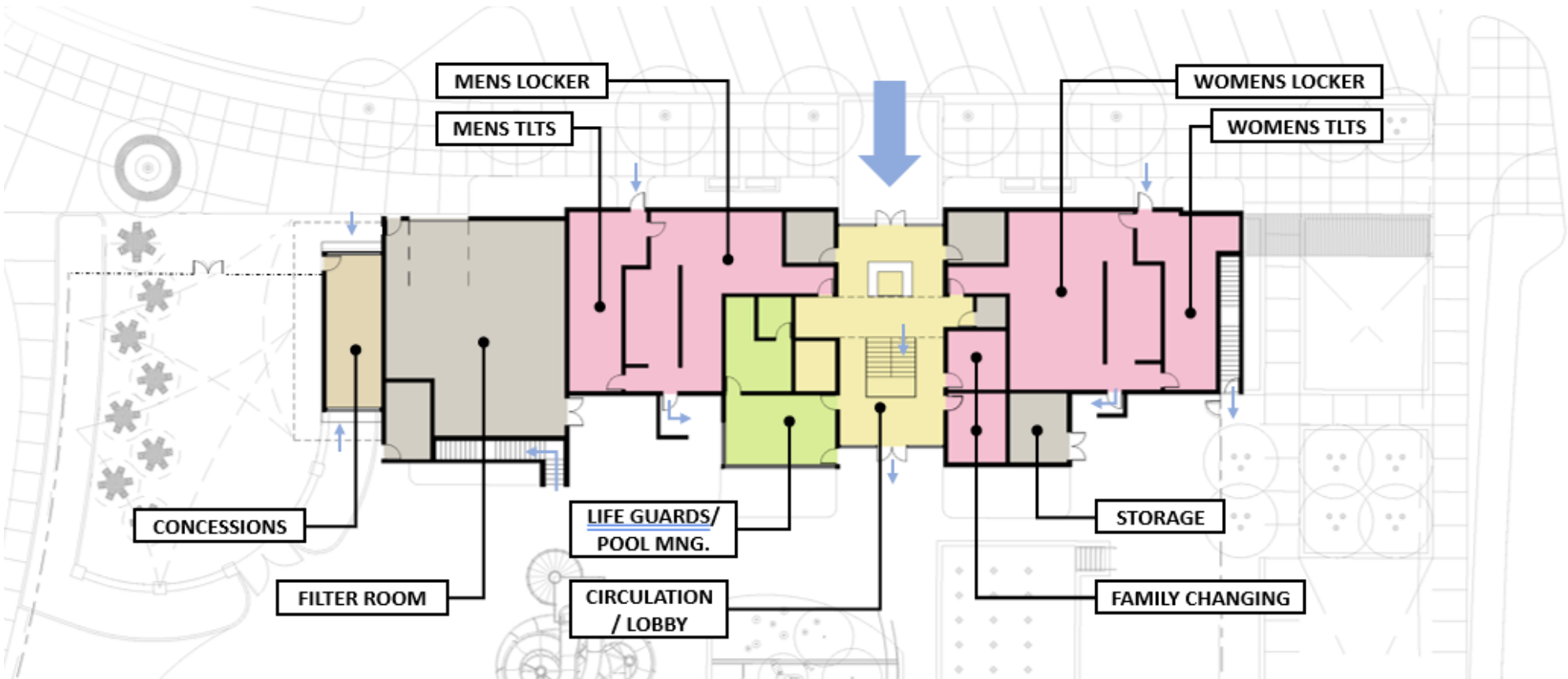
Pool 3



Building Design – Concept 1

Single Story Option

GROSS AREA:
GROUND LEVEL: 8,875 SF



TOTAL PROJECT COST	\$6,802,575
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Concept 1

Single Story Option

GROSS AREA:

GROUND LEVEL: 8,875 SF



Concept 1

Single Story Option



View Looking Southeast

Concept 1

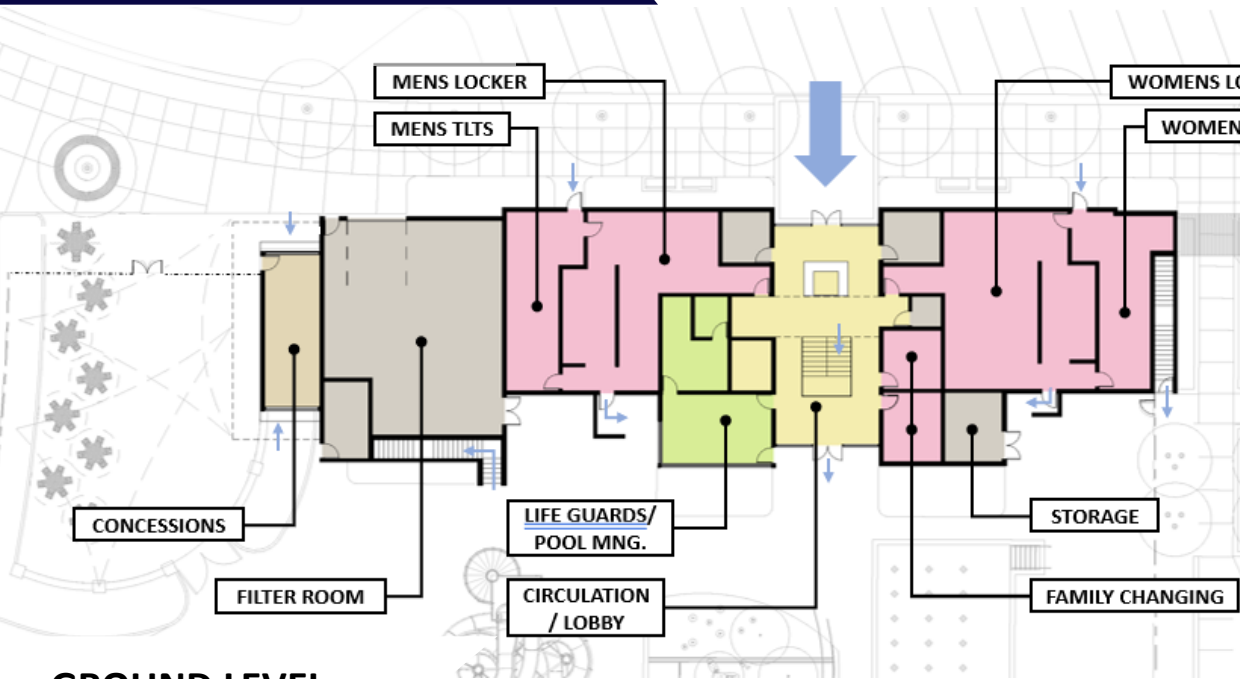
Single Story Option



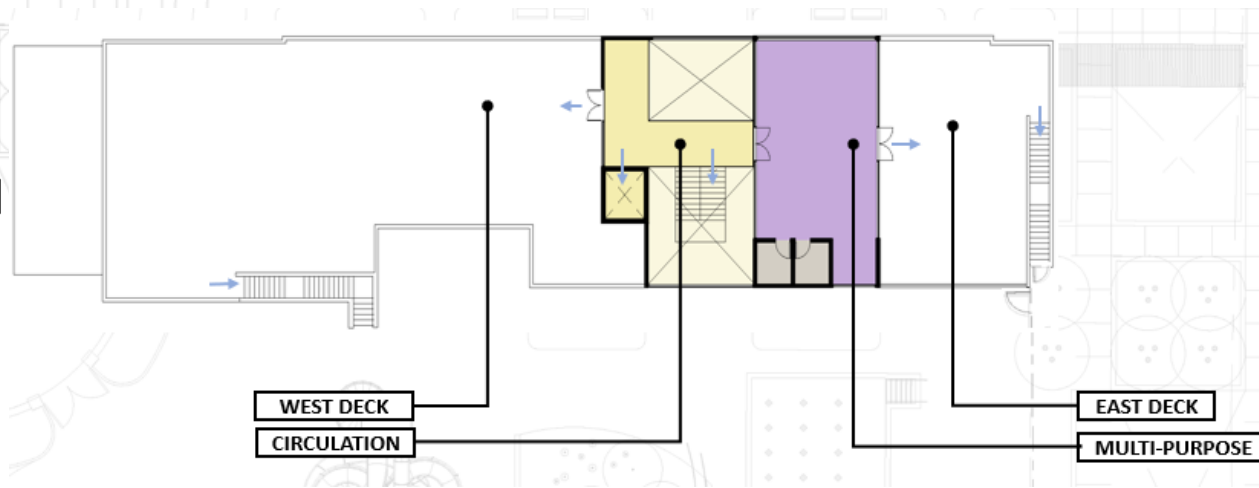
South Elevation View

Building Design – Concept 2

Two Story Option



GROUND LEVEL



UPPER LEVEL

GROSS AREA:	
GROUND LEVEL:	8,040 SF
UPPER LEVEL:	
INTERIOR:	2,070 SF
EXTERIOR DECK:	5,575 SF
OVERALL INTERIOR AREA:	10,110 SF

TOTAL PROJECT COST	\$8,276,415
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Concept 2a

Two Story Option

GROSS AREA:

GROUND LEVEL: 8,040 SF

UPPER LEVEL:

INTERIOR: 2,070 SF

EXTERIOR DECK: 5,575 SF

OVERALL INTERIOR AREA:

10,110 SF



Concept 2a

Two Story Option



View Looking Southwest (Bathhouse Entrance)

Concept 2a

Two Story Option



View Looking Northeast

Concept 2b

Two Story Option

GROSS AREA:

GROUND LEVEL: 8,040 SF

UPPER LEVEL:

INTERIOR: 2,070 SF

EXTERIOR DECK: 5,575 SF

OVERALL INTERIOR

AREA: 10,110 SF



Concept 2b

Two Story Option



View Looking Southwest (Bathhouse Entrance)

Concept 2b

Two Story Option

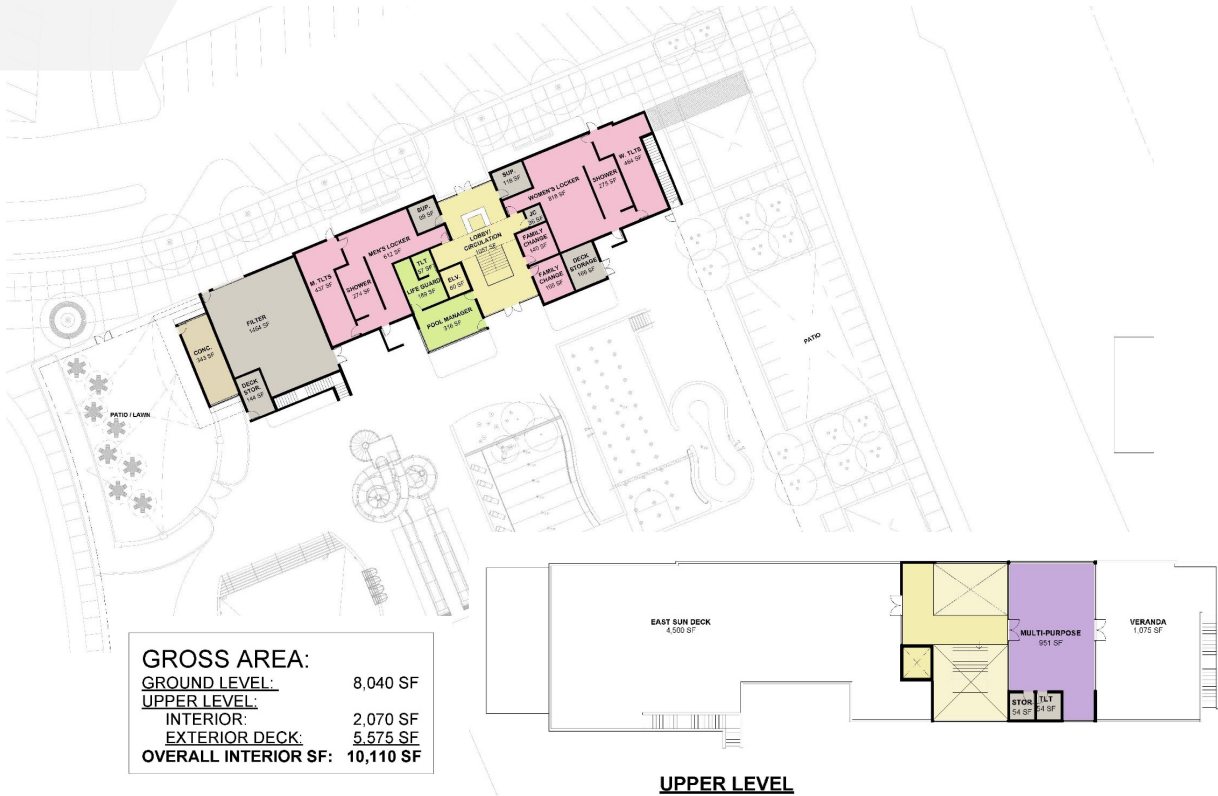


View Looking Northeast

Building Design Summary



1. SINGLE STORY CONCEPT

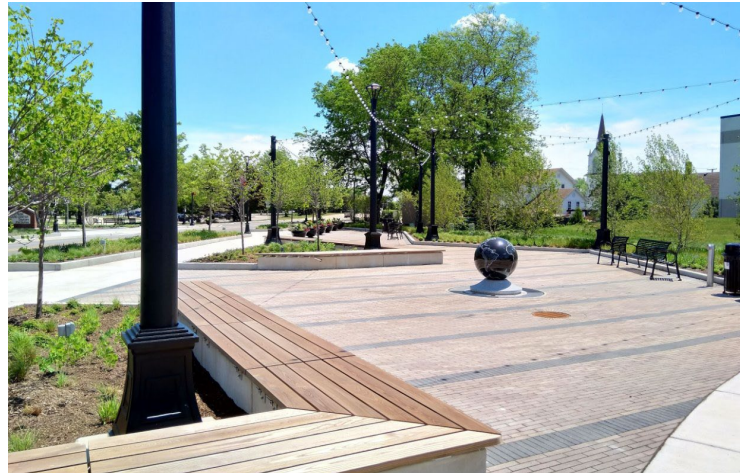


2. TWO STORY CONCEPT

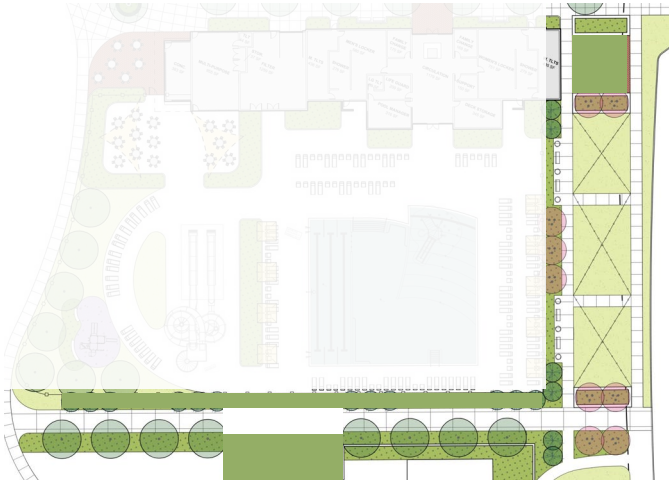


Redbud Plaza: Concept 1

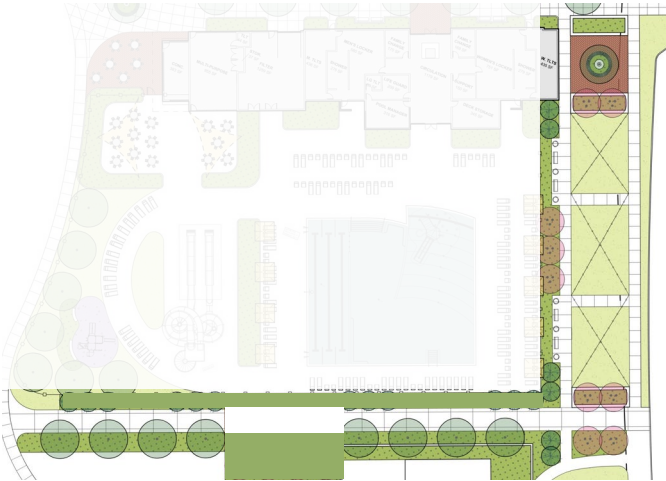
- Flexible civic plaza activating Cedarburg Road
- Transition between streetscape and the heart of the site
- Design intent and key features:
 - Accommodation for food trucks, market events, and spillover from festival street
 - Welcoming and highly visible gathering space
 - Strengthens visual and physical connection into the campus



Redbud Plaza



CONCEPT 1



CONCEPT 2

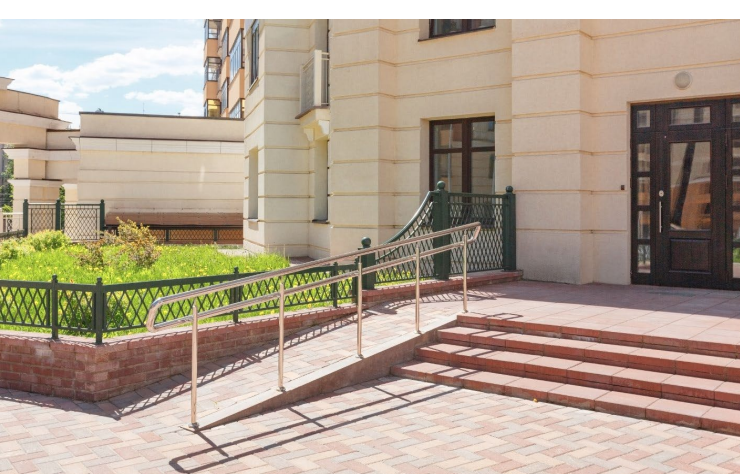
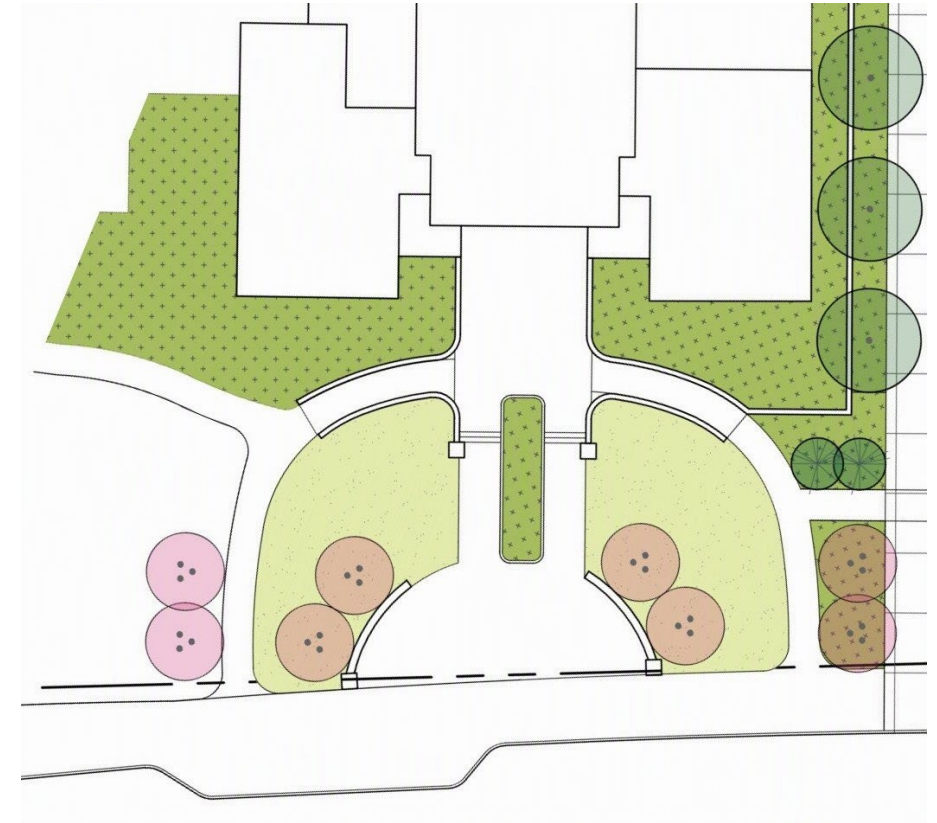


CONCEPT 3

TOTAL PROJECT COST	
Concept 1	\$447,134
Concept 2	\$938,555
Concept 3	\$1,566,685

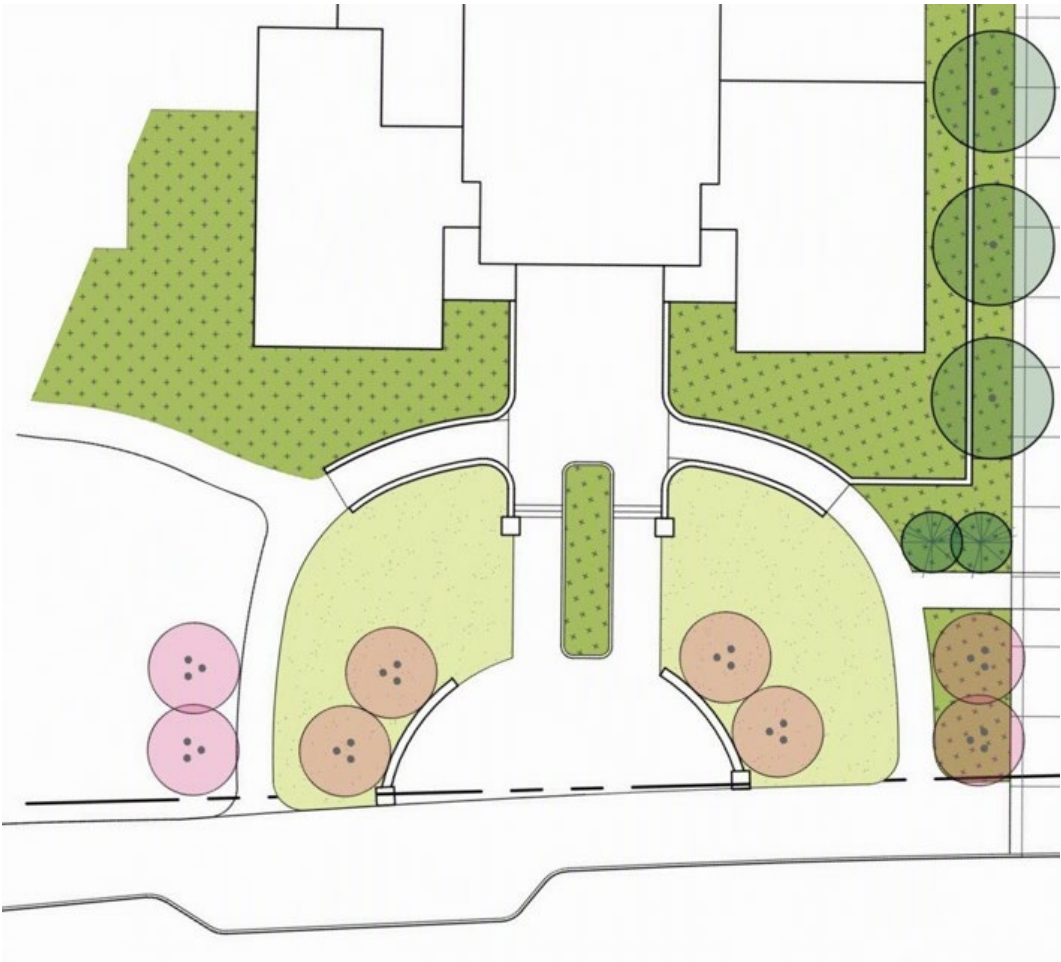
City Hall ADA Improvements

- Reimagined civic entrance with universal accessibility
- Integrate ADA access while reinforcing the historic presence of City Hall
- Design intent and key features:
 - Accessible ramps integrated into the existing plaza geometry
 - Central landscape feature/focal element
 - Materials and details inspired by art-deco style



City Hall ADA Plaza Improvements

TOTAL PROJECT COST	
Concept 1	\$345,082
Concept 2	\$389,020
Concept 3	\$468,486



Streetscape / Foundation (Site Elements)

TOTAL PROJECT COST	
Concept 1	\$325,771
Concept 2	\$402,103
Concept 3	\$476,995



Concept 1

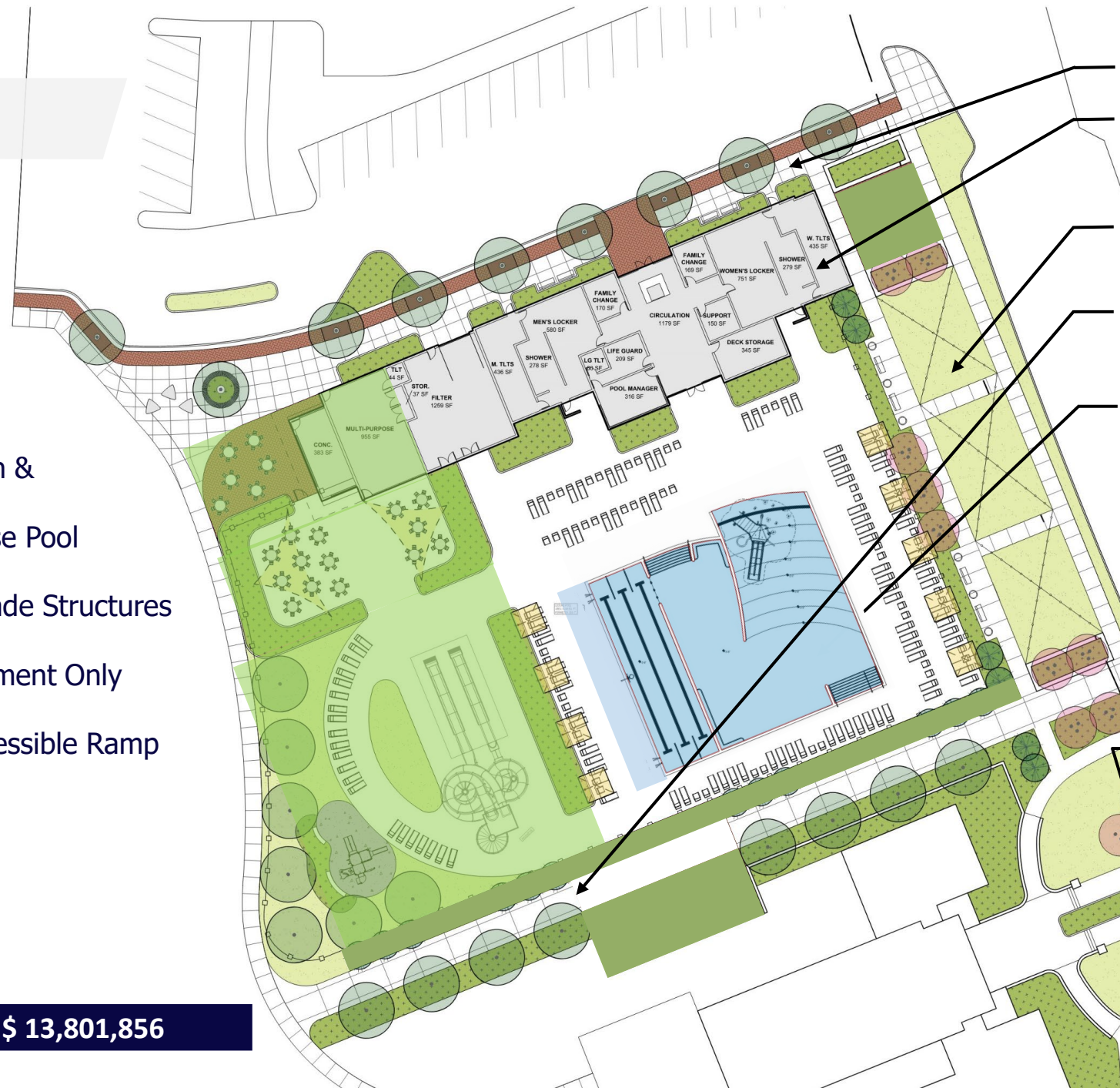
Program:

- Building – Single Story
 - excluding Concession & Multipurpose
- Aquatic Development –Base Pool
 - excluding the Slide, Play Feature and Shade Structures
- Red Bud Plaza
 - Transitional Development Only
- City Hall - Entry
 - Entry Plaza with Accessible Ramp

CONCEPT 1

TOTAL PROJECT COST

\$ 13,801,856



Site Civil: \$ 281,625

Streetscape: \$ 325,771

Building –Single Story: \$ 5,574,488

Concessions & Deck: \$ 480,240

Multi-Purpose & Deck: \$ 872,086

Red Bud Plaza (Cedarburg):

\$ 202,340

Red Bud Plaza (East / West)

Transitional Development Only:

\$ 195,725

Aquatic Development:

\$ 6,827,755

Body/ Flume Runout Slide:

\$ 1,085,280

Zero Entry Play Feature:

\$ 348,840

Additional Lap Lane: \$ 233,800

Shade Structure (ea): \$ 23,256

Dry Play Feature: \$ 542,640

City Hall Entry Plaza: \$ 345,082

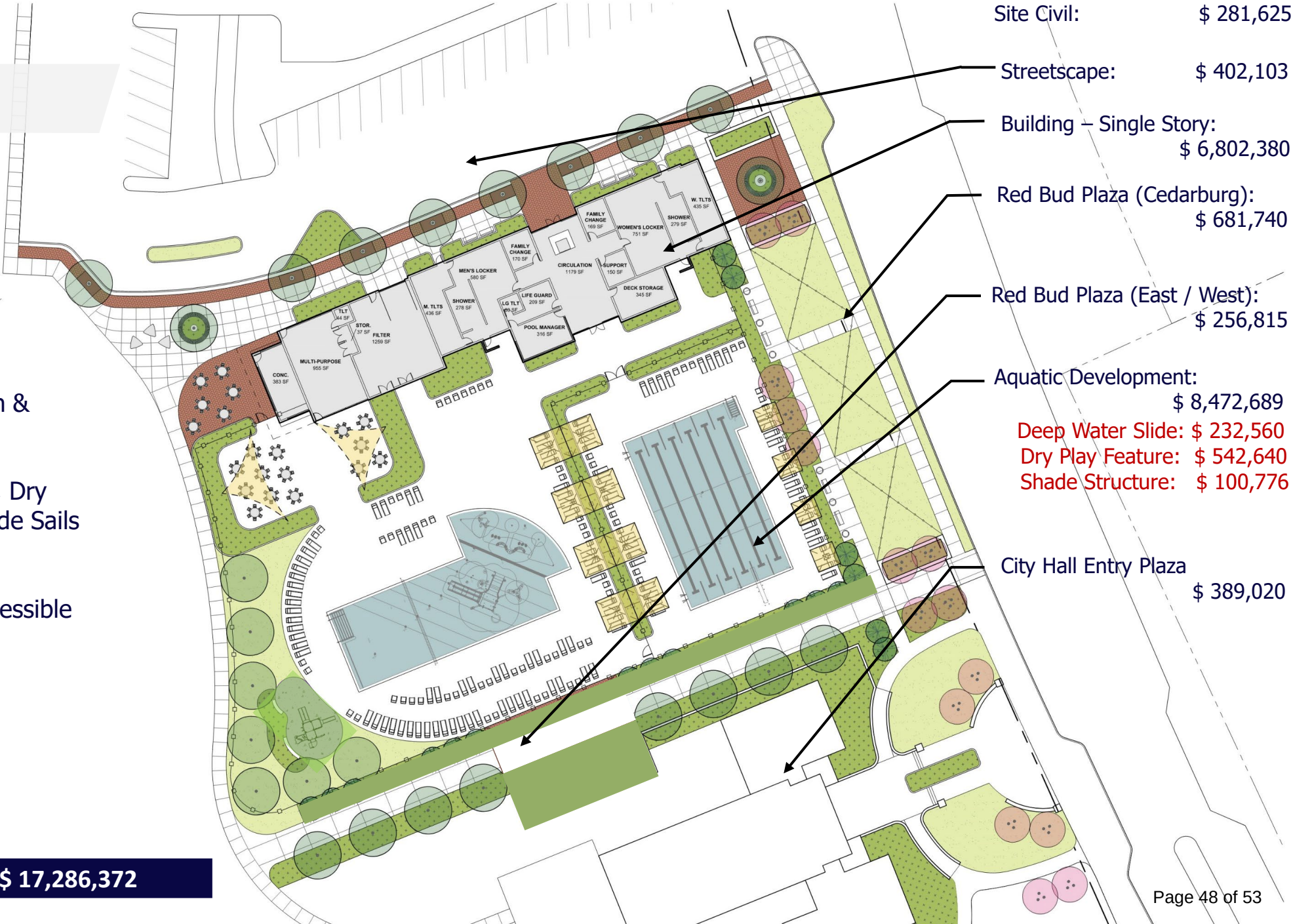
Concept 2

- Program:
- Building - Single Story
 - including Concession & Multipurpose
 - Aquatic Development
 - Excluding Wet Deck, Dry Playground and Shade Sails
 - Red Bud Plaza
 - City Hall - Entry
 - Entry Plaza with Accessible Ramp

CONCEPT 2

TOTAL PROJECT COST

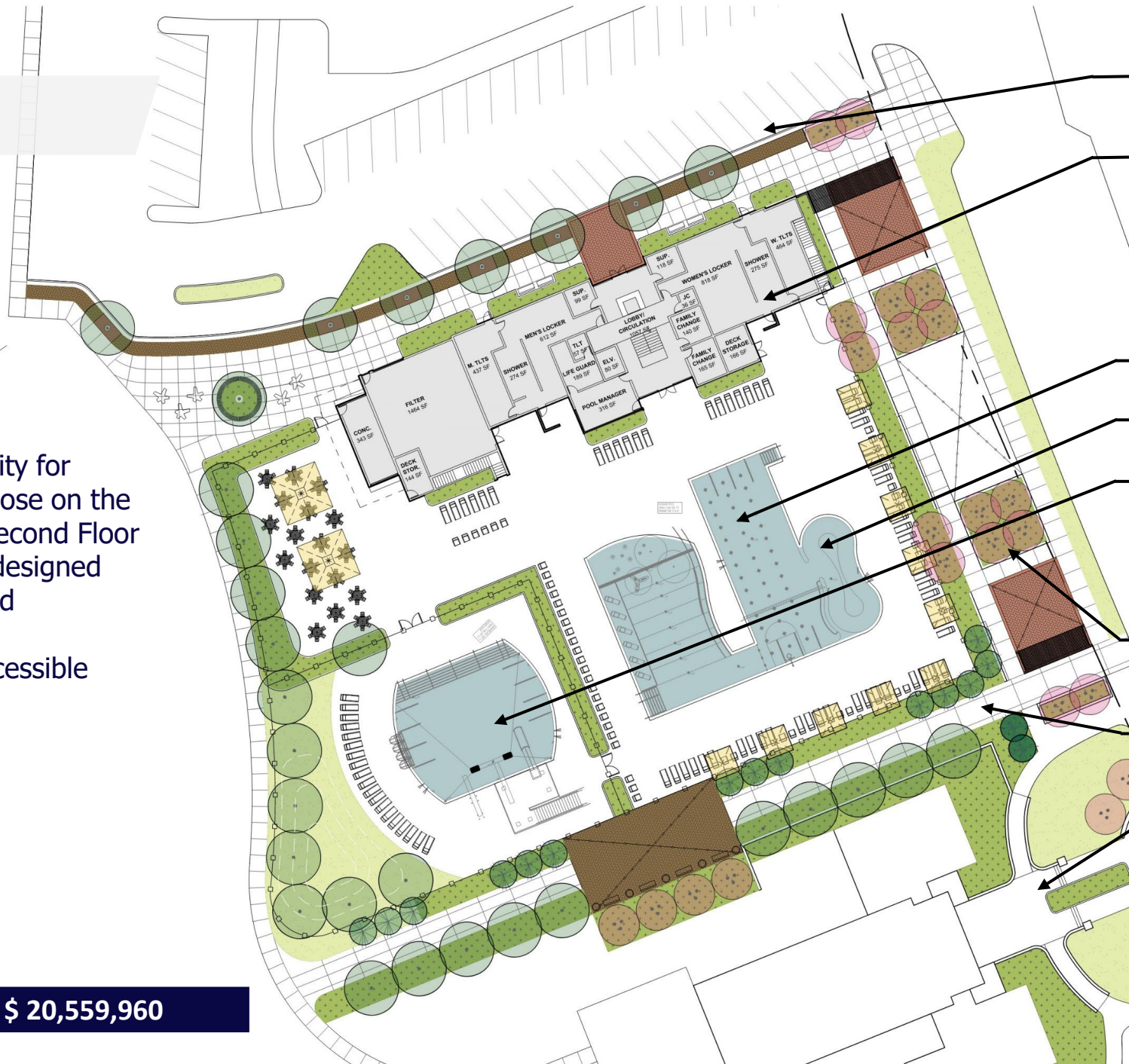
\$ 17,286,372



Concept 3

- Program:
- Building
 - Two Story opportunity for additional Multipurpose on the Ground Floor and Second Floor
 - Aquatic Development as designed
 - Red Bud Plaza as designed
 - City Hall
 - Entry Plaza with Accessible Ramp as designed

CONCEPT 3	
TOTAL PROJECT COST	\$ 20,559,960



Site Civil:	\$ 281,625
Streetscape:	\$ 476,995
Building – Two Story:	\$ 8,276,500
Additional Multipurpose Ground Level:	\$ 801,857
Additional Multipurpose Upper Level:	\$ 1,243,199
Aquatic Development:	\$ 9,489,669
Current Channel: (included)	\$ 77,520
Dive Well & Features: (included)	\$ 1,921,721
Additional Lap Lane:	\$ 233,800
Red Bud Plaza (Cedarburg Rd)	\$ 1,015,707
Red Bud Plaza (East/ West)	\$ 550,978
City Hall Entry Plaza	\$ 468,486

Options Summary

Description	Total Project Cost
Building Concept 1 (Single Story)	\$6,802,575
Building Concept 2 (Two Story)	\$8,276,415
Aquatic Concept 1	\$7,777,797
Aquatic Concept 2A	\$8,645,997
Aquatic Concept 2B	\$8,961,047
Aquatic Concept 3	\$9,044,097
Streetscape / Foundation (Site Elements) - Concept 1	\$325,771
Streetscape / Foundation (Site Elements) - Concept 2	\$402,103
Streetscape / Foundation (Site Elements) - Concept 3	\$476,995
Redbud Plaza Concept 1	\$447,134
Redbud Plaza Concept 2	\$938,555
Redbud Plaza Concept 3	\$1,566,685
City Hall ADA Plaza Improvement - Concept 1	\$345,082
City Hall ADA Plaza Improvement - Concept 2	\$389,020
City Hall ADA Plaza Improvement - Concept 3	\$468,486
Engineering (Site / Civil Elements)	\$281,625

Cost Recovery Summary

Concept	Concept 1	Concept 1 No Slide	Concept 1 No Concessions	Concept 2	Concept 2 No Concessions	Concept 3	Concept 3 No Concessions
Attendance	24,584	20,786	24,584	26,545	26,545	29,595	29,595
Expense Budget	\$323,942.98	\$267,907.45	\$310,950.66	\$340,559.56	\$324,086.14	\$361,026.46	\$339,933.04
Revenue Budget	\$181,017.84	\$153,557.61	\$160,230.13	\$213,396.90	\$187,039.42	\$257,532.97	\$223,783.51
Cashflow	-\$142,925.14	-\$114,349.84	-\$150,720.54	-\$127,162.67	-\$137,046.72	-\$103,493.49	-\$116,149.53
Cost Recovery	55.88%	57.32%	51.53%	62.66%	57.71%	71.33%	65.83%

- Larger, more amenity-rich concepts recover cost more efficiently (56%-71%), primarily due to increased projected attendance.
- Removing concessions decreases cost recovery by 4-6%
- Decreased staffing costs (2 lifeguards) in Concept 1 – No Slide increases cost recovery despite the projected decrease in attendance

COMMITTEE OF THE WHOLE PLANNING CALENDAR - 2026

ITEM	PRINCIPAL	TIME
January 13		
Civic Campus Master Plan	Tollefson	60
Hotel/Motel Tax Proposal	Tollefson	15
February 10		
Traffic Calming/Speed Deterrence	Lundeen/Riley	60
Brush Site Improvements	Lundeen	15
March 10		
Joint Extraterritorial Zoning Commission Determination	Tollefson	30
Miller Marriot Development Consultation	Tollefson	30
April 14		
Civic Campus Master Plan	Tollefson	45
FEMA Floodplain Map Amendment	Zader	30
May 12		
ARPA Expense Reallocation(s)	Jones	30
SOFD Annual Update	Bialk	15
June 9		
Rotary Park Playground	Lundeen	30
Mequon Commons - Phase One Design	Lundeen/Tollefson	30
ITEM	PRINCIPAL	TIME

COMMITTEE OF THE WHOLE PLANNING CALENDAR - 2026

July 14		
Long-Range Financial Planning - Sewer, Water, Impact Fees, Etc.	ALL	90
August 12		
New Community Pool - Preliminary Design	Lundeen	120
September 8		
New Community Pool - Preliminary Design	Lundeen	75
Lodging Tax	Tollefson	15
October 13		
Road Program/ROW Asset Prioritization	Lundeen	90
November 10		
Port Washington Road Rezoning	Zader	45
Fundraising	Jones	45
December 8		
Permitting System Demonstration	Tollefson/Wolff	45
Speed Deterrence	Riley/Lundeen	15
Future/Other Policy Items for Discussion/Consideration/Analysis		
Personnel Handbook; JCC Redevelopment; SW Industrial Re-Zoning; Mequon Nature Preserve Project; Deer Management; Opitz Cemetery; EAB Update; Specimen Trees; Legal Compliance/New Legislation		