



11333 N. Cedarburg Road
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Office of the City Clerk
Taped & Televised

COMMITTEE OF THE WHOLE

Tuesday, October 8, 2024

7:00 PM

Christine Nuernberg Hall

Agenda

- 1. Call to Order, Roll Call**
- 2. Approval of Meeting Minutes**
 - a. September 10, 2024
- 3. Discussion**
 - a. Land Management System Update
 - b. Status of Implementation of Electronic Poll Books
- 4. Informational Items**
 - a. Committee of the Whole Planning Calendar
- 5. Adjourn**

Dated: October 8, 2024

/s/ Andrew Nerbun, Mayor

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

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

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



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COMMITTEE OF THE WHOLE
Tuesday, September 10, 2024
6:30 PM
Christine Nuernberg Hall

Minutes

1. Call to Order, Roll Call

Mayor Nerbun called the meeting to order at 7:06 PM

Present:

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

Also present: Assistant City Administrator Schoenemann, City Attorney Sajdak, City Clerk Fochs, Finance Director Arnett, Director of Public Works/City Engineering Lundeen, Assistant City Engineer McCraw, Administrative Assistant Schlereth, Water Utility Supervisor Voigt, and Executive Assistant Communications Enea, press and interested public.

2. Approval of Meeting Minutes

a. August 14, 2024

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

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

Attachment: 09.10.24 (9716 : cotw 9.10.24)

3. Discussion

a. Community Survey Discussion

Alderman Mayr, who is also the Chair of the Public Welfare Committee, provided an introduction for Assistant City Administrator Schoenemann and Executive Assistant of Communications Enea. Mr. Schoenemann provided a brief history of previous community surveys. Ms. Enea shared a PowerPoint presentation and opened the discussion floor by requesting feedback from the Committee on what they would like to see included in the next survey for public response.

The Committee expressed interest in customer satisfaction and allowing the community to provide feedback on recent City development efforts and some limited policy analysis questions. Other topics included opinions on the community pool, architecture specific to the Port Washington Road corridor, and residential and economic development in the southwest industrial park. A request was made to break down viewpoints by different age groups and new residents versus long-term residents.

When asked whether the Committee would like to include benchmark questions to compare to other communities, the consensus was that the information could be useful and complementary but is not a priority. Comparisons of mill rate, fund usage, roads, public safety, and the library might be of interest to the public.

The Committee agreed that a hybrid focus on policy and customer service would be preferred, with an emphasis on customer service. The feedback received will be brought forward to the Public Welfare Committee for further review and discussion.

4. Informational Items

a. Committee of the Whole Planning Calendar

Alderman Bratt requested that the Bike and Pedestrian Way Commission master plan discussion be moved up to October/November.

5. Adjourn

Motion to Adjourn at 7:38 PM.

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

MOVED BY: Alderman Hansher

SECONDED BY: Alderman Parrish

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

Respectfully Submitted,

Janet Meyer
Deputy Clerk



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Office of Administration

TO: Committee of the Whole
FROM: William Jones, City Administrator
DATE: October 8, 2024
SUBJECT: Land Management System Update

Overview

In connection with a Spending Plan approved by the Common Council in November 2022 to allocate funds received from the American Recovery Plan Act (ARPA), \$425,000 has been earmarked for the selection and purchase of a new Land Management System. Additionally, \$100,000 was also allocated to support development of a Centralized Database, so as to create a uniform catalogue of residences, businesses and other properties throughout the City that may, from time-to-time, interact with a variety of City departments, depending upon need.

On Tuesday, October 8, the City Administrator and Assistant City Administrator will provide the Common Council, during its monthly Committee of the Whole Meeting, with an update regarding the selection and purchase of the City's new Land Management System. This will include information pertaining to an interim software solution recently implemented within the Department of Community Development, as well as the status of current efforts to identify a long-term software solution.

As previously noted, all monies made available to the City under the American Recovery Plan Act must be programmed (or contracted) by the end of this year, and fully expended by no later than December 31, 2026. As such, it is anticipated that a contract for the purchase of a new system will be on the Common Council's December 10 meeting agenda for consideration and approval.

Following staff's update at next Tuesday evening's meeting, time will be available for members of the Committee to provide input and/or ask questions.



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Office of City Clerk

TO: Committee of the Whole
FROM: Caroline Fochs, City Clerk
DATE: September 30, 2024
SUBJECT: Status of Implementation of Electronic Poll Books

Background

In 2018 the city participated in a pilot program initiated by the Wisconsin Election Commission to test a new product they were developing, electronic poll books (Badger Books). That pilot program was a success and the following year, Badger Books were made available for purchase to any municipality that chose to take part in the program. The City of Mequon purchased one set for the polling site at the Nature Preserve, Pieper Power Education Center to further explore the efficiencies and accuracy of the system. That site has used Badger Books ever since.

Analysis

In 2021 the city was allotted \$2.55 million in Federal funds due to the American Rescue Plan Act (ARPA). \$90,000 was dedicated to the purchase of electronic poll books to expand city-wide. Staff has spent the past year and a half acquiring the systems, training staff and poll workers, and rolling out the program to all polling sites. A brief presentation will provide the background of the program, the functionality and security of its use and financials behind this project, and the Council will have the opportunity to discuss and ask questions.

Fiscal Impact

\$90,000 was allocated to this project which closed out in August, 2024 under budget.

COMMITTEE OF THE WHOLE PLANNING CALENDAR - 2024

ITEM	PRINCIPAL	TIME
January 9		
Community Development Operational Analysis	Tollefson	30
February 13		
South Central Zoning Options	Tollefson	45
March 12		
Updated FEMA Floodplain Maps & DNR Model Floodplain Ordinance	Zader	60
April 9		
2022 Compensation Analysis Implementation	Schoenemann	40
Updated FEMA Floodplain Maps & DNR Model Floodplain Ordinance	Zader	20
May 14		
Port Washington Road Streetscape Design Update	Tollefson	30
Port Washington Road Real Estate Market Analysis Update	Tollefson	30
June 11		
SOFD Update	Bialk	30
July 9		
Financial Policies Update/Fund Balance Discussion	Jones	45

Attachment: COTW Calendar (9738 : cotw calendar)

COMMITTEE OF THE WHOLE PLANNING CALENDAR - 2024

ITEM	PRINCIPAL	TIME
August 13		
Lakeshore Bluff Construction	Tollefson	30
Port Washington Road Real Estate Market Analysis Update	Tollefson	30
Mequon Town Center Public Improvements/Signage	Tollefson	10
Brush Site Project Overview	Lundeen	20
September 10		
2025 Community Survey	Schoenemann	30
October 8		
Land Management System Update	Jones	15
Electronic Poll Books	Fochs	15
November 12		
American Recovery Plan Act Update	Jones	15
Port Washington Road Market Analysis Presentation	Tollefson	45
December 10		
Facilities Study Update	Lundeen	60
Parks Master Plan Update	Gies	45
Future/Other Policy Items for Discussion/Consideration/Analysis		

Employee Handbook; Fleet Study Update, 5-Year CIP; SW Industrial; I-43 Update; Specimen Trees; Bike & Pedestrian Way Master Plan

Attachment: COTW Calendar (9738 : cotw calendar)