



11333 N. Cedarburg Road
Mequon, WI 53092
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www.ci.mequon.wi.us

Office of the City Clerk
Taped & Televised

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

Agenda

1. Call to Order, Roll Call
2. Approval of Meeting Minutes
 - a. October 30, 2024
 - b. November 12, 2024
3. Discussion
 - a. Overview of Draft Updates to the Mequon-Thiensville Bike & Pedestrian Way Plan
 - b. Overview of Draft Updates to the City's Park and Open Space Plan
4. Informational Items
 - a. Committee of the Whole Planning Calendar
5. Adjourn

Dated: December 10, 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
Wednesday, October 30, 2024
5:30 PM
Christine Nuernberg Hall

Minutes

1. Call to Order

Mayor Nerbun called the meeting to order at 5:30 PM.

Present:

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

Also present: City Administrator Jones, City Clerk Fochs, Finance Director Arnett, Assistant Finance Director Keyser, Community Development Director Tollefson, Director of Public Works/City Engineering Lundeen, Water Utility Supervisor Voigt, Buildings Superintendent Bodoh, Administrative Assistant Schlereth, Wastewater Superintendent Weinrich, City Water Engineer Fulsaa, press and interested public

2. Discussion Item

a. Review of Proposed Request for Qualifications for a Civic Campus Master Plan

Director Tollefson revisited the purpose of Request for Qualifications (RFQ). Staff's goal is to award a contract by December and begin the project in January 2025 with completion by fall 2025. The City has allocated \$60,000 of ARPA funding for the project.

Committee comments included community engagement and public feedback, Reinecke Park's future in relation to the school district, and solidifying income-based items to stay within budget/planning goals.

Attachment: 10.30.24 Special (9877 : COTW 10/30)

3. Adjourn

Motion to adjourn at 5:43 PM.

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Mayr

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

DEEMED NO: Hansher

Respectfully Submitted,

Janet Meyer
Deputy Clerk

Attachment: 10.30.24 Special (9877 : COTW 10/30)



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COMMITTEE OF THE WHOLE

Tuesday, November 12, 2024

6:45 PM

Christine Nuernberg Hall

Minutes

1. Call to Order, Roll Call

Mayor Nerbun called the meeting to order at 6:53 PM.

Present:

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

Also present: City Administrator Jones, Assistant City Administrator Schoenemann, City Attorney Sajdak, City Clerk Fochs, Director of Community Development Tollefson, Assistant Director of Community Development Zader, Managerial Fellow Randall, press and interested public.

2. Approval of Meeting Minutes

a. October 8, 2024

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

MOVED BY: Alderman Hansher

SECONDED BY: Alderman Gebhardt

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

DEEMED NO: Strzelczyk

Attachment: 11.12.24 (9878 : COTW 11/12)

3. Discussion

a. Port Washington Road Market Analysis by Redevelopment Resources of Madison, Wisconsin

Kristen Fish-Peterson and Dayna Sarver from Redevelopment Resources presented a final report for the ongoing research of the Port Washington Road corridor through Phase I and II. The Committee was reminded of the goals and was provided with several recommendations to increase the value of the area.

Topics of interest included a new zoning classification of Commercial Corridor, "CC", which would permit fast food, indoor recreation and entertainment, and hotels. Updating the codes would allow flexibility in lot sizing, building heights/size, etc. Programmatic suggestions consisted of attracting visitors and the marketing of high demand services.

Redevelopment Resources recommended the creation of an Redevelopment Authority (RDA), which would act as a separate political group with autonomy to assist in land purchases and development by the City.

Further Committee feedback included a concern towards fast food, the necessity of banks, pressure on nearby residential neighborhoods and pedestrian amenity upgrades, and taking advantage of the existing medical offerings to advertise the city has a wellness hub. The presentation sparked a lot of insight to fuel future conversation to bring forth recommendations to the Economic Development Board in the future.

4. Informational Items

a. Committee of the Whole Planning Calendar

5. Adjourn

Motion to Adjourn at 7:34 PM.

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

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

Respectfully Submitted,

Janet Meyer
Deputy Clerk

Attachment: 11.12.24 (9878 : COTW 11/12)



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Office of Engineering

TO: Committee of the Whole
FROM: Cole McCraw, Assistant City Engineer
DATE: December 10, 2024
SUBJECT: Overview of Draft Updates to the Mequon-Thiensville Bike & Pedestrian Way Plan

Background

The Joint Mequon-Thiensville Bike & Pedestrian Way Commission and City staff are facilitating an update to the Commission's 20-year master plan. The City of Mequon was selected for grant funds through the Wisconsin Department of Transportation (WisDOT) Transportation Alternatives Program, which is funding 80% of the study. The State/Municipal Financial Agreement for the project was approved by the Common Council in September 2023 as part of Resolution 4070. The City awarded GRAEF the contract for the planning study in May of 2024.

The study will assist staff and the City Council in focusing on key areas outlined in the City's Strategic Plan, such as Capital Improvements, Public Safety, and Quality of Life.

Analysis

GRAEF has prepared a preliminary draft plan that is posted on the City website. It can be accessed using the link below:

Draft Report:

https://legacymequonwi.teamunicode.com/sites/default/files/fileattachments/joint_mequon-thiensville_bike_amp_pedestrian_way_committee/page/2911/2024-11-27_mt_bike_pedestrian_master_plan_draft.pdf

Draft Report Appendices:

https://legacymequonwi.teamunicode.com/sites/default/files/fileattachments/joint_mequon-thiensville_bike_amp_pedestrian_way_committee/page/2911/mt_bike_ped_plan_-_appendix_-_nov2024_draft.pdf

GRAEF's project manager, Craig Huebner, will present and review the draft plan at the December 10th Committee of the Whole meeting.

It is anticipated that the final plan will be brought back to Common Council for adoption in January or February 2025.

Fiscal Impact

The final planning study report will detail locations of proposed bicycle and pedestrian facilities, as well as provide approximate budgeting and life cycle costs for each treatment and location.

Recommendation

This information is being provided for discussion only.



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Office of Committee of the Whole

TO: Committee of the Whole
FROM: Mike Gies, Parks and Forestry Superintendent
DATE: December 10, 2024
SUBJECT: Overview of Draft Updates to the City's Park and Open Space Plan

Background

In January of 2024, the City of Mequon contracted with MSA Professional Services, Inc. to complete the following:

- Update of the Comprehensive Park, and Open Space Plan
- Playground inventory, safety assessment and recommendation analysis
- Master Plans for River Barn Park, Katherine Kearney Carpenter Park
- Reevaluation of Mequon Park impact fees

The Park and Open Space Board (POSB) spent portions of the last six months reviewing conceptional plans, interviewing stakeholders, and reviewing construction costs associated with the proposed improvements. Improvements and recommendations were based on community survey results and stakeholder input.

MSA has submitted a draft of the reports for review and consideration by members of the Common Council. The draft document can be viewed here:

<https://legacymequonwi.teamunicode.com/parks/page/msa-2024-0>.

The general overview and rationale for the Plan update is as follows:

- Detailed analysis of all City owned parklands, and open spaces managed as part of the Mequon Park system.
- Completion of a five-year plan for the Parks and Open Space as required by the Wisconsin DNR, for grant status.
- Providing a forecast for capital improvement plan (CIP) projects and equipment purchases to sustain the Parks and Open Space system.
- Establishing guidelines for future growth of the system.
- Outlining day to day operational needs and expectations for the maintenance and care of the system.
- Outlining deficiencies within the system, to help make educated decisions for future needs assessments.

Analysis

The essential goals for the update of the Plan update were as follows:

- Continue to improve the detailed information on individual sites, which included a more detailed review of the Nature Preserves.
- Continued use of the document to guide specific budgetary requests for future park and open space improvements (capital) and maintenance needs (operational).
- Review with stakeholders future improvements and considerations for the park and open space system.
- Review of the Mequon Parks and Open Space versus national standards, with an associated needs assessment of potential deficiencies.
- Incorporate the 2017 Facilities assessment into the plan.
- Complete a statutory needs assessment to validate the Park impact fee amounts.

The goal of the Master Plans is to provide a template for future improvements and fundraising at the highest use parks in the City.

Fiscal Impact

While adoption of the document does not have a direct fiscal impact, it will form future capital budget requests and potentially result in a request to modify the City's Park Impact Fees. Please note that while a comparison of adjacent communities was included in the draft, per state statute, a needs assessment is required prior to modifying any impact fee.

Recommendation

Staff recommends that Committee of the Whole review and consider possible feedback on the five tasks completed by MSA, as part of the scope for the 2024 update.

COMMITTEE OF THE WHOLE PLANNING CALENDAR - 2025

ITEM	PRINCIPAL	TIME
January 13		
February 10		
Community Survey Discussion	Schoenemann	45
March 10		
Floodplain Modeling Review Presentation	Zader	60
April 14		
May 12		
June 9		
SOFD Update	Bialk	30
July 14		
ITEM	PRINCIPAL	TIME

Attachment: COTW PLANNING CALENDAR (9929 : COTW calendar)

COMMITTEE OF THE WHOLE PLANNING CALENDAR - 2025

August 11		
2026 Budget Workshop (Early Start)	Jones	90
September 8		
October 13		
November 10		
December 8		
Future/Other Policy Items for Discussion/Consideration/Analysis		
Employee Handbook; Fleet Study Update, 5-Year CIP; SW Industrial; I-43 Update; Specimen Trees; Opitz Cemetery, Facilities Study Update; Long-Range Financial Plan		

Attachment: COTW PLANNING CALENDAR (9929 : COTW calendar)