



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

www.cityofmequonwi.gov

Office of the City Clerk
Taped and Televised

**COMMON COUNCIL
Regular Meeting
Tuesday, March 11, 2025, 7:30 PM
or Immediately Following the Sewer Utility District Commission
Christine Nuernberg Hall**

Agenda

1) Call to Order

2) Pledge of Allegiance

3) Roll Call

4) Public Hearings:

- a) **ORDINANCE 2024-1673** - An Ordinance Amending the Following for the Property Located at 2803 and 2909 West Mequon Road: A) The City's Zoning Map within Chapter 58 of the Mequon Municipal Code, from Single-Family Residential 1-Acre (R-3) to Institutional Public Service (IPS) and Planned Unit Development Overlay (PUD); and B) The City's Land Use Plan Map from Residential (1 to 1.5 Acre) to Institutional; **Recommended by Planning Commission December 2, 2024; First Reading at Common Council December 10, 2024.**

- 1) Public Hearing
- 2) Consideration of Ordinance

5) Personal Appearances and Public Comment:

Citizens wishing to address the Council on any matter **not** on the agenda may do so at this time. If you desire to be heard on agenda items, you may be heard when that item is considered on the agenda. Please speak into the microphone at the podium. The time limitation is **FIVE** minutes. **To speak or to have your opinion recorded, please complete a registration slip found on the table in the lobby and return it to the bin in the Council Chambers.**

6) Public Officials' Reports:

- a) Mayor
- b) City Administrator

7) Consent Agenda:

- a) Architectural Board meeting minutes of January 13, 2025
- b) Board of Appeals meeting minutes of January 2, 2025
- c) Common Council meeting minutes of February 11, 2025

- d) Economic Development Board meeting minutes of January 28, 2025
- e) Festivals Committee meeting minutes of January 13, 2025
- f) Finance-Personnel Committee meeting minutes of January 14, 2025
- g) Park and Open Space Board meeting minutes of November 20, 2024
- h) Planning Commission meeting minutes of January 27, 2025
- i) Public Welfare Committee meeting minutes of January 14, 2025
- j) Public Works Committee meeting minutes of January 14, 2025
- k) Sewer Utility District Commission meeting minutes of December 10, 2024
- l) Zoning and Code Enforcement report through February 28, 2025
- m) **RESOLUTION 4182** - A Resolution Approving a Third Amendment to the Aster Woods Condominium Plat to Allow Expanded Building Envelopes for the Properties Located at 1511-1596 Aster Woods Court and 11620-11693 Aster Woods Circle; **Recommended by Planning Commission February 24, 2025.**
- n) **Ordinance First Readings:**
NOTE: First reading of Ordinances will not be acted upon unless a suspension of the rules is approved by a recorded vote of two-thirds majority of all aldermen.
 - 1) **ORDINANCE 2025-1675** - An Ordinance Amending Chapter 58 of the Mequon Municipal Code, Allowing Showroom Sales Facilities as a Conditional Use within the City's B-4 Zoning Districts; **Recommended by Planning Commission February 24, 2025; Further Recommendation Forthcoming by Public Welfare Committee April 8, 2025; First Reading.**
 - 2) **ORDINANCE 2025-1676** - An Ordinance Amending Chapter 14 of the Mequon Municipal Code, Related to Alcoholic Beverage Licensing; **Recommendation Forthcoming by Finance-Personnel Committee; First Reading.**
 - 3) **ORDINANCE 2025-1677** - An Ordinance Amending Section 2-230 of the Mequon Municipal Code, Relating to Employee Discipline; **Recommendation Forthcoming by Finance-Personnel Committee on March 11, 2025; First Reading.**

8) **Ordinances:** None.

9) **Resolutions:**

- a) **RESOLUTION 4183** - A Resolution Adopting the 2025 City of Mequon's Comprehensive Park, Recreation and Open Space Plan; **Recommended by the Park and Open Space Board February 19, 2025 and Further Recommended by Planning Commission February 24, 2025.**
- b) **RESOLUTION 4184** - A Resolution Approving the First Amendment to a License Agreement with AT&T, Extending the Term for the Cellular Tower Located at 11800 North Port Washington Road Through 2041; **Recommendation Forthcoming by Finance-Personnel Committee March 11, 2024.**
- c) **RESOLUTION 4185** - A Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Year 2023; **Recommendation Forthcoming by Finance-Personnel Committee March 11, 2025.**

- d) **RESOLUTION 4186** - A Resolution Amending the City's FY2025 Compensation Plan, in Connection with a Reorganization of the Public Works Department; **Recommendation Forthcoming by Finance-Personnel Committee March 11, 2025.**
- e) **RESOLUTION 4187** - A Resolution Approving Amendments to the City of Mequon Fee Schedule for Fiscal Year 2025, Related to Athletic Field Fees, Lemke Park Concession Fees and Pool Fees; **Recommended by Park and Open Space Board February 29, 2025. Further Recommendation Forthcoming by Public Works Committee March 11, 2025.**
- f) **RESOLUTION 4188** - A Resolution Adopting the 2025 Mequon-Thiensville Bike & Pedestrian Way Plan; **Recommended by the Joint Mequon-Thiensville Bike and Pedestrian Way Commission February 13, 2025; Further Recommendation Forthcoming by Public Works Committee March 11, 2025.**
- g) **RESOLUTION 4189** - A Resolution Authorizing a Contract for Preemption Upgrades to the Highway-Grade Crossing on Mequon Road Required to Activate the Traffic Signals at the Intersection of Mequon Road and Weston Drive to CDL Electric Company, LLC of Pittsburg, Kansas, in the Amount of \$74,789; **Recommendation Forthcoming by the Public Works Committee March 11, 2025.**
- h) **RESOLUTION 4190** - A Resolution Awarding a Contract for 2025 HVAC Preventative Maintenance & Emergency Response Services to J.F. Ahern Company, Milwaukee, Wisconsin, for a Total Estimated Cost of \$31,689; **Recommendation Forthcoming by the Public Works Committee March 11, 2025.**
- i) **RESOLUTION 4191** - A Resolution Authorizing Supplemental Inspection Services in Excess of \$25,000 During the 2025 Construction Season with the Following Engineering Firms: GRAEF-USA, Kapur & Associates, M-Squared, The Sigma Group, raSmith and Ruekert-Mielke, Inc.; **Recommendation Forthcoming by Public Works Committee March 11, 2025.**
- j) **RESOLUTION 4192** - A Resolution Approving an Intergovernmental Cooperation Agreement for Law Enforcement Mutual Aid in Ozaukee County; **Recommendation Forthcoming by Public Safety Committee March 11, 2025.**
- k) **RESOLUTION 4193** - A Resolution Approving Receipt of a Donation from the Mequon-Thiensville Community Foundation in the Amount of \$16,000 for the Purchase, Training and Certification of a Successor K9; **Recommendation Forthcoming by the Public Safety Committee March 11, 2025.**
- l) **RESOLUTION 4194** - A Resolution Approving the Purchase of a Replacement Sewer Televising Truck, Lateral Camera and Related Components from Envirotech Equipment, Lannon, Wisconsin, for a Total Estimated Cost of \$455,000; **Recommendation Forthcoming by Sewer Utility District Commission March 11, 2025.**
- m) **RESOLUTION 4195** - A Resolution Establishing Financial Policy Statement 19: Sewer Credit Policy; **Recommendation Forthcoming by Sewer Utility District Commission, March 11, 2025.**

10) Specified Unfinished Business From Prior Meetings: None.

11) Specified New Business:

- a) Mayoral Appointments
 - 1) Board of Appeals: Scott Reigle, Alternate #1
 - 2) Mid-Moraine Municipal Court Administrative Committee: Justin Schoenemann, Member and Will Jones, Alternate Member

12) Potential Closed Session:

- a) Personnel Evaluation of City Administrator: The Common Council may convene into closed session pursuant to Wis. Stat. § 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and then may reconvene into open session to take such action as deemed appropriate.

13) Adjourn

Dated: March 11, 2025 _____ /s/ Andrew Nerbun, Mayor

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

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

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



11333 N. Cedarburg Road
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 Phone: 262-236-2902
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www.ci.mequon.wi.us

Office of Community Development

TO: Common Council
FROM: Kim Tollefson, Director of Community Development
DATE: March 11, 2025
SUBJECT: ORDINANCE 2024-1673 An Ordinance Amending the Following for the Property Located at 2803 and 2909 West Mequon Road: A) The City's Zoning Map within Chapter 58 of the Mequon Municipal Code, from Single-Family Residential 1-Acre (R-3) to Institutional Public Service (IPS) and Planned Unit Development Overlay (PUD); and B) The City's Land Use Plan Map from Residential (1 to 1.5 Acre) to Institutional

Background

The applicant, Christian Life Church, is requesting rezoning approval and a land use plan amendment for the property located at 2803 and 2909 W. Mequon Road. The parcel is currently split-zoned with IPS (Institutional) zoning located on the west half of the site where the existing church is, and R-3 (Single-Family 1-Acre) on the east half, which is currently vacant. The parcel has been used as a religious institution since 1983. If the rezoning request is successful, the applicant is looking to expand the parking lot and construct a storage building that will replace the one that will be razed as part of the proposed addition.

Analysis

The site is currently zoned R-3 (Single-Family 1-Acre) which permits single-family homes. While the site would be a desirable site for a single-family development, the Church has no interest in developing the parcel and would like to utilize the excess land for potential expansion. The surrounding properties are a mix of residential and institutional uses including Lumen Christi Church, Beautiful Savior Church, Lakeshore Middle School, St. James Cemetery and the Center for Jewish Life. Allowing for an expansion to the existing religious institution would be consistent with the surrounding area. The change in zoning to IPS will allow the existing religious institution to expand its operation on the remaining acreage as the congregation grows. Staff and the Planning Commission recommend the entire site have a PUD overlay to control certain operations of a religious institution that could be impactful to the surrounding neighborhood, and from other potential uses in the IPS Zoning District should ownership and use change in the future. The Church has agreed to the PUD Overlay designation for the entire property.

Fiscal Impact

The fiscal impact is neutral.

Recommendation

On December 2, 2024, the Planning Commission approved a recommendation in favor of adopting the proposed ordinance by a vote of 8-0.

Attachments:

Exhibit A: Land Use Plan (PDF)

Exhibit B: Zoning Map (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2024-1673

An Ordinance Amending the Following for the Property Located at 2803 and 2909 West Mequon Road: A) The City's Zoning Map within Chapter 58 of the Mequon Municipal Code, from Single-Family Residential 1-Acre (R-3) to Institutional Public Service (IPS) and Planned Unit Development Overlay (PUD); and B) The City's Land Use Plan Map from Residential (1 to 1.5 Acre) to Institutional

RECITALS

A. Pursuant to Section 62.23 of the Wisconsin Statutes, the City of Mequon is authorized to prepare and adopt a comprehensive plan, or amendment thereof, and to establish zoning districts based upon such comprehensive plan.

B. The owner of the property located at 2803 W. Mequon Road has filed an application to rezone the property from its current split zoning consisting of both IPS (Institutional) and R-3 (Single-Family 1-Acre) to a unified IPS zoning for the full parcel.

C. The Planning Commission, by majority vote, adopted a recommendation to approve the rezoning request on the 2nd day of December 2024.

D. The Common Council held a public hearing on the proposed change to the City's Comprehensive Land Use Plan Map and the City's Zoning Map on March 11, 2025.

E. Based upon the Planning Commission's recommendation, the input received at the public hearing and the materials contained within the agenda packet, the Common Council has determined that amendments to the City's Zoning Map and Comprehensive Land Use Plan Map within Chapter 58 of the Mequon Municipal Code, are appropriate.

F. The appropriate zoning of lands within the City furthers the health, safety and welfare of the community.

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

SECTION I

1. The City of Mequon Comprehensive Land Use Plan Map, attached hereto as Exhibit A, is hereby amended to designate the entire property as "Institutional".

2. The City of Mequon Zoning Map, attached hereto as Exhibit B, is hereby amended to change the zoning classification for the entire property to IPS (Institutional Public

Service) with a PUD overlay, which limits the use of the site to a religious institution as the primary function. Other accessories uses to the church such as a daycare or a school are also permitted.

SECTION II

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

SECTION III

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

SECTION IV

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

Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

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

Caroline Fochs, City Clerk

Published: _____

EXHIBIT A

CHRISTIAN LIFE
CHURCH

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

4.a.a.a	
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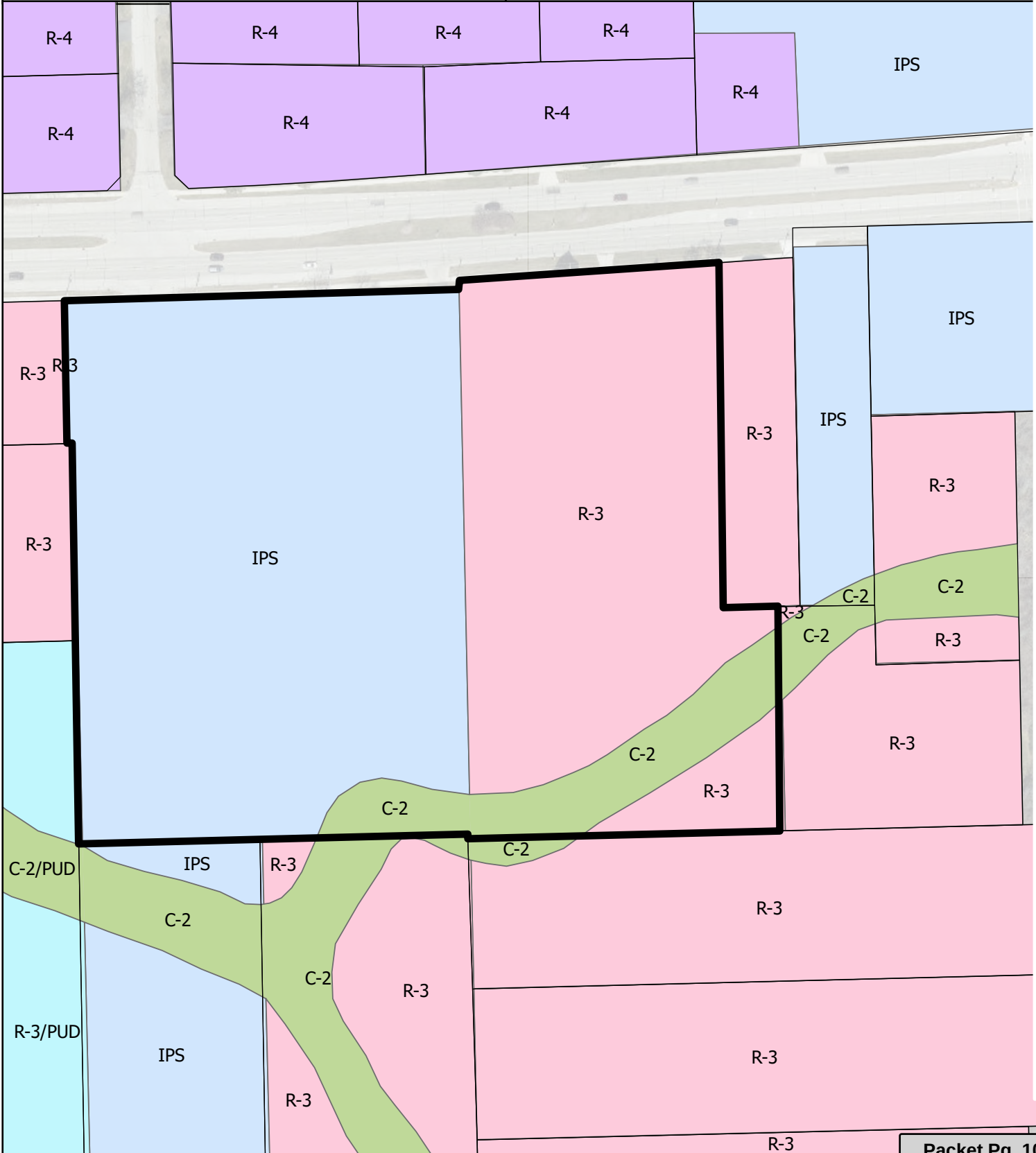


EXHIBIT B

CHRISTIAN LIFE CHURCH

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

4.a.a.b



Attachment: Exhibit B: Zoning Map (ORDINANCE 2024-1673 : Christian Life Church)



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INSPECTION DIVISION

ARCHITECTURAL BOARD MINUTES

**Monday, January 13, 2025
 6:00 PM
 Lower-Level Conference Room**

Minutes

1. Call to Order, Roll Call:

Present: Chairman Scott Reed

Members at Large: Paul Apfelbach, Michael Wade, Tom Irvin, Janet Ehn,
 Anthony LaGalbo,

Architectural Board Liaison: Greg Golden

2. Meeting Minutes

Minutes from the December 9, 2024, meeting were approved by Vice-Chairman Paul Apfelbach and seconded by District Representative Tom Irvin.

Minutes passed unanimously.

Attachment: Arch Board 1.13.25 (10065 : Arch Board)

3. Application Submittals:

No.	Alder. District /Time	Type of App	Owner(s) / Project Address	Contractor
1)	Dist. 6 6:00 pm	Addition: Master Suite	Mark & Lisa Helm 1726 W. Ranch Road Subd: Hidden Acres Homestead	Contractor: Heidtke Builders, Inc. Architect: Rachel Seidel
Moved to Approve: <u>Irvin</u> Seconded by: <u>Apfelbach</u> Approved: <u>Yes</u> Vote: <u>Unanimous</u> Conditions: Plans approved as submitted.				
2)	Dist. 8 6:10 pm	Addition: Garage	Dan Wroblewski 9802 N. Auburn Court Subd: Maplefield Estates	Contractor: Owner Architect: Wydeven Architects
Moved to Approve: <u>Irvin</u> Seconded by: <u>Reed</u> Approved: <u>Yes</u> Vote: <u>Unanimous</u> Conditions: Plans approved as submitted with the condition that two windows on the rear elevation should be added to match the two windows on the front elevation.				
3)	Dist. 8 6:20 pm	Addition: Sunroom	Bryan McGourthy 9605 N. Juniper Circle Subd: N/A	Contractor: Owner Architect: K Construction Consults
Moved to Approve: <u>Apfelbach</u> Seconded by: <u>LaGalbo</u> Approved: <u>Yes</u> Vote: <u>Unanimous</u> Conditions: Plans approved as submitted.				

Attachment: Arch Board 1.13.25 (10065 : Arch Board)

4. Motion to Adjourn:

Chairman Scott Reed made a motion to adjourn the meeting.
Vice-Chairman Paul Apfelbach seconded the motion.

A vote was taken; vote passed unanimously.
Meeting adjourned at 6:10 p.m.



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Office of the City Clerk

BOARD OF APPEALS
Thursday, January 2, 2025
6:00 PM
Christine Nuernberg Hall

Minutes

1) Call to Order

Present:

Chair Kathleen Massey
 Vice Chair Thomas Flanagan
 Board Member Steve Helfer
 Board Member Ramona Larson
 Board Member Robert Stern
 Board Member Kirsten Hildebrand - **Excused**
 Board Member James Wawrzyn - **Non-Voting Attendee**

Also present: City Attorney Sajdak, City Clerk Fochs, interested public.

2) Approve meeting minutes of December 5, 2024

Motion to approve the Board of Appeals meeting minutes of December 5, 2024, with the correction of the spelling of Milwaukee Police K-9 officer's name from Knox to Nox.

RESULT: Approved by Voice Acclamation [Unanimous]
MOVED BY: Board Member Massey
SECONDED BY: Board Member Larson

AYES:	Massey, Flanagan, Larson, Stern
ABSTAIN:	Helfer

3) Hear evidence concerning; debate, deliberate and decide the request of:

a. Applicant: Jeffrey & Susan Konkel

Owner: Jeffrey & Susan Konkel

Appeal: Opportunity will be given to all interested in being heard concerning the petition by Jeffrey and Susan Konkel to request a variance to Mequon Code Sec 58-419(a) regarding the placement of their existing generator at 10808 N Lake View Road.

The hearing for Jeffrey & Susan Konkel was rescheduled for February 6, 2025.

Attachment: 1.2.25 Minutes with Email (10066 : Board of Appeals)

4) Ordinance

- a. ORDINANCE 2024-1672** - An Ordinance to Amend Section 58-41(g) of the Mequon Municipal Code Related to the Issuing of Decisions by the Board of Appeals.

Packet pages 66-67 were distributed by Chair Massey and included comments that were numbered and highlighted. The comments below summarize those proposed changes to the ordinance as was presented at the meeting on December 5, 2024:

1. There is potential liability to the Board and the City of Mequon if a hearing proceeds without legal counsel due to the City Attorney being unable to attend. Substitute legal representation should be available for each hearing as the Board of Appeals is a quasi-judicial body and requires proper legal counsel.
2. The City Attorney's workload cannot fall under the duties of the Chair of the Board of Appeals. Not every Chair would be qualified to draft a written legal decision if legal counsel is absent from a hearing therefore the Attorney representing the Board should render the decision.
3. The importance of timely Board decisions should be considered. Delays could incur costs to the applicants.

The ordinance included in the packet was in its original form, as had been discussed at the December 5, 2024, meeting. An email was provided to the Board dated Friday, December 20, 2024, from City Attorney Sajdak which reflected the changes requested by the Board. It is this version included in the email of December 20 that should be considered for approval.

The revised ordinance states the City Attorney would get an additional five (5) days after the Board of Appeals for a total of 15 working days to draft the decision. The Board would then have five (5) days to comment and then the decision would be finalized. If more time is required to complete a decision, the Mayor would need to approve additional time up to 60 days. An extension of time beyond 60 days (total days after the hearing date) would need Common Council approval.

Chair Massey requested that each board member speak on record regarding the revised ordinance as shared in the email dated December 20, 2024.

- Member Flanagan agrees with the proposed amendments. The Chair should not be responsible for managing the time of the City Attorney. Should time extensions be needed beyond 60 days, the Mayor and Common Council should be involved in the decision.
- Member Helfer was not at last month's meeting and abstained from voting on the ordinance.
- Member Stern agrees with the revised ordinance.
- Member Larson agrees with the revised ordinance.

City Attorney Sajdak explained that after the Board recommended the Ordinance, it will go to the Planning Commission, then to the Public Welfare Committee and finally to the Common Council for approval.

Motion to approve the Ordinance version provided in the December 20, 2024, email.

RESULT: Approved by Roll Call Vote [Unanimous]
MOVED BY: Board Member Massey
SECONDED BY: Board Member Flanagan

AYES:	Massey, Flanagan, Larson, Stern
ABSTAIN:	Helfer

Announcement: Alternate Member Hildebrand submitted her resignation from the Board as of January 13, 2025, because she is moving out of Mequon.

Chair Massey asked to discuss potential guidelines at a future meeting regarding when an applicant can submit arguments or evidence. There have been recent instances of applicants submitting an argument last minute or bringing forward new arguments at the meeting. When information is submitted late, it does not allow the Board or City Staff to review it in a timely manner. The Board should look at the current stated timelines regarding making an argument verbally or in writing and determine if there should be a final deadline as to when such arguments or exhibits can be accepted.

City Attorney Sajdak verified that the basis for their appeal should be spelled out on the application. However, the level of specificity provided in an appeal can vary greatly based on the applicant. The Chair does have the power to adjourn a meeting if it is deemed that the Board needs additional information or time to review last-minute arguments.

Member Wawrzyn said he feels there is a need for more clarity regarding the definition of "hardship" and what that means for the applicant. Perhaps the application itself can be revised to clarify what the Board can review or decisions it can overturn.

5) Adjourn

Motion to adjourn at 6:27 PM

RESULT: Approved by Voice Acclamation [Unanimous]
MOVED BY: Board Member Massey
SECONDED BY: Board Member Stern

AYES:	Massey, Flanagan, Helfer, Larson, Stern
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Respectfully Submitted,

Beth Kong
Deputy Clerk

Attachment: 1.2.25 Minutes with Email (10066 : Board of Appeals)

Beth Kong

From: Brian Sajdak <brian@wrslegal.net>
Sent: Friday, December 20, 2024 1:09 PM
To: kathleenmmassey@gmail.com; James Wawrzyn; Tom Flanagan; Kirsten Hildebrand; Rob Stern; shelfer10421@gmail.com; bdcomplianceinc@outlook.com
Cc: Caroline Fochs; Beth Kong
Subject: Re: BOA packet for January 2, 2025
Attachments: An Ordinance to Amend Section 58 - v3.docx

Good Afternoon Members:

At the request of the Chair, I have attached a "clean" version of the ordinance to be considered which includes only those changes that were discussed at the Board's last meeting.

Please let me know if you have any questions. In the mean time, I hope you all have a safe and happy holiday season.

Brian

On Dec 20, 2024, at 11:07 AM, Beth Kong <bkong@ci.mequon.wi.us> wrote:

Hello Board of Appeals members and City Staff,
 Please see the attached Agenda Packet for the Board of Appeals on January 2, 2025. This is also being mailed to out to the Board Members today.

<image001.png>

Beth Kong
 Deputy Clerk
 City of Mequon
 11333 N. Cedarburg Rd.
 Mequon, WI 53092
 262-236-2914 | bkong@ci.mequon.wi.us
[City Website](#)

<Konkel Agenda Packet 12.19.24.pdf>

Attachment: 1.2.25 Minutes with Email (10066 : Board of Appeals)

An Ordinance to Amend Section 58-41(g) of the Mequon Municipal Code Related to the
Issuing of Decisions by the Board of Appeals

RECITALS

A. Under Wis. Stat. § 62.23(7)(e) the City is authorized to establish various rules and procedures related to the operation of the Board of Appeals, provided ultimately that any decision issued by the Board is issued within a reasonable time.

B. The Common Council previously adopted section 58-41(g) of the Mequon Municipal Code which provides for a timeline for the Board of Appeals to issue decisions on matters it hears.

C. Based upon various considerations raised by the City Attorney, the Common Council desires to amend this timeline to provide additional flexibility while still meeting the statutory requirement of reasonableness.

D. The Board of Appeals recommended approval of these changes at its meeting on January 2, 2025.

E. The Planning Commission recommended approval of these changes at its meeting on _____, 2025.

F. The Public Welfare Committee recommended approval of these changes at its meeting on _____, 2025.

F. A Public Hearing on the proposed changes was held on _____, 2025.

G. Based upon the information provided by the City Attorney, the recommendations of the Board of Appeals, Planning Commission and the Public Welfare Committee, and the testimony provided at the Public Hearing, the Common Council finds that the proposed changes are appropriate and in the best interests of the health, safety and welfare of the community.

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

Section I

Section 58-41(g) of the Mequon Municipal Code is amended to read as follows
(NOTE: Added text is **bold underlined**; Deleted text is ~~struck-through~~):

58-41(g) *Decision*. **The board shall issue its decision within a reasonable time upon the final conclusion of the hearing.** The attorney representing the board

~~or the chair should~~ shall render a written decision within ~~ten~~ fifteen days after completion of the hearing. The time for rendering the decision may be extended with the concurrence of the mayor based upon the complexity of the matter, the need to obtain and utilize a transcript of the hearing, workload or time conflicts, or similar considerations except that any delay in rendering the decision beyond 60 days after the date of the hearing shall require approval of the common council. Upon rendering the decision, ~~the~~ The city clerk shall promptly circulate the decision to all members of the board who were present for the hearing for their review. The decision shall be deemed final unless, prior to the close of business on the fifth day following such circulation, a member who voted in the majority files a written objection with the city clerk. Upon receipt of an objection, the city clerk shall schedule another meeting of the board for the purposes of considering the objection and finalizing the decision. Within two business days following such additional meeting, the board shall file the final decision with the city clerk.

SECTION II

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

SECTION III

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

SECTION IV

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



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Office of the City Clerk
Taped and Televised

COMMON COUNCIL
Regular Meeting
Tuesday, February 11, 2025 - 7:30 PM
or Immediately Following the Sewer Utility District Commission
Christine Nuernberg Hall

Minutes

1) Call to Order

Mayor Nerbun called the meeting to order at 7:34 PM.

2) Pledge of Allegiance

3) Roll Call

Present:

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

Excused: Alderman Brian Parrish

Also Present: Administrator Jones, Assistant Administrator Schoenemann, City Attorney Sajdak, City Clerk Fochs, City Engineer Lundeen, Director of Community Development Tollefson, IT Manager Fortini, Management Fellow Randall, press and interested public.

4) Public Hearings:

- a) **ORDINANCE 2025-1674** - An Ordinance Amending the Following in Connection with the Development of a 5.13 Acre Parcel Located at 14319 N. Port Washington Road: A) The City's Zoning Map within Chapter 58 of the Mequon Municipal Code, from Ulao Creek Neighborhood Commercial and Ulao Creek Senior Housing to Ulao Creek Neighborhood Commercial; and B) The City's Land Use Plan Map from Ulao Creek Neighborhood Commercial and Ulao Creek Senior Housing to Ulao Creek Neighborhood Commercial.

1) Public Hearing

Motion to open public hearing.

RESULT: **Approved by Voice Acclamation [7 to 1]**

Attachment: 2.11.25 CC Minutes Draft (10072 : CC Minutes)

MOVED BY: Alderman Strzelczyk
SECONDED BY: Alderman Bach

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

Motion to close public hearing.

RESULT: **Approved by Voice Acclamation [7 to 1]**
MOVED BY: Alderman Mayr
SECONDED BY: Alderman Bach

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

2) Consideration of Ordinance

Motion to approve Ordinance 2025-1674.

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

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

5) **Personal Appearances and Public Comment:** None.

6) **Public Officials' Reports:**

- a) Mayor Nerbun informed residents that the Candlelight Hike scheduled for Saturday was canceled due to inclement weather. He provided an update that the traffic lights at the intersection of Mequon Road and Weston Road have begun flashing to help with traffic flow.
- b) Administrator Jones acknowledged Mequon Police K9 Djuke passed away suddenly after four years of service. He reminded residents that absentee voting runs through Friday, February 14 and that all voting on February 18 will be held at City Hall for this election only. City of Mequon website and city staff emails have transitioned to a “.gov” address and the website address is now www.cityofmequonwi.gov.

7) **Consent Agenda**

- a) Architectural Board meeting minutes of December 9, 2024.
- b) Board of Appeals meeting minutes of December 5, 2024.
- c) Common Council meeting minutes of January 14, 2025.
- d) Economic Development Board meeting minutes of November 19, 2024.
- e) Festivals Committee meeting minutes of November 18, 2024.
- f) Finance-Personnel Committee meeting minutes of December 10, 2024.
- g) Joint Mequon-Thiensville Bike and Pedestrian Way Commission meeting minutes of December 12 & 19, 2024.

- h) Mequon Municipal Water Utility Commission meeting minutes of October 30, 2024.
- i) Planning Commission meeting minutes of December 2, 2024.
- j) Public Safety Committee meeting minutes of November 12, 2024.
- k) Public Welfare Committee meeting minutes of December 10, 2024.
- l) Public Works Committee meeting minutes of December 10, 2024.
- m) Zoning Enforcement and Site Compliance Report through January 29, 2025.
- n) **RESOLUTION 4174** - A Resolution Authorizing Two Amendments to the Development Agreement for Highland Meadows, a 37-Lot Single-Family Subdivision, Located at 1310 West Highland Road.
- o) **RESOLUTION 4175** - A Resolution Approving the Final Plat for Highland Meadows, a 37-Lot Single-Family Subdivision, Located at 1310 West Highland Road.

Motion to approve all minutes and resolutions as included in the Consent Agenda.

RESULT: **Approved by Voice Acclamation [7 to 1]**

MOVED BY: Alderman Hansher

SECONDED BY: Alderman Gebhardt

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

8) **Ordinances:** None.

9) **Resolutions:**

- a) **RESOLUTION 4176** - A Resolution Awarding a Contract for the Replacement and Installation of Audio and Video Equipment within the Council Chambers at City Hall to AV Design Group of Thiensville, Wisconsin, in the Amount of \$163,257.

This has been reviewed line-by-line during the Finance-Personnel Committee meeting because of the large dollar amount. The timing is good because of the other updates planned for the Common Council room, which makes access easier for the installation of the system.

RESULT: **Approved by Roll Call Vote [7 to 1]**

MOVED BY: Alderman Bach

SECONDED BY: Alderman Gebhardt

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

- b) **RESOLUTION 4177** - A Resolution Approving a Five-Year Service Agreement for Administration of a 457(b) Retirement Plan with MissionSquare Retirement, Washington, DC.

The Council commented that this will provide a good money savings for the City employees and acknowledged the efforts of City Administrator Jones in spearheading this change.

RESULT: **Approved by Voice Acclamation [7 to 1]**

MOVED BY: Alderman Gebhardt

SECONDED BY: Alderman Bach

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

- c) **RESOLUTION 4178** - A Resolution Authorizing Renewal of an Application with Bird City Wisconsin and Observing World Migratory Bird Day in Conjunction with Arbor Day.

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

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

- d) **RESOLUTION 4179** - A Resolution Designating Mequon, Wisconsin as a Bee City USA.

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

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

- e) **RESOLUTION 4180** - A Resolution Awarding a Contract for Cleaning Services at City Hall, the Department of Public Works Facility and the Public Safety Building to Environment Control of Wisconsin, Inc., Waukesha, Wisconsin, in the Amount of \$226,296 for the Period April 1, 2025 - December 31, 2027.

The Council asked if this contract would be more cost-effective than hiring additional City staff. City Administrator Jones said the committee had reviewed past solutions and determined this contract to be the best option. All contract employees who work inside a government building will undergo a background check by the City of Mequon Police Department. Sensitive or confidential areas of the buildings will still be cleaned by City Hall staff.

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

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

- f) **RESOLUTION 4181** - A Resolution Approving the Purchase of a Replacement Pick-Up Truck and Related Components from Ewald Automotive Group, Oconomowoc, Wisconsin for a Total Estimated Cost of \$45,252.

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

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

10) Specified Unfinished Business From Prior Meetings: None.

11) Specified New Business: None.

12) Potential Closed Session:

- a) Closed Session Regarding Personnel Evaluation of City Administrator: The Common Council may convene into closed session pursuant to Wis. Stat. § 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and then may reconvene into open session to take such action as deemed appropriate.

Motion to enter into closed session.

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

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

10) Specified Unfinished Business From Prior Meetings: None.

13) Adjourn

Hearing no objection, Mayor Nerbun adjourned the meeting at 8:35 PM.

Respectfully Submitted,
Beth Kong, Deputy Clerk

Attachment: 2.11.25 CC Minutes Draft (10072 : CC Minutes)



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www.ci.mequon.wi.us

ECONOMIC DEVELOPMENT BOARD

Tuesday, January 28, 2025

8:00 AM

North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Chair Timothy Carr
Alderman William Gebhardt
Board Member Dennis Engel
Board Member Daniel Gannon
Board Member Michael Kramer
Board Member Jeff McLean
Board Member Inge Plautz
Alt. Board Member Colin Boyd -- **Absent**
Board Member Tracy Johnson -- **Absent**

Chairman Carr called the meeting to order at 8:00 a.m.

2) Approval of Meeting Minutes from November 19, 2024

Action

Board member Gannon made a motion to approve the November 19, 2024, meeting minutes.
Board member Kramer seconded the motion.
A voice vote was taken; vote passed (7-0)

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

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

3) 2025 Work Program Overview

Director Kim Tollefson stated that the Board deliberately chose to not take on any new large projects last year as there are currently two large policy items active: the Port Washington Road Market Analysis and the Southwest Sewer System Analysis. Both items are back in

front of the Board after consultant work during 2024, and will entail a heavier workload with actionable steps moving forward. Staff continues to work on these two projects.

She discussed timelines and gave an overview of some of the issues:

Port Washington Road Market Analysis:

- Zoning changes.
- Types of uses based on market.
- TIF incentives and possible modifications.
- Common Council's position on level of financial partnership for redevelopment projects.
- Targeted redevelopment sites.
- Creation of cluster uses.
- Marketing medical and office destinations.

Sewer System Analysis:

- Amended area.
- Location of desired infrastructure.
- Funding mechanisms.

4) Port Washington Road Market Analysis

Director Tollefson summarized that there are mostly positive results from the Port Washington Road Market Analysis and the main question going forward is how aggressive the Common Council will want to be in offering incentives to deal with targeted properties for redevelopment.

She commented that the current TIF incentive is running out of time for developers to recoup the benefits of the incentive which makes it less attractive. The Council has the authority to offer any incentive per the TID project plans.

The Board discussed the analysis results and the idea that the Board needs to guide the Council about proposed actionable items and gauge the Council's tolerance for being proactive in this corridor.

There was agreement that there are both short-term and long-term goals and the corridor requires a multi-faceted action plan.

The Board will prepare recommendations for the upcoming strategic workshop in April/May.

5) Southwest Industrial Sewer Service Analysis

Director of Public Works/City Engineer Kristen Lundeen stated that the consultants have completed the analysis of task #4 in the contract which includes analyzing the following issues:

- Geographic Area: both the proposed industrial area and potentially the adjacent residentially owned area.
- The physical layout of the sewer system - how to best serve the area utilizing the public roads for installation of sewer main.

If authorized, Task #5 is next and would consider the financial mechanisms for sewer infrastructure.

She commented that location and infrastructure needs will have to be considered including the correct size of the pipe required and the potential number of new residential homes that may be included at a future date. The pros and cons and the estimated cost will need to be reviewed and analyzed.

Staff also mentioned issues such as only ½ the road is included (County Line Road) and that a lift station would need to be included in the estimated costs. The changing boundary areas that would be required to be served have tax implications and would affect all the properties in the study area being required to pay sewer costs whether they utilize the public sewer system or not. The more acreage included lowers each individual property's cost.

Dir. Lundeen discussed various ways that the costs could be distributed, issues the master trunk analysis would need to consider and various financial and infrastructure policy discussions that would need to be had.

There was consensus from the Board to have the consultants move forward and continue their analysis of task #5 and to keep the lift station in the analysis for “delta” costs for now. Staff will run cost analysis, considering pros and cons of the public benefits. This item will be back in front of the Board over then next several months.

6) Community Survey

Director Tollefson discussed the 3 questions being considered to be included in the 2025 Community Survey. She discussed some modifications recommended by staff. There was a brief discussion and support from the Board to submit the revised questions back to the Public Welfare Committee.

7) Staff Updates

Staff gave a quick update on ongoing development projects.

8) Announcements

The next meeting is Tuesday, February 25, 2025, at 8:00 a.m.

9) Adjourn

Action

Board member Kramer made a motion to adjourn the meeting.

Board member Engle seconded the motion.
A voice vote was taken; vote passed (5-0)

The meeting adjourned at 9:40 am.

Respectfully Submitted,
Kim Tollefson
Director of Community Development



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FESTIVALS COMMITTEE
Monday, January 13, 2025
6:30 PM
North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

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

Also Present: Executive Assistant Enea

2) Approval of Meeting Minutes

a. November Minutes

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

MOVED BY: Committee Member White

SECONDED BY: Committee Member Liljegren

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

3) Redbud Festival

a. Sponsor Letter

A letter was sent to sponsors for all three festivals at the beginning of January.

b. Food Vendors

The Committee agreed that not as many food vendors as Taste of Mequon will be needed for the Redbud Festival.

Attachment: Festival Minutes 011325 (10130 : Festivals)

c. Music

Whole Yachta Love is available for May 10 and has the date set aside. Committee Member Liljegren moved to approve the band for \$2,300 to play from 2-5pm and Committee Member Hohn seconded and the motion was passed by voice acclamation.

d. MTSD

MTSD is on-board to create the logo for class credit and to display artwork at the festival.

e. Assignments

Chair White will create verbiage to send invites to the below contacts and email to the Committee for consistency.

i) **Grafton Arts Mill**

Assigned to Brett Benson

ii) **Art Studio Tour**

Assigned to Miranda White, Deanna Conaty, and Laeh McHenry

iii) **Plein Air Application**

Assigned to Carrie Enea

iv) **Arbor Day Contacts**

Assigned to Vanessa Nerbun, Moshe Luchins, and Tracy Johnson

v) **Rotary- 35th Anniv.**

Assigned to Jenne Hohn

4) Next Meeting Date and Time

A. February 17 at 6:30pm

5) Adjourn

Chair White moved to adjourn at 7:21 pm and Committee Member McHenry seconded.

Respectfully Submitted,

Carrie Enea
Executive Assistant



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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, January 14, 2025

6:30 PM

North Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Mayor Andrew Nerbun
Alderman William Gebhardt
Alderman Brian Parrish
Alderman Robert Strzelczyk

Also present: William Jones, City Administrator, Brenda Arnett, Finance Director, Marie Keyser, Assistant Finance Director, Justin Schoenemann, Assistant City Administrator, Caroline Fochs, City Clerk, Brian Sajdak, City Attorney, Matt Slowinski, Dana Investment Advisors and Mark Turner, R&R Insurance.

2) Approve Meeting Minutes

a. Finance-Personnel Meeting Minutes of December 10, 2024

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Strzelczyk

NOT PRESENT: Parrish

3) License Applications

a. January 2025 License

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

MOVED BY: Alderman Gebhardt

SECONDED BY: Alderman Strzelczyk

Attachment: FP minutes 011425 (10068 : F&P Minutes)

AYES: Gebhardt, Strzelczyk
NOT PRESENT:

Parrish

4) Vouchers Paid

a. December 2024 Vouchers Paid List

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Gebhardt

AYES: Gebhardt, Strzelczyk
NOT PRESENT:

Parrish

5) Presentation & Discussion

a. 2024 Q4 Investment Portfolio Update-DANA Investment Advisors

Matt Slowinski from Dana Investment Advisors was in attendance at the meeting and spoke about the City's investment portfolio through December 31, 2024. Mr. Slowinski also gave an update regarding the current economy and the market outlook for 2025. Discussion ensued regarding a recommendation to add 20% allocation to a long-term portfolio.

6) Resolutions

a. **RESOLUTION 4170** A Resolution Approving the City of Mequon's Insurance Program for Fiscal Year 2025 with the League of Wisconsin Municipalities Mutual Insurance, in the Estimated Amount of \$376,990

Mark Turner from R&R Insurance was in attendance at the meeting to answer any questions regarding the 2025 insurance renewal. Mr. Turner explained the overall premium is about \$18,000 less than 2024. This is mainly due to an excellent Worker's Compensation mod rate. The question was asked whether the City has a robust cyber insurance policy. Mr. Turner said the City does and he will share "real world" examples of what it all covers.

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Parrish

AYES: Gebhardt, Parrish, Strzelczyk

b. **RESOLUTION 4171** A Resolution Approving a Collective Bargaining Agreement Between the City of Mequon and the Mequon Police Association for the Period January 1, 2025 - December 31, 2027

Assistant Administrator Schoenemann briefed the Committee of the process staff undertook with the Mequon Police Union over the last couple of months. Mr. Schoenemann explained the salary structure and that this is another three-year agreement. Mr. Schoenemann also pointed out the other language changes in the agreement that were of note.

Committee members complimented staff on another three-year duration agreement.

Attachment: FP minutes 011425 (10068 : F&P Minutes)

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

AYES: Gebhardt, Parrish, Strzelczyk

- 7) Discussion Items
 a. Finance - Personnel Work Plan

8) Adjourn

A motion to adjourn was made at 7:11 p.m. by Alderman Parrish, seconded by Alderman Strzelczyk. All voted in favor "aye."

Respectfully Submitted,

Marie Keyser
Assistant Finance Director

Attachment: FP minutes 011425 (10068 : F&P Minutes)



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Office of Parks and Operations

PARK AND OPEN SPACE BOARD
Wednesday, November 20, 2024
6:30 PM
North Conference Room

Minutes

1) Call to Order, Roll Call

The meeting was called to order at 6:32 PM.

Present:

Chair Jason Cain
 Alderman Peter Bratt
 Board Member Harlan Balkansky
 Board Member Steven Kulick
 Board Member James Lysaught
 Board Member David Wolfson
 Board Member Anton Usowski -- **Absent**
 Board Member Gerald Vite -- **Excused**

Also, present Parks & Forestry Superintendent Gies, Morgan Shapiro, MSA Lead Planner attended virtually, and Jennifer Wirth (12517 N Emily Ln.)

2) Approval of Meeting Minutes

a. October 16, 2024, Minutes

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

MOVED BY: Board Member Lysaught

SECONDED BY: Board Member Wolfson

AYES: Cain, Bratt, Bach, Balkansky, Kulick, Lysaught, Wolfson

ABSENT: Usowski, Vite

3) Discussion Item

Attachment: POSB 11-20-24 (10126 : Parks OSB)

a. Final Draft (11/20/2024)

Discussion ensued about possible funding sources for playground equipment replacement and upkeep.

Hard copies of the final plan will be given to all POSB and Common Council members.

RESULT: **Approved [Unanimous]**

MOVED BY: Alderman Bratt

SECONDED BY: Board Member Balkansky

AYES: Cain, Bratt, Bach, Balkansky, Kulick, Lysaught, Wolfson

NOT PRESENT: Usowski, Vite

4) Adjourn

a. Motion to Adjourn at 8:05 PM

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

MOVED BY: Board Member Balkansky

SECONDED BY: Board Member Kulick

AYES: Cain, Bratt, Bach, Balkansky, Kulick, Lysaught, Wolfson

NOT PRESENT: Usowski, Vite

Respectfully Submitted,

Ren Schlereth
Administrative Assistant

Attachment: POSB 11-20-24 (10126 : Parks OSB)



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Department of Community Development
Taped and Televised

PLANNING COMMISSION
Regular Meeting
Monday, January 27, 2025
6:00 PM
Christine Nuernberg Hall

Minutes

1) Call to Order, Roll Call

Present:

Chair Andrew Nerbun
Commissioner Bruce Barnes
Commissioner Stephanie Hawley
Commissioner Rebecca Schaefer
Commissioner John Stoker
Commissioner Nancy Urbani
Commissioner Martin Choren - **Absent**

Chairman Andy Nerbun called the meeting to order at 6:00 p.m.

a) Approval of Meeting Minutes from December 2, 2024

Action

Commissioner Barnes made a motion to approve the December 2, 2024, meeting minutes.
Commissioner Schaefer seconded the motion.
A voice vote was taken; vote passed (6-0)

RESULT:	APPROVED [4 TO 0]
MOVER:	Bruce Barnes, Commissioner
SECONDER:	Rebecca Schaefer, Commissioner
AYES:	Nerbun, Barnes, Hawley, Schaefer, Urbani, Stoker
ABSENT:	Choren

2) Consent

a) Paul Apfelbach for Brookfield 16, LLC. The applicant is seeking certified survey map approval to allow for a 2-lot land division for the property located at 3319 W. Mequon Road.

- b) Christian Life Church. The applicant is seeking land use plan amendment approval for the property located at 2803 W. Mequon Road.

Action

Commissioner Stoker made a motion to approve the 2 items on the Consent Agenda

Commissioner Hawley seconded the motion.

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

RESULT:	APPROVED [6 TO 0]
MOVER:	John Stoker, Commissioner
SECONDER:	Stephanie Hawley, Commissioner
AYES:	Nerbun, Barnes, Hawley, Schaefer, Stoker, Urbani
ABSENT:	Choren

3) Public Hearing

- a) Catalyst Construction. The application is seeking conditional use grant approval to allow for an accessory dwelling for the property located at 2707 W. Cassel Lane.

Action

Commissioner Stoker made a motion to open a public hearing.

Commissioner Hawley seconded the motion.

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

No public comment

Action

Commissioner Stoker made a motion to close the public hearing.

Commissioner Hawley seconded the motion.

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

Planner Natalie Redding stated this request is for a conditional use grant (CUG) for an accessory dwelling in the R-2 zoning district. The major addition will be added to the primary residence. She commented that the request meets all the requirements and staff recommends approval.

Action

Commissioner Stoker made a motion to approve per staff conditions.

Commissioner Urbani seconded the motion.

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

RESULT: **APPROVED [6 TO 0]**
MOVER: John Stoker, Commissioner
SECONDER: Nancy Urbani, Commissioner
AYES: Nerbun, Barnes, Hawley, Schaefer, Stoker, Urbani
ABSENT: Choren

4) Regular Business

- a) David Roettgers for Roettgers Company. The applicant is seeking minor request for master sign plan approval for the property located 11155 N. Wauwatosa Road (Mobil).

Planner Redding stated that this request is for a master sign plan for the Mobil gas station located in the B-1 zoning district. There were previous approvals for this business in May of 2023 and an extension was approved in September of 2024. The master sign plan includes a total of 8 signs: 5 are free-standing and 3 are wall mounted. Staff requested clarification on some of the locations of the signs which were provided by the applicant. Staff also requested that the entrance sign arrow be changed from yellow to red; which was changed by the applicant. She explained that most of the signs are located in the carwash queue and are not in public view. Staff recommend approval of the master sign plan.

Action

Commissioner Hawley made a motion to approve the master sign plan per staff conditions.

Commissioner Schaefer seconded the motion.

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

RESULT: **APPROVED [6 TO 0]**
MOVER: Stephanie Hawley, Commissioner
SECONDER: Nancy Urbani, Commissioner
AYES: Nerbun, Barnes, Hawley, Schaefer, Stoker, Urbani
ABSENT: Choren

- b) Brixmor SPE 1 LLC. The applicant is seeking minor request for master sign plan approval for the property located at 10906-11116 N. Port Washington Road (Mequon Pavilions).

Assistant Director Jac Zader stated that staff has been working with the Brixmor owners to develop a new master sign plan (MSP) due to the recent façade changes. There have been three iterations of the MSP with language forwarded through the process that was requested but not actually approved, so staff has been working to clean up the MSP as much as possible. Staff are continuing to work on cleaning up the MSP but the applicant requested approval for this portion so that Sierra can increase their logo size. It is allowed to be larger than the letters, but it cannot exceed 50% of the sign area.

Staff agree with the request to allow Sierra to increase their the size of the logo and get their signage in place as it also brings Sendiks back into compliance for their sign. This is the first step of the MSP and they will be back in front of the Commission in the next few months for approval

for the rest of the sign issues on site.

Action

Commissioner Schaefer made a motion to approve the master sign plan request.

Commissioner Stoker seconded the motion.

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

RESULT:	APPROVED [6 TO 0]
MOVER:	Rebecca Schaefer, John Stoker
AYES:	Nerbun, Barnes, Hawley, Schaefer, Stoker, Urbani
ABSENT:	Choren

- c) Technical Engineering Consultants, LLC. The applicant is seeking final plat, development agreement and concept plan approval to allow for a 37-lot subdivision for the property located at 1310 W. Highland Road (Highland Road Meadows).

Commissioner Stoker recused himself.

Asst. Zader stated that the concept plan has changed regarding the lot coverage requirements. He explained that this district was created to avoid a PUD process. The PUD process requires lot specific coverage percentages. He showed the Commission a chart detailing the different zoning districts and the lot coverage requirements associated with each zoning district. The Development Agreement (DA) Amendment was tailored as close to what they requested as possible.

He further stated that the applicant has agreed not to have any accessory structures. The street tree plan was previously approved, and the open space plan is similar to what was previously submitted.

Assistant City Engineer Cole McCraw stated there are a few issues with the Development Agreement Amendment:

1. Sanitary Sewer - the original DA required a flow restrictor system due to downstream lift station capacity issues. The applicant is currently waiting on some electronic components due to supply issues. A new completion date of June 15, 2025, has been set.
2. Public sidewalk installation - the DA currently requires the sidewalk to be installed prior to final plat approval, but a new completion date of June 30, 2025, has been set. Additionally, no building permits are to be issued for the properties that have driveway access through the sidewalk area.

Staff recommends approval of the DA modifications.

Action

Commissioner Hawley made a motion to approve the final plat, concept plan amendment and DA Amendment.

Commissioner Barnes seconded the motion.

A roll call vote was taken; vote passed (5-0)(Stoker recused)

RESULT:	APPROVED [5 TO 0]
MOVER:	Stephanie Hawley, Commissioner
SECONDER:	Bruce Barnes, Commissioner
AYES:	Nerbun, Barnes, Hawley, Schaefer, Urbani
ABSENT:	Choren
RECUSED:	Stoker

5) Announcements

The next meeting is Monday, February 24, 2025, at 6:00 p.m.

6) Adjourn

Action

Commissioner Stoker made a motion to adjourn the meeting.

Commissioner Schaefer seconded the motion.

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

The meeting was adjourned at 6:25 p.m.

Respectfully Submitted,

Jac Zader



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Office of the City Administrator

PUBLIC WELFARE COMMITTEE

Tuesday, January 14, 2025

5:30 PM

Lower Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Chair Dale Mayr
Alderman Gregg Bach
Alderman Brian Parrish

Also Present: ETC Consultant Heacock, Assistant City Administrator Schoenemann, City Clerk Fochs, Executive Assistant Enea, and Management Fellow Randall.

2) Approval of Meeting Minutes

- a. Public Welfare Committee meeting minutes of December 10, 2024

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

MOVED BY: Alderman Bach

SECONDED BY: Alderman Parrish

AYES: Mayr, Bach, Parrish

3) Resolutions

Action requested: review and recommend approval

- a. **RESOLUTION 4172** A Resolution Consolidating all City of Mequon Polling Sites into One Location at Mequon City Hall for the February 18, 2025 Primary Election

City Clerk Fochs explained to the Committee that a low voter turn-out is expected for the Spring Primary Election on February 18 with only the Superintendent of Public Instruction on the ballot. Therefore, consolidating all the voting sites to City Hall is recommended. This was done for a similar election in 2021 and it went well.

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

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Bach

Attachment: PW Minutes 011425 (10051 : Public Welfare January Meeting Minutes)

AYES: Mayr, Bach, Parrish

4) Discussion Items

a. Community Survey

The Committee discussed the updated version of the Community Survey. ETC Consultant explained how space may be an issue when including maps and tables. The Committee decided to delete Question #7 and requested for Community Development staff to write a question asking residents if they are in support of bringing water to the area to attract larger developments. They also decided that only one map was needed in the Development Section, therefore giving space to create a table for Question #8. In Question 8, street beautification was removed per Community Development Director Tollefson's recommendation, as well as additional answer options of apartments, senior housing, personal services, financial services, and other were included. For Questions 12 and 13, the Committee requested for Assistant City Engineer McCraw to look at both questions and give his opinion. For Question 14, Alderman Parrish requested the categories to be changed to the areas identified in the Parks & Open Space Plan.

The Committee then discussed the survey timeline. Department Heads will review the draft survey and offer feedback at an upcoming staff meeting. The Committee will review the suggestions from the Department Heads at the February 11 Public Welfare Meeting. The Common Council will have the chance to review the draft survey at the March COTW Meeting. Then, a special Public Welfare meeting will take place in mid to late March to review the COTW feedback. After which, the survey will be submitted to ETC at the beginning of April for their team to finalize the instrument. Postcards will be mailed on May 1, and the survey will be mailed out on May 12.

5) Work Calendar

The Committee will review staff feedback about the Community Survey at the next meeting.

6) Adjourn

Alderman Bach moved to adjourn at 6:35 PM and Alderman Mayr seconded.

Respectfully Submitted,

Carrie Enea
Executive Assistant



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Public Works Department

PUBLIC WORKS COMMITTEE

Tuesday, January 14, 2025

6:45 PM

South Conference Room

Minutes

1) Call to Order, Roll Call

Meeting was called to order at 6:45 PM.

Present:

Chair Jeffrey Hansher
 Alderman Kelly Tolocko
 Alderman Peter Bratt

Also present: Fleet Superintendent Zeller, Engineering Technician Dandy, Assistant City Engineer McCraw, Deputy Director of Public Works Weyker, Director of Public Works/City Engineer Lundeen and Administrative Assistant Schlereth.

2) Approval of Minutes

a. Public Works Committee meeting minutes of December 10, 2024

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

MOVED BY: Alderman Tolocko

SECONDED BY: Alderman Bratt

AYES: Hansher, Tolocko, Bratt

3) Discussion Items

Discussion and Possible Action

a. 2025 Annual Road Program

One Alderman recommended prioritizing Katherine Kearney north lot be done first as its reasonable order of events.

Staff shared that Lake Shore Dr between Zedler and Mequon Rd is the most requested road in the City for bike facilities.

Attachment: 1.14.25 (10058 : Public Works January 14, 2025)

b. Discussion Item - Focus on Fleet

Staff presented the Fleet's operation and maintenance accounts and the lease agreement with Enterprise.

Staff advised that the age of the equipment is not the only reason it is recommended to be replaced. The 2018 Fleet Rightsizing & Replacement Study by Mercury Associates Inc., was used to create the Master Equipment Replacement Plan.

c. Public Works Work Plan (1.14.25)

4) Adjourn

a. Motion to Adjourn at 7:24 PM.

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

MOVED BY: Alderman Bratt

SECONDED BY: Alderman Tolocko

AYES: Hansher, Tolocko, Bratt

Respectfully Submitted,

Ren Schlereth
Administrative Assistant

Attachment: 1.14.25 (10058 : Public Works January 14, 2025)



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Public Works/Engineering
 Taped and Televised

SEWER UTILITY DISTRICT COMMISSION

Tuesday, December 10, 2024

7:30 PM

Christine Nuernberg Hall

Minutes

1) Call to Order, Roll Call

Meeting was called to order at 7:30 PM.

Present:

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

Also present: City Administrator Jones, Assistant City Administrator Schoenemann, City Attorney Sajdak, City Clerk Fochs, Finance Director Arnett, Director of Public Works/City Engineering Lundeen, Director of Community Development Tollefson, Assistant City Engineer McCraw, Parks and Forestry Superintendent Gies, Human Resources Coordinator Perszyk, Accounting Specialist Jester, Administrative Assistant Schlereth, Managerial Fellow Randall, press and interested public.

2) Approval of Meeting Minutes

a. October 30, 2024, Minutes

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Commissioner Hansher

SECONDED BY: Commissioner Bach

Attachment: Sewer 12.10.24 (10128 : Sewer District Minutes)

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

3) Resolutions

Action requested: review and recommend approval

- a. **RESOLUTION 4159** A Resolution Authorizing Termination of a Memorandum of Agreement for Joint Ownership and Operation of a Sanitary Sewer Television Truck with the Villages of Brown Deer and Shorewood

Director Lundeen provided an overview of the history of the agreement and the justification for termination. The intent is to purchase a truck owned exclusively by the Mequon Sewer Utility and add a lateral launch camera. Director Lundeen further outlined the estimated residual value of the existing truck, the annual maintenance costs and provided an overview of the need to replace the equipment regardless of the type of ownership. The Commission questioned the potential purchase of a new truck under the existing agreement, the usage of the truck, consideration of alternatives including contracting for the service and costs thereof, clarification of next steps and cost/benefit analysis of other options, potential of including an hourly rate for the televising truck in the fee schedule, justification for terminating the agreement prior to having a plan for the replacement of the truck and timing of delivery and the life cycle and costs associated with the equipment.

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Commissioner Hansher

SECONDED BY: Commissioner Bach

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

DEEMED NO: Parrish, Gebhardt

4) Adjourn

- a. Motion to Adjourn at 7:47 PM

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Commissioner Gebhardt

SECONDED BY: Commissioner Hansher

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

Respectfully Submitted,

Ren Schlereth
Administrative Assistant

Attachment: Sewer 12.10.24 (10128 : Sewer District Minutes)

	A	B	C	D	E	F	G	I	J	K
1										
2										
3	0									
4	DIST.	PARCEL #	ADDRESS	OWNER	VIOLATION TYPE/COMPLAINT	OTC ISSUED	REQUIREMENT DATE	COURT DATE	COMMENTS (See Key Column)	ACTIVE YES/NO
5	8	151050504000	10843 N PEBBLE LANE	ABBAS OR FATIMA ALI	YARD WASTE LEAVES AND BRANCHES	1/21/2022	6/1/2022		1	NO
6	4	140341500100	6110-6112 W COUNTY LINE ROAD	JEFFERY KRETZ	PARKING	12/1/2021	12/15/2021		#5 CITATION 1,2	NO
7	1	140300600500	12323 W MEQUON ROAD	JONATHON SCHOTTE	PARKING	10/21/2021	11/4/2021		1	NO
8	3	140221000600	11512 N WAUWATOSA ROAD	RICK OR PATRICIA FREYMUTH	TEMPORARY STRUCTURE	10/22/2021	11/5/2021		1	NO
9	4	EXEMPT	110010 N BUNTROCK AVENUE	WILSON SCHOOL	ELECTRONIC MESSAGE SIGN ILLUMINATION	12/8/2021	12/17/2021		1	NO
10	1	141550010000	13760 N BONNIWELL COURT	GALINA OR MISHA SHEPSHELEVICH	PARKING	ONGOING	ONGOING	NOT SET	#5, CIRCUIT COURT	YES
11	3	RENTAL	6200 W MEQUON ROAD	ST PAULS FISH	BANNER/SIGNS	11/17/2021	11/20/2021		1	NO
12	2	140820648000	2916 W SHOES DRIVE	DAVID OR ELIZABETH SANDE	HOME BUSINESS	11/22/2021	12/5/2021		1	NO
13	1	141550011000	13702 N BONNIWELL COURT	MICHAEL OR SHELLEY OLSON	PARKING	11/22/2021	11/5/2021		1	NO
14	4	140270101200	10910 INDUSTRIAL DRIVE	SUPER STEEL LLC	BANNER/SIGNS	11/17/2021	11/20/2021		1	NO
15	8	RENTAL	10042 N PORT WASHINGTON ROAD	NEARLY NEW CONSIGNMENT SHOP	BANNER	11/17/2021	11/20/2021		1	NO
16	4	RENTAL	11035 INDUSTRIAL DRIVE	CENTRAL BARK	BANNER/SIGNS	11/17/2021	11/20/2021		1	NO
17	5	EXEMPT	13460 N PORT WASHINGTON ROAD	CHRIST CHURCH	BANNER	11/17/2021	11/20/2021		1	NO
18	4	140340500100	6809 W DONGES BAY ROAD	MEQUON LAWN AND GARDEN	BANNER	11/17/2021	11/20/2021		1	NO
19	6	150191301600	11357 N PORT WASHINGTON ROAD	KOHLER CREDIT UNION	FLAG	11/17/2021	11/20/2021		1	NO
20	8	RENTAL	11018 N PORT WASHINGTON ROAD	MATHNASIUM	BANNER	11/17/2021	11/20/2021		1	NO
21	5	150201001800	11522 N PORT WASHINGTON ROAD	SHELL GAS STATION	BANNER	11/17/2021	11/20/2021		1	NO
22	6	RENTAL	10945 N PORT WASHINGTON ROAD	SPINE PAIN DIAGNOSTICS ASSOCIATES SUITE 101	BANNER	11/17/2021	11/20/2021		1	NO
23	8	RENTAL	10930 N PORT WASHINGTON ROAD	SENDIK'S	BANNER	11/17/2021	11/20/2021		1	NO
24	6	RENTAL	10945 N PORT WASHINGTON ROAD	WISCONSIN RADIOLOGY SPECIALISTS	BANNER	11/17/2021	11/20/2021		1	NO
25	8	RENTAL	10984 N PORT WASHINGTON ROAD	MARSHALLS	BANNER/SIGNS	11/17/2021	11/20/2021		1	NO
26	8	RENTAL	10526 N PORT WASHINGTON ROAD	DERIAH BOUTIQUE	BANNER	11/17/2021	11/20/2021		1	NO
27	6	RENTAL	10501 N PORT WASHINGTON ROAD	ALLSTATE INSURANCE	FLAG	11/17/2021	11/20/2021		1	NO
28	8	RENTAL	10916 N PORT WASHINGTON ROAD	ELITE NUTRITION	BANNER	11/17/2021	11/20/2021		1	NO
29	6	RENTAL	11649 N PORT WASHINGTON ROAD	MEQUON SMILE DESIGN	BANNER	11/17/2021	11/20/2021		1	NO
30	6	RENTAL	11042 N PORT WASHINGTON ROAD	X GOLF MEQUON	FLAG	11/17/2021	11/20/2021		1	NO
31	8	150290600200	11150 N PORT WASHINGTON ROAD	CULVER'S	BANNER/SIGN	11/17/2021	11/20/2021		1	NO
32	4	140270201000	11130 N BUNTROCK AVENUE	ARTESA APARTMENTS	BANNER/SIGN	11/17/2021	11/20/2021		1	NO
33	8	RENTAL	10992 N PORT WASHINGTON ROAD	GREAT CLIPS	BANNER	11/17/2021	11/20/2021		1	NO
34	3	RENTAL	6330 W SPUR ROAD	SPUR 16	FLAG	11/17/2021	11/20/2021		1	NO
35	4	RENTAL	10503 N CEDARBURG ROAD	THE COLOUR BOWL SALON AND WELLNESS	FLAG	11/17/2021	11/20/2021		1	NO
36	4	140500612000	5616 W DONGES BAY ROAD	LIBBY MONTANA	BANNER	11/17/2021	11/20/2021		1	NO
37	6	150300600500	2635 W MEQUON ROAD	THE RANGE LINE INN	BANNER/SIGN	11/17/2021	11/20/2021		1	NO
38	6	151530001000	1505 W MEQUON ROAD	EAST TOWNE SQUARE MALL	FLAG	11/17/2021	11/20/2021		1	NO
39	6	RENTAL	1339 W MEQUON ROAD	SOVEREIGN SELECT LLC	BANNER	11/17/2021	11/20/2021		1	NO
40	3	RENTAL	7602 W MEQUON ROAD	IN BALANCE YOGA	BANNER	11/17/2021	11/20/2021		1	NO
41	6	RENTAL	1340 W MEQUON ROAD	AC ZUKERMAN JEWELERS	BANNER	11/17/2021	11/20/2021		1	NO
42	6	RENTAL	1300 W MEQUON ROAD	PANERA BREAD	BANNER/SIGNS	11/17/2021	11/20/2021		1	NO
43	6	RENTAL	1424 W MEQUON ROAD	NORTH SHORE COMPUTER	BANNER	11/17/2021	11/20/2021		1	NO
44	6	RENTAL	1402 W MEQUON ROAD	KUMON MATH AND READING	BANNER	11/17/2021	11/20/2021		1	NO
45	8	RENTAL	10530 N PORT WASHINGTON ROAD	FIDDLEHEADS COFFEE	BANNER/SIGNS	11/17/2021	11/20/2021	4/6/2022	#5, CITATION 1	NO
46	6	RENTAL	11525 N PORT WASHINGTON ROAD	JIMMY JOHNS	BANNER/FLAGS	11/17/2021	11/20/2021	3/2/2022	#5, CITATION 1	NO
47	6	RENTAL	11511 N PORT WASHINGTON ROAD	TACO BELL	BANNER	11/17/2021	11/20/2021	4/6/2022	#5, CITATION 1,2	NO
48	4	140500903002	10360 N CEDARBURG ROAD	KWIK TRIP	TRASH/LITTER	12/23/2021	12/27/2021	4/6/2022	#5, CITATIONS 1,2,3	NO
49	4	140500903002	10360 N CEDARBURG ROAD	KWIK TRIP	BANNER/FLAGS	11/17/2021	11/20/2021	3/2/2022	#5, CITATION 1,2	NO
50	8	150291100500	10500 N PORT WASHINGTON ROAD	HOLD HOLDINGS	PUBLIC NUISANCE	4/14/2021	4/23/2021	4/6/2022	#5, CITATIONS 1,2,3	NO
51	4	140840107000	9712 N MEQUON PLACE	TOUA YANG	PARKING	10/25/2021	11/5/2021	4/6/2022	#5 CITATIONS 1, 2,3,4, 5,6	YES
52	7	140250600600	11050 N RIVER ROAD	ROBERT STERN	OUTSIDE STORAGE	11/17/2021	11/24/2021		#5 CITATION 1	NO
53	4	140501204000	10056 N CEDARBURG ROAD	WILLIAM WISTH	OUTSIDE STORAGE	ONGOING	ONGOING	NOT SET	#5 CIRCUIT COURT	NO
54	3	140870805000	11715 N SILVER AVENUE	LUJESS	PARKING	ONGOING	ONGOING	NOT SET	#5 CIRCUIT COURT	YES
55	6	151000203000	12539 N ISLAND DRIVE	WILLIAM WISTH	OUTSIDE STORAGE	ONGOING	ONGOING	NOT SET	#5 CIRCUIT COURT	YES
56	8	151070412000	819 W SIERRA LANE	VANN FAMILY TRUST	OUTSIDE STORAGE	2/25/2022	3/11/2022		1	NO
57	8	151070412000	819 W SIERRA LANE	VANN FAMILY TRUST	PARKING	2/25/2022	3/11/2022		1	NO
58	2	140241201000	11249 N RIVERLAND ROAD	PAUL FREDERICK	OUTSIDE STORAGE	2/25/2022	3/11/2022		1	NO
59	2	140241201000	11249 N RIVERLAND ROAD	PAUL FREDERICK	PARKING	2/25/2022	3/11/2022		#5 CITATION 1	NO
60	1	140121200300	3500 W HIGHLAND ROAD	THOMAS LEMENS	OUTSIDE STORAGE	2/25/2022	3/11/2022		1	NO
61	1	140121200300	3500 W HIGHLAND ROAD	THOMAS LEMENS	PARKING	2/25/2022	3/11/2022		1	NO

	A	B	C	D	E	F	G	I	J	K
62	1	140191500200	11206-11210 W MEQUON ROAD	JORDON OR KRISTY LARSON	PARKING	2/25/2022	3/11/2022		1	NO
63	1	140191500200	11206- 11210 W MEQUON ROAD	JORDON OR KRISTY LARSON	OUTSIDE STORAGE	2/25/2022	3/11/2022		1	NO
64	1	140191500200	11206-11210 W MEQUON ROAD	JORDON OR KRISTY LARSON	OUTSIDE MAINTANCE	2/25/2022	5/30/2022		1	NO
65	2	140950607000	3033 W RENEE COURT	IGOR OR MARGARITA LETKIN	PARKING	3/8/2022	3/22/2022		1	NO
66	6	150300800400	10841 N ORIOLE LANE	NICHOLAS OR LAURA MEYER	OUTSIDE STORAGE	3/14/2022	3/31/2022		1	NO
67	6	150300800400	10841 N ORIOLE LANE	NICHOLAS OR LAURA MEYER	GENERAL MAINTENANCE	3/14/2022	5/30/2022		1	NO
68	6	140950607000	2030 W SUNNYDALE LANE	DIANNE MCCLELLAN	PARKING	3/14/2022	3/31/2022		1	NO
69	6	140950607000	2030 W SUNNYDALE LANE	DIANNE MCCLELLAN	OUTSIDE STORAGE	3/14/2022	3/31/2022		1	NO
70	4	140271200400	6926 W DONGES BAY ROAD	GO RITEWAY	PARKING	3/17/2022	3/21/2022		1	NO
71	4	140271200400	6926 W DONGES BAY ROAD	GO RITEWAY	ADVERTISING FLAG	3/17/2022	3/21/2022		1	NO
72	4	140840205000	9612 W MEQUON PLACE	LEWIS OR JEAN BIRKEL	OUTSIDE MAINTENANCE	3/23/2022	6/1/2022		1	NO
73	7	150850000002	3100 W COUNTRY CLUB DRIVE	NORTH SHORE COUNTRY CLUB	LANDSCAPING	3/23/2022	6/1/2022		1	NO
74	4	140500709001	1863/461 N 1/2 LOT 9 BLK 7 CEDARBURG ROAD	WILLIAM CONLEY	MAINTENANCE	3/24/2022	7/1/2022		1	NO
75	4	140270901200	10541-10601 N COMMERCE STREET	MEGAL DEVELOPMENT CORPORATION	BUSINESS OCCUPANCY PERMIT	3/31/2022	4/8/2022		1	NO
76	2	140240701200	11610 N RIVER ROAD	MARILYN MANKE	OUTSIDE STORAGE	3/31/2022	4/7/2022		1	NO
77	5	RENTAL	11700 N PORT WASHINGTON ROAD	MARCUS NORTH SHORE CINEMA	LITTER	4/6/2022	4/13/2022		1	NO
78	5	150200701100	11616 N PORT WASHINGTON ROAD	ELITE HIGHLANDER MEQUON INC	LITTER	4/6/2022	4/13/2022		1	NO
79	5	RENTAL	11558 N PORT WASHINGTON ROAD	METRO MARKET	LITTER	4/6/2022	4/13/2022		1	NO
80	3	140860207000	11345 N SOLAR AVE	JEFFREY MCCLONE	PARKING	4/21/2022	4/28/2022		#5 CITATION 1,2	NO
81	3	140892402000	11425 N VEGA AVE	DENNIS HERRERA	PARKING	4/21/2022	4/28/2022		1	NO
82	3	140210101000	11932 N VEGA AVE	JOHN OR STACEY MURRAY	PARKING	4/21/2022	4/28/2022		1	NO
83	3	141220004000	11912 N SOLAR AVE	JAMES MCNICHOL	PARKING	4/21/2022	4/28/2022		#5 CITATION 1,2	NO
84	3	140870708000	11625 N VEGA AVE	ROBERT MACKIEWICZ	PARKING	4/21/2022	4/28/2022		1	NO
85	3	140881402000	8509 W POPLAR DR	WILLIAM BLATZ	PARKING	4/21/2022	4/28/2022		1	NO
86	4	140840509000	4808 W HIAWATHA DR	PAUL SCHUMACHER	HOOP HOUSE	4/21/2022	5/5/2022		1	NO
87	2	141160010000	12335 N WOODFIELD CT	JEFFREY OR SUSAN POMERANTZ	OUTSIDE STORAGE	4/22/2022	4/29/2022		1	NO
88	3	140500102002	6714 W MEQUON ROAD	MICHAEL OR TRACY LALONDE	OUTSIDE STORAGE	4/28/2022	5/13/2022		#5 CITATION 1,2	NO
89	7	150560205000	1425 W ZEDLER LANE	BRADFORD FIGG	GARBAGE	5/10/2022	5/13/2022		#5 CITATION 1	NO
90	2	141160010000	12335 N WOODFIELD COURT	JEFFERY OR SUSAN POMERANTZ	PARKING	5/17/2022	5/24/2022		1	NO
91	5	RENTAL	11740 N PORT WASHINGTON ROAD	BANK FIRST	BANNER	5/17/2022	5/21/2022		1	NO
92	5	EXEMPT	13800 N PORT WASHINGTON ROAD	UNITARIAN CHURCH	BANNER/FLAG	5/17/2022	5/21/2022		1	NO
93	3	RENTAL	6006 W MEQUON ROAD	SPUR 16	BANNER/FLAG	5/17/2022	5/21/2022		1	NO
94	8	RENTAL	10900 N PORT WASHINGTON ROAD	THE FEED BAG	BANNER	5/17/2022	5/21/1955		1	NO
95	2	EXEMPT	3906 W MEQUON ROAD	ST BONIFACE CHURCH	BANNER	5/17/2022	5/21/2022		1	NO
96	5	151001214000	1630 W DOROTHY PLACE	DAVID OR SHELLY HAUGH	OUTSIDE MAINTENANCE	5/25/2022	6/18/2022		1	NO
97	5	151001214000	1630 W DOROTHY PLACE	DAVID OR SHELLY HAUGH	OUTSIDE STORAGE	5/25/2022	7/1/2022		1	NO
98	3	140870504001	11733 N WAUWATOSA ROAD	DELORES FILLAFER	OUTSIDE STORAGE	5/25/2022	6/15/2022		1	NO
99	3	140870504001	11733 N WAUWATOSA ROAD	DELORES FILLAFER	OUTSIDE MAINTENANCE	6/7/2022	7/5/2022		1	NO
100	4	140341600200	BAHR AND COUNTY LINE/ NO ADDRESS	BILL FINE/COUNTY LINE HOLDINGS	PARKING	6/13/2022	6/29/2022		#5 CITATION 1,2	NO
101	6	150570602000	1424 W ZEDLER LANE	ROSEMARY KOLLER	GRASS	6/15/2022	6/22/2022		1	NO
102	8	151070412000	819 SIERRA LANE	VANN FAMILY TRUST	GRASS	6/15/2022	6/22/2022		1	NO
103	7	141510000500	9853 N RANGE LINE ROAD	CYNTHIS COAKLEY	OUTSIDE STORAGE	6/15/2022	6/29/2022		1	NO
104	5	151030214001	12707 N EAST SHORELAND DRIVE	GARMAN LIVING TRUST	PARKING	6/15/2022	6/29/2022		1	NO
105	5	151030211000	12731 N EAST SHORELAND DRIVE	TED RUEHL	OUTSIDE STORAGE	6/15/2022	6/29/2022		1	NO
106	4	140640202000	10811 N SHERWOOD DRIVE	CHARLES CONRAD	YARD WASTE BRANCHES	6/21/2022	6/28/2022		1	NO
107	8	151070412000	819 W SIERRA LANE	VANN FAMILY TRUST	TRASH/LITTER	6/21/2022	6/28/2022		1	NO
108	6	150710411000	11604 N HILLSIDE LANE	MICHAEL GMIREK OR SUZANNE PEPLINSKI	TURF GRASS	6/21/2022	6/28/2022		1	NO
109	6	150710405000	11433 N COUNTRY LANE	WILLIAM GENSRIK	TEMPORARY STRUCTURE	6/21/2022	6/28/2022		1	NO
110	6	150710405000	11433 N COUNTRY LANE	WILLIAM GENSRIK	PARKING	6/21/2022	6/28/2022		1	NO
111	6	150630108000	11320 N VALLEY DRIVE	JONATHAN SCHULTZ	PARKING	6/21/2022	6/28/2022		1	NO
112	7	140700083000	3327 BURGANDY COURT	LYNN VORBECK	PARKING	6/21/2022	6/28/2022		1	NO
113	6	150990701000	12345 N EAST SHORELAND DRIVE	ANDREW OR WENDY PETZOLD	OUTSIDE MAINTENANCE	6/23/2022	7/29/2022		1	NO
114	6	150990701000	12345 N EAST SHORELAND DRIVE	ANDREW OR WENDY PETZOLD	TURF GRASS	6/23/2022	7/14/2022		1	NO
115	5	150060901900	13804 N MARTIN WAY SUITE 2400	13804 N MARTIN WAY LLC	POOL FENCE	7/7/2022	7/29/2022		#5 CITATION 1	YES
116	5	150061500900	1908 W BONNIWELL ROAD	RAVI NARAYAN OR SOWMYA SUBRAMANIAN	POOL FENCE	8/11/2021	8/26/2022		1	NO
117	2	150911001000	2517 W CHESTNUT ROAD	TAOFIKI OR KERRY ALABI	PARKING	7/15/2022	7/22/2022		1	NO
118	4	140501305007	9807 N CEDARBURG ROAD	RYAN OR KATHERINE KAUTZER	TURF GRASS	7/15/2022	7/22/2022		1	NO
119	6	XXXXXXXXXX	NORTH SHORE ESTATES	DEBRA NEWELL PRESIDENT	OUTSIDE STORAGE	7/14/2022	8/5/2022		1	NO
120	3	142010051000	10879 N WILDCAT WAY	AMBER SCHROEDER	FENCE	5/16/2022	5/27/2022		#5 CITATION 1,2	YES
121	3	140860205000	11413 N SOLAR AVENUE	DUANE OR JULIE WAGNER	PARKING	7/21/2022	8/4/2022		1	NO
122	8	RENTAL	10930 N PORT WASHINGTON ROAD	SENDIKS	BANNERS	7/21/2022	7/28/2022		1	NO

	A	B	C	D	E	F	G	I	J	K
123	1	XXXXXXXXXX	HIGHLANDS LOT 8	KINGS WAY HOMES	OUTSIDE MAINTENANCE	7/22/2022	7/29/2022		1	NO
124	4	140270201500	8835 W MEQUON ROAD	RESERVE FRONT LOT	LANDSCAPING	7/22/2022	8/16/2022		1	NO
125	4	140270200200	6729 W MEQUON ROAD	STORYPOINT SENIOR LIVING	SIGNS	7/22/2022	8/19/2022		1	NO
126	7	150850000002	3100 W COUNTRY CLUB DRIVE	NORTH SHORE COUNTRY CLUB	LANDSCAPING	7/22/2022	10/5/2022		1	NO
127	8	XXXXXXXXXX	10930 N PORT WASHINGTON ROAD	MEQUON PAVILIONS	FLAGS	7/22/2022	7/29/2022		1	NO
128	2	140820210001	3015 W SHOLES DRIVE	THOMAS OR CAPTOLA BACHER	2 SHEDS	8/11/2022	9/11/2022		1	NO
129	5	151120203000	13837 N LAKE SHORE DRIVE	GREGORY OR NICOLE PATERSON	OUTDOOR STORAGE	8/11/2022	8/26/2022		1	NO
130	6	150300802300	2212 W SUNNYDALE LANE	AARON OR PETER KINNEY	POOL FENCE	8/11/2022	8/26/2022		1	NO
131	8	RENTAL	10806 N PORT WASHINGTON ROAD	NORTH SHORE BANK	BANNER	8/19/2022	8/25/2022		1	NO
132	6	RENTAL	1505 W MEQUON ROAD	EAST TOWNE SQUARE MALL	FLAGS	8/19/2022	8/25/2022		1	NO
133	6	RENTAL	1505 W MEQUON ROAD	FAYE'S MEQUON	FLAGS	8/19/2022	8/25/2022		1	NO
134	6	RENTAL	1505 W MEQUON ROAD	THE LEMON TREE	FLAGS	8/19/2022	8/25/2022		1	NO
135	6	RENTAL	1615 W MEQUON ROAD	ZARLETTI MEQUON	FLAGS	8/19/2022	8/25/2022		1	NO
136	6	RENTAL	1330 W MEQUON ROAD	COCOA TREE CONFECTIONARY	BANNER	8/19/2022	8/28/2022		1	NO
137	6	RENTAL	1402 W MEQUON ROAD	KUMON MATH AND READING	BANNER	8/19/2022	8/25/2022		1	NO
138	6	RENTAL	1650 W MEQUON ROAD	FIFTH MAIN	A FRAME	8/19/2022	8/25/2022		1	NO
139	6	RENTAL	11036 N PORT WASHINGTON ROAD	PICARDY SHOE PARLOUR	BANNER	8/19/2022	8/25/2022		1	NO
140	4	140271601200	10433 N BAEHR ROAD	NORTH SHORE DANCE	SIGNS	7/7/2022	7/29/2022		#5 CITATION 1	NO
141	1	141440022001	7421 RIDGEVIEW DRIVE	YOUSSEF BERRADA	PLUMBING PERMIT	8/24/2022	9/7/2022		EXTENSION	YES
142	1	141440022001	7421 RIDGEVIEW DRIVE	YOUSSEF BERRADA	ELECTRIC PERMIT	8/24/2022	9/7/2022		EXTENSION	YES
143	1	141440022001	7421 RIDGEVIEW DRIVE	YOUSSEF BERRADA	BUILDING PERMIT	8/24/2022	9/7/2022		EXTENSION	YES
144	1	141440022001	7421 RIDGEVIEW DRIVE	YOUSSEF BERRADA	FILL PERMIT	8/24/2022	9/7/2022		EXTENSION	YES
145	1	141440022001	7421 RIDGEVIEW DRIVE	YOUSSEF BERRADA	SURVEY	8/24/2022	9/7/2022		EXTENSION	YES
146	7	150500116000	1828 W FIESTA LANE	CHARLES MAYER	GRASS	8/31/2022	9/8/2022		1	NO
147	7	140700145000	3531 W LEGRANDE BLVD	WILLIAM GRUBER	HOME BUSINESS	9/6/2022	9/16/2022		1	NO
148	4	RENTAL	10601 N COMMERCE STREET	GOOD LAND PREMIUM FOODS PROVISIONS INC	BUILDING AND SITE PLAN AMENDMENT	9/6/2022	9/19/2022		1	NO
149	6	RENTAL	1339 W MEQUON ROAD	REMAX LAKESIDE	WALL SIGN	9/8/2022	10/28/2022		1	NO
150	5	151010106001	12656 N SHORELAND PARKWAY	NANCY TOLOCKO	DECK	9/13/2022	12/14/2022		1	NO
151	5	150970019000	12648 N RIVER FOREST CIRCLE	JOHN OR JULIE HENNINGS	PARKING	9/13/2022	9/23/2022		1	NO
152	5	150970019000	12648 N RIVER FOREST CIRCLE	JOHN OR JULIE HENNINGS	OUTSIDE MAINTENANCE	9/13/2022	9/27/2022		1	NO
153	8	EXEMPT	10370 N WILDWOOD COURT	OZAUKEE WASHINGTON COUNTY LAND TRUST	OUTSIDE MAINTENANCE	9/14/2022	10/14/2022		1	NO
154	3	RENTAL	7160 W DONGES BAY ROAD	WARREN BARNETT INTERIORS	CONDITIONAL USE GRANT	9/20/2022	10/4/2022		#5 CITATION 1	NO
155	6	150190400400	11743 N PORT WASHINGTON ROAD LOT 1	SHELY 2012 IRREVOCABLE TRUST	GRASS	9/22/2022	10/7/2022		1	NO
156	6	150190400500	11743 N PORT WASHINGTON ROAD LOT 2	SHELY 2012 IRREVOCABLE TRUST	GRASS	9/22/2022	10/7/2022		1	NO
157	6	150190400600	11743 N PORT WASHINGTON ROAD LOT 3	SHELY 2012 IRREVOCABLE TRUST	GRASS	9/22/2022	10/7/2022		1	NO
158	6	RENTAL	1550 W MEQUON ROAD	FIFTH MAIN	MONUMENT SIGN	9/29/2022	10/13/2022		#5 CITATION 1,2,3	NO
159	8	150740120000	317 E CIRCLE ROAD	JEFFREY OR JENNIFER PARULSKI	PARKING	9/29/2022	10/13/2022		#5 CITATION 1	NO
160	4	140840306000	4904 W COUNTY LINE ROAD	SHAWN OR RUTH RUBINSTEIN	SUMP PUMP	9/29/2022	10/7/2022		1	NO
161	6	RENTAL	11431 N PORT WASHINGTON ROAD SUITE 207	DAYALUV COSMETICS	CONDITIONAL USE GRANT	10/5/2022	11/14/2022		1	NO
162	6	RENTAL	11431 N PORT WASHINGTON ROAD SUITE 135	EMBRACE YOUR FACE	CONDITIONAL USE GRANT	10/5/2022	11/14/2022		1	NO
163	6	RENTAL	11431 N PORT WASHINGTON ROAD SUITE 101E	CEDAR CREEK MASSAGE	CONDITIONAL USE GRANT	10/5/2022	11/14/2022		1	NO
164	6	RENTAL	11431 N PORT WASHINGTON ROAD SUITE 106A	JANET HALONEN-ACUESTICS	CONDITIONAL USE GRANT	10/5/2022	11/14/2022		1	NO
165	6	RENTAL	11431 N PORT WASHINGTON ROAD SUITE 108	DRAGON FLY MEDITATION AND WELLNESS	CONDITIONAL USE GRANT	10/5/2022	11/14/2022		1	NO
166	6	RENTAL	11431 N PORT WASHINGTON ROAD SUITE 101	THERPUTIC MASSAGE AND WELLNESS CENTER	CONDITIONAL USE GRANT	10/5/2022	11/14/2022		1	NO
167	6	RENTAL	11431 N PORT WASHINGTON ROAD SUITE 212	WYNTER CO. BEAUTY	CONDITIONAL USE GRANT	10/5/2022	11/14/2022		1	NO
168	6	150300600900	2505 W MEQUON ROAD	NORTH SHORE DENTAL	BANNER	10/6/2022	10/13/2022		1	NO
169	3	RENTAL	7606 W MEQUON ROAD	HOMESTEAD FAMILY DENTISTRY	BANNER	10/6/2022	10/13/2022		1	NO
170	6	150710405000	11433 N COUNTRY LANE	WILLIAM OR CAROL GENSIRICK	OUTSIDE STORAGE	10/6/2022	10/27/2022		1	NO
171	6	150710405000	11433 N COUNTRY LANE	WILLIAM OR CAROL GENSIRICK	OUTSIDE MAINTENANCE	10/6/2022	11/10/2022		1	NO
172	6	150310101100	10355 N PORT WASHINGTON ROAD	CLARK GAS STATION	OUTSIDE MAINTENANCE	10/12/2022	11/12/2022		#5 CITATION 1	NO
173	1	140200600700	10505 W FREISTADT ROAD	HERMAN OR SANDRA STERN	PARKING	10/19/2022	11/11/2022		1	NO
174	1	140171101100	10516 W FREISTADT ROAD	JENNIFER JOHNSON OR JOSHUA COMFORT	PARKING	10/19/2022	11/11/2022		1	NO
175	4	140500404000	11155 N CEDARBURG ROAD	MEQUON AUTO TECH	WATER TO FACILITY	10/19/2022	11/25/2022		#5 CITATION 1	YES
176	5	150170800500	12531 N LAKESHORE DRIVE	STEVEN OR KIMBERLY BROWN	SHED PERMIT	10/19/2022	11/4/2022		1	NO
177	4	140271601200	10433 N BAEHR ROAD	NORTH SHORE DANCE STUDIO	MONUMENT SIGN	10/21/2022	11/30/2022		1	NO
178	4	RENTAL	11120 N BUNTROCK AVENUE	PRESTIGE AUTO SERVICE	PARKING COMMERCIAL	10/26/2022	11/2/2022		EXTENSION	YES
179	5	150920201000	11404 N PINEHURST CIRCLE	US BANK	GRASS	10/27/2022	11/4/2022		1	NO
180	5	150920201000	11404 N PINEHURST CIRCLE	US BANK	OUTSIDE MAINTENANCE	10/27/2022	11/27/2022		1	NO
181	8	151070112002	1027 W DONGES BAY	MARY JOHNSON	OUTSIDE MAINTENANCE	10/27/2022	11/27/2022		1	NO
182	6	151260105000	10451 N STRATFORD PLACE	STEFAN OR SARAH GENDELMAN	BUILDING PERMIT	10/28/2022	11/21/2022		1	NO
183	5	151200017000	11633 N LAKE SHORE DRIVE	BARBARA PFAFF	OUTSIDE MAINTENANCE	1/19/2022	5/30/2022		# 5 CITATION 1	YES

	A	B	C	D	E	F	G	I	J	K
184	5	151200017000	11633 N LAKE SHORE DRIVE	BARBARA PFAFF	OUTSIDE STORAGE	1/19/2022	2/9/2022		#5 CITATION 1	YES
185	1	140090900200	14015 N CEDARBURG ROAD	WHITE RABBIT RESTAURANT	MONUMENT SIGNS	11/9/2022	11/23/2022		1	NO
186	6	150191602200	1400 W MEQUON ROAD	CONCORD 37 LLC	OUTSIDE MAINTENANCE	11/10/2022	12/2/2022		1	NO
187	6	150191602300	1350 W MEQUON ROAD	CONCORD 37 LLC	OUTSIDE MAINTENANCE	11/10/2022	12/2/2022		1	NO
188	8	150320700200	10000 N PORT WASHINGTON ROAD	PARK AVENUE PLAZA OF MEQUON	OUTSIDE MAINTENANCE	11/10/2022	12/2/2022		1	NO
189	6	151850001000	1511 MARKET STREET	LAKESIDE DEVELOPMENT COMPANY	OUTSIDE MAINTENANCE	11/10/2022	12/2/2022		1	NO
190	5	150201101000	11300 N PORT WASHINGTON ROAD	(PNS) SCHMIDT MEQUON LLC	OUTSIDE MAINTENANCE	11/15/2022	12/15/2022		EXTENSION NEW OWNER	YES
191	7	140501403003	10015 N RIVER ROAD	JEFF OR BETH ASTEMBORSKI	OUTSIDE STORAGE	11/17/2022	12/2/2022		1	NO
192	4	140341100400	9716 N WAUWATOSA ROAD	ANDREW BERGMAN	PARKING	11/17/2022	12/2/2022		1	NO
193	4	140341100400	9716 N WAUWATOSA ROAD	ANDREW BERGMAN	OUTSIDE STORAGE	11/17/2022	12/2/2022		1	NO
194	4	140340500800	10146 N WAUWATOSA ROAD	ROBERT PETZOLD JR	PARKING	11/17/2022	12/2/2022		1	NO
195	4	140340500800	10146 N WAUWATOSA ROAD	ROBERT PETZOLD JR	OUTSIDE STORAGE	11/17/2022	12/2/2022		1	NO
196	1	140181300800	12031 N GRANVILLE ROAD	LINDENWOOD FARMS	PARKING	11/17/2022	12/2/2022		1	NO
197	1	140181300800	12031 N GRANVILLE ROAD	LINDENWOOD FARMS	OUTSIDE STORAGE	11/17/2022	12/2/2022		1	NO
198	8	RENTAL	10840 N PORT WASHINGTON ROAD	TOBIN JEWELERS	BANNER	11/30/2022	12/8/2022		1	NO
199	6	151530001000	1505 W MEQUON ROAD	EAST TOWNE SQUARE MALL	BANNER/FLAGS	11/30/2022	12/8/2022		1	NO
200	3	140860219000	11428 N VEGA AVENUE	MARK KRUEGER	OUTSIDE STORAGE	12/6/2022	12/20/2022		1	NO
201	3	140860219000	11428 N VEGA AVENUE	MARK KRUEGER	PARKING	12/6/2022	12/20/2022		1	NO
202	3	140860220000	7907 W WILLOWBROOK DRIVE	BENJAMIN AHANGER	OUTSIDE STORAGE	12/6/2022	12/20/2022		1	NO
203	6	150191500300	1836 W MEQUON ROAD	REGINALD FLETCHER	OUTSIDE STORAGE	12/6/2022	12/20/2022		1	NO
204	3	140881604000	11329 N MEADOWBROOK DRIVE	JEREMY GONZALES	PARKING	12/7/2022	12/14/2022		1	NO
205	3	140881602000	11309 N MEADOWBROOK DRIVE	KIMBERLY SCIDMORE OR KERRY HANSEN	PARKING	12/7/2022	12/14/2022		1	NO
206	3	140870807000	11750 N RIDGEWAY AVENUE	DAVID WOZNAK	PARKING	12/7/2022	12/14/2022		1	NO
207	3	140881708000	11310 N MEADOWBROOK DRIVE	GREEN HILL PROPERTIES	PARKING	12/7/2022	12/14/2022		#5 CITATION 1,2	NO
208	3	140871001000	11932 N SILVER AVENUE	DANIEL MUELLER	PARKING	12/7/2022	12/14/2022		1	NO
209	4	140270201200	11030 N BUNTROCK AVENUE	SANG WOO NAM	PARKING	12/9/2022	12/16/2022		1	NO
210	5	150830013001	13560 N LAKESHORE DRIVE	MICHAEL COLE	PARKING	12/13/2022	12/27/2022		1	NO
211	2	150180600500	12750 N SHORELAND PARKWAY	GRANTIT REMODELS LLC	PARKING	12/14/2022	12/29/2022		1	NO
212	8	RENTAL	10038 N PORT WASHINGTON ROAD	MOMS ALTERATIONS	BANNER	12/22/2022	12/30/2022		#5 CITATION 1,	NO
213	2	140140400100	12435 N RIVER ROAD	JOSEPH OR MELANIE DEVORKIN	BUILDING PERMIT	12/22/2022	1/6/2023		#5 CITATION 1	NO
214	1	141440022001	7421 RIDGEVIEW DRIVE	YOUSSEF BERRADA	ACCESSORY STRUCTURE (2)	12/29/2022	1/27/2023		#5 CITATION 1	YES
215	1	141440022001	7421 RIDGEVIEW DRIVE	YOUSSEF BERRADA	SURVEY	12/29/2022	1/12/2023		1	NO
216	6	150600216000	10212 SUNNYCREST DRIVE	HPA III ACQUISITIONS 1 LLC	PARKING	1/6/2023	1/19/2023		1	NO
217	4	140340600900	7227 W DONGES BAY ROAD	ANTOINETTE JACKSON	PARKING	1/11/2023	1/27/2023		1	NO
218	4	140340600900	7227 W DONGES BAY ROAD	ANTOINETTE JACKSON	OUTSIDE STORAGE	1/11/2023	1/27/2023		1	NO
219	3	140510104000	11201 N SOLAR AVENUE	CHRISTOPHER BESLER	OUTSIDE MAINTENANCE	1/12/2023	1/19/2023		#5 CITATION #1	NO
220	8	151790001000	10526 N PORT WASHINGTON ROAD	CONCORD 34 LLC	ELECTRIC	1/19/2023	2/17/2023		1	NO
221	8	151790001000	10526 N PORT WASHINGTON ROAD	CONCORD 34 LLC	DUMPSTER DOORS	1/19/2023	4/15/2023		1	NO
222	8	151790001000	10526 N PORT WASHINGTON ROAD	CONCORD 34 LLC	STORAGE CONTAINER	1/19/2023	2/17/2023		1	NO
223	4	140500506000	11100 N GREEN BAY ROAD	EW DEVELOPMENT CORP	REFUSE	1/20/2023	2/3/2023		#5 CITATION 1	NO
224	4	140500506000	11100 N GREEN BAY ROAD	EW DEVELOPMENT CORP	OUTSIDE MAINTENANCE	1/20/2023	5/1/2023		1	NO
225	6	150190400400	11743 N PORT WASHINGTON ROAD	SHELY 2012 IRREVOCABLE TRUST	OUTSIDE MAINTENANCE	1/26/2023	2/7/2023		#5 CITATION 1,2	NO
226	3	140510104000	11201 N SOLAR AVENUE	CHRISTOPHER BESLER	PARKING	2/2/2023	2/9/2023		1	NO
227	6	151290001000	11001 N PORT WASHINGTON ROAD	ACE HARDWARE	COMMUNITY SPIRIT LETTER	2/9/2023	OPEN		1	NO
228	6	150300100700	1425 W MEQUON ROAD	BMO HARRIS BANK	COMMUNITY SPIRIT LETTER	2/9/2023	OPEN		1	NO
229	6	151290017000	1317 W TOWNE SQUARE ROAD	MEQUON UNIT 17 LLC	COMMUNITY SPIRIT LETTER	2/9/2023	OPEN		1	NO
230	8	151750010144	10144 N PORT WASHINGTON ROAD	SSRF LLC	COMMUNITY SPIRIT LETTER	2/9/2023	OPEN		1	NO
231	6	151710002000	10602 N PORT WASHINGTON ROAD	PJL 10335 LLC	COMMUNITY SPIRIT LETTER	2/9/2023	OPEN		1	NO
232	5	150200600100	1025 W GLEN OAKS LANE	GLEN OAKS OFFICE PARK LLC	COMMUNITY SPIRIT LETTER	2/9/2023	OPEN		1	NO
233	3	140500202001	6200 W MEQUON ROAD	ST PAULS FISH COMPANY	OUTSIDE STORAGE	2/14/2023	2/28/2023		1	NO
234	4	140271600600	6130 W DONGES BAY ROAD	JWI LLC	OUTSIDE STORAGE	2/16/2023	3/10/2023		1	NO
235	4	140261100700	10412 N BAEHR ROAD	MEHTA PROPERTIES LLC	COMMUNITY SPIRIT LETTER	2/16/2023	OPEN		1	NO
236	4	RENTAL	5900 W MEQUON ROAD	CAFÉ HOLLANDER	BANNER	2/21/2023	2/28/2023		1	NO
237	6	151001310000	12510 N PILOT DRIVE	JEAN GORSKI	OUTSIDE MAINTENANCE	2/22/2023	5/31/2023		1	NO
238	1	141440022001	7421 RIDGEVIEW DRIVE	YOUSSEF BERRADA	BUILDING PERMIT	2/27/2023	3/14/2023		EXTENSION	YES
239	3	140892302000	11433 N TOWER LANE	JULIS OR ALICE HOLDEN	SUMP PUMP	2/28/2023	3/8/2023		1	NO
240	1	140171101200	10545 W HEATHER DRIVE	STEPHANIE WELDON	BUILDING PERMIT	3/1/2023	3/14/2023		1	NO
241	6	150291100700	10510 N PORT WASHINGTON ROAD	PETU	HVAC AND ELECTRIC PERMITS	3/7/2023	4/7/2023		1	NO
242	2	140130600800	12602 N RIVER ROAD	GARY OR JUNE GEIGER	BASKETBALL COURT	3/9/2023	5/31/2023		1	NO
243	8	150291100200	10404 N PORT WASHINGTON ROAD	FERRANTES PIZZA	OUTSIDE MAINTENANCE	3/16/2023	7/28/2023		1	NO
244	8	RENTAL	10972 N PORT WASHINGTON ROAD	THE JOINT CHIROPRACTIC	SIGN	3/16/2023	3/23/2023		1	NO

	A	B	C	D	E	F	G	I	J	K
245	8	RENTAL	10915 N PORT WASHINGTON ROAD	ELITE NUTRITION	SIGN	3/16/2023	3/23/2023		1	NO
246	8	RENTAL	10902 N PORT WASHINGTON ROAD	NEROLI SALON	SIGN	3/16/2023	3/23/2023		1	NO
247	8	151060024000	429 W THORNAPPLE LANE	FRANK TRUST	PARKING	4/4/2023	4/11/2023		1	NO
248	8	RENTAL	10984 N PORT WASHINGTON ROAD	MARSHALLS MEQUON	COMMUNITY SPIRIT LETTER	4/10/2023	OPEN		1	NO
249	8	RENTAL	10964 N PORT WASHINGTON ROAD	PET SUPPLIES PLUS MEQUON	COMMUNITY SPIRIT LETTER	4/10/2023	OPEN		1	NO
250	8	RENTAL	10950 N PORT WASHINGTON ROAD	SENDIKS MARKET MEQUON	COMMUNITY SPIRIT LETTER	4/10/2023	OPEN		1	NO
251	8	150290601000	10930 N PORT WASHINGTON ROAD	BRIMMOR MEQUON	COMMUNITY SPIRIT LETTER	4/10/2023	OPEN		1	NO
252	4	140710027000	4807 W ELMDALE ROAD	OLEG KONOVCHKO	PARKING	4/18/2023	5/31/2023		#5 CITATION 1,2,3	NO
253	6	151230502000	12010 N RIVER GLENN LANE	KENNETH R NASON OR LESLEY A SCHWARTZ-NASON	OUTSIDE STORAGE	4/18/2023	4/26/2023		1	NO
254	4	140500905004	10240 N CEDARBURG ROAD	SYBARIS	OUTSIDE MAINTENANCE	4/26/2023	5/15/2023		1	NO
255	4	1405001001000	10365 N CEDARBURG ROAD	TAYLOR AND DUNNS	OUTSIDE MAINTENANCE	4/26/2023	6/1/2023		1	NO
256	2	140950404000	3403 W COLETTE COURT	PAWEL WYDRA	OUTSIDE STORAGE	5/1/2023	5/15/2023		#5 CITATION 1,2	NO
257	8	150291100500	10500 N PORT WASHINGTON ROAD	LISA HOLDEN	PARKING	5/10/2023	OPEN		#5 CITATION 1	NO
258	1	140300600500	12323 W MEQUON ROAD	JONATHAN SCHOTTE	PARKING	5/12/2023	5/19/2023		1	NO
259	8	150920600200	10353 N PORT WASHINGTON ROAD	SOBELMANS 10352 LLC	OUTSIDE MAINTENANCE	5/12/2023	EXTENSION		#5 CITATION 1,2,3	YES
260	7	140250600800	11152 N RIVER ROAD	STROLI REAL ESTATE LLC	OUTSIDE MAINTENANCE	5/12/2023	5/22/2023		1	NO
261	1	140300500400	11805-11807 W MEQUON ROAD	MAE BRIELMAIER	PARKING	5/16/2023	5/26/2023		1	NO
262	1	140300500400	11805-11807 W MEQUON ROAD	MAE BRIELMAIER	OUTSIDE STORAGE	5/16/2023	5/26/2023		1	NO
263	2	140230400100	11761 N RIVER ROAD	EVAN OR SANDRA MORGAN	OUTSIDE LIGHTING	5/23/2023	6/2/2023		#5 CITATION	NO
264	5	150170800500	12531 N LAKE SHORE DRIVE	STEVEN OR KIMBERLY BROWN	GARBAGE	5/23/2023	5/30/2023		1	NO
265	5	150170200200	12730 N LAKE SHORE DRIVE	FREDRICK REED	GARBAGE	5/23/2023	5/30/2023		1	NO
266	7	140250700700	109062 N RIVER ROAD	JEFFREY OR JAMY LEVESQUE	SUMP PUMP	5/24/2023	6/2/2023		1	NO
267	2	140240200500	11808 N RIVERLAND ROAD	BORIS PERMITIN	OUTSIDE STORAGE	6/8/2023	7/7/2023		1	NO
268	4	140501304006	9839 N ARROWWOOD ROAD	THOMAS OR MARY CONNOLLY	PARKING	6/8/2023	6/23/2023		1	NO
269	2	140820648000	2916 W SHOLES DRIVE	DAVID OR ELIZABETH SANDE	PARKING	6/8/2023	6/16/2023		1	NO
270	2	140820214000	2911 W SHOLES DRIVE	JOHN OR BARBARA MULGREW	PARKING	6/8/2023	6/16/2023		1	NO
271	2	140820101000	11855 N AUER LANE	JAMES OR JOANNE GUTHRIE PETERSON	PARKING	6/8/2023	6/16/2023		1	NO
272	3	141220007000	11909 N SOLAR AVENUE	BRANDON OR SARAH ZEIAZOSKI	PARKING	6/8/2023	6/16/2023		1	NO
273	2	141160018000	3134 W WOODFIELD DRIVE	SCOTT EDISON	GRASS	6/8/2023	6/16/2023		1	NO
274	7	140700145000	3531 W LE GRANDE BLVD	LAC DU GRUBER LLC	OUTSIDE MAINTENANCE	6/8/2023	6/29/2023		1	NO
275	7	150560205000	1425 W ZEDLER LANE	BRADFORD FIGG	GRASS	6/19/2023	6/26/2023		1	NO
276	5	150051400200	13920 N LAKE SHORE DRIVE	RAPHAEL OR IRENE BRUNETTE	OUTSIDE STORAGE	6/21/2023	7/12/2023		1	NO
277	1	RENTAL	14015 N CEDARBURG ROAD	THE WHITE RABBIT	CONDITIONAL USE GRANT	6/21/2023	6/29/2023		1	NO
278	6	RENTAL	1402 W MEQUON ROAD	KUMON MATH AND READING	BANNER	6/28/2023	7/1/2023		1	NO
279	6	RENTAL	1340 W MEQUON ROAD	NORTH SHORE JEWELERS	BANNER	6/28/2023	7/1/2023		1	NO
280	6	RENTAL	1406 W MEQUON ROAD	LITTLE SPROUTS PLAY CAFÉ	BANNER	6/28/2023	7/1/2023		1	NO
281	6	RENTAL	1330 W MEQUON ROAD	COCOA TREE CONFECTIONARY	BANNER	6/28/2023	7/1/2023		1	NO
282	6	RENTAL	1300 W MEQUON ROAD	PANERA BREAD	BANNER	6/28/2023	7/1/2023		1	NO
283	4	140560305000	5103 W WESTFIELD ROAD	DAVID KRIEGL	OUTSIDE STORAGE	6/29/2023	7/6/2023		1	NO
284	4	140560305000	5103 W WESTFIELD ROAD	DAVID KRIEGL	PARKING	6/29/2023	7/13/2023		1	NO
285	4	140840205000	9612 N MEQUON PLACE	JUSTIN BIRKEL	OUTSIDE STORAGE	6/29/2023	7/6/2023		1	NO
286	4	140840205000	9612 N MEQUON PLACE	JUSTIN BIRKEL	GRASS	6/29/2023	7/6/2023		1	NO
287	6	150900603000	11541 N LAGUNA DRIVE	INA PETROVICI	PARKING	7/6/2023	7/20/2023		1	NO
288	6	140771401000	2716 W CHESTNUT ROAD	HOWARD DUBOFF	PERMITS	7/19/2023	8/20/2023		1	NO
289	6	150830002000	13418 LAKEWOOD DRIVE	SAMUAL OR NINA KIRK	OUTSIDE MAINTENANCE	8/4/2023	9/4/2023		1	NO
290	6	150200200700	326 SEACROFT COURT	DANIEL DOMAGALA	PARKING	8/4/2023	8/11/2023		#5 CITATION 1	NO
291	8	150540506000	10903 N SAN MARINO DRIVE	KARSTEN OR KELLY HUTTELMAIER	OUTSIDE MAINTENANCE	8/4/2023	8/18/2023		1	NO
292	4	140710007000	4707 W ELMDALE ROAD	MALACHY TOAL	OUTSIDE MAINTENANCE	8/4/2023	8/18/2023		1	NO
293	5	150180600500	12750 N SHORELAND PARKWAY	GRANTIT REMODELS LLC	GRASS	8/9/2023	8/19/2023		1	NO
294	8	151060024000	429 W THORNAPPLE LANE	FRANK TRUST	OUTSIDE STORAGE	8/9/2023	8/19/2023		1	NO
295	7	140250601000	11006 N RIVER ROAD	JUAN OR DANA OZOZCO	PARKING	8/23/2023	9/1/2023		1	NO
296	1	140300100700	11031 N GRANVILLE ROAD	MIROSLAW OR IWONA PAWELC	HOME OCCUPATION BUSINESS	8/23/2023	9/1/2023		1	NO
297	8	150320600200	10352 N PORTWASHINGTON ROAD	GUZAM PROPERTIES LLC	COMMUNITY SPIRIT LETTER	8/31/2023	10/1/2023		1	NO
298	4	140501305007	9807 N CEDARBURG ROAD	RYAN OR KATHERINE KAUTZER	GRASS	9/1/2023	9/14/2023		1	NO
299	4	140501001000	10365 N CEDARBURG ROAD	10365 LLC	OUTSIDE STORAGE	9/1/2023	9/14/2023		1	NO
300	7	140850103000	4429 W TARRYTOWN LANE	THOMAS OR RUBY AHMANN	PARKING	9/1/2023	9/14/2023		1	NO
301	6	150300200600	11122 N ORIOLE LANE	NICOLAS ERDMANN	SHED PERMIT	9/1/2023	9/14/2023		1	NO
302	4	140501305006	9809 N CEDARBURG ROAD	BONNIWELL 9807 LLC	GRASS	9/6/2023	9/20/2023		1	NO
303	6	CONDO ASSN	IVY COURT GREENBRIER CONDO ASSN	HUNT MANAGEMENT	COMMUNITY SPIRIT LETTER	10/5/2023	OPEN		1	YES
304	2	140230400100	11761 N RIVER ROAD	SANDRA MORGAN	LIGHTING	10/25/2023	11/1/2023		#5 CITATION 1,2,3	NO
305	3	140500108001	6614 W MEQUON ROAD	ERIKA JANIK	LIGHTING	10/25/2023	11/1/2023		1	NO

	A	B	C	D	E	F	G	I	J	K
306	7	15085000002	3100 W COUNTRY CLUB DRIVE	NORTH SHORE COUNTRY CLUB	COMMUNITY SPIRIT LETTER	10/25/2024	OPEN		1	NO
307	6	150300101500	11147 N PORT WASHINGTON ROAD	BP GAS STATION	COMMUNITY SPIRIT LETTER	11/2/2023	OPEN		1	NO
308	6	150201101200	11210 N PORT WASHINGTON ROAD	MOBIL GAS STATION	COMMUNITY SPIRIT LETTER	11/2/2023	OPEN		1	NO
309	5	150310101100	10355 N PORT WASHINGTON ROAD	CLARK GAS STATION	COMMUNITY SPIRIT LETTER	11/2/2023	OPEN		EXTENSION	NO
310	3	RENTAL	6000 W MEQUON ROAD	RUBY TAP	LETTER WINE TASTING	11/15/2023	OPEN		1	NO
311	1	140021200100	5320 W BONNIWELL ROAD	PETER OR KRISTA BEAUDOIN	LETTER WINE TASTING	11/15/2023	OPEN		1	NO
312	3	140881618000	11344 N GLENWOOD DRIVE	DEXTER OR CYNTHIA JONES	OUTDOOR LIGHTING	11/16/2023	11/23/2016		1	NO
313	6	RENTAL	1400 W MEQUON ROAD	GF SMOOTHIES ALAN MC FADYEN	BANNER	5/1/2023	11/26/2023		#5 CITATION 1,2,3	YES
314	6	150191600300	1550 W MEQUON ROAD	FIFTH-MAIN	BANNER	11/29/2023	12/7/2023		1	NO
315	5	150920201000	11404 N PINEHURST CIRCLE	EMMA LASKOWSKI	OUTSIDE MAINTENANCE	11/29/2023	4/1/2024		1	NO
316	2	140740110000	5310 W HILLCREST DRIVE	PATRICK OHARE	GRASS	11/29/2023	5/1/2024		1	NO
317	2	140740110000	5310 W HILLCREST DRIVE	PATRICK OHARE	OUTSIDE STORAGE	11/29/2023	12/10/2023		1	NO
318	4	140270201600	6751 W MEQUON ROAD	STORYPOINT SENIOR LIVING	FLAGS	12/7/2023	12/14/2023		1	NO
319	6	150300101500	11147 N PORT WASHINGTON ROAD	BP GAS STATION	FLAG	12/7/2023	12/14/2023		#5 CITATION 1	YES
320	3	RENTAL	6200 W MEQUON ROAD	ST PAULS FISH COMPANY	FLAG	12/7/2023	12/14/2023		1	NO
321	6	150300402000	10911 N PORT WASHINGTON ROAD	ARBYS	FLAG	12/7/2023	12/14/2023		1	NO
322	8	RENTAL	10930 N PORT WASHINGTON ROAD	JERSEY MIKE'S SUBS	FLAG/BANNER	12/7/2023	12/14/2023		1	NO
323	6	151530002000	1505 W MEQUON ROAD	MIDLAND MANAGEMENT	FLAGS/BANNER	12/7/2023	12/14/2023		#5 CITATION 1	YES
324	3	RENTAL	5900 W MEQUON ROAD	CAFÉ HOLLANDER	BANNER	12/7/2023	12/14/2023		1	NO
325	3	140201500300	11246 N FARMDALE ROAD	DENNIS OR MARIE MYLER	PARKING	12/7/2023	12/14/2023		1	NO
326	1	140170901500	12243 N FARMDALE ROAD	GREGORY OR SUSAN ERNST	PARKING	12/7/2023	12/14/2023		1	NO
327	1	140200700300	11713 N FARMDALE ROAD	PAUL OR MARY BRISKI	PARKING	12/7/2023	12/14/2023		1	NO
328	6	150191200100	2110 W MEQUON ROAD	DOUGLAS KOLLER	PARKING	12/7/2023	12/14/2023		1	NO
329	3	140221000600	11512 N WAUWATOSA ROAD	RICK OR PATRICIA FREYMUTH	PARKING	12/7/2023	12/14/2023		#5 CITATION 1	YES
330	6	150900113000	11336 N ARBOR LANE	JOSHUA BRUCKNER	PARKING	12/7/2023	12/14/2023		1	NO
331	8	150820600200	10352 N PORT WASHINGTON ROAD	GUZAM PROPERTIES LLC	OUTSIDE MAINTENANCE	12/11/2023	2/29/2024		#5 CITATION 1, 2, 3	YES
332	8	150760105000	221 E MEQUON ROAD	CHARLES MITCH	BUILDING PERMIT	12/21/2023	1/15/2024		1	NO
333	8	150760107000	11115 N LAKESHORE DRIVE	NICOLAS PASCHKE	BUILDING PERMIT	12/21/2023	1/15/2024		1	NO
334	8	150200201400	428 W SEACROFT COURT	JOHN LINSOOTT	POD	12/26/2023	1/10/2024		#5 CITATION 1	YES
335	6	150190500600	1714 W MEQUON ROAD	JOE WALTER PROPERTIES LLC	LANDSCAPING TREE	1/3/2024	1/31/2024		1	NO
336	4	140840107000	9712 N MEQUON PLACE	TOUA YANG	OUTSIDE STORAGE	1/5/2024	1/12/2024		1	NO
337	4	141030328000	9939 N CONCORD DRIVE	PAUL DOMAZ	PARKING	1/5/2024	1/19/2024		1	NO
338	2	140730010000	11339 N PARKVIEW DRIVE	PLANTINUM POINT PROPERTIES LLC	OUTSIDE LIGHTING	1/11/2024	1/25/2024		1	NO
339	2	140740310000	5520 W PLEASANT DRIVE	PHILIP NUELK	OUTSIDE LIGHTING	1/11/2024	1/25/2024		1	NO
340	1	141640001000	14195 N TWIN OAKS LANE	ENID TROTMAN ANYANWU	BUILDING PERMIT	10/6/2023	10/23/2023		#5 CITATION 1	YES
341	2	140940215000	3217 W FLEUR DE LIS DRIVE	ADEEB OR SIBA RAHMAN	STRUCTURE	1/31/2024	2/7/2024		1	NO
342	2	140940215000	3217 W FLEUR DE LIS DRIVE	ADEEB OR SIBA RAHMAN	PARKING	1/31/2024	2/7/2024		1	NO
343	7	140250700700	10962 N RIVER ROAD	JEFFREY OR JAMY LEVESQUE	PARKING	2/13/2024	27-Feb		1	NO
344	6	RENTAL	1402 W MEQUON ROAD	KUMON MATH AND READING	BANNER	2/20/2024	2/27/2024		#5 CITATION 1	NO
345	6	150191600300	1550 W MEQUON ROAD	FIFTH-MAIN	BANNER	2/20/2024	2/27/2024		1	NO
346	8	151340025000	211 W TRILLIUM ROAD	SCOTT OR SANDRA STERN	OUTSIDE STORAGE	2/22/2024	3/1/2024		1	NO
347	3	140870805000	11750 N SILVER AVENUE	LUJESS LLC - JESSE HYCHE	OUTSIDE MAINTENANCE	2/27/2024	3/14/2024		EXTENSION	YES
348	5	150170800500	12531 N LAKE SHORE DRIVE	STEVEN BROWN	REFUSE CONTAINER	3/7/2024	3/12/2024		1	NO
349	3	140280600200	8813 W MEQUON ROAD	TOLULOPE OLANDINI OR VICTORIA HAMNEMAN	OUTSIDE STORAGE	3/22/2024	4/5/2024		1	NO
350	2	140580401000	4618 W GRACE AVENUE	GAIL SKIFF	BUILDING PERMITS	3/22/2024	4/5/2024		1	NO
351	8	151070112002	1027 W DONGES BAY ROAD	MARY JOHNSON	OUTSIDE MAINTENANCE	4/2/2024	4/30/2024		EXTENSION	YES
352	2	140231600300	11307 N RIVER ROAD	JOHN OR KATHLEEN LEFEBER NELSON	OUTSIDE STORAGE	4/18/2024	4/25/2024		EXTENSION	YES
353	2	140231600300	11307 N RIVER ROAD	JOHN OR KATHLEEN LEFEBER NELSON	OUTSIDE MAINTENANCE	4/18/2024	5/18/2024		1	NO
354	2	140240701200	11610 N RIVER ROAD	MARILYN MANKE	OUTSIDE MAINTENANCE	4/18/2024	5/18/2024		EXTENSION	YES
355	2	140240701400	11611 N GRACE COURT	MARY JO JANSEN OR STEVEN SHAPSON	OUTSIDE MAINTENANCE	4/18/2024	5/18/2024		EXTENSION	YES
356	8	150290601000	10930 N PORT WASHINGTON ROAD	BRIKIMOR GROUP	OUTSIDE MAINTENANCE	4/25/2024	5/31/2024		EXTENSION	YES
357	6	XXXXXXXXXX	224 N 76TH STREET	BRIARWOOD CONDO ASSOCIATION	OUTSIDE MAINTENANCE	5/3/2024	6/3/2024		EXTENSION	YES
358	6	150310101100	10355 N PORT WASHINGTON ROAD	CLARK GAS STATION	TEMPORARY STRUCTURE	5/3/2024	5/31/2024		1	NO
359	8	150201101200	11210 N PORT WASHINGTON ROAD	MOBIL GAS STATION	TEMPORARY STRUCTURE	5/3/2024	5/31/2024		1	NO
360	6	150300101500	11147 N PORT WASHINGTON ROAD	BP GAS STATION	TEMPORARY STRUCTURE	5/3/2024	5/31/2024		1	NO
361	4	RENTAL	5401 W DONGES BAY ROAD	ALMO DISTRIBUTING	BOP	5/7/2024	5/21/2024		1	NO
362	6	150191500600	1714 W MEQUON ROAD	STATE FARM INSURANCE	MONUMENT SIGN	5/7/2024	5/31/2024		1	NO
363	4	XXXXXXXXXX	10033 N PORT WASHINGTON ROAD	LAKESIDE DEVELOPMENT COMPANY	DEVELOPMENT SIGN	5/8/2024	5/17/2024		1	NO
364	4	140840204000	4725 W CHIPPEWA DRIVE	BRIAN OR JENNIFER KUSCH	YARD WASTE	5/8/2024	5/15/2024		EXTENSION	YES
365	2	140740304000	5417 W ELMHURST DRIVE	STARK REVOCABLE TRUST	PARKING	5/8/2024	5/22/2024		1	NO
366	6	150191601400	11223 N PORT WASHINGTON ROAD	ASSOCIATED BANK	COMMERCIAL LIGHTING	5/15/2024	5/22/2024		1	NO

	A	B	C	D	E	F	G	I	J	K
367	3	140510104000	11201 N SOLAR AVENUE	CHRISTOPHER BESLER	PARKING	5/17/2024	5/24/2024		#5 CITATION 1	YES
368	2	140580205000	4430 W GRACE AVENUE	HOMEME LLC	GRASS	5/17/2024	5/24/2024		1	NO
369	2	140580205000	4430 W GRACE AVENUE	HOMEME LLC	OUTSIDE STORAGE	5/17/2024	6/7/2024		#5 CITATION 1	YES
370	8	150740114000	10522 N CIRCLE ROAD	MDM 20 LLC	SHORT TERM RENTAL	5/22/2024	6/5/2024		#5 CITATION 1	NO
371	6	150870104000	1342 HOMESTEAD TRAIL	GRACEFUL LIVING	BUILDING PERMIT	5/9/2024	5/13/2024		#5 CITATION 1	YES
372	3	140510103000	7816 W MEQUON ROAD	JOHN MOORE	PARKING	5/23/2024	6/6/2024		#5 CITATION 1	YES
373	3	140510103000	7816 W MEQUON ROAD	JOHN MOORE	OUTSIDE STORAGE	5/23/2024	6/6/2024		1	NO
374	3	RENTAL	11215 N CEDARBURG ROAD	ELEMENTS MASSAGE	WINDOW SIGNS/DISPLAY	6/1/2024	7/1/2024		1	NO
375	3	RENTAL	11235 N CEDARBURG ROAD	MITCH'S SPORTS CARDS	WINDOW SIGNS/DISPLAY	6/1/2024	7/1/2024		1	NO
376	3	RENTAL	6048 W MEQUON ROAD	FORWARD DENTAL	AWNINGS	6/1/2024	8/1/2024		EXTENSION	YES
377	2	140510103000	11611 N MULBERRY DRIVE	RICHARD OR LISA SADIQ	GRASS	6/7/2024	6/14/2024		1	NO
378	2	140510103000	11611 N MULBERRY DRIVE	RICHARD OR LISA SADIQ	PARKING	6/7/2024	6/21/2024		#5 CITATION 1	YES
379	8	150760107000	11115 N LAKESHORE DRIVE	NICHOLAS PASCHE	OUTSIDE STORAGE	6/11/2024	6/21/2024		1	NO
380	4	140670023000	9914 W HUNTINGTON DRIVE	KENWOOD OR KRISTIE DAYTON	PARKING	6/21/2024	6/28/2024		1	NO
381	5	150800110000	11216 N PRAIRIE VIEW DRIVE	HUBERN OR MALLORY JOHNSON	GRASS	6/21/2024	6/28/2024		1	NO
382	8	150760707000	11032 N HIGHVIEW DRIVE	LDH PROPERTY MANAGEMENT LLC	BUILDING PERMIT	6/1/2024	7/1/2024		#5 CITATION 1	YES
383	2	150760707000	3800 W MARSELLLES DRIVE	JOSEPH OR ERIN STANTON	SHORT TERM RENTAL	7/11/2024	7/15/2024		1	NO
384	2	140240700700	4105 W GRACE AVENUE	JILL BOULIER-SMITH	GRASS	7/18/2024	7/25/2024		#5 CITATION 1	YES
385	1	140600020000	10510 N COUNCIL HILLS DRIVE	SAMUAL OR DANIELLE BRAMSTEDT	GRASS	7/18/2024	7/25/2024		EXTENSION	YES
386	1	141260017000	12422 N MADERO DRIVE	BRIAN OR JANET FUSSELL	OUTSIDE MAINTENANCE	7/24/2024	8/24/2024		#5 CITATION 1,2WYDRA	YES
387	4	140270101600	11035 N WESTON DRIVE	CENTRAL BARK	SIGNS	7/31/2024	8/7/2024		1	NO
388	4	140270400500	6303 W INDUSTRIAL DRIVE	SNIDER MOLD	SIGNS	7/31/2024	8/7/2024		1	NO
389	4	150191500600	10910 N WESTON DRIVE	SUPER STEEL LLC	SIGNS	7/31/2024	8/7/2024		1	NO
390	6	150650408000	11841 N COUNTRY LANE	WILLIAM OR SANDRA REEDUS	OUTSIDE MAINTANCE AND PARKING	7/31/2024	8/31/2024		EXTENSION	YES
391	8	150320700300	10036 N PORT WASHINGTON ROAD	RABINDRA OR SUSHILA SHARMA	GRASS/WEEDS	8/8/2024	8/23/2024		EXTENSION	YES
392	4	140501017003	5201-5401 W DONGES BAY ROAD	LP - WESTMORE REALTY CAPITOL LLC	LOUD NOISE PROHIBITED	4/1/2024	8/1/2024		#5 CITATION 1	YES
393	8	150320700300	10036 N PORT WASHINGTON ROAD	RABINDRA OR SUSHILA SHARMA	GRASS	8/12/2024	8/30/2024		EXTENSION	YES
394	8	150291000500	1101 W WINESAP COURT	APPLE ORCHARD / BIECK MANAGEMENT	GENERAL MAINTENANCE	8/12/2024	8/28/2024		1	NO
395	6	151650004000	10100 N PORT WASHINGTON ROAD	CHARLES DAY	GENERAL MAINTENANCE	8/12/2024	8/28/2024		1	NO
396	8	RENTAL	10930 N PORT WASHINGTON ROAD	BRIXMOR GROUP	BANNERS, SIGNS, WINDOW COVERINGS, A FRAME	8/13/2024	8/30/2024		EXTENSION	YES
397	4	140270102000	6213 W MEQUON ROAD	WELLS AND SONS INC	SIGN	8/13/2024	8/16/2024		1	NO
398	6	150300200400	1813 W MEQUON ROAD	JOHN OR GEORGINE KESSELMAN	SIGN	8/13/2024	8/16/2024		1	NO
399	6	150300201100	1737 W MEQUON ROAD	DAVID MUELLER	SIGN	8/13/2024	8/16/2024		1	NO
400	8	150790011000	724 AUBURN COURT	SCOTT WOEHLE	OUTSIDE STORAGE	8/14/2024	8/23/2014		1	NO
401	6	151000213001	12505 N ISLAND DRIVE	BLAINE OR VIOLET THOMPSON	PARKING AND OUTSIDE STORAGE	8/14/2024	8/30/2024		EXTENSION	YES
402	6	151000205000	12531 N ISLAND DRIVE	SEAN OR AREN NELSON	PARKING AND OUTSIDE STORAGE	8/14/2024	8/30/2024		EXTENSION	YES
403	6	151000218000	12501 N ISLAND DRIVE	ALICE MENZEL	PARKING AND OUTSIDE STORAGE	8/14/2024	8/30/2024		EXTENSION	YES
404	4	140271500900	6728 W DONGES BAY ROAD	MARK ESKUCHE	PARKING	8/14/2024	8/30/2024		EXTENSION	YES
405	4	140340500800	10146 N WAUWATOSA ROAD	ROBERT PETZOLD JR	OUTSIDE STORAGE	8/14/2024	11/1/2024			YES
406	4	140340500900	7227 W DONGES BAY ROAD	ANTOINETTE JACKSON	PARKING	8/14/2024	8/23/2024		EXTENSION	YES
407	6	150870104000	1342 W HOMESTEAD TRAIL	GRACEFUL LIVING LLC	OUTSIDE STORAGE	8/16/2024	8/23/2024		EXTENSION	YES
408	4	140270901700	10725 N EXECUTIVE COURT	ATHLETIC PERFORMANCE	COMMUNITY SPIRIT LETTER	8/16/2024	8/16/2024		1	NO
409	4	140560101002	10208 N CEDARBURG ROAD	STEPHEN FRENCH	GRASS	8/19/2024	8/28/2024		EXTENSION	YES
410	1	141580001000	7728 W CHEVERNY DRIVE	FELIX ARYEETEEY	OUTDOOR LIGHTING	8/27/2024	9/3/2024		EXTENSION	YES
411	8	151080605000	923 W RANCHITO LANE	JAMES OR CHERLYN WONTOR	OUTSIDE STORAGE	8/28/2024	9/11/2024		1	YES
412	8	151080607001	1010 W RANCHITO LANE	MARCAS OR CHAUNA FINCH	OUTSIDE MAINTENANCE	8/28/2024	9/30/2024		EXTENSION	YES
413	6	150190401200	EASTBROOK DRIVE LLC OUTLOT	ROY OPPENHEIMER / EASTBROOK DRIVE LLC	GRASS	9/6/2024	9/20/2024		#5 CITATION 1	YES
414	4	1402713011400	10605 N BAEHR ROAD	MCGOURTHY HOLDING COMPANY LLC	NOISE	9/10/2024	9/27/2024		#56 CITATION 1	YES
415	8	150320600200	10352 N PORTWASHINGTON ROAD	GUZAM PROPERTIES LLC	OUTSIDE MAINTENANCE	9/10/2024	9/27/2024		1	NO
416	5	140090100900	1045 W GLEN OAKS	STEVEN OR CAROLYN BISKUPIC	SIGN	9/11/2024	9/16/2024		1	NO
417	6	151730046000	1455 W WINDPOINTE COURT	CLARENCE OR KAREN CHRISTIANSEN	SIGN	9/11/2024	9/16/2024		1	NO
418	6	150990403000	12311 N PORT WASHINGTON ROAD	RALPH DETTMANN	SIGN	9/11/2024	9/16/2024		#5 CITATION 1	NO
419	4	140270102000	6213 W MEQUON ROAD	WELLS AND SONS INC	SIGN	9/11/2024	9/16/2024		1	NO
420	7	150850000063	3131 W MEQUON ROAD	MICHAEL OR KIM RAUCH	SIGN	9/11/2024	9/16/2024		#5 CITATION 1	NO
421	6	150850000063	1737 W MEQUON ROAD	DAVID MUELLER	SIGN	9/11/2024	9/16/2024		1	NO
422	7	150850000066	3369 W MEQUON ROAD	KIEDROWICZ FAMILY TRUST	SIGN	9/11/2024	9/16/2024		#5 CITATION 1	NO
423	7	140241500300	3116 W MEQUON ROAD	GERALD CHMIELEWSKI	SIGN	9/11/2024	9/16/2024		#5 CITATION 1	NO
424	1	140290500200	9975 W MEQUON ROAD	SCOTT MONOR OR KURT MINOR	SIGN	9/11/2024	9/16/2024		#5 CITATION 1	NO
425	1	141440023000	12160 N WAUWATOSA ROAD	SCOTT OR LORRIE RIEMER	SIGN	9/11/2024	9/16/2024		1	NO
426	1	140300100700	11031 N GRANVILLE ROAD	MIROSLAW OR IWONA PAWELEC	HOME OCCUPATION BUSINESS	9/13/2024	9/19/2024		EXTENSION	YES
427	1	140090100800	13400 WINDSOR COURT	LANNY OR MAUREEN LADELL	SIGN	9/17/2024	9/22/2024		1	NO

	A	B	C	D	E	F	G	I	J	K
428	1	14016040010	12589 N WAUWATOSA ROAD	LEROY OR LORI HEUSER	SIGN	9/24/2024	9/30/2024		1	NO
429	1	140190901400	11550 W MEQUON ROAD	RICHARD O'MALLEY	SIGN	9/24/2024	9/30/2024		1	NO
430	1	140191200200	11712 W MEQUON ROAD	LISA SEXTON O'MALLEY	SIGN	9/24/2024	9/30/2024		1	NO
431	7	140250601200	3955 W MEQUON ROAD	SCOTT OR JULIE KRAVETZ	SIGN	9/24/2024	9/30/2024		1	NO
432	6	150990401000	1309 W LIBEAU ROAD	VALENTINA BARBATELLI	SIGN	9/24/2024	9/30/2024		1	NO
433	3	140210100800	7726 W EVERGREEN ROAD	MEQUON	OUTSIDE STORAGE	10/2/2024	10/9/2024		1	NO
434	3	140881604000	11329 N MEADOWBROOK DRIVE	JEREMY GONZALES	BUILDING PERMIT	10/3/2024	10/17/2024		1	NO
435	8	150291101000	10500 N PORT WASHINGTON ROAD	LISA HOLDEN	OUTSIDE MAINTENANCE	9/3/2024	10/3/2024		EXTENSION	YES
436	7	140501403003	10015 N RIVER ROAD	JEFF OR BETH ASTEMBORSKI	OUTSIDE STORAGE	10/24/2024	11/1/2024		EXTENSION	YES
437	6	150600106000	10248 N GREENVIEW DRIVE	STEVEN OR JANET PETERSON	OUTSIDE STORAGE, PARKING	10/24/2024	11/1/2024		1	NO
438	6	150900603000	11541 N LAGUNA DRIVE	INA PETROVICI ACURA EREZ	BUILDING PERMITS, OUTSIDE STORAGE, PARKING, NUI	10/24/2024	11/8/2024		1	NO
439	5	151670002000	1222 W VENTURE COURT	VENTURE PROPERTIES/SCOTT NYHOLM	TEMPORARY STRUCTURE	10/24/2024	11/1/2024		1	NO
440	7	140830503000	10926 N CRESTLINE ROAD	RICHARD OR ANNA DYKEMAN	OUTSIDE STORAGE	10/25/2024	11/1/2024		1	NO
441	4	XXXXXXXXXX	N WAUWATOSA ROAD	THE ENCLAVE AT MEQUON PRESERVE	OUTSIDE MAINTENANCE	10/29/2024	11/12/2024		1	NO
442	8	150760207000	11032 N HIGHVIEW DRIVE	LDH PROPERTY MANAGEMENT LLC	OUTSIDE MAINTENANCE	11/18/2024	1/1/2025		EXTENSION	YES
443	2	140771914000	11526 N MULBERRY DRIVE	TODD OR KRISTINE KREHMMEYER	OUTSIDE STORAGE	11/18/2024	12/2/2024		1	NO
444	2	140771913000	11532 N MULBERRY DRIVE	CAROLYN ANDERSON	OUTSIDE STORAGE	11/18/2024	12/2/2024		1	NO
445	4	140560201000	10215 N CEDARBURG ROAD	MOLLY HILLS	OUTSIDE STORAGE	11/18/2024	12/2/2024		1	NO
446	6	151450039000	EASTBROOK DRIVE LLC OUTLOT	ROY OPPENHEIMER / EASTBROOK DRIVE LLC	GRASS	11/18/2024	12/2/2024		1	NO
447	1	140170800200	12425 N FARMDALE ROAD	DALE OR MARTHA HUBERT	TEMPORARY STRUCTURE	11/18/2024	12/2/2024		1	NO
448	6	140771302000	2710 W HICKORY LANE	LEANN BENZ	OUTSIDE STORAGE	11/18/2024	12/2/2024		1	NO
449	4	XXXXXXXXXX	10360 N CEDARBURG ROAD	KWIK TRIP	NO RIGHT TURN SIGN	11/19/2024	11/28/2024		1	NO
450	1	140071100900	12220 W HIGHLAND ROAD	MICHAEL WOLLNER OR JAMIE GROTH	OUTSIDE STORAGE/PARKING	12/13/2024	1/1/2025		1	NO
451	7	140250600600	11050 N RIVER ROAD	ROBERT STERN	SIGN	12/19/2024	12/19/2024		#5 CITATION 1	NO
452	3	140221000600	11512 N WAUWATOSA ROAD	PATTY FREYMUTH	PARKING	2/11/2025	2/11/2025		#5 CITATION 1,2	NO
453	1	140300100700	11031 N GRANVILLE ROAD	MIROSLAW OR IWONA PAWELEC	BUILDING PERMIT	2/7/2025	2/21/2025		1	NO
454	6	150710404000	11513 N COUNTRY LANE	CAROL ANN KOVACEK	OUTSIDE STORAGE	2/11/2025	2/25/2025			YES
455	7	140850103000	4429 W TARRYTOWN LANE	THOMAS OR RUBY AHMANN	PARKING	2/14/2025	2/28/2025			YES
456	4	140840502000	9723 N CEDARBURG ROAD	RYAN OR CRYSTAL STEFFEN	SIGN	2/26/2025	3/5/2025			YES
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Attachment: Zoning Thru 2.28.25 (10145 : Zoning report)



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

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Office of Community Development

TO: Common Council
FROM: Kim Tollefson, Director of Community Development
DATE: March 11, 2025
SUBJECT: RESOLUTION 4182 A Resolution Approving a Third Amendment to the Aster Woods Condominium Plat to Allow Expanded Building Envelopes for the Properties Located at 1511-1596 Aster Woods Court and 11620-11693 Aster Woods Circle

Background

On February 24, 2025, the Planning Commission approved a condominium plat amendment to allow for larger building envelopes for the property located at 1511-1596 Aster Wood Court and 11620-11693 Aster Woods Circle, due to private market interest in larger, customized units. This plat amendment relates to proposed units 25-26 and 31-32, which are the last units to be built. The Aster Woods Condominiums were first approved in 2000. The plat was later amended in May of 2017, allowing for an expanded building footprint for six units, including a three-foot increase to Units 23 and 24 and a five-foot increase to units 25-28.

The Chairman of the Board and President of the Aster Woods Condominium Association certified that more than 70% of their membership has cast proxies in favor of this amendment, including the necessary permit revisions and floor plan adjustments as required by their bylaws.

Analysis

The plat amendment shows an increase to Units 25 and 26 and units 31-32. The proposed increase in size will continue to comply with the 25-foot setback requirement, while slightly modifying the previous lot coverage percentage. Staff verified that the change in lot coverage still complies with the requirements set forth by the R-6 Zoning District and the approved PUD. A wetland delineation report was provided with the application but does not include the entire wetland for the platted area. The report was prepared by an assured delineator and therefore does not require a WDNR concurrence letter, but must delineate the entire wetland on platted lands. The wetland boundary is not clearly shown on the plat amendment and shall be required prior to recording. The applicant shall make the boundary plan readable and consistent with the original condo plat and past amendments, including the delineator and date as well as comply with legal, technical requirements identified by the City Attorney (see attached memo).

Fiscal Impact

The plat amendment is fiscally neutral for the City.

Recommendation

On February 24, 2025, the Planning Commission approved a recommendation in favor of approving the proposed amendment by a vote of 5-0 on February 24, 2025.

Attachments:

Exhibit A: Aster Woods Condo Plat (PDF)

Exhibit B: City Attorney Memorandum - Aster Woods Condominium Amendment
(DOCX)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4182

A Resolution Approving a Third Amendment to the Aster Woods Condominium Plat to Allow Expanded Building Envelopes for the Properties Located at 1511-1596 Aster Woods Court and 11620-11693 Aster Woods Circle

RECITALS

A. The Planning Commission granted a plat amendment approval for the final plat on February 24, 2025.

B. The Common Council approved the amendment to allow for a larger building envelope for the remaining units for the property located at 1511-1596 Aster Woods Court and 11620-11693 Aster Woods Circle;

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that a Third Addendum to the Aster Woods Condominium Plat (see attached Exhibit A) is hereby approved subject to the following conditions:

1. Common Council approval of the plat amendment.
2. Compliance with Ordinance 2000-1003.
3. Final building plans shall be reviewed and approved by Architectural Review Board.
4. Inclusion of the entire wetland boundary, wetland protective area and associated labels for all lands within the platted area.
5. Staff review and approval of final plans prior to issuance of building and construction permits.
6. The applicant shall submit such plan within 180 days of Planning Commission action, or the required plan(s) shall be submitted to Planning Commission for additional review and action, subject to all necessary fees.
7. The applicant shall make the boundary plan readable and consistent with the original condo plat and past amendments. The wetland protective area shall conform to City ordinance and be clearly labeled. The building envelope shall be fully outside of the protective area.
8. The site is located within the City's sewer service area and connection to the public water and sewer utility is required. Water connection shall conform to the Mequon Water Utility Water Connection Policy.
9. The plan shall be amended to show the required information per Wis. Stat. 703.11, in accordance with the City of Mequon's City Attorney opinion. The final plat amendment is subject to the City Attorney's review and approval prior to recording (see Exhibit B).

Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

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

Caroline Fochs, City Clerk

3RD ADDENDUM TO ASTER WOODS CONDOMINIUM PLAT
AN OZAUKEE COUNTY CONDOMINIUM

PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 19, TOWNSHIP 9 NORTH,
RANGE 22 EAST, CITY OF MEQUON, OZAUKEE COUNTY, WISCONSIN.

PRELIMINARY

LEGAL DESCRIPTION

BEING PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 19,
TOWNSHIP 9 NORTH, RANGE 22 EAST, IN THE CITY OF MEQUON, OZAUKEE, COUNTY,
WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF THE NORTHEAST 1/4 OF SAID
SECTION; THENCE N 01°11'42" W, 792.80 FEET TO THE POINT OF BEGINNING OF THE
LANDS TO BE DESCRIBED; THENCE S 89°35'12" W, 210.01 FEET TO A POINT; THENCE S
25°31'30" W 111.19 FEET TO A POINT; THENCE S 01°11'42" E, 350.00 FEET TO A POINT;
THENCE S 89°35'12" W, 385.07 FEET TO A POINT; THENCE S 01°11'39" E, 10.00 FEET TO A
POINT; THENCE S 89°35'12" W, 680.19 FEET TO A POINT; THENCE N 01°16'00" W, 656.98
FEET TO A POINT; THENCE N 89°34'36" E, 1326.09 FEET TO A POINT; THENCE S 01°11'42"
E, 197.20 FEET TO THE POINT OF BEGINNING EXCEPTING THEREFROM THE EASTERLY
65 FEET FOR ROAD PURPOSES.
SAID LANDS CONTAINING 750,060 SQUARE FEET (17.22 ACRES) GROSS AND 737,242
SQUARE FEET (16.92 ACRES) NET.

CITY OF MEQUON PLANNING COMMISSION APPROVAL

APPROVED BY THE CITY OF MEQUON PLANNING COMMISSION ON THIS

DAY OF , 202 .

ANDREW NERBUN, CHARIRMAN

JAC ZADER, SECRETARY

LEGEND

- EXISTING CONDOMINIUM UNIT
- AMENDED CONDOMINIUM BUILDING ENVELOPE

LIMITED COMMON ELEMENTS:

DECK AND/OR PATIO
UNIT DRIVEWAY
UNIT SIDEWALK AND PORCH

NOTES

- ALL OF THIS CONDOMINIUM EXCEPT
UNITS AND AREAS LABELED LIMITED
COMMON ELEMENTS ARE COMMON
ELEMENTS.

BLDG.	UNIT	ADDRESS
1	1	1511 WEST ASTER WOODS COURT 116N
	2	1513 WEST ASTER WOODS COURT 116N
2	3	1535 WEST ASTER WOODS COURT 116N
	4	1537 WEST ASTER WOODS COURT 116N
3	5	1567 WEST ASTER WOODS COURT 116N
	6	1569 WEST ASTER WOODS COURT 116N
4	7	1583 WEST ASTER WOODS COURT 116N
	8	1585 WEST ASTER WOODS COURT 116N
5	9	1591 WEST ASTER WOODS COURT 116N
	10	1593 WEST ASTER WOODS COURT 116N
6	11	1596 WEST ASTER WOODS COURT 116N
	12	1594 WEST ASTER WOODS COURT 116N
7	13	1574 WEST ASTER WOODS COURT 116N
	14	1572 WEST ASTER WOODS COURT 116N
8	15	1558 WEST ASTER WOODS COURT 116N
	16	1556 WEST ASTER WOODS COURT 116N

BLDG.	UNIT	ADDRESS
9	17	1542 WEST ASTER WOODS COURT 116N
	18	1540 WEST ASTER WOODS COURT 116N
10	19	11655 NORTH ASTER WOODS COURT 15W
	20	11657 NORTH ASTER WOODS COURT 15W
11	21	11673 NORTH ASTER WOODS COURT 15W
	22	11675 NORTH ASTER WOODS COURT 15W
12	23	11691 NORTH ASTER WOODS COURT 15W
	24	11693 NORTH ASTER WOODS COURT 15W
13	25	11684 NORTH ASTER WOODS COURT 15W
	26	11682 NORTH ASTER WOODS COURT 15W
14	27	11668 NORTH ASTER WOODS COURT 15W
	28	11666 NORTH ASTER WOODS COURT 15W
15	29	11644 NORTH ASTER WOODS COURT 15W
	30	11642 NORTH ASTER WOODS COURT 15W
16	31	11622 NORTH ASTER WOODS COURT 15W
	32	11620 NORTH ASTER WOODS COURT 15W

CURVE	LENGTH	RADIUS	CHORD BEARING	CHORD LENGTH	DELTA
A	267.86'	1032.61'	N 87°32'58" W	267.11'	14°51'46"
B	113.62'	620.00'	N 89°43'51" W	113.46'	10°30'00"
C	168.30'	41.00'	S 15°01'59" W	72.67'	235°11'34"
D	42.30'	52.72'	N 20°12'42" W	41.17'	45°58'21"
E	36.66'	137.01'	N 4°53'28" W	36.55'	15°19'54"
F	33.82'	272.67'	N 6°19'42" E	33.80'	7°06'26"
G	33.82'	272.67'	N 13°26'08" E	33.80'	7°06'26"
FG	67.64'	272.67'	N 9°52'55" E	67.47'	14°12'52"
H	101.12'	280.00'	N 6°38'36" E	100.57'	20°41'33"
J	168.30'	41.00'	S 79°31'59" W	72.67'	235°11'34"

CITY OF MEQUON COMMON COUNCIL APPROVAL

APPROVED BY THE CITY OF MEQUON COMMON COUNCIL ON

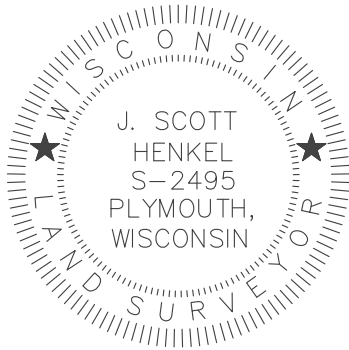
THIS DAY OF , 202 .

ANDREW NERBUN, MAYOR

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT BY THE DIRECTION OF THE DECLARANT, ASTER WOODS,
LLC, I HAVE SURVEYED AND MAPPED THE LAND SHOWN AND DESCRIBED HEREON
AND THIS IS A TRUE REPRESENTATION OF SECOND ADDENDUM TO ASTER WOODS
CONDOMINIUM PLAT, A CONDOMINIUM, AND THAT THE IDENTIFICATION AND
LOCATION OF EACH UNIT AND THE COMMON ELEMENTS CAN BE DETERMINED
FROM THE PLAT.

J. SCOTT HENKEL, PLS



SURVEYED BY JOSEPH W. DAVID
MAPPED BY J. SCOTT HENKEL, PLS

PSE
122 Wisconsin Street, West Bend, WI 53095
262.346.7800 kparish@parishse.com
FN: LD-09-21 Date: 12/24/24

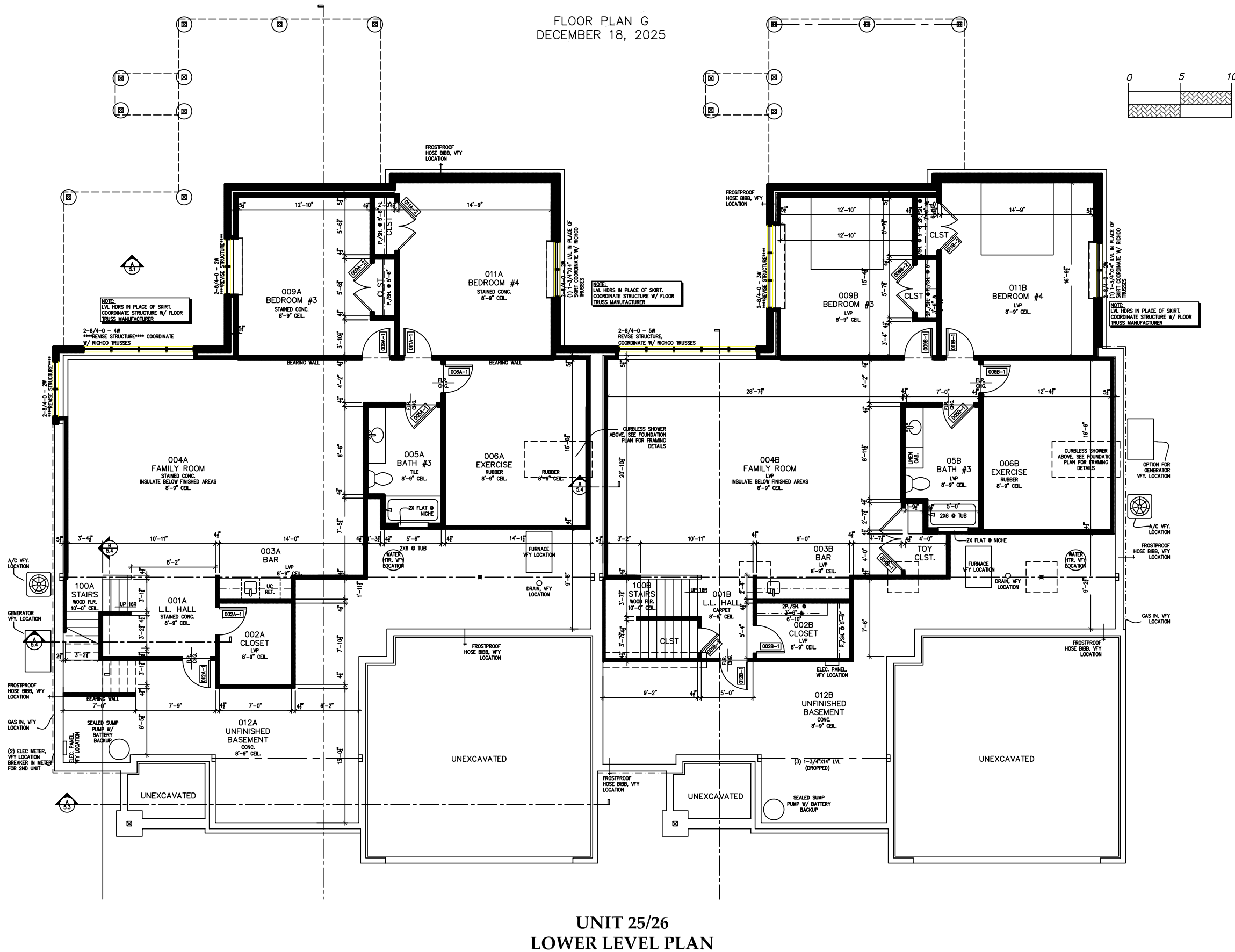
3RD ADDENDUM TO ASTER WOODS CONDOMINIUM PLAT
AN OZAUKEE COUNTY CONDOMINIUM

PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 19, TOWNSHIP 9 NORTH,
RANGE 22 EAST, CITY OF MEQUON, OZAUKEE COUNTY, WISCONSIN.



3RD ADDENDUM TO ASTER WOODS CONDOMINIUM PLAT
AN OZAUKEE COUNTY CONDOMINIUM

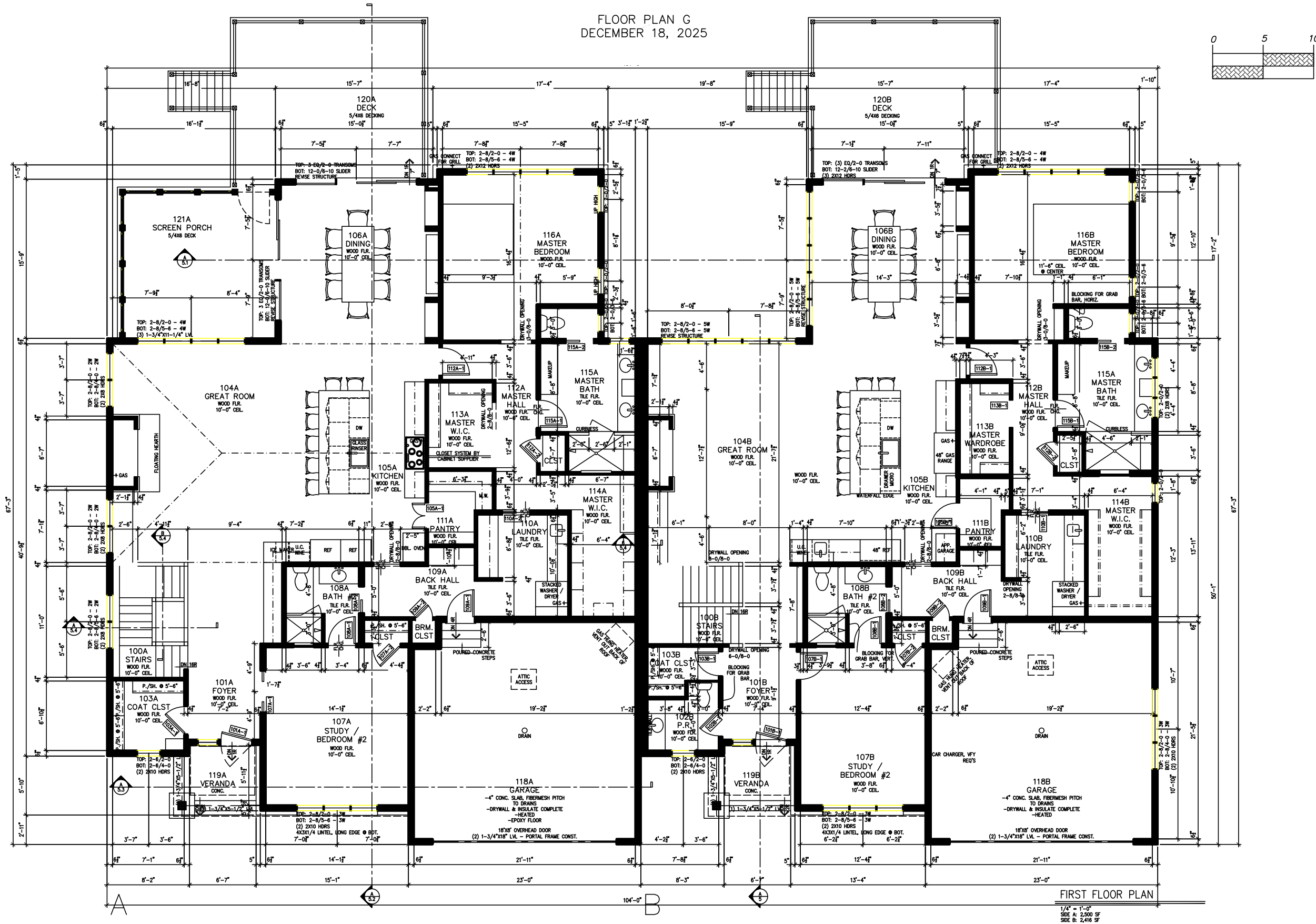
PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 19, TOWNSHIP 9 NORTH,
RANGE 22 EAST, CITY OF MEQUON, OZAUKEE COUNTY, WISCONSIN.



3RD ADDENDUM TO ASTER WOODS CONDOMINIUM PLAT
AN OZAUKEE COUNTY CONDOMINIUM

PART OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 19, TOWNSHIP 9 NORTH,
RANGE 22 EAST, CITY OF MEQUON, OZAUKEE COUNTY, WISCONSIN.

FLOOR PLAN G
DECEMBER 18, 2025



UNIT 25/26
FIRST FLOOR PLAN

SHEET
4
OF
4

SURVEYED BY JOSEPH W. DAVID
MAPPED BY J. SCOTT HENKEL, PLS

PSE

122 Wisconsin Street, West Bend, WI 53095
262.346.7800 kparish@parishse.com

FN: LD-09-21 Date: 12/23/24

Attachment: Exhibit A: Aster Woods Condo Plat (RESOLUTION 4182 : Aster Woods Plat Amendment)



Private Office:
Wesolowski, Reidenbach & Sajdak, S.C.
11402 W. Church St.
Franklin, WI 53132
(414) 529-8900

www.ci.mequon.wi.us

Office of the City Attorney

MEMORANDUM

TO: Natalie Redding, City Planner
FROM: Brian C. Sajdak, City Attorney
DATE: February 18, 2025
RE: Aster Woods Condominium Plat - Amendment 3

Introduction

You have asked whether the proposed condominium plat amendment for the Aster Woods Condominium can be recorded as presented or whether conditions should be attached as part of the approval process. My short answer is that the proposed plat amendment does not appear to comply with the statute and should be either rejected or approved subject to the condition that the units are properly identified as required by statute, or to amend the declaration to account for the discrepancies.

Discussion

A condominium typically consists of two components: the units and the common elements. By statute, "Unit means a part of a condominium intended for any type of independent use, including one or more cubicles of air at one or more levels of space or one or more rooms or enclosed spaces located on one or more floors, or parts thereof, in a building." Wis. Stat. § 703.02(15). "This definition includes unconstructed units designated in a condominium declaration." Northernaire Resort & Spa, LLC v. Northernaire Condo. Ass'n, Inc., 2013 WI App 116, ¶ 14, 351 Wis. 2d 156, 162, 839 N.W.2d 117, 121 (citing Aluminum Indus. Corp. v. Camelot Trails Condo. Corp., 194 Wis.2d 574, 582–83, 535 N.W.2d 74 (Ct. App. 1995)). The common elements are "all of a condominium except its units." Wis. Stat. § 703.02(2). Some common elements are classified as limited common elements, which "means a common element identified in a declaration or on a condominium plat as reserved for the exclusive use of one or more but less than all of the unit owners." Wis. Stat. § 703.02(10).

The condominium plat in this case is unusual. Generally, a condominium must contain, among other things:

A survey of the property described in the declaration that satisfies all of the following criteria:

1. The survey complies with minimum standards for property surveys adopted by the examining board of architects, landscape architects, professional engineers, designers, professional land surveyors, and registered interior designers.

2. The survey shows the location of any unit or building located or to be located on the property.

3. The survey includes a clear and concise description of the surveyed property, as described in s. 236.34 (1m) (d) 2.

Wis. Stat. § 703.11(2)(b) (emphasis added). In addition, the plat must also include “Plans that show the location of each building located or to be located on the property and, if there are units in a building, that show the perimeters, approximate dimensions, approximate square footage, and location of each unit in the building. Common elements shall be shown graphically to the extent feasible.” Wis. Stat. § 703.11(2)(c). Here, the plat does not contain such elements. Instead, the plat appears to contain only a location of units as a generic box of space within which a building could be constructed. There are, however, no buildings depicted or plans for the buildings.

It is clear that the intent of this method is to provide the ultimate purchaser some ability to choose the design on the unit/building that they are going to construct. However, based on the declaration and the statute, this creates a conflict. Generally, the space outside of the unit is common element, with access by all unit owners. See Wis. Stat. § 703.14(1). If the unit in this case is a rectangular box, but the actual structure built does not fill that full box, there is ambiguity as to who has the right of access of those areas, including who has responsibility for maintenance, etc. I can foresee significant issues related to potential trespass violations based on this arrangement.

While it is true that the statutes provide for a liberal interpretation of the rules surrounding condominiums, See Wis. Stat. § 703.30(2) (“substantial conformity” as sufficient to ensure condominium status), I think that the defect here exceeds that standard and lacks substantial conformity with the statute. There are, however, two ways of addressing these deficiencies. First, the plat itself could be amended to show the required information. This is probably the preferred method as it ensures consistency with other condominiums. The second option would be to amend the declaration’s definition of unit. There is some legal authority which suggests that the declaration can define unit differently than the statute. See Northernaire Resort & Spa, LLC v. Northernaire Condo. Ass’n, Inc., 2013 WI App 116, 351 Wis. 2d 156, 839 N.W.2d 117; Aluminum Indus. Corp. v. Camelot Trails Condo. Corp., 194 Wis.2d 574, 535 N.W.2d 74 (Ct. App. 1995). Accordingly, the definitions of units and common elements could be amended within the declaration to address post-construction status of the various areas within the plat.

BCS



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 Mequon, WI 53092-1930
 Phone: 262-236-2902
 Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Community Development

TO: Common Council
FROM: Kim Tollefson, Director of Community Development
DATE: March 11, 2025
SUBJECT: ORDINANCE 2025-1675 An Ordinance Amending Chapter 58 of the Mequon Municipal Code, Allowing Showroom Sales Facilities as a Conditional Use within the City's B-4 Zoning Districts

Background

At the February 24, 2025, Planning Commission meeting, the commissioners approved a text amendment to allow for a new Conditional Use within the City's B-4 Zoning District. The amendment will allow for a showroom sales facility, which will house a collection of designer showrooms displaying building products, furnishings, hardware, etc. for selection and purchase. Currently, the conditional use section of the B-4 code allows for the uses identified in Exhibit A as attached.

Analysis

The design center/showroom aligns to other uses currently allowed as conditional uses within the B-4 District, such as photography and dance studios, where there is an element of the business that brings customers to the site. The approved text amendment will add the following language to the conditional use section of the B-4 Zoning Code:

A showroom sales facility where items on display are purchased by order or in bulk and not through onsite inventory. This includes, but is not limited to, building products, interior fixtures, and furnishings. The sales facility is primarily open to contractors and industry professionals but is also open to the general public. No outdoor storage is permitted.

Fiscal Impact

The fiscal impact is neutral.

Recommendation

On February 24, 2025, the Planning Commission approved a recommendation in favor of approving the proposed ordinance amendment by a vote of 5-0.

Attachments:

Exhibit A: B-4 Business Park District (DOCX)

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2025-1675

An Ordinance Amending Chapter 58 of the Mequon Municipal Code, Allowing Showroom Sales
Facilities as a Conditional Use within the City's B-4 Zoning Districts

RECITALS

A. Pursuant to the authority granted to it under Section 62.23(7) of the Wisconsin Statutes, the City of Mequon previously adopted a comprehensive Zoning Code for the City which includes the B-4 Zoning District under Section 58-297 of the Municipal Code.

B. On February 24, 2025, the Planning Commission, by a majority vote, adopted a recommendation to approve a text amendment allowing for a conditional use to be added to the B-4 Zoning District.

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

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

SECTION I

Section 58-297(e)(26) is created to read as follows:

(26) A showroom sales facility where items on display are purchased by order or in bulk and not through onsite inventory. This includes, but is not limited to, building products, interior fixtures, and furnishings. The sales facility is primarily open to contractors and industry professionals but is also open to the general public. No outdoor storage is permitted.

SECTION II

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

SECTION III

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

SECTION IV

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

Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

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

Caroline Fochs, City Clerk

Published: _____

EXHIBIT A

Sec. 58-297. B-4 business park district.

- (e) *Conditional uses.* Conditional uses shall include, but not necessary be limited to, the following:
- (1) Light manufacturing.
 - (2) Processing.
 - (3) Wholesaling.
 - (4) Distribution.
 - (5) Research and development.
 - (6) Printing and publication.
 - (7) Warehousing.
 - (8) Barbershops and beauty salons.
 - (9) Bookstores.
 - (10) Commercial child day care facilities.
 - (11) Restaurants (not including fast food facilities).
 - (12) Florists (not including greenhouses).
 - (13) Gift shops.
 - (14) Pharmacies.
 - (15) Studios for photography, painting, music, sculpture, dance or other recognized fine art.
 - (16) Automobile service facilities.
 - (17) Satellite dishes.
 - (18) Public and/or private utilities, telecommunication installations, transmission and distribution lines, poles, and other accessories. Specific regulations related to wireless telecommunication installations shall be subject to this chapter. When a utility proposes a main inter-city transmission facility, the utility shall give notice to the city of such intention and of the date of hearing before the public service commission. Public and/or private utility installations less than three feet in height shall be subject only to City of Mequon staff approval and may be allowed subject to staff-imposed conditions regarding, among other things, effective screening from public view with all season vegetation.
 - (19) Theatres.
 - (20) Structures greater than 40,000 square feet in size and/or greater than two stories in height.
 - (21) Development that includes a proposed modification to one or more standard district regulation applicable to the base zoning district and located on a vacant parcel which is non-conforming to the required base zoning district standards for minimum lot size or minimum lot width.
 - (22) Pet day-cares and kennels pursuant to the specific requirements set forth in division 11.
 - (23) Fitness centers.
 - (24) Development that includes a proposed modification to one or more standard district regulation applicable to the base zoning district and located on an improved parcel with an existing structure in which parcel, or improvement, or both, are non-conforming to any of the required base zoning district standards.

Created: 2024-12-02 11:24:44 [EST]

(Supp. No. 58)

EXHIBIT A

(25) Convention or conference center.

(26) A showroom sales facility where items on display are purchased by order or in bulk and not through onsite inventory. This includes, but is not limited to, building products, interior fixtures, and furnishings. The sales facility is primarily open to contractors and industry professionals but is also open to the general public. No outdoor storage is permitted.

Attachment: Exhibit A: B-4 Business Park District (ORDINANCE 2025-1675 : B4 Showroom Sales)



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Mequon, WI 53092-1930
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Office of City Attorney

TO: Common Council
FROM: Brian Sajdak, City Attorney
DATE: March 11, 2025
SUBJECT: ORDINANCE 2025-1676 An Ordinance Amending Chapter 14 of the Mequon Municipal Code, Related to Alcoholic Beverage Licensing

Background

In the last legislative session, the Legislature enacted 2023 Wis. Act 73, which made significant changes to the regulation and licensing of alcoholic beverages in Wisconsin. The proposed ordinance looks to amend the Municipal Code to reflect these changes. The ordinance also provides some clarity and touch ups to reflect current best practices. Each section of the ordinance is discussed below.

Before getting to the individual sections, a note related to the biggest changes contained within Act 73. First, as you may recall from last year when the City adopted new provisions in the Zoning Code related to distilleries, the legislature created what they have called “full-service retail outlets.” These outlets allow manufacturers and producers of alcoholic beverages to operate their own sales facilities. Under the statute, these outlets do not count against the City’s quota for “Class B” licenses while allowing “Class B” sales to take place. The City can, however, limit the sales of alcohol at these outlets to only alcohol of the class the manufacturer produces. For example, a brewery could be limited to the sales of only beer within the outlet (it does not have to be solely their beer, however). There may be a need to explore this issue from a Zoning Code perspective as well, given that there may be locations whereby the City would not allow these types of establishments (just like it does not allow bars across all Zoning Districts).

A second change is that Act 73 authorizes the Department of Revenue to issue statewide operator’s licenses, which allow individuals to bartend anywhere within the state. There are no changes necessary in the Code for this, but the Council should be aware of it as there may be impacts on licensing revenue if the City sees a significant shift to individuals utilizing the state permit instead of local permits.

A final change is that Act 73 provides for the creation of non-sale event venues. This would allow a state permit for a venue to basically provide alcohol on a non-sales basis. For example, a wedding barn that wants to provide wine with dinner would be allowed, but a wedding barn that offers a cash bar would not. These venues will not be permitted until 2026, and this part of the legislation is also under legal challenge. As the organization progresses into next year, additional changes may be necessary depending on how everything plays out.

Discussion

In Section I, the proposed amendments largely reflect changes from Act 73 in that the Act directed the Department of Revenue (which oversees alcohol regulation within Wisconsin) to create administrative rules. The ordinance amendment adopts those administrative rules (which have not yet been finalized). The remaining changes within this section reflect clean-up and best practice amendments.

Section II is the only section which is not related to Act 73. The Festivals Committee is looking for flexibility with respect to the sale of beer within City parks. This change adopts the flexibility authorized by statute.

Section III is largely a clean-up section. The bulk of the new language in this section reflects current licensing nomenclature. It does add references to full-service retail sales outlets and no-sale event venues, which were added in Act 73.

The same is true of Sections IV and V, which are solely clean-up/best practices amendments.

Section VI represents the most significant change in that it creates three new sections within the Code. The first two of these new sections, 14-32 and 14-33, do not reflect a significant change in policy or practice with respect to issuing operators and premises licenses. These sections were added to meet with statutory requirements for the third new section related to full-service retail sales outlets. In short, the statute allows municipalities to approve or deny full-service retail sales outlets, provided that it is done utilizing the same procedures and standards as other licenses. Accordingly, the first two sections establish the relevant procedures and standards which can in turn be utilized under the newly created third section.

Recommendation

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

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2025-1676

An Ordinance Amending Chapter 14 of the Mequon Municipal Code, Related to Alcoholic Beverage Licensing

RECITALS

A. The Common Council previously adopted Article II of Chapter 14 of the Mequon Municipal Code related to alcohol beverage licensing.

B. In 2023 Wis. Act 73, the Wisconsin Legislature made significant changes to alcohol licensing within the State.

C. The Common Council desires to update its regulations related to alcohol beverage licensing to reflect these legislative changes and to also amend and clarify these regulations as it deems necessary.

D. The regulation of the alcoholic beverages furthers the overall health, safety and welfare of the community.

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

SECTION I

Section 14-23 of the Mequon Municipal Code is amended to read as follows (NOTE: Deleted text is ~~struck through~~; Added text is **bolded and underlined**):

Sec. 14-23. State statutes and administrative code adopted.

The provisions of Wis. Stat. ch. 125, **and the provisions of any administrative rules adopted pursuant to Chapter 125,** defining and regulating the sale, procurement, dispensing and transfer of beverages, including provisions relating to the penalty to be imposed or the punishment for violation of such statutes, **except the fees and those penalties which impose a fine or term of imprisonment,** are adopted and made a part of this ~~article~~**section** by reference. Any act required to be performed or prohibited by any statute incorporated herein by reference is required or prohibited by this Code. Any future amendments, revisions or modifications of the statutes **or administrative code** incorporated herein are intended to be made part of this Code. A violation of any of such provisions shall constitute a violation of this section.

SECTION II

Section 14-24 of the Mequon Municipal Code is amended to read as follows (NOTE: Deleted text is ~~struck through~~; Added text is **bolded and underlined**):

Sec. 14-24. - Licenses, permits, authorization required.

(a) When required. Except as provided by Wis. Stat. § 125.06, no person within the City of Mequon shall serve, sell, manufacture, rectify, brew or engage in any other activity for which this chapter or Wis. Stat. ch. 125 requires a license, permit or other authorization without holding the appropriate license, permit or other authorization.

(b) Separate license required for each place of sale. Except for licensed public warehouses, a license shall be required for each location or premises which is in direct connection or communication to each other where intoxicating liquor or fermented malt beverages are stored, sold or offered for sale.

(c) Exception for city parks. The city elects to adopt the provisions of Wis. Stat. § 125.06(6) such that no license, permit, or authorization is required for the sale of fermented malt beverages in any public park operated by the city where the fermented malt beverages are sold by officers or employees of the city.

SECTION III

Section 14-25 of the Mequon Municipal Code is repealed and recreated to read as follows:

Sec. 14-25. Classes of licenses.

(a) This article shall govern the application for and issuance or approval of the following licenses and permits that may be issued by the city clerk under the authority of the common council after payment of the required fee as specified by the common council from time to time, which, upon issuance, shall permit the holder to sell, deal or traffic in alcohol beverages as provided by law:

- (1) Class “A” fermented malt beverages
- (2) Class “B” fermented malt beverages
- (3) Temporary Class “B” fermented malt beverages
- (4) “Class A” intoxicating liquor
- (5) “Class A” cider only intoxicating liquor

- (6) “Class B” intoxicating liquor
 - (7) Reserve “Class B” liquor
 - (8) “Class C” wine
 - (9) Provisional retail license
 - (10) Operator's license
 - (11) Provisional operator’s license
 - (12) Temporary operator's license
 - (13) Transfer of license to another premise
 - (14) Duplicate (if original license is lost or destroyed without licensee's fault)
 - (15) Full-service retail sales outlets
- (b) This article shall further govern, to the extent permitted by state statutes and administrative code, the following:
- (1) Retail sales of fermented malt beverages, wine and intoxicating liquor on the production premises of a brewer, winery, or manufacturer.
 - (2) No-sale event venues.

SECTION IV

Section 14-26 of the Mequon Municipal Code is amended to read as follows (NOTE: Deleted text is ~~struck through~~; Added text is **bolded and underlined**):

Sec. 14-26. License application.

- (a) Form. Application for a license to sell or deal in intoxicating liquor or fermented malt beverages shall be made in writing on forms prescribed by the state department of revenue, or governing body for operators' licenses and filed with the city clerk. **Applications must be accurately completed, providing all information requested.**
- (b) ~~Reserved.~~ **Fees. License fees shall be paid to the city at the time of application. Except as provided by Wis. Stat. §§ 125.25(4), 125.26(4), and 125.51(9)(a), the full license fee shall be charged for the whole or fraction of**

any year. In the event a license application submitted under this section is either denied by the city or voluntarily withdrawn by the applicant prior to the issuance of the license, the fee paid with respect to such application shall be non-refundable. The city shall not rebate license fees (or portions thereof) to license holders who cede or lose their licenses prior to the license's expiration date.

(c) License investigation. The city clerk shall notify the chief of police, city health officer, fire inspector and city building inspector of each application for any license provided under this section, and these officials or their designee shall inspect or cause to be inspected each application and the premises, together with such other investigation as shall be necessary to comply with the regulations, ordinances, and the laws applicable thereto, to determine whether the applicant and the premises sought to be licensed comply with the regulations, ordinances and laws applicable thereto and the applicant's fitness for the trust to be imposed. These officials shall furnish to the city clerk, in writing, the information derived from such investigations accompanied by a recommendation as to whether the license should be granted or refused. No license shall be renewed without a reinspection of the premises.

(d) Delegation of authority. The common council delegates its authority to issue regular, temporary, and provisional operator's licenses to the city clerk. Appeals to decisions of the clerk shall be to the finance-personnel committee. The common council delegates its authority to issue all other licenses under this article II to the finance-personnel committee of the common council. All decisions made by the committee shall be final except as may be provided by Wis. Stats. § 125.12. In the event of common council review of any revocation, suspension or nonrenewal, all arguments in support of an objection to the committee's report shall be made solely in writing.

(e) Renewal application deadline. Applications may be sent after March 1 and are due on or before May 15 of each year. If May 15 falls on a non-business day, the deadline will be extended to the next business day. The city shall grant, issue, or deny each timely-filed application no later than the 4th Tuesday in June for the ensuing license year. The city cannot guarantee action prior to June 30 for any application received after May 15.

SECTION V

Section 14-27 of the Mequon Municipal Code is amended to read as follows (NOTE: Deleted text is ~~struck through~~; Added text is **bolded and underlined**):

Sec. 14-27. License restrictions.

(a) Conviction record. No license shall be issued to any person who has a conviction record as specified within the City of Mequon Alcohol Beverage

Licenses Enforcement Policy Guidelines on file with the city clerk.

(b) Health and sanitation requirements. No license shall be issued for any premises which does not conform to the sanitary, safety and health requirements of the state pertaining to buildings and plumbing, to the rules and regulations of the state applicable to restaurants and to all such ordinances and regulations adopted by the city.

(c) Prohibiting issuance of alcohol beverage licenses for non-payment of taxes, assessments and claims.

(1) Premises. No initial or renewal alcohol beverage license shall be issued for any premises for which taxes, assessments or other claims owed to the city (or Ozaukee County in the case of real property taxes) are delinquent and unpaid.

(2) Persons. No initial or renewal alcohol license shall be issued to any person:

a. Delinquent in payment of any taxes, assessments or other claims owned to the city.

b. Delinquent in payment of a forfeiture resulting from a violation of any ordinance of the city.

(d) Corporations. No license shall be granted to any corporation when more than 50 percent of the voting stock interest, legal interest or beneficial interest is held by any person or persons not eligible for a license under this section.

(e) Issuance for sales in dwelling prohibited. No license shall be issued to any person for the purpose of possessing, selling or offering for sale any alcohol beverages in any dwelling house, flat or residential apartment.

(f) Nonuse of license.

(1) Grounds for cancellation. Any class of license issued under this article II shall, as a condition of maintaining and keeping a license in the city, continue in the active operation of business. A license that is not used within 180 days of its issuance, or that is discontinued in use for a period of 180 days or more, may be revoked or not renewed following a hearing of the finance-personnel committee and decision of the city council as provided for in subsection (2).

(2) Notice and hearing. Prior to cancellation of any license, the city clerk shall notify the licensee in writing of the city's intention to revoke or not renew the license for nonuse and provide the licensee with an

opportunity for a hearing. Such notice shall also specify the time, place, and date of the hearing, which shall not be less than 15 days after the date of the notice. Such hearing shall be conducted as provided in accordance with Wis. Stat. § 125.12(2)(b), and any amendments thereto. Following the hearing, the common council shall determine, upon recommendation of the finance-personnel committee, whether good cause exists for the failure of the licensee to be open for business for periods in excess of the minimums set forth hereinabove. If such good cause is found to exist, the common council may set such terms as it deems appropriate to the continuation of the license with respect to minimum days of operation or a time frame within which the subject premises must be open for business to avoid future nonrenewal or revocation of the subject license.

(g) Commercial quadricycles prohibited. No license granted shall authorize the consumption of fermented malt beverages by passengers on a commercial quadricycle within the city, and such consumption is prohibited.

(h) ~~[Reapplying~~ **Reapplication** after denial.] Any applicant for a license which has been denied by the common council shall be prohibited from applying again within 12 months of the denial.

(i) Entry Powers and Inspections. It shall be a condition of any license issued under this article that the licensed premises may be entered and inspected at any reasonable hour by any police officer or fire inspector without any warrant, and the application for a license hereunder shall be deemed consent to this provision. Any refusal to permit such inspection shall be a violation which provide a basis for suspension or revocation of any license issued hereunder and shall be deemed a violation of this section.

SECTION VI

Sections 14-32, 14-33, and 14-34 of the Mequon Municipal Code are created to read as follows:

Sec. 14-32. Operator's Licenses

(a) Operator's licenses may be issued only on written application on forms provided by the clerk.

(b) Pursuant to Wis. Stat. § 125.17(1), operator's licenses may be granted to individuals by the city clerk upon receipt of a written report from the police chief or their designee that the applicant has no disqualifying criminal history for the purposes of complying with Wis. Stats. § 125.32(2) and Wis. Stats. § 125.68(2). If denial is recommended, the clerk shall not issue the license. an applicant may appeal a denial to the finance-personnel committee.

(c) Operator's licenses shall be valid for up to two years and shall expire on June 30 of the second year after issuance.

(d) Operator's licenses issued under this section are valid only within the city.

(e) Provisional Operator's Licenses.

(1) The city clerk is authorized to issue provisional licenses to any applicant that, based on the information contained in the application, meets the qualifications for issuance of licenses related to alcohol beverages, and that has not previously been denied a license by the common council.

(2) Before issuing a provisional license, the city clerk shall receive a recommendation to grant the license from the chief of police and proof from the applicant of satisfying the responsible beverage training course requirements of Wis. Stat. § 125.17(6).

(3) A provisional license expires 60 days after its issuance or when a full license is issued to the holder, whichever is sooner.

(4) The city clerk may revoke any provisional license if they discover that the holder of the license made a false statement on the application.

(5) Notwithstanding the above, the city clerk shall issue a provisional operator's license to an applicant who, at the time of application for an operator's license and payment of the applicable fee, files a certified copy of a valid operator's license issued by another municipality. A provisional operator's license issued under this paragraph expires as provided under subsection (3) or upon expiration of the operator's license issued by another municipality and filed hereunder, whichever is sooner. In addition to revocation under subsection (4), the city clerk may revoke a provisional operator's license if it is determined that the operator's license issued by another municipality and filed hereunder is not valid or upon denial of the application for an operator's license by the common council.

(f) Temporary Operators' Licenses. The city clerk may issue temporary operators' licenses as follows:

(1) May be issued only to operator's employed by, or donating their services to, nonprofit corporations.

(2) No person may hold more than two temporary operator's licenses per year.

(3) The license is valid for any period from one to 14 days, and the

period for which it is valid shall be stated on the license.

Sec. 14-33. Retail sales licenses

(a) Factors applicable to license issuance.

(1) When issuing any initial retail “Class A”, “Class B”, Class “A”, Class “B”, or “Class C” license, any factor or condition which provides a rational basis for the approval or denial shall be evaluated on a case-by-case basis, including, but not limited to the following:

a. The total number of Class A and B licenses presently issued, the number of locations with on-premise retail sales, and the number of full-service retail outlets approved, and, if an additional license is requested, the public need, desirability and purpose;

b. The relevant experience and background of an individual applicant; if a partnership, the relevant experience and background of the partners; and if a corporation, the relevant experience and background of the directors, officers and agent;

c. Whether the granting of a license is necessary for the financial success of a proposed business or a development containing the proposed licensed premises;

d. The effect of granting the license on local traffic and parking;

e. The proximity of the location at which the license is proposed to uses which may be incompatible, including, but not limited to, schools, churches, residential neighborhoods and/or any other Class A or Class B establishments licensed by the city;

f. Whether the premises meets the standards for occupancy of this type;

g. The economic benefit to the community;

h. The amount of employment the business will generate;

i. Past experience of the applicant or other license

holders at the location at which the license is proposed to be used;

j. The overall effect on the community of the use of the license at the proposed location;

k. For a renewal application, the performance of the applicant under the existing license, and the effect of the existing license and use on local traffic and parking, on any adjacent residential neighborhoods, and on the community as a whole; and

l. Any other factor or condition which provides a rational basis for approval or denial of an application.

(2) Any license issued hereunder may include conditions or restrictions to address any of the above factors.

(b) Retail “Class B” intoxicating liquor license. A “Class B” intoxicating liquor licenses shall, in accordance with Wis. Stat. § 125.51(3)(b), authorize the retail sale of intoxicating liquor to be consumed by the glass on the premises where sold or off the premises if the licensee seals the container of intoxicating liquor with a tamper-evident seal, as that term is defined in the Wisconsin Statutes, before the intoxicating liquor is removed from the premises, and also authorizes the sale of intoxicating liquor in the original package or container, in any quantity, to be consumed off the premises where sold.

(c) Provisional retail sales license

(1) The city clerk is authorized to issue provisional licenses to any applicant for any Class “A”, Class “B”, “Class A”, “Class B”, or “Class C” license that, based on the information contained in the application, meets the qualifications for issuance of licenses related to alcohol beverages, and that has not previously been denied a license by the common council. Such provisional license may be issued upon submission of a complete application together with the payment of the applicable fee and satisfaction of the standards below, except that the clerk may not issue a provisional “Class B” license if the city's quota under Wis. Stat. § 125.51(4) prohibits the city from issuing a “Class B” license.

(2) Before issuing a provisional license, the city clerk shall receive a recommendation to grant the license from the chief of police.

(3) A provisional license expires 60 days after its issuance or when a full license is issued to the holder, whichever is sooner.

(4) The city clerk may revoke any provisional license if they discover that the holder of the license made a false statement on the application.

(d) Temporary Class “B” retailer's license. The city clerk is authorized pursuant to Wis. Stat. §§ 125.26(6) and 125.51(10) to issue a license for the sale of fermented malt beverages or wine at picnics or other community events. Any application for a temporary Class “B” retailer’s license shall be submitted at least 10 days prior to the event date for approval by the city clerk, except that any approval which would require common council action shall be submitted at least 30 days prior to the event date. Conditions for the issuance of a license in addition to the requirements of Wis. Stat. Ch. 125, shall be as follows:

(1) Any application for which the Chief of Police or City Clerk recommend denial shall be referred to the finance-personnel committee for issuance.

(2) At least one holder of a full operator's license shall at all times be present in the licensed premises where fermented malt beverages and wine are sold or offered for sale at an event for which a Class “B” fermented malt beverage or Class “B” wine picnic license has been issued.

(3) The organization must provide sufficient security personnel satisfactory to the chief of police to ensure that fermented malt beverages and wine are not consumed outside of the approved areas specified for the consumption of such beverages and that minors are not present in the licensed premises except as permitted in Wis. Stat. Ch. 125.

(4) The licensed premises shall be fenced if required by the chief of police, including, but not limited to, double fencing a minimum of six (6) feet apart.

(5) The organizers shall post notices at each exit of the licensed premises stating, “No beer or wine will be carried in an open container beyond this point.”

(6) The organizers shall post notices at each entrance of the licensed premises stating, “No carry-in alcohol allowed.”

(7) The chief of police may require the organizer to provide adequate sanitary facilities, lighting, and other measures to ensure the health, safety and convenience of the public while attending the event.

(8) The chief of police, in consultation with the chief of the Southern Ozaukee Fire and Emergency Medical Services Department, may implement additional requirements for the welfare and safety of the general public, which shall be incorporated into the terms of the license

upon issuance.

(9) The licensee shall, prior to the commencement of the event, notify the police department that event set-up has been completed so that a compliance inspection may occur. No fermented malt beverages or wine may be sold until the final inspection occurs.

Sec. 14-34. Full-service retail outlets

(a) Full-service retail outlet defined. “Full-service retail outlet” shall be defined as set forth in Wis. Stat. §§ 125.29(7), 125.52(4), and 125.53(3). Full-Service Retail Outlet does not include on-premise sales by a brewer, winery, manufacturer, or rectifier.

(b) Temporary full-service retail outlet defined. A “temporary full-service retail outlet” means a full-service retail outlet which is exempt from the relocation limitations pursuant to Wis. Stat. §§ 125.29(7)(g)5., 125.52(4)(g)5., and 125.53(3)(g)5., provided the full-service retail outlet will be located on the proposed premises for a period not to exceed four days.

(c) Requirements and Restrictions. In approving any full-service retail outlet, the city may consider all factors, conditions, standards, and criteria utilized by the city for the evaluation and approval of a retail alcohol license including, but not limited to, Section 14-33(a).

(d) Scope of Alcohol Beverages Offered for Sale. Pursuant to Wis. Stat. §§ 125.29(7)(d)2., 125.52(4)(d)2., and 125.53(3)(d)2., the city may, as a condition of approval, limit the scope of alcohol beverages offered for sale at a full-service retail outlet with respect to alcohol beverages that are not of the same type as those produced by the person holding the production permit(s).

(e) Approval by city clerk of temporary full-service retail outlets. Unless prohibited by the Wisconsin Statutes and/or Wisconsin Administrative Code, the city clerk may approve an application for a temporary full-service retail outlet for the sale of fermented malt beverages and wine in the same manner as set forth in Section 14-33(d). Any application for a temporary full-service retail outlet not covered by this section shall be approved by the finance-personnel committee.

SECTION VII

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

SECTION VIII

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

SECTION IX

All city policies and parts of city policies that contravene or that are more permissive than this ordinance or that allow the city or any of its committees more discretion than that provided by this ordinance are hereby repealed.

SECTION X

This Ordinance shall become effective the day after its publication as provided by law.

Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

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

Caroline Fochs, City Clerk

Published: _____



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Office of Administration

TO: Common Council
FROM: Justin Schoenemann, Assistant City Administrator
DATE: March 11, 2025
SUBJECT: ORDINANCE 2025-1677 An Ordinance Amending Section 2-230 of the Mequon Municipal Code, Relating to Employee Discipline

Background

The Common Council previously adopted Article V of Chapter 2 of the Municipal Code, which establishes the City's Personnel Code. Over time, various amendments have been made to ensure this section of the Code remains aligned with the City's operational needs. In 2022, updates to the Personnel Code were approved to reflect the formation of the Southern Ozaukee Fire & Emergency Medical Services Department. However, due to a typographical error during that revision process, provisions relating to employee disciplinary actions were inadvertently removed from the Code. The City now seeks to restore these provisions to maintain a clear and structured framework for employee discipline.

Analysis

The proposed ordinance amendment reinstates Section 2-230 of the Municipal Code, outlining expectations for employee conduct and defining circumstances that may warrant disciplinary action, including dishonesty, negligence, workplace violence, and policy violations. It also details the range of disciplinary measures, such as oral and written reprimands, suspension, demotion, and dismissal, ensuring that actions are proportionate and, in the City's best interest. The proposed ordinance amendment does not establish new provisions but seeks to recodify existing policy in accordance with the City's current and past practices.

Fiscal Impact

None.

Recommendation

A recommendation is forthcoming by the Finance-Personnel Committee on March 11, 2025.

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2025-1677

An Ordinance Amending Section 2-230 of the Mequon Municipal Code, Relating to Employee Discipline

RECITALS

A. The Common Council previously adopted Article V of Chapter 2 of the Mequon Municipal code, which constitutes the City's Personnel Code.

B. Various changes have been made since the original adoption of Article V, including a change in 2022 which was aimed at making changes necessitated by the creation of the Southern Ozaukee Fire & Emergency Medical Services Department.

C. As part of that 2022 change, a typographical error resulted in the inadvertent removal of provisions in the code related to employee disciplinary actions.

D. The Common Council wishes to return these provisions to the Code.

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

SECTION I

Section 2-230 of the Mequon Municipal Code is amended to read as follows (NOTE: Deleted text is double-struckthrough; Added text is **bolded and underlined**):

Sec. 2-230. - Discipline procedure.

(1) *Expectations of conduct.* It shall be the duty of all employees to maintain high standards of conduct, cooperation, honesty, efficiency and economy in their work for the city. Department heads and supervisors shall organize and direct the work of their units in a manner calculated to achieve these objectives. Whenever conduct of an employee falls below a desirable standard, supervisors shall point out the deficiencies at the time they are observed. Corrections and suggestions should be made in a constructive and helpful manner in an effort to elicit the cooperation of the employee.

(2) Any action that reflects discredit upon the municipal service or is a direct hindrance to the operations of the city may warrant disciplinary action. Circumstances constituting disciplinary action include but are not limited to the following:

(a) The on duty use or illegal handling of alcoholic beverages or controlled substances.

- (b) Conviction of a crime which is job-related in nature.
- (c) Dishonesty or offensive attitude, conduct or language toward the public, city officials or employees.
- (d) Negligence, inefficiency, failure or inability to perform job duties.
- (e) Intentional damage or negligence in the care and handling of city property.
- (f) Violation of any lawful and reasonable official regulation, departmental rule or a supervisor's directive.
- (g) Commission or omissions of acts unbecoming an incumbent of the particular office or position held.
- (h) Willful violation of any city ordinances or administrative regulations.
- (i) Unauthorized absences from work.
- (j) Excessive use of the city equipment including, but not limited to telephones and electronic media, for the conduct of personal business (including unauthorized long-distance calls).
- (k) Claiming sick leave under false pretenses.
- (l) Use or attempted use of political influence or bribery to secure advantage in a promotion, departmental appropriation or for personal benefit.
- (m) Failure to maintain satisfactory job attendance.
- (n) Perpetuating any acts of workplace violence, including, but not limited to, abusive language, threats or acts of aggression.
- (o) Failure to uphold and enforce the city's harassment policy.
- (p) Violation of the city's ethics code.
- (q) Use or attempted use of retaliatory conduct.
- (3) **Disciplinary Actions may include any of the following:**
 - (0) **Oral reprimand. A verbal warning to the employee that if the actions continue, a written reprimand will be issued.**
 - (0) **Written reprimand. A written warning outlining the specific actions and corrective**

action to be taken.

- () Suspension. Temporary removal from duty status for a specified or indefinite period. An employee may be suspended for an indefinite period. When an employee has acted or is alleged to have acted in a manner that would be cause for dismissal, the employee may be suspended while such charges are investigated.
- () Demotion. An employee may be moved to a lower position.
- () Dismissal. An employee may be removed from their position.

A decision as to whether or not to take disciplinary action and the type of disciplinary action to be taken is within the sole discretion of the City based on the facts and circumstances of the specific incident. The Department Head, City Administrator or designee determines when such action is necessary and in the best interest of the City.

It is the City's policy to communicate openly and candidly with employees regarding employment issues. Issues can most easily be resolved when they are fresh in the minds of all parties and addressed timely. In most cases the employee's Supervisor is in the best position to assist him/her in a timely manner. If the Supervisor is unavailable, the employee should approach their Department Head.

(4) Law enforcement officers suspension and removal procedures shall be governed by Wis. Stat. § 62.13. Statutory and appointed officers of the city, including the treasurer, clerk, engineer, assessor, police chief or such other appointive officers as have been created by the city shall be governed by the provisions of Wis. Stat. §§ 17.12, 17.14, and 17.16.

SECTION II

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

SECTION III

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

SECTION IV

All city policies and parts of city policies that contravene or that are more permissive than this ordinance or that allow the city or any of its committees more discretion than that provided by this ordinance are hereby repealed.

SECTION V

This Ordinance shall become effective the day after its publication as provided by law.

Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

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

Caroline Fochs, City Clerk

Published: _____



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

www.ci.mequon.wi.us

Office of Public Works

TO: Common Council
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: March 11, 2024
SUBJECT: RESOLUTION 4183 A Resolution Adopting the 2025 City of Mequon's Comprehensive Park, Recreation and Open Space Plan

Background

On April 9, 2024, the Common Council awarded a contract for completion of an update to the City of Mequon's Comprehensive Park, Recreation and Open Space Plan (the Plan). Over the last year the Park & Open Space Board (POSB) has played a crucial role in the long-term planning and updating of the information in the previous Comprehensive Park, Recreation and Open Space Plan. The scope included:

- Comprehensive Park, Recreation & Open Space Plan update
- Playground Inventory and Safety Assessment
- Park Impact Fees Assessment
- Master Plan for Katherine Kearney-Carpenter Park
- Master Plan update for River Barn Park

A comprehensive plan is a guiding document. It is intended to inform future decision making related to implementation, infrastructure and budgeting. While it includes specific recommendations based upon park standards and best practices, it is intended to be implemented over time and provide guidance for user group requests and donation offers.

Since the adoption of the 2019 Comprehensive Park Plan, the Park & Open Space Board administered the following projects:

2020

- Rotary Pavilion Facade Improvement Project
- Garrison's Glen Kayak Launch
- Rotary Park Pond Bridge

2021

- Roof Replacement at Reuter Pavilion
- Parking Lot Resurfacing - Rotary Park
- Pier Replacement at Villa Grove

2022

- New Pier Installation at Rotary Pond

- Parking Lot Resurfacing - Community Park/Library
- EAB Removal at Villa Grove & Tree Replacement (20 trees)
- Installation of AC at River Barn

2023

- New Pier Installation at Trinity Creek Nature Preserve
- Ledge Stone (Fishing Platform) Installation at Rotary Park Ponds
- EAB Removal at River View (47) Katherine Kearney (87) & Tree Replacement (60 trees)
- Administration of Dedication/Donation agreements for Parking Lot Expansion, Solar Lighting and Bank Restoration at Villa Grove Park

2024

- Comprehensive Plan Update
- Lemke Restroom/Concession Building Construction

Analysis

The Committee of the Whole reviewed and discussed the first draft of the plan at the December meeting. Subsequently elected officials and staff provided comments to be incorporated into the final draft, which can be viewed here: <https://www.cityofmequonwi.gov/parks/page/park-open-space-plan-2025-2030>. Notably, most of the comments received since December were non-substantive in nature, and consisted mostly of edits to clarify existing information.

The scope also included a review of the Park Impact Fee, which is currently \$900/unit and was implemented in 2006. The preliminary report is available on the City's website here: <https://www.cityofmequonwi.gov/media/24511>. Consideration of modifications to the Park Impact Fee will be considered under a future agenda item.

The comprehensive plan serves as a 15-20-year planning document for future replacement and improvement considerations within the parks. As noted, it allows the City to react to user group and donation requests, prioritize capital projects and navigate long-range planning for its parks and park's facilities.

Following adoption of the plan, the Park & Open Space Board will prioritize capital projects, identify potential funding sources and make recommendations to the Common Council through the City's annual budgeting process.

Fiscal Impact

There is no immediate fiscal impact regarding acceptance of the updated plan. The plan will be used for consideration of future park initiatives, which could be funded through impact fees, capital budget requests, grants and/or private donations.

Recommendation

The Park & Open Space Board Final recommended approval at the February 19, 2025, meeting. Thereafter, the Planning Commission recommended adoption at its meeting on February 24, 2025.

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4183

A Resolution Adopting the 2025 City of Mequon's Comprehensive Park, Recreation and Open Space Plan

A. The City of Mequon Park and Open Space Board, working at the request of the City of Mequon Common Council, has prepared the 2025-2030 City of Mequon Park and Open Space Plan (the Plan).

B. The Plan's findings and recommendations are set forth in the 2025-2030 City of Mequon Park and Open Space Plan and will serve as the basis for determining future park infrastructure improvements.

C. The Plan provides for an integrated system of open space sites and parks within the City of Mequon, for the purpose of providing active and passive recreational activities, land and water preservation and restoration, and environmental education for present and future residents of the City.

D. The Plan incorporates all of the elements defined by the Wisconsin Department of Natural Resources to qualify as a Comprehensive Outdoor Recreation Plan, which requires updating at least every five years.

E. Adoption of the Plan by the Common Council will make the City eligible for assistance in the acquisition and development of outdoor recreation and open space sites and related facilities under the State of Wisconsin Stewardship Program and other grant programs administered by the Wisconsin Department of Natural Resources.

F. The Park and Open Space Board approved the Plan on February 19, 2025 and the Planning Commission further recommended approval at its meeting on February 24, 2025.

BASED UPON THE FORGOING RECITALS IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin, that the 2025-2030 City of Mequon Park and Open Space Plan is hereby adopted.

Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

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

Caroline Fochs, City Clerk



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

www.ci.mequon.wi.us

Office of Administration

TO: Common Council
FROM: Justin Schoenemann, Assistant City Administrator
DATE: April 1, 2024
SUBJECT: RESOLUTION 4184 A Resolution Approving the First Amendment to a License Agreement with AT&T, Extending the Term for the Cellular Tower Located at 11800 North Port Washington Road Through 2041

Background

The City of Mequon operates a cellular tower located at the Eastside Fire Station at 1800 North Port Washington Road. The tower contains leased space for AT&T, US Cellular, and Version/T-Mobile telecommunications equipment. AT&T's existing lease is set to expire on November 30, 2026. A copy of the existing lease agreement is available for reference here:

[<https://bit.ly/MequonLease1>](https://bit.ly/MequonLease1)

Analysis

The original lease agreement included five automatically renewing five-year terms. If approved, the proposed amendment will extend the lease by an additional three automatically renewing five-year terms, allowing the agreement to continue for an additional 15 years through 2041. All other terms of the existing contract will remain unchanged, with two key exceptions. All terms have been reviewed and approved by City Attorney Sajdak.

The first amendment establishes Section Four, "Permitted Use," which allows AT&T or its contractors to maintain, modify, remove, repair, replace, and update its communications equipment, subject to prior approval from the City. The City has no issue with AT&T or its contractors entering the site as long as prior notice is provided to ensure Fire Department operations are not impacted while maintenance or other work is being completed on the cell tower.

The second amendment pertains to lease payments. Upon the conclusion of the current lease term and the commencement of the new terms, AT&T's lease payments will increase annually by 4%, compared to the 5% annual escalator in the current lease. The revised 4% escalator aligns with the City's other lease agreements, which typically include annual increases ranging from 2% to 5%.

Additionally, the City retains the right to terminate the lease with 12 months' notice, ensuring flexibility should future needs arise.

Fiscal Impact

The City will receive a lease payment of approximately \$45,150 in 2025. If the lease amendment is approved, AT&T will make an initial payment of \$46,900 to the City on December 1, 2026.

Lease payments will then increase by 4% annually as stipulated in the amendment. Over the full duration of the lease extension, the City is projected to receive a total of approximately \$939,100 in cell tower lease revenue if left unchanged.

Recommendation

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

Attachments:

FINAL 1st Amd to License Agmt (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4184

A Resolution Approving the First Amendment to a License Agreement with AT&T, Extending the Term for the Cellular Tower Located at 11800 North Port Washington Road Through 2041

A. AT&T's lease agreement with the City of Mequon to host telecommunications equipment at the 11800 North Port Washington Road is set to expire on November 30, 2026, and AT&T desires to extend the lease.

B. The City wishes to encourage the location of such facilities in such a manner that avoids an undue proliferation of sites within the community, and the proposed lease extension serves that goal.

C. The proposed lease amendment by and between the City and AT&T has been favorably recommended by the Finance-Personnel Committee.

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

1. The attached amendment between the City and AT&T extending the current lease to host telecommunications equipment at 11800 North Port Washington Road is approved, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

2. The Mayor and City Clerk are authorized and directed to execute and deliver the same.

Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

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

Caroline Fochs, City Clerk

Market: IL / WI
 Cell Site Number: WI1114
 Cell Site Name: Mequon Fire Station
 Fixed Asset Number: 10080353

FIRST AMENDMENT TO LICENSE AGREEMENT

THIS FIRST AMENDMENT TO LICENSE AGREEMENT (“**First Amendment**”) dated as of the later date below (“**Effective Date**”) is by and between City of Mequon, a Wisconsin municipal corporation, having a mailing address at 11333 North Cedarburg Road, Mequon, WI 53092 (“**City**”) and New Cingular Wireless PCS, LLC, a Delaware limited liability company, successor by merger to TeleCorp Realty, L.L.C., a Delaware limited liability company, having a mailing address at 1025 Lenox Park Blvd. NE, 3rd Floor, Atlanta, GA 30319 (“**Tenant**”).

WHEREAS, City and Tenant (or its affiliate or predecessor in interest) entered into a License Agreement dated November 1, 2001, whereby City licensed to Tenant certain Premises, therein described, that are a portion of the Property located at 11800 North Port Washington, Mequon, WI 53092 (the “**Agreement**”); and

WHEREAS, the term of the Agreement will expire on November 30, 2026, and the parties mutually desire to renew the Agreement, memorialize such renewal period and modify the Agreement in certain other respects, all on the terms and conditions contained herein; and

WHEREAS, City and Tenant desire to amend the Agreement to extend the term of the Agreement; and

WHEREAS, City and Tenant desire to adjust the License Fee (as defined below) in conjunction with the modifications to the Agreement contained herein; and

WHEREAS, City and Tenant desire to amend the Agreement to clarify the scope of Tenant's permitted use of the Premises; and

WHEREAS, City and Tenant, desire to amend the Agreement to modify the notice section thereof; and

WHEREAS, City and Tenant, in their mutual interest, wish to amend the Agreement as set forth below accordingly.

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, City and Tenant agree as follows:

1. **Term.** The term of the Agreement shall be amended to provide that the current term, which commenced on December 1, 2021, shall expire on November 30, 2026 (“**Current Term**”), and commencing on December 1, 2026, will be automatically renewed, upon the same terms and

conditions of the Agreement, except as modified in this First Amendment, for three (3) additional five (5) year terms (each a “**Renewal Term**”). Hereafter, “**Term**” shall include the Current Term and any applicable Renewal Term. The Terms will automatically renew without further action by Tenant, unless Tenant notifies City in writing of Tenant’s intention not to renew the Agreement at least sixty (60) days prior to the expiration of the Current Term or any Renewal Term. City agrees and acknowledges that, except as such permitted use or other rights may be amended herein, Tenant may continue to use and exercise its rights under the Agreement as permitted prior to the first Renewal Term.

2. **Modification of License Fee.** Commencing on December 1, 2026, the License Fee payable under the Agreement shall be Forty-Six Thousand Nine Hundred and 00/100 Dollars (\$46,900.00) per year, and shall continue during the Term, subject to adjustment, if any, as provided below. In the event of any overpayment of License Fee prior to or after the Effective Date, Tenant shall have the right to deduct from any future License Fee payments an amount equal to the overpayment amount. Prior to December 1, 2026, the terms of the Agreement shall control.

3. **Future License Fee Increase / Annual Payments.** The Agreement is amended to provide that commencing on December 1, 2027, the License Fee shall increase by four percent (4%) over the License Fee paid during the previous year, and then shall increase annually by four percent (4%) over the previous year’s License Fee in each subsequent year.

4. **Permitted Use.** From time to time during the term of the License, Tenant may add, maintain, modify, remove, repair, replace and/or update its communications equipment located on the Tower upon receipt of City’s prior written approval, which approval shall not be unreasonably conditioned, delayed or withheld, provided that the proposed modification is not lesser in reasonable aesthetic quality than the existing equipment and provided that the proposed location of any additional equipment is satisfactory to City. Prior to making such modification, Tenant shall submit to City construction drawings describing and depicting the proposed work and, if reasonably required, a structural analysis of the Tower taking into account the proposed modification (collectively, the “**Plans**”), for City’s review and approval. Tenant shall reimburse City for the reasonable cost of review of the Plans by City third-party consultant, provided such costs do not exceed Five Thousand and 00/100 Dollars (\$5,000.00), within sixty (60) days of receipt of detailed invoice. Notwithstanding the foregoing, Tenant shall not be required to submit Plans and/or obtain City’s prior written approval for routine maintenance and repair to Tenant’s equipment and/or facilities or for modifications to equipment within Tenant’s equipment shelter.

5. **Acknowledgement.** City acknowledges that: 1) this First Amendment is entered into of the City’s free will and volition; 2) City has read and understands this First Amendment and the underlying Agreement and, prior to execution of this First Amendment, was free to consult with counsel of its choosing regarding City’s decision to enter into this First Amendment and to have counsel review the terms and conditions of this First Amendment; 3) City has been advised and is informed that should City not enter into this First Amendment, the underlying Agreement between City and Tenant, including any termination or non-renewal provision therein, would remain in full force and effect.

6. **Notices.** Section 32 of the Agreement is hereby amended as follows:

2024 Amendment

- 2 -

If to Tenant:

New Cingular Wireless PCS, LLC
 Attn: TAG – LA
 Re: Cell Site #: WI1114
 Cell Site Name: Mequon Fire Station (WI)
 Fixed Asset #: 10080353
 1025 Lenox Park Blvd. NE
 3rd Floor
 Atlanta, GA 30319

With a copy to:

New Cingular Wireless PCS, LLC
 Attn: Legal Department
 Re: Cell Site #: WI1114
 Cell Site Name: Mequon Fire Station (WI)
 Fixed Asset #: 10080353
 208 S. Akard Street
 Dallas, TX 75202

The copy sent to the Legal Department is an administrative step which alone does not constitute legal notice. Either party hereto may change the place for the giving of notice to it by thirty (30) days prior written notice to the other as provided herein.

7. **Charges.** All charges payable under the Agreement such as utilities and taxes shall be billed by City within one (1) year from the end of the calendar year in which the charges were incurred; any charges beyond such period shall not be billed by City, and shall not be payable by Tenant. The foregoing shall not apply to the License Fee which is due and payable without a requirement that it be billed by City. The provisions of this subsection shall survive the termination or expiration of the Agreement.

8. **Memorandum of Agreement.** Either party will, at any time upon fifteen (15) days prior written notice from the other, execute, acknowledge and deliver to the other a recordable Memorandum of Agreement substantially in the form of the Attachment 1. Either party may record this memorandum at any time, in its absolute discretion.

9. **Other Terms and Conditions Remain.** In the event of any inconsistencies between the Agreement and this First Amendment, the terms of this First Amendment shall control. Except as expressly set forth in this First Amendment, the Agreement otherwise is unmodified and remains in full force and effect. Each reference in the Agreement to itself shall be deemed also to refer to this First Amendment.

10. **Capitalized Terms.** All capitalized terms used but not defined herein shall have the same meanings as defined in the Agreement.

IN WITNESS WHEREOF, the parties have caused this First Amendment to be effective as of the last date written below.

CITY:

City of Mequon,
a Wisconsin municipal corporation

TENANT:

New Cingular Wireless PCS, LLC,
a Delaware limited liability company

By: AT&T Mobility Corporation
Its: Manager

By: _____

By: _____

Print Name: _____

Print Name: _____

Its: _____

Its: _____

Date: _____

Date: _____

[ACKNOWLEDGEMENTS APPEAR ON THE NEXT PAGE]

Attachment: FINAL 1st Amd to License Agmt (RESOLUTION 4184 : AT&T at FS2)

CITY ACKNOWLEDGEMENT

STATE OF _____)

_____)

COUNTY OF _____)

I CERTIFY that on _____, 202__,
 _____ [name of representative] personally came before me and
 acknowledged under oath that he or she:

- (a) is the _____ [title] of **City of Mequon, a Wisconsin municipal corporation** the corporation named in the attached instrument;
- (b) was authorized to execute this instrument on behalf of the corporation; and
- (c) executed the instrument as the act of the corporation.

Notary Public: _____

My Commission Expires: _____

Attachment: FINAL 1st Amd to License Agmt (RESOLUTION 4184 : AT&T at FS2)

TENANT ACKNOWLEDGEMENT

STATE OF _____)
) SS.
COUNTY OF _____)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged it as the _____ of AT&T Mobility Corporation, the Manager of **New Cingular Wireless PCS, LLC, a Delaware limited liability company**, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: _____

Notary Seal

(Signature of Notary)

(Legibly Print or Stamp Name of Notary)

Notary Public in and for the State of

My appointment expires: _____

Attachment: FINAL 1st Amd to License Agmt (RESOLUTION 4184 : AT&T at FS2)

Attachment 1
Memorandum of Agreement

Attachment: FINAL 1st Amd to License Agmt (RESOLUTION 4184 : AT&T at FS2)



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

www.ci.mequon.wi.us

Office of Finance

TO: Common Council
FROM: Brenda Arnett, Finance Director
DATE: March 11, 2025
SUBJECT: RESOLUTION 4185 A Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed Uncollectible for Tax Roll Year 2023

Background

Delinquent personal property taxes are cleared from the City's tax roll after the end of a two-year collection cycle, as they are unlikely to be paid if collection efforts to date have not resulted in payment. Collection efforts include issuing monthly statements as well as third party efforts through the City's ongoing contract with Waukesha County as approved by Common Council in April of 2021. In addition, coordination continues with the City Clerk's Office to prevent the issuance of liquor licenses if any outstanding obligations exist. Unfortunately, there is currently no other administrative recourse for businesses that do not require these licenses, except for referral to the City Attorney's Office for possible small claims action.

Analysis

Presented below is a table showing summary information by tax year.

	2022	2023
Original Delinquent PP Balance Assumed	\$71,358.64	\$276,687.81
Collections to Date	\$62,286.13	\$272,361.28
Amount to Clear	\$9,072.51	\$4,326.53
City Share of Total	\$2,084.03	\$980.93

The attached listing of outstanding 2023 accounts shows the name and address of the business, the status of the account, as well as the total outstanding principal broken down by taxing jurisdiction. Status is defined as follows:

- Open - Business is still a going concern in Mequon.
- State Assessed - Business is the responsibility of the state.
- Doomed - The owner did not file a Statement of Personal Property Status report timely. Therefore, the City Assessor estimated, or doomed, the account's value.

As some businesses still remain active, City staff will continue working to recover these written-off amounts.

Fiscal Impact

The City's share of the 2023 write-offs totals \$980.93. On an annual basis, the City typically budgets \$3,000 to account for personal property tax revenue that is deemed to be uncollectible.

Recommendation

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

Attachments:

2023 Delinquent Personal Property (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4185

A Resolution Clearing the Personal Property Tax Roll of Delinquent Accounts Deemed
Uncollectible for Tax Roll Year 2023

RECITALS

- A. The City of Mequon Finance Department has after considerable collection efforts determined that certain delinquent personal property taxes are deemed uncollectible.
- B. Delinquent personal property taxes for tax roll year 2023 consist only of the City's portion of delinquent balances.
- C. The attached list to clear delinquent taxes for tax roll year 2023 totals \$4,326.53.
- D. Continuing efforts will be made to collect such taxes as appropriate.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin, that the attached list of delinquent personal property taxes for tax roll year 2023 be cleared from the personal property tax rolls by the City Treasurer.

Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

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

Caroline Fochs, City Clerk

2023 Outstanding Personal Property Tax

Parcel Number	Owner	Address	Status	County	City	School	MATC	Sewer	Total Tax
140000990500	SILVER SPRINGS OF MEQUON INC	11840 N Silver Ave	Doomaged	4.66	9.41	19.55	3.00	4.89	41.51
140000102750	BARE BEAUTY MED & SPA SKIN CARE	11649 N Port Washington Rd	Doomaged	47.73	96.38	200.20	30.75	50.05	425.11
140000283451	DIVINE LASH AND BEAUTY BAR	10520 N Baehr Rd Unit M	Open	41.81	84.44	175.39	26.94	43.85	372.43
140000394100	FREEPORT FINANCIAL PARTNERS LLC	1001 W Glen Oaks Lane Unit 101	Open	12.99	26.24	54.50	8.37	13.63	115.73
140000463100	HAPPY DOUGH LUCKY	6300 W Mequon Rd Unit 107	Doomaged	4.85	9.79	20.34	3.12	5.08	43.18
140000560700	KARK'S TREE SERVICE	8000 W Donges Bay Rd.	Doomaged	7.40	14.95	31.05	4.77	7.76	65.93
140000350310	FALAFEL GUYS	6300 W Mequon Rd. Unit 109	Doomaged	37.89	76.53	158.96	24.42	39.74	337.54
140000639620	LIVEWELL HOME HEALTHCARE	11512 N Port Washington Rd. Unit 201D	Doomaged	5.27	10.63	22.09	3.39	5.52	46.90
140000644250	LUSH WELL COLLECTIVE	11019 N Towne Square Rd. Unit 9	Doomaged	7.40	14.95	31.05	4.77	7.76	65.93
140000056617	ANEW SILHOUETTE BODY CONTOURING AND WELLNESS S	11514 N Port Washington Rd #5	Doomaged	5.40	10.91	22.67	3.48	5.67	48.13
140000283460	DOLLFAYCE SKINCARE AND MUA	1001 W Glen Oaks Lane Unit 236	Doomaged	3.31	6.69	13.90	2.14	3.48	29.52
140000522410	INTEGRATIVE HEALTH AND WELLNESS LLC	10725 N Executive Ct. Unit 3	Open	74.49	150.43	312.45	48.00	78.11	663.48
140000753950	NAPIERALA LAW OFFICES LLC	1017 W Glen Oaks Lane	Open	2.52	5.10	10.59	1.63	2.65	22.49
140000756350	NATURAL HEALING TABERNACLE	1001 W Glen Oaks Lane	Doomaged	3.13	6.32	13.12	2.02	3.28	27.87
140001006150	SPEEDY LABS INC	11518 N Port Washington Rd. Unit 1	Doomaged	5.70	11.51	23.90	3.67	5.98	50.76
140001193000	SULLIVAN MFG Corp	10201 N Enterprise Dr	State Assess	3.25	6.57	13.64	2.10	3.41	28.97
140000000590	45 SPORTS	11020 N Port Washington Rd	Doomaged	78.36	158.24	328.69	50.49	82.17	697.95
140000026500	ALL THINGS NOTARY	11520 N Port Washington Rd, Unit 210	Doomaged	3.13	6.32	13.12	2.02	3.28	27.87
140000147100	BREWER NEUROPSYCHOLOGY CENTER LLC	11514 N Port Washington Rd #3A	Doomaged	3.17	6.41	13.31	2.05	3.33	28.27
140000150000	BROOK FURNITURE RENTAL INC	100 Field Dr Ste 220 Lake Forest, IL 60045	Open	5.93	11.98	24.88	3.82	6.22	52.83
140000236600	CORRIGAN, MICHAEL A	1025 W Glen Oaks Ln, Ste 105	Doomaged	2.26	4.57	9.48	1.46	2.37	20.14
140000320150	EDUCATES LLC	1317 W Towne Square Rd	Open	15.19	30.68	63.72	9.79	15.93	135.31
140000332570	EMPOWERMENT REALTY GROUP LLC	1017 W Glen Oaks Lane	Doomaged	3.92	7.91	16.43	2.52	4.11	34.89
140000461500	HALO MD FAMILY MEDICINE & AESTHETIC SERVICES SC	10945 N Port Washington Rd	Open	49.55	100.08	207.87	31.93	51.97	441.40
140000471500	HEJDAK GROUP LLC - ALLSTATE INSURANCE	10144 N Port Washington Rd.	Open	16.29	32.90	68.34	10.50	17.08	145.11
140000485000	HI LINE OF WISCONSIN INC	10650 N Baehr Rd.	Open	1.78	3.60	7.47	1.15	1.87	15.87
140000544630	JACQ OF ALL TRADES LLC	11512 N Port Washington Rd. 101K	Doomaged	3.92	7.91	16.43	2.52	4.11	34.89
140000667200	MARVIN L WALKER AND ASSOC INC	1001 W Glen Oaks Lane Unit 233	Doomaged	4.63	9.35	19.42	2.98	4.86	41.24
140000667500	MASON INVESTMENTS LLC	11203 N Buntrock Ave. Unit 204	Open	2.00	4.03	8.38	1.29	2.09	17.79
140000761451	NESTLE USA INC	PO Box 330219 Nashville, TN 37203	Doomaged	1.95	3.94	8.19	1.26	2.05	17.39
140001053000	TALISMAN MILLS	10650 N Baehr Rd.	Open	6.60	13.32	27.68	4.25	6.92	58.77
140001059150	TCC MEQUON	11059 N Port Washington Rd.	Doomaged	7.56	15.26	31.70	4.87	7.93	67.32
140001067170	THE SPICE & TEA EXCHANGE	1412 W Mequon Rd	Open	5.20	10.51	21.82	3.35	5.46	46.34
140001134300	WM L GRUBER CO LLC	3531 W LeGrande Blvd.	Open	3.89	7.85	16.31	2.50	4.08	34.63
140000786750	NORTH SHORE MOBIL	11210 N Port Washington Rd.	Open	2.59	5.22	10.85	1.67	2.71	23.04
Total Delinquent Personal Property				\$ 485.72	\$ 980.93	\$ 2,037.49	\$ 312.99	\$ 509.40	\$ 4,326.53
Open/Doomage Send to Waukesha County				\$ 485.72	\$ 980.93	\$ 2,037.49	\$ 312.99	\$ 509.40	\$ 4,326.53



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Office of Public Works

TO: Common Council
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: March 11, 2025
SUBJECT: RESOLUTION 4186 A Resolution Amending the City's FY2025 Compensation Plan, in Connection with a Reorganization of the Public Works Department

Background:

The Department of Public Works (DPW) is seeking authorization to reclassify several positions within the Department, to better align with its long-term operational needs. DPW currently has several vacant positions, presenting an opportunity to reassess staffing roles and responsibilities while staying within the Department's FY2025 budget.

This proposed restructuring aims to optimize resource allocation and ensure that DPW is well-positioned to meet the needs of the community and maintain service delivery standards. As such, attached to this memorandum is an amended Compensation Plan that reflects the proposed position modifications.

Analysis:

The attached Compensation Plan amendments represent the following transition of positions within the Department:

- Consolidation of the "Buildings Superintendent" and "Parks & Forestry Superintendent" positions into a "Buildings & Grounds Superintendent".
- Consolidation of exclusive "Parks Worker" and "Forestry Worker" positions into the position of "Parks & Forestry Worker".
- Elimination of the "Parks/Highway Worker" position. Moving forward, the Department will have "Highway Workers" (an existing classification) and "Parks & Forestry Workers", as established with these amendments.
- Reestablishment of the "City Forester" position. In 2017, this position was consolidated with the creation of a "Parks & Forestry Superintendent" position.
- Creation of a "Buildings & Grounds Foreman" position.

The proposed consolidation merges the Buildings Maintenance, Parks and Forestry Divisions, allowing for a more efficient allocation of resources, as well as more streamlined operations. Presently, each Division within the Department is managed by a Superintendent. Post-consolidation, the reorganized structure will be managed by a single Superintendent, to provide clear operational oversight and leadership.

Additionally, the proposal reestablishes the City Forester position to better support the City's forestry needs and to reflect the unique educational and technical expertise required for this role. As indicated, the City Forester will operate under the Building & Grounds Superintendent's oversight.

Further, the Buildings & Grounds Foreman position will provide daily operational support and assist with user group coordination and pavilion rentals. The additional project management capacity associated with the creation of this position will also be advantageous to the City, as the organization plans for new facilities and infrastructure improvements into the future.

Next, the Parks Worker and Forestry Worker positions will be merged, aligning job responsibilities more closely with the actual work performed, and allowing for more flexibility in the assignment of daily tasks.

Lastly, the restructuring eliminates two Parks/Highway Worker positions that were intended to split time equally between the Parks and Highway Divisions. Under the proposed changes, one of these positions will transition to the newly formed Division full-time, while the other will work full-time within the Highway Division.

Finally, the proposed restructuring also provides promotional opportunities within the newly combined Division that did not previously exist, while serving as the foundation of support for the consolidation of the Buildings Superintendent and the Parks & Forestry Superintendent positions.

Fiscal Impact:

The net number of full-time equivalent positions remain unchanged under the proposed modifications.

While several of the affected positions are vacant, and therefore salary terms have not yet been negotiated, it is anticipated that the fiscal impact will be net neutral or potentially provide a salary savings to the City.

Beginning with the FY2026 budget and beyond, the associated reclassification of budgets and associated personnel costs will be ratified according to the proposed Division alignment described herein.

Recommendation:

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

Attachments:

Amended Compensation Plan(PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4186

A Resolution Amending the City's FY2025 Compensation Plan, in Connection with a
Reorganization of the Public Works Department

RECITALS

A. In December 2024, the City of Mequon adopted the Fiscal Year 2025 Compensation Plan that sets forth job positions and their assigned pay grades for non-represented employees.

B. The Department of Public Works has identified an opportunity for restructuring and consolidating several positions in support of implementing various goals and objectives of the organization, while maintaining the overall number of full-time equivalent positions.

C. This has resulted in the proposed consolidation of two classifications of workers and establishment of a Buildings & Grounds Superintendent position, supported by a City Forester and Buildings & Grounds Foreman.

D. Sufficient funds are available to support the reorganization without requiring additional funds during FY2025.

E. Section 24.07 (2)(3) of the City's Employee Personnel Code requires Committee and Common Council approval of amendments to the Compensation Plan.

BASED ON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon that the Fiscal Year 2025 Compensation Plan for Non-Represented Employees is amended, as shown in the attachment.

Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

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

Caroline Fochs, City Clerk

Exhibit A
FY2025 EMPLOYEE COMPENSATION PLAN

	Annual Steps								Mid Point			
Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8		Maximum	POSITION	
1	\$ 45,008	\$ 46,133	\$ 47,258	\$ 48,383	\$ 49,508	\$ 50,633	\$ 51,758	\$ 52,884		\$ 60,760	Management Intern	
2	\$ 49,508	\$ 50,746	\$ 51,983	\$ 53,220	\$ 54,458	\$ 55,695	\$ 56,932	\$ 58,172		\$ 66,836	Accounts Receivable Specialist Administrative Assistant Administrative Specialist Assessment Technician Deputy Clerk Records Specialist	
3	\$ 54,459	\$ 55,820	\$ 57,180	\$ 58,541	\$ 59,902	\$ 61,262	\$ 62,623	\$ 63,990		\$ 73,521	Accounting Specialist Buildings Maintenance Worker Equipment Operator ~~Forestry Worker~~ Highway Worker Human Resource Coordinator ~~Parks Worker~~ <u>Parks & Forestry Worker</u> Permit Coordinator Sewer Maintenance Worker	
4	\$ 61,082	\$ 62,609	\$ 64,136	\$ 65,663	\$ 67,189	\$ 68,716	\$ 70,243	\$ 71,771		\$ 82,461	Administrative Coordinator <u>Buildings & Grounds Foreman</u> <u>City Forester</u> Engineering Field Coordinator Engineering Technician Executive Assistant - Communications Highway Section Foreman Mechanic Sewer Section Foreman	
5	\$ 65,969	\$ 67,618	\$ 69,267	\$ 70,917	\$ 72,566	\$ 74,215	\$ 75,865	\$ 77,513		\$ 89,057	Planner I Building Inspector Public Safety IT Specialist	
6	\$ 71,246	\$ 73,027	\$ 74,808	\$ 76,589	\$ 78,370	\$ 80,151	\$ 81,932	\$ 83,713		\$ 96,182	Assistant Finance Director Fleet Superintendent	
7	\$ 76,946	\$ 78,868	\$ 80,791	\$ 82,714	\$ 84,637	\$ 86,559	\$ 88,482	\$ 90,411		\$ 103,877	~~Buildings Superintendent~~ <u>Buildings & Grounds Superintendent</u> Highway Superintendent Inspections Supervisor ~~Parks & Forestry Superintendent~~ Sewer Superintendent	

Attachment: Amended Compensation Plan (RESOLUTION 4186 : A Resolution Amending the City's

Pay Grade	Annual Steps							Mid Point		Maximum	POSITION
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8			
8	\$ 88,408	\$ 90,934	\$ 93,459	\$ 95,985	\$ 98,510	\$ 101,036	\$ 103,561	\$ 106,090		\$ 123,771	Assistant City Engineer Asst. Community Development Director City Clerk Deputy Director of Public Works Deputy Director of Utilities IT Manager Police Captain
9	\$ 106,089									\$ 148,525	Assistant City Administrator Director of Community Development Director of Public Works/City Engineer Finance Director Police Chief
10	Established by Contract										City Administrator

Attachment: Amended Compensation Plan (RESOLUTION 4186 : A Resolution Amending the City's



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Office of Public Works

TO: Common Council
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: February 19, 2025
SUBJECT: RESOLUTION 4187 A Resolution Approving Amendments to the City of Mequon Fee Schedule for Fiscal Year 2025, Related to Athletic Field Fees, Lemke Park Concession Fees and Pool Fees

Background

The proposed amendments to the City's current fee schedule include:

- Update to the athletic field fees for 2025, accounting for the reallocation per the number of uses and field management contract cost
- Introduction of round robin fees; in discussion with user groups, there is a level of play between single field use and tournament use. This new fee represents the allocation of costs for that level of play
- Inclusion of fees for the Lemke Park Kitchen/Concessions
- Modification of tournament fees to per day to better represent actual field usage
- Memorialization of season fees historically charged, but not included in the Fee Schedule
- Ratification of fees for memorials
- Increase in non-resident rates at the Mequon Community Pool

Please see the attached document including only those fees that are proposed for modification.

Analysis

The proposed fee schedule amendments include fees across a number of Department of Public Works and Utility disciplines, as follows:

Parks

In 2022, the Parks Division administered a ballfield management contract on behalf of and at the request of user groups. At the time, City staff indicated that the fee would be updated annually and replace the previous memorandum of understanding utilized for the same. If the user groups determine in the future that they no longer desire City-administered field management services, any such fee(s) will be reduced accordingly.

Fees were included in the 2022 fee schedule that acted as a pass-through for the City, whereby the user groups pay the cost of the field management contract. As established in 2022, the number of uses is based upon the previous year's rentals. The 2025 proposed fee amendment follows that same calculation.

User groups pay these fees at the start of the season with their rental agreements. The final

amount(s) due will be adjusted at the end of the season and prorated accordingly. The per use field fee includes both the City of Mequon Park System user fee and the field management contract fee.

As noted in the list above, there are a number of season fees historically charged to user groups that were not included in the Fee Schedule. The requested amendments ratify those fees charged to these specific user groups, which include Ozaukee Lacrosse, North Shore United (NSU) Soccer, Cardinal Football and Milwaukee Wave Soccer, among others.

Pool

In acknowledgement of both increased use by non-residents due to closures at the Fox Point and Milwaukee County aquatic facilities and increased costs to maintain the Mequon Community Pool, staff proposes an increase in non-resident daily and season passes.

Fiscal Impact

Staff continues to evaluate revenue options at the pool and therefore recommends an increase in non-resident rates. The Parks Fees are net neutral; the fees collected for the athletic fields are used to pay the field management contract as a pass-through, and are otherwise accounted for in the projected parks revenue.

Recommendation

The Park and Open Space Board recommended approval 7-0 on February 19, 2025, and further recommendation is forthcoming by the Public Works Committee on March 11, 2025.

Attachments:

2025 Fee Schedule Amendment (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4187

A Resolution Approving Amendments to the City of Mequon Fee Schedule for Fiscal Year 2025,
Related to Athletic Field Fees, Lemke Park Concession Fees and Pool Fees

RECITALS

A. The City has established an annual fee schedule to memorialize fees across various City services.

B. City staff has identified a number of fees that require adjustment and the option to include additional opportunities through the establishment of new fees.

C. The proposed amendments include the adjustment of fees for field management services at various athletic fields throughout the City of Mequon Park System and ratification of fees charged to other user groups.

D. City staff has reviewed the schedule and recommends the attached amendments to the fee schedule for implementation on March 12, 2025.

E. The Public Works Committee has reviewed the attached fee schedule and has recommended its adoption to the Common Council.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED, by the Common Council of the City of Mequon, Wisconsin, that the attached amendments to fees within the City's Annual Fee Schedule are approved, and authorized for implementation beginning March 12, 2025, until further amended.

Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

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

Caroline Fochs, City Clerk



FEE SCHEDULE (Effective 03/12/2025)

FEE DESCRIPTION		FEE AMOUNT
PARKS		
<u>Memorials</u>		
	<u>Park Bench</u>	<u>\$550</u>
	<u>Tree</u>	<u>\$250</u>
<u>Park Pavilion Rental*</u>		
	Non-Mequon/Thiensville Resident Rental Upcharge	\$100
	Outdoor Concessions (Per Tent/Table)*	\$25
	Additional Setup/Cleanup (<u>up to 4 hours (4:00pm – 8:00pm, depending on availability)</u>)	\$100
<u>Lemke Park *</u>		
	Lemke <u>Open</u> Pavilion†	\$150
	Lemke <u>Open</u> Pavilion – Security Deposit	\$50
	<u>Lemke Concession/Kitchen ONLY Per Day</u>	<u>\$75</u>
	<u>Lemke Concession/Kitchen with Open Pavilion</u>	<u>\$225</u>
	<u>Lemke Concession/Kitchen with Open Kitchen - Deposit</u>	<u>\$100</u>
	<u>Holding Tank Pumping Fee per 10,000 gallons*</u>	<u>\$270</u>
<u>Rotary Park*</u>		
	Reuter Pavilion† – Under 150 People	\$475
	Reuter Pavilion† – Corp. or Over 150 People	\$500
	Reuter Pavilion† – Concessions Only	\$225
	Reuter Pavilion – Security Deposit	\$200
	Rotary Pavilion†	\$225
	Rotary Pavilion or Gazebo – Security Deposit	\$100
	Gazebo Only	\$225
	Gazebo with Pavilion Rental	\$100
	Holding Tank Pumping Fee per 5,000 gallons*	\$135
	Holding Tank Pumping Fee per 10,000 gallons*	\$270
	Portable Restroom Service*†	\$115
<u>River Barn Park*</u>		
	~~River Barn~~ <u>Sommers Pavilion and South Patio</u> †	\$475
	~~River Barn~~ <u>Sommers Pavilion</u> Security Deposit	\$200
	~~River Barn~~ <u>Sommers Pavilion</u> Concessions Only	\$225
<u>Athletic Field Use (2 Hours)*</u>		
	Non-Mequon/Thiensville User Upcharge- One Time Fee Per Season	\$100
	<i>Season User Fee Deposit Per Field</i>	
	0-20 Field Use Deposit	\$100
	20-40 Field Use Deposit	\$200
	40-60 Field Use Deposit	\$300
	60-80 Field Use Deposit	\$400
	80-100 Field Use Deposit	\$500
	<u>River Barn Ozaukee Lacrosse Season</u>	<u>\$1,920</u>
	Lacrosse Field Per Use	\$80.00
	<u>River Barn NSU Soccer Season</u>	<u>\$600.00</u>

Attachment: 2025 Fee Schedule Amendment (RESOLUTION 4187 : Fee Schedule Amendment: 2025 Field Fees and Pool Fees)



FEE SCHEDULE (Effective 03/12/2025)

	River Barn Wave Camp with North Open Pavilion (Monday – Friday)	\$600
	Soccer/Football Field Per Use	\$80
	River Barn Field 1 Per Use	~~\$58.00~~ \$53
	River Barn Round Robin Field 1 Per Day	\$106
	River Barn Field 2 Per Use	~~\$64.50~~ \$71
	River Barn Round Robin Field 2 Per Day	\$143
	River Barn Field 3 Per Use	\$56
	River Barn Round Robin Field 3 Per Day	\$112
	Rotary NSU Soccer Season	\$1,500
	Rotary Wave Camp with Open Pavilion (Monday – Friday)	\$600
	Rotary Cross Country Season	\$207
	Rotary Schmit Per Use	~~\$76.00~~ \$64
	Rotary South Per Use	~~\$53.50~~ \$51
	Rotary Central Per Use ~~—With Field—~~	~~\$89.00~~ \$46
	Maintenance (In-Season)	
	Rotary North West Per Use	~~\$59.00~~ \$12
	Rennicke Per Use	~~\$147.50~~ \$120
	Lemke NSU Soccer Season	\$600
	Lemke Cardinal Football Season	\$1,400
	Lemke Orange Per Use	~~\$55.00~~ \$27
	Lemke Blue Per Use	~~\$62.00~~ \$34
Tournaments	Mequon/Thiensville User Tournament Fee ^o Per Day	~~\$600.00~~ \$325
	Non-Mequon/Thiensville User Tournament Fee ^o Per Day	~~\$975.00~~ \$450
	Tournament Pavilion Concessions Only Per Day*	\$75
	Outdoor Concession per Tent/ Food Truck Per Day	\$25
	Rotary NSU Tournament (max. 3 days) with North Reuter Concessions	\$1,500
	Tournament Reuter Holding Tank Pumping per 10,000 gallons*	\$270
	Tournament Per Field Deposit	\$100
	Portable Restroom Service*†	\$115
*Plus applicable taxes for non-exempt groups		
†Required for Events with over 200 people		
‡Per Rental Agreement, Pavilion Rentals Include 2-hour Setup and 1-Hour Cleanup		
^o Tournaments at Rotary Park require Holding Tank Pumping in addition to the Tournament Fee		
SWIMMING POOL		
Daily Swimming Pool		
	Non Resident – 3 to 12 Years	~~\$7.00~~ \$8
	Non Resident – 13 - 64 Years	~~\$8.00~~ \$9
	Non Resident - Senior (65 & Older)	~~\$6.00~~ \$7
Seasonal Swimming Pool		
	Non Resident – 3 to 12 Years	~~\$85.00~~ \$90
	Non Resident – 13 - 64 Years	~~\$110.00~~ \$115
	Non Resident - Senior (65 & Older)	~~\$100.00~~ \$105
	Non Resident – Family	~~\$200.00~~ \$205

Attachment: 2025 Fee Schedule Amendment (RESOLUTION 4187 : Fee Schedule Amendment: 2025 Field Fees and Pool Fees)



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Office of Engineering

TO: Common Council
FROM: Cole McCraw, Assistant City Engineer
DATE: March 11, 2025
SUBJECT: RESOLUTION 4188 A Resolution Adopting the 2025 Mequon-Thiensville Bike & Pedestrian Way Plan

Background

In 2024, the Joint Mequon-Thiensville Bike & Pedestrian Way Commission and City staff facilitated an update to the Commission's 20-year plan. The new plan is intended to be an update to the City's previous 2010 plan titled "Joint Mequon-Thiensville Bike & Pedestrian Way Commission 2010 to 2030 Recommendations."

In connection with this effort, the City 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.

The draft update of the Bike & Pedestrian Way plan came before the Committee of the Whole for discussion in December 2024. Elected officials and other stakeholders provided feedback through December and January. Comments from elected officials, staff and the Commission were logged, addressed and responded to, and the plan was subsequently updated to address the feedback that was received. This log is available from the City's Engineering Division, upon request.

In February, the Joint Mequon-Thiensville Bike & Pedestrian Way Commission voted to approve the updated version of the plan, and recommended the plan to Common Council for adoption.

A comprehensive plan is a guiding document. It is intended to inform future decision-making related to implementation, infrastructure and budgeting. While it includes specific recommendations based upon bicycle and pedestrian standards and best practices, it is intended to be implemented over time and provide guidance for user group requests and donation offers.

Analysis

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

Final Draft Report: <https://www.cityofmequonwi.gov/media/24566>

Final Draft Report Appendices: <https://www.cityofmequonwi.gov/media/24571>

The Mequon-Thiensville Bike & Pedestrian Plan is a joint planning effort between the City of Mequon and the Village of Thiensville to coordinate the development of pedestrian and bicycling facilities throughout the Mequon-Thiensville community. The planning is coordinated by the Joint Mequon-Thiensville Bike & Pedestrian Way Commission and provides a vision for the development and improvement of facilities over the next 20 years, with a framework for prioritization and development of facilities in the near and intermediate-term.

The report generally includes the following:

- Plan overview
- Evaluation of existing conditions
- Recommended bicycle and pedestrian network, including facility recommendations in specific locations
- Policy and program evaluation and recommendations
- Implementation guidelines
- Appendix

The comprehensive plan serves as a planning document for future replacement and improvement considerations within the City. Following adoption of the plan, the Joint Mequon-Thiensville Bike & Pedestrian Way Commission will prioritize capital projects, identify potential funding sources and make recommendations to the Common Council through the City's annual budgeting process.

Fiscal Impact

There is no immediate fiscal impact regarding acceptance of the updated plan. The plan will be used for consideration of future bike and pedestrian facility planning, which could be funded through capital budget requests, grants, or other sources.

Recommendation

The updated plan was recommended for adoption by the Joint Mequon-Thiensville Bike & Pedestrian Way Commission on February 13, 2025. A further recommendation is forthcoming from the City's Public Works Committee on March 11, 2025.

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4188

A Resolution Adopting the 2025 Mequon-Thiensville Bike & Pedestrian Way Plan

A. The Joint Mequon-Thiensville Bike & Pedestrian Way Commission, working at the request of the City of Mequon Common Council, has prepared the 2025 Mequon-Thiensville Bike & Pedestrian Plan (the Plan).

B. The Plan's findings and recommendations are set forth in the 2025 Mequon Thiensville Bike & Pedestrian Plan, and will serve as the basis for determining future bike and pedestrian infrastructure improvements.

C. The Plan provides a vision for the development and improvement of bike and pedestrian facilities over the next 20 years, with a framework for prioritization and development of facilities in the immediate and medium term.

D. The Joint Mequon-Thiensville Bike & Pedestrian Way Commission approved the plan on February 13, 2025, and the Public Works Committee further recommended approval at its meeting on March 11, 2025.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin, that the 2025 Mequon Thiensville Bike & Pedestrian Plan is hereby adopted.

Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

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

Caroline Fochs, City Clerk



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Office of Engineering

TO: Common Council
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: March 11, 2025
SUBJECT: RESOLUTION 4189 A Resolution Authorizing a Contract for Preemption Upgrades to the Highway-Grade Crossing on Mequon Road Required to Activate the Traffic Signals at the Intersection of Mequon Road and Weston Drive to CDL Electric Company, LLC of Pittsburg, Kansas, in the Amount of \$74,789.

Background

In June of 2021, the Wisconsin Department of Transportation (WisDOT) approved the installation of a traffic signal at Weston Drive and Mequon Road. Subsequent to that approval, WisDOT and the City executed a State/Municipal Financial Agreement (SMFA) which contracted WisDOT to install the preemption required for the traffic signal and the railroad signals to communicate. Preemption is essential to the safety of the operation of the traffic signal and the traveling public.

Analysis

WisDOT contracts with CDL Electric Company, LLC (CDL) to provide preemption. During the construction of the City-led project, the contract between WisDOT and CDL expired. While the City's portion of the traffic signal installation was completed in August of 2023, to date, WisDOT and CDL have been unable to fulfill the contractual obligations of the SMFA.

In early 2025, WisDOT indicated that the City could contract directly with CDL to perform the work covered by the SMFA. By contracting directly with CDL, the City is simply eliminating a step in the payment conduit. The ultimate outcome is the same: CDL will complete the preemption work. Under the proposed contract, the City would not need to go through WisDOT and instead work directly with CDL.

Per the proposal, the work will be completed within the next several months. If the City were to continue under the WisDOT SMFA, WisDOT indicated that it could take until fall of 2026 for the traffic signal to be fully operational.

If the CDL contract is authorized, City staff will also request an amendment to the WisDOT SMFA. The original scope of the SMFA was only for pavement resurfacing to be incorporated into the WisDOT project, tentatively scheduled for 2027/2028. Subsequently, Common Council authorized an amendment to the SMFA to include preemption. With the City contracting directly with CDL for the preemption, the SMFA will then revert back to the originally approved language to only include the pavement resurfacing. Authorization of City staff to work with WisDOT to complete this amendment is included in the resolution.

Fiscal Impact

The WisDOT SMFA included an estimated \$500,000 for the preemption. At the time, it was unknown whether the railroad signals would require relocation as a part of the preemption. Since the execution of the SMFA, it has been determined that physical relocation is not required. The majority of the preemption work is simply to provide the infrastructure for the two signals to communicate. CDL provided a proposal estimating the cost at \$75,000, which is attached to this memo.

As noted, the expenditure itself is already authorized by the Common Council. The requested approval is for that contract to be with CDL directly and not through the SMFA with WisDOT.

Recommendation

A recommendation by the Public Works Committee is forthcoming on March 11, 2025.

Attachments:

RRP-870 WSOR Mequon Rd Pre-Emption Proposal(PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4189

A Resolution Authorizing a Contract for Preemption Upgrades to the Highway-Grade Crossing on Mequon Road Required to Activate the Traffic Signals at the Intersection of Mequon Road and Weston Drive to CDL Electric Company, LLC of Pittsburg, Kansas, in the Amount of \$74,789.

RECITALS

A. The City of Mequon contracted with the Wisconsin Department of Transportation (WisDOT) through a State/Municipal Financial Agreement (SMFA) to implement the preemption required to activate the traffic signal installed at the intersection of Weston Drive and Mequon Road.

B. WisDOT subsequently contracts with CDL Electric Company, LLC for the installation of the infrastructure for the preemption.

C. The contract between WisDOT and CDL Electric Company, LLC expired prior to WisDOT fulfilling the contractual obligations for preemption. There is no timeline for contract execution, and therefore the preemption cannot be installed under the WisDOT SMFA.

D. The City of Mequon can contract directly with CDL Electric Company, LLC to install the preemption.

E. Authorization of a contract with CDL Electric Company, LLC does not impact payment for the work under the TID Escrow Agreement that was approved as part of the closure of the expenditure period.

F. The Public Works Committee recommended approval on March 11, 2025.

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

1. The contract with CDL Electric Company, LLC of Pittsburg, Kansas, in the form attached hereto is approved, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

2. The Director of Public Works/City Engineer is authorized and directed to execute and deliver the same.

3. Staff is authorized and directed to seek, and City Administrator is authorized and directed to execute and deliver, an amendment to the existing State/Municipal Financial

Agreement with the Wisconsin Department of Transportation to remove the provisions related to railroad preemption.

Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

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

Caroline Fochs, City Clerk



Railroad Services Division
 1308 N. Walnut Street | Pittsburg, KS 66762
 (620) 231-6420 | cdl-electric.com

PROPOSAL

January 28, 2025

CDL Project ID #: RCP- 870

Cole McCraw
 City of Mequon

11333 N Cedarburg Rd
 Mequon, WI 53092
 cmccraw@cityofmequonwi.org
 (262) 236-2957

Re: Mequon Rd Pre-Emption

Mr. McCraw:

CDL Electric Company, LLC (CDL) is pleased to provide the following proposal for your project in Mequon, WI at Grade Crossing DOT# (386841H)

SCOPE OF WORK:

CDL proposes to provide material, labor, and equipment to make requested upgrades at the highway-grade crossing listed above. Upgrades to be included are installation of pre-emption cable from Railroad bungalow to traffic control cabinet. The quoted price is assuming the existing pull boxes in place are accessible and crew is able to use. Additionally, new circuit plans/engineering will be provided specifically for this crossing along with associated relays, wiring, and hardware inside railroad bungalow. Once construction and wiring is completed, the crossing will be tested along with the city's personnel for proper operation.

PROPOSAL PRICE:

We hereby propose to furnish material, labor, and equipment – complete in accordance with above specifications – for the sum of \$74,788.60, sales tax excluded. The price breakdown is as follows:

Material:	\$29,053.28
Labor:	\$39,270.00
Equipment:	\$6,465.31
Total Selling Price:	\$74,788.60 USD

BILL OF MATERIALS:

<u>PROPOSED MATERIAL (ITEMS SUBJECT TO CHANGE AS REQUIRED)</u>	<u>QTY</u>	<u>U/M</u>
RELAY 500 OHM	1	EA
RELAY BASE	1	EA
SHUNT, NBS, NARROW BAND	2	EA
EQUALIZER	1	LT
ARRESTER	1	LT
HEAD BONDS	25	EA
BOOTLEG W/COUPLER	25	EA
BOND STRAND	100	FT
TRACK RETAINER CLIP	10	EA
CABLE, U.G. SIGNAL 7 COND. 14 AWG SOLID	500	FT
TC BLUE #10	500	FT
TC BLUE #14	500	FT
MISC MATERIAL, CONSUMABLES	1	LT
DISABLE BOX W/ RISER	1	EA
GRAVEL, ROCK, FILL	1	LT
RACO LOCKS	1	EA
ENGINEERING SERVICES, CIRCUIT PLANS, AS-IN SERVICE PLANS	1	EA
WIRING SHOP SUPPLIES, LABELS, RING TERMINALS, WIRE	1	EA

We appreciate your time in reviewing this proposal and look forward to a future partnership. This proposal will remain valid for ninety (90) days. To accept, please return this document with an authorized signature on the following page.

Sincerely,



Leonard Barton

Director of Estimating, Railroad Services
 Leonard.barton@cdl-electric.com
 (620) 687-7014

Attachment: RRP-870 WSOR Mequon Rd Pre-Emption Proposal (RESOLUTION 4189 : CDL Contract Award)

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. CDL is authorized to do the work as specified. Payment will be made as outlined.

CUSTOMER:

Authorized Representative Signature

Printed Name and Title

Date

PO Number (if applicable)

CONTRACTOR:

Authorized Representative Signature

Printed Name and Title

Date

Attachment: RRP-870 WSOR Mequon Rd Pre-Emption Proposal (RESOLUTION 4189 : CDL Contract Award)

TERMS & CONDITIONS:

CDL Electric Company, LLC (Contractor) shall complete the scope of work described in the contract documents of this project for the Customer. The contract document consists of this agreement signed by authorized representatives from each party.

Price: The proposed price is valid for ninety (90) days from the date of this proposal referenced on the first page. Beyond 90 days prices are subject to change. Proposed price is based on lump sum. Sales tax is excluded in the lump sum price unless noted otherwise.

Payments: Payment terms are net thirty (30) days from the invoice date. Materials are subject to progress billing once received by Contractor.

Labor: Crew labor will be paid per their standard pay rate with overtime when applicable including standard benefits, unless otherwise noted.

Labor price is based on crew being permitted to work unrestricted hours seven (7) days a week; restrictions on work hours may be subject to additional charges.

Labor includes crew mobilization, installation, project management, and administrative support to complete the reporting deliverables as required in the scope of work and/or contract. Requests for supplemental documentation (i.e. bill of material details, certified payroll, etc.) may be subject to additional charges billed at an hourly rate.

If traffic control for the public roadway, other than standard "Crew Working" signage is mandated by a third party, additional charges may apply.

Tests: The Customer shall bear costs of tests, inspections or approvals that are not specified as required until after this agreement is executed.

Material: Material purchase orders are issued to vendors upon approval of notice to proceed or a purchase order. All material deviations from the bill of materials listed are subject to Customer approval.

If Contractor is postponed or delayed by Customer from issuing material purchase orders for over six (6) months from execution of this Agreement and vendor item price increases exceed five percent (5%) of quoted item cost, Customer may be subject to additional charges.

When applicable, the existing automatic warning system(s) will be removed and transported to the nearest railroad yard by Contractor.

Utility relocation: Contractor will not be responsible for any costs associated with labor or material required to relocate overhead or underground utilities that may interfere with installation or proper operation at this location, unless specifically noted otherwise within the proposed scope of work.

Change Orders: The Customer may request changes to the scope of work outlined in this Agreement ("Change Orders") by submitting a written request detailing the proposed changes and any associated adjustments to the project timeline, budget, or specifications. The Contractor shall review the proposed Change Order and provide an estimate of the additional time and costs required to implement the requested changes. The Change Order must be approved in writing by both parties to be deemed valid.

The Contractor shall also be permitted to submit requested Change Orders in writing detailing the additional time and costs required. The Change Order is subject to Customer approval.

Electronic Notice: Written notice under this Agreement may be given by one party to the other by the email to the below:

*Jon Broadway, General Manager of Railroad Construction
jon.broadway@cdl-electric.com*

General Provisions: Any work or materials not specifically mentioned above are hereby excluded. No bonds, permits, fees or additional railroad insurances are included unless otherwise noted in this proposal. A copy of Contractor's certificate of insurance is available upon request. Contractor may withdraw this proposal if not accepted within ninety (90) days.

Force Majeure: In the event that either party is prevented from performing any of its obligations under this Agreement due to causes beyond its reasonable control, including but not limited to acts of God, war, terrorism, strikes, labor disputes, government actions, epidemics, pandemics, natural disasters, supply chain issues outside of Contractor's control, or any other similar event (hereinafter referred to as "Force Majeure Event"), then such party shall not be liable for any failure or delay in the performance of its obligations under this Agreement.

Indemnity: The Customer agrees to indemnify and hold harmless the Contractor against any and all claims, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or resulting from the gross negligence of the Customer in relation to the services provided under this Agreement. For the purposes of this clause, "gross negligence" shall mean the reckless disregard for, or conscious indifference to, the rights, safety, or property of others.

Termination: If work is stopped for a period of fourteen (14) days through no fault of the Contractor, the Contractor may, upon seven (7) additional days' written notice to the Customer, terminate the Contract and recover from the Customer payment for the materials purchased and work executed, including reasonable overhead and profit, and costs incurred by reason of such termination.

Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the jurisdiction of the state and county where the job is located, without regard to its conflict of law provisions. Any disputes arising out of or relating to this Agreement shall be resolved exclusively by the courts situated in the aforementioned jurisdiction.

Guarantee: All material and labor is guaranteed to be as specified for a period of twelve (12) months from the date of delivery to the client against all defects which are directly due to defective materials, construction miscalculation and/or poor workmanship, provided such defects have not been caused by natural disasters, normal wear and tear, improper maintenance, or unauthorized alteration. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate.



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

www.ci.mequon.wi.us

Office of Public Works

TO: Common Council
FROM: Justin Bodoh, Building Superintendent
DATE: March 11, 2025
SUBJECT: RESOLUTION 4190 A Resolution Awarding a Contract for 2025 HVAC Preventative Maintenance & Emergency Response Services to J.F. Ahern Company, Milwaukee, Wisconsin, for a Total Estimated Cost of \$31,689

Background

The City maintains a contract with a heating, ventilation and air conditioning (HVAC) firm to address preventative maintenance across various City buildings. The existing contract has been extended to May of 2025, therefore staff sent out a Request-for-Proposals (RFP) in anticipation of the new contract cycle.

City staff requested contract pricing for air filtration systems and HVAC preventative maintenance and repair for various buildings/facilities within the City of Mequon. Per the RFP, preventative maintenance and repairs include but are not limited to: pneumatic control systems, electronic control systems, digital control systems, industrial chillers, commercial size boilers, commercial air handling units, residential furnaces, control air compressors, electric and hot water modine units, electric and gas water heaters, and vav boxes.

Analysis

The City's current HVAC preventative maintenance contract is with Dillett Mechanical, who is one of two contractors that submitted a bid for the proposed contract. The other contractor that submitted a proposal is J.F. Ahern, who has also held the contract with the City in the past. While Dillett is the apparent low bidder, based upon staff's experience with the current contract, Dillett performs a significant number of services at an hourly rate beyond the base contract price. At times, maintenance and repair require multiple service calls, increasing out-of-pocket expenses to the City. While a portion of the expense can be attributed to the City's aging HVAC systems, staff is of the opinion that a different contractor may offer a more cost-effective service.

The contract with Dillett started in May 2021 for an annual cost of \$21,220.92. However, the total services Dillett performed over the 2021-2022 contract were at the lowest point, statistically showing J.F. Ahern being more thorough with their preventative maintenance. Total invoicing for both the preventative maintenance contract and on-call services for maintenance and repair for the last six years are as follows:

AHERN	HVAC Contract	Repair/Service	Total
2018-19	\$33,336.00	\$18,759.03	\$52,095.03
2019-20	\$34,332.00	\$12,924.94	\$47,256.94

2020-21	\$34,332.00	\$29,666.55	\$63,998.55
		Average	\$54,450.17

DILLETT	HVAC Contract	Repair/Service	Total
2021-22	\$21,220.92	\$21,764.86	\$42,985.78
2022-23	\$21,592.00	\$110,573.39	\$132,165.39
2023-24	\$22,671.96	\$39,691.59	\$62,363.55
		Average	\$79,171.57

The contract resulting from the award of this RFP will commence on May 1, 2025, and extend through April 2026 with an option to extend for two, one-year terms for a total extension of twenty-four (24) months. Staff recommends that the City award a contract to J.F. Ahern.

After the first year of service, staff will report expenditures to the Public Works Committee. If there are cost savings in the contract with J.F. Ahern over those expenses previously incurred with Dillett, staff will request authorization to extend the contract with J.F. Ahern. Alternatively, if there is not a cost savings, staff will reissue an RFP to evaluate the preventative maintenance contract at that time.

Fiscal Impact

The City received two bids in response to the RFP. A summary of those bids are as follows:

Dillett Mechanical	\$30,557 (248 hours)
J.F. Ahern	\$31,689 (248 hours)

As stated previously, staff anticipates an overall cost savings in utilizing J.F. Ahern over maintaining the current contract with Dillett. The proposed contract with J.F. Ahern includes a more in-depth plan and explanation of preventative maintenance performed, as well as HVAC equipment tracking for future repairs/maintenance. This analysis will help with the Building Maintenance staff budget for repairs into the future.

Recommendation

A recommendation is forthcoming from the Public Works Committee on March 11, 2025.

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4190

A Resolution Awarding a Contract for 2025 HVAC Preventative Maintenance & Emergency Response Services to J.F. Ahern Company, Milwaukee, Wisconsin, for a Total Estimated Cost of \$31,689

RECITALS

A. Staff issued a request for proposals for HVAC Preventative Maintenance and Emergency Response Services throughout City-owned buildings.

B. Staff reviewed the various proposals and contractor qualifications and found that the responses received meet the requirements of the proposal. On that basis staff has made a recommendation to the Public Works Committee.

C. The contract will be paid from the Buildings Division Contracted Services account (110326 683201).

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

1. The 2025 HVAC Preventative Maintenance & Emergency Response Services Contract is awarded to J.F. Ahern Company of Milwaukee, Wisconsin, in the estimated amount of \$31,689, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

2. The Mayor and the City Clerk are authorized and directed to execute and deliver the same.

Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

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

Caroline Fochs, City Clerk



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

www.ci.mequon.wi.us

Office of Engineering

TO: Common Council
FROM: Dan Wellskopf, Field Coordinator
DATE: March 11, 2025
SUBJECT: RESOLUTION 4191 A Resolution Authorizing Supplemental Inspection Services in Excess of \$25,000 During the 2025 Construction Season with the Following Engineering Firms: GRAEF-USA, Kapur & Associates, M-Squared, The Sigma Group, raSmith and Ruekert-Mielke, Inc.

Background

Several developments are planning for public infrastructure work during the 2025 construction season. Accordingly, there are potential overlapping construction timelines that may require inspection and review services beyond the availability of City staff. Potential projects slated for 2025 construction include: Swan Ridge Farms Addition One, Eastbrook Condos, and another phase of the Enclave at Mequon Preserve. City staff will also need to accommodate inspections for City projects. Staff capacity will be limited if multiple projects are underway. The specific construction schedules have not been determined for most of the proposed development projects.

Analysis

City staff requested six firms provide construction service rates for the 2025 construction season: GRAEF, Kapur & Associates, M-Squared, The Sigma Group, raSmith, and Ruekert-Mielke, Inc. All six firms have provided services to the City in the past and are qualified to perform inspection services. The construction service rates were used to compare the cost of inspection services between each of the six firms.

As developments request inspection or plan review services, City staff will contact the firms on a case-by-case basis for inspections, if the services cannot be provided by City staff. The consultant with the lowest rates will be contacted first when services are needed, whenever possible. If the lowest-rate consultant cannot perform the services, the consultant with the next lowest rates will be contacted until an identified firm can perform the services.

For all projects already in progress, staff will utilize the same consultant when practical.

Fiscal Impact

The development inspection and review services are a pass-through cost to developers, so there is no fiscal impact to the City. With the potential that the contracts may total more than \$25,000, staff is seeking Common Council approval.

Recommendation

A recommendation is forthcoming from the Public Works Committee on March 11, 2025.

Attachments:

2025 Consulting Engineering Services for Developments Rates (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4191

A Resolution Authorizing Supplemental Inspection Services in Excess of \$25,000 During the 2025 Construction Season with the Following Engineering Firms: GRAEF-USA, Kapur & Associates, M-Squared, The Sigma Group, raSmith and Ruekert-Mielke, Inc.

RECITALS

A. Private developments in the City of Mequon are required to have construction inspections related to public infrastructure and erosion control and obtain civil and stormwater management plan approval from the City of Mequon Engineering Division.

B. There are potential overlapping construction timelines that may require inspection services beyond the availability of City staff.

C. The City of Mequon Engineering Division received construction service rates from six qualified firms.

D. Staff has reviewed the construction service rates and found all firms to be qualified to perform the inspection services.

E. The total expenditure for individual consultants may exceed \$25,000, requiring Common Council approval.

F. The fees for the inspections and reviews are billed to the developer.

G. The consultant with the lowest rates will be contacted first when services are needed. If the lowest-rate consultant cannot perform the services, the consultant with the next lowest rates will be contacted until an identified firm can perform the services. When appropriate, consistent consultants will be utilized across multiple phases of the same project.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that the attached rates, as recommended by the Public Works Committee, be accepted and that the proper City officials be authorized to sign the appropriate contract documents with GRAEF, Kapur & Associates, M-Squared, The Sigma Group, raSmith and Ruekert-Mielke, Inc. after review and approval by the City Attorney.

Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

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

Caroline Fochs, City Clerk

2025 Consulting Services for Developments Rates.



7711 N. Port Washington Road
Milwaukee, WI 53217
T: 414.751.7200 • F: 414.351.4117

2025 MUNICIPAL RATE SCHEDULE

Title	Description	Rate
Principal	Company Supervisor	\$220
Project Manager	Oversees project and personnel	\$190
Project Engineer III	PE and 12 years of experience or equivalent, meetings, project coordination, plan reviews	\$170
Project Engineer II	PE and 8 years of experience or equivalent, meetings, project coordination, plan reviews	\$140
Project Engineer I	PE and 4 years of experience, general engineering	\$125
Staff Engineer II	Engineer, 6 years of experience, general engineering	\$130
Staff Engineer I	Engineer, general engineering	\$115
Tech III	12 years of experience in drafting, GIS or construction inspection	\$130
Tech II	8 years of experience in drafting, GIS or construction inspection	\$115
Tech I	Drafting, GIS or construction inspection	\$95
Project Surveyor	PS & 8 years of experience or equivalent, survey start-up, research, crew scheduling, platting	\$165
Survey Crew	Field surveyor	\$155
Environmental Scientist II	8 years of experience, Erosion control, plan review, Phase I, Phase II	\$135
Environmental Scientist I	Erosion control, plan review, Phase I, Phase II	\$105
Landscape Architect	Design and plan reviews	\$140
Administrative Assistant	Office tasks	\$85

kapurinc.com





collaborāte / formulāte / innovāte

The Avenue
275 West Wisconsin Avenue, Suite 300
Milwaukee, WI 53203
414 / 259 1500
414 / 259 0037 fax
www.graef-usa.com

PROFESSIONAL SERVICES 2025 FEE SCHEDULE (effective January 1, 2025)

CLASSIFICATION	RATE
Senior Group Manager (P9)	\$ 257.00
Group Manager (P8)	\$ 235.00
Senior Professional (P7)	\$ 224.00
Professional (P6)	\$ 213.00
Professional (P5)	\$ 201.00
Professional (P4)	\$ 187.00
Professional (P3)	\$ 172.00
Professional (P2)	\$ 156.00
Professional (P1)	\$ 131.00
Senior Technician/Inspector (T6)	\$ 174.00
Senior Technician/Inspector (T5)	\$ 160.00
Senior Technician/Inspector (T4)	\$ 150.00
Technician/Inspector (T3)	\$ 136.00
Technician/Inspector (T2)	\$ 118.00
Technician/Inspector (T1)	\$ 99.00
Survey Crew - 1 Person	\$ 185.00
Survey Crew - 2 Person	\$ 257.00
Administrative	\$ 94.00

Automobile travel will be billed at the current federal rate of 70.0 cents per mile.

Survey vehicles will be billed at 75 cents per mile.

LIDAR scanner will be billed at \$150/hour.

Unmanned Aircraft System (UAS) will be billed at \$75/hour.

Expenses such as travel and supplies will be billed at actual cost.

Contracted services and consultants will be billed at cost plus 5 percent.

Hourly Rates.docx

Ruekert-Mielke hourly rates for inspection services. 02/17/25

Construction Review Technician 1	\$94.00
Construction Review Technician 2	\$112.00
Senior Construction Review Technician	\$128.00
Erosion Control Specialist	\$128.00
Construction Review Manager	\$162.00

raSmith Engineering

Resident Inspector	\$107
CADD Technician	\$125
Construction manager	\$170

The Sigma Group

Construction Project Leader	\$165
Senior Construction Inspector	\$115
Construction Inspector II	\$100
Construction Inspector I	\$95
Administrative Assistant	\$75



CITY OF MEQUON
2025 Construction Projects



PROJECT RATES

2025 Field Staff Hourly Rates

Entry Level Construction Inspector	\$70	-	\$85
Intermediate Level Construction Inspector	\$85	-	\$100
Journeyman Construction Inspector	\$95	-	\$115
Advanced Level Construction Inspector	\$110	-	\$125
Senior Advanced Construction Inspector	\$120	-	\$150
Department Manager/Team Leader	\$170	-	\$210

Team Rates for this Project.

Summer Intern	\$70
Cade Kufahl	\$85
Eric Weber	\$100
Brendan Weber, EIT	\$100
Randy Carlson	\$115
Robert Dreblow, P.E. (ret.)	\$125
Eric Greenfield, P.E.	\$130
John Laning, P.E.	\$192
Mileage: Current IRS Rate	\$0.70



11333 N. Cedarburg Road
 Mequon, WI 53092
 Phone: 262-242-3500
 Fax: 262-242-7650

www.ci.mequon.wi.us

Office of Police

TO: Common Council
FROM: Mark Riley, Police Chief
DATE: March 11, 2025
SUBJECT: RESOLUTION 4192 A Resolution Approving an Intergovernmental Cooperation Agreement for Law Enforcement Mutual Aid in Ozaukee County

Background:

In October 2017, the City of Mequon, City of Cedarburg, City of Port Washington, Village of Grafton, Village of Saukville, Village of Thiensville, and the Ozaukee County Sheriff's Department entered into an Intergovernmental Cooperation Agreement for Law Enforcement Mutual Aid in Ozaukee County. This agreement detailed the pooling of resources to offer mutual assistance in emergency situations upon appropriate request. The agreement, signed at that time, was effective for five years and thus requires review.

The agreement outlines various components of the Intergovernmental Cooperation Agreement for Law Enforcement Mutual Aid, including:

- Providing resources to another agency whose resources are strained, or offering specialized law enforcement resources to an agency without such resources.
- The method for requesting mutual aid.
- Costs and liabilities associated with mutual aid.
- Setting the effective date of October 1, 2022.
- Automatic annual renewals upon the agreement's anniversary date.

Analysis:

The updated Intergovernmental Cooperation Agreement, a copy of which is attached, has been discussed by the parties involved and rewritten by legal representatives from the local police agencies within Ozaukee County. One notable change from the prior agreement is that the agreement here excludes the Sheriff's Office. This change resulted from a desire of the departments to engage in liability shifting. Under the statutes, the provisions of Wis. Stat. §§ 66.0313 and 66.0513 each provide that an officer from an assisting agency is deemed to be an employee of the requesting agency for compensation (through reimbursement from the requesting agency to the assisting agency) and liability.

Summarily, the participating departments believe that a better policy is to have each agency be responsible for their own officers. However, in order to change the statutory default, the Agreement needs to exclude the County because the County lacks the same broad home rule authority possessed by cities and villages. Accordingly, the County was excluded from the

agreement. However, the City and County will continue to rely on mutual aid from each other, just with the understanding that the statutory indemnification language will apply.

Fiscal Impact:

None.

Recommendation:

A recommendation is forthcoming from the Public Safety Committee on March 11, 2025.

Attachments:

Ozaukee County Mutual Aid Agreement (DOCX)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4192

A Resolution Approving an Intergovernmental Cooperation Agreement for Law Enforcement
Mutual Aid in Ozaukee County

A. The Cities of Cedarburg, Mequon, and Port Washington, and the Villages of Fredonia, Grafton, Saukville, and Thiensville each provide law enforcement services to their respective communities.

B. Wis. Stat. § 66.0301(2) authorizes municipalities to enter into agreements for the receipt or furnishing of services and the joint exercise of governmental powers required or authorized by law.

C. Wis. Stat. § 66.0313 authorizes law enforcement agencies, upon request, to provide mutual assistance to one another in law enforcement efforts.

D. The communities to the Intergovernmental Cooperation Agreement wish to provide mutual law enforcement aid to each other as may be deemed necessary by the circumstances, in accordance with the terms of the Agreement.

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

1. The Intergovernmental Cooperation Agreement for Law Enforcement Mutual Aid in Ozaukee County, in the form attached hereto, is hereby approved.

2. The Mayor, Police Chief, and City Clerk are hereby authorized and directed to execute and deliver the same.

Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

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

Caroline Fochs, City Clerk

INTERGOVERNMENTAL COOPERATION AGREEMENT FOR LAW ENFORCEMENT MUTUAL AID IN OZAUKEE COUNTY

This Intergovernmental Cooperation Agreement for Law Enforcement Mutual Aid in Ozaukee County (the “Agreement”), is made by and between the City of Cedarburg, City of Mequon, City of Port Washington, Village of Fredonia, Village of Grafton, Village of Saukville, and Village of Thiensville (each being a “Party” and collectively the “Parties.”)

RECITALS

- A. Each of the Parties is a city, or village with a law enforcement agency as defined in Wis. Stat. § 66.0313(1)(a).
- B. Wis. Stat. § 66.0301(2) authorizes the Parties to enter into agreements for the receipt or furnishing of services and the joint exercise of governmental powers required or authorized by law.
- C. Wis. Stat. § 66.0313 authorizes law enforcement agencies, upon request, to provide mutual assistance to one another in law enforcement efforts.
- D. The Parties wish to provide mutual law enforcement aid to each other as may be deemed necessary by the circumstances in accordance with the terms of this Agreement.

AGREEMENT

IN CONSIDERATION of these Recitals and the mutual agreements, benefits and responsibilities outlined herein, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

Section 1. Purpose.

The Parties recognize that the capability of any individual Party to provide a law enforcement response within its jurisdiction may be exceeded based on reasonable staffing and/or equipment levels. Further, the Parties recognize that another Party may employ law enforcement officers with specialized training and skills, including but not limited to Special Response Teams, Crash Reconstruction Units, K-9 handlers, Drug Recognition Experts, and the ability to communicate in a language other than English. The purpose of this agreement is to provide for additional law enforcement resources to a Party where that Party’s law enforcement resources are, or are likely to be, strained as a result of needs within its jurisdiction, and/or to provide specialized law enforcement resources to a Party without such resources. The Parties understand that reliance on mutual aid under this Agreement is not intended to be a substitute for adequate staffing in the participating municipalities.

Section 2. Authority.

This Agreement is made and entered into by the parties pursuant to the authority granted by Wis. Stat. § 66.0301, which authorizes municipalities to contract with each other the provision of services and the joint exercise of governmental powers, and Wis. Stat. § 66.0313, which authorizes

law enforcement agencies to provide mutual assistance to one another in law enforcement efforts. Further, under Article XI, Sec. 3 of the Wisconsin Constitution and Wis. Stat. § 66.0101, the Parties possess broad Home Rule authority to determine their own local affairs.

Section 3. Definitions.

1. “Agency” means a law enforcement agency operating under the authority of one of the Parties to this Agreement, i.e., the municipal police departments of each of the cities and villages that are Parties to this Agreement. Reference herein to more than one Agency collectively shall be as the “Agencies.”
2. “Assisting Agency” means an Agency providing law enforcement services and/or equipment for an emergency response outside of the Assisting Agency’s primary response jurisdiction.
3. “Dispatcher” means a person employed by an Agency with responsibility for 911 call taking and the dispatching of law enforcement resources.
4. “Emergency” means a call for service, crime, event, or other situation that exceeds or is reasonably anticipated to exceed the response capabilities of an Agency or otherwise strains law enforcement resources such that an imminent threat to life, property, health or community welfare is created.
5. “Officer” means a person with sworn law enforcement powers employed by an Agency, regardless of rank.
6. “Requesting Agency” means the Agency which has primary response jurisdiction over the location where an Emergency is taking place or is reasonably anticipated to take place.

Section 4. Mutual Aid.

1. Whenever an Agency determines that mutual aid from another Agency is necessary because of the existence of an Emergency, that an Emergency is likely imminent, or that specialized law enforcement assistance is necessary:
 - A. The Chief or the on-duty supervising officer of the Agency will communicate the need for mutual aid to its Dispatcher who may contact another Agency to provide the requested mutual aid.
 - B. The Dispatcher should first seek the approval of the on-duty supervising officer of the Assisting Agency before assigning the Assisting Agency’s personnel and/or equipment to assist a Requesting Agency. The Dispatcher should follow the direction of the Assisting Agency in regards to the resources available for assignment to a Requesting Agency.
 - C. The Assisting Agency may decline a request for mutual aid, if in the best judgment and discretion of the Assisting Agency’s chief or on-duty supervising officer in

charge at the time, the safety of the Assisting Agency's own jurisdiction's inhabitants would be excessively compromised or otherwise put in unwarranted jeopardy. In the event of such decision, the Assisting Agency will immediately notify the Requesting Agency of its decision and may assist the Requesting Agency in summoning assistance of other service providers, if practical or feasible. No liability of any kind or nature shall be attributed to or be assumed whether express or implied by any Party hereto, its duly authorized agents and personnel for failure or refusal to render aid. In addition, there shall not be any liability for a Party that withdraws aid once provided pursuant to the terms of this Agreement.

- D. Notwithstanding the above, where any delay in the response of law enforcement resources to an Emergency could reasonably be believed to jeopardize life or significant property damage, a Dispatcher may assign personnel and/or equipment from any Assisting Agency to provide mutual aid to a Requesting Agency, and any Assisting Agency may provide such mutual aid, without the approval of the respective chiefs or on-duty supervising officer.
 - E. Nothing herein shall prohibit or prevent a Requesting Agency from directly requesting assistance from an Assisting Agency in situations that present an imminent threat to life health, and/or significant property damage.
2. Assisting Agency personnel and equipment dispatched to provide mutual aid pursuant to this Agreement shall report for direction and assignment to the chief or incident commander of the Requesting Agency.
 3. Whenever an Assisting Agency operates outside of the Assisting Agency's jurisdictional limits pursuant to a request by the Requesting Agency or pursuant to an assignment by a Dispatcher, the Assisting Agency's officers act under the law enforcement authority of the Requesting Agency.
 4. After an Emergency has concluded, an Assisting Agency shall, upon request, provide the Requesting Agency with copies of any records generated by the Assisting Agency relating to the Emergency, such as reports, citations, photos, video files, etc. The Assisting Agency shall be the custodian of any such record provided for purposes of the Wisconsin Public Records Law, except as is otherwise provided for by law.

Section 5. Costs and Liability.

1. It is the intent of the Parties in their exercise of their respective Home Rule authority to expressly deviate from the provisions of Wis. Stat. §§ 66.0313 and 66.0513 with respect to the allocation of costs and liability.
2. The terms and provisions of this Agreement are applicable to and only for the benefit of the Parties hereto, and not to any other person or claimant not a party hereto, and shall not under any circumstances be construed to be enforceable by or in any way used as evidence for any claim for wages, benefits or the like which may be due to any employee of any Party hereto.

3. This Agreement is not intended to create an employer/employee relationship between the Parties. The Requesting Agency shall assume control over the operations of the mutual aid incident scene, however it shall be each Agency's responsibility to maintain the safety of its own personnel and others at the scene or within its immediate vicinity. Each Party to this Agreement, in relation to any and all other Parties to this Agreement, is responsible for the operation of its own vehicles and equipment and the acts of its personnel responding to a request for mutual aid while they are providing assistance in the Requesting Agency's community. The employees that may provide services under this Agreement shall continue to be the employees of his or her employing Agency and shall be covered by his or her employing Agency's municipality for purposes of worker's compensation, unemployment insurance, benefits under Chapter 40 Wisconsin Statutes (or other similar benefits if an Agency is not in the Wisconsin Employee Trust Fund system) and any civil liability insurance. Any employee while providing services under this Agreement is considered, while so acting, to be in the ordinary scope of his or her employment with his or her employing Agency.
4. While it is deemed equally beneficial, sound and desirable for the Parties to this Agreement to work collaboratively in accordance with the terms of this Agreement, it is not the intent of the parties to transfer risk to or assume liability on behalf of another Party to this Agreement. At all times while equipment and personnel of any Party are traveling to, from, or within the geographical limits of any other Party in accordance with the terms of this Agreement, such personnel and equipment shall be deemed to be employed or used, as the case may be, in the full line and cause of duty of the Party which regularly employs such personnel and equipment. Further, such equipment and personnel shall be deemed to be engaged in a governmental function of its governmental entity.
5. The Parties agree that each Party shall respond without any cost, charge or financial assessment to the other for cost incurred pursuant to this Agreement. However, all Parties providing assistance hereunder shall be entitled to the equitable distribution between the Parties providing services of any expenses recovered from other responsible entities. Nothing herein shall operate to bar any recovery of funds from any State or Federal agency under any existing State and Federal laws.
6. In the event that any individual performing duties subject to this Agreement shall be cited as a defendant party to any state or federal civil lawsuit, arising out of his or her official acts performed within the scope of his/her duties pursuant to the terms of this Agreement, such individual shall be entitled to the same benefits that he or she would be entitled to receive had such civil action arisen out of an official act within the scope of his or her duties as a member of the department where regularly employed and occurred within the jurisdiction of the governmental entity where regularly employed. Wisconsin Statute § 895.46 shall apply to the individual performing duties subject to this Agreement. The benefits described in this paragraph shall be supplied by the party where the individual is regularly employed.
7. The Parties declare and acknowledge that they are governmental entities entitled to governmental immunity under the common law and under Section 893.80 of the Wisconsin Statutes, and the Parties agree that nothing contained herein shall waive the rights and

defenses to which each Party may otherwise be entitled, including all of the immunities, limitations, and defenses under Section 893.80 of the Wisconsin Statutes. The Parties also agree that they are not waiving any other immunities or defenses available to them under state, federal or administrative law.

8. Each Party hereto shall maintain an insurance policy or maintain a self-insurance program that covers activities that it may undertake by virtue of being a Party to this Agreement. Upon request, a Party must provide evidence of compliance with the insurance provisions of this section to the other Parties.

Section 6. General Terms.

1. This Agreement shall commence and be effective, *nuc pro tunc*, October 1, 2022 (the expiration of the previous agreement of the parties on this subject) upon the signature of any such Party hereto, and upon its effective date, this Agreement shall supersede any previous versions of mutual aid agreements entered into by the Parties. This Agreement shall automatically renew annually on its anniversary date unless and until amended or terminated in writing. Any Party may terminate its participation under this Agreement upon a 30-day advance written notice provided to all other Parties.
2. Nothing in this Agreement shall be deemed to prohibit or prevent the Parties or Agencies from entering into other and further memoranda of understanding or other formal or informal operational plans or procedures relating to mutual aid or countywide law enforcement procedures. In the event of a conflict or inconsistency between this Agreement and another agreement, memoranda, or document relating to law enforcement mutual aid between the Parties, this Agreement shall control.
3. Notices relating to this Agreement shall be delivered in duplicate to (a) the chief law enforcement officer of a Party, i.e., Chief of Police, of Village Marshal, and (b) the municipal clerk for the Party. Nothing in this section shall prohibit further Notices from being sent to additional individuals or as may be required by law.
4. If any of the provisions contained in this Agreement shall be for any reason held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
5. This Agreement shall be governed and construed in accordance with the laws of the State of Wisconsin. This Agreement represents a complete understanding of the parties with respect to this subject matter referred to herein and may not be amended except upon the mutual written consent of the Parties. This Agreement may be executed in multiple counterparts or duplicate originals, each of which shall constitute and be deemed as one in the same document. This Agreement may be signed electronically, and manual or electronic signatures may be transmitted by facsimile or email. All such signatures shall be enforceable as original signatures.

[SIGNATURE PAGES FOLLOW]**CITY OF CEDARBURG**

 Patricia Thome, Mayor DATE

 Michael McNerney, Chief

ATTEST:

 Tracie Sette, City Clerk

Approved as to Form:

 Michael P. Herbrand, City Attorney

CITY OF PORT WASHINGTON

 Ted Neitzke IV, Mayor. DATE

 Kevin Hingiss, Chief

ATTEST:

 Susan Westerbeke, City Clerk

Approved as to Form:

 Matthew V. Nugent, City Attorney

CITY OF MEQUON

 Andrew Nerbun, Mayor DATE

 Mark Riley, Chief

ATTEST:

 Caroline Fochs, City Clerk

Approved as to Form:

 Brian C. Sajdak, City Attorney

VILLAGE OF FREDONIA

 Daniel Gehrke, Village President. DATE

 Eric Leet, Marshal

ATTEST:

 Michelle Johnson, Village Clerk

Approved as to Form:

 Johnathan Woodward, Village Attorney

VILLAGE OF GRAFTON

 Dan Delorit, Village President DATE

 Jeff Caponera, Chief

ATTEST:

 Kaity Olsen, Village Clerk

Approved as to Form:

 Michael P. Herbrand, Village Attorney

VILLAGE OF THIENSVILLE

 John Rosing, Village President DATE

 Curtis Kleppin, Chief

ATTEST:

 Colleen Landisch-Hansen, Village Clerk

Approved as to Form:

 Tim Schoonenberg, Village Attorney

VILLAGE OF SAUKVILLE

 Andy Hebein, Village President DATE

 Robert Meyer, Chief

ATTEST:

 Julie Friede, Village Clerk

Approved as to Form:

 Brad Hoeft, Village Attorney



11333 N. Cedarburg Road
 Mequon, WI 53092
 Phone: 262-242-3500
 Fax: 262-242-7650

www.ci.mequon.wi.us

Office of Police

TO: Common Council
FROM: Mark Riley, Police Chief
DATE: March 11, 2025
SUBJECT: RESOLUTION 4193 A Resolution Approving Receipt of a Donation from the Mequon-Thiensville Community Foundation in the Amount of \$16,000 for the Purchase, Training and Certification of a Successor K9

Background:

The Mequon-Thiensville Community Foundation, a nonprofit organization located in the City of Mequon known for granting funds to the city's institutions, facilities, and services, has received a designated donation from an anonymous Mequon citizen. This donation is intended for the Police Department to purchase a successor K9 dog, following the recent death of one of the Department's two canines. The funds provided will enable the Department to acquire a new K9, and cover the first year of training and certification.

Analysis:

The proposed donation will cover all expenses associated including the K9 itself, the first year of training, and certification. The total cost amounts to \$16,000. This full amount has been generously donated by an anonymous Mequon citizen to the Mequon-Thiensville Community Foundation, expressly for a successor K9.

K9 Units provide a number of benefits to the City. The use of a K9 is a great officer safety tool. Most aggravated suspects comply voluntarily when a K9 is introduced into an incident. Additionally, a K9 is a good community relations tool. The Mequon Police Department's K9s have become very popular with the public and the Department receives many requests for the K9 to appear at area events. This allows the Department to have positive experiences with the public.

If this donation is accepted, the Department will also move forward with selecting a K9 handler. This will not add to the number of sworn officer positions. This individual will be selected from existing patrol staff. This officer will still be assigned a regular shift and count as staffing for the Department's patrol staffing requirements.

Fiscal Impact:

All funds used for the purchase of the new K9 will come from this donation, which totals \$16,000.

Recommendation:

A recommendation is forthcoming from the Public Safety Committee on March 11, 2025.

Attachments:

2025.03.06_K9_Grant Letter_City of Mequon Police Dept.docx - Google Docs (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4193

A Resolution Approving Receipt of a Donation from the Mequon-Thiensville Community Foundation in the Amount of \$16,000 for the Purchase, Training and Certification of a Successor K9

A. The City of Mequon Police Department provides 24-hour police services 365 days per year.

B. The Mequon-Thiensville Community Foundation, a non-profit organization located in Mequon that provides grants to the City's various institutions, facilities and services, has received a designated donation from an anonymous Mequon citizen for a successor K9.

C. The total cost to purchase the K9, as well as to provide for the first year of training and certification is \$16,000. This purchase will be made from Lawrence Filo, N1041 Mink Lane, Campbellsport, Wisconsin, and these services will be provided by Steinig Tal K-9 Police Academy, N5675 Grandview Road, Fond du Lac, Wisconsin, respectively.

D. The total value of this donation will exceed \$5,000, and therefore requires approval by the Common Council.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin, that the Police Department is authorized and directed to accept a donation in the amount of \$16,000 from the Mequon-Thiensville Community Foundation for the purchase of a new K9 and the completion of associated training and certification.

Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

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

Caroline Fochs, City Clerk



Chief Mark Riley
City of Mequon Police Department
c/o Melina Bowen
11300 N. Buntrock Avenue
Mequon, WI 53092

March 6, 2025

Dear Chief Riley,

The Mequon-Thiensville Community Foundation is saddened by the passing of K9 Djuke and wanted to let you know that we are willing to provide a check to cover the purchase of a new dog for \$16,000. These funds will come out of the Foundation's Mequon Police Department K9 Restricted Fund.

Most sincerely,

Lori Lorenz

Lori H Lorenz
President, Mequon-Thiensville Community Foundation Inc.

PO Box 52
Mequon, WI
53092
info@mtcfgives.org
262-238-3803



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

www.ci.mequon.wi.us

Office of Sewer

TO: Common Council
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: March 11, 2025
SUBJECT: RESOLUTION 4194 A Resolution Approving the Purchase of a Replacement Sewer Televising Truck, Lateral Camera and Related Components from Envirotech Equipment, Lannon, Wisconsin, for a Total Estimated Cost of \$455,000

Background

The Sewer Utility funds numerous capital accounts. The equipment replacement fund is a sinking fund for the replacement of sewer equipment. In the 2025 budget documents, staff prioritized replacement of the Superintendent and televising trucks for the sewer maintenance crew.

The annual budget process establishes total capital funding, and allocates those funds among the various accounts. The expenditure of those capital funds follows the City's procurement policy, generally requiring Sewer Utility Commission authorization.

Analysis

In anticipation of the purchase of a replacement TV truck, the Sewer Utility District Commission recommended, and the Common Council approved the termination of the agreement for a joint TV truck with the Villages of Brown Deer and Shorewood. With that authorization, City staff is working with Shorewood staff to transfer title and insurance for that piece of equipment.

Sewer staff worked with several vendors to demonstrate different options for the truck and its associated televising equipment. Ultimately Sewer staff is recommending the purchase of an IBAK truck through the state contract. The IBAK truck is ideal for the Mequon Sewer Utility based upon the following:

Camera

- Only true HD camera available on the market. IBAK uses fiber optic, all other manufacturers use coax copper cable. Picture quality is the best.
- Camera is pressured with compressed air. This saves the Utility cost on the nitrogen bottles to fill competitors' cameras/tractors.
- Alarm system for the pressurized system that cannot be turned off. This will save the camera and avoid operator error.
- The camera head can be used with the push camera. This saves the Utility about \$18,000 over purchasing a separate system.

Tractor

- More robust (heavier) than competitors' models by comparison. This weight will help prevent the camera from tipping over. Tipping was an issue with the previous camera.
- The tractors are versatile and can use multiple camera heads.

Wheels

- IBAK provides 20 sets of tires to accommodate all environments.

Cable

- Fiber optic 4K technology has been used by IBAK since 2018. Again, only fiber optic cable on the market.
- Winch is necessary for lower and raising the camera in the manhole. This winch will be safer for utility employees and will help with the longevity of the cable.
- IBAK provides 1,600' of cable as compared to 1,200' from competitors.
- Tractor has a rear dual swivel that helps keep the cable from breaking at the termination point.

Software

- IBAK has their own software. The utility is currently utilizing 3rd party software and support has been difficult.
- The IBAK software will integrate with the City's GIS to help ensure accuracy, and thus lessen the chances of operator error.

Service

- Envirotech is located in Lannon, Wisconsin. This is the closest location for service over any of the competitors.
- Envirotech offers free service classes so Utility/Fleet staff can handle some easier repairs in house.

Sewer staff contacted references to get their opinion on the IBAK system and their relationship with Envirotech. All reviews were favorable.

Fiscal Impact

The FY2025 budget included the following anticipated expenses for the TV truck and CCTV equipment (total budget \$415,000):

- CCTV Truck and Camera: \$300,000
- New Push Camera: \$15,000
- Lateral Camera: \$100,000

IBAK provided a quote for \$451,635 and staff anticipates an additional \$3,000 (approximate) for logo and identification for a total estimated cost of \$455,000. While the estimate is more than anticipated when the budget was drafted last fall, staff advocates for the purchase to address many outstanding operational deficiencies. This piece of equipment is unique both in its configuration and operation, making it a valuable investment in the future of the Sewer Utility. Staff reviewed each piece with due diligence and recommends this specific configuration of

equipment.

Notably, in recent years the Sewer Utility has transferred undesignated cash reserves to the capital fund due to fiscally conservative management of the budget. There is sufficient funding in the equipment replacement capital account to accommodate this purchase, and the anticipated overage of nearly \$40,000 that is beyond the estimate included in the Utility's 2025 budget.

Recommendation

A recommendation is forthcoming from the Sewer Utility District Commission, March 11, 2025.

Attachments:

IBAK Quote for Televising Truck (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4194

A Resolution Approving the Purchase of a Replacement Sewer Televising Truck, Lateral Camera and Related Components from Envirotech Equipment, Lannon, Wisconsin, for a Total Estimated Cost of \$455,000

RECITALS

- A. The City of Mequon Sewer Utility equipment replacement program includes replacing televising truck #625.
- B. The Department of Public Works' Fleet Division solicited pricing for replacement trucks through the state contract.
- C. The bids were reviewed by staff for compliance with specified requirements.
- D. Adequate funds are available for all of the components of the truck replacement in the Sewer Equipment Replacement Fund, Account #610669 740005.
- E. The Sewer Utility District Commission, at its meeting on March 11, 2025, approved staff's recommendation.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that the purchase with Envirotech Equipment of Lannon, Wisconsin, plus applicable identification and striping in the form attached hereto is approved, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

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

Caroline Fochs, City Clerk



19750 Edgewood Dr
Lannon, WI 53046
T: 800-381-9134
F: 262-264-0725
E: support@envirotechequipment.net

Quote No. 25-0024903

9.l.a

Date: 1/22/2025

Terms: Net 30

Delivery: Our Truck

FOB:

Customer

City of Mequon
Attn: Jeremy
11333 N Cedarburg Rd
Mequon, WI 53092

Item	Ordered	Description	Price	Total
IBAK Truck W/Chassis	1	IBAK HD System Mounted in a E450 Gas Chassis with 14' box to Include the follow Equipment : Sourcewell Pricing (1) Retrus HD Back Eye Camera for HD System (1) Pressure Test Set (1) T66.1 HD Camera Tractor for 4" and Larger with 4" , 6" and 8" wheelset (1) Camera Connection for Orion 3 solid front connector (1) T66.1 HD Electric Lift Hd for HD Cameras (1) Set of Carbide Wheels for 8" and up (1) Set of Wheels for 12" and up with cradle (1) BS7- 10 Control for Camera and tractor functions 10" touch screen and 2 Joysticks (1) KW505 HD Synchronized power cable reel with 1640' of fiber Optic Cable (1) KW Reel foot -operated winch switch (1) 19" Industrial PC Rack mounted (3) 22" Monitors (1) IKAS Evolution Software and Support (1) Map Viewer - IKAS Evolution (1) Map Editor - IKAS Evolution (1) Map Route Assistant - IKAS Evolution (1) Shape File Import/Export - IKAS Evolution (1) MEPS 6.3KW (1) Removable Cold Weather Strips (1) Slat Wall under cabinets- For customer provided bins (1) Alumunim spray can holder on end of cabinet (1) Stainless Counters (1) Rubber Floor (1) Power Side Entry Step- Single (1) Push camera holder behind office door in work area (1) Power Rear Canopy (1) Downhole Equipment (1) Minilite 3 HD Push System with 260' of HD Pushrod BP3 Controls Rugged Tablet, daylight readable Screen, 12" High-resolution touch-Screen docking Station, Orion 3 Zoom HD/SD adaptive Pan & Tilt Camera IBAK - Outfitting Walk- thru Design with partition wall and door. Includes Roof AC, (2) Wall heaters, rear back-up camera, 12V LED lighting Carpeted wall in studio, heavy duty tool box, 14 gallon wash down system , LED safety lighting - Directional arrow board, Strobe light and LED Side Markers on box Includes Delivery and Training Options	326,579.00	326,579.00

**Providing Customer Satisfaction
Through Trusted Partnerships**

Note: Any and all shipping and sales tax will be added to this invoice.

\$451,635.0

Tax ()

\$451,635.00



19750 Edgewood Dr
Lannon, WI 53046
T: 800-381-9134
F: 262-264-0725
E: support@envirotechequipment.net

Quote No. 25-0024903

9.l.a

Date: 1/22/2025

Terms: Net 30

Delivery: Our Truck

FOB:

Customer

City of Mequon
Attn: Jeremy
11333 N Cedarburg Rd
Mequon, WI 53092

Item	Ordered	Description	Price	Total
Optional Equipment	1	Load Levelers - Sourcewell Pricing	7,800.00	7,800.00
Optional Equipment	1	LISY HD Lateral Launch Package to Include the following equipment: Sourcewell Pricing (1) T76 HD Tractor for 6" and Larger Lines (1) HD Camera Base Module to T76 (1) 4,2 SD for HD Lateral Launch Package for 6"-12" (1) Set of quick change funnel system (1) Lateral pushrod drum with 500' of cable (1) HD LISYCam color observation camera (1) 120' Pushrod (1) LISY 3.1 lift Holster	116,256.00	116,256.00
Option Equipment	1	Stationary Office Chair	1,000.00	1,000.00

**Providing Customer Satisfaction
Through Trusted Partnerships**

Note: Any and all shipping and sales tax will be added to this invoice.

Sub-total \$451,635.00

Tax () 0.00

Total \$451,635.00



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

www.ci.mequon.wi.us

Office of Sewer

TO: Common Council
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: March 11, 2025
SUBJECT: RESOLUTION 4195 A Resolution Establishing Financial Policy Statement
19: Sewer Credit Policy

Background

Two utility customers recently contacted the Finance Department requesting credits to sewer bills due to private water infrastructure failures. In each case, the water meter registered usage, but water did not enter the sanitary sewer system. Each requested credits to their utility bills.

Typically, requests for utility bill credits are denied, but these requests had merit for consideration. To ensure equity in consideration and transparency in application, staff proposes the creation of a Sewer Credit Policy.

Analysis

Mequon Sewer Utility customers are billed one of two ways. Residential, non-Water Utility customers are billed on a flat rate. Commercial, non-Water Utility and all other Water Utility customers are billed for sewer services using a volumetric rate, based upon metered water usage.

Currently, the only type of credit offered to Sewer Utility customers is an Irrigation Credit. The proposed Sewer Credit Policy memorializes the terms of that existing credit which acknowledges that water usage may be higher in the second and third quarters for irrigation or pool filling. Irrigation and pool filling are water usage that does not ultimately reach the sewer system, therefore a volumetric credit is provided for on the sewer bill.

The policy proposes consideration of a credit for water infrastructure failure that does not enter the sewer system. Water infrastructure failure that does enter the sewer system, for example a leaky faucet or running toilet, utilizes the Sewer Utility distribution system and results in sewerage treatment charges. Therefore as the Sewer Utility incurs charges, so should the utility rate payer. Water infrastructure failure that does not enter the sewer system, such as an underground leak or check valve failure on a private water system, does not ultimately enter the Mequon Sewer System and therefore does not incur charges, even though water usage was inaccurately registered.

The policy includes parameters for the applicability, application, process and calculation of a Sewer Credit. If adopted, it can be administered at a staff level without further approvals required of the Sewer Utility District Commission or Common Council.

Staff reviewed policies of several other Wisconsin municipalities and mirrored the language for

creation of the proposed Sewer Credit Policy, a copy of which is attached.

Fiscal Impact

If the metered water never enters the sanitary sewer system, there is no cost to the Sewer Utility and therefore no fiscal impact. As written, the utility customer would receive a credit which would apply to future quarterly bills. Therefore, the Utility would not need to refund revenue collected back to the customer.

Recommendation

A recommendation is forthcoming from the Sewer Utility District Commission on March 11, 2025.

Attachments:

City of Mequon Financial Policies - Policy Statement 19 (Sewer Credit Policy) (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4195

A Resolution Establishing Financial Policy Statement 19: Sewer Credit Policy

RECITALS

- A. In August 2024, the Common Council adopted updates to a series of Financial Policies that guide the City's financial operations.
- B. Subsequently, City staff proposes the addition of Policy 19: Sewer Credit Policy.
- C. The Sewer Utility District Commission, having reviewed the attached financial policy document, recommends to the Common Council that the policy contained herein be adopted and added to the City's suite of Financial Policies.
- D. The policy allows City staff to execute within the parameters defined in the policy, and further, administer requests for Sewer Credits per the terms of the policy.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin, that City of Mequon Financial Policy Statement 19: Sewer Credit Policy, in the form as attached, is adopted and implemented for use until further amended.

Approved by: Andrew Nerbun, Mayor

Date Approved: March 11, 2025

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

Caroline Fochs, City Clerk

POLICY STATEMENT 19 SEWER CREDIT POLICY

The Sewer Credit Policy is intended to address instances where high use utility bills are caused by water usage that was registered by the water meter but that did not enter the sanitary sewer system. It is the responsibility of the customer to ensure that all plumbing, fixtures and appliances in their building are maintained in sufficient operating condition.

The City of Mequon will consider sewer credits on a case-by-case basis. Sewage credits will be awarded in the form of a credit applied to the affected sewer customer's account. The City will only go back a maximum of one year when issuing a credit. Refunds by check will not be made after the sale of a property and new owners are listed on the deed.

No sewer credits will be approved for leaks inside a residence if the leaked water entered into the sewer system via inside floor drain. Any credit for indoor water leaks will only be approved if the customer can prove the water did not enter the sewer system.

All water that passes through the water meter must be paid for; therefore credits will only be considered on the sewer use portion of the utility bill.

Applicability

The Mequon Sewer Utility automatically offers an Irrigation Credit during the second and third quarters within the annual billing cycle. The Irrigation Credit is limited to the higher of the first quarter water usage or 14,000 gallons. This policy of the Mequon Sewer Utility is not intended to conflate the potential Irrigation Credit offered or for irrigation usage outside of those billing cycles. Pool filling is also captured within the Irrigation Credit. The only exception to this policy is for an ice rink filling during the winter months. One continuous fill is allowed per season, and the customer must supply the beginning and ending water meter readings to utilityclerk@cityofmequonwi.gov prior to the end of the calendar quarter.

The Mequon Sewer Utility may approve a sewer charge credit upon receipt of adequate evidence (as an example: visual evidence observed by the Utility Department or in pictures or video) that proves to the City, in its sole discretion, that water that entered the water meter on site was not discharged into the sanitary sewer system, subject to the application process set forth.

No credits for sewer use will be approved for any water if such water entered the sanitary sewer system via any fixture, appliance or drain including water resulting from frozen pipes and/or meter.

Application

- The customer must request a utility charge credit in writing on a form provided by the City. The customer must include with their written request confirmation of a malfunctioning meter, or the evidence described under "Applicability".
- The customer must request a utility charge credit per this policy within 270 days of first receiving a high water and sewer bill that is the basis for the request. Such a bill is deemed received upon mailing by the City.
- A customer may only receive one such utility charge credit from the City in any three year

- period.
- An **Application for Sewer Credit** form must be completed in full in order to be considered for a sewer credit.

Process

The City and the Mequon Sewer Utility reserve the right to deny any request that it deems to not meet the applicability criteria listed above. Customers must be current on their utility bills at time of credit request submittal to be eligible for a sewer credit.

Sewer credits must be greater than \$5, and will be applied to the customer's sewer account. Sewer credits will not be refunded to customers as cash.

Calculation of Sewer Credit

The eligible sewer credit will be calculated by subtracting the average water usage for the previous Quarters 1 & 4 that did not encompass the leak, from the quarter(s) for which the sewer credit is being applied for. If a customer does not have a history of accurate verified water reads, estimated readings cannot be used to calculate sewer credits and the customer is not therefore eligible for credit.



www.ci.mequon.wi.us

11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2947
utilityclerk@cityofmequonwi.gov
Mequon Sewer Utility

APPLICATION FOR SEWER CREDIT

NAME: _____

PROPERTY ADDRESS: _____

MAILING ADDRESS: _____

CONTACT: _____ HOME PHONE: _____

CELL PHONE: _____

EMAIL: _____

ACCOUNT NUMBER: _____

UTILITY BILL IN QUESTION (indicate billing date or #): _____

CAUSE OF INACCURATE WATER METER READING (attach documentation): _____

DATE ISSUE IDENTIFIED: _____

DATE ISSUE REMEDIED: _____

HAVE ANY UTILITY CREDITS BEEN GIVEN IN THE PAST 3 YEARS: YES NO

VISUAL EVIDENCE PROVIDED: _____

I acknowledge that the information provided above is true and correct to the best of my knowledge. I have read and understand the City of Mequon's Sewer Credit policy. Understanding that I am not eligible for another leak credit until 3 years from the granting of this credit, I still wish to make this application for a credit. If this is a rental the owner must also sign that he/she is aware no further adjustment for a water leak will be granted for a period of 3 years.

Owner Signature

Date

APPOINTEE INFORMATION SHEET

Name of Board or Commission: Board of Appeals

Position: Alternate #1
(Indicate Member, Trustee, Alternate, Architect, etc).

Name of Appointee: Scott Reigle

Address: 10909 N. Wyngate Trace, Mequon, Wisconsin 53092
(Include zip code)

Appointment By Mayor: Andrew Nerbun By Alderman _____
(Name)

At-Large Appointment: A/L Aldermanic
Dist. Appointment _____
(Dist. Number)

Appointee Term Length: 1-Year Term Appointee Term
Expiration Date: 5/1/2025

Comments: _____

TYPE OF APPOINTMENT

New: X Reappointment: _____

If new, is this appointment filling an unexpired term? Yes: X No: _____

Name of person being replaced: Kirsten Hildebrand

Date submitted to Council: March 11, 2025

Attachment: Reigle_Appeals (10123 : Board of Appeals Appointment)



10300 N. Frederick Road, 60W
Mequon, Wisconsin 53092

CITY OF MEQUON
BOARD, COMMISSION AND/OR COMMITTEE TALENT BANK APPLICATION

Please complete and return to the Administration Office, Mequon City Hall
Application also available at www.ci.mequon.wi.us

Name: Scott T. Reigle

Address: 10909 N. Wyngate Trace, Mequon, WI Zip Code: 53092

Home Phone Number: 626-262-3693 Years of Residence in Mequon: ~4

Employer (or School): Meissner Tierney Fisher & Nichols S.C.

Address: 111 E. Kilbourn Ave., 19th Floor, Milwaukee, WI Occupation: Attorney

Can you be reached during working hours: Yes Work Phone: 414-273-1300

E-mail Address (es): str@mtfn.com

Would you be able to attend scheduled evening meetings on a regular basis: Yes

What qualifications would contribute to your role as a Board, Commission or and/or Committee member (use additional paper if necessary):

As an attorney practicing in many areas, including real estate, I have relevant experience to draw upon in considering matters that come before the Board of Appeals.

Have you been active in organized community groups in the past such as homeowners associations, referenda, and/or special interest groups (use additional paper if necessary):

I am a board member for the Milwaukee Crime Stoppers, as well as board member for the Family Business Leadership Partners. I am also active in the Milwaukee Bar Association, the Fairchild Inns of Court, the Private Directors Association, and the Independent Business Association of Wisconsin.

Periodically, the City may convene a committee on a temporary basis for a specific project. Do you possess any special skills that could be applied to a specific project (i.e. health care, benefits administration, human resources, economic development, communications, technologies):

Revised: April 2023

Attachment: SKM_475225021011470 (10123 : Board of Appeals Appointment)

<u>SCHOOL</u>	<u># OF YEARS ATTENDED</u>	<u>AREAS OF STUDY</u>	<u>WHERE</u>
High School	4	n/a	WEST BEND, WI
College	4	finance/business	WASH. U. IN ST. LOUIS
Post Graduate	3	law	WASH. U. IN ST. LOUIS
Trade/Specialty	n/a		

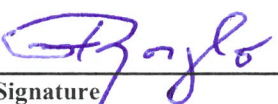
Rate the Board(s), Commission(s) and/or Committee(s) in order of preference -#1 being first choice:

☒ Architectural Board	☐ Hiram Schmidt Fund
☒ Board of Appeals	☐ Joint Mequon-Thiensville Bike & Pedestrian Way
☐ Board of Police Commissioners	☐ Commission
☐ Board of Review	☐ Landmarks Commission
☐ Economic Development Board	☐ Mequon Nature Preserve Advisory Committee
☐ Ethics Board	☐ Milwaukee River Advisory Committee
☐ Festivals Committee	☐ Park and Open Space board
☐ Frank L. Weyenberg Library	☐ Planning Commission
☐ Board of Trustee	☐ Southern Ozaukee County Fire & EMS Board
	☐ Tree Board

The following information will be held in confidence and is for review if considered for the Board of Police and Fire Commission. Have you ever been convicted of a criminal offense? No _____

Would you be willing to allow the Police Department to conduct a background investigation?
Yes _____

I understand that the information provided to the City of Mequon contained herein becomes public upon submittal of this application.



Signature

2/10/24

Date

SCOTT T. REIGLE

10909 N. Wyngate Trace ▪ Mequon, WI 53092 ▪ 626-262-3693 ▪ str@mtfn.com

SUMMARY

An experienced litigator with significant corporate and transactional experience. A motivated self-starter who is used to working independently and in groups while balancing diverse matters for multiple clients in an effective and efficient manner.

WORK EXPERIENCE**MEISSNER TIERNEY FISHER & NICHOLS S.C.**

Milwaukee, WI

Attorney — Shareholder

2020-Present

- Major practice areas include: real estate; commercial litigation; regulatory compliance; secured lending; intellectual property; labor and employment; trade secrets
- Admitted to practice in Wisconsin and California, including all Federal Districts
- Represent major financial institutions, corporate, and individual clients in State and Federal civil litigation, as well as court-directed and private ADR processes
- Negotiate and draft contracts, leases (residential/commercial), purchase and sale agreements, as well as other agreements, on behalf of clients

BLANK ROME, LLP

Los Angeles, CA

Attorney

2019-2020

- See above

**ANGLIN, FLEWELLING, RASMUSSEN,
CAMPBELL & TRYTTEN, LLP**

Pasadena, CA

Attorney

2012-2019

- See above

RECOGNITION AND ACTIVITIES

- Best Lawyers: Ones to Watch (2022-Present)
- Wisconsin Super Lawyers ® Rising Star (2023-Present)
- BizTimes Media: Rising Star in law
- Family Business Leadership Partners – Board Member
- Private Directors Association – Sponsor
- Milwaukee Crime Stoppers – Board Member

EDUCATION**WASHINGTON UNIVERSITY IN ST. LOUIS
SCHOOL OF LAW**

St. Louis, MO

Juris Doctor, May 2012

2012

- Deans List – Spring 2011; CALI Award - Law & Economics

**WASHINGTON UNIVERSITY IN ST. LOUIS
OLIN BUSINESS SCHOOL**

St. Louis, MO
2008

*Bachelor of Science in Business Administration, May
2008*

- Majors in Finance, Organizations & Human Resources
- Varsity Football 2004-2007: Team Captain 2007

PRIOR & NON-LEGAL WORK EXPERIENCE

- **FEDERAL PUBLIC DEFENDER'S OFFICE** (East St. Louis, IL) (*Legal Extern* - 2012)
- **WASHINGTON UNIVERSITY IN ST. LOUIS – VARSITY FOOTBALL** (*Assistant Coach* 2010-2011)
- **ILLINOIS ATTORNEY GENERAL** (Belleville, IL) (*Law Clerk* - 2011)
- **CITIZEN ADVOCACY CENTER** (Elmhurst, IL) (*Legal Intern* - 2010)
- **AFN, LLC** (Niles, IL) (*Carrier Procurement Representative* - 2008- 2009) (pre-law school/non-legal)

APPOINTEE INFORMATION SHEET

Name of Board or Commission: Mid-Moraine Municipal Court - Administration Committee

Position: Member
(Indicate Member, Trustee, Alternate, Architect, etc).

Name of Appointee: Justin Schoenemann

Address: 11333 N. Cedarburg Road, Mequon, Wisconsin 53092
(Include zip code)

Appointment By Mayor: Andrew Nerbun By Alderman _____
(Name)

At-Large Appointment: _____ Aldermanic
Dist. Appointment _____
(Dist. Number)

Appointee Term Length: Continuous by City
Employment Appointee Term
Expiration Date: _____

Comments: The City of Mequon is a member of Mid-Moraine Municipal Court and holds a seat on the Court's Administrative Committee, which is filled by the City Administrator's Office. This appointment formalizes Assistant City Administrator Schoenemann's role as the City's representative on the Committee, in accordance with the Court's operating agreement.

TYPE OF APPOINTMENT

New: _____ Reappointment: X

If new, is this appointment filling an unexpired term? Yes: _____ No: _____

Name of person being replaced: _____

Date submitted to Council: February 19, 2025

Attachment: Schoenemann_MMMC Admin Committee (10124 : Mid-Moraine Municipal Court Appointments)

APPOINTEE INFORMATION SHEET

Name of Board or Commission: Mid-Moraine Municipal Court - Administration Committee

Position: Alternate
(Indicate Member, Trustee, Alternate, Architect, etc).

Name of Appointee: William H. Jones, Jr.

Address: 11333 N. Cedarburg Road, Mequon, Wisconsin 53092
(Include zip code)

Appointment By Mayor: Andrew Nerbun By Alderman _____
(Name)

At-Large Appointment: _____ Aldermanic
Dist. Appointment _____
(Dist. Number)

Appointee Term Length: Continuous by City
Employment Appointee Term
Expiration Date: _____

Comments: The City of Mequon is a member of Mid-Moraine Municipal Court and holds a seat on the Court's Administrative Committee, which is filled by the City Administrator's Office. This appointment formalizes City Administrator Jones' role as the City's alternate representative on the Committee, in accordance with the Court's operating agreement.

TYPE OF APPOINTMENT

New: X Reappointment: _____

If new, is this appointment filling an unexpired term? Yes: _____ No: X

Name of person being replaced: _____

Date submitted to Council: February 19, 2025



11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262-242-3100
Fax: 262-242-9655

www.ci.mequon.wi.us

Office of City Attorney

TO: Common Council
FROM: Brian Sajdak, City Attorney
DATE: March 6, 2025
SUBJECT: Closed Session Regarding Personnel Evaluation of City Administrator

Background:

The Common Council may enter closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the Council has jurisdiction or exercises responsibility. Performance reviews are a critical component of any employment relationship, and a review if called for under the City Administrator's employment agreement, this section authorizes the Council to enter into closed session for conducting such review.

Recommendation:

Should the Council decide that it wishes to enter closed session, a motion to enter closed session pursuant to Wis. Stat. §19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of the City Administrator.