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Office of the City Clerk
Taped and Televised

**Common Council
Tuesday October 12, 2021 - 7:30 PM
or Immediately Following the
Mequon Sewer Utility District Commission Meeting
Christine Nuernberg Hall**

AGENDA

1) Call to Order

2) Pledge of Allegiance

3) Roll Call

4) Public Hearings: None.

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) Proclamation Honoring Missing Links as OED Council's 2021 Medium Business of the Year

7) Consent Agenda:

- a) Common Council meeting minutes of September 14, 2021
- b) Architectural Board meeting minutes of July 12 and August 9, 2021
- c) Board of Police and Fire Commissioners meeting minutes of June 1 and July 6, 2021
- d) Board of Review meeting minutes of September 10 and September 13, 2021
- e) Economic Development Board meeting minutes of July 27, 2021
- f) Festivals Committee meeting minutes of August 11, 2021
- g) Finance-Personnel Committee meeting minutes of August 10, 2021
- h) Joint Mequon-Thiensville Bike and Pedestrian Way Commission meeting minutes of August 12, 2021
- i) Mequon Municipal Water Utility Commission meeting minutes of August 10, 2021

- j) Park and Open Space Board meeting minutes of July 21, 2021
- k) Planning Commission meeting minutes of July 26, 2021
- l) Public Welfare Committee meeting minutes of August 10, 2021
- m) Public Works Committee meeting minutes of August 10, 2021
- n) **RESOLUTION 3881** - A Resolution Approving a Certified Survey Map in Connection with the Dedication of Approximately 1.58 Acres of Public Right-of-Way Along the Northwest Corner of Granville and Donges Bay Roads; **Recommended by Planning Commission on September 27, 2021.**
- o) 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 2021-1598** - An Ordinance Implementing Aldermanic Redistricting as a Result of the 2020 Census; **Recommendation Forthcoming by Committee of the Whole November 9, 2021; First Reading.**
- 2) **ORDINANCE 2021-1599** - An Ordinance Approving an Amendment to the City Zoning Map within Chapter 58 of the Mequon Municipal Code, for the Properties Located at 11805 and 11915 N. Farmdale Road; **Recommended by Planning Commission September 27, 2021; First Reading.**
- 3) **ORDINANCE 2021-1600** - An Ordinance Approving a Planned Unit Residential Development in Town Center for the Properties Located at 11040 and 11110 N. Buntrock Avenue, Consisting of Forty-Six Row House-Style Apartments on 3.5 Acres; **Recommended by Planning Commission September 27, 2021, First Reading.**
- 4) **ORDINANCE 2021-1601** - An Ordinance Amending Chapter 58 of the Mequon Municipal Code, Authorizing Creation of the Neighborhood Commercial, Mixed-Use Commercial, Senior Housing and Residential Cluster Zoning Districts in the Ulao Creek Neighborhood (Generally the Area Bounded by I-43 to the East, Highland Road to the South, Oriole Lane/Ulao Creek to the West and Pioneer Road to the North); **Recommended by Planning Commission Policy Subcommittee January 11, 2021; Recommended by Planning Commission September 27, 2021; First Reading.**
- 5) **ORDINANCE 2021-1602** - An Ordinance Amending Chapter 58 of the Mequon Municipal Code, Incorporating the Ulao Creek Neighborhood (Generally the Area Bound by I-43 to the East, Highland Road to the South, Oriole Lane and Ulao Creek to the West and Pioneer Road to the North) into the City's Zoning and Land Use Plan Maps; **Recommended by the Planning Commission Policy Subcommittee January 11, 2021; Recommended by the Planning Commission September 27, 2021; First Reading.**

- 6) **ORDINANCE 2021-1603** - An Ordinance Amending Chapter 58 of the Mequon Municipal Code, Establishing Outdoor Storage Permitting Requirements for the Ulao Creek Neighborhood (Generally the Area Bounded by I-43 to the East, Highland Road to the South, Oriole Lane and Ulao Creek to the West and Pioneer Road to the North); **Recommended by the Planning Commission Policy Subcommittee January 11, 2021; Recommended by the Planning Commission September 27, 2021; First Reading.**

8) Committee of the Whole:

- a) Approve the Committee of the Whole meeting minutes of September 9 and September 14, 2021
- b) Discussion of **RESOLUTION 3882** - A Resolution Approving the Revised City of Mequon Ward Plan and Map
- c) Reconvene as the Common Council

9) Ordinances: None.

10) Resolutions:

- a) **RESOLUTION 3882** - A Resolution Approving the Revised City of Mequon Ward Plan and Map; **Recommendation Forthcoming by Committee of the Whole October 12, 2021.**
- b) **RESOLUTION 3883** - A Resolution Authorizing Staff to Exceed \$25,000 for the Financial Consulting Services of Tom Watson, Prior City of Mequon Finance Director; **Recommendation Forthcoming by Finance-Personnel Committee October 12, 2021.**
- c) **RESOLUTION 3884** - A Resolution Approving the Award of a Contract for Development of an Organizational Strategic Plan with SBrand Solutions of Fort Collins, Colorado in the Amount of \$11,650; **Recommendation Forthcoming by Finance-Personnel Committee October 12, 2021.**
- d) **RESOLUTION 3885** - A Resolution Authorizing the Engagement of Attorney William Cole of Axley Brynson, LLP, Madison, Wisconsin, for the Purpose of Reviewing and Updating the City of Mequon's Sign Code; **Recommendation Forthcoming by Finance-Personnel Committee October 12, 2021**
- e) **RESOLUTION 3886** - A Resolution in Support of an All-Way Stop at the Intersection of Wasaukee and Freistadt Roads; **Recommendation Forthcoming by Public Works Committee October 12, 2021.**
- f) **RESOLUTION 3887** - A Resolution Approving a Temporary Construction Easement for the Wisconsin Department of Transportation I-43 Expansion Project; **Recommendation Forthcoming by Sewer Utility District Commission October 12, 2021.**

- g) **RESOLUTION 3888** - A Resolution Awarding a Contract to LW Allen of Madison, Wisconsin for the Replacement of Four Sanitary Sewer Lift Station Pumps in the Amount of \$143,300; **Recommendation Forthcoming by Sewer Utility District Commission October 12, 2021.**

11) Specified Unfinished Business From Prior Meetings: None.

12) Specified New Business:

Mayoral Appointment: Milwaukee River Advisory Committee: Alternate Member, Perry Robinson

13) Adjourn

Dated: October 7, 2021

/s/ John Wirth, Mayor

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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

***City of Mequon, Wisconsin
Proclamation Honoring Missing Links
Golf Course & Driving Range
as the Ozaukee Economic Development Council's
2021 Medium Business of the Year***

The Ozaukee Economic Development Council recently named Missing Links Golf Course & Driving Range as its 2021 Medium Business of the Year. Missing Links, which is owned by Kim and Peter Epperson, has served Mequon residents and countless other satisfied customers for 26 years as a fun, affordable and family-friendly golf destination.

Missing Links has become a destination stop in Ozaukee County due to the never-ending entrepreneurial drive of the Eppersons. The golf course was designed in conjunction with Jack Nicklaus. With its hills, berms and roughs, it is one of the more distinctive and challenging par 3 courses anywhere. However, the Eppersons did not stop with a great golf course. They added TopTracer ball tracing systems to seven hitting bays on Missing Links' year-round driving range. They host parties and special events, and even offer Foot Golf. Recently, the Eppersons built a fabulous miniature golf course at Missing Links, providing fun for the whole family. Despite the extreme challenges of the pandemic, Missing Links has doubled its employees over the past year due to its increased offerings.

Missing Links is not just a great golf facility. The Eppersons and Missing Links are deeply committed to the betterment of our community and the greater area. They consistently support Ozaukee County organizations serving special needs, human services and memorial scholarships.

ACCORDINGLY, the City of Mequon congratulates Missing Links Golf Course & Driving Range on receiving the Ozaukee Economic Development Council's 2021 Medium-Sized Business of the Year Award, proclaims that it is proud that Missing Links is located within Mequon and extends its best wishes to Kim and Peter Epperson for continued success.

Dated October 12, 2021.

*John Wirth, Mayor
City of Mequon*



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**COMMON COUNCIL
Regular Meeting
Tuesday, September 14, 2021 - 7:30 PM
Christine Nuernberg Hall**

Minutes

1) Call to Order, Pledge of Allegiance, Roll Call

Mayor Wirth call the meeting to order at 7:32 PM.

Present:

Mayor John Wirth
Alderman Robert Strzelczyk
Alderman Glenn Bushee
Alderman Dale Mayr
Alderman Jeffrey Hansher
Alderman Brian Parrish
Alderman Kathleen Schneider
Alderman Andrew Nerbun

Alderman Mark Gierl - Absent

Also present: City Administrator Jones, Assistant City Administrator Schoenemann, City Attorney Sajdak, City Clerk Fochs, Community Development Director Tollefson, Assistant Community Development Director Zader, Engineering and Public Works Director Lundeen, Finance Director Engroff, Amy Paul, Corporate Vice President of Management Partners, press and interested public.

2) Personal Appearances and Public Comment: None.

3) Public Hearings: None.

4) Public Officials' Reports:

- a) Mayor: Mayor Wirth offered his congratulations and thanks for the Festivals Committee and City staff who planned ran a hugely successful Taste of Mequon on September 11th.
- b) City Administrator: City Administrator Jones announced the Appropriations Committee Budget Workshop meeting on September 21st at 6:00 pm at City Hall. The draft proposed budget will be posted on the City website on September 24th in anticipation of further budget meetings in October.

Attachment: 09-14-21_CC draft minutes (6553 : Common Council meeting minutes of September 14, 2021)

5) Consent Agenda:

- a) Common Council meeting minutes of August 10, 2021.
- b) Festivals Committee meeting minutes of July 8, 2021.
- c) Finance-Personnel Committee meeting minutes of July 13, 2021.
- d) Fire Department Report for June 2021.
- e) Joint Mequon-Thiensville Bike and Pedestrian Way Commission minutes of June 3, 2021.
- f) Mequon Municipal Water Utility Commission meeting minutes of June 8, 2021.
- g) Public Safety August 10, 2021 meeting minutes.
- h) Public Welfare Committee meeting minutes of 07-13-21.
- i) Public Works Committee meeting minutes of July 13, 2021.
- j) Sewer Utility District Commission meeting minutes of June 8, 2021.

Motion to approve the Consent Agenda, Items A - J.

RESULT: **Approved by Voice Acclamation [7-1]**
MOVED BY: Alderman Parrish
SECONDED BY: Alderman Strzelczyk

AYES:	Strzelczyk, Bushee, Mayr, Hansher, Parrish, Schneider, Nerbun
DEEMED NO:	Gierl

The Common Council convened as the Committee of the Whole at 7:35 PM.

6) Committee of the Whole:

- a) Presentation of Community Development Operational Analysis:

Amy Paul, Corporate Vice President of Management Partners, provided an overview of the recent Planning and Community Development Departments' operational analysis. After staff, elected officials, customers, representative stakeholders, city boards and commissions members Positive take aways: Staff is skilled and knowledgeable, responsive to applicants, and building inspections are conducted within a reasonable amount of time. The study found a lack of understanding by residents in each step of the process, inconsistency in plan review and inspections, no on-line tools for progress checking, and lack of predictability in cycle times. There were a total of thirty-two recommendations and Ms. Paul highlighted a few of them. These included: 1) create a single point of contact in the Community Development Department, 2) allow administrative review for some projects going to the Architectural Review Board, 3) clarify application requirements, 4) consolidate the development review on the website, 5) process mapping or guides, and 6) be able to determine cycle time targets, 7) hire a coordinator, and 8) establish a cost recovery system for technology.

After receiving Council feedback tonight, a final project report will be provided and then a draft implementation action plan will be issued.

- b) Reconvene as the Common Council

The Committee of the Whole reconvened as the Common Council at 8:04 PM.

7) Ordinances:

- a) **ORDINANCE 2021-1595** - An Ordinance Repealing and Recreating Section 62-8(b) (4) of the Mequon Municipal Code Relating to the Regulation of Political Messages.

Motion to table **ORDINANCE 2021-1595**.

RESULT: **Approved by Voice Acclamation [7-1]**
MOVED BY: Alderman Schneider
SECONDED BY: Alderman Strzelczyk

AYES:	Strzelczyk, Bushee, Mayr, Hansher, Parrish, Schneider, Nerbun
DEEMED NO:	Gierl

- b) **ORDINANCE 2021-1596** - A Charter Ordinance Amending Provisions of the Mequon Municipal Code, Establishing Terms of Office for Elected Officials.

Motion to approve **ORDINANCE 2021-1596**.

RESULT: **Failed due to lack of a second.**
MOVED BY: Alderman Schneider

Motion to deny **ORDINANCE 2021-1596**.

RESULT: **Approved by Roll Call Vote [6 to 2]**
MOVED BY: Alderman Parrish
SECONDED BY: Alderman Mayr

AYES:	Strzelczyk, Bushee, Mayr, Hansher, Parrish, Nerbun
NAYS:	Schneider
DEEMED NO:	Gierl

- c) **ORDINANCE 2021-1597** - An Ordinance Amending Article II of Chapter 2 Within the Mequon Municipal Code, in Connection with the Roles, Duties and Functions of the Mayor and Common Council.

Attorney Sajdak announced that upon further review staff recommended an amendment to the ordinance. This will clarify Section 2-42, Rules of Procedures. The two sections outlining *Reconsideration* and *Resubmissions* that were originally in Section 2-43, Voting, should be moved to Section 2-42, Rules of Procedures.

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

AYES:	Strzelczyk, Bushee, Mayr, Hansher, Parrish, Schneider, Nerbun
DEEMED NO:	Gierl

8) Resolutions:

Motion to reconsider **RESOLUTION 3866**.

RESULT: **Approved by Roll Call Vote [6 to 2]**
MOVED BY: Alderman Parrish
SECONDED BY: Alderman Bushee

AYES:	Strzelczyk, Bushee, Mayr, Hansher, Parrish, Schneider
NAYS:	Nerbun
DEEMED NO:	Gierl

a **RESOLUTION 3866** - A Resolution Increasing Compensation for the Position of Mayor.

Council discussed ensued on pension concerns, incentivizing the position, responsibilities and workload of the position, poverty level salary, and service to the community vs. financial gain.

RESULT: **Approved by Roll Call Vote [5 to 4]**
MOVED BY: Alderman Hansher
SECONDED BY: Alderman Nerbun

AYES:	Strzelczyk, Hansher, Schneider, Nerbun, Wirth
NAYS:	Bushee, Mayr, Parrish
DEEMED NO:	Gierl

b) **RESOLUTION 3876** - A Resolution Approving a State/Municipal Maintenance Agreement (SMMA) and a State/Municipal Financial Agreement (SMFA) for the Installation of a Traffic Signal at County Line Road and Port Washington Road.

Committee of the Whole did not recommend this resolution on September 9th. The Mayor announced that the State recently said it is going to install the in-ground conduit and post that would allow for the installation of a stoplight, if ultimately necessary. Cost breakdown was not provided for the infrastructure costs.

John Peterburs, Judy Moon, Jen Lafebvre, Jill Miller and Shane Cigel all spoke in favor of the traffic light citing huge volume of traffic, lack of stop light at freeway exit due to construction in the area, need for a temporary sign, public safety for bikers/children/pedestrians crossing the road, proximity to a school, potential for sidewalks, city's financial obligation in the situation, and weight we should put on traffic report results.

RESULT: **Approved by Roll Call Vote [5 to 3]**
MOVED BY: Alderman Schneider
SECONDED BY: Alderman Parrish

AYES: Strzelczyk, Bushee, Hansher, Schneider, Nerbun
NAYS: Mayr, Parrish
DEEMED NO: Gierl

- c) **RESOLUTION 3877** - A Resolution Authorizing an Amendment to the 2021 Employee Compensation Plan, in Connection with Converting the Part-Time Human Resources Assistant Position to a Full-Time Human Resources Coordinator Position at Pay Grade 6 (\$40,658 - \$55,009).

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

AYES: Strzelczyk, Bushee, Mayr, Hansher, Parrish, Schneider, Nerbun
DEEMED NO: Gierl

- d) **RESOLUTION 3878** - A Resolution Authorizing Jennifer L. Engroff, Finance Director/City Treasurer, to be a Signatory on all City of Mequon Depository Accounts at Port Washington State Bank.

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

AYES: Strzelczyk, Bushee, Mayr, Hansher, Parrish, Schneider, Nerbun
DEEMED NO: Gierl

- e) **RESOLUTION 3879** - A Resolution Authorizing Staff to Exceed \$25,000 for the Purchase of Culverts from Western Culvert, Oconomowoc, Wisconsin, to Complete Projects as Needed During the Remainder of Fiscal Year 2021.

RESULT: **Approved by Roll Call Vote [7-1]**
MOVED BY: Alderman Mayr
SECONDED BY: Alderman Nerbun

AYES: Strzelczyk, Bushee, Mayr, Hansher, Parrish, Schneider, Nerbun
DEEMED NO: Gierl

- f) **RESOLUTION 3880** - A Resolution Adopting an Updated Mid-Moraine Municipal Court Bond Schedule for City Ordinance Citations.

RESULT: **Approved by Roll Call Vote [7-1]**
MOVED BY: Alderman Nerbun
SECONDED BY: Alderman Schneider

AYES: Strzelczyk, Bushee, Mayr, Hansher, Parrish, Schneider, Nerbun
DEEMED NO: Gierl

9) Specified Unfinished Business: None.

10) Specified Miscellaneous New Business:

a) Mayoral Appointment: Frank L. Weyenberg Library Board of Trustees

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

AYES: Strzelczyk, Bushee, Mayr, Hansher, Parrish, Schneider, Nerbun
DEEMED NO: Gierl

11) Potential Closed Session:

Goal Setting for City Administrator and City Attorney: 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 go into Closed Session to discuss the goal setting for the City Administrator and City Attorney.

RESULT: **Approved by Roll Call Vote [8-1]**
MOVED BY: Alderman Hansher
SECONDED BY: Alderman Schneider

AYES: Strzelczyk, Bushee, Mayr, Hansher, Parrish, Schneider, Nerbun, Wirth
DEEMED NO: Gierl

12) Adjourn

Motion to adjourn at 9:19 PM.

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

AYES:	Strzelczyk, Bushee, Mayr, Hansher, Parrish, Schneider, Nerbun
DEEMED NO:	Gierl

Respectfully Submitted,
Kathy Andrykowski

Attachment: 09-14-21_CC draft minutes (6553 : Common Council meeting minutes of September 14, 2021)

**ARCHITECTURAL BOARD MINUTES****Monday, July 12, 2021****6:00 PM****Via Teleconference GoToMeeting****Minutes****1. Call to Order, Roll Call****Present:** Chairman Scott Reed**Members at Large:** Paul Apfelbach, John Mikkelson, Jo Steinberg**Aldermanic District Members:** Bruce Stern, Michael Wade, Bluma Lotman, Jason Dozark, Anthony LaGalbo**Building Inspector:** Mike Hadley**2. Meeting Minutes**

Minutes from the June 14, 2021, meeting were approved by Vice-Chairman, Paul Apfelbach and seconded by At-Large Member John Mikkelson.

3. Application Submittals:

No.	Alder. District /Time	Type of App	Owner(s) / Project Address	Contractor
1)	Dist. 1 6:00 pm	New Single-Family Residence	Tam Ngo 12940 N. Birch Creek Road Subd: The Highlands	Cont: Kings Way Homes Arch: Vaclav Homolka
Moved to Approve: <u>Stern</u> Seconded by: <u>Apfelbach</u> Approved: <u>Yes</u> Vote: <u>Unanimously</u>				
Conditions: Plans approved as submitted with the condition that grids should be added to windows on rear elevation to match the style on the front elevation.				

2)	Dist. 2 6:05 pm	Addition: Family Room	Wendy Boom 11222 N. Country View Drive	Cont: Neumann Builders
			Subd: Country View Estates	Arch: Neumann Builders

Moved to Table: Reed
 Seconded by: Mikkelson
 Tabled: Yes
 Vote: Unanimously

Conditions: Plans were tabled for a re-draw to show constancy.

3)	Dist. 3 6:15 pm	Detached Garage	Mark & Carolyn Smith 7250 W. Highland Ridge Drive	Cont: Sazama Design Build
			Subd: Highland Ridge	Arch: Sazama Design Build

Moved to Approve: Dozark
 Seconded by: Reed
 Approved: Yes
 Vote: Unanimously

Conditions: Plans approved as submitted.

4)	Dist. 3 6:25 pm	Addition: Master Bedroom Suite & Sunroom	Jerred & Jessica Weiss 11358 N. Glenwood Drive	Cont: Carmel Builders
			Subd: Solar Heights	Arch: Carmel Builders

Moved to Approve: Reed
 Seconded by: Dozark
 Approved: Yes
 Vote: Unanimously

Conditions: Plans approved as submitted.

5)	Dist. 8 6:35 pm	Exterior Renovations	Daniel Domagala 326 W. Seacroft Court	Cont: Owner
			Subd: Bromborough	Arch: Owner

Moved to Approve: Mikkelson
 Seconded by: Apfelbach
 Approved: Yes
 Vote: Unanimously

Conditions: Plans approved as submitted.

Attachment: Arch Board minutes_07-12-21 (6691 : Architectural Board meeting minutes of July 12 and August 9, 2021)

6)	Dist. 7 6:45 pm	Two Story Addition	Julie Flessas 10060 N. Range Line Road Subd: N/A	Cont: B&E General Contractors Arch: Cole Hjelmberg
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Moved to Approve: Apfelbach
 Seconded by: Reed
 Approved: Yes
 Vote: Unanimously

Conditions: Plans approved as submitted.

7)	Dist. 7 6:55 pm	Resubmittal: Shed	Jay & Stephanie Radtke 10252 N. Range Line Road Subd: N/A	Cont: Tough Shed Arch: Port City Studio LTD
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Moved to Approve: Apfelbach
 Seconded by: Dozark
 Approved: Yes
 Vote: Unanimously

Conditions: Plans approved as submitted.

4. Action

Vice-Chair, Paul Apfelbach made a motion to adjourn.
 Chairman, Scott Reed seconded the motion.
 A vote was taken; vote passed unanimously.

Meeting adjourned at 6:58 p.m.

**ARCHITECTURAL BOARD MINUTES****Monday, August 9, 2021****6:00 PM****City Hall – Lower-Level Conference Room****Minutes****1. Call to Order, Roll Call****Present:** Chairman Scott Reed**Members at Large:** John Mikkelson, Jo Steinberg, Paul Apfelbach**Aldermanic District Members:** Anthony LaGalbo, Bluma Lotman, Jason Dozark, Jim Youngquist**Building Inspector:** Mike Hadley**2. Meeting Minutes**

Minutes from the July 12, 2021, meeting were approved by Vice-Chair, Paul Apfelbach and seconded by At-Large Member, John Mikkelson. Minutes approved unanimously.

3. Application Submittals:

No.	Alder. District /Time	Type of App	Owner(s) / Project Address	Contractor
1)	Dist. 4 6:00 pm	New Single-Family Residence	Veridian Homes LLC 10517 N. Coneflower Drive Subd: The Enclave, Phase V	Cont: Veridian Homes LLC Arch: Veridian Homes LLC
Moved to Approve: <u>Mikkelson</u> Seconded by: <u>LaGalbo</u> Approved: <u>Yes</u> Vote: <u>Unanimously</u> Conditions: Plans approved as submitted with the conditions that window grids should be added to patio doors.				

2)	Dist. 8 6:05 pm	Detached Garage	Dave Killen 11653 N. Pinehurst Circle	Cont: Northshore LLC
			Subd: Pinehurst	Arch: Northshore LLC

Moved to Approve: LaGalbo
 Seconded by: Mikkelson
 Approved: Yes
 Vote: Unanimously

Conditions: Plans approved with the following conditions:

1. Add corner boards
2. Add gable window or louver/vent on East and West elevations to match house
3. Add grids and shutters to windows to match house
4. Add fascia/gutter returns

3)	Dist. 8 6:15 pm	Addition: Kitchen & Mudroom	Tom & Mary Holton 11444 N. Shorecliff Lane	Cont: Wade Design & Const.
			Subd: Shorecliff	Arch: Michael Wade

Moved to Approve: Apfelbach
 Seconded by: Reed
 Approved: Yes
 Vote: Unanimously

Conditions: Plans approved as submitted.

4)	Dist. 8 6:25 pm	Addition: Pool Area Bath & Storage	Nick Ruiz 115 E. Ravine Drive	Cont: Khaddour Home Improvements
			Subd: Beechwood Farms II	Arch: Stack Design Group

Moved to Approve: LaGalbo
 Seconded by: Lotman
 Approved: Yes
 Vote: Unanimous

Conditions: Plans approved as submitted.

5)	Dist. 1 6:35 pm	Detached Garage	George & Jennifer Barton 4110 W. Freistadt Road Subd: N/A	Cont: Badger State Restoration Arch: Drexel
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Moved to Approve: Mikkelson
 Seconded by: Reed
 Approved: Yes
 Vote: Unanimous

Conditions: Plans approved as submitted with the following conditions:

1. When siding on house is replaced, it must match garage in material and color;
Vertical Board and Batten Siding
2. When siding on house is completed, shutters must be removed
3. Add three windows on Right Elevation to match the windows on the Left Elevation

6)	Dist. 1 6:45 pm	Detached Garage	Steve Hughes 13221 N. Windsor Court Subd: Castlewoods Estate	Cont: W2 Builders Arch: Owner
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Moved to Approve: Youngquist
 Seconded by: Apfelbach
 Approved: Yes
 Vote: Unanimous

Conditions: Plans approved as submitted with the condition that black shutters are added to match the house shutters.

7)	Dist. 2 6:55 pm	New Single-Family Residence	Ted Balistreri 3368 W. Riverland Drive Subd: Riverland	Cont: Owner Arch: Van Loon & Associates
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Moved to Approve: Mikkelson
 Seconded by: Apfelbach
 Approved: Yes
 Vote: Unanimous

Conditions: Plans approved as submitted with the condition that grids are added to all windows on all four elevations excluding the patio doors on North (Rear) elevation to be consistent.

8)	Dist. 3 7:00 pm	New Single-Family Side x Side with & w/o Sunrooms	David Hoff Development 6095 / 6115 W. Woods Lane	Cont: Northtract Construction
			Subd: The Woods at Highland Park	Arch: Architectural Develop. Services, Inc.

Moved to Approve: Apfelbach
 Seconded by: Reed
 Approved: Yes
 Vote: Unanimous

Conditions: Plans approved as submitted.

9)	Dist. 3 7:05 pm	Addition: Kitchen, Family Room & Porch	Michael & Kelly Grebe 11417 N. Spring Avenue	Cont: TBD
			Subd: Thiensville Realty Co.	Arch: Laura Bush

Moved to Approve: Dozark
 Seconded by: Reed
 Approved: Yes
 Vote: Unanimous

Conditions: Plans approved as submitted.

10)	Dist. 3 7:15 pm	Detached Garage	Greg & Emily Golden 7901 W. Evergreen Road	Cont: JD Griffiths Co., Inc.
			Subd: Solar Heights	Arch: JD Griffiths Co., Inc.

Moved to Approve: Dozark
 Seconded by: Apfelbach
 Approved: Yes
 Vote: Unanimous

Conditions: Plans approved as submitted.

11)	Dist. 2 7:25 pm	Re-Submittal for: Family Room Addition	Wendy Boom 11222 N. Country View Drive	Cont: Neumann Builders
			Subd: Country View Estates	Arch: Neumann Builders

Moved to Approve: Mikkelson
 Seconded by: Lotman
 Approved: Yes
 Vote: Unanimous

Conditions: Re-Submitted plans approved.

Attachment: Arch Board minutes_08-09-21 (6691 : Architectural Board meeting minutes of July 12 and August 9, 2021)

12)	Dist. 3 7:35 pm	Re-Submittal for: Exterior Changes to New Single-Family Residence	Felix Aryeetey 7728 W. Cheverny Drive Subd: Cheverny	Cont: Owner Arch: Thomas D. Thompson
Moved to Approve: <u>Apfelbach</u> Seconded by: <u>Dozark</u> Approved: <u>Yes</u> Vote: <u>Unanimous</u> Conditions: Re-submitted plan approved with Homeowner's Association Approval				

4. Action

Chairman, Scott Reed made a motion to adjourn.
Vice-Chair, Paul Apfelbach seconded the motion.
A vote was taken, vote passed unanimously.

Meeting adjourned at 7:17 p.m.

Board of Police and Fire Commissioners**June 1, 2021****MINUTES****PRESENT:** Commissioners Pukaite, Ridley, and Nuernberg**ALSO PRESENT:** Police Chief Pryor, Fire Chief Bialk, Deputy Fire Chief Zellmann,
Administrative Coordinator Melina Bowen**ABSENT:** Commissioners Michalski and Szymborski**1. Call to Order, Roll Call**

The meeting was called to order at 8:10 AM.

2. Personal Appearances and Public Comment

None.

3. Approve meeting minutes of May 18, 2021

Moved by Commissioner Ridley, seconded by Commissioner Nuernberg to approve the meeting minutes of May 18, 2021. Motion approved by voice acclamation - unanimous.

4. Chief's Reports

Chief Bialk (Fire Department)

- Battalion Chief Schneider has been adjusting his schedule to assist with staffing shortages and provided an orientation to Battalion Chief Ackley. Battalion Chief Ackley is on his own now. The third Battalion Chief candidate is completing the pre-employment process and hopefully will be on staff by the end of June.
- Summers are difficult to staff, this summer does not look like it will be any different. There were a few people who have graduated Fire 1 and EMT and they will be put through orientation as quickly as possible.
- Call volume is back to pre-COVID numbers.

Chief Pryor (Police)

- Staffing Update: All sworn officer trainees have finished training and are on their own as of May 31, 2021.
- The department has had a baby boom with six employees/spouses expecting which will effect staffing. There is also one officer who is currently deployed on a military assignment due to COVID.

5. Review/Certify Eligibility List for Fire Department Recruits

Deputy Chief Zellmann discussed the three proposed recruits' information and qualifications with commissioners. Two of the three are already certified as paramedic/EMTs.

Moved by Commissioner Ridley, seconded by Commissioner Nuernberg to approve/certify proposed Fire Department recruits. Motion approved by roll call vote (3/0).

Ayes: Nuernberg, Pukaite, Ridley

6. Adjourn

Moved by Commissioner Ridley, seconded by Commissioner Pukaite to adjourn the meeting at 8:24 AM. Motion approved by voice acclamation.

Respectfully Submitted,
Melina Bowen

Board of Police and Fire Commissioners**July 6, 2021****MINUTES****PRESENT:** Commissioners Pukaite, Nuernberg, and Michalski**ALSO PRESENT:** Police Chief Pryor, Fire Chief Bialk, Deputy Fire Chief Zellmann,
Batallion Chief Ackley, Assistant City Administrator Schoenemann,
Administrative Coordinator Melina Bowen**ABSENT:** Commissioners Ridley and Szyborski**1. Call to Order, Roll Call**

The meeting was called to order at 8:01 AM.

2. Personal Appearances and Public Comment

None.

3. Approve meeting minutes of June 1, 2021

Minutes were missing from the agenda packet. Minutes from June 1, 2021, to be approved at the next meeting.

4. Chief's Reports

Chief Pryor (Police)

- The Police Department was busy over the July 4th holiday weekend.
- Three of the babies were born from the baby boom in the last week with the possibility of five more before the end of the year.
- Department policies have been updated and the Department is persuing accreditation to help maintain level and current standards.

Chief Bialk (Fire Department)

- Call volume is back to pre-COVID numbers, and slightly elevated.
- Battalion Chief Boetcher started last week and is working with Batallion Chief Ackley and Batallion Chief Schneider before working his own 24 hour shifts. After Batallion Chief Boetcher is on his own there will be a swearing in ceremony for the three Batallion Chiefs.
- There continue to be meetings regarding shared services within Ozaukee County.

5. Review/Certify Eligibility List for Fire Department Recruits

Batallion Chief Ackley discussed the three proposed recruits' information and qualifications with commissioners.

Moved by Commissioner Michalski, seconded by Commissioner Nuernberg to approve/certify proposed Fire Department recruits. Motion approved by roll call vote (3/0).

Ayes: Nuernberg, Michalski, Pukaite

6. Adjourn

Meeting adjourned by Commissioner Pukaite at 8:14 AM.

Respectfully Submitted,
Melina Bowen



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Office of the City Clerk

BOARD OF REVIEW
Friday, September 10, 2021 - 8:00 AM
Christine Nuernberg Hall

Minutes

1) Call to Order, Roll Call

Chairman Franklin called the meeting to order at 8:00 AM.

Present:

Chair Scott Franklin

Vice Chair Maureen Baumann (left at 9:30 AM)

Board Member Steven Bersell

Board Member Daniel Lucht

Board Member Carol Zolot

Board Member Donald Chudnow -- **Absent**

Board Member Warner Jackson -- **Excused**

Also present: City Clerk Fochs, City Assessor Grota, City Attorney Sajdak, Administrative Assistant Vogel, Deputy Clerk Andrykowski, Carla J. Van Roo of U.S. Legal Support, and interested public.

2) Approve meeting minutes of April 27, 2021

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

MOVED BY: Board Member Baumann

SECONDED BY: Board Member Bersell

AYES: Franklin, Baumann, Bersell, Lucht, Zolot

3) Report of Board Member Certification/Training

City Clerk Fochs reported that all Members completed the Board of Review certification training in 2021 and meet the requirements set by State Statute. This was reported to the State as required.

4) Assessor's Year in Review Report

Assessor Grota provided a summary of the past year, i.e., the assessment-to-sale ratios and summary of reasons for change.

5) Accept Assessor Affidavit

Assessor Grota placed the affidavit into the record and it was accepted by the City Clerk. Totals for open book are unavailable and will be presented to the Board at the next meeting. His team spoke to approximately 3 percent of the residential property owners.

6) Hear and receive personal property assessment adjustments/corrections, if needed.

There were no adjustments/changes made to the 2021 assessment roll.

7) Approve 2020 assessment roll corrections

There was one correction on the 2020 assessment roll for Scott Siefert for a decrease of \$30,300 which resulted in a \$417.23 lower tax.

Motion to approve the one 2020 assessment roll correction.

RESULT: **Approved by Roll Call Vote [Unanimous]**

MOVED BY: Board Member Bersell

SECONDED BY: Board Member Lucht

AYES: Franklin, Baumann, Bersell, Lucht, Zolot

8) Members review and acceptance of 2021 assessment roll

Members reviewed the 2021 assessment rolls on-line.

Motion to accept the 2021 assessment roll.

RESULT: **Approved by Roll Call Vote [Unanimous]**

MOVED BY: Board Member Bersell

SECONDED BY: Board Member Baumann

AYES: Franklin, Baumann, Bersell, Lucht, Zolot

9) Hear/Take action on any requests for telephone/written testimony

The Board delayed a decision on telephone/written testimony until after Item 10, waivers to Circuit Court.

10) Hear/Take action on any requests for waivers to Circuit Court

Motion to waive the hearing of MMAC 150 Aurora to Circuit Court.

RESULT: **Approved by Roll Call Vote [Unanimous]**

MOVED BY: Board Member Bersell
SECONDED BY: Board Member Lucht

AYES: Franklin, Baumann, Bersell, Lucht, Zolot

Motion to waive the hearing of Daystar Properties LLC to Circuit Court.

RESULT: **Approved by Roll Call Vote [Unanimous]**
MOVED BY: Board Member Baumann
SECONDED BY: Board Member Lucht

AYES: Franklin, Baumann, Bersell, Lucht, Zolot

- 9) The only telephonic request was for MMAC 150 Aurora LLC in which the hearing was waived.
 11) Hear/Take action on any requests for waiver of 48-hour requirement

Motion to approve the 48-hour requirement for Craig Johnson at 1402 W. De La Warr Circle.

RESULT: **Approved by Roll Call Vote [Unanimous]**
MOVED BY: Board Member Bersell
SECONDED BY: Board Member Lucht

AYES: Franklin, Baumann, Bersell, Lucht, Zolot

Motion to approve the 48-hour requirement for Paul H. Apfelbach at 3903 W. Mequon Road.

RESULT: **Approved by Roll Call Vote [Unanimous]**
MOVED BY: Board Member Bersell
SECONDED BY: Board Member Zolot

AYES: Franklin, Baumann, Bersell, Lucht, Zolot

- 12) Hear and/or schedule property assessment objections

Hearing #1: Property Owner Thomas C. Pokorski
 Property Address: 10428 N. Applewood Court
 Tax ID: 15-154-002-6000

All parties testifying were sworn in by the City Clerk.

Motion to sustain the current assessment.

RESULT: **Approved by Roll Call Vote [4 to 1]**
MOVED BY: Board Member Zolot
SECONDED BY: Board Member Lucht

AYES: Baumann, Bersell, Lucht, Zolot
NAYS: Franklin

Hearing #2: Property Owner: Michael B. Schuster
 Property Address: 4106 W. Marseilles Drive
 Tax ID: 14-101-002-5000

All parties testifying were sworn in by the City Clerk.

Motion to sustain the current assessment.

RESULT: **Approved by Roll Call Vote [Unanimous]**
MOVED BY: Board Member Bersell
SECONDED BY: Board Member Lucht

AYES: Franklin, Baumann, Bersell, Lucht, Zolot

The Board recessed at 9:30 AM and returned in session at 9:40 AM.

Member Baumann left the proceedings at 9:30 AM.

Hearing #3: Property Owner: Patrick Hajduk
 Property Address: 11044 N. Wauwatosa Road
 Tax ID: 14-027-060-0800

All parties testifying were sworn in by the City Clerk.

Exhibit A was accepted into the record.

Motion to sustain the current assessment.

RESULT: **Approved by Roll Call Vote [Unanimous]**
MOVED BY: Board Member Zolot
SECONDED BY: Board Member Lucht

AYES: Franklin, Bersell, Lucht, Zolot
NOT PRESENT: Baumann

Hearing #4: Property Owner: Jeffrey and Ann E. Millard
 Property Address: 9937 N. River Road
 Tax ID: 14-050-140-6000

All parties testifying were sworn in by the Clerk.

Exhibit A was accepted into the record.

Motion to amend the assessment to \$154,600 Land + \$175,000 Improvements = \$329,600

RESULT: **Approved by Roll Call Vote [Unanimous]**
MOVED BY: Board Member Bersell
SECONDED BY: Chairman Franklin

AYES: Franklin, Bersell, Lucht, Zolot
NOT PRESENT: Baumann

Hearing #5: Property Owner: Svetlana Levy
 Property Address: 10830 N. Wyngate Trace
 Tax ID: 14-144-001-4000

All parties testifying were sworn in by the City Clerk.

Exhibit A was accepted into the record.

Motion to sustain the current assessment.

RESULT: **Approved by Roll Call Vote [Unanimous]**
MOVED BY: Board Member Bersell
SECONDED BY: Board Member Lucht

AYES: Franklin, Bersell, Lucht, Zolot
NOT PRESENT: Baumann

The Board recessed at 11:35 AM and returned in session at 11:40 AM.

Hearing #6: Property Owner: Peter M. Sommerhauser
 Property Address: 1593 W. Aster Woods Court
 Tax ID: 15-174-001-0000

All parties testifying were sworn in by the Clerk.

Exhibit A was accepted into the record.

Motion to sustain the current assessment.

RESULT: **Approved by Roll Call Vote [3 to 1]**
MOVED BY: Board Member Zolot
SECONDED BY: Board Member Lucht

AYES: Franklin, Lucht, Zolot
NAYS: Bersell
NOT PRESENT: Baumann

13) Schedule any further hearings

Further hearings are scheduled for Monday, September 13, 2021 at 8:00 AM.

14) Approve minutes of September 10, 2021 (if ready)

There are no minutes to approve at this time.

15) Adjourn, may be final adjournment unless additional dates are needed for additional cases

Motion to adjourn at 12:25 PM.

RESULT: Approved by Roll Call Vote [Unanimous]
MOVED BY: Board Member Bersell
SECONDED BY: Board Member Lucht

AYES: Franklin, Bersell, Lucht, Zolot
NOT PRESENT: Baumann

Respectfully Submitted,

Kathy Andrykowski
Deputy Clerk
Approved 09-13-21



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Office of the City Clerk

BOARD OF REVIEW
Monday, September 13, 2021
8:00 AM
Christine Nuernberg Hall

Minutes

1) Call to Order, Roll Call

Chairman Franklin called the meeting to order at 8:00 AM.

Present:

Chair Scott Franklin
Vice Chairman Maureen Baumann
Board Member Donald Chudnow
Board Member Daniel Lucht
Board Member Steve Bersell - Absent
Board Member Carol Zolot - Excused
Board Member Warner Jackson - Excused

Also present: City Clerk Fochs, City Assessor Grota, City Attorney Sajdak, Administrative Assistant Vogel, Deputy Clerk Andrykowski, Carla J. Van Roo of U.S. Legal Support, and interested public.

2) Approve meeting minutes of September 10, 2021

Prior to the meeting beginning the Clerk provided revised minutes to the Board. In addition to these revisions, there was one item to correct. On Page 3, change the first motion to read: "Motion to waive the hearing of Daystar Properties LLC to Circuit Court".

RESULT: **Approved as Amended by Voice Acclamation [3-0]**

MOVED BY: Board Member Baumann

SECONDED BY: Board Member Lucht

AYES: Franklin, Baumann, Lucht

ABSTAIN: Chudnow

3) Any Unfinished Business

Assessor Grota stated he will provide the Open Book statistics later in the meeting.

4) Hear any requests for waiver of 48-hour requirement

There were no requests for waiver presented to the Board.

5) Hear property assessment objections

All parties testifying were sworn in by the City Clerk.

Hearing #1: Property Owners: Mark Centgraf
 Property Address: 3412 W. Colette Court
 Parcel #: 14-095-072-6000
 Agent: Melissa Centgraf

Motion to accept the amended assessment of \$82,500 Land + \$285,000 Improvements = \$367,500.

RESULT: **Approved by Roll Call Vote [Unanimous]**

MOVED BY: Board Member Baumann

SECONDED BY: Board Member Chudnow

AYES: Franklin, Baumann, Lucht, Chudnow

Hearing #2: Property Owner: Michael and Katherine Cartwright
 Property Address: 10035 N. Miller Court
 Parcel #: 14-142-000-5000

All parties testifying were sworn in by the City Clerk.

Motion to sustain the current assessment.

RESULT: **Approved by Roll Call Vote [Unanimous]**

MOVED BY: Board Member Lucht

SECONDED BY: Board Member Chudnow

AYES: Franklin, Baumann, Lucht, Chudnow

Hearing #3: Property Owner: Craig Johnson
 Property Address: 1402 W. De La Warr Circle
 Parcel #: 15-128-001-4000

All parties testifying were sworn in by the City Clerk.

Motion to sustain the current assessment.

RESULT: **Approved by Roll Call Vote [Unanimous]**

MOVED BY: Board Member Lucht

SECONDED BY: Board Member Baumann

AYES: Franklin, Baumann, Lucht, Chudnow

The Board recessed at 9:10 AM and returned in session at 9:28 AM.

Hearing #4: Property Owner: Paul H. Apfelbach
 Property Address: 3903 W. Mequon Road
 Parcel #: 14-025-050-0400

All parties testifying were sworn in by the City Clerk.

Exhibit A was accepted into the record.

Motion to accept the amended assessment of \$123,700 Land + \$141,300 Improvements = \$265,000.

RESULT: Approved by Roll Call Vote [Unanimous]
MOVED BY: Board Member Baumann
SECONDED BY: Board Member Chudnow

AYES: Franklin, Baumann, Lucht, Chudnow

The Board recessed at 9:58 AM and returned in session at 10:03 AM.

Hearing #5: Property Owner: Shane Cigel
 Property Address: 9801 N. Courtland Drive
 Parcel #: 15-079-001-8000

All parties testifying were sworn in by the City Clerk.

Motion to sustain the current assessment.

RESULT: Approved by Roll Call Vote [Unanimous]
MOVED BY: Board Member Baumann
SECONDED BY: Board Member Chudnow

AYES: Franklin, Baumann, Lucht, Chudnow

6) Schedule any further hearings

There are no further hearings to be scheduled.

3) Assessor Grota summarized the 2021 Open Book period: There were 234 contacts. Of those 140 had adjustments for a variety of reasons. There were 57 sustained assessments and 37 inquiry only contacts

The Board recessed at 10:23 AM and returned in session at 10:45 AM.

- 7) Approve meeting minutes of September 13, 2021 (if ready)

Motion to approve the September 13, 2021 meeting minutes.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Board Member Lucht
SECONDED BY: Board Member Chudnow

AYES: **Franklin, Baumann, Lucht, Chudnow**

- 8) Adjourn, may be final adjournment unless additional dates are needed for additional cases

Motion to adjourn at 10:46 AM.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Board Member Baumann
SECONDED BY: Board Member Chudnow

AYES: **Franklin, Baumann, Lucht, Chudnow**

Respectfully Submitted,
Kathy Andrykowski
Deputy Clerk
Approved 09-13-21

ECONOMIC DEVELOPMENT BOARD**Tuesday, July 27, 2021****8:00 AM****Virtual Meeting****Minutes**

1) Call to Order, Roll Call

Present:

Chair Timothy Carr
Alderman Brian Parrish
Board Member James Baka
Board Member Dennis Engel
Board Member Daniel Gannon
Board Member Tracy Johnson
Board Member Michael Kramer
Board Member Jeff McLean
Board Member Bruce Sipiora
Board Member Andrew Petzold -- **Absent**

2) Approval of Meeting Minutes from June 29, 2021

It was suggested that the amount of equity that the applicant of the RLF put up should be included.
It was requested that the bank that provided the loan be checked to ensure it is the correct bank.

Action

Ald. Parrish made a motion to approve the meeting minutes from June 29, 2021.

Mr. McClean seconded the motion.

A voice vote was taken; vote passed (8-0)

RESULT:	Approved [Unanimous]
MOVED BY:	Alderman Parrish
SECONDED BY:	Board Member McLean
AYES:	Carr, Parrish, Baka, Engel, Gannon, Johnson, Kramer, McLean, Sipiora
ABSENT:	Petzold

3) Port Washington Road Redevelopment

Asst. Dir. Zader stated that a memo, map and spreadsheet are included in the Board packet along with the draft policy for TIF 4 and TIF 5. He explained that based on discussion at the May meeting he put together criteria for review. The draft policy has some track changes that are meant to illicit feedback from the Board.

He stated there are 4 tiers of incentives:

1. Current Fast-Track Formula – no change.
2. High Priority Sites – as shown on the map.
 - Desired uses in the district and a combination of different incentives that can be used; traditional cash grant to developer, Fast Track pay as you go or a loan.
 - Incentive cap of 20-30% of project cost. Board needs to decide on this.
3. Projects that would not meet the Fast-Track Formula that are outside the high priority sites; mainly for minor improvements:
 - Façade improvements
 - Site work (example: Steins)
4. Public Improvement – the Board needs to determine what part of the available funds should be used.

Staff needs the Board to provide feedback and to decide what incentives to offer as the Board will ultimately need support from the Council before moving forward.

Asst. Dir. Zader reviewed the targeted high priority sites as the Board has previously identified the two entrances into the city and that they believe there are better uses for these sites:

- US Bank site to the north and the north side of the Pavilions
- South end of Port Washington Road – 3 sites (Port Zedler Motel, Park Place multi-tenant building and multi-tenant building with the day care).
- A few other sites: Ferrante's, Sobelman's, Good Year – these sites are relatively small where optional incentives may be helpful for redevelopment or assemblage.

The Board discussed various sites, the priority sites and the opportunity for assemblage. There was feedback that most of the properties in this corridor need redevelopment, site or building improvements and not demolition; thus, new incentives should fit this scenario. Staff asked the Board for feedback on criteria that should be included in new incentives.

There was general discussion and questions by the Board.

Member Gannon stated he believes that a review of the criteria for the Fast-Track Formula is an appropriate next step as well as to determine whether there could be some reductions or increases in the current formula. He also believes that assemblage should be a priority factor. He added that beautification efforts should be a separate item as there may be other areas in the community that are also in need of these efforts.

4) Staff Updates

Dir. Tollefson gave an update on current projects:

- A few subdivisions final plats have been approved.
- Copps Industries in the Business Park is moving forward. They received an industrial revenue fund as a part of their project.
- Staff is receiving a lot of inquiries about additional redevelopment in Town Center for underutilized properties; generally, the loop around Weston and Buntrock.

5) Announcements

The next meeting is September 28, 2021, at 8:00 a.m. in person at City Hall.

6) Adjourn

Action

Chairman Carr made a motion to adjourn the meeting.

Mr. Gannon seconded the motion.

A voice vote was taken; vote passed (8-0)

Respectfully Submitted,

Kim Tollefson

Director of Community Development



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FESTIVALS COMMITTEE
Wednesday, August 11, 2021
6:30 PM
South Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Chair Vanessa Nerbun
Committee Member Janet Fussell
Committee Member Jenne Hohn
Committee Member Tracy Johnson
Committee Member Lisa Liljegren
Committee Member Christine McLean
Vice Chair Kirsten Hildebrand -- **Absent**
Committee Member Moshe Luchins -- **Absent**
Committee Member Miranda White -- **Absent**

Also Present: Executive Assistant Enea

2) Approval of Meeting Minutes

a. Minutes

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Committee Member Liljegren
SECONDED BY: Nerbun

AYES:	Nerbun, Fussell, Hohn, Johnson, Liljegren, McLean
ABSENT:	Hildebrand, Luchins, White

3) Vendor and Sponsor Updates

Supercuts had to drop out as a vendor due to staffing. Sommer's Automotive has not responded about being a sponsor. Will ask vendors if they are accepting cash, credit, or both when their confirmation emails are sent out. Still waiting for Yummy Bones and Blue Cow Creperie to submit their applications.

4) 9/11 Recognition Updates

Committee Chair Nerbun will order the American flag stickers from Amazon to give to attendees as they enter. The committee discussed a QR code on the posters to donate to the Mequon Community Foundation. The Homestead High School band has been finalized.

5) Logistics Updates

Cedarburg Road will close around 8:30 A.M. City staff sets up the day prior. Tape is put on the curb where everyone goes. Vendors come in between 9:30-11:30 A.M. Barricades are placed at each entrance at 11:30 A.M. We will have 2 golf carts and Police Reserves. All volunteers will wear yellow vests. Take-down is mainly by DPW. We will order latex gloves to help clear tables. Also need to order 15 bee traps. ATMs have been secured.

6) Children's Area Updates

Committee Chair Nerbun will follow-up with Brigit King about easels and tables for Children's Area. Still need to finalize KC Inflatables Contract and get balloon artist. Committee Chair Nerbun has 3 pop-up tents to use. YMCA is interested in participating, maybe doing a cardio activity for kids. Hula hoops or yoga was suggested as alternative activities.

7) Marketing/Communications

Yard signs will be ready for pick-up on 8/27. Place in prime locations. Committee member McLean will get banner permits completed. Committee Chair Nerbun will ask Committee Member White to make a hashtag for attendees to post their pictures to. The Committee discussed counting people as they entered and doing a give-a-way as an incentive for them to take a survey.

8) Volunteer Recruitment

Jim Young from Shorewest has 4 volunteers to work the Children's Area. Sign-Up Genius has been created for other volunteers to sign-up and went out in the 8/20 Weekly Bulletin. The Committee Members signed up for the shifts they wanted.

9) Next Meeting Date and Time

9/2/2021 at 6:30 P.M.

10) Adjourn

Committee Member Fussell moved to adjourn at 7:51 P.M. and Committee Chair Nerbun seconded.

Respectfully Submitted,

Carrie Enea



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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE

Tuesday, August 10, 2021

7:00 PM

North Conference Room

Minutes

I) Call to Order, Roll Call

Present:

Alderman Jeffrey Hansher
Alderman Glenn Bushee
Alderman Robert Strzelczyk
Mayor John Wirth

Also Present: City Administrator Jones, City Clerk Fochs, Acting Finance Director Keyser, City Attorney Sajdak, Executive Assistant Enea, Cooper Prindell, and Ken Zganjar

II) Approve Meeting Minutes

a. July 13, 2021 Finance & Personnel Meeting Minutes

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Bushee

AYES: Hansher, Bushee, Strzelczyk
--

III) License Applications

a. August 2021 Licenses

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

MOVED BY: Alderman Hansher

SECONDED BY: Alderman Bushee

AYES: Hansher, Bushee, Strzelczyk
--

IV) Vouchers for Payment

a. July 2021 Voucher Approval List

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

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Hansher

Attachment: F & P minutes_08-10-21 (6690 : Finance-Personnel Committee meeting minutes of August 10, 2021)

AYES: Hansher, Bushee, Strzelczyk

V) Resolutions

Action requested: review and recommend approval

- a. **RESOLUTION 3872** A Resolution Authorizing the Collateral Assignment of the Development Agreement with Blue Ribbon Self Storage III, LLC to First Midwest Bank

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

Moved BY: Alderman Strzelczyk

SECONDED BY: Alderman Hansher

AYES: Hansher, Bushee, Strzelczyk

VI) Discussion Items

- a. 2021 YTD Investment Report as of 6/30/2021

Acting Finance Director Keyser reported that the City is doing alright with its investments, but not as good as last year. The Committee asked to invite Dana Investments to give a presentation after the third quarter ends.

- b. 2021 Q2 YTD Budget (Unaudited)

Acting Finance Director Keyser reported that public safety revenues and investment interest were both only at about a 14% YTD in accordance with the approved budget. There is some lag time with public safety fees, specifically ambulance revenues. All of the other revenue categories are doing well through quarter two. Overall, expenditures are below the 50% mark. A few departments are over the 50% mark, but it is to be expected at this point in the fiscal year.

The Committee did not have any further questions.

- c. Finance & Personnel Work Plan

Alderman Bushee asked about accepting credit card payments at City Hall. City Administrator Jones expressed the Finance Department has been without a Finance Director since May, thus has not had ample time to devote to this project. It is on the list to start again once the new Director has started and comfortable in the position.

VII) Adjourn

Motion to adjourn at 7:18 PM.

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

Moved BY: Alderman Bushee

SECONDED BY: Alderman Strzelczyk

AYES: Hansher, Bushee, Strzelczyk

Respectfully Submitted,
Carrie Enea



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Public Works Department

Joint Mequon-Thiensville Bike and Pedestrian Way Commission

Thursday, August 12, 2021

9:00 AM

North Conference Room

Minutes

1. Call to Order, Roll Call

Chair Azinger called the meeting to order at 9:04 AM.

Present:

Chair T. Azinger
Commissioner Jim Doornek
Commissioner Ron Heinritz
Commissioner Rob Holyoke
Commissioner John Liegeois

Absent:

Commissioner Kathryn Beiser
Commissioner Kristin Wade

Also present were Director of Public Works/City Engineer Lundeen, and Administrative Assistant Deuster.

2. Approval of Meeting Minutes

a. June 3, 2021 Minutes

RESULT: **Approved [Unanimous]**

MOVED BY: Commissioner Heinritz

SECONDED BY: Holyoke

AYES: Azinger, Doornek, Heinritz, Holyoke, Liegeois

NOT PRESENT: Beiser, Wade

3. Resident Communications

Chair Azinger noted no one present for this item.

4. Discussion/Action Items

a. Bike Safety Brochure

Chair Azinger stated after approval from the City Attorney member Wade would print the brochure and funding assistance from chair Azinger. The brochures will be available at City

Hall, Police Department, and any other bike events. The commission has not done the Arbor Day festival in the past two years but anticipate it will be back this coming year. It will also be posted along the Ozaukee Interurban Bike Trail.

b. Annual Review of the 2010-2030 Bike and Pedestrian Way Commission Recommendations

a. Annual Review of 2010-2030 Bike and Pedestrian Way Commission Recommendations

The commission voted in the previous meeting to have priority #16, Connection 400-500 block Main St to OIT, to priority item #3.

5. Other Business

Director of Public Works/City Engineer Lundeen discussed the modified approval from WisDOT on the OIT that needs to go back to Common Council for approval. WisDOT rejected items the city had requested changed. The rejections were no flashing signals as this would cause issues with the lights at the railroad tracks, no reduction of lanes to 8ft and only to allow reduction to 3 ft. They are allowing for dynamic speed boards. If the city chooses to conform to WisDOT's changes, then it would be fine to move forward since there is a design approval. Once the packet is released for the meeting to discuss this, the commission could make a recommendation or individually make a recommendation at the meeting.

Director of Public Works/City Engineer Lundeen also informed the commission of a plan to monthly modify and update the 2010-2030 Bikeway Plan, dissecting sections at a time to create a newer version of the plan. Along with having a running agenda item on the road program and bike lanes, budget discussion.

The board also discussed concerns with the sidewalks on Buntrock Ave, sidewalks in subdivisions that do not get plowed creating issues for bikers, and a sidewalk plan for Wauwatosa Road from Solar Heights to Heron Pond.

6. Adjourn

a. Motion to Adjourn at 9:57 PM.

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Holyoke

SECONDED BY: Commissioner Heinritz

AYES: Azinger, Doornek, Heinritz, Holyoke, Liegeois

Respectfully Submitted,

Casey Deuster



11333 N. Cedarburg Road
Mequon, WI 53092
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Fax: 262-242-1580

www.ci.mequon.wi.us

Water Utility
Taped and Televised

MEQUON MUNICIPAL WATER UTILITY COMMISSION

Tuesday, August 10, 2021

7:30 PM

Christine Nuernberg Hall

Minutes

1) Call to Order, Roll Call

Commissioner Wirth Called the Meeting to Order at 7:30 PM.

Present:

Commissioner John Wirth
Commissioner Robert Strzelczyk
Commissioner Glenn Bushee
Commissioner Dale Mayr
Commissioner Jeffrey Hansher
Commissioner Mark Gierl
Commissioner Brian Parrish
Commissioner Kathleen Schneider
Commissioner Andrew Nerbun

Also present were City Administrator Jones, City Attorney Sajdak, Director of Public Works/City Engineer Lundeen, Deputy Director of Utilities Driscoll, Water Utility/City Water LLC Director of Operations Voigt, and Administrative Assistant Deuster.

2) Approval of Meeting Minutes

a. June, 08 2021 Minutes

RESULT: **Approved [Unanimous]**

MOVED BY: Commissioner Strzelczyk

SECONDED BY: Commissioner Schneider

AYES:	Wirth, Strzelczyk, Bushee, Mayr, Hansher, Gierl, Parrish, Schneider, Nerbun
--------------	---

3) Action Item

- a. **RESOLUTION 3871** A Resolution Approving a State/Municipal Maintenance Agreement (SMMA) and Three State/Municipal Financial Agreements (SMFA) for a State-Let Highway Project with the Wisconsin Department of Transportation for the County Line Road and Mequon Road Interchanges

RESULT: **Approved [Unanimous]**

MOVED BY: Commissioner Nerbun

SECONDED BY: Commissioner Strzelczyk

AYES: Wirth, Strzelczyk, Bushee, Mayr, Hansher, Gierl, Parrish, Schneider, Nerbun

4) Adjourn

- a. Motion to Adjourn at 7:31 PM.

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

MOVED BY: Commissioner Hansher

SECONDED BY: Commissioner Parrish

AYES: Wirth, Strzelczyk, Bushee, Mayr, Hansher, Gierl, Parrish, Schneider, Nerbun

Respectfully Submitted,

Casey Deuster
Administrative Assistant



See Agenda Packet for
Login and Complete Packet Details
Mequon, WI 53092
Phone: 262-236-2918
Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Parks and Operations

PARK AND OPEN SPACE BOARD

Wednesday, July 21, 2021

6:30 PM

Virtual Meeting

Minutes

1) Call to Order, Roll Call

Vice Chair Cain called the meeting to order at 6:30PM.

Present:

Vice Chair Jason Cain

Board Member James Lysaught

Board Member Breanne Plier

Alderman Kathleen Schneider

Board Member Anton Usowski

Board Member Gerald Vite

Board Member Joseph Branch -- **Absent**

Board Member Peter Bratt -- **Absent**

Board Member Geoffery Hurtado -- **Excused**

Alternate Alderman Brian Parrish -- **Excused**

Also present were Parks and Forestry Superintendent Gies, and Administrative Assistant Deuster.

2) Approval of Meeting Minutes

a. June 23, 2021 Minutes

RESULT: **Approved [Unanimous]**

MOVED BY: Board Member Lysaught

SECONDED BY: Board Member Vite

AYES: Cain, Lysaught, Plier, Schneider, Usowski, Vite
--

3) Action Item

Discussion and Possible Action

- a. **RESOLUTION 3868** A Resolution Awarding the Architectural/Engineering Design Services for a Combined Restroom, Concession and Storage Facility at Lemke Park to Contract to Kueny Architects, L.L.C. Pleasant Prairie, Wisconsin in an Amount not to exceed \$38,000.

Parks and Forestry Superintendent Gies provided the board with a summary of the subcommittees decision to award the contract to Kueny Architects.

RESULT: **Approved [Unanimous]**

MOVED BY: Board Member Vite

SECONDED BY: Alderman Schneider

AYES: Cain, Lysaught, Plier, Schneider, Usowski, Vite

- b. 2022 Budget Requests

Parks and Forestry Superintendent Gies informed the committee of the spreadsheet breakdown from the facilities assessment costs for the budget.

Alderman Schneider stated with the staffing ask there should be more information on what the person would do, what type of position and how this would improve the parks.

The board approved the budget request with a conditional approval including any edits or changes.

RESULT: **Approved [Unanimous]**

MOVED BY: Board Member Vite

SECONDED BY: Board Member Lysaught

AYES: Cain, Lysaught, Plier, Schneider, Usowski, Vite

4) Parks and Forestry Superintendent Report

- a. Parks and Forestry Superintendent Report

- b. 2021 Work Plan

5) Motion to Adjourn at 6:58 PM.

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

MOVED BY: Board Member Vite

SECONDED BY: Alderman Schneider

AYES: Cain, Lysaught, Plier, Schneider, Usowski, Vite

Respectfully Submitted,

Casey Deuster
Administrative Assistant



See Agenda Packet for
Login and Complete Packet Details
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Department of Community Development
Taped and Televised

PLANNING COMMISSION

Regular Meeting

Monday, July 26, 2021

6:00 PM

Virtual Meeting

Minutes

1) Call to Order, Roll Call

Present:

Chair John Wirth
Commissioner Martin Choren
Commissioner Rick Lemke
Commissioner James Schaefer
Commissioner John Stoker
Alderman Robert Strzelczyk - **Absent**
Commissioner Rebecca Schaefer - **Absent**
Commissioner Dan Gentges - **Absent**
Commissioner Joe Goldberger - **Absent**
Alternate Stephanie Hawley - **Absent**
Alternate Gregg Bach - **Absent**

a) Approval of Minutes from June 28, 2021

Action

Commissioner Stoker made a motion to approve the June 28, 2021, meeting minutes.

Commissioner Choren seconded the motion.

A voice vote was taken; voted passed (5-0)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John Stoker, Commissioner
SECONDER:	Martin Choren, Commissioner
AYES:	Wirth, Choren, Lemke, J. Schaefer, Stoker
ABSENT:	Strzelczyk, Bach, Gentges, Goldberger, Hawley, R. Schaefer

Attachment: Planning Comm_07-26-21 (6685 : Planning Commission meeting minutes of July 26, 2021)

2) Public Hearing/Consent Agenda

- a) Canfield Buildings for Cedar Stone Equine Center. The applicant is seeking conditional use grant amendment and accessory structure exceeding 1,000 sq. f. approval to allow for two new buildings (storage building and run-in shelter building) for the property located at 14111-14115 N. Cedarburg Road (Public Hearing).

Action

Commissioner J. Schaefer made a motion to open a public hearing.

Commissioner Stoker seconded the motion.

A voice vote was taken; voted passed (5-0)

No public comment.

Action

Commissioner Stoker made a motion to close the public hearing.

Commissioner J. Schaefer seconded the motion.

A voice vote was taken; voted passed (5-0)

3) Consent Agenda

- a) Pinnacle Engineering Group for Lakeshore Estates. The applicant is seeking final plat approval to allow for a 9-lot subdivision for the property located at the southwest corner of Lakeshore Drive and Pioneer Road.
- b) Lakeside Development Mequon, LLC. The applicant is seeking final plat approval for a proposed 23 single-family home development for the property located immediately east of 11050 N. Weston Drive (Residence at Foxtown).
- c) Wade Weissman Architecture for Grebe. The applicant is seeking setback waiver approval for a proposed addition to the existing house for the property located at 11417 N. Spring Avenue.

Action

Commissioner Choren made a motion to approve the 4 consent agenda items.

Commissioner J. Schaefer seconded the motion.

A voice vote was taken; voted passed (5-0)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Martin Choren, Commissioner
SECONDER:	James Schaefer, Commissioner
AYES:	Wirth, Choren, Lemke, J. Schaefer, Stoker
ABSENT:	Strzelczyk, Bach, Gentges, Goldberger, Hawley, R. Schaefer

4) Announcements

The next meeting is Monday, September 27, 2021, at 6:00 p.m. and the meeting will be in person without a hybrid option.

5) Adjourn**Action**

Commissioner Stoker made a motion to adjourn the meeting.

Commissioner Lemke seconded the motion.

A voice vote was taken; voted passed (5-0)

Respectfully Submitted,

Jac Zader



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Office of the City Administrator

PUBLIC WELFARE COMMITTEE

Tuesday, August 10, 2021

6:00 PM

Lower Conference Room

Minutes

1) Call to Order

Present:

Chair Mark Gierl
Alderman Glenn Bushee
Alderman Kathleen Schneider

Also Present: City Administrator Jones, Assistant City Administrator Schoenemann, City Attorney Sajdak, Assistant Community Development Director Zader, Inspections Supervisor Hadley, Executive Assistant Enea, and Cooper Prindell

2) Minutes

1. Minutes

RESULT: Approved by Voice Acclamation [Unanimous]

MOVED BY: Alderman Schneider

SECONDED BY: Alderman Gierl

AYES: Gierl, Bushee, Schneider

3) Ordinances

Action requested: review and recommend approval

a. Electronic Meetings for Common Council and Planning Commission

City Attorney Sajdak presented his recommendations of allowing for virtual/hybrid meetings, using other locations besides City Hall, and attendance to be by electronic means. The general rule of attendance allowing for 3 absences per year might be considered excessive. Alderman Bushee suggested allowing 2 members to be absent per meeting, first-come first-serve to sign-up.

b. Chapter II and Article IV - Administration of City Operations

City Administrator Jones suggested changing the language regarding the suspension of an employee, as currently, proposed suspensions must be considered by the Finance-Personnel Committee. Also, all salaries are set by the Administration Office, not in consultation with the Mayor. Currently, a monthly report is not filed but rather staff publishes a Weekly

Bulletin. Alderwoman Schneider did not think a yearly report was enough to give an evaluation. Alderman Bushee stated how the Finance-Personnel Committee were provided with quarterly numbers, maybe that system would work here. City Administrator Jones will prepare proposed amendments for consideration at a future meeting..

4) Discussion Items

a. **RESOLUTION 3875** Informational Item Related to Home Irrigation Systems

The City currently does not monitor how many irrigation systems are in use by homeowners. The Finance Department provided information that on average 6,000 gallons of water per person per quarter are used. Alderman Gierl did some research and found that a typical irrigation system uses 13 gallons per minute per zone (1/4 acre). That would translate to 4,160 gallons per week or 54,080 per quarter. All agreed that was a wasteful drain on the Aquifer. A discussion then took place regarding some solutions which included education of residents, a questionnaire, producing annual articles, watering on alternate dates, requiring a permit to install (like Waukesha), and having the DNR take water samples to measure the problem. For the next meeting, it will be determined how much it costs for the DNR to take samples and City staff will examine the impact into implementing permits.

b. Composting Plan

Moved to next meeting.

5) Information Items

a. Work Calendar

6) Adjourn

1. Motion to adjourn at 7:02 PM.

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

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Gierl

AYES:	Gierl, Bushee, Schneider
--------------	--------------------------

Respectfully Submitted,

Carrie Enea



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Public Works Department

PUBLIC WORKS COMMITTEE

Tuesday, August 10, 2021

6:45 PM

South Conference Room

Minutes

1) Call to Order, Roll Call

Chair Mayr called the meeting to order at 6:45 PM.

Present:

Chair Dale Mayr

Alderman Andrew Nerbun

Alderman Brian Parrish

Also present were Director of Public Works/City Engineer Lundeen, Deputy Director of Public Works Weyker, Assistant City Engineer McCraw, Fleet Superintendent Zeller, Parks and Forestry Superintendent Gies, and Administrative Assistant Deuster.

2) Approval of Minutes

a. July 13, 2021

RESULT: **Approved [Unanimous]**

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Nerbun

AYES: Mayr, Nerbun, Parrish

3) Resolutions

Action requested: review and recommend approval

- a. **RESOLUTION 3868** A Resolution Awarding an Architectural/Engineering Design Services Contract for a Combined Restroom, Concession and Storage Facility at Lemke Park to Kueny Architects, L.L.C. of Pleasant Prairie, Wisconsin in an Amount Not-to-Exceed \$38,000

Parks and Forestry Superintendent Gies stated when the Park and Open Space Board completed their Park and Open Space Plan update in 2019, this was an item that came back in the public survey that there was interest to have a public bathroom at Lemke Park to service a lot of stakeholder users of the park. Lemke park is considered one of our four community parks. The National Parks standards state in order to be considered a community park it would have restroom or some type of facility. There currently is a pavilion on site,

this would accentuate the use of the facility. There will be a cost analysis based on the proposal from Kueny Architects that would give the city the revenue generation from that building. This design would provide for marketing to raise funds for the construction.

Alderman Mayr inquired where sanitary sewer service was in the area.

Director of Public Works/City Engineer Lundeen stated the park is not in the sewer service area. There is sewer in Huntington Park, but there are existing capacity issues.

Alderman Parrish stated while being on the Park and Open Space Board he agreed this was a priority, but also there was a priority with the strategic planning coming up that there is interest in the Civic Campus and moving that forward as well. The main concern he had was moving this forward to have the design sit on the shelf waiting for construction to be moved forward.

Parks and Forestry Superintendent Gies stated the Board understands that there is interest on the Civic Campus and that there has been communication with the Mequon Community Foundation to work through fundraising. At this time there is an expiration on the Impact Fees of five years and some have been close in ending.

RESULT: **Approved [Unanimous]**

MOVED BY: Alderman Nerbun

SECONDED BY: Alderman Parrish

AYES: Mayr, Nerbun, Parrish

- b. **RESOLUTION 3870** A Resolution Granting a Permanent Easement to WE Energies for Installation of New Electrical Cables at the City's Department of Public Works Facility at 10800 North Industrial Drive

Director of Public Works/City Engineer Lundeen informed the committee this is an easement to create room for a new line for We Energies to replace one that has been failing. It is on the northern part of the DPW parcel in the building setback, so in an area that we would otherwise not be able to utilize. We Energies has gone through the process to verify any utility conflicts and are otherwise requesting the easement. They have access at the northeast corner of the property and should not have any post construction conflicts.

RESULT: **Approved [Unanimous]**

MOVED BY: Alderman Nerbun

SECONDED BY: Alderman Parrish

AYES: Mayr, Nerbun, Parrish

- c. **RESOLUTION 3871** A Resolution Approving a State/Municipal Maintenance Agreement (SMMA) and Three State/Municipal Financial Agreements (SMFA) for a State-Let Highway Project with the Wisconsin Department of Transportation for the County Line Road and Mequon Road Interchanges

Director of Public Works/City Engineer Lundeen stated this is a resolution to cover four agreements. In Public Works staff is looking for consideration and recommendation for the State Municipal Maintenance Agreement (SMMA) which applies to sidewalks. WisDOT's design mandates to include sidewalks which results in the requirement for the local jurisdiction to accept maintenance responsibility for sidewalks. In Mequon, sidewalks are proposed at Highland Road and County Line Road, within Ozaukee County jurisdiction at Port Washington Road, and the state at Mequon Road. The state does not maintain sidewalks nor does the County so they would assign responsibility to local municipality which is Mequon. Staff is requesting if the maintenance agreement is approved, that it be followed with a sidewalk policy discussion, as the City is not outfitted to maintain that amount of sidewalk and would need to visit the conversations of how the city would be able to maintain the sidewalk and the level of service impacts.

Alderman Parrish indicated with the increase of pedestrians in the area, the city should look into additional signage or crosswalks to improve safety in the area.

Alderman Nerbun inquired on Port Washington Lane and west of I-43 on County Line Road and indicated sidewalks are not needed and would not lead to anything for a connection.

Director of Public Works/City Engineer Lundeen stated the connection along Port Washington Road was requested by the Joint M-T Bikeway Commission with the reconstruction of Port Washington Road. Since it is included in the I-43 project the connection was specifically requested, there is a path that would eventually lead to a connection to the Oak Leaf Trail. It was specifically requested and is unlikely what the city would have is a redundant path unless something significantly changed.

Alderman Nerbun made the motion to approve the resolution, conditioned on the removal of sidewalks at the County Line Road and Port Washington Lane intersection, specifically the west side of the intersection on the north and south sides of County Line Road.

RESULT: **Approved [Unanimous]**

MOVED BY: Alderman Nerbun

SECONDED BY: Alderman Parrish

AYES:	Mayr, Nerbun, Parrish
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- d. **RESOLUTION 3873** A Resolution Approving the Following Items: A) The Purchase of a John Deere 624P Loader from Brooks Tractor, Milwaukee, Wisconsin in the Amount of \$232,043; B) The Purchase of Associated Plow & Wing Attachments from Universal Truck Equipment, Inc., Galesville, Wisconsin in the Amount of \$35,947; and C) The Transfer of \$228,715 from Various Department of Public Works Operating Accounts to the Department's Equipment Replacement Account

RESULT: **Approved [Unanimous]**

MOVED BY: Alderman Parrish

SECONDED BY: Alderman Nerbun

AYES: Mayr, Nerbun, Parrish

4) Discussion Items

Discussion and Possible Action

- a. Wisconsin Department of Transportation Presentation on the I-43 North/South Corridor Project
- b. 2021 Drainage Capital Improvement Program - Administrative Update and Upcoming Prioritization Meeting

Director of Public Works/City Engineer Lundeen stated in 2020 the city took a pause on the CIP plan, in the past residents receive a letter notifying them of the upcoming meeting and what their prioritization is on the list that is generated by staff, inviting them to attend the meeting. Staff is looking for a recommendation of when the Public Works Committee would like to hold the public meeting for the drainage CIP. This meeting is typically held on a non-council night due to the amount of residents in attendance.

The board discussed dates and agreed to hold it on a non-council night.

- c. Enhanced Fence on Mequon Road Bridge Over the Milwaukee River

Deputy Director of Public Works Weyker stated WisDOT would be happy to add signage on the bridge if the City will pay for and maintain it. WisDOT did indicate in 2028 there are plans for improvements on Mequon Road.

The Committee clarified that the concern relates to the vehicle and pedestrian interface at the bridge and requested that staff take further action.

- d. No Engine Braking Signs on Mequon Rd

- e. 2021 Work Plan (8.10.21)

Alderman Mayr inquired on having more information provided on the Wasaukee/Freistadt road from the work Germantown is doing.

5) Motion to Adjourn at 7:28 PM.

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

MOVED BY: Alderman Nerbun

SECONDED BY: Alderman Parrish

AYES: Mayr, Nerbun, Parrish

Respectfully Submitted,
Casey Deuster
Administrative Assistant



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Office of Community Development

TO: Common Council
FROM: Kim Tollefson, Director of Community Development
DATE: October 12, 2021
SUBJECT: RESOLUTION 3881 A Resolution Approving A Certified Survey Map in Connection with the Dedication of Approximately 1.58 Acres of Public Right-of-Way Along the Northwest Corner of Granville and Donges Bay Roads

Background

The certified survey map is being forwarded to the Common Council for final approval due to the dedication of right-of-way. The result of the certified survey serves to dedicate public road right-of-way of approximately 19,269 square feet along Granville Road and 49,496 square feet along Donges Bay Road. Under state law, the Common Council must approve any dedication of road right-of-way. Accordingly, it is recommended that the Common Council approve the attached certified survey map and resulting road dedication.

Fiscal Impact

This proposed resolution is fiscally neutral.

Recommendation

The Planning Commission recommended approval on September 27, 2021, by a vote of 8-0.

Attachments:

Certified Survey Map (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3881

A Resolution Approving A Certified Survey Map in Connection with the Dedication of Approximately 1.58 Acres of Public Right-of-Way Along the Northwest Corner of Granville and Donges Bay Roads

RECITALS

A. The Planning Commission granted Certified Survey Map approval for the property on September 27, 2021.

B. The Certified Survey Map dedicates 19,269 square feet of public right-of-way along Granville Road and 49,496 square feet of public right-of-way along Donges Bay Road.

C. The Common Council desires to approve the Certified Survey Map and accept the dedication of public right-of-way shown therein.

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

1. The Certified Survey Map is hereby approved and the appropriate City officials are hereby authorized to sign this agreement upon the completion of all required conditions contained in the Planning Commission's approval on September 27, 2021.

2. The Certified Survey Map shall be recorded with the Ozaukee County Register of Deeds.

Approved by: John Wirth, Mayor

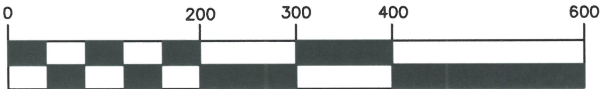
Date Approved: October 12, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on October 12, 2021.

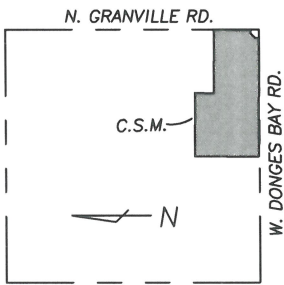
Caroline Fochs, City Clerk

CERTIFIED SURVEY MAP NO. _____

A DIVISION OF PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 30, TOWNSHIP 9 NORTH, RANGE 21 EAST, IN THE CITY OF MEQUON, OZAUKEE COUNTY, WISCONSIN.

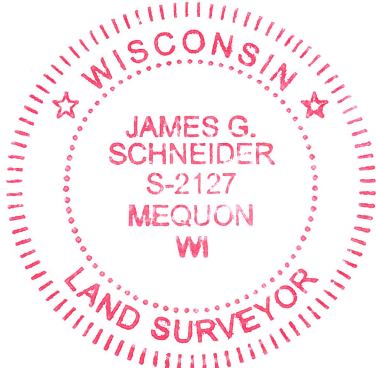


SCALE 1" = 200'



LOCATION MAP

SOUTHEAST 1/4 SEC. 30-9-21
(SCALE 1"=2000')



8-17-2021

OWNERS :

GEORGE & PATRICIA KASHOU
MARITAL TRUST
7047 W. RIDGEVIEW DRIVE
MEQUON, WI. 53092

NOTES :

1. THIS PROPERTY IS ALSO SUBJECT TO EASEMENTS OF RECORD.
2. THIS PROPERTY IS PRESENTLY ZONED R-1/OA (RURAL RESIDENTIAL DISTRICT / AGRICULTURAL OVERLAY)
3. SEE SHEET 2 OF 5 FOR WETLAND INFORMATION.

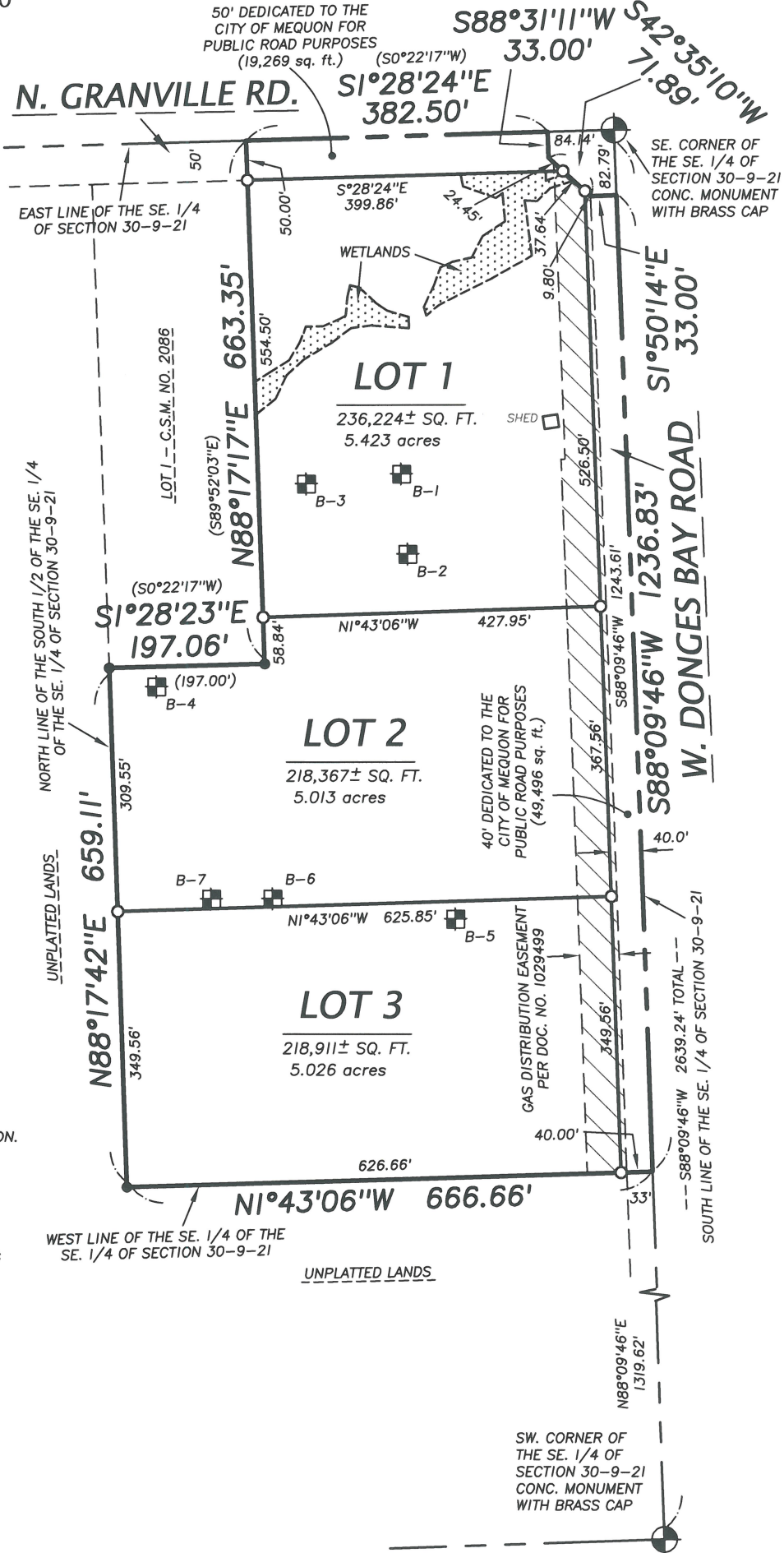
LEGEND

- - DENOTES 1.315"X18" STEEL PIPE WEIGHING 1.13 LBS. PER LINEAL FOOT (SET)
- - 3/4" REBAR (FOUND)
- ⊕ - DENOTES SOIL TEST LOCATION
- () - DENOTES ALSO RECORDED AS DIRECTION OR DISTANCE

ALL BEARINGS REFERENCED TO GRID NORTH OF THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE (SOUTH LINE OF THE SE. 1/4 OF SECTION 30-9-21, WHICH BEARS S88°09'46"W) (JAN. 2016 DATUM/NAD-83)

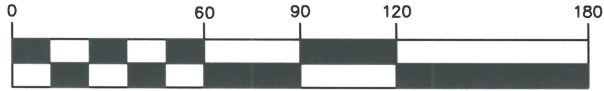


NORTH SHORE ENGINEERING, INC.
Consulting Engineers & Land Surveyors
11433 N. Port Washington Rd., Mequon, Wisconsin, 53092
(262) 241-9400 • FAX: (262) 241-5337
www.northshoreengineering.net



CERTIFIED SURVEY MAP NO. _____

A DIVISION OF PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 30, TOWNSHIP 9 NORTH, RANGE 21 EAST, IN THE CITY OF MEQUON, OZAUKEE COUNTY, WISCONSIN.

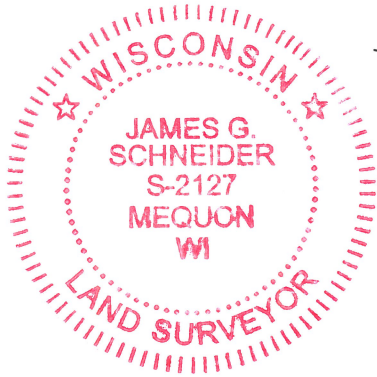
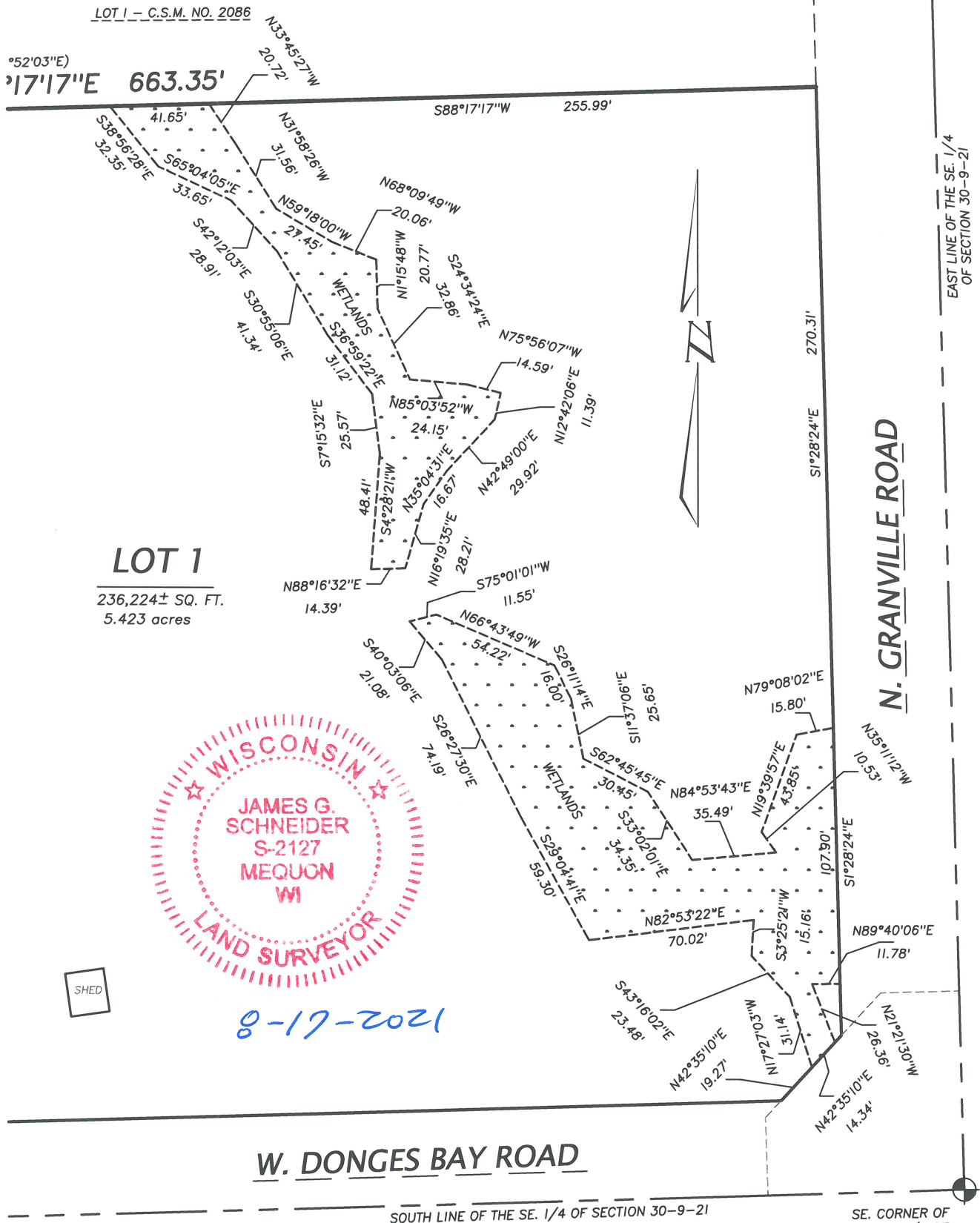


SCALE 1" = 60'



NORTH SHORE ENGINEERING, INC.
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WETLAND EXHIBIT



8-17-2021

CERTIFIED SURVEY MAP NO. _____

A DIVISION OF PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF
SECTION 30, TOWN 9 NORTH, RANGE 21 EAST, IN THE CITY OF MEQUON,
OZAUKEE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, James G. Schneider, Professional Land Surveyor, do hereby certify:

THAT I have surveyed, divided and mapped the following parcel of land:

Part of the Southeast 1/4 of the Southeast 1/4 of Section 30, Township 9 North, Range 21 East, in the City of Mequon, Ozaukee County, Wisconsin, bounded and described as follows:

Commencing at the Southeast corner of the Southeast 1/4 of said Section 30; thence S88°09'46"W along the South line of said 1/4 Section and the centerline of W. Donges Bay Road, 82.79 feet to the point of beginning of lands to be described; thence continuing S88°09'46"W along the South line of said 1/4 Section and said centerline, 1,236.83 feet to the Southwest corner of the Southeast 1/4 of the Southeast 1/4 of said Section 30; thence N1°43'06"W along the West line of the Southeast 1/4 of the Southeast 1/4 of said Section 30, 666.66 feet to a point in the North line of the South 1/2 of the Southeast 1/4 of the Southeast 1/4 of said Section 30; thence N88°17'42"E along the North line of said South 1/2, 659.11 feet to the Northwest corner of Lot 1 of Certified Survey Map No. 2086; thence S1°28'23"E along the West line of said Lot 1, 197.06 feet to the Southwest corner of said Lot 1; thence N88°17'17"E along the South line of said Lot 1, 663.35 feet to a point in the East line of the Southeast 1/4 of said Section 30 and the centerline of N. Granville Road; thence S1°28'24"E along the East line of said 1/4 Section and said centerline, 382.50 feet; thence S88°31'11"W, 33.00 feet; thence S42°35'10"W, 71.89 feet; thence S1°50'14"E, 33.00 feet to the point of beginning.

Said lands containing 17.04 acres of land, more or less.

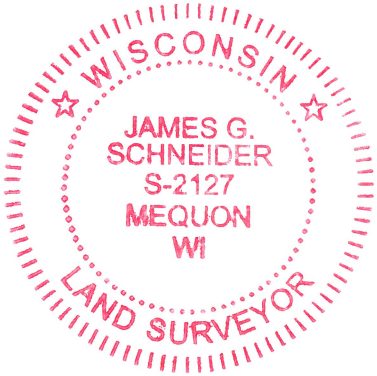
That I have made such survey, land division, and plat at the direction of George and Patricia A. Kashou Marital Trust, OWNER of said lands.

That such map is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

That I have complied with Section 236.34 of the Wisconsin Statutes and the requirements of the City of Mequon.

James G. Schneider S-2127

8-17-2021



This instrument was drafted by James G. Schneider

Attachment: Certified Survey Map (RESOLUTION 3881 : Kashou CSM)

CERTIFIED SURVEY MAP NO. _____

A DIVISION OF PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF
SECTION 30, TOWN 9 NORTH, RANGE 21 EAST, IN THE CITY OF MEQUON,
OZAUKEE COUNTY, WISCONSIN.

OWNER’S CERTIFICATE

We, George Kashou and Patricia A. Kashou, Trustees of the George and Patricia A. Kashou Marital Trust, OWNER, do hereby certify: THAT I have caused the lands described in the foregoing certificate of James G. Schneider, Surveyor, to be surveyed, divided, mapped and dedicated.

Witness

George Kashou, Trustee

Witness

Patricia A. Kashou, Trustee

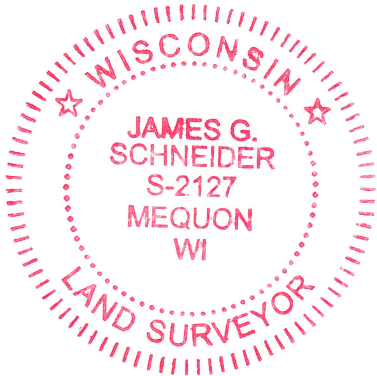
WITNESS the hand and seal of said OWNER on this _____ day of _____
20__.

STATE OF WISCONSIN)
OZAUKEE COUNTY)^{ss}

PERSONALLY came before me on this _____ day of _____, 20__
George Kashou and Patricia A. Kashou, to me known to be the person who executed
the foregoing certificate and acknowledged the same.

Notary Public

My Commission expires _____



This instrument was drafted by James G. Schneider

8-17-2021

Attachment: Certified Survey Map (RESOLUTION 3881 : Kashou CSM)

CERTIFIED SURVEY MAP NO. _____

A DIVISION OF PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF
SECTION 30, TOWN 9 NORTH, RANGE 21 EAST, IN THE CITY OF MEQUON,
OZAUKEE COUNTY, WISCONSIN.

CITY OF MEQUON PLAN COMMISSION APPROVAL

APPROVED by the City of Mequon Plan Commission on this _____ day of
_____ 20____.

Chairman

Secretary

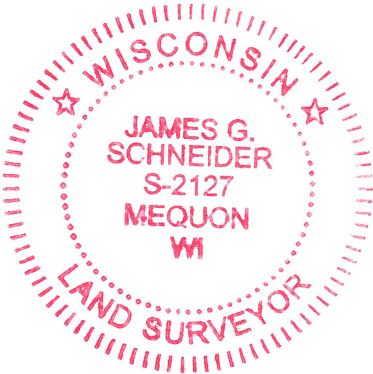
COMMON COUNCIL CERTIFICATE OF APPROVAL

I certify that this Certified Survey Map was approved under Resolution File No.
_____, adopted by the Common Council of Mequon on _____, and
does hereby accept the dedication of road right of way for N. Granville Road and W.
Donges Bay Road as depicted on face of this map.

City Clerk

Mayor

Attachment: Certified Survey Map (RESOLUTION 3881 : Kashou CSM)



This instrument was drafted by James G. Schneider

8-17-2021



11333 N. Cedarburg Road
 Mequon, WI 53092-1930
 Phone: 262-236-2914
 Fax: 262-242-9655

www.ci.mequon.wi.us

Office of City Clerk

TO: Common Council
FROM: Caroline Fochs, City Clerk
DATE: October 4, 2021
SUBJECT: ORDINANCE 2021-1598 An Ordinance Implementing Aldermanic Redistricting as a Result of the 2020 Census

Background

Every ten years a census is conducted nationwide. Once the data is compiled it is released to each of the states to draw new political lines for elected officials to reflect changes in population. The Counties are the first to draw County Supervisory lines. Once that process is complete, it is turned over to each municipality to draw ward and aldermanic district boundaries. Finally, the Legislature will complete the process by drawing Congressional and State Legislature lines. This process supports our system of representative democracy, grounded in the notion of equal representation in legislative bodies.

The objective of redistricting at the local level is to balance aldermanic districts due to population increases and decreases. Below is a summary of the population change per district from 2010 - 2020 in the City of Mequon.

Aldermanic District	2010 Population	2020 Population	Change
1	2,864	2,892	0.98%
2	2,735	2,892	5.74%
3	3,027	3,491	15.33%
4	3,026	3,613	19.40%
5	2,928	3,413	16.56%
6	2,851	2,992	4.95%
7	2,815	2,972	5.58%
8	2,886	2,877	-0.31%
Total	23,132	25,142	8.69%

Analysis

The City of Mequon has gained 2010 residents in the past 10 years and population shifts have impacted districts in varying ways, per the table above. Due to the increases and decreases, the aldermanic districts must be re-balanced. The City's 20 wards were approved and adopted at the October 12, 2021, Common Council meeting. Per Wis. Stats. § 62.08(1):

“Within 60 days after the wards have been readjusted under s. 5.15 (1) and (2) the common council of every city, ... shall redistrict the boundaries of its aldermanic

districts, by an ordinance introduced at a regular meeting of the council, published as a class 2 notice, under ch. 985, and thereafter adopted by a majority vote of all the members of the council, so that all aldermanic districts are as compact in area as possible and contain, as nearly as practicable by combining contiguous whole wards, an equal number of inhabitants according to the most recent decennial federal census of population.”

By grouping whole contiguous wards, eight aldermanic districts were drawn to the specifications above and comply with the desired deviation which is +/- 5%. The table on the following page illustrates this:

Aldermanic District	2021 Proposed District Population (Ideal Population 3143)	Deviation
1	3,029	-3.63
2	3,229	2.74
3	3,155	0.38
4	3,206	2.00
5	3,139	-.13
6	2,998	-4.61
7	3,090	1.69
8	3,296	4.87
Total	25,142	

The 20 wards have been assigned to the following Aldermanic Districts:

- District 1 Wards 1, 2, 3
- District 2 Wards 4, 5
- District 3 Wards 6, 7, 8
- District 4 Wards 9, 10, 11
- District 5 Wards 12, 13
- District 6 Wards, 14, 15, 16
- District 7 Wards 17, 18
- District 8 Wards 19, 20

Fiscal Impact

There is no fiscal impact to the City.

Recommendation

A recommendation is forthcoming from the Committee of the Whole on November 9, 2021.

Attachments:

Map Aldermanic (DOCX)

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2021-1598

An Ordinance Implementing Aldermanic Redistricting as a Result of the 2020 Census

RECITALS

A. Wis. Stat. § 62.08 provides that the Common Council shall redistrict the boundaries of its aldermanic districts within sixty (60) days after its ward boundaries have been readjusted as required by Wis. Stat. § 5.15.

B. Ward boundaries have been readjusted as required by law, pursuant to Resolution XXXX, that was adopted on October 12, 2021.

C. Wis. Stat. § 62.08 further specifies, among other things, that aldermanic districts must contain, as nearly as practicable, an equal number of inhabitants according to the most recent decennial federal census of population.

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

SECTION I

The aldermanic district map established and maintained in effect heretofore, is hereby repealed and recreated to readjust and relocate the boundaries of the City's eight (8) aldermanic districts as shown on the map attached hereto and incorporated herein by reference.

SECTION II

With the adoption of this ordinance, the City of Mequon will now have accomplished the preparation of a plan for division of the City into wards, and for redistricting the aldermanic districts, in accordance with State statutes, and such plan will become effective on January 1, 2022, and shall apply to all elections thereafter (including the 2022 spring primary if applicable and the spring election) until officially changed by the Common Council.

SECTION III

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 IV

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

SECTION V

This ordinance shall be in full force and effect upon its passage and on the day after December 31, 2021.

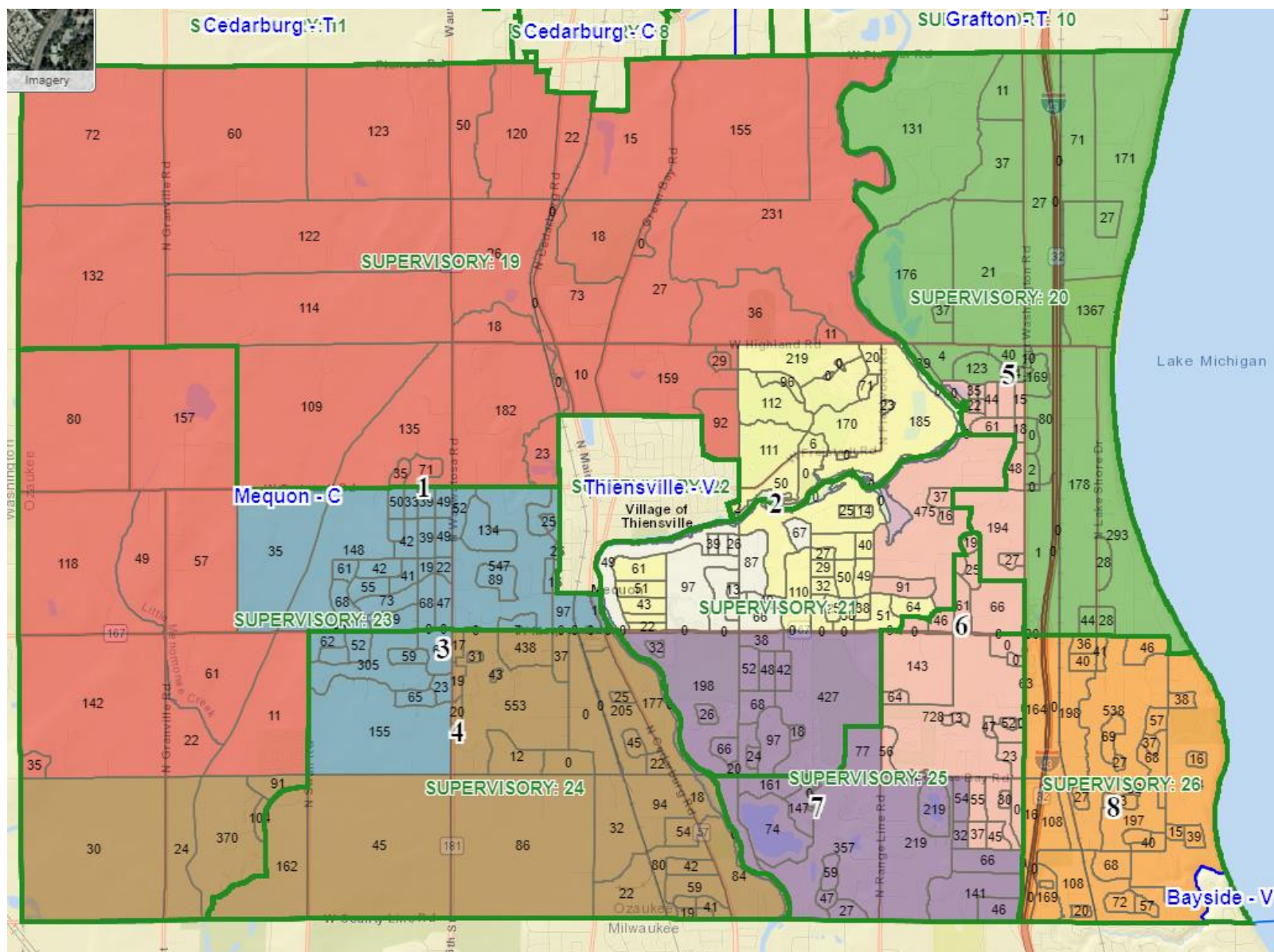
Approved by: John Wirth, Mayor

Date Approved: October 12, 2021

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on October 12, 2021.

Caroline Fochs, City Clerk

Published: _____



Attachment: Map Aldermanic (ORDINANCE 2021-1598 : Aldermanic Districts)



11333 N. Cedarburg Road
 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: October 12, 2021
SUBJECT: ORDINANCE 2021-1599 An Ordinance Approving an Amendment to the City Zoning Map within Chapter 58 of the Mequon Municipal Code, for the Properties Located at 11805 and 11915 N. Farmdale Road

Background

The property at 11805 N Farmdale Road is zoned R-1 (5-acre minimum rural residential) with an Agricultural Overlay. The property at 11915 N. Farmdale Road is zoned R-3 (1-acre minimum acre). The applicant owns both properties.

The rezoning affects two existing lots that are modified in parcel size and layout through a boundary line adjustment. The applicant proposes to adjust the boundary line between 11805 and 11915 N. Farmdale Road to meet the required 30-foot offset for the location of a proposed agricultural structure.

Analysis

The proposed boundary line adjustment will create split-zoned parcels since the properties have different zoning classifications. The rezoning recommendation is intended to keep consistent zoning for each parcel. The property at 11805 N. Farmdale Road will remain R-1/OA and the property at 11915 N. Farmdale Road will be remain R-3 after the boundary line adjustment. The proposed rezoning keeps the same conditions and will not change the use or character of the area.

Fiscal Impact

The project is fiscally neutral.

Recommendation

The Planning Commission recommend approval by a vote of 8-0 on September 27, 2021.

Attachments:

Zoning Map (PDF)

Concept Boundary Line Adjustment (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2021-1599

An Ordinance Approving an Amendment to the City Zoning Map within Chapter 58 of the Mequon Municipal Code, for the Properties Located at 11805 and 11915 N. Farmdale Road

RECITALS

A. The property at 11805 N Farmdale Road is zoned R-1 (5-acre minimum rural residential) with an Agricultural Overlay. The property at 11915 N. Farmdale Road is zoned R-3 (1-acre minimum acre).

B. The owner of both properties desires to modify the properties in parcel size and layout through a boundary line adjustment to meet the required 30-foot offset for the location of a proposed agricultural structure.

C. The proposed boundary line adjustment would create split-zoned parcels since the properties have different zoning classifications. The rezoning is requested to keep consistent zoning for each parcel.

D. The Planning Commission recommend approval by a vote of 8-0 on September 27, 2021.

C. Based upon the Planning Commission's recommendation and following the public hearing before the Common Council on the 9th day of November, 2021, the Common Council desires to rezone the property consistent with the conditions of the Commission's recommendation.

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

SECTION I

The existing and official City of Mequon district zoning maps are hereby amended so as to change the zoning classification of a portion of the property located at 11805 N. Farmdale from R-1/OA to R-3 (area rezoned to become part of 11915 N. Farmdale) and a portion of the property located at 11915 N. Farmdale Road from R-3 to R-1A (area rezoned to become part of 11805 N. Farmdale), subject to the following condition:

1. The R-3 property (11915 N. Farmdale Road) shall be a minimum of 1-acre in size after the road area is dedicated.

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: John Wirth, Mayor

Date Approved: October 12, 2021

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on October 12, 2021.

Caroline Fochs, City Clerk

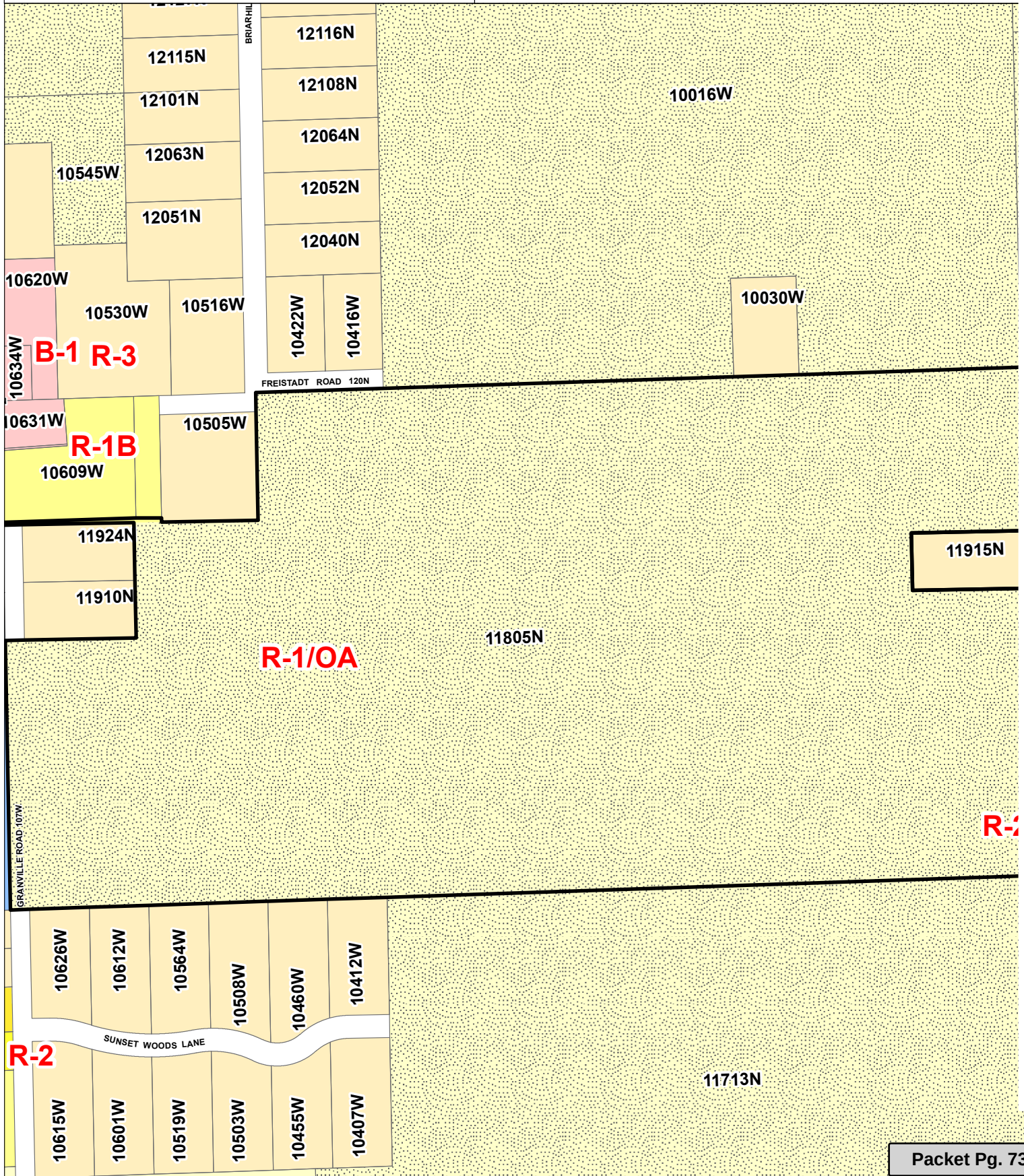
Published: _____

Schoessow

AC Arrival Corridor
A-1 Agricultural Preserve
A-2 General Agricultural
B-1 Neighborhood Business
B-2 Community Business
B-3 Office & Service Business
B-4 Business Park
B-5 Light Industrial
B-6 Rural Industrial
B-7 Rural Business
C-1 Shoreland/Wetland Conservancy
C-2 General Conservancy
CGO Central Growth Overlay
FFO Flood Fringe Overlay
FW Floodway
IPS Institutional & Public Service

LTD Limited Use
OA Agricultural Overlay
PUD Planned Unit Development Overlay
P-1 Park & Recreation
R-1 Single-Family Residential (5 Ac. Min.)
R-1B Single-Family Residential (2.5 Ac. Min.)
R-2 Single-Family Residential (2.0 Ac. Min.)
R-2B Single-Family Residential (1.5 Ac. Min.)
R-3 Single-Family Residential (1.0 Ac. Min.)
R-4 Single-Family Residential (3/4 Ac. Min.)
R-5 Single-Family Residential (1/2 Ac. Min.)
R-6 Single-Family Residential (4 du/Ac)
RM Multi-Family Residential
TC Town Center
TDR Transfer of Development Rights

7.o.2.a



Attachment: Zoning Map (ORDINANCE 2021-1599 : Schoessow Rezoning)

D & H LAND SURVEYS LLC
1628 GEORGIA AVENUE
SHEBOYGAN, WISCONSIN

PARCEL A
BEING PART OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 20,
T.09 N., R.21 E., CITY OF MEQUON, OZAUKEE COUNTY, WISCONSIN CONTAINING
10,952 SQ. FT. OF LAND AND DESCRIBED AS; COMMENCING AT THE NORTH QUARTER
CORNER SAID SECTION 20; THENCE S 01°09'18" E, 375.44 FEET
ALONG THE EAST LINE SAID NW 1/4; THENCE S 88°50'42" W., 33.00 FEET
TO THE POINT OF BEGINNING; THENCE CONTINUE S 88°50'42" W., 220.98 FEET.,
THENCE S 01°09'18" E., 49.56 FEET.,
THENCE N 88°50'42" E., 220.98 FEET; THENCE N 01°09'18" W., 49.56 FEET
TO THE POINT OF BEGINNING.
THE ABOVE DESCRIBED PARCEL A TO BE MERGE IN TITLE WITH
TAX PARCEL NUMBER 14-020-05-001.00AS RECORDED IN DOCUMENT NUMBER 1093900.

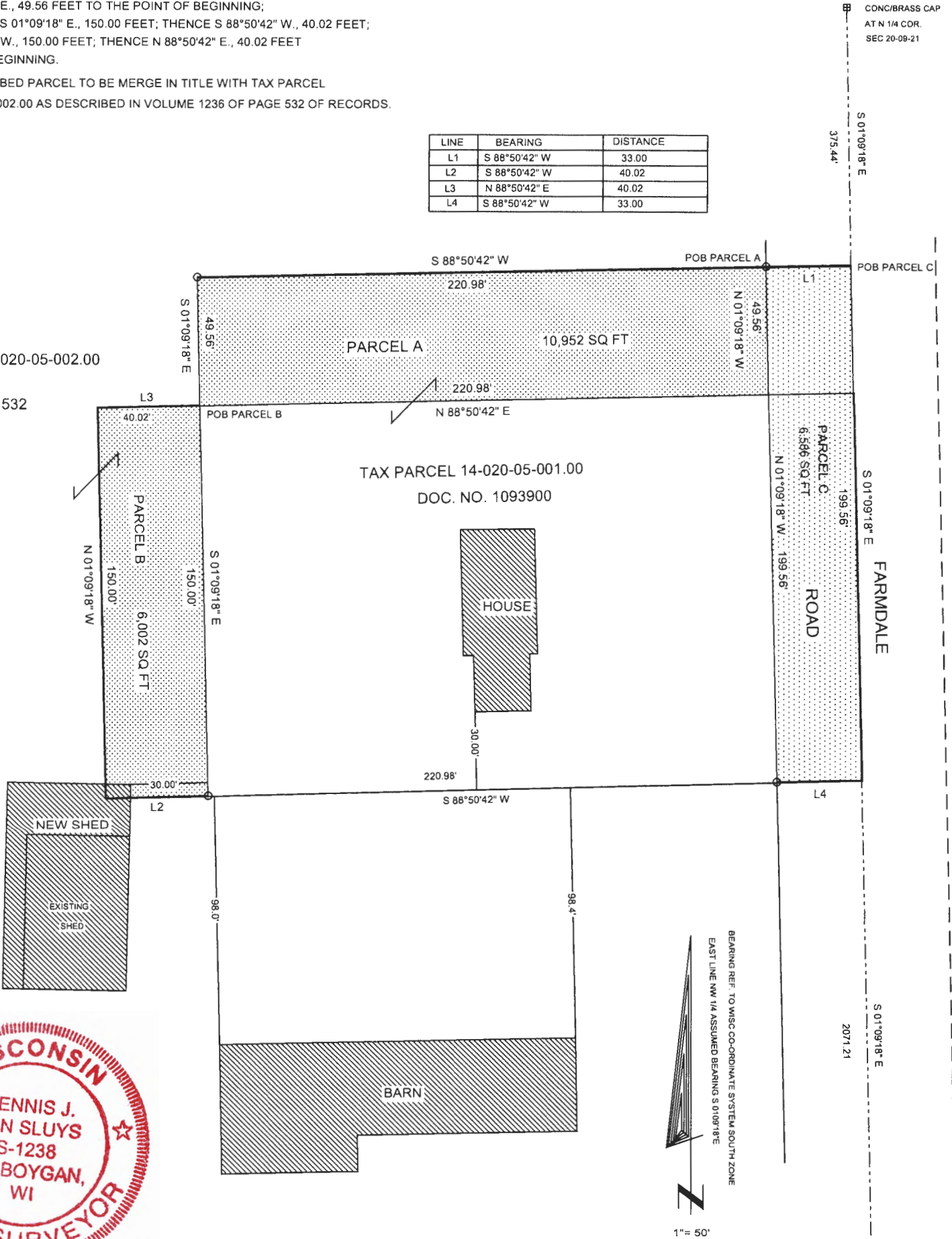
PARCEL B
BEING PART OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 20,
T.09 N., R.21 E., CITY OF MEQUON, OZAUKEE COUNTY, WISCONSIN CONTAINING 6,002 SQ. FT.
OF LAND AND DESCRIBED AS; COMMENCING AT THE NORTH QUARTER CORNER SAID SECTION 20;
THENCE S 01°09'18" E, 375.44 FEET ALONG THE EAST LINE SAID NW 1/4;
THENCE S 88°50'42" W., 33.00 FEET, THENCE CONTINUE S 88°50'42" W., 220.98 FEET,
THENCE S 01°09'18" E., 49.56 FEET TO THE POINT OF BEGINNING;
THENCE CONTINUE S 01°09'18" E., 150.00 FEET; THENCE S 88°50'42" W., 40.02 FEET;
THENCE N 01°09'18" W., 150.00 FEET; THENCE N 88°50'42" E., 40.02 FEET
TO THE POINT OF BEGINNING.
THE ABOVE DESCRIBED PARCEL TO BE MERGE IN TITLE WITH TAX PARCEL
NUMBER 14-020-05-002.00 AS DESCRIBED IN VOLUME 1236 OF PAGE 532 OF RECORDS.

PARCEL C
RIGHT OF WAY
BEING PART OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER
OF SECTION 20, T.09 N., R.21 E., CITY OF MEQUON, OZAUKEE COUNTY,
WISCONSIN CONTAINING 6,586 SQ. FT. OF LAND AND DESCRIBED AS;
COMMENCING AT THE NORTH QUARTER CORNER SAID SECTION 20;
THENCE S 01°09'18" E, 375.44 FEET ALONG THE EAST LINE SAID NW 1/4;
TO THE POINT OF BEGINNING; THENCE CONTINUE S 01°09'18" E.,
199.56 FEET; THENCE S 88°50'42" W., 33.00 FEET; THENCE N 01°09'18" W.,
199.56 FEET; THENCE N 88°50'42" E., 33.00 FEET TO THE POINT OF BEGINNING.

LINE	BEARING	DISTANCE
L1	S 88°50'42" W	33.00
L2	S 88°50'42" W	40.02
L3	N 88°50'42" E	40.02
L4	S 88°50'42" W	33.00

TAX PARCEL 14-020-05-002.00
VOL 1236 PG 532

TAX PARCEL 14-020-05-001.00
DOC. NO. 1093900



THIS IS TO CERTIFY THAT THE INFORMATION SHOWN HEREON
IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.
Dennis J. Van Sluys S-1238

Dated this 10th day of August, 2021.

DATA/MEQUON/1105FAR D-3491



11333 N. Cedarburg Road
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: October 12, 2021
SUBJECT: ORDINANCE 2021-1600 An Ordinance Approving a Planned Unit Residential Development in Town Center for the Properties Located at 11040 and 11110 N. Buntrock Avenue, Consisting of Forty-Six Row House-Style Apartments on 3.5 Acres

Background

The applicant, P2 Development, is seeking rezoning and concept plan approval for forty-six (46) row house-style apartments at 11040-11110 N. Buntrock Avenue. The parcel is zoned TC (Town Center), which requires a Planned Unit Development (PUD) for all residential developments with more than 16 units. A text amendment approved by the Common Council in 2017 eliminated the ability to have multi-story apartment buildings in the Town Center Zoning District. The Code was also changed to allow buildings with 16 units or less provided that all units have individual first floor access. The applicant will be seeking an incentive for the project through Tax Increment Finance District #3 to cover costs such as demolition and public improvements.

Analysis

The concept plan shows four buildings that contain 11-12 units each. The building located at the northwest end of the development also includes a community room with a deck. There is a large green space located in the center of the site which will include amenities such as grills and a gazebo along with storm water detention. There are 46 residential units proposed with an average size of 1,564 square feet. The tenant mix includes 24 two-bedroom and 22 three-bedroom apartments. Overall density is 13.7 units per acre, which is less than the maximum density permitted in the TC zoning district (allows up to 32 units per acre).

Staff is supportive of the concept plan in general. Like the Artesa apartment development to the north, the plan shows on-street parking and extension of the sidewalk along Buntrock Avenue. On-street parking and other amenities (lighting, landscaping) to match the street pattern along the recently developed portion of Buntrock Avenue and that throughout the neighborhood is a condition of approval. The driveway on the north end of the development is very close to the entrance to Artesa. Staff understands that the applicant is exploring a shared access point at this location, which is preferred by staff. As a condition of approval, it recommended that the applicant agree to a floating easement on the south end of the parcel which would allow a future development to connect to that driveway and avoid the situation that currently exists on the north end of the parcel.

The concept plan complies with the Town Center Zoning and Design Standards except in the

following case which will require a waiver:

Minimum Width of Dwellings

The two-bedroom apartments are 16 feet in width which does not comply with the 20-foot minimum in the TC zoning district. Since the units are two-stories in height, the units are greater than 1,000 square feet, which is required by Code. Staff and the Planning Commission support the waiver. The intent of the Code requirement was to avoid having very narrow one-story tenant spaces. The proposed project includes two-story units in a row house style that exceed the 1,000 square foot area. As a comparison, the pocket homes at Foxtown are approximately 20 feet in width.

Building Design

The applicant has provided a concept building design that shows the two-story buildings being constructed of brick, masonry, and fiber cement siding. The proposed materials are listed as permitted in the TC Zoning District. Overall, staff believes the building design complies with the architectural guidelines of the Town Center and exhibits a high-quality architectural style. There is a fair amount of articulation to the building, which includes features scaled to the pedestrian. Final building plans will be reviewed at the time of building and site plan approval.

Fiscal Impact

The 46-unit development is estimated to be valued at \$10,000,000, resulting in estimated annual tax revenue of \$150,000.

Recommendation

The Planning Commission recommended approval at its September 27, 2021, meeting by a vote of 8-0, subject to conditions.

Attachments:

Exhibit A: Zoning Map (PDF)
 Exhibit B: Site Plan (PDF)
 Exhibit C: Elevations (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2021-1600

An Ordinance Approving a Planned Unit Residential Development in Town Center for the Properties Located at 11040 and 11110 N. Buntrock Avenue, Consisting of Forty-Six Row House-Style Apartments on 3.5 Acres

RECITALS

A. The applicant is seeking a rezoning for 46 row house style apartments at 11040-11110 N. Buntrock Road. The parcel is zoned TC (Town Center), which requires a PUD for all residential developments with more than 16 units.

B. The Planning Commission, by majority vote of the Commission on September 27, 2021, has recommended approval of a Zoning Map amendment to designate the property illustrated in Exhibit A as “Town Center and PUD.”

C. Based upon the Planning Commission's recommendation and following the public hearing before the Common Council on the 9th day of November 2021, the Common Council desires to rezone the property consistent with the conditions of the Commission's recommendation.

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

SECTION I

The existing and official City of Mequon District Zoning Maps are hereby amended so as to change the zoning classification of the properties located at 11040-11110 N. Buntrock Road, as further described and illustrated in Exhibit A, to Town Center (TC) and Planned Unit Development (PUD) subject to the following conditions:

1. The applicant shall agree to a floating access easement along the south property line.
2. The dumpster shall be relocated to a location not visible from the public right of way.
3. The on-street parking and other amenities (lighting, landscaping) in the front of the building shall match the street pattern along the rest of Buntrock Avenue.
4. The site plan shall incorporate elements consistent with the Town Center Streetscaping Plan including:
 - Use of the TC light fixture
 - Plant species and trees from the approved landscape plan
 - Incorporation of on-street parking
 - Design amenities consistent with the Mequon River Station theme
5. Connection to public water and sanitary sewer. The applicant shall obtain the necessary

- approval and permits for the installation of the sanitary sewer and water main from the various regulatory agencies. This will require a public main extension.
6. Peak and average flow calculations shall be provided for the sanitary sewer connection.
 7. Engineering Department review and approval of grading, drainage, stormwater management, erosion control and sewer plan in conformance to City ordinances and the Standard Specifications for Land Development.
 8. Approval of a storm water management plan for the site in conformance to City ordinances and MMSD Chapter 13, including execution of a Storm Water Facilities Maintenance and Easement Agreement.
 9. Application for and approval of a City erosion control permit, subject to applicable fees and conditioned upon WDNR issuance of a WRAPP permit.
 10. Execution of a Water Service Agreement between the applicant and the Water Utility, subject to applicable fees. The mainline water main shall meet Water Utility standards for ISO recommended fire flows. An amendment to the existing water main easement document or the recordation of an additional water main easement may be required.
 11. As a condition of approval and issuance of the permit, the City Engineer will require in accordance with City ordinance 58-677(b) that the applicant deposit an escrow or letter of credit to guarantee a good faith execution of the approved control plan and any permit conditions. The escrow/letter of credit shall be in an amount equal to 125% of the estimated cost of construction and maintenance of the storm water management practices and the City will release the portion of the Financial Guarantee less any costs incurred by the city to complete installation of practices, upon submission of a certification in accordance with 58-678(h).

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: John Wirth, Mayor

Date Approved: October 12, 2021

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on October 12, 2021.

Caroline Fochs, City Clerk

Published: _____

7.0.3.a



PROPOSED RESIDENTIAL DEVELOPMENT
FOXTOWN TOWNHOMES
11040-11112 BUNTROCK AVENUE
CITY of MEQUON, OZAUKEE COUNTY

Issue:

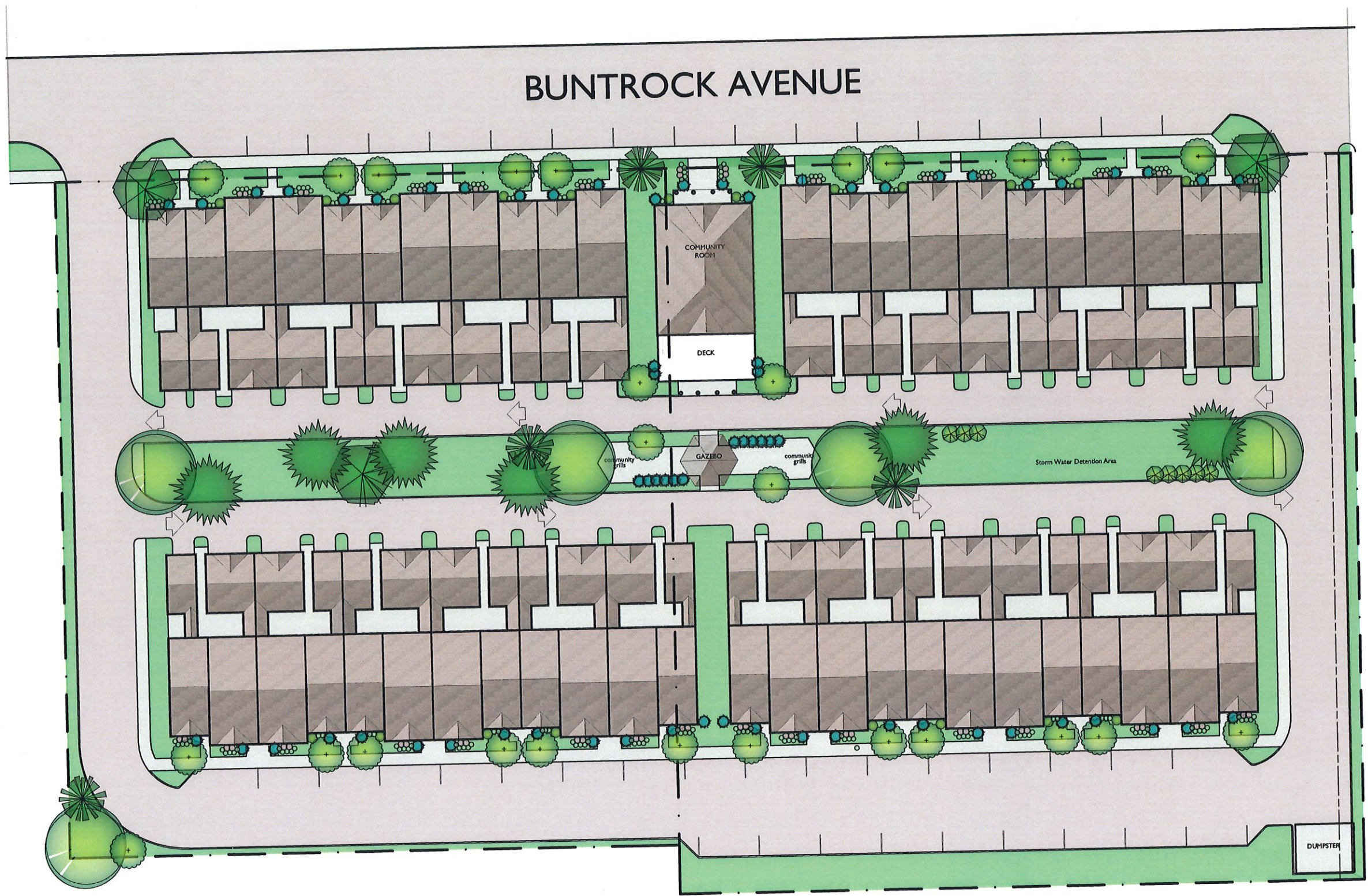
Document Date:
16 September 2021

Project Number:
21P205

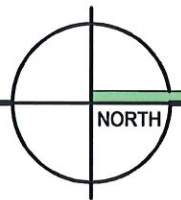
Sheet Title:
CONCEPT 5

Sheet Number:

A-100



SITE PLAN



1" = 20.00'

PARCEL AREA: 152,468.61 sq.ft. (3.50 Acres)
UNITS: (22)1BR+(24)2BR=46
BUILDING FOOTPRINT: 57,861.58 sq.ft.
GREEN AREA: 32,146.54 sq.ft.



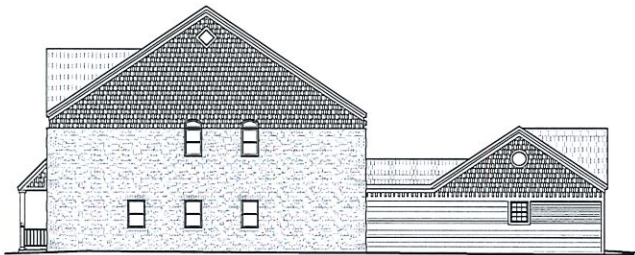
WEST ELEVATION

1/8" = 1'-0"



EAST ELEVATION

1/8" = 1'-0"



SOUTH ELEVATION

1/8" = 1'-0"

PROPOSED RESIDENTIAL DEVELOPMENT
FOXTOWN TOWNHOMES
 11040-11112 BUNTROCK AVENUE
 CITY of MEQUON, OZAUKEE COUNTY

Issue:

Document Date:
 17 SEPTEMBER 2021
 Project Number:
 21P205
 Sheet Title:
 CONCEPT ELEVATION

Sheet Number:

A-20'

Attachment: Exhibit C: Elevations (ORDINANCE 2021-1600 : P2 Town Center Buntrock Rowhouses)

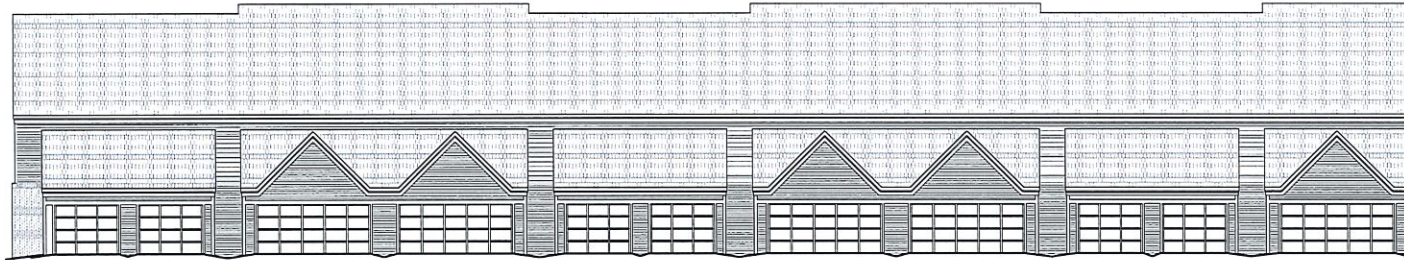


**P2 DEVELOPMENT &
PROPERTY MANAGEMENT**
524 Technology Way
Saukville, WI 53080-167
www.p2development.com
(262) 377-7259



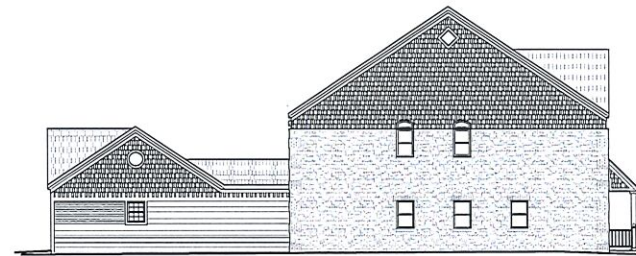
WEST ELEVATION

1/8" = 1'-0"



EAST ELEVATION

1/8" = 1'-0"



NORTH ELEVATION

1/8" = 1'-0"

PROPOSED RESIDENTIAL DEVELOPMENT

FOXTOWN TOWNHOMES11040-11112 BUNTROCK AVENUE
CITY of MEQUON, OZAUKEE COUNTY

Issue:

Document Date:
17 SEPTEMBER 2021Project Number:
21P205Sheet Title:
CONCEPT ELEVATION

Sheet Number:

A-202**Attachment: Exhibit C: Elevations (ORDINANCE 2021-1600 : P2 Town Center Buntrock Rowhouses)**



WEST ELEVATION

1/8" = 1'-0"



EAST ELEVATION

1/8" = 1'-0"



P2 DEVELOPMENT &
PROPERTY MANAGEMENT
524 Technology Way
Saukville, WI 53080-167
www.p2development.com
(262) 377-7259

PROPOSED RESIDENTIAL DEVELOPMENT
FOXTOWN TOWNHOMES
11040-11112 BUNTROCK AVENUE
CITY OF MEQUON, OZAUKEE COUNTY

Issue:

Document Date:
17 SEPTEMBER 2021

Project Number:
21P205

Sheet Title:
CONCEPT ELEVATION

Sheet Number:

A-203

Attachment: Exhibit C: Elevations (ORDINANCE 2021-1600 : P2 Town Center Buntrock Rowhouses)



11333 N. Cedarburg Road
 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: October 12, 2021
SUBJECT: ORDINANCE 2021-1601 An Ordinance Amending Chapter 58 of the Mequon Municipal Code, Authorizing Creation of the Neighborhood Commercial, Mixed-Use Commercial, Senior Housing and Residential Cluster Zoning Districts in the Ulao Creek Neighborhood (Generally the Area Bounded by I-43 to the East, Highland Road to the South, Oriole Lane/Ulao Creek to the West and Pioneer Road to the North)

Background

The Planning Commission Policy Subcommittee was created in August 2019. The most important policy task identified by the members was evaluating desirable and marketable land uses and the creation of zoning for the area of N. Port Washington Road north of Highland Road. The Committee has named this neighborhood Ulao Creek (generally bound by I-43 to the east, Highland Road to the south, Oriole Lane/Ulao Creek to the west and Pioneer Road to the north), and recommends four new zoning districts, a zoning and land use plan map amendment and outdoor storage regulations.

Analysis

Throughout 2020, the subcommittee has assessed information gained through two City surveys, a public open house and workshop, an evaluation of market strength, one-on-one meetings with property owners and input from private sector residential developers and home builders. After considering appropriate land uses, the Committee also evaluated the greater context of the neighborhood, its distinction to other adjacent neighborhoods and communities, as well as the condition and uses of N. Port Washington Road south of Highland Road and further related land use options against population impacts and infrastructure improvements. The Common Council weighed in on the progress and concept plan in July 2020.

Overall Context and Aesthetics

Overall, the neighborhood standards, regardless of use, require design and open space amenities that will set this neighborhood apart from the commercial uses south of Highland Road and from the previous five-acre single-family zoning currently established. It is desired that there be continuity through architecture, streetscape and connectivity through a network of open space features. Each development is required to provide street trees, landscaping and consistent light fixtures within the twenty feet adjacent to N. Port Washington Road. In addition, properties along the west side of N. Port Washington Road are required to install an eight-foot-wide multi-use asphalt path within the same area.

The Committee also established a network of paths to develop as a neighborhood linear park. Some obstacles are present, but compliance with this plan, and through the dedication of open space within the zoning, ultimately creates a looped path system that allows users to travel from Pioneer Road to Highland Road with very limited reliance on the major public road system and connects users to amenities including the commercial areas, CUW and the lakeshore, Oriole Lane school and the Milwaukee River. The Park & Open Space Committee supports the concept linear park and is expected to take final action in October 2021.

The Ulao Creek Neighborhood can be served by public water and is located within the City's Water Service Area. The area will not be served by public sewer due to significant infrastructure costs. Technical standards of the Zoning Code and allowable square footage per building reflect such limitations. Given the limitations on the size of developments, the Committee controlled the traffic in a manner that should not require the widening of N. Port Washington Road.

Recently, Mayor Wirth established an Ad Hoc Port Washington Road Design Standards Committee in which members are responsible for developing design guidelines for the architectural standards of the Ulao Creek neighborhood and N. Port Washington Road south of Highland Road. Ulao Creek design standards are expected to be completed by end of 2021.

Specific Zoning District Details

In January 2021, the Committee recommended approval of the following new zoning districts:

1. Ulao Creek Neighborhood Commercial

Located at the gateways to the neighborhood at N. Port Washington and Highland Roads and N. Port Washington and Pioneer Roads, this zoning is meant to serve existing neighborhoods and new residential growth in Ulao Creek by providing targeted low intensity commercial uses within multi-tenant buildings, no outdoor storage, limited retail and smaller scale structures.

2. Ulao Creek Mixed Use Commercial

Located on the east side of N. Port Washington Road north of Bonniwell Road and south of Pioneer Road, this district allows for single-family residential cluster development and a mix of public and commercial uses that do not compete with existing and desired land uses south of Highland Road, and that are limited in their impact on neighboring properties. The uses are recreational facilities and specialty trade companies that include office, showroom and distribution. Large scale operations and offices are prohibited.

3. Ulao Creek Senior Housing

Senior housing zoning that blends standards for the Ulao Creek neighborhood and the City's current institutional and public service zoning is slated for the east side of N. Port Washington Road south of Bonniwell Road. This area is the most feasible for an extension of public sewer service. This district controls the massing and density of development and dictates amenities as well as medical care programming associated with senior developments. Medical offices and public uses are also allowed.

4. Ulao Creek Residential Cluster

Residential Cluster developments are highly encouraged on the west side of N. Port Washington Road towards Oriole Lane. The zoning allows for minimum yield lot sizes of $\frac{3}{4}$ acre to 2 acres and minimum lot sizes of 15,000 square feet to 30,000 square feet, dependent upon public vs private sewerage service systems. Non-residential uses are very limited and open amenities as well as design standards are required. These regulations rely on and are like those established and now built in the Central Growth neighborhood.

Fiscal Impact

There is no fiscal impact associated with adoption of the new zoning districts.

Staff Recommendation

Staff recommends approval of the four zoning districts based on an effective date of January 1, 2022, or on the date(s) in which the Ulao Creek Neighborhood Design Standards and Neighborhood Open Space Plan are approved, whichever occurs first.

Recommendation

On January 11, 2021, the Planning Commission Policy Subcommittee recommended approval by a vote of 7-0.

On September 27, 2021, the Planning Commission recommended approval by a vote of 8-0.

Attachments:

Ulao Creek Zoning District & Land Use Plan Map (DOCX)
 UC Neighborhood Commercial Zoning (DOCX)
 UC Mixed Use Commercial Zoning (DOCX)
 UC Senior Housing Zoning (DOCX)
 UC Residential Cluster Zoning (DOCX)
 Ulao Creek Existing Zoning (PDF)
 CC Minutes from 07.14.2020 (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2021-1601

An Ordinance Amending Chapter 58 of the Mequon Municipal Code, Authorizing Creation of the Neighborhood Commercial, Mixed-Use Commercial, Senior Housing and Residential Cluster Zoning Districts in the Ulao Creek Neighborhood (Generally the Area Bounded by I-43 to the East, Highland Road to the South, Oriole Lane/Ulao Creek to the West and Pioneer Road to the North)

RECITALS

- A. The City has undertaken a study of the zoning for the Ulao Creek Neighborhood.
- B. The Planning Commission on September 27, 2021, recommended approval of a set of proposals related to establishing new zoning classifications in the Ulao Creek Neighborhood.
- C. Based upon the Planning Commission's recommendation and following the public hearing before the Common Council on the 9th day of November 2021, the Common Council desires to complete the rezoning of properties within the Ulao Creek Neighborhood.

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

SECTION I

Chapter 58, Zoning Code is amended as recommended by the Planning Commission's action of September 27, 2021 as follows:

- 1. Creation of Ulao Creek Neighborhood Commercial Zoning District as attached in Exhibit A.
- 2. Creation of Ulao Creek Neighborhood Mixed-Use Zoning District as attached in Exhibit B.
- 3. Creation of Ulao Creek Neighborhood Senior Housing District as attached in Exhibit C.
- 4. Creation of Ulao Creek Neighborhood Residential Cluster as attached in Exhibit D.

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 adoption of the Ulao Creek Neighborhood Open Space Plan and the Ulao Creek Design Standards, or by January 1, 2022, whichever occurs first and the day after its publication.

Approved by: John Wirth, Mayor

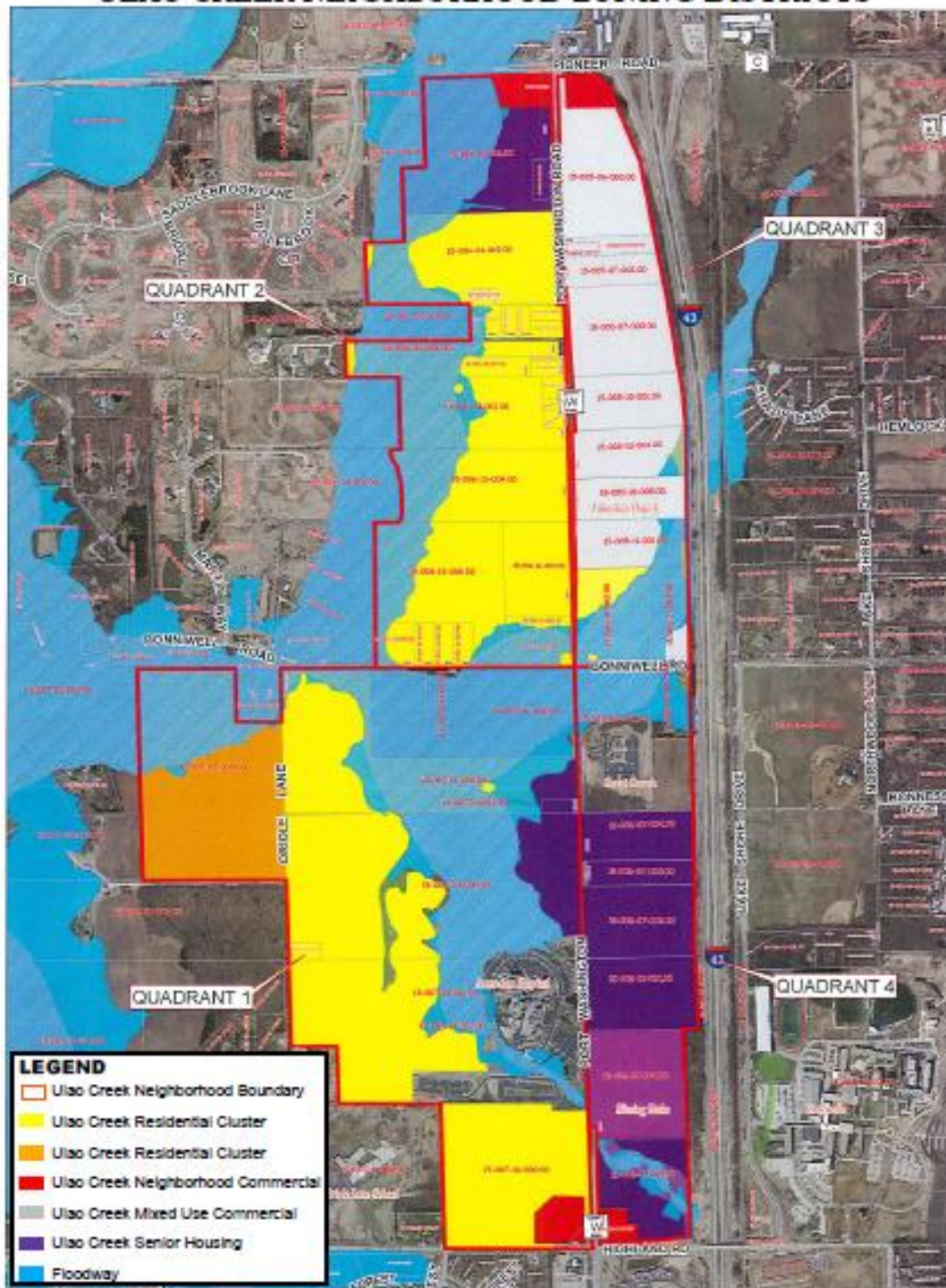
Date Approved: October 12, 2021

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on October 12, 2021.

Caroline Fochs, City Clerk

Published: _____

ULAO CREEK NEIGHBORHOOD ZONING DISTRICTS



Use	Acres	Square Footage	Units	Trips/1,000 sf or Trips/unit	Trips Generated
Single Family: 2 Acre	56		28	9.57	267
Single Family: 3/4 Acre	320		240	9.57	2,296
Senior / MR	46		460	.08 – 5.44	36 - 2502
Neighborhood Commercial	11	120,000		11.42	1370
Mixed Commercial	80	1.379 M		11.42	15,748
TOTAL		1.5M	728		19,715 – 22,183

Ordinance Exhibit A

Sec. 58-304. –Ulao Creek Neighborhood Commercial (UCNC) district.

- (a) *Purpose.* The Ulao Creek Neighborhood Commercial (UCNC) district is established to provide a limited commercial environment for office and services that enhance residential, limited commercial and institutional uses desired in the Ulao Creek neighborhood by providing neighborhood scale services for nearby residential neighborhoods.
- (b) *General requirements.*
 - (1) Buildings shall be designed in individual or small groupings and shall not exceed 25,000 square feet per structure, nor exceed two stories in height. The commercial development shall be designed and sized in a manner which is architecturally, aesthetically and operationally harmonious with surrounding development.
 - (2) All business, servicing or processing, except for off-street parking or loading, shall be conducted within completely enclosed buildings. Outside storage is prohibited.
 - (3) Building and site plan review required. The Planning Commission shall review and act on development within the UCNC district. All applicants are required to meet with city staff for a pre-application meeting. All development is subject to the following minimum building and site standards:
 - a. Primary and secondary conservation features, including but not limited to, wetlands, floodplains, drainage courses, steep slopes, specimen trees, woodlands, meadows, scenic features and viewsheds shall be integrated into an open space and landscaping plan.
 - b. Access to the development shall be minimized and shall be accessed from roadway that are classified as Arterials: Primary and Secondary as described in Resolution 607.
 - c. Street alignments and cross street connections are required. Roads shall be designed to ensure that adjacent parcels have adequate connection to maximize development. Connections shall be required even if the adjacent sites do not yet have streets. The approved alignment and cross connection(s) are to be constructed in its entirety or in a phasing plan approved by the Planning Commission.
 - d. A walkway internal to the site, connecting internal site and external neighborhood amenities shall be installed at the time of street construction and prior to occupancy.
 - e. Open space and features adjacent to the site's entire extent of perimeter public right-of-way shall be identified. Open space adjacent to the entire extent of any public right-of-way shall be a minimum of 20 feet in width and include light fixtures and street trees, which are subject to the approval of the City Tree Board and Planning Commission. City approved and designated UC entryway light fixture(s) are required within this defined entryway and open space. An asphalt multi-use path of 8 feet in width is required on the west side of North Port Washington Road.
 - f. Entryway amenities at the access to the development include signage, landscaping, light fixture(s), utilities and utility accessories. These entryway features shall enhance the open space adjacent to the public right-of-way and serve as a transition from public to private lands. City approved and designated UC entryway light fixture(s) are required within this defined entryway.
 - g. No commercial tenant space shall be less than 1,500 square feet.

h. Building Placement and Composition shall comply with the City approved Ulao Creek Design Standards.

(4) Redevelopment of an existing building, where 50 percent or more of the existing building area is removed, shall be subject to the regulations in subsection (c) unless the city modifies the regulations in accordance with a conditional use process.

(c) *Permitted, accessory and conditional uses.* Table 58-304-1, Uses in the Ulao Creek Neighborhood Commercial District, lists all the permitted and conditional uses.

(d) *Lot size.* The minimum lot size shall have an area of not less than two (2) acres.

(e) *Building size/floor area ratio.* The building(s) floor area ratio shall not exceed 25 percent.

(f) *Building height.* The height of any structure shall not exceed 42 feet unless otherwise allowed in accordance with section 58-418.

(g) *Minimum and maximum building setback.* All structures within the UCNC shall be set back from the ultimate road right-of-way as follows:

(1) A minimum building front yard setback of 50 feet and a maximum of 75 feet when located on a highway,

(2) A minimum building front yard setback of 30 feet and a maximum of 50 feet when located on a local street.

(h) *Minimum building offset.* No building or structure, hereafter erected, shall be placed closer than 20 feet to a side or rear lot line. If, however, adjacent properties are zoned or used as a residential land use, no commercial building or structure shall be placed closer than 50 feet to the adjoining residential land use or zoning. The offset area adjacent to residential land uses or zoning shall include landscaping that screens operations associated with commercial use activities including, but not limited to, vehicular headlights, service door and operations and parking.

(i) *Open space ratio.*

The open space ratio shall not be less than 30 percent and include the following open space features:

(1) Create large and contiguous areas that represent an integrated system that connects to features on adjacent sites and public amenities within the surrounding neighborhood.

(2) Distribute common, open space throughout the development to serve as connection from the streets and structures to areas of contiguous open space. Small or fragmented open space shall be minimized.

(3) Protection of site features.

(4) Connect to environmental features on adjacent sites. Long, thin strips shall be prohibited unless a conservation feature is linear and necessary to provide a green belt between lots or to provide connection with other natural features, amenities and adjacent developments.

(5) Maintain a perimeter, low-maintenance open space buffer with a minimum width of 20 feet along public streets, paved and unpaved paths.

- (6) Include outdoor plazas and hardscape features intended for informal use or gatherings of customers and employees.
- (j) *Lot width and lot length.* The minimum average lot width and minimum average lot length shall be 150 feet.
- (k) *Off-street parking.* In accordance with applicable regulations set forth in section 58-441 of this chapter.
- (l) *Minimum parking and driveway offset.* No driveway or parking area shall be located closer than 20 feet from a side or rear lot line unless specifically waived by the planning commission.
- (m) *Minimum parking setback.* No driveway (excluding the portion of driveway required for road access) or parking area shall be located closer than 30 feet to the ultimate road right-of-way and shall not project further into the front yard than the building(s).

Table 58-304-1
Uses in the Ulao Creek Neighborhood Commercial District

Use	Neighborhood Commercial	Specific Development Standards
<i>Office and Clinic:</i>		
Office		
Medical clinics	P	
Optical and vision center	P	
Veterinary clinics or hospitals	C	Use shall comply with regulations as described in Division 11 and shall not include retail pet supplies. A 24-hour emergency operational plan and outdoor use and facility plan is subject to staff review and approval.
Financial institutions without drive-through		
Financial institutions with drive-through		
<i>Institutional and Public:</i>		

Public parks	P	Subject to Park and Open Space Board and Common Council approval for acceptance of land and shall comply with the City's Policy Statement #14 Donation Policy.
Public administrative offices and services	P	
Religious institutions		
Public or private schools of 5,000 square feet or less	P	An operational plan including hours, staffing, capacity, noise, safety and security regulations is subject to Planning Commission approval. The use may be subject to commissioning a Traffic Impact Analysis and implementation of conditions of such.
Public or private schools		
Private lodges and clubs of 5,000 square feet or less	P	Operations shall include open space components such as areas for private services, pools, dining, hardscape plazas and gardens, lodging is prohibited. An operational plan including hours, staffing, capacity, noise, safety and security regulations is subject to Planning Commission approval. The use may be subject to commissioning a Traffic Impact Analysis and implementation of conditions of such.
Private lodges and clubs		
Fine Arts School and studios of 2,000 square feet or less	P	May include studios for photography, painting, music, sculpture, and dance or similar related arts. The performance arts school shall not exceed 2,000 square feet
Community centers		
Libraries		
Museums		
Crematory services		
Mausoleums		

Cemeteries		
Public parking facilities, non-accessory		
<i>Residential:</i>		
Artist's live/work units	P	as described in 58-303
Residential uses, eight (8) units or less, if part of a mixed-use development		
Residential uses, nine (9) units to sixteen (16), if part of a mixed-use development		
Bed and breakfast		
Community Living arrangements for 8 or fewer persons		
Single-family residential cluster developments		
Age restrictive housing for persons of 55 years of age and older		
<i>Accessory Residential:</i>		
Residential quarters for the owner/proprietor		
Home Occupations		
Private outdoor recreational facilities without lights		

Private outdoor recreational facilities with lights		
<i>Retail and Services:</i>		
Art, hobby, game and educational supply stores, studios or galleries		
Interior design services		
Graphic design services		
Antiques, collectibles, gift or florists	P	as described in 58-303
Commercial use of a designated historic structure		
Stationary stores		
Bookstores, new		
Camera and photography supply store		
Computer and software store		
Electronic goods store		
Tobacco, cigar or nicotine product/e-cigarette store 2,000 square feet or less		
Music and musical instrument store including repairs		
Video stores		
Paint and wallpaper store		

Luggage and leather goods store		
Beauty and personal aid supply store		
Photocopying, film development, printing and publishing, packaging store of 4,000 square feet or less	P	
Dry cleaning and tailors	P	
Clothing and accessories including repairs		
Home furnishings and accessories of 4,000 square feet or less	P	
Sports and fitness centers including retail of 3,000 square feet or less	P	
Bicycle repair and sales	P	
Indoor recreation and amusement facilities		
Pet supplies, grooming and daycare		
Pet kennel		
Garden store		
Hardware store, 3,000 square feet or less, as part of a mixed-use commercial building	P	

Child daycare facilities, preschools, learning centers, as part of a mixed-use commercial building	P	An operational plan, including outdoor use and facilities, including hours, staffing, capacity, noise, safety and security regulations is subject to Planning Commission approval. The use may be subject to commissioning a Traffic Impact Analysis and implementation of conditions of such.
Specialty food stores	P	
Beer, wine and liquor stores, 3,000 square feet or less, as part of a mixed-use commercial building	P	
Sports and fitness retail store greater than 3,000 square feet		
Gas stations		
Gas stations with car wash		
Convenience store, no greater than 1,500 square feet, without gas, as part of a mixed-use commercial building	P	
Automobile service facilities including retail and repair		
Car dealerships		
Shopping centers		
Funeral homes		
Concert halls		
Theatres, live performances only		

Sexually oriented businesses		
Hotels		
Planned commercial development	PUD	
Grocery store of 25,000 square feet or less		An operational plan including hours, staffing, capacity, noise, safety and security regulations is subject to Planning Commission approval. The use may be subject to commissioning a Traffic Impact Analysis and implementation of conditions of such.
Pharmacy, 5,000 square feet or less without drive-through and as part of a mixed-use commercial building Pharmacy, 5,000 square feet or less with a drive-through, and as part of a mixed-use commercial building	P C	Masonry or compatible building materials shall be incorporated into any proposed drive-through facility and shall include a canopy. The drive-through service area and associated canopy shall be considered accessory and located to the rear of the building. The building, including the drive-through service canopy, shall incorporate the use of awnings, varied roof forms, roof lines and other elements to provide scale. The accessory structures, such as service or menu boards, signs, speakers shall be designed to complement the principal structure through the building materials and colors and other features. All speaker systems shall be operated at a low volume (maximum of 65 decibels) to not cause a nuisance for adjacent residential uses.
<i>Food and Beverage:</i>		
Catering services as part of a mixed-use commercial building	P	
Confectionary store without drive-through as part of a mixed-use commercial building	P	

Bakeries, including retail sales without drive through as part of a mixed-use commercial building	P	
Bakeries, including retail sales with drive through		
Coffee shop of 2,000 square feet or less without drive-through as part of a mixed-use commercial building	P	
Coffee shop of 2,000 square feet or less with drive-through	C	Masonry or compatible building materials shall be incorporated into any proposed drive-through facility and shall include a canopy. The drive-through service area and associated canopy shall be considered accessory and located to the rear of the building. The building, including the drive-through service canopy, shall incorporate the use of awnings, varied roof forms, roof lines and other elements to provide scale. The accessory structures, such as service or menu boards, signs, speakers shall be designed to complement the principal structure through the building materials and colors and other features. All speaker systems shall be operated at a low volume (maximum of 65 decibels) to not cause a nuisance for adjacent residential uses.
Delicatessen without drive-through as part of a mixed-use commercial building	P	
Delicatessen with drive-through		
Snack and non-alcoholic beverage bars without drive-through as part of a mixed-use commercial building	P	
Fast food restaurant without drive-through as part of a mixed-use commercial building	P	As described in 58-303

Fast food restaurant with drive-through		
Sit-down restaurants as part of a mixed-use commercial building	P	As described in 58-303
Nightclubs		
P = Permitted uses		
C = Conditional uses		

(k) *Park and Open Space Plan and Impact Fee.* A park and open space impact fee is required for the development in accordance with Section 58-138-152. All development shall comply with the City approved Ulao Creek Neighborhood Park and Open Space.

(l) *Development Agreement.* A development agreement is required for development in which public or private infrastructure and open space is planned and shall comply with the City Standard Specifications for Land Development, latest edition. The development agreement is subject to the approval of the City Planning Commission and Common Council.

(m) *Exceptions to the district requirements.* All district requirements shall be met unless a concept plan review application is submitted to the Planning Commission that includes each of the following:

1. Project concept plan meeting all district requirements.
2. Project concept plan graphically detailing any requested exceptions to district requirements.
3. Project narrative addressing reason for exception, impact and effect of exception and the additional amenities proposed to mitigate the impact and effect of such exception.

The burden of persuasion on the issue of whether the development, if completed as proposed, will comply with the spirit and intent of this district always remains on the applicant.

The Planning Commission may approve exceptions to the district requirements upon finding that the use or development includes building or site amenities that address any adverse effects of the exception and where the Planning Commission finds that strict compliance to the requirements is impractical because of site conditions or location.

Further, Planning Commission approval of an exception shall require common council confirmation upon written request from two aldermen or one alderman and the mayor. Such request shall be made within 14 days of the corresponding Planning Commission approval of the exception.

Ordinance Exhibit B

Sec. 58-305. –Ulao Creek Mixed Use Commercial (UCMU) district.

- (a) *Purpose.* The Ulao Creek Mixed Use (UCMU) Commercial district is established to provide a limited rural designed, commercial and light industrial uses desired in the City and not otherwise allowed in commercial zoning districts along the interstate.
- (b) *General requirements.*
- (1) Buildings shall be designed in individual or small groupings and shall not exceed 25,000 square feet per structure, nor exceed two stories in height. The commercial development shall be designed and sized in a manner which is architecturally, aesthetically and operationally harmonious with surrounding development.
 - (2) All business, servicing or processing, except for off-street parking or loading, shall be conducted within completely enclosed buildings. Outside storage is permitted through an Outdoor Storage Permit authorized by the Department of Community Development.
 - (3) Building and site plan review required for all land uses listed in Table 58-305-1. The Planning Commission shall review and act on all development within the UCMU district. All applicants are required to meet with city staff for a pre-application meeting. All development is subject to the following minimum building and site standards:
 - a. Primary and secondary conservation features, including but not limited to, wetlands, floodplains, drainage courses, steep slopes, specimen trees, woodlands, meadows, scenic features and viewsheds shall be integrated into the open space and landscaping plan.
 - b. Access to the development shall be minimized and from N. Port Washington Road.
 - c. Street alignments and cross street connections are required. Roads shall be designed to ensure that adjacent parcels have adequate connection to maximize development. Connections shall be required even if the adjacent sites do not yet have streets. The approved alignment and cross connection(s) are to be constructed in its entirety or in a phasing plan approved by the Planning Commission.
 - d. A walkway internal to the site, connecting internal site and external neighborhood amenities shall be installed at the time of street construction and prior to occupancy.
 - e. Open space and features adjacent to the site's entire extent of perimeter public right of way shall be identified. Open space adjacent to the entire extent of any public right-of-way shall be a minimum of 20 feet in width and include light fixtures and street trees, which are subject to the approval of the City Tree Board and Planning Commission. City approved and designated UC entryway light fixture(s) are required within this defined entryway and open space.
 - f. Entryway amenities at the access to the development include signage, landscaping, light fixture(s), utilities and utility accessories. These entryway features shall enhance the open space adjacent to the public right-of-way and serve as a transition from public to private lands. City approved and designated UC entryway light fixture(s) are required within this defined entryway.
 - g. Building Placement and Composition shall comply with the City approved Ulao Creek Design Standards.

- (4) Redevelopment of an existing building, where 50 percent or more of the existing building area is removed, shall be subject to the regulations in subsection (c) unless the city modifies the regulations in accordance with a conditional use process.
- (c) *Permitted, accessory and conditional uses.* Table 58-305-1, Uses in the Ulao Creek Mixed Use Commercial District, lists all the permitted and conditional uses.
- (d) *Lot size.* The minimum lot size shall have an area of not less than two (2) acres.
- (e) *Building size/floor area ratio.* The building(s) floor area ratio shall not exceed 25 percent.
- (f) *Building height.* The height of any structure shall not exceed 42 feet unless otherwise allowed in accordance with section 58-418.
- (g) *Minimum and maximum building setback.* All structures within the UCMU shall be set back from the ultimate road right-of-way as follows:
- (1) A minimum building front yard setback of 50 feet and a maximum of 75 feet.
 - (2) A minimum building front yard setback of 30 feet and a maximum of 50 feet when located on a local street.
- (h) *Minimum building offset.* No building or structure, hereafter erected, shall be placed closer than 20 feet to a side or rear lot line. If, however, adjacent properties are zoned residential, no commercial building or structure shall be placed closer than 50 feet to the adjoining residential zoning. The offset area adjacent to residential land uses or zoning shall include landscaping that screens operations associated with commercial use activities including, but not limited to, vehicular headlights, service door and operations, signage and parking.
- (i) *Open space ratio.*
- (1) The open space ratio shall not be less than 30 percent and include the following open space features:
 - a. Create large and contiguous areas that represent an integrated system that connects to features on adjacent sites and public amenities within the surrounding neighborhood.
 - b. Distribute common, open space throughout the development to serve as connection from the streets and structures to areas of contiguous open space. Small or fragmented open space shall be minimized.
 - c. Protection of site features.
 - d. Connect to environmental features on adjacent sites. Long, thin strips shall be prohibited unless a conservation feature is linear and necessary to provide a green belt between lots or to provide connection with other natural features, amenities and adjacent developments.
 - e. Maintain a perimeter, low-maintenance open space buffer with a minimum width of 20 feet along public streets, paved and unpaved paths.

- f. Include outdoor plazas and hardscape features intended for informal use or gatherings of customers and employees.
- (j) *Lot width and lot length.* The minimum average lot width and minimum average lot length shall be 150 feet.
- (k) *Off-street parking.* In accordance with applicable regulations set forth in section 58-441 of this chapter.
- (l) *Minimum parking and driveway offset.* No driveway or parking area shall be located closer than 20 feet from a side or rear lot line unless specifically waived by the planning commission.
- (m) *Minimum parking setback.* No driveway (excluding the portion of driveway required for road access) or parking area shall be located closer than 50 feet to the ultimate road right-of-way and shall not project further into the front yard than the building(s).
- (n) *Park and Open Space Plan and Impact Fee.* A park and open space impact fee is required for the development in accordance with Section 58-138-152. All development shall comply with the City approved Ulao Creek Neighborhood Park and Open Space.
- (o) *Development Agreement.* A development agreement is required for development in which public or private infrastructure and open space is planned and shall comply with the City Standard Specifications for Land Development, latest edition. The development agreement is subject to the approval of the City Planning Commission and Common Council.
- (p) *Exceptions to the district requirements.* All district requirements shall be met unless a concept plan review application is submitted to the Planning Commission that includes each of the following:
 - (1) Project concept plan meeting all district requirements.
 - (2) Project concept plan graphically detailing any requested exceptions to district requirements.
 - (3) Project narrative addressing reason for exception, impact and effect of exception and the additional amenities proposed to mitigate the impact and effect of such exception.

The burden of persuasion on the issue of whether the development, if completed as proposed, will comply with the spirit and intent of this district always remains on the applicant.

The Planning Commission may approve exceptions to the district requirements upon finding that the use or development includes building or site amenities that address any adverse effects of the exception and where the Planning Commission finds that strict compliance to the requirements is impractical because of site conditions or location.

Further, Planning Commission approval of an exception shall require Common Council confirmation upon written request from two aldermen or one alderman and the mayor. Such

request shall be made within 14 days of the corresponding Planning Commission approval of the exception.

Ordinance Exhibit C

Sec. 58-244. –Ulao Creek Senior Housing (UC SH) district.

- (a) *Purpose.* The Ulao Creek Senior Housing (UCSH) district is established to provide a limited rural designed, senior housing component to the neighborhood, where such uses like the hospital, university and nearby commercial uses create compatible living environments for residents 55 years of age and older and are not otherwise allowed in zoning districts on the east side of the city.
- (b) *General requirements.*
- (1) Buildings shall be designed in individual or small groupings and sized in a manner which is architecturally, aesthetically and operationally harmonious with surrounding development.
 - (2) All business, servicing or processing, except for off-street parking or loading, shall be conducted within completely enclosed buildings.
 - (3) Building and site plan review required. The Planning Commission shall review and act on development within the UCSH district. All applicants are required to meet with city staff for a pre-application meeting. All development is subject to the following minimum building and site standards:
 - a. Primary and secondary conservation features, including but not limited to, wetlands, floodplains, drainage courses, steep slopes, specimen trees, woodlands, meadows, scenic features and viewsheds shall be integrated into an open space and landscaping plan.
 - b. Access to the development shall be minimized and shall be from N. Port Washington Road.
 - c. Street alignments and cross street connections are required. Roads shall be designed to ensure that adjacent parcels have adequate connection to maximize development. Connections shall be required even if the adjacent sites do not yet have streets. The approved alignment and cross connection(s) are to be constructed in its entirety or in a phasing plan approved by the Planning Commission.
 - d. A walkway internal to the site, connecting internal site and external neighborhood amenities shall be installed at the time of street construction and prior to occupancy.
 - e. Open space and features adjacent to the site's entire extent of perimeter public right of way shall be identified. Open space adjacent to the entire extent of any public right-of-way shall be a minimum of 20 feet in width and include light fixtures and street trees, which are subject to the approval of the City Tree Board and Planning Commission. City approved and designated UC entryway light fixture(s) are required within this defined entryway and open space. An asphalt multi-use path of 8 feet in width on the west side of North Port Washington Road.
 - f. Entryway amenities at the access to the development include signage, landscaping, light fixture(s), utilities and utility accessories. These entryway features shall enhance the open space adjacent to the public right-of-way and serve as a transition from public to private lands. City approved and designated UC entryway light fixture(s) are required within this defined entryway.

- g. Building Placement and Composition shall comply with the City approved Ulao Creek Design Standards.
- (4) Redevelopment of an existing building, where 50 percent or more of the existing building area is removed, shall be subject to the regulations in subsection (c) unless the city modifies the regulations in accordance with a conditional use process.
- (c) *Permitted, accessory and conditional uses.* Table 58-244-1, Uses in the Ulao Creek Senior Housing District, lists all the permitted and conditional uses.
 - (d) *Lot size.* The minimum lot size shall have an area of not less than two (2) acres.
 - (e) *Building size/floor area ratio.* The building(s) floor area ratio shall not exceed 30 percent.
 - (f) *Building height.* The height of any structure shall not exceed 42 feet unless otherwise allowed in accordance with section 58-418.
 - (g) *Minimum and maximum building setback.* All structures within the UCSH shall be set back from the ultimate road right-of-way a minimum building front yard setback of 50 feet and a maximum of 75 feet.
 - (h) *Minimum building offset.* No building or structure, hereafter erected, shall be placed closer than 20 feet to a side or rear lot line. If, however, adjacent properties are zone or used as a residential land use, no institutional, public or commercial building or structure shall be placed closer than 50 feet to the adjoining residential land use or zoning. The offset area adjacent to residential land uses or zoning shall include landscaping that screens operations associated with commercial use activities including, but not limited to, vehicular headlights, service door and operations and parking.
 - (i) *Open space ratio.*
 - (1) The open space ratio shall not be less than 30 percent and include the following open space features:
 - a. Create large and contiguous areas that represent an integrated system that connects to features on adjacent sites and public amenities within the surrounding neighborhood.
 - b. Distribute common, open space throughout the development to serve as connection from the streets and structures to areas of contiguous open space. Small or fragmented open space shall be minimized.
 - c. Protection of site features.
 - d. Connect to environmental features on adjacent sites. Long, thin strips shall be prohibited unless a conservation feature is linear and necessary to provide a green belt between lots or to provide connection with other natural features, amenities and adjacent developments.

- e. Maintain a perimeter, low-maintenance open space buffer with a minimum width of 20 feet along public streets, paved and unpaved paths.
 - f. Include outdoor plazas and hardscape features intended for informal use or gatherings of customers and employees.
- (j) *Lot width and lot length.* The minimum average lot width and minimum average lot length shall be 150 feet.
- (k) *Off-street parking.* In accordance with applicable regulations set forth in section 58-441 of this chapter.
- (l) *Minimum parking and driveway offset.* No driveway or parking area shall be located closer than 20 feet from a side or rear lot line unless specifically waived by the planning commission.
- (m) *Minimum parking setback.* No driveway (excluding the portion of driveway required for road access) or parking area shall be located closer than 50 feet to the ultimate road right-of-way and shall not project further into the front yard than the building(s).
- (n) *Park and Open Space Plan and Impact Fee.* A park and open space impact fee is required for the development in accordance with Section 58-138-152. All development shall comply with the City approved Ulao Creek Neighborhood Park and Open Space.
- (o) *Development Agreement.* A development agreement is required for development in which public or private infrastructure and open space is planned and shall comply with the City Standard Specifications for Land Development, latest edition. The development agreement is subject to the approval of the City Planning Commission and Common Council.
- (p) *Exceptions to the district requirements.* All district requirements shall be met unless a concept plan review application is submitted to the Planning Commission that includes each of the following:
- (1) Project concept plan meeting all district requirements.
 - (2) Project concept plan graphically detailing any requested exceptions to district requirements.
 - (3) Project narrative addressing reason for exception, impact and effect of exception and the additional amenities proposed to mitigate the impact and effect of such exception.

The burden of persuasion on the issue of whether the development, if completed as proposed, will comply with the spirit and intent of this district always remains on the applicant.

The Planning Commission may approve exceptions to the district requirements upon finding that the use or development includes building or site amenities that address any adverse effects of the exception and where the Planning Commission finds that strict compliance to the requirements is impractical because of site conditions or location.

Further, Planning Commission approval of an exception shall require Common Council confirmation upon written request from two aldermen or one alderman and the mayor. Such request shall be made within 14 days of the corresponding Planning Commission approval of the exception.

Ordinance Exhibit D

Sec. 58-243. – Ulao Creek Residential Cluster (UCRC) district.

(a) *Purpose.* The Ulao Creek Residential Cluster (UCRC) district is established to increase the supply of single-family, market-rate dwellings located within an area not served by public sewer and provide an environment of cluster developments with a density of $\frac{3}{4}$ acre per dwelling unit in an effort to preserve critical environmental features and enhance neighborhood amenities for the public benefit.

(b) *Definitions.*

- (1) *Residential cluster development.* A residential cluster development is a unified single-family residential development in which not less than five single-family lots are grouped together in order to preserve common space and reduce infrastructure for the benefit of the residents of the development and surrounding neighborhood. Cluster developments allow flexibility in the location of lots and structures and the size of individual lots in order to encourage the efficient use of land and infrastructure.
- (2) *Yield Lots.* Yield lots are the total number of lots based on gross area in which the property is located as existing on date of application and permitted based on the minimum lot size and width. The number of yield lots are the equivalent number of lots allowed as a residential cluster development. The Department of Community Development shall validate the approved number of yield lots prior to filing for approval of a preliminary plat. Yield lot standards for the Ulao Creek Neighborhood: Port Washington Road shall be a minimum of $\frac{3}{4}$ acre lot size and 130 foot width. Yield lot standards for Ulao Creek Neighborhood: Oriole Lane shall be a minimum of two (2) acre lot size and 150-foot width.

(c) *Permitted uses.*

- (1) Single-family detached dwellings existing prior to December 1, 2021.
- (2) Residential cluster developments.
- (3) Animals and animal-related uses specified in division 11.
- (4) Community living arrangements for 8 or fewer persons in accordance with Wis. Stats. §62.23(7)(i).
- (5) Long-term rental of a structure described in subsection (d)(1-2).

(d) *Permitted accessory uses.* Permitted accessory uses as allowed in the R-4 zoning district subject to the following:

- (1) No accessory structure shall project further into the front or corner side yard than the principle structure.
- (2) Fencing is prohibited in the front and corner side yard.
- (3) 100% opaque fencing is prohibited.
- (4) Chain link fencing is prohibited.

(e) *Conditional uses.*

- (1) Single-family residential developments created through a conventional subdivision design or a minor land division
- (2) Public and/or private utility, transmission and distribution lines, poles and other accessories.
- (3) Community living arrangements for nine or more persons in accordance with Wis. Stats. § 62.23(7)(i).
- (4) Additional attached non-income producing living accommodations with separate bath and kitchen facilities for relatives of the individual(s) residing in the primary dwelling.
- (5) Guesthouse subject to, among other things, living quarters being within a detached accessory building which is located on the same lot with the principal residential structure. Furthermore, the guesthouse is intended for use by temporary guests of the residents and shall have no kitchen facilities, and not be rented or otherwise used as a separate dwelling.

(f) *Yard Requirements.* The yard requirements shall be as follows in Table 58-243-1:

Table 58-243-1 Lot Dimension and Yard Requirements

Uses	Min. Lot Area	Min. Lot Width	Front Yard	Interior Side / Rear Yard	Corner Side	Lot Coverage	FAR
Port Washington Road Single-Family (S.F.)	3/4 AC	130 ft	50 ft	20 ft	50 ft	20%	n/a
Oriole Lane Single-Family (S.F.)	2 AC	150 ft	50 ft	20 ft	50 ft	20%	n/a
Residential Cluster Developments Served By Public Sewer	15,000 square feet*	85 feet	30 ft	15 ft/ 20 ft	30 feet	20%	n/a
Residential Cluster Developments Served by Private Sewer	30,000 sq. ft.	100 ft	30 ft	15 ft/ 20 ft	30 ft	20%	n/a
All Other Uses	1 AC	150 ft	50 ft	30 ft	50 ft	n/a	25%

*Minimum Lot Area for Residential Cluster Developments Served by Public Sewer. A minimum lot area of 15,000 square feet is permitted; however no more than 50% of the total lots shall be of a lot area of less than .05 acres

(g) *Dwelling standards.* Single-family dwellings within the UC Neighborhood district shall have a minimum living area of 1,800 square feet for a single-story and 2,100 for a multi-story.

(h) *Building height.* The height of any dwelling unit shall not exceed 42 feet. The height of any accessory structure shall not exceed 15 feet.

(i) *Specific design standards for residential cluster developments.* Any development designed as a cluster development shall be subject to the following standards.

- (1) *Density.* All density shall be provided on the subject development site but may be in different phases of the development.
- (2) *Concept development plan.* The concept development plan is required and subject to Planning Commission approval prior to or at the time of submitting the preliminary plat. The development plan shall specify the following features for protection and installation. A final approved concept plan in accordance with Planning Commission action shall be maintained on file with the City. The preliminary and final plat shall be consistent with the final approved concept plan as determined by the City.
 - a. Primary conservation features including but not limited to wetlands, floodplains, drainage courses, steep slopes, specimen trees shall be identified and protected.
 - b. Secondary conservation features including but not limited to woodlands, natural meadows, scenic features, passive and active recreational amenities or viewsheds shall be identified and protected.
 - c. Location of lots and buildable area of each lot shall be shown.
 - d. Street alignments and cross connections are required as follows:
 - The development shall have two or more street connections at the boundaries of the development.
 - Provided at least one street connection creates legal access to an existing street, any other connection may be made to one or more adjacent undeveloped parcels or, as approved by the planning commission, parcels likely to be redeveloped. For future street connections to undeveloped parcels, the street shall terminate in an eyebrow, in accordance with Standard Specifications of Land Development, within 150 feet of the property line of the undeveloped parcel. The area from the eyebrow to the property line shall be designated as right of way at least 60 feet in width. If an adjacent site has constructed one or more eyebrows as part of a prior development the subject parcel shall be required to provide a street connection to each previously constructed eyebrow.
 - Streets shall be designed, as determined by the planning commission, to ensure that adjacent parcels have adequate connection to maximize development.
 - Streets shall be dedicated to the city at or prior to final plat final approval. Approved future connections in accordance with Sections b shall be dedicated as right of way.

- e. A roadside sidewalk internal to the site shall be installed at the time of roadway construction, prior to final plat and shall be maintained by the homeowner or homeowner's association.
- f. Hard surface (asphalt, stone or other materials) bikeway/pedestrian paths connecting internal site and external neighborhood amenities, including connections to adjacent sites are required. Connections shall be required even if the adjacent sites do not yet have paths.
- g. Driveway locations shall be identified. Driveways shall be accessed from roadways that are classified as Local Streets, Land Access, as described in Resolution 607.
- h. Distinction of lots with front entry or side entry garage option(s) shall be identified. No less than 50% of residential buildings shall present a side loading garage, a courtyard garage entry or a 15-degree turned garage entry. Of the remaining 50% that is allowed to present a front loading garage, the following shall apply: 1) no more than two garage stalls shall present on the same linear plane, 2) all front loading garages shall contain architectural details consistent with the front elevation, 3) none of the front loading garages shall have a consistent setback to that of the habitable portion of the building and 4) no more than 30% of the front loading garages shall project further into the front yard than the habitable portion of the building. There shall be no more than three front-loading garage residential buildings in a row.
- i. Open space and features adjacent to the site's entire extent of perimeter public right of way shall be identified. The development plan shall address the following open space requirements:
 - Maintain not less than 30 percent of total site area as common open space and create large and contiguous areas that represent an integrated system with no one dedicated common space being less than 5,000 square feet.
 - Distribute common, open space throughout the development to serve as connection from the streets and groupings of lots to the large and contiguous open space. Small or fragmented open space shall be minimized.
 - Protect site features.
 - Connect open space to environmental features on adjacent sites. Long, thin strips shall be prohibited unless a conservation feature is linear and necessary to provide a green belt between lots or to provide connection with other natural features, amenities and adjacent developments.
 - Maintain a perimeter, low-maintenance open space buffer with a minimum width of 30 feet.
 - Open space adjacent to the entire extent of any public right-of-way shall be a minimum of 20 feet in width and include light fixtures and street trees, which are subject to the approval of the City Tree Board and Planning Commission. City approved and designated UC entryway light fixture(s) are required within this defined entryway and open space. An asphalt multi-use path of 8 feet in width is required if the open space is located on the west side of North Port Washington Road.
 - Entryway open space amenities include signage, landscaping, light fixture(s), utilities and utility accessories. These entryway features shall enhance the open space adjacent to the public right-of-way and serve as a transition from public to

private lands. City approved and designated UC entryway light fixture(s) are required within the defined entryway.

- Include common passive recreational amenities and designated areas for common active recreational amenities. Common amenities include, but are not limited to, features such as gardens, trail systems leading to destinations, sport courts, firepits, gathering and seating areas, children's play equipment.
- Comply with applicable standards set forth in the City approved Ulao Creek Neighborhood Park and Open Space Plan.

(3) Building Placement and Composition shall comply with the City approved Ulao Creek Neighborhood Design Standards.

(j) *Park and Open Space Plan and Impact Fee.* A park and open space impact fee is required for the development in accordance with Section 58-138-152. All development shall comply with the City approved Ulao Creek Neighborhood Park and Open Space.

(k) *Development Agreement.* A development agreement is required for development in which public or private infrastructure and open space is planned and shall comply with the City Standard Specifications for Land Development, latest edition. The development agreement is subject to the approval of the City Planning Commission and Common Council.

(l) *Exceptions to the district requirements.* All district requirements shall be met unless a concept plan review application is submitted to the Planning Commission that includes each of the following:

- (1) Project concept plan meeting all district requirements.
- (2) Project concept plan graphically detailing any requested exceptions to district requirements.
- (3) Project narrative addressing reason for exception(s), the impact and effect of exception(s) and the additional amenities proposed to mitigate the impact and effect of such exception(s).

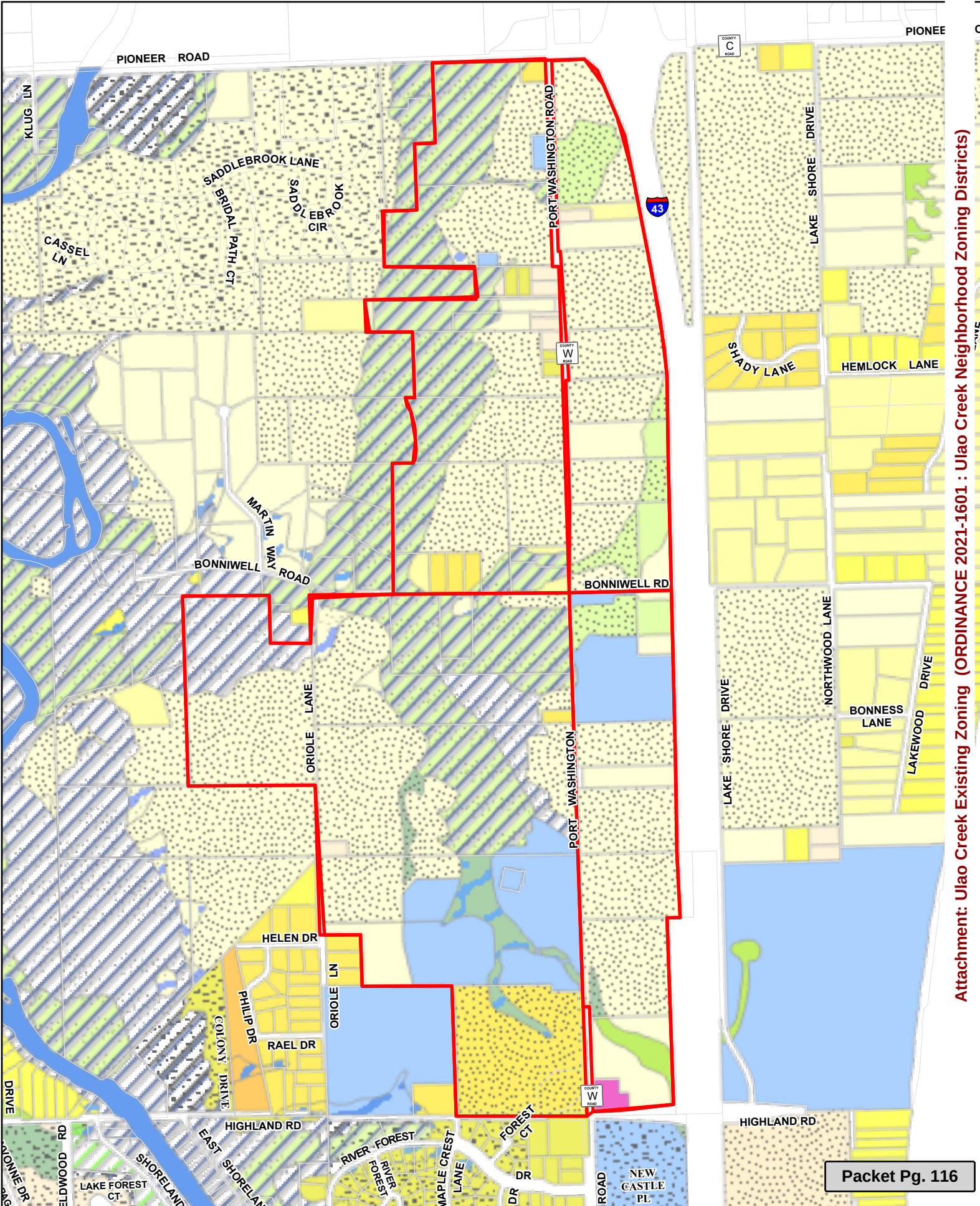
The burden of persuasion on the issue of whether the development, if completed as proposed, will comply with the spirit and intent of this district always remains on the applicant.

The Planning Commission may approve exceptions to the district requirements upon finding that the use or development includes building or site amenities that address any adverse effects of the exception(s) and where the Planning Commission finds that strict compliance to the requirements is impractical because of site conditions or location.

Further, Planning Commission approval of an exception shall require Common Council confirmation upon written request from two aldermen or one alderman and the mayor. Such request shall be made within 14 days of the corresponding Planning Commission approval of the exception.

Ulaos Creek Neighborhood - Existing Zoning

7.o.4.f



Attachment: Ulaos Creek Existing Zoning (ORDINANCE 2021-1601 : Ulaos Creek Neighborhood Zoning Districts)

Common Council Committee of the Whole Minutes from July 14, 2020

5) Committee of the Whole:

- a) An Update Regarding Neighborhood Land Use and Infrastructure Policy Initiatives in the East Growth Neighborhood, Generally Bounded by I-43 (East), Highland Road (South), Oriole Lane & Ulao Creek (West) and Pioneer Road (North).

Mayor Wirth explained that the City established a Policy Subcommittee of the Planning Commission that has been meeting monthly for approximately one year discussing infrastructure and land use in the hopes of outlining a cohesive plan of the area.

Patrick Shanahan, owners' representative for 40 acres at the northwest corner of Port Washington and Highland Road, stated that the master plan of their development has been modified pursuant to Council feedback at a November 2019 meeting. The developers look forward to bringing back a workable solution in the future.

Kim Tollefson, Community Development Director, indicated that policy discussion on the East Growth Neighborhood began in August 2019. There has been a heavy commitment for input from property owners, residents and focus groups. She reviewed the Policy Subcommittee Committee work which included reviews of traffic impacts, utilities, land use/acreage and TID districts on Port Washington Road, hosting a neighborhood open house, sewer and water extension assessments, trip generation, I-43 reconstruction and interchange review, and hosted a focus group for residential development leaders.

The Policy Subcommittee is looking for limited commercial development at both of the gateway intersections (Highland Road/Port Washington Road and Pioneer Road/Port Washington Road), with mixed commercial targeted to low intensity businesses on the east side of Port Washington Road that would provide flexible, compatible development. An immediate goal is to get Council input so the Policy Subcommittee can proceed with more detailed work regarding zoning districts and meeting with affected property owners. The Policy Subcommittee also recommends extension of the public water system at an estimated cost of \$1.3M to encourage and streamline development, private septic systems for disposal, and cluster neighborhood designs. Next steps are developing zoning regulations, architectural and site design standards, working towards public water expansion, develop neighborhood open space plan and impact fees, meet with property owners, and reviews by Planning Commission and Common Council. Discussion ensued on logistics of private sewage systems, soil borings for these systems, green way development between Pioneer Road and Highland Road, traffic impact, trip counts, pace of development, 40-acre property development at Highland Road and Port Washington Road, and road widening.



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Office of Community Development

TO: Common Council
FROM: Kim Tollefson, Director of Community Development
DATE: October 12, 2021
SUBJECT: ORDINANCE 2021-1602 An Ordinance Amending Chapter 58 of the Mequon Municipal Code, Incorporating the Ulao Creek Neighborhood (Generally the Area Bound by I-43 to the East, Highland Road to the South, Oriole Lane and Ulao Creek to the West and Pioneer Road to the North) into the City's Zoning and Land Use Plan Maps

Background

The new zoning district regulations must accompany an approved Land Use Plan Map amendment and an approved Zoning Map amendment. The attached map represents the parcels subject to a Land Use and Zoning Map amendment. As a reminder, staff has notified and offered meetings to all property owners affected by these changes throughout the entire process. In addition, property owners are officially notified of Planning Commission hearings as well as public hearings held by the Common Council.

Fiscal Impact

The amendment to the Zoning Map and Land Use Plan Map is fiscally neutral.

Recommendation

Planning Commission Policy Subcommittee Recommendation:

On January 11, 2021, the Planning Commission Policy Subcommittee recommended approval of the associated map for documentation of the Land Use and Zoning Map changes for the Ulao Creek neighborhood by a vote of 7-0.

Planning Commission Recommendation:

On September 27, 2021, the Planning Commission recommended approval of the associated map for documentation of the Land Use and Zoning Map changes for the Ulao Creek neighborhood by a vote of 8-0.

Attachments:

Ulao Creek Zoning and Land Use Plan Map (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2021-1602

An Ordinance Amending Chapter 58 of the Mequon Municipal Code, Incorporating the Ulao Creek Neighborhood (Generally the Area Bound by I-43 to the East, Highland Road to the South, Oriole Lane and Ulao Creek to the West and Pioneer Road to the North) into the City's Zoning and Land Use Plan Maps

RECITALS

A. The Common Council has determined that an amendment to the City's Zoning Map and Land Use Plan Map within Chapter 58 of the Mequon Municipal Code, is appropriate.

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

SECTION I

The zoning map and land use plan map is amended and approved by the Planning Commission's action of September 27, 2021 and in accordance with Exhibit A as attached.

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 adoption of the Ulao Creek Neighborhood Open Space Plan and the Ulao Creek Design Standards, or by January 1, 2022, whichever occurs first and the day after its publication.

Approved by: John Wirth, Mayor

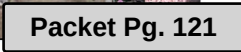
Date Approved: October 12, 2021

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on October 12, 2021.

Caroline Fochs, City Clerk

Published: _____

Attachment: Ulaos Creek Zoning and Land Use Plan Map (ORDINANCE 2021-1602 : Ulaos Creek Neighborhood Zoning and Land Use Plan Map





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Office of Community Development

TO: Common Council
FROM: Kim Tollefson, Director of Community Development
DATE: October 12, 2021
SUBJECT: ORDINANCE 2021-1603 An Ordinance Amending Chapter 58 of the Mequon Municipal Code, Establishing Outdoor Storage Permitting Requirements for the Ulao Creek Neighborhood (Generally the Area Bounded by I-43 to the East, Highland Road to the South, Oriole Lane and Ulao Creek to the West and Pioneer Road to the North)

Background

An outdoor storage permit and standards are recommended given the type of permitted commercial uses proposed as part the Ulao Creek neighborhood land use plan. The Committee recommends screening for materials, equipment and fleet vehicles associated with business operations. The regulations address both structural and vegetative screening, location and material standards as well as surfacing and drainage requirements. The proposed screen height is eight feet to accommodate the type of product expected for these uses.

Fiscal Note

Applications for a Ulao Creek Outdoor Storage permit are expected to be \$60 to cover the costs associated with review and administration.

Recommendation

Planning Commission Policy Subcommittee Recommendation:

On January 11, 2021, the Planning Commission Policy Subcommittee recommended approval of the Ulao Creek outdoor storage standards by a vote of 7-0.

Planning Commission Recommendation:

On September 27, 2021, the Planning Commission recommended approval of the Ulao Creek outdoor storage standards by a vote of 8-0.

Attachments:

Outdoor Storage Regulations (DOCX)

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2021-1603

An Ordinance Amending Chapter 58 of the Mequon Municipal Code, Establishing Outdoor Storage Permitting Requirements for the Ulao Creek Neighborhood (Generally the Area Bounded by I-43 to the East, Highland Road to the South, Oriole Lane and Ulao Creek to the West and Pioneer Road to the North)

RECITALS

A. The City has undertaken a study of the zoning regulations for the Ulao Creek Neighborhood.

B. The Planning Commission on September 27, 2021, recommended approval of an amendment to zoning code relating to outdoor storage in the Ulao Creek Neighborhood.

C. Based upon the Planning Commission's recommendation and following the public hearing before the Common Council on the 9th day of November 2021, the Common Council has determined that an amendment to the City's Zoning Code, Chapter 58 of the Mequon Municipal Code is appropriate.

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

SECTION I

Chapter 58, Zoning Code is amended as attached in Exhibit A.

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 adoption of the Ulao Creek Neighborhood Open Space Plan and the Ulao Creek Design Standards, or by January 1, 2022, whichever occurs first and the day after its publication.

Approved by: John Wirth, Mayor

Date Approved: October 12, 2021

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on October 12, 2021.

Caroline Fochs, City Clerk

Published: _____

Ordinance Exhibit A

Subdivision III. Section 58-468 Ulao Creek Neighborhood Outdoor Storage.

The purpose of the regulations and standards in this section is to provide consistent screening and surfacing standards for outdoor storage.

- A. Permit. Any outdoor storage is subject to an approved Outdoor Storage Permit issued by the Department of Community Development.
- B. General Requirements.
 - 1. No outdoor storage shall be located in the required setbacks, offsets or located closer to public streets than the principal structures on the property. No outdoor storage is permitted on a vacant property.
 - 2. No outdoor storage or associated structural screening shall exceed eight (8) feet in height.
 - 3. A combination of structural and landscaping screening is required for outdoor storage. Structural screening shall be architecturally consistent with the materials, including masonry, and the colors and design of the principal structure. Landscape screening shall be consistent with the formal landscaping plan of the site, shall provide year-round density and shall soften the aesthetic of the structural screening. Signage hung or attached to the screening is prohibited.
 - 4. Chain link fencing is prohibited.
- C. Screening.
 - 1. Screening of outdoor storage is required from any of the following:
 - i. Public street or freeway;
 - ii. Publicly accessible open space area, path, parking area, access driveway, or other similar thoroughfare;
 - iii. Developed property where public access or view to areas of any public, quasi-public, commercial or industrial use; or
 - iv. Undeveloped property where public access or view to areas adjoining the outdoor storage use is expected.
 - v. Existing or area zoned for residential.
- D. Surfacing. Outdoor storage areas shall be graded and drain all surface water within the area to a city approved stormwater management facility. Outdoor storage areas may be surfaced

with partially permeable materials if adequate drainage and erosion and dust control are provided.

- E. Lighting. Any lighting used to illuminate an outdoor storage area shall be directed and shielded as to not illuminate any area other than the outdoor storage area and is subject to 58-567 – Outdoor lighting installation.

**draft**

11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2914
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www.ci.mequon.wi.us

Office of the City Clerk

**SPECIAL COMMITTEE OF THE WHOLE
Thursday, September 9, 2021 - 7:00 PM
or Immediately Following the
Mequon Municipal Water Utility Commission Meeting
Christine Nuernberg Hall**

Minutes

1. Call to order, Roll Call

Mayor Wirth called the meeting to order at 7:12 PM.

Present:

Mayor John Wirth
Alderman Robert Strzelczyk
Alderman Glenn Bushee
Alderman Dale Mayr
Alderman Jeffrey Hansher
Alderman Brian Parrish
Alderman Kathleen Schneider
Alderman Andrew Nerbun

Absent:

Alderman Mark Gierl

Also present: City Administrator Jones, Assistant, City Clerk Fochs, City Engineer/Public Works Director Lundeen, Community Development Director Tollefson, Todd Needham of Batterman, press and interested public.

2. Discussion

- a. Policy Discussion Related to Wisconsin Department of Transportation Approval of Proposed Pedestrian and Traffic Safety Improvements Along Mequon Road from Buntrock Avenue East Towards Cedarburg Road

Engineering/Public Works Director Lundeen and Community Development Director Tollefson led the discussion on the WisDOT approval of the proposed pedestrian and traffic safety improvements along Mequon Road from Buntrock Avenue east towards Cedarburg Road. A design contract has been approved by Council and submitted to WisDOT. Conditional approval was received from WisDOT and tonight's meeting is to go over the portions of the City's request that were either approved in part or were conditionally approved to decide how to proceed with the design. Straw polls were taken on the items the Council needed to weigh in on. The Council confirmed their original decision to include

traffic signals, installation of beacons, and width of lanes. Additional discussion ensued regarding medians, signage and width of bike lanes.

3. Resolution

- a. **RESOLUTION 3876** A Resolution Approving a State/Municipal Maintenance Agreement (SMMA) and a State/Municipal Financial Agreement (SMFA) for the Installation of a Traffic Signal at County Line Road and Port Washington Road

Public Works/Engineering Director Lundeen stated that WisDOT determined a stoplight at County Line Road and Port Washington Road could still be accommodated in the I-43 Project, with local jurisdiction over the traffic signal. The proposed I-3 project will modify the interchange with new ramp locations and signaling both exits reducing the traffic at the subject intersection. If installed, Mequon would take full financial responsibility for the infrastructure installation (\$309,500) and the long-term operation and maintenance of the stoplight. Currently this intersection is very dangerous for pedestrians and drivers.

Motion to recommend **RESOLUTION 3876** to the Common Council.

RESULT: **Failed [2 to 6]**
MOVED BY: Alderman Nerbun
SECONDED BY: Alderman Schneider

AYES: Schneider, Nerbun
NAYS: Strzelczyk, Bushee, Mayr, Hansher, Parrish
DEEMED NO: Gierl

4. Adjourn

Motion to adjourn at 9:25 PM.

RESULT: **Approved by Voice Acclamation [7-1]**
MOVED BY: Alderman Bushee
SECONDED BY: Alderman Strzelczyk

AYES: Strzelczyk, Bushee, Mayr, Hansher, Parrish, Schneider, Nerbun
DEEMED NO: Gierl

Respectfully Submitted,
Kathy Andrykowski



draft

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8.a.b

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Office of the City Clerk

**COMMITTEE OF THE WHOLE
Tuesday, September 14, 2021 - 6:15 PM
Christine Nuernberg Hall**

Minutes

1. Call to Order, Roll Call

Mayor Wirth called the meeting to order at 6:17 PM.

Present:

Mayor John Wirth
Alderman Robert Strzelczyk
Alderman Glenn Bushee
Alderman Dale Mayr
Alderman Jeffrey Hansher
Alderman Brian Parrish
Alderman Kathleen Schneider
Alderman Andrew Nerbun
Alderman Mark Gierl - Absent

Also present: City Administrator Jones, Assistant City Administrator Schoenemann, City Attorney Sajdak, City Clerk Fochs, Finance Director Engroff, City Engineer/Public Works Director Lundeen, Community Development Director Tollefson, Assistant Community Development Director Zader, Chief of Police Pryor, Andrew Hayes, Senior Manager of Consulting with Averro Advisors, Tyler Gallant, Project Manager with Averro Advisors, press and interested public.

2. Presentation of the Information Technology Strategic Plan

Andrew Hayes and Tyler Gallant with Averro Advisors presented an overview of the Information Technology (IT) plan and strategic planning recommendations. Primary findings included: 1) outdated IT policies and procedures, and IT Governance, 2) an abundance of hard copy paper-driven, manual processes, 3) a reactive, not proactive, approach to IT, 4) under utilization of Enterprise systems, such as Tyler MUNIS, 5) opportunity for Software as a Service (SaaS) Migration.

Visions included: 1) enhanced customer service to the community, 2) integrated suite of enterprise software, 3) strategic partnership between IT and departments, 4) proactive IT service and asset management, and 5) continued education for cybersecurity and IT operations.

Attachment: 09-14-21_COW draft minutes (6687 : Committee of the Whole meeting minutes of September 9 and September 14, 2021)

3. Potential Closed Session:

- a. Information Technology Strategic Plan: The Common Council may convene into closed session pursuant to Wis. Stat. §19.85(1)(c), considering employment, promotion, compensation or performance evaluation date of any public employee over which the governmental body has jurisdiction or exercises responsibility, and §19.85(1)(d) considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention and then may reconvene into open session to take such action as deemed appropriate.

Motion to go into Closed Session to discuss the Information Technology Strategic Plan.

RESULT: **Approved by Roll Call Vote [8-1]**

MOVED BY: Alderman Strzelczyk

SECONDED BY: Alderman Mayr

AYES:	Strzelczyk, Bushee, Mayr, Hansher, Parrish, Schneider, Nerbun, Wirth
DEEMED NO:	Gierl

The Committee of the Whole returned into open session.

4. Adjourn

Motion to adjourn at 7:25.

RESULT: **Approved by Voice Acclamation [8-1]**

MOVED BY: Alderman Bushee

SECONDED BY: Alderman Mayr

AYES:	Strzelczyk, Bushee, Mayr, Hansher, Parrish, Schneider, Nerbun, Wirth
DEEMED NO:	Gierl

Respectfully Submitted,
Kathy Andrykowski



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Office of City Clerk

TO: Common Council
FROM: Caroline Fochs, City Clerk
DATE: October 4, 2021
SUBJECT: RESOLUTION 3882 A Resolution Approving the Revised City of Mequon Ward Plan and Map

Background

Every ten years a census is conducted nationwide. Once the data is compiled it is released to each of the states to draw new political lines for elected officials to reflect changes in population. The Counties are the first to draw County Supervisory lines. Once that process is complete, it is turned over to each municipality to draw ward and aldermanic district boundaries. Finally, the Legislature will complete the process by drawing Congressional and State Legislature lines. This process supports our system of representative democracy, grounded in the notion of equal representation in legislative bodies.

Analysis

In a typical redistricting year, the municipality would have 60 days to draw ward boundaries. However, due to the COVID pandemic, the results of the census have been delayed and the mandated deadline for the redistricting process is November 23. Below is the timeline the City must follow:

September 1: The County approved retaining the same number of County Supervisors.

September 14: Discussion item at the City of Mequon Public Welfare Committee.

September 15: The County Board approved the tentative County Supervisory Districts.

September 22: The data was turned over to City staff for drawing of the wards within the Supervisory District boundaries.

October 12: The new ward plan is adopted by the Common Council.

October 20: The County holds a public hearing and adopts the final ward plan County Supervisory boundaries.

November 9: New City aldermanic districts are adopted by the Common Council.

November 17: Deadline for all redistricting activities (in order to meet the deadline to publish the Type A notice for the Spring Election on November 23, 2021).

Wards are the building blocks from which congressional, state senate and assembly county supervisory and City aldermanic districts are constructed. There are underlying principles to follow when drawing ward boundaries. Each ward must be comprised of whole census blocks, be drawn to include between 600 - 2,100 residents and must be compact, contiguous, preserve the community interest and preserve the unity of political subdivisions. The City must also make a good faith effort to create wards within the approved Supervisory Districts.

Attached are four maps. Exhibit 2 is the map the County has approved for their Supervisory Districts which are substantially equal in population based on the 2020 census. Exhibit 3 is a map of the City's 20 wards that have been drawn within those approved Supervisory Districts. Each ward adheres to the underlying principles outlined above. Exhibit 4 is a proposed map of what the aldermanic districts will look like if the wards are approved as presented, and Exhibit 5 combines all maps into one.

Adopting the ward plan is the first step in redistricting for the City. Also on the October 12 Common Council agenda is a first reading for an ordinance that redraws the aldermanic boundaries. The aldermanic districts will be adopted at the November Common Council meeting along with the polling sites for each district.

Fiscal Impact

There will be a cost to sending postcards to every registered voter in Mequon late this year to notify affected residents of the new wards and potentially new polling site, printing of new maps and training materials, all for approximately \$7,600.

Recommendation

A recommendation is forthcoming from the Committee of the Whole on October 12, 2021.

Attachments:

Exhibit 2 Supervisory Map (DOCX)
 Exhibit 3 Ward Map (DOCX)
 Exhibit 1 Census Block Listing (DOCX)
 Exhibit 4 Aldermanic Map (DOCX)
 Exhibit 5 All Boundaries Map (PDF)
 Excerpt 2020 Redistricting Handbook (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3882

A Resolution Approving the Revised City of Mequon Ward Plan and Map

RECITALS

A. Pursuant to Wis. Stat. § 59.10(3)(b)(1), Ozaukee County has submitted a tentative plan to the City of Mequon for the creation of County Supervisory Districts that are substantially equal in population based on the 2020 census.

B. Section 5.15 of the Wisconsin Statutes requires every city, village, or town over 1,000 in population to be divided into wards according to the final published results of the most recent federal census.

C. City staff has created a plan dividing the City into election wards in a good faith effort to accommodate what had been previously presented to the City as the Supervisory District Plan by Ozaukee County.

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

1. The division of the City into twenty (20) wards, as shown on the official election ward listing, attached hereto as Exhibit 1, and as depicted in the official election ward map, attached hereto as Exhibit 3, and which exhibits are incorporated herein by reference, is hereby approved.

2. This resolution shall be filed with the City Clerk who shall transmit a copy to the County Clerk and the Legislative Reference Bureau within five (5) days of adoption.

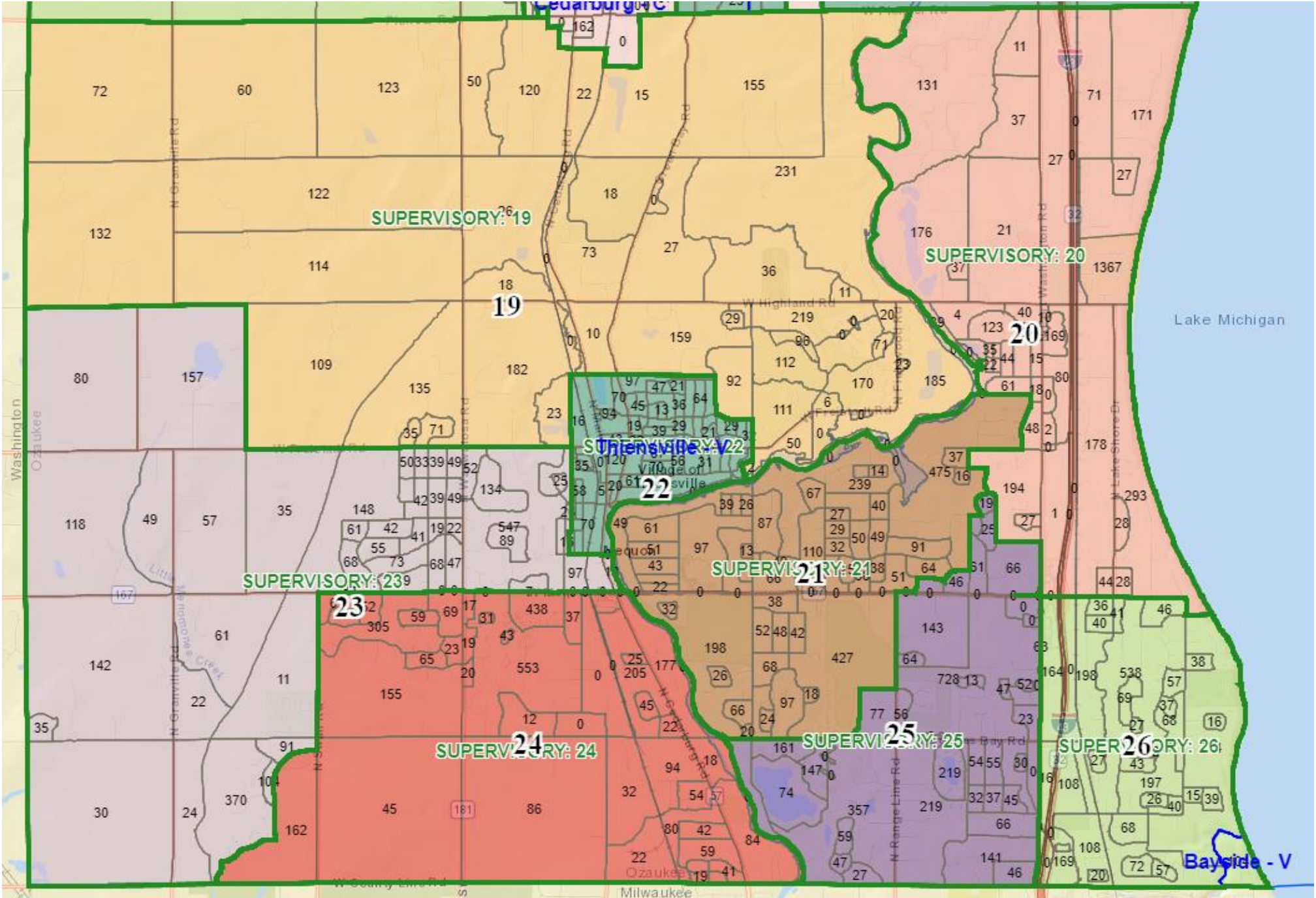
Approved by: John Wirth, Mayor

Date Approved: October 12, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on October 12, 2021.

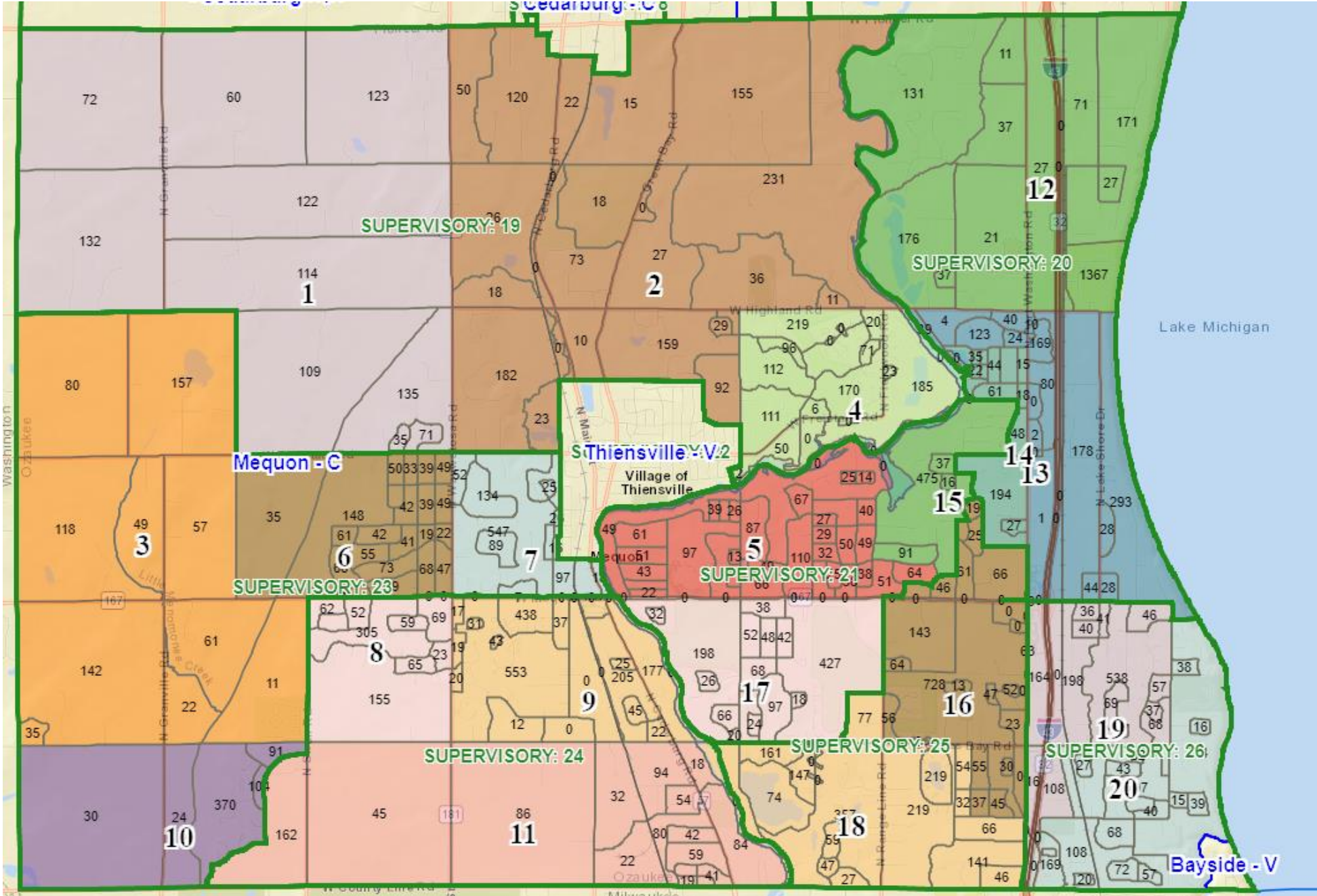
Caroline Fochs, City Clerk

Exhibit #2 County Supervisory Map



Attachment: Exhibit 2 Supervisory Map (RESOLUTION 3882 : Redistricting Wards)

Exhibit #3 City of Mequon Ward Map



Attachment: Exhibit 3 Ward Map (RESOLUTION 3882 : Redistricting Wards)

Exhibit #1 Census Block Listing

CENSUS BLOCK WARD 1	CENSUS BLOCK WARD 2	CENSUS BLOCK WARD 3	CENSUS BLOCK WARD 4
550896602011000	550896602022008	550896602011010	550896603011007
550896602011001	550896602022009	550896602011011	550896603011009
550896602011002	550896602022010	550896602011012	550896603011010
550896602011003	550896602022011	550896602011013	550896603011011
550896602011004	550896602022016	550896602011014	550896603011012
550896602011005	550896602022017	550896602012008	550896603011013
550896602011006	550896602022018	550896602012009	550896603011014
550896602011007	550896602022019	550896602012010	550896603011015
550896602011008	550896602022020	550896602012012	550896603011016
550896602011009	550896602022021	550896602012020	550896603011017
	550896602022022		550896603011018
	550896602022023		550896603011019
	550896602022024		550896603011020
	550896602022025		550896603011021
	550896602022026		550896603011022
	550896602022027		550896603011023
	550896602022028		550896603011024
	550896602023000		550896603011025
	550896602023001		550896603011026
	550896602023002		550896603012000
	550896602023003		550896603012002
	550896602023004		
	550896602023005		
	550896602023006		
	550896602023007		
	550896602023008		

Exhibit #1 Census Block Listing

CENSUS BLOCK WARD 5	CENSUS BLOCK WARD 6	CENSUS BLOCK WARD 7	CENSUS BLOCK WARD 8
550896603012001	550896602011015	550896602023009	550896602012000
550896603012008	550896602011016	550896602023010	550896602012001
550896603012009	550896602013000	550896602023011	550896602012002
550896603012010	550896602013001	550896602023012	550896602012003
550896603012011	550896602013002	550896602023013	550896602012004
550896603012012	550896602013003	550896602023014	550896602012005
550896603012013	550896602013004	550896602023015	550896602012006
550896603012014	550896602013005	550896602023016	550896602012007
550896603012016	550896602013006	550896602023017	550896602012018
550896603012017	550896602013007	550896602023018	
550896603012018	550896602013008	550896602023019	
550896603012019	550896602013009	550896602023020	
550896603012020	550896602013010	550896602023021	
550896603012021	550896602013011	550896603012004	
550896603013016	550896602013012		
550896603013017	550896602013013		
550896603013018	550896602013014		
550896603013019	550896602013015		
550896603013020	550896602013018		
550896603013021	550896602013019		
550896603013022	550896602013020		
550896603013023	550896602013021		
550896603013024			
550896603013025			
550896603013026			
550896603013027			
550896603013028			
550896603013029			
550896603013030			
550896603013034			
550896603013035			
550896603013037			
550896603013038			
550896603013039			
550896603013040			
550896603013041			
550896603013042			

Attachment: Exhibit 1 Census Block Listing (RESOLUTION 3882 : Redistricting Wards)

Exhibit #1 Census Block Listing

CENSUS BLOCK WARD 9	CENSUS BLOCK WARD 10	CENSUS BLOCK WARD 11	CENSUS BLOCK WARD 12
550896602021000	550896602012011	550896602012016	550896602022000
550896602021001	550896602012013	550896602012017	550896602022001
550896602021002	550896602012014	550896602021011	550896602022002
550896602021003	550896602012015	550896602021012	550896602022003
550896602021004	550896602012019	550896602021019	550896602022004
550896602021005		550896602021020	550896602022005
550896602021006		550896602021021	550896602022006
550896602021007		550896602021022	550896602022007
550896602021008		550896602021023	550896602022012
550896602021009		550896602021024	550896602022013
550896602021010		550896602021025	550896602022014
550896602021013		550896602021026	550896602022015
550896602021014		550896602021027	550896602022029
550896602021015		550896602021028	
550896602021016		550896603033011	
550896602021017		550896603033012	
550896602021018			
550896602023022			
550896602023023			
550896602023024			
550896602023025			
550896602023026			
550896603012005			
550896603012006			
550896603033010			
550896603034012			
550896603034013			

Attachment: Exhibit 1 Census Block Listing (RESOLUTION 3882 : Redistricting Wards)

Exhibit #1 Census Block Listing

CENSUS BLOCK WARD 13	CENSUS BLOCK WARD 14	CENSUS BLOCK WARD 15	CENSUS BLOCK WARD 16
550896603011000	550896603011008	550896603011042	550896603013003
550896603011001	550896603011030	550896603013000	550896603013011
550896603011002	550896603011031	550896603013001	550896603013013
550896603011003	550896603011032	550896603013002	550896603013014
550896603011004	550896603011033	550896603013004	550896603013015
550896603011005	550896603011034	550896603013036	550896603013043
550896603011006	550896603011035		550896603013044
550896603011027	550896603011036		550896603013047
550896603011028	550896603011037		550896603013048
550896603011029	550896603011038		550896603013049
550896603011043	550896603011039		550896603013050
550896603013006	550896603011040		550896603013051
550896603013007	550896603011041		550896603031002
550896603013008	550896603013005		550896603031005
550896603013012	550896603013009		550896603031006
550896603013046	550896603013010		550896603031007
550896603014000			550896603031008
550896603014001			550896603031009
550896603014002			550896603031010
550896603014003			550896603031011
550896603014004			550896603031012
550896603014006			550896603031013
			550896603031014
			550896603031015
			550896603031016
			550896603031017
			550896603031018
			550896603031019
			550896603031020
			550896603032002
			550896603032003
			550896603032004
			550896603032005
			550896603032006
			550896603032011

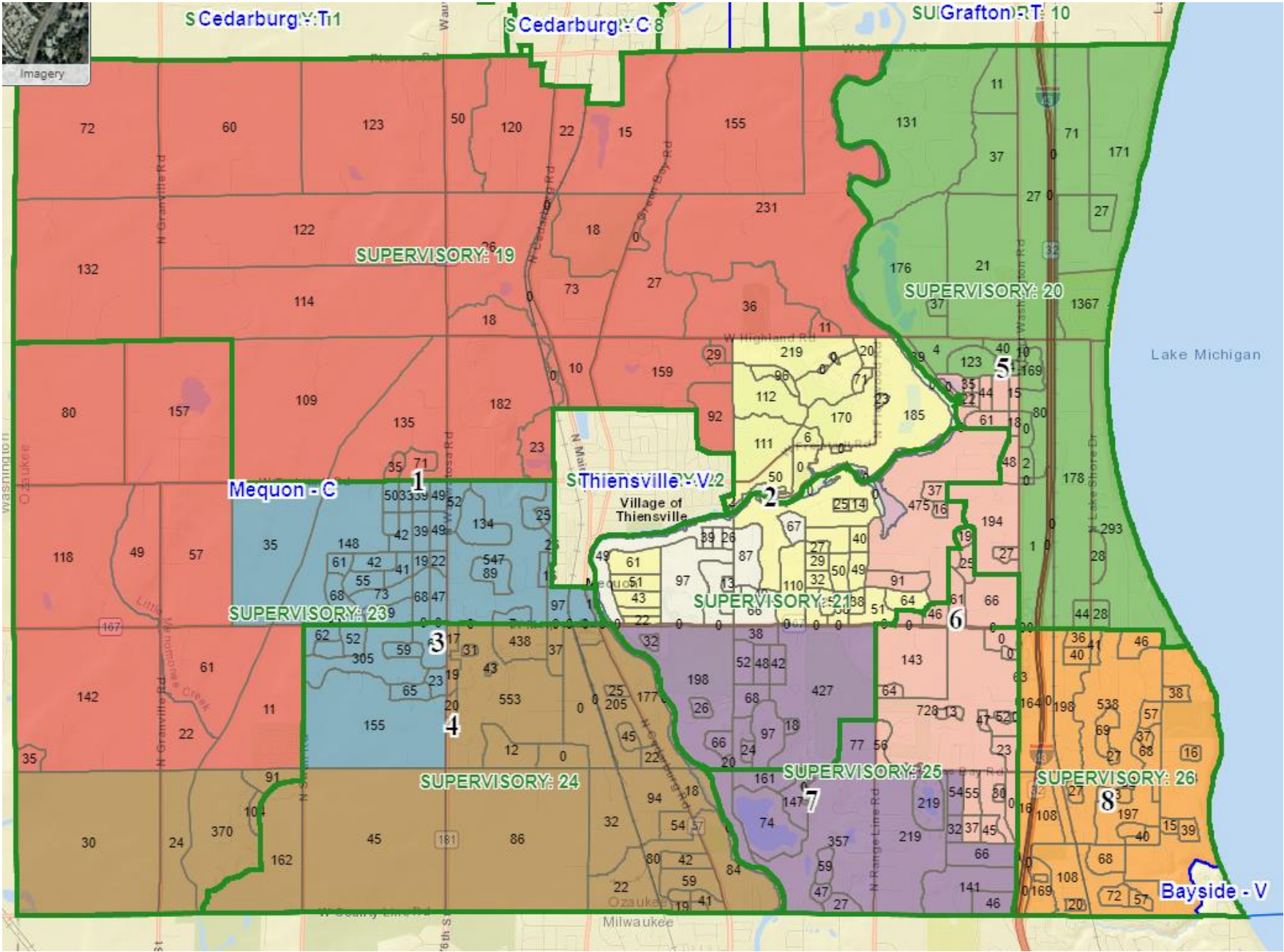
Attachment: Exhibit 1 Census Block Listing (RESOLUTION 3882 : Redistricting Wards)

Exhibit #1 Census Block Listing

CENSUS BLOCK WARD 17	CENSUS BLOCK WARD 18	CENSUS BLOCK WARD 19	CENSUS BLOCK WARD 20
550896603012007	550896603032007	550896603013045	550896603032013
550896603012015	550896603032008	550896603014005	550896603032014
550896603012022	550896603032009	550896603031000	550896603032015
550896603012023	550896603032010	550896603031001	550896603041007
550896603013031	550896603032012	550896603031003	550896603041008
550896603013032	550896603032016	550896603031004	550896603041009
550896603013033	550896603032017	550896603032000	550896603041014
550896603013052	550896603033000	550896603032001	550896603041017
550896603013053	550896603033001	550896603041000	550896603041018
550896603034000	550896603033002	550896603041001	550896603041019
550896603034001	550896603033003	550896603041002	550896603041020
550896603034002	550896603033004	550896603041003	550896603042000
550896603034003	550896603033005	550896603041004	550896603042001
550896603034004	550896603033006	550896603041005	550896603042002
550896603034005	550896603033007	550896603041006	550896603042003
550896603034006	550896603033008	550896603041010	550896603042004
550896603034007	550896603033009	550896603041011	550896603042005
550896603034008	550896603033013	550896603041012	550896603042006
550896603034009	550896603033014	550896603041013	550896603042007
550896603034010	550896603033015	550896603041015	550896603042008
550896603034011	550896603034017	550896603041016	550896603042009
550896603034014			550896603042010
550896603034015			550896603042011
550896603034016			550896603042012
			550896603042013
			550896603042014

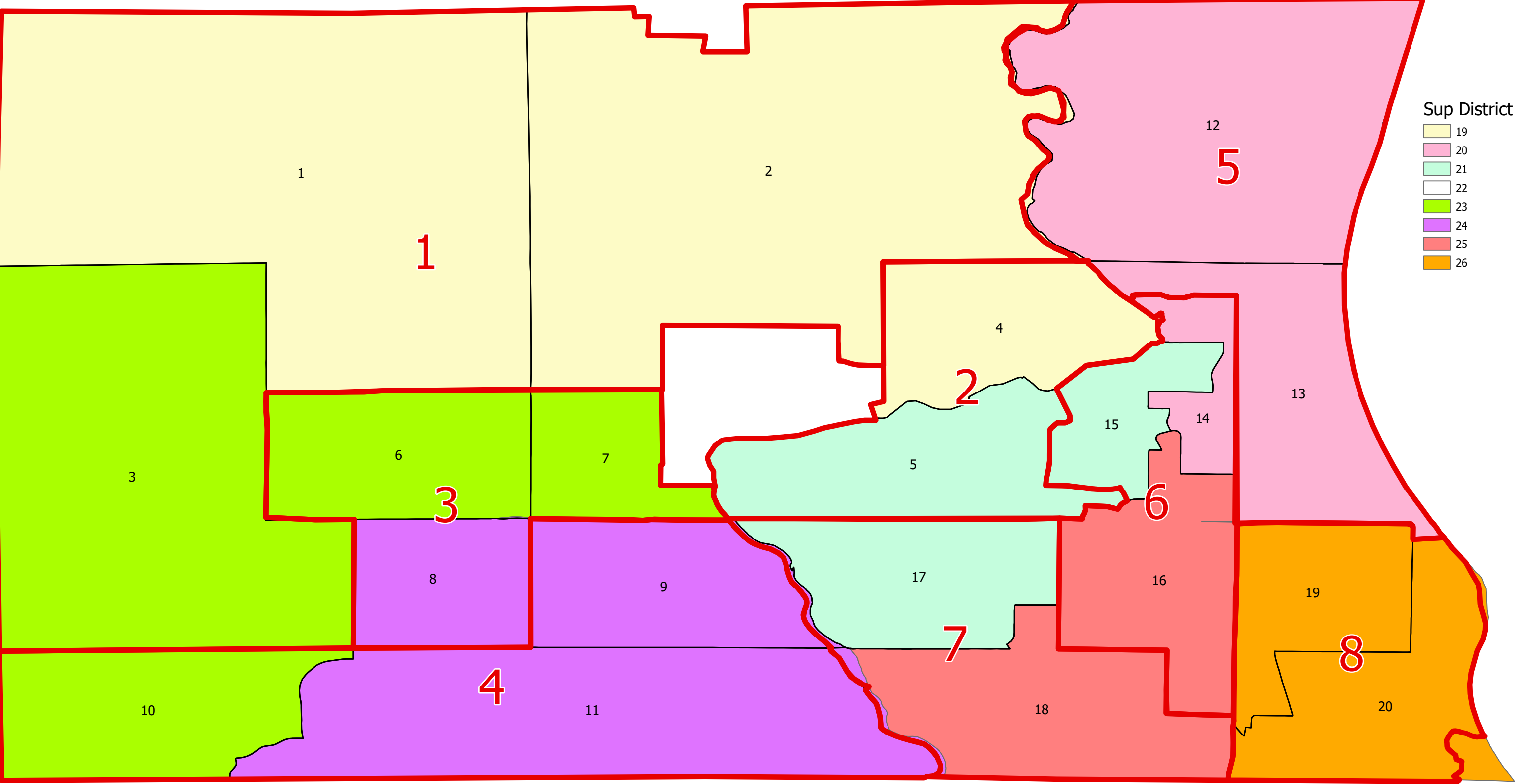
Attachment: Exhibit 1 Census Block Listing (RESOLUTION 3882 : Redistricting Wards)

Exhibit #4 Aldermanic Map



Attachment: Exhibit 4 Aldermanic Map (RESOLUTION 3882 : Redistricting Wards)

Exhibit 5 All Boundaries
Color: Supervisory (7)
Red: Aldermanic (8)
Small Numbers: Wards (20)



CHAPTER 2: CREATION OF WARDS

The second step of the decennial county supervisory redistricting process involves the creation of wards and/or adjustment of ward lines in accordance with the tentative county supervisory district plan. This process is instrumental to the ability of counties to implement and, ultimately, finalize county supervisory redistricting plans. The following is a summary and explanation of the process for creating wards, as well as the enforcement mechanisms available to counties to require the creation of wards if municipalities do not meet their statutory obligations.

WHAT ARE WARDS?

A “ward” means a town, village, or city subdivision created to facilitate election administration and establish election districts (aldermanic, supervisory, legislative, and congressional) that are substantially equal in population.

RULES GOVERNING THE CREATION OF WARDS

General Rules

With the exceptions outlined below, every city, village, and town in Wisconsin is required, through its common council or village or town board, to be divided into wards. The boundaries of and number assigned to each ward are intended to be as permanent as possible. Where possible and practicable, each ward is to consist of whole census blocks. Wards are to be kept compact and observe the community of interest of existing neighborhoods and other settlements. Wards are confined to a single municipality and may only be in one county supervisory board district.

Wards do not have to be equal in population. They are, however, subject to the population limits as set forth in Wis. Stat. §5.15(2)(b) which are included below:

- In any city in which the population is at least 150,000, each ward must contain not less than 1,000 nor more than 4,000 inhabitants.
- In any city in which the population is at least 39,000 but less than 150,000, each ward must contain not less than 800 nor more than 3,200 inhabitants.
- In any city, village, or town in which the population is at least 10,000 but less than 39,000, each ward must contain not less than 600 nor more than 2,100 inhabitants.
- In any city, village, or town in which the population is less than 10,000, each ward must contain not less than 300 nor more than 1,000 inhabitants.

The division of a municipality into wards is made by the common council, village board, or town board. Municipal wards are to be created by ordinance or resolution of the municipal governing body. The ordinance or resolution must number all wards in the municipality with unique whole numbers in consecutive order, designate the polling place for each ward, and describe the boundaries of each ward.⁴

Once established, the boundaries of each ward are required to remain unchanged until:

- A further decennial federal census of population indicates that the population of a ward is above or below the applicable population range; or
- The ward boundaries are required to be changed to permit creation of supervisory or aldermanic districts of substantially equal population or to enhance the participation of

⁴ A list of all U.S. Census Bureau block numbers assigned to each ward, any partial blocks assigned to wards and a map with revised ward boundaries must be appended to the ordinance or resolution. The ordinance or resolution and the appended lists and maps must be filed with the county clerk of each county in which the municipality is located within five days after passage.

members of a racial or language minority group in the political process and their ability to elect representatives of their choice.

If the population of a ward increases above the maximum of its permitted population range or if the population of a ward must be decreased for one of the reasons immediately above, the ward must be divided into two or more wards in compliance with Wis. Stat. § 5.15(2)(b). If the population of a ward decreases below the minimum of its population range or if the population of a ward must be increased for one of the reasons immediately above, the ward must, if possible, be combined with an adjoining ward, or the underpopulated ward and one adjoining ward must be combined and together subdivided into two or more wards.

Notwithstanding the general rule regarding the creation of wards, no city electing its common council at large in which the total population is less than 1,000, and no village or town in which the total population is less than 1,000, is required to be divided into wards. However, any such city, village, or town may divide itself into wards if the creation of wards facilitates the administration of elections. Likewise, no village or town located in a county having only one town (Menominee County) is required to be divided into wards.

Creation of Wards Consistent with the Population Requirements of the Tentative County Supervisory District Plan

Every municipality is required to make a good faith effort to accommodate the tentative plan submitted by the county or counties in which it is located. If a municipality is unable to accommodate the tentative plan, the municipality is nonetheless required to divide itself into wards in a way that creates municipal districts that are in accordance with the population requirements of the tentative plan.

Furthermore, if the legislature, in the process of redistricting legislative or congressional districts,⁵ establishes a district boundary within a municipality that does not coincide with the boundary of a ward established under the municipality's ordinance or resolution, the municipal governing body must, no later than April 10 of the 2nd year following the year of the federal decennial census on which the act is based, amend the ordinance or resolution to the extent required to effect the act. The amended ordinance or resolution must designate the polling place for any ward that is created to affect the legislative act. However, counties or cities are not compelled to alter or redraw supervisory or aldermanic districts.

Aldermanic Districts

Aldermanic Districts are built using the same wards as county supervisory districts. Aldermanic districts have to be substantially equal in population. When a municipality creates its ward plan, it therefore not only has to accommodate the tentative plan for supervisory districts, but also has to allow for the creation of equal aldermanic districts.

COUNTY ENFORCEMENT OF MUNICIPAL DIVISION REQUIREMENTS

If a municipality does not divide itself into wards as required by statute, the county in which the municipality is located, or any elector of the municipality may petition the circuit court in which the municipality is located and submit a proposed ward division plan for the municipality. The plan must be submitted to the circuit court within 14 days following the expiration of the 60-day period in which the municipality has to adjust its wards following its receipt of a tentative supervisory district plan from a county following the decennial census.

If the circuit court finds that the existing division of the municipality does not comply with statutory requirements for redistricting, the circuit court will review the plan submitted by the petitioner and, after reasonable notice to the municipality, may adopt the plan or any other plan that complies with statutory requirements. The plan adopted by the circuit court is temporary and remains in effect until the municipality enacts or adopts a ward plan that complies with statutory requirements.

⁵ Pursuant to article IV, section 3, of the constitution.

In order to satisfy the cohesion factor, the Supreme Court held in *Gingles* that political cohesion can be shown by evidence “that a significant number of minority group members usually vote for the same candidates.” Elsewhere in the opinion, the Court said that racial bloc voting and political cohesion could be established “where there is ‘a consistent relationship between [the] race of the voter and the way in which the voter votes.’” Most courts have applied a common-sense rule that if a majority of minority voters vote for the same candidates a majority of the time, the minority is politically cohesive.

The third *Gingles* factor (whether white bloc voting is “legally significant”) is satisfied if the majority votes sufficiently as a bloc to enable it “usually” to defeat the minority’s preferred candidate. The fact that some minority candidates may have been elected does not foreclose a Section 2 claim. Instead, where a challenged scheme generally works to dilute the minority vote, it cannot be defended on the ground that it sporadically benefits minority voters.

Shaw v. Reno: Restricting Considerations of Race

The United States Supreme Court has placed strict limits on the manner in which race may be considered in redistricting. In *Shaw v. Reno*, 509 U.S. 630 (1993), the Court found that where racial considerations predominate in the redistricting process to the subordination of traditional non-race-based factors, the redistricting will be subject to a strict scrutiny test. The state or local government must demonstrate that race-based factors were used in furtherance of a compelling state interest, such as compliance with the Voting Rights Act and where the local government applied race-based factors in a “narrowly tailored” manner to achieve this interest.

Decisions following *Shaw* have established the following principles in redistricting: (1) race may be considered as a factor along with other traditional factors; (2) race may not be considered as the predominant factor in redistricting to the detriment of traditional redistricting principles; (3) bizarrely shaped districts are not unconstitutional *per se* but may be evidence that race was the predominant consideration in redistricting; (4) if race is the predominant consideration in redistricting, it may be constitutional if it is “narrowly tailored” to address a compelling government interest, i.e., the redistricting will use race no more than as necessary to address the compelling government interest. In 2015, the U.S. Supreme Court reaffirmed these principles, and held that voters may present statewide evidence of discrimination to prove that an individual district was drawn in a racially discriminatory manner.⁸ This means that voters may present evidence that a statewide discriminatory redistricting policy was applied to the specific district being challenged in court.

In light of *Shaw* and the cases that followed it, local governments should be careful to adopt and apply redistricting criteria that fairly consider race as well as traditional redistricting factors. These criteria should include:

- Using identifiable boundaries;
- Using whole voting precincts, where possible and feasible;
- Maintaining communities of interest;
- Basing the new plan on existing precincts;
- Adopting precincts of approximately equal size;
- Drawing precincts that are compact and contiguous;
- Keeping existing representatives in their precincts; and
- When considering race, narrowly tailoring to comply with the Voting Rights Act.

While the Supreme Court, in *Shaw v. Reno*, has limited the use of race in redistricting, it recognizes that race should not be excluded altogether. It remains impermissible for counties and other governmental entities to use redistricting to unlawfully minimize or cancel out minority voting interests. Rather, race should

⁸ *Alabama Legislative Black Caucus v. Alabama*, 135 S. Ct. 1257 (2015).

have equal standing with traditional districting principles when legislators or other government officials develop district plans.

GERRYMANDERING

Gerrymandering is the process where the majority party draws an election district map with district boundary lines that give itself an unfair and undeserved numerical vote advantage during each election. This numerical advantage is obtained by maximizing the number of districts with a majority of voters from the majority party. Here, majority party refers to the party with a majority of seats in the state legislature, which usually but not always corresponds to the party that received the majority of total votes in the previous election. Exceptions are possible due to gerrymanders.

A gerrymandered redistricting map concentrates minority party voters into the fewest possible number of election districts (packing), distributes minority party voters among many districts so their vote will not influence the election outcome in any one district (vote dilution), and/or divides incumbent minority party legislator districts and constituents up among multiple new districts with a majority of majority party voters (fracturing). In some gerrymander cases, multiple minority party incumbents are forced to run against each other in the same district. Bizarre election district boundaries are drawn to connect distant disjointed areas with thin strips of land running through unpopulated areas such as industrial parks and cemeteries, down highways and railroad tracks, and through bodies of water such as rivers, lakes, and the ocean.

While racially gerrymandered districts and districts that violate the “one person, one vote” principle are unconstitutional, the Supreme Court held that partisan gerrymandering claims are not justiciable.⁹ This means that opponents of districts gerrymandered for partisan purposes may not challenge them in court. Wisconsin’s county board supervisors are elected in nonpartisan elections, so partisanship should not be an issue in drawing county board supervisor districts. However, critics of potential redistricting plans may refer to gerrymandering because the litigation has been controversial.

DETERMINATION OF COUNTY BOARD SIZE IN DECENNIAL REDISTRICTING

Related to the issue of equal representation is the issue of county board size. Wisconsin counties may increase or decrease the size of their boards during redistricting following the decennial census. Once a board determines its size, district lines can then be drawn in accordance with traditional redistricting principles, substantial equal population requirements, and minority and race considerations. Redistricting is the best time for county leaders to evaluate the size of their county boards since the number of seats in an electoral body are a key component in determining what each seat will look like.

The maximum number of county board supervisors any county may have is governed by statute. The classification plan establishing the maximum number of supervisors is detailed in Wis. Stat. § 59.10(3) as follows:

- a. Counties having a population of less than 750,000 but at least 100,000: 47 supervisors.
- b. Counties having a population of less than 100,000 but at least 50,000: 39 supervisors.
- c. Counties having a population of less than 50,000 but at least 25,000: 31 supervisors.
- d. Counties having a population of less than 25,000 and containing more than one town: 21 supervisors.

If the population of any county is within 2% of the minimum population for the next most populous grouping, the county board, in establishing supervisory districts may employ the maximum number for districts set for the next most populous group.

⁹ *Rucho v. Common Cause*, 139 S. Ct. 2484 (2019).



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Office of Finance-Personnel Committee

TO: Common Council
FROM: Jennifer Engroff, Finance Director
DATE: October 4, 2021
SUBJECT: RESOLUTION 3883 A Resolution Authorizing Staff to Exceed \$25,000 for the Financial Consulting Services of Tom Watson, Prior City of Mequon Finance Director

Background

Tom Watson retired from the City of Mequon as Finance Director at the end of 2019. Kaitlyn Krueger succeeded him shortly thereafter but made the decision to leave the City just over a year later. There was a three-month vacancy period until Jennifer Engroff started as the new Finance Director. Tom has assisted the City with financial consulting service support during this interim period as well as through the 2022 budget implementation process and the onboarding of the new Finance Director.

Analysis

As stated above, the Finance Director position has changed hands twice within the last couple of years as has the role of assistant Finance Director. Also, both the current Finance Director and Assistant Finance Director do not have prior government sector experience. Additionally, the current Assistant Finance Director had a challenging beginning with the City, having started just weeks ahead of the COVID-19 pandemic outbreak in March of 2020.

Assistant Finance Director Marie Keyser also took on the role of Acting Finance Director during this year's vacancy period, but she could not do it alone. Tom Watson's ability to step in during this critical time has helped the City to successfully meet financial goals and objectives while maintaining financial compliance. Historically, there has been more stability within the role and the hope is that there will again be stability in the future. A copy of the original letter agreement between the City of Mequon and Mr. Watson executed in early 2020 has been attached.

Fiscal Impact

Year to date, Tom Watson has invoiced the City of Mequon nearly \$27,000. At a rate of \$100 per hour, it is anticipated that the City will need an additional 60 hours before the end of the year to provide support for the budget process (general, debt service, water/sewer utilities, etc.) and ad hoc Q&A as it relates to year-end processes. This additional \$6,000 will bring the unbudgeted contractor expense to an approximate total of \$33,000 for the year. Notably, a significant share of these unbudgeted expenses in 2021 will be offset by salary and benefit savings realized earlier this year, when the Finance Director position was vacant for a period of approximately 3 months.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on October 12, 2021.

Attachments:

WATSON ENGAGEMENT LETTER (EXECUTED) (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3883

A Resolution Authorizing Staff to Exceed \$25,000 for the Financial Consulting Services of Tom Watson, Prior City of Mequon Finance Director

RECITALS

- A. Since March of 2020, Tom Watson has been providing financial consulting services to the City of Mequon.
- B. Financial consulting services are provided by the hour at a rate of \$100 per hour.
- C. Financial consulting services are necessary to ensure that all financial objectives of the city are met and appropriate financial compliance is maintained.
- D. It is anticipated that expenditures to Tom Watson will exceed \$25,000 by approximately \$8,000, which requires Common Council approval.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that city staff is authorized to engage with Tom Watson as it relates to financial consulting services for the remainder of 2021 and is authorized to exceed \$25,000 in total services with Mr. Watson during Fiscal Year 2021 in order to meet the city's financial goals and objectives while maintaining compliance.

Approved by: John Wirth, Mayor

Date Approved: October 12, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on October 12, 2021.

Caroline Fochs, City Clerk



OFFICE OF THE CITY ADMINISTRATOR

11333 N. Cedarburg Road 60W
 Mequon, Wisconsin 53092
 Phone (262) 236-2940
 Fax (262) 242-9819
 wjones@ci.mequon.wi.us

William Jones

January 3, 2020

Mr. Thomas Watson
 W150N10232 Windsong Circle
 Germantown, Wisconsin

Dear Tom:

As a follow-up to our recent conversations prior to your retirement from the City of Mequon on December 31, 2019, I am writing to memorialize an agreed upon, ongoing consulting relationship that both you and the City seek to enter during the first half of 2020. As noted during these discussions, the purpose of this ongoing, yet temporary, engagement into 2020 is for you to provide initial assistance to the new leadership team that will be responsible for administering daily operations in the City's Finance Department on a going forward basis. As was the case when you served as Finance Director, these responsibilities also extend to overseeing additional functions on behalf of the City, including Information Technology, Property Assessment, Risk Management and support of the Mequon Water & Sewer Utilities.

As noted, you have agreed to provide ongoing consulting support to both members of the Finance Department leadership team, which is comprised of newly appointed Finance Director Kaitlyn Krueger and a yet to be hired Assistant to the Finance Director, who is expected to start in February. The initial term of this agreement shall run from January 15, 2020 through July 15, 2020 and allows for up to 12 hours per month of either on-site or remote consulting, as may be mutually agreed between yourself and Ms. Krueger. In return for these services, the City agrees to compensate you at a rate of \$100.00 per hour, upon receipt of a monthly (or quarterly) invoice for services rendered.

Recognizing that there may be instances whereupon the need for consulting services may be more or less than the specified 12-hour monthly allotment referenced above, the number of allowable consulting hours for the six-month period starting January 15, 2020 shall not exceed eighty (80) in total.

As may be necessary, this consulting arrangement may be extended on a month-to-month basis into the third and fourth quarters of 2020, as the new Finance Director and Assistant to the Finance Director oversee development of the organization's budget for Fiscal Year

Attachment: WATSON ENGAGEMENT LETTER (EXECUTED) (RESOLUTION 3883 : Tom Watson)

2021. Any consultative services rendered in connection with such may also be billed on a periodic basis as warranted, in accordance with the heretofore terms ascribed above.

Should you find the terms of this arrangement satisfactory, please kindly sign below and return this document to my office at City Hall at your earliest convenience. Upon full execution of this engagement letter, a copy will be sent to you for your records.

Thank you for agreeing to assist the City as it transitions to a new leadership team in our Finance Department, and I look forward to seeing you upon your future visits to City Hall.

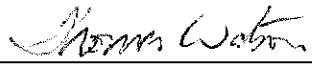
Sincerely,

William H. Jones, Jr.
City Administrator



William Jones, City Administrator

January 7, 2020
Date



Thomas Watson, Consultant

January 12, 2020
Date

cc: Mayor & Common Council
Kaitlyn Krueger, Finance Director
Justin Schoenemann, Assistant City Administrator

Attachment: WATSON ENGAGEMENT LETTER (EXECUTED) (RESOLUTION 3883 : Tom Watson)



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Office of Administration

TO: Common Council
FROM: William Jones, City Administrator
DATE: October 7, 2021
SUBJECT: RESOLUTION 3884 A Resolution Approving the Award of a Contract for Development of an Organizational Strategic Plan with SBrand Solutions of Fort Collins, Colorado in the Amount of \$11,650

Background

During development of the City's annual budget in late 2020, \$10,000 was included to support establishment of an organization-wide strategic plan in 2021. Presently the City of Mequon, unlike other local institutions (e.g., Mequon-Thiensville School District, Weyenberg Library), does not have a strategic plan to guide the overall work and direction of the organization through the next 3-5 years. Ideally, development of an inaugural strategic plan will establish a clearly defined mission and vision, as well as prioritized goals and objectives that can be easily operationalized into the various workplans across the organization. This year, the City's strategic planning efforts were to be combined with the 2022 budget development process, given the availability of approximately \$2.5 million in funds that are to be received under the American Recovery Plan Act (ARPA) signed into law earlier this year.

Unfortunately, following award of a contract to the firm *Better Dash Faster* earlier this summer, the company's principal unexpectedly passed away in late July. Thereafter, a determination was made to pause the strategic planning process until the City's annual budget for 2022 was finalized. With the Common Council, in its role as the City's Appropriations Committee, recommending adoption of the City's 2022 budget earlier this week, staff and Council are now in a position to resume the strategic planning process, pending the appointment of a new consultant.

Analysis

To select a new consultant, staff reviewed the proposals received earlier this year in response to a Request-for-Qualifications (RFQ) issued in early June. A summary of these responses appears below:

Firm	Location	Cost	Expenses	Total
Better Dash Faster	Madison, Wisconsin	\$8,000	\$500	\$8,500
SidebySide Solutions	Nashville, Tennessee	\$9,500	-	\$9,500
SBrand Solutions	Fort Collins, Colorado	\$10,150	\$1,500	\$11,650
Management Partners	Cincinnati, Ohio	\$24,990	-	\$24,990
Rapp Consulting Group	Chicago, Illinois	\$29,150	At Cost	\$29,150
Baker Tilly	Milwaukee, Wisconsin	\$41,810	At Cost	\$41,810
Berry Dunn	Portland, Maine	\$39,800	\$4,560	\$44,360

Thomas Miller & Assoc.	Indianapolis, Indiana	\$63,638	-	\$63,638
Ayres Associates	Madison, Wisconsin	\$69,820	\$3,520	\$73,340
People Rocket	San Francisco, California	\$108,000	-	\$108,000

The original evaluation team consisting of the Mayor and the City Administrator now recommends that the Common Council award a contract to *SBrand Solutions* of Fort Collins, Colorado. The proposal presented by *SBrand Solutions*, a copy of which is attached, fully addresses the RFQ, demonstrates a complete understanding of the required scope of services, presents a well-qualified project facilitator that has worked on several similar engagements, and provides a strong group of local government client references.

Notably, *S Brand Solutions* was one of four firms initially selected for interviews earlier this year and was ranked #2 behind the firm previously selected by the City. *SBrand's* designated facilitator, Sheryl Trent, has nearly 30 years' experience assisting government organizations, private sector corporations and not-for-profit agencies with performance measurement and strategic planning, and she currently serves as principal of the firm.

Fiscal Impact

As noted, the City received ten proposals ranging from \$8,500 - \$108,000. Pending the Common Council's concurrence with the evaluation team's recommendation, it is anticipated that the City's strategic planning process will commence later this month and be completed sometime during the 1st quarter of 2022. Copies of all proposals received in connection with this project are on file in the City Administrator's Office.

Recommendation

A recommendation is forthcoming from the Finance & Personnel Committee on October 12, 2021.

Attachments:

SBRAND SOLUTIONS PROPOSAL - 7.1.21 (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3884

A Resolution Approving the Award of a Contract for Development of an Organizational Strategic Plan with SBrand Solutions of Fort Collins, Colorado in the Amount of \$11,650

RECITALS

A. In connection with development of the City of Mequon's 2021 budget, the Common Council identified the need to establish an organizational strategic plan.

B. Staff issued a Request-for-Qualifications (RFQ) for the completion of said strategic plan.

C. Proposals were received and reviewed by the City and several firms were interviewed by City representatives.

D. Following this process, it is recommended that the award of a contract for strategic planning be made to SBrand Solutions in the amount of \$11,650, which represents the proposal that is in the best interests of the City.

E. The Finance-Personnel Committee approved this recommendation at its meeting on October 12, 2021.

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

1. A Professional Services Agreement for development of an Organizational Strategic Plan is awarded to SBrand Solutions of Fort Collins, Colorado in the amount of \$11,650, 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: John Wirth, Mayor

Date Approved: October 12, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on October 12, 2021.

Caroline Fochs, City Clerk



June 28, 2021

William Jones
City Administrator
City of Mequon

Mequon, Wisconsin

Via email only to: wjones@ci.mequon.wi.us

Response to Request for Qualifications: Comprehensive Strategic Planning Services

Dear Mr. Jones;

SBrand Solutions is pleased to present our qualifications to be the strategic planning partner for the City of Mequon. SBrand is uniquely qualified for this project based on our experience, background, expertise, and passion. We are professional facilitators specializing in strategic planning and facilitated meetings with a deliberate focus local government organizations and special districts. The team associated with this project has vast experience working with a wide variety of clients, including diverse communities and governmental agencies across the country.

We understand that you are seeking a consultant to partner with and guide in the design of a strategic planning process. The result would be a five-year strategic plan document and separate two-year actionable implementation plan. We use a proven methodology that is customized to you, and our approach as your strategic partner results in a collaborative strategic framework and implementation plan.

During this unusual time of ongoing public health concerns, we also wanted to highlight our expertise in virtual facilitation – I am a Certified Virtual Facilitator™ (as is everyone on my staff) and we have facilitated virtual meetings from small team groups to large community meetings with over 100 participants. I am also certified by Cornell University in Diversity and Inclusion and bring that background and approach to our work.

I will personally lead and oversee the process: with over 28 years of strategic planning management for local governments (as both an employee and a consultant), I have a unique skill set that will guide your team to great results. As one of fewer than forty Certified Master Facilitators™ in the world, my team and I will utilize our expert skills in strategic planning and facilitation to guide the creation of the framework for the future.

We have strong experience working with local governments creating their inaugural plans - in the past year alone we have led a comprehensive strategic planning process to create the very first plans for Lee County, North Carolina; the Town of Frederick,



Colorado; and the Town of Platteville, Colorado (as well as inaugural plans for community transportation agencies, nonprofit community trusts, and many other agencies).

Our team can start immediately on your project and deliver a final strategic plan by November 2021. We did review your 2021 budget and noted the line item for this project. We are very cognizant of budget constraints and the effective use of resources – in light of that we have recommended some alternatives for your consideration in our proposal.

We view our role as your team member for this project – we handle every piece of the process, planning and organization so that your staff can continue to focus on the important work within the city. We will need some help with logistics (a list of names, recommendations for meeting locations, sharing of information and documents) but our goal is to relieve as much of the work and all of stress that we possibly can.

We are in receipt of Addendum No.1 to the RFQ. If you need more information, we would be happy to meet with you and share more details at your convenience. Thank you for your consideration of our proposal. I look forward to hearing from you - we are very excited about the prospect of working with you and your team!

Sheryl Trent

Owner, Certified Virtual Facilitator™ and Certified Master Facilitator™



2874 Blue Leaf Drive
Fort Collins, Colorado 80526
(970) 208-6633
www.sbrandsolutions.com





{Executive Summary}

We have a unique perspective on creating your strategic plan, a deep understanding of the needs of local government, and a proven ability to design facilitated meetings that drive outcomes. Coupled with our expertise in facilitation, we bring an expert level of skill to our work. Our work is not created by us, sitting in our offices in a vacuum – we work in a collaborative partnership with your team.



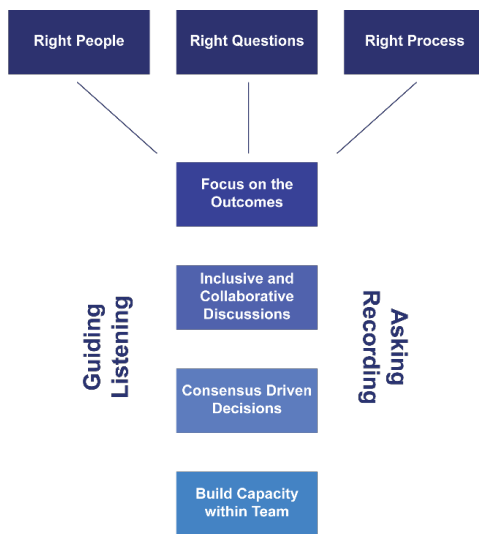
In short, here is our methodology: **through a customized facilitated process, we engage with employees and leadership that have diverse backgrounds, unique perspectives, cultural differences, and divergent views of the future to create alignment using shared values and consensus on the vision for the future.** That input drives the development of an actionable, realistic strategic plan that has measurable outcomes.



Our recommended methodology includes a kickoff launch and **four main phases**:

- Phase 1: Design and launch the project based on a customized process;
- Phase 2: Research, review and analyze documents including budget, department work plans, and other policies;
- Phase 3: Facilitate strategic planning sessions and implementation meetings (we recommend a retreat meeting); and
- Phase 4: Create your strategic planning and implementation documents with actionable, realistic, and measurable long-term results. We will also create a customized reporting tool for your strategic plan to communicate successes and progress over time.
- Final Step: Executive report and recommendations

APPROACH TO FACILITATION



The facilitated meetings are the **heart** of our process and will be the foundation for the components of your strategic plan. Our proposal outlines a series of facilitated meetings over the course of the project. The meetings are designed to build understanding, create support for the goals and priorities, and engage the team in the implementation and final decisions.

Working with your Common Council and key staff to determine expectations, discuss SWOT, discover needs and gaps, and create alignment is a critical factor, and our methodology uses consensus and collaboration to guide the strategic plan.

SBrand Solutions provides a full level of personal and administrative support to complete the project. The attached

spreadsheet going into more detail about the phases, tasks, timing, and proposal cost. We understand your budget constraints and have offered our best advice on an approach that has proven to be successful with other clients.

To ensure clear lines of communication, we hold weekly update meetings and regular reports (written and video) for staff and Common Council. We appreciate the opportunity to share more about our methodology and our team with you. **Thank you for your time.**



{Why SBrand Solutions?}

Established in January of 2011 by Sheryl Trent, SBrand Solutions is a woman owned firm with unique expertise in working with local government clients to solve problems and “fill in the blanks”. As a professional facilitation firm, we partner with your team through solutions and implementation. We have five areas of expertise:

- ✓ **Consensus Focused Facilitation**
- ✓ **Results Based Strategic Planning**
- ✓ **Systematic Organizational Assessments**
- ✓ **Collaborative Team Development**
- ✓ **Inclusive Community Engagement**

This is what makes us different: We have a unique perspective on creating strategic plans, and an innovative (and proven) method of gathering information and feedback. Driven by our expert professional facilitation, the information and feedback we gather will create a strategy for the future of the organization. We always use a strategic framework and proven methodology that not just encourages but requires diversity, equity, and inclusivity to get the best result. Our **philosophy** is that “None of us is as smart as all of us” and that lens is applied to all facets of our approach.

We know how to ask the right questions, framed in the right way, with the right people in the room (the R3 principle). The SBrand team is a diverse group of professionals with expertise in a wide range of areas including government finance, economic development, community development, parks and recreation, public works, community safety, civic engagement, team assessments, board training, and much more. We limit our clients to provide the exceptional service that is our hallmark and can customize our results and interaction to meet each client’s specific needs.

Similar Projects and Work

We have attached the required references as well as a list of representative projects and wanted to create a short list of clients for your review. In the past three years, we have completed strategic plans and/or organizational assessments for:

- States, Cities and Counties across the United States
- Federal Government Agencies
- Non-profits (Community Foundations, Partnerships, Museums, Educational, Human Rights)
- Quasi-Governmental Organizations and Special Districts
- Public Works, Human Services, Housing and Human Resources Departments
- Economic Development Organizations and Main Streets



We adapt our approach to each client: we believe in meeting our clients where they are, offering advice and ideas, giving guidance and strong recommendations when needed, and ensuring ongoing sustainability through templates and support.

{Experience and Expertise}



Sheryl Trent

Sheryl will serve as the project manager and lead facilitator. Sheryl has served two major communities in Colorado, as well as cities and counties in Washington and California. She has administered CDBG programs, served as staff and Board member to/on various private and public nonprofit organizations, and consulted to various private and public partnerships in public service.

As well as 28 years of local government experience, she is one of fewer than 45 Certified Master Facilitators™ in the world and is a Certified Virtual Facilitator™. She also holds a certification from Cornell University in Diversity, Equity, and Inclusion. Her real-life experience includes managing strategic plans, comprehensive plans, multimillion-dollar capital projects, economic development agencies, and Urban Renewal Authorities; and in combination with her nonprofit board service her experience gives her a unique understanding of the needs of her clients.

She designed SBrand Solutions to “help fill in the blanks” for her clients: local governments, special districts, nonprofits, and other agencies. She and her team of experts travel across the country guiding a customized process grounded in proven methodologies to create strategic, sustainable success. Sheryl is also recognized by her work with elected Boards in the areas of team building, board development and board training. She is a preferred consultant in these areas for the State of Colorado and has worked with hundreds of clients in board retreats.

She serves on the board of the International Institute for Facilitation, the world’s leading institution for facilitation research and innovative learning. She is a member of the Association for Strategic Planning, the National Center for Deliberative Debate, the Colorado Municipal League, the Colorado City/County Manager’s Association, and a regular speaker and contributor to various platforms on facilitation and inclusion.

N. Zach Ratkai

Zach will serve as a second facilitator for the project and assist where needed. He is a government collaborator and champion of the public sector with over 16 years of experience working in and with municipalities throughout Colorado and Washington. He is





currently the Administrative and Community Services Director for the City of Pasco, Washington and Principal of Sageland Strategic, an independent consultant firm working with communities, businesses, and non-profits to create functional and collaborative cultures to serve their missions.

A graduate of the University of Colorado's School of Public Affairs, Zach holds a master's degree in Public Administration and a Certificate in Public Management. He also holds a bachelor's degree in Applied Geography from the University of Northern Colorado. Zach's local government work experience includes government administration, economic development, urban and regional planning, and disaster recovery management and resiliency building.

{Methodology and Process}

We believe there are three key inputs to our methodology: the people, the preparation, and the product.

People

Our preference is to incorporate as many people into the process as possible, through the approach of multiple facilitated meetings, personal interviews, and short surveys among other methods. The Common Council and key staff will be integral to the success of the project, but there may be others whose input would be helpful to include. We have recommended surveys and interviews as a part of the information phase that will help to bring those perspectives into the framework.

Preparation

Preparation for the conversations and the facilitated meetings is the second critical factor. (We often spend 5 hours researching, creating engaging exercises, and planning for every 1 hour in a meeting.) Using the feedback received during the kickoff meetings and conversations as well as the review and research of documentation, we will recommend questions to guide the personal interviews and surveys. This personalized approach results in specific questions tailored to you and your team and creates the foundation for the outcomes.

Facilitating meetings is both an art and science. As a Certified Master Facilitator™, Sheryl is a recognized expert in creating a facilitated meeting that accomplishes:

- ✓ **Full, comfortable, and enthusiastic input and engagement from all participants.**
- ✓ **Relationship building, clear communication, and shared understanding.**
- ✓ **Support for the ideas and buy in for the implementation of the Plan.**
- ✓ **The outcomes and products (relationships and deliverables) that your team wants and needs.**



Product

We understand that the final product is a five-year strategic plan supported by a clear and measurable implementation structure. You can view some examples of the plans we create on our website at www.sbrandsolutions.com. There you will see that they all reflect the unique culture of each client; are clear, understandable, and easy to read; and used as a communication tool, not just a detailed document. We also understand and have experienced firsthand that the engagement process can create many other “products”.

Our methodology is designed to produce outcomes that result in:

- ✓ Teamwork
- ✓ Trust and respect
- ✓ Understanding of the needs and long-term challenges
- ✓ Buy in and support of the Vision for the future
- ✓ Champions for the action moving forward

The people and the facilitation process build the foundation that will lead to the **successful outcome**: long-term sustainability for your organization. We know you are the experts for your organization, and that collective knowledge and expertise will allow us (as the experts in facilitation and strategic planning) to partner and create exactly what you need.

{Approach to Scope of Work}

Big Picture Overview



A strategic plan answers three foundational questions:

Where are we now?
Where are we going?
How will we get there?

And the often overlooked fourth question:
How will we know if we are successful?

About Virtual Meetings

We do prefer to meet with you in person, but absolutely understand health and budgetary concerns may require virtual facilitation. As professional facilitators, we know how to

create a great facilitated meeting, whether in person or virtual. Over the years, we have found that virtual meetings are as complex and complicated and take even more planning than in person meetings.



We staff ALL our virtual meetings with a minimum of two certified facilitators as a best practice. We offer the latest in collaborative online technology that offers participants engaging content that is active and participatory and not only substitutes for in person collaboration but matches it. We also mail a packet to all participants for a virtual meeting that is designed to be engaging, practical and fun.

Phase One: Project Kickoff, Research and Review

Kickoff Meetings and Calls

The kickoff meeting to cover logistics, and our weekly updates, phone calls, and emails will guide the overall project and show us where we need to make changes and adjustments in our planning. We will review and determine all the details about the schedule, process, and deliverables. We will discuss the specifics of interviews, workshops, document review, dates, and other logistics.

We recommend a weekly check-in video conference throughout the process and all phone calls and emails throughout the life of the project are included at no charge in our proposal. This allows us to update your team regularly and make any changes or course corrections immediately during the process. We have more formal email and Power Point updates that can be shared with other staff or even partners and the community if needed.

Throughout our project, our administrative staff will work with you on all the details to include scheduling in-person meetings, interviews, or updates; determining location and confirming time and date of meetings; sending reminder emails; and creating reports and documentation.

Phase Two: Research, Document Review, Needs Assessment, and Environmental Scan

This phase is also where we conduct all our document review and research and gain a deeper understanding of the culture and needs of the organization and community. This review and assessment incorporates at a minimum the senior levels of City staff and the Common Council through a series of emails. In our proposal we recommend some alternatives for engagement and gathering feedback:

Recommended: Survey Process

The survey process can be used across a variety of platforms. We engage with stakeholders, staff, tenants, partners, and the community using online survey tools such as Survey Monkey, social media such as Facebook surveys and posts as well as the website. We recommend using a link to the survey on your website, and we create specific marketing materials as needed to create interest in the process. We recommend that to reach out to groups and individuals who may not participate in an online survey through printed materials.



Recommended: Confidential Interviews

Confidential interviews – we have recommended twenty – are a significant part of the information and analysis process. The conversations can give insight and feedback that creates the foundation for important parts of the long-range plan and vision. In addition, it can help inform people and create support for the strategic plan.

The information gathered during this phase is incorporated into the design of the process in three ways:

- 1) The agenda, techniques, tools, and processes used during the strategic plan retreat meeting;
- 2) The content and structure of the strategic planning document; and
- 3) The final report and recommendations created at the end of the process.

Because we craft the questions for engagement very carefully, we can distill the responses into common themes, ideas, and concepts. We review those as a key part of the facilitated retreat to gain consensus on what is most important and where to focus the resources of the city in the future.

Phase Three: Facilitate Strategic Plan Framework and Implementation Roadmap

This is where our background shines! As Certified Master Facilitators® and Certified Virtual Facilitators™, we specialize in creating a meeting framework that is engaging, effective, and creates the specific desired outcomes. Our team handles it all: preparing meeting agendas, designing PowerPoints, creating meaningful group discussions, and drafting meeting minutes, reports, and recommendations.

Facilitated Meetings

Strategic Plan Retreat

The proposal outlines a one-day retreat to respect budget considerations – the full strategic plan framework as requested can be accomplished in one eight (8) hour meeting. However, we are recommending a two-day retreat as a best practice. Having two days will create more time to have robust and deliberative conversations, fully understand context, discuss unanticipated consequences, and have a better picture of how to achieve the Vision for the future. Additionally, a two-day meeting will allow teamwork and communication to increase. The retreat will be fun, engaging, and effective!

To create an agenda with unique engagement techniques the promote critical thinking, open and honest conversations, and creative solutions to opportunities and barriers, we start with the data, information, feedback, and the analysis from Phase 2. We craft the



agenda to reflect those common themes, ideas, and concepts as well as best practices for the city. We craft specific questions and exercises into the agenda that were based on the document research, conversations and (if determined) the survey and interviews.

We have included a real example of a two-day retreat agenda as well as the resulting strategic plan document for your review. As you can see from the spreadsheet details, we work from the big picture (Vision) to the specific tactics and operational details (metrics and action steps) to ensure nothing is missed.

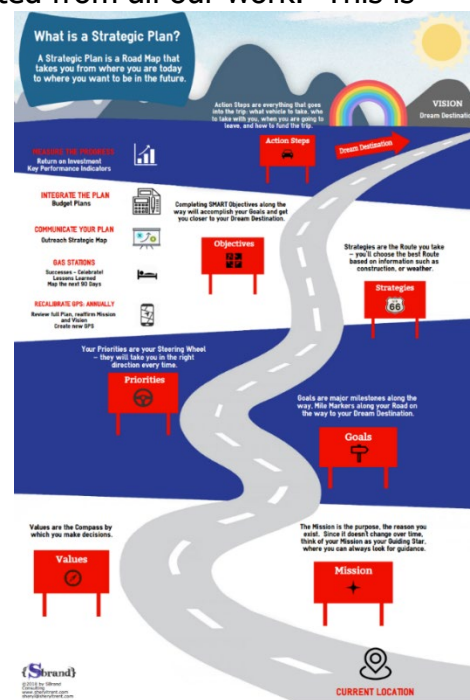
Recommended Alternative: Implementation Roadmap Meeting

In our work, the group that often is overlooked as a part of the strategic plan process are the key employees who implement the plan. We are recommending a half day meeting to operationalize the policies and strategies from the retreat into an Implementation Matrix.

Phase Four: Create Strategic Plan Documents

The overall **Strategic Plan** is the guiding document created from all our work. This is your framework, your road map, your guide to the future of the organization, and the key to measuring your successes. Our plans are customized to our clients but there are components to any Strategic Plan that are critical to long term success. While the language is often slightly different for each plan, it is important to have a clearly outlined and understandable:

- ✓ Vision
- ✓ Mission
- ✓ Core Values
- ✓ Guiding Principles
- ✓ Priorities/Pillars/Key Areas of Focus
- ✓ Goals, Projects/Objectives and Strategies (GPS) with Outcomes
- ✓ SWOT (Strengths, Weaknesses, Opportunities and Threats)
- ✓ Specific Action Steps in an Action Plan that are realistic and achievable
- ✓ Measurables and Performance Metrics



The **Implementation Plan** will be the actionable, realistic, "rubber meeting the road" part of the process and will include roles, dates, responsibilities, and resources. This detailed, tactical level conversation will take place in a separate meeting once the overarching strategic framework is near completion. While we create this work as a



spreadsheet, many of our clients have and use implementation software (as simple as Trello or Monday.com or strategic planning software such as Envisio). We can work with any platform to ensure the details are accurate and entered correctly. You can view several examples of the Strategic Plans that we create with our clients at www.sbrandsolutions.com.

Reports and Information

The reports, photos, and documents created during the process are an often-overlooked part of the transparency we use in creating your Plan. The reports – both written and video based – can be posted online, emailed, or given to the Council and staff for updates. Anyone who could not attend a meeting can stay up to date on the plan and the process.

Final Step: Executive Summary with Recommendations

We will also create an Executive Summary with recommendations and insights. The content will address:

- ✓ Best practices
- ✓ Roles and responsibilities
- ✓ Policy changes
- ✓ New programs
- ✓ Funding considerations
- ✓ Strategies for implementing the strategic plan

We have included an approach in our proposal that includes quarterly meetings to celebrate successes, talk about lessons learned, set Action Steps for the next quarter, and annually review the GPS. We will support you in that work with a series of templates, videos, workbooks, and tools that will create capacity within your internal team to continue to build on strategic success and have a sustainable approach to implementation.

Strategic Planning Process

Our unique process involves 5 steps customized to each client

1	Perspective and Trends We cover the history and background of economic development, including Mission, Vision, and Values. An in-depth discussion about turning point and agreement on definitions lays the foundation for forward momentum and success.
2	Brainstorming and Focus The 4 Critical Questions and 3 Vision Questions cover “Where are we now?” and “Where are we going?” so that the stakeholders can create a Long List of Opportunities and Challenges.
3	GPS (Goals, Projects and Strategies) This is the heart of the Plan. From the Long List we establish Core Priorities and our future direction. Goals: (The Why), Projects: (The What) and Strategies: (The How). SWOT and SMART are both applied during this step.
4	Measurable Actions No amount of planning is valuable without actions. We recommend 90 Day Actions that are led by goals, guided by strategy, and that accomplish projects. Focus and Accountability are driven by a Leader and Team for the action, a Completion Date, and a Measurement/Evaluation.
5	Celebrate, Evaluate and Report Finally, Celebrate Success! This step encourages a thoughtful and thorough review of the Action Plan every 90 days. The group reviews Lessons Learned, identifies Trends or New Issues, determines Next Steps, and Reports Out on accomplishments.



{Deliverables}

- ✓ Project Plan with Milestones
- ✓ Baseline Report (Current Status) with environmental scan
 - Includes analysis of all documents
 - Includes best practices and peer review
- ✓ Comprehensive Five-Year Strategic Plan
- ✓ An Implementation Matrix (or the Operational Roadmap for the organization to create their own Implementation Matrix)
 - Specific Action Steps
 - Metrics and Measurements
 - Time Frames
 - Resources Needed
- ✓ Executive Report Recommendations for measures to administer the plan including a process for engagement and communication
 - Template for reporting progress and success
 - Template for updating the plan
 - Template for creating specific work plans
- ✓ Reports and documentation from all facilitated meetings, surveys, and assessments
- ✓ All raw data
- ✓ All PowerPoint presentations and photos from meetings
- ✓ Original graphic files for all work

{Summary}

Thank you for your consideration of our services! We appreciate the time it takes to have a process to select the right consultant as your partner, and we are happy to provide any information or resources that might be helpful to you. With our real-life experience working for (as employees and consultants) and with (as advisors, consultants, and partners) to local government organizations, we are confident that we can partner with you to create a process that engages your unique community and creates the comprehensive approach needed for your Strategic Plan.



{References}

Gayle Langley, Main Street Coordinator
 Colorado Department of Local Affairs
 1313 Sherman Street, Room 521
 Denver, Colorado 80203
 303-864-7728

Gayle.langley@state.co.us

Project: Facilitation, strategic planning, and community engagement across the state of Colorado for the Main Street Colorado program.

Josh Rydell, City Commissioner
 City of Coconut Creek
 Coconut Creek, Florida
jrydell@coconutcreek.net
 (954) 973-6760

Project: Updating Vision 2020 to Vision 2030

Process: Significant and extensive community engagement process utilizing surveys, interviews, social media, website creation, white boards, sticky notes, Advisory Group meetings, community meetings, Department Head meetings, graphic recorder, presentation to community stakeholders, event attendance and public meetings.

Brandy Reitter, Town Manager
 Town of Eagle
 200 Broadway, PO Box 609
 Eagle, Colorado 81631
 970-328-9628

Brandy.reitter@townofeagle.org

Project: Update of strategic plan

Process: Two-day retreat with Town Board and leadership team to revision Vision and Mission, create new Areas of Focus and Strategic Goals, and discuss alignment with the Comprehensive Plan and other documents.

Shane Hale, Town Manager
 Town of Windsor
 301 Walnut Street
 Windsor, Colorado 80550
 970-674-2400

shale@windsorgov.com

Project: Since 2016, SBrand has consulted with the Town of Windsor on an update of their strategic plan and implementation matrix.

Process: In 2020 we facilitated a two-day retreat with Town Board and staff to continue the process with a conversation about the most important topics facing the future of Windsor including specific details on the future population, development, and



infrastructure. The Town Board held a separate facilitated meeting as part of this process to discuss governance and teamwork.

Bryan Ostler, Town Manager

Town of Frederick

401 Locust Street

PO Box 435

Frederick, Colorado 80520

BOstler@frederickco.gov

(720) 382-5511

Project: Creation of the first ever Town of Frederick Strategic Plan and Implementation Matrix.

Process: Two-day retreat with Town Board and key staff to create a graphic Vision, Mission, Core Values, Priorities, Strategic Goals, SMART Objectives, and Projects to fulfill the Vision. The Town Board held a separate facilitated meeting as part of this process to discuss governance and teamwork.

{Phases, Tasks, Timing and Pricing}

City of Mequon

Comprehensive Strategic Plan

Timelines, Phases and Pricing Proposal

Includes all physical materials and virtual software platforms.



Phases and Tasks	Deliverable	Proposed Dates	Proposed Cost	Anticipated Hours
<i>Includes weekly video/phone conference call and all meeting materials.</i>		To be determined by Client		
Phase 1: Project Launch, Customize Process and Project Plan		July or August		
Kickoff and Logistics Meeting (virtual) - 2 hour meeting	Logistics meeting to review framework, process, milestones and deliverables	Week of July 19th	\$ 500.00	5.00
Weekly planning meetings (Zoom) and emails throughout the project	For updates, feedback, course correction		Included	40.00
Regular email and Power Point updates	Includes video/Power Point updates to share	Throughout project	Included	24.00
Project Plan	Timeline, milestones		Included	12.00
Phase 1 Deliverable Approved Project Plan with timeline and milestones			\$ 500.00	81.00
Phase 2: Research and Review, Environmental Scan, Optional Interviews and Surveys		August and September		
Review and research all documents and information	Review current and past plans, department level strategic and capital programs, work plan, budget, master plans, and other documents	August	Included	40.00
Environmental Scan and Report	Report that outlines strategic challenges and advantages with recommendations, will be incorporated into the strategic plan	August	\$ 500.00	24.00
Recommended Alternative: Draft and final survey questions designed and approved	Survey questions for full staff	By August 2, 2021	\$ 500.00	
Recommended Alternative: Online survey tool designed released and monitored	Customized questions to engage staff	August 9 - 27	\$ 500.00	
Recommended Alternative: Draft and final interview questions designed and approved	Confidential interview questions for Common Council and key staff	By August 2, 2021	\$ 500.00	
Recommended Alternative: Confidential personal interviews (on site or by phone/Zoom)	All Common Council and key staff (up to 20)	August 9 - 27	\$ 4,000.00	
Phase 2 Deliverable Environment Scan Report, research and review			\$ 500.00	64.00
Phase 3: Facilitate Strategic Plan and Implementation Plan				
<i>Includes agendas, minutes, notes, photos, documents and reports.</i>				
		September		
FACILITATED MEETINGS				
One Day Retreat with Council and staff to complete all the details of the Strategic Plan Framework (in person, on site)	Full Day	September 10, 17, 24	\$ 7,500.00	42.00
Recommended Alternative: Two Day Retreat with Council and staff to complete all the details of the Strategic Plan Framework (in person, on site)	Full Day Friday and Saturday (can be other dates as needed) As this is the inaugural plan, time for robust conversations and deliberative thoughtful engagement is important	September 10/11, September 17/18, September 24/25	\$ 12,500.00	
Recommended Alternative: Implementation and Communication - 4 hours (in person, on site)	Create the Implementation Plan Framework (detailed Road Map) and reporting process	Week after retreat meeting	\$ 2,500.00	
Facilitated topics for strategic planning				

The Foundation	Create Vision, Mission, develop Guiding Principles or Core Values				
Key Areas of Focus and Outcomes	Determine Priorities and Long Term Outcomes, Challenges, Advantages and Opportunities				
Goals and SMART Objectives	Design Strategic Goals and SMART Objectives				
Adaptive Strategies and Metrics	Discuss Critical Success Factors, Adaptive Strategies and Performance Metrics				
Alignment and Integration	Align strategic framework with existing plans and documents (or identify revisions of existing document as needed), create structure for service level setting				
Implementation Structure	Implementation Roadmap with Milestones, Measures and Progress Report Structure				
Phase 3 Deliverable		Facilitated Strategic Plan Framework and Implementation Structure		\$ 7,500.00	42.00
Phase 4 : Create Draft and Final Documents		Includes a draft and 2 revisions to all documents and all original graphic files	October and November		
Strategic Plan (Framework) DRAFT	The graphic strategic plan	By October 18		\$ 1,250.00	36.00
Review of the Draft Document - 2 hours	Virtual Meeting, for comment and correction	Week of October 25		\$ 250.00	10.00
Executive Report with Recommendations	Includes recommendations for any policy changes, new programs, KPI recommendations for consideration, and the road map for operationalizing the plan into achievable work plans (including templates and recommendations).	By November 1		Included	12.00
Strategic Plan Revisions	Two full revisions as needed	Week of November 1		Included	14.00
Strategic Plan Final		By November 15, 2021		Included	6.00
Recommended Alternative: Operational/Implementation Plan		Implementation Matrix with specific Action Steps, Responsibilities, Roles, Resources, Timelines and Details			\$ 1,250.00
Consideration of Final Plan - 1 hour	In person presentation of the plan for final approval	November, 2021		\$ 150.00	3.00
Phase 4 Deliverable		Draft and Final Strategic Plan with Implementation Matrix		\$ 1,650.00	81.00
Total Not to Exceed Cost				\$ 10,150.00	268.00
Travel Costs for onsite meetings		Includes all travel costs (hotel, meals, mileage, and travel time)	Note: will be billed at cost	\$ 1,500.00	
Recommended: Additional Employee and Community Engagement Ideas					
Employee Small Group Meeting - 2 hours	Update and engage with staff members not involved in the Core Group	Same week as Implementation Matrix meeting		\$ 1,500.00	
Community Meeting (Virtual or In Person) - 1 hour	Presentation to Community	Tuesday, August 10, 2021		\$ 750.00	
Recommended: Communication and Transparency					
Forward Facing Dashboard for Website	Xcel spreadsheet and graphic icons, webpage design			\$ 2,250.00	
Recommended: Ongoing Support and Implementation			December 2021 - July, 2022		
Monthly conference calls, customized templates	Monthly video conference, written templates, responses to emails and phone calls			Included	
Quarterly Review and Update Meeting - includes overhead	On site			\$ 3,500.00	

Quarterly Review and Update Meeting - includes overhead	On site		\$	3,500.00	
Quarterly Review and Update Meeting - includes overhead	On site		\$	3,500.00	
Quarterly Review and Update Meeting - includes overhead	On site		\$	3,500.00	
Updates to Strategic Plan as needed	In a meeting for consideration		\$	750.00	
Deliverable	Full Year of Ongoing Support and Implementation Meetings		\$	14,750.00	



{Appendices}

Sheryl Trent Biography
Sheryl Trent Resume
N. Zach Ratkai Resume
Representative Projects
Two Day Retreat Agenda
Strategic Plan Example
Implementation Plan Example

Attachment: SBRAND SOLUTIONS PROPOSAL - 7.1.21 (RESOLUTION 3884 : Resolution Awarding Strategic Plan to SBrand Solutions)

Education

- BA Political Science, University of Washington
- MPA Public Administration, University of Washington
- Rocky Mountain Leadership Program
- Certified Master Facilitator (tenured)
- Certified Virtual Facilitator
- Certified Life Coach
- Certified by Cornell University in DEI

Professional Affiliations

PAST AND PRESENT

- ICMA Member, Credentialed Manager
- CCCMA Member, Conference Planning
- ICSC Member, Government Relations
- IEDCC Member
- INIFAC Board Member
- Chamber of Commerce Board Member
- Small Business Development Center Board Member
- Leadership Councils
- Rotary President
- Adjunct Faculty, Front Range Community College

Clients

- State Agencies
- Cities and Towns
- Counties
- Special Districts
- Nonprofit Organizations
- Chambers of Commerce
- Economic Development Organizations
- Private Corporations
- Partnership/Membership Organizaitons
- Foundations



Sheryl Trent

With over 30 years of local government and nonprofit experience Sheryl Trent is one of fewer than 45 Certified Master Facilitators in the world, is a Certified Virtual Facilitator, and holds a certification from Cornell University in Diversity, Equity and Inclusion. She brings real world experience to her work including managing strategic plans, comprehensive plans, massive capital projects, and economic development agencies. She has served on foundation boards, non profit boards and community service boards, and that combined experience gives her a unique understanding of the needs of her clients. SBrand Solutions was formed to "help fill in the blanks" for local governments, special districts, nonprofits, foundations and other agencies. She and her team of experts travel across the country designing a customized process grounded in proven methodologies to create strategic, sustainable success.

Client Results

- **Consensus Driven Facilitation**
- **Results Based Strategic Planning**
- **Systematic Organizational Assessments**
- **Board and Team Development**
- **Community/Stakeholder Engagement**

Each of our clients is unique and we customize facilitated process based on confidential conversations, surveys, outreach, research, and best practices. Whether in person or virtual, all of our meetings are engaging, effective and efficient with results that include stronger relationships, better communication, deeper understanding of the issues, strong support for the decisions, and a clear path to success.

{SBrand}

HELPING YOU FILL IN THE BLANKS

Strategic. Sustainable. Success.

summary of qualifications

- 25+ years of experience in public and non profit sector leadership and management
- A Certified Master Facilitator®, one of fewer than 40 in the world
- Expert at facilitating complex and confrontational topics in a manner that makes them easy to understand and allows consensus to be built
- Customized process and product for each client that builds capacity and enhances shared values
- Proven success and long term results in facilitating strategic planning & team building for clients
- Unique community engagement design and tools
- Experienced virtual facilitator for large and small meetings

professional management and leadership experience

current

OWNER, SBrand Solutions, LLC



prior

COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR

City of Evans, Colorado

EXECUTIVE DIRECTOR

Evans Redevelopment Agency

TOWN ADMINISTRATOR

Town of Milliken, Colorado

COMMUNITY DEVELOPMENT DIRECTOR (ACTING)/ ECONOMIC DEVELOPMENT MANAGER

City of Grand Junction, Colorado

INVESTMENT REPRESENTATIVE

Edward Jones Investments, Yreka, California

COUNTY ADMINISTRATOR (ACTING)/ASSISTANT COUNTY ADMINISTRATOR

County of Siskiyou, Yreka, California

ASSISTANT TO THE CITY ADMINISTRATOR

City of Santa Paula, Santa Paula, California

ASSISTANT TO THE CITY MANAGER/INTERN

City of Federal Way, Federal Way, Washington

past and present

education

- BA Political Science, University of Washington
- MPA Public Administration, University of Washington
- Certified Master Facilitator®
- Certified Virtual Facilitator™
- Rocky Mountain Leadership Program
- Grand Junction Area Chamber of Commerce Leadership Program
- Credentialed Manager with ICMA
- Certified Life Coach
- Consistent ongoing training and coursework

professional affiliations

- ICMA Member, Credentialed Manager
- CCCMA Member
- INIFAC Board Member
- ICSC Member, Government Relations
- IEDCC Member
- Downtown Colorado Member
- Strategic Planning Member Association
- Small Business Development Center Board Member
- Leadership Council, Upstate Colorado
- Adjunct Faculty, Front Range Community College
- Strategic Planning Member Association and National Coalition for Dialogue and

highlights

- Facilitates the creation of customized strategic plans for public and non profit clients that build capacity, inspire action, ensure accountability, and focus on results.
- Creates fun and engaging team building retreats that increase communication and results in forward momentum and alignment.
- Cultivates curiosity that drives learning and listening through shared values.
- Designs specialized training (in person, manuals and videos) for facilitation skills, strategic planning, Board development and team building.
- Negotiates and administers contracts and agreements with public and private partners that have resulted in multi million dollar capital projects, grants for both capital and planning projects, and agreements for development and sharing of new revenue.
- Leads multi-functional teams to develop new strategies, adopt controversial plans with support and consensus, create new investments and capital projects, and involve a wide range of affected parties.
- Establishes working groups of stakeholders that successfully collaborate to drive implementation, forward momentum and accountability.
- Speaks at keynote engagements on how to effectively facilitate meetings and implement strategic plans.
- Offers sought after on line training for strategic planning and board development at www.sbrand.teachable.com.



Learn more at www.sbrandsolutions.com

Strategic. Sustainable. Success.



N. ZACH RATKAI



10.c.a

1876 Nova Lane Richland, WA | 303.594.9569 | Zach@zachratkai.com

Leadership | Innovation | Authenticity | Accountability

CORE COMPETENCIES & AREAS OF EXPERTISE

Economic Development
Land Use Management
Policy Development & Implementation
Budget Management
Capital Facilities Planning

Strategic Planning
Process Improvements
Public Communication
Community Engagement

Leadership & Team Building
Disaster Response & Recovery
Political Lobbying
Business Development

PROFESSIONAL EXPERIENCE

SAGELAND STRATEGIC LLC

December 2019 to Current | Principal

Consultant helping local government, non-profits, and businesses strategically plan for success. Professional career coaching for local government professionals. Facilitation of meetings, decision making, retreats, and community interaction. Focused goal of enabling people to succeed in their missions for the world.

CITY OF PASCO, WASHINGTON

September 2018 to Current | Administrative and Community Services Director

Directs the activities of the Administrative and Community Services Department. Responsible for the development, recommendation, and implementation of policies, programs, and procedures that accomplish the goals and objectives of the department which includes the following divisions: Information Technology, Facilities, Recreation, Municipal Court (Indigent defense), and the City Clerk in addition to assigned special projects consisting of real estate asset sales and purchasing, facilitation of future bond initiative election for the development of a regional aquatic center, as well as the re-development of the region-wide animal shelter. Responsible for an \$8.4 million general fund budget, a capital improvement budget totalling \$17.6 million for 2020.

CITY OF RICHLAND, WASHINGTON

February 2016 to September 2018

Economic Development Manager (June 2016 to Present) | Redevelopment Project Manager (February 2016 to June 2016)

Managed key economic development projects and programs in concert with City Council's strategic plan and policies. Including local business outreach and national business recruitment. Managed marketing, recruitment, sales, and development of over 2,100 acres industrial/commercial land owned by the City of Richland, WA. Created and facilitated plans and strategies for business retention and attraction with a key focus on primary-sector job creation, retail growth, small business, and start up programs. Responsible for Richland's Industrial Development Fund (\$12,900,000 budget). Managed staff of two (2) personnel, integrating economic development priorities with development review, public works, and administrative staff in Richland to ensure mutual community benefit. Media liaison for city projects and programs to forward promotion of business and economic growth. Responsible for identifying, developing, implementing, managing and completing projects to redevelop and revitalize Downtown Richland and the Richland waterfront. Liaison to the Uptown and Parkway Business Improvement Districts, assisting with their needs from the City and providing a voice on their behalf. Project management including acquisition/disposal, planning, design, construction, and budget for development activities in Downtown Richland.

Attachment: SBRAND SOLUTIONS PROPOSAL - 7.1.21 (RESOLUTION 3884 : Resolution Awarding Strategic Plan to SBrand Solutions)

CITY OF EVANS, COLORADO

January 2012 – February 2016

Flood Recovery Manager – Appointed (March 2015 to February 2016) | **Community Development Manager** (Jan 2013 to February 2016) | **Building and Neighborhood Services Manager** (Jan 2012 to Jan 2013)

Responsible for the administration and management of all divisional related to the creation and implementation of the City's comprehensive plan, current planning, zoning administration, growth management, building code administration, general nuisance and zoning code administration and enforcement. Staff supervision (5 employees), oversight of consulting services, contract administration and budget administration. Oversaw update to 2012 building codes, modernization of zoning code, updates to general penalty code in conformance with Colorado state statute. Field work including, site and building inspection, meeting with contractors and consultants, fire and damage assessment. Regional liaison for various Federal, State and local agencies for the City. Responsible for supervising recovery operations from September 2013 floods, acquisition of reimbursements, acquisition of grants, reconstruction of Riverside Park (totaling nearly \$20 million), supervision of four grant funded recovery staff members. Oversaw the award of \$5 million in Federal grant money for Riverside Park reconstruction to the City. Served in regional inter-governmental outreach, assistance with the Governor's Disaster Resiliency Panel, legislative monitoring and public outreach. Built relationships with the Governor's office, state elected delegation, and Colorado federal delegation to forward both general legislative and flood recovery efforts.

TOWN OF SEVERANCE, COLORADO

January 2008 – December 2011 | Town Planner

Management of town historical development information and GIS data. Initiated state-required comprehensive Plan update including a complete overhaul of town land use codes to a form based development regulation document. Assist Town Manager with parks irrigation, personnel matters and finance. Public Information Officer, in charge of emergency notification and community involvement. Town representative for the North Front Range MPO and Upstate Colorado Economic Development.

CITY OF LOVELAND, COLORADO

May 2004 – December 2007 | City Planner I

Project management for current planning review. Coordination of development review team for subdivision review, residential PUD, special use review, annexation, rezoning, architectural/landscape review and field inspection. Project manager for development review software implementation (2007)

EDUCATION

Master of Arts in Public Administration (2014)
Graduate Certificate in Public Management (2012)
Bachelor of Arts in Applied Geography (2004)

University of Colorado
University of Colorado
University of Northern Colorado

AWARDS & RECOGNITION

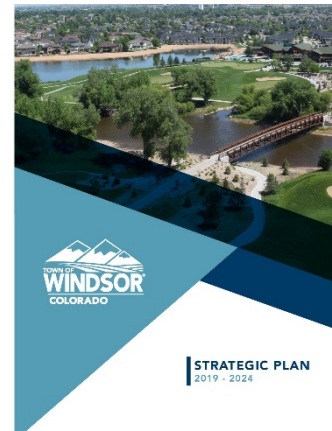
- ELGL "Chris Traeger List of Top 100 Local Government Influencers!", 2017 and 2018
- Washington Economic Development Association – Emerging Professional Award (Nominee/Finalist) 2017



SBrand Solutions Representative Strategic Plan Projects

Town of Windsor Strategic Plan (2018 – Present)

The Town of Windsor asked SBrand Consulting to hold a series of Board and staff retreats to build teamwork and communication and drive a new strategic plan for the future Windsor. With a new Board and a new Manager, Sheryl conducted leadership and organizational assessments to build the base of the plan, which was then submitted for public comment. The plan was then expanded into several departments and dash boarded for a fully integrated implementation tool.



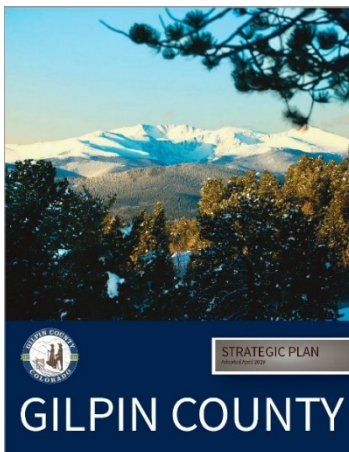
of

City of Coconut Creek, 2019 - Present



The City of Coconut Creek, Florida hired SBrand Solutions to update their Vision2030 Strategic Plan with community visioning sessions, personal interviews, surveys, event engagement, Advisory Group meetings, and significant staff involvement.

Gilpin County Strategic Plan (2019 - present)



The County Board and Manager requested that Sheryl **facilitate a series of teambuilding meetings** (based on Strengthsfinder) **and strategic planning retreats** with stakeholders, partners, staff and elected officials of the County to set a new Vision and Goals for the future of Gilpin County. During the two day retreat a commitment to the Vision and Mission reenergized the team, and Goals, Priorities and Strategies (GPS) were set, with specific Action Steps that created accountability and focus moving forward. Partners and stakeholders came to the table to collaboratively create solutions to long term issues faced by the County.

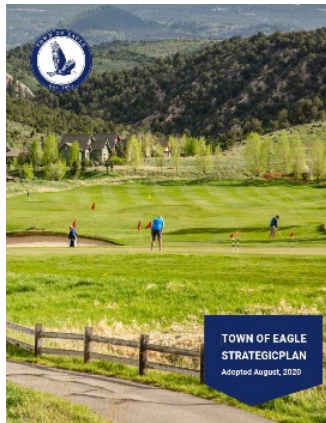


State of Colorado, Department of Local Affairs, Main Street Program (2015 – present)

The State of Colorado has selected SBrand Consulting as one of the preferred contractors to design and conduct facilitated Strategic Plans across the state for Main Street Communities. All Main Street organizations are slightly different: some are nonprofit boards, some are combined with a Chamber, some are part of the Downtown Development Authority and some are committees appointed by the Towns. In that capacity, we have facilitated the creation of over 30 strategic plans.



Town of Eagle Retreat and Strategic Plan (2020)

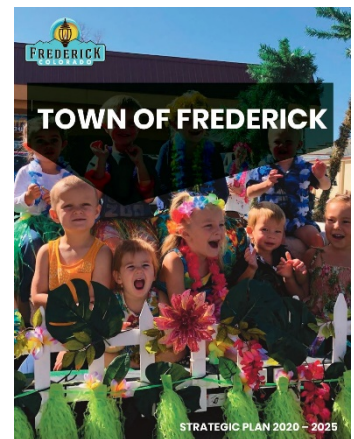


The Mayor and City Council requested that Sheryl **facilitate a Council and staff retreat** to update the Town of Eagle Strategic Business Plan. With newly elected Board members and a new organizational structure, the retreat focused on understanding the framework of the existing strategic plan then updating and refreshing the outcomes, goals, objectives and measurables. The resulting Strategic Plan with Goals, Objectives and Action steps tells the story of the future of Eagle.

Town of Frederick Board and Staff Retreat and Strategic Plan (2020)

The Town of Frederick brought Sheryl in to facilitate a two-day Board and staff retreat followed by a one-day staff only retreat to focus on teambuilding, Board specific agreements, and a strategic plan for the future of Frederick. A full written report and documents were creating summarizing the agreements, next steps, and components of the plan, and the Strategic Plan and Implementation plan were drafted and are in progress.

More examples of our Strategic Plans and complete copies of these examples can be found on the website at www.sbrandsolutions.com.





Strategic Plan Retreat Agenda

Friday, October 23, 2020 3:45 pm – 7:00 pm
 Saturday, October 24, 2020 8:00 am – 6:00 pm
 Sunday, October 25, 2020 8:00 am – 11:00 am

Double Tree by Hilton
 919 7th Street
 Greeley, Colorado 80631

Dress for outdoor Colorado weather!

Please bring your mask and any sanitizer that you prefer.

Purpose of the Retreat: Craft a long-term sustainable vision and strategic plan for the future of the Town of Frederick while building relationships and understanding

**Day One: Friday, October 23, 2020
 4:00 – 8:00**

Attendees: Town Board, Town Manager and Town Clerk

Theme: Connection and Vision

3:45 Arrival and Snacks
 4:00 Welcome and Purpose of the Retreat
 4:45 Guiding Principles of the Board
 5:15 Break
 5:30 Mission of the Board
 6:00 Town Board Outcomes and Goals
 7:00 Dinner at the Chophouse (9804 8th Street, Greeley)

Day Two: Saturday, October 24, 2020
8:30 – 5:00

Attendees: Town Board, Town Manager, Leadership Team

Theme for the Day: Vision, Outcomes

Note: Karina Branson from Conversketch will be with us today to do some graphic recording and facilitation work!

- 8:00 Light Breakfast will be available
- 9:15 Definitions: The Strategic Road Map
- 9:25 Review of Friday Night from the Board
- 9:45 Break
- 10:00 Who is Fred? (Vision for the future of Frederick)
- 12:00 Lunch Break (Walking Tour and Picnic in the Park)
- 2:00 Big Picture Conversation 1: Growth and Development
- 2:45 Break
- 3:00 Big Picture Conversation 2: Town Facilities and Property
- 3:45 Break
- 4:00 Big Picture Conversation 3: Infrastructure
- 4:45 Break
- 5:00 Big Picture Conversation 4: Community Engagement
- 6:00 Team Dinner at Santeranos (1229 10th Avenue in Greeley)

Day Three: Sunday, October 25, 2020
8:00 – Lunch

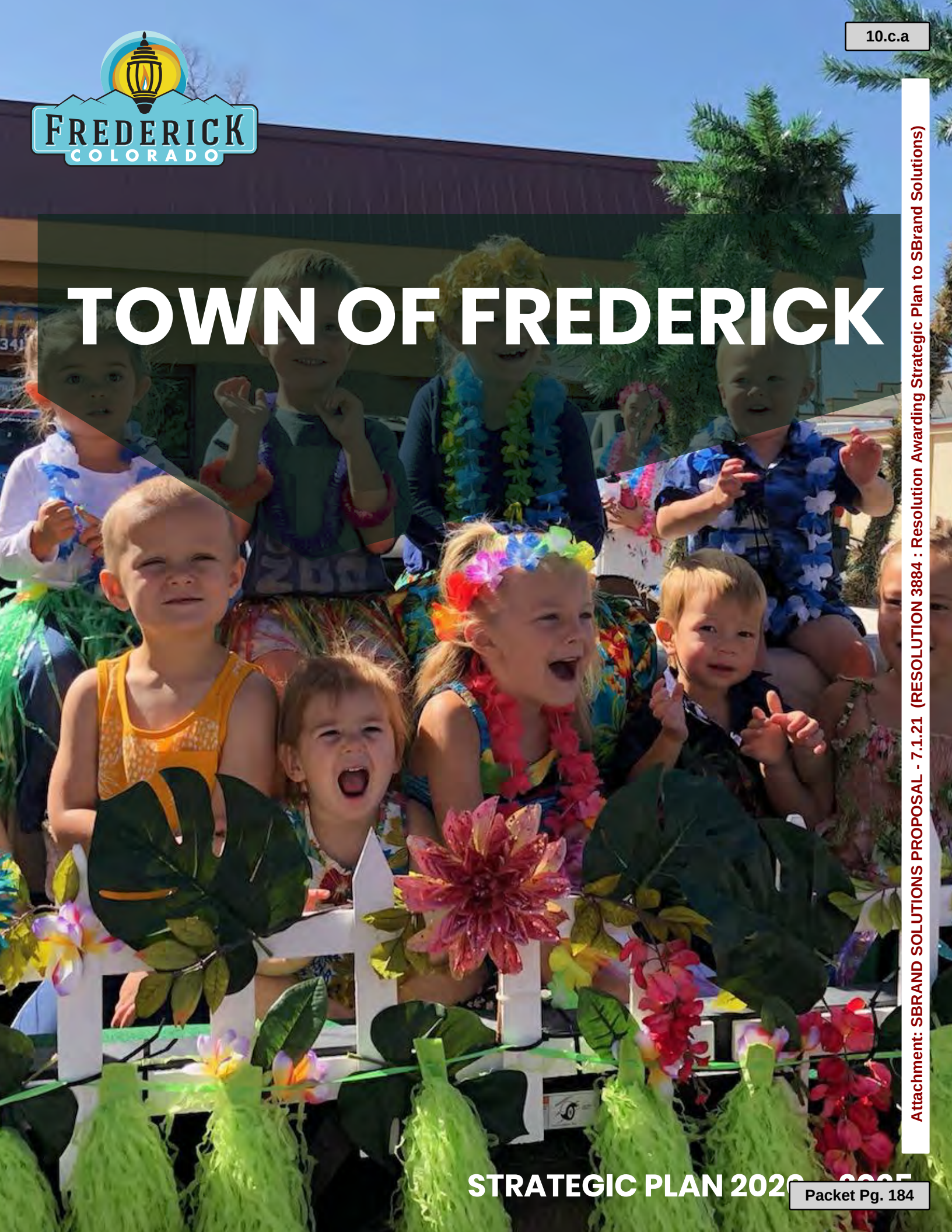
Attendees: Town Board, Town Manager, Leadership Team

Theme: What Happens Next

- 7:45 Breakfast
- 8:00 Quick Review of Work Done
- 8:15 Success Measurements
- 9:30 Break
- 9:45 Roles, Expectations and Support Moving Forward
- 10:15 Next Steps
- 11:00 Lunch



TOWN OF FREDERICK



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OUR MISSION

We are a community, rich in tradition and opportunities.

OUR VISION

Building a safe, inviting, and culturally vibrant community which fosters economic growth and opportunity, while preserving our heritage

OUR CORE VALUES

People

Trust, Communication, Respect, Recognition

Service

Quality, Efficient, Friendly, Timely

Integrity

Truthfulness, Character, Fairness, Openness

Commitment

Initiative, Dedication, Involvement, Perseverance

Excellence

Competence, Desire, Innovation, Progressive

Performance

Planning, Decisions, Follow-Through, Professionalism, Results Oriented

We are FRED! About the Town of Frederick

Community Facts

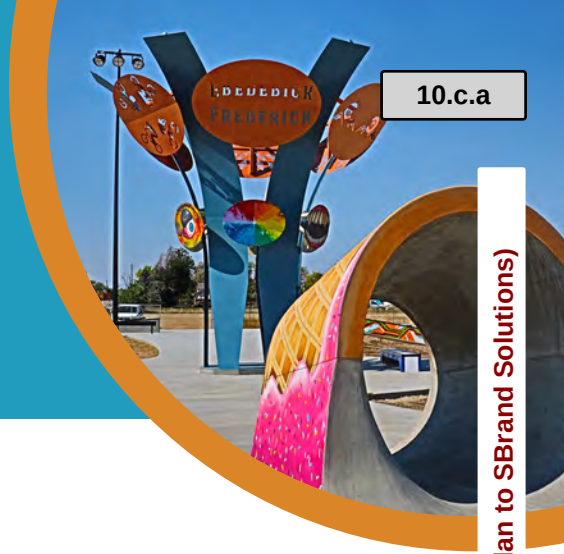
- Elevation: 4972 feet
- 300 Plus "Sunny days" per year / Annual snow fall 37" / Annual Precipitation 13"
- Neighborhoods - 29
- Golf Courses - 1
- Museum - 1
- Lakes and Ponds - 2
- Community Parks - 22
- Community Parks - 3
- Greenway/Open Space (Educational) - 1
- Recreation Center - 1
- 25 Ski Areas (within driving distance)

Attachment: SBRAND SOLUTIONS PROPOSAL - 7.1.21 (RESOLUTION 3884 : Resolution Awarding Strategic Plan to SBrand Solutions)



About the Town of Frederick

We are a vibrant and growing community along the Front Range of the Colorado Rocky Mountains that strives to preserve our small-town feel and community togetherness as we grow. We are happy to have you as a part of our community if you call Frederick home. If you are new to our community, we encourage your interest and invite you to learn more about us through this website.



BEST SMALL TOWN

In 2019, USA Today named the Town of Frederick as one of the top 50 places to live in the United States and Colorado's number one town. Twenty miles north of the Mile High City lies one of the best small towns near Denver, the Town of Frederick, CO. This family-friendly small Town near Denver has a rich history of being built on what matters.

The Town of Frederick is located on Colorado's beautiful Front Range of the Rocky Mountains. The Town comprises 14 square miles of area, east and west of Interstate 25, south of State Highway 119 and along State Highway 52. Its current population of over 14,000 residents enjoy the Town's central location, allowing easy access to the Denver and northern metropolitan areas. The transportation network opens up a wide variety of major attractions less than 30 minutes away. At the center of the Carbon Valley area, including Firestone, Dacono, Mead and Erie, Frederick stands out as a community hub for a larger population of 46,000. Community members enjoy unparalleled views of the Rocky Mountains and recreational opportunities abound throughout the community's trails, parks and open space. Educational amenities and community involvement opportunities allow Frederick's residents to take an active role in shaping the place they are proud to call home. As one of the fastest-growing communities in Colorado, Frederick is working hard to ensure that growth results in a cohesive community that preserves the small-town feel and rich heritage its residents have come to enjoy.

FAMILY FRIENDLY

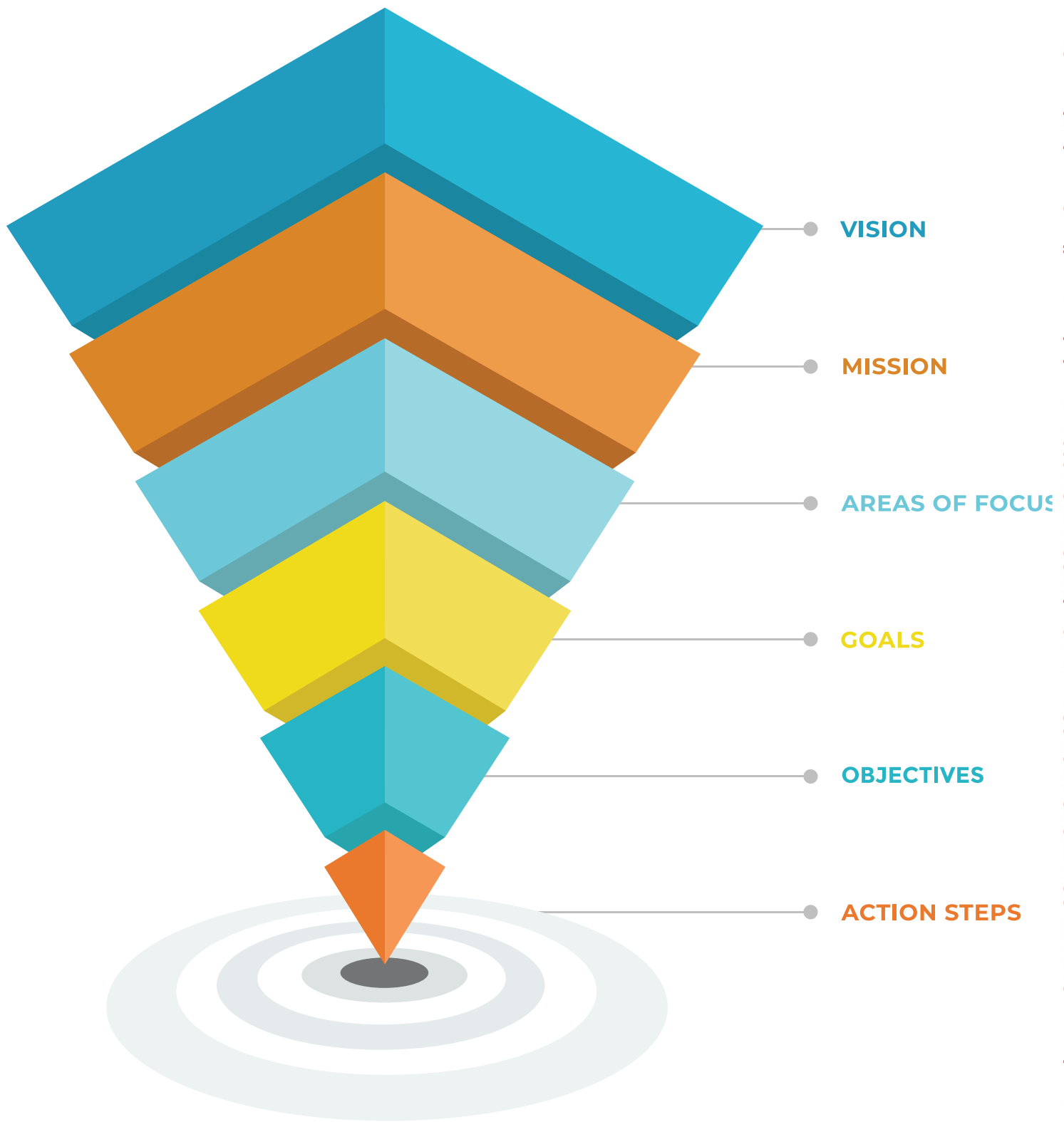
Frederick's median age of 33.3 says more about the kind of people attracted to this small town near Denver's family-friendly environment than anything else we could say: young families are choosing to call Frederick home. Top-notch public safety, a vast array of community amenities and a stellar school system all make Frederick the perfect place for a growing family.

Frederick has an active Neighborhood Watch program that the Frederick Police Department works hard to support to foster two-way communication with each neighborhood. Frederick is also served by the Frederick-Firestone Fire Protection District, which recently received a Class 2 rating from the Insurance Service Office (ISO), putting them in the top 1.5% of fire department ISO ratings in Colorado and the United States.

Frederick currently has 26 acres of park land per 1,000 people, which is significantly higher than most communities in the Front Range and 85% of all residents have a pocket park or neighborhood park within walking distance. Frederick is also home to the Carbon Valley Recreation Center, Gymnastics Center and Senior Center as well as the Bulrush Wetland Park and Frederick Recreation Area.

Frederick is part of the St. Vrain Valley School District, the 8th largest in the state. Superintendent Don Haddad was named the 2013 National Superintendent of the Year and the district is regularly honored with statewide awards for excellence. The St. Vrain Valley School District works tirelessly to provide students with an education full of diverse opportunities while staying on the cutting edge of technology and educational trends. There are twelve schools in the Carbon Valley area, of which six are in Frederick, including Frederick High School.

The Town of Frederick has invested in the future of the community through strategic planning. Based on many hours of thoughtful debate and discussion, the Frederick team reaffirmed the community's core values and created a path to the future. The strategic plan process is summarized in the pyramid below, where the vision informs every step of the plan through implementation.



Attachment: SBRAND SOLUTIONS PROPOSAL - 7.1.21 (RESOLUTION 3884 : Resolution Awarding Strategic Plan to SBrand Solutions)



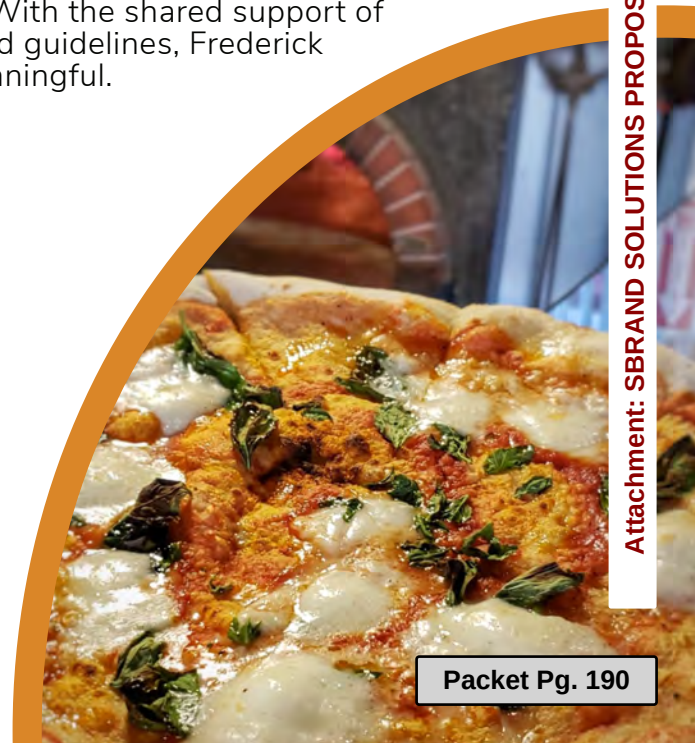
Thoughtful Growth and Development



This area of focus includes economic development, affordable housing, diversified business opportunities, regulations and policies, open space and parks, job development, revenue and staffing levels to support that growth and development. The Town of Frederick is working towards a balance of residential and commercial development that will support the right kind of thoughtful population and business growth and will be poised to take advantage of opportunities that fit into Frederick as a sustainable part of the future. With the shared support of partners in the community and a robust set of policies and guidelines, Frederick can preserve what is important and enhance what is meaningful.

Goals

- Ensure that the land use code and other related policies and plans reflect FRED, which is how we refer to our values and culture in the community.
- Explore opportunities for economic development for short, medium and long term investments.
- Identify sustainable funding sources and options to support economic development.
- Support the growth, expansion, retention and attraction of diverse and unique businesses.
- Retain appropriate staffing levels and structure for existing and future growth.





Sustainable Infrastructure Investments



This area of focus includes roads, water and wastewater, transportation, capital assets, stormwater drainage, land, trails, parks, open space, technology and the ongoing funding for maintenance of those investments. The Town of Frederick will ensure that infrastructure can support the community's current and future needs through financial sustainability, leveraging technology and strengthening partnerships.



Goals

- Evaluate current infrastructure assets and identify the current state.
- Review master plans to ensure the financial sustainability component is included in all recommendations.
- Leverage technology to improve community services.
- Assess future transportation trends.
- Support water committee process.
- Develop a long term financial plan for capital investment needs and current revenue sources.
- Ensure that the land use code and other related policies and plans reflect FRED, which is how we refer to our values and culture in the community.



Meaningful Community Engagement

This area of focus includes all forms of community engagement: social media, outreach to the community, public and community meetings, feedback and survey processes, election turnout and involvement from the Frederick community. The Town of Frederick is focused on expanding outreach to and feedback from the community as a whole, helping Frederick understand why and how decisions are made, explaining the impacts of those decisions, and implementing engagement feedback results.



Goals

- Complete feedback loop for addressing community concerns.
- Identify community needs by conducting a community survey.
- Research community channels to meet needs of all residents.
- Create FRED Ambassadors in neighborhoods.
- Determine hurdles to community participation and remove those obstacles.





Community Based Facilities and Services



This area of focus includes town facilities such as parks, open space, town hall, community buildings, trails and more. The Town will base investments into facilities and services that reflect the community needs and desired service levels.

Goals

- Update and adopt master plans for the long-term future of Town facilities.
- Adopt budgets that reflect ongoing operations and maintenance as well as capital costs.
- Identify resources and complete construction of a new public safety building.
- Conduct a community wide assessment of facilities for alignment with FRED.
- Identify property needs using the facilities needs assessment.





The Path Ahead: Strategic Plan Implementation

This Strategic Plan is a living document for the organization. The Town of Frederick Board of Trustees, leadership and staff will remain focused on the measurable objectives and strategies that drive each strategic goal. Those measures will be tracked and reported for any resident, visitor or employee to see through a public-facing dashboard. Additionally, there is an operational plan for the Town that will link to the Strategic Plan. Each budget year, the Strategic Plan will be reviewed and initiatives will be identified to impact targeted strategies. By tracking performance metrics, studying those measures to improve service delivery and annually revisiting the Strategic Plan, the Town will remain focused on sustainable improvement, with the end goal of providing the highest possible value to the community.



CONNECT WITH US

Website: FrederickCO.gov



401 Locust Street
Frederick, Colorado 80530
(720) 382-5500
Communications@FrederickCO.gov

In Frederick...

***We believe in rolling up our sleeves
Not just for ourselves, but for each other.
We believe in playing outside until the stars flicker on
and protecting the hallowed ground of childhood.
We believe in a lifelong commitment to actions as good as our intentions.***

***We believe in the power of our voices and the obligation
of our hearts to form a strong foundation.
We believe we're onto something that's worth all we can give it.
Here the life we dream of is ours to create.***



Town of Windsor Strategic Plan

Focus: Roads and Traffic

Focus: Roads and Traffic												Projects	
Action Steps												Project Due	
Priority	Goal	Step 1	Deadline	Step 2	Deadline	Step 3	Deadline	Step 4	Deadline	Communications	Date	Status	Leader/ Team
	Reroute SH 257 (CDOT Study)	TB met with CDOT in workshop and expressed need	2018	CDOT Network Feasibility Study Open House	3/28/2019	Present to NFRMPO	April	Complete Study & Recommendations	July/August		August 2019		Scott Ballstadt/ Dennis Wagner
	Reroute SH 392 (CDOT Study)	Talk to CDOT regarding CO-392 and CO-258	2018	CDOT Network Feasibility Study Open House	3/28/2019	Present to NFRMPO	April	Complete Study & Recommendations	July/August		August 2019		Scott Ballstadt
	Implement the top 3 – 4 priorities in the Road Improvement plan. Use staff/contract staff resources needed. Hold a Board conversation	Harmony/WCR13 Traffic signal		Town of Timnath is constructing the traffic signal							5/1/2019		
		7th Street turn lanes @ Main Street		Town Board to discuss options	4/15/2019								Dennis Wagner
		New Liberty roundabouts		Design	4/15/2019	Construction					9/2/2019		Dennis Wagner
		SH 392 widening @ LCR 5		Traffic study		Design		Contruction Phase					Dennis Wagner
	Complete preliminary design of Crossroads extension	Status update given to TB as a part of the SH392 reroute discussion.		Deadline extended due to flood plain issues	November 2019								Dennis/ Engineering Dept.
	Complete list in the Roadway Improvement Plan/ Prioritized project recommendations	Transportation Master Plan consultant Fehr & Peers to review existing plans & conduct community outreach	Q2/Q3 2019	TMP consultant Fehr & Peers to provide prelim info to inform CIP budget discussions & prioritization recommendations	August 2019						August 2019		Scott Ballstadt
	Multi Modal Transportation Plan (part of the Trails and Open Space Plan but linked to this Area of Focus - Strategic Plan for PRC will include open space)	Transmaster plan. Does not include open space. Open space element is included in PRC Department strategic plan which is under way.	2019										Eric Lucas/ Scott Ballstadt
	Multi-Modal Transportation Master Plan	Consultant Fehr & Peers under contract & Town Board kick-off meeting scheduled	5/6/2019	Community outreach	Q2/Q3 2019	TMP preliminary info for CIP budget discussions & priority recommendations	August 2019	Final TMP adoption	Q1/ 2020		Q1/ 2020		Scott Ballstadt
	WCR 74 widened and improved east to US85	Developer to widen Harmony between WCR 13 & WCR 15	2019								2035		Scott Ballstadt
	SH 392 is 4 lanes												

Town of Windsor Strategic Plan

Focus: Water

												Projects	
												Pending	
												In Progress	
												Completed	
Priority	Goal	Action Steps									Project Due Date	Status	Leader/ Team
		Step 1	Deadline	Step 2	Deadline	Step 3	Deadline	Step 4	Deadline	Communications			
	Update codes for water conservation	Find out status									3/1/2019		
	Revise Fee Structure - ongoing	Need a communication strategy/ study	1/7/2019	Update for 2020	9/1/2009								Shane, John, Dean, Jessica
	Discussion about future of water; revisit the water strategy	Work Session	11/19/2018	2nd discussion this summer	6/3/2019								Shane, Dennis, John T.
	Build water treatment plant (NISP will have to be in place)	Identify possible alternatives to constructing a treatment plant		Meet with neighboring jurisdictions to discuss plant capacity, governance, and partnerships							2030		
		Acquire property for multi-jurisdictional treatment plant											Ian
	Update Water Plan	Find out status											Shane, John T.
		Acquire water rights for 60,000 – based on updated Water Plan		Ongoing									
✓	Research Reverse Osmosis Plant before proposal	Board ID key questions; tours of other RO plants	7/16/2018	Broe's Presentation to Town Board	4/1/2019	Decision not to Proceed	4/1/2019					Completed	Shane, John, Dean, Jessica
✓	Hire Water Resource Manager		12/31/2018								12/31/2018	Completed	Shane

Attachment: SBRAND SOLUTIONS PROPOSAL - 7.1.21 (RESOLUTION 3884 : Resolution Awarding

Town of Windsor Strategic Plan

Focus: Trails and Open Space

												Projects	
													Pending
													In Progress
													Completed
Priority	Goal	Action Steps									Project Due Date		
		Step 1	Deadline	Step 2	Deadline	Step 3	Deadline	Step 4	Deadline	Communications		Status	Leader/ Team
	Develop a detailed trails and open space plan with strategies and needs assessment	Staff in process of developing overall strategy	June to TB in Work Session										Eric
	Acquire and build ditch easements: #2 ditch	\$75K in 2019 Budget- 15th to Poudre Bluffs OS (Easements only)		Staff working on aquisition through eminent domain	fall 2019								P R & C
	Review code development requiring trails, conservation, water, xeriscaping et al.	Staff is reaching out to planning		Staff to work with Tree and Water Boards on citizen education	summer 2019								P R & C
	Acquire open space, based on the new Strategic Plan	Staff working to identify areas internally and within dept. strategic plan	9/1/2019										P R & C
	Construct Trails -	Kyger to River Bluffs construction in fall	fall 2019	#2 Ditch 17th st to River bluffs	2020								
		Top of hill to 7th		Staff compiling strategies	summer 2019								Shane, Eric, & Wade
		Connect Larimer side to downtown		Staff compiling strategies	summer 2019								
		Crossroads to the Brands		Staff compiling strategies	summer 2019								
		Harmony Ridge to Timnath		Staff compiling strategies	summer 2019								
	Identify funding mechanism to acquire trails, easements and open space. Make sure the funding includes ongoing operations and maintenance	Public Input	May/ June 2019	Transportation master plan & Department Strategic Plan	9/1/2019						1/1/2020		
	Permanent easement acquisition for Poudre Trail Parcels within Windsor service area	Ongoing discussion with staff									2030		
	IGA's with surrounding agencies, focus on open space by 2025	Wade to approach local governments		Shane met with Roy Otto and discussed	Ongoing						2021		Shane, Eric, & Wade
	Bridge across the Poudre at CR13	Pedestrian crossing		Once we have the FSW under our preview, we will begin working with underlying land owner to re-engage bridge discussion							2025		
	Take over Frank State Wildlife Area; Dependent upon mining operations	Waiting on paperwork from State	Fall 2019	Formally accept dedication	Fall 2019						Late 2019		

Town of Windsor Strategic Plan

Focus: Trails and Open Space

												Projects	
													Pending
													In Progress
													Completed
Priority	Goal	Action Steps									Project Due Date	Status	Leader/ Team
Step 1	Deadline	Step 2	Deadline	Step 3	Deadline	Step 4	Deadline	Communications					
	More trail connectivity per the department strategic plan & TMP	Part of department strategic plan. Will include identification of connectivity needs and public feedback. Staff is working on overall plan of action on key areas such as connectivity to downtown from Larimer county side of Windsor. Utilizing a multi-prong approach (perferred route identification, plan of action that includes milestones and costs. Will include a multiyear plan.	Underway, to complete Sept 2019	Implementation of results of plan		Begin implementation on 2020 budget							Eric
	Open Space Improvements -	Kyger Reservoir		Build trail/ parking lot	2020	Master plan for future use	2020						Eric
		Kodak Watchable Wildlife Property		Kodak Property: expand parking at trailhead, add picnic shelter and river access.	2020	Master plan south side of river. Waiting for the mining to be completed before any improvements are made	2027						
		Broe											
		Frank State Wildlife Area											

Town of Windsor Strategic Plan

Focus: Downtown

												Projects	
												Pending	
												In Progress	
												Completed	
Action Steps												Project Due Date	
Priority	Goal	Step 1	Deadline	Step 2	Deadline	Step 3	Deadline	Step 4	Deadline	Communications		Status	Leader/ Team
	Expanding downtown: wider and deeper, maybe onto Walnut, north of the tracks on 6th; Community outreach and involvement	Possibly going north due to DDA/ Brinkman proposal	Summer 2019										
	Parking structure										2024		DDA
	Restaurants	Strategic Plan: Anthony's Pizza Fuzzy's Tacos Burger King The Colorado Cherry		Advocating through Brinkman plan									
	Cultural Center	More discussion needed regarding definition of Cultural Center (per Eric: Culture is not a building, rather it's the entire downtown; culture is a vibe)									2025		
	Walkability*	In budget- \$100K pedestrian crossing treatments: Main St. sidewalk of Chimney Park		Pedestrian crossing @ 15th & Grand Avenue	June 2019	*Per Eric: Note on Walkability.....we should include extended sidewalk to the Mill, and sidewalk north side of Hwy 392 west from hwy 25 exit		Library sidewalk					
	Research what businesses might be in the town at target population of 60,000	Future work session agenda	July 2019										Stacy/ Dean

Attachment: SBRAND SOLUTIONS PROPOSAL - 7.1.21 (RESOLUTION 3884 : Resolution Awarding

Town of Windsor Strategic Plan

Focus: Facilities

												Projects	
													Pending
													In Progress
													Completed
Action Steps												Project Due	
Priority	Goal	Step 1	Deadline	Step 2	Deadline	Step 3	Deadline	Step 4	Deadline	Communications	Date	Status	Leader/ Team
	Facilities Master Plan	Budget in 2020									2023		Terry
	Museum Collection Facility	Budgeted for 2019		Design is complete, plans submitted for review to planning department		Groundbreaking	5/24/2019	Construction / move in	2/1/2020		2/15/2020		Eric
	Parks and Recreation Maintenance Facility	Budgeted for 2019		Design is complete, plans submitted for review to planning department		Groundbreaking	5/24/2019	Construction	Spring 2020		Spring 2020		Eric
	Staffing and Organizational Structure (Workforce Planning)	Organization restructure	September 2018	Implemented	2019	Hiring department needs per restructure	July 2019						Shane, HR
	Security of Town Hall	Security Assessment	2019	Interview contractors									Terry
	Police Substation	Facilities Master Plan budgeted for 2020		Had conversations with other agencies re: a joint-use facility; discussing internal modifications to accommodate need - remodel, addition									Rick
	New Police Station	FMP budgeted for 2020	2020								2030		Rick
	New Town Hall	FMP budgeted for 2020	2020								2025		Shane



11333 N. Cedarburg Road
Mequon, WI 53092
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: October 5, 2021
SUBJECT: RESOLUTION 3885 A Resolution Authorizing the Engagement of Attorney William Cole of Axley Brynerson, LLP, Madison, Wisconsin, for the Purpose of Reviewing and Updating the City of Mequon's Sign Code

Background

Following communications related to signs in connection with the ongoing Mequon-Thiensville School Board recall process, the Common Council committed to reviewing and revising, as necessary, the City's Sign Code to address recent court rulings. To that end, the City Attorney and staff identified consulting firms and attorneys that would be appropriate to assist with the process. After identifying potential candidates, their work was reviewed. On the basis of that review, the recommendation is to engage William S. Cole from the Axley Brynerson law firm in Madison, Wisconsin.

Analysis

Attorney Cole has extensive municipal law experience. Currently, he represents over 30 municipal entities; serving as Corporation Counsel for Iowa County; City Attorney for the Cities of Monona, Platteville and Waterloo; Village Attorney for the Villages of Windsor, Black Earth, Maple Bluff, Mazomanie, Prairie du Sac, and Warrens; and Legal Counsel to numerous towns, fire districts, sewerage districts and redevelopment entities. Additionally, as the Monona City Attorney, he worked with one of the state's foremost planning consulting firms on an update to Monona's sign code. Accordingly, Attorney Cole possesses the requisite experience that is required to address similar issues that the City faces as it seeks to update Mequon's Sign Code.

Fiscal Impact

As an hourly engagement, the total cost will be variable depending on the level of work required. It is anticipated that the potential cost will be in the \$5,000 to \$10,000 range.

Recommendation

A recommendation is forthcoming from the Finance-Personnel Committee on October 12, 2021.

Attachments:

Axley Engagement Agreement - City of Mequon (10-05-2021) (04048896x9D882) (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3885

A Resolution Authorizing the Engagement of Attorney William Cole of Axley Brynelson, LLP, Madison, Wisconsin, for the Purpose of Reviewing and Updating the City of Mequon's Sign Code

RECITALS

A. The Common Council desires to review and update its Sign Code to address deficiencies that may exist following the Supreme Court decision in *Reed v. Town of Gilbert*.

B. The City Attorney and City staff identified various planning consultants and attorneys that could assist the City in completing this review.

C. After reviewing the work product of the identified individuals and/or firms, it is recommended that the City engage attorney William Cole of Axley Brynelson, LLP, Madison, Wisconsin, to assist in the process.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that the City Administrator be authorized to execute the enclosed engagement letter with Axley Brynelson, LLP to engage Attorney William S. Cole to assist the City in the review and update of its Sign Code.

Approved by: John Wirth, Mayor

Date Approved: October 12, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on October 12, 2021.

Caroline Fochs, City Clerk



October 5, 2021

Via Email – brian@wrslegal.net

City of Mequon
 c/o Mr. Brian Sajdak, City Attorney
 Wesolowski, Reidenbach & Sajdak, S.C.
 11402 W. Church St.
 Franklin, WI 53132

RE: Engagement Agreement for Legal Services

Dear Mr. Sajdak:

We are pleased the City of Mequon has selected Axley Brynelson, LLP (“us” or “Axley”) to represent it in the matter discussed below. We are providing you this engagement agreement (“Agreement”) to set forth the scope of our representation, to explain our fee and billing arrangements, and to explain the legal status of Axley as a limited liability partnership.

Please review this Agreement carefully and if you have any questions, please do not hesitate to contact me.

IDENTIFICATION OF CLIENT

As attorneys, we owe certain professional obligations to our clients. Because of our professional responsibilities to a particular client, it is important to clearly identify our client in this Matter. With respect to the Matter described in this letter, our client is the City of Mequon (“you”).

SCOPE OF ENGAGEMENT

Based upon our discussions, the scope of our services will include the review and revision of the City’s sign code (the “Matter”). From time to time, you may ask us to perform additional work related to this Matter or on unrelated matters. Such work will be subject to the terms of this Agreement unless otherwise agreed in writing.

NO GUARANTEE OF RESULT

You understand and acknowledge that we cannot and have not made any representations or guarantees as to the result that can or will be obtained regarding the Matter described above.

WHAT WE WILL CHARGE FOR OUR SERVICES

Our fee will be based on the amount of time we spend on your Matter. The rate for work done on this Matter will be \$320 per hour. Other professionals such as paralegals may be assigned to work on your Matter as well. Their hourly rate is \$200 per hour. You can expect that all of these hourly rates will be adjusted on January 1 of each year with the new rates reflected on the invoice you receive for services rendered in January.

THE RETAINER: A DEPOSIT TO ENSURE PAYMENT

Although we generally require a retainer before taking any action on a matter, we are not requiring a retainer at this time. A retainer is a deposit with us which we can use at any time to pay our fees and the “Costs” (defined below) which you owe us. If we later determine that a retainer is appropriate, we will notify you.

YOU WILL ALSO HAVE TO PAY ALL COSTS AND EXPENSES

In the course of representing you in the Matter described above, you are responsible for certain costs and expenses that will arise. Costs and expenses (“Costs”) include, for example: filing fees; courier delivery services; photocopying; computer-aided research; extraordinary support staff charges; transportation/travel costs; and fees for investigation; medical information or records; and experts; as well as other out-of-pocket costs we incur with regard to the Matter. If we pay any of those Costs, you agree to repay us for our advances.

BILLING AND PAYMENT

Our standard procedure will be to bill you each month for our fees for the previous month and for any advances we have made to pay Costs. We reserve the right to bill less frequently if, in our opinion, the Matter so warrants. However, if we have a large amount of unbilled time on this Matter or we make large advances of Costs, we may bill you more often than once a month. You may also request more frequent billing. You promise to pay all of those bills in full within thirty (30) days after we send them. We reserve the right to charge interest at the rate of 12% per annum on any fees or Costs not paid within thirty (30) days of the invoice date. If our invoices are unpaid for two consecutive months, we reserve the right to stop work on your Matter until our invoices are paid to date.

APPROVAL OF SETTLEMENT TERMS

We will not make any settlement of the Matter that is the subject of this Agreement without your prior approval. We will agree to provide you with a description of any proposed settlement terms to assist you in deciding whether to agree to a settlement.

NON-WAIVER

If you or we fail to exercise any right under this Agreement, such failure will not be deemed to constitute a waiver of any other rights or the ability to exercise that right in the future.

PRIOR AGREEMENT SUPERSEDED

This Agreement constitutes the only agreement between Axley and you regarding the Matter described above. It specifically supersedes any prior understandings, including written or oral agreements, in connection with the Matter described above.

ADDITIONAL REPRESENTATION TERMS

You will at all times have the right to terminate our services upon prior written notice. We too will at all times have the right to terminate our professional relationship with you within the bounds of our ethical obligations as attorneys. Generally, we do not terminate client relationships except for cause, such as actual or philosophical conflicts of interest, failure on a client's part to be truthful, circumstances that make our continued effective representation untenable, or non-payment of our invoices.

It is our practice to send you copies of all material correspondence we send or receive regarding your Matter as it proceeds. Those copies will help you understand what is happening in your Matter. At the conclusion of the Matter, or when we no longer represent you, it is our normal policy to maintain a digital copy of your file, a copy of which we will provide to you upon request at no additional charge. If you provide to Axley any physical documents or items that you would like returned to you or that you would like Axley to maintain in safekeeping after the conclusion of your Matter, you must communicate your desire to Axley at the time Axley takes possession. It is Axley's policy to destroy most files, including digital copies, seven (7) years after services were last billed on the file; accordingly, you should not assume that you will have access to your file materials after that seven (7) year period has elapsed, and you should request copies of any documents you may want or need prior to the destruction date.

If during a meeting or phone conference we gave you an estimate of the legal fees or expenses that may be incurred with respect to our representation of you regarding the Matter described above, you should not rely upon that estimate as a guaranty or assurance that, in fact, the total will not exceed that estimate. Any estimate given by us should not be construed as a "cap" or "guaranteed maximum amount."

October 5, 2021

Page 4

AXLEY'S LLP STATUS

Axley is a Wisconsin limited liability partnership ("LLP"). Under this structure, the individual partners do not have unlimited personal liability arising from the malpractice of the other attorneys on matters in which they had no involvement or supervisory role. The LLP structure will not, however, protect Axley or those partners whose own negligence, wrongful acts, or misconduct (or that of any person working under their direct supervision and control) is the basis for the malpractice claim at issue. Furthermore, by Wisconsin Supreme Court Rule 20:5.7(bm), a firm of our size is required to carry professional liability insurance providing for at least \$10.0 million in combined indemnity and defense cost coverage per claim with at least \$10.0 million aggregate combined indemnity and defense cost coverage amount per policy period; Axley's current insurance provides for \$15.0 million for each of these coverages.

Again, we appreciate the opportunity to be of service to you and look forward to a long and mutually rewarding relationship. Please acknowledge your agreement to these terms and your consent to our representation of you as described above by signing below and returning the signed copy to me at your earliest convenience.

Very truly yours,

AXLEY BRYNELSON, LLP



William S. Cole
WSC:emp

October 5, 2021

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ACKNOWLEDGED, AGREED AND CONSENTED:

I hereby understand and agree that any retainer or replenished retainer paid by credit card will be subject to a non-refundable credit card surcharge fee of 2% on the transaction amount, which is not greater than our cost of acceptance. I further understand and agree that any unused retainer that is paid by credit card will be refunded as a credit to the same credit card account used to pay the retainer.

Client: City of Mequon

Signed: _____

Date: _____



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: Tim Weyker, Deputy Director of Public Works
DATE: October 4, 2021
SUBJECT: RESOLUTION 3886 A Resolution in Support of an All-Way Stop at the Intersection of Wasaukee and Freistadt Roads

Background

The intersection of Wasaukee Road (CTH M) and Freistadt Road (CTH F) is the functional jurisdiction of Washington County. The Washington County Highway Department has been contacted numerous times over the past several years about the back-up of traffic at this intersection causing a safety concern. The City of Mequon Department of Public Works has also received safety complaints about this intersection.

Washington County is planning to reconstruct Wasaukee Road (CTH M) north of this intersection in 2022. Both the Washington County 2019 Intersection Safety Analysis and a County-commissioned 2020 Traffic Analysis & Design, Inc. (TADI) Technical Memorandum recommend changing this intersection to an all-way stop intersection. During Washington County's Public Informational Meeting for the reconstruction project, the recommendation of changing this intersection from a two-way stop to an all-way stop was brought up and was well received by those in attendance. In March of 2021, the Washington County Traffic Safety Commission unanimously passed a motion to modify the traffic control at this intersection to an all-way stop. Washington County has asked the City of Mequon and the Village of Germantown to pass resolutions supporting the modification.

The Washington County Public Works Committee approved the intersection change at its meeting on September 22nd and it will take it to the Washington County Board for their approval in October.

Analysis

In 2019, the Washington County Board approved an Intersection Safety Analysis on all county-controlled intersections. The subject intersection was included in that report and ranked 9th in total crashes from 2013-2017 with 16 crashes. The intersection has had 19 crashes from 2018-2020. The report recommends changing this intersection from a two-way stop to an all-way stop. The cover sheet, page 18 - Results, Table 7, and Appendix A (pages pertaining to this intersection) of this 81 page report are included as an attachment.

In 2020, Washington County hired TADI to perform an analysis of the intersection to determine the appropriate traffic control at the intersection. The TADI recommendation is for an all-way stop and, due to the vertical curve just west of the intersection, also includes the recommendation to install overhead signage to allow for a longer sight distance for this traffic control change.

Page 1 and Page 12, Part F - Recommendations, parts of a 95-page report, are also attached.

City staff agrees with the Washington County Intersection Safety Analysis and TADI recommendations.

Fiscal Impact

Since this intersection is the functional jurisdiction of Washington County, there is no fiscal impact to the City of Mequon.

Recommendation

A recommendation is forthcoming from the Public Works Committee on October 12, 2021.

Attachments:

Intersection Safety Analysis pages 1, 18, 20, & A1 (PDF)

TADI Recommendation pages 1 & 12 (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3886

A Resolution in Support of an All-Way Stop at the Intersection of Wasaukee and Freistadt Roads

RECITALS

A. The Washington County Traffic Safety Commission has been monitoring the level of safety and efficiency of the intersection of County Trunk Highway M (Wasaukee Road) with County Trunk Highway F (Freistadt Road) and has recommended that all traffic entering said intersection be controlled by stop signs.

B. The Washington County Public Works Committee has evaluated its Intersection Safety Analysis Report prepared by Traffic Analysis and Design, Inc. (TADI) and has determined that installation of all-way stop controls is the most effective measure to enhance the level of safety and service at said intersection.

C. The Washington County Public Works Department has asked the City of Mequon to pass a resolution supporting the modification.

D. City staff agrees with the Washington County Public Works Committee and the recommendations made by TADI and recommends an all-way stop at the intersection of Wasaukee Road and Freistadt Road.

E. The Committee on Public Works at its meeting on October 12, 2021, approved staff's recommendation.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that the City of Mequon is in support of an all-way stop at the intersection of Wasaukee Road and Freistadt Road and agrees with Washington County's installation of stop signs on County Trunk Highway F (Freistadt Road).

Approved by: John Wirth, Mayor

Date Approved: October 12, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on October 12, 2021.

Caroline Fochs, City Clerk

Intersection Safety

An Analysis of the Washington County Highway System



An initiative to study traffic safety at all major intersections throughout the county highway system



UNANIMOUSLY APPROVED BY THE WASHINGTON COUNTY BOARD OF SUPERVISORS ON MARCH 13, 2019

4.2 Results

Table 7 lists major (ADT of 7,500 or more) county-controlled intersections in Washington County. The intersections that are shaded gray in Table 7 are the intersections that have been reviewed for proper intersection control and have been previously improved to a signalized or roundabout intersection. The intersections that have the crash number highlighted in yellow have been reviewed in detail in other parts of this report due to their high number of total crashes. The low amount of total crashes at most of the remaining intersections that are not highlighted indicate that they are currently functioning properly.

The Highway Department has reviewed the following intersections with a total crash volume of four or more crashes that are currently controlled by a two way stop to determine if other controls are warranted:

CTH M and CTH F (16 crashes)

We have received two complaints in the past 3 years that the wait times at this intersection are long at peak times of days, causing people to take chances. We currently have a signed contract to have a firm review wait times at this intersection to see if further analysis is needed. This intersection is highlighted orange in Table 7.

CTH P and CTH NN / Rusco Drive (13 crashes)

The intersection of CTH P and CTH NN will continue to be monitored with the assumption that the City of West Bend may soon be in control of the intersection. The City recently installed a traffic signal north of this intersection which may allow more gaps in traffic for crossing and turning movements.

CTH Q and Riversbend and CTH Q and Shady Lane (13 and 8 crashes)

These intersections are on the county's busiest stretch of roadway. WisDOT and the Villages of Menomonee Falls and Germantown are currently linking all the traffic signals along CTH Q to provide for better traffic flow. We anticipate after completion of this report that more gaps in traffic may exist, and the public may take less chances if traffic flows more freely. The intersection of Shady Lane is 83rd for crash severity ranking and Riversbend is 93rd. It may be necessary at some point to increase the control to signals or limit access at these two points, thereby allowing right-in and right-out turning movements only. The low volume of traffic on the minor legs and low amount of crashes relative to other intersections in this area warrant no action at this time.

CTH Q and Scenic (9 crashes)

We will continue to monitor this intersection following the outcome of intersection improvements at CTH Q and Hillside. It may be possible that local traffic utilizes this intersection while avoiding the CTH Q and Hillside intersection one mile to the west. It is possible that if the CTH Q and Hillside Road intersection is improved, crashes at this intersection may be reduced if more traffic utilizes CTH Q and Hillside rather than this intersection. This intersection is ranked 48th for crash severity.

Table 7

**MAJOR COUNTY-CONTROLLED INTERSECTIONS IN WASHINGTON COUNTY
AND PROJECTED CHANGE IN AVERAGE DAILY TRAFFIC**

Control	Major Street	Minor Street	Current ADT	2050 ADT	Projected Difference in ADT	Projected Percent Change in ADT	Total Crashes
Signal	County Highway Q/County Line Rd	Falls Pkwy/Emmer Rd	30,600	33,500	2,900	9	53
Signal	County Highway Q/County Line Rd	River Crest Dr	25,700	29,250	3,550	14	73
Signal	County Highway Q/County Line Rd	Fleet Farm Access	20,800	25,000	4,200	20	3
Two Way Stop	County Highway Q/County Line Rd	Riversbend Ln	20,800	25,000	4,200	20	13
Two Way Stop	County Highway Q/County Line Rd	Shady Ln	20,800	25,000	4,200	20	8
Signal	County Highway Q/County Line Rd	Emmer Rd	20,800	25,000	4,200	20	33
Signal	County Highway Q/County Line Rd	County Highway Y/Lannon Rd	19,750	32,360	12,610	64	12
Signal	County Highway Q/County Line Rd	Division Rd/Cumberland Ave	16,850	21,530	4,680	28	26
Signal	County Highway Q/County Line Rd	Pilgrim Rd	16,450	23,400	6,950	42	17
Signal	County Highway I/Decorah Rd	River Rd	16,050	26,540	10,490	65	9
Signal	County Highway Q/County Line Rd	Amy Belle Rd	15,600	25,280	9,680	62	1
Two Way Stop	County Highway Q/County Line Rd	Retail Access	13,700	20,000	6,300	46	1
Two Way Stop	County Highway Q/County Line Rd	Retail Access	13,700	20,000	6,300	46	1
Two Way Stop	County Highway Q/County Line Rd	Club Cir	13,700	20,000	6,300	46	1
Two Way Stop	County Highway Q/County Line Rd	Grace Evangelical Lutheran Church	13,700	20,000	6,300	46	1
Two Way Stop	County Highway Q/County Line Rd	Retail Access	13,700	20,000	6,300	46	1
Two Way Stop	County Highway Q/County Line Rd	Retail Access	13,700	20,000	6,300	46	1
Two Way Stop	County Highway Q/County Line Rd	Woodside Ln	13,700	20,000	6,300	46	1
Two Way Stop	County Highway Q/County Line Rd	Wellington Dr	13,700	20,000	6,300	46	1
Two Way Stop	County Highway Q/County Line Rd	Walmart Access Road	13,700	20,000	6,300	46	1
Signal	County Highway Q/County Line Rd	Bancroft Dr	13,700	20,000	6,300	46	10
Signal	County Highway Q/County Line Rd	Maple Rd	13,700	20,000	6,300	46	13
Two Way Stop	County Highway Q/County Line Rd	Happy Hollow Ln	13,000	25,000	12,000	92	1
Two Way Stop	County Highway Q/County Line Rd	Colgate Rd	12,250	16,070	3,820	31	1
Two Way Stop	County Highway Y/Lannon Rd	Park and Ride Lot	11,400	18,000	6,600	58	1
Two Way Stop	County Highway Q/County Line Rd	Hillside Rd	11,200	16,020	4,820	43	30
Roundabout	County Highway P	County Highway PV/Pleasant Valley Rd	10,350	14,420	4,070	39	18
Two Way Stop	County Highway Q/County Line Rd	Colonial Dr/Chippewa Dr	10,300	14,000	3,700	36	1
Two Way Stop	County Highway Q/County Line Rd	Mayflower Dr	10,300	14,000	3,700	36	1
Two Way Stop	County Highway Q/County Line Rd	Water St	10,300	14,000	3,700	36	1
Two Way Stop	County Highway Q/County Line Rd	Lexington Dr	10,300	14,000	3,700	36	1
Two Way Stop	County Highway Q/County Line Rd	Scenic Rd	10,175	12,780	2,605	26	9
Two Way Stop	County Highway Q/County Line Rd	Short Rd	10,000	12,500	2,500	25	1
Two Way Stop	County Highway Q/County Line Rd	Mt Vernon Dr	10,000	12,500	2,500	25	1
Two Way Stop	County Highway Q/County Line Rd	North Rd	10,000	12,500	2,500	25	1
Two Way Stop	County Highway Q/County Line Rd	Jencris Ct	10,000	12,500	2,500	25	1
Two Way Stop	County Highway Q/County Line Rd	Linda Ln	10,000	12,500	2,500	25	1
Two Way Stop	County Highway Q/County Line Rd	Nob Hill E	10,000	12,500	2,500	25	2
Two Way Stop	County Highway Q/County Line Rd	Nob Hill W	10,000	12,500	2,500	25	1
Two Way Stop	County Highway P	County Highway NN/Rusco Rd	9,800	17,310	7,510	77	13
Two Way Stop	County Highway Q/County Line Rd	Neptune Dr	9,600	12,000	2,400	25	1
Signal	County Highway K	Monroe St	9,500	10,400	900	9	8
Roundabout	County Highway P	County Highway NN	9,350	17,500	8,150	87	4
Roundabout	County Highway NN	River Rd/Jackson Dr	9,050	15,330	6,280	69	17
Two Way Stop	County Highway K	Schauer Dr	8,400	10,000	1,600	19	4
Two Way Stop	County Highway K	Patton Dr	8,400	10,000	1,600	19	1
Two Way Stop	County Highway Q/County Line Rd	Briar Ridge Ln/River Ln	8,000	12,500	4,500	56	1
Two Way Stop	County Highway Q/County Line Rd	Debby Ln	8,000	12,500	4,500	56	1
Two Way Stop	County Highway D	Lighthouse Ln	7,550	13,180	5,630	75	5
Two Way Stop	County Highway F/Freistadt Rd	County Highway M/Wasauke Rd	7,500	9,950	2,450	33	16

"Major" intersections are those with a current average daily traffic volume of 7,500 vehicles or more.

The intersections that are shaded gray are the intersections that have been reviewed for proper intersection control and have been previously improved to a signalized or roundabout intersection.

The intersections that have the crash number highlighted in yellow have been reviewed in detail in other parts of this report due to their high number of total crashes.

Source: Washington County and SEWRPC.

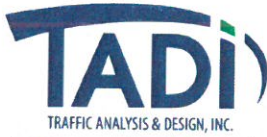
Appendix A

**A SAMPLE OF COUNTY-CONTROLLED INTERSECTIONS WITH THE HIGHEST NUMBER OF TOTAL CRASHES
IN WASHINGTON COUNTY: 2013-2017**

Major Street	Minor Street	Number of Total Crashes	Total Crash Rank	Crash Rate	Crash Rate Rank	Severity Index	Severity Rank	Average Daily Traffic	Current Control	Intersection Profile in Appendix D
CTH Q	Rivercrest Dr	73	1	1.619	6	1.30	37	25,700	Signal	1
CTH Q	Falis Pkwy/Emmer Rd	53	2	0.949	20	1.57	29	30,600	Signal	2
CTH Q	CTH Y	33	3	0.913	22	1.70	27	19,750	Signal	3
CTH Q	Hillside Rd	30	4	1.468	11	2.37	16	11,200	Two Way Stop	4
CTH Q	Pilgrim Rd	26	5	0.863	25	1.85	23	16,450	Signal	5
CTH P	CTH PV/Pleasant Valley Rd	18	6	0.958	19	1.28	38	10,350	Roundabout	
CTH NN	River Rd	17	7	1.029	17	1.47	32	9,050	Roundabout	
CTH I/Decorah Rd	River Rd	17	7	0.580	39	1.12	42	16,050	Signal	
CTH F	CTH M	16	8	1.169	15	2.00	21	7,500	Two Way Stop	
CTH Q/County Line Rd	Maple Rd	13	9	0.516	44	1.92	22	13,700	Signal	
CTH P	CTH NN/Rusco Rd	13	9	0.731	31	1.54	30	9,800	Two Way Stop	
CTH Q/County Line Rd	Riversbend Ln	13	9	0.342	65	1.15	41	20,800	Two Way Stop	
CTH M	Highland Rd	12	10	1.644	5	2.75	12	4,000	Two Way Stop	
CTH Q/County Line Rd	Division Rd/Cumberland Ave	12	10	0.389	59	1.08	43	16,850	Signal	
CTH E	CTH K	11	11	1.127	16	2.45	14	5,350	Two Way Stop	
CTH K	CTH Q	11	11	1.470	10	1.73	25	4,100	Two Way Stop	
CTH H	CTH HH	10	12	1.613	7	2.10	20	3,395	Two Way Stop	
CTH Q/County Line Rd	Bancroft Dr	10	12	0.397	57	1.20	40	13,700	Signal	
CTH E	CTH CC	9	13	1.294	13	3.33	8	3,810	Two Way Stop	
CTH Q/County Line Rd	Scenic Rd	9	13	0.485	46	2.00	21	10,175	Two Way Stop	
CTH Q/County Line Rd	Amy Belle Rd	9	13	0.332	67	1.67	28	15,600	Signal	
CTH G/Division Rd	CTH NN	9	13	0.913	22	1.44	33	5,400	Two Way Stop	
CTH G	Pleasant Valley Rd	8	14	3.372	2	3.00	10	1,300	Two Way Stop	7
CTH K	Monroe St	8	14	0.461	48	2.38	15	9,500	Signal	
CTH Q/County Line Rd	Shady Ln	8	14	0.211	80	1.38	35	20,800	Two Way Stop	
CTH Q/County Line Rd	Lake Five Rd	8	14	0.963	18	0.88	45	4,550	Two Way Stop	
CTH G	Sherman Rd	7	15	1.323	12	2.86	11	2,900	Two Way Stop	
CTH G/Division Rd	CTH T/Western Ave	7	15	0.947	21	2.14	19	4,050	Two Way Stop	
CTH K	Addison Rd	7	15	0.892	23	1.71	26	4,300	Two Way Stop	
CTH M	CTH T	7	15	1.490	9	1.43	34	2,575	Two Way Stop	
CTH C/Hillside Rd	American Eagle Dr/Cedar Bluffs Way	7	15	2.131	3	1.00	44	1,800	Roundabout	8
CTH P	Sherman Rd	6	16	0.664	36	3.33	8	4,900	Two Way Stop	
CTH Y/Goldendale Rd	Holy Hill Rd	6	16	0.802	28	2.17	18	4,100	Two Way Stop	
CTH P	Western Ave	6	16	0.411	54	2.17	18	4,000	Two Way Stop	
CTH K	Kettle Moraine Rd	6	16	0.783	29	1.67	28	4,200	Two Way Stop	
CTH G/Division Rd	Cedar Ln	6	16	0.678	35	1.00	44	4,850	Two Way Stop	
CTH D	Lighthouse Rd	5	17	0.363	62	1.20	40	7,550	Two Way Stop	
CTH K	Main St	5	17	3.424	1	1.00	44	800	Two Way Stop	6
CTH Q/County Line Rd	Hartley Rd	5	17	0.806	27	1.00	44	3,400	Two Way Stop	
CTH K	Schauer Dr	4	18	0.261	74	3.50	7	8,400	Two Way Stop	
CTH G/Division Rd	Pioneer Rd	4	18	0.322	68	3.25	9	3,400	Two Way Stop	
CTH D/Main St	Green Tree Rd	4	18	0.300	69	3.25	9	7,300	Two Way Stop	
CTH E/Waterford Rd	CTH K	4	18	0.708	32	3.00	10	3,095	Two Way Stop	
CTH C	CTH P	4	18	0.397	56	2.75	12	5,515	Two Way Stop	
CTH M	Trading Post Trl	4	18	1.533	8	2.50	13	1,430	Two Way Stop	
CTH P	CTH NN	4	18	0.236	77	2.25	17	9,350	Roundabout	
CTH H	Kettle Moraine Dr	4	18	0.843	26	2.00	21	2,600	Two Way Stop	
CTH K	Oil Spring Rd/Bay Rd	4	18	0.430	50	1.75	24	5,100	Two Way Stop	
CTH C	CTH Z	4	18	0.871	24	1.25	39	2,515	Two Way Stop	
CTH Y/Goldendale Rd	Freistadt Rd	4	18	0.450	49	1.25	39	4,875	Two Way Stop	
CTH Q/County Line Rd	Fleet Farm Access	3	19	0.079	107	5.00	4	20,800	Signal	
CTH A	Trading Post Trl	3	19	0.783	29	3.33	8	2,100	Two Way Stop	
CTH Z/Kettle View Dr	Paradise Dr	3	19	0.483	47	2.00	21	3,400	Two Way Stop	
CTH Z	CTH NN	3	19	0.427	51	2.00	21	3,850	Two Way Stop	
CTH M/Pioneer Rd	CTH M/Wasauke Rd	3	19	0.369	60	2.00	21	4,450	Two Way Stop	
CTH NN	Oak Rd	3	19	0.391	58	1.33	36	4,200	Two Way Stop	
CTH P	Northwest Passage	3	19	0.335	66	1.33	36	4,900	Two Way Stop	
CTH F/Freistadt Rd	Pilgrim Rd	3	19	0.332	67	1.00	44	4,950	Two Way Stop	
CTH H	Sandy Ridge	2	20	0.296	71	8.00	1	3,700	Two Way Stop	10
CTH XX	Jay Rd	2	20	1.826	4	6.00	2	600	Two Way Stop	9
CTH C/Hillside Rd	Stoney Ln	2	20	0.609	38	5.50	3	1,800	Two Way Stop	13
CTH WW	Beaver Dam Rd	2	20	0.783	29	4.50	5	1,400	Two Way Stop	
CTH WW	St Anthony Rd	2	20	0.705	33	4.50	5	1,555	Two Way Stop	
CTH Q/County Line Rd	Water St	2	20	0.105	102	4.50	5	10,300	Two Way Stop	
CTH MY	Shady Ln	2	20	0.783	29	2.50	13	1,400	Two Way Stop	
CTH A	Indian Lore Rd	2	20	0.548	42	2.50	13	2,000	Two Way Stop	
CTH H/Mohawk Rd	Townline Rd	2	20	0.522	43	2.50	13	2,100	Two Way Stop	
CTH D	CTH W/CTH WW	2	20	0.348	64	2.50	13	3,145	All Way Stop	
CTH I/Decorah Rd	CTH M	2	20	0.297	70	2.00	21	3,690	All Way Stop	
CTH FD	Mayfield Way	2	20	0.203	81	2.00	21	5,400	Two Way Stop	

Note: This table is sorted by number of total crashes and should not be construed as a ranked list of the most dangerous county-controlled intersections.

Source: Wisconsin Traffic Operations and Safety (TOPS) Laboratory and Washington County.



 PROVIDING TRAFFIC ENGINEERING SOLUTIONS

Date: October 30, 2020

Technical Memorandum

To: Scott Schmidt, P.E., PLS
 Highway Commissioner
 Washington County
 900 Lang Street
 West Bend, WI 53090

From: John Campbell, P.E., RSP₂
 Amy Pomeroy, P.E., RSP₁

Subject: Traffic and Safety Intersection Analysis
 CTH F/Freistadt Road at CTH M/Wasaukee Road
 Washington County, Wisconsin

PART A – INTRODUCTION

Washington County requested a safety and operational analysis of the County Trunk Highway (CTH) F (Freistadt Road) intersection with CTH M (Wasaukee Road) on the border between the Village of Germantown, in Washington County, Wisconsin and the City of Mequon, in Ozaukee County, Wisconsin. The traffic study was conducted to determine if modifications to the traffic control and potential modifications to the roadway geometry would improve the safety and operations of the intersection. The intersection experiences patterns of right-turn angle crashes and noticeable delays on the NB and SB stop-controlled approaches.

This technical memorandum has been prepared to analyze the intersection under Year 2020 existing traffic conditions, a Year 2023 construction year traffic scenario and future Year 2033 scenario. A location map and an aerial map showing the study area intersection is shown in [Exhibit 1A](#). A transportation detail showing existing lane configurations, traffic control, and posted speed limits is shown in [Exhibit 1B](#). Existing site photos can be found in [Exhibit 1C](#).

Recommendations Summary

Implementing all-way stop control is recommended at this intersection and no geometric changes are expected to be needed to accommodate traffic through year 2033 with all-way stop control. The full recommendations are discussed in more detail on page 12.

TADI

Phone: 800.605.3091

P.O. Box 128
 Cedarburg, WI 53012

www.tadi-us.com

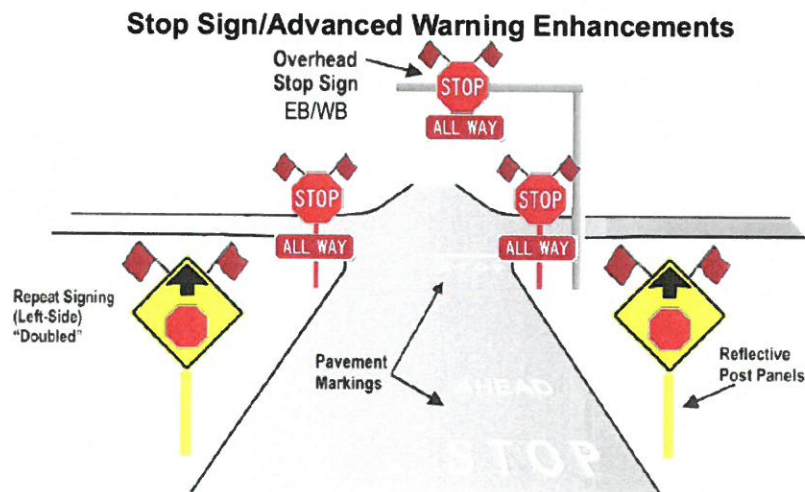
PART F – RECOMMENDATIONS

The recommendations of the study are to install all-way stop control at the intersection of CTH F/CTH M to help mitigate the existing right-angle crash patterns. The traffic analysis showed that all-way stop control warrants are met by a margin of about 15 percent with traffic volumes collected on September 8th, 2020. Volumes are expected to continue to increase at this intersection, but the operational analysis of forecasted volumes showed the existing geometry is expected to provide acceptable levels of service through Year 2033 with all-way stop control.

Traffic signal warrants were also evaluated but were not met in existing or forecasted years. Therefore, all-way stop control is the recommended traffic control option.

Stop control would be new to the EB and WB directions of travel. To help draw attention to the change in traffic control, several improvements are recommended for the EB and WB approaches, and consideration could be given to providing them on the NB and SB approaches as well. The recommendations include:

1. Overhead stop signs (EB/WB)
2. Double stop signs (extra sign on left-side of road) (all directions)
3. Double stop ahead signs (extra sign on left-side of road) (all directions)
4. Metal orange flags (increase conspicuity of new signs)
5. All-way stop control plaques (all directions)
6. Pavement marking:
 - a. Stop bars with STOP wording (all directions)
 - b. STOP AHEAD wording (all directions)
 - c. Right-turn arrows in the EB/WB right-turn lanes (EB/WB)



With the implementation of the recommended modifications as listed in this memorandum and illustrated shown in [Exhibit 5a/5b](#), safe and efficient operations are expected at the study area intersection through the year 2033 traffic volume conditions.



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-2913
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www.ci.mequon.wi.us

Office of Sewer Utility District Commission

TO: Common Council
FROM: Kevin Driscoll, Deputy Director of Utilities
DATE: September 23, 2021
SUBJECT: RESOLUTION 3887 A Resolution Approving a Temporary Construction Easement for the Wisconsin Department of Transportation I-43 Expansion Project

Background

As part of the WisDOT I-43 freeway expansion project, the construction work extends into Port Washington Road to match existing road grades. As part of this work, WisDOT identified curb work extending to the southeast corner of the Port Washington Road and Zedler Lane intersection, shown in Exhibit A, sheet 4.09. This proposed work extends into the existing sanitary sewer easement near critical sewer facilities.

Analysis

WisDOT recognizes that the Mequon Sewer Utility has an existing easement and is seeking a DT2216 Temporary Construction Easement. See Exhibit B.

The Sewer Utility crews require access to this critical location of the East Trunk Sewer at Port Washington Road and Zedler Lane, to maintain reliable sewer service to over half of the Mequon Sewer Utility District's customers.

The Temporary Construction Easement is for an area of 6.5-feet by 15-feet, or a total of 97.5 square feet. This Temporary Construction Easement will extend for the duration of the County Line Road project, which is anticipated to continue through November 2022. However, the City and Sewer Utility staff will maintain the right to use the easement for sewer operations and maintenance, as necessary.

Fiscal Impact

WisDOT is not offering compensation for this 97.5 square foot temporary easement that the Sewer Utility has a right to per the established easement, Doc#299566. The State requests that the municipality complete a Statement of Non-Reimbursement for the Temporary Construction Easement, which is also attached as Exhibit C.

Recommendation

A recommendation is forthcoming from the Sewer Utility District Commission on October 12, 2021.

Attachments:

Exhibit A - MAP ROW Plat 1229-04-23 (74) (PDF)

Exhibit B - Form for Temp Easement DT2216_1229-04-23 (74) (PDF)

Exhibit C - Form for Non-Reimbursement DT2245_1229-04-23 (74) (PDF)

Exhibit D - Easement Doc No. 299566 (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3887

A Resolution Approving a Temporary Construction Easement for the Wisconsin Department of Transportation I-43 Expansion Project

RECITALS

A. WisDOT has requested a temporary construction easement within an existing City of Mequon sewer utility easement (at 9950 North Port Washington Road) for the purpose of reconstructing Port Washington Road as part of the I-43 freeway expansion

B. The temporary construction easement encompasses 0.0022 acres at the southeast corner of Port Washington Road and Zedler Lane.

C. The temporary construction easement expires at the completion of the construction project, anticipated for November 2022.

D. Authorization requires the City to execute a Temporary Construction Agreement and Statement of Non-Reimbursement by Utility.

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

1. The Temporary Construction Easement for Project I.D.: 1229-04-23 and Statement of Non-Reimbursement by Utility is approved for 0.0022 acres, 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: John Wirth, Mayor

Date Approved: October 12, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on October 12, 2021.

Caroline Fochs, City Clerk

SCHEDULE OF LANDS & INTERESTS REQUIRED

OWNER'S NAMES ARE SHOWN FOR REFERENCE PURPOSES ONLY AND ARE SUBJECT TO CHANGE PRIOR TO THE TRANSFER OF LAND INTERESTS TO THE DEPARTMENT.

* DENOTES AREAS COMPUTED

4

PARCEL NUMBER	SHEET NUMBER	*OWNER	INTEREST REQUIRED	R/W ACRE(S) REQUIRED (ACRES)				TLE AREA	PLE AREA	PARCEL NUMBER
				NEW	EXISTING	TOTAL	HE			
1	4.07	JAMES A VITUCCI	FEE, TLE	0.010		0.010		0.020		1
2	4.07	CHRISTOPHER J DUNLOP	TLE					0.008		2
3	4.07	MICHAEL T. TROTNOW	TLE					0.012		3
4	4.09	GEORGE E LEDERER	FEE,	0.028		0.028				4
5	4.09	THEODORE A CLAUSING	FEE	0.080		0.080				5
6	4.09	AMIR YAVOR	FEE, TLE	0.035		0.035		0.010		6
7	4.09	TEISUTIS MIKAUSKAS & ALINA MIKALUSKIENE	FEE	0.047		0.047				7
8	4.09	SCOTT A. NEHRING	FEE	0.117		0.117				8
9	4.09	JLT INVESTMENS LLC	FEE, TLE	0.067		0.067		0.071		9
10(3)	4.09	CITY OF MEQUON	TLE					0.142		10
11	4.12	JESSICA DICKSON	FEE	0.059		0.059				11
12	4.26	EAST MEQUON IVA LLC	FEE, TLE	0.015		0.015		0.120		12
13	4.26	MAJOR PHARMACEUTICALS, LLC	FEE, TLE	0.034		0.034		0.069		13
14	4.26	EAST MEQUON III LLC	FEE, TLE	0.024		0.024		0.066		14
15(3)	4.27 - 4.29	MEQUON WI SENIOR PROPERTY, LLC	FEE, TLE	2.265		2.265		0.234		15
16	4.29	G-H PARTNERSHIP	FEE, TLE	0.156		0.156		0.037		16
17	4.29, 4.31	MISSING LINKS 1 LLC & MISSING LINKS 2 LLC	FEE, PLE	0.015		0.015			0.021	17
18(2)	4.28, 4.31, 4.33, 4.35, 4.40	UNION PACIFIC RAILROAD CO.	HE, TLE				1.431	0.457		18
19(2)	4.30	CONCORDIA UNIVERSITY WISCONSIN FOUNDATION INC	FEE, TLE	0.502	0.159	0.661		0.043		19
20(2)	4.30, 4.31	CONCORDIA UNIVERSITY WISCONSIN INC	FEE, PLE, TLE	0.143		0.143		0.072	0.030	20
21	4.32	LEDERER LIVING, SOLE TRUST ET AL	FEE, PLE	0.041		0.041			0.018	21
22	4.33	JAMES H HOFFMAN	FEE	0.363		0.363				22
23	4.08	CITY OF MEQUON	TLE					0.056		23
24	4.33	RAYMOND J CLAUSING MARY B CLAUSING	FEE	0.129		0.129				24
25	4.33	AUDREY L KRAMSKY JOELY ANN STRASESKI	FEE	0.201		0.201				25
26	4.34	CHRIST CHURCH LUTHERAN CHURCH IN AMERICA	FEE	0.180		0.180				26
27(2)	4.37	ALOYS W HOSPEL	FEE	0.446		0.446				27
28(2)	4.37	Alloys W. Hospel and Rita M Hospel, Husband and Wife	FEE	0.521		0.521				28
29(3)	4.37 - 4.39	MARK B MALETZKE	FEE	2.443		2.443				29
30	4.40	SUZANNE HUPY HERBERT C SPENNER, et al	FEE	0.272	0.350	0.622				30
31	4.40	RAPHAEL L BRUNETTE RAYMOND A BRUNETTE	FEE	0.278		0.278				31
32(3)	4.40, 4.41	OZAUKEE COUNTY	FEE, TLE	0.458		0.458		0.105		32
33	4.41, 4.42	RMMI LLC	FEE	1.507		1.507				33
34	4.39	WALIA INVESTMENTS INC	FEE, TLE	0.003		0.003		0.012		34
35	4.39, 4.41	PIONEER PARTNERSHIP	FEE, TLE	0.132		0.132		0.028		35
36	4.41, 4.42	MARKO J MUSICH JANE HAMILTON	FEE, TLE	0.641		0.641		0.184		36
37	4.44	NEAL MACIEJEWSKI	FEE	0.020		0.020				37
38	4.45	OZAUKEE CONGREGATIONAL CHURCH INC	FEE	0.013		0.013				38
39	4.45, 4.46	RONALD R YOKES AND ETHEL T YOKES	TLE					0.130		39
40(2)	4.44	LAKEFIELD HOLDINGS LLC	PLE						0.014	40
41(2)	4.45, 4.46	GERALDINE E YENCH REVOCABLE TRUST AND DARICE YENCH	FEE, TLE	0.237		0.237		0.126		41
42	4.46	GREGORY M WEGNER	TLE					0.032		42
43	4.46	GREGORY M WEGNER AND HEIDI A WEGNER	TLE					0.037		43
44	4.46	ROLLAND E ROEBUCK	TLE					0.049		44
45(3)	4.46	JAMES M OHM	FEE	0.119		0.119				45
46	4.47, 4.48	HEP LLC	FEE	0.956		0.956				46
47	4.48, 4.49	CORNERSTONE CHURCH OF OZAUKEE COUNTY INC	FEE	0.226		0.226				47
48(2)	4.47, 4.48	KEVIN KOLES AND ANN KOLES	FEE, TLE	0.999		0.999		0.215		48
49	4.49, 4.50	EDWARD R KINSFOGEL & LOIS A KINSFOGEL REVOCABLE TRUST	FEE, TLE	0.245	0.024	0.269		0.094		49
50(3)	4.50	SCHNEIDER CO LLC, THE	FEE, TLE	0.037		0.037		0.055		50
51(3)	4.51	MEIJER STORES LIMITED PARTNERSHIP	FEE, TLE	0.154		0.154		0.172		51
52	4.52	RYAN COMPANIES, US, INC ET AL	FEE, TLE	0.025		0.025		0.034		52
53	4.52	HOME DEPOT U.S.A. INC	FEE	0.144		0.144				53
54(3)	4.52	DAYTON HUDSON CORP	FEE	0.314		0.314				54
55(3)	4.50	GRAIG J CASSEL AND JOHN G CASSEL	FEE, TLE	0.246		0.246		0.036		55
56	4.51	GRAFTON STORE LLC	TLE					0.007		56
57	4.53	GRAFTON HOTEL ASSOCIATES LLC	FEE, TLE	0.167		0.167		0.029		57
58	4.53	WSB-GRAFTON REAL ESTATE LLC	FEE	0.067		0.067				58

PARCEL NUMBER	SHEET NUMBER	*OWNER	INTEREST REQUIRED	R/W ACRE(S) REQUIRED (ACRES)				TLE AREA	PLE AREA	PARCEL NUMBER
				NEW	EXISTING	TOTAL	HE			
59	4.51	GATEWAY DRIVE HOTEL ASSOCIATES LLC	TLE					0.063		59
60	4.51	GRAFTON 43-60 LLC	TLE					0.006		60
61	4.12	FRANCISCO N CRUZ &AND KRISTIN DE CRUZ	TLE					0.035		61
62	4.08	REBECCA L. KANE	TLE					0.012		62
63	4.10	CHARLES BURTON JR WILLIE E BURTON	TLE					0.019		63
64	4.10	SUSAN R. GLESEN	TLE					0.027		64
65	4.25, 4.26	EAST MEQUON IVB LLC	TLE					0.089		65
66(4)	4.11	SOBELMANS	TLE					0.047		66
67	4.13	FERRANTE, INC.	TLE					0.010		67
68	4.12	MARY H JOHNSON LIVING TRUST, EDWARD B JOHNSON	FEE, TLE	0.013		0.013		0.116		68
69	4.12	MARY FORTSON	FEE	0.008		0.008				69
70	4.12	CHRISTIAN G GIESEN	TLE					0.022		70
71(2)	4.14	STERN REAL ESTATE, LLC	FEE, TLE	0.018		0.018		0.359		71
72	4.35	ORERNDORFER LANDSCAPE DEVELOPMENT, LLC	TLE					0.076		72
73	4.35	JAWA, LLC	TLE					0.074		73
74(2)	4.16, 4.17	CENTRO BRADLEY SPE 1 LLC	FEE, TLE	0.447		0.447		0.030		74
75(2)	4.17	J HORTON FOODS LLC	FEE, TLE	0.040		0.040		0.089		75
76(2)	4.20	HEMAOM, LLC	FEE, PLE, TLE	0.019		0.019		0.050	0.018	76
77(2)	4.20	MRED II, INC.	TLE					0.023		77
78(2)	4.23	STORE MASTER FUNDING XVII, LLC	TLE					0.071		78
79(2)	4.24	GLEN OAKS OFFICE PARK, LLC	TLE					0.104		79
80(2)	4.25	VB 765 LLC	TLE					0.018		80
81(2)	4.16, 4.18	SIDNEY KOHL, ET AL	FEE, TLE	0.948		0.948		0.100		81
82(2)	4.18	TSANG	TLE					0.035		82
83(2)	4.21	STATE OF WISCONSIN	FEE	0.044		0.044				83
84(2)	4.21,4.22	MUSBACH HOLDINGS LLC	FEE	0.702		0.702				84
85(2)	4.26	MILANCO PROPERTIES, LLC	TLE					0.077		85
86(3)	4.37, 4.38, 4.40	MARK B MALETZKE	FEE	2.886		2.886				86
87(3)	4.46	JAMES M OHM	FEE	0.099		0.099				87
88(3)	4.50	OZAUKEE COUNTY	FEE	0.182		0.182				88

PARCEL NUMBER	SHEET NUMBER	*OWNER	INTEREST REQUIRED
500(5)	4.08-4.12, 4.16, 4.17, 4.20, 4.26, 4.27-4.29, 4.30, 4.39-4.41, 4.44, 4.48, 4.50 - 4.53	WE ENERGIES - ELECTRIC	RELEASE OF RIGHTS
501(5)	4.16, 4.17, 4.29	WE ENERGIES - GAS	RELEASE OF RIGHTS
504(5)	4.09, 4.10-4.12, 4.16-4.18, 4.20, 4.25, 4.26, 4.27, 4.28, 4.29, 4.30, 4.32, 4.33, 4.40, 4.41, 4.44, 4.47, 4.48, 4.50-4.53	AT&T Wisconsin	RELEASE OF RIGHTS
507(2)	4.10, 4.16, 4.17, 4.20, 4.29, 4.30, 4.40, 4.41, 4.50 - 4.52	SPECTRUM	RELEASE OF RIGHTS
508(5)	4.17	VERIZON	RELEASE OF RIGHTS
512(5)		ELIMINATED	
531(5)	4.09, 4.17, 4.20, 4.23, 4.24	MEQUON, CITY OF - SEWER	RELEASE OF RIGHTS
532(5)	4.29	MEQUON MUNICIPAL WATER UTILITY	RELEASE OF RIGHTS
533(5)	4.20	MEQUON, CITY OF	RELEASE OF RIGHTS
541(2)		ELIMINATED	
551(5)	4.52	GRAFTON WATER AND WASTEWATER UTILITY - SEWER	RELEASE OF RIGHTS
552(5)	4.51	GRAFTON WATER AND WASTEWATER UTILITY - WATER	RELEASE OF RIGHTS
553(5)	4.39	GRAFTON, TOWN OF	RELEASE OF RIGHTS
591(5)	4.09	OZAUKEE COUNTY	RELEASE OF RIGHTS
UA631(5)	4.07, 4.09, 4.11, 4.12, 4.14, 4.17, 4.20, 4.22, 4.24, 4.26, 4.29, 4.31, 4.34	MEQUON, CITY OF -SEWER	UTILITY AGREEMENT
UA632(5)	4.08, 4.09, 4.18, 4.19, 4.20	MEQUON MUNICIPAL WATER UTILITY	UTILITY AGREEMENT
UA651(5)	4.26, 4.51, 4.52	GRAFTON WATER AND WASTEWATER UTILITY - SEWER	UTILITY AGREEMENT
UA652(5)	4.51, 4.52, 4.53	GRAFTON WATER AND WASTEWATER UTILITY - WATER	UTILITY AGREEMENT

1229-04-74
County Line Rd

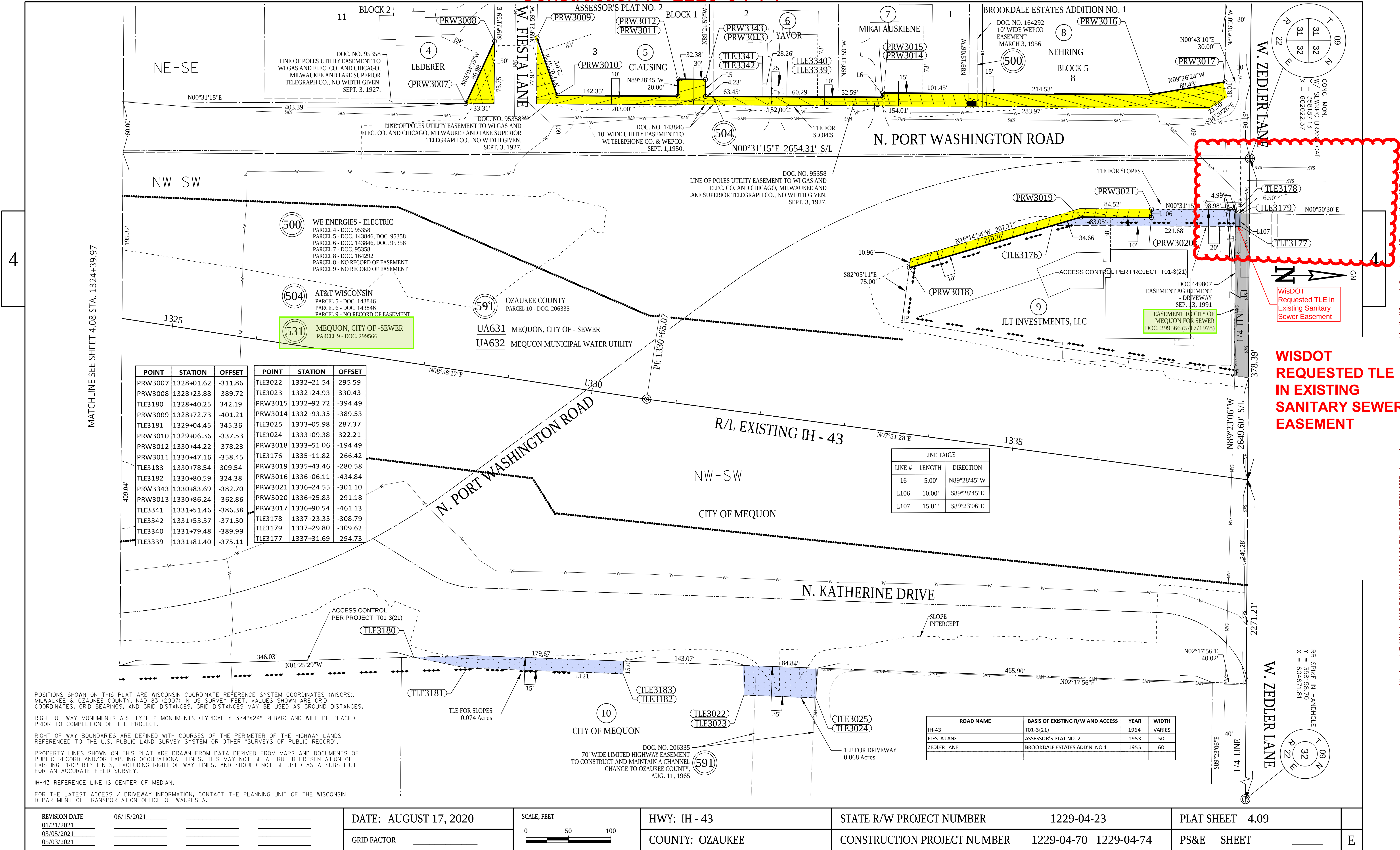
STATION 1282+46.34 to 1360+06.33
Sheet 4.07 to 4.12

REVISION DATE 01/21/2021 03/05/2021 04/29/2021	06/15/2021	DATE: AUGUST 17, 2020	SCALE, FEET 0	HWY: IH - 43	STATE R/W PROJECT NUMBER 1229-04-23	PLAT SHEET 4.02	
GRID FACTOR				COUNTY: OZAUKEE	CONSTRUCTION PROJECT NUMBER 1229-04-70 1229-04-74 1229-04-76	PS&E SHEET	E



REVISION DATE 01/21/2021 03/05/2021 04/29/2021	06/15/2021 	DATE: AUGUST 17, 2020 GRID FACTOR	SCALE, FEET 	HWY: IH - 43 COUNTY: OZAUKEE	STATE R/W PROJECT NUMBER 1229-04-23 CONSTRUCTION PROJECT NUMBER 1229-04-70 1229-04-74 1229-04-76	PLAT SHEET 4.05 PS&E SHEET	E
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Construction ID 1229-04-74



TEMPORARY CONSTRUCTION EASEMENT

Wisconsin Department of Transportation
DT2216 7/2017 s.84.09(1) Wis. Stats.

City of Mequon, Grantor, which has an interest in the lands described below, grants to the Wisconsin Department of Transportation, Grantee, the right and permission to occupy Grantor's easement area for highway improvement purposes, which may include but are not limited to: 1) Constructing slopes and drainage facilities on the following described lands, including the right to operate necessary equipment thereon; 2) The right of ingress and egress, as long as required for such public purpose, including the right to preserve, protect, remove or plant thereon any vegetation that the highway authorities may deem desirable to prevent erosion of the soil, provided such activities are consistent with the rights held by the Grantor under its easement.

Legal Description:

See Attached

This Temporary Construction Easement establishes the right of Grantee to occupy lands on which Grantor has easement interests. However, Grantor reserves to itself the right to continue to use said easement area with its present and future overhead and/or underground facilities in a manner which is consistent with this grant, and further, that the costs of any relocation or alteration of any facilities of Grantor required by Grantee to accomplish its work, now or in the future, will be paid by Grantee.

This Temporary Construction Easement shall terminate upon completion of Construction Project No. 1229-04-74 for which this instrument is given.

The Grantor has an easement or prescriptive right and therefore grants this Temporary Construction Easement as a holder of a property interest and not as a property owner.

The Grantor's easement is recorded as See Attached in the Ozaukee County Register of Deeds Office or exists by prescriptive rights as defined by Section 893.28 Wisconsin Statutes.

The undersigned certify that this instrument is executed with the full right, power and authority to do so on behalf of GRANTOR.

City of Mequon

(Grantor Name)

(Signature)

(Date)

(Title)

(Print Name)

(Signature)

(Date)

(Title)

(Print Name)

Right of Way Project ID 1229-04-23

UTL No. 531

Attachment: Exhibit B - Form for Temp Easement DT2216_1229-04-23 (74) (RESOLUTION 3887 : Approving a Temporary Construction

Temporary Construction Easement Legal Description

All that part of the lands subject to the Grantor's easements or interests included in lands acquired for the improvement of IH 43 by the Grantee in:

All that part of the NW 1/4, SW 1/4, Section 32, T9N, R22E, City of Mequon, Ozaukee County, Wisconsin, in lands acquired by the Grantee for Project 1229-04-23, IH-43 North-South Freeway, W. County Line Rd. – Highway 60, IH 43, Ozaukee County, Wisconsin, dated 6/15/2021, as filed with the County Clerk of Ozaukee County, State of Wisconsin.

Said easement or interests being further described as follows: Easement recorded in the Office of the Register of Deeds for Ozaukee County, Wisconsin as Doc. 299566 (Affecting Parcel 9).

STATEMENT OF NON-REIMBURSEMENT BY UTILITY

Wisconsin Department of Transportation
DT2245 11/2016

Referencing the project identified below, **City of Mequon**, (COMPANY) a public utility company, a quasi utility, cooperative or municipal utility will not be requesting compensation for the relocation of their facilities.

Project Description Title: I-43 NORTH SOUTH FREEWAY Limits: W COUNTY LINE RD INTERCHANGE Highway: IH 43 County: OZAUKEE	Project ID(s) Design: 1229-04-02 Construction: 1229-04-74 Right of Way: 1229-04-23 UTL No.: 531 Utility: 1229-04-23
Facility Type: Sewer	

COMPANY reserves the right to request compensation from the Wisconsin Department of Transportation, (DEPARTMENT) for compensable utility relocations on this project if: relocation costs increase, accommodating changes to the project plan, or accommodating changes to the relocation plans of other utility companies. If the COMPANY subsequently requests compensation and the DEPARTMENT agrees to payment on this project, the DEPARTMENT and COMPANY are required to execute an agreement. It is expressly understood and agreed that any work by COMPANY prior to execution of an agreement between COMPANY and the DEPARTMENT shall be at COMPANY sole expense.

COMPANY

City of Mequon

(Company Name)

(Authorized Signature)

(Date)

(Title)

(Print Name)

(Authorized Signature)

(Date)

(Title)

(Print Name)

299566

GRANT OF EASEMENT
TO THE
CITY OF MEQUON

VOL 415 PAGE 46

This Contract made this 21st day of February, 1978, between Eugene Fransee and Henry Scandrett hereinafter referred to as Grantor(s) and the City of Mequon, a municipal corporation, in the County of Ozaukee and State of Wisconsin, hereinafter called City, witnesseth:

1. Grantor(s) hereby grant, release, assign, set over, sell and quitclaim unto the City, a perpetual right of way or easement forever over and across the land hereinafter specifically described, for the purpose of clearing, trenching for, laying, constructing, maintaining and repairing sewers or pipe lines necessarily or conveniently incident to the City's general plan for sewage disposal with all of its necessary apparatus and appurtenances:

2. For and in consideration of the sum of One Dollar (\$1.00), the receipt of which is hereby acknowledged, and the Grantors further acknowledgment that the installation of the sewer main and the maintenance thereof by City, even though there is a special assessment therefore against the land owned by the Grantor(s), will result in certain privileges with respect to the permitted uses of the land owned by the Grantor(s) and being served by such sewer mains and that on account thereof, and in further consideration therefore, the Grantor grants unto the City said easement or right of way over, in and to a certain parcel of land in the Northwest & Southwest 1/4's of Section 32, Township Nine (9) North, Range Twenty-Two East, in the City of Mequon, Ozaukee County, Wisconsin, bounded and described as follows:

Commencing at a point in the South line of the Northwest 1/4 of said Section 65.00 feet EAST of the Southwest corner of said 1/4 Section; thence N 0° 14' 30" E 33.00 feet to a point; thence EAST 195.03 feet to a point in the Westerly right of way line of Interstate 43; thence S 6° 19' 14" W along said right of way line 49.80 feet to a point; thence WEST 189.81 feet to a point; thence N 0° 27' 00" E 16.50 feet to the point of commencement.

3. City is to have and to hold the above described land for the uses and purposes herein set forth forever.

4. This easement herein granted is for the purpose, among other purposes, of ratifying and confirming the construction of the sewer across the land herein described, City to have the right to construct on the land herein described additional main lines or sewers or pipe lines as the same may become necessary.

5. Grantor(s) grant the easement herein mentioned for the purpose of constructing sewers or pipe lines, extending along the line followed by the sewer or pipe line on the land herein described. No sewer or pipe line shall be constructed outside said described easement.

6. Grantor(s) hereby agrees that its administrators, grantees and assigns will permit the City by and through its proper officers, agents or employees at any and all time, when necessary or convenient so to do over and on the described land in order to perform any and all acts necessary or convenient for the City in order to maintain or repair the sewer or sewer or pipe lines and properly to carry into effect the purposes for which this grant and easement is made.

7. Grantor(s) agree not to molest, disturb or in any manner interfere with the City's officers, agents or employees in regard to clearing, trenching for, laying, constructing, maintaining, or repairing the sewers or pipe lines. Vehicular access shall be unobstructed at all times to the sewer manhole located approximately 20 feet west of the east end of the easement granted herein.

Attachment: Exhibit D - Easement Doc No. 299566 (RESOLUTION 3887 : Approving a Temporary Construction Easement for the Wisconsin

8. No permanent structures shall be erected, constructed or placed within the easement herein granted.

9. These agreements herein stated run with the land and are binding upon the administrators and assigns of Grantor(s).

Dated this 20th day of February, 1978.

Signed and Sealed in the Presence of:

Eugene R. Fransee
Eugene Fransee

Owner

Henry Scandrett
Henry Scandrett

Owner

Wallace G. Nienow Witness

CITY OF MEQUON

BY: James R. Hanley
Mayor of the City of Mequon
Charles V. Treadwell
Clerk of the City of Mequon

STATE OF WISCONSIN)
OZAUKEE COUNTY) SS

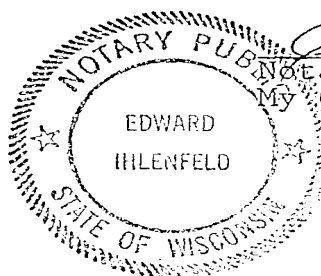
Personally came before me this 20th day of February, 1978, the abovesigned Henry Scandrett & Eugene Fransee, to me known to be the person(s) who executed the foregoing instrument and acknowledged same.

Mary Ann Stubbs
Notary Public, Wis.
My Commission Expires: Aug. 19, 1979

STATE OF WISCONSIN)
OZAUKEE COUNTY) SS

Personally came before me this 15th day of March, 1978, the Honorable JAMES R. HANLEY, Mayor of the City of Mequon and CHARLES V. TREADWELL, City Clerk of the above named municipal corporation, to me known to be the persons who executed the foregoing instrument, and to me known to be such Mayor and City Clerk of the City of Mequon, and acknowledged that they executed the foregoing instrument as such officers as the deed of the City of Mequon, by its authority.

Edward Ihlenfeld
Notary Public, WI
My Commission Expires: 5-20-79



RECORDED

MAR 17 1 50 PM '78

Anita M. Fischer
REGISTER OF DEEDS
OZAUKEE COUNTY, WISC.



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

www.ci.mequon.wi.us

Office of Sewer Utility District Commission

TO: Common Council
FROM: Kevin Driscoll, Deputy Director of Utilities
DATE: October 1, 2021
SUBJECT: RESOLUTION 3888 A Resolution Awarding a Contract to LW Allen of Madison, Wisconsin for the Replacement of Four Sanitary Sewer Lift Station Pumps in the Amount of \$143,300

Background

The annual Sanitary Sewer Budget includes a number of capital improvements. Much of the work is a continuation of prior years' improvements and upgrades to the sanitary sewer system and lift stations as components age and deteriorate. The pump and valve items listed below are all critical to keep the sanitary sewer system operations functional.

Staff requested quotes and received written quotes for the various pump replacements from LW Allen, William Reid, and Crane for four Lift Stations: C, D, H, L.

- Lift Station C is located on River Road in the Scenic Heights Subdivision south of Mequon Road.
- Lift Station D is located on River Road in the Community Terrace Subdivision adjacent to the southern bank of the Milwaukee River.
- Lift Station H is located on Riverland Drive in the Riverland Subdivision.
- Lift Station L is located on Juniper Court south of Zedler Lane.

Analysis

All contractors have successfully completed work for the City of Mequon and been responsive to various on-site calls and pump replacement work. The detailed quotes and contract documents are available on file in the Engineering Division.

Contractor	Price for All Pumps	Lift Stations			
		C	D	H	L
LW Allen	\$143,300	\$30,900	\$42,600	\$37,200	\$32,600
Crane Engineering	\$175,260	\$44,536	\$43,656	\$51,398	\$35,670
William Reid	\$192,217	\$47,384	\$51,940	\$46,447	\$46,446

Fiscal Impact

The bid, proposal and detailed quotes result total \$143,300. The fiscal year 2021 budget allocated \$150,000 for lift station pump replacements and Lift Station Fund Capital Account 610669-740003 has adequate resources to fund these pump replacements.

Recommendation

Staff recommends that the Sanitary Utility District Commission favorably endorse, and the Common Council approve a Resolution Approving a Contract to LW Allen of Madison, WI in the amount of \$143,300 for Pump Replacements at Lift Stations C,D,H&L

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3888

A Resolution Awarding a Contract to LW Allen of Madison, Wisconsin for the Replacement of
Four Sanitary Sewer Lift Station Pumps in the Amount of \$143,300

RECITALS

A. A number of capital improvement projects were identified as part of the annual Sanitary Sewer budget adopted by the Common Council, including the replacement of certain pumps within lift stations.

B. These lift station pump replacement and valve replacement projects are critical to the City's sanitary sewer operations.

C. City staff has received and evaluated multiple quotes to replace pumps and valves at Lift Stations C, D, H & L.

D. City staff recommends that the Pump Replacements at Lift Stations C, D, H & L totaling \$143,300 be awarded to LW Allen of Madison, Wisconsin.

E. The Sanitary Utility capital improvement budget has established adequate funds for these pump and valve replacement projects.

F. The Sewer Utility District Commission at its meeting on October 12, 2021, endorsed staff's recommendation.

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

1. The Four Pump Replacements at Lift Stations C, D, H & L be contracted with LW Allen of Madison, Wisconsin in the amount of \$143,300, 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 Mayor and the City Clerk are authorized and directed to execute and deliver the same.

Approved by: John Wirth, Mayor

Date Approved: October 12, 2021

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on October 12, 2021.

Caroline Fochs, City Clerk

APPOINTEE INFORMATION SHEET

Name of Board or Commission: Milwaukee River Advisory Committee

Position: Alternate
(Indicate Member, Trustee, Alternate, Architect, etc).

Name of Appointee: Perry Robinson

Address: 4811 West Donges Bay (53092)
(Include zip code)

Appointment By Mayor: X By Alderman _____
(Name)

At Large Appointment: _____ Aldermanic
Dist. Appointment _____
(Dist. Number)

Appointee Term Length: 2-year term Appointee Term
Expiration Date: 5/1/2023

Comments: _____

TYPE OF APPOINTMENT

New: X Reappointment: _____

If new, is this appointment filling an unexpired term? Yes: _____ No: X

Name of person being replaced: Bill Spaulding

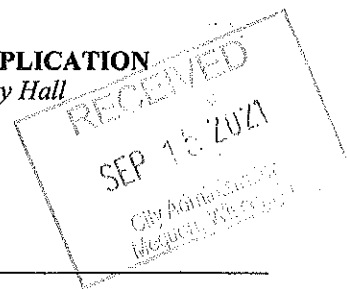
Date submitted to Council: October 12, 2021



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.us11333 D. Cretburg Road, R2W
Mequon, Wisconsin 53092Name: Perry RobinsonAddress: 4811 West Duncas Bay Zip Code: 53092Home Phone Number: 740-877-4766 Years of Residence in Mequon: 7Employer (or School): Retired

Address: _____ Occupation: _____

Can you be reached during working hours: yes Work Phone: SAME AS ABOVEE-mail Address (es): robinsonperry@me.comWould 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):

I/we live on the south side and along the river. I understand the current committee memberships all live north

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):

In previous state we lived - Mental Health Assoc., Big Brothers, Big Sisters, Rotary Club

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):

Worked most of my life in higher education/secondary school environments. Held major leadership role in higher education setting.

SCHOOL	# OF YEARS ATTENDED	AREAS OF STUDY	WHERE
High School	Kaneland H.S.		Maple Park, IL
College	Ripon College	History / Sec. Educ.	Ripon, WI
Post Graduate	VW / Oshkosh	Counselor Educ.	Oshkosh, WI
Trade/Specialty			

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 Commission
☐ Board of Police & Fire Commissioners	☐ Landmarks Commission
☐ Board of Review	☐ <u>3</u> Mequon Nature Preserve Advisory Committee
☐ Economic Development Board	☐ <u>1</u> Milwaukee River Advisory Committee
☐ Ethics Board	☐ <u>2</u> Park and Open Space board
☒ <u>5</u> Festivals Committee	☐ Planning Commission
☐ Frank L. Weyenberg Library	☐ <u>4</u> Tree Board
☐ Board of Trustee	

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

9/15/21
Date