



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

www.ci.mequon.wi.us

Office of the City Clerk
Taped and Televised

**COMMON COUNCIL
Regular Meeting
Tuesday, July 12, 2016
7:30 PM
Christine Nuernberg Hall**

Agenda

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

2) Public Hearing:

- a) **2016-1474** - An Ordinance Amending the City of Mequon Zoning Map from B-1 (Neighborhood Commercial) with a Planned Unit Development (PUD) to R-4 (Single-Family Residential: 1 - 1.5 Acres) to Allow for a Single-Family Home Located at 4200 County Line Road **Recommended by Planning Commission June 13, 2016; First Reading at Common Council June 14, 2016.**

3) 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 at the back of the room and submit it to the clerk.**

4) Public Officials' Reports:

- a) Mayor
- b) City Administrator

5) Consent Agenda:

- a) Common Council meeting minutes of June 14, 2016
- b) Architectural Board meeting minutes of May 9, 2016
- c) Ethics Board meeting minutes of September 24, 2015
- d) Finance-Personnel Committee meeting minutes of May 10, 2016
- e) Mequon/Thiensville Bike Pedestrian Commission meeting minutes of April 1, 2016

- f) Planning Commission minutes of May 9, 2016
- g) Public Safety Committee meeting minutes of May 24 and June 14, 2016
- h) Public Welfare Committee meeting minutes of May 10, 2016
- i) Public Works Committee meeting minutes of May 10, 2016
- j) River Advisory Committee meeting minutes of April 14, 2016
- k) Zoning Enforcement and Site Compliance Report through July 1, 2016
- l) Acceptance of the FY2015 Comprehensive Annual Financial Report
- m) **RESOLUTION 3393** - A Resolution to Petition the Office of the Commissioner of Railroads for Railroad Crossing Improvements on the Wisconsin Central Rail Line. **Recommendation forthcoming by Public Works Committee July 12, 2016.**

6) Specified Miscellaneous New Business in Which the Council May Take Action:

- a) Confirmation Under 58-88(d) of a Conditional Use Grant to Allow An Indoor Shooting Range for the Property Located at 9653 N. Granville Road.

7) Ordinances:

- a) **ORDINANCE 2016-1471** - An Ordinance Amending Section 2-204 of the Mequon Municipal Code as it Relates to Identifying and Defining Department Heads. **Tabled by Finance-Personnel Committee May 10, 2016; First Reading at Common Council May 10, 2016; Recommendation forthcoming by Finance-Personnel Committee July 12, 2016.**
- b) **ORDINANCE 2016-1472** - An Ordinance Creating Section 2-216(15) of the Mequon Code of Ordinances Establishing a Paid Time Off Donation Policy. **Recommended by Finance-Personnel Committee June 14, 2016; First Reading at Common Council June 14, 2016.**
- c) **ORDINANCE 2016-1473** - An Ordinance Repealing Section 14-32 of the Mequon Municipal Code as it Relates to Economic Development Grants for Reserve “Class B” Liquor Licenses. **Recommended by Finance-Personnel Committee June 14, 2016; First Reading at Common Council June 14, 2016.**
- d) **ORDINANCE 2016-1474** - An Ordinance Amending the City of Mequon Zoning Map from B-1 (Neighborhood Commercial) with a Planned Unit Development (PUD) to R-4 (Single-Family Residential: 1 - 1.5 Acres) to Allow for a Single-Family Home Located at 4200 County Line Road. **Recommended by Planning Commission on June 13, 2016; First Reading at Common Council June 14, 2016.**
- e) **ORDINANCE 2016-1475** - An Ordinance Amending the City of Mequon Land Use Plan Map from Neighborhood Commercial to Residential 1 - 1.5 Acres To Allow for a Single-Family Home Located at 4200 County Line Road. **Recommended by Planning Commission June 13, 2016; First Reading.**

8) Resolutions:

- a) **RESOLUTION 3378** - A Resolution Designating Caroline Fochs to the Position of City Clerk. **Recommendation forthcoming by Finance-Personnel Committee July 12, 2016.**
- b) **RESOLUTION 3391** - A Resolution Approving the Award of a Contract for the Mequon/Thiensville Sanitary Interceptor Sewer Rehabilitation Project to Michels Pipe Services, a Division of Michels Corporation of Brownsville, Wisconsin in the Amount of \$698,286. **Recommendation forthcoming by Sewer Utility District Commission on July 12, 2016.**
- c) **RESOLUTION 3392** - A Resolution Approving Award of the Following in Connection with the Demolition of Logemann Center: A) A Contract for Tower Demolition and Antenna Relocation to General Communications in the Amount of \$10,800; B) A Contract for Asbestos Abatement to Braxton Environmental Services in the Amount of \$11,470; C) A Contract for Building Demolition to Shoreline Contracting Services in the Amount of \$79,638. **Recommendation forthcoming by the Public Works Committee July 12, 2016.**

9) Specified Unfinished Business:

10) Presentation of Petitions, Memorials, and/or Remonstrances and Communications:

11) Closed Session:

- a) Convene into closed session pursuant to Section 19.85(1)(g), Wisconsin State Statutes, conferring with legal counsel for the government body who is rendering oral and written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Claim of the Lakes of Ville du Parc Condominium Association).

12) Adjourn

Dated: July 7, 2016

/s/ Dan Abendroth, 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



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**COMMON COUNCIL
 Regular Meeting
 Tuesday, June 14, 2016
 7:30 PM
 Christine Nuernberg Hall**

draft

Minutes

- 1) Mayor Dan Abendroth called the meeting to order at 7:32 PM with the Pledge of Allegiance and the roll call.

Present:

Mayor Dan Abendroth
 Alderman Robert Strzelczyk
 Alderman Connie Pukaite
 Alderman Dale Mayr
 Alderman John Wirth
 Alderman Mark Gierl
 Alderman John Hawkins
 Alderman Andrew Nerbun
 Alderman Pam Adams

Also Present: City Clerk/Administrator Jones; Assistant City Administrator Thyes; Deputy City Clerk Fochs; City Attorney Sajdak; Community Development Director Tollefson; Assistant Director Community Development Zader; City Engineer/Public Works Director Lundeen; Police Chief Graff; Finance Director Watson; Assistant Finance Director Rudychev; Thomas Zabjek, President of Lakeside Development Company; press and interested public

2) **Personal Appearances and Public Comment:**

None.

3) **Public officials' reports:**

- a) Mayor

None.

- b) City Administrator

Mr. Jones announced that Assistant City Administrator Jesse Thyes had been hired as the

Village of Grafton's new Administrator beginning July 11th. He thanked Mr. Thyes for his 2 ½ years of service and wished him good luck in his new position.

4) Consent Agenda:

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

AYES: Strzelczyk, Pukaite, Mayr, Wirth, Gierl, Hawkins, Nerbun, Adams
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- a) Common Council meeting minutes of May 10, 2016
- b) Architectural Board meeting minutes of April 11, 2016
- c) Board of Appeals meeting minutes of April 26 and May 25, 2016
- d) Bureau of Permits and Inspections Reports for April 2016
- e) Economic Development Board meeting minutes of May 3, 2016
- f) Finance-Personnel Committee meeting minutes of April 12, 2016
- g) Fire Department Report for April 2016
- h) Mequon Festivals Committee meeting minutes of April 4, 2016
- i) Municipal Water Utility Commission meeting minutes of October 27, 2015
- j) Park Board meeting minutes of March 16, 2016
- k) Planning Commission meeting minutes of April 11, 2016
- l) Police and Fire Commission meeting minutes of March 10 and April 11, 2016
- m) Public Safety Committee meeting minutes of April 26, 2016
- n) Public Welfare Committee meeting minutes of April 12, 2016
- o) Public Works Committee meeting minutes of April 12, 2016
- p) Sewer Utility District Commission meeting minutes of April 12, 2016
- q) Zoning Enforcement and Site Compliance Report through June 1, 2016
- r) **RESOLUTION 3383** - Wisconsin Department of Natural Resources NR208 - Compliance Maintenance Annual Report 2015.
- s) **RESOLUTION 3386** - Granting of Easement to WE Energies: 10800 North Industrial Drive.
- t) **RESOLUTION 3388** - A Resolution Authorizing the Final Plat for River Club Estates in Connection with the Development of Five Single-Family Lots Located at the Southeast Corner of Freistadt and Oak Shore Roads.

It was noted that the City received a grade of A on the Wisconsin DNR Report NR208 and that the City will work with the developer to add more screening on Oak Shore. The amended final plat was approved.

- u) **RESOLUTION 3389** - A Resolution Authorizing the Phase I Final Plat for Highlander Estates in Connection with the Development of 36 Single-Family Lots Located Immediately South of Brighton Ridge Estates and Knightsbridge Estates Between Wauwatosa and Swan Roads.

5) Ordinances:

- a) **ORDINANCE 2016-1468** - An Ordinance Amending Chapter 58, the City of Mequon Zoning Map by Lakeside Development for a 10 Acre Property Located Immediately South of 11104 Oriole Lane from R-3 (Single-Family Residential) with C-2 (General Conservancy) to R-3 with C-2 and Planned Unit Development (PUD) to Allow a 9 Lot Single Family Residential Development.
- i) Request to reconsider action of May 10, 2016 in which Common Council denied ORDINANCE 2016-1468.

RESULT: Approved by Roll Call Vote [6 to 2]
MOVED BY: Alderman Wirth
SECONDED BY: Alderman Pukaite

AYES: Strzelczyk, Pukaite, Mayr, Wirth, Hawkins, Nerbun
NAYS: Gierl, Adams

Attorney Sajdak explained that the motion to reconsider effectively eliminates the vote on the motion so that the motion that was voted on is once again pending before the Council. Council could vote again, amend, or table.

Director Tollefson provided an overview. The rezoning includes a Planned Unit Development (PUD) overlay request that is required as part of our ordinances as it relates to a conservation subdivision. The PUD process affords the Council the opportunity to place conditions on the rezoning request. The protest petition is still in effect.

Director Lundeen summarized the drainage issues: Generally speaking, the area along Oriole Lane drains north and west to the river. Low topography, high river levels, numerous wetland areas contribute to wet/flooding conditions for an extended period of time after small and large wet weather events. This ordinance triggered many residents to register drainage issues with the City, and through investigation staff has not yet found any obstruction or anything under the City's drainage policy that indicates an issue that needs to be addressed by a public project. If there will be development on just the existing lots they would be subject to grading plans and would likely have driveway culverts to comply with storm water controls. The requirement of a storm water management plan would depend on whether the development moves forward as a land division (up to six lots) or as a PUD. Land divisions typically don't meet the threshold to require storm water management plans; whereas a PUD would require a storm water management plan. The City's storm water ordinance regulates the rate of discharge not the volume of discharge compared to pre-development conditions. It does not require improvement to any of the downstream conditions.

The following citizens opposed **ORDINANCE 2016-1468** but did not wish to speak: Nicholas Meyer, Arlene Kurzer, Janet Ehn, Laura Meyer, Jane and Quinn Martin.

The following citizens spoke in opposition to **ORDINANCE 2016-1468**: Robert A. Kieckhefer, Sarah Fleet, Adam Gerol, Lisa Lamb, Jim Locatelli, Josef Erlich, Julie Carpenter.

They expressed concerns about the possible alteration to or elimination of wetland area, sewer capacity levels, increased traffic, lack of hydrologist study in the packet, flood risks, lack of solutions to sewer backups during rain events, manpower shortage to monitor and follow up on problems that are created by every development, accumulative effects of numerous sump pumps on the wetland, potential conflict of interest for Alderman Wirth, lack of confidence in Lakeside Development's capabilities to develop the property, lack of DNR approval regarding wetland setbacks and flood risks.

The following citizen spoke in opposition to both **ORDINANCE 2016-1467** and **ORDINANCE 2016-1468**: Nancy Kaufman.

Alderman Wirth addressed the conflict of interest suggestion by stating that just because his firm does work with real estate developers does not mean there is a conflict of interest. He does not have any relationship with Mr. Zabjek, the President of Lakeside Development.

The following citizen spoke in support of **ORDINANCE 2016-1468**: Thomas Zabjek.

The proposed engineering to manage the water is more extensive than if individual home owners would build or if a land division occurred. It cannot be guaranteed that the proposed development would mitigate the water problem but the alternatives could cause a greater problem.

Director Lundeen explained the process for ensuring all the conditions put on the project are verified. There is no storm water management plan at this point. As design would move forward a storm water management plan would be generated; it would be approved at staff level through a consultant; MMSD would review for compliance with City ordinances and Chapter 13; and then ultimately be approved. Once approved for construction, a drainage escrow of 125% of the cost of the storm water facilities must be deposited with the City until the storm water management facilities are certified that they conform to the original design; permit also required for erosion control, weekly inspections and within 24 hours of each storm water event by the developer and the City, permit must remain on site until the site is a minimum of 70% vegetated or at the point where erosion should no longer occur.

Discussion ensued by Council. The East Trunk sewer project will be done in the near future and that should address the sewer issues. If the land is developed into just four or six lots then there will be no storm management plan and the area could be worse off. The City's storm water ordinance does not regulate the quantity of water. The residents know their neighborhood and they prefer fewer lots to be developed. A storm management plan would assure there is at least an effort to keep the water from flowing too fast off the area's properties. It was concerning that the second half of the Wetland Delineation Report has not been received from the developers. There will be a Public Works Committee meeting On Thursday, June 16th to address drainage issues and residents are encouraged to attend.

Alderman Wirth proposed an amendment to the ordinance. Once the storm water management plan is finished, but before it goes to MMSD for review, the Council should have the opportunity

to approve it, thereby assuring the plan exceeds the level of management required by ordinances. Director Lundeen expressed concerns about qualitative metric to be set without having a full understanding of what the requirements of a storm water management plan are at this point. It is difficult to quantify what “substantial” improvement means. This plan of action is not precedent setting; a similar special requirement has been asked of a developer in the past. In that instance, the quantitative portion came after the storm water management plan was generated and then they defined by storm event what the additional percentage of reduction would be beyond what was required for the site. Alderman Adams expressed concerns that the Council is not qualified to judge the quantitative qualities of a storm management plan.

Attorney Sajdak clarified that if Council decides to have a contingent rezoning then the protest petition would still be in place. If the amendment is just a further requirement then the standard, majority vote would be required. Council wants to keep the protest petition still in effect. Director Tollefson suggested to develop the storm water management plan per current ordinances and standards to define the baseline documentation, then have staff determine what could be done above and beyond that was feasible and have that plan returned to Council. Engineering staff could then evaluate the baseline plus improvements which hopefully would satisfy the Council.

Motion to amend **ORDINANCE 2016-1468** to require the Developer to return to Council with a storm water management plan that meets the current ordinance and standards in order to identify the baseline improvements.

RESULT: **Approved with Amendments [6 to 2]**
MOVED BY: Alderman Wirth
SECONDED BY: Alderman Pukaite

AYES: Strzelczyk, Pukaite, Mayr, Wirth, Hawkins, Nerbun
NAYS: Gierl, Adams

- b) **ORDINANCE 2016-1467** - An Ordinance Amending a Planned Unit Development (PUD) approval for the Sarah Chudnow Campus Located at 10995 N. Market Street Reducing the Overall Site Acreage from 19.4 to 16.9 Acres.

ORDINANCE 2016-1467 was left on the table.

RESULT: **No Vote**

Mayor Abendroth took a 5 minute break and President Strzelczyk continued.

- c) **ORDINANCE 2016-1472** - An Ordinance Creating Section 2-216(15) of the Mequon Code of Ordinances Establishing a Paid Time Off Donation Policy.

RESULT: **First Reading**

- d) **ORDINANCE 2016-1473** - An Ordinance Repealing Section 14-32 of the Mequon Municipal Code as it Relates to Economic Development Grants for Reserve “Class B” Liquor Licenses.

RESULT: First Reading

- e) **ORDINANCE 2016-1474** - An Ordinance Amending the City of Mequon Zoning Map from B-1 (Neighborhood Commercial) with a Planned Unit Development (PUD) to R-4 (Single-Family Residential) to Allow for a Single-Family Home located at 4200 County Line Road.

RESULT: First Reading

Mayor Abendroth returned.

6) Resolutions

- a) **RESOLUTION 3379** - A Resolution Relating to the City of Mequon's Participation In the Home Investment Partnership Program Administered by Waukesha County. Public Welfare Committee made no recommendation to the Council.

Moved by Alderman Pukaite, seconded by Alderman Nerbun to approve **RESOLUTION 3379** without the Committee recommendation.

Director Tollefson stated that there are currently seven loans within the City. Alderman Pukaite stressed that this is a county-wide program and there is a need in the county to assist lower income individuals. Tollefson stated that Mequon has participated in the four-county program since 2005. The City’s agreement is up for renewal and Council needs to take action to renew or dissolve our participation in the program. Lack of participation by municipalities, especially larger populated ones, would have an impact and reduction in funding for the four-county program. Of the four counties, only five municipalities do not participate, however, they are communities of 2,500 or less residents. The program offers down payment assistance with loans, home owner rehab, purchase and rehab loans as well as housing development. Ozaukee County has received approximately \$1M in the program. If Mequon would have any housing program it ought to be a loan program as successful as this one.

RESULT: Approved by Roll Call Vote [Unanimous]
MOVED BY: Alderman Pukaite
SECONDED BY: Alderman Nerbun

AYES: Strzelczyk, Pukaite, Mayr, Wirth, Gierl, Hawkins, Nerbun, Adams
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- b) **RESOLUTION 3381** - Resolution Approving a Transfer of Funds Within the Sanitary Sewer Capital Budgets.

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

Attachment: Common Council minutes_06-14-16 (1733 : Common Council meeting minutes of June 14, 2016)

AYES: Strzelczyk, Pukaite, Mayr, Wirth, Gierl, Hawkins, Nerbun, Adams

- c) **RESOLUTION 3382** - A Resolution Approving A Transfer of Funds From The Capital Project Fund's Fire Vehicle Replacement Account to the Fire Officer Equipment Account.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Wirth
SECONDED BY: Alderman Nerbun

AYES: Strzelczyk, Pukaite, Mayr, Wirth, Gierl, Hawkins, Nerbun, Adams

- d) **RESOLUTION 3385** - A Resolution Approving the Purchase of a Replacement Vehicle for the Mequon Fire Chief from Ewald Chevrolet, Oconomowoc, WI in the Amount of \$37,740 and Installation of Emergency Lights and Radio Package from General Fire, Milwaukee, WI in the Amount of \$10,280.

RESULT: **Approved by Roll Call Vote [Unanimous]**
MOVED BY: Alderman Nerbun
SECONDED BY: Alderman Wirth

AYES: Strzelczyk, Pukaite, Mayr, Wirth, Gierl, Hawkins, Nerbun, Adams

- e) **RESOLUTION 3387** - A Resolution Authorizing a Purchase Agreement For Replacement of Police Vehicles.

RESULT: **Approved by Roll Call Vote [Unanimous]**
MOVED BY: Alderman Hawkins
SECONDED BY: Alderman Nerbun

AYES: Strzelczyk, Pukaite, Mayr, Wirth, Gierl, Hawkins, Nerbun, Adams

- f) **RESOLUTION 3390** - A Resolution Amending A Development Agreement for Outpost Natural Foods Located At 7590 W Mequon Road For a Town Center TID Incentive.

RESULT: **Approved by Roll Call Vote [Unanimous]**
MOVED BY: Alderman Wirth
SECONDED BY: Alderman Strzelczyk

AYES: Strzelczyk, Pukaite, Mayr, Wirth, Gierl, Hawkins, Nerbun, Adams

7) Specified Unfinished Business:

None.

8) Presentation of Petitions, Memorials, and/or Remonstrances and Communications:

None.

9) Specified Miscellaneous New Business:

- a. Mayoral Appointments.

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

AYES: Strzelczyk, Pukaite, Mayr, Wirth, Gierl, Hawkins, Nerbun, Adams

10) Adjourn

- a) Adjourn at 9:46 PM.

RESULT: Approved by Voice Acclamation [Unanimous]
MOVER: Alderman Wirth
SECONDER: Alderman Nerbun

AYES: Strzelczyk, Pukaite, Mayr, Wirth, Gierl, Hawkins, Nerbun, Adams

2)	Dist. 3 6:40 pm	<u>New:</u> Single Family Residence	Victory Homes of WI 8801 W. Hawks Glen Circle Subd: Hawks Glen	Cont: Victory Homes of WI Arch: Dave Pluim
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Moved to Approve: Reed
 Seconded by: Morgan
 Approved: Yes
 Vote: 6-0

Conditions: Plans approved as submitted with addition of shutters on front and left elevation on garage.

3)	Dist. 3 6:45 pm	<u>Addition:</u> Attached Garage and Interior Remodel	John & Joan Baumgart 11936 N. Springdale Court Subd: Springdale Estates	Cont: The Schmit Company Arch: Vince Micha Architect
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Moved to Approve: Reed
 Seconded by: Davison
 Approved: Yes
 Vote: 6-0

Conditions: Plans approved as submitted.

4)	Dist. 3 6:55 pm	<u>Resubmittal:</u> Detached Garage CANCELLED	Paul Rausch 11254 N. Solar Avenue Subd: Solar Heights	Cont: Owner Arch: N/A
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Moved to Approve: _____
 Seconded by: _____
 Approved: _____
 Vote: _____

Conditions:

Attachment: Arch Brd minutes_05-09-16 (1715 : Architectural Board meeting minutes of May 9, 2016)

5)	Dist. 4 7:05 pm	Resubmittal: Attached Garage	David Kriegel 5103 W. Westfield Road Subd: Cedar Acres	Cont: Owner Arch: N/A
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Moved to Approve: Mattingly
 Seconded by: Reed
 Approved: Yes
 Vote: 7-0

Conditions: Plans approved as submitted.

6)	Dist. 5 7:15 pm	Resubmittal: Sunroom Addition	Haralampos Mavraganis 11603 N. Lake Shore Drive Subd: N/A	Cont: Owner Arch: N/A
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Moved to Table: Reed
 Seconded by: Schroeder
 Approved: No
 Vote: 6-0

Conditions: Move to table for further research by Board for possible repercussion.

7)	Dist. 6 7:25 pm	Addition: Attached Garage and Interior Remodel	Patrick & Barbara Peterka 10924 N. Westview Lane Arch: Scenic Heights No. 1	Cont: Avenue Design Group Arch: Avenue Design Group
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Moved to Table: Reed
 Seconded by: Morgan
 Approved: No
 Vote: 6-0

Conditions: Move to table for re-draw for addition of brick beltline around garage along with consistent window type and shutters where appropriate.

Attachment: Arch Brd minutes_05-09-16 (1715 : Architectural Board meeting minutes of May 9, 2016)

8)	Dist. 7 7:35 pm	<u>Detached Garage</u>	Adam Meurer 1523 W. Zedler Lane Arch: Brookdale Estates	Cont: Owner Arch: N/A
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Moved to Approve: John Myers
 Seconded by: Morgan
 Approved: Yes
 Vote: 7-0

Conditions: Plans approved as submitted with the addition of window on front elevation.

9)	Dist. 8 7:45 pm	<u>Resubmittal:</u> Exterior Renovations of Windows / Doors / Brick Siding and new front entryway	Eric Stelske 10438 N. Lake Shore Drive Subd: N/A	Cont: Hickory Bridge Const. Arch: Patera
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Moved to Approve: Pemberton
 Seconded by: Reed
 Approved: Yes
 Vote: 7-0

Conditions: Plans approved as submitted.

10)	Dist. 2 7:55 pm	<u>Addition:</u> Living Room & Porch	Gene & Joyce Mulligan 11244 N. Riverland Road Subd: N/A	Cont: E&J Design LLC Arch: N/A
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Moved to Approve: Weich
 Seconded by: Morgan
 Approved: Yes
 Vote: 7-0

Conditions: Plans approved as submitted with gable ends to show board and batten detail.

Attachment: Arch Brd minutes_05-09-16 (1715 : Architectural Board meeting minutes of May 9, 2016)



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Mequon, WI 53092-1930
Phone: 262/236-2941
Fax: 262/242-9819

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**ETHICS BOARD
MEETING MINUTES
September 24, 2015**

Present: Chairman James Friedman, Suzanne Dorszynski, Randall Erickson, David Johnson, Morrice Blackwell, Stephen Richman, Justin Strom, Martin Huennekens

Also Present: Attorney William Dineen (Special Counsel for the Ethics Board), Attorney Joseph M. Peltz (Attorney for the Complainant), Attorney H. Stanley Riffle, (Attorney for the Respondent) Alderman Mark T. Gierl (Respondent), Interested Party for the Respondent, Executive Assistant Lina Prosser

Chairman Friedman called the meeting to order at 6:05 PM

Approval of Minutes of July 7, 2015

Action: Motion to approve the meeting minutes of July 7, 2015 (Erickson/Blackwell)

Result: Motion passed by unanimous vote.

Appointment of Attorney William Dineen as special counsel for the Ethics Board

Action: Motion to appoint Attorney William Dineen as special counsel for the Ethics Board. (Blackwell/Dorszynski)

Result: Motion passed by unanimous vote.

Stephen Richman, a Board member appointed by Alderman Gierl for District #5, spoke to the Board regarding his association with Alderman Gierl. The members of the Ethics Board agreed Stephen Richman has the ability to objectively hear the case.

No one present stated an objection.

Closed Session

Action: Motion to convene into closed session pursuant to Section 19.85(1)(a), Wisconsin State Statutes, to deliberate concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body, (b) Considering the investigation of charges against a person, except that the person has the right to demand that the evidentiary hearing or meeting be held in open session, (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, and/or (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. (Erickson/Johnson)

Result: Motion passed by unanimous vote. The Ethics Board convened into closed session at 6:15 PM.

Upon a motion to convene into closed session, interested parties left the meeting.

Reconvene into open session

Action: Motion to reconvene into open to take action on items in closed session.
(Huennekens/Blackwell)

Result: Motion passed by unanimous vote. The Ethics Board reconvened into open session at 7:25 PM.

After reconvening into open session, interested parties returned to the meeting.

Chairman Friedman stated the Ethics Board debated the sufficiency of the complaint under the Mequon Municipal Code, as well as, procedural rules and voted unanimously that the verified ethics complaint does not allege facts sufficient to constitute a violation of the ethics code.

Attorney William Dineen, Special Counsel for the Ethics Board, stated a written letter will be provided to both parties conveying the decision of the Ethics Board.

Adjourn

Action: Motion to adjourn the meeting. (Erickson/Dorszynski)

Result: Motion passed by unanimous vote. The meeting of the Ethics Board adjourned at 7:27 PM.

Respectfully Submitted,
Lina Prosser, Executive Assistant



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

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Office of the City Administrator

FINANCE-PERSONNEL COMMITTEE
Tuesday, May 10, 2016
Minutes

1) Call to Order, Roll Call

Present:

- Alderman Andrew Nerbun
- Alderman Robert Strzelczyk
- Alderman John Wirth
- Mayor Dan Abendroth

Also Present: City Administrator Jones, Assistant City Administrator Thyes, Finance Director Watson, Community Development Director Tollefson, Assistant Finance Director Rudychev, Deputy City Clerk Fochs, City Attorney Sajdak, Executive Assistant Prosser, Press

2) Approve minutes from the April 12, 2016 meeting

a. April 2016 Minutes

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John Wirth, Alderman
SECONDER:	Andrew Nerbun, Alderman
AYES:	Nerbun, Strzelczyk, Wirth

3) License applications

a. May Licenses

The committee approved all license applications with the exception of Kole Michael Kotche, whose application for a new license was denied.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Robert Strzelczyk, Alderman
SECONDER:	John Wirth, Alderman
AYES:	Nerbun, Strzelczyk, Wirth

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Motion to table Jerome L. Cannady's application for a license renewal until further information can be provided on whether Mr. Cannady's previous application was correctly completed.

RESULT:	TABLED [UNANIMOUS]
MOVER:	John Wirth, Alderman
SECONDER:	Andrew Nerbun, Alderman
AYES:	Nerbun, Strzelczyk, Wirth

4) Vouchers for payment

a. April Voucher Approval List

Alderman Wirth suggested that the members of the Finance & Personnel Committee send voucher questions to staff prior to the meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Robert Strzelczyk, Alderman
SECONDER:	John Wirth, Alderman
AYES:	Nerbun, Strzelczyk, Wirth

5) Ordinances

Action requested: review and recommend approval

a. **ORDINANCE 2016-1471** An Ordinance Amending Section 2-204 of the Mequon Municipal Code as it Relates to Identifying and Defining Department Heads

City Administrator Jones stated an ordinance and resolution is before the Committee that upon approval would result in the appointment of Deputy City Clerk, Caroline Fochs, as the City Clerk. Mr. Jones went on to say as the City Administrator, one of his roles is to serve as the City Clerk which requires signatures on documents including ordinances and resolutions requiring attestation. Mr. Jones stated a recent change in state law requires a 24 hour turn around on absentee ballots. Mr. Jones pointed out the City Clerk's office is expecting approximately 8,000 absentee ballot requests for the general election which would require the requests received by the City Administrator to be turned over to the City Clerk's office within 24 hours.

Alderman Wirth stated at one time the City did have a separate City Clerk. Alderman Wirth pointed out while the City Clerk is a statutory office, the Council does not hire the City Clerk. Alderman Wirth added, the City Administrator is hired by the Council and for that reason the duties were included in the role of the City Administrator. Alderman Wirth moved to table, seconded by Alderman Nerbun for further analysis on what it means to be a statutory officer, what are the job protections of a statutory officer, and how does that compare to the contract currently in place with the City Administrator.

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RESULT:	TABLED [UNANIMOUS]
MOVER:	John Wirth, Alderman
SECONDER:	Andrew Nerbun, Alderman
AYES:	Nerbun, Strzelczyk, Wirth

6) Resolutions

Action requested: review and recommend approval

- a. **RESOLUTION 3375** Adoption of a Resolution Authorizing Execution of a Professional Services Agent with Matrix Consulting Group, Mountain View, CA, for Completion of a Human Resource Compliance Audit in the Amount Not-to-Exceed \$23,250

City Administrator Jones stated, staff is recommending a Human Resource audit be completed on the City's HR functions to ensure compliance with all employment laws at both state and federal levels. Mr. Jones went on to say, a request for proposals to complete a Human Resource Compliance Audit was sent and seven firms submitted a proposal. Mr. Jones stated after interviewing the firms, staff is recommending the Matrix Consulting Group to conduct the audit. Mr. Jones noted there is a salary savings within the budget, as a result of several positions that are in the process of being filled, that would cover the one-time expense of an audit of the City's Human Resource operations.

RESULT:	APPROVED [2 TO 1]
MOVER:	Robert Strzelczyk, Alderman
SECONDER:	Andrew Nerbun, Alderman
AYES:	Nerbun, Strzelczyk
NAYS:	Wirth

- b. **RESOLUTION 3376** A Resolution Amending the City of Mequon's 2016 Employee Compensation Plan, in Connection with the Establishment of New and Reclassified Positions

Assistant City Administrator Thyges stated, in 2014 the City of Mequon adopted a Compensation Plan in accord with the completed Classification and Compensation study. Mr. Thyges went on to say, that due to new positions created through the FY2016 budget process and the reorganization of the Public Works Department management team, amendments to the City's Compensation Plan are being proposed. Mr. Thyges pointed out the Employee Personnel Code [Section 24.07(2)(3)] calls for Committee approval for changes to the City's Compensation Plan and for the assignment of pay grades to given job positions. Mr. Thyges went on to review the proposed changes to the City's Compensation Plan with the Committee.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John Wirth, Alderman
SECONDER:	Andrew Nerbun, Alderman
AYES:	Nerbun, Strzelczyk, Wirth

c. **RESOLUTION 3378** A Resolution Appointing Caroline Fochs to the Position of City Clerk

RESULT:	TABLED [UNANIMOUS]
MOVER:	John Wirth, Alderman
SECONDER:	Andrew Nerbun, Alderman
AYES:	Nerbun, Strzelczyk, Wirth

d. **RESOLUTION 3380** A Resolution Authorizing a Development Agreement for a Town Center TID No 3 Incentive for the Reserve Located at 6835 W. Mequon Road

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Andrew Nerbun, Alderman
SECONDER:	John Wirth, Alderman
AYES:	Nerbun, Strzelczyk, Wirth

7) Adjourn

Motion to adjourn.

The meeting was adjourned at 7:02 PM.

RESULT:	APPROVED BY VOICE ACCLAMATION [UNANIMOUS]
MOVER:	John Wirth, Alderman
SECONDER:	Andrew Nerbun, Alderman
AYES:	Nerbun, Strzelczyk, Wirth

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Mequon/Thiensville Bike Pedestrian Commission
Friday April 1, 2016 at 9:15 a.m.
Mequon City Hall, Administrative Conference Room

MINUTES

Current Member Listing –

City of Mequon:

Terence Mooney, Kristin Wade, Carol Leonard (Chairperson), Robert Lengh Ald. Strzelczyk

Village of Thiensville:

Daniel Waschow, John Treffert, John Liegeois

1. Call to Order, Roll Call

The meeting was called to order at 9:20 a.m. by Chairperson C. Leonard. Those present were T. Mooney, J. Liegeois, J. Treffert, and D. Waschow. Absent were R. Lengh and K. Wade. The City was represented by J. Keegan and recording secretary B. Vento.

2. Review Minutes of February 5, 2016.

Discussion: C. Leonard asked if there were any comments on the minutes of February 5th. J. Waschow moved to approve. T. Mooney seconded. A voice vote was called and the motion passed 5-0 with 2 absent.

RESIDENT CORRESPONDENCE / PERSONS WISHING TO BE HEARD

3. Resident Concerns

A. Interurban Crossing at Donges Bay Rd – J. Keegan

Discussion: Tabled until such time as J. Keegan can join this meeting.

B. Sign at OIT for the Jonathan Clark House – Nina Look

Discussion: No residents to discussion any further action.

REGULAR BUSINESS

6. Bike Racks – C. Leonard

Discussion/Approval: C. Leonard said that we have one to place and needs to get in touch with Public Works to see what it looks like. Nina Look from the Jonathan Clark House has indicated an interest in getting a bike rack to give bikers the ability to bike to it. C. Leonard will contact Public Works.

7. Park Board & Bike Commission meeting –C. Leonard

A. Mountain Biking

Discussion/Approval: C. Leonard was unable to attend the last meeting as she was out of town on business but will attempt to go this month. The County is putting in Mountain Biking in MeeKwon Park. Alderman Strzelczyk asked us to check with the Park Board if there is another place to have an additional Mountain Biking path.

8. Other Business

Discussion: J. Keegan joined the meeting and there being no other items for discussion returned to Item 4 Priority Information List for further discussion.

4. Priority Information List – C. Leonard

Discussion: C. Leonard created packet of small maps to show where each is on the list to make it easier for everyone to understand and visualize where the items are located. C. Leonard began going over the list starting with:

No. 2 Green Bay Rd - 4' lanes Lake Bluff to Highland Rd. This is on the north end of Thiensville and should be done this year. J. Keegan confirmed it would be and also stated that item No. 28 (Deleted) 4'lanes from Highland Rd to Pioneer on the Prioritization list, is not going to happen. The roadway would be repaved this year, but the logistics of getting 4' bike lanes in there is infeasible. Too many trees would need to be taken

down, utilities poles move and there would be opposition from residents regarding trees. J. Treffert stated that this item No. 28 should be deleted. J. Keegan said that we will try and do an edge line so there is about 6 inches.

No. 3 Freistadt Rd-Signs routing bikes to the Riverview Dr. Carol Leonard said that Freistadt (all of which is in Thiensville) is a very busy road with curb and we would recommend that bikers should go instead to Riverview Dr. by way of alternate route signs. J. Treffert said that he talked to Andy LaFond of DPW and said that Andy is concerned about sign clutter. J. Liegeois asked what it would say. J. Treffert said "Alternative Bike Route". Riverview Dr. is a more biker friendly street. J. Treffert said he would check with Andy further regarding this.

No. 4 Highland Rd – 4' bike lane OIT to Wasaukee Rd (5.6 miles). C. Leonard said that this is not a road you want to bike on as there are no shoulders and the road is pretty rough itself. J. Treffert said that their not going to put a bike lane on it separately now, but when the road is reconstructed, and was unsure as to when that would happen.

No. 5 River Rd – 4' Paved Shoulder Heidel Rd-Freistadt Rd. J. Treffert said that River Rd was redone about 5 years ago and some of the shoulder was left off, so the chances of having the bike lanes added now is pretty slim.

No. 6 (Deleted) Swan Rd – Sign Directing east to Nature Preserve. C. Leonard asked who was asking to have a sign on Swan Rd directing people to the Nature Preserve. J. Treffert felt the initiative for this should come from the Nature Preserve. C. Leonard said to delete No 6. All agreed.

No. 10 (Low Feasibility) Swan Rd-Hiking Trail-Concord Dr. to Nature Center. C. Leonard said there is a parking lot at Swan and one on Donges Bay. How necessary is it to make hiking trails? And if it is necessary to make hiking trails the shorter hiking trail would probably be to the parking lot on Donges Bay. J. Keegan said when we reconstruct Swan that would be the time to tackle this. C. Leonard said that we are moving this down to the end of the list.

No. 7 Donges Bay Rd-5' Lanes Cedarburg Rd to Wauwatosa Rd (1.5 mi). J. Keegan said that the City was going to try and get it this year, it's not going to happen in 2016 because of our work load, but it looks like 2017 would be the year. It's a priority and more challenging because of the railroad and maintaining traffic for the industrial users.

No. 8 (Low Feasibility) Highland Rd-Off Rd Path – Rotary Park to Laurel Ln. C. Leonard asked if this was something that we could do. J. Keegan said that this is private property. You would be cutting between two homes at the end of a cul de sac and this is where it would get tricky. It would be a political challenge to compel the homeowners to designate some of their land as public. T. Treffert suggested sorting some of the items on the list by feasibility and moving this item to the bottom of the list.

No. 9 (State) Wauwatosa Rd-Stripe and Sign bike/ped lanes south of Mequon. J. Keegan said this road is under state jurisdiction. There are two new subdivisions going in on the west and bike lanes have been added to part of this road and it's a pretty wide road. J. Treffert suggested putting it in the low feasibility list and leave it there.

No. 11 (Low Feasibility) Mequon Rd – 4' lanes I-43 Overpass to Lake Shore Dr. J. Keegan said that we talked about Lake Shore Drive and wasn't sure if it included the loop back to the freeway. When I-43 is reconstructed they will have some sort of bike connection and this will give us something to connect too. It could be left on the list but would be redone when the roadway is reconstructed.

No. 12 Lake Shore Dr.-Re-stripping-Glen Oaks to Mequon Rd. J. Keegan is going to check into this item for the next meeting. T. Mooney thought that the lanes were stripped 3 ft. wide verses 4 ft. wide.

No. 13 Lake Shore Dr-4' bike lanes (including Zedler Ln). C. Leonard commented that Lake Shore Dr. needs to be redone. J. Keegan said that it may not be done for 2 years and that's when it's being targeted for. When that time comes we will look at getting bike lanes in there. Sewer may be going in here as well, so we won't redo the road until we are sure where the sewer is going.

No. 14 (State) Mequon Rd – 4' lanes-Swan Rd to Wasaukee Rd. J. Keegan said that this is under the control of the state and should be pulled. C. Leonard asked if we want to leave state highways on or off. T. Treffert suggested leaving it on but in a new category and labeled as State Highway Projects.

No. 15 Donges Bay Rd-2-way, off-road trail Lemke Park to Wasaukee Rd (south). C. Leonard said that this was also a resident concern. J. Keegan also mentioned that Caroline Fochs, the Deputy City Clerk had requested that we discuss this. She lives in Council Hills and see's the benefit of it. She asked that I bring up her concern at the last meeting. The limiting factor is the Menomonee River Bridge which is too narrow. It would require a separate pedestrian bridge be built over the Menomonee River and would be costly. We Energies is also looking at putting in a 24" high pressure gas main down Donges Bay Rd. It will be beside the road and then switches to go north of the road for a way. We can't piggy back on We Energies easements; we would have to get our own because it would be for a different use. The hardest and most expensive part is getting over the river.

No. 16 Donges Bay Rd-continues 5' lanes beyond Grasslyn to River Rd. C. Leonard asked where the 5' lanes are now. J. Keegan stated that the seal coating process has completely failed and we are in the process getting it fixed with the contractor. We're not seal coating any roads this year as a result until we figure out what happened. C. Leonard stated that we need to amend this to say 4' lanes as that is how wide the lanes are now.

No. 17 County Line Rd – 5' paved shoulder added to north side of County Line Rd. J. Keegan said that all of County Line Rd has been reconstructed and this should be removed. He also said that there are 4' paved shoulders the whole length and is a completely new road. C. Leonard said this will be moved to completed projects.

No. 18 (State) Pt Washington Rd – 4' bike lane Kathryn Dr. to County Line Rd. J. Keegan said this is another state project. When I-43 is reconstructed they are going to reconstruct Pt Washington Rd. Their plans include a 4' bike lane but also a shared use path. We won't be doing any work on Pt Washington Rd until the state comes to reconstruct it. C. Leonard said that we are going to move this item to state projects.

No. 19 (Low Feasibility) River Rd-Lac Du Cours off road bike/ped path. J. Keegan said he didn't see how there ever would be room. There is no room on the left side of the roadway because you're right up against the Milwaukee River and on the right side you're up against the Lake in certain locations. Even with 4' shoulders you would have to purchase right of way. C. Leonard asked if we want to change to 4' shoulders or leave as bike/ped path and put into low feasibility. J. Treffert replied the 4' shoulders and move to low feasibility. J. Keegan said the 4' shoulders was a good idea, because when we look at redoing the road we can see if it is feasible or not.

No. 20 County Line Rd – 4' paved shoulder added to North side of road. J. Keegan said a portion of this is River Hills maintenance Jurisdiction from Range Line to I-43. The section east of the freeway is Baysides. So from Range Line Rd to River Rd is ours. Everything west of the river has been reconstructed so that can be taken off the list. This may tie into the River Road thing. C. Leonard said to update item to read from Range Line to River Road.

No. 21 (State) Mequon Rd – Continue sidewalks to Meadowbrook Dr. and Whilton Rd. C. Leonard said that this is another state project and will be moved to that list.

No. 22 (Low Feasibility) River Rd-Bike/ped bridge over Milwaukee River-Mequon to Mequon. C. Leonard said that this project is pretty similar to the Donges Bridge over the Milwaukee River. This item will be move to the end of the list with low feasibility.

C. Leonard made a motion from the current list of 2010-2030 Bike and Pedestrian Way Recommendations that we are going to remove Items No. 6 (Swan Road) and 28 (Green Bay Rd) from the list. Move item No. 17 County Line Rd to being complete. Create a new section for State Projects which will include numbers 9 (Wauwatosa Rd), 14 (Mequon Rd), 18 (Pt Washington Rd), and 21 (Mequon Rd) and then we are going to move the following five items to the end of the list under low feasibility, number 8 (Highland Rd), 10 (Swan Rd), 11 (Mequon Rd), 19 (River Rd) and 22 (River Rd). J. Treffert seconded. A voice vote was called and the motion passed 5-0 with 2 absent.

5. Bike Path Ahead Signs

Status of sign placement by Public Works Department

Discussion/Approval: Tabled until such time as J. Keegan can join this meeting.

Next meeting: May 6th, 2016.

9. Adjourn

J. Treffert motioned to Adjourn.

C. Leonard seconded.

A voice vote was called and the motion passed 5-0 2 absent

The meeting adjourned at 10:45 a.m.

Dated: April 11, 2016

/s/ Carol Leonard, Chairperson

Notice is hereby given that a majority of other governmental bodies may be in attendance at this meeting to gather information about a subject over which they have decision making responsibility, although they will not take any formal action relative 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 Engineering Office at 262-236-2934, Monday through Friday, 8:00 am – 4:30 pm.

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11333 N. Cedarburg Road
 Mequon, WI 53092
 262-236-2904
 Fax: 262-242-9655

www.ci.mequon.wi.us

Department of Community Development
 Taped and Televised

PLANNING COMMISSION
Regular Meeting
Monday, May 9, 2016
7:00 PM
Christine Nuernberg Hall

Minutes

- 1) Chairman Dan Abendroth called the meeting to order at 7:00 PM with the Pledge of Allegiance and the roll call.

Present:

Chairman Dan Abendroth
 Alderman Pam Adams
 Commissioner Martin Choren
 Commissioner John Mason
 Commissioner Brian Parrish
 Alternate LeRoy Bessler
 Commissioner James Schaefer
 Commissioner Rebecca Schaefer
 Commissioner Rick Lemke
 Alderman Robert Strzelczyk -- **Absent**
 Alternate John Stoker -- **Absent**

- b) Planning Commission Minutes from April 11, 2016

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Brian Parrish
SECONDER:	R. Schaefer, Commissioner
AYES:	Abendroth, Adams, Mason, Parrish, Bessler, R. Schaefer, J. Schaefer, Lemke
ABSENT:	Strzelczyk, Stoker

Ald. Strzelczyk shares the Aldermanic seat with Ald. Adams and was not absent from the meeting, he was excused.

Motion to open Public Hearing

Resident Steve Helfer spoke and stated he is opposed to the CUG because he is a longtime resident and customer at East Town Hair which is being asked to close down due to the new tenant Cyclebar opening for business. He is not opposed to this business operating in Mequon,

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he just prefers it was located elsewhere so that the barber shop would not be negatively affected and need to close down.

Mayor Abendroth stated that the Mequon Pavilion shopping center owner is making this decision regarding its tenants and not the City.

RESULT: Approved by Voice acclamation [Unanimous]

AYES:	Abendroth, Adams, Mason, Parrish, Bessler, R. Schaefer, J. Schaefer, Lemke, Choren
ABSENT:	Strzelczyk, Stoker

Motion to close Public Hearing

RESULT: Approved by Voice acclamation [Unanimous]

MOVED BY: Commissioner Parrish

SECONDED BY: Commissioner J. Schaefer

AYES:	Abendroth, Adams, Mason, Parrish, Bessler, R. Schaefer, J. Schaefer, Lemke, Choren
ABSENT:	Strzelczyk, Stoker

2) Consent/Public Hearing

Brixmor SE I, LLC for CycleBar. The applicant is seeking conditional use grant approval to operate an indoor cycling fitness studio for the property located at 11104 N. Port Washington Rd (Mequon Pavilions).

RESULT: Approved with conditions [Unanimous]

MOVED BY: Commissioner J. Schaefer

SECONDED BY: Commissioner Mason

AYES:	Abendroth, Adams, Mason, Parrish, Bessler, R. Schaefer, J. Schaefer, Lemke, Choren
ABSENT:	Strzelczyk, Stoker

3) Consent/Regular Business

Life Homes, Inc. The applicant is seeking fill permit approval in excess of 1,000 cubic yards (specific request is 2,500 c.y.) for the property located at 12813 N. Highland Court.

Commissioner Bessler asked about the purpose of the fill. He also asked for confirmation that the fill would not divert water to the neighbor.

Deputy Dir. Of Engineering, James Keegan, indicated that the fill will be used to build up the grade around the house. He stated that the mound system needs the fill to be raised around the house and due to the presence of ground water, the homeowner wants the home raised. Deputy

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Dir. Keegan confirmed that the grading for the lot has been reviewed and the proposed grading is in accordance with the master grading plan.

Commissioner Becky Schaefer asked if the other lots in that subdivision also brought in a large amount of fill.

Deputy Dir. Keegan answered that this house is located at a much lower level in the subdivision. The west half of the lot is a natural wetland and there is a berm between this part of the lot and the wetland. It is graded to the west. The lot directly to the north is not built on and Highland Road is to the south. The lot is 11 acres.

Ald. Adams asked for confirmation that once a lot is platted that it is the job of the City to help make it buildable.

Asst. Dir. Zader answered that there are several challenges with this property as there is a large setback off of Highland Road, a setback off the private road going in, it is a pie shaped lot and there are wetlands in the back. There have been numerous iterations of plans for this lot. He explained that it was denied as a PUD conservation plan by the Common Council and it ended up with the 5 acre lot design which restricted some of the creativity of the lots. He feels that this is a plan that works for everyone.

RESULT: Approved [Unanimous]
MOVED BY: Commissioner J. Schaefer
SECONDED BY: Commissioner Mason

AYES: Abendroth, Adams, Mason, Parrish, Bessler, R. Schaefer, J. Schaefer, Lemke, Choren
ABSENT: Strzelczyk, Stoker

David Kriegel. The applicant is seeking setback waiver approval for the property located at 5103 W. Westfield Road.

Commissioner Parrish asked about the seven houses surrounding this location and he is wondering why this item is on the consent agenda and if the neighbors had any issues with the proposed garage.

Asst. Dir. Zader stated that the applicant is also on the Architecture Board agenda tonight and the only reason it is on the Planning Commission agenda is because of the waiver to the front yard. The size of the garage and the number of stalls complies with City code. The only action is to approve what currently exists there now.

RESULT: Approved [Unanimous]
MOVED BY: Commissioner J. Schaefer
SECONDED BY: Commissioner Mason

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AYES:	Abendroth, Adams, Mason, Parrish, Bessler, R. Schaefer, J. Schaefer, Lemke, Choren
ABSENT:	Strzelczyk, Stoker

4) Regular Business

WE Energies. The applicant is seeking specimen tree removal approval at 11611 W. Donges Bay Road to remove one specimen tree as part of installation of a natural gas infrastructure project.

Asst. Dir. Zader stated that there is a specimen tree on this property that the City Forester recommends is removed. He noted that there is a large split in the tree and some trimmings already have been done by WE Energies that makes the tree not worth saving and no monetary compensation is required.

Ald. Adams asked that the City Forester list the specific species of tree and the size of it as well.

The home owner, Charles Burczyk, stated that he agrees that the first tree needs to go, but he does not feel that the second tree should be removed. (item #6).

RESULT: Approved [Unanimous]
MOVED BY: Commissioner Parrish
SECONDED BY: Commissioner Lemke

AYES:	Abendroth, Adams, Mason, Parrish, Bessler, R. Schaefer, J. Schaefer, Lemke, Choren
ABSENT:	Strzelczyk, Stoker

WE Energies. The applicant is seeking specimen tree removal approval at 11623 W. Donges Bay Road to remove one specimen tree as part installation of a natural gas infrastructure project.

Asst. Dir. Zader stated that the City Forester feels that the 17" diameter tree should be saved and not removed. He suggests they reroute the pipeline to save the tree. If the Planning Commission does allow for removal of the tree, the City Forester is requesting compensation of \$1,700 to the City for urban forestry or to replant on site.

Pat Adams, WE Energy representative, stated that it was clear to the resident about which trees were being removed and they were compensated for those trees. She said she will talk with them if there was a misunderstanding.

Commissioner Choren asked for clarification about whether the tree had already been removed. He asked about the option to reroute the pipeline. He asked who gave approval if it wasn't the property owners.

Ms. Adams stated that this project has been approved by the Public Service Commission of Wisconsin (PSCW), they determine the necessity of the project and they also approve the route. It is not easy to change the pipeline route; it requires approval to make a change to the route. It is a large sized pipe and not easy to move around trees. She explained that PSCW issues a

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certificate of authority, authorizing the utility to construct the project. They approve the route; they approve all specifics of the project.

Ald. Adams asked how deep the pipe goes. She asked if the pipe can go underneath the tree. She stated that Beech trees are very rare in Mequon and it is not easy to plant new ones. It is hard for her to approve the removal of a Beech tree especially with the homeowner wanting to keep the tree alive.

Ms. Adams answered that the pipe will have four feet of cover.

Commissioner Lemke stated that pipes are not allowed under trees, it needs to be kept clear.

Mr. Feller, WE Energies project design representative, stated that the trees in the area have been looked at in regards to the route. Due to this pipe being 24", there are many challenges with the size of the equipment that is used and the construction. Other options were considered but this was the less intrusive. In order to apply directional drilling it would require 700-800 feet of drilling and about \$100,000 of increased cost to save the trees in that area.

Commissioner Parrish asked if WE Energies agreed to an easement to keep the tree there.

Mr. Feller answered that WE Energies will need to meet with Mr. Burczyk to discuss that. They did meet with him beforehand and there were trees that were agreed they would try to save and some that would need to come down.

Commissioner Choren asked if there is any latitude for the PC to decide differently that what has been approved by PSCW.

Mayor Abendroth stated that the PSCW denotes the route of the pipeline. The City of Mequon does not want to stop the implementation of the utility line, which could cost \$100,000 or a possible lawsuit, due to the unfortunate removal of one specimen tree.

Commissioner Choren asked about the compensation that would be made to the homeowner.

Asst. Dir. Zader stated that the condition is either \$1,700 or 17" of replacement on the property.

Ald. Adams asked about the \$100,000 amount and whether this is a true cost.

Mr. Feller stated that they look at the route and determine their construction methods and they have pricing negotiated with their contractors. He is confident about this expense; it is not exaggerated. There are other areas of the route where they are using direct drilling technology and they have pricing from those areas.

Commissioner Jim Schaefer asked why another route was not chosen since they knew the trees were there and that the homeowner was not supportive of the removal. He feels that this is the easiest route so it was picked without other considerations and he is not supportive of it.

Mr. Feller stated that they look at everything but they have a responsibility to their rate payers to propose a plan that is best from a cost stand point. They did look at both sides of the road and some determinations had to be made and this was one of the best solutions. The pipeline is about 60 years old and needs to be replaced.

Mayor Abendroth stated that WE Energies worked with the City of Mequon to have the pipe run along Donges Bay Road and to keep the pipeline out of the Nature Preserve. There would have been much more environmental damage there. This tree is being sacrificed and there will be more trees in the future, but it is the best option for this project.

Shirely Burczyk, homeowner, stated that the two trees that they are most concerned about are the 100 year old Maples, but there are many other trees that will be removed as well: a row of trees between the two houses and a grove of Evergreens trees. Across the street there is open space that has old trees that are not taken care of and she wonders why the pipes can't go under those areas. She would like the pipe to go across the street about two blocks earlier and go across the open fields. She stated that the tree in front of the farm house was not be taken down.

Mr. Feller stated that those properties have been considered but they are owned by MSND and they are protected by them. They have met with them and discussed construction there and they would have fought them. He said he would meet with the Burczyks to review the agreement again about which trees are to be removed; he stated that nothing additional has been added.

Commissioner Parrish made a motion to approve the proposal subject to the easement rights between the owner and WE Energies and subject to the tree replace ordinance.

Mayor Abendroth seconded the motion.

Ald. Adams asked if this tree could be spaded and moved. If possible, this would be a great solution. She stated that if there is any way to save the Beech tree, it would be worth it.

Mr. Feller answered that it could be tried, but based on the size it may be difficult to do. He agreed to have an expert look into the possibility of moving the tree.

Commissioner Parrish amended his motion to accept Ald. Adams' friendly amendment regarding having an expert evaluate whether the tree can be moved.

Commissioner Lemke asked if the easement states what types of trees stay or go.

Asst. Dir. Zader stated that easements define areas but not specific trees.

Mayor Abendroth asked if WE Energies has the right to remove anything within an easement.

Ms. Adams answered yes.

Mr. Feller stated that they try to save as many trees as possible. They did meet with the Burczyk's beforehand and work with them.

RESULT: Approved with conditions [8 to 1]
MOVED BY: Commissioner Parrish
SECONDED BY: Mayor Abendroth

AYES:	Abendroth, Adams, Mason, Parrish, Bessler, R. Schaefer, Lemke, Choren
NAYS:	J. Schaefer
ABSENT:	Strzelczyk, Stoker

Neumann Companies, Inc. Highlander Estates Subdivision – Phase I. The applicant is seeking landscape plan and street tree plan approval for Phase I for a 111 single family subdivision located immediately south of Brighton Ridge and Knightsbridge between Swan and Wauwatosa Roads.

Attachment: PC_Minutes_05 09 16 (1729 : Planning Commission minutes of May 9, 2016)

Asst. Dir. Zader stated that the tree board did approve the location of all of the street trees and the tree species. The landscaping plan mostly deals with Phase I open space areas which is primarily the landscaping around the entry way signage off of Knightsbridge as well as scattered trees located along the perimeter of the subdivision and within the out lots and the cul du sac islands. Typically the entire infrastructure including all planting of the trees is required prior to final plat approval. Staff recommends approval according to the conditions in the report.

Tim Bireley - 8825 W. Daventry Road misread the courtesy notice and realizes his property backs up to Phase II or Phase III. His concern is that he bought his property for the privacy in the back and he feels that the plans do not show an effort to build a natural barrier to help retain privacy. He wants to make sure his concerns are heard and he asked what time would be appropriate to voice his concerns.

Asst. Dir. Zader answered that at the time of Phase III landscaping approval would be the time to voice his concerns to the developer. He also reminded the PC and Mr. Bireley that at the time of the open space approval the PC required additional trees be added between the lots noted on the Highlander Estates plat. The developer could choose to put in additional screening when the landscaping plans for the next phases are submitted. The concern at the time of the open space approval was the headlights shining into some of the neighbor's yards. That phase will most likely be next year, but staff will work with the applicant to ensure there is enough screening to prevent the headlights transferring into the neighboring yards. The difficulty is that is a large long stretch of land and it is not required by ordinance to buffer between single family to single family. The applicant, as a good neighbor, could provide trees there; it is not required from one subdivision to another.

Mayor Abendroth stated that it can be required at the time of the landscape plan to add additional buffering and screening.

Ald. Adams stated that she feels that the definitions of how the properties are to be used should be defined (open space regulations). She also would like to have large subdivisions landscaping plans reviewed by an outside professional.

Kent Corbett - Knightsbridge Estates resident asked about the issue of the headlights impact. He asked if the trees along the south side of Knightsbridge Drive (Evergreens and Spruces) were selected to act as shields and he asked how tall the trees will be when initially planted.

Asst. Dir. Zader responded that the design was not based on the shielding of the lights. The street tree plan on both sides of the street are deciduous trees that are compliant with the Street Tree manual. The decorative landscaping in the front was designed more aesthetically. He answered that the Norway Spruce are 6 feet in height and the White Spruce trees are 12 feet in height.

Kevin Anderson, Neumann Companies representative stated the three trees on either side of the entrance sign will be 12 feet and the rest will be 7-8 feet tall.

Ken Greeve - 8809 Daventry stated he has met with staff and his concern is that it is not atypical to put the entire infrastructure in at once. He thinks if the precedent is not set in the earlier phases it might not be required at the end phases. He thinks the trees should be put in now so that they can start growing and be part of the screening.

Asst. Dir. Zader stated that planting trees on an unconstructed area could cause problems for ponds, grading changes and roads that need to go in. The PC did require additionally screening be added as buffering as be part of the open space plan and preliminary plat. He feels that it would be difficult to add trees without the infrastructure being in place.

Mayor Abendroth stated that this discussion will not be forgotten.

Commissioner Choren made a motion to approve.

Ald. Adams seconded the motion.

Vote passed

RESULT: Approved [Unanimous]
MOVED BY: Commissioner Choren
SECONDED BY: Alderman Adams

AYES: Abendroth, Adams, Mason, Parrish, Bessler, R. Schaefer, J. Schaefer, Lemke, Choren
ABSENT: Strzelczyk, Stoker

5) Announcements

a) Development Inquiry for April 2016

6) Adjourn

7) Motion

RESULT: APPROVED BY VOICE ACCLAMATION [UNANIMOUS]
MOVER: J. Schaefer, Commissioner
SECONDER: John Mason, Commissioner
AYES: Abendroth, Adams, Mason, Parrish, Bessler, R. Schaefer, J. Schaefer, Lemke, Choren
ABSENT: Strzelczyk, Stoker

Attachment: PC_Minutes_05 09 16 (1729 : Planning Commission minutes of May 9, 2016)



Public Safety Committee
May 24, 2016
MINUTES

Present: Aldermen Hawkins, Nerbun and Pukaite; Police Chief Graff, Fire Chief Bialk, Executive Assistant Kowalchuk, press and interested public

The meeting was called to order at 6:30 p.m.

1. Approve meeting minutes of April 24, 2016

Moved by Alderman Hawkins, seconded by Alderman Nerbun to approve the meeting minutes of April 24, 2016. The motion passed by voice acclamation.

2. A Resolution Approving Purchase of Fire Chief's Vehicle

The capital plan for the fire department calls for the replacement of the fire chief's vehicle, a 2009 Chevy Tahoe with 92,000 miles. This vehicle in turn will replace a staff vehicle that had over 100,000 miles and was totaled in an accident.

Moved by Alderman Hawkins, seconded by Alderman Nerbun to approve the resolution to purchase the fire chief's vehicle. The motion passed by voice acclamation.

Future Meetings/Items:

At the request of Chief Graff, the committee agreed to a June 14th special meeting to consider the purchase of police department vehicles.

Alderman Pukaite has asked Chief Graff to gather information from the public record on the county dispatch and Mequon's receipt of 911 cell phone calls for a future meeting. Moreover, due to comments made that it may be difficult to pinpoint what community a cell call is coming from, she would also like to see information from cell phone companies.

3. Adjourn

Moved by Alderman Nerbun, seconded by Alderman Hawkins to adjourn at 6:40 pm. The motion passed by voice acclamation.

Respectfully Submitted,

Diane Kowalchuk

Executive Assistant

Minutes approved 06/28/16



**Public Safety Committee
June 14, 2016
MINUTES**

Present: Aldermen Hawkins, Nerbun and Pukaite; Police Chief Graff, Executive Assistant Kowalchuk, press and interested public

Absent: Fire Chief Bialk

The meeting was called to order at 7:15p.m.

1. Resolution 3387 – A Resolution Authorizing a Purchase Agreement for Replacement of Police Vehicles

Alderman Pukaite introduced the resolution for replacement of police vehicles, commented that the topic had been visited before and asked if any discussion was desired.

Moved by Alderman Hawkins, seconded by Alderman Nerbun to recommend approval of a purchase agreement for replacement of police vehicles. The motion passed by voice acclamation.

2. Adjourn

Moved by Alderman Nerbun, seconded by Alderman Hawkins to adjourn at 7:22 pm. The motion passed by voice acclamation.

Respectfully Submitted,
Diane Kowalchuk
Executive Assistant
Minutes approved 06/28/16



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

www.ci.mequon.wi.us

Office of the City Administrator

PUBLIC WELFARE COMMITTEE
Tuesday, May 10, 2016
Minutes

1) Call to Order, Roll Call

Present:

Alderman Dale Mayr
Alderman Mark Gierl
Alderman John Wirth

The meeting was called to order by Chairman Mayr at 5:45 PM.

Also Present: City Administrator Jones, Assistant City Administrator Thyges, Community Development Director Tollefson, Deputy City Clerk Fochs, City Attorney Sajdak, Executive Assistant Prosser

2) Approval of April 12, 2016 meeting minutes

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Alderman Wirth
SECONDER:	Alderman Mayr
AYES:	Mayr, Gierl, Wirth

3) Elect Committee Chairperson

Chairman Mayr requested nominations for Chair of the Public Welfare Committee. Aldermen Mayr and Wirth were nominated.

Motion to elect Alderman Mayr as Committee Chair.

RESULT:	APPROVED BY VOICE ACCLAMATION [UNANIMOUS]
MOVER:	Alderman Wirth
SECONDER:	Alderman Gierl
AYES:	Mayr, Gierl, Wirth

Attachment: Public Welfare minutes_5-10-2016 (1713 : Public Welfare Committee meeting minutes of May 10, 2016)

4) Resolutions

- a. **RESOLUTION 3379** A Resolution Authorizing Renewal of a Mutual Cooperation Agreement For the City of Mequon's Participation In the Home Investment Partnership Program Administered by Waukesha County

Community Development Director Tollefson stated the HOME Consortium is a four county program established in the late 90's consisting of Ozaukee, Washington, Waukesha and Jefferson. Ms. Tollefson noted the City has participated in the program since 2005. Ms. Tollefson went on to say, the program assists in advancing home ownership opportunities through various programs for households with income below 80% of the county's median income. Ms. Tollefson stated a renewed participation agreement is required at this time due to federal law updates related to the Fair Housing Act. Ms. Tollefson pointed out the City's participation in the program is identified in the City of Mequon Comprehensive Plan 2035 as a government program that allows the City to assist in promoting housing choices. Ms. Tollefson noted there are no costs to the City for participating in the program.

Alderman Wirth questioned what would happen if the City did not participate in the program. Ms. Tollefson stated the City would need to formally pass a resolution to discontinue participation in the program, noting the City's participation would automatically renew unless the City proactively chooses not to be part of the program. Ms. Tollefson mentioned nonparticipation in the program may weaken the dollars available to Ozaukee County. Alderman Wirth moved to table the item for further information with regard to the program's default versus success rate.

RESULT:	TABLED [UNANIMOUS]
MOVER:	Alderman Wirth
SECONDER:	Alderman Gierl
AYES:	Mayr, Gierl, Wirth

5) Discussion Items

- a. Consideration of Ordinance Amending Sections 2-136 (2) and 2-137(b)(9) of the Mequon Municipal Code in Connection with Establishing an Honesty Definition and Provision within the City's Ethics Code

Assistant City Administrator Thyges stated the Ethics Code and Employee Personnel Code were last updated in 2015 to include an amendment in the Ethics Code that specifically prohibits dishonestly obtaining a financial gain. An amendment in the Employee Personnel Code included the term "honesty" within the expectations of conduct and "dishonesty" as an action that may warrant disciplinary action. Mr. Thyges stated the Public Welfare Committee was interested in pursuing further amendments to the Ethics Code and went on to provide an overview of the Public Welfare Committee's discussions related to amending the City's Ethics Code. Mr. Thyges indicated at the April 2016 meeting, staff was directed to prepare an ordinance amendment that incorporated a definition of honesty for the Committee to review at their May meeting. Mr. Thyges noted staff was directed to provide the Committee with the amended language one week prior to the meeting to allow enough time for review.

Mr. Thyes stated he did receive comments back from Mayor Abendroth, Aldermen Wirth and Gierl with regard to the code amendment. Mr. Thyes stated both Mayor Abendroth and Alderman Wirth's comments centered on a concern that the proposed language may be ambiguous and Alderman Gierl requested a fair dealings clause with the public and more specific non-retaliation language. Mr. Thyes pointed out Alderman Wirth provided his own amendment which has been distributed to the Committee members. The Committee reviewed Alderman Wirth's amendment to the proposed language.

Alderman Wirth moved to approve the amendments to the proposed language to Ordinance Sections 2-136 (2) and 2-137(b)(9) and forward to the Ethics Board for review. Assistant City Administrator Thyes stated, after the Ethics Board reviews the amendments the ordinance will come back to the Public Welfare Committee for final review and consideration before recommending approval to the Council.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Alderman Wirth
SECONDER:	Alderman Gierl
AYES:	Mayr, Gierl, Wirth

6) Information Items

a. Official Newspaper Designation

Deputy City Clerk Fochs stated the News Graphic newspaper was adopted at the April, 2016 organizational meeting as the city's official newspaper. Ms. Fochs noted Council requested additional information to be provided to the Public Welfare Committee to review with regard to the circulation numbers, subscription rates and costs of the newspapers bidding on the city's official newspaper designation. Ms. Fochs reviewed the additional information with the committee noting that a newspaper must meet the criteria set by State Statues to be qualified as an official newspaper which the News Graphic does meet. No further information was requested by the Committee. Alderman Wirth recommended that the same memo format and information provided to the Public Welfare Committee be used for the next organizational meeting.

Alderman Mayr requested future agenda items be sent to Assistant City Administrator Thyes. Alderman Wirth suggested that the future agenda items be placed on the next meeting agenda for the committee to prioritize.

7) Adjourn

The meeting of the Public Welfare Committee was adjourned at 6:16 PM.

RESULT:	APPROVED BY VOICE ACCLAMATION [UNANIMOUS]
MOVER:	Alderman Wirth
SECONDER:	Alderman Gierl
AYES:	Mayr, Gierl, Wirth

CITY OF MEQUON
WISCONSIN

COMMITTEE ON PUBLIC WORKS
MINUTES
May 10th, 2016

1. The meeting was called to order at 6:32 p.m. with Alderman Mayr, Alderman Pukaite, and Alderman Adams present.

Staff present was Director of Public Works/City Engineer Lundeen, and Administrative Secretary Deuster.

2. Election of Committee Chair was motioned by Ald. Pukaite nominating Ald. Adams, motion was seconded by Alderman Mayr and unanimously approved by the Committee.
3. The minutes of the April 12th, 2016 Public Works Committee meeting were moved for approval by Ald. Adams, seconded by Ald. Mayr and unanimously approved by the Committee as written.
4. Director of Public Works/City Engineer Lundeen informed the Committee that, Resolution 3373 needed approval for awarding the 2016 GSB-88 Bituminous Seal Contract to Fahrner Asphalt Sealers, LLC, Kaukauna, WI. GSB-88 is sprayed to protect and seal the road and is not seal coating nor does it contain aggregate. Ald. Mayr asked how long it would take to complete in a day. Director of Public Works/City Engineer Lundeen stated fresh oil will be applied to 1 lane at a time and both lanes can be done within a day without risking damage to cars. GSB-88 Bituminous Seal is a black bituminous sealer which looks similar to an asphalt driveway seal. This is used to help extend the life of the pavement for approximately five years. Ald. Adams asked if we would not use the previous seal coating, Director of Public Works/City Engineer Lundeen stated seal coating would be used in the future but that would not be looked into until the 2017 year. The 2015 seal coat contractor was in default and that the city is working to remedy the seal coat failures under the warranty. The city could also include some of the seal coated roads in case we felt it was the solution. Since the contractor has not been able to address it, we will not do anything with the previous seal coating until next fall or 2017 year.

Following discussion, it was moved by Ald. Pukaite, seconded by Ald. Mayr, and unanimously approved by the Committee on Public Works to recommend approval of Resolution 3373, Awarding the 2016 GSB-88 Bituminous Seal Contract to Fahrner Asphalt Sealers, LLC, Kaukauna, WI in the Amount of \$266,030, to the Common Council for approval.

5. Director of Public Works/City Engineer Lundeen informed the committee that approval was needed in awarding the 2016 Road Improvements Contract to Payne & Dolan, Inc. This is one of the bigger contracts and Payne & Dolan is the low bidder. This does involve widening Green Bay Road, which was not a requirement for the Local Road Improvement Program (LRIP) funding but that when Thiensville widened they asked us to also widen the road which was the number one priority on the Bikeway Commission's list. We have agreed to do this to allow access to the road and Ozaukee Interurban Trail (OIT). Ald. Adams and Ald. Mayr did state concern over the bicyclists' safety on this portion of roadway. Ald. Adams asked how much additional cost, Director of Public Works/City Engineer Lundeen stated the cost savings wouldn't be seen in this contract, since it would be our crews doing the work on the widening.

Following discussion, it was moved by Ald. Pukaite, seconded by Ald. Mayr, and unanimously approved by the Committee on Public Works to recommend approval of Resolution 3374, awarding the Road Improvements Contract to Payne & Dolan, Inc., Jackson, WI in the Amount of \$962,170, to Common Council for approval.

6. The next meeting for Public Works is set for June 14th if there are items to be forwarded to the June Common Council meeting. Also there is an additional meeting to discuss the Drainage CIP for June 16th so that we could further discuss this and allow the public to participate if they so choose to.
7. There being no further business to conduct, the meeting was unanimously adjourned at 6:58 p.m.

RIVER ADVISORY COMMITTEE
Thursday, April 14, 2016 6:30 pm
***** Mequon City Hall *****
North Conference Room

**** Please note the time change to 6:30p.m.****

Agenda

1. Call to order, Roll Call
The meeting was called to order at 6:30 p. Mike Gross, Julie Cabaniss, Ron Dorszynski, Dale Mortensen, Ken Quant, Karen Stern, Don Curran were present
2. Public appearances. None.
3. Approval of previous minutes. Minutes from 2/24/16 were unanimously approved after a motion for approval by Ron Dorszynski and a second by Dale Mortensen.
4. Chairman's Report
 - a. Julie Cabaniss asked committee to discuss and decide upon action regarding kayak launch and parking at Villa Grove. Don Curran, Parks Director, said he would look into what they can do to get this done.
 - b. Arbor Day Plans were solidified for River Advisory Table.
 - c. Venetian Boat Parade is not going to take place this year, as no committee members are available to run the competition.
 - d. Signs for boat launch sites will be completed by Ken and Ron for approval for next meeting.
5. Adjourn
The meeting adjourned at 7:30 p.m.

Dated: April 14, 2016

/s/ Julie Cabaniss, Chairman

City of Mequon - Zoning Enforcement Report Date: 7/1/2016

ALD. DIST.	PARCEL #	ADDRESS	OWNER	VIOLATION	OTC MAILED	COMPLIANCE DATE	COMMENTS (See Key Below)
7	150600106000	10248 N GREENVIEW DR	STEVEN OR JANET PETERSON	OUTSIDE STORAGE	1/2/2015	1/12/2015	1
7	150600301000	10357 N SUNNYCREST DR	JUDY TAYLOR-CLARK	OUTSIDE STORAGE	1/2/2015	1/12/2015	1
7	150600209000	10239 N GREENVIEW DR	THOMAS LARSON	PARKING GRASS	1/2/2012	1/9/2015	5,5,5,4,1
7	150600509000	10030 N SUNNYCREST DR	LARRY OR ALEXA GUTBROD	PARKING GRASS	1/2/2015	1/9/2015	1
7	150310500200	10335 N GRASSLYN RD	THOMAS OR JULIS NAWROT	PARKING TRAILERS	1/2/2015	1/16/2015	1
7	150600514000	1801 W CLOVER LANE	JANET TUROWSKI	PARKING TRAILERS	1/2/2015	1/16/2015	1
7	150550102000	1915 W ZEDLER LANE	GENTILI TRUST	PARKING TRAILERS	1/2/2015	1/16/2015	1
7	150600213000	1632 N CLOVER LANE	DANIELLE CHANELLIER OR VINCENT FARINA	HOOP HOUSE	1/2/2015	1/16/2015	4,1
8		10530 N PORT WASHINGTON RD	FIDDLEHEADS	BANNER	1/6/2015	1/8/2015	1
5		1550 W MEQUON RD	MUSHIES	BANNER	1/6/2015	1/8/2015	1
4	140290100300	11029 N SWAN ROAD	RAYMOND OR MARY CLAUSING	PARKING GRASS	1/14/2015	1/17/2015	1
8		10930 N PORT WASHINGTON ROAD	MARSHALLS	SIGNS	1/14/2015	1/22/2015	5,1
8		10930 N PORT WASHINGTON ROAD	BRIXMOR MEQUON PAVILLIONS	SIGNS	1/14/2015	1/22/2015	1
5	150990021000	1436 W LIBEAU ROAD	MICHAEL GROH	PARKING	1/15/2015	1/28/2015	1
4	140281300300	10661 N WAUWATOSA ROAD	JANICE BESLER	PARKING	1/15/2015	1/22/2015	1
7	150600106000	10248 N GREENVIEW DR	STEVEN OR JANET PETERSON	PARKING	1/16/2015	1/23/2015	1
6		1515 W MEQUON RD	SALOTTO ZARLETTI	SIGN PERMIT	1/16/2015	1/23/2015	5,4
3	140871101000	8109 W FREISTADT RD	FREDRICK OR KIMBERLY BUCHOLTZ	PARKING TRAILERS	1/16/2015	1/23/2015	1
3	140161200500	8320 W FREISTADT RD	MICHELLE HINTZ	OUTSIDE STORAGE	1/16/2015	1/23/2015	1
3	150600106000	8025 W FREISTADT RD	JOESEPH CLAUSING	OUTSIDE STORAGE	1/16/2015	1/23/2015	1
3	150600106000	8025 W FREISTADT RD	JOESEPH CLAUSING	PARKING GRASS	1/16/2015	1/23/2015	1
8	150201001700	10972 N PORT WASHINGTON ROAD	APPAREL LORAIN'S	BANNER	1/26/2015	1/29/2015	1
6		11035 N PORT WASHINGTON ROAD	PICARDY SHOE PARLOUR	BANNER	1/26/2015	1/29/2015	1
6	150300600600	11120 N RANGE LINE ROAD	PHILIP OR JEAN STEINKE	GARBAGE CONTAINERS	1/27/2015	1/30/2015	1
3	140300200000	11401 W MEQUON ROAD	LOIS HILGENDORF	TEMP. STRUCTURES	1/28/2015	4/15/2015	4,1
1	140980121000	13148 N WEST SHORELAND DRIVE	ALICE MATTHEWS	RESIDENTIAL/BUSINESS	1/28/2015	2/13/2015	4,1
1	140011600300	3104 BONNIWELL ROAD	STANLEY WRZESKI	RESIDENTIAL/BUSINESS	1/28/2015	2/13/2015	4,1
8		10910 N PORT WASHINGTON ROAD	HOLLY TAMM	BANNER	2/2/2015	2/5/2015	1
6	150780110000	10449 N MAGNOLIA DRIVE	HOWARD OR MERLE MITZ	OUTSIDE STORAGE	2/6/2016	2/10/2015	1
6	140750021000	11016 N HEDGEWOOD LANE	MICHAEL OR GLORIA STUPAK	PARKING	2/10/2015	3/31/2015	4,1
3	140870603000	11754 N SOLAR AVENUE	JAMES OR ARLENE MULVANEY	CAR PORT	2/10/2015	4/15/2015	4,1
3	140870603000	11754 N SOLAR AVENUE	JAMES OR ARLENE MULVANEY	PARKING	2/10/2015	3/31/2015	4,1
3	140860210000	11249 N SOLAR AVENUE	TIM OR KATHLEEN KOHLBECK	PARKING	2/10/2015	2/28/2015	4,1
3	140860110000	11254 N SOLAR AVENUE	PAUL RAUSCH	PARKING	2/10/2015	2/28/2015	4,1
4	140281300300	10661 N WAUWATOSA ROAD	JANICE BESLER	PARKING	2/26/2015	3/1/2015	5,1

1 COMPLIANCE ACHIEVED

2 COMPLIANCE DATE NOT MET

3 WAITING ON REPLY

4 EXTENSION GRANTED

5 GOING TO COURT

6 ON HOLD

City of Mequon - Zoning Enforcement Report Date: 7/1/2016

ALD. DIST.	PARCEL #	ADDRESS	OWNER	VIOLATION	OTC MAILED	COMPLIANCE DATE	COMMENTS (See Key Below)
4	140501009000	10249 N CEDARBURG ROAD	WI. CONF. ASSN. SEVENTH DAY ADVENTIS	PARKING	2/26/2015	3/1/2015	1
4	140680207000	5011 W KATHLEEN LANE	SAM DELIGIO JR	PARKING	2/26/2015	3/1/2015	4,1
2	140580628000	11646 N AUSTIN AVENUE	JOSEPH BERKHAHN	2 TRAILERS	2/26/2015	3/1/2015	4,1
2	140740202000	5223 W HILLCREST DR	JEFF POMERANTZ	OUTSIDE STORAGE	3/6/2015	3/13/2015	5,5,5,5,1
2	140740107000	5426 W HILLCREST DR	STEVEN MANOR	2 TRAILERS	3/6/2015	3/13/2015	1
8		10530 N PORT WASHINGTON RD	FIDDLEHEADS	BANNER	3/6/2015	3/6/2015	5,1
5	150050400600	14050 N BIRCHWOOD LANE	HENRY ROSLER OR YVETTE NOSSIG	BLUFF	3/12/2015	4/10/2015	4
6		2909 W MEQUON ROAD	KIDS RULE ACADEMY	BANNER	3/12/2015	3/15/2015	1
2		11300 N ST. JAMES LANE	LUMEN CHRISTI	BANNER	3/12/2015	3/15/2015	1
8	150540110000	701 W MEQUON ROAD	CAROL NEILS	PARKING	3/12/2015	3/16/2015	1
4	140271000700	10710 N WAUWATOSA ROAD	ARNOLD OR ELDA NEUHAUS	OUTSIDE MAINTENCE	4/8/2015	9/1/2015	4,1
4	140271000700	10710 N WAUWATOSA ROAD	ARNOLD OR ELDA NEUHAUS	PARKING	4/8/2015	4/13/2015	5,5,5,1
5	150171500100	12144 N LAKE SHORE DRIVE	ROBERT OR JEANNE CRAWFORD	RAZE	3/17/2015	7/1/2015	1
4	140271101400	7520 W DONGES BAY ROAD	LAURA	SIGN LANDSCAPING	3/18/2015	9/17/2015	1
1	140020200100	4901 W PIONEER ROAD	ISAAC OR ALICIA FIGUEROA	OUTSIDE STORAGE	4/3/2015	4/17/2015	1
6	140650401000	10918 N SHERWOOD DRIVE	OLEG OR NATALYA RAGOZIN	OUTSIDE STORAGE	4/3/2015	4/17/2015	1
5		11422 N PORT WASHINGTON ROAD	DRAGONFLY MEDITATION	BANNER	4/8/2015	4/10/2015	1
5		13480 N PORT WASHINGTON ROAD	CHRIST CHURCH	BANNER	4/8/2015	4/10/2015	1
6		10001 N CEDARBURG ROAD	TRINITY LUTHERAN CHURCH	BANNER	4/8/2015	4/10/2015	1
6		11147 N PORT WASHINGTON ROAD	BP STATION	BANNER	4/8/2015	4/10/2015	5,1
6		5616 W DONGES BAY ROAD	LIBBY MONTANA	BANNER	4/8/2015	4/10/2015	5,1
7		1220 W RANCHITO LANE	FAMILY TAE KWON DO	BANNER	4/8/2015	4/10/2015	5,1
8		10994 N PORT WASHINGTON ROAD	FRESH ECO CAFÉ	BANNER	4/8/2015	4/10/2015	5,5,5,5,1
8		11000 N PORT WASHINGTON ROAD	AT & T	BANNER	4/8/2015	4/10/2015	1
8		11048 N PORT WASHINGTON ROAD	DSW	BANNER	4/8/2015	4/10/2015	1
8		11014 N PORT WASHINGTON ROAD	ABOUT FACE	BANNER	4/8/2015	4/10/2015	1
5	150990401000	1309 W LIBEAU ROAD	BEVERLY KOSSOW	OUTSIDE STORAGE	4/9/2015	4/13/2015	1
4		10250 N CEDARBURG ROAD	POGA BAR	SIGN PERMIT	4/9/2015	4/13/2015	5,5,5,1
3	140211500400	8120 W MEQUON ROAD	MICHAEL OR MELISSA HECTOR	OUTSIDE STORAGE	4/9/2015	4/13/2015	5,5,5,5,5,1
3	140211500400	8120 W MEQUON ROAD	MICHAEL OR MELISSA HECTOR	FENCE PERMIT	4/9/2015	4/17/2015	5,5,5,5,5,1
5	151001013000	12502 N CIRCLE DRIVE	LANCE HAMPEL OR ELISA MANETTI	PARKING	4/10/2015	4/14/2015	5,5,1
7	150500317000	1327 W EL RANCHO DRIVE	JOSE OR MAYRA SERNA	PARKING	4/10/2015	4/14/2015	1
5	151200017000	11633 N LAKE SHORE DRIVE	BARBARA PFAFF	PARKING	4/16/2015	4/20/2015	1
7	150500101000	9927 N PORT WASHINGTON LANE	TEISUTIS OR ALINA MIKALUSKIENE	PARKING	4/22/2015	4/30/2015	1
7	150500101000	9927 N PORT WASHINGTON LANE	TEISUTIS OR ALINA MIKALUSKIENE	HOOP HOUSE	4/22/2015	4/30/2015	5,5,5,5,1
3	140921010000	11245 N BUNTROCK AVENUE	PAUL OR LORA REINHOLZ	REAL ESTATE SIGNS	4/22/2015	4/27/2015	1

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3 WAITING ON REPLY

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5 GOING TO COURT

6 ON HOLD

City of Mequon - Zoning Enforcement Report Date: 7/1/2016

ALD. DIST.	PARCEL #	ADDRESS	OWNER	VIOLATION	OTC MAILED	COMPLIANCE DATE	COMMENTS (See Key Below)
4	140280102600	7625 W MEQUON ROAD	76TH STREET INVESTMENTS LLC	PARKING	4/27/2015	5/1/2015	5,1
4	140280102600	7625 W MEQUON ROAD	76TH STREET INVESTMENTS LLC	HOOP HOUSE	4/27/2015	9/1/2015	1
4	140341500100	6110/6112 W COUNTY LINE ROAD	SILVER OAK HOMES - BILL FINE	MAINTENCE ROOF/PAINT	4/29/2015	7/1/2015	4, ONGOING
4	140341500100	6110/6112 W COUNTY LINE ROAD	SILVER OAK HOMES - BILL FINE	MAINTENCE RAISE SHEDS	4/29/2015	7/1/2015	4, ONGOING
4	140341500100	6110/6112 W COUNTY LINE ROAD	SILVER OAK HOMES - BILL FINE	MAINTENCE BOARDS/PAIN	4/29/2015	7/1/2015	4, ONGOING
4	140341500100	6110/6112 W COUNTY LINE ROAD	SILVER OAK HOMES - BILL FINE	PARKING	4/29/2015	7/1/2015	4, ONGOING
4	140341500100	6110/6112 W COUNTY LINE ROAD	SILVER OAK HOMES - BILL FINE	OUTSIDE STORAGE	4/29/2015	7/1/2015	4, ONGOING
7	140360401200	10105 N RANGE LINE ROAD	SCOTT OR ANTONELA LARSON	PARKING	5/1/2015	5/15/2015	5,1
5	150990701000	12345 N EAST SHORELAND DRIVE	ANNALIESA KUBOSCH	OUTSIDE STORAGE	5/4/2015	7/1/2015	1
5	150990701000	12345 N EAST SHORELAND DRIVE	ANNALIESA KUBOSCH	GRASS	5/4/2015	7/1/2015	1
5	150990701000	12345 N EAST SHORELAND DRIVE	ANNALIESA KUBOSCH	MAINTENCE	5/4/2015	7/1/2015	1
6	140640107000	5612 W SHERWOOD DRIVE	PATRICK OE ERICKA MC GINLEY	PARKING	5/4/2014	5/8/2015	1
7	150500208000	1314 W EL RANCHERO DRIVE	LESLEY SCHWALBACH	PARKING	5/4/2015	5/8/2015	1
5	150990509000	1707 W LIBEAU ROAD	JOSEPH OR DAWN ALIOTA	PARKING	5/4/2015	5/8/2015	1
5	150990509000	1707 W LIBEAU ROAD	JOSEPH OR DAWN ALIOTA	HOOP HOUSE	5/4/2015	5/18/2015	4,1
2	140500303001	11340 N CEDARBURG ROAD	LUTHER MANOR AT RIVER OAKS	A FRAME	5/6/2015	5/9/2015	1
7	140250101600	2909 W MEQUON ROAD	KIDS RULE ACADEMY	BANNER	5/6/2015	5/9/2015	1
4	140560305000	5103 W WESTFIELD ROAD	DAVID KRIEGEL	HOOP HOUSE	5/6/2015	5/20/2015	4,1
4	140560305000	5103 W WESTFIELD ROAD	DAVID KRIEGEL	OUTSIDE STORAGE	5/6/2015	5/20/2015	1
4	140560305000	5103 W WESTFIELD ROAD	DAVID KRIEGEL	PARKING	5/6/2015	5/10/2015	1
4	140560305000	5103 W WESTFIELD ROAD	DAVID KRIEGEL	MAINTENCE ROOF/PAINT	5/6/2015	6/1/2015	4,1
6	150300500400	2137 W MEQUON ROAD	FREDRICK GROSS	HOOP HOUSE	5/7/2015	6/8/2015	4, 5,5,5,1
6	150300500400	2137 W MEQUON ROAD	FREDRICK GROSS	MAINTENCE	5/7/2015	6/15/2015	4, 5,5,5,5,4
6	150300500400	2137 W MEQUON ROAD	FREDRICK GROSS	OUTSIDE STORAGE	5/7/2015	6/15/2015	4,5,5,5,5,4,
2	140730068000	5321 W PARKVIEW DRIVE	JAMES C BROWN	PARKING	5/8/2015	5/11/2015	1
2	140730069000	5405 W PARKVIEW DRIVE	DONALD J JR. OR SHARON L SALVIN-BRINK	PARKING	5/8/2015	5/16/2015	1
7	150500102000	9915 N PORT WASHINGTON LANE	AMIR YAVOR	PARKING	5/11/2015	5/16/2015	1
7	150500102000	9915 N PORT WASHINGTON LANE	AMIR YAVOR	OUTSIDE STORAGE	5/11/2015	9/25/2015	4,1
7	150680201000	9615 N GREENVIEW LANE	LINDA WALSH	2 HOOP HOUSES	5/11/2015	5/25/2015	1
3	140881301000	11214 N MEADOWBROOK DRIVE	SCOTT OR ELIZABETH DEVEREUX	PARKING	5/20/2015	5/25/2015	1
3	140590013000	10406 N COUNCIL HILLS DRIVE	KALEEMUDDIN OR SHABANA JAWAID	GRASS	5/20/2015	5/25/2015	1
3	140600015000	12119 W SHAWNEE PASS	STEVEN SLICKER	PARKING	5/20/2015	5/25/2015	1
3	140600029000	12314 W SHAWNEE PASS	KATHLEEN BEHRS	PARKING	5/20/2015	5/25/2015	1
2	140771401000	2716 W CHESTNUT ROAD	HOWARD OR ETA DUBOFF	GRASS	5/20/2015	5/25/2015	1
2	140560501000	5405 W HILLCREST ROAD	KENNETH OR CARMEN BANASZYNSKI	PARKING	5/20/2015	5/25/2015	1
2	140730009000	11329 N PARKVIEW DRIVE	JOYCE DUMAS	PARKING	5/20/2015	5/25/2015	1

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8		10968 N PORT WASHINGTON ROAD	GREAT CLIPS	BANNER	5/21/2015	5/24/2015	1
4	140271101400	7520 W DONGES BAY ROAD	LAURA'S DONGES BAY CLUBHOUSE	BANNER	5/21/2015	5/24/2015	1
2	140771519000	2915 W RANCH ROAD	DANIEL OR LINDA KRIPLEAN	PARKING	5/21/2015	5/25/2015	1
2	140720304000	11650 N BOBOLINK LANE	RONALD L LEVIN	GRASS	5/21/2015	5/25/2015	1
5	151001007000	12517 N CENTER DRIVE	MAMIE DAMICO	GRASS	5/29/2015	6/2/2015	1
5	151001214000	1630 DOROTHY PLACE	DAVID J OR SHELLY L HAUGH	GRASS	5/29/2015	6/2/2015	1
5	151001016000	12514 N CIRCLE DRIVE	TODD A HABERMANN	PARKING	5/29/2015	6/2/2015	1
5	151000424000	12511 N CIRCLE DRIVE	RICARDO B LANZA	PARKING	5/29/2015	6/2/2015	5,5,1
5	151001301000	12546 N PILOT DRIVE	TED S OR SUSAN E GEHRKE	PARKING	5/29/2015	6/2/2015	1
5	151001210000	1710 DOROTHY PLACE	JAMIE LEE FREITAG	PARKING	5/29/2015	6/2/2015	1
3	140870502001	11803 N WAUWATOSA ROAD	DALE R OR FRANCINE K RECHCYGL	HOOP HOUSE	5/29/2015	6/12/2015	1
3	140870805000	11715 N SILVER AVENUE	LUJESS LLC	OUTSIDE STORAGE	5/29/2015	6/15/2015	5,5,4,1
3	140870903000	11749 N RIDGEWAY AVENUE	JASON A OR LAURA D FREELS	PARKING	5/29/2015	6/2/2015	4,1
3	140881303000	8421 W POPLAR DRIVE	STEVEN G OR BOBBI J SCHROEDER	PARKING	5/29/2015	6/2/2015	4,1
3	140870806000	11710 N RIDGEWAY AVENUE	BOB TANKING	PARKING	5/29/2015	6/2/2015	4,1
6	150301200100	2116 W DONGES BAY	GARY R OR ANNE M SKIFF	MAINTENANCE	5/29/2015	7/1/2015	4,1
2	150990705000	12259 N EAST SHORELAND DRIVE	MICHAEL MANDELMANN	OUTSIDE STORAGE	5/29/2015	6/3/2015	1
7	150550102000	1915 W ZEDLER LANE	GENTILLI TRUST	PARKING	6/3/2015	6/7/2015	1
7	150600210000	10225 N GREENVIEW DRIVE	BRADLEY BONNEAU WILLET	GRASS	6/3/2015	6/8/2015	1
7	150550104000	1829 W ZEDLER LANE	DAVID OR REGINA SPAHN	HOOP HOUSE	6/3/2015	6/17/2015	4,5,1
7	150600316000	10302 N GRASSLYN ROAD	PHILIP OR MARIA THEISEN	PARKING	6/3/2015	6/17/2015	5,1
4	140310100100	10141 N GRANVILLE ROAD	JAMES OR JOSEPH WHITE	PARKING	6/5/2015	6/10/2015	1
3	140881415000	11208 N SWAN ROAD	WILLIAM OR CARRIE ERICKSON	HOOP HOUSE	6/5/2015	6/19/2015	4,1
7	150550103000	1903 W ZEDLER LANE	MERNA JARVIS	MAINTENANCE	6/5/2015	7/6/2015	4,5,5,4
3	140881409000	8813 W POPLAR DRIVE	WILLIAM OR SUSAN BUTH	PARKING	6/5/2015	6/10/2015	4,1
6	140830310000	4107 W SCENIC AVENUE	NICHOLAS VANS TRUST	MAINTENANCE	6/5/2015	9/19/2015	4
6	140830310000	4107 W SCENIC AVENUE	NICHOLAS VANS TRUST	GRASS	6/5/2015	6/10/2015	1
6	140830310000	4107 W SCENIC AVENUE	NICHOLAS VANS TRUST	PARKING	6/5/2015	6/10/2015	1
6	140830310000	4107 W SCENIC AVENUE	NICHOLAS VANS TRUST	STORAGE	6/5/2015	9/19/2015	1
5	150170900900	12245 N LAKE SHORE DRIVE	WAEDEKIN FAMILY TRUST	PARKING	6/10/2015	6/17/2015	1,5
5	150170900900	12245 N LAKE SHORE DRIVE	WAEDEKIN FAMILY TRUST	STORAGE	6/10/2015	6/17/2015	5,5,5,5,5,5,5,5,5,5
5	150170200900	12620 N LAKE SHORE DRIVE	NANCY KEATING / FOLEY AND LARDNER	GRASS	6/10/2015	6/15/2015	1
7	150500311000	1617 W EL RANCHERO DRIVE	MICHAEL AND REBECCA BETZ	PARKING	6/10/2015	6/24/2015	4,1
3	140881601000	11305 N MEADOWBROOK DRIVE	ANTHONY OR CHERYL ZUCCARO	PARKING	6/10/2015	6/15/2015	5,1
3	140881625000	8612 W POPLAR DRIVE	BORIS OR BELLAL YELLIN	PARKING	6/10/2015	6/15/2015	1
3	140881608000	11433 N MEADOWBROOK DRIVE	DAVID OR TARIE UMHOEFER	PARKING	6/10/2015	9/17/2015	4,1

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ALD. DIST.	PARCEL #	ADDRESS	OWNER	VIOLATION	OTC MAILED	COMPLIANCE DATE	COMMENTS (See Key Below)
3	140881607000	11427 N MEADOWBROOK DRIVE	PATRICIA MARCOUILLER	PARKING	6/10/2015	6/15/2015	1
8		11030 N PORT WASHINGTON ROAD	LEGENDS OF THE FIELD	SIGNS	6/10/2015	6/13/2015	5,5,1
5		11357 N PORT WASHINGTON ROAD	U S CELLULAR	SIGNS	6/10/2015	6/13/2015	5,1
5	150191601500	11249 N PORT WASHINGTON ROAD	BANK MUTUAL	SIGNS	6/10/2015	6/13/2015	5,1
5	150191302000	11357 N PORT WASHINGTON ROAD	KOHLER CREDIT UNION	BANNER	6/10/2015	6/13/2015	1
7	151070110000	DONGES BAY RD AND LA CRESTA DR	OSCAR OR MARY FORTSON	GRASS	6/18/2015	6/25/2015	5,4,1
7	151070112000	2 PROPERTIES ON DONGES BAY RD	EDWARD JOHNSON	GRASS	6/18/2015	6/25/2015	5,4,1
5		1404 W MEQUON ROAD	HAPPY FEET	BANNER	6/18/2015	6/21/2015	5,5,1
5		1300 W MEQUON ROAD	PANERA BREAD	SIGNS	6/18/2015	6/21/2015	1
5	151001009001	12503 N CENTER DRIVE	RONALD OR LEONA JORDAN	PARKING	6/18/2015	7/2/2015	4,1
4	140590007000	12211 W TOMAHAWK TRAIL	DANIEL OR PAULA CARLO	GRASS	6/18/2015	6/25/2015	1
4		10250 N CEDARBURG ROAD	POGA BAR	SIGNS	6/16/2015	6/18/2015	5,5,5,1
4	140501003000	10351 N CEDARBURG ROAD	BUCKLEY TREE SERVICE	PARKING	6/16/2016	6/18/2015	1
4		7426 W DONGES BAY ROAD	VALESTIN LANDSCAPE LLC	BUSINESS	6/23/2015	9/29/2015	4,5,1
4	140710007000	4707 W ELMDALE ROAD	MALOCHY TOAL	GRASS	6/23/2015	6/28/2015	1
4	140710029000	4711 W ELMDALE ROAD	MISTI MICELI	PARKING	6/23/2015	6/27/2015	1
5		1550 W MEQUON RD	GIGI OF MEQUON	BANNER	6/23/2015	6/26/2015	1
4	140330500100	8329 W DONGES BAY ROAD	WILLIAM SCHINNER	PARKING	6/23/2015	6/27/2015	5,5,5,1
4	140341100900	7526 W COUNTY LINE ROAD	PETER OR DELORES NELSON	PARKING	6/23/2015	6/27/2015	1
4	140341100900	7526 W COUNTY LINE ROAD	PETER OR DELORES NELSON	HOOP HOUSE	6/23/2015	9/7/2015	4,5,5,1
8		10954 N PORT WASHINGTON ROAD	SEARS APPLIANCE	SIGNS	6/25/2015	6/28/2015	1
7	150600206000	10319 N GREENVIEW DRIVE	LYNN MASTEY	GRASS	6/25/2015	6/30/2015	4,1
4	140870616000	11744 N VEGA AVENUE	DOUGLAS HARDY OR JANYCE COLLINS	GRASS	6/26/2015	6/30/2015	1
5	150170200900	12620 N LAKE SHORE DRIVE	SHEKHAR SANE	GRASS	6/25/2015	6/30/2015	1
6	140830518000	10821 N HEDGEWOOD LANE	KEVIN S HO	STORAGE	7/2/2015	7/7/2015	1
6	150850000062	3111 W MEQUON ROAD	LIGHTHOUSE OF MEQUON	FLAGS	7/8/2015	7/13/2015	1
5	150060300400	14013 N PORT WASHINGTON ROAD	ARTHUR H WISTH	STORAGE	7/8/2015	7/22/2015	1
5	150060400600	14037 N PORT WASHINGTON ROAD	GLEYS R KLAHORST OR DIANE L LARSON	PARKING	7/8/2015	7/12/2015	1
2		6048 W MEQUON ROAD	FORWARD DENTAL	BANNER	7/13/2015	7/16/2015	1
6		2233 W MEQUON ROAD	CENTER FOR JEWISH LIFE	BANNER	7/13/2015	7/16/2015	1
6		11035 N PORT WASHINGTON ROAD	PICARDY SHOE PARLOUR	BANNER	7/13/2015	7/16/2015	1
8	150641210000	416 E MAPLE LANE	TAYLOR SMITH	STORAGE	7/15/2015	9/29/2015	4,5,4,5,
8	150641207000	480 E MAPLE LANE	THOMAS MILLER	STORAGE	7/15/2015	9/29/2015	4,1
4	140280102600	7625 W MEQUON ROAD	76TH STREET INVESTMENTS LLC	HOOP HOUSE	7/16/2015	9/1/2015	4,5,1
4	140341100400	9716 N WAUWATOSA ROAD	ANDREW J BERGMAN	GRASS	7/22/2015	7/26/2015	1
4	140280100000	11155 N WAUWATOSA ROAD	BP STATION	SIGNS	7/22/2015	7/26/2015	1

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ALD. DIST.	PARCEL #	ADDRESS	OWNER	VIOLATION	OTC MAILED	COMPLIANCE DATE	COMMENTS (See Key Below)
4	140840304000	4927 W CHIPPEWA DRIVE	CHERRY LANGE	PARKING	7/22/2015	7/26/2015	1
4	140840305000	4926 W COUNTY LINE ROAD	DAMAR L LIEDERBACH	PARKING	7/22/2015	7/26/2015	1
6		11126 N CEDARBURG ROAD	EXPRESS EMPLOYMENT PROFESSIONALS	FLAG	7/23/2015	7/25/2015	1
4		6835 W MEQUON ROAD	IVANA'S TRUNK	BANNER	7/23/2015	7/25/2015	5,1
2	140580515000	11633 N AUSTIN AVENUE	YURIY MISYUK	GRASS	7/29/2015	8/5/2015	1
8		10616 N PORT WASHINGTON ROAD	NIORTH SHORE COMPUTERS	FLAG	7/29/2015	8/1/2015	1
6	150300101500	11147 N PORT WASHINGTON ROAD	HEMAOM LLC	BANNER	7/29/2015	8/1/2015	1
6	140250601000	11006 N RIVER ROAD	JUAN OROZCO - SOSA	SIGN	8/13/2015	8/16/2015	1
7	151070114001	10330 N PORT WASHINGTON ROAD	BAYMONT INN AND SUITES	SIGNS	8/13/2015	8/20/2015	1
7	140120300200	10144 N PORT WASHINGTON ROAD	TAMMY TRAU	STORAGE	8/14/2015	8/28/2015	1
4	140500905004	10240 N CEDARBURG ROAD	SYBARIS CLUBS INTERNATIONAL INC.	SIGN	8/14/2015	9/7/2015	1
8	150740118000	10447 N CIRCLE DRIVE	PAMELA MYERS	MAINTENANCE	8/20/2015	8/28/2015	4,1
7	150500102000	9915 N PORT WASHINGTON LANE	AMIR YAVOR	PARKING	8/25/2015	8/31/2015	5,1
7	150500102000	9915 N PORT WASHINGTON LANE	AMIR YAVOR	HOOP HOUSE	8/25/2015	8/31/2015	5,4,1
7	150500102000	9915 N PORT WASHINGTON LANE	AMIR YAVOR	STORAGE	8/25/2015	8/31/2015	5,1
5	150860208000	2000 RAEI DRIVE	MATTHEW HOFMANN	GRASS	8/25/2015	8/31/2015	1
5	151000429000	12501 ISLAND DRIVE	ALICE MENZEL	PARKING	9/23/2015	9/30/2015	1
5	151000213001	12505 ISLAND DRIVE	BLAINE THOMPSON	PARKING	8/25/2015	8/31/2015	5,5,4,1
5	151670001000	1214 W VENTURE COURT	VENTURE PROPERTIES	PARKING	8/25/2015	8/31/2015	4,5,1
5		11402 N PORT WASHINGTON ROAD	MED TRANSPORT	PARKING	8/25/2015	8/31/2015	5,5,5,5,1
5	151670002000	1222 W VENTURE COURT	VENTURE PROPERTIES	MAINTENANCE	8/25/2015	9/8/2015	4,5,1
5	151200017000	11633 N LAKE SHORE DRIVE	BARBARA PFAFF	VEHICLES	8/5/2015	8/19/2015	5,5,1
5	151200017000	11633 N LAKE SHORE DRIVE	BARBARA PFAFF	STORAGE	8/5/2015	8/19/2015	5,5,1,5,5,5,5,5,5
2		11215 N CEDARBURG ROAD	ELEMENTS MASSAGE	BANNER	9/2/2015	9/5/2015	5,5,5,5,1
2		11215 N CEDARBURG ROAD	ELEMENTS MASSAGE	A FRAME	9/2/2015	9/5/2015	1
2		6016 W MEQUON ROAD	SUPERCUTS HAIR SALON	PUSH IN SIGN	9/2/2015	9/5/2015	1
7		10315 N PORT WASHINGTON ROAD	SIGNITURE AUTO DETAILING	PUSH IN SIGN	9/2/2015	9/5/2015	1
8		10614 N PORT WASHINGTON ROAD	VEIN CLINICS OF AMERICA	SIDEWALK SIGN	9/2/2015	9/5/2015	1
2		MEQUON TOWN CENTER	COLLECTIVA COFFEE ROASTERS	BANNER	9/2/2015	9/5/2015	1
8		10352 N PORT WASHINGTON ROAD	SOBELMAN'S PUB N GRILL	BANNER	9/2/2015	9/5/2015	1
7	151070112000	DONGES BAY RD AND LA CRESTA DR	EDWARD JOHNSON	GRASS	9/3/2015	9/10/2015	1
7	151070111000	DONGES BAY RD AND LA CRESTA DR	OSCAR OR MARY FORTSON	GRASS	9/3/2015	9/10/2015	1
3	140870714000	11700 N RIDGEWAY AVENUE	TIMOTHY OR DEBRA OTTEM	PARKING	9/8/2015	9/13/2015	5,1
3	140870805000	11715 N SILVER AVENUE	LUJESS LLC	GRASS	9/8/2015	9/13/2015	1
3	140870805000	11715 N SILVER AVENUE	LUJESS LLC	PARKING	9/8/2015	9/13/2015	4,5,5,5,5,5,5,5,5,
3	140860205000	11413 N SOLAR AVENUE	DUANE OR JULIE WAGNER	PARKING	9/8/2015	9/13/2015	1

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7	150310101100	10355 N PORT WASHINGTON ROAD	CLARK STATION / KHLID AHMED	SIGNS	9/9/2015	9/13/2015	1
7	150320600200	10352 N PORT WASHINGTON ROAD	SOBELMAN'S PUB N GRILL	BANNER	9/9/2015	9/13/2015	1
8		10984 N PORT WASHINGTON ROAD	MARSHALLS	SIGN	9/9/2015	9/13/2015	1
6		6028 W MEQUON ROAD STE. 100	IN BALANCE YOGA	SIGN	9/9/2015	9/13/2015	1
4	141330018000	8011 W KENSINGTON DRIVE	RICHARD BERNSTEIN	GARBAGE CONTAINERS	9/9/2015	9/13/2015	1
5		13800 N PORT WASHINGTON ROAD	UNITARIAN CHURCH NORTH	BANNERS	9/9/2015	9/13/2015	1
5		11649 N PORT WASHINGTON ROAD	DR RICHARD LEWIS	SIGN	9/9/2015	9/13/2015	1
4	141030304000	9815 W SHANNON COURT	DAWN SEDERHOLM	STORAGE	9/11/2015	9/16/2015	1,5,1
6		10512 N CEDARBURG ROAD	GLADYS MAE LUCHT	RAZE			4,5,5,5,4,1
4	140600027000	12206 W SHAWNEE PASS	SUGAR BAR LLC MARIE KASTEN	GRASS	9/14/2015	9/18/2015	5,1
7	151070112000	1027 W DONGES BAY ROAD	WARD OR MARY JOHNSON	STORAGE	9/16/2015	9/23/2015	4,5,5,
7	151070112000	1027 W DONGES BAY ROAD	WARD OR MARY JOHNSON	MAINTENANCE	9/16/2015	9/30/2015	4,5,5,
7	150600514000	1801 W CLOVER LANE	JANET TUROWSKI	MAINTENANCE	9/16/2015	10/16/2015	4,1
4		NEWMAN HOMES DEVELOPMENT	KEVIN ANDERSON	PARKING	9/18/2015	9/15/2015	1
4		10250 N CEDARBURG ROAD	YUMMYS ROXANNE CARDENAS	BANNER	9/18/2015	9/22/2015	5,1
1	140070900000	12973 N FOX HOLLOW ROAD	ALEX MAZUR	GRASS	9/18/2015	9/25/2015	5,5,5,5,1
1	140040600100	14202 N DAVIS ROAD	KASTEN FAMILY TRUST	PARKING	9/18/2015	9/25/2015	1
5	150201001700	ORT RD JUST NORTH OF VENTURE C	APPARELS LORAIN'S	STORAGE	9/18/2015	10/18/2015	1
3	140860110000	11254 N SOLAR AVENUE	PAUL RAUSCH	BUILDING PERMIT	9/23/2015	10/30/2015	4
3	140870902000	11761 N RIDGEWAY AVENUE	MATTHEW LEMKE	PARKING	9/24/2015	9/28/2015	5,1
3	140860212000	11242 N VEGA AVENUE	SUSAN SCOTT	PARKING	9/24/2015	9/28/2015	1
3	140510101001	11224 N VEGA AVENUE	JEFFERY WIDDER	PARKING	9/24/2015	9/28/2015	1
3	140871201000	8205 W FREISTADT ROAD	DENNIS PETERSON	PARKING	9/24/2015	9/28/2015	1
3	140870718000	11728 N SILVER AVENUE	MLCFA INVESTMENTS LLC	PARKING	9/24/2015	9/28/2015	1
3	140708040000	11723 N SILVER AVENUE	GAVIN MCNEIL	PARKING	9/24/2015	9/28/2015	1
3	140210600900	8677 W FREISTADT ROAD	DANIFI MIKOLAJCZAK	PARKING	9/24/2015	9/28/2015	1
4	140270200100	6619 W MEQUON ROAD	HALMAR 1 LLC	BANNER	9/24/2015	9/28/2015	1
5	150200701400	11558 N PORT WASHINGTON ROAD	METRO MARKET	A FRAME	9/29/2015	10/2/2015	1
5	150200701400	11558 N PORT WASHINGTON ROAD	METRO MARKET PHARMACY	SIGN	9/29/2015	10/2/2015	1
2		11275 N CEDARBURG ROAD	LEO AND LOU'S CHILDRENS WEAR	BANNER	9/22/2015	9/28/2015	1
6	140500607000	10401 N CEDARBURG ROAD	ALPINE RESTAURANT	STORAGE	9/30/2015	10/14/2015	1
6	140500607000	10401 N CEDARBURG ROAD	ALPINE RESTAURANT	MAINTENANCE	9/30/2015	10/21/2015	1
2		11205 N CEDARBURG ROAD	COLLECTIVA COFFEE ROASTERS	BANNER	10/1/2015	10/4/2015	5,1
5	150080600200	13460 N PORT WASHINGTON ROAD	CHRIST CHURCH	BANNER	10/12/2015	10/15/2015	1
6	140250101600	2909 W MEQUON ROAD	CHRISTIAN LIFE CENTER	BANNER	10/12/2015	10/15/2015	1
4	140500612000	5616 W DONGES BAY ROAD	LIBBY MONTANA	BANNER	10/12/2015	10/15/2015	1

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2 COMPLIANCE DATE NOT MET

3 WAITING ON REPLY

4 EXTENSION GRANTED

5 GOING TO COURT

6 ON HOLD

City of Mequon - Zoning Enforcement Report Date: 7/1/2016

ALD. DIST.	PARCEL #	ADDRESS	OWNER	VIOLATION	OTC MAILED	COMPLIANCE DATE	COMMENTS (See Key Below)
2		6016 W MEQUON ROAD	SUPER CUTS	BANNER	10/12/2015	10/15/2015	5,1
6	150301601000	10401 N PORT WASHINGTON ROAD	CRAVE BAR AND FOOD	FLAG	10/12/2015	10/15/2015	1
7		10315 N PORT WASHINGTON ROAD	SIGNITURE AUTO DETAILING	BANNER	10/21/2015	10/25/2015	5,1
2		TOWN HALL CENTER	SIEGEL GALLAGHER MGMT.	BANNER	10/21/2015	10/25/2015	1
8		10918 N PORT WASHINGTON ROAD	ELITE NUTRITION	A FRAME	10/21/2015	10/25/2015	1
6		6027 W MEQUON ROAD	SHERWIN WILLIAMS	FLAG	10/21/2015	10/25/2015	1
8		10954 N PORT WASHINGTON ROAD	SEARS APPLIANCE	SIGNS	10/21/2015	10/25/2015	1
6		6121 W MEQUON ROAD	RICKS MEQUON CAR CARE	BANNER	10/21/2015	10/25/2015	1
5	150650107000	1832 W WOODSIDE LANE	HAROLD ZIGAN	PARKING	10/21/2015	10/25/2015	1
2	150650408000	11841 N COUNTRY LANE	WILLIAM REEDUS	PARKING	10/21/2015	10/25/2015	1
4	140840112000	4558 W COUNTY LINE ROAD	GERALD BERENS	PARKING	10/21/2015	10/25/2015	1
6	140500716002	10418 N CEDARBURG ROAD	PKH PROPERTIES LLC	PARKING	10/21/2015	10/25/2015	1
4	140341300600	9825 N BAEHR ROAD	MONICA POPE - WRIGHT	PARKING	10/21/2015	10/25/2015	1
4	140840301000	4812 W COUNTY LINE ROAD	RICHARD MUILENBURG	PARKING	10/21/2015	10/25/2015	1
2	140240700500	11712 N RIVER ROAD	BRADLEY O IRVINE	PARKING	11/6/2015	11/13/2015	1
2	140580101000	11743 N RIVER ROAD	RODRICK PARKER	PARKING	11/6/2015	11/13/2015	1
2	140580101000	11743 N RIVER ROAD	RODRICK PARKER	STORAGE	11/6/2016	11/20/2015	4,5,4,5
5	150530401000	11402 N PORT WASHINGTON ROAD	PORTWASH I LLC	PARKING	11/9/2015	11/16/2015	1
3	140300600700	12017 W MEQUON ROAD	BRAD D THUROW	SIGN	11/9/2015	11/11/2015	1
7	150320600200	10352 N PORT WASHINGTON ROAD	DAVE SOBELMAN	SIGN	11/11/2015	11/25/2015	5,4,1
1		RIVER ESTATES	TOM WEICKARDT / TORY BRUCE ARMITAGE	SIGN	11/11/2015	11/25/2015	4,1
5	151000205000	12531 N ISLAND DRIVE	SEAN NELSON	PARKING	11/17/2015	11/20/2015	1
5	151000205000	12531 N ISLAND DRIVE	SEAN NELSON	STORAGE	11/17/2015	11/24/2015	1
8	150540304000	10910 N SAN MARINO DRIVE	PHILIP ARNHOLT	PARKING	11/17/2015	11/24/2015	4,1
8	150540304000	10910 N SAN MARINO DRIVE	PHILIP ARNHOLT	STORAGE	11/17/2015	11/24/2015	4,1
8	150540404000	10820 N SAN MARINO DRIVE	STEVEN KRAMER	PARKING	11/17/2015	11/20/2015	1
8	150540513000	11031 N SAN MARINO DRIVE	GURMEET SINGH	PARKING	11/17/2015	11/20/2015	5,1
8	150540201000	812 W MONTEREY LANE	ERIC HOFFMAN	PARKING	11/17/2015	11/20/2015	5,1
4		11127 N INDUSTRIAL DRIVE	RITWAY BUS SERVICE	A FRAME, FLAGS	11/18/2015	11/21/2015	1
4		6616 W MEQUON ROAD	HAIR STUDIO 25	BANNER	11/18/2015	11/21/2015	1
4		6619 W MEQUON ROAD	E CIG	FLAG	12/1/2015	12/4/2015	1
8		10800 N PORT WASHINGTON ROAD	TOBIN JEWELERS	BANNER	12/1/2015	12/4/2015	1
5		11525 N PORT WASHINGTON ROAD	JIMMY JOHNS	BANNER	12/1/2015	12/4/2015	1
7	150500317000	1327 W EL RANCHO DRIVE	JOSE OR MAYRA SERNA	PARKING	12/7/2015	12/14/2015	4,5,1
7	150500317000	1327 W EL RANCHO DRIVE	JOSE OR MAYRA SERNA	OUTSIDE STORAGE	12/7/2015	12/14/2015	4,1
5	150191500300	1836 W MEQUON ROAD	REGINALD FLETCHER	OUTSIDE STORAGE	12/7/2015	12/14/2015	1

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ALD. DIST.	PARCEL #	ADDRESS	OWNER	VIOLATION	OTC MAILED	COMPLIANCE DATE	COMMENTS (See Key Below)
5	150191500300	1836 W MEQUON ROAD	REGINALD FLETCHER	OUTSIDE MAINTENANCE	12/7/2015	5/1/2016	1
2		6048 W MEQUON ROAD	FORWARD DENTAL	VIOLATION OCC. PERMIT	12/9/2015	12/9/2015	5,5,5,1
7	150680304000	1728 W EL RANCHO DRIVE	EDWARD SEMRAD	OUTSIDE STORAGE	12/11/2015	12/18/2015	1
4		8200 W DONGES BAY ROAD	FUSION SOCCER	SIGN	12/11/2015	12/18/2015	4,5
3	140300200000	11401 W MEQUON ROAD	LOIS HILGENDORF	GENERAL MAINTENANCE	12/11/2015	1/1/2016	4
6	150301601000	10401 N PORT WASHINGTON ROAD	CHALET MOTEL	BANNER	12/15/2015	12/18/2015	1
6	150301601000	10401 N PORT WASHINGTON ROAD	CHALET MOTEL	SIGN	12/15/2015	12/18/2015	1
1	141550010000	13760 N BONNIWELL COURT	GALINA SHEPSHELEVICH	OUTSIDE STORAGE	12/15/2015	12/22/2015	1
6	140850307000	10737 N SUNNYDALE LANE	NEBOJSA OR MARIJA SEBASTIJANOVIC	HOOP HOUSE	12/16/2015	12/23/2015	5,4,1
8		11010 N PORT WASHINGTON ROAD	REDD FASHION CENTER	BANNER	12/16/2015	12/16/2015	5,1
5		11649 N PORT WASHINGTON ROAD	DRAGONFLY MEDITATION	BANNER	12/2/2015	12/23/2015	5,1
2016	2016	2016	2016	2016	1/1/2016	1/1/2016	2016
2	150911001000	2517 W CHESTNUT ROAD	TAOFIKI OR KERRY ALABI	OUTSIDE STORAGE	1/5/2016	1/12/2016	1
2	150911001000	2517 W CHESTNUT ROAD	TAOFIKI OR KERRY ALABI	PARKING	1/5/2016	1/9/2016	1
8		10804 N PORT WASHINGTON ROAD	TOBIN JEWELERS	BANNER	1/5/2016	1/8/2016	1
2		6028 W MEQUON ROAD	HEALTH IN BALANCE	BANNER	1/5/2016	1/8/2016	1
2		6006 W MEQUON ROAD	ORANGE THEORY FITNESS	BANNER	1/5/2016	1/8/2016	1
5		1412 E MEQUON ROAD	SPICE AND TEA EXCHANGE	BANNER	1/5/2016	1/8/2016	1
5		1402 W MEQUON ROAD	KUMON	BANNER	1/5/2016	1/8/2016	1
1		13615 N CEDARBURG ROAD	JONATHON CLARK HOUSE	BANNER	1/5/2016	1/8/2016	1
6		11120 N CEDARBURG ROAD	JOEY GERARD'S RESTAURANT	DELIVERY	1/7/2016	1/10/2016	1
2	140580101000	11743 N RIVER ROAD	RODRICK PARKER	PARKING	1/27/2016	2/1/2016	4,1
2	140500204001	TOWN CENTER CONSTRUCTION	BLAINE THOMPSON	SIGNS	1/29/2016	2/3/2016	1
2		ELEMENTS MASSAGE	AMITA MIRANI	WINDOW SCREENING	1/29/2016	2/4/2016	4,1
2		ELEMENTS MASSAGE	AMITA MIRANI	WINDOW AGREEMENT	1/29/2016	2/15/2016	1
2	140580101000	11743 N RIVER ROAD	RODERICK PARKER	PARKING	1/29/2016	2/2/2016	4,1
2		11235 N CEDARBURG ROAD	LINDSEY	WINDOW COVERINGS	1.29/16	2/4/2016	1
7		1220 W RANCHITO LANE	FAMILY TAE KWON DO	MOVING NEON SIGN	1/29/2016	2/4/2016	5,5,1
5		1340 W MEQUON ROAD	A C ZUCKERMAN	BANNER	2/3/2016	2/7/2016	1
6		11051 TOWN SQUARE ROAD	MEQUON MYOTHERAPY CLINIC	SIGN	2/3/2016	2/7/2016	1
6		1515 W MEQUON ROAD	MEQUON LLC	BANNER	2/3/2016	2/7/2016	1
6		1550 W MEQUON RD	WOODEN GOOSE CAFÉ	BANNER	2/3/2016	2/7/2016	1
3	140071100400	12020 W HIGHLAND ROAD	LINDA BRISLEY OR JEAN MOLL	HOOP HOUSE	2/16/2016	3/1/2016	4,5
2		RIVER ROAD NORTH OF MEQUON RD	ADVANCED DISPOSAL - DAVID WALL	PICK UP TIMES	2.18/16	2/25/2016	1
5	150060300400	14013 N PORT WASHINGTON ROAD	ARTHUR H WISTH	PARKING	2/24/2016	3/9/2016	4,1
7		1220 W RANCHITO LANE	FAMILY TAE KWON DO	BANNER	2/24/2016	2/24/2016	5,5,5,1

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5 GOING TO COURT

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City of Mequon - Zoning Enforcement Report Date: 7/1/2016

7/1/16

ALD. DIST.	PARCEL #	ADDRESS	OWNER	VIOLATION	OTC MAILED	COMPLIANCE DATE	COMMENTS (See Key Below)
4	140840112000	4558 W COUNTY LINE ROAD	GERALD BERENS	PARKING	3/15/2016	3/18/2016	1
8		11004 N PORT WASHINGTON ROAD	WILD BIRDS UNLIMITED	BANNER	3/15/2016	3/18/2016	1
4		6140 E EXECUTIVE DRIVE SUITE G	MEDICOR	SIGN	3/17/2016	3/20/2016	1
6		11053 N PORT WASHINGTON ROAD	AVADA CARE CENTER	A FRAME	3/17/2016	3/20/2016	1
8		11030 N PORT WASHINGTON ROAD	HART HEARING CENTER	A FRAME, FLAG	3/17/2016	3/20/2016	1
4		4810 W CHIPPEWA DR	NANCY RAINE	MAINTENANCE	3/21/2016	4/25/2016	4
4		4810 W CHIPPEWA DR	NANCY RAINE	OUTSIDE STORAGE	3/21/2016	4/18/2016	4
4		4810 W CHIPPEWA DR	NANCY RAINE	PARKING	3/21/2016	4/25/2016	4
4		10250 N CEDARBURG ROAD	SYBARIS CLUBS INTERNATIONAL INC.	SIGN	3/22/2016	3/22/2016	5,1
6		10215 N CEDARBURG ROAD	ELIZABETH MCDONALD/LUCHT PROPERTY	RAZE	3/22/2016	3/22/2016	5,4,5
1	141550010000	13760 N BONNIWELL COURT	GALINA SHEPSHELEVICH	OUTSIDE STORAGE	3/23/2016	3/26/2016	5,1
1	141550010000	13760 N BONNIWELL COURT	GALINA SHEPSHELEVICH	PARK	3/23/2016	3/30/2016	1
5	150051000500	13800 N PORT WASHINGTON ROAD	UNITARIAN CHURCH NORTH	BANNER	3/30/2016	4/4/2016	1
1	150181000400	12204 N FIELDWOOD ROAD	TIM TUCKER	FENCE PERMIT	3/30/2016	4/13/2016	4
6	140500404000	11155 N CEDARBURG ROAD	MEQUON AUTO TECH	PARKING	3/30/2016	4/15/2016	1
4	140501415000	4006 W COUNTY LINE ROAD	JANE GRIFFIN	OUTSIDE STORAGE	3/30/2016	4/8/2016	1
4	140501415000	4006 W COUNTY LINE ROAD	JANE GRIFFIN	OUTSIDE MAINTENANCE	3/30/2016	5/31/2016	4,1
3	140210800800	8318 W SUNNYVALE ROAD	MICHAEL KAMARAINEN	PARKING	3/31/2016	4/6/2016	1
3	140892103000	8179 W SUNNYVALE ROAD	BRADLEY ROSE	PARKING	3/31/2016	4/6/2016	1
3	140590001002	12312 W DONGES BAY ROAD	RALPH PETERSON	MAINTENANCE	4/13/2016	5/13/2016	1
6		11049 N PORT WASHINGTON ROAD	WESTWOOD CLEANERS	BANNER	4/13/2016	4/17/2016	1
5		1550 W MEQUON RD	GIGI OF MEQUON	BANNER	4/13/2016	4/17/2016	1
7	151070112000	1027 W DONGES BAY ROAD	WARD OR MARY JOHNSON	OUTSIDE STORAGE	4/13/2016	4/23/2016	5,5,5
8	150291001400	10624 N PORT WASHINGTON ROAD	A L HOLDINGS	OUTSIDE MAINTENANCE	4/13/2016	6/13/2016	
8	150291001400	10624 N PORT WASHINGTON ROAD	A L HOLDINGS	PARKING	4/13/2016	4/27/2016	1
8	150291001400	10624 N PORT WASHINGTON ROAD	A L HOLDINGS	OUTSIDE STORAGE	4/13/2016	4/23/2016	1
5	150201101000	11300 N PORT WASHINGTON ROAD	SCHMIDT MEQUON LLC (PICK N SAVE)	MAINTENANCE	4/19/2016	5/15/2015	4,1
1	140061600100	11020 W BONNIWELL ROAD	JEFFERY MEDEARIS	OUTSIDE STORAGE	4/19/2016	4/22/2016	1
6	140500420000	10923 N CEDARBURG ROAD	GREGORY OR KATHLEEN SCHNEIDER	OUTSIDE STORAGE	4/19/2016	4/26/2016	5,1
6	140500416000	11707-09 N CEDARBURG ROAD	BENJAMIN SLOMA	PARKING	4/19/2016	4/29/2016	1
6	140500415000	11001 N CEDARBURG ROAD	VENTZISLAV MARKOV	PARKING	4/19/2016	4/29/2016	1
2	140820648000	2916 W SHOLES DRIVE	DAVID SANDE	PARKING	4/26/2016	4/30/2016	1
1	140820648000	5000 W BONNIWELL ROAD	KIM STANGE	PARKING	5/5/2016	5/15/2016	1
4	140280100000	11155 N WAUWATOSA ROAD	MEQUON BP	FLAGS AND SIGN	5/5/2016	5/9/2016	1
7	150500102000	9915 N PORT WASHINGTON LANE	AMIR YAVOR	STORAGE	5/5/2016	5/26/2016	4,1
7	150500102000	9915 N PORT WASHINGTON LANE	AMIR YAVOR	PARKING	5/5/2015	5/12/2016	1

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City of Mequon - Zoning Enforcement Report Date: 7/1/2016

ALD. DIST.	PARCEL #	ADDRESS	OWNER	VIOLATION	OTC MAILED	COMPLIANCE DATE	COMMENTS (See Key Below)
6	151290002001	11025 N PORT WASHINGTON ROAD	EAST TOWNE SHOPS INC.	SIGN	5/5/2016	5/19/2016	4,1
7	150500201000	1616 W EL RANCHO DRIVE	PAUL DESTEFANIS	BUILDING PERMIT	5/13/2016	5/27/2016	4
5	151000203000	12539 N ISLAND DRIVE	WILLIAM WISTH	PARKING	5/10/2016	5/17/2016	4,1
5	151000203000	12539 N ISLAND DRIVE	WILLIAM WISTH	OUTSIDE STORAGE	5/10/2016	5/17/2016	4,1
2	140720400001	11642 N ST JAMES LANE	JOHN MULLINS	GRASS	5/13/2016	5/18/2016	1
2	140720400001	11642 N ST JAMES LANE	JOHN MULLINS	PARKING	5/13/2016	5/17/2016	1
2	140720312000	11659 N ST JAMES LANE	PATRICK ALDAPE	PARKING	5/13/2016	5/17/2016	1
2	140530404000	11316 N ROSEWOOD DRIVE	MEG OMARO	PARKING	5/13/2016	5/20/2016	1
5		1424 W MEQUON ROAD	COSMO PROF	SIGN	5/27/2016	6/27/2016	4
8	150800106000	604 W MEQUON ROAD	GORDON GUTZKE	GRASS	5/27/2016	6/2/2016	1
1	141010071000	3802 W SHERBROOKE DRIVE	FKZ INVESTMENTS GROUP LLC	GRASS	5/27/2016	6/2/2016	1
6	150300201200	1725 W MEQUON ROAD	KMG REAL ESTATE LLC	GRASS	5/27/2016	6/2/2016	1
8		11110 N PORT WASHINGTON ROAD	BED BATH AND BEYOND	BANNER	5/27/2016	5/30/2016	1
5	150051300300	13950 N BIRCHWOOD LANE	NASSIF MADI	OUTSIDE MAINTENANCE	5/27/2016	6/10/2016	1
5		11210 N PORT WASHINGTON ROAD	NORTH SHORE MOBIL	SIGN	5/27/2016	5/31/2016	1
6		11147 N PORT WASHINGTON ROAD	NORTH SHORE BP	SIGN	5/27/2016	5/31/2016	1
2	150710405000	11433 N COUNTRY LANE	WILLIAM GENSRIK	PARKING	5/27/2016	5/31/2016	1
7	150550102000	1915 W ZEDLER LANE	GENTILLI TRUST	PARKING	5/27/2016	5/31/2016	1
7	151000203000	1903 W ZEDLER LANE	MERNA JARVIS	OUTSIDE STORAGE	5/27/2016	6/3/2016	4
7	150680301000	1648 W EL RANCHO	MICHAEL HERRENBRUCK	BUILDING PERMIT	5/9/2016	5/23/2016	5
5	151001214000	1630 W DOROTHY PLACE	DAVID OR SHELLY HAUGH	GRASS	6/2/2016	6/5/2016	1
5	151001022000	12536 N CIRCLE DRIVE	ASHLEY STOLL OR RICHARD FAUCETTE	GRASS	6/2/2016	6/5/2016	
6		10512 N CEDARBURG ROAD	ELIZABETH MCDONALD/LUCHT PROPERTY	OUTSIDE STORAGE	6/2/2016	6/15/2016	5,5,
6	141530009000	5447 W BAYBERRY PARKWAY	JOSEPH OR JILL BAUBONIS	OUTSIDE MAINTENANCE	6/2/2016	6/16/2016	5,
8	150840402002	710 E RAVINE DRIVE	MARK OR CHINETA SOLLAZO	OUTSIDE MAINTENANCE	6/2/2016	7/2/2016	
2	150900602000	11547 N LAGUNA DRIVE	BRIAN OR KIM SAVAGE	PARKING	6/2/2016	6/5/2016	1
6		11063 N PORT WASHINGTON ROAD	AB & K BATH AND KITCHEN	BANNER	6/3/2016	6/6/2016	1
2		3906 W MEQUON ROAD	MEQUON PRESCHOOL	BANNER	6/3/2016	6/6/2016	1
5		1412 W MEQUON ROAD	SPICE AND TEA EXCHANGE	BANNER	6/3/2016	6/6/2016	1
8	150291100500	10500 N PORT WASHINGTON ROAD	CONCORD 41 LLC	MONUMENT SIGN	6/3/2016	6/21/2016	4
6		1240 W RANCHITO LANE	WINSTON PROPERTIES LLC	MONUMENT SIGN	6/3/2016	6/21/2016	4
2	150900603000	11541 N LAGUNA DR	JOHN OR TRACY CHROBAK	GRASS	6/3/2016	6/7/2016	1
2	150900603000	11541 N LAGUNA DR	JOHN OR TRACY CHROBAK	OUTSIDE STORAGE	6/3/2016	6/10/2016	5,
2	150900603000	11541 N LAGUNA DR	JOHN OR TRACY CHROBAK	PARKING	6/3/2016	6/10/2016	5,
8	150171400500	12260 N LAKE SHORE DRIVE	JEROME VIELEHR	GRASS	6/8/2016	6/15/2016	
8	150171400500	12260 N LAKE SHORE DRIVE	JEROME VIELEHR	OUTSIDE MAINTENANCE	6/8/2016	7/8/2016	

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11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262-236-2956
Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Finance

TO: Common Council
FROM: Tom Watson, Finance Director
DATE: July 6, 2016
SUBJECT: Acceptance of the FY2015 Comprehensive Annual Financial Report

Background

The City's financial records and procedures are audited annually by an external firm as selected by the Council.

Analysis

A representative from the City's auditor, Baker Tilly Virchow Krause, presented the Comprehensive Annual Financial Report (CAFR) and the related Report on Internal Control for the year ending December 31, 2015 at the June 14th Finance & Personnel meeting. A copy of both reports was included in the Council's packet in advance of that meeting, and an electronic version of the FY2015 CAFR can be found on the City's website on the Finance Department web page. After consultation with the City's audit partner, it is recommended that the Council formally adopt a motion accepting the FY2015 CAFR.

Recommendation

Motion to recommend the Council accept the Comprehensive Annual Financial Report and Report on Internal Control for the year ending December 31, 2015.



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: James Keegan, Deputy Director of Engineering
DATE: July 12, 2016
SUBJECT: A Resolution to Petition the Office of the Commissioner of Railroads for Railroad Crossing Improvements on the Wisconsin Central Rail Line

Background

The Wisconsin Central Ltd. rail line runs through the City of Mequon along a corridor that is roughly adjacent to Cedarburg Road. The rail line crosses County Line Road, Donges Bay Road, Mequon Road, Highland Road, Cedarburg Road and Bonniwell Road. Currently, the roadway crossings at Donges Bay Road, Highland Road and Cedarburg Road are in very poor condition and have become hazardous for motorists while traversing the tracks due to the rough crossings. The City has no legal ability to maintain the rail crossings; the responsibility falls on the railroad company that owns and operates the line.

Analysis

The Office of the Commissioner of Railroads (OCR) has outlined a process for municipalities to follow in order to have repairs performed on rail crossings. Section 86.12 of State law requires the railroad to maintain all at-grade crossings in good condition for travel. If the railroad fails to do so, the City can enforce the law through the Office of the Commissioner of Railroads.

First, the governing body of the municipality must pass a resolution requesting that repairs be initiated on a rail line. The railroad then has 30 days under state statute to repair the crossings. If they fail to do so, then the municipality may file a formal complaint with the OCR. The formal complaint must also be authorized by the local governing body. The OCR has created a sample resolution that accomplishes both tasks.

Once the OCR receives the formal complaint, a hearing will be scheduled to take testimony on the complaint. The City will have to demonstrate that the crossings are not kept “in good condition and repair for highway travel.” The OCR will then decide whether the crossing requires repairs, and if so, will order the railroad to repair the crossing by a certain date.

Fiscal Impact

If mandated by the OCR, the repairs will be completed by the railroad at no cost to the City.

Recommendation

It is staff’s recommendation that the Public Works Committee favorably endorse, and the Common Council approve attached Resolution 3393 authorizing staff to request that the repairs be completed by the Wisconsin Central Rail Road with authorization for staff to file a complaint

with the OCR if the railroad fails to repair the crossing within 30 days after service of the petition for repairs.

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3393

A Resolution to Petition the Office of the Commissioner of Railroads for Railroad Crossing Improvements on the Wisconsin Central Rail Line

WHEREAS, Donges Bay Road, Highland Road and Cedarburg Road are public streets in the City of Mequon that cross the tracks of the Wisconsin Central Ltd. at-grade; and

WHEREAS, Section 86.12 of the Wisconsin statutes requires railroads to maintain public at-grade crossings in good condition and repair for public travel; and

WHEREAS, the Donges Bay Road, Highland Road and Cedarburg Road crossings are not in good condition and repair for public travel, with railroad crossing timbers and panels that have become loose and separated from the adjacent roadway; and

WHEREAS, the City of Mequon hereby requires that the Wisconsin Central Ltd. pave, plank, repair, change or otherwise improve the crossing, as the needs require; and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Mequon, as recommended by the Public Works Committee, that the City of Mequon hereby directs the City staff to serve a copy of this resolution upon the Wisconsin Central Ltd. requiring the railroad to repair the rail-highway crossing Donges Bay Road, Highland Road and Cedarburg Road with the tracks of the Wisconsin Central Ltd. in the City of Mequon, Ozaukee County; and

BE IT FURTHER RESOLVED, that in the event that the Wisconsin Central Ltd. fails to repair the rail-highway crossing within 30 days after service of the resolution, the City of Mequon Common Council hereby directs City staff to take all necessary steps to petition the Office of the Commissioner of Railroads for an investigation and order for the repair of the rail-highway crossing of Donges Bay Road, Highland Road and Cedarburg Road with the tracks of the Wisconsin Central Ltd. in the City of Mequon, Ozaukee County.

Approved by: Dan Abendroth, Mayor

Date Approved:

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

William H. Jones, Jr., City Clerk

TO: Common Council
FROM: Kim Tollefson, Director of Community Development
DATE: July 12, 2016
SUBJECT: Confirmation Under 58-88(d) of a Conditional Use Grant to Allow An Indoor Shooting Range for the Property Located at 9653 N. Granville Road.

Background

On June 13, 2016, the Planning Commission approved a conditional use grant for an indoor shooting range located at 9653 N Granville Road. Since that action, two Aldermen are requesting confirmation in accordance with section 58-88(d) of the Mequon Municipal Code regarding procedures related to a conditional use grant as follows:

Chapter 58, Zoning Code, section 58-88(d):

Confirmation. Conditional use grant approvals shall require Common Council confirmation upon written request from two aldermen or one alderman representative and the mayor. Such request shall be made within 14 days of the corresponding Planning Commission approval of the conditional use grant petition. The burden of persuasion on the issue of whether the development, if completed as proposed, will comply with the requirements of this chapter remains at all times on the applicant.

Analysis

In November 2015, the Common Council approved Ordinance 2015-1461 (see the ordinance listed within the Planning Commission packet attached) that allows for indoor shooting ranges as a conditional use in the B-5 (Industrial) zoning district.

The range will occupy 9,500 square feet of an existing multi-tenant office building. In addition to the range, other activities on site will include education and training, hunter's safety and CCW classes. Outdoor sport ranges are prohibited. The applicant did not propose any changes to the exterior of the building except for the addition of an awning above the existing entry door. However, as a condition of approval by the Planning Commission, building and site improvements are required. Further details of the proposal are included in the June 13 Planning Commission packet, a copy of which is attached.

To ensure compliance with the all standards of the ordinance and the conditions of the Planning Commission's approval, staff will require that an independent third party consultant with experience in the design and construction of shooting ranges shall review and inspection the plans prior to construction and the building prior to final occupancy. The third-party consultant shall be selected and hired by the Mequon Police Department, however any costs associated with this compliance review and assurance shall be paid by the applicant.

The material attached includes the report distributed to the Planning Commission at the time of action and all public correspondence submitted to the Department of Community Development related to this application. Though minutes from the June 13 meeting are not yet available due to the fact that they will not be approved until the Commission's next meeting on July 25, broadcasts of the June 13 Planning Commission are available for review locally on Government Access Channel 25 and online via YouTube.

Because there are two aldermen who requested review under § 58-88(d), the Common Council must confirm the conditional use grant approval. This will require an affirmative act by the Council. If the Plan Commission's approval is not confirmed by the Council, it becomes null and void. Accordingly, it is important to keep in mind the following code provisions related to the Plan Commission's approval of conditional uses. These provisions should help guide the Council during its consideration of whether to confirm the approval. Remember also that under § 58-88(d), the "burden of persuasion on the issue of whether the development, if completed as proposed, will comply with the requirements of this chapter remains at all times on the applicant."

- 58-87(b) Basis for approval. The planning commission shall base their determination on the potential effect of such use on the health, general welfare, safety and economic impact of the city and the immediate neighborhood. Specific consideration shall be given to the proposed conditional use grant's effect on the movement of traffic, environment, area aesthetics, city services and precedent of future development.
- 58-87(c) Denial. The planning commission may deny the conditional use grant request if it concludes, based upon the information submitted, that the proposed use and/or development would likely:
 - (1) Materially endanger the public health, general welfare, and safety, or
 - (2) Substantially injure the value of adjoining or abutting property, or
 - (3) Be inharmonious with the area in which it is to be located, or
 - (4) Will not be in general conformity with the land use plan, transportation plan, environmental plan, park and recreational plan, or other officially adopted plan.
- 58-87(d) Modification of regulations applied to conditional uses. Zoning regulations and standards established in this article may be modified or waived by the planning commission in their application to a permitted conditional use if in the planning commission's or board's opinion such regulations and standards are not appropriate or necessary to the proper regulation of such use, and where such modification or waiver would not, in the planning commission's or board's opinion, result in an adverse effect upon the surrounding properties. If no modification or waiver is granted, the proposed use shall conform to the building location, floor area ratio, parking, landscaping, lot width, setback, offset, height, building size, lot size, and open space regulations of the district in which it is located.

Recommendation

The Planning Commission recommended approval on June 13, 2016, by a vote of 7-0.

Attachments:

Planning Commission Packet June 2016 (PDF)

STAFF REPORT

To: Mequon Planning Commission

Prepared by: Jac Zader

Agenda Item: **2**

Date: June 13, 2016

General Information:**Applicant:**

Cheryl Rebholz

Status of Applicant:

Agent

Requested Action:Conditional Use Grant
Site Plan Amendment**Existing Zoning:**B-5 (Industrial)
C-2 (General Conservancy)
OA (Agricultural Overlay)**Land Use Plan:**Industrial
Critical Environmental**Lot Size:**

2.35 acres

Location:

9653 N Granville Road

Background: The applicant is requesting condition use grant approval for an indoor shooting range at 9653 N Granville Road. The range will occupy 9,500 square feet of an existing multi-tenant office building. In addition to the range, other activities on site will include education and training, hunter's safety and CCW classes. No changes to the exterior of the building are contemplated except the addition of an awning above the existing entry door. The Common Council approved Ordinance 2015-1461 (see attached) that allows for indoor shooting ranges as a conditional use in the B-5 (Industrial) zoning district.

Conditional Use Grant Findings:

According to Section 3.05(1)(b) of the Zoning Code, the following findings shall be considered when analyzing a conditional use grant application:

- 1. The proposed use should not endanger the public health, safety or general welfare of the city and the immediate neighborhood.**

When Ordinance 2015-1461 was approved there were a number of conditions added to ensure the safety of the general public. The range will be required to comply with the U.S. Department of Energy's range design criteria as well as the National Rifle Association Range Source Book. It is also required that the design and construction of

STAFF REPORT

the building will be able to mitigate the impacts of noise and air quality. It is also required that Range Safety Officer be on the premises at all times and a building security plan shall be established for that addresses the storage of firearms and ammunition. With these requirements in place, staff feels the proposed use will not endanger the public health, safety and general welfare of the surrounding neighborhood. To ensure compliance with the all conditions of approval, staff will require that an independent third party consultant with experience in the design and construction of shooting ranges shall review and inspection the plans prior to construction and the building prior to final occupancy. The consultant shall be selected by the Mequon Police Department and any costs borne by the consultant shall be paid for by the applicant.

2. The proposed use should not injure the value of adjoining or abutting property.

Adjacent parcels include a single family home and vacant land that is actively farmed. The proposed use is not allowed to have an outdoor shooting range and as stated above the building will be constructed with sound damping materials that will mitigate any impacts on the adjacent parcels. Other business operations that will occur on site (office, classroom training) have similar impacts on the surrounding parcels as permitted uses in the B-5 (Industrial) zone.

3. The proposed use shall be harmonious or compatible with the area in which it is located.

This portion of County Line Road includes a mixture of agricultural, office, industrial and residential uses. The zoning map shows the area almost exclusively B-5 (Industrial) and B-6 (Rural Industrial). These are the only two districts that allowed in the zoning code to have Indoor Shooting Ranges. The proposed use will include a total of 6 employees working at the site during peak times and the proposed hours of operation being 10:00 AM and 9:00 PM Monday thru Saturday and 10:00 AM and 5:00 PM on Sunday. Staff feels the use will be compatible with the area it is located in.

Site Plan Amendment:

The applicant is not proposing any changes to the site plan at this time. However, based on the current and proposed use of the building, the parking demand exceeds the existing supply. Staff has calculated the 43 parking spaces are needed to comply with the zoning code. The existing site currently has 32 parking spaces located to the north of the existing building. There is currently enough space to expand the parking lot to the west and add the required additional 11 spaces. Staff has also identified a number of deficiencies on the parcel that will need to be addressed as part of the approval including:

- Resealing and striping of the parking lot
- Removal of the four underground storage tanks stored on the property.
- Restoration of landscaping to match the previously approved landscaping plan.

STAFF REPORT

- Replacement of non-code compliant building wall lighting and parking lot pole light.

Staff Recommendation:

Staff recommends **approval** of the conditional use grant subject to the following conditions:

- 1) To ensure compliance with the all conditions of approval, staff will require that an independent third party consultant with experience in the design and construction of shooting ranges shall review and inspection the plans prior to construction and the building prior to final occupancy. The consultant shall be selected by the Mequon Police Department and any costs borne by the consultant shall be paid for by the applicant.
- 2) The building design shall conform to all State and federal standards for environmental protection and occupational health and safety. The operator shall identify all standards and demonstrate how the operations will comply including reporting, inspections and permitting.
- 3) The building design shall provide sufficient evidence of compliance with the most current versions of the U.S. Department of Energy Office of Health, Safety and Security's Range Design Criteria or the National Rifle Association's (NRA) Range Source Book as determined by the Chief of Police and Department of Community Development.
- 4) The design and construction shall completely confine all ammunition rounds within the building and demonstrate that nuisances such as air quality and noise will not become a nuisance to neighboring properties. The design and construction shall address the enclosure where the firing of firearms is to take place including but not limited to air quality, bullet protection, door and window openings, bullet stops, type of targets, the firing line and sound proofing treatment.
- 5) The method of operations shall conform to all State and federal standards for environmental protection and occupational health and safety. The operator shall identify all standards and demonstrate how the operations will comply including reporting, inspections and permitting.
- 6) The method of operations shall provide sufficient evidence of compliance with the most current versions of the U.S. Department of Energy Office of Health, Safety and Security's Range Design Criteria or the National Rifle Association's Range Source Book.
- 7) The method of operations shall address a building security plan for storage of firearms and ammunition as well as carrying procedures, security for entrance to the facility and rules and procedures for safe operations which shall be posted, in public view, at the range.

STAFF REPORT

- 8) The method of operations shall specify the type and caliber of ammunition the range is designed to confine. No ammunition shall be used, stored, sold or possessed within the range that exceeds the certified design and construction for the range.
- 9) On-site supervision of the range shall be provided at all times by an adult that is certified as a NRA Range Safety Officer.
- 10) The On-site supervisor(s) and all employees of the range shall be licensed by the City of Mequon. The license will expire on the 31st of December each year. At the time of filing for a license, each applicant shall be a full citizen of the United States for at least two (2) years and shall be deemed to have satisfactory qualifications as determined by the Finance & Personnel Committee.
- 11) The servicing of firearms is permitted.
- 12) Sales of firearms are prohibited.
- 13) Outdoor display, training or operational activity is prohibited.
- 14) No person under the age of 18 shall be permitted within the range unless accompanied by an adult at all times. This does not prohibit minors from participating in safety or training classes.
- 15) Site improvements listed below shall be completed prior to granting of final occupancy:
 - Resealing and striping of the parking lot
 - Removal of the four underground storage tanks stored on the property.
 - Restoration of landscaping to match the previously approved landscaping plan.
 - Replacement of non-code compliant building wall lighting and parking lot pole light.

Prepared By: _____

CONDITIONAL USE GRANT

Articles of Agreement made and entered into this 13 day of June 2016, by and between CONVENIENCE STORES LEASING & MANAGEMENT, owners of the property located at 9653 N Granville Road and the City of Mequon Planning Commission.

Before the Planning Commission of the City of Mequon, Ozaukee County, Wisconsin, in regard to the premise located in Section 31, Range 14 East, in Township 9 North, Ozaukee County, State of Wisconsin, further described

as follows:

LEGAL DESCRIPTION

Exhibit A-1

WHEREAS, the Zoning Code and Zoning District Map of the above named municipality, pursuant to State Statues, provide that the premises may not be used of right for the purpose hereinafter described but that upon petition such use may be approved by the municipality as a Conditional Use Grant in particular circumstances as defined by the standards in the Zoning Ordinance; and

Petition therefore having been made, and public hearing held thereon, and the Planning Commission of the City of Mequon having determined that by reason of the particular nature, character, and circumstances of the proposed use, grant of such use upon the terms and conditions hereinafter prescribed would be consistent with the requirements of the Zoning Ordinance.

Now, therefore, **IT IS GRANTED**, subject to compliance with the terms and conditions hereinafter stated that the Premises may be used for the purpose of Indoor Shooting Range.

GRANTED by action of the Planning Commission of the City of Mequon this 13th day of June 2016.

Dan Abendroth, Mayor, Planning Commission Chairperson

Acknowledgment:

STATE OF WISCONSIN))SS
OZAUKEE COUNTY)
Personally came before me, this ____ day of _____, 2016, the above named Dan Abendroth, Mayor, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, Ozaukee County, Wisconsin
My Commission (expires) _____

Planning Commission Secretary
Acknowledgment:

STATE OF WISCONSIN))SS
OZAUKEE COUNTY)
Personally came before me, this ____ day of _____, 2016, the above named _____, Planning Commission Secretary, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, Ozaukee County, Wisconsin
My Commission (expires) _____

RETURN TO:
City of Mequon
11333 North Cedarburg Road 60W
Mequon, WI 53092
PARCEL NO.:
140311601000

The **CONDITIONS** of this Grant are:

1. This grant shall become effective upon the execution and recording by the owners and operators of the Premises of an acceptance hereof in such form as to constitute an effective covenant running with the land.
2. This grant shall expire and become void unless, pursuant to the building and zoning codes of the City, the approved use is commenced or the building permit is obtained within twelve (12) months of the date of Planning Commission approval noted above, or actual construction is commenced within twelve (12) months of the date on which the building permit was issued.
3. This grant is subject to amendment and termination in accordance with the provisions of the Zoning Code of this municipality.
4. Construction and operation of the use granted shall be in strict conformity to the approved site, building, and operations plans filed in connection with the Petition for this Grant, and annexed hereto.
5. Any of the conditions of this Grant which would normally be the responsibility of tenants of the Premises shall be made a part of their lease by the Owner, which lease shall contain provisions for posting of the pertinent conditions to notify employees thereof.
6. This grant shall automatically be null and void if this use is discontinued for a period of twelve (12) months.
7. The Grantee and its successors in interest shall hold the City of Mequon harmless from any claims or losses to the City or its residents including reasonable attorney fees arising from or related to use of the facilities.
8. Any change to the approved use or change to the building or site plan will require an amendment to the Conditional Use. Minor changes to the building and site plan shall be approved by the Department of Community Development.
9. **Conditions on the Operations:**
 - a. Hours of operation: 10:00 AM to 9:00 PM Monday thru Saturday
10:00 AM to 5:00 PM Sunday
 - b. Performance standards relating to parking, noise, vibration, odor, smoke, dust, and light: As per City ordinance and as further designated under letter (e.) below.
 - c. Water supply requirements:
Well
 - d. Provisions for sewage disposal:
Septic
 - e. Other:
 - If the conditional use shall become hazardous, harmful, noxious, offensive or a nuisance to the surrounding neighborhood, or if material problems shall arise with respect to noise, traffic circulation, ingress and egress, parking, unenclosed storage, lighting, maintenance, or any other condition which shall materially threaten health or safety or to become a nuisance condition, the Grantee shall correct or improve such condition, and toward that end, the Planning Commission, after public hearing, may alter, amend or add reasonable additional Conditional User Grant conditions in order to ameliorate such effects, or in the case of violation of the Conditional Use Permit, may revoke the Conditional Use Grant.
 - If, despite efforts to prescribe conditions which render the conditional use harmonious in the surrounding neighborhood, problems shall arise with respect to noise, traffic circulation, ingress and egress, parking, unenclosed storage, lighting, maintenance, or any other condition which shall materially threaten the peace and enjoyment of neighboring properties, or shall become hazardous, harmful, noxious, offensive or a nuisance to the surrounding neighborhood, or shall threaten health or safety, the Grantee shall correct or improve such condition, and toward that end, the Planning Commission, after public hearing, may alter, amend or add reasonable additional Conditional User Grant conditions in order to ameliorate such effects, and in the case of violation of the Conditional Use Permit, may revoke the Conditional Use Grant.
- f.
 - 1) To ensure compliance with the all conditions of approval, staff will require that an independent third party consultant with experience in the design and construction of shooting ranges shall review and inspection the plans prior to construction and the building prior to final occupancy. The consultant shall be selected by the Mequon Police Department and any costs borne by the consultant shall be paid for by the applicant.
 - 2) The building design shall conform to all State and federal standards for environmental protection and occupational health and safety. The operator

shall identify all standards and demonstrate how the operations will comply including reporting, inspections and permitting.

- 3) The building design shall provide sufficient evidence of compliance with the most current versions of the U.S. Department of Energy Office of Health, Safety and Security's Range Design Criteria or the National Rifle Association's (NRA) Range Source Book as determined by the Chief of Police and Department of Community Development.
- 4) The design and construction shall completely confine all ammunition rounds within the building and demonstrate that nuisances such as air quality and noise will not become a nuisance to neighboring properties. The design and construction shall address the enclosure where the firing of firearms is to take place including but not limited to air quality, bullet protection, door and window openings, bullet stops, type of targets, the firing line and sound proofing treatment.
- 5) The method of operations shall conform to all State and federal standards for environmental protection and occupational health and safety. The operator shall identify all standards and demonstrate how the operations will comply including reporting, inspections and permitting.
- 6) The method of operations shall provide sufficient evidence of compliance with the most current versions of the U.S. Department of Energy Office of Health, Safety and Security's Range Design Criteria or the National Rifle Association's Range Source Book.
- 7) The method of operations shall address a building security plan for storage of firearms and ammunition as well as carrying procedures, security for entrance to the facility and rules and procedures for safe operations which shall be posted, in public view, at the range.
- 8) The method of operations shall specify the type and caliber of ammunition the range is designed to confine. No ammunition shall be used, stored, sold or possessed within the range that exceeds the certified design and construction for the range.
- 9) On-site supervision of the range shall be provided at all times by an adult that is certified as a NRA Range Safety Officer.
- 10) The On-site supervisor(s) and all employees of the range shall be licensed by the City of Mequon. The license will expire on the 31st of December each year. At the time of filing for a license, each applicant shall be a full citizen of the United States for at least two (2) years and shall be deemed to have satisfactory qualifications as determined by the Finance & Personnel Committee.
- 11) The servicing of firearms is permitted.
- 12) Sales of firearms are prohibited.
- 13) Outdoor display, training or operational activity is prohibited.
- 14) No person under the age of 18 shall be permitted within the range unless accompanied by an adult at all times. This does not prohibit minors from participating in safety or training classes.
- 15) Site improvements listed below shall be completed prior to granting of final occupancy:
 - Resealing and striping of the parking lot
 - Removal of the four underground storage tanks stored on the property.
 - Restoration of landscaping to match the previously approved landscaping plan.
 - Replacement of non-code compliant building wall lighting and parking lot pole light.

10. **Conditions of the structures:**

- a. Site Plan: As per attached Exhibit A
- b. Landscaping Plan: As on file with Community Development Department, City of Mequon
- c. Elevations: As on file with the Community Development Department, City of Mequon
- d. Sign: As on file with Community Development Department, City of Mequon
- e. Floor Plan: As on file with Community Development Department, City of Mequon
- f. Exterior lighting of the site and building: As per Exhibit A
- g. Fence / Wall / Dumpster plan details: As per Exhibit A
- h. The building shall comply with the building code.

11. **Conditions on the site:**

- a. Street access (number, location, design): As per attached Exhibit A
- b. Off-Street Parking (location and design including screening thereof): As per attached Exhibit A.
- c. Outside storage of materials, products or refuse (location and screening thereof): As per attached Exhibit A
- d. Parking, exterior lighting of the site, location design and power:
Any changes subject to Planning Commission approval.
- e. Other:

Owner

Acknowledgment:

STATE OF WISCONSIN)

)SS

OZAUKEE COUNTY)

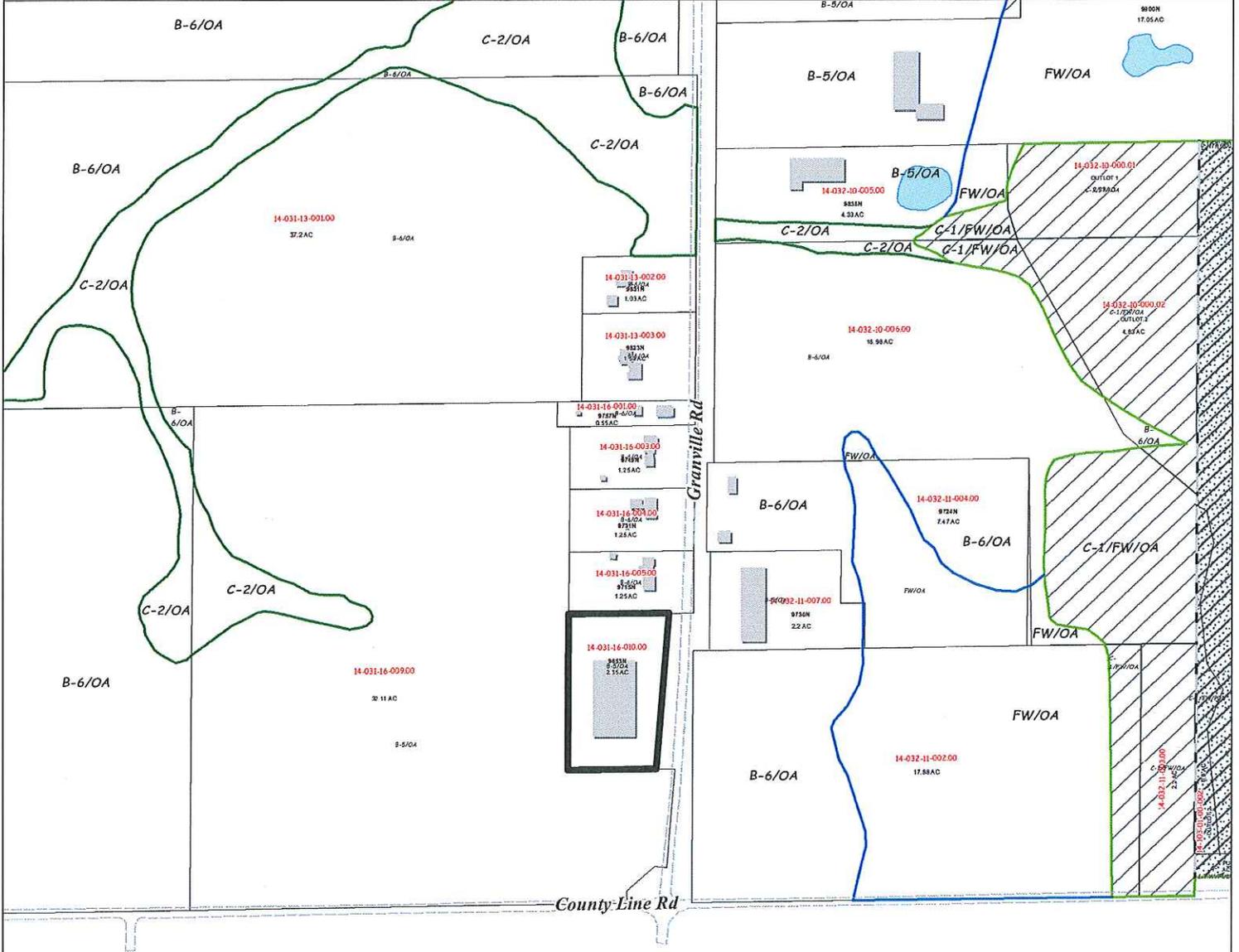
Personally came before me, this ____ day of _____, 2016, the above named _____, Owner, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, Ozaukee County, Wisconsin

Receipt of a true Copy of this instrument on behalf of the petitioner acknowledged the _____ day of _____, 2015

Cheryl and Mark Rebholz

AC	Arrival Corridor	LID	Limited Use
A-1	Agricultural Preserve	OA	Agricultural Overlay
A-2	General Agricultural	PUD	Planned Unit Development Overlay
B-1	Neighborhood Business	P-1	Park & Recreation
B-2	Community Business	R-1	Single-Family Residential (5 Ac. Min.)
B-3	Office & Service Business	R-1B	Single-Family Residential (2.5 Ac. Min.)
B-4	Business Park	R-2	Single-Family Residential (2.0 Ac. Min.)
B-5	Light Industrial	R-2B	Single-Family Residential (1.5 Ac. Min.)
B-6	Rural Industrial	R-3	Single-Family Residential (1.0 Ac. Min.)
B-7	Rural Business	R-4	Single-Family Residential (3/4 Ac. Min.)
C-1	Shoreland/Wetland Conservancy	R-5	Single-Family Residential (1/2 Ac. Min.)
C-2	General Conservancy	R-6	Single-Family Residential (4 du/Ac)
CGO	Central Growth Overlay	RM	Multi-Family Residential
FFO	Flood Fringe Overlay	TC	Town Center
FW	Floodway	TDR	Transfer of Development Rights
IPS	Institutional & Public Service		



Cheryl and Mark Rebholz



Purpose:

To fulfill a local need based on the Conceal Carry State Law that citizens are proficient in the use of firearms. This activity also will promote social and recreational entertainment.

Bear Arms, LLC
Indoor Recreation Shooting Range
[9653 N. Granville Rd.](#)
[Mequon, Wisconsin 53097](#)

Registered partners;
Cheryle Rebholz
Mark Rebholz

Opening Fall 2016
Operating hours;
[Monday 11:00AM- 8:00PM](#)
[Tuesday-Friday 10:00AM-9:00PM](#)
[Saturday 10:00AM-9:00PM](#)
[Sunday 10:00AM-5:00PM](#)

Open to the general public/membership
Services/Features;
25 yard fully contained pistol/rifle range with 8 lanes.
Pro Shop
Gun Smith
Rentals
Education & Training Classes;
Hunter Safety
CCW classes
Defensive personal self defense
Leagues
Private instruction
Youth Programs
Firearm Training & Proficiency
Credentialed staff and business
Daily use by customers visits will average 100.
Employee's will average 5-6 on a daily basis.

Mark Rebholz

From: Cheryle Rebhol [cheryle_rebholz@yahoo.com]
Sent: Monday, May 02, 2016 5:27 PM
To: Mark Rebholz
Subject: Fwd: ~~Range Rules~~

Please read up on the rules. Those seen breaking the rules will either be warned or immediately asked to leave by the RSO. Failure to abide by any safety rule may result in a reprimand or your removal from the range.

Gun Handling Rules

- *ALWAYS* keep gun pointed in safe direction – i.e. downrange
- *ALWAYS* keep your finger off the trigger until ready to shoot.
- *ALWAYS* keep the action open and firearm unloaded until you are ready to shoot.
- Always wear eye and ear protection on ranges – both shooters and spectators.
- Be sure that your firearm is safe to operate and you know how to operate it safely.
- Use only the correct ammunition for your firearm. If not sure, ask for assistance.
- Never use alcohol or drugs before or while shooting – incl. prescription or OTC meds.
- Never hand loaded firearm to another person – unless a malfunction and to an RSO.

General Rules

All shooters must read, understand, and obey all rules before you proceed to any of the ranges.

If you have any questions, please ask any of the Range Safety Officers (RSO's) for clarification.

- All shooters or parent/guardian must sign waiver sheets before using the shooting ranges.
- No one under the age of 18 is permitted to shoot on any ranges without a parent/guardian.
- If under the age of 12, there can only be one firearm per child and parent/guardian present.
- No pregnant women or children under 7 are allowed on shooting ranges, for health reasons.
- *Bear Arms, LLC* reserves the right to refuse range use or service to anyone for any reason.

- All firearms and ammo are subject to inspection and approval by *Bear Arms, LLC* staff.
- Individuals displaying the effects of, or thought to be under the influence of, drugs or alcohol will be prohibited from using any of the ranges – this includes prescription or over-the-counter meds.
- All firearms are to be unloaded, cased, with actions open when entering or leaving the facility
- All “carry” firearms stay concealed/holstered unless you are on firing line and ready to shoot.
- Food and beverages are prohibited on the shooting ranges.
- NO SMOKING will be permitted on any range at any time.
- Always be courteous and aware of other shooters around you on the range.
- **No firearms or live ammo permitted in classroom, except as directed by range personnel.**
- Non-members may reserve range time for one lane in advance and are limited to same-day reservations. Walk-ins are always welcome but will be subject to range availability.
- Note: Shooting ranges may be shut down for maintenance or safety reasons at any time.
- Note: Shooters are liable for any damage to equipment caused by their negligence.
- Note: *Bear Arms, LLC* is not responsible for any lost or stolen items on property.

Range Rules:

RSO's are authorized to remove any shooter from shooting ranges or the facility whose behavior is deemed by them as detrimental to safe and comfortable operations of the ranges. NO REFUNDS!

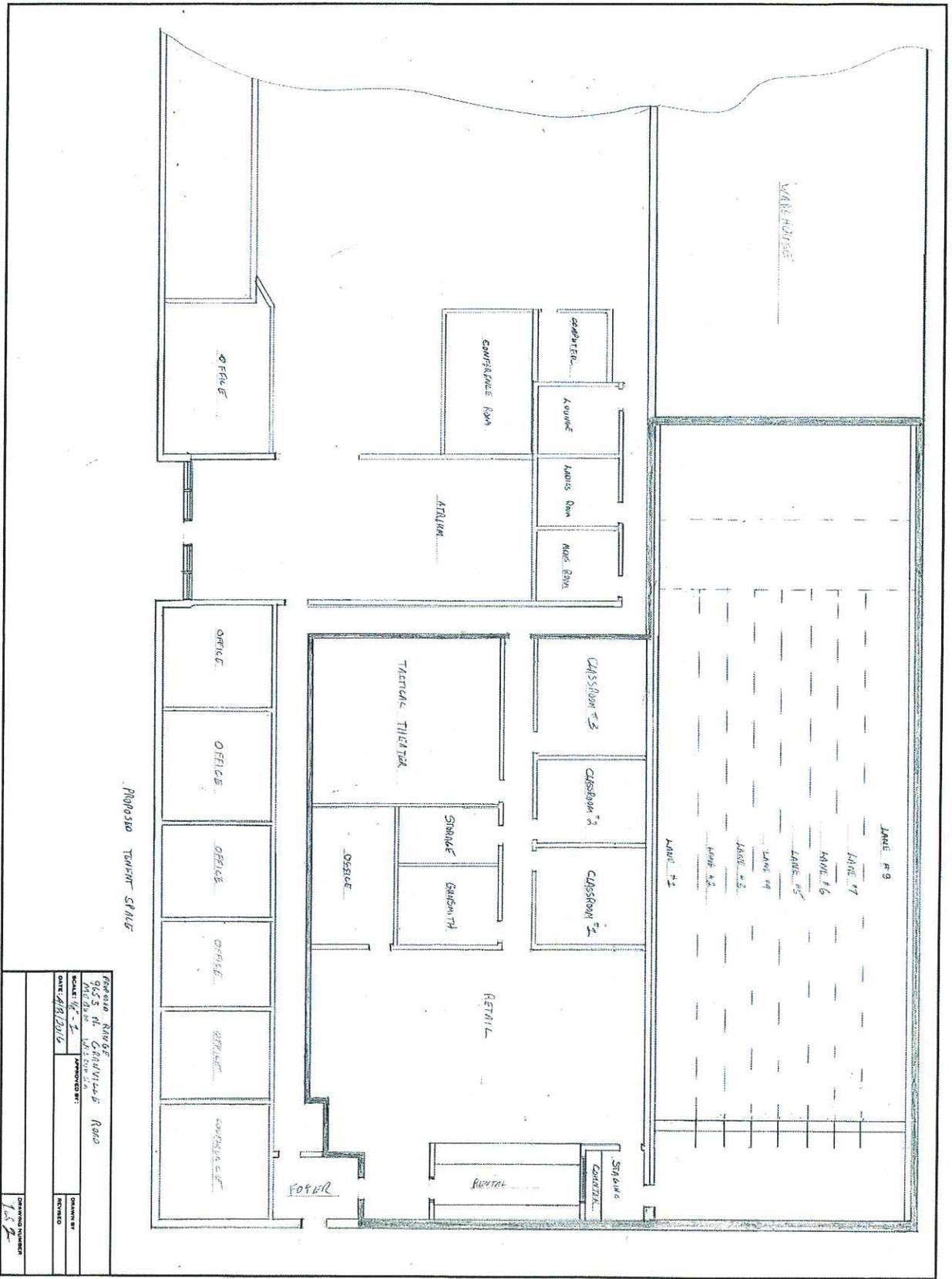
- **Any and all commands issued by any Range Officer must be followed immediately.**
- This range is a normally “hot” range – meaning firing can commence at any time.
- All shooting must be done within the confines of the individual shooting stations.
- Do not handle firearms or stand in firing area near firearms when anyone is downrange.
- Everyone must remain behind firing line at all times. Only staff is allowed downrange.
- Only load/unload firearms at the firing line – always keeping muzzle pointed downrange.
- Uncased firearms must be kept at the firing line, at all times. Case and uncase them at firing line only. Note: “Carry” firearms must be securely holstered before leaving the firing line.

- Keep all firearm actions open when not shooting on ranges -- keep actions up if on bench.
- Shooting only allowed from a Standing or Seated position -- i.e. no sitting, kneeling or prone.
- ***No Rapid Fire is allowed -- i.e. more than one per second. "Double taps" are ok.***
- ***No firing of full-automatic firearms -- this includes product features such as "Slide Fire"***
- ***No tracer, incendiary, armor piercing, Black/Green tip and/or steel core, ammunition.***
- ***No use of Muzzle loading or other Black Powder type firearms (HVAC contamination).***
- ***No use of bean-bag rounds or other less lethal rounds.***
- ***No drawing from a holster is allowed -- e.g. "draw-fire"***
- ***No shotguns of any kind allowed, including slug rounds.***
- If you cannot clear a malfunction, keep muzzle pointed downrange and ask RSO for help.
- Never remove a loaded malfunctioning firearm from range without prior RSO approval.
- Pistols and rifles up to 50BMG*, can be fired on **lanes 1 to 8**
- Pistols and rifles up to .223Rem (5.56x45mm-NATO), can be fired on **lanes 7&8.**
*50 BMG rifles can only be used during specified times.
- Cross firing at targets is prohibited -- i.e. shoot only at the target for your station.
- There is a limit of 2 shooters per lane and only 1 person can shoot at a time.
- Only paper targets are allowed. RSO's reserve the right to prohibit targets deemed offensive or unsafe. Use appropriately sized target placed at eye level to ensure bullets enter trap.
- Pick up only your own brass that is behind the firing line -- do not reach out past firing line.
- Please place your trash in the receptacle and any "duds/misfires" in noted containers.
*All rental firearms must use range ammunition purchased from the establishment. Always check with the Range Safety Officer if you are unsure if your firearm or ammunition is permitted.

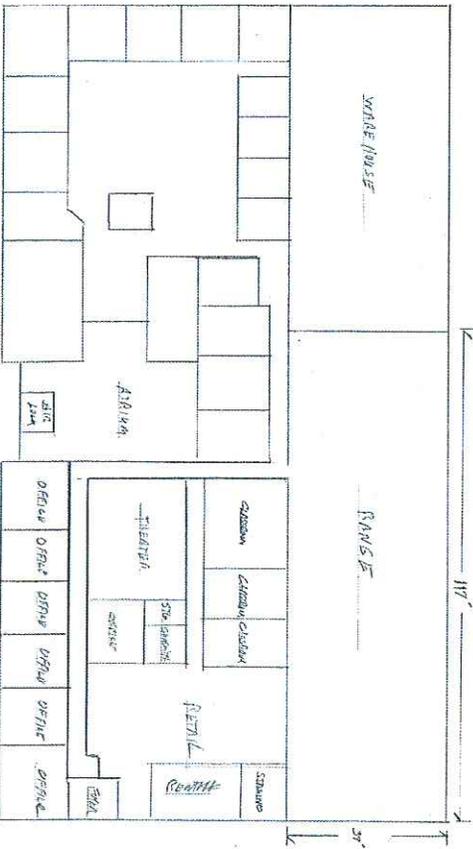
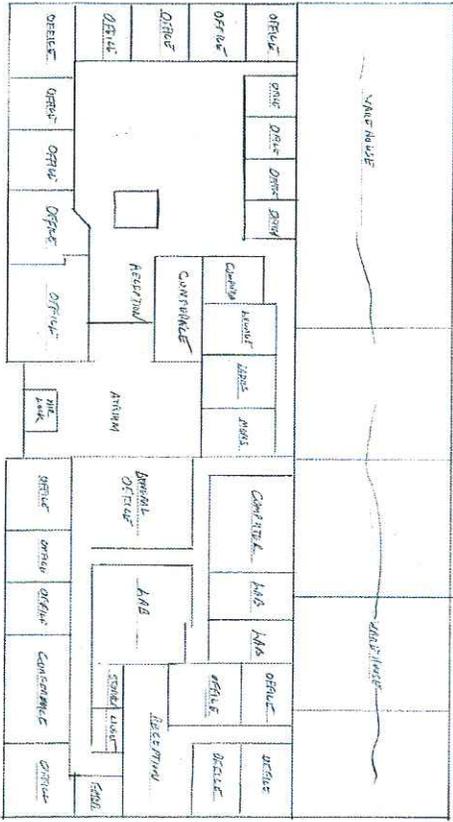
When the command "cease fire" is given;

- o Stop shooting immediately and remove your finger from the trigger.

- o Keep firearm pointed downrange, remove all cartridges, and open action.
- o Ensure action is “open”, facing up and place your firearm on the bench.
- o Step behind line and await further instructions from the RSO.



PONDASIA TOWN CENTER
 955 S. GRANVILLE ROAD
 MARIETTA, GEORGIA
 SCALE: 1/8" = 1'-0"
 DATE: 4/18/2016
 DRAWN BY: [blank]
 CHECKED: [blank]
 DESIGN NUMBER: 182



FINISHED SHOOTING RANGE
 9655 CARAVAN RD
 WILSONVILLE, OR 97158
 DATE: 4/8/16
 SCALE: 1/8" = 1'-0"
 APPROVED BY: _____
 DRAWN BY: 2
 REVISION: _____

SHEET NUMBER: 262
 DRAWING NUMBER: 262

Public Response
To
Indoor Shooting Range

From: Jeff Johnson [mailto:JJohnson@johnsonlevel.com]
Sent: Friday, June 10, 2016 2:42 PM
To: Kimberly Tollefson
Cc: cheryle_rebholz@yahoo.com
Subject: First Indoor Shooting Range in Mequon

Dear Kim:

My name is Jeff Johnson, Mequon resident, and I am writing in support of this new business:

Bear Arms, LLC
Indoor Recreation Shooting Range
9653 N. Granville Rd.
Mequon, Wisconsin 53097

Registered partners:
Cheryle Rebholz
Mark Rebholz

Please pass along my endorsement to the Mequon Planning Commission. I plan to utilize the variety of services of Bear Arms, LLC offers and will enjoy the convenience of a local indoor shooting range.

Sincerely,
Jeff



Jeffrey Johnson
jjohnson@johnsonlevel.com
Skype: jjohnsonlv
Johnson Level & Tool
Office: (262) 478-8072 / Cell: (262) 389-4307
Fax: (262) 242-0189
6333 West Donges Bay Road, Mequon, WI 53092
<http://www.johnsonlevel.com/>



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To: Kimberly Tollefson
Subject: Proposed Indoor Recreational Shooting Range

Dear Ms. Tollefson:

In the unlikely event that I am unable to attend the 7:00pm June 13th meeting of the Planning Commission, I wish to add my voice as being **strongly in favor** of this proposed, well-thought-out and meritorious development.

It is much needed and will be welcomed by responsible, safe, licensed and trained shooting enthusiasts like me. It will allow us to maintain, hone and improve upon skill levels already achieved, chief among them being safety. That said, one can *never have too much* practice and/or top-of-mind-awareness.

The proposed location and the building itself appear to be so *ideal* and *out of harm's way* that even the most ardent naysayers would have an impossible time devising or contriving *legitimate* objections.

I am:

- A Veteran of the United States military
- A member of the American Legion Post 457 in Mequon
- A staunch supporter of the Constitution of the United States and its Second Amendment
- A proud member of the National Rifle Association (NRA)
- A State of Wisconsin CCW License holder
- A trained, law-abiding and responsible owner of multiple, registered handguns
- A grandparent who looks forward to teaching his grandchildren how to handle guns safely and responsibly at a *clean, safe* and *well-run* facility such as the one being proposed
- The presence of this proposed facility will allow many others to create, maintain and sustain a profile similar to mine
- A 26-year resident of Mequon and an ardent supporter of our Police Department

My thanks to you and the Commission for the due diligence you are exercising . . . and for approving this worthy project.

Sincerely,

David G. Delahunt
1648 W. Bradford Drive
Mequon, WI 53092

H: 262-241-8888
C: 414-405-7777
Dave@DaveDelahunt.com

From: David Mueller [<mailto:dmuellergm@gmail.com>]
Sent: Saturday, June 11, 2016 7:53 AM
To: Kimberly Tollefson
Subject: Indoor Range

Hi Kim I hope all is well. I wanted to write in support of the indoor range proposed for Mequon and was hoping you could forward it to the planning commission. I think this will be a positive addition for everyone to enjoy a growing sport. I plan to be in attendance in support but I will not speak. While I am writing I would also like to add again my support of Lakeside's request for the project on Oriole Lane, again I'll do them a favor and not speak ;)

Thanks Kim, David

David Mueller
1737 W Mequon Road
Mequon Wi, 53092
262-844-4292
dmuellergm@gmail.com

From: diana@aczuckerman.com [<mailto:diana@aczuckerman.com>]

Sent: Saturday, June 11, 2016 2:49 PM

To: Kimberly Tollefson

Subject: Indoor Shooting Range

Dear Ms. Tollefson,

This email is regarding the shooting range proposed to be based in Mequon. I totally support the shooting range 100%. This is something we have needed here for a long time. Mequon offers concealed and carry classes and the range would be an added benefit. The shooting range will also provide recreational activities for many of us. The location is perfect for the range as it is not a highly concentrated residential area.

Thank you for taking the time to read this email. Have a good day.

Sincerely,

Diana Brandt

208 Vernon Ave.

Thiensville, WI 53092

414-940-0218

Manager, AC Zuckerman Jewelers

from: b.duncan@mequon.wi.us [mailto:b.duncan@mequon.wi.us]

Sent: Sunday, June 12, 2016 1:47 PM

To: Kimberly Tollefson

Subject: Indoor Gun Range

Dear Kim:

Please copy this letter to all of the members of the Plan Commission, as we cannot attend the meeting.

Bruce and I are in favor of this project. Both of us (along with many other members of the Mequon Community) have taken the Concealed Carry classes that are frequently offered in this area. However, we have not applied for our licenses because there is no convenient place for us to practice. This project is greatly needed in our community and will be an asset. The idea that the owners will offer several types of firearms on a rental basis so that customers can find one that "fits" their needs, before purchasing, is brilliant.

The idea that so many Mequon residents are currently holding concealed carry permits, but have no place to practice that doesn't involve a long drive, is scary. Surely it is better to have EXPERIENCED and well-PRACTICED people carrying, rather than a lot of people who took the classes, but never tried the weapons, running around town. In a city the size of Mequon, it is foolish not to have an indoor practice range where people can familiarize themselves with firearms and firearms safety.

Sincerely,

Bruce & Bette Duncan

From: Michael Wiviott [<mailto:michael.wiviott@gmail.com>]
Sent: Sunday, June 12, 2016 10:59 PM
To: Kimberly Tollefson
Subject: the proposed new range in mequon

I am in complete approval with this moving forward.

Mike Wiviott
Cedarburg

Public Response

From: Henry Hile [mailto:henry@telecof.com]
Sent: Thursday, June 09, 2016 8:21 AM
To: Kimberly Tollefson
Subject: Gun Range IN FAVOR

Please note that the Hile family at 7777 Bonniwell is in favor of the gun range that is proposed on the schedule for Monday nights meeting.

And while we cannot be at the meeting please use this email as our "voiced" support of the gun range.

Thank you.

Henry Hile
Henry@TelecoRF.com
414-350-8218

From: Richmond, John [mailto:john.richmond@lpl.com]
Sent: Thursday, June 09, 2016 11:57 AM
To: Kimberly Tollefson
Cc: Cheryle Rebholz (cheryle_rebholz@yahoo.com)
Subject: mequon firing range

Hi Kim ,

I am supportive of the approval for the/a Mequon firing range. I support this for a number of reasons but just to name a few. First as an outdoors man and hunter it would be a convenience of being close. Currently I drive to the Highlands in Cascade, the shooting range in Richfield or the gun club of Saukville. I would rather pay the fee and utilize a business in Mequon. This facility would allow for a safe , secure environment with control of all the byproducts of shooting such as noise, shell casings and odors.

The second point of my support is the ability for others to learn and practice gun safety. This would support the education and practical experience for the spouse and children (age permitting) that have never had the ability for shooting in a controlled environment.

The thought just occurred to me that this may be a police and sheriff department convenience as well. I do not know where they go to shoot now.

This seems to have so many practical benefits that unless I am missing something in the details I would hope this would be approved. I for one would look forward to the opening of this facility.

I don't know if I will be available for the meeting but would have no objection in having my words and my name used in support of this indoor gun range.

Respectfully,

John Richmond

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From: Richmond, Matthew [mailto:matthew.richmond@lpl.com]
Sent: Thursday, June 09, 2016 11:45 AM
To: Kimberly Tollefson
Subject: Bear Arms

Kim, you'll never be rid of me! ☺ AS an avid hunter/shooter I of course just want to give my 2 cents in the yeah column of having an Indoor range in Mequon. I am a member of an outdoor club (The Highlands) which is 45 min away and shoot sometimes at the Range of Richfield, which is about 25 min away. This would be great.

Matthew R. Richmond
Matthew R. Richmond, MBA
LPL Financial Advisor

Take-a-snapshot-retirement-assesment



Richmond Investments



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COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE NO. 2015-1461

AN ORDINANCE AMENDING CHAPTER 58 AS IT RELATES TO
CONDITIONAL USES IN THE B-5 (LIGHT INDUSTRIAL) AND B-6 (RURAL
INDUSTRIAL) ZONING DISTRICTS TO ALLOW INDOOR SPORT SHOOTING
RANGES

THE COMMON COUNCIL OF THE CITY OF MEQUON, OZAUKEE COUNTY, STATE
OF WISCONSIN, ORDAINS AS FOLLOWS:

SECTION I:

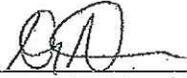
Chapter 58, Zoning Code, of the Mequon Code of Ordinances are amended in the forms attached to this Ordinance, having been placed on file and open to public inspection in the office of the City Clerk of the City of Mequon at City Hall, 11333 North Cedarburg Road, Mequon, Wisconsin, in accordance with the procedures provided in Sections 66.0103 and 62.11(4)(a), Wis. Stats.

SECTION II:

All ordinances in conflict or inconsistent with this ordinance, in whole or in part, are repealed to the extent necessary to give this ordinance full force and effect.

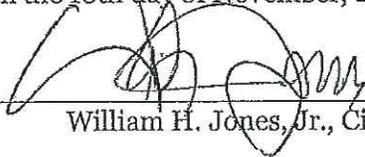
SECTION III:

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

Approved: 
Dan Abendroth, Mayor

Date Approved: 11-24-15

This is to certify that the foregoing ordinance was adopted by the Common Council of the City of Mequon, Wisconsin at a meeting held on the 10th day of November, 2015.


William H. Jones, Jr., City Clerk

Published: December 1, 2015

Final Vote on this Ordinance is
Recorded on page 11715 of
The Common Council minutes.

58-8 Definitions.

Indoor Sport Shooting Range. An indoor sport shooting range is a completely enclosed area designed, equipped and operated for the practice of weapons used in hunting, skeet shooting and similar sport shooting.

Indoor Sport Shooting Ranges are subject to the following specific development standards:

- 1) The building design shall conform to all State and Federal standards for environmental protection and occupational health and safety. The operator shall identify all standards and demonstrate how the operations will comply including reporting, inspections and permitting.
- 2) The building design shall provide sufficient evidence of compliance with the most current versions of the U.S. Department of Energy Office of Health, Safety and Security's Range Design Criteria or the National Rifle Association's (NRA) Range Source Book as determined by the Chief of Police and Department of Community Development.
- 3) The design and construction shall completely confine all ammunition rounds within the building and demonstrate that nuisances such as air quality and noise will not become a nuisance to neighboring properties. The design and construction shall address the enclosure where the firing of firearms is to take place including but not limited to air quality, bullet protection, door and window openings, bullet stops, type of targets, the firing line and sound proofing treatment.
- 4) Compliance with conditions (1) – (3) above, shall be demonstrated by plans, certified by a State of Wisconsin licensed architect or certified engineer with demonstrated experience in indoor sport shooting range design and construction.
- 5) The method of operations shall conform to all State and Federal standards for environmental protection and occupational health and safety. The operator shall identify all standards and demonstrate how the operations will comply including reporting, inspections and permitting.
- 6) The method of operations shall provide sufficient evidence of compliance with the most current versions of the U.S. Department of Energy Office of Health, Safety and Security's Range Design Criteria or the National Rifle Association's Range Source Book as determined by the Chief of Police and Department of Community Development.
- 7) The method of operations shall address a building security plan for storage of firearms and ammunition as well as carrying procedures, security for entrance to the facility and rules and procedures for safe operations which shall be posted, in public view, at the range.
- 8) The method of operations shall specify the type and caliber of ammunition the range is designed to confine. No ammunition shall be used, stored, sold or possessed within the range that exceeds the certified design and construction for the range.
- 9) On-site supervision of the range shall be provided at all times by an adult that is certified as a NRA Range Safety Officer.
- 10) The On-site supervisor(s) and all employees of the range shall be licensed by the City of Mequon. The license will expire on the 31st of December each year. At the time of filing for a license, each applicant shall be a full citizen of the United States for at least two (2) years and shall be deemed to have satisfactory qualifications as determined by the Finance & Personnel Committee.
- 11) The servicing of firearms is permitted.
- 12) Sales of firearms is prohibited.
- 13) Outdoor display, training or operational activity is prohibited.

- 14) No person under the age of 18 shall be permitted within the range unless accompanied by an adult at all times. This does not prohibit minors from participating in safety or training classes.
- 15) Hours of operation are limited to 7 a.m. – 10 p.m.
- 16) The parking requirement for an indoor sport range is 2 spaces /1 shooting range firing lane plus 1 space / employee for the largest work shift.

B-5 Light Industrial District: 58-298(e)(20) Conditional Uses

Indoor Sport Shooting Range

B-6 Rural Industrial District: 58-299(e)(5) Conditional Uses

Indoor Sport Shooting Range



11333 N. Cedarburg Road
 Mequon, WI 53092-1930
 Phone: 262-236-2941
 Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Administration

TO: Common Council
FROM: William Jones, City Administrator
DATE: July 12, 2016
SUBJECT: An Ordinance Amending Section 2-204 of the Mequon Municipal Code as it Relates to Identifying and Defining Department Heads

Background

Currently, the City Administrator also fills the statutory role of municipal clerk within Mequon. The Administrator is supported in carrying out the City Clerk's duties (elections, licensing, maintaining official records, voter registration, etc.) by dedicated staff that comprise the City Clerk's Office, including a full-time Deputy City Clerk, a full-time secretary, a part-time secretary and a seasonal elections assistant. Staff within the City Clerk's Office, including the City Administrator, is required to undergo mandatory training each year in order to maintain certifications that are necessary to perform many of the Office's functions. Practically, the City Administrator has little involvement in administering the day-to-day functions of the Clerk's Office, other than attesting to the execution of various ordinances, resolutions and agreements approved by the Common Council, and other documents requiring signature by the City Clerk.

Analysis

A survey of several communities that are similarly-sized to Mequon reveals that a majority have a dedicated Clerk position. A primary reason for this is that the duties and responsibilities of a municipal clerk are becoming increasingly demanding and specialized. Most recently, the State of Wisconsin approved legislation requiring a municipal clerk who receives a request for an absentee ballot to respond no later than one day after receiving such a request. Under the current arrangement in Mequon, these requests are frequently sent to the City Administrator, who then forwards them to the Deputy City Clerk for prompt follow-up. This arrangement is inherently inefficient, and City staff recommends that the Deputy City Clerk be appointed to the position of City Clerk, as part of an effort to eliminate redundancy and improve organizational efficiency.

The use of a dedicated Clerk position is also noted locally, where Brown Deer, Cedarburg, Germantown, Glendale, Grafton, Saukville, Port Washington, Menomonee Falls, West Bend and Hartford all utilize a dedicated City or Village Clerk.

Following the Finance & Personnel Committee's initial consideration of this item in May, the matter was tabled, pending the receipt of additional information pertaining to statutory officers within the City, including City Clerk. Presently, there are six (6) statutory positions (not including Mayor) that are staffed within the City of Mequon. These include the positions of: Assessor, City Attorney, City Clerk, Engineer, Health Officer and Treasurer. Two other statutory positions - Comptroller and Street Commissioner, were previously abolished by the City.

Under current City Code, the Assessor, Attorney, Clerk, Engineer and Treasurer shall be appointed by the Common Council and each officer shall serve at the pleasure of the Council, as provided by state statute. In accordance with state statute, these appointed positions may be removed from office at the pleasure of the Council, subject to a 3/4 majority vote of all members thereof. This requirement is similar to terms required for removal of the City Administrator, which also requires a 3/4 majority vote, as enumerated in the City Code.

Presently, the statutory positions of Assessor, Attorney and Health Officer are filled by part-time, independent third-parties under contract with the City. The positions of City Engineer and Treasurer are filled by the Directors of Public Works and Finance, respectively.

Ordinarily, the City Administrator is responsible for the hiring, evaluation and termination of all City employees not subject to such through another body of the City (e.g. Board of Fire & Police Commissioners). With regard to the City's statutory positions, most any recommendation regarding appointment to, or removal from these positions (with the possible exception of City Attorney) would originate with City staff, and be subject to formal approval by the Common Council. Separating the City Clerk and Administrator position has little practical effect, as the removal process is the same whether it is a joint or separate position. As with all other statutory officer positions, appointment/removal of a dedicated City Clerk would originate with City staff and be subject to Common Council action.

Pending concurrence with staff's recommendation to separate the practice of a combined Clerk-Administrator appointment, attached is a proposed ordinance amendment designating the City Clerk as a department head-level position within the City organization.

Fiscal Impact

Presently, the Deputy City Clerk position is classified at Grade 12 within the City's Pay Plan, with an authorized salary range of \$59,894 - \$81,032. Based on a recent survey of twenty (20) comparable municipalities, the mean salary range for the position of City Clerk is \$68,555 - \$88,779. Accordingly, it is recommended that the newly proposed position of City Clerk be adjusted to Salary Grade 13 (\$64,685 - \$87,515) within the City's Pay Plan. Further, it is recommended that the current Deputy City Clerk's salary be adjusted to a corresponding position within Pay Grade 13, resulting in a net annualized adjustment of \$5,397.

Recommendation

Adoption of the Proposed Ordinance

Attachments

A Copy of the Proposed Ordinance

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2016-1471

An Ordinance Amending Section 2-204 of the Mequon Municipal Code as it Relates to
Identifying and Defining Department Heads

WHEREAS, the Common Council of the City of Mequon previously adopted section 2-204 of the Mequon Municipal Code which defines and identifies department heads in the City; and

WHEREAS, in light of the Clerk-Administrator combined appointment, the Deputy City Clerk was identified as the department head for the City Clerk's Office; and

WHEREAS, upon the recommendation of the Finance and Personnel Committee, the Common Council has decided to end the practice of a combined Clerk-Administrator appointment thereby making the City Clerk the head of the Clerk's Office;

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF MEQUON, OZAUKEE COUNTY, STATE OF WISCONSIN, DO ORDAIN AS FOLLOWS:

SECTION I

The definition of "department head" in section 2-204 is hereby amended to read as follows (NOTE: Added text is underlined; Deleted text is ~~struck through~~):

Department head means an employee who is responsible for the operation of a city department and includes: city administrator, chief of police, fire chief, city assessor, director of community development, director of public works/city engineer, director of parks and operations, director of finance/treasurer, assistant city administrator and ~~deputy~~ city clerk.

SECTION II

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

SECTION III

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

SECTION IV

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

Approved by: Dan Abendroth, Mayor

Date Approved: July 12, 2016

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on July 12, 2016.

William H. Jones, Jr., City Clerk

Published: _____



11333 N. Cedarburg Road
 Mequon, WI 53092-1930
 Phone: 262-236-2915
 Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Human Resources

TO: Common Council
FROM: Jesse Thyes, Asst City Administrator/Human Resource Manager
DATE: June 14, 2016
**SUBJECT: An Ordinance Creating Section 2-216(15) of the Mequon Code of Ordinances
 Establishing a Paid Time Off Donation Policy**

Background

The City's Personnel Manual does not provide for the donation of paid leave from one employee to another. Whereas, the Police Department's collective bargaining agreement allows for the donation of paid leave, in the form of sick time, between employees.

Over the last two-years there have been situations in which two separate regular non-represented employees of the City have experienced a medical emergency which required them to take unpaid leave as they had exhausted their annual allotment of paid time off (PTO) and other paid leave benefits.

Under the current benefits system, the City offers a Medical Leave Bank which can accumulate time off for an employee to utilize for medical reasons. The Medical Leave Bank balance is accrued through designation of unused PTO at the end of each year. However, newer employees to the organization or those employees that regularly utilize their annual allotment of PTO may not be able to accumulate a balance in their Medical Leave Bank.

To address this concern, staff is bringing forward a policy proposal which provides a mechanism for non-represented regular full-time and part-time employees to be able to voluntarily donate PTO. The proposed PTO Donation policy language is attached as Exhibit A.

Analysis

The proposed policy would apply only to part-time and full-time non-represented employees. Seasonal employees, limited-term employees, interns, and represented employees would not be eligible for participation in this program. The proposed policy does not call for a change in the annual PTO allocations already set forth in Section 24.14 of the Employee Personnel Manual as adopted by Ordinance 2012-1380.

The policy proposal allows for an employee to only donate PTO to another employee. No other forms of paid leave (i.e. personal days, holidays, comp. time) may be donated. Additionally, the donated PTO may only be used for an absence for medical and/or other catastrophic emergency needs of an employee as defined under the Family Medical Leave Act (FMLA).

Other guidelines within the proposed policy place limitations on the amount of PTO that may be donated, eligibility restrictions, and accumulation restrictions. In particular, any one employee

may only donate up to 48-hours of PTO during a calendar year, and the maximum amount of donated time an employee may receive is 500 hours, which mirrors the amount of leave time allowable under FMLA guidelines.

The policy language and guidelines are based off of several statewide examples, including: Ozaukee County, the Village of Elm Grove, as well as the Cities of West Allis, Middleton, Edgerton, and Amery. The proposed policy has been reviewed by the City's labor attorney as well.

For the Committee's reference, the sick time donation provisions of the Police labor contract reads as follows:

"Section 17.08: Sick leave may be donated, one (1) employee to another, in all City departments subject to a maximum of forty-eight (48) hours per calendar year of donation by any officer. Donations shall not be less than one (1) hour and shall not be recoverable by the donating officer."

Fiscal Impact

Staff acknowledges that there may be "soft cost" impacts, however there would not be a direct fiscal impact to the City. For example, if an employee with a lower wage rate were to donate time to an employee with a higher wage rate, the donation could create a cost to the City. A converse situation could create a "savings" for the City. These costs/savings would be immaterial to the overall City budget, due to limitations on participation in the PTO donation program.

Recommendation

The Finance-Personnel Committee recommended approval of Ordinance 2016-1472 on June 14, with the stipulation that this code amendment expire as of December 31, 2018, so as to allow for a review of the proposed ordinance's utilization/impact.

Attachments:

pto donation policy_final draft (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2016-1472

An Ordinance Creating Section 2-216(15) of the Mequon Code of Ordinances Establishing a Paid Time Off Donation Policy

WHEREAS, the Common Council of the City of Mequon previously adopted a Personnel Code for certain City employees which is presently codified in Sections 2-203 through 2-237 of the Mequon Municipal Code; and

WHEREAS, the Common Council wishes to add provisions to the Personnel Code related to paid time off policies; and

WHEREAS, the Common Council finds that the adoption and maintenance of a Personnel Code promotes the health, safety and welfare of the Community;

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF MEQUON, OZAUKEE COUNTY, STATE OF WISCONSIN, DO ORDAIN AS FOLLOWS:

SECTION I

Section 2-216 (15) of the Mequon Code of Ordinances is hereby created to read as follows:

(15) Donation of Paid Time-Off (PTO)

Employees who have exhausted their accumulated paid leave time may seek donations of PTO from fellow employees for the purpose of providing income continuation during an absence from work for medical and/or other catastrophic emergency needs of an employee or an employee's immediate family members as defined by the Family and Medical Leave Act. It is the intent of this policy to provide a mechanism for the voluntary donation of PTO from one employee to another.

(a) Eligibility

To be eligible, an employee:

1. Must be a regular full-time or part-time employee of the City of Mequon
2. Must have exhausted all forms of their own paid leave (i.e. PTO, comp time, medical leave bank, personal days, floating holidays, etc.)

Employees are ineligible to use this policy during any disciplinary suspension or if they are receiving or have applied to receive Worker's Compensation benefits or disability benefits.

(b) General Policies

1. Donated PTO may only be used in the event of an absence for medical and/or other catastrophic emergency needs of an employee or the employee's immediate family members as defined by the Family and Medical Leave Act, subject to approval by the employee's Supervisor.
2. Donations of PTO are voluntary.
3. Only PTO may be donated. No other form of paid leave may be donated.
4. PTO donations must be in full work day increments in accord with the hours of work set forth in Sections 24.05 (3) and (4) of the Personnel Code.
5. A maximum of 48-hours of PTO may be donated by any one employee per calendar year.
6. An employee may receive up to a maximum of 500 hours of donated PTO per a 12-month period.
7. Donations of PTO may be declined by the intended recipient at the employee's discretion.
8. Once a donation has been processed, neither the donor nor the recipient may revoke the transaction.
9. Use of donated PTO will allow for an employee to continue to accrue benefits during their leave in accord with Section 24.14(11)(c) of the Personnel Code.
10. Use of donated PTO may not be used to exceed a recipient's normally scheduled work hours per pay period.
11. If the recipient returns to regular duty prior to exhausting the donated PTO, the employee shall be allowed to retain the donated leave.
12. Unused donated PTO will not revert back to the donor.
13. Donated PTO shall be used within the same calendar year that it was received.
 - i. Donated PTO will not carry over into the following year
 - ii. Donated PTO will not accumulate into the recipients Medical Leave Bank
 - iii. Donated PTO will not be paid out in cash value upon termination, resignation, and/or retirement from City employment

(c) Sunset

Unless otherwise extended by Ordinance, this section shall sunset on December 31, 2018.

SECTION II:

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

SECTION III:

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

SECTION IV:

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

Approved by: Dan Abendroth, Mayor

Date Approved: July 12, 2016

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on July 12, 2016.

William H. Jones, Jr., City Clerk

Published: _____

Section 2-216(15) of the Mequon Code of Ordinances

(15) Donation of Paid Time-Off (PTO)

Employees who have exhausted their accumulated paid leave time may seek donations of PTO from fellow employees for the purpose of providing income continuation during an absence from work for medical and/or other catastrophic emergency needs of an employee or an employee's immediate family members as defined by the Family and Medical Leave Act. It is the intent of this policy to provide a mechanism for the voluntary donation of PTO from one employee to another.

(a) Eligibility

To be eligible, an employee:

1. Must be a regular full-time or part-time employee of the City of Mequon
2. Must have exhausted all forms of their own paid leave (i.e. PTO, comp time, medical leave bank, personal days, floating holidays, etc.)

Employees are ineligible to use this policy during any disciplinary suspension or if they are receiving or have applied to receive Worker's Compensation benefits or disability benefits.

(b) General Policies

1. Donated PTO may only be used in the event of an absence for medical and/or other catastrophic emergency needs of an employee or the employee's immediate family members as defined by the Family and Medical Leave Act, subject to approval by the employee's Supervisor.
2. Donations of PTO are voluntary.
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5. A maximum of 48-hours of PTO may be donated by any one employee per calendar year.
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8. Once a donation has been processed, neither the donor nor the recipient may revoke the transaction.

9. Use of donated PTO will allow for an employee to continue to accrue benefits during their leave in accord with Section 24.14(11)(c) of the Personnel Code.
10. Use of donated PTO may not be used to exceed a recipient's normally scheduled work hours per pay period.
11. If the recipient returns to regular duty prior to exhausting the donated PTO, the employee shall be allowed to retain the donated leave.
12. Unused donated PTO will not revert back to the donor.
13. Donated PTO shall be used within the same calendar year that it was received.
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 - ii. Donated PTO will not accumulate into the recipients Medical Leave Bank
 - iii. Donated PTO will not be paid out in cash value upon termination/resignation/retirement from City employment



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, Deputy City Clerk
DATE: June 14, 2016
SUBJECT: An Ordinance Repealing Section 14-32 of the Mequon Municipal Code as it Relates to Economic Development Grants for Reserve “Class B” Liquor Licenses

Background

The City of Mequon currently has a cap of 32 Regular Liquor Licenses, and 10 Reserve Licenses. State statute dictates the number of licenses, and it also dictates the fees municipalities charge for liquor licenses. Regular “Class B” Liquor Licenses have a maximum fee of \$500, and Reserve Licenses have an initial **minimum** fee of \$10,000.

At its April 14, 2015 Common Council meeting, the Council adopted Ordinance 2015-1441 which created section 14-32 of the Mequon Municipal code regarding grants for Reserve “Class B” Liquor Licenses. In essence, this provision allowed the City to return \$9,500 of the \$10,000 reserve liquor license fee to the business owner once the business was open to the public.

Analysis

One business has taken advantage of this rebate program, Café Hollander. They paid the initial \$10,000 for their license and \$9,500 was refunded to them after they opened for business on May 24, 2016. State law is however always in flux and in March 2016 new statutes were adopted taking local control away from municipalities that chose to rebate a portion of the initial fee. No portion of the fee may now be rebated or refunded effective June 1, 2016. Therefore, Mequon must now remove the previously approved rebate provision from the City Code.

Fiscal Impact

Increased revenue from business owners as they apply for the \$10,000 Reserve Licenses.

Recommendation

The Finance-Personnel Committee recommended approval of Ordinance 2016-1473.

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2016-1473

An Ordinance Repealing Section 14-32 of the Mequon Municipal Code as it Relates to Economic Development Grants for Reserve “Class B” Liquor Licenses

WHEREAS, the Common Council passed Ordinance 2015-1441 on April 16, 2015; and

WHEREAS, this ordinance allowed for the rebate of Reserve Liquor License fees in the amount of \$9,500; and

WHEREAS, in March 2016 the State adopted Act 286 which prohibits municipalities from rebating or refunding any monies paid as part of the Reserve Liquor License;

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF MEQUON, OZAUKEE COUNTY, STATE OF WISCONSIN, DO ORDAIN AS FOLLOWS:

SECTION I:

Section 14-32 of the Mequon Code of Ordinances is hereby repealed.

SECTION II:

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

SECTION III:

All ordinances in conflict or inconsistent with this ordinance, in whole or in part, are repealed to the extent necessary to give this ordinance full force and effect.

SECTION IV:

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

Approved by: Dan Abendroth, Mayor

Date Approved: July 12, 2016

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on July 12, 2016.

William H. Jones, Jr., City Clerk

Published: _____



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: July 12, 2016
SUBJECT: An Ordinance Amending the City of Mequon Zoning Map from B-1 (Neighborhood Commercial) with a Planned Unit Development (PUD) to R-4 (Single-Family Residential: 1 - 1.5 Acres) to Allow for a Single-Family Home Located at 4200 County Line Road

Background

The applicant is seeking a rezoning recommendation for the property located at 4200 W. County Line Road. The applicant is seeking to rezone the parcel from B-1 (Neighborhood Commercial) with a PUD (Planned Unit Development Overlay) to R-4 (Residential 1-1.5 Acre). The site had contained a restaurant for over twenty years with the most recent occupant, Armon's Catering, closing at this location in 2009. The property has remained vacant and is currently for sale. In 2011, the zoning was changed from R-4 (Residential 1-1.5 Acre) to B-1 (Community Commercial) on a portion of the parcel that included the restaurant. The remaining portion of the property is currently zoned R-4.

Analysis

A vacant building can have a negative impact on the value and character of the surrounding area. The restaurant has remained vacant for a number of years. There is a public interest in the rezoning, therefore allowing the building to be converted to a single-family home will result in numerous improvements to both the building and the site.

Based on the current zoning and due to the PUD overlay, the only allowable use is a restaurant. Since 2011, there has been little interest in redeveloping the site into a new restaurant. The location of the parcel significantly limits the interest in redeveloping the site for commercial operations.

The character of the area has not changed; it remains primarily a residential area. The rezoning to R-4 is consistent with the surrounding area's zoning and uses. Since the two parcels that comprise the site are a total of eight acres, a total of eight single-family homes could be developed in the future.

Recommendation

The Planning Commission recommended approval on June 13, 2016, by a vote of 8-0.

Attachments:

Applicant Narrative (PDF)
Zoning Map (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2016-1474

An Ordinance Amending the City of Mequon Zoning Map from B-1 (Neighborhood Commercial) with a Planned Unit Development (PUD) to R-4 (Single-Family Residential: 1 - 1.5 Acres) to Allow for a Single-Family Home Located at 4200 County Line Road

SECTION I:

Following recommendation of the Planning Commission on the 13th day of June, 2016, and after due notice and hearing by the Common Council of the City of Mequon on the 12th day of July, 2016, the existing and official City of Mequon district zoning maps are hereby amended so as to change the zoning classification of certain properties to R-4 (Single-Family Residential $\frac{3}{4}$ acre)

SECTION VI:

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

SECTION VII:

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

Approved by: Dan Abendroth, Mayor

Date Approved: July 12, 2016

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on July 12, 2016.

William H. Jones, Jr., City Clerk

Published: _____

To whom it may concern,

On Friday May 6, 2016, County Line Holdings LLC (the "Owner") entered into a purchase contract with Dr. Sharon Patricia Worzalla, DDS (the "Purchaser") for the property located at 4200 W. County Line Road, Mequon, WI 530092; Tax Key Numbers 140501414002 and 140501414003 (the "Property"). This Planning Commission Application is submitted to the Planning Commission requesting a Rezoning Recommendation for the Property. This request is for a zoning change from B2 to R1.

It is the full intention of the Purchaser to extensively rehabilitate the Property and occupy it with her husband and daughter as their primary residence. While the design process has not started, the intention is to materially maintain the historic aesthetic of the Property's exterior. Below are some of the planned improvements and repairs:

- Remove all of the black top located to the South and East of the property, specifically the portions of the black top that were previously used as commercial parking;
- Repair and/or replace the roof;
- Repair and/or replace and the siding of the house;
- Paint the exterior of the house, including the two silos;
- Repair, replace and/or remove the wooden deck;
- Remove all sections of wooden fence;
- Repair and/or replace windows;
- Remove all commercial equipment (motors, vents, fans, etc.);
- Repair front walkway support wall; and
- Bring Property into compliance with building code.

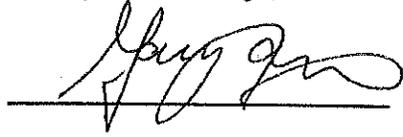
There are currently no plans to increase the footprint or number of floors of the existing building.

The Owner is executing this Planning Commission Application for the sole purpose of consenting to the Purchaser's re-zoning application, provided that any such re-zoning, if granted, shall be conditioned upon and shall not take effect until Purchaser acquires the Property from Owner.

We look forward to working with the Commission to address and remedy any concerns with the Property. Thank you for your time and consideration. Please contact us with any questions or requests for information.

(Signatures appear on the following page)

SELLER:
County Line Holdings, LLC



By: Gary Taxman
Its: Authorized Agent

Date: May 9, 2016

BUYER:



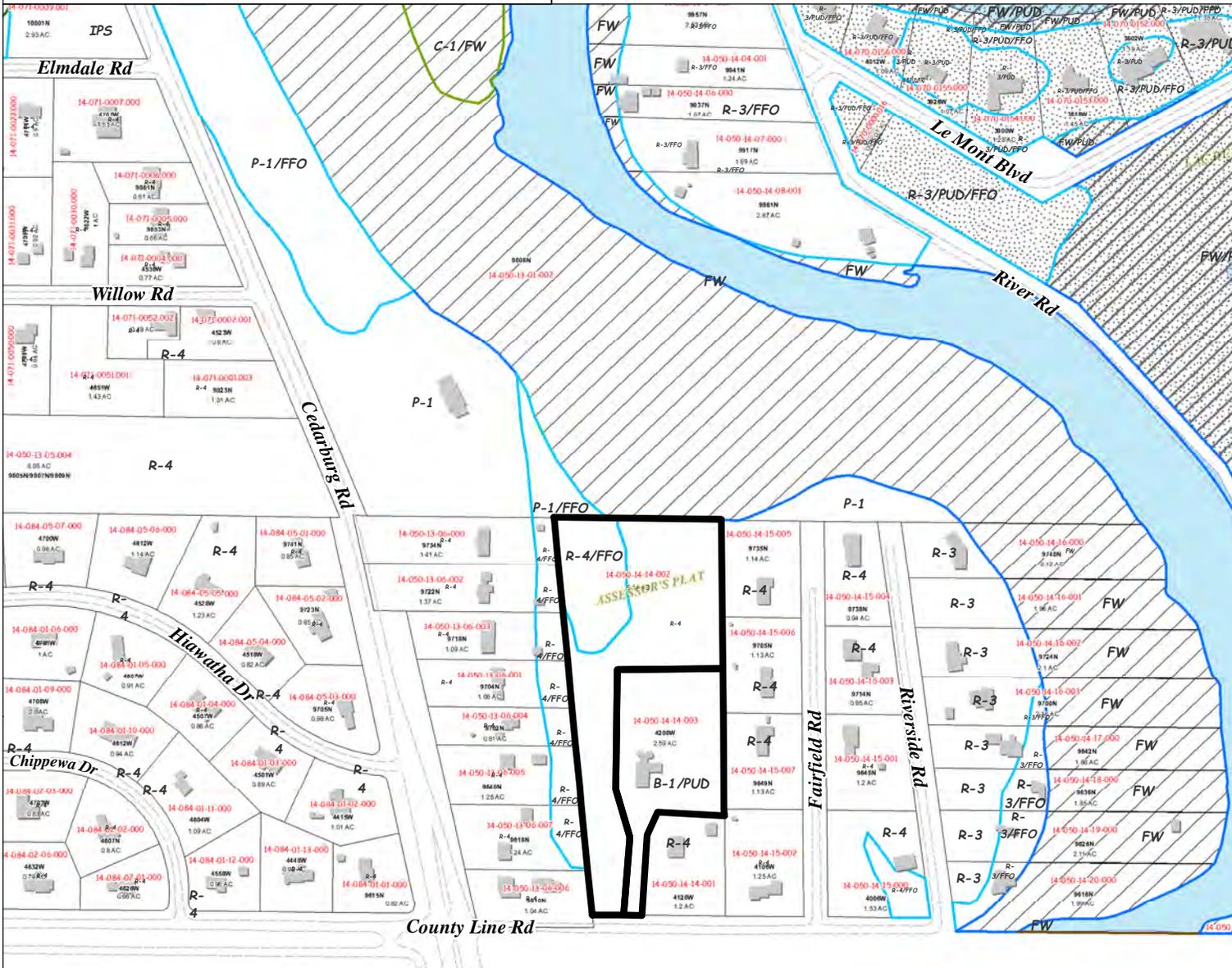
By: Dr. Sharon Patricia Worzalla, DDS

Date: May 9, 2016

Attachment: Applicant Narrative (ORDINANCE 2016-1474 : County Line Holdings Rezoning)

County Line Holdings LLC

AC	Arrival Corridor	LTD	Limited Use
A-1	Agricultural Preserve	OA	Agricultural Overlay
A-2	General Agricultural	PUD	Planned Unit Development Overlay
B-1	Neighborhood Business	P-1	Park & Recreation
B-2	Community Business	R-1	Single-Family Residential (5 Ac. Min.)
B-3	Office & Service Business	R-1B	Single-Family Residential (2.5 Ac. Min.)
B-4	Business Park	R-2	Single-Family Residential (2.0 Ac. Min.)
B-5	Light Industrial	R-2B	Single-Family Residential (1.5 Ac. Min.)
B-6	Rural Industrial	R-3	Single-Family Residential (1.0 Ac. Min.)
B-7	Rural Business	R-4	Single-Family Residential (3/4 Ac. Min.)
C-1	Shoreland/Wetland Conservancy	R-5	Single-Family Residential (1/2 Ac. Min.)
C-2	General Conservancy	R-6	Single-Family Residential (4 du/Ac)
CGO	Central Growth Overlay	RM	Multi-Family Residential
FFO	Flood Fringe Overlay	TC	Town Center
FW	Floodway	TDR	Transfer of Development Rights
IPS	Institutional & Public Service		



Attachment: Zoning Map (ORDINANCE 2016-1474 : County Line Holdings Rezoning)



11333 N. Cedarburg Road
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 Phone: 262-236-2902
 Fax: 262-242-9655

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Office of Community Development

TO: Common Council
FROM: Kim Tollefson, Director of Community Development
DATE: July 12, 2016
**SUBJECT: An Ordinance Amending the City of Mequon Land Use Plan Map from
 Neighborhood Commercial to Residential 1 - 1.5 Acres To Allow for a Single-
 Family Home Located at 4200 County Line Road**

Background

The applicant is seeking a Land Use Plan Map amendment for the property located at 4200 County Line Road. The applicant is seeking to rezone the site to allow for a single-family home.

Analysis

The amendment to the Land Use Plan Map is necessary and consistent with the pending action for rezoning the zoning of the site from B-1 (Neighborhood Commercial) with a PUD (Planned Unit Development) under Ordinance 2016-1474.

Recommendation

The Planning Commission recommended approval on June 13, 2016, by a vote of 8-0.

Attachments:

Zoning Map (PDF)

Applicant Project Narrative (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

ORDINANCE 2016-1475

An Ordinance Amending the City of Mequon Land Use Plan Map from Neighborhood Commercial to Residential 1 - 1.5 Acres To Allow for a Single-Family Home Located at 4200 County Line Road

THE COMMON COUNCIL OF THE CITY OF MEQUON, OZAUKEE COUNTY, STATE OF WISCONSIN, DOES ORDAIN AS FOLLOWS:

SECTION I:

Pursuant to section 62.23(3) of the Wisconsin Statutes, the City of Mequon, is authorized to prepare and adopt a comprehensive plan, or amendment thereof, as defined in section 66.1001(1)(a) and 66.1001(2).

SECTION II:

The Planning Commission of the City of Mequon, by majority vote of the Commission on June 13, 2016, has recommended approval of a Land Use Plan Map amendment to designate the property illustrated in Exhibit A as "Residential 1 - 1.5 Acres".

SECTION III:

The City of Mequon Common Council has held a public hearing on this proposed Land Use Plan amendment at their August 10, 2016, meeting in accordance with section 66.1001(4)(d) of the Wisconsin Statutes.

SECTION IV:

The City of Mequon Common Council, by enactment of this ordinance, formally approves and adopts the Land Use Plan amendment illustrated in Exhibit A, pursuant to section 66.001(4)(c) of the Wisconsin Statutes.

SECTION VI:

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

SECTION VII:

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

Approved by: Dan Abendroth, Mayor

Date Approved: July 12, 2016

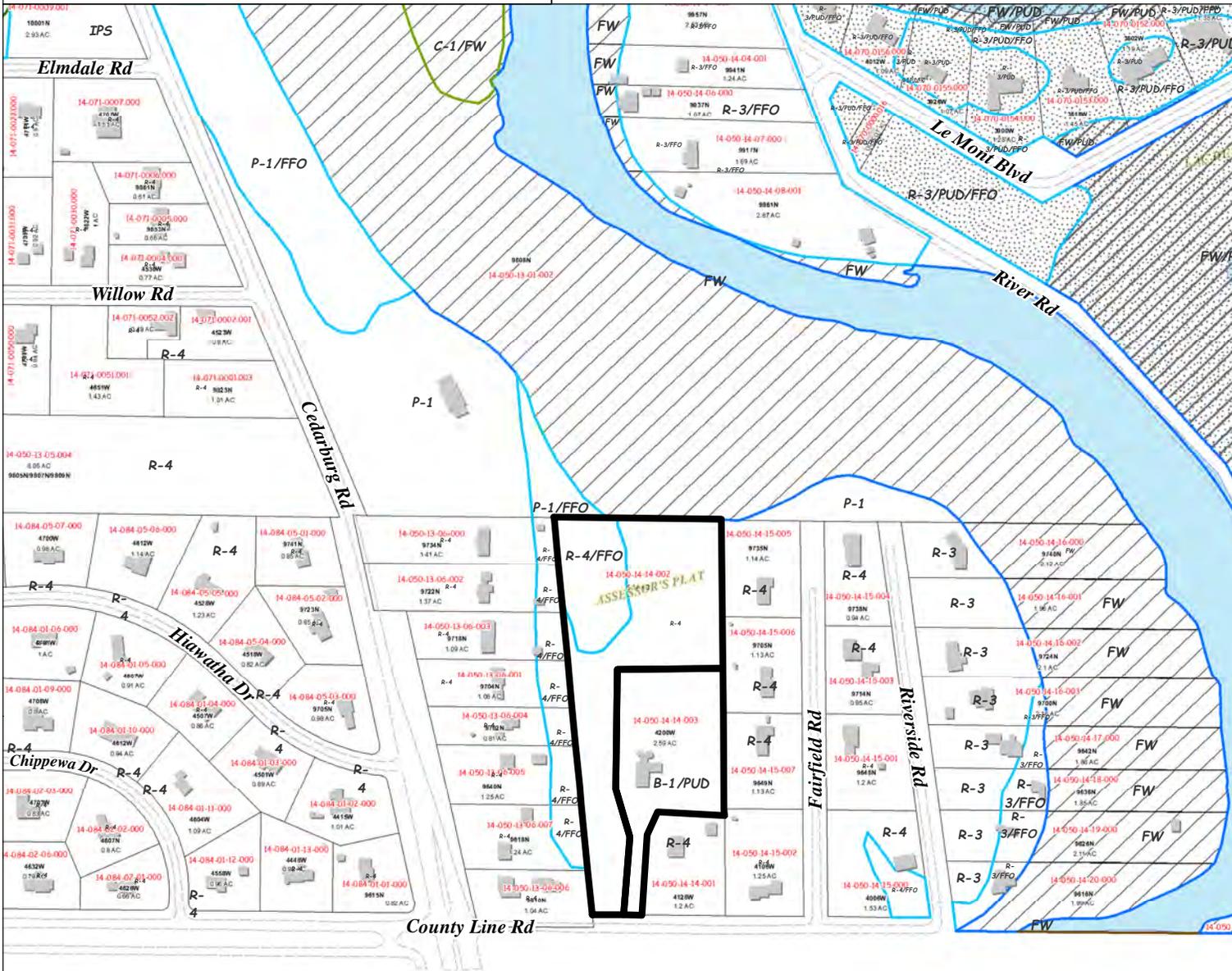
I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on July 12, 2016.

William H. Jones, Jr., City Clerk

Published: _____

County Line Holdings LLC

AC	Arrival Corridor	LTD	Limited Use
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B-1	Neighborhood Business	P-1	Park & Recreation
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B-6	Rural Industrial	R-3	Single-Family Residential (1.0 Ac. Min.)
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CGO	Central Growth Overlay	RM	Multi-Family Residential
FFO	Flood Fringe Overlay	TC	Town Center
FW	Floodway	TDR	Transfer of Development Rights
IPS	Institutional & Public Service		



Attachment: Zoning Map (ORDINANCE 2016-1475 : County Line Holdings Land Use Plan Map Amendment)

To whom it may concern,

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- Bring Property into compliance with building code.

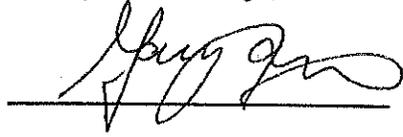
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The Owner is executing this Planning Commission Application for the sole purpose of consenting to the Purchaser's re-zoning application, provided that any such re-zoning, if granted, shall be conditioned upon and shall not take effect until Purchaser acquires the Property from Owner.

We look forward to working with the Commission to address and remedy any concerns with the Property. Thank you for your time and consideration. Please contact us with any questions or requests for information.

(Signatures appear on the following page)

SELLER:
County Line Holdings, LLC



By: Gary Taxman
Its: Authorized Agent

Date: May 9, 2016

BUYER:



By: Dr. Sharon Patricia Worzalla, DDS

Date: May 9, 2016



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 Mequon, WI 53092
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 Fax: 262-242-9655

www.ci.mequon.wi.us

Office of Administration

TO: Common Council
FROM: William Jones, City Administrator
DATE: July 12, 2016
SUBJECT: A Resolution Designating Caroline Fochs to the Position of City Clerk

Background

Currently, the City Administrator also fills the statutory role of Municipal Clerk within Mequon. The Administrator is supported in carrying out the City Clerk's duties (elections, licensing, maintaining official records, voter registration, etc.) by dedicated staff that comprise the City Clerk's Office, including a full-time Deputy City Clerk, a full-time secretary, a part-time secretary and a seasonal elections assistant. Staff within the City Clerk's Office, including the City Administrator, is required to undergo mandatory training each year in order to maintain certifications that are necessary to perform many of the Office's functions. Practically, the City Administrator has little involvement in administering the day-to-day functions of the Clerk's Office, other than attesting to the execution of various ordinances, resolutions and agreements approved by the Common Council, and other documents requiring signature by the City Clerk.

Analysis

A survey of several communities that are similarly-sized to Mequon reveals that a majority have a dedicated Clerk position. A primary reason for this is that the duties and responsibilities of a municipal clerk are becoming increasingly demanding and specialized. Most recently, the State of Wisconsin approved legislation requiring a municipal clerk who receives a request for an absentee ballot to respond no later than one day after receiving such a request. Under the current arrangement in Mequon, these requests are frequently sent to the City Administrator, who then forwards them to the Deputy City Clerk for prompt follow-up. This arrangement is inherently inefficient, and City staff recommends that the Deputy City Clerk be appointed to the position of City Clerk, as part of an effort to eliminate redundancy and improve organizational efficiency.

The use of a dedicated Clerk position is also noted locally, where Brown Deer, Cedarburg, Germantown, Glendale, Grafton, Saukville, Port Washington, Menomonee Falls, West Bend and Hartford all utilize a dedicated City or Village Clerk.

Following the Finance & Personnel Committee's initial consideration of this item in May, the matter was tabled, pending the receipt of additional information pertaining to statutory officers within the City, including City Clerk. Presently, there are six (6) statutory positions (not including Mayor) that are staffed within the City of Mequon. These include the positions of: Assessor, City Attorney, City Clerk, Engineer, Health Officer and Treasurer. Two other statutory positions - Comptroller and Street Commissioner, were previously abolished by the City.

Under current City Code, the Assessor, Attorney, Clerk, Engineer and Treasurer shall be appointed by the Common Council and each officer shall serve at the pleasure of the Council, as provided by state statute. In accordance with state statute, these appointed positions may be removed from office at the pleasure of the Council, subject to a 3/4 majority vote of all members thereof. This requirement is similar to terms required for removal of the City Administrator, which also requires a 3/4 majority vote, as enumerated in the City Code.

Presently, the statutory positions of Assessor, Attorney and Health Officer are filled by part-time, independent third-parties under contract with the City. The positions of City Engineer and Treasurer are filled by the Directors of Public Works and Finance, respectively.

Ordinarily, the City Administrator is responsible for the hiring, evaluation and termination of all City employees not subject to such through another body of the City (e.g. Board of Fire & Police Commissioners). With regard to the City's statutory positions, most any recommendation regarding appointment to, or removal from these positions (with the possible exception of City Attorney) would originate with City staff, and be subject to formal approval by the Common Council. Separating the City Clerk and Administrator position has little practical effect, as the removal process is the same whether it is a joint or separate position. As with all other statutory officer positions, appointment/removal of a dedicated City Clerk would originate with City staff and be subject to Common Council action.

Pending concurrence with staff's recommendation to separate the practice of a combined Clerk-Administrator appointment, attached is a proposed resolution appointing current Deputy City Clerk Caroline Fochs as Mequon City Clerk.

Fiscal Impact

Presently, the Deputy City Clerk position is classified at Grade 12 within the City's Pay Plan, with an authorized salary range of \$59,894 - \$81,032. Based on a recent survey of twenty (20) comparable municipalities, the mean salary range for the position of City Clerk is \$68,555 - \$88,779. Accordingly, it is recommended that the newly proposed position of City Clerk be adjusted to Salary Grade 13 (\$64,685 - \$87,515) within the City's Pay Plan. Further, it is recommended that the current Deputy City Clerk's salary be adjusted to a corresponding position within Pay Grade 13, resulting in a net annualized adjustment of \$5,397.

Recommendation

Adoption of the Proposed Resolution

Attachments

A Copy of the Proposed Resolution

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3378

A Resolution Designating Caroline Fochs to the Position of City Clerk

WHEREAS, Section 2-63(b) of the Mequon Municipal Code calls for the appointment of the City Clerk by the Common Council; and

WHEREAS, the holder of the office of City Clerk holds such office at the pleasure of the Common Council; and

WHEREAS, upon the recommendation of the Finance and Personnel Committee, the Common Council determines that it is appropriate to separate the Clerk and Administrator positions; and

WHEREAS, Caroline Fochs, as the present Deputy City Clerk, is the head of the Clerk's department and has been handling the majority of the administrative duties of the City Clerk under Wisconsin Statute;

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the City of Mequon, Wisconsin, that, in accordance with Wis. Stat. § 17.16, William H. Jones, Jr. is hereby removed from the office of City Clerk. Mr. Jones shall continue to hold the position of City Administrator.

BE IT FURTHER RESOLVED that Caroline Fochs is hereby appointed to the position of City Clerk effective immediately.

Approved by: Dan Abendroth, Mayor

Date Approved:

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

William H. Jones, Jr., City Clerk



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: Kevin Driscoll, Deputy Director of Utilities
DATE: July 12, 2016
SUBJECT: A Resolution Approving the Award of a Contract for the Mequon/Thiensville Sanitary Interceptor Sewer Rehabilitation Project to Michels Pipe Services, a Division of Michels Corporation of Brownsville, Wisconsin in the Amount of \$698,286

Background

The 2016 Sanitary Sewer budget adopted in October 2015 included funding for a number of capital improvement projects. Most of the proposed projects are a continuation of prior years' improvements and upgrades to the City's sanitary sewer lift stations as components age and deteriorate.

The Mequon/Thiensville Sanitary Interceptor Sewer consists of a 36-inch diameter concrete pipe that was built in 1987 and has deteriorated due to hydrogen sulfide in the forcemain and gravity sewer. This is a critical connection for the Village of Thiensville as the discharge point to the City of Mequon, and connects to the Metropolitan Milwaukee Sewerage District (MMSD) metropolitan intercepting sewer (MIS). The Mequon/Thiensville Sanitary Interceptor Sewer is also critical to City sewer operations as it serves as the interceptor for most of the Central Trunk Sewer. The Mequon/Thiensville Sanitary Interceptor Sewer Rehabilitation project will address the infrastructure condition of the sanitary sewer system in advance of the scheduled Wisconsin Department of Transportation (WisDOT) paving project for Cedarburg Road from Mequon Road to County Line Road.

The Mequon/Thiensville Sanitary Interceptor Sewer Rehabilitation project is required to maintain critical sanitary sewer operations. If no rehabilitation of the sanitary interceptor sewer were to occur and the interceptor collapses or fails, it would result in sewer backups.

Analysis

The Mequon/Thiensville Sanitary Interceptor Sewer Rehabilitation work listed above is critical to both the operation of the City of Mequon and Village of Thiensville's sanitary sewer systems. Staff has requested written bids from multiple companies for the Mequon/Thiensville Sanitary Interceptor Sewer Rehabilitation. Of the four requested bids, two contractors responded: Visu-Sewer, Inc. at \$1,068,370 and Michels Pipe Services at \$698,286. The difference between the bid prices is due mainly to a significant difference in the bid item cost for the temporary sewer bypass. Staff is comfortable with the discrepancy as the bypass is the sole responsibility of the contractor and Michels has its own bypass division which reviewed the potential options prior to the bid.

Fiscal Impact

Funding for Mequon/Thiensville Sanitary Interceptor Sewer Rehabilitation is available as a part of the capital improvement program. The project account balance is \$1,030,425. The Village of Thiensville will be responsible for its proportional share, 33.65% of the contract award, an amount that equals \$234,973 to be reimbursed by the Village of Thiensville to the City of Mequon.

Recommendation

It is staff's recommendation that the Sanitary Utility District Commission favorably endorse and the Common Council approve Resolution 3391, which authorizes staff to execute a contract with Michels for \$698,286 for the Mequon/Thiensville Sanitary Interceptor Sewer Rehabilitation project.

Attachments:

063016-Bid Opening Summary (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3391

A Resolution Approving the Award of a Contract for the Mequon/Thiensville Sanitary Interceptor Sewer Rehabilitation Project to Michels Pipe Services, a Division of Michels Corporation of Brownsville, Wisconsin in the Amount of \$698,286

WHEREAS, a number of capital improvement projects were identified as part of the FY2016 Sanitary Sewer budget adopted by the Common Council on October 27, 2015; and

WHEREAS, these projects are critical to the operation of the City's sanitary sewer system; and

WHEREAS, City staff has received and evaluated bids for the Mequon/Thiensville Sanitary Interceptor Sewer Rehabilitation project; and

WHEREAS, City staff recommends that the Mequon/Thiensville Sanitary Interceptor Sewer Rehabilitation be awarded to Michels Pipe Services, a Division of Michels Corporation of Brownsville, Wisconsin for \$698,286; and

WHEREAS, the Capital Account 611799 730016 12023, Cedarburg Road Interceptor, has sufficient balance to fund this project and the Village of Thiensville will be responsible for its proportional share; and

WHEREAS, the Sanitary Utility District Commission at its meeting on July 12, 2016 endorsed staff's recommendations;

NOW THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL of the City of Mequon, the Common Council at its meeting on July 12, 2016 approved staff's recommendation and directs staff to execute a contract with Michels Pipe Services, a Division of Michels Corporation in the amount of \$698,286 to complete Mequon/Thiensville Sanitary Interceptor Sewer Rehabilitation project.

Approved by: Dan Abendroth, Mayor

Date Approved:

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

William H. Jones, Jr., City Clerk

Mequon/Thiensville Sanitary Interceptor Sewer Rehabilitation File 1953 H 2014

ITEM NUMBER	BASE BID ITEMS	UNIT	EST. QUANTITY	City Estimate		Visu Sewer Inc W230N4855 Betker Drive Pewaukee, WI 53072		Michels Corp 817 W Main Street PO Box 128 Brownsville, WI 53006	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Linear feet of 36-inch nominal diameter sanitary sewer lining (CIPP) including clearing of all pipe obstructions, heavy cleaning, pre- and post-lining TV inspection, restoration in kind, manhole cone removal, and replacement, and resident notification.	LF	2,842			\$185.00	\$525,770.00	\$166.00	\$471,772.00
2	By-pass pumpinmg of sewage, including all pumps, valving, piping, maintenance, removal and restoration in kind.	L.S.	1			\$410,000.00	\$410,000.00	\$151,000.00	\$151,000.00
3	Each reinstate active lateral after lining has occurred	Each	10			\$500.00	\$5,000.00	\$300.00	\$3,000.00
4	Each removal of latal intrusion prior to CIPP installation.	Each	10			\$750.00	\$7,500.00	\$900.00	\$9,000.00
5	Each grouting of first 5 feet of existing santiary sewer lateral connection to main, with up to 5-gallons of acrylamide-based grout per connection, following downstream open-cut work and CIPP lining; including latex strengthening agent and chemical root inhibitor additives	Each	10			\$950.00	\$9,500.00	\$1,800.00	\$18,000.00
6	Gallons of addition lateral connection grout over initial 5-gallons pumped to refusal to create watertight seal	Gal	50			\$12.00	\$600.00	\$14.00	\$700.00
7	Lump sum for installing, operating and maintaining traffic control and detour route including signing, barricades, flag persons, advanced warning signs and signs announcing the construction is upcoming in the near future, all performed by a qualified traffic control subcontractor, including traffic control plan and detour plan submittal to the ity for review and approval prior to implementation.	LS	1			\$100,000.00	\$100,000.00	\$41,814.00	\$41,814.00
8	Lump sum for erosion control including installation, maintenance, and removal	LS	1			\$10,000.00	\$10,000.00	\$3,000.00	\$3,000.00
Total Base Bid Items 1 through 12:							\$1,068,370.00		\$698,286.00

Attachment: 063016-Bid Opening Summary (RESOLUTION 3391 : Mequon/Thiensville Sanitary Sewer



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

www.ci.mequon.wi.us

Office of Public Works

TO: Common Council
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: July 12, 2016
SUBJECT: A Resolution Approving Award of the Following in Connection with the Demolition of Logemann Center: A) A Contract for Tower Demolition and Antenna Relocation to General Communications in the Amount of \$10,800; B) A Contract for Asbestos Abatement to Braxton Environmental Services in the Amount of \$11,470; C) A Contract for Building Demolition to Shoreline Contracting Services in the Amount of \$79,638

Background

On December 31, 2015, the Logemann Center, LLC ceased operations ahead of the 2018 lease term date. Prior to that time, the group leased the facility from the City of Mequon for \$1/year to operate a community center. Upon termination of the lease, the City provided short term leases to various tenants to provide sufficient time for tenants to secure new leases in alternate locations. The final tenant vacated the building on June 1, 2016.

At a Town Center Workshop on June 7, the Committee of the Whole directed staff to pursue the demolition of the Logemann Community Center. While the long term use of the site is yet to be determined, upon demolition the site will be used as a temporary gravel parking lot for the civic campus and adjacent Town Center uses.

With Common Council approval of the contracts, the asbestos abatement will proceed first, with anticipated completion of demolition and restoration by August 20.

Analysis

The Logemann Community Center facility itself requires significant repairs and upgrades in its current state. The original facility consisting of the west end of the building was erected in the late 1940's, and the City of Mequon acquired the original structure in 1958. There have been several additions through the 1970's and a final facelift was completed in 1988.

The current state of the building includes and/or requires the following repairs:

- The east half of the roof is 32 years old, the west half of the roof was most recently repaired 12 years ago but leaks significantly, and the rear flat roof which also leaks is also 32 years old.
- The air handlers on the east side of the building are original to the building and at 42 years old require replacement.

- The east side condensing units on the air conditioner are 28 years old and require replacement.
- The east side heating coils are original to the building and at 58 years old are in need of replacement. The west side heating coils are 42 years old and are also in need of replacement.
- All black iron and lead piping (Sewer and Water) original to the structure are in need of replacement.
- The rear conference room addition is sinking away from the structure and would require significant cost to ensure that it is structurally sound.
- The windows are 28 years old and inefficient in terms of energy consumption.

In its current state, the extent of the required repairs outpaces the value of the facility. In addition, staff does not consider the facility to be the highest and best use for the site.

Fiscal Impact

Due to the existing lease at the time of the creation of the FY2016 budget, staff was not aware that the demolition of the Logemann Center was anticipated. Therefore no FY2016 budget requests were made to address the cost of demolition. Approving the demolition contract in FY2016 allows the City to immediately benefit from savings in operating costs and allows the establishment of a temporary parking lot with the ultimate goal of establishing a permanent use for the site. Postponing the demolition contract to FY2017 may yield increased bid prices.

The City operates and maintains the facility at an annual expenditure of approximately \$30,000. The operational costs include:

- **Buildings budget for operational repairs:** \$3,000 annually
- **Electrical budget:** \$17,100 annually
- **Gas budget:** \$6,600 annually
- **Sewer budget:** \$1,265 annually
- **Preventative maintenance contract:** \$1,652 annually

In addition to the direct operational cost savings, the demolition of the building also eliminates staff time associated with mowing, snow blowing and Building Maintenance staff service time.

Several elements of the building will be repurposed as a part of the demolition. Any proceeds from selling those elements will be credited to the capital account. Proceeds are estimated between \$10,000-15,000.

In addition, staff has initiated the disconnection of utilities (electric, gas, sanitary and water), the costs of which will be funded from the operating account (approximately \$2,650). A repeater antenna for some of the City's communication operations was located on the tower adjacent to the Logemann Community Center and received its power source from the building. The repeater was relocated at a cost of \$4,400.

The City solicited bids for the demolition of the Logemann Community Center building, with an

additional bid for the demolition of the tower adjacent to the facility. The City received four bids, and the lowest responsible bid was received from Shoreline Contracting Services, Inc. in the amount of \$79,638. While Shoreline provided a bid for the antennae removal at \$10,000, the City received a separate bid from General Communications to remove the antennae itself for \$6,400 and Shoreline agreed to remove the antennae foundation. The bid summaries are attached.

Prior to the demolition of the building, the asbestos throughout the building will need to be abated. A summary of the bids for the abatement are attached. The City will proceed with Braxton Environmental Services Corporation at \$11,470.

The City will fund the demolition through the existing Logemann Center capital fund account, which has a balance of \$37,511. The remaining expenses will be paid through fund balance, proceeds from the sale of repurposed materials and savings in operating costs through the end of the year. Funding sources are provided in the table below. It should be noted that based upon an anticipated funding shortfall of \$34,489 and an annual operational savings of approximately \$30,000, the payback period for this project is just over one year.

Demolition Costs		Funding Sources	
Antenna Relocation	\$ 4,400.00	Capital Fund Balance	\$ 37,511.35
Tower Demolition	\$ 6,400.00	FY2016 Operational Savings	\$ 17,907.57
Asbestos Abatement	\$ 11,470.00	Resale of Building Elements	\$ 12,000.00
Building Demolition	\$ 79,638.00		
	\$101,908.00		\$67,418.92
	Anticipated Funding Deficit		\$34,489.08

Recommendation

It is staff's recommendation that the Public Works Committee favorably endorse and the Common Council approve Resolution 3392, which authorizes staff to execute contracts with General Communications in the amount of \$10,800, Braxton Environmental Services Corporation in the amount of \$11,470 and Shoreline Contracting Services, Inc. in the amount of \$79,638.

Attachments:
Bid Summary (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 3392

A Resolution Approving Award of the Following in Connection with the Demolition of Logemann Center: A) A Contract for Tower Demolition and Antenna Relocation to General Communications in the Amount of \$10,800; B) A Contract for Asbestos Abatement to Braxton Environmental Services in the Amount of \$11,470; C) A Contract for Building Demolition to Shoreline Contracting Services in the Amount of \$79,638

WHEREAS, the City of Mequon owns the Logemann Community Center located at 6100 West Mequon Road; and

WHEREAS, the Logemann Community Center was leased by a limited liability corporation who ceased operation on December 31, 2015; and

WHEREAS, the City is responsible for the annual operation and maintenance costs of the facility; and

WHEREAS, the Logemann Community Center building requires repair and infrastructure improvements that outpace the value of the facility; and

WHEREAS, the City determined that continuation of the operation of the Logemann Community Center does not provide the highest and best use for the site; and

WHEREAS, City staff recommends that consultant services totaling \$101,908 be award to the following contractors:

General Communications (Antenna Relocation and Tower Demolition): \$10,800
Braxton Environmental Services Corporation (Asbestos Abatement): \$11,470
Shoreline Contracting Services, Inc. (Building Demolition): \$79,638; and

WHEREAS, the Public Works Committee at its meeting on July 12th, 2016 endorsed staff's recommendations;

NOW THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL of the City of Mequon, the Common Council at its meeting on July 12th, 2016 approved staff's recommendation and directs staff to execute contracts with various contractors for the demolition of the Logemann Community Center.

Approved by: Dan Abendroth, Mayor

Date Approved:

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

William H. Jones, Jr., City Clerk

Logemann Community Center Demolition
Bid Summary

Asbestos Removal

<i>Braxton Environmental Services Corp.</i>	\$	11,470.00
<i>White Glove Group, Inc.</i>	\$	13,200.00
<i>Insulation Removal Ltd.</i>	\$	29,987.00

Logemann Community Center Demolition

	Building Demolition	Tower Removal	Tank/Cistern Removal
<i>Shoreline Contracting Services, Inc.</i>	\$ 79,638.00	\$ 10,000.00	Included in Bldg Cost
<i>Spielvogel & Sons Excavating, Inc.</i>	\$ 96,900.00	Not Bid	Included in Bldg Cost
<i>C.W. Purpero, Inc.</i>	\$ 128,800.00	\$ 8,600.00	\$ 13,000.00
<i>WSO Grading and Excavating LLC</i>	\$ 243,484.00	\$ 20,200.00	\$ 12,280.00

Antennae Only

<i>General Communications</i>	\$	6,400.00
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Attachment: Bid Summary (RESOLUTION 3392 : Logemann Center Demolition Contract Award)