



11333 N. Cedarburg Road  
Mequon, WI 53092  
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[www.ci.mequon.wi.us](http://www.ci.mequon.wi.us)

Office of the City Administrator

**PUBLIC WELFARE COMMITTEE**  
**Tuesday, September 8, 2020**  
**6:15 PM**  
**Virtual Meeting**

**Agenda**

**ELECTRONIC MEETING NOTICE:** Pursuant to the current recommendation of the CDC limiting the size of public gatherings and the various federal and state orders implementing that recommendation, and to help protect our community from the Coronavirus (COVID-19) pandemic, this meeting will be held virtually through the GoToMeeting platform with each member accessing the meeting remotely. Citizens may also join the meeting online or by phone. Please go to <https://www.gotomeet.me/Mequon/pwelfare> to join the meeting online or call into the meeting by dialing 1-866-899-4679 and enter access code 978-522-373.

**WRITTEN PUBLIC COMMENTS** may be made in writing in advance of the meeting. Written comments should be directed to the Administration Department at least 2 hours prior to the meeting by email at [jschoenemann@ci.mequon.wi.us](mailto:jschoenemann@ci.mequon.wi.us) addressed to the intended committee. Written public comment may also be deposited in the drop box at City Hall on 11333 N. Cedarburg Road, Mequon at least 2 hours prior to the meeting. Comments received timely will be forwarded to all members of the body for their consideration.

**VERBAL PUBLIC COMMENTS** will be accepted only from members of the public who register in advance. Registration shall be made by sending an email to Assistant City Administrator, Justin Schoenemann at [jschoenemann@ci.mequon.wi.us](mailto:jschoenemann@ci.mequon.wi.us) or by leaving a message at 262-236-2942 no later than 2 hours prior to the meeting.

- 1) Call to Order, Roll Call
- 2) Approval of Meeting Minutes  
**Action requested: review and approve**
  - a. August 2020 Minutes
- 3) Ordinances  
**Action requested: review and recommend approval**
  - a. **ORDINANCE 2020-1580** An Ordinance Amending Chapter 10 of the Mequon Municipal Code, Related to Certain Licensing and Technical Standards within City's Electrical Code
- 4) Resolutions  
**Action requested: review and recommend approval**
  - a. **RESOLUTION 3762** A Resolution Extending the City of Mequon's Declared Public Health Emergency in Response to COVID-19

5) Discussion Items

**Action requested: discuss and take action as needed**

- a. Paperless Packets
- b. Community Outreach Initiatives Workshop

6) Information Items

- a. Working Calendar

7) Adjourn

*Dated: September 8, 2020*

*/s/ Dale Mayr, Chair*

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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 Administrator's Office at 262-236-2941, Monday through Friday, 8:00 AM – 4:30 PM



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Office of the City Administrator

**PUBLIC WELFARE COMMITTEE**  
**Wednesday, August 12, 2020**  
**6:15 PM**  
**Virtual Meeting**

**Minutes**

1) Call to Order, Roll Call

**Present:**

Chair Dale Mayr  
Alderman Glenn Bushee  
Alderman Robert Strzelczyk

**Also in Attendance:** Mayor Wirth, City Administrator Jones, Assistant City Administrator Schoenemann, City Attorney Sajdak, Executive Assistant Prosser, Interested parties

2) Approval of Meeting Minutes

**a. July 2020 Minutes**

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

**AYES:** Mayr, Bushee, Strzelczyk

3) Discussion Items

**a. Community Outreach Initiatives**

At the July 14, 2020 Public Welfare Committee meeting, Alderman Bushee introduced the idea of forming a Community Outreach Committee to promote events and share positive information about the diverse and unique characteristics of the Mequon community. Assistant City Administrator Schoenemann was directed to research other communities to find out whether they had committees with a similar purpose as the new committee under consideration. Mr. Schoenemann reported that while the research indicates other organizations do not have a committee dedicated to community outreach initiatives, many have elements of what the proposed committee entails.

Prior to the meeting Mayor Wirth provided the members of the committee with his feedback on the proposed committee. Mayor Wirth was present at the meeting to review his feedback.

Attachment: DRAFT 08 12 2020 Public Welfare Committee Minutes (5422 : August 2020 Minutes)

Alderman Bushee presented the proposed purpose and structure for a Community Outreach Committee.

Alderman Mayr questioned the committee's main purpose and shared his concern for the time it would take to coordinate information from different organizations. Alderman Strzelczyk agreed that there is a place in the community for an outreach committee.

Mr. Schoenemann mentioned that prior to moving forward with a new committee, the availability of staff and other City resources will need to be determined to ensure the committee is sustainable.

Alderman Bushee mentioned that obtaining a list of different organizations in Mequon would be one of the initial steps of the new committee along with determining the main events each organization holds each year and finding out if organizations hosting similar events would consider working together.

City Administrator Jones pointed to number three of the duties listed in the Festivals Committee ordinance, *the festivals committee shall actively sponsor, coordinate, plan and work cooperatively with community-based organizations on special events of community-wide interest by promoting public celebration activities*, that could serve many of the main functions that Alderman Bushee is proposing for the new committee.

Assistant City Administrator Schoenemann mentioned there are ways to help with the outreach initiative using existing resources such as the City calendar on the website and the weekly bulletin. Information on how to use the City's resources for events could be provided to community organizations. Alderman Mayr pointed out that reaching out to organizations may give the committee an indication of whether there is any interest. Alderman Bushee stated it was a good start, however felt that pulling a list of organizations together would be part of the effort of the new committee.

Alderman Strzelczyk mentioned a part-time communication position had been discussed at budget time for the past several years, noting that overseeing community outreach initiatives would be a good fit for such a position.

Alderman Mayr directed staff to provide a list of organizations that meet on a regular basis for the purpose of mailing information on the proposed Community Outreach Committee and to determine whether there is any interest.

City Administrator Jones pointed out that the Communication Policy crafted and approved by the Public Welfare Committee several years ago will need to be checked to ensure soliciting on a community-wide basis for events and listing those on the website follows the City's Communication Policy.

The committee agreed to continue the discussion at another meeting. Alderman Mayr will work with Assistant City Administrator Schoenemann to schedule a virtual workshop meeting prior to the Committee's regular monthly meeting.

## 4) Information Items

**a. Working Calendar**

The committee did not have any additional items for the working calendar.

## 5) Motion to adjourn the meeting at 6:52 PM.

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

**AYES:**                         Mayr, Bushee, Strzelczyk

Respectfully Submitted,

*Lina Prosser*



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Office of Community Development

**TO: Public Welfare Committee**  
**FROM: Kim Tollefson, Director of Community Development**  
**DATE: September 8, 2020**  
**SUBJECT: ORDINANCE 2020-1580 An Ordinance Amending Chapter 10 of the Mequon Municipal Code, Related to Certain Licensing and Technical Standards within City's Electrical Code**

### **Background**

The Wisconsin Department of Safety and Professional Services' Division of Industry Services recently reviewed the City's electrical code located in Article III of Chapter 10 of the Mequon Municipal Code. Based on their review, there are several changes required to Chapter 10 in order to achieve compliance with state law, as outlined in the attached ordinance that is proposed for adoption.

### **Analysis**

In order to comply with the requirements of the State, staff has prepared the following changes to the Electrical Code:

1. Removal of the local licensing requirement in Section 10-84. Municipalities can no longer require local licensing or enforce additional license requirements under Wis. Stat. §§ 101.861(1) and (2).
2. Modification to Section 10-81(c) related to the requirements for emergency work. This section conflicts with Wis. Admin. Code § SPS 316.012(b) which has detailed requirements for emergency work.
3. Modification to Section 10-77 that currently, allows the City's Code to be more restrictive than the Wisconsin State Electrical Code. This conflicts with Wis. Stat. § 101.86, which requires municipalities to strictly conform to the State Code.

Representatives from the Division of Industry Services have reviewed and approved the changes being proposed to Chapter 10. Enclosed for the Council's reference are several additional documents, including edited and clean versions of Article III (Electrical Code) within Chapter 10 of the Mequon Municipal Code, as well as an excerpt from the Wisconsin State Statutes that pertain to this matter.

### **Fiscal Impact**

The fiscal impact is neutral.

### **Recommendation**

A recommendation from the Public Welfare Committee is forthcoming on September 8, 2020.

Attachments:

Track Changes Version (DOC)

Clean Version (DOC)

State referenced Statues (PDF)

COMMON COUNCIL  
OF THE  
CITY OF MEQUON

ORDINANCE 2020-1580

An Ordinance Amending Chapter 10 of the Mequon Municipal Code, Related to Certain Licensing and Technical Standards within City's Electrical Code

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

**SECTION I**

Chapter 10 of the Mequon Code of Ordinances is amended as follows: (NOTE: added text is underlined and deleted text is ~~struck through~~)

Sec. 10-77. - Adoption of Wisconsin State Electrical Code.

~~The Wisconsin Administrative Code Chapter SPS 16, Wis. Admin Code Ch. SPS 316, and all amendments thereto, are hereby adopted by reference and made a part of this chapter. In addition to the regulations, standards and procedures hereinafter set forth, all electrical work performed or equipment or appliances utilized or installed within the City of Mequon shall comply with the provisions of Wis. Admin. Code Ch. Chapter SPS 316; provided, however, that in the event of conflict or ambiguity concerning any of the foregoing the stricter provisions.~~

Sec. 10-81. - Electrical permits.

(a) Permits required. The electrical inspector shall issue permits for electrical installations for light, heat, or power upon the filing of a proper application which shall be made on blanks furnished by the electrical inspector prescribing the nature of the work and such other information as may be required for inspection, and no work shall be done until a permit has been obtained. All applications shall be signed by a licensed master electrician or a licensed electrical contractor. ~~the licensee and in those cases where the licensee has designated a representative, said representative shall also sign.~~

(b) Fee schedule. Electrical inspection charges shall be made for inspection of all electrical equipment and installation on the basis of a fee schedule adopted by the common council and on file in the office of the building inspector.

(c) Installation without permit; temporary work. In case a permit is not obtained before work is started, ~~except in emergency cases approved by the inspection department~~, the total fee for such permit if granted, shall be double the usual fee charged. Granting of a permit after work is started shall not relieve the licensee from any liability from penalty provided by law. On applying for a permit for temporary work, a specified period of time for which such wiring is to remain in service must be stated. Service shall be cut off at the end of this period and shall not again be connected without written permission from the electrical inspector.

~~Sec. 10-83. Class C electrical contractors license.~~

~~The electrical inspector shall determine if an applicant is qualified for an electrical license.~~

~~(1) Master electrician certification from the state shall serve as qualification unless provided otherwise in this code for a license or in the case of a firm or corporation that an employee has such certification. In the case of an employee who holds the master electrician certification terminates employment with the firm or corporation, said license shall automatically be revoked.~~

~~(2) The electrical inspector may investigate any charges or complaints filed which may be brought against the holder of a license and revoke such license for repeated violations or noncompliance with any of the provisions of this code on the part of the licensee or any person performing any work under this direction.~~

~~Sec. 10-84. Electrical license.~~

~~Licenses or Registrations as required per Wisconsin Stat §101.862 shall be required in order to alter, install, repair or maintain any electrical wiring in the City of Mequon. No person, firm or corporation shall alter, install or repair electrical wires and apparatus for any purpose whatsoever in the city without first having procured a license as provided in this chapter.~~

~~(1) Application or renewal application. An application or a renewal application for a license shall be made on forms furnished by the electrical inspector. An applicant shall pay a fee required under subsection (2) below prior to renewing his license. The license for the person, firm or corporation installing or altering any electrical wiring or equipment shall expire on June 30 of each year. All such licenses shall be issued for one year commencing on July 1 and expiring on June 30 following unless sooner revoked. The fees for such licenses shall be paid to the city treasurer and credited to the general fund and no license shall be held valid unless signed by the electrical inspector and stamped as paid by the city treasurer in the amount required by such license.~~

~~(2) Fees. The fee for an electrical contractor's license shall be as set by the common council from time to time for the initial license and each subsequent renewal of the license. No license fee shall be prorated.~~

~~(3) Appeals. In the event the applicant is denied a license or the renewal of a license, he may appeal such decision to the board of appeals within 30 days of the denial. The board shall fix a date for hearing on said appeal and shall notify both the applicant and the building inspector of the time of said hearing which shall be not more than 40 days after the appeal has been taken. At the hearing, both the applicant and the building inspector may present such evidence as they deem necessary and the board shall render its decision promptly.~~

~~Sec. 10-85. Class M electrical maintenance license.~~

~~Any firm or corporation may be granted a maintenance license upon the condition that such firm or corporation regularly employs a licensed journeyman electrician, approved by the electrical inspector, who has charge of the electrical work in the plant. Such license shall permit the holder to install or repair electrical wires and apparatus within the plant of the firm or corporation. At the time of making application for a license, the firm or corporation making the application shall file, in writing, a certificate with affidavit naming the person who shall be in charge of such maintenance work and shall furnish the named electrician's State of Wisconsin journeyman~~

electrician license.

~~Sec. 10-86. License non-transferable.~~

~~Licenses issued pursuant to the terms of this chapter shall not be transferable.~~

~~Sec. 10-87. Revocation and suspension of licenses.~~

~~(a) Authority of the electrical inspector. The electrical inspector may suspend or revoke any electrical contractor's license issued hereunder upon proof that such license was obtained by fraud or misrepresentation or through gross error or upon proof that the holder thereof is incompetent or has been guilty of any dishonest practices in connection with his work as such licensee, provided, before any license is suspended or revoked, the holder thereof shall be given a written notice enumerating the charges and proof. The licensee may appeal such decision to the board of appeals within 30 days of the denial. The board shall fix a date for hearing on said appeal and shall notify both the applicant and the building inspector of the time of said hearing which shall be not more than 40 days after the appeal has been taken. At the hearing, both the applicant and the building inspector may present such evidence as they deem necessary and the board shall render its decision promptly.~~

~~(b) Effect of suspension. A license may be suspended for not more than one year. Whenever a license has been so suspended, the former holder thereof shall have the same status as a person not previously licensed.~~

## SECTION II

The terms and provisions of this ordinance are severable. If any term or provision of this ordinance is 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 that contravene this ordinance are repealed.

## SECTION IV

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

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Approved by: John Wirth, Mayor

Date Approved: September 8, 2020

I certify that the foregoing Ordinance was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on September 8, 2020.

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Caroline Fochs, City Clerk

Published: \_\_\_\_\_

ARTICLE III. - ELECTRICAL CODE<sup>[2]</sup>

Footnotes:

--- (2) ---

**State Law reference**— Electrical regulations, Wis. Stats. § 101.80 et seq.; municipal authority relative to electricity, Wis. Stats. § 101.86.

Sec. 10-77. - Adoption of Wisconsin State Electrical Code.

The Wisconsin Administrative Code Chapter SPS 16, and all amendments thereto, are hereby adopted by reference and made a part of this chapter. In addition to the regulations, standards and procedures hereinafter set forth, all electrical work performed or equipment or appliances utilized or installed within the City of Mequon shall comply with the provisions of Chapter SPS 16; ~~provided, however, that in the event of conflict or ambiguity concerning any of the foregoing the stricter provisions.~~

(Ord. No. 2012-1373, § I, 4-10-2012)

**Editor's note**— Ord. No. 2012-1373, § I, adopted April 10, 2012, repealed the former § 10-77, and enacted a new § 10-77 as set out herein. The former § 10-77 pertained to similar subject matter and derived from Code 1957, § 6.01; Ord. No. 2010-1328, § I, 8-10-2010.

Sec. 10-78. - Inspector, board and secretary not liable.

In all cases where any action is taken by the electrical inspector to enforce the regulations of this chapter, such action or act shall be considered as done in the name of and on behalf of the city, and the said electrical inspector shall not be judged as liable for any damage that may accrue to persons or property as the result of any such action or act committed in the discharge of their duties, and any legal proceedings brought against said electrical inspector by reason thereof, shall be defended by the city attorney.

(Code 1957, § 6.03)

Sec. 10-79. - Electrical inspector.

- (a) *Created.* There is hereby created the office of electrical inspector of the City of Mequon, who shall perform such duties as are specified in this code and who shall have general management and control of all matters pertaining to the electrical inspection and enforcement of the code.
- (b) *Duties.* The electrical inspector shall visit and inspect all buildings and premises and make a thorough examination of all the electrical wiring, equipment and devices installed, and when found to be in a dangerous or unsafe condition, he shall notify the person, firm or corporation owning, using, operating, or installing same to place them in a safe condition. Such necessary repairs or changes shall be completed according to the provisions of the code. The electrical inspector is hereby authorized to order the discontinuance of electrical service to any defective electrical system until it shall have been repaired, removed or altered as directed, to comply with the code. Failure to obey any such order shall subject the person, firm, or corporation to the penalties hereinafter provided.
- (c) *Authority to turn off current.* The electrical inspector shall have the authority to cause the immediate turning off of all electrical current to any equipment which he finds, in the exercise of his judgment, to be in a condition creating imminent danger to person or property, and to cut or discontinue electrical

service in cases of emergency where he finds, in the exercise of his judgment, that such electrical currents are creating imminent danger to person or property, or where such currents may interfere with the work of the fire department. No person, firm, or corporation shall reconnect any equipment so cut off until written permission is given by the electrical inspector.

- (d) *Right of entry.* The electrical inspector shall have the right to enter any building or premises in the discharge of his official duties and for that purpose shall be given prompt access upon notification to the owner or occupant of such building or premises. He shall have the right to order discontinuance of electrical service to premises where he is denied access or entry.

(Code 1957, § 6.04(5)—(7))

Sec. 10-80. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Electrical system* shall mean all wires, equipment or devices installed for the purpose of conducting or safeguarding electrical current at all voltages.

*Electrical work* shall mean any act in connection with the installing, altering or maintaining of electrical systems, which act ordinarily requires the use of tools.

*Wiring* shall include all conductors and all other devices incident to the means for safety conducting electrical current.

(Code 1957, § 6.05)

**Cross reference**— Definitions generally, § 1-2.

Sec. 10-81. - Electrical permits.

- (a) *Permits required.* The electrical inspector shall issue permits for electrical installations for light, heat, or power upon the filing of a proper application which shall be made on blanks furnished by the electrical inspector prescribing the nature of the work and such other information as may be required for inspection, and no work shall be done until a permit has been obtained. All applications shall be signed by ~~a licensed master electrician or a licensed electrical contractor, the licensee and in those cases where the licensee has designated a representative, said representative shall also sign.~~ a licensed master electrician or a licensed electrical contractor, the licensee and in those cases where the licensee has designated a representative, said representative shall also sign.
- (b) *Fee schedule.* Electrical inspection charges shall be made for inspection of all electrical equipment and installation on the basis of a fee schedule adopted by the common council and on file in the office of the building inspector.
- (c) *Installation without permit; temporary work.* In case a permit is not obtained before work is started, ~~except in emergency cases approved by the inspection department,~~ the total fee for such permit if granted, shall be double the usual fee charged. Granting of a permit after work is started shall not relieve the licensee from any liability from penalty provided by law. On applying for a permit for temporary work, a specified period of time for which such wiring is to remain in service must be stated. Service shall be cut off at the end of this period and shall not again be connected without written permission from the electrical inspector.
- (d) *Reissuance of permits.* No permit shall be issued if there are any outstanding corrections to be made. No permit shall be issued if previous permits are not complete as to work done and the fees paid on any work that has been reported as complete.

(Code 1957, § 6.09; Ord. No. 88-655, 7-14-1988)

**State Law reference**— Fees authorized, Wis. Stats. § 101.86(1)(c).

Sec. 10-82. - Inspections.

- (a) Current shall not be turned on for any electrical installation until a certificate of inspection shall have been issued by the electrical inspector. In occupied buildings, however, where a permit for lighting fixtures has been issued, the electrical inspector may authorize the installation of meters for electrical services after the wiring has been inspected and approved.
- (b) Upon completion of any installation, alteration, or replacement of electrical equipment which requires a permit, it shall be the duty of the licensee making the installation, alteration, or replacement, to notify the electrical inspector who shall inspect the installation, alteration or replacement as soon thereafter as practicable. When any electrical equipment, requiring a permit is to be concealed by the permanent placement of parts of the building, the licensee installing the electrical equipment shall notify the electrical inspector to that effect, and such equipment shall not be concealed by the person installing such parts of the building until it has been inspected and approved by the electrical inspector. Where the concealment of electrical equipment proceeds continuously, the licensee installing the electrical equipment shall give the electrical inspector due notice and inspections shall be made periodically during the progress of the work.

(Code 1957, § 6.10)

~~Sec. 10-83.— Class C electrical contractors license.~~

~~The electrical inspector shall determine if an applicant is qualified for an electrical license.~~

- ~~(1) Master electrician certification from the state shall serve as qualification unless provided otherwise in this code for a license or in the case of a firm or corporation that an employee has such certification. In the case of an employee who holds the master electrician certification terminates employment with the firm or corporation, said license shall automatically be revoked.~~
- ~~(2) The electrical inspector may investigate any charges or complaints filed which may be brought against the holder of a license and revoke such license for repeated violations or noncompliance with any of the provisions of this code on the part of the licensee or any person performing any work under this direction.~~

~~(Ord. No. 2010-1328, § I, 8-10-2010)~~

Sec. 10-84. - Electrical license.

~~Licenses or Registrations as required per Wisconsin Stat §101.862 shall be required in order to alter, install, repair or maintain any electrical wiring in the City of Mequon. No person, firm or corporation shall alter, install or repair electrical wires and apparatus for any purpose whatsoever in the city without first having procured a license as provided in this chapter.~~

- ~~(1) Application or renewal application. An application or a renewal application for a license shall be made on forms furnished by the electrical inspector. An applicant shall pay a fee required under subsection (2) below prior to renewing his license. The license for the person, firm or corporation installing or altering any electrical wiring or equipment shall expire on June 30 of each year. All such licenses shall be issued for one year commencing on July 1 and expiring on June 30 following unless sooner revoked. The fees for such licenses shall be paid to the city treasurer and credited to the general fund and no license shall be held valid unless signed by the electrical inspector and stamped as paid by the city treasurer in the amount required by such license.~~

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~~(3) Appeals. In the event the applicant is denied a license or the renewal of a license, he may appeal such decision to the board of appeals within 30 days of the denial. The board shall fix a date for hearing on said appeal and shall notify both the applicant and the building inspector of the time of said hearing which shall be not more than 40 days after the appeal has been taken. At the hearing, both the applicant and the building inspector may present such evidence as they deem necessary and the board shall render its decision promptly.~~

~~(Ord. No. 2010 1328, § I, 8 10 2010)~~

~~Sec. 10-85.—Class M electrical maintenance license.~~

~~Any firm or corporation may be granted a maintenance license upon the condition that such firm or corporation regularly employs a licensed journeyman electrician, approved by the electrical inspector, who has charge of the electrical work in the plant. Such license shall permit the holder to install or repair electrical wires and apparatus within the plant of the firm or corporation. At the time of making application for a license, the firm or corporation making the application shall file, in writing, a certificate with affidavit naming the person who shall be in charge of such maintenance work and shall furnish the named electrician's State of Wisconsin journeyman electrician license.~~

~~(Ord. No. 2010 1328, § I, 8 10 2010)~~

~~Sec. 10-86.—License non-transferable.~~

~~Licenses issued pursuant to the terms of this chapter shall not be transferable.~~

~~(Ord. No. 2010 1328, § I, 8 10 2010)~~

~~Sec. 10-87.—Revocation and suspension of licenses.~~

~~(a) Authority of the electrical inspector. The electrical inspector may suspend or revoke any electrical contractor's license issued hereunder upon proof that such license was obtained by fraud or misrepresentation or through gross error or upon proof that the holder thereof is incompetent or has been guilty of any dishonest practices in connection with his work as such licensee, provided, before any license is suspended or evoked, the holder thereof shall be given a written notice enumerating the charges and proof. The licensee may appeal such decision to the board of appeals within 30 days of the denial. The board shall fix a date for hearing on said appeal and shall notify both the applicant and the building inspector of the time of said hearing which shall be not more than 40 days after the appeal has been taken. At the hearing, both the applicant and the building inspector may present such evidence as they deem necessary and the board shall render its decision promptly.~~

~~(b) Effect of suspension. A license may be suspended for not more than one year. Whenever a license has been so suspended, the former holder thereof shall have the same status as a person not previously licensed.~~

~~(Ord. No. 2010 1328, § I, 8 10 2010)~~

~~Secs. 10-88—10-107. - Reserved.~~

ARTICLE III. - ELECTRICAL CODE<sup>[2]</sup>

Footnotes:

--- (2) ---

**State Law reference**— Electrical regulations, Wis. Stats. § 101.80 et seq.; municipal authority relative to electricity, Wis. Stats. § 101.86.

Sec. 10-77. - Adoption of Wisconsin State Electrical Code.

The Wisconsin Administrative Code Chapter SPS 16, and all amendments thereto, are hereby adopted by reference and made a part of this chapter. In addition to the regulations, standards and procedures hereinafter set forth, all electrical work performed or equipment or appliances utilized or installed within the City of Mequon shall comply with the provisions of Chapter SPS 16;

(Ord. No. 2012-1373, § I, 4-10-2012)

**Editor's note**— Ord. No. 2012-1373, § I, adopted April 10, 2012, repealed the former § 10-77, and enacted a new § 10-77 as set out herein. The former § 10-77 pertained to similar subject matter and derived from Code 1957, § 6.01; Ord. No. 2010-1328, § I, 8-10-2010.

Sec. 10-78. - Inspector, board and secretary not liable.

In all cases where any action is taken by the electrical inspector to enforce the regulations of this chapter, such action or act shall be considered as done in the name of and on behalf of the city, and the said electrical inspector shall not be judged as liable for any damage that may accrue to persons or property as the result of any such action or act committed in the discharge of their duties, and any legal proceedings brought against said electrical inspector by reason thereof, shall be defended by the city attorney.

(Code 1957, § 6.03)

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- (c) *Authority to turn off current.* The electrical inspector shall have the authority to cause the immediate turning off of all electrical current to any equipment which he finds, in the exercise of his judgment, to be in a condition creating imminent danger to person or property, and to cut or discontinue electrical service in cases of emergency where he finds, in the exercise of his judgment, that such electrical

currents are creating imminent danger to person or property, or where such currents may interfere with the work of the fire department. No person, firm, or corporation shall reconnect any equipment so cut off until written permission is given by the electrical inspector.

- (d) *Right of entry.* The electrical inspector shall have the right to enter any building or premises in the discharge of his official duties and for that purpose shall be given prompt access upon notification to the owner or occupant of such building or premises. He shall have the right to order discontinuance of electrical service to premises where he is denied access or entry.

(Code 1957, § 6.04(5)—(7))

Sec. 10-80. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Electrical system* shall mean all wires, equipment or devices installed for the purpose of conducting or safeguarding electrical current at all voltages.

*Electrical work* shall mean any act in connection with the installing, altering or maintaining of electrical systems, which act ordinarily requires the use of tools.

*Wiring* shall include all conductors and all other devices incident to the means for safely conducting electrical current.

(Code 1957, § 6.05)

**Cross reference**— Definitions generally, § 1-2.

Sec. 10-81. - Electrical permits.

- (a) *Permits required.* The electrical inspector shall issue permits for electrical installations for light, heat, or power upon the filing of a proper application which shall be made on blanks furnished by the electrical inspector prescribing the nature of the work and such other information as may be required for inspection, and no work shall be done until a permit has been obtained. All applications shall be signed by a licensed master electrician or a licensed electrical contractor,
- (b) *Fee schedule.* Electrical inspection charges shall be made for inspection of all electrical equipment and installation on the basis of a fee schedule adopted by the common council and on file in the office of the building inspector.
- (c) *Installation without permit; temporary work.* In case a permit is not obtained before work is started, , the total fee for such permit if granted, shall be double the usual fee charged. Granting of a permit after work is started shall not relieve the licensee from any liability from penalty provided by law. On applying for a permit for temporary work, a specified period of time for which such wiring is to remain in service must be stated. Service shall be cut off at the end of this period and shall not again be connected without written permission from the electrical inspector.
- (d) *Reissuance of permits.* No permit shall be issued if there are any outstanding corrections to be made. No permit shall be issued if previous permits are not complete as to work done and the fees paid on any work that has been reported as complete.

(Code 1957, § 6.09; Ord. No. 88-655, 7-14-1988)

**State Law reference**— Fees authorized, Wis. Stats. § 101.86(1)(c).

Sec. 10-82. - Inspections.

- (a) Current shall not be turned on for any electrical installation until a certificate of inspection shall have been issued by the electrical inspector. In occupied buildings, however, where a permit for lighting fixtures has been issued, the electrical inspector may authorize the installation of meters for electrical services after the wiring has been inspected and approved.
- (b) Upon completion of any installation, alteration, or replacement of electrical equipment which requires a permit, it shall be the duty of the licensee making the installation, alteration, or replacement, to notify the electrical inspector who shall inspect the installation, alteration or replacement as soon thereafter as practicable. When any electrical equipment, requiring a permit is to be concealed by the permanent placement of parts of the building, the licensee installing the electrical equipment shall notify the electrical inspector to that effect, and such equipment shall not be concealed by the person installing such parts of the building until it has been inspected and approved by the electrical inspector. Where the concealment of electrical equipment proceeds continuously, the licensee installing the electrical equipment shall give the electrical inspector due notice and inspections shall be made periodically during the progress of the work.

(Code 1957, § 6.10)

Sec. 10-84. - Electrical license.

Licenses or Registrations as required per Wisconsin Stat §101.862 shall be required in order to alter, install, repair or maintain any electrical wiring in the City of Mequon.

Secs. 10-88—10-107. - Reserved.

ously constructed building used as a community-based residential facility as defined in s. 50.01 (1g), Stats., which serves 20 or fewer residents who are not related to the operator or administrator or an adult family home, as defined in s. 50.01 (1), Stats.

**History:** CR 16-093: cr. Register June 2018 No. 750, eff. 8-1-18; correction in (5) made under s. 13.92 (4) (b) 7., Stats., Register June 2018 No. 750; correction in (5) made under s. 13.92 (4) (b) 7., Stats., Register November 2018 No. 755.

### SPS 316.007 Adoption of standards by reference.

(1) **PRIMARY STANDARDS.** The following standards are incorporated by reference into this chapter, subject to the modifications specified in this chapter:

(a) Except as provided under par. (am), National Fire Protection Association (NFPA), One Batterymarch Park, Quincy, MA 02169-7471, telephone 800-344-3555, www.nfpa.org: NFPA 70 National Electrical Code, (NEC) - 2017.

**Note:** Copies of the standards are on file in the offices of the Department and the Legislative Reference Bureau. A copy of the code may be purchased from the organization listed or may be reviewed on the organization's website at no cost if the person is a registered user for the site.

(am) Prior to January 1, 2020, for all electrical wiring, installations, equipment, and materials used in the construction of one- and 2- family dwellings, National Fire Protection Association (NFPA), One Batterymarch Park, Quincy, MA 02169-7471, telephone 800-344-3555, www.nfpa.org: NFPA 70 National Electrical Code, (NEC) - 2011.

(b) If a requirement in the standards adopted in pars. (a) and (am) contain a cross-reference to another requirement modified by this chapter, the modification shall apply to the cross-reference unless specified otherwise in this chapter.

(2) **SECONDARY REFERENCES.** Any codes or standards referenced in the standards adopted in sub. (1) (a) and (am) shall apply to the prescribed extent of each such reference, except as modified by this chapter.

(3) **ALTERNATE STANDARDS.** Any alternate standard that is equivalent to or more stringent than a standard incorporated by reference or otherwise referenced under this chapter may be used in lieu of the incorporated or referenced standard if the alternate standard is accepted in writing by the department.

**History:** Cr. Register, October, 1990, No. 418, eff. 11-1-90; am. (1), Register, March, 1994, No. 459, eff. 4-1-94; am. (1), Register, August, 1996, No. 488, eff. 9-1-96; r. and recr., Register, September, 1999, No. 525, eff. 10-1-99; CR 02-072: r. (1), renum. (2) to be Comm 16.12 and am. Register April 2003 No. 568, eff. 5-1-03; CR 05-010: am. Register August 2005 No. 596, eff. 9-1-05; CR 08-047: renum. from Comm 16.12 and am. Register February 2009 No. 638, eff. 3-1-09; CR 13-042: r. and recr. Register November 2013 No. 695, eff. 12-1-13; CR 16-093: renum. from SPS 316.014 and am. (1) (intro.), (a), cr. (1) (am), am. (1) (b), (2) Register June 2018 No. 750, eff. 8-1-18.

## Subchapter II — Administration and Enforcement

**SPS 316.011 Administration.** (1) **MUNICIPAL ADMINISTRATION.** (a) *Jurisdiction conditions.* Pursuant to s. 101.86 (1), Stats., municipalities may exercise jurisdiction over the inspection of electrical wiring installations at farms, public buildings, places of employment, campgrounds, manufactured home communities, public marinas, piers, docks, or wharves and recreational vehicle parks provided the municipality complies with all of the following:

1. The municipality holds a registration issued by the department as an inspection agency for the purpose of issuing permits and inspecting electrical wiring at farms, public buildings, places of employment, campgrounds, manufactured home communities, public marinas, piers, docks, or wharves and recreational vehicle parks.

2. The municipality notifies the department at least 60 days prior to the date upon which the municipality intends to assume the jurisdiction.

3. The municipality provides the department with a copy of its electrical ordinances and subsequent revisions to the ordinances.

4. The municipality's ordinances adopt this chapter in its entirety.

5. The municipality employs or contracts with certified commercial electrical inspectors or independent inspection agencies to perform electrical inspection activities.

6. The municipality provides the department with the names of its certified commercial electrical inspectors and independent inspection agencies employed or contracted by the municipality, if applicable.

**Note:** Section 13.48 (13), Stats., exempts state buildings from local ordinances or regulations relating to building construction, permits, and similar restrictions.

**Note:** These provisions do not limit municipal authority to implement regulatory oversight for other electrical wiring installations at other locations not addressed under this section. The permitting and inspection of electrical wiring installations for the construction of new one- and 2- family dwellings are addressed under ch. SPS 320.

(b) *County.* Ordinances enacted by a county under this subsection establishing electrical inspection functions may not prevent or prohibit a municipality within that county from assuming those functions at any time.

**Note:** Pursuant to s. 101.86 (1) (a), Stats., a county ordinance shall apply in any city, village or town which has not enacted such an ordinance.

(c) *Relinquishing of jurisdiction.* A municipality shall notify the department, in writing, at least 60 days prior to the date upon which the municipality intends to relinquish jurisdiction responsibilities.

(2) **DEPARTMENT ADMINISTRATION.** (a) In municipalities not exercising jurisdiction under sub. (1), the department shall provide permit and inspection services for the installation of electrical wiring on farms and in public buildings, places of employment, campgrounds, manufactured home communities, public marinas, piers, docks, or wharves and recreational vehicle parks.

(b) Pursuant to ss. 101.02 (5) and (15) and 101.82 (2m), Stats., municipalities engaging in providing plan review, permit issuance, or inspections regarding electrical wiring under the scope of this chapter as a designated inspection agency may be monitored or audited by the department for compliance with administrative requirements of this chapter and s. SPS 305.627.

**History:** CR 16-093: cr. Register June 2018 No. 750, eff. 8-1-18, except (1) (a) 1., eff. 3-1-19, and (2), eff. 1-1-20.

**SPS 316.012 Permits.** (1) (a) Except for an electrical wiring project described in s. 101.875 (2), Stats., and as provided in par. (b), no electrical wiring project may commence unless the owner of the premises where the installation is to occur or their agent holds a permit from the designated inspection agency if the project involves the installation of new or an addition to any electrical service, feeder, or branch circuit serving any of the following:

1. A farm.
2. A public building, structure, or premises.
3. A place of employment.
4. A campground.
5. A manufactured home community.
6. A public marina, pier, dock, or wharf.
7. A recreational vehicle park.

(b) Under emergency conditions, the necessary electrical wiring may commence without obtaining a permit, provided the owner of the premises where the installation is to occur or their agent submits a permit application to the inspection agency designated by the department to provide electrical inspections for the installation no later than the next business day after commencement of the installation.

(2) The application for a permit required under sub. (1) shall contain all of the following information:

- (a) The name of the applicant.
- (b) The name of the building or property owner.
- (c) The location of the electrical wiring installation.
- (d) The scope and extent of the electrical wiring installation.
- (e) 1. The name of the person responsible for the installation.

2. The name and license number of the master electrician, residential master electrician, or registered master electrician under s. SPS 305.437 responsible for the installation, unless exempted under s. 101.862 (4), Stats.

(3) (a) The issuing inspection agency shall indicate on the electrical permit the date of issuance.

(b) A permit required under sub. (1) shall expire 12 months after the date of issuance, if installation of the electrical wiring has not commenced.

History: CR 16-093; cr. Register June 2018 No. 750, eff. 1-1-20.

**SPS 316.013 Inspections.** (1) Except as provided under s. 101.875 (2), Stats., electrical wiring installations shall be subject to inspection.

Note: See s. SPS 320.10 regarding the inspections for the construction of new one- and two-family dwellings.

(2) Inspections of electrical wiring installations described under s. SPS 316.012 (1) (a) shall be conducted by a certified commercial electrical inspector.

Note: See s. SPS 305.62 for certification provisions for commercial electrical inspectors.

(3) (a) The building owner or their agent shall notify the inspection agency designated by the department to provide electrical inspections when the electrical wiring installation is ready for inspection.

(b) Except as provided in par. (c), to facilitate inspection all of the following shall apply:

1. Electrical wiring shall remain accessible and exposed for inspection purposes.

2. Electrical wiring may not be energized.

(c) 1. The concealment or energizing of electrical wiring, other than an electrical service, may proceed if inspection has not been completed within 2 business days after notification is received or as otherwise agreed between the wiring installer and the designated inspection agency providing the inspection.

2. The notification that an electrical wiring installation is ready for final inspection shall be made to indicate when all electrical fixtures, outlets and face plates are in place and the installation or that portion of the installation is energized.

(d) 1. If upon inspection, it is found that the installation is in compliance with this chapter, the certified inspector shall approve the installation prior to concealment or energizing of the electrical wiring.

2. If upon inspection, it is found that the installation is incomplete or not in compliance with this chapter, orders to correct shall be issued. An order may include the condition that the electrical wiring is to remain unconcealed and non-energized until re-inspected.

History: CR 16-093; cr. Register June 2018 No. 750, eff. 1-1-20.

**SPS 316.014 Penalties.** Penalties for violations of this chapter shall be assessed in accordance with s. 101.02 (12) and (13), or s. 101.88 (3), Stats.

Note: Section 101.02 (13) (a), Stats., indicates penalties will be assessed against any employer, employee, owner or other person who fails or refuses to perform any duty lawfully enjoined, within the time prescribed by the department, for which no penalty has been specifically provided, or who fails, neglects or refuses to comply with any lawful order made by the department, or any judgment or decree made by any court in connection with ss. 101.01 to 101.599, Stats. For each violation, failure or refusal, the employee, owner or other person must forfeit and pay into the state treasury a sum not less than \$10 nor more than \$100 for each violation.

Note: Section 101.02 (12), Stats., indicates that every day during which any person, persons, corporation or any officer, agent or employee thereof, fails to observe and comply with an order of the department will constitute a separate and distinct violation of such order.

History: Cr. Register, October, 1990, No. 418, eff. 11-1-90; am., Register, September, 1999, No. 525, eff. 10-1-99; CR 08-047; renun. from Comm 16.06 Register February 2009 No. 638, eff. 3-1-09; CR 16-093; renun. from SPS 316.006 Register June 2018 No. 750, eff. 8-1-18.

**SPS 316.015 Appeals.** (1) **APPEAL OF LOCAL ORDER.** Any person affected by a local order which may be in conflict with a provision of this chapter may petition the department for a hear-

ing on the grounds that the local order is unreasonable and in conflict with the provision of this chapter. All appeals shall be acted on and a decision in writing shall be issued by the department within 30 business days of receiving an appeal.

Note: Section 101.01 (l) (f), Stats., defines "local order" as any ordinance, order, rule or determination of any common council, board of aldermen, board of trustees or the village board, of any village or city, or the board of health of any municipality, or an order or direction of any official of such municipality, upon any matter over which the department has jurisdiction.

(2) **PETITION OF ADMINISTRATIVE RULE.** Pursuant to s. 227.12, Stats., any municipality, corporation or any 5 or more persons having an interest in an administrative rule may petition the department requesting the adoption, amendment or repeal of the rule.

History: Cr. Register, October, 1990, No. 418, eff. 11-1-90; CR 08-047; renun. from Comm 16.07 Register February 2009 No. 638, eff. 3-1-09; CR 16-093; renun. from SPS 316.008 Register June 2018 No. 750, eff. 8-1-18.

**SPS 316.016 Electrical plan review.** Upon request, the department may perform electrical plan review for dwellings, public buildings, places of employment and electrical services.

History: CR 08-047; cr. Register February 2009 No. 638, eff. 3-1-09; CR 16-093; renun. from SPS 316.930 Register June 2018 No. 750, eff. 8-1-18.

**SPS 316.017 Technical assistance.** The department shall provide technical assistance to the extent possible with the available resources to any person, upon written request, regarding interpretation and application of this chapter. The technical assistance may consist of telephone, written, in-office or on-site review of specific problems.

History: Cr. Register, September, 1999, No. 525, eff. 10-1-99; CR 08-047; renun. from Comm 16.67 Register February 2009 No. 638, eff. 3-1-09; CR 16-093; renun. from SPS 316.960 Register June 2018 No. 750, eff. 8-1-18.

### Subchapter III — General Requirements

**SPS 316.020 Construction and operation.** (1) **GENERAL.** All electrical power and communication equipment and lines shall be constructed, installed, operated, and maintained so as to minimize hazards to life and property. All electrical installations shall conform to the National Electrical Code, incorporated by reference in this chapter, and the requirements specified in this chapter.

Note: The federal and state Fair Housing Acts, the federal Americans with Disabilities Act, and the Wisconsin Commercial Building Code under chs. SPS 361 to 366 contain requirements relating to making buildings accessible to and usable by people with disabilities. Some of those requirements apply to the installation of various electrical devices. For example, in the federal Fair Housing Accessibility Guidelines, devices such as light switches, electrical outlets, thermostats and other environmental controls would meet the requirements if operable parts of the controls are located no higher than 48 inches, and no lower than 15 inches, above the floor. If the reach is over an obstruction between 20 and 25 inches in depth, the maximum height is reduced to 44 inches for forward approach; or 46 inches for side approach, provided the obstruction is no more than 24 inches in depth. Complete copies of the federal Fair Housing Accessibility Guidelines or the federal Americans with Disabilities Act Accessibility Guidelines can be obtained from the Superintendent of Documents, New Orders, P.O. Box 371954, Pittsburgh, PA 15250-7954.

(2) **INSTALLATIONS OVER 600 VOLTS.** Installations over 600 volts shall, in addition to the requirements of this chapter, comply with ch. PSC 114.

History: Cr. Register, October, 1990, No. 418, eff. 11-1-90; CR 08-047; renun. from Comm 16.08 Register February 2009 No. 638, eff. 3-1-09; CR 16-093; renun. from SPS 316.009 and am. (1) Register June 2018 No. 750, eff. 8-1-18.

**SPS 316.021 Maintenance.** All electrical wiring installations and equipment shall be cleaned and inspected at intervals as experience has shown to be necessary. Any equipment or electrical wiring installation known to be defective so as to endanger life or property shall be promptly repaired, permanently disconnected or isolated until repairs can be made.

History: Cr. Register, October, 1990, No. 418, eff. 11-1-90; CR 08-047; renun. from Comm 16.09 Register February 2009 No. 638, eff. 3-1-09; CR 16-093; renun. from SPS 316.010 and am. Register June 2018 No. 750, eff. 8-1-18.

**SPS 316.022 Use of approved materials and construction methods.** (1) **MATERIALS.** Materials, equipment, and products that do not comply with the requirements of this chapter shall not be used unless approved in writing by the department in an approval of a petition for variance. Approval of

standards established in the rules shall also take into account the uses, including seasonal use, that are unique to recreational and educational camps, as defined in s. 101.053 (1). Where feasible, the rules shall reflect nationally recognized standards.

**(1g)** Regulate all of the following types of electricians:

(a) Master electricians, including residential master electricians.

(b) Journeyman electricians, including residential journeyman electricians and industrial journeyman electricians.

(c) Electrical apprentices, including residential electrical apprentices and industrial electrical apprentices.

(d) Registered electricians.

**(1m)** Promulgate rules that establish criteria for the enrollment of registered electricians and for the registration of electrical apprentices.

**(1n)** Promulgate rules that establish procedures for the enrollment of registered electricians, the registration of electrical apprentices, and the licensing of journeyman electricians and master electricians.

**(1r)** Promulgate rules that establish requirements for the supervision of registered electricians. Registered electricians must be supervised by licensed journeyman or master electricians.

**(1v)** Promulgate rules that establish criteria and procedures for the licensing of electrical contractors.

**(2)** Promulgate rules that establish criteria and procedures for the certification of electrical inspectors for the purpose of inspecting electrical wiring.

**(2m)** Promulgate rules that establish standards and a process for the inspection of electrical wiring, including the inspection of electrical wiring for which a municipality does not provide inspection under s. 101.86 (1).

**(3r)** Promulgate rules that establish criteria and a process for the suspension or revocation of registrations issued to registered electricians, licenses issued to electricians and electrical contractors, and certifications issued to electrical inspectors.

**(4)** Establish by rule a schedule of fees sufficient to defray the costs incurred under this subchapter.

**History:** 1979 c. 309; 1989 a. 348; 1995 a. 27; 2007 a. 63; 2013 a. 143; 2015 a. 49; 2017 a. 59, 366; 2019 a. 130.

**Cross-reference:** See also chs. SPS 316 and 327, Wis. adm. code.

**101.84 Departmental powers.** The department may:

(1) Hold hearings on any matter relating to this subchapter and issue subpoenas to compel the attendance of witnesses and the production of evidence at the hearings, except that the department shall conduct hearings related to occupational licenses, as defined in s. 101.02 (1) (a) 2., as provided in s. 101.022.

(3) Promulgate rules to differentiate the scope of installation, repair, or maintenance of electrical wiring that may be performed by electrical contractors, registered electricians, journeyman electricians, master electricians, and any additional types of electricians recognized under sub. (5).

(5) The department may promulgate rules that recognize and regulate different types and subtypes of electricians that are in addition to those specified in s. 101.82 (1g) and that establish criteria and procedures for enrolling, registering, or licensing these electricians.

**History:** 1979 c. 309; 2007 a. 63; 2013 a. 143; 2017 a. 331.

**101.86 Municipal authority.** (1) Municipalities may:

(a) Enact an electrical code or otherwise exercise jurisdiction over electrical wiring and inspection of electrical wiring by enactment of ordinances, provided that the electrical code or ordinance strictly conforms with the state electrical wiring code promulgated by the department under s. 101.82 (1). A county ordinance shall apply in any city, village or town which has not enacted such an ordinance.

(b) Under s. 66.0301, jointly exercise the jurisdiction granted under par. (a).

(c) By ordinance, establish and collect fees to defray the cost of jurisdiction exercised under par. (a) or (b).

(d) By ordinance, provide remedies and penalties for violation of the jurisdiction exercised under par. (a) or (b).

**(3)** (a) The cost of inspection services provided by any county that has enacted an ordinance under sub. (1), if not defrayed by fees, shall be charged to or taxed against the property within those cities, villages, and towns in the county that have not enacted an ordinance under sub. (1).

(b) No part of the cost of inspection services, if not defrayed by fees, may be charged to or taxed against the property within any city, village, or town that has enacted an ordinance under sub. (1).

**History:** 1979 c. 309; 1999 a. 150 s. 672; 2007 a. 63; 2015 a. 55.

**101.861 Municipal licensing authority.** (1) Any ordinance enacted by a municipality that relates to licensure or certification of electrical contractors or electricians pursuant to the municipality's authority under s. 101.865, 2005 stats., or s. 101.87, 2005 stats., and that is in existence on March 19, 2008, shall remain in effect until April 1, 2014, but may not be amended or repealed during this time period. Beginning on April 1, 2014, such an ordinance is no longer in effect, and municipalities may no longer impose any registration, licensing, or certification requirements on electrical contractors, electricians, or electrical inspectors.

(2) Beginning on March 28, 2013, and ending on March 31, 2014, all of the following apply:

(a) Any municipal ordinance that was in existence on March 19, 2008, and that imposed any licensing, registration, or certification requirements on electrical contractors, electricians, or electrical inspectors shall not apply to electrical contractors, electricians, or electrical inspectors who are licensed, registered, or certified by the department under this subchapter.

(b) A municipality that had an ordinance in existence on March 19, 2008, for licensing, registering, or certifying electrical contractors, electricians, or electrical inspectors may issue and renew licenses, registrations, or certifications but such licenses, registrations, and certifications are not valid after March 31, 2014.

**History:** 2007 a. 63; 2013 a. 4.

**101.862 License or registration required.** (1) No person may engage in the business of installing, repairing, or maintaining electrical wiring unless the person is licensed as an electrical contractor by the department.

(2) No person may install, repair, or maintain electrical wiring unless the person is licensed as an electrician by the department or unless the person is enrolled as a registered electrician by the department.

(3) No person who is not a master electrician may install, repair, or maintain electrical wiring unless a master electrician is at all times responsible for the person's work.

(4) Subsections (1) to (3) do not apply to any of the following:

(a) A residential property owner who installs, repairs, or maintains electrical wiring on premises that the property owner owns and occupies as a residence, unless a license or registration issued by the department is required by local ordinance.

(am) A person engaged in installing electrical wiring within an existing industrial facility or existing manufacturing facility owned or leased by the person or by an entity for which the person is an agent or employee.

(b) A person engaged in maintaining or repairing electrical wiring within an existing facility or on premises owned or leased by the person or by an entity for which the person is an agent or employee.

(c) A person engaged in installing, repairing, or maintaining electrical wiring, apparatus, or equipment for elevators and escalators.

(d) A person engaged in installing, repairing, or maintaining equipment or systems that operate at 100 volts or less.

(e) A person engaged in installing, repairing, or maintaining an electronic system designed to monitor a premises for the presence of an emergency, to issue an alarm for an emergency, or to detect and summon aid for an emergency.

(f) A person engaged in installing, repairing, or maintaining electrical wiring of facilities that support telecommunications service, as defined in s. 182.017 (1g) (cg), that is provided by a telecommunications provider, as defined in s. 196.01 (8p).

(g) A person engaged in installing, repairing, or maintaining manufactured equipment or utilization equipment, including ballasts, electric signs and luminaires, or any other manufactured system that is designed to provide a function that is not primarily electrical in nature if the installation, repair, or maintenance only involves the modification or installation of conductors that are considered part of the equipment or system under this paragraph. For purposes of this paragraph, any conductor going from the disconnecting point or the nearest junction, pull, or device box to the manufactured equipment or utilization equipment or the manufactured system is considered part of the equipment or system.

(h) A person engaged in installing electrical wiring for components of a manufactured home, as defined in s. 101.91 (2), or a manufactured building, as defined in s. 101.71 (6), while the manufactured home or the manufactured building is at or in the facility at which it is being manufactured.

(i) A person employed by an electricity provider, or a subcontractor of an electricity provider, who installs, repairs, or maintains electrical wiring for equipment that is installed in the normal course of providing utility services by the electricity provider.

(j) A person engaged in installing, repairing, or maintaining electrical wiring that provides lighting or signals for public thoroughfares and for public airports.

(k) A person engaged in installing, repairing, or maintaining electric lines on the utility side of substations and other distribution facilities owned or operated by customers or members of electricity providers.

(L) A person employed by an electricity provider, or a subcontractor of an electricity provider, who installs, repairs, or maintains primary voltage electric facilities that are owned by the electricity provider's customers or members and that operate at greater than 600 volts.

(m) A person employed by an electricity provider, or a subcontractor of an electricity provider, who restores service during an emergency.

(n) A person who installs a replacement for an existing switch or outlet if the replacement switch or outlet has a rating of not more than 20 amperes.

(p) A person engaged in installing, repairing, or maintaining a private on-site wastewater treatment system, as defined in s. 145.01 (12), if the activity only involves installing or modifying a conductor going from the system's junction, pull, or device box to the nearest disconnecting point and the conductor is buried with the system.

(q) A person engaged in installing, repairing, or maintaining a pump for a well if the activity only involves installing or modifying a conductor going from the pump's junction, pull, or device box to the nearest disconnecting point and the conductor is buried with the pump.

(5) (a) Subsections (2) and (3) do not apply to a person who was born on or before January 1, 1956, and who has at least 15 years of experience in installing, repairing, or maintaining electrical wiring, subject to par. (b).

(b) The department shall promulgate rules establishing criteria and procedures for issuing licenses to electricians who were born on or before January 1, 1956, and who have at least 15 years of experience in installing, repairing, or maintaining electrical wiring. Upon promulgation of these rules, an electrician who meets these age and experience requirements may not install, repair, or maintain electrical wiring unless he or she is licensed in com-

pliance with these rules or is otherwise licensed or registered as an electrician under this subchapter.

(6) (a) Subsections (2) and (3) do not apply to a person who installs electrical wiring, without receiving payment or other consideration, in a new one-family or 2-family dwelling that is being constructed by a qualified nonprofit corporation.

(b) For purposes of par. (a), a qualified nonprofit corporation is one that meets all of the following conditions:

1. The corporation is described in section 501 (c) (3) of the Internal Revenue Code and is exempt from federal income tax under section 501 (a) of the Internal Revenue Code.

2. The corporation has as its purpose the construction and rehabilitation of residential dwellings in a specific community or area.

*History:* 2007 a. 63; 2013 a. 4 s. 2; 2013 a. 125, 143; 2015 a. 55.

**101.868 Requirements for master electricians.** (1) An applicant for licensure as a master electrician shall have at least one of the following qualifications:

(a) A bachelor's degree or master's degree in electrical engineering, followed by passage of an examination required by the department.

(b) Twelve months of experience in installing, repairing, and maintaining electrical wiring while being licensed as a journeyman electrician, followed by passage of an examination required by the department.

(c) Experience in installing, repairing, and maintaining electrical wiring during a period of not less than 60 months, with at least 10,000 hours of experience over that period, followed by passage of an examination required by the department.

(2) Subsection (1) does not apply to any residential master electrician or to any other type of master electrician that may be recognized under s. 101.84 (5). The qualifying criteria required for licensing residential master electricians and any other such type of master electrician shall be established by the department by rule.

*History:* 2013 a. 143.

**101.87 Requirements for journeyman electricians.**

(1) An applicant for licensure as a journeyman electrician shall have at least one of the following qualifications:

(a) Completion of a construction electrician apprenticeship program in installing, repairing, and maintaining electrical wiring that has a duration of at least 3 years and that is approved by the U.S. department of labor or by the department of workforce development, followed by passage of an examination required by the department.

(b) Experience in installing, repairing, and maintaining electrical wiring during a period of not less than 48 months, with at least 8,000 hours of experience over that period, followed by passage of an examination required by the department.

(2m) For purposes of meeting the requirement relating to experience under sub. (1) (b), a degree or diploma from a 2-year program in a school of electrical engineering or from a 2-year program in an accredited technical or vocational school in an electrical-related program shall be accepted by the department as being equivalent to 12 months and 2,000 hours of experience.

(3m) Subsection (1) does not apply to any residential or industrial journeyman electricians or to any other type of journeyman electrician that may be recognized under s. 101.84 (5). The qualifying criteria required for licensing residential and industrial journeyman electricians and any other such type of journeyman electrician shall be established by the department by rule.

*History:* 1983 a. 164; 1989 a. 348; 1993 a. 112; 2007 a. 63; 2013 a. 143.

*Cross-reference:* See also ss. SPS 305.40, 305.41, 305.43, 305.44, and 305.45, Wis. adm. code.

**101.874 Reciprocity.** (1) In this section, "credential" means a registration, license, certification, or other approval to perform or inspect electrical work.



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Office of Administration

**TO: Public Welfare Committee**  
**FROM: Justin Schoenemann, Assistant City Administrator**  
**DATE: August 31, 2020**  
**SUBJECT: RESOLUTION 3762 A Resolution Extending the City of Mequon's Declared Public Health Emergency in Response to COVID-19**

### **Background**

Following the World Health Organization's declaration of a Public Health Emergency, and the United States Department of Health & Human Service's Proclamation of a Public Health Emergency and the Governor's Executive Order #72 declaring A Public Health Emergency in the State of Wisconsin, Mayor John Wirth issued a Proclamation that was ratified by the Common Council on March 17, 2020, declaring a local Public Health Emergency in order to protect the health and well-being of the community and to avail the City of all proper resources needed to respond to the COVID-19 pandemic.

### **Analysis**

The Proclamation declaring a local Public Health Emergency also serves as the foundation upon which four additional Proclamations modifying certain rules, regulations, and operations during the Public Health Emergency reply upon to remain in effect. Proclamation No. 2 provides for benefits to support emergency responders during the pandemic. Proclamation No. 3 allows for electronic meetings of all elected and appointed boards. Proclamation No. 4 modifies regulations to allow for expanded curbside service by local restaurants and addresses special event banner fees. Proclamation No. 5 provides for the reopening of Mequon and certain modified City operations. A copy of all the proclamations and accompanying amendments is available through the City's website link below:

City Service Updates: <https://www.ci.mequon.wi.us/community/page/city-service-updates>

The Proclamation declaring a Public Health Emergency includes an expiration date of September 15. However, COVID-19 is still a present threat to the health and well-being of the community. As of September 1, the Washington/Ozaukee Public Health Department's website indicates that Ozaukee County is still experiencing an overall high burden from COVID-19. As such, there is a need to extend the City's Public Health Emergency to provide for the continuation of modified services and operations to support the health and well-being of the community.

The attached resolution provides for the extension of the Public Health Emergency through March 21, 2021. If the attached resolution is approved, the Common Council by resolution or by Mayoral Proclamation can extend or terminate the Public Health Emergency if deemed necessary at a future date.

**Recommendation**

A recommendation is forthcoming from the Public Welfare Committee on September 8, 2020.

COMMON COUNCIL  
OF THE  
CITY OF MEQUON

RESOLUTION 3762

A Resolution Extending the City of Mequon's Declared Public Health Emergency in Response to COVID-19

A. On March 16, 2020, the Mayor proclaimed, on behalf of the City of Mequon, the existence of a Public Health Emergency as defined in Wisconsin Statutes Section 323.02(16) and a Disaster as defined in Wisconsin Statutes Section 323.02(6); accordingly, the City of Mequon implemented its emergency authority under Wisconsin Statutes Section 323.11. The proclamation was entitled Proclamation Declaring a Public Health Emergency in Response to the Corona Virus Disease 2019 (COVID-19) ("Proclamation No. 1").

B. By Resolution 3716, the Common Council affirmed Proclamation No. 1.

C. Subsequent to Proclamation No. 1, the Mayor issued the following four additional proclamations to address certain rules, regulations and operations during the Public Health Emergency, each of which were affirmed or substantially affirmed by the Common Council:

1. COVID-19 Emergency Proclamation No. 2: Proclamation Exempting Certain City of Mequon Employees from the Families First Coronavirus Response Act ("Proclamation No. 2").
2. COVID-19 Emergency Proclamation No. 3: Proclamation Providing For Electronic Meetings ("Proclamation No. 3").
3. COVID-19 Emergency Proclamation No. 4: Curbside Services; Special Event Banner Fees ("Proclamation No. 4").
4. COVID-19 Emergency Proclamation No. 5: Reopening of Mequon ("Proclamation No. 5").

D. Proclamation No. 2 and Proclamation No. 3 have been subsequently amended by the Common Council. Proclamation No. 5 expired by its terms.

E. Pursuant to the terms of Proclamation No. 1, the declared Public Health Emergency expires on September 15, 2020. If it expires, the protections first responders receive under Proclamation No. 2, the City's ability to hold electronic meetings under Proclamation No. 3 and the relaxation of regulations to provide for curbside services under Proclamation No. 4 will all also expire.

F. The bases for the Public Health Emergency still exist. Specifically, but without limitation, the COVID-19 virus is "a prolonged, natural or human-caused, occurrence that

threatens or negatively impacts life [and] health,” as described in Wisconsin Statutes Section 323.02(6), and is “an illness or health condition” that is caused by a novel biological agent continues to pose “a high probability of widespread exposure” and “creates a significant risk of substantial future harm to a large number of people,” as described in Wisconsin Statutes Section 323.02(16).

G. Although the Common Council does not anticipate enacting new proclamations or measures, the Common Council believes that the City benefits from the continuation of Proclamation No. 2 (as amended), Proclamation No. 3 (as amended) and Proclamation No. 4. Each is an appropriate response to the COVID-19 virus. Proclamation No. 2 protects the City’s first responders. Proclamation No. 3 protects the public and officials from the virus and enables social distancing while avoiding the logistical difficulties of spacing participants and conducting meetings with masks. Proclamation No. 4 provides needed relief to the Mequon business community.

H. Additionally, an extension of the Public Health Emergency provides the Common Council an opportunity to determine if some of the provisions in Proclamation No. 3 and Proclamation No. 4 can and should be memorialized in the City’s Code of Ordinances.

I. For the foregoing reason, the Common Council deems it appropriate to extend the expiration of the Public Health Emergency.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Mequon that:

1. The period of the declared Public Health Emergency is extended to March 15, 2021 and, pursuant to Wisconsin Statutes Section 323.11, shall automatically expire on March 15, 2021 (rather than on September 15, 2020) unless:

(a) The period of the declared Public Health Emergency is extended by (i) a subsequent declaration by the mayor or person in charge pursuant to the order of succession in the Code of Ordinances or (ii) the Common Council by resolution, or

(b) The Public Health Emergency is terminated, which shall occur upon the earlier of (i) a declaration by the mayor or person in charge pursuant to the order of succession in the Code of Ordinances that the Public Health Emergency has ended or (ii) a resolution terminating the period of the Public Health Emergency is passed by the Common Council by resolution.

2. The provisions of Proclamation No. 1 through Proclamation No. 4, as amended, shall remain in effect during the term of the Public Health Emergency unless otherwise modified by the Common Council or replaced with a different declaration.

---

Approved by: John Wirth, Mayor

Date Approved: September 8, 2020

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on September 8, 2020.

---

Caroline Fochs, City Clerk



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Office of City Clerk

**TO: Public Welfare Committee**  
**FROM: Caroline Fochs, City Clerk**  
**DATE: August 3, 2020**  
**SUBJECT: Paperless Packets**

---

### **Background**

Since March 2020 the Common Council has been attending all meetings virtually. In moving to this type of platform, it required each member of the Council to download/view packets from their own personal device as the city was no longer printing and delivering binders. Moving forward, staff is proposing that the Council continue the practice of paperless packets once in-person meetings resume but streamline the process for efficiency and consistency.

### **Analysis**

The Council traditionally has had paper packets delivered to their homes by police officers on the Thursday prior to each Council meeting. This practice is both time-consuming for city hall staff to produce and for police officers to deliver, not to mention the large consumption of paper.

As is done currently, the council members would receive an email when the packets are available for viewing or downloading on the Thursday prior to the meeting. The members would then prepare for Council meetings using a device provided to them through the purchase of a tablet or laptop. If a Councilman prefers to use a device they already have, they would be able to opt out of the program. Keep in mind that whichever device is used, it must be portable, as each Councilmen will bring it with them to use in their standing committees and for Common Council meetings.

The type of device recommended is either a convertible tablet or a laptop, see attached for examples. Due to inconsistent supplies at this time, this specific model may not be available, but this or a similar product would be purchased. Along with the new tablet, the Mayor and Aldermen could have a tool available to them that is designed to make taking notes on PDF files easier. This could be done by using a program such as <https://www.xodo.com/> or another preferred method. This should eliminate the need for taking notes on paper.

### **Fiscal Impact**

The average packet size in 2020 for the 8 Common Council meetings was 227 pages, and the largest packet was over 300 pages. This means that we are on a path to use 70 reams of paper this year for just the Common Council meeting alone. The cost savings for one year in paper is \$200. The savings for staff time to print and assemble the packet binders, and to have the Police Department to deliver them is \$3,450 annually. The estimated cost to purchase one of the attached tablets is approximately \$900.

### **Recommendation**

Discussion item.

Attachments:

Tablet-Laptop Policy (DOCX)

ThinkPad X1 Yoga Gen 4 (PDF)

Lenovo ThinkPad E15 Laptop (PDF)

# CITY OF MEQUON

## Elected Official Tablet/Laptop Policy

### **Section 1. Purpose**

The below-signed acknowledges and agrees that the provision and use of a City of Mequon “City” owned tablet/laptop will assist in the efficient performance of duties and thereby improve service to the public. The use of the device will also reduce paper and photocopying costs. This policy is adopted by the Council and constitutes its mutual statement of what are, and are not, appropriate uses for this important technology tool. The explicit privileges and restrictions set forth in this policy do not attempt to cover every situation that may arise in connection with the use of this new form of electronic communication. Below-signed acknowledges, understands and respects the underlying internet and usage philosophy that forms the basis of this policy, including the understanding that only the City issued e-mail account will be used to conduct City business and that paper meeting packets will no longer be provided.

### **Section 2. Receipt of tablet/laptop**

The City Clerk will issue Common Council members and necessary staff a tablet/laptop for use during their term and service but shall remain the property of the City at the end of service. City issued devices shall be used to send official City documents, including, without limitation, agendas, meeting packets, staff reports and the like as well as sending e-mails relating to City business. The device will serve as the main source of meeting packets and paper meeting packets will no longer be provided.

### **Section 3. Care of tablet/laptop**

The undersigned will be responsible for the general care of the device they have been issued by the City Clerk. Devices that are broken or fail to work properly must be taken to the City Clerk for an evaluation of the equipment. Devices must remain free of any writing, drawing, stickers or labels that are not the property of the City.

### **Section 4. Software on tablet/laptop**

The applications “apps” installed by the City Clerk must always remain on the Device and be readily accessible. From time to time, the City Clerk may add or upgrade apps which may require them to be turned into the City Clerk for periodic updates and synching. Any apps, e-mail messages or files downloaded into the City systems become the property of the City and may only be used in ways that are consistent with applicable licenses, trademarks or copyrights. Files from sources that individuals may have any reason to believe may be untrustworthy shall not be downloaded, nor shall files attached to e-mail transmissions be opened and read unless the undersigned reasonably believes that they originate from a trustworthy source. Any additionally desired apps beyond those already installed, must be approved by the City Clerk before they may be downloaded or installed, and may require the City’s IT staff to review or install them.

### **Section 5. Acceptable Use**

The tablet/laptop provided is a tool for conducting City business, and thus will be primarily for City business related purposes, i.e., to review Common Council agenda materials, obtain useful information for City related business and conduct City related business communications as appropriate. All of the City’s computer systems, including this device, are considered to be public

property. All documents files and e-mail messages created, received, stored in, or sent from any City tablet/laptop are considered public records, subject to disclosure and are considered the property of the City of Mequon. All existing City policies including the Electronic Communications Policy will apply to conduct on the internet and in the use of e-mail.

The undersigned shall not use e-mail, instant messaging, text messaging or similar forms of electronic communications related to the consideration of any item on the current agenda at any time during a meeting of the Common Council at which they are in attendance.

#### **Section 6. Repairing and Replacing tablet/laptops**

Devices that malfunction or that are damaged must be reported to the City Clerk. The City will be responsible for repairing devices that malfunction. Those that have been damaged from misuse or neglect will be repaired by the City and may result in actual cost of said repairs being imposed on the undersigned. If the cost to repair the tablet/laptop exceeds the cost of purchasing a new device, or if it is lost, the undersigned shall pay the full replacement value.

#### **Section 7. Return of tablet/laptop**

The undersigned shall return their device to the City Clerk upon completion of Council term/City service. Upon return of the device to the City Clerk and following the preparation of any appropriate backup files, the device will be wiped clean of any and all information.



# ThinkPad X1 Yoga Gen 4 (14") Laptop



Attachment: ThinkPad X1 Yoga Gen 4 (5161 : Paperless Packets)

# Overview

- **Features**

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## **360-Degree Flip-and-Fold Design, With Lenovo Transition**

Easily change between the four modes – Lenovo Transition automatically switches system settings and locks the keyboard in place.

---

## **Up to Windows 10**

Combine integrated touch, keyboard, and mouse for a fast, fluid, and fun PC experience.

---

## **Lenovo Motion Control**

Use the webcam as an input device – effortlessly flip pages, rewind/forward music, change volume, and gesture other simple commands with the flick of a hand.

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## **10-Finger Multitouch Technology**

Seamlessly integrate with Windows 8 and enjoy more precise control.

---

## **InstantResume**

Awaken this ultra-responsive device from sleep mode in just 10 seconds.

---

## **FHD Graphics Support**

Enjoy beautiful visuals, with HDMI output for easy connection to a TV or other monitor.

---

## **Fast Data Transfer**

Move data quickly between the Yoga and other devices with USB 3.0 SuperSpeed - it's up to 10 times faster than previous USB technologies.

---

## **HD+ Display With IPS Technology**

In-Plane Switching (IPS) LCD displays with high brightness. IPS technology allows for vivid colors and nearly 180-degree viewing angles.

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# Technical Specs

- **Processor**

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10th Generation Intel® Core™ i5-10210U Processor (1.60 GHz, up to 4.20 GHz with Turbo Boost, 4 Cores, 8 Threads, 6 MB Cache)

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- **Operating System**

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Windows 10 Pro 64

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- **Display Type**

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14.0" FHD (1920 x 1080) IPS, anti-reflective, anti-smudge, touchscreen, low power, 400 nits

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- **Memory**

---

8 GB LPDDR3 2133MHz (Soldered)

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- **Hard Drive**

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256 GB PCIe SSD

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- **Warranty**

---

3 Year Depot or Carry-in

---

- **Graphics**

---

Integrated Intel® UHD Graphics

---

- **Camera**

---

720p HD

---

- **Pen**

---

ThinkPad Pen Pro

---

- **Fingerprint Reader**

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Yes

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- **Keyboard**

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Backlit - US English

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- **Wireless**

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Intel® 9560 802.11AC (2 x 2) & Bluetooth® 5.0

# Lenovo ThinkPad E15 Laptop

## 15.6" - Core i5 - 8 GB RAM - 256 GB SSD



Attachment: Lenovo ThinkPad E15 Laptop (5161 : Paperless Packets)

## Overview

- Core i5 10210U / 1.6 GHz
- Win 10 Pro 64-bit
- 8 GB RAM
- 256 GB SSD NVMe
- 15.6" IPS 1920 x 1080 (Full HD)
- UHD Graphics
- Wi-Fi
- Bluetooth
- black

# Technical Specs

## • System

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- Notebook Type :Notebook
  - Platform :Windows 10
  - Hard Drive Capacity :256 GB SSD
- 

## • Processor

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- Type :Core i5
  - 64-bit Computing :Yes
  - Number of Cores :Quad-Core
  - Generation :10
  - Manufacturer :Intel
  - Clock Speed :1.6 GHZ
  - Max Turbo Speed :4.2 GHZ
- 

## • RAM

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- Form Factor :SO-DIMM 260-pin
  - Technology :DDR4 SDRAM
  - Installed Size :8 GB
  - Max Supported Size :16 GB
- 

## • Hard Drive

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- Type :SSD
  - SSD Form Factor :M.2 2242
  - Interface :PCIe 3.0 x2
  - Capacity :256 GB
- 
- Hard Drive Features :NVM Express (NVMe)

## • Optical Storage

- Drive Type :No optical drive
- Type :None

## • Display

- Type :LED (**NOT A TOUCHSCREEN**)
- LCD Backlight Technology :LED backlight
- TFT Technology :IPS
- Diagonal Size :15.6 inch
- Diagonal Size (metric) :39.6 centimeter
- Native Resolution :1920 x 1080
- Display Resolution Abbreviation :Full HD
- Widescreen Display :Yes
- Image Aspect Ratio :16:9
- Image Brightness :250 candela per square meter
- Monitor Features :Anti-glare, 170° viewing angle

## • Video Output

- Graphics Processor :Intel UHD Graphics

## • Digital Camera

- Webcam Capability :Yes
- Resolution :720p
- Features :ThinkShutter camera privacy

## • Audio Output

- Type :Stereo speakers
- Audio Codec :Conexant CX11880
- Compliant Standards :High Definition Audio, Dolby Advanced Audio

## • Audio Input

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- Type :Dual array microphone

## • Networking

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- Wireless NIC :Realtek RTL8822CE
- Ethernet Controller(s) :Realtek R8111GUS
- Interface (Bus) Type :M.2 Card
- Data Link Protocol :IEEE 802.11n, Bluetooth 5.0, Fast Ethernet, IEEE 802.11b, IEEE 802.11g, IEEE 802.11ac, IEEE 802.11a, Ethernet, Gigabit Ethernet
- Wireless Protocol :802.11a/b/g/n/ac, Bluetooth 5.0
- Wired Protocol :Gigabit Ethernet

## • Interfaces

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- USB 2.0 Ports Qty :1
- USB 3.0 Ports Qty :2
- USB-C Ports Qty :1
- HDMI Ports Qty :1
- USB-C Features :USB Power Delivery
- Interfaces :LAN, USB 3.1 Gen 1 (Always On), USB 3.1 Gen 1, Headphone/microphone combo jack, HDMI, USB 2.0, USB-C 3.1 Gen 2/DisplayPort (Power Delivery)



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**Office of Administration**

**TO: Public Welfare Committee**  
**FROM: Justin Schoenemann, Assistant City Administrator**  
**DATE: August 27, 2020**  
**SUBJECT: Community Outreach Initiatives Workshop**

---

### **Background**

At its August meeting, the Public Welfare Committee continued its conversation about enhancing community outreach initiatives through the creation of a new Committee. Due to scheduling conflicts, the Public Welfare Committee was not able to hold a workshop style meeting on September 1. Alternatively, Public Welfare Committee plans to continue its deliberations about establishing a new Committee and defining the purpose of the new Committee at its September 8 meeting.

To assist, staff has included a copy of the August 12 agenda packet materials related to this topic.

### Attachments:

8 12 20 Staff Memo (PDF)  
Alderman Bushee's Email (PDF)  
Committee Ordinances (PDF)



**TO: Public Welfare Committee**  
**FROM: Justin Schoenemann, Assistant City Administrator**  
**DATE: June 22, 2020**  
**SUBJECT: Community Outreach Initiatives**

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### **Background**

At its July meeting, the Public Welfare Committee began exploring communication outreach initiatives centering around the establishment of a new Community Outreach Committee. Following the discussions, it was determined that the next steps would include Members of the Public Welfare Committee sending ideas for the new Committee to staff for compiling and that Assistant City Administrator Schoenemann would do some additional research on the topic. Attached is an email from Alderman Bushee detailing a proposed purpose and structure for a Community Outreach Committee, as well as a copy of some existing committee ordinances.

### **Analysis**

Last month, the Public Welfare Committee's discussion indicated the general intent behind a Community Outreach Committee is to promote events and share positive information about the diverse and unique characteristics of the Mequon community. With that in mind, staff reviewed information from other municipalities in the region to find committees with a similar purpose as to the new Committee under consideration. That research found indicates while other organizations don't have a committee dedicated to community outreach initiatives, many have elements of what the proposed Committee entails. For instance, some communities, such as the [City of Cedarburg](#), have a Public Arts Commission that facilitates art in public spaces with the purpose of fostering cultural tourism and economic development. Other communities, such as the [City of West Bend](#) and the [Village of Germantown](#), have committees that focus on promoting aspects of their community through tourism commissions with the goal benefiting their respective economies. While some communities, like the [Village of Glencoe](#) or the [City of Wauwatosa](#), have committees that focus on promoting and encouraging mutual respect and understanding between all people who live or desire to live, work, visit or do business in their community. The committees in these cases provide recommendations to their community's council for implementation.

Outside of committees, many municipalities have recreation departments or other organizations that promote events of all types and share information about their communities. For instance, the City of Cedarburg has a recreation Department that publishes an [activity guide](#) listing events, classes, services, and places to go for individuals of all ages in their community. At the same time, the [City of Port Washington](#) has a Tourism Council, a nonprofit, and a Chamber of Commerce that join forces to promote the community events and information about Port Washington. Additionally, many communities have an active Chamber of Commerce organization that publishes information about public events and information about their communities. Much of the information shared from Chambers of Commerce is derived from the businesses within their communities. For example, the Mequon-Thiensville Chamber of Commerce has a [community events calendar](#) that lists events ranging from drive-in movie nights to the 2<sup>nd</sup> annual Jewish Food Festival Drive Through event.

It should be noted that another model used by many communities is employing a full-time communications director or public information officer. Communities with this type of model include City of Marshfield, City of Janesville, City of Oak Creek, and City of Oshkosh. Communications staff can focus on both internal and external communications initiatives.

In summary, the research completed to date illustrates that there are many ways to structure community outreach initiatives, and every community does it in a little different way. What is clear is that successful initiatives have resources to ensure long-term success, consistent messaging, and quality results.

### **Discussion Questions**

Staff proposes the committee review Alderman Bushee's vision for the Community Outreach Committee and continue the dialogue about expanding outreach initiatives. Some of the questions the Committee could consider during its discussion about a new committee could include:

1. What model of community outreach fits the City's needs?
2. What purpose will the Community Outreach Committee be addressing?
3. How does the Community Outreach Committee relate to other existing Committees?
4. How does the Community Outreach Committee relate to the Public Welfare Committee?
5. What resources are needed for a Community Outreach Committee to support its work, avoid membership burnout, and provide long-term sustainability?
6. How does the Community Outreach Committee relate to the long-term vision of the City?
7. Who will be accountable for the Community Outreach Committee projects or initiatives?
8. Will projects or new initiatives of the Community Outreach Committee go to the Common Council for approval?

### **Recommendation**

Staff will be in attendance to gather the Public Welfare Committee's feedback and assist with the next steps.

Attachments:

Alderman Bushee's Email (PDF)

Committee Ordinances (PDF)

**From:** [Glenn Bushee](#)  
**To:** [Dale Mayr](#)  
**Cc:** [Robert Strzelczyk](#); [Justin Schoenemann](#); [Lina Prosser](#)  
**Subject:** Submission of Ordinance Draft and Motivation statement for Community Outreach Committee for August 12 Public Welfare agenda  
**Date:** Tuesday, August 04, 2020 1:41:26 PM

---

First, please note that this is a post-only email and not meant to generate email discussion prior to the Wednesday meeting next week.

Chairman Mayr,

I reviewed the ordinances from several existing committees and ran into a little wall when reading the purpose line from the Festivals Committee:

The committee shall create, plan, promote and coordinate special events within the city, including **gatherings that bring together residents, community groups and businesses to promote neighborliness, civic spirit and a sense of community**. The committee shall emphasize use of the city hall/town center civic plaza.

I added the bolding to the part that essentially says exactly what I was thinking. However, I learned that the Festivals committee was established in 2013 to also utilize the newer town center area and Cedarburg road for events. This has resulted in two major annual events: Taste of Mequon and Winter Festival.

So, I'm kind of thinking that the Community Outreach committee will be similarly defined, but in areas exclusive of what the Festivals committee does. I have an overall description for the motivation of this new committee below, followed by my version of an ordinance.

#### Motivation

The main intent of this committee is to help establish bridges across the many different demographics within Mequon that reach out and positively impact segments within Mequon or as a whole. This can be in the form of age, religion, race, education, and more. Examples could include:

- Senior/ K-5 gatherings for reading, learning, plays
- Coordination across or within religious faiths for larger city events (ex: food drive for Thanksgiving, not a dialogue group, those already exist)
- Highlight race/ethnicity backgrounds somewhat like the spin-offs of Summerfest (eg: Italianfest, etc.) but not to be in competition with a Taste of Mequon, perhaps geared more towards cultural backgrounds and other unique abilities/knowledge brought to Mequon.

Mentorship programs since we have a high level of post-high school graduates to interact with younger groups concerning various career options and assistance in networking.

My intent here is to be inclusive in a positive way to the benefit of Mequon residents.

### Ordinance

Creation:

The city shall have a committee known as the “City of Mequon Community Outreach Committee.”

Purpose:

The committee shall coordinate across various demographics within Mequon to create and promote improved communication and events that bring groups and businesses together to enhance the lives and sense of community in areas not addressed by the Festivals Committee.

Membership:

The committee membership shall:

- (a) Consist of eight citizen members nominated by each alderman representative and one citizen member nominated by the mayor.
- (b) Act as working members to carry out the decisions of the committee.

Chair and vice-chair:

The committee shall elect a chair and vice-chair from among its members in [Month of first full membership] of each year.

Powers and duties:

- a. The committee shall:
  1. Establish a community calendar of special events related to demographic groups that may impact or include a larger segment of the Mequon population.
  2. Coordinate among different groups to enhance efficiency and scale of events to include, but not limited to, blood drives and food drives.
  3. Special events will require a majority vote of the committee members to move forward.
  4. Establish relationships with local businesses and resources to host special events, with no group being pressured to join any specific initiative.
  5. Encourage fund raising opportunities to support events and/or to donations to 401(c) 3 community organizations that benefit others.
  6. Recruit a volunteer base to assist with event coordination and information gathering.
  7. Display calendar on city website to assist residents in seeking opportunities to

learn, assist, and promote events and to assist organizations and businesses to be aware of potential conflicts when planning meetings and events.

- b. The committee may recruit and appoint people other than committee members to the committee's subcommittees to assist in fulfilling its duties.

Deviation from general provisions:

- a. Section 2-424(c) shall not apply to the committee. The appointment of the chair and vice chair shall expire at the October monthly meeting in the year following their election.
- b. Section 2-427(a) shall not apply to the committee. Agendas shall be subject to section 2-427(c).

- Glenn Bushee  
Alderman, Mequon District 2  
Cell: 414-412-3857

## DIVISION 6. - ECONOMIC DEVELOPMENT BOARD

## Sec. 2-521. - Creation.

The city shall have a board known as the "City of Mequon Economic Development Board."

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

## Sec. 2-522. - Purpose.

The board shall stimulate and encourage economic development.

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

## Sec. 2-523. - Membership.

(a) The board shall consist of the following nine voting members:

- (1) Eight citizen members nominated by the mayor; and
- (2) One aldermanic representative.

(b) The citizen members should generally have recognized experience and qualifications in business, development, finance, marketing or other professional fields which will be an asset to the administration of the city's economic development program.

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

## Sec. 2-524. - Chair and vice-chair.

The mayor shall, at each common council organizational meeting, appoint a chair and vice-chair from among the board's members.

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

## Sec. 2-525. - Powers and duties.

Serving in an advisory role to the planning commission and common council, the board shall:

- (1) Recommend and annually review and modify an economic development program for the city.

- (2) Recommend action on short- and long-range elements of the economic development program.
- (3) Recommend a budget for its activities and programs.
- (4) Make recommendations regarding the revolving loan fund.
- (5) Make recommendations regarding the city's economic development projects (business park development, town center plan, etc.) and the possible use of economic development tools.

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Secs. 2-526—2-540. - Reserved.

#### DIVISION 8. - FESTIVALS COMMITTEE

Sec. 2-561. - Creation.

The city shall have a committee known as the "City of Mequon Festivals Committee."

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Sec. 2-562. - Purpose.

The committee shall create, plan, promote and coordinate special events within the city, including gatherings that bring together residents, community groups and businesses to promote neighborliness, civic spirit and a sense of community. The committee shall emphasize use of the city hall/town center civic plaza.

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Sec. 2-563. - Membership.

The committee shall consist of not fewer than seven and not more than 11 citizen members, as determined and nominated by the mayor. Owners and management of businesses located in the city who do not reside in the city are eligible to serve on the committee as citizen members.

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Sec. 2-564. - Chair and vice-chair.

The commission shall elect a chair and vice-chair from among its members in October of each year.

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Sec. 2-565. - Powers and duties.

- (a) The committee shall:
- (1) Identify, plan and promote community events with a goal of holding at least three events per year, including events in the Town Center.
  - (2) Advise and make recommendations to the common council on future and existing special events of community-wide celebration.
  - (3) Actively sponsor, coordinate, plan and work cooperatively with community-based organizations on special events of community-wide interest by promoting public celebration activities.
  - (4) Develop a financial plan to help underwrite the expense of such events.
  - (5) Recruit and maintain a volunteer base to help coordinate events.
  - (6) Create and maintain an event policies and procedures resource manual designed to help ensure safe and quality events.
- (b) The committee may recruit and appoint people other than committee members to the committee's subcommittees to assist the committee in fulfilling its duties.

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Sec. 2-566. - Deviation from general provisions.

- (a) Section 2-424(c) shall not apply to the committee. The appointment of the chair and vice chair shall expire at the October monthly meeting in the year following their election.
- (b) Section 2-427(a) shall not apply to the committee. Agendas shall be subject to section 2-427(c).

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Secs. 2-567—2-580. - Reserved.

DIVISION 11. - JOINT MEQUON-THIENSVILLE BIKE AND PEDESTRIAN WAY COMMISSION

Sec. 2-621. - Creation.

During such time as the Village of Thiensville maintains an ordinance or resolution consistent with this ordinance authorizing a joint bike and pedestrian way commission with the city, the city shall, as described below, appoint members of the "Joint Mequon-Thiensville Bike and Pedestrian Way Commission."

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Sec. 2-622. - Purpose.

The commission shall advise the common council and the Thiensville Village Board regarding the creation of, revisions to and implementation of a city- and village-wide master plan for bike and pedestrian ways and trails accessible to bicyclists, pedestrians and participants in other silent sports.

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Sec. 2-623. - Membership.

- (a) The commission shall consist of seven voting members.
- (b) The mayor shall nominate four of the members as citizen members.
- (c) The Village of Thiensville shall appoint three other members pursuant to its own rules.
- (d) Each community may also appoint non-voting members. The mayor shall appoint such non-voting members on behalf of the city as the mayor deems appropriate, and such non-voting members will serve at the mayor's pleasure.

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Sec. 2-624. - Chair and vice-chair.

The commission shall elect a chair and vice-chair from among its members at its first meeting each year following the common council organizational meeting.

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Sec. 2-625. - Powers and duties.

The commission shall have the following powers and duties:

- (1) Advise the common council and Thiensville Village Board regarding creation, revisions to and implementation of a city- and village-wide master plan for bike and pedestrian ways and ancillary services throughout the city and the Village of Thiensville.
- (2) Set priorities for new bike and pedestrian ways or enhancements of existing routes in the master plan.
- (3) Identify and prioritize critical gaps in bike and pedestrian ways.
- (4) Develop and encourage education programs for bicyclists and walkers/runners.
- (5) Assist and encourage enforcement of safety measures for users of bike and pedestrian ways and for shared use with other silent sports such as roller-blading and roller-skiing.
- (6) Develop and distribute information about bicycling, walking and running-related activities and bikeways.
- (7) Identify and recommend the availability of development grants.
- (8) Submit an annual report concerning commission activities to the common council and Thiensville Village Board.

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Sec. 2-626. - Deviation from general provisions.

In addition to the quorum requirements of section 2-425(a), at least one of the four members present must be an appointee of the Village of Thiensville.

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Secs. 2-627—2-640. - Reserved.

DIVISION 15. - PARK AND OPEN SPACE BOARD

Sec. 2-701. - Creation.

The city shall have a board known as the "City of Mequon Park and Open Space Board."

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Sec. 2-702. - Purpose.

The board shall promote and provide active and passive recreational activities, land and water preservation and restoration, and environmental education for the city's residents.

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Sec. 2-703. - Membership.

- (a) The board shall consist of the following nine voting members:
  - (1) Eight citizen members nominated by the mayor; and
  - (2) One aldermanic representative.
- (b) The board replaces the city's park board and open space preservation commission. Each member of such bodies who is serving as of the date of the enactment of this ordinance and whose term has not expired may, at his or her option, be a voting citizen member of the board until the expiration of his or her term. A member desiring to so serve shall notify the clerk of the exercise of such option in writing within 30 days of the enactment of this ordinance; otherwise, he or she shall not be a member of the board. The number of the board's voting citizen members shall be temporarily increased for the balance of such opting members' terms existing as of the date of the enactment of this ordinance and shall decrease upon the expiration of such terms.

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Sec. 2-704. - Chair and vice-chair.

The mayor shall, at each common council organizational meeting, appoint a chair and vice-chair from among the board's members.

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Sec. 2-705. - Powers and duties.

- (a) As used in this division, "parks and open spaces" means (1) city-owned parks, parkways, boulevards, nature preserves, natural areas and similar

open spaces and (2) real property controlled by contract or easement by the city for the public use or benefit in a manner similar to other real property described in this definition. Public cemeteries and the Mequon Nature Preserve are excluded from the foregoing definition of parks and open spaces.

- (b) Subject to approval of the common council, the board shall:
- (1) Manage and administer the city's land preservation program and recommend short- and long-range elements of the program.
  - (2) Oversee the planning, development, acquisition, expansion, disposition, maintenance, use and application of all parks and open spaces, park buildings and facilities, playgrounds, swimming pools, ice rinks and similar city-owned public property, for the broadest community benefit in keeping with sound environmental and ecological goals and the goals of the city's park and open space plan.
  - (3) Act to sustain, enhance and preserve the city's parks and open spaces for the benefit of current and future residents.
  - (4) Solicit preservation grants and aids from non-local sources.
  - (5) Govern, control, improve and care for all parks and open spaces, including those located partly within and partly outside the corporate limits of the city, and secure the quiet, orderly and suitable use and enjoyment of such properties by the people; also, to adopt rules and regulations to promote those purposes.
  - (6) Recommend new park buildings and structures. All development plans and proposed conditional uses will be subject to review and approval of the planning commission.
  - (7) Approve park landscaping, lighting and signage in all city-owned parks and open spaces.
  - (8) Confer at least annually with the tree board on the forestry needs in parks and open spaces.
  - (9) Acquire parks and open spaces in the name of the city, by gift, devise, bequest or condemnation, either absolutely or in trust, money, real or personal property or any incorporeal right or privilege; provided however that such acquisitions shall be accepted only after recommendation by the board to the common council and approval by the common council through resolution. The board may

execute every trust imposed upon the use of property or property rights by the deed, testament or other conveyance transferring title of such property to the city to be held as parks and open spaces.

- (10) Recommend that the common council buy or lease lands in the name of the city for parks and open spaces, and recommend that the common council sell or exchange property no longer required for its purposes.
- (11) Acquire by condemnation in the name of the city such lands within its corporate boundaries as may be needed for parks and open spaces.
- (12) Change or improve parks and open spaces, at the expense of the real estate to be benefited, in accordance with Wis. Stats., § 27.10(4).
- (13) Work with land trusts and other appropriate agencies to coordinate land preservation efforts.
- (14) Submit an annual report to the common council.

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

#### Sec. 2-706. - Administration.

- (a) The director of parks and operations will act as staff liaison to the board. The director is responsible for implementing the comprehensive park, recreation and open spaces plan, policy development, planning and park development, land acquisition, scheduling and permitting, preparing the annual budget and forecasting long-range goals and budget needs. In addition, the director will maintain an ongoing public relations program, serve as spokesperson for parks and open spaces to community services organizations and the public, inform the public regarding the rules and regulations governing the use of park facilities, work with individual park stewardship and special interest community groups and maintain public relations and outreach programs.
- (b) The director shall submit to the board, for its review, fee schedules and permit regulations as deemed necessary to defray/offset the cost of providing recreational activities and other use opportunities within parks and open spaces.

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

#### Sec. 2-707. - Board contracts.

Except upon approval of the common council, the board shall not enter into any contract that would create any liability on the part of the city.

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Sec. 2-708. - Programming.

The board shall hear and decide upon requests from residents, groups of residents, community groups, athletic associations and other such parties as may request approval to use parks and open spaces for organized or other recreational pursuits where such use, by its character, may require regulation and limitation as determined by the board. The board shall offer leadership in coordinating and correlating all recreational pursuits in parks and open spaces to the maximum benefit of the citizens of the city and shall coordinate the building of the total community recreation and parks and open spaces system with other public and private organizations concerned with public welfare, education and family relations. The board shall not discriminate in its policies, recommendations, regulations and decisions based on race, color, sex, religion, handicap, age or national origin.

(Ord. No. 2017-1505, § II(Exh. A), 10-10-2017)

Secs. 2-709—2-720. - Reserved.



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Office of Administration

**TO: Public Welfare Committee**  
**FROM: Justin Schoenemann, Assistant City Administrator**  
**DATE: November 3, 2020**  
**SUBJECT: Working Calendar**

Month	Agenda Topics
August	<ul style="list-style-type: none"> <li>Community Outreach Initiatives (Continued)</li> </ul>
September	<ul style="list-style-type: none"> <li>Extension of Public Health Emergency Declaration</li> <li>Chapter 10: Electrical Code Amendment</li> <li>Paperless Packets</li> <li>Community Outreach Initiatives (Continued)</li> </ul>
October	<ul style="list-style-type: none"> <li>Public/Private Median Program Update (Continued)</li> <li>Paperless Meeting Packets (Continued)</li> </ul>

**Future Agenda Topics**

<ul style="list-style-type: none"> <li>Chapter II Review (Continued)</li> <li>Home Program Review/Renewal (2020)</li> <li>Begging &amp; Soliciting Alms</li> <li>Architectural Board Review</li> </ul>	<ul style="list-style-type: none"> <li>Nuisance Ordinance Review</li> <li>Logo Redesign/Branding</li> <li>Curbside Service Ordinance (TBD)</li> </ul>
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**2020 Completed Items**

<ul style="list-style-type: none"> <li>Zoning and Text Amendment Notification Process</li> <li>Legal Services Ordinance</li> <li>Public Comment During Electronic Meetings</li> <li>Re-referral Ordinance</li> <li>Taste of Mequon 2020</li> <li>MNP Board Member Appointments</li> <li>Curbside Service &amp; Banner Fees Proclamation</li> </ul>	<ul style="list-style-type: none"> <li>Electronic Committee Participation Proclamation</li> <li>Sign Code Amendment for I-43 Signs</li> <li>Arc Board Membership Requirement</li> <li>Protest Petition</li> <li>Common Council/Planning Commission Re-Referral</li> <li>Bird City USA Designation</li> <li>Bee City USA Designation</li> <li>City Sign Code Update</li> </ul>
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