



11333 N. Cedarburg Road  
Mequon, WI 53092  
Phone: 262-236-8145  
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[www.ci.mequon.wi.us](http://www.ci.mequon.wi.us)

Public Works Department

**PUBLIC WORKS COMMITTEE**  
**Tuesday, February 11, 2025**  
**6:30 PM**  
**South Conference Room**

**Agenda**

- 1) Call to Order, Roll Call
- 2) Approval of Minutes
  - a. January 14, 2025

- 3) Resolutions

**Action requested: review and recommend approval**

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

- 4) Discussion Items

**Discussion and Possible Action**

- a. Discussion Item - Focus on Facilities
- b. Public Works Work Plan (2.11.25)

- 5) Adjourn

*Dated: February 11, 2025*

*/s/ Jeffrey Hansher, Chair*

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 Public Works Department at 262-236-2913, Monday through Friday, 7:00 AM – 3:30 PM.



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Public Works Department

**PUBLIC WORKS COMMITTEE**  
**Tuesday, January 14, 2025**  
**6:45 PM**  
**South Conference Room**

**Minutes**

1) Call to Order, Roll Call

Meeting was called to order at 6:45 PM.

**Present:**

Chair Jeffrey Hansher  
 Alderman Kelly Tolocko  
 Alderman Peter Bratt

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

2) Approval of Minutes

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

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

**MOVED BY:** Alderman Tolocko

**SECONDED BY:** Alderman Bratt

**AYES:** Hansher, Tolocko, Bratt

3) Discussion Items

**Discussion and Possible Action**

a. 2025 Annual Road Program

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

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

Attachment: 1.14.25 (10058 : January 14, 2025)

b. Discussion Item - Focus on Fleet

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

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

c. Public Works Work Plan (1.14.25)

4) Adjourn

a. Motion to Adjourn at 7:24 PM.

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

**MOVED BY:** Alderman Bratt

**SECONDED BY:** Alderman Tolocko

**AYES:** Hansher, Tolocko, Bratt

Respectfully Submitted,

*Ren Schlereth*  
*Administrative Assistant*

Attachment: 1.14.25 (10058 : January 14, 2025)



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Office of Public Works

**TO: Public Works Committee**  
**FROM: Justin Bodoh, Building Superintendent**  
**DATE: February 11, 2025**  
**SUBJECT: RESOLUTION 4180 A Resolution Awarding a Contract for Cleaning Services at City Hall, the Department of Public Works Facility and the Public Safety Building to Environment Control of Wisconsin, Inc., Waukesha, Wisconsin, in the Amount of \$226,296 for the Period April 1, 2025 - December 31, 2027**

### **Background**

In 2022, Vanguard Cleaning Systems was awarded the contract to clean City Hall, the Department of Public Works Facility, and the Public Safety buildings. In January 2024, in response to a request from staff, Vanguard Cleaning Systems adjusted their personnel at City Hall and the Public Safety Building to ensure all areas of the contracts were executed effectively. City Hall staff have noticed an improvement in the quality of cleaning services provided by Vanguard Cleaning Systems over a brief period. Additionally, the staff at City Hall have made efforts to fill any gaps in order to ensure deeper cleanliness, particularly on nights when meetings take place.

In October 2024, building staff distributed another request for proposals (RFP) for cleaning services at City Hall, the Department of Public Works Facility, and the Public Safety Building for the years 2025, 2026 and 2027. Staff received seven proposals from cleaning contractors in southeastern Wisconsin, including A&M Cleaning Solutions, Coverall, Environment Control of Wisconsin, KleanMark, McDaniel's Property Maintenance, N&D Cleaning, Pinnacle Cleaning, and Vanguard Cleaning Systems.

### **Analysis**

The proposal from Environment Control of Wisconsin was received on November 22, 2024, and reviewed by staff for compliance with the defined scope of services. Under the proposed pricing schedules that were submitted to the City, a summary of which is attached, Environment Control of Wisconsin's first-year contract price is \$492 lower than the current contractor Vanguard Cleaning Systems and approximately \$4,000 less than pricing received from the next lowest bidder, Vanguard Cleaning Systems.

After confirmation of adequate service from multiple references, including the Weyenberg Library, Building Division staff recommends moving forward with Environment Control of Wisconsin for routine cleaning services for fiscal years 2025-2027, with a pending contract start date of April 1, 2025.

### **Fiscal Impact**

The FY2024 rates for cleaning services at all three buildings are shown below:

	<u>Monthly Cost</u>	<u>FY2024 Contract Cost</u>
· DPW Combined Facility	\$1,250	\$15,000
· City Hall	\$2,635	\$31,620
· Public Safety Building	\$2,891	\$34,692
TOTAL	\$6,776	\$81,312

Under the proposed contract, the 2025 fiscal impact of cleaning services at all three buildings (starting on April 1, 2025) is shown as follows. Notably, the annualized cost of \$80,820 proposed by Environment Control of Wisconsin is \$708 below the amount of \$81,528 that was included in the City’s 2025 budget for cleaning services.

	<u>Monthly Cost</u>	<u>FY2025 Contract Cost (9 months)</u>
· DPW Combined Facility	\$1,330	\$11,970
· City Hall	\$2,575	\$23,175
· Public Safety Building	\$2,830	\$25,470
TOTAL	\$6,735	\$60,615

2026 fiscal impact of cleaning services at all three buildings is shown below:

	<u>Monthly Cost</u>	<u>FY2026 Contract Cost</u>
· DPW Combined Facility	\$1,330	\$15,960
· City Hall	\$2,575	\$30,900
· Public Safety Building	\$2,830	\$33,960
TOTAL	\$6,735	\$80,820

2027 fiscal impact of cleaning services at all three buildings is shown below:

	<u>Monthly Cost</u>	<u>FY2025 Contract Cost</u>
· DPW Combined Facility	\$1,396.50	\$16,758
· City Hall	\$2,703.75	\$32,445
· Public Safety Building	\$2,971.50	\$35,658
TOTAL	\$7,071.75	\$84,861

**Recommendation**

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

Attachments:

Cleaning Service Pricing Breakdown (PDF)

COMMON COUNCIL  
OF THE  
CITY OF MEQUON

RESOLUTION 4180

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

**RECITALS**

A. Staff requested proposals for routine cleaning services at City Hall, the Department of Public Works Facility and the Public Safety Building.

B. Staff has received and reviewed various proposals.

C. Staff has determined that the proposals received meet the requirements outlined and that vendor qualifications have also been met, and on that basis has made a recommendation to the Committee on Public Works.

D. The Committee on Public Works at its meeting on February 11, 2025, approved staff's recommendation.

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

1. The 2025-2027 Cleaning Services contract for City Hall, the Department of Public Works Facility and the Mequon Public Safety Building is awarded to Environment Control of Wisconsin, Inc., of Waukesha, Wisconsin, in the amount of \$226,296, subject to any clerical, technical and/or legal changes deemed necessary and appropriate by the City Attorney.

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

\_\_\_\_\_  
Approved by: Andrew Nerbun, Mayor

Date Approved: February 11, 2025

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

Caroline Fochs, City Clerk



# City of Mequon 2025 RFP Cleaning Services Breakdown

Company	Contact	Email	City Hall/Mo.	DPW/Mo.	Public Safety/Mo.	Monthly Total	Total 2025	Total 2026	Total 2027	3 Year Total
Vanguard Cleaning Systems	Michael Hamerlind	<a href="mailto:Mhamerlind@vgcswi.com">Mhamerlind@vgcswi.com</a>	\$2,635.00	\$1,250.00	\$2,891.00	\$6,776.00	\$81,312.00	\$84,564.00	\$84,564.00	\$250,440.00
KleenMark	Kyle Jefferson	<a href="mailto:kjefferson@kleenmark.com">kjefferson@kleenmark.com</a>	\$2,863.00	\$1,326.00	\$2,743	\$6,932.00	\$83,184.00	\$85,668.00	\$88,249.92	\$257,101.92
KleenMark	Kyle Jefferson	Option 2	\$3,538.00	\$1,991.00	\$3,348.00	\$8,877.00	\$106,524.00	\$109,719.72	\$113,011.32	\$329,255.04
A & M Cleaning Solutions	Avery Walker	<a href="mailto:Walkerfamilyholdingsaw@gmail.com">Walkerfamilyholdingsaw@gmail.com</a>	\$4,646.49	\$1,603.87	\$4,695.01	\$10,945.37	\$131,344.44	\$135,284.77	\$139,343.31	\$405,972.52
Coverall	Dale McFarlane	<a href="mailto:dale.mcfarlane@coverall.com">dale.mcfarlane@coverall.com</a>	\$3,306.00	\$2,180.00	\$3,250.00	\$8,736.00	\$104,832.00	\$104,832.00	\$110,073.60	\$319,737.60
McDaniels Property Maintenance	Damar	<a href="mailto:damar2107@gmail.com">damar2107@gmail.com</a>	\$5,700.00	\$5,200.00	\$6,600.00	\$17,500.00	\$210,000.00	\$210,000.00	\$210,000.00	\$630,000.00
Pinnacle Cleaning	James Patterson	<a href="mailto:JamesPatterson@pinncleanmke.com">JamesPatterson@pinncleanmke.com</a>	\$3,100.00	\$1,400.00	\$3,225.00	\$7,725.00	\$92,700.00	\$96,408.00	\$100,260.00	\$289,368.00
ND Cleaning	Aleksandar Ljubic	<a href="mailto:milwaukee@nndcleaning.com">milwaukee@nndcleaning.com</a>	\$4,000.00	\$1,500.00	\$2,500.00	\$8,000.00	\$96,000.00	\$98,880.00	\$101,846.40	\$296,726.40
EC Wisconsin	Heather Pohl	<a href="mailto:heather.pohl@ecwisconsin.com">heather.pohl@ecwisconsin.com</a>	\$2,575.00	\$1,330.00	\$2,830.00	\$6,735.00	\$80,820.00	\$80,820.00	\$84,861.00	\$246,501.00

\*YELLOW INDICATES LOW BID\*

Attachment: Cleaning Service Pricing Breakdown (RESOLUTION 4180 : City Buildings Cleaning Contract)



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Office of Public Works

**TO: Public Works Committee**  
**FROM: Tim Weyker, Deputy Director of Public Works**  
**DATE: February 4, 2025**  
**SUBJECT: Discussion Item - Focus on Facilities**

### **Background**

As we proceed in 2025, Department of Public Works (DPW) staff is scheduling mini workshops/discussions with the Public Works Committee highlighting one division at a time, held in conjunction with the regularly scheduled Public Works Committee monthly meetings. These discussions are an opportunity for the committee members to learn more about each individual division and get to know the DPW superintendents in charge of each division. Topics such as staffing & operations, facilities, and budgets (both Operations & Maintenance (O&M) and Capital accounts) will be presented. Information from these mini workshops can be incorporated into annual departmental reports and used for annual budgetary input.

The first mini workshop that was held in January was the Fleet Division discussion.

February's discussion is a "**Focus on Facilities**" highlighting the Building Maintenance Division. Considering that funding and operation of the existing Community Pool and/or building of a new community pool has been a discussion item of the Committee of the Whole, this discussion will focus on buildings only. We can have a pool discussion later if the committee desires.

### **Analysis**

The following is an overview of the overall Department structure as it relates to the primary functions, staffing, and budget relating to each division of Public Works:

- **Fleet Division** - Responsible for the procurement, maintenance and fuel needs of the City's motorized fleet as well as support equipment such as pumps, compressors, generators and tools. All police, fire, ambulance, rescue, and public works equipment are maintained by this division.
  - Superintendent/Chief Mechanic, Vacant
  - 2 Mechanics
    - O&M Budget - Fleet Maintenance
    - Capital Budget - 10359 DPW Vehicles & Equipment \$270K
    - Capital Budget - 10360 DPW Vehicles - Leased \$80K
- **Building Maintenance Division** - Responsible for the infrastructure of 10 community owned buildings. Provide electrical, mechanical, and physical plant maintenance services with the staff and budgets shown below.

- Superintendent, Justin Bodoh
  - 2 Buildings Maintenance Workers
    - O&M Budget - Buildings & Maintenance
    - O&M Budget - Pool
    - Capital Budget - 12015 City Wide Building Repairs \$175K
    - Capital Budget - 10037 Swimming Pool Equipment \$125K
- **Highway Division** - Primary responsibility is the maintenance of 210 miles of local streets. The division is responsible for maintaining traffic signals, signage, storm drainage, road pavements, pavement markings, snow and ice control and right of way vegetation maintenance.
- Superintendent, Rich Haczynski
  - 4 Section Foremen
  - 4 Equipment Operators
  - 4 Highway Workers
  - 1 Highway/Parks Worker
  - O&M Budget - Highway
- **Parks Division** - Responsible for the maintenance of all city parks, including ball diamonds, football fields, soccer fields and picnic areas.
- Parks/Forestry Superintendent (Vacant)
  - 2 Parks Workers
  - 1 Highway/Parks Worker
    - O&M Budget - Parks
    - Capital Budget - 10474 Parks Planning & Improvement \$77K
- **Forestry Division** - The City's urban forest is managed by the Forestry Division/City Forester.
- Parks/Forestry Superintendent (Vacant)
  - 2 Forestry Workers
    - O&M Budget - Forestry
    - Capital Budget - 10062 Urban Forestry \$5K
    - Capital Budget - 10070 Emerald Ash Borer \$70K
- **Engineering Division** - The Engineering Division administers all consultant contracts for City capital improvement projects, infrastructure, facilities, and associated studies/analysis, as well as all construction contracts for City capital improvement projects, infrastructure, utilities and facilities.
- Assistant City Engineer, Cole McCraw
  - 2 Engineering Technicians
  - 1/2 FTE Engineering/Sewer Field Coordinator
    - O&M Budget Engineering

- Capital Budget - 10001 Right of Way Assets \$Borrowing
- Capital Budget - 10003 Annual Road Maintenance \$350K

### **Fiscal Impact**

#### *O&M Budget*

Staff had estimated just over \$29,000 needed in compulsory increases in the 2025 operating budget for the Buildings Division, however these compulsory increases were not funded. In looking at the 2025 O&M budget for Building Maintenance division compared to 2024, the most notable change is the reduction in funding for contracted services. Some of these reductions may have been based on previous years' expenditure, however based on current estimates, these cuts represent a little more than a \$2,000 cut for contracted services.

To address that shortfall, we have eliminated the preventative maintenance contract for air compressors and the annual inspection of the automated gates at the DPW combined facility. We are doing some other work such as carpet cleaning and window washing in the house to save on contracted services as well. We are in the process of negotiating the next HVAC preventative maintenance contract, so we will see if any other cuts to contracted services will need to be made.

The other area that is likely to go over budget is the Building Maintenance division's three Maintenance and Repair (M&R) accounts. The M&R expenditures are difficult to estimate since the failures needing repair have not occurred yet, but based on the past three years, the combined accounts have consistently gone over budget by approximately \$25,000.

#### *Capital City Wide Building Repair Budget*

In 2018, a Facility Condition Assessment was completed by EMG for City Hall, the Community Pool, East Side Fire Station, Public Safety Building, Rotary Parks Rotary Pavilion and Reuter Pavilion, and River Barn Park Pavilion. Because the DPW Combined Facility was just constructed in 2017, it was not included in the EMG assessments. A table from the EMG Facility Expenditure Assessment outlining EMG's capital expenditure recommendations for the buildings included in the assessment is attached. The table recommends expenditures for each building per year for 20 years.

In summary, if the grand total expenditure for all the buildings (subtracting out the Community Pool for this discussion) over that 20-year period is divided by 20, the result is approximately \$665,000 per year, not including the DPW Combined Facility. Currently, the capital account for City-wide buildings is funded at \$175,000 for 2025, although borrowing is being utilized to make much needed HVAC repairs at City Hall. Also attached is a spreadsheet generated by Building Maintenance Superintendent Justin Bodoh. This spreadsheet highlights what he feels are the most critical repairs/projects needing to be done.

### **Recommendation**

Discussion only. There is no recommendation for action.

Attachments:

Focus On Facilities - O&M Budget 2024 (PDF)

Focus on Facilities - O&M Budget 2025 (PDF)

EMG Capital Expenditure Recommendations (PDF)

Buildings Capital Plan Starting 2024 (PDF)

**BUILDING MAINTENANCE -**

Spending Plan

#	Account #	Name	Original Budget	Already Spent	Remaining to Spend	% Used	Detailed Budget Entry	Description	Amount	Remaining After Planned Spending	Rollup Group	Remaining
19	680201	Janitor Supp - City Buildings	\$11,000	\$11,147.65	-\$148	101%				-\$147.65	22680	\$511.04
22	680302	Work Supp - City Buildings	\$7,000	\$7,572.77	-\$573	108%				-\$572.77		
23	680303	Work Supp - Safety Building	\$6,000	\$6,209.10	-\$209	103%				-\$209.10		
24	680304	Work Supp - DPW Building	\$3,000	\$2,177.78	\$822	73%				\$822.22		
25	680401	Equip/Small Tools	\$700	\$820.21	-\$120	117%				-\$120.21		
29	680504	Telephone Services	\$3,000	\$2,261.45	\$739	75%				\$738.55		
32	683201	Contracted Services - General	\$132,779	\$128,340.09	\$4,439	97%	\$22,239.84	HVAC Contract - Dillett Mechanical		\$4,438.91	22683	\$4,316.93
						\$1,684.80	Pest Control Contract - Pest Arrest					
						\$1,098.24	Alarm Circuits City Hall - AT&T					
						\$2,995.20	Mat Contract - Packerland Mats					
						\$6,500.00	Fire Protection Services Contract - Cintas					
						\$2,494.00	Elevator Contract - TK Elevator Corp					
						\$1,560.00	Air Compressor Contract - Wenniger Compressor					
						\$4,056.00	Dumpster Fees - United Disposal/State Disposal (# 11177)					
						\$15,450.00	Cleaning at DPW - Saint Croix Management(Vanguard)					
						\$32,568.60	Cleaning at City Hall - Saint Croix Management(Vanguard)					
						\$364.00	Alarm Monitoring Services DPW - John A Guetzke Associates					
						\$4,253.46	Generator Contract - Total Energy					
						\$800.00	OSHA Crane Inspection - Trester					
						\$500.00	Pressure Washer PM @ DPW - Wisconsin Steam Cleaner					
						\$190.00	Elevator Permits - DSPS					
						\$580.00	Automated Gate PM @ DPW - ATW Corporation					
						\$275.00	Annual Inspection - Aerial Work Platforms					
						\$35,732.76	Cleaning at Safety Building - Saint Croix Management (Vanguard)					
						-\$562.90	Amount Underfunded!					
						\$132,779.00						
34	683402	Auto Insurance	\$1,147	\$1,269.04	-\$122	111%				-\$121.98	22686	\$2,503.47
36	686101	Electric - City Hall	\$50,000	\$43,615.63	\$6,384	87%				\$6,384.37		
37	686102	Electric - Safety Building	\$75,000	\$82,801.69	-\$7,802	110%				-\$7,801.69		
38	686103	Electric - ES Firehouse	\$15,000	\$11,597.73	\$3,402	77%				\$3,402.27		
41	686106	Electric - Highway Building	\$40,000	\$38,362.46	\$1,638	96%				\$1,637.54		
44	686150	Electric - Sirens	\$480	\$533.82	-\$54	111%				-\$53.82		
45	686201	Gas - City Hall	\$13,300	\$6,013.32	\$7,287	45%				\$7,286.68		
46	686202	Gas - Safety Building	\$38,000	\$21,432.74	\$16,567	56%				\$16,567.26		
47	686203	Gas - ES Firehouse	\$3,381	\$1,703.87	\$1,677	50%				\$1,677.13		
51	686207	Gas - Highway Building	\$19,500	\$9,219.56	\$10,280	47%				\$10,280.44		
53	686301	Sewer - City Hall	\$1,670	\$1,014.16	\$656	61%				\$655.84		
54	686302	Sewer - Safety Building	\$1,620	\$1,848.43	-\$228	114%				-\$228.43		
56	686401	Water - City Hall	\$2,137	\$1,754.46	\$383	82%				\$382.54		
57	686402	Water - Safety Building	\$3,000	\$2,910.56	\$89	97%				\$89.44		
59	686501	M&R - City Buildings	\$8,250	\$12,092.74	-\$3,843	147%				-\$3,842.74		
60	686502	M&R - Safety Building	\$18,125	\$35,024.40	-\$16,899	193%				-\$16,899.40		
61	686503	M&R - DPW Building	\$9,125	\$37,462.72	-\$17,034	411%				-\$17,033.96		
		Salary Savings used for Compressor	\$11,304									

Totals: \$474,518 \$467,186 \$7,331 98.45% \$7,331.44 Remaining: \$7,331.44

Attachment: Focus On Facilities - O&M Budget 2024 (10040 : Discussion Item - Focus on Facilities)

**BUILDING MAINTENANCE -**

#	Account #	Name	Change from Last Year	Original Budget	Already Spent	Remaining to Spend	% Used	Change from Last Year	Detailed Budget Entry	Spending Plan		Remaining After Planned Spending	Rollup Group	Remaining
										Description	Amount			
19	680201	Janitor Supp - City Buildings		\$11,000.00	\$1,948.89	\$9,051	18%					\$9,051.11	22680	\$26,813.53
22	680302	Work Supp - City Buildings		\$7,000.00	\$1,123.79	\$5,876	16%					\$5,876.21		
23	680303	Work Supp - Safety Building		\$6,000.00	\$307.45	\$5,693	5%					\$5,692.55		
24	680304	Work Supp - DPW Building		\$3,000.00	\$464.60	\$2,535	15%					\$2,535.40		
25	680401	Equip/Small Tools		\$700.00		\$700						\$700.00		
29	680504	Telephone Services		\$3,000.00	\$41.74	\$2,958	1%					\$2,958.26		
32	683201	Contracted Services - General		\$132,779.00	\$1,878.79	\$130,900	1%	\$3,800.76	\$26,040.60	HVAC Contract - Dillett Mechanical		\$130,900.21	22683	\$132,220.01
								(\$64.80)	\$1,620.00	Pest Control Contract - Pest Arrest				
								(\$1,098.24)		Alarm Circuits City Hall - AT&T				
								\$665.76	\$3,660.96	Mat Contract - Packerland Mats				
								\$195.00	\$6,695.00	Fire Protection Services Contract - Cintas				
								\$72.20	\$2,566.20	Elevator Contract - TK Elevator Corp				
								(\$310.00)	\$1,250.00	Air Compressor Contract - Wenniger Compressor				
								\$743.70	\$4,799.70	Dumpster Fees - United Disposal/State Disposal (# 11177)				
								(\$450.00)	\$15,000.00	Cleaning at DPW - Saint Croix Management(Vanguard)				
								(\$732.60)	\$31,836.00	Cleaning at City Hall - Saint Croix Management(Vanguard)				
									\$365.00	Alarm Monitoring Services DPW - John A Guetzke Associates				
								(\$753.48)	\$3,499.98	Generator Contract - Total Energy				
								(\$179.75)	\$800.00	OSHA Crane Inspection - Trester				
									\$320.25	Pressure Washer PM @ DPW - Wisconsin Steam Cleaner				
									\$190.00	Elevator Permits - DSPS				
									\$580.00	Automated Gate PM @ DPW - ATW Corporation				
								(\$275.00)		Annual Inspection - Aerial Work Platforms				
								(\$1,040.76)	\$35,732.76	Cleaning at Safety Building - Saint Croix Management (Vanguard)				
									-\$2,177.45	Amount Underfunded!				
									\$132,779.00					
34	683402	Auto Insurance	\$172.74	\$1,319.80		\$1,320						\$1,319.80	22686	\$256,768.16
36	686101	Electric - City Hall	(\$2,000.00)	\$48,000.00	\$4,511.47	\$43,489	9%					\$43,488.53		
37	686102	Electric - Safety Building		\$75,000.00	\$5,517.66	\$69,482	7%					\$69,482.34		
38	686103	Electric - ES Firehouse	(\$3,000.00)	\$12,000.00	\$1,203.64	\$10,796	10%					\$10,796.36		
41	686106	Electric - Highway Building	(\$500.00)	\$39,500.00	\$3,880.75	\$35,619	10%					\$35,619.25		
44	686150	Electric - Sirens		\$480.00	\$59.46	\$421	12%					\$420.54		
45	686201	Gas - City Hall	(\$1,300.00)	\$12,000.00	\$1,650.77	\$10,349	14%					\$10,349.23		
46	686202	Gas - Safety Building	(\$8,000.00)	\$30,000.00	\$4,799.07	\$25,201	16%					\$25,200.93		
47	686203	Gas - ES Firehouse		\$3,381.00		\$3,381						\$3,381.00		
51	686207	Gas - Highway Building	(\$500.00)	\$19,000.00	\$2,866.46	\$16,134	15%					\$16,133.54		
53	686301	Sewer - City Hall		\$1,670.00	\$297.04	\$1,373	18%					\$1,372.96		
54	686302	Sewer - Safety Building		\$1,620.00	\$375.43	\$1,245	23%					\$1,244.57		
56	686401	Water - City Hall		\$2,137.00	\$465.48	\$1,672	22%					\$1,671.52		
57	686402	Water - Safety Building		\$3,000.00	\$667.31	\$2,333	22%					\$2,332.69		
59	686501	M&R - City Buildings		\$8,250.00		\$8,250						\$8,250.00		
60	686502	M&R - Safety Building		\$18,125.00	\$225.30	\$17,900	1%					\$17,899.70		
61	686503	M&R - DPW Building		\$9,125.00		\$9,125						\$9,125.00		

Totals: (\$15,127.26) \$448,086.80 \$32,285 7.21% \$415,802 \$415,801.70 Remaining: \$415,801.70

Attachment: Focus on Facilities - O&M Budget 2025 (10040 : Discussion Item - Focus on Facilities)

## FACILITY CONDITION ASSESSMENT

EXECUTIVE SUMMARY  
 11333 NORTH CEDARBURG ROAD  
 MEQUON, WISCONSIN 53092

EMG PROJECT NO: 127475.17R000

## 1.3.5 CAPITAL EXPENDITURE RECOMMENDATIONS

The table below represents EMG's recommended annual capital expenditure program. These capital expenditure costs are in addition to an active Preventative Maintenance program. Additionally, systems and components that are not deemed to have a material effect on the use of the Property are excluded.

Adherence to the expenditure outlined below will ensure the building maintains or improves the condition of each of its systems and components. Deferring these costs will result in decreasing component/system condition and overall building condition.

Facility	City Hall	East Side Fire Station	Mequon Community Pool	Public Safety Building	Reuter Pavilion Building	River Barn Park Pavilion	Rotary Park Pavilion	Grand Total
\$/SF	\$207	\$192	\$175	\$182	\$157	\$169	\$157	
SF	38,358	7,225	3,876	45,154	4,180	4,168	4,560	107,521
RV	\$7,932,818	\$1,388,135	\$678,649	\$8,201,773	\$670,182	\$704,455	\$715,418	\$20,291,430
2018	\$161,169	\$92,982	\$45,849	\$142,519	\$78,449	\$82,173	\$44,620	\$554,780
2019	\$407,136	\$51,436	\$102,950	\$831,962	\$76,449	\$33,186	\$64,803	\$1,516,486
2020	\$634,546	\$57,091	\$56,239	\$515,357	\$231,590	\$0	\$17,376	\$1,455,108
2021	\$369,106	\$51,126	\$97,313	\$811,154	\$7,987	\$35,792	\$0	\$1,321,352
2022	\$646,610	\$236,423	\$53,225	\$190,385	\$904,606	\$24,259	\$0	\$1,819,086
2023	\$67,021	\$205,376	\$56,958	\$80,284	\$0	\$290,515	\$37,875	\$532,653
2024	\$252,069	\$0	\$0	\$225,280	\$1,970	\$41,277	\$150,578	\$671,174
2025	\$315,043	\$65,468	\$188,171	\$0	\$0	\$4,224	\$0	\$507,437
2026	\$0	\$728	\$0	\$236,340	\$23,760	\$4,014	\$0	\$264,113
2027	\$110,306	\$178,977	\$104,912	\$652,515	\$271,890	\$6,175	\$22,411	\$1,168,209
2028	\$124,547	\$27,445	\$0	\$203,052	\$30,825	\$10,802	\$91,208	\$460,434
2029	\$7,774	\$33,018	\$0	\$377,593	\$0	\$64,232	\$0	\$449,599
2030	\$122,235	\$2,010	\$7,777	\$190,712	\$4,021	\$0	\$0	\$324,744
2031	\$83,046	\$5,583	\$0	\$4,046	\$0	\$7,733	\$10,654	\$105,479
2032	\$75,197	\$53,441	\$94,662	\$274,096	\$232,453	\$283,865	\$10,900	\$971,173
2033	\$38,293	\$21,070	\$46,668	\$86,784	\$0	\$0	\$28,676	\$200,421
2034	\$167,800	\$13,392	\$138,197	\$13,239	\$2,648	\$55,473	\$0	\$377,358
2035	\$169,459	\$31,127	\$11,991	\$50,694	\$0	\$0	\$2,874	\$235,018
2036	\$59,562	\$7,753	\$0	\$451,016	\$12,444	\$1,495	\$0	\$524,517
2037	\$153,191	\$81,888	\$33,866	\$545,513	\$141,921	\$14,118	\$0	\$888,609
Total Escalated Estimate	\$3,964,109	\$1,216,333	\$1,038,780	\$5,882,541	\$2,021,012	\$959,333	\$481,975	\$14,347,749

Attachment: EMG Capital Expenditure Recommendations (10040 : Discussion Item - Focus on Facilities)

**City of Mequon- Buildings  
Capital Improvement Plan (CIP)  
October 14, 2024**

**A. CIP**

- 1. Prioritized Needs Rating Scale<sup>1</sup>
- 2. Four (4) Classifications<sup>2</sup>
- 3. Estimated Costs
- 4. Implementation Timeline

<sup>1</sup>Needs Rating (1=low; 5=high)

- 1. Enhancement (TBD; available funds)
- 2. Planning (5+ years)
- 3. Long term need (3-5 years)
- 4. Short term need (1-3 years)
- 5. Immediate Need (1 year or less)

<b>B. Classifications</b>
1. ADA and/or Code Compliant
2. HVAC
3. Ceiling
4. Lights
5. Floors
6. Doors
7. Plumbing (include water conservation)
8. Electrical
9. Asbestos Abatement
10. Windows
11. Roof
12. Building Envelope - Tuckpointing, lintels, ect.
13. Equipment specific for room.

Project	Needs Rating 1-5	AREA			Classification	Estimated Cost	Projected Completion Date
		Building	Grounds	Other			
<b>CITY HALL</b>							
South Conference Room Lintels Replacement	5	x			1,3	\$9,995.00	2023 Completed
Roof Replacement- Old City Hall, shingled peaks & flat EPDM	5	x			1,2	\$292,170.00	2023 Completed
Exterior Doors Replacement and/or security/operation upgrades	5	x			1,3	\$117,560.84	2022 Completed
HVAC Controls Upgrade	4	x			2,3,4	\$7,800	CHN started 2023 / AHU temp. fix, included in Chamber Hall Renovation for original building, addition separate cost
Council Chamber HVAC and Upgrades	5	x			2,3,4,5,8,9	\$750,000.00	Projected in 2025

Renovate 4 Office Level Restrooms	5	x			1,2,5,6	\$48,000	Projected in 2026
East Entrance- Stairs, apron, railing, replacement w/ADA ramp	5		x		1,3,4	\$60,000.00	Projected in 2027
Ceiling Tile Replacement- throughout several areas	5	x			1,3	\$8,000.00	Starting in 2028
Lower Conference Room Renovation (with asbestos abatement, including lateral)	4	x			1,2,3,4,5,7,9,10		
Sanitary Lateral Replacement / LCR Remodel	4	x			2,3,4,5,6,7,8,9,10	\$300,000.00	2030+
Office Renovation/Update	4	x			2,3,4,5		
FACP upgrade, with/without device upgrades	4	x			1,2,3,4	\$11,200.00	Projected in 2026
Building Envelope (Tuckpointing/flashing/Caulking/Sealing)	4	x			1,2,4	\$55,000.00	Started in house 2024
Stair treads & carpet replacement at old-to-new transition	4	x			1,4	\$6,000	In house projected 2026
Lighting upgrades/retrofitting	4	x			3,4,8	\$98,000.00	Projected 2027/28
Table & Chair Replacement- conference rooms & offices	4	x			1,2,3,4	\$12,000	2028
Window Replacement	4	x	x		1,10	\$240,000.00	2030+
Exterior Building Light Upgrade	3	x	x		1,4,8	\$6,000.00	In house started in 2024 (lights replaced where a 5)
Bollard Walkway Lighting- replace/update	3		x		1,2,4	\$6,000	2029
Building-wide Clocks Upgrade: digital, synchronized, hard wired	3	x			3,4,8	\$6,000.00	Could just replace with Atomic 2027(estimated \$)
RTU/AHU Replacement (per schedule)	3	x			2,3	\$80,000	Estimate per unit (4 units on addition)
South Conference Room Renovation	3	x			1,2,3,4,5,8,10,13	\$50,000.00	Projected 2028
Lintel Replacement Orginal CH	3	x			12	\$25,000.00	2030+
Generator update/replacement- TBD	3	x	x		1,2,3,4,8	\$30,000.00	2030
Storage Balcony-Repair / renovation	2	x			2,3,4,5,6,8,9	\$25,000.00	2030+
Reception island upgrade or removal	2	x			3,4,5	\$15,000.00	Estimated Cost depend on upgrade or removal
Lobby Renovation	2	x			1,2,3,4,5,6,8	\$60,000.00	2030+
Chambers Hall Renovation (w/ elevator door access, 36"+)	2	x			1,2,3		
<b>SAFETY BUILDING</b>							
Boiler Stack Replacement	5	x			1,2,4	\$66,900.00	2023
Building Envelope (Tuckpointing/flashing/Caulking/Sealing)	5	x	x		1,4,12	\$18,000.00	Bad Areas completed in house 2024
HVAC Controls Upgrade- to DDC	5	x			1,2,3,4	\$8,000.00	Possibe fix for 2024 (NO DCC until new building)
HVAC Plumbing Upgrade - Leaky Boilers	5	x			2,7,12	\$206,000.00	Wait for New Building?
HVAC New Boilers - must complete plumbing upgrade first	5	x			2,7,8,12	\$140,000.00	Wait for New Building?
Exhaust PD Evidence Room	5	x			2,3,8,11,12	\$10,000.00	2024/2025 Highly Requested!!!
FACP upgrade, with/without device upgrades	5	x			1,2,3,8	\$12,000.00	2027? Wait for New Building?
Parking Lot/ Curb Replacement	5	x			12	\$170,000.00	Wait for New Building?
Restrooms Renovation- fixtures, lighting, plumbing, flooring	4	x			1,2,3,4	\$162,000.00	Fixture updates started in 2024
Front Entry P.D.- replacement	4	x			1,3,4	\$45,000.00	Wait for New Building?
LED Lighting Upgrade	4	x			3,4,8	\$16,000.00	Started in 2023
Chiller Replacement	4	x			2,7,8,11	\$247,000.00	2030+
Retaining Wall Handrail Replacement- East side of F.D.	4		x		1,12	\$10,000.00	2029
Sally Port- Repoint block, seal, paint	4	x			1,2,4	\$2,500.00	
Sally Port- Garage Door Replacement	4	x			1,6,12	\$6,000.00	Wait for New Building?
Roof Replacement	4	x			2,11	\$130,000.00	2027
Locker Room Carpet Replacement	4	x			5	\$8,000.00	In house planning 2027

Attachment: Buildings Capital Plan Starting 2024 (10040 : Discussion Item - Focus on Facilities)

FD Apparatus Bay Garage Door Replacement (10 Doors)	2	x			6,8	\$50,000.00	Wait for New Building?
PD Garage Door Lower Level	2	x			6,8	\$8,000.00	Wait for New Building?
Carpet Replacement FD/PD Hallways and office areas	1	x			5	\$78,000.00	Wait for New Building?
PD Dispatch / Office Area Renovation	1	x			1,2,3,4,5,6,8,10	\$85,000.00	2030+
<b><u>DPW FACILITY</u></b>							
Lighting upgrade in Office Area	4	x			4,8	\$1,800.00	Done In House 2024
Office, Commons, & Lunchroom Floor Replacement	5	x			1,2,4	\$120,000.00	2026
Exterior Door Replacement of 14 Doors/Door Frames	5	x			6	\$42,000.00	2028
Lighting upgrades/retrofitting in main bay	4	x			2,3,4	\$45,000.00	
Garage Door Replacement- 4 old overheads (parks/sign shop)	4	x	x		1, 2,3	\$16,000.00	
Setup 2nd Wash Bay	3	x			1,3,7,8,13	\$15,000.00	2028+
<b><u>FIRE STATION 2</u></b>							
Rear & Side Entry Sidewalk Replacement	4		x		1,4	\$3,500.00	2022 Done In House
Tru Portal Upgrade to Axis Key Fob System	5	x			6,8,13	\$3,000.00	2023 Completed
Building Envelope (Tuckpointing/flashing/Caulking/Sealing)	4	x	x		1,2,4	\$40,000.00	
Northeast Stairs & Railing Replacement/Rebuild	4		x		1,2,4		
Bathroom Renovation (Ceiling, walls, lighting) Upper Level	4	x			1,3,4,5,6,7	\$30,000.00	
Parking Lot & Garage Apron(s) Repave-Seal & Stripe	3		x		1,2,4	\$100,000.00	Mastic for time being
Garage Door/Overhead Replacement(s)	3	x			2,4	\$30,000.00	
Interior and Exterior Light Upgrades	3	x	x		1,2,3,4	\$7,500.00	
<b><u>POOL, BATHHOUSE, FILTER HOUSE</u></b>							
Pool Boiler/Furnace Replacements	5	x			1,2,8	\$15,100	2024 Completed
Pergula Replacement/Renovation	5		x		1	\$1,000.00	2023 Completed
Upgrade electrical service in Filter House	5	x			1,8	\$25,000.00	2025
Building Envelope (Tuckpointing/flashing/Caulking/Sealing/reblock)	5	x			1,12	\$35,000.00	WAIT FOR NEW POOL?
Pool Vessel Gutter System	5			x	7,12,13	\$455,000.00	2025
Epoxy coating / Sealing Pool Vessel	5			x	1,12,13	\$250,000.00	
Pool Deck Replacement	5			x	5,12	\$208,800.00	WAIT FOR NEW POOL?
Gutters & Downspouts- Replace	5	x	x		1,12	\$3,500.00	2026
NEW POOL AND FACILITY	5	x			ALL	\$8,000,000.00	2026??
New Water Lateral	5	x			1,7	\$34,000.00	2025??
Roof Replacement- Bathhouse	4	x			1,2	\$26,384.00	2026
Bathroom Renovation (Ceiling, walls, lighting)	4	x			1,2,3,4	\$75,000.00	Bathroom Shower areas in rough shape, ASAP
Upgrade electrical service in Bath House	4	x				\$18,925.00	2026
Installation of Sand Filtration System	4			x	1,5,7,8,13	\$118,000.00	
Exterior Stairs, Ramp, & Rail- Replace	4		x		1,2,4	\$25,000.00	

Attachment: Buildings Capital Plan Starting 2024 (10040 : Discussion Item - Focus on Facilities)

Filter House Interior Aluminun Stairs- Replace	4	x			1,4,12	\$6,000.00	2026
Exterior Lighting Upgrade	3		x		3,4	\$16,000.00	
<b><u>PARK BUILDINGS</u></b>							
River Barn- Install condenser/compressor unit (Cool air unit)	3	x			2,3,4	\$7,000	2022 Completed
Rotary Pavilion-Window Replacement	4	x			1,2,10	\$20,000.00	2030+
Rotary Park Parking Lot Light upgrade	3	x			4,8	\$26,000.00	
Reuter Pavilion- Window Replacement/ Roll Door	2	x			1,2,6,10	\$40,000.00	2030+ Could cost over \$100K with Mike G.
Rotary Park Bathhouse Renovation (Ceiling, walls, lighting, fixtures)	2	x			1,2,3,4,5,6,7,8,10	\$140,000.00	2030+
<b><u>LIBRARY</u></b>							
Library Parking Lot	5		x		1,4,8	\$25,600	2022
<b>TOTAL COST OF ALL PROJECTS</b>						<b>\$13,296,709.00</b>	
<b>TOTAL COST OF COMPLETED PROJECTS</b>						<b>\$543,625.84</b>	
<b>TOTAL COST REMAINING PROJECTS</b>						<b>\$12,753,083.16</b>	
<b>TOTAL COST WITHOUT NEW POOL</b>						<b>\$4,753,083.16</b>	*Note all projects are due to change with funding and emergency repairs needed.
<b>TOTAL COST OF IMMEDIATE NEEDS</b>						<b>\$10,731,300.00</b>	
<b>IMMEDIATE NEEDS WITH OUT NEW POOL</b>						<b>\$2,731,300.00</b>	
<b>TOTAL COST 2026</b>						<b>\$179,200.00</b>	
<b>TOTAL COST 2027</b>						<b>\$216,000.00</b>	



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**Office of Engineering**

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**TO: Public Works Committee**  
**FROM: Kristen Lundeen, Director of Public Works/City Engineer**  
**DATE: February 11, 2025**  
**SUBJECT: Public Works Work Plan (2.11.25)**

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Attached for the Board's review is a copy of the final work plan for 2025.

Attachments:  
2025 Work Plan (2.11.25) (PDF)

**Public Works Committee  
2025 Work Plan (February 11, 2025)**

<b>Month</b>	<b>Agenda Topics</b>
February	<ul style="list-style-type: none"> <li>• Resolution: City Facilities Cleaning Contract</li> <li>• Focus on Facilities</li> </ul>
March	<ul style="list-style-type: none"> <li>• <i>Tentative:</i> WisDOT Mequon Road East Project/City Corridor Requests</li> <li>• <i>Tentative:</i> Resolution: Road Program Award</li> <li>• <i>Tentative:</i> Resolution: Approval of Comprehensive Park, Recreation &amp; Open Space Plan Update</li> <li>• <i>Tentative:</i> Resolution: Approval of Bicycle and Pedestrian Comprehensive Plan</li> <li>• Resolution: HVAC Preventative Maintenance Contract</li> </ul>
October	<ul style="list-style-type: none"> <li>• <i>Tentative:</i> Discussion: Enterprise Lease Annual Report</li> </ul>
November	<ul style="list-style-type: none"> <li>• <i>Tentative:</i> Discussion: Road Program Recap</li> </ul>

**Future Agenda Topics**

- DPW Division Annual Report Presentations
- Drainage CIP Prioritization
- Policy language for structures (i.e. Little Free Library) within the building setback

**2025 Completed Items:**

<ul style="list-style-type: none"> <li>• Focus on Fleet</li> <li>• 2025 Road Program Overview</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
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