



11333 N. Cedarburg Road
Mequon, WI 53092
Phone: 262-236-8145
Fax: 262-242-9655

www.cityofmequonwi.gov

Public Works Department

PUBLIC WORKS COMMITTEE

Tuesday, May 13, 2025

6:15 PM

South Conference Room

Agenda

- 1) Call to Order, Roll Call
- 2) Election of Chair
- 3) Approval of Minutes

- a. April 8, 2025, Minutes

- 4) Resolutions

Action requested: Review and recommend approval

- a. **RESOLUTION 4209** A Resolution Ratifying Two Change Orders to a Contract with Seltzer-Ornst Construction of Milwaukee, Wisconsin in the Amount of \$31,786, in Connection with the Replacement of Various HVAC Units and Other Upgrades within the Council Chambers at City Hall
 - b. **RESOLUTION 4210** A Resolution Granting a Temporary Limited Easement at the Northeast Corner of Mequon Road and Robin Lane to the Wisconsin Department of Transportation
 - c. **RESOLUTION 4211** A Resolution Granting Two Permanent Limited Easements at the Trinity Creek Crossing of Wauwatosa Road (Approximately 410 Feet North of County Line Road) to the Wisconsin Department of Transportation
 - d. **RESOLUTION 4212** A Resolution Awarding a Design Contract for the Donges Bay Road Turn Lane Improvement to Harwood Engineering Consultants Ltd., of Milwaukee, Wisconsin, in the Amount of \$21,000

- 5) Discussion Items

Discussion and Possible Action

- a. Public Works Work Plan (5.13.25)

6) Adjourn

Dated: May 13, 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.



11333 N. Cedarburg Road
 Mequon, WI 53092
 Phone: 262-236-8145
 Fax: 262-242-9655

www.cityofmequonwi.gov

Public Works Department

PUBLIC WORKS COMMITTEE

Tuesday, April 8, 2025

6:00 PM

South Conference Room

Minutes

1) Call to Order, Roll Call

The meeting was called to order at 6:00 pm.

Present:

Chair Jeffrey Hansher
 Alderman Peter Bratt
 Alderman Kelly Tolocko -- **Excused**

Also present: Director of Public Works/City Engineer Lundeen, Assistant City Engineer McCraw, Deputy Director of Public Works Weyker, Engineering Technician Dandy, Highway Superintendent Haczynski, Administrative Assistant Schlereth, City Attorney Sajdak (6:00-6:07 pm), Assistant Director of Community Development Zader (6:13 - 6:29 pm), and Thomas Jansen (11631 N. Grace Ct. 6:00 -6:29 pm)

2) Approval of Minutes

a. March 11, 2025, Minutes

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

MOVED BY: Alderman Bratt

SECONDED BY: Alderman Hansher

AYES: Hansher, Bratt

NOT PRESENT: Tolocko

3) Resolutions

Action requested: review and recommend approval

a. **RESOLUTION 4203** A Resolution Rejecting Bids Received for the City's 2025 Road Patching Contract

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

Attachment: 4.8.25 (10357 : April 8, 2025 Minutes)

MOVED BY: Alderman Bratt
SECONDED BY: Alderman Hansher

AYES: Hansher, Bratt
NOT PRESENT: Tolocko

b. **RESOLUTION 4202** A Resolution Awarding the 2025 Crack Sealing Contract to American Pavement Solutions, Green Bay, Wisconsin in an Amount Not-to-Exceed \$258,000

The City Attorney stated American Pavement Solutions agreed to move forward with the project for the bid price and advised that the resolution may be approved as presented.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Bratt
SECONDED BY: Alderman Hansher

AYES: Hansher, Bratt
NOT PRESENT: Tolocko

c. **RESOLUTION 4201** A Resolution Approving Award of the 2025 Road Improvements Contract to Payne & Dolan, Jackson, Wisconsin, in the Amount of \$1,890,000

The City Attorney advised that the resolution may be awarded with the math bid error.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Bratt
SECONDED BY: Alderman Hansher

AYES: Hansher, Bratt
NOT PRESENT: Tolocko

d. **RESOLUTION 4204** A Resolution Awarding the 2025 GSB-88 Bituminous Road Sealing Contract to Fahrner Asphalt Sealers of Wauaukee, Wisconsin in an Amount Not-to-Exceed \$130,000

City Attorney stated he and the City Administrator advise that the resolution be amended to allow only the amount necessary to award.

RESULT: **Approved with Amendments [Unanimous]**
MOVED BY: Alderman Bratt
SECONDED BY: Alderman Hansher

Attachment: 4.8.25 (10357 : April 8, 2025 Minutes)

AYES: Hansher, Bratt
NOT PRESENT: Tolocko

e. **RESOLUTION 4206** A Resolution Granting an Electrical Distribution Easement to Wisconsin Electric Power Company (We Energies) Upon the Mequon Nature Preserve Property Located at 8200 West County Line Road

RESULT: Approved by Voice Acclamation [Unanimous]
MOVED BY: Alderman Bratt
SECONDED BY: Alderman Hansher

AYES: Hansher, Bratt
NOT PRESENT: Tolocko

f. **RESOLUTION 4205** A Resolution Authorizing the Following Contractors to Exceed \$25,000 in Annualized Expenditures for Work Performed on Behalf of City Departments During Fiscal Year 2025: Branch Out Land Clearing LLC, Egelhoff's Lawn Mower Service Inc., Ennis Paint Inc., Frank D Gillitzer Electric Company Ltd., Lannon Stone Products Inc., Western Culvert & Supply Inc., Traffic & Parking Control Company Inc., and Outdoor Lighting Construction Company, Inc.

RESULT: Approved by Voice Acclamation [Unanimous]
MOVED BY: Alderman Bratt
SECONDED BY: Alderman Hansher

AYES: Hansher, Bratt
NOT PRESENT: Tolocko

g. **RESOLUTION 4207** A Resolution Approving Award of the FEMA Floodplain Letter of Map Change Contract to M Squared Engineering, LLC, Cedarburg, Wisconsin, in the Amount of \$75,300

Resident Thomas Jansen asked that the City consider revising the proposal to expand the scope further west past the railroad tracks.

Staff advised that M Squared had originally stopped at the railroad tracks because they believed the culvert under the railroad tracks would be a break point. M Squared is willing to move to cross-section F with no additional cost.

The amendment will be on the Request for Design Engineering Services – City of Mequon FEMA Floodplain Letter of Map Change number 4 under Project Understanding.

Attachment: 4.8.25 (10357 : April 8, 2025 Minutes)

Currently read: This includes floodplain boundaries and floodway delineation downstream of the railroad west of the Ozaukee Interurban Trail.

The amendment will read: This includes floodplain boundaries and floodway delineation downstream of cross section F on the FEMA map dated July 31, 2022.

RESULT: **Approved with Amendments [Unanimous]**
MOVED BY: Alderman Bratt
SECONDED BY: Alderman Hansher

AYES: Hansher, Bratt
NOT PRESENT: Tolocko

4) Discussion Items

Discussion and Possible Action

- a. Annual Road Program Discussion for Improvements at Lake Shore Drive from Zedler Lane to Mequon Road and Mequon Road East of I-43

Discussion ensued on the maintenance cost of an off-road path vs expanded shoulders.

- b. Discussion Item - Highlight on Highways

Discussion ensued concerning the division's struggles to maintain upkeep due to rising costs and ageing equipment as the community continues to expand.

- c. Public Works Work Plan (4.8.25)

5) Adjourn

- a. Motion to adjourn at 7:19 pm.

RESULT: **Approved by Voice Acclamation [Unanimous]**
MOVED BY: Alderman Bratt
SECONDED BY: Alderman Hansher

AYES: Hansher, Bratt
DEEMED NO: Tolocko

Respectfully Submitted,

Ren Schlereth
Administrative Assistant

Attachment: 4.8.25 (10357 : April 8, 2025 Minutes)



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

www.cityofmequonwi.gov

Office of Public Works

TO: Public Works Committee
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: May 13, 2025
SUBJECT: RESOLUTION 4209 A Resolution Ratifying Two Change Orders to a Contract with Seltzer-Ornst Construction of Milwaukee, Wisconsin in the Amount of \$31,786, in Connection with the Replacement of Various HVAC Units and Other Upgrades within the Council Chambers at City Hall

Background

On December 14, 2024, the Common Council approved a contract to Seltzer-Ornst for the City Hall HVAC project. The authorized contract value at the time of award was \$959,033 with an approximate \$16,000 contingency for a not-to-exceed contract amount of \$975,000.

Within the first two weeks of the project, asbestos was identified in the ceiling of Common Council Chambers, resulting in two change order requests totaling \$31,786 and exceeding the authorized contract amount. This agenda item requests Common Council ratification of that authorization.

Analysis

The design contract was based upon asbestos abatement information from a 1996/1997 project. During recent removal of portions of the current ceiling, the contractor found potential signs of asbestos, and that portion of the project was paused while testing was conducted for confirmation.

While testing confirmed that abatement completed in 1996/1997 removed asbestos identified in the acoustic tiles and that there is no asbestos in the layers of current ceiling material, glue pucks attached to the original acoustic tiles remained in place and were encapsulated by the current ceiling. Given that work for the City Hall HVAC project will penetrate the ceiling, the glue pucks require abatement in order to move forward.

The prime contractor, Seltzer-Ornst contacted three asbestos abatement contractors for pricing and schedule. Seltzer-Ornst was able to identify a subcontractor that could perform the work, but the authorization and abatement work required immediate authorization. Waiting for the May Common Council meeting would eliminate several subcontractor options due to scheduling conflicts, and result in an additional \$75,000 for an available abatement subcontractor.

Given both the time and cost implications, City staff authorized the two proposed change orders.

Fiscal Impact

Change Order #2 (Change Order #1 was non-monetary) is for the abatement and totals

\$24,998.93, including a \$8,775 deduct from the painting contractor for work that will be included in the abatement process. Change Order #3 is the supplemental work required to patch the ceiling prior to resuming the standard contract work and totals \$6,786.90.

The resolution for contract award was in an amount not-to-exceed \$975,000, which included a contingency of \$16,000. The original contract amount is \$959,033 and with both change orders would increase the contract to \$990,818.83, exceeding the current authorization by \$15,818.83.

Given that the majority of this project is being financed through proceeds resulting from a general obligation notes sale finalized earlier this year, it is anticipated that identified salary savings from the Building Division's annual operating budget will be utilized to offset this cost overrun. To the extent that excess funds are not otherwise available when the project is closed out later this year, funds from the City's Capital Projects Fund will be earmarked to counterbalance the overage.

Recommendation

A recommendation from the Public Works Committee is forthcoming on May 13, 2025.

Attachments:

City Hall HVAC Change Order #2 (PDF)

City Hall HVAC Change Order #3 (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4209

A Resolution Ratifying Two Change Orders to a Contract with Seltzer-Ornst Construction of Milwaukee, Wisconsin in the Amount of \$31,786, in Connection with the Replacement of Various HVAC Units and Other Upgrades within the Council Chambers at City Hall

RECITALS

A. During the City Hall Common Council Chambers HVAC Repair and Renovation Project (“Project”), the contractor identified asbestos not previously abated in glue pucks for the acoustic ceiling tiles.

B. Abatement is required due to work penetrating the ceiling in the Common Council Chambers.

C. The asbestos abatement, in combination with previously authorized expenditures, will exceed the not-to-exceed contract authorization of \$975,000 with Seltzer-Ornst Construction.

D. The Buildings Division’s annual operating budget and/or the City’s Capital Projects Fund have sufficient funds for the asbestos abatement, as well as all previously authorized or planned expenditures in connection with this Project.

E. The Public Works Committee, on May 13, 2025, approved a recommendation in favor of ratifying Project Change Orders #2 and #3 in the aggregate amount of \$31,786, as previously approved by City staff.

BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin that the two change orders, as attached hereto and in the aggregate amount of \$31,786, are hereby ratified.

Approved by: Andrew Nerbun, Mayor

Date Approved: May 13, 2025

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on May 13, 2025.

Caroline Fochs, City Clerk



Selzer-Ornst Co
6222 W State St
Milwaukee, Wisconsin 53213
Phone: (414) 258-9900
Fax: (414) 258-3693

Project: 25-010 - City of Mequon HVAC Upgrades
11333 N Cedarburg Rd
Mequon, Wisconsin 53092

Prime Contract Potential Change Order #002: Abate Existing Common Council Chamber Ceiling

TO:	City of Mequon 11333 N. Cedarburg Road 60W Mequon, Wisconsin 53092-1930	FROM:	Selzer-Ornst Construction 6222 W State St Milwaukee, Wisconsin 53213
PCO NUMBER/REVISION:	002 / 0	CONTRACT:	1 - City of Mequon HVAC Upgrades
REQUEST RECEIVED FROM:		CREATED BY:	Kari Lilly (Selzer-Ornst Construction)
STATUS:	Pending - In Review	CREATED DATE:	4/28/2025
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$24,998.93

POTENTIAL CHANGE ORDER TITLE: Abate Existing Common Council Chamber Ceiling

CHANGE REASON: Added Scope

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #002 - Abate the existing common council chamber ceiling
(Add) Abate the existing common council chamber ceiling (including the popcorn texture removal.
(Deduct) Popcorn ceiling removal from painting subcontractor.

ATTACHMENTS:

#	Budget Code	Description	Amount
1	1-180.SUB Safety & Environmental.Subcontractor	(Add) Abate the existing common council chamber ceiling (including the popcorn texture removal.	\$29,960.00
2	9-900.SUB Painting	(Deduct) Popcorn ceiling removal from painting subcontractor.	\$(8,775.00)
Subtotal:			\$21,185.00
General Conditions (≈ 9.91%):			\$2,100.00
General Liability (≈ 0.7%):			\$164.00
Bonds (≈ 1.92%):			\$449.98
Selzer-Ornst Fee (≈ 4.6%):			\$1,099.95
Grand Total:			\$24,998.93

Sarah Phillips (Strang Architecture)
W238 N1610 Busse Rd
Waukesha, Wisconsin 53188

City of Mequon
11333 N. Cedarburg Road 60W
Mequon, Wisconsin 53092-1930

Selzer-Ornst Construction
6222 W State St
Milwaukee, Wisconsin 53213


SIGNATURE DATE 4/29/25


SIGNATURE DATE 4/29/25

SIGNATURE DATE

Attachment: City Hall HVAC Change Order #2 (RESOLUTION 4209 : Ratify Increase in City Hall HVAC Contract)

PCO #003



Selzer-Ornst Co
6222 W State St
Milwaukee, Wisconsin 53213
Phone: (414) 258-9900
Fax: (414) 258-3693

Project: 25-010 - City of Mequon HVAC Upgrades
11333 N Cedarburg Rd
Mequon, Wisconsin 53092

Prime Contract Potential Change Order #003: Light Splatter Ceiling

TO:	City of Mequon 11333 N. Cedarburg Road 60W Mequon, Wisconsin 53092-1930	FROM:	Selzer-Ornst Construction 6222 W State St Milwaukee, Wisconsin 53213
PCO NUMBER/REVISION:	003 / 0	CONTRACT:	1 - City of Mequon HVAC Upgrades
REQUEST RECEIVED FROM:		CREATED BY:	Kari Lilly (Selzer-Ornst Construction)
STATUS:	Pending - In Review	CREATED DATE:	4/28/2025
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$6,786.90

POTENTIAL CHANGE ORDER TITLE: Light Splatter Ceiling

CHANGE REASON: Added Scope

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #003 - Light Splatter Ceiling Texture & Patching

Apply a light splatter coat of texture to the ceiling prior to painting once abatement is complete.
Allowance for ceiling patching

ATTACHMENTS:

#	Budget Code	Description	Amount
1	9-900.SUB Painting	Apply a light splatter coat of texture to the ceiling	\$3,218.00
2	9-320.SUB Drywall	Drywall Patching Allowance	\$2,500.00
Subtotal:			\$5,718.00
General Conditions (10.00%):			\$571.80
General Liability (0.75%):			\$47.17
Bonds (2.00%):			\$126.74
Selzer-Ornst Fee (5.00%):			\$323.19
Grand Total:			\$6,786.90

Sarah Phillips (Strang Architecture)
W238 N1610 Busse Rd
Waukesha, Wisconsin 53188

City of Mequon
11333 N. Cedarburg Road 60W
Mequon, Wisconsin 53092-1930

Selzer-Ornst Construction
6222 W State St
Milwaukee, Wisconsin 53213


SIGNATURE DATE 4/29/25


SIGNATURE DATE 4/29/25

SIGNATURE DATE

Attachment: City Hall HVAC Change Order #3 (RESOLUTION 4209 : Ratify Increase in City Hall HVAC Contract)



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

www.cityofmequonwi.gov

Office of City Attorney

TO: Public Works Committee
FROM: Brian Sajdak, City Attorney
DATE: May 13, 2025
SUBJECT: RESOLUTION 4210 A Resolution Granting a Temporary Limited Easement at the Northeast Corner of Mequon Road and Robin Lane to the Wisconsin Department of Transportation

Background

The City owns a parcel of land located on the east side of Robin Lane between Mequon Road and Glenbrook Lane, which is identified by Tax Key No. 15-091-11-04-000. As part of an upcoming project to improve Mequon Road (State Highway 167), the Wisconsin Department of Transportation (WisDOT) will be improving the sidewalk and existing wheelchair ramp at the intersection of Mequon Road and Robin Lane. This reconstruction will result in the need to disturb a small area (97 sq. ft.) of the City's land in this location. Accordingly, WisDOT has requested a Temporary Limited Easement (TLE) from the City to allow it to disturb and restore the land during and after construction.

Analysis

The proposed easement will allow WisDOT to improve the sidewalk and existing wheelchair ramp at the intersection of Mequon Road and Robin Lane. Given the small size of the impacted area and the fact that this is only a temporary easement, WisDOT exercised its authority under the statutes to forego a full appraisal given the anticipated nominal value of the land. WisDOT policy is that any acquisition amounts below \$500 are rounded to \$500, so the City has been offered \$500 for the easement. This amount is similar to, and consistent with, the value of the permanent easements WisDOT is acquiring on Wauwatosa Road.

Fiscal Impact

As noted above, the acquisition will result in a payment of \$500 to the City. There are no additional continuing costs that result from the acquisition.

Recommendation

A recommendation is forthcoming from the Public Works Committee on May 13, 2025.

Attachments:

Parcel 19 Easement (PDF)
 Curb Ramps Design (PDF)
 Image of impacted area (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4210

A Resolution Granting a Temporary Limited Easement at the Northeast Corner of Mequon Road and Robin Lane to the Wisconsin Department of Transportation

RECITALS

A. The City owns a parcel of land located on the east side of Robin Lane between Mequon Road and Glenbrook Lane, which is identified by Tax Key No. 15-091-11-04-000.

B. As part of an upcoming project to improve Mequon Road (State Highway 167), the Wisconsin Department of Transportation (WisDOT) will be improving the sidewalk and existing wheelchair ramp at the intersection of Mequon Road and Robin Lane.

C. As part of the reconstruction, WisDOT will need to disturb a small area (97 square feet) of the City's land in this location, and has requested a Temporary Limited Easement (TLE) from the City to allow it to disturb and repair the land during and after construction.

D. City staff has reviewed the proposed easement and has no objections to its location or extent.

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

1. The TLE as described above, and in the form as attached, is approved subject to any technical 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, and any other documents necessary to accomplish the granting of the easement as may be approved by the City Attorney.

Approved by: Andrew Nerbun, Mayor

Date Approved: May 13, 2025

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on May 13, 2025.

Caroline Fochs, City Clerk

**NOMINAL PAYMENT PARCEL - WAIVER OF APPRAISAL
RECOMMENDATION AND APPROVAL**

Wisconsin Department of Transportation

RE1897 01/2023 Ch. 32 Wis. Stats.

Owner name(s) CITY OF MEQUON	Area and interest required 97.00 sq. ft. of Temporary Limited Easement (TLE)
---------------------------------	---

Allocation

Allocation	Description	Size	Unit	Per Unit	Value (\$)
Temporary Limited Easement (TLE)	\$3 a sq ft 10% return for 3 years	97.00	Sq Ft	\$0.91	\$88.00
Other	round up to state minimum offer				\$412.00

Total Allocation
Rounded To \$500.00

The undersigned owner(s), having been fully informed of the right to have the property appraised, and to receive just compensation based upon an appraisal, have decided to waive the right to an appraisal and agree to accept settlement in the above-stated amount as full payment for the parcel stated, subject to approval by Wisconsin Department of Transportation.

The undersigned owner(s) further states that they waived the right to an appraisal without undue influences or coercive action of any nature.

It is intended that the instrument of conveyance will be executed upon presentation by Wisconsin Department of Transportation agents or representatives.

X

Owner Signature
CITY OF MEQUON

Date

X

Owner Signature

Date

Approved for Wisconsin Department of Transportation

For Office Use Only

Agency Approval

Date

Wisconsin Department of Transportation Signature

Date

Attachment: Parcel 19 Easement (RESOLUTION 4210 : Granting WisDOT Mequon Road Temp Easement)

STATEMENT TO CONSTRUCTION ENGINEER

RE1528 01/2023 s. 84.09 Wis. Stats.

Wisconsin Department of Transportation

Copies to: project engineer and owner

Owner Name(s) CITY OF MEQUON	Property Address Vacant land along Robin lane Mequon, WI 53092	Area code - phone Home: Cell:
	Mailing Address 11333 N CEDARBURG RD, , Mequon, WI 53092	Work: Email:
Tenant, if any	Property Address Vacant land along Robin lane Mequon, WI 53092	Area code - phone Home: Cell:
	Mailing Address	Work: Email:

Commitments made (fences, driveways, trees, drainage or other items):

Other matters of interest and owner concerns:



Property Owner Signature	Date	Negotiator Signature	Date
Property Owner Signature	Date	Bradley Koenig	
		Print Negotiator Name	

Commitments Approved:

Approving Authority Signature and Title	Date
Print Approving Authority Name	

Project ID	County	Parcel No.
2270-06-20	Ozaukee	19

Attachment: Parcel 19 Easement (RESOLUTION 4210 : Granting WisDOT Mequon Road Temp Easement)

TEMPORARY LIMITED EASEMENT

Wisconsin Department of Transportation
Exempt from fee: s. 77.25(2r) Wis. Stats.
Exempt from filing transfer form [s. 77.21(1), 77.22(1) Wis. Stats.]
RE1577 01/2023

THIS EASEMENT, made by **City of Mequon** GRANTOR, conveys a temporary limited easement as described below to the **Wisconsin Department of Transportation**, GRANTEE, for the sum of **Five Hundred and 00/100 Dollars (\$500.00)** for the purpose of **slopes and grading**.

Any person named in this conveyance may make an appeal from the amount of compensation within six months after the date of recording of this conveyance as set forth in s. 32.05(2a) Wisconsin Statutes. For the purpose of any such appeal, the amount of compensation stated on the conveyance shall be treated as the award, and the date the conveyance is recorded shall be treated as the date of taking and the date of evaluation.

Other persons having an interest of record in the property:

LEGAL DESCRIPTION IS ATTACHED AND MADE A PART OF THIS DOCUMENT BY REFERENCE.

This space is reserved for recording data

Return to
Wisconsin Department of Transportation
WisDOT SE Region 141 NW Barstow Street
Waukesha, WI 53187-0798

Parcel Identification Number/Tax Key Number
15-091-1104-000

Signature Date

CITY OF MEQUON

Print Name

Signature Date

Print Name

Signature Date

Print Name

Signature Date

Print Name

Date

State of _____)
County) ss.

On the above date, this instrument was acknowledged before me by the named person(s).

The signer was: ____ Physically in my presence. **OR** ____ In my presence involving the use of communication technology.

Signature, Notary Public, State of

Print or Type Name, Notary Public, State of

Date Commission Expires

Project ID
2270-06-20

This instrument was drafted by
Wisconsin Department of Transportation

Parcel No.
19

Attachment: Parcel 19 Easement (RESOLUTION 4210 : Granting WisDOT Mequon Road Temp Easement)

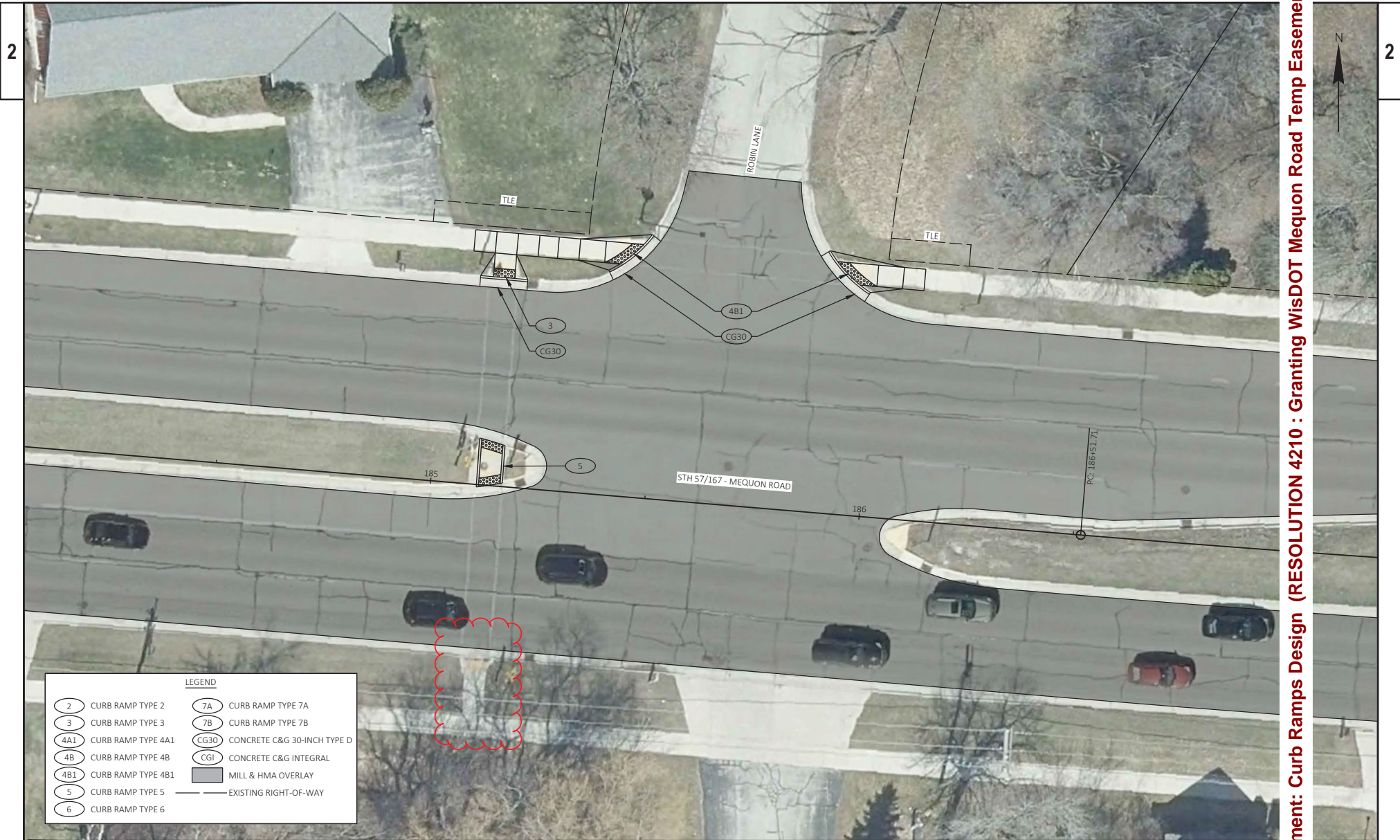
LEGAL DESCRIPTION

A **Temporary Limited Easement (TLE)** is a right for grading, including the right to operate necessary equipment thereon, the right of ingress and egress, as long as required for such public purpose, including the right to preserve, protect, remove, or plant thereon any vegetation the highway authorities may deem desirable. All TLEs expire at the completion of the construction project for which this instrument is given.

A parcel of land located in Lot 4 Block 11 of Ozaukee Country Club Estates No. 2, Doc. 167446, in the Southwest 1/4 of the Southwest 1/4 of Section 19, Township 9 North, Range 22 East, City of Mequon, Ozaukee County, Wisconsin, more fully described as follows:

Beginning at the Southwest corner of said Lot 4; thence along an arc to the right, being the west line of said Lot 4, having a radius of 290.00 feet and an arc length of 5.26 feet; thence South 85°12'59" East, 18.53 feet; thence South 04°47'05" West, 5.25 feet to a point on the south line of said Lot 4; thence North 85°13'01" West along the south line of said Lot 4, 18.65 feet to the point of beginning.

Said parcel contains **97 square feet** of easement, more or less.



LEGEND	
(2)	CURB RAMP TYPE 2
(3)	CURB RAMP TYPE 3
(4A1)	CURB RAMP TYPE 4A1
(4B)	CURB RAMP TYPE 4B
(4B1)	CURB RAMP TYPE 4B1
(5)	CURB RAMP TYPE 5
(6)	CURB RAMP TYPE 6
(7A)	CURB RAMP TYPE 7A
(7B)	CURB RAMP TYPE 7B
(CG30)	CONCRETE C&G 30-INCH TYPE D
(CGI)	CONCRETE C&G INTEGRAL
[Shaded Box]	MILL & HMA OVERLAY
[Dashed Line]	EXISTING RIGHT-OF-WAY

PROJECT NO: 2270-06-00 & 2697-00-77 HWY: STH 57/167 COUNTY: OZAUKEE CURB RAMP DETAILS SHEET 54 E

FILE NAME : N:\PDS\CAD\22700600\00\SHEETS\PLAN\021301-CR.DWG PLOT DATE : 8/23/2022 11:58 AM PLOT BY : SMITH, PATRICK PLOT NAME : PLOT SCALE : 1 IN=20 FT ISDOT/CADD5 SHEET 42

Attachment: Curb Ramps Design (RESOLUTION 4210 : Granting WisDOT Mequon Road Temp Easement)



Attachment: Image of impacted area (RESOLUTION 4210 : Granting WisDOT Mequon Road Temp



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

www.cityofmequonwi.gov

Office of City Attorney

TO: Public Works Committee
FROM: Brian Sajdak, City Attorney
DATE: May 13, 2025
SUBJECT: RESOLUTION 4211 A Resolution Granting Two Permanent Limited Easements at the Trinity Creek Crossing of Wauwatosa Road (Approximately 410 Feet North of County Line Road) to the Wisconsin Department of Transportation

Background

As part of an upcoming project to reconstruct Wauwatosa Road (State Highway 181), the Wisconsin Department of Transportation (WisDOT) will be replacing the existing under-road culvert for Trinity Creek, which is located on Wauwatosa Road approximately 410 feet north of the center line of County Line Road. To complete the replacement of the culvert, WisDOT will need to disturb an area of the City's lands on both sides of Wauwatosa Road in this location and has requested a Permanent Limited Easement (PLE) from the City to allow it to install the replacement culvert and to maintain it in the future. Specifically, WisDOT will need an easement on two parcels owned by the City: the land located at 8200 W. County Line Road (Tax Key No. 14-03-30-200-500), which constitutes a portion of the Mequon Nature Preserve (the "MNP Parcel"), and the land located to the east across Wauwatosa Road from the MNP Parcel, which is identified by Tax Key No. 14-03-41-100-100.

Analysis

The proposed easement will allow WisDOT to reconstruct and maintain the culvert in this location. As part of the process, WisDOT obtained an appraisal for both parcels, copies of which are on file in the City Attorney's Office. In the case of the MNP Parcel, the easement area consists of 600 square feet and the value calculated by the appraiser for this easement was \$300. For the second parcel, the easement area consists of 260 square feet and the value calculated by the appraiser for this easement was \$100. In both cases, WisDOT policy is that any amounts below \$500 are rounded to \$500, so the City has been offered \$500 for each easement (\$1,000 in total).

The relatively low value here is the result of the small amount of area impacted by the easement, that the area is largely within floodplain or other greenspace, and that the acquisition is only an easement (not a full fee-simple acquisition).

Fiscal Impact

As noted above, the acquisition will result in a payment of \$1,000 to the City. There are no additional continuing costs that result from the acquisition.

Recommendation

A recommendation is forthcoming from the Public Works Committee on May 13, 2025.

Attachments:

Parcel 1 Easement (PDF)

Parcel 3 Easement (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4211

A Resolution Granting Two Permanent Limited Easements at the Trinity Creek Crossing of Wauwatosa Road (Approximately 410 Feet North of County Line Road) to the Wisconsin Department of Transportation

RECITALS

A. The City owns the land located at 8200 W. County Line Road (Tax Key No. 14-03-30-200-500), which constitutes a portion of the Mequon Nature Preserve (the “MNP Parcel”).

B. The City also owns land located to the east across Wauwatosa Road from the MNP Parcel, which is identified by Tax Key No. 14-03-41-100-100.

C. As part of an upcoming project to reconstruct Wauwatosa Road (State Highway 181), the Wisconsin Department of Transportation (WisDOT) will be replacing the existing under-road culvert for the Trinity Creek, which is located on Wauwatosa Road approximately 410 feet north of the center line of County Line Road.

D. As part of the replacement of the culvert, WisDOT will need to disturb an area of the City’s lands on both sides of Wauwatosa Road in this location and has requested two Permanent Limited Easements (PLEs) from the City to allow it to install the replacement culvert and to maintain it in the future.

E. City staff has reviewed the two proposed easements and has no objections to their location or extent.

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

1. The PLEs as described above, and in the form as attached, are approved subject to any technical 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, and any other documents necessary to accomplish the granting of the easement as may be approved by the City Attorney.

Approved by: Andrew Nerbun, Mayor

Date Approved: May 13, 2025

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on May 13, 2025.

Caroline Fochs, City Clerk

STATEMENT TO CONSTRUCTION ENGINEER

RE1528 01/2023 s. 84.09 Wis. Stats.

Wisconsin Department of Transportation

Copies to: project engineer and owner

Owner Name(s) City of Mequon	Property Address Land along N. Wauwatosa Rd. Mequon, WI 53097	Area code - phone Home: Cell:
	Mailing Address 11333 N Cedarburg Rd, Mequon, WI 53092	Work: Email:
Tenant, if any	Property Address Land along N. Wauwatosa Rd. Mequon, WI 53097	Area code - phone Home: Cell:
	Mailing Address	Work: Email:

Commitments made (fences, driveways, trees, drainage or other items):

No commitments, any grass will be replaced in kind

Other matters of interest and owner concerns:



Property Owner Signature	Date	Negotiator Signature	Date
		Bradley Koenig	
Property Owner Signature	Date	Print Negotiator Name	

Commitments Approved:

Approving Authority Signature and Title	Date
Print Approving Authority Name	

Project ID	County	Parcel No.
2729-07-20	Ozaukee	1

Attachment: Parcel 1 Easement (RESOLUTION 4211 : Granting WisDOT Wauwatosa Road Easements)

PERMANENT LIMITED EASEMENT

Wisconsin Department of Transportation
Exempt from fee: s.77.25(2r) Wis. Stats.
Exempt from filing transfer form [s. 77.21(1), 77.22(1) Wis. Stats.]
RE1552 01/2023 Ch. 84 Wis. Stats.

THIS EASEMENT, made by **The City of Mequon, a Wisconsin municipal corporation** GRANTOR, conveys a permanent limited easement as described below to the **Wisconsin Department of Transportation**, GRANTEE, for the sum of **Five Hundred Dollars (\$ 500.00)** for the purpose of to construct and maintain a drainage structure.

Any person named in this conveyance may make an appeal from the amount of compensation within six months after the date of recording of this conveyance as set forth in s.32.05(2a) Wisconsin Statutes. For the purpose of any such appeal, the amount of compensation stated on the conveyance shall be treated as the award, and the date the conveyance is recorded shall be treated as the date of taking and the date of evaluation.

Other persons having an interest of record in the property:

LEGAL DESCRIPTION IS ATTACHED AND MADE A PART OF THIS DOCUMENT BY REFERENCE.

This space is reserved for recording data

Return to
Wisconsin Department of
Transportation
WisDOT SE Region 141 NW
Barstow Street
Waukesha, WI 53187-0798

Parcel Identification Number/Tax Key Number
14-033-16-002

Signature Date

City of Mequon

Print Name

Signature Date

Print Name

Signature Date

Print Name

Signature Date

Print Name

Signature Date

Print Name

Date

State of _____)
County _____) ss.

On the above date, this instrument was acknowledged before me by the named person(s).

The signer was: ___ Physically in my presence. **OR** ___ In my presence involving the use of communication technology.

Signature, Notary Public,

Print Name, Notary Public, State of

Date Commission Expires

Attachment: Parcel 1 Easement (RESOLUTION 4211 : Granting WisDOT Wawatosa Road Easements)

LEGAL DESCRIPTION

A **Permanent Limited Easement** for a right to construct and maintain a drainage structure, including the right to operate necessary equipment thereon and the right of ingress and egress, as long as required for such public purpose, including the right to preserve, protect, remove, or plant thereon any vegetation that the highway authorities may deem desirable, but without prejudice to the owner's rights to make or construct improvements on said lands or to flatten the slopes, providing said activities will not impair or otherwise adversely affect the highway facilities.

That part of Parcel 1, Certified Survey Map No. 2224, recorded in the office of the Register of Deeds for Ozaukee County, Wisconsin on November 14, 1990, in Volume 16 of Certified Survey Maps, Page 273, as Document No. 437287, being a division of Lot 1 Certified Survey Map recorded in Volume 1 of Certified Survey Maps on page 377 as Document No. 219874 and part of the South 40 acres of the East 120 acres of the Southeast 1/4 of Section 33, Township 9 North, Range 21 East, in the City of Mequon, Ozaukee County, Wisconsin, described as follows:

Commencing at the Southeast corner of the Southeast 1/4 of said section 33, thence North 00°23'05" East along the east line of said Section 33, 395.04 feet; thence North 89°36'55" West 70.00 feet to the west right of way line of N. Wauwatosa Road and the place of beginning of the lands to be described; thence continue North 89°36'55" West 15.00 feet, thence North 00°23'05" East and parallel to the west line of said Section 40.00 feet; thence South 89°36'55" East 15.00 feet to the west right of way line of said N. Wauwatosa Road; thence South 00°23'05" West along said west right of way line, 40.00 feet to the place of beginning.

This parcel contains **600 SF**, more or less.

STATEMENT TO CONSTRUCTION ENGINEER

RE1528 01/2023 s. 84.09 Wis. Stats.

Wisconsin Department of Transportation

Copies to: project engineer and owner

Owner Name(s) City of Mequon	Property Address Lands Along Wauwatosa Rd & W. County Line Rd Mequon, WI 53097	Area code - phone Home: Cell: Work: Email:
	Mailing Address 11333 N Cedarburg Rd, Mequon, WI 53092	
Tenant, if any	Property Address Lands Along Wauwatosa Rd & W. County Line Rd Mequon, WI 53097	Area code - phone Home: Cell: Work: Email:
	Mailing Address	

Commitments made (fences, driveways, trees, drainage or other items):
No commitments, grass will be replaced in kind

Other matters of interest and owner concerns:



_____ Property Owner Signature	_____ Date	_____ Negotiator Signature	_____ Date
_____ Property Owner Signature	_____ Date	Bradley Koenig Print Negotiator Name	

Commitments Approved:

Approving Authority Signature and Title

Print Approving Authority Name

Date

Project ID 2729-07-20	County Ozaukee	Parcel No. 3
--------------------------	-------------------	-----------------

Attachment: Parcel 3 Easement (RESOLUTION 4211 : Granting WisDOT Wauwatosa Road Easements)

PERMANENT LIMITED EASEMENT

Wisconsin Department of Transportation
Exempt from fee: s.77.25(2r) Wis. Stats.
Exempt from filing transfer form [s. 77.21(1), 77.22(1) Wis. Stats.]
RE1552 01/2023 Ch. 84 Wis. Stats.

THIS EASEMENT, made by **City of Mequon** GRANTOR, conveys a permanent limited easement as described below to the **Wisconsin Department of Transportation**, GRANTEE, for the sum of **Five Hundred Dollars (\$ 500.00)** for the purpose of right to construct and maintain a drainage structure.

Any person named in this conveyance may make an appeal from the amount of compensation within six months after the date of recording of this conveyance as set forth in s.32.05(2a) Wisconsin Statutes. For the purpose of any such appeal, the amount of compensation stated on the conveyance shall be treated as the award, and the date the conveyance is recorded shall be treated as the date of taking and the date of evaluation.

Other persons having an interest of record in the property:

LEGAL DESCRIPTION IS ATTACHED AND MADE A PART OF THIS DOCUMENT BY REFERENCE.

This space is reserved for recording data

Return to
Wisconsin Department of
Transportation
WisDOT SE Region 141 NW
Barstow Street
Waukesha, WI 53187-0798

Parcel Identification Number/Tax Key Number
14-034-11-001-00

Signature Date

City of Mequon

Print Name

Signature Date

Print Name

Signature Date

Print Name

Signature Date

Print Name

Signature Date

Print Name

Date

State of _____)
County _____) ss.

On the above date, this instrument was acknowledged before me by the named person(s).

The signer was: ___ Physically in my presence. **OR** ___ In my presence involving the use of communication technology.

Signature, Notary Public,

Print Name, Notary Public, State of

Date Commission Expires

Attachment: Parcel 3 Easement (RESOLUTION 4211 : Granting WisDOT Wawatosa Road Easements)

LEGAL DESCRIPTION

A **Permanent Limited Easement** for a right to construct and maintain a drainage structure, including the right to operate necessary equipment thereon and the right of ingress and egress, as long as required for such public purpose, including the right to preserve, protect, remove, or plant thereon any vegetation that the highway authorities may deem desirable, but without prejudice to the owner's rights to make or construct improvements on said lands or to flatten the slopes, providing said activities will not impair or otherwise adversely affect the highway facilities.

That part of the Southwest 1/4 of the Southwest 1/4 of Section 34, Township 9 North, Range 21 East, in the City of Mequon, Ozaukee County, Wisconsin, described as follows:

Commencing at the Northwest corner of Lot 1, Certified Survey Map No. 1845, also being on the east right of way line of N Wauwatosa Road, thence North 00°23'05" East along the east right of way line of N. Wauwatosa Road, 15.00 feet; thence South 89°36'55" East 20.00 feet; thence South 00°23'05" West and parallel to said east right of way line 11.01 feet to the north line of said Lot 1; thence South 79°06'23" West along said north line of said Lot 1, 20.39 feet to the place of beginning.

This parcel contains **260 SF**, more or less.



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

www.cityofmequonwi.gov

Office of Engineering

TO: Public Works Committee
FROM: Cole McCraw, Assistant City Engineer
DATE: May 13, 2025
SUBJECT: RESOLUTION 4212 A Resolution Awarding a Design Contract for the Donges Bay Road Turn Lane Improvement to Harwood Engineering Consultants Ltd., of Milwaukee, Wisconsin, in the Amount of \$21,000

Background

The streetscape plan for North Port Washington Road as part of public improvements within TID No. 4 and TID No. 5 from Zedler Lane to Mequon Road was approved by the Council May 14, 2024. In August of 2024, the design contract was approved for the streetscape work, and improvements on Donges Bay Road were discussed, including sidewalk extension and an additional right-turn lane.

The adjacent development at the northeast corner of Port Washington Road and Donges Bay Road, the Refresh Aesthetic Center, was required to dedicate right-of-way along Donges Bay Road to give the City flexibility to install improvements such as sidewalk or a right-turn lane. Planning Commission discussed these improvements at the meeting where the adjacent development was approved.

Harwood Engineering completed a preliminary design layout and a cost estimate to give staff and elected officials information on the total construction cost. The estimated construction cost is approximately \$144,000 (attached). The total project cost does not include utility relocations, such as electrical and communication infrastructure. The necessity of relocating utilities will be determined during the final design phase. Typically, utility relocation does not result in a cost to the City unless the utility is required to move its facilities outside of the right-of-way or to place them underground.

Since Harwood performed the adjacent Port Washington Road streetscape design work and the preliminary design for the Donges Bay Road turn lane, this proposal was requested from Harwood as a continuation of the previously completed work. The design proposal includes adding a turn lane for westbound Donges Bay Road and extension of sidewalk from the intersection to the bridge over I-43.

Analysis

Harwood Engineering is qualified to perform the work outlined in the proposal. The proposal from the firm is attached. The submitted base fee from Harwood is \$17,800. Staff also recommends adding a contingency since minor reimbursable costs are not included in the base fee, and a contingency would allow staff to authorize minor changes in scope for unexpected changes. This is consistent with past contract awards. Therefore, staff is recommending that the

resolution approve a contract amount of \$21,000, which includes a contingency for additional authorized efforts.

Work on this contract can begin as soon as the contract is executed. The project is intended to be bid and constructed in 2025 in coordination with the Port Washington Road Streetscape Project, which is scheduled for construction contract award at the June meeting. If utility relocation impacts the construction timeline, construction could take place in the fall or in early 2026. Construction award after bidding must be considered by the Common Council.

Fiscal Impact

There is adequate funding available in the TID 4 and 5 account and the design is an eligible TID expenditure. The proposal is recommended for award in the amount of \$21,000.

Recommendation

A recommendation is forthcoming from the Public Works Committee on May 13, 2025.

Attachments:

Preliminary Layout Exhibit (PDF)

Port Washington-Donges Bay Estimate (PDF)

Port Washington Donges Bay Intersection - Final Design Proposal (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4212

A Resolution Awarding a Design Contract for the Donges Bay Road Turn Lane Improvement to Harwood Engineering Consultants Ltd., of Milwaukee, Wisconsin, in the Amount of \$21,000

RECITALS

A. The City of Mequon Engineering Division has received a proposal from Harwood Engineering Consultants for continuing design work on the Donges Bay Road Turn Lane Improvements relating to the Port Washington Road Streetscape Project.

B. Harwood Engineering Consultants performed a preliminary design and cost estimate for the improvements, and the City recommends proceeding with final design and construction bidding for the project.

C. Staff reviewed the proposal and qualifications for the contract.

D. Staff determined that the proposal received is reasonable and that adequate funds are available to accomplish the work, and on that basis, has made a recommendation to the Public Works Committee.

E. Adequate funds for this contract are available from the TID 4 and 5.

F. To provide additional services that may result from additionally authorized efforts, the contract award amount shall be affirmed with a small contingency, for a total contract cost of \$21,000.

G. Harwood Engineering Consultants may exceed \$25,000 in total City contracts with this award.

H. If authorized, staff will enter into a contract with the recommended consultant.

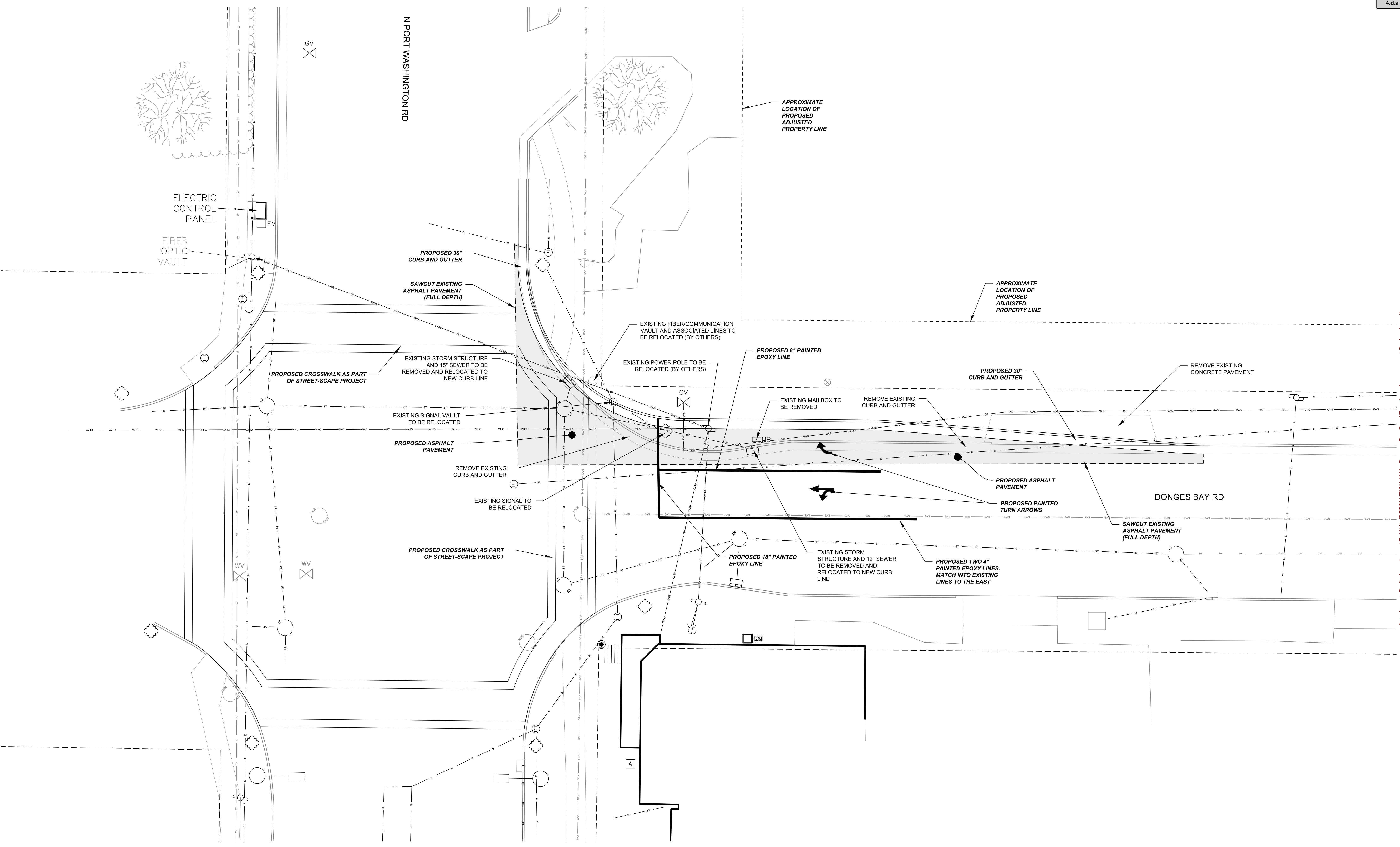
BASED UPON THE FOREGOING RECITALS, IT IS RESOLVED by the Common Council of the City of Mequon, Wisconsin, that the above proposal, a copy of which is attached, is approved and that the proper City officials be authorized to sign the appropriate contract documents after review and approval of the same by the City Attorney.

Approved by: Andrew Nerbun, Mayor

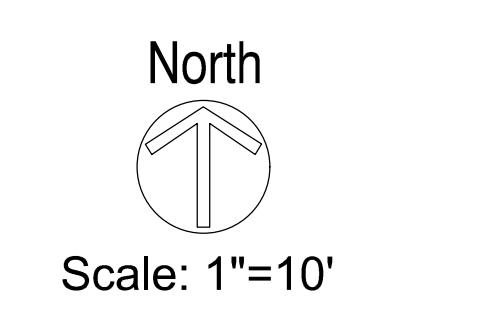
Date Approved: May 13, 2025

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on May 13, 2025.

Caroline Fochs, City Clerk



City of Mequon
 Donges Bay and Port
 Road Cost Estimate
 04/17/2025



Probable Opiton of Cost

#	BID ITEMS	UNIT	UNIT PRICE	Estimated Quantity	Amount	
1	Inlet Protection Type B	EA	\$ 65.00	3	\$ 195.00	
2	Asphalt Pavement Removal	SY	\$ 7.00	1251	\$ 8,757.00	
3	Curb and Gutter Removal	LF	\$ 5.00	205	\$ 1,025.00	
4	Concrete Sidewalk Removal	SY	\$ 12.00	300	\$ 3,600.00	
5	Remove Storm Sewer	LF	\$ 25.00	53	\$ 1,325.00	
6	Remove Storm Structures	EA	\$ 500.00	2	\$ 1,000.00	
7	Move existing Power Pole and wires (by others)	EA	\$ -		\$ -	
8	Sawcut Asphalt	LF	\$ 5.00	235	\$ 1,175.00	
9	Inlets 4' dia	EA	\$ 5,000.00	2	\$ 10,000.00	
10	12" RCP Storm Sewer	LF	\$ 90.00	48	\$ 4,320.00	
11	15" RCP Storm Sewer	LF	\$ 100.00	8	\$ 800.00	
12	30" Curb and Gutter	LF	\$ 30.00	165	\$ 4,950.00	
13	HMA Pavement 3 MT 58-28 S	TON	\$ 60.00	214	\$ 12,840.00	
14	HMA Pavement 5 MT 58-28 S	TON	\$ 65.00	166	\$ 10,790.00	
15	CONCRETE SIDEWALK 4 INCH	SF	\$ 7.00	2750	\$ 19,250.00	
16	1 1/4" Base Course	TON	\$ 25.00	1070	\$ 26,750.00	
17	Cut/Fill for sidewalk	CY	\$ 15.06	119	\$ 1,792.14	
18	Marking Line Epoxy 4-Inch	LF	\$ 1.00	130	\$ 130.00	
19	Marking Line Epoxy 8-Inch	LF	\$ 2.00	56	\$ 112.00	
20	Marking Arrow Epoxy	EA	\$ 225.00	2	\$ 450.00	
21	Marking Stop Line Epoxy 18-Inch	LF	\$ 15.00	26	\$ 390.00	
22	Move Signal Lights	EA	\$ 10,000.00	1	\$ 10,000.00	
					Sum	\$ 119,651.14
					20% Contingency	\$ 23,930.23
					Total	\$ 143,581.37

No cost to City if moved out of roadway. Potential cost of over \$100,000 if moved underground

Attachment: Port Washington-Donges Bay Estimate (RESOLUTION 4212 : Donges Bay Road Turn Lane Improvement Design Award)

May 5, 2025

Cole McCraw
City of Mequon
11333 N. Cedarburg Road
Mequon, WI 53092

**RE: CITY OF MEQUON, PORT WASHINGTON ROAD AND DONGES BAY ROAD INTERSECTION
FINAL DESIGN PROPOSAL**

Hello Cole:

Harwood Engineering Consultants, Ltd. (Harwood) is pleased to submit our proposal for Professional Engineering Consulting Services for the above-referenced project. We are very interested in working with you on this project and have provided our terms and fixed fees for your consideration.

Project Understanding

Our fees are based on the following project understanding.

- Scope is based on the preliminary design previously completed.
- Scope also includes sidewalk extension on the north side of Donges Bay Road to the bridge over USH 43.
- Assumes project will be bid as a lump sum contract. Scope does not include measurement or verification of quantities.
- Scope does not include asbuilt plans.
- Port Washington Road is controlled by the County. Coordination with the County will be required. Harwood will assist the City in that coordination.
- Utility re-locations will likely be required to install the turn lane. The scope includes coordination with WE-Energies on re-location of the utility pole.
- Scope does not include a traffic study.
- Scope includes re-location of a traffic signal but does not include any alterations to the timing or operations of the signals.
- ROW is being dedicated as a part of the development of the adjacent lot. Scope does not include any ROW acquisitions.
- A separate const for construction admin is provided.



May 5, 2025

Port Washington Road Donges Bay Turn Lane

City of Mequon

Page 2 of 4

Base Engineering Fees

Our Base Engineering Fees for this project (excluding LEED and Commissioning Services) are as follows:

Discipline	Fee
Civil – Final Design	\$11,800
Civil – Construction admin	\$6,000

Assumptions/Conditions

CIVIL

Civil Design Services Included – Final Design

- Final turn lane and sidewalk design
- Preparation of bidding documents
- Responses to questions during bidding
- Bid review with the City and recommendations
- Meeting with the County to review design (includes one meeting)

Civil Design Services Included – Construction Admin

- Attendance at weekly construction meetings. Assumes two-month construction duration (8 meetings)
- Review of pay apps
- Coordination during construction.

Reimbursable Expenses

Reimbursable Expenses are in addition to Compensation for Basic and Additional Services and include actual expenditures made by Harwood, its employees, and/or Professional Consultants in the interest of the Project and subject to prior written consent of the Owner. Reimbursable Expenses shall be paid by consultant who is to be reimbursed by Owner at cost x 1.0 and shall include the following:

- a. Expense of reproducing and shipping of Drawings.
- b. Travel expenses including mileage, etc.



May 5, 2025

Port Washington Road Donges Bay Turn Lane
 City of Mequon
 Page 3 of 4

Terms and Conditions

This proposal is based on the terms and conditions of the Standard Form of Agreement Between Owner and Architect, AIA B101 Latest Edition, except as modified by this proposal. In providing services under this Agreement, the Consultants (Harwood) shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time in the same or similar locality. The Consultant (Harwood) makes no warranty, express or implied, as to its professional services rendered under this Agreement.

If this proposal meets with your approval, Harwood requests a signed proposal and/or a contract to proceed on this project. Authorization to begin may be indicated by signing this proposal in the space provided below or attach and reference this letter to the AIA Standard Form Contract. Unless a written confirmation is received, verbal authorization to proceed shall be deemed to be acceptance of this proposal. This proposal remains in effect for a period of not more than (6) six months from the date of this letter.

Harwood reserves the right to delay or stop work for this project until the Owner/Architect and Architect/Engineer contracts have been signed and executed or if the Architect's Client fails to make payments to the Architect in a timely manner.

Invoices shall be sent monthly with payment due within (60) days of receipt. We reserve the right to charge interest at the rate of 1.0 percent per month on the balance outstanding, (90) days after the date of the invoice, and shall be added and compounded monthly. We reserve the right to stop work, or withhold plans and documents from the review, signature, or distribution process, until overdue account balances are rectified. Harwood Engineering shall exercise applicable lien rights for non-payment. Client shall be responsible for any legal expenses incurred.

If costs associated with this project to meet the Owner's expectations exceed the established budget, Harwood will be reimbursed to modify documents necessary to bring this project within the initial budget.

In the advent the scope of the project is altered, Harwood Engineering Consultants, Ltd. (Harwood) reserves the right to negotiate appropriate compensation for engineering such changes.

Should the project be delayed or cancelled, or if Harwood's contract is terminated, an invoice proportional to the amount of work completed up to the time of the project delay, cancellation or termination shall be issued and is payable upon receipt, whether the Owner has made payments or not. Termination of Harwood's contract shall be made in writing. If the project resumes after being suspended for more than three months, compensation shall be equitably adjusted for remobilization costs.



May 5, 2025

Port Washington Road Donges Bay Turn Lane
City of Mequon
Page 4 of 4

Harwood reserves the right to suspend all activity on this project until the negotiations for additional engineering services are resolved.

Conclusion

Cole, this constitutes our understanding of what is required for this project. Please call us if you have any questions or comments.

Upon your approval, we will assign a project coordinator to maintain all communications and provide you with a single point of contact concerning meeting dates, project course of action and schedule.

Harwood Engineering Consultants, Ltd. is delighted to be considered for this project. We are committed to deliver quality engineering services and team support to reach your project goals.

We thank you for this opportunity, and look forward to working with you.

Sincerely,

Harwood Engineering Consultants, Ltd.

For: **City of Mequon**

Signature

Title

Brad M. Seubert, PE
Vice President | Director of Civil Engineering

Date

Attachment: Port Washington Donges Bay Intersection - Final Design Proposal (RESOLUTION 4212 : Donges Bay Road Turn Lane



11333 N. Cedarburg Road
Mequon, WI 53092-1930
Phone: 262-236-2913
Fax: 262-242-9655

www.cityofmequonwi.gov

Office of Engineering

TO: Public Works Committee
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: May 13, 2025
SUBJECT: Public Works Work Plan (5.13.25)

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

Attachments:

2025 Work Plan (5.13.25) (PDF)

**Public Works Committee
2025 Work Plan (April 8, 2025)**

Month	Agenda Topics
May	<ul style="list-style-type: none"> • Resolution: Ratifying City Hall HVAC Change Orders • Resolution: Approving WisDOT TLE (Mequon Road) • Resolution: Approving two WisDOT PLEs (Wauwatosa Road) • Resolution: Awarding Donges Bay Road Turn Lane Design Contract to Harwood
June	<ul style="list-style-type: none"> • <i>Tentative:</i> Resolution: M-T Trails Right-of-Way Agreement Amendment • <i>Tentative:</i> Discussion: WisDOT Mequon Road East Project/City Corridor Requests OR Resolution: WisDOT SMFA Approval
October	<ul style="list-style-type: none"> • <i>Tentative:</i> Discussion: Enterprise Lease Annual Report
November	<ul style="list-style-type: none"> • <i>Tentative:</i> Discussion: Road Program Recap

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"> • Focus on Fleet • 2025 Road Program Overview • Resolution: City Facilities Cleaning Contract • Focus on Facilities • Resolution: Approval of Bicycle and Pedestrian Comprehensive Plan • Resolution: HVAC Preventative Maintenance Contract • Resolution: Fee Schedule Amendment • Resolution: Contract Award for Preemption at Weston Dr/Mequon Rd • Resolution: Authorization of Inspection Contracts with Various Consultants in Excess of \$25,000 • Resolution: Cracksealing Contract Award • Resolution: Road Improvements Contract Award • Resolution: GSB-88 Contract Award • Resolution: Road Patching Contract Rejection • Resolution: We Energies Easement Adjacent to Swan Road (Mequon Nature Preserve) • Resolution: Authorization of Various Vendors in Excess of \$25,000 • Discussion: Lake Shore Drive Road Program Public Information Approach/Schedule • Discussion: Highlight on Highways 	
---	--

Attachment: 2025 Work Plan (5.13.25) (10356 : Public Works Work Plan (5.13.25))