



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

www.ci.mequon.wi.us

Public Works Department

PUBLIC WORKS COMMITTEE

Tuesday, June 11, 2024

6:30 PM

South Conference Room

Agenda

1) Call to Order, Roll Call

2) Approval of Minutes

a. May 14, 2024 Minutes

3) Resolutions

Action requested: review and recommend approval

a. **RESOLUTION 4128** A Resolution Awarding a Design Services Contract for the City Brush Site to The Sigma Group, Milwaukee, Wisconsin, in the Amount of \$84,914

4) Discussion Items

Discussion and Possible Action

a. Public Works Work Plan (6.11.24)

5) Adjourn

Dated: June 11, 2024

/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.ci.mequon.wi.us

Public Works Department

PUBLIC WORKS COMMITTEE

Tuesday, May 14, 2024

5:45 PM

South Conference Room

Minutes

1) Call to Order, Roll Call

Meeting called to order at 5:45 PM

Present:

Alderman Jeffrey Hansher
Alderman Kelly Tolocko
Alderman Peter Bratt

Also present: Director of Public Works/City Engineer Lundeen, Assistant City Engineer McCraw, Buildings Superintendent Bodoh, Parks and Forestry Superintendent Gies, Engineering Technician Dandy, Fleet Superintendent Zeller and Administrative Assistant Schlereth.

2) Election of a Chair

1. Motion to Elect Alderman Hansher as the Chairman

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

MOVED BY: Alderman Tolocko

SECONDED BY: Alderman Bratt

AYES: Hansher, Tolocko, Bratt

3) Approval of Minutes

a. April 9, 2024, Minutes

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

MOVED BY: Alderman Tolocko

SECONDED BY: Alderman Bratt

Attachment: 5-14-24 (9433 : May 14, 2024 Minutes)

AYES: Hansher, Tolocko, Bratt

4) Resolutions

Action requested: review and recommend approval

- a. **RESOLUTION 4118** A Resolution Awarding a Contract for Completion of a Joint Mequon-Thiensville Bicycle & Pedestrian Way Planning Study to GRAEF of Milwaukee, Wisconsin in an Amount Not-to-Exceed \$70,000 and Authorizing Execution of a Memorandum of Understanding with the Village of Thiensville for the Project's Local Share

The cost share split was based on reviewing previous contribution structures between Mequon and Thiensville.

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

AYES: Hansher, Tolocko, Bratt

- b. **RESOLUTION 4119** A Resolution Rejecting Bids Received for the Replacement of Various HVAC Units and Other Upgrades within the Council Chambers at City Hall

Staff would like to re-bid the project in late fall or early winter. Staff anticipates that bidding on a package would result in better pricing. Additional bids are expected if the re-bid was closer to the project timeline.

The committee feedback was to include all options in the re-bid as an entire project and make deductions as needed.

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

AYES: Hansher, Tolocko, Bratt

- c. **RESOLUTION 4120** A Resolution Authorizing Execution of a Memorandum of Understanding with the Village of Brown Deer for Road Improvements on County Line Road Between Cedarburg Road and the Railroad Tracks East of 52nd Street/Garden Drive, in the Estimated Amount of \$445,000

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

Attachment: 5-14-24 (9433 : May 14, 2024 Minutes)

AYES: Hansher, Tolocko, Bratt

- d. **RESOLUTION 4121** A Resolution Approving Award of a Three-Year Landscape Maintenance Contract for Road Medians and Other Public Properties to Northern Exposure Landscaping, Inc. of Mequon, Wisconsin, at an Annual Cost of \$35,000

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

MOVED BY: Alderman Bratt

SECONDED BY: Alderman Tolocko

AYES: Hansher, Tolocko, Bratt

- e. **RESOLUTION 4122** A Resolution Approving the Purchase of a Replacement Plow Truck Chassis from Truck Country, Oak Creek, Wisconsin in the Amount of \$117,546

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

MOVED BY: Alderman Tolocko

SECONDED BY: Alderman Bratt

AYES: Hansher, Tolocko, Bratt

- f. **RESOLUTION 4123** A Resolution Rejecting a Carbon Reduction Program (CRP) Grant and Authorizing City Staff to Pursue a Contract with WE Energies for the Replacement of 14 Street Lights on Mequon Road between Valley Drive and the Milwaukee River

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

MOVED BY: Alderman Bratt

SECONDED BY: Alderman Hansher

AYES: Hansher, Tolocko, Bratt

5) Discussion Items

Discussion and Possible Action

- a. Public Works Work Plan (5.14.24)

6) Adjourn

- a. Motion to Adjourn at 6:14 PM

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

MOVED BY: Alderman Hansher

SECONDED BY: Alderman Bratt

AYES: Hansher, Tolocko, Bratt

Respectfully Submitted,

Ren Schlereth
Administrative Assistant

Attachment: 5-14-24 (9433 : May 14, 2024 Minutes)



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

www.ci.mequon.wi.us

Office of Public Works

TO: Public Works Committee
FROM: Tim Weyker, Deputy Director of Public Works
DATE: June 3, 2024
SUBJECT: RESOLUTION 4128 A Resolution Awarding a Design Services Contract for the City Brush Site to The Sigma Group, Milwaukee, Wisconsin, in the Amount of \$84,914

Background

In 2021, the City of Mequon embarked upon a comprehensive long-range strategic planning process. The deliverables of the process included a full Strategic Plan document with a Vision, Mission, Values, Strategic Goals, Outcomes and Key Focus Areas. On July 10, 2022, the Common Council adopted the City's Strategic Plan for 2022-2025.

Quality of Life is one of the Key Focus Areas of the Strategic Plan, and one of the identified projects within this focus area is "City Brush Site Automation" (see attachment).

The City of Mequon Brush Site, located on a historic landfill, is currently open on Wednesdays and Saturdays from April through November for a predetermined number of hours and is manned by a seasonal brush site attendant. Annual brush site permits are sold through the Finance Department at City Hall and the brush site attendant checks each vehicle that enters the site to verify they have a permit and oversees administration of brush site policies.

Over the years, residents have requested more access to the brush site. Brush site users would like it to be open earlier and later in the year, open more hours per day, and open more days per week. An automated gate would allow the City flexibility to greatly expand the availability of the brush site and eliminate the need to check license plates and permits by issuing annual brush site access cards and security cameras.

Additionally, the quantity of brush and other collected materials has grown over the years and, at times, gets close to exceeding the available space at the brush site. During the busy season DPW crews drive a loader to the brush site twice a week to push the collected material into piles to accommodate more material. Twice a year, the City contracts for grinding and disposal/recycling of the material on site.

In conjunction with installing an automated gate at the brush site, staff recommends expansion of the lot, improvements to the driveway, and the addition of an equipment storage building to seasonally house a loader and other equipment. The building would include a small office for the required automated gate and security camera electronics as well as an enclosure for an on-site restroom. Collection of electronics for recycling has also been contemplated as an additional public service with improvements to the brush site.

Analysis

In early April, staff issued a Request for Proposal (RFP) for Design Services for Improvements to the City Brush Site. On May 1, staff received two proposals with the low bid from the Sigma Group of Milwaukee.

The RFP documents and Proposals received can be viewed here:

<https://www.ci.mequon.wi.us/publicworks/page/design-services-improvements-city-brush-site>

The RFP identified six tasks required of the designers for this project. Task 1 is “Agency Approvals and Utility Coordination”. Because the brush site is on a historic landfill, the approval process with the Wisconsin Department of Natural Resources (WDNR) is very involved and time consuming, typically requiring a 90-day review process by the WDNR. In light of this, staff requested Sigma Group prepare a separate proposal for Task 1 only, which was authorized by the City on May 16th. Critical work is ongoing with Sigma Group and the WDNR.

The remainder of the design tasks (Task 2 - Task 6) are included in a second Sigma Group proposal. The Task 1 proposal and the Task 2 - Task 6 proposal from Sigma Group when combined are equal to the original proposal in both scope & cost.

A summary of both proposals received is attached.

Fiscal Impact

The attached Resolution awards only the Design Services for the Brush Site Improvement project. While construction cost estimates are included in the scope of the design services contract, actual construction costs will not be known until the construction project is bid later this year.

City Brush Site Automation was identified as one of the projects included in the City’s spending plan for available funds awarded to the City of Mequon in the American Rescue Plan Act of 2021 (ARPA). \$250,000 in ARPA funding is allocated for this project.

Staff expects to fully utilize the ARPA funding for the design and automation aspects of this project from account 250870-691922 Misc Expense - ARPA Grant; however, it is anticipated that parking lot expansion and paving will utilize additional funding from the City’s Right-of-Way Assets Accounts, including 410780-720012-10001 (Demo/Grading) and 410780-720013-10001 (Paving/Resurfacing).

A resolution to award a construction contract for this project is anticipated later this year.

Recommendation

A recommendation is forthcoming from the Public Works Committee on June 11, 2024.

Attachments:

Strategic Plan - Quality of Life (PDF)

Proposal Summary (PDF)

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4128

A Resolution Awarding a Design Services Contract for the City Brush Site to The Sigma Group, Milwaukee, Wisconsin, in the Amount of \$84,914

RECITALS

A. On July 10, 2022, the Common Council adopted the City's Strategic Plan for 2022-2025.

B. Quality of Life is one of the Key Focus Areas of the Strategic Plan, and one of the identified projects within this focus area is "City Brush Site Automation".

C. Department of Public Works staff has solicited proposals for Design Services for Improvements to the City Brush Site including Brush Site Automation. Staff received two proposals with the low bid from the Sigma Group of Milwaukee.

D. The proposals were reviewed by staff for compliance with requirements specified.

E. Adequate funds are available for the recommended design services contract in the 250870-691922 Misc Expense - ARPA Grant account.

F. The Committee on Public Works, at its meeting on June 11, 2024, approved the design services contract to be forwarded to the Common Council.

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

1. The contract for Design Services for Improvements to City Brush Site is awarded to the Sigma Group of Milwaukee, Wisconsin, in an amount not to exceed \$84,914, 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: June 11, 2024

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on June 11, 2024.

Caroline Fochs, City Clerk



KEY FOCUS AREA: QUALITY OF LIFE

Quality of Life is a focus area that involves collaboration, partnership and support amongst the community's various stakeholders. The City has a focus on providing exceptional service to the community, and values the open space and natural beauty that make Mequon such a special and unique place to live.

Strategic Goals

- Preserve and enhance opportunities for open space and parks
- Provide community-focused recreational amenities
- Collaborate with community partners to leverage shared opportunities

Outcomes

- Preserve rural character
- Additional park amenities
- Preservation of open space through thoughtful development processes and approvals
- Celebrate and preserve important and unique aspects of the City's history, as well as its natural environment

Projects

- Civic Campus Master Plan
- Brush Site Automation
- Activate Parks w/ Amenities (e.g., Tennis, Pickleball, etc)
- Parks Master Plan Implementation
- Parks Reservation System
- Expand Recreational Partnerships
- Enhanced Lake Michigan Access
- Community Pool Determination
- Additional Community Events
- Environmental Sustainability Plan
- Consideration of Parks Foundation



RFP: Design Services for Improvements to City Brush Site - Proposal Summary

Proposals Received 5/1/24

<u>Task</u>	<u>Description</u>	<u>The Sigma Group, Inc.</u>	<u>Graef</u>
Task 1	Agency Approvals and Utility Coordination	\$17,674.00	\$49,085.00
Task 2	Site Design	\$55,700.00	\$49,324.00
Task 3	Preparation of Plans and Specifications	\$4,760.00	\$47,125.00
Task 4	Bidding Assistance	\$1,500.00	\$14,005.00
Task 5	Meetings	\$2,160.00	\$12,073.00
Task 6	Construction Staking	\$3,120.00	\$8,174.00
TOTAL BID:		\$84,914.00	\$179,786.00



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

www.ci.mequon.wi.us

Office of Engineering

TO: Public Works Committee
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: June 11, 2024
SUBJECT: Public Works Work Plan (6.11.24)

Attached for the Board's review is a copy of the proposed work plan for 2024.

Attachments:
2024 Work Plan (6.11.24) (PDF)

**Public Works Committee
2024 Work Plan (June 11, 2024)**

4.a.a

Month	Agenda Topics
June	Resolution: Award of Design for Brush Site Automated Gate
October	<i>Tentative:</i> Fiesta Lane Drainage Recap
November	<i>Tentative:</i> Road Program Recap

Future Agenda Topics

- Drainage CIP Prioritization
- Policy language for structures (i.e. Little Free Library) within the building setback
- Design of Automated Gate at the Brush Site
- Discussion regarding path/sidewalk on Range Line Road south of Mequon Road – incorporated into RFP by the Bikeway Commission
- State/Municipal Maintenance Agreement (SMMA) for various WisDOT projects

2024 Completed Items:

• Resolution: Contract Award for City Hall HVAC Design • Resolution: Contract Award for Vendors Exceeding \$25k for Inspection Services • Resolution: Contract Award for Lift Purchase • 2024 Road Program Overview • Resolution: Road Improvements Contract Award • Resolution: Cracksealing Contract Award • Resolution: GSB-88 Contract Award • Resolution: Purchase of a Bat-wing Mower • Resolution: Approval of a Pre-Development Agreement with the Rotary Club of Thiensville-Mequon for Development of an All-User Inclusive Playground at Rotary Park	• Resolution: Contract Award for an Update to the Comprehensive Park, Recreation & Open Space Plan • Resolution: Contract Award for Bikeway Master Plan and MOU with Thiensville for Cost Share of Local Share • Resolution: Bid Rejection for City Hall HVAC • Resolution: MOU with Brown Deer for County Line Road Improvements • Resolution: Median Maintenance Contract Award • Resolution: Truck Chassis Purchase • Resolution: Rejection of CRP Grant and Authorization of We Energies Contract for Mequon Rd Street Lights
---	---

Attachment: 2024 Work Plan (6.11.24) (9430 : Public Works Work Plan (6.11.24))