



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, October 14, 2025
5:45 PM
South Conference Room

Agenda

1) Call to Order, Roll Call

2) Approval of Minutes

- a. Remove August 12, 2025 minutes from the table
- b. Approve August 12, 2025 minutes
- c. Approve September 9, 2025 minutes

3) Resolutions

Action requested: review and recommend approval

- a. **RESOLUTION 4234** A Resolution Approving the Assignment of Two (2) Contracts with M Squared Engineering, LLC, of Cedarburg, Wisconsin, to DB Sterlin Consultants, Inc., of Chicago, Illinois
- b. **RESOLUTION 4235** A Resolution Ratifying Emergency Repairs to the Highland Road Culvert at Pigeon Creek in the Estimated Amount of \$60,000

4) Discussion Items

Discussion and Possible Action

- a. Public Works Work Plan (10.14.25)

5) Adjourn

Dated: October 14, 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, August 12, 2025
5:45 PM
South Conference Room

Minutes

1) Call to Order, Roll Call

Chair Hansher called the meeting to order at 5:50 PM.

Present:

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

Also present: Director of Public Works/City Engineer Lundeen, Assistant City Engineer McCraw, Engineering Technician Dandy

2) Approval of Minutes from June 10, 2025

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

AYES: Hansher, Tolocko

3) Resolutions

- a. **RESOLUTION 4222** A Resolution Rescinding Authorization to Purchase a 2020 Elgin Whirlwind 1 Street Sweeper from Macqueen Group of Menomonee Falls, Wisconsin, in the Amount of \$270,395, and Ratifying the Purchase of a 2024 Bucher Municipal V65H Street Sweeper from McCann Industries of Bolingbrook, Illinois, in the Amount of \$299,345.

Director of Public Works/City Engineer Lundeen explained that the equipment approved last month arrived not in the condition expected. The City was able to find a replacement unit that is both newer and comes with a full warranty.

Motion to approve RESOLUTION 4222.

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

Attachment: Pub Works 8.12.25 DRAFT (10715 : August 12, 2025 Minutes)

MOVED BY: Alderman Hansher
SECONDED BY: Alderman Tolocko

AYES: Hansher, Tolocko

- b. **RESOLUTION 4223** A Resolution Awarding the Road Improvements Design Contract for Lake Shore Drive and Mequon Road to raSmith, of Appleton, Wisconsin, in the Amount of \$145,000.

Assistant Engineer McGraw explained that this is a two-year phased project. Due to road conditions, this area was already being reviewed for construction/repaving. Public involvement meetings and a survey have been completed. The response from the survey reflected the need to make some improvements. Consultants will review the feedback as well as the budget considerations to provide their concepts for this project. At that time, those concepts will be brought forward to Committee of the Whole and Common Council for further review and/or approval.

Motion to approve RESOLUTION 4223.

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

AYES: Hansher, Tolocko

- c. **RESOLUTION 4224** A Resolution Authorizing Execution of a Permit Application with the Wisconsin Department of Transportation for the Maintenance of Pavement Markings and Symbols on a Buffered Bicycle Lane Along Wauwatosa Road Between Mequon Road and Knightsbridge Drive.

Director of Public Works/City Engineer Lundeen explained overall scope of the project from Wisconsin Department of Transportation (WISDOT). It was determined that the area would qualify for WISDOT supplied markings for pedestrian walkways. The City would then be responsible for the maintenance of the pavement painting/markings.

Motion to approve RESOLUTION 4224.

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

AYES: Hansher, Tolocko

Attachment: Pub Works 8.12.25 DRAFT (10715 : August 12, 2025 Minutes)

d. **RESOLUTION 4225** A Resolution Authorizing Execution of a State/Municipal Maintenance Agreement (SMMA) and a State/Municipal Financial Agreement (SMFA) with the Wisconsin Department of Transportation for Traffic Signal Enhancements at the Intersection of Mequon and Cedarburg Roads, and Block Style Crosswalk Enhancements on Mequon Road (at Cedarburg Road, Riverland Road/Riverland Court, Robin Lane, Lilac Lane and Market Street).

Motion to approve RESOLUTION 4225.

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

AYES: Hansher, Tolocko

e. **RESOLUTION 4221** A Resolution Declaring the Public Necessity and Adopting a Relocation Order for the Ranch Road Lift Station E Reconstruction Project.

Director of Public Works/City Engineer Lundeen explained that this resolution begins the process of the legal document to proceed with easements necessary for the Lift Station. Additional conversations will occur between the City and members of the HOA to finalize the agreement for this lift station.

Motion to approve RESOLUTION 4221.

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

AYES: Hansher, Tolocko

4) Discussion Items

a. Public Works Work Plan (8.12.25).

5) Adjourn

Motion to adjourn at 6:11 PM.

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

AYES: **Hansher, Tolocko**

Respectfully Submitted,
Beth Kong
Deputy Clerk

Attachment: Pub Works 8.12.25 DRAFT (10715 : August 12, 2025 Minutes)



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Public Works Department

PUBLIC WORKS COMMITTEE
Tuesday, September 9, 2025
6:15 PM
South Conference Room

Minutes

1) Call to Order, Roll Call

Present:

Chair Jeffrey Hansher
Alderman Kelly Tolocko
Alderman Peter Bratt

2) Approval of Minutes

a. Public Works Committee - Regular Meeting - Aug 12, 2025 5:45 PM

RESULT: Tabled [Unanimous]
MOVED BY: Alderman Hansher

3) Resolutions

Action requested: review and recommend approval

a. **RESOLUTION 4229** A Resolution Authorizing Replacement of a Conveyor Belt, Rollers, Bearings and Other Associated Parts for the Salt Dome Loading System from Kimco USA, Inc. of Marshall, Illinois, in the Amount of \$36,160

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

AYES: Hansher, Bratt
DEEMED NO: Tolocko

b. **RESOLUTION 4230** A Resolution Authorizing Submittal of a Petition for Disaster Damage Aid to the Wisconsin Department of Transportation, in Connection with a Culvert Failure on Highland Road

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

Minutes Acceptance: Minutes of Sep 9, 2025 6:15 PM (Approve September 9, 2025 minutes)

SECONDED BY: Alderman Tolocko

AYES: Hansher, Tolocko, Bratt

c. **RESOLUTION 4231** A Resolution Approving a Memorandum of Understanding Between the City of Mequon and Ozaukee County for the Construction of Road Modifications and Streetscape Elements on North Port Washington Road between Mequon Road and County Line Road

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

MOVED BY: Alderman Tolocko

SECONDED BY: Alderman Bratt

AYES: Hansher, Tolocko, Bratt

4) Discussion Items

Discussion and Possible Action

- a. 2025 Road Improvements Contract Summary
- b. 2026 Annual Road Program
- c. Public Works Work Plan (9.9.25)

5) Adjourn

a. Motion to Adjourn at 6:38 PM

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

MOVED BY: Alderman Tolocko

SECONDED BY: Alderman Bratt

AYES: Hansher, Tolocko, Bratt

Respectfully Submitted,

Karen Schlereth
Administrative Assistant

Minutes Acceptance: Minutes of Sep 9, 2025 6:15 PM (Approve September 9, 2025 minutes)



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Office of City Attorney

TO: Public Works Committee
FROM: Brian Sajdak, City Attorney
DATE: October 6, 2025
SUBJECT: RESOLUTION 4234 A Resolution Approving the Assignment of Two (2) Contracts with M Squared Engineering, LLC, of Cedarburg, Wisconsin, to DB Sterlin Consultants, Inc., of Chicago, Illinois

Background

The City has existing contracts for engineering-related services with M Squared Engineering, LLC. These contracts include work related to the analysis of the new FEMA Floodplain Maps and a Letter of Map Revision associated with that analysis, and the review of various stormwater plans for new development within the City. On August 1st, M Squared was acquired by DB Sterlin Consulting, Inc. based in Chicago, Illinois. DB Sterlin, similar to M Squared, has more than 25 years of providing smart, tailored solutions in civil, structural, construction, and utility engineering. As part of this acquisition, DB Sterlin has requested that the City approve assignment of its two existing contracts from M Squared to DB Sterlin.

Analysis

Under the standard terms of the M Squared contracts, any assignment of the contact requires the written approval of the City. The terms and conditions of the contacts remain the same under the assignments. Moreover, the personnel assigned to City projects are expected to remain largely the same. Accordingly, there will be no functional impact to the City or any of the work being completed under these contracts.

Refusal to approve of the assignment will result in the need to find a replacement firm to complete the work. In the case of development stormwater plan review, this work can be shifted to other engineering consultants utilized by the City for this purpose; however available personnel time for these other consultants may possibly result in some delays in the reviews. In the case of a more significant project - like the work related to the new FEMA floodplain maps - non-assignment may necessitate undertaking a renewed RFP process to identify the appropriate consultant to finish the work, likely at increased cost and delay.

Fiscal Impact

Because the terms of the contracts remain the same under the proposed assignments, there is no new fiscal impact to the City.

Recommendation

A recommendation is forthcoming from the Public Works Committee on October 14, 2025.

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4234

A Resolution Approving the Assignment of Two (2) Contracts with M Squared Engineering, LLC, of Cedarburg, Wisconsin, to DB Sterlin Consultants, Inc., of Chicago, Illinois

RECITALS

1. The City of Mequon has previously contracted with M Squared Engineering, LLC to provide various professional engineering-based services to the City on projects including work related to a FEMA Floodplain Mapping Review and FEMA Floodplain Letter of Map Change, as well as the review of various development-related stormwater plans.
2. M Squared was acquired by DB Sterlin Consultants, Inc. on August 1, 2025.
3. The standard terms and conditions of the City's agreements with M Squared require written approval of any assignment of the contracts.
4. The City's approval of the assignment of the contracts to DB Sterlin has been requested.
5. Under these assignments, the terms and conditions of the original M Squared contacts will remain the same, including cost and even in large part the assigned personnel.
6. City staff and the City Attorney have no objections to the assignment.

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

1. The assignment of all current M Squared Engineering, LLC contracts with the City of Mequon to DB Sterlin Consultants, Inc., is approved.
2. The City Department Head involved with the contract, the City Administrator, and/or the Mayor are authorized and directed to execute and deliver any necessary written approval of this assignment, as deemed necessary and appropriate by the City Attorney.

Approved by: Andrew Nerbun, Mayor

Date Approved: October 14, 2025

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on October 14, 2025.

Caroline Fochs, City Clerk



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Office of Engineering

TO: Public Works Committee
FROM: Cole McCraw, Assistant City Engineer
DATE: October 14, 2025
SUBJECT: RESOLUTION 4235 A Resolution Ratifying Emergency Repairs to the Highland Road Culvert at Pigeon Creek in the Estimated Amount of \$60,000

Background

The City of Mequon experienced the failure of a 48-inch culvert on Highland Road (approximately 500 feet west of Wauwatosa Road) during the historic rain event on August 9-10, 2025, in which the City received an excess of eight inches of rain across large portions of the City. The culvert failure occurred on August 10 when heavy waterway flows washed out around the existing culvert. The washout collapsed part of the road pavement, and undermined the remainder of the other travel lane, rendering the road impassable to traffic.

Public Works crews quickly responded to the washout by closing the road. Engineering staff worked with the Wisconsin Department of Natural Resources (WDNR) on permitting for the replacement, since the culvert is within a waterway under WDNR jurisdiction. The City needed to take additional measures to minimize disturbance to the stream, wetlands, and threatened species in the area. After the WDNR permits were obtained and contracts secured for the materials and installation, work began on the repair on Monday, September 29. The road was repaved and opened to traffic on Friday, October 3rd.

Analysis

Staff obtained quotes and contracted with the following companies to complete the emergency repair:

- Ray Clausen Grading - quoted at \$29,900 for replacing the culvert
- County Materials - quoted at \$13,785 for materials
- Conservation Management Services - time and material estimated at \$5,000 for biologist oversight as required by WDNR
- Payne and Dolan - quoted at \$6,800 for road pavement patch

The road pavement patch will be included in the road program contract as a change order within previously authorized expenditure limits, and therefore does not require ratification. Please note that staff contacted multiple contractors or consultants to balance cost efficiency and schedule.

Fiscal Impact

The estimated project cost, based on the info above, is \$55,485. The final work has not yet been invoiced, so staff is requesting ratification of the repair at a total of \$60,000, to include

unforeseen or ancillary costs.

The project will be paid for through the Right-of-Way Asset Management account, which has sufficient funds for the repair. The Common Council previously approved a petition to file for reimbursement through the Disaster Damage Aid program through the Wisconsin Department of Transportation (WisDOT). The majority of the damage that occurred on Highland Road is eligible for 50 to 75 percent reimbursement through this program. Staff is currently waiting on WisDOT to confirm funding availability.

Any remaining costs associated with the damage will be submitted for consideration of reimbursement through the Federal Emergency Management Agency Public Assistance Program.

Recommendation

A recommendation is forthcoming from the Public Works Committee on October 14, 2025.

COMMON COUNCIL
OF THE
CITY OF MEQUON

RESOLUTION 4235

A Resolution Ratifying Emergency Repairs to the Highland Road Culvert at Pigeon Creek in the Estimated Amount of \$60,000

RECITALS

A. The City of Mequon experienced the failure of a large culvert on Highland Road (approximately 500 feet west of Wauwatosa Road) during the historic rain event on August 9-10, 2025, in which the City received in excess of eight inches across large portions of the City.

B. The repair was critical to the safety and operability of Highland Road and time was of the essence, creating an emergency situation that did not allow for approval prior to the authorization of the expenditure.

C. The Right-of-Way Asset capital account has sufficient funds for the emergency repair, as well as previously authorized or planned expenditures.

D. It is anticipated that all or a portion of the costs for the emergency repair are reimbursable either through the previously authorized Disaster Damage Aid Program administered by the Wisconsin Department of Transportation or Federal Emergency Management Agency Public Assistance.

E. The Public Works Committee recommended approval on October 14, 2025.

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

1. The estimated \$30,000 contract completed by Ray Clausen Grading of Mequon, Wisconsin, is ratified.

2. The estimated \$14,000 for materials furnished by County Materials of Marathon, Wisconsin, is ratified.

3. The estimated \$5,000 for biologist oversight as required by the Wisconsin Department of Transportation (WDNR) by Conservation Management Services of Hubertus, Wisconsin, is ratified.

4. If the expense for any of the above vendors causes that vendor to exceed \$25,000 in expenses for 2025, the corresponding vendor is approved to exceed \$25,000 in expenses for 2025.

5. Reimbursement for any of the damages shall be deposited into the Right-of-Way Asset Management capital account.

Approved by: Andrew Nerbun, Mayor

Date Approved: October 14, 2025

I certify that the foregoing Resolution was adopted by the Common Council of the City of Mequon, Wisconsin, at a meeting held on October 14, 2025.

Caroline Fochs, City Clerk



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Office of Engineering

TO: Public Works Committee
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: October 14, 2025
SUBJECT: Public Works Work Plan (10.14.25)

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

Attachments:
2025 Work Plan (10.14.25) (PDF)

**Public Works Committee
2025 Work Plan (October 14, 2025)**

Month	Agenda Topics
October	<ul style="list-style-type: none"> • Resolution: Approving the Assignment of Two (2) Contracts with M Squared Engineering, LLC, of Cedarburg, Wisconsin, to DB Sterlin Consultants, Inc., of Chicago, Illinois • Resolution: Ratifying Emergency Repairs to the Highland Road Culvert at Pigeon Creek in the Estimated Amount of \$60,000
November	<ul style="list-style-type: none"> • <i>Tentative:</i> A Resolution Authorizing a Second Amendment to the State/Municipal Financial Agreement (SMFA) with the Wisconsin Department of Transportation for Mequon Road (Connecting Highway) to Include Green Crosswalk Painting Replacement at the Ozaukee Interurban Trail • <i>Tentative:</i> Discussion: Enterprise Lease Annual Report • <i>Tentative:</i> Fiesta Lane drainage CIP item closeout/conclusion • <i>Tentative:</i> Discussion: Road Program Recap
December	<ul style="list-style-type: none"> •

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 • 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 • Resolution: M-T Trails Right-of-Way Agreement Amendment 	<ul style="list-style-type: none"> • Resolution: Approving the Purchase of a Street Sweeper • Resolution: Rejecting Bids for the Port Washington Road Streetscape • Resolution: Rescinding Authorization to Purchase Elgin Street Sweeper, and Ratifying the Purchase of a Bucher Municipal Street Sweeper • Resolution: Awarding the Road Improvements Design Contract for Lake Shore Drive and Mequon Road • Resolution: Authorizing Execution of a Permit Application with WisDOT for the Maintenance of Pavement Markings and Symbols on a Buffered Bicycle Lane Along Wauwatosa Road • Resolution: Authorizing Replacement of a Conveyor Belt, Rollers, Bearings and Other Associated Parts for the Salt Dome Loading System from Kimco USA, Inc. of Marshall, Illinois, in the Amount of \$36,160 • Resolution: Authorizing Submittal of a Petition for Disaster Damage Aid to the Wisconsin Department of Transportation, in Connection with a Culvert Failure on Highland Road • Resolution: Approving an MOU Between the City of Mequon and Ozaukee County for the Construction of Road Modifications and Streetscape Elements on North Port Washington Road between Mequon Road and County Line Road • Discussion: 2025 Road Improvements Contract Summary • Discussion: 2026 Annual Road Program
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Attachment: 2025 Work Plan (10.14.25) (10711 : Public Works Work Plan (10.14.25))