



AMERICAN LEGION POST #457
6050 W MEQUON RD.
MEQUON, WI 53092
Phone: 262-236-2913
Fax: 262-242-1580

www.cityofmequonwi.gov

Water Utility

MEQUON MUNICIPAL WATER UTILITY COMMISSION
Regular Meeting
Tuesday, August 12, 2025
7:30 PM or Immediately Following the Committee of the Whole
American Legion Post #457

Agenda

- 1) Call to Order, Roll Call
- 2) Items for Discussion and Possible Action
 - a. Rejection of Bids for Contract No. 3849-25: Industrial Park Abandonment
 - b. Awarding the Contract to Replace Three Hydrants and Three Valves to Wilkomm Excavating of Union Grover, Wisconsin in the Amount of \$95,500
 - c. Awarding a Consulting Agreement in Connection with the Selection Process for a New SCADA System to MSA Professional Services, Inc., of Mequon, Wisconsin, in the Amount of \$27,500
- 3) Adjourn

Dated: August 12, 2025

/s/ Andrew Nerbun, 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 Office at 262-236-2913, Monday through Friday, 7:00 AM - 3:30 PM.



11333 N. Cedarburg Road
 Mequon, WI 53092-1930
 Phone: 262-236-8150
 Fax: 262-242-9655

www.cityofmequonwi.gov

Office of Mequon Municipal Water Utility Commission

TO: Mequon Municipal Water Utility Commission
FROM: Jim Voigt, Director of Operations
DATE: July 11, 2025
SUBJECT: Rejection of Bids for Contract No. 3849-25: Industrial Park Abandonment

Background

A number of capital improvement projects were identified as part of the FY2025 Water Utility Budget adopted by the Water Commission on October 30th, 2024. One of the Capital Improvement projects identified was the abandonment of the Reservoir and Pumping station that was a part of the original Mequon Business Park 1 system. This reservoir has been offline since the system was connected to the Mequon Municipal Water Utility back in 2013. The building has fallen into disrepair and would require either significant maintenance or abandonment. Since the Utility has not needed the reservoir in the last 12 years, staff recommends abandonment.

Analysis

Two bids were received and are summarized below:

Contractor	Bid
Mid City Corporation	\$246,700
WSO Grading & Excavating	\$68,580

WSO did not submit a prequalification form with the City in advance of their bid and therefore is not a legally responsive bid. Mid City did submit a prequalification form, however their bid is several times the amount the Utility budgeted for this project.

Fiscal Impact

The utility did not budget the funds necessary to complete this project in 2025, based on the only bid that was properly filed at the time of the bid opening.

Recommendation

Staff has reviewed the various bids and contractor qualifications for the contract and recommends the rejection of all bids. Reservoir abandonment will be budgeted for fiscal year 2026 and staff will discuss options to encourage greater participation in the project and changes in the bid to reduce the overall abandonment cost.



11333 N. Cedarburg Road
 Mequon, WI 53092-1930
 Phone: 262-236-8150
 Fax: 262-242-9655

www.cityofmequonwi.gov

Office of Mequon Municipal Water Utility Commission

TO: Mequon Municipal Water Utility Commission
FROM: Jim Voigt, Director of Operations
DATE: August 12, 2025
SUBJECT: Awarding the Contract to Replace Three Hydrants and Three Valves to Wilkomm Excavating of Union Grover, Wisconsin in the Amount of \$95,500

Background

On an annual basis, the Water Utility staff exercises and maintains a percentage of the entire utility infrastructure. This is a utility “best practice” and a requirement of both the Public Service Commission of Wisconsin and the Wisconsin Department of Natural Resources. One of the benefits of the annual maintenance program is that the utility staff identifies infrastructure in the field that either requires repairs or replacement. Repair work is scheduled with utility staff, and replacement infrastructure is packaged in a contract and advertised for Bid.

Analysis

Utility infrastructure that has degraded to the point of needing replacement impacts a utility in several ways. First, and foremost, is safety. Fire hydrants that have failed are not functional for the Fire Department to utilize in case of a fire. This requires the Fire Department to run additional fire hose which adds critical time to their response to an emergency. Second is efficiency. If a water main valve has failed, the utility must close a much larger area in order to isolate a water main break during an emergency. This means more customers are impacted and a larger area requires flushing during an emergency.

Finally, it is more expensive to replace failed infrastructure piecemeal versus as part of a larger bid package. Individually, the contractor charges the utility to mobilize and demobilize for each valve or hydrant replaced. If the utility packages numerous equipment replacements in one bid package, we achieve cost savings on the mobilization fees from the contractor.

For these reasons, Utilities strive to replace failed infrastructure whenever it is discovered in the field.

Fiscal Impact

The Mequon Municipal Water Utility Commission approved the 2025 water utility budget on October 30th, 2024. The Water Capital Project Budget is a part of the overall Budget approval. Detailed in the Buried Utility Plant Fund are several Prioritized Projects for 2025, which included \$50,000 for Hydrant Replacements, and \$50,000 for Valve Replacements.

As a part of the maintenance program in 2024, three (3) fire hydrants and three (3) valves were

identified as beyond serviceable repair, and therefore were scheduled for replacement. City Water prepared bidding documents for this work (See Exhibit A), and on Thursday June 26th, 2025, public bids were opened for the replacement project.

Four bids were received and are summarized below:

Contractor	Bid
Mid City Corporation	\$106,180
UPI Underground	\$94,710
Vinton Construction Co	\$89,228
Willkomm Excavating	\$86,737

Recommendation

Staff recommends that the Water Utility Commission award a contract to Willkomm Excavating of Union Grove, Wisconsin to replace hydrants and valves in the amount of \$95,500, which includes a 10% contingency.

Attachments:

Exhibit A - Utility Infrastructure Replacements Bid (PDF)



REUSE OF DOCUMENTS
THIS DOCUMENT HAS BEEN DEVELOPED FOR A SPECIFIC APPLICATION
AND NOT FOR GENERAL USE. THEREFORE IT MAY NOT BE USED
WITHOUT THE WRITTEN APPROVAL OF CITY WATER, LLC. UNAPPROVED

Date of Preparation: 5/21/2025		BY	DATE
SURVEYED		MD	8/27/2024
DRAWN		EF	
DESIGNED		TN	
CHECKED			

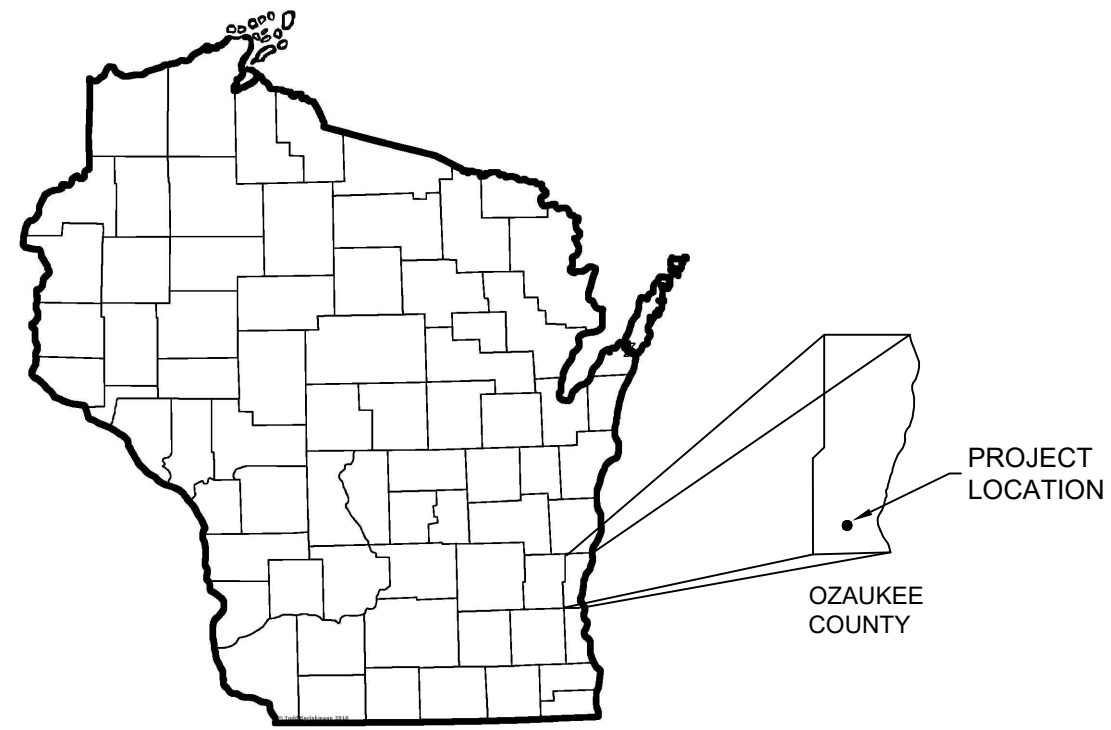
CITY OF MEQUON

2025 HYDRANT & VALVE REPLACEMENTS

MEQUON, WI

OZAUKEE COUNTY, WI

MAY 2025



PAGE NUMBER	UNIT
G1.01	COVER PAGE
G1.02	DETAIL & GENERAL NOTES
C1.01	WORK OVERVIEW
C1.02	00387H HYDRANT ASSEMBLY #1
C1.03	00667H HYDRANT ASSEMBLY #2
C1.04	00661H HYDRANT ASSEMBLY #3
C1.05	MV0133W VALVE REPLACEMENT #1
C1.06	MV0018W VALVE REPLACEMENT #2
C1.07	MV0453W VALVE REPLACEMENT #3

2025 UTILITY REPLACEMENTS
MEQUON WATER UTILITY

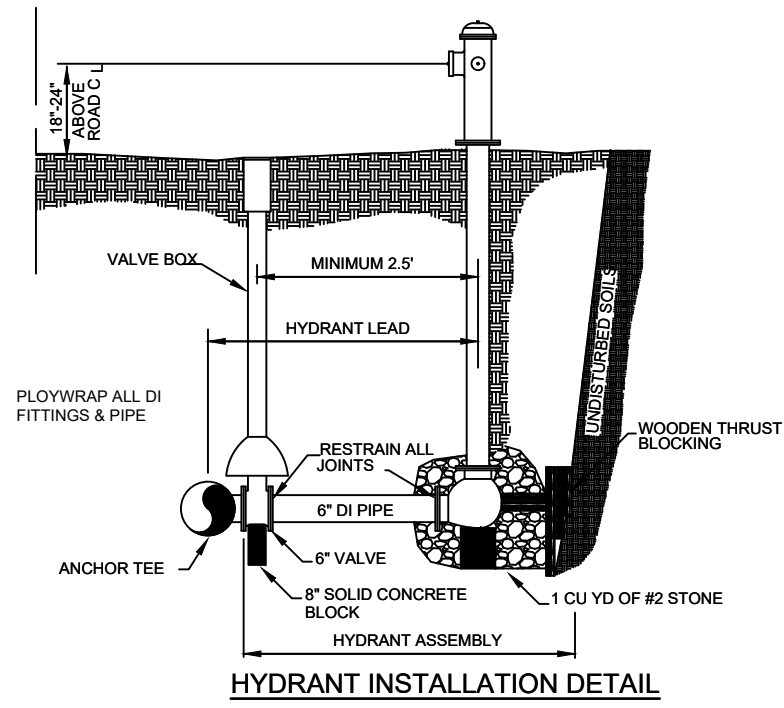
COVER PAGE

VERTICAL SCALE:
HORIZONTAL SCALE:
PROJECT ID 3848-25

Attachment: Exhibit A - Utility Infrastructure Replacements Bid (10494 : Contract Award for Utility Replacements)



Date of Preparation: 5/21/2025	BY	DATE	REUSE OF DOCUMENTS		
SURVEYED	MD	8/27/2024	THIS DOCUMENT HAS BEEN DEVELOPED FOR A SPECIFIC APPLICATION AND NOT FOR GENERAL USE. THEREFORE IT MAY NOT BE USED WITHOUT THE WRITTEN APPROVAL OF CITY WATER, LLC. UNAPPROVED		
DRAWN	EF		CHECKED	TN	
DESIGNED					
CHECKED					
NO.	BY	DATE	RECORD DRAWING OF COMPLETED CONSTRUCTION BY		
			RECORD DRAWINGS OF COMPLETED CONSTRUCTION CONFORMING TO CONTRACTOR AND/OR OWNERS RECORDS.		



ITEM NUMBER	ITEM	UNIT	EST. QUANTITY
1	HYDRANT ASSEMBLY #1	EA	1
2	HYDRANT ASSEMBLY #2	EA	1
3	HYDRANT ASSEMBLY #3	EA	1
4	VALVE REPLACEMENT #1	EA	1
5	VALVE REPLACEMENT #2	EA	1
6	VALVE REPLACEMENT #3	EA	1
7	TRAFFIC CONTROL	LS	1

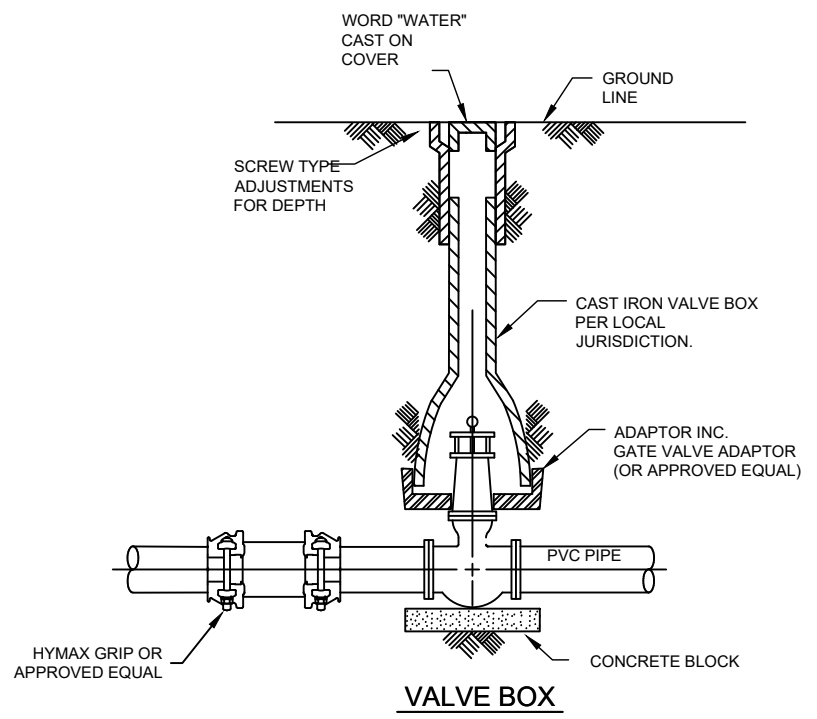
PROJECT CONTACTS:

JIM VOIGT
 WATER UTILITY OPERATIONS MANAGER
 PHONE: 414.559.8656
 E-MAIL: JVOIGT@CI.MEQUON.WI.US

MIRANDA DURBIN
 CIVIL ENGINEER/FIELD CONTACT
 PHONE: 262.374.1903
 E-MAIL: MIRANDA.DURBIN@CITYWATERUSA.COM

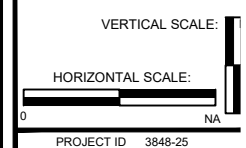
GENERAL NOTES:

1. THE EXACT LOCATION OF NEW HYDRANTS SHALL BE DETERMINED IN THE FIELD DURING CONSTRUCTION
2. CONTRACTOR SHALL MAINTAIN ACCESS TO LOCAL TRAFFIC AT ALL TIMES DURING CONSTRUCTION WITHIN THE PROJECT LIMITS.
3. CONTRACTOR SHALL FOLLOW ALL EROSION CONTROL PRACTICES AS PER THE WISCONSIN DEPT. OF NATURAL RESOURCES. CONTRACTOR SHALL USE SILT BAGS WHEN PUMPING WATER FROM TRENCHES.
4. THE CONTRACTOR SHALL REPAIR ALL BREAKS ON THE EXISTING WATER MAIN WHICH MAY OCCUR AS THE CONTRACTOR IS WORKING IN THE VICINITY (50' RADIUS) OF THE BREAK, DURING NORMAL WORK HOURS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR FURNISHING AND INSTALLING REPAIR CLAMPS OR OTHER REPAIR MATERIAL, AND SHALL DO ALL OF THE WORK REQUIRED TO COMPLETE THE REPAIR AND RESTORE SERVICE. THE COST OF SUCH REPAIRS SHALL BE CONSIDERED AS INCIDENTAL TO THE PROJECT.
5. EXISTING WATER SERVICES DAMAGED AS A RESULT OF THE CONSTRUCTION WORK SHALL BE REPAIRED BY THE CONTRACTOR AS HIS EXPENSE.
6. WHERE THE DEPTH OF COVER OVER THE NEW PIPE APPEARS INSUFFICIENT (\approx 5' OR LESS), THE CONTRACTOR MAY BE REQUIRED TO INSTALL STYROFOAM OVER THE TOP OF THE NEW PIPE. THE WATER UTILITY WILL FURNISH THE INSULATION; THE COST OF INSTALLATION SHALL BE CONSIDERED INCIDENTAL TO THE PROJECT.



2025 UTILITY REPLACEMENTS
 MEQUON WATER UTILITY

DETAILS & GENERAL NOTES



PROJECT ID 3848-25

G1.02

Packet Pg. 6

NOTE: DETAILS ARE NOT TO SCALE

Attachment: Exhibit A - Utility Infrastructure Replacements Bid (10494 : Contract Award for Utility Replacements)



Date of Preparation: 5/21/2025

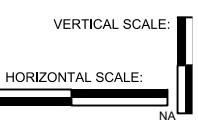
NO.	BY	DATE
SURVEYED		
DRAWN	MD	8/27/2024
DESIGNED	EF	
CHECKED	TN	

REUSE OF DOCUMENTS
THIS DOCUMENT HAS BEEN DEVELOPED FOR A SPECIFIC APPLICATION AND NOT FOR GENERAL USE. THEREFORE IT MAY NOT BE USED WITHOUT THE WRITTEN APPROVAL OF CITY WATER, LLC. UNAPPROVED

REVISIONS	NO.	BY	DATE	DESCRIPTION
RECORD DRAWING OF COMPLETED CONSTRUCTION BY				
RECORD DRAWINGS OF COMPLETED CONSTRUCTION CONFORMING TO CONTRACTOR AND/OR OWNERS RECORDS.				

2025 UTILITY REPLACEMENTS
MEQUON WATER UTILITY

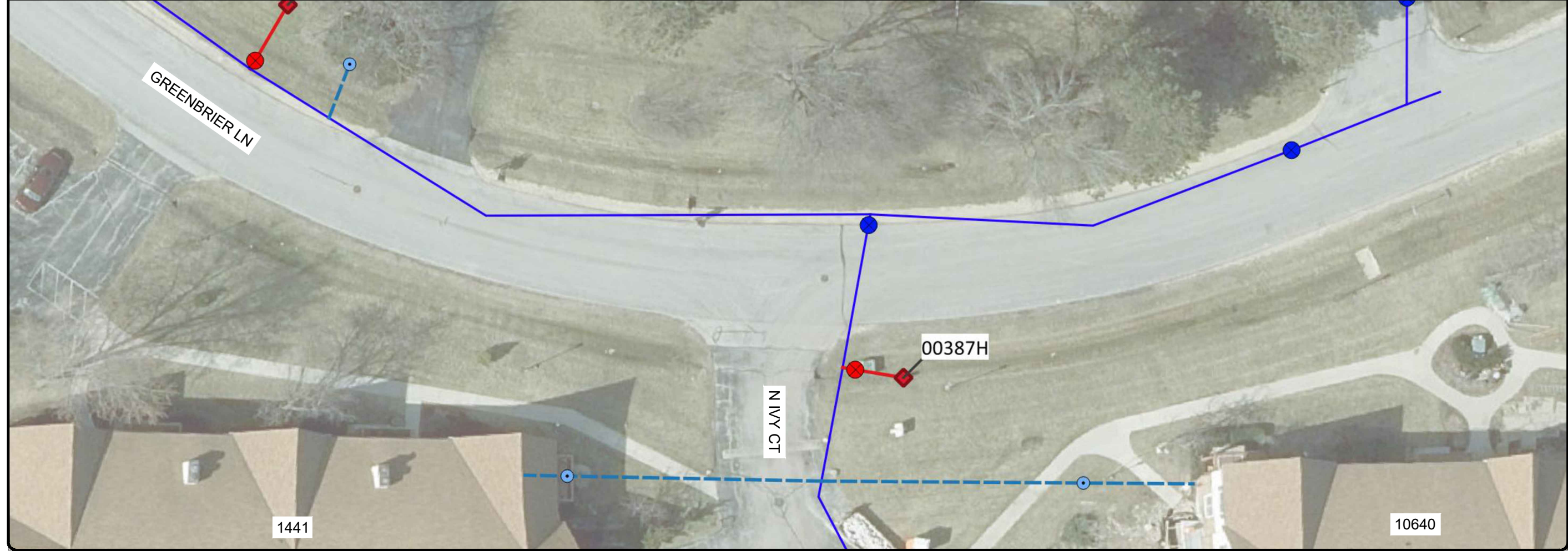
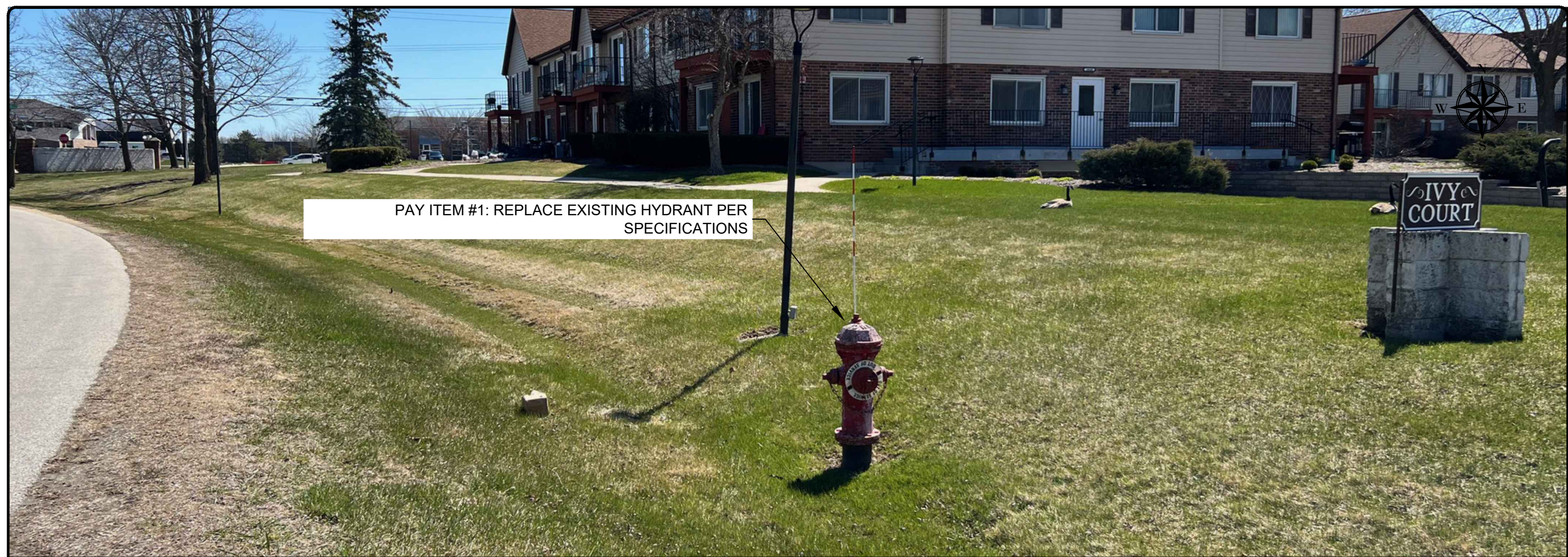
00387H
HYDRANT
ASSEMBLY #1



PROJECT ID 3848-25

C1.02

Packet Pg. 8



Attachment: Exhibit A - Utility Infrastructure Replacements Bid (10494 : Contract Award for Utility Replacements)



Date of Preparation: 5/21/2025

NO.	BY	DATE
SURVEYED		8/27/2024
DRAWN	MD	
DESIGNED	EF	
CHECKED	TN	

REUSE OF DOCUMENTS
THIS DOCUMENT HAS BEEN DEVELOPED FOR A SPECIFIC APPLICATION AND NOT FOR GENERAL USE. THEREFORE IT MAY NOT BE USED WITHOUT THE WRITTEN APPROVAL OF CITY WATER, L.L.C. UNAPPROVED

REVISIONS	NO.	DATE	DESCRIPTION
RECORD DRAWING OF COMPLETED CONSTRUCTION BY			
RECORD DRAWINGS OF COMPLETED CONSTRUCTION CONFORMING TO CONTRACTOR AND/OR OWNERS RECORDS.			

2025 UTILITY REPLACEMENTS

MEQUON WATER UTILITY

00667H
HYDRANT
ASSEMBLY #2

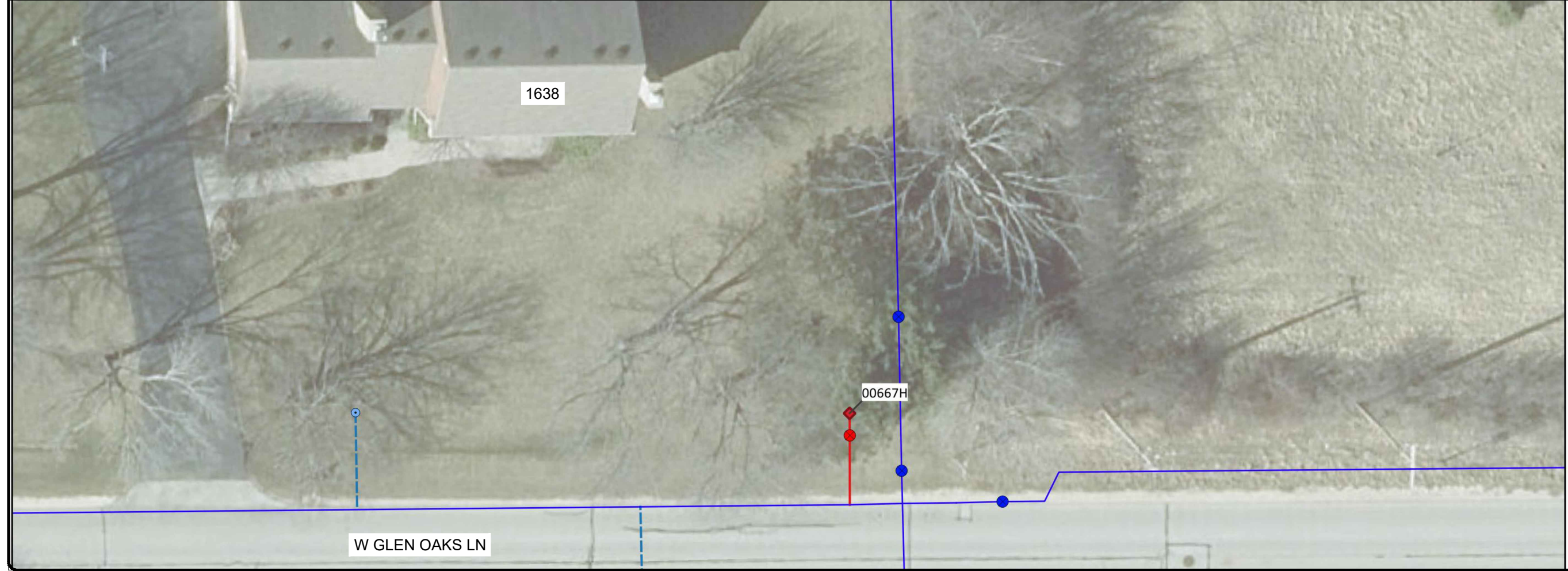
VERTICAL SCALE:

HORIZONTAL SCALE:

PROJECT ID 3848-25

C1.03

Packet Pg. 9



Attachment: Exhibit A - Utility Infrastructure Replacements Bid (10494 : Contract Award for Utility Replacements)



NO.	BY	DATE	DESCRIPTION

Date of Preparation: 5/21/2025

REUSE OF DOCUMENTS
THIS DOCUMENT HAS BEEN DEVELOPED FOR A SPECIFIC APPLICATION AND NOT FOR GENERAL USE. THEREFORE IT MAY NOT BE USED WITHOUT THE WRITTEN APPROVAL OF CITY WATER, LLC. UNAPPROVED

RECORD DRAWING OF COMPLETED CONSTRUCTION BY
RECORD DRAWINGS OF COMPLETED CONSTRUCTION CONFORMING TO CONTRACTOR AND/OR OWNERS RECORDS.



PAY ITEM #3 - REPLACE EXISTING HYDRANT PER SPECIFICATIONS



2025 UTILITY REPLACEMENTS

MEQUON WATER UTILITY

00661H
HYDRANT
ASSEMBLY #3

VERTICAL SCALE:

HORIZONTAL SCALE:

PROJECT ID 3848-25

C1.04

Packet Pg. 10

Attachment: Exhibit A - Utility Infrastructure Replacements Bid (10494 : Contract Award for Utility Replacements)



Date of Preparation: 5/21/2025		BY	DATE
SURVEYED		MD	8/27/2024
DRAWN		EF	
DESIGNED		TN	
CHECKED			

REUSE OF DOCUMENTS
THIS DOCUMENT HAS BEEN DEVELOPED FOR A SPECIFIC APPLICATION AND NOT FOR GENERAL USE. THEREFORE IT MAY NOT BE USED WITHOUT THE WRITTEN APPROVAL OF CITY WATER, LLC. UNAPPROVED

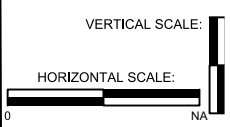
NO.	BY	DATE	DESCRIPTION

RECORD DRAWING OF COMPLETED CONSTRUCTION BY
RECORD DRAWINGS OF COMPLETED CONSTRUCTION
CONFORMING TO CONTRACTOR AND/OR OWNERS RECORDS.

2025 UTILITY REPLACEMENTS

MEQUON WATER UTILITY

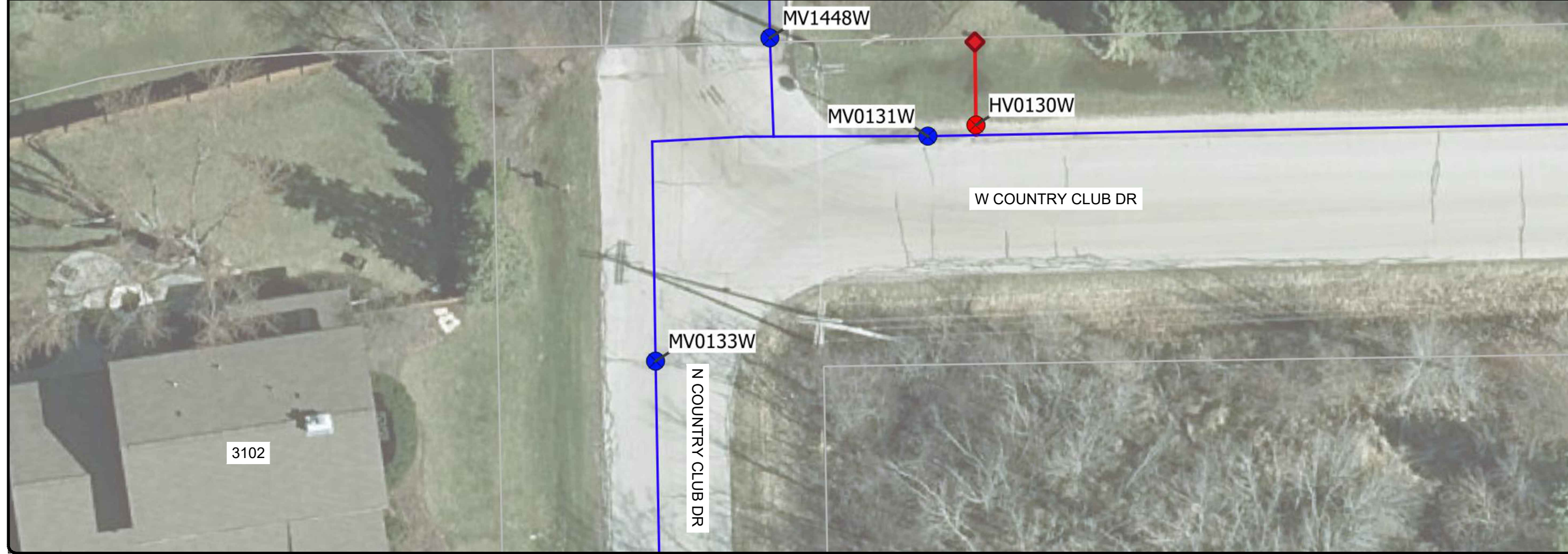
MV0133W VALVE REPLACEMENT #



PROJECT ID 3848-25

C1.05

Packet Pg. 11



Attachment: Exhibit A - Utility Infrastructure Replacements Bid (10494 : Contract Award for Utility Replacements)



Date of Preparation: 5/21/2025

NO.	BY	DATE	DESCRIPTION

REUSE OF DOCUMENTS
THIS DOCUMENT HAS BEEN DEVELOPED FOR A SPECIFIC APPLICATION AND NOT FOR GENERAL USE. THEREFORE IT MAY NOT BE USED WITHOUT THE WRITTEN APPROVAL OF CITY WATER, LLC. UNAPPROVED

RECORD DRAWING OF COMPLETED CONSTRUCTION BY

NO.	BY	DATE	DESCRIPTION

RECORD DRAWINGS OF COMPLETED CONSTRUCTION CONFORMING TO CONTRACTOR AND/OR OWNERS RECORDS.

2025 UTILITY REPLACEMENTS

MEQUON WATER UTILITY

MV0018W
VALVE
REPLACEMENT #

VERTICAL SCALE:

HORIZONTAL SCALE:

PROJECT ID 3848-25

C1.06

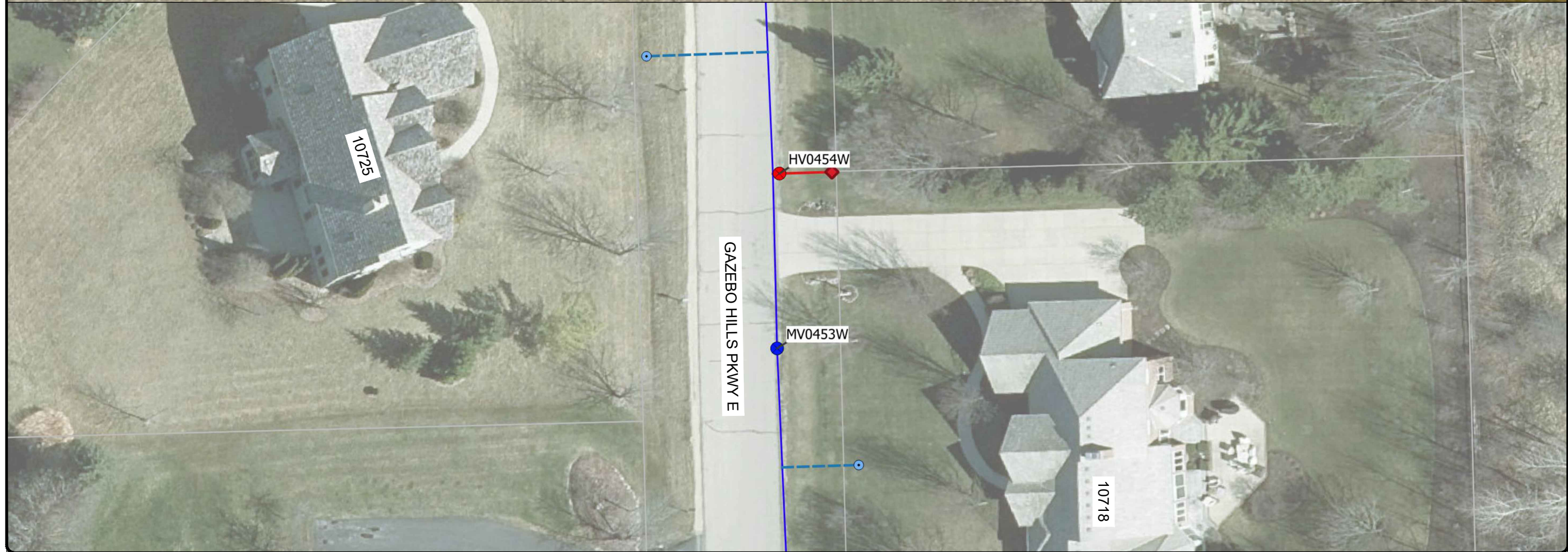
Packet Pg. 12

Attachment: Exhibit A - Utility Infrastructure Replacements Bid (10494 : Contract Award for Utility Replacements)





PAY ITEM #6 - REPLACE EXISTING VALVE PER SPECIFICATIONS



GAZEBO HILLS PKWY E

HV0454W

MV0453W

10725

10718

2.b.a

Date of Preparation: 5/21/2025		BY	DATE
SURVEYED		MD	8/27/2024
DRAWN		EF	
DESIGNED		TN	
CHECKED			

REUSE OF DOCUMENTS
THIS DOCUMENT HAS BEEN DEVELOPED FOR A SPECIFIC APPLICATION
AND NOT FOR GENERAL USE. THEREFORE IT MAY NOT BE USED
WITHOUT THE WRITTEN APPROVAL OF CITY WATER, LLC. UNAPPROVED

NO.	REVISIONS	DATE	DESCRIPTION

RECORD DRAWING OF COMPLETED CONSTRUCTION BY
RECORD DRAWINGS OF COMPLETED CONSTRUCTION
CONFORMING TO CONTRACTOR AND/OR OWNERS RECORDS.

2025 UTILITY REPLACEMENTS

MEQUON WATER UTILITY

MV0453W
VALVE
REPLACEMENT #

VERTICAL SCALE:

HORIZONTAL SCALE:

PROJECT ID 3848-25

C1.07

Packet Pg. 13

Attachment: Exhibit A - Utility Infrastructure Replacements Bid (10494 : Contract Award for Utility Replacements)



11333 N. Cedarburg Road
 Mequon, WI 53092-1930
 Phone: 262-236-8150
 Fax: 262-242-9655

www.cityofmequonwi.gov

Office of Mequon Municipal Water Utility Commission

TO: Mequon Municipal Water Utility Commission
FROM: Kristen Lundeen, Director of Public Works/City Engineer
DATE: August 12, 2025
SUBJECT: Awarding a Consulting Agreement in Connection with the Selection Process for a New SCADA System to MSA Professional Services, Inc., of Mequon, Wisconsin, in the Amount of \$27,50

Background

The Mequon Water Utility (MWU) and Sewer Utility staff jointly issued a Request for Proposals (RFP) for a consultant selection process for a replacement to the Utilities' Supervisory Control and Data Acquisition (SCADA) system. The SCADA system is utilized by both utilities to monitor and control the respective distribution systems. For MWU, this includes monitoring flow, pressure and operating pressure release valves, booster stations and other components. For the Sewer Utility, this includes monitoring and operating its 23 lift stations.

Utility staff determined that the existing SCADA system is nearing the end of its useful life. As various SCADA vendors provide a plethora of options, Utility Staff issued an RFP for a consultant to assist in navigating the vendor selection process. The RFP was initiated by Utility staff due to the following:

- The SCADA system computers cannot upgrade to Windows 11, and the current operating system will be rendered obsolete.
- New computers require a significant investment.
- The current SCADA system is over 15 years old, and technology has improved significantly in that time.
- The pump stations are working on hardware that ranges from relatively new to older than the existing SCADA system. Currently, there are stations working on PLC's that are several generations old, soon to be no longer supported by the manufacturer.
- The SCADA "dialer" system has been somewhat unreliable the last two years.
- The communications equipment associated with the current SCADA system utilize "serial" radios. These are no longer available, so the Utility needs to transition to "ethernet" radios, or utilize a different technology (Cellular, Fiber Optic, or Starlink).

Based on these factors, and the requirement to at the very least upgrade the computers, the Utilities' sought the expertise of a consulting firm to help navigate the evolution of the system.

Analysis

The utility received three proposals from consultants to assist with selecting a vendor for a new SCADA system. Please note that the suppliers/vendors will provide pricing for the SCADA

system itself, which will ultimately return for commission approval. The results of the RFP solicitation process are as follows:

Applied Technologies	\$37,800
Ruekert-Mielke	\$30,745
MSA	\$23,810

MSA was the only consultant to attend the pre-bid meeting, and the proposal demonstrated a sound understanding of the Utilities’ objectives.

Fiscal Impact

The Utilities have a combined \$200,000 budgeted in 2025 for a new SCADA system. The consultant contract is approximately 10% of that budget. As a part of the work associated with this contract, the consultant will assist in the development of a budget for the new SCADA system software and hardware. The goal of the consultant contract will be to select the vendor in 2025 and budget/install the software/hardware in 2026.

Consistent with similar contract awards, staff is requesting that the contract award amount include a contingency, with an authorized value of \$27,500. MWU and the Sewer Utility will split the cost of the selection process, therefore each utility is requesting authorization of \$13,750.

Recommendation

Staff recommends that the Water Utility Commission authorize the contract award to MSA in the amount of \$27,500.