City of Mequon

2015 DRAINAGE ISSUE FLOW CHART

1 week

Receipt of Drainage Complaint

Issue inquiry # and send Initial letter

Send Follow up letter (if necessary)

INSPECT - Does Reported Problem qualify as a Major/Secondary or as a local problem?

Local

Write Letter of Finding to Resident

Does the resident wish to appeal the letter of finding to the Public Works Committee?

- YES
- NO → File

Fill out appeal form at City Hall Engineering Department

Create staff report and cover memo with recommendation

Staff will present inquiry at the next public works meeting

Does the inquiry qualify as a City issue as voted on by the Public Works Committee?

- YES
- NO → FILE

Common Council Approval of the use of City Funds as recommended by the PWC (if needed)

- YES
- NO → FILE

Schedule project on the Local Drainage CIP

Send Winter letters to residents (repeat yearly if necessary)

Construction Notice to Affected Property Owners
3 weeks prior to work beginning work

Begin Work

Major/Secondary

Does Problem Need Additional Engineering ?

NO

Write Letter of finding to Resident

Schedule project on the Major and Secondary Drainage CIP

Send Winter letters to residents (repeat yearly if necessary)

Construction Notice to Affected Property Owners
3 weeks prior to work beginning work

Begin Work

YES

Review Maps & Files

Schedule for Survey

Conduct Survey & Gather Field Info.

Develop Plan

Write Letter of Findings to Resident

Schedule project on the Major and Secondary Drainage CIP

Send Winter letters to residents (repeat yearly if necessary)

Construction Notice to Affected Property Owners
3 weeks prior to work beginning work

Begin Work