

# BOARD OF PUBLIC WORKS

City of Kaukauna  
**Council Chambers**  
Municipal Services Building  
144 W. Second Street, Kaukauna



Monday, May 19, 2025 at 6:00 PM

## AGENDA

### In-Person and Remote Teleconference via ZOOM

1. Correspondence.
2. Discussion Topics.
  - [a.](#) Disposal Site Discussion.
  - [b.](#) Sidewalk Builders License to Right Way Concrete Construction.
  - [c.](#) Public Works Updates.
3. Adjourn.

## NOTICES

Notice is hereby given that a majority of the City Council will be present at the meeting of the Board of Public Works meeting scheduled for Monday, May 19, 2025, at 6:00 P.M. to gather information about a subject over which they have decision making responsibility.

**IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.**



## **MEETING ACCESS INFORMATION:**

You can access this meeting by one of three methods: from your telephone, computer, or by an app. Instructions are below.

To access the meeting by telephone:

1. Dial 1-312-626-6799
2. When prompted, enter Meeting ID 234 605 4161 followed by #
3. When prompted, enter Password 54130 followed by #

To access the meeting by computer:

1. Go to <http://www.zoom.us>
2. Click the blue link in the upper right hand side that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow Zoom to access your microphone or camera if you wish to speak during the meeting

To access the meeting by smartphone or tablet:

1. Download the free Zoom app to your device
2. Click the blue button that says Join a Meeting
3. Enter Meeting ID 234 605 4161
4. Enter Password 54130
5. Allow the app to access your microphone or camera if you wish to speak during the meeting

\*Members of the public will be muted unless there is an agenda item that allows for public comment or if a motion is made to open the floor to public comment.\*



# MEMO

## DEPARTMENT OF PUBLIC WORKS

To: Board of Public Works  
From: Jake Van Gompel, Street Superintendent  
Date: May 19, 2025  
Re: Agenda Item 2a, Disposal Site Discussion

### **Background information:**

Disposal site usage has been on the incline since opening in April of 2023. Currently there are 1,932 active site users. Staff have been informing site users by Facebook posts, website updates, updated signage, increased enforcement with fees and personal conversations to help reduce the violations. Significant non-compliance with the Disposal Site rules continues. Refuse dumpsters continue to see violations of building materials, furniture, metal, appliances, electronics, and overfilled containers. The bulk of violations are after 5pm on weekdays and throughout the weekend.

Unauthorized materials pose a safety risk to employees. Building materials can shatter and become flying objects, cabinets and furniture get stuck in dumpsters and become arial hazards from falling and shifting. There have been two recorded injuries to staff and countless verbal close calls.

With continued concern about the safety of employees and violations of allowable garbage at the Disposal Site, we need to evaluate operational changes to help keep the site open and safe.

**Strategic Plan:** N/A

**Budget:**

Disposal is budgeted in the refuse disposal operating account.

**Recommended action:**

There are several options to consider and discuss. A decision does not have to be made today but limiting hours and further restrictions will need to be considered to keep the site operational

Below is a list of options to start the discussion.

1. Alter dumpsters with locks on lids to not allow disposal of garbage materials from Friday at 1pm to 7:30am on Monday.
2. Change operating hours on weekends to 7am-12pm on Saturday and close the site completely on Sunday, while staffing the disposal site on Saturdays from 7am-12pm.
3. Change operating hours to 7am-3:30pm Monday through Thursday and Friday 7am to 1pm. Closed on weekends.
4. Further restrict garbage items to be bagged garbage only.
5. Remove garbage as accepted material at this site and remove dumpsters.





**APPLICATION FOR  
SIDEWALK BUILDERS LICENSE  
CITY OF KAUKAUNA**

FEE - \$15.00

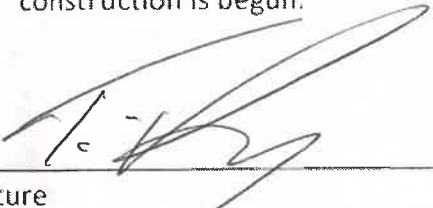
BUSINESS NAME Right Way Concrete Construction LLCADDRESS 2117 Stafford Ln Kaukauna WI 54130CONTACT PERSON Travis DybusPHONE # 920 218 1202  
278-

BOND - \$5,000

Each applicant shall deposit with his application a fee of \$15.00 and before such license is issued shall furnish a bond in the sum of \$5,000 conditioned that he will observe and obey all requirements of the City relating to the construction of sidewalks, and that he will indemnify the City or any person in front of whose property he constructs a sidewalk against loss by reason of his failure to observe all of the requirements of the City or of the grade and line furnished by the City Engineer. The bond shall also support the guarantee of the sidewalk builder that he will rebuild, replace, restore, or repair any imperfect work or defective walk construction within one year from the time of completion by such applicant.

**INSURANCE**

Workmen compensation and property damage and public liability insurance shall be kept in force during the construction period, including preliminary work and follow-up. Property damage insurance shall not be less than \$20,000 and public liability insurance not less than \$50,000. A certificate showing such coverage shall be filed with the City Clerk/Treasurer before construction is begun.

 5-15-25  
Signature Date

Kaukauna Municipal Code  
Public Works 8.05 (3) (a) & (b)

Return completed form and payment to: Clerk/Treasurer's Office  
City of Kaukauna  
144 W. 2<sup>nd</sup> Street  
P.O. Box 890  
Kaukauna WI 54130-0890



THE SILVER LINING®

48697

Direct Billed

**BOND EXECUTION REPORT**

Date: 05/15/2025

Bond Number: 2647983

ADEMINO & ASSOCIATES  
1001 TRUMAN STREET  
KIMBERLY, WI 54136

**Principal Information:**

Rightway Concrete Construction LLC  
2117 Stafford Ln  
Kaukauna, WI 54130-2918

Billing Address - if blank, see Principal above:

c/o:

**Obligee Information:**

City of Kaukauna

144 W 2nd St  
Kaukauna, WI 54130-2406

WB Index: 2647983

Bond Eff Date: 05/15/2025

Bond Exp Date: 05/15/2026

Bond Type: License &amp; Permit Compliance Bond

Work Description: Sidewalk Right of Way Kaukauna's Sidewalk Builders License

Current Bond Penalty: \$ 5,000.00

Previous Bond Penalty: \$ 5,000.00

Bond Premium: \$ 100.00

Premium Change: \$ 100.00

Effective January 1, 2024, West Bend Mutual Insurance Company changed its name to West Bend Insurance Company, therefore, any reference to West Bend Mutual Insurance Company shall be considered a reference to West Bend Insurance Company.

**THIS IS NOT AN INVOICE**

MICHIGAN ONLY: This policy is exempt from filing requirements of Section 2236 of the Insurance Code of 1956, 1956 PA 218 and MCL 500.2236.





Bond Number 2647983

## License and Permit Bond

Not valid for Contract, Performance, Maintenance, Subdivision, Supply or Utility Guarantee Bond

Principal: (Full name and address)

Rightway Concrete Construction LLC

2117 Stafford Ln

Kaukauna, WI 54130-2918

Effective Date: 05/15/2025

Obligee: (Principal's customer)

City of Kaukauna

144 W 2nd St

Kaukauna, WI 54130-2406

Expiration Date: 05/15/2026

### PENAL AMOUNT OF BOND:

Five Thousand Dollars and Zero Cents

Dollars (\$ 5,000.00 ),

lawful money of the United States, to be paid to the said obligee, for which payment well and truly to be made we bind ourselves and our legal representative, jointly and severally.

The condition of this obligation is such, that whereas, the principal has been licensed by the Obligee for:  
Sidewalk Right of Way Kaukauna's Sidewalk Builders License

NOW, THEREFORE, if said Principal shall faithfully perform all the duties and comply with the laws and ordinances, (including all amendments) pertaining to the license or permit, then this obligation shall be null and void; otherwise to remain in full force unless renewed by continuation certificate.

This bond may be terminated at any time by the Surety upon sending notice in writing to the Obligee and to the Principal and at the expiration of thirty-five (35) days from the mailing of notice or as soon thereafter as permitted by applicable law, whichever is later, this bond shall ipso facto terminate and the Surety shall be relieved from any liability for any subsequent acts or omissions of the Principal.

Principal shall save and keep harmless the Obligee from all losses or damage which it may sustain or for which it may become liable on account of the issuance of said license and permit. The maximum liability shall not exceed the bond penalty.

Signed with our hands and sealed with our seals this, the 15th day of May, 20 25.

Rightway Concrete Construction LLC

WEST BEND INSURANCE COMPANY

(Principal)

Jason Enders, Attorney-In-Fact



MICHIGAN ONLY: This policy is exempt from the filing requirements of Section 2236 of the Insurance Code of 1956, 1956 PA 218 and MCL 500.2236.

RHODE ISLAND ONLY: Under R.I. Gen. Laws § 27-65-1, this policy is exempt from the filing and approval requirements of forms used and rates charged.





Bond No. 2647983

**POWER OF ATTORNEY**

Know all men by these Presents, that West Bend Insurance Company (formerly known as West Bend Mutual Insurance Company prior to 1/1/2024), a corporation having its principal office in the City of West Bend, Wisconsin does make, constitute and appoint:

Jason Enders

lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf as surety and as its act and deed any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of: Five Thousand Dollars and Zero Cents 5,000.00

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of West Bend Insurance Company by unanimous consent resolution effective the 1<sup>st</sup> day of January 2024.

*Appointment of Attorney-In-Fact. The president or any vice president, or any other officer of West Bend Insurance Company may appoint by written certificate Attorneys-In-Fact to act on behalf of the company in the execution of and attesting of bonds and undertakings and other written obligatory instruments of like nature. The signature of any officer authorized hereby and the corporate seal may be affixed by facsimile to any such power of attorney or to any certificate relating therefore and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the company in the future with respect to any bond or undertaking or other writing obligatory in nature to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any said officer at any time.*

Any reference to West Bend Mutual Insurance Company in any Bond and all continuations thereof shall be considered a reference to West Bend Insurance Company.

In witness whereof, West Bend Insurance Company has caused these presents to be signed by its president undersigned and its corporate seal to be hereto duly attested by its secretary this 1<sup>st</sup> day of January 2024.

Attest

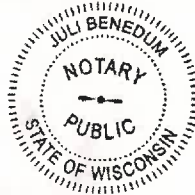
Christopher C. Zwygart  
Christopher C. Zwygart  
Secretary



Robert J. Jacques  
Robert J. Jacques  
President

State of Wisconsin  
County of Washington

On the 1<sup>st</sup> day of January 2024, before me personally came Robert Jacques, to me known being by duly sworn, did depose and say that he is the President of West Bend Insurance Company, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the board of directors of said corporation and that he signed his name thereto by like order.



Juli Benedum  
Lead Corporate Attorney  
Notary Public, Washington Co., WI  
My Commission is Permanent

The undersigned, duly elected to the office stated below, now the incumbent in West Bend Insurance Company, a Wisconsin corporation authorized to make this certificate, Do Hereby Certify that the foregoing attached Power of Attorney remains in full force effect and has not been revoked and that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at West Bend, Wisconsin this 15th day of May, 2025



Christopher C. Zwygart  
Christopher C. Zwygart  
Secretary



RIGHT02

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/

Item 2.b.

05/15/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>ADEMINO &amp; ASSOCIATES</b> 1001 TRUMAN P O BOX 99 KIMBERLY, WI 54136-0099 JEFF KASPEREK	<b>920-734-3110</b>	<b>CONTACT NAME:</b> JEFF KASPEREK <b>PHONE (A/C, No, Ext):</b> 920-734-3110 <b>FAX (A/C, No):</b> 920-734-6027 <b>E-MAIL ADDRESS:</b> jkasperek@ademino.com
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A : WEST BEND INSURANCE COMPANY</b>		<b>15350</b>
<b>INSURER B :</b>		
<b>INSURER C :</b>		
<b>INSURER D :</b>		
<b>INSURER E :</b>		
<b>INSURER F :</b>		

<b>INSURED</b> <b>RIGHT WAY CONCRETE CONSTRUCTION LLC</b> 2117 STAFFORD LN KAUKAUNA, WI 54130
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## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

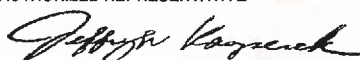
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			A935219	06/01/2024	06/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			A935219	06/01/2024	06/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			A935219	06/01/2024	06/01/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below			A940902	06/01/2024	06/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

<b>KAUKA11</b>  <b>CITY OF KAUKAUNA</b> <b>PUBLIC WORKS DEPARTMENT</b> <b>144 W 2ND ST</b> <b>KAUKAUNA, WI 54130</b>	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>  <b>AUTHORIZED REPRESENTATIVE</b> 
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City of Kaukauna  
144 W 2nd Street  
Kaukauna WI  
54130  
United States

# Cash Sale

#CS6800

5/15/2025

## Bill To

General Customer - Clerk  
United States

## TOTAL

**\$15.00**

## Payment Method

## Check #

Cash

Quantity	Item	Options	Rate	Amount
1	<b>LP09 - Misc - Solicitors, Sidewalk</b> Right Way Concrete Construction - Sidewalk Builders License		\$15.00	\$15.00

**Subtotal** \$15.00

**Tax (%)**

**Total** \$15.00



CS6800