



**MINUTES**  
**CITY OF WAUPUN BOARD OF PUBLIC WORKS**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday October 8, 2019 at 4:30 PM**  
***Approved November 12, 2019***

**CALL TO ORDER**

Chairman Mielke called the meeting of the Board of Public Works to Order at 4:30pm.

**ROLL CALL**

Board members present on roll call are Chairman Mielke, Alderman Vossekuil, Deputy Chief Rasch, Public Works Director Daane, and City Clerk Hull. Members absent and excused are Alderman Matoushek.

No Staff is present.

No members in the audience are present.

**PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS**

No member of the public appeared before the Board.

**FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS**

The next regularly scheduled meeting of the Board of Public Works is November 12, 2019 at 430pm in the City Hall Council Chambers, if needed.

**CONSIDERATION - ACTION**

**1. Approve minutes of the September 10, 2019 meeting.**

Motion Rasch, second Vossekuil to approve the September 10, 2019 minutes of the Board of Public Works.  
Motion carried 5-0.

**2. Recommendation to the Council on the ordinance change to add a stop sign at the intersection of Seymour St. and Taft Ln.**

Due to adding Seymour Street in the spring, more development is being constructed, and stop sign placement is needed.

Motion Rasch, second Vossekuil to recommend to the Council to adopt an ordinance to amend Chapter 6.03(2) entitled Traffic Code for stop sign placement at Seymour Street and Taft Lane. Motion carried 5-0.

**3. Real estate acquisition service RFP for phase 2 of Madison St construction Lincoln St. to Doty St.**

Due to the DOT grant for S. Madison Street (Lincoln to Doty), the City solicited proposals for the services from a real estate acquisition firm to acquire temporary and permanent easements. Proposals were received from:

- a. GJMA (base price \$68,850, which includes an appraisal for all 7 fee parcels. Additional appraisals (if needed) for the TLE parcels would cost \$550 each) and
- b. The Highland Group (base price to complete the 33 parcels is \$44,175. This doesn't include any appraisal parcels (assumes all parcels accept the nominal offer).

To compare, with GJMA, if you assume the 7 Fee parcels go to an appraisal process, then The Highland Group's proposed fee increases to \$51,175 (\$900 for each appraisal plus \$100 objective review for each appraisal). Additional appraisals (if needed) for the TLE parcels would cost \$1,000 each. Also, if a partial release of mortgage is required for the fee parcels, an appraisal may be necessary.

Motion Rasch, second Vossekuil to recommend to the Common Council to award the real estate acquisition services proposal to The Highland Group, for the S. Madison Street grant (Lincoln St. to Doty St.), of \$44,175 (\$51,175 if disputed), plus land acquisition costs not to exceed \$15,000. Motion carried 5-0 on roll call.

**ADJOURNMENT**

Motion Hull, second Rasch to duly call the meeting adjourned at 4:38pm.