



**A G E N D A**  
**CITY OF WAUPUN BOARD OF PUBLIC WORKS**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, March 09, 2021 at 4:30 PM**

**VIDEO CONFERENCE AND TELECONFERENCE**

**The Waupun Board of Public Works will meet virtually at 4:30 pm on Tuesday, March 9, 2021 via zoom. The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:**

To Join Zoom Meeting:

<https://us02web.zoom.us/j/84933066961?pwd=RXMxaTh0R09jVkQya01lWCsrSVVsQT09>

By Phone: +1 312 626 6799 US (Chicago)

Meeting ID: 849 3306 6961

Passcode: 642708

**CALL TO ORDER**

**ROLL CALL**

**PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS**--*State name, address, and subject of comments.*  
(2 Minutes)

***No Public Participation after this point.***

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

**CONSIDERATION - ACTION**

- [1.](#) Approve minutes of the February 9, 2021 meeting.
- [2.](#) Spring Cleanup dates
- [3.](#) Transportation Utility and Street funding Feasibility RFP
- [4.](#) Newton Ave. & Rock Ave Reconstruction Phase 1 Bid Results
- [5.](#) Purchase used John Deere Tractor and Mower
- [6.](#) Link 360 Proposal
- [7.](#) March 2021 Recreation Report
8. Park Rental Fees
9. Pool Dates and Times
10. Swimming Lessons Fees
11. Start Out Safe Free Swimming Lessons Use
12. Pool Fees

**ADJOURNMENT**

*Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.*



**MINUTES**  
**CITY OF WAUPUN**  
**BOARD OF PUBLIC WORKS MEETING**  
**201 E Main St**  
**Tuesday, February 9, 2021 at 4:30 PM**

**VIDEO CONFERENCE AND TELECONFERENCE**

**The Waupun Board of Public Works met at 4:30 pm on Tuesday, February 9, 2021 at 4:30 pm.**

**CALL TO ORDER**

Chairman Ryan Mielke called the meeting to order at 4:31 PM

**ROLL CALL**

Roll call was taken members present:

Alders—Mike Matoushek (arrived 4:42), Ryan Mielke (Chair), Bobbie Vossekuil (departed 5:00)

Citizens—Dale Heeringa, Brian Markus (absent with notification), Jessica Mueller, Gregg Zonnefeld

Ex-officio—Mayor Julie Nickel, City Administrator Kathy Schlieve, DPW Director Jeff Daane, Recreation Director Rachel Kaminski

Guest—Drew Buteyn, Dodge County YMCA Aquatic Director

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

There were no guests for public comment.

**FUTURE MEETINGS AND GATHERINGS OF THE BOARD OF PUBLIC WORKS**

Next meeting will be March 9th at 4:30 PM.

**CONSIDERATION - ACTION**

1. Approve minutes of the January 12, 2021 Board of Public Works Meeting.  
Minutes of the January 12th meeting were presented. Motion (Heeringa/Vossekuil) for approval. **MOTION CARRIED (5-0)**
2. Park Rental rates and dates were presented DPW Director Jeff Daane. He recommends that parks open as scheduled on April 1st, with a June 1st date for rentals. Recreation Director Rachel Kaminski discussed the rates for rental, which have been \$30 for residents and \$35 for non-residents, with McCune rentals at \$45 and \$50 because it includes the concessions area. Motion (Zonnefeld/Vossekuil) to approve a June 1st open date for park rentals, with fees to be finalized at the March meeting. **MOTION CARRIED (5-0)**
3. 2021 Waupun Family Aquatic Center dates, times, rates, swim lessons, and events.  
Recreation Director Rachel Kaminski and Dodge County YMCA Aquatics Director Drew Buteyn reported on plans, with contingency for COVID. This would involve a window with the pool opened from June 5-August 22. Buteyn will report back to the BPW next month.
4. 2021 Equipment Rates  
DPW Director Daane shared the equipment rental schedule for the coming year. Motion (Zonnefeld/Matoushek) to give approval to the proposed equipment rental rates for 2021. **MOTION CARRIED (5-0)**
5. Review 2022-2029 Street Plan  
Annually the long-range street plan is put together in cooperation between DPW Director Daane and Waupun Utilities, examining overlay in even years and major capitalized projects in odd numbered years. Motion (Heeringa/Mueller) to approve the plan for 2022-2029. **MOTION CARRIED (5-0)**
6. Transportation Utility Feasibility Discussion  
At the last Committee of the Whole meeting, there was a discussion on alternative funding opportunities to offset growing costs of operations. DPW Director Daane gave an overview on potential sources that could be available and methods used by other communities. After research, an examination has been made for a Transportation Utility, which utilizes a traffic count to determine assessment. An RFP has been put out for doing a feasibility study for analysis by city staff and then moved forward to the DPW a recommendation at the March meeting.

7. Recreation Update

Director Rachel Kaminski shared her recreation report. Plan is to open up March 1<sup>st</sup> for in-person programming with protective protocols in place. Response has been extremely positive from the community. Virtual programming will still be available for those who are not able or choose not to participate on an in-person level. Excel2BeWell has donated machines to the Senior Center to open up new positive options for our users. DPW Director Daane shared that a cleaning service will be handling cleaning, both prior to and after re-opening.

**ADJOURNMENT**

Motion (Heeringa/Matoushek) to adjourn the meeting of the BPW at 5:25PM. **MOTION CARRIED (5-0)**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gregg Zonnefeld", written over a horizontal line.

Gregg Zonnefeld, BPW Clerk



## AGENDA SUMMARY SHEET

**MEETING DATE:** 3/9/21

**TITLE:** Spring Cleanup dates

**AGENDA SECTION:** Consideration-Action

**PRESENTER:** Jeff Daane Director of Public Works

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe, Healthy and Sustainable Community		

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**ISSUE SUMMARY:**

Set Spring cleanup dates April 12<sup>th</sup> to May 3<sup>rd</sup> weather permitting. This is the week after bulk pickup.

**STAFF RECOMENDATION:**

**ATTACHMENTS:**

**MOTIONS FOR CONSIDERATION:**

1. Set spring cleanup dates April 12<sup>th</sup> to May 3<sup>rd</sup>.

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## CITY OF WAUPUN

### Yard Waste Pickup

The City of Waupun Department of Public Works will begin the spring yard waste pickup service on April 12, 2021 (weather permitting). This service is for the disposal of leaves, grass, garden waste, and branches that are generated from routine yard maintenance. **THIS SERVICE IS NOT FOR TREE REMOVAL OR LOT CLEARING. All yard waste must be at curbside by 7:00 a.m. on May 3, 2021**, when the Department of Public Works will make one final pass through the city. This service is for City of Waupun property owners only.

Please note the following guidelines:

Leaves and brush shall **not** be deposited on the street.

Leave grass clippings and leaves at the curbside loose. **Please Do Not Bag.**

Separate leaf piles and brush piles.

Branches shall not exceed 3 inches in diameter. (If possible keep all cut ends of branches facing the same way.)

No garbage, appliances, furniture, tires, etc.

No tree stumps or tree root systems will be collected.

The City will not collect any items not in compliance with the above guidelines. Thank you for your cooperation.

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## AGENDA SUMMARY SHEET

**MEETING DATE:** 3/9/21

**TITLE:** Transportation Utility and Street funding  
Feasibility RFP

**AGENDA SECTION:** Consideration-Action

**PRESENTER:** Jeff Daane Director of Public Works

DEPARMTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe, Healthy and Sustainable Community Excellence in Government	\$20,500 (Budgeted in 2021 adopted budget)	

### ISSUE SUMMARY:

At the February Board of Public Works meeting, staff provided a brief overview of capital project needs for the city over the next five to seven years. In addition to street improvements, the city's capital needs are extensive and include capital requirements to support upgrades and expansion of the senior center, city hall boiler, ladder truck, and storm water requirements (estimated costs range between \$17-20M). While staff are actively working to source grants and other funding options, we are projecting that meeting all identified requirements will outpace the City's debt capacity. The 2021 adopted City budget calls for examination of alternative revenue sources to address this issue. In February, staff provided a brief overview of a Transportation Utility (TU), which is an alternative revenue source being considered by municipalities across the state. The TU establishes fees for road maintenance costs and works similar to a storm water utility where user fees are charged and accrue to fund ongoing road maintenance expenditures in the City. The first step requires the City to complete a feasibility study and determine how a TU would be structured in the City. In February, an RFP was issued to identify a consultant to conduct a TU Feasibility Analysis. Two proposals were received, one from Ehlers and raSmith, and a second from Ruekert & Mielke. Staff conducted one-on-one interviews with both consultants, reviewed references, and is recommending selection of the Ehlers and raSmith proposal based on the following rationale:

1. Ehlers and raSmith are currently the leading experts in Wisconsin, working with municipalities to establish TUs. They bring a wealth of experience in advising the structure of and policy related to governing any Utility that may result from this work.
2. Ehlers and raSmith proposal prepares the City for implementation, whereas the Ruekert Mielke proposal would require a second round of consulting work and additional cost to achieve implementation readiness.
3. Ehlers is currently the city's designated Municipal Advisor and as such has a trusted working relationship with the City relative to financial planning and debt service issuance. Financial forecasts, including debt service obligation for future capital projects, will be included in the final presentation to the Council.

Authorizing this study does not mean that authorization is granted to implement a TU, but rather that the underlying work to examine feasibility of this type of Utility will be done so that needed data is available for decision making purposes. The process will involve public meetings and input prior to the council taking final action on creation of a TU.

### STAFF RECOMENDATION:

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Recommend to the Common Council the proposal from Ehlers and raSmith to conduct a Transportation Utility and Street Funding Feasibility Analysis.

**ATTACHMENTS:**

Ehlers and raSmith Transportation Utility and street funding feasibility analysis

Ruekert Mielke Proposal for Transportation Utility and Street Funding Feasibility Analysis

Copy of 2021-2029 Street Plan with Borrowing

**MOTIONS FOR CONSIDERATION:**

Motion to recommend to the Common Council for approval the proposal from Ehlers and raSmith to conduct a Transportation Utility and Street Funding Feasibility Analysis in an amount not to exceed \$20,500.

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FEBRUARY 23, 2021

PROPOSAL TO PROVIDE TRANSPORTATION UTILITY &  
STREET FUNDING FEASIBILITY ANALYSIS FOR:

# The City of Waupun, Wisconsin



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Ehlers & Associates, Inc.  
N21W23350 Ridgeview Parkway West, Suite 100  
Waukesha, Wisconsin

Municipal Advisor Registration Number: K0165  
SEC CIK Number: 0001604197

[ehlers-inc.com](http://ehlers-inc.com)

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## EHLERS ADVISORS:

**Jon Cameron, CIPMA**  
Senior Municipal Advisor  
[jcameron@ehlers-inc.com](mailto:jcameron@ehlers-inc.com)  
262-796-6179

**Brian Roemer**  
Municipal Advisor  
[broemer@ehlers-inc.com](mailto:broemer@ehlers-inc.com)  
262-796-6178

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**IMPORTANT NOTE:** EXCLUSIVE OF THE COVER PAGE AND THE TABLE OF CONTENTS, THE COMPLETE PROPOSAL RUNS FROM PAGE 3 TO 15 FOR A TOTAL OF 13 PAGES. WE DID INCLUDE AN OPTIONAL APPENDIX TO PROVIDE BRIEF OVERVIEWS OF FOR BOTH THE CONSULTANT AND SUBCONSULTANT.

February 23, 2021

Jeff Daane  
Director of Public Works  
City of Waupun  
201 E Main Street  
Waupun, WI 53963



**Re: Proposal to Provide a Transportation Utility & Street Funding Analysis**

Dear Mr. Daane,

We are pleased to present this proposal for a Transportation Utility and Street Funding Analysis to the City of Waupun. We believe our project team has the expertise and reputation, dedication to proactive client service, and a unique project approach that together provide a compelling relationship option for the City to consider.

The concept of a transportation utility is relatively new in Wisconsin and has no direct legislation to guide its creation or administration. As the City considers a consultant for this project, it is important to look for a firm that has the knowledge and experience to consider all aspects of the utility's feasibility. Doing so will help ensure that, if the City Council agrees to move forward with the creation of a transportation utility, it will possess as much knowledge as possible on the topic and be fully-equipped to implement a utility that is 1) fair to all customer classes, 2) developed with a rate setting methodology that is defensible, and 3) easy to understand and administer.

For this project, we have gathered a multi-disciplinary team to address all aspects of the feasibility analysis. Ehlers will serve the lead consulting Firm, with Jon Cameron as its overall project manager. Jon has over 15 years of experience in conducting utility rate studies, utility creation and feasibility studies. Jeff Mazanec of raSmith Engineers will provide technical support and has in-depth knowledge of transportation utilities. Jeff is an expert in leveraging Trip Generation as a means for developing a utility customer base and user rates. Ehlers' Brian Roemer and raSmith's Justin Schueler will provide analysis support and quality control. Collectively, we believe this is the most appropriate project team to fulfill the City's needs.

**We have provided brief firm overviews for each organization as an optional Appendix A to ensure compliance with the 15 page limit for this proposal submission.**

Thank you for including us in this RFP process. We appreciate your consideration and look forward to discussing how our project team can best serve the City of Waupun.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Jon P. Cameron'.

**Jon Cameron, CIPMA**  
Senior Municipal Advisor

A handwritten signature in blue ink, appearing to read 'Brian Roemer'.

**Brian Roemer**  
Municipal Advisor

## Qualifications of Consultant/Subconsultant

Creating a transportation utility requires a multi-disciplinary approach. The right project team for this type of study includes an engineering firm that is well versed in traffic generation analysis and understands the concept of Trip Generation and how it can and should be applied to different land use categories within the City. It also incorporates a consultant who fully understands the universal principals of utility rate setting and can apply those principals to a rate structure for Waupun that is fair, equitable and defensible. The City should expect a financial consultant who is a registered Municipal Advisor that will prepare “what-if” scenarios with and without a transportation utility, and examine the future projected impacts to the City’s General Obligation debt capacity and tax rate. We believe there is no other project team that has as much recent experience with transportation utilities as Ehlers and raSmith.

For the past 9+ months, the project team of Ehlers and raSmith have led the way in Wisconsin in performing transportation utility feasibility studies for both the Cities of Janesville and Clintonville. While other consulting firms have written on the subject and theorized about these utilities, our project team has been “in the trenches,” actually creating some of the first transportation utilities in Wisconsin. The Ehlers and raSmith project team has gained valuable experience with:

- » Helping to develop detailed parcel databases showing the number of Trips per parcel based on the Institute of Traffic Engineers (ITE) Trip Generation Manual.
- » Developing the revenue requirements and user rates.
- » Conducting analysis to show the impacts to property owners with and without a transportation utility.
- » Estimating future borrowing plans and tax impacts with and without a transportation utility.
- » Creating and assessing ideas on potential credit policies and policy impacts.
- » Facilitating discussions on implementing and administering these utilities.

## Ehlers' Relevant Projects & References

### CITY OF JANESVILLE, WISCONSIN

**PROJECT DATES:**

March 2020 - Present

**PROJECT CONTACT & REFERENCE:**

Paul Woodard  
Director of Public Works  
608-755-3160  
woodardp@ci.janesville.wi.us

**Transportation Feasibility Study**

**The City of Janesville hired the project team of Ehlers, raSmith** and Boardman Clark in 2020 to prepare a Feasibility Study for the Creation of a Transportation Utility. The feasibility analysis included the development of six different user rate scenarios under different transportation utility funding levels. It also included extensive Trip Generation sampling of non-residential parcels and the development of a preliminary database for residential and non-residential parcels. Our goal was to provide an accurate estimate of the total number of trips within the City. We then prepared an extensive debt modeling analysis to estimate the future tax rate for debt under a base level scenario assuming the City did not implement a transportation utility and six funding scenarios. Finally, we developed a summary analysis, scrutinizing the total estimated user fees, wheel tax and future tax rates for debt related to street rehabilitation for an average single-family home. This work was presented to the City Council in September, 2020 for initial feedback. The Council will be conducting more detailed workshops on the utility in January and February, 2021 with the goal of full implementation in 2022.

### CITY OF CLINTONVILLE, WISCONSIN

**PROJECT DATES:**

July 2020 - Present

**PROJECT CONTACT & REFERENCE:**

Sharon Eveland, City Administrator  
City of Clintonville  
715-823-7600  
seveland@clintonvillewi.org

**Transportation Utility Creation Study**

**In 2020, the City hired Ehlers and raSmith** to prepare a Transportation Utility Creation Study, which entailed preparing the database for all residential and non-residential parcels to estimate the total number of trips within the City. It also included the development of transportation utility user rates under two budget scenarios where we explored a) full funding of road costs (both operations and capital) through the transportation utility and b) partial funding of road costs from the utility and the remaining from the general fund. We prepared a future debt analysis, which projected the future tax rate for debt under four different borrowing scenarios; we looked at whether the utility is and is not created and whether or not the City would continue to receive grant funding for road projects. We presented to the City Council several times, updating them on the progress of the study. The City is currently working on developing a draft utility creation ordinance for consideration in 2021.



**CITY OF WISCONSIN RAPIDS, WISCONSIN****PROJECT DATES:**

February, 2021 - Present

**PROJECT CONTACT & REFERENCE:**

Joe Terry, P.E.  
Director of Public Works  
715-421-8255  
jterry@wirapids.org

**Transportation Utility Feasibility Study**

The City hired the project team of Ehlers and raSmith in early 2021 to explore the possibility of establishing a transportation utility. The City is wanting to evaluate a utility under a series of funding options. raSmith is working on establishing the parcel database based on the concept of Trip Generation and Ehlers is working on the utility rate calculations and running future debt models with and without a transportation utility to look current and future borrowing plans and impacts to specific properties of establishing the utility. The study will be concluded in spring, 2021.

**VILLAGE OF ELM GROVE, WISCONSIN****PROJECT DATES:**

February, 2021 - Present

**PROJECT CONTACT & REFERENCE:**

David De Angelis  
Village Manager  
262-782-6700  
ddeangelis@elmgrovwil.org

**Transportation Utility Feasibility Study**

The Village hired the project team of Ehlers and raSmith in early 2021 to explore the possibility of establishing a transportation utility. The Village is primarily looking to establish a Transportation Utility to cash fund street reconstruction projects within the Village. raSmith is creating the parcel database currently and Ehlers is working on the utility rate and cash flow analysis, as well as the comparison of funding through property taxes. The study will be concluded this spring.

## raSmith's Relevant Projects & References

### VILLAGE OF PEWAUKEE, WISCONSIN

**PROJECT CONTACT:**

Scott Gosse  
Village Administrator  
Village Hall  
235 Hickory Street  
Pewaukee, WI 53072  
(262) 691-5660  
sgosse@villageofpewaukee.com

**TRANSPORTATION USER CHARGE SYSTEM**

The Village hired raSmith in spring of 2020 to develop a trip-generation based transportation user charge system, including determination of assigned trips for each property in the Village. Determination of assigned trips was based on the property use and size or other scalar factor with consideration for other unique property use characteristics. The resulting transportation user fee (TUF) model supports evaluation of various rate structure and revenue generation goals. raSmith is also working with the Village to develop municipal code, policies and procedures to establish and administer the system. The functional model was completed in 2020; the Village is progressing towards full user charge system implementation in 2021. raSmith serves as the Village Engineer and will continue to work with the Village to administer the transportation user charge system after initial implementation.

### VILLAGE OF WINNECONNE, WISCONSIN

**PROJECT CONTACT:**

David Porter  
Village Administrator  
Village Hall  
30 S 1st Street  
Winneconne, WI 54986  
(920) 582-4381  
administrator@winneconnewi.gov

**WINNECONNE TUF MODEL DEVELOPMENT**

The Village of Winneconne hired raSmith in October of 2020 to develop a trip-generation based transportation user fund model to inform the Village Board of the impacts and benefits related to prospective implementation of a transportation utility. Prospective charges for each property in the Village were calculated based on property use and size or other scalar factors with consideration for other unique property use characteristics. The resulting TUF model supports evaluation of various rate structure and revenue generation goals as set by the Village. A first phase of the functional model was completed in 2020 and presented to the Village Board to support formal consideration of TUF implementation in 2021.

**PROJECT CONTACT:**

James Rabe, PE  
Director of Public Works  
City Hall  
215 Church Avenue  
Oshkosh, WI 54903  
(920) 236-5011  
jrabe@ci.oshkosh.wi.us

**TUF MODEL DEVELOPMENT**

The City of Oshkosh hired raSmith in December of 2020 to develop a city-wide trip-generation based transportation user fee (TUF) using trip-generation rates published in the Institute of Transportation Engineers Trip Generation Manual and relevant scalar data for each parcel. The purpose of the resulting TUF model is to provide a basis for evaluating various financial alternatives and determining the benefits and impacts of transportation utility implementation. Currently, this project is active with TUF model development in progress.

SECTION 3: PROPOSED TEAM & QUALIFICATIONS

## Proposed Team & Qualifications

Ehlers proposes the following professional services team to fulfill the City's needs:

### MUNICIPAL ADVISORS - EHLERS

**Jon Cameron, CIPMA**

Senior Municipal Advisor

**Project Manager**

*Primary Study Author & Lead Utility Analyst*

**Brian Roemer**

Municipal Advisor

**Project Support**

*Quality Control & Review*

### PROJECT ENGINEERS - RASMITH

**Justin Scheuler, P.E.**

Consultant

**Senior Traffic Engineer**

*ITE Trip Generation Rates*

**Jeff Mazanec, P. E.**

Senior Consultant

**Engineering Project Manager**

*Utility Parcel Database & TU Model*

Resumes detailing the education, experience and qualifications for all proposed staff members appear on the following pages.



### JON CAMERON, CIPMA

#### Senior Municipal Advisor

Jon is a Municipal Advisor on our Wisconsin City Team, advising local governments, public utilities and special districts on the design and implementation of custom financial solutions. Prior to joining Ehlers in 2013, Jon was an Economic Consultant with Municipal Economics and Planning, a Division of Ruekert/Mielke. He was also a founding member of Trilogy Consulting, LLC as a Principal and Senior Consultant. Clients rely on Jon for his ability to present complex analysis in an easy to understand format.

☎ (262) 796-6179    ✉ [jcameron@ehlers-inc.com](mailto:jcameron@ehlers-inc.com)

## AREAS OF EXPERTISE

### Debt Issuance & Management

Alternative Financing Options, Funding Sources, Plans & Tools  
General Obligation and Revenue Debt  
Environmental Improvement Fund Loans  
CDA/RDA Lease Revenue Bonds  
Special Assessment Bonds  
Refundings/Cash Defeasances  
Representation to Bond Market & Credit Rating Agencies  
Referendum Services

### Financial Management Planning

Capital Improvements Planning  
Project Feasibility Studies  
Financial Goals & Objectives Facilitation  
Project Impact Analysis  
Financial Management Plans  
Impact Fee Studies

### Economic Development & Redevelopment

Tax Increment District Creation & Amendment  
CDA/RDA Creation  
Developer Pro Forma Analysis  
Development Agreement Negotiation  
Developer Performance Evaluation  
Public Participation Process

### Special Financial Studies

Utility Rate Study/Analysis  
Fiscal Impact Study/Analysis  
Joint Service Studies  
Merger/Consolidation Studies

## LICENSES & CERTIFICATIONS

Certified Independent Professional Municipal Advisor  
Series 50 License: Municipal Advisor Representative

## PROFESSIONAL MEMBERSHIPS

Wisconsin City/County Management Association  
American Water Works Association - Wisconsin Chapter

## EDUCATION

Bachelor of Science - Criminal Justice  
University of Wisconsin, Milwaukee  
Master of Public Administration  
University of Wisconsin, Milwaukee

## COMMUNITY INVOLVEMENT

**Sussex Jr. Chargers Baseball** - Coach/Volunteer  
**Boy Scouts of America** - Cub Scout Leaders, Pack 175  
**Local Church** - Member/Volunteer



## BRIAN ROEMER

### Municipal Advisor

Brian began his career at Ehlers initially as an intern and worked as a Financial Specialist before being promoted to Municipal Advisor. Before joining the firm, he worked in the financial services industry for five years. Brian is currently working towards his Master of Business Administration with a concentration in Finance at the University of Wisconsin, Milwaukee. Brian has amassed strong experience in utility rate studies, cash flow analysis and financial management planning.

☎ (262) 796-6178    ✉ [broemer@ehlers-inc.com](mailto:broemer@ehlers-inc.com)

## AREAS OF EXPERTISE

### Debt Issuance & Management

Debt Planning & Structure  
Issuance  
Paying Agent Services  
Continuing Disclosures

### Financial Management Planning

Capital Improvements Planning  
Project Feasibility Studies  
Financial Goals & Objectives Facilitation  
Project Impact Analysis  
Financial Management Plans  
Impact Fee Studies

### Economic Development & Redevelopment

Tax Increment District Creation & Amendment  
Developer Pro Forma Analysis  
Development Agreement Negotiation  
Developer Performance Evaluation  
Public Participation Process

### Special Studies

Utility Rate Study/Analysis  
Fiscal Impact Study/Analysis  
Joint Service Studies  
Merger/Consolidation Studies

## LICENSES & CERTIFICATIONS

Series 50 License: Municipal Advisor Representative

## PROFESSIONAL MEMBERSHIPS

American Water Works Association - Wisconsin Chapter

## EDUCATION

Bachelor of Science - Aeronautics, Aviation Science/Aviation Management, Minor in Air Traffic Control  
St. Louis University

## NOTABLE PROJECTS

**Village of Darien, Wisconsin** - Water rate study including an analysis to request a lower than required rate of return to alleviate the burden on ratepayers while proving fiscal sustainability and aid with water loss control plan

**Greenville, Wisconsin Fire Station** - Fire Station needed to keep up with community's growth and features a proper decontamination area so that as responders are exposed to carcinogens and blood borne pathogens, they have a proper decontamination facility

## Jeff M. Mazanec, P.E. Senior Consultant



### Education

B.S. Civil Engineering, UW-Platteville,  
Platteville, WI, 1978

### Professional Registrations

Professional Engineer: Wisconsin, Michigan

### Awards/Honors

William J. Rheinfrank Award, APWA  
Wisconsin Chapter, 2017  
Outstanding Alumni Chapter Award – UW-  
Platteville College of EMS, 2015  
John W. Curtis Chapter Service Award,  
APWA Wisconsin Chapter 2005  
Friends of the Fox 2012 Visionary Award,  
2012  
President's Award, Appleton Downtown  
Incorporated, 2003

### Presentations

Numerous presentations covering a variety  
of engineering, stormwater and  
management issues to professional  
organizations and conferences nationwide.

### Professional Affiliations

American Public Works Association, WI  
Chapter: Life Member; Past President,  
Communications Chair 2010-Present  
Fox-Wolf Watershed Alliance: Watershed  
Conference Committee 2001–Present;  
Director 2000–2007, President 2006  
Northeast Wisconsin Storm Water  
Consortium: Municipal Committee 2011-  
Present  
College of Engineering, Mathematics and  
Science Advisory Board: UW-Platteville:  
Member 1993–Present; Chair 2001-2002  
Green Bay Area Chamber of Commerce  
Public Policy Council 2003-Present  
American Society of Civil Engineers –  
Wisconsin: Member 1976–Present

Jeff has more than 42 years of consulting engineer experience serving state, county and municipal clients throughout Wisconsin and beyond. His experience includes the management of projects and programs, as well as office and regional client management responsibilities. Jeff's project experience includes municipal, water and wastewater, water resources, transportation, and solid waste and environmental engineering services from planning through design and construction phases for public and private clients. He has held key leadership positions in several private and professional organizations within the public works and engineering industry, all with a strong focus on effective communication and team collaboration.

The following transportation user fee (TUF) development projects represent Jeff's prior and ongoing local project experience with the technology or skills required for this project.

### Project Experience

**Village of Pewaukee Transportation Utility Study:** Responsible for the development of a village-wide TUF model as the basis for a pending transportation utility formation in 2021. The TUF model addresses all properties in the Village and addresses unique situations related to seasonal use properties and properties served by non-Village streets.

**Village of Winneconne TUF Study:** Project manager responsible for development of a village-wide TUF model as the basis for a pending transportation utility formation in 2021. The TUF model addresses all properties in the Village, including unique situations related to seasonal use and special use properties.

**Janesville Transportation Utility Feasibility Study:** As part of the Ehlers & Associates team, responsible for development of a city-wide TUF model to assign trips to all properties in the City of Janesville as the basis for a pending transportation utility formation in 2021.

**Clintonville Transportation Utility Feasibility Study:** As part of the Ehlers & Associates team, responsible for development of a city-wide TUF model to assign trips to all properties in the City of Janesville as the basis for a pending transportation utility formation in 2021. Includes assignment of reduction factors and mapping of utility billing accounts to properties citywide.

**Transportation Utility Formation, Village of North Fond du Lac:** Project manager for the development of a functional transportation utility in the Village. As developed, user charges applied to all developed properties in the Village would fund the entire transportation infrastructure system. The trip-generation based TUF model was based on average weekday trip generation rates published by the Institute of Transportation Engineers for each specific land use. An additional heavy truck impact cost factor was also included in the rate structure. Several public information meetings and meetings with representatives of key Village properties and businesses were held. Upon completion in 2003, the transportation utility was not implemented in favor of instead forming a stormwater utility.

**raSmith**  
CREATIVITY BEYOND ENGINEERING



## Justin Schueler, P.E.

### Project Manager



#### Education

M.S. Civil & Environmental Engineering,  
Marquette University, 2014  
B.S. Civil & Environmental Engineering,  
Marquette University, 2008

#### Professional Registrations

Professional Engineer: Wisconsin, 2013,  
#42810-6  
WisDOT SE Region Certified TIA  
Preparer

#### Professional Affiliations

Institute of Transportation Engineers  
(ITE), Affiliate Member, Section  
Meeting Planning Committee,  
Midwest District Conference Planning  
Committee, 2013 & 2017  
Marquette University, Senior Design  
Mentor, 2008 to present

#### Awards

2012 – ITE Martin Bruening Technical  
Paper Award  
2017 – ITE Wisconsin Ken Voigt Young  
Member Award

Justin has 12 years of traffic engineering experience. His primary responsibilities include operational analysis, traffic studies, access and circulation evaluation, parking evaluation, pedestrian/bicycle evaluation, and safety assessment. He has served as the project task lead on many corridor, reasonable access, and traffic studies. Justin has experience with Synchro, Sidra, and HCS traffic analysis software and is very familiar with nationally published traffic manuals including ITE's Trip Generation Manual and FHWA's Manual on Uniform Traffic Control Devices.

#### Project Experience

**Traffic Support Services, WISDOT SE Region, 2011 to 2013:** Justin worked on-site part-time at WisDOT's Southeast Region in their traffic operations section. His responsibilities included reviewing traffic impact studies submitted to WisDOT by private developers, performing traffic analysis for intersection control alternatives, analyzing work zone traffic operations, and other traffic analysis.

**Woodman's Markets Trip Study, Wisconsin/Illinois, 2016:** Justin conducted a large-scale, trip-generation study for Woodman's Markets to establish local trip rates for the unique land use. The study included data collection/processing and rate calculations at six existing stores following procedures outlined in the ITE Trip Generation Manual Handbook. Results of this study have been used successfully in subsequent Woodman's traffic impact studies.

**Transportation User Fee (TUF) Model Development, 2020:** Justin assisted in selecting and applying appropriate ITE Trip Generation Manual land uses, independent variables, and trip generation rates as part of TUF model development in the Village of Pewaukee, City of Clintonville, and City of Janesville.

#### Traffic Studies

Justin has completed traffic impact and/or trip-generation studies for hundreds of developments in Wisconsin and nationally. These studies estimate development traffic, identify potential impacts to the public roadway system, and recommend mitigation measures where needed. A selection of these studies include:

#### Traffic Impact Study

- Hendricks Commercial Development, Delafield
- Westlawn Neighborhood Redevelopment, Milwaukee
- Falls at Pike Creek Apartments, Kenosha
- Walmart Supercenter, South Milwaukee, Greenfield, Delafield, Green Bay
- Titledown Mixed-Use Development, Green Bay
- Germantown Business Park, Washington County
- Shopping mall redevelopments, various locations (WI, IL, MN, OH)

#### Trip-Generation Assessment

- Kwik Trip, Waukesha, West Bend
- U-Haul, Kenosha
- Sendiks Fresh2Go, Hales Corners
- Forest Ridge Elementary School, Oak Creek
- Portillo's Restaurants, (WI, IL, IN)
- Senior Living Facilities, (WI, TX, PA)



## Project Approach

While the factors impacting a Transportation Utility Analysis are unique, our approach to this work mirrors the process of creating a stormwater or any other utility. Ehlers and its project partners will:

- » Collaborate with the City to determine revenue needs
- » Define & quantify appropriate billable units
- » Create an equitable rate structure while defining policies & practices for implementation

We propose to complete the study as follows:

### Step 1: Project Kickoff Meeting

The project team will discuss the following with City staff:

- » Information needs & timing for receiving requested data
- » Desired project timeline including identification of all major project milestones
- » Initial thoughts on transportation utility rate methods, including fairness, defensibility, ease of administration & understanding
- » Ideation on the type & extent of costs recovered via a transportation utility
- » Costs beyond City street rehabilitation program to be recovered via the Utility
  - Debt financing vs. cash financing for program needs
- » Legality of creating a transportation utility in Wisconsin
- » Potential marketing plan for the transportation utility and consideration of briefing or education sessions with elected officials, citizen groups & other interested parties
- » Show examples of related previous work & discuss desired structure/format for final presentation

After this meeting, the project team will develop a detailed project timeline including the identification of all major milestones and project deliverables. This will be completed within a week of the meeting.

### Step 2: Information Gathering

The project team will request and gather the following information:

- » Further history on the street rehabilitation program, including actual previous year costs & current year budgeted costs
- » Actual revenues for general transportation aids from the past three years
- » Debt service schedules for actual debt issued for street rehabilitation work in previous years to be supported by the transportation utility (if applicable)
- » The City's special assessment policy and understanding of future special assessment projects for roads in the City's Capital Improvement Budget



## SECTION 4: PROJECT APPROACH

- » Past three years of historical expenses and current year budget for all transportation related operational costs within the City
- » Development of database items for transportation utility:
  - Current property tax roll for the City
  - Available information on land/property use, business name & structure sizes or dimensions

### **Step 3: Develop Revenue Requirements for the Transportation Utility**

The project team will collaborate with City staff to identify the annual costs to be recovered by the transportation utility. It is possible that multiple revenue requirements could be developed for further analysis depending on the costs the City desires to fund via the utility.

### **Step 4: Develop Alternative Rate Structures for the Feasibility Analysis**

We will identify alternative rate structures for further analysis.

- » Potential rate structures will be evaluated based on:
  - Fairness
  - Equity to all customer classes
  - Ease of administration & understanding

We will conduct a proportionality test for any potential rate structure, evaluating estimated revenues received under user charges. This will compare to revenues received under property tax collection by property classification (i.e. residential, commercial, industrial).

We anticipate that rate structures chosen for further analysis will be fully or partially based upon trip generation as the method for equitably allocating costs to different land use classes, but may also involve a fixed charge as part of the rate structure.

### **Step 5: Conduct Feasibility Analysis for Chosen Rate Structures**

Based on a preliminary review of the properties in the City of Waupun, we anticipate evaluating approximately 3,400 properties with approximately 1,900 of those being residential with the remaining non-residential. for current use characteristics and assigning their respective TRIP generation rates to populate a functional user fee model. For the rate structures selected for further analysis, we will then complete a feasibility analysis to show the preliminary user rates (based on the defined revenue requirements for the utility) and how those rates would apply to sample City residential and non-residential properties.

The feasibility analysis will also include a comparison of what sample customers would pay for transportation related services under property taxes versus the utility, as well as a proportionality test showing the distribution of payment between customer classes under property taxes versus the utility.

### Step 6: Implementation & Administration Analysis

Our project team will develop recommendations and a tentative timeline for implementation of the utility. They will include suggested items for the ordinance governing the utility, billing practices, potential credit policies and other issues the City may consider with utility implementation.

### Step 7: Study Report & Project Deliverables

The project team will create a final report that includes:

- » A PowerPoint presentation to the City Council with a summary of the study methodology and results
- » Identification of the revenue requirements for the utility & rate methodologies identified for analysis
- » Analysis showing development of the customer database, trip generation methods (if a chosen method) & detailed user rate calculations
- » Development of preliminary user rates within each scenario for sample customers
- » All supporting data & analysis

## Proposed Project Schedule

Task	Start Date	End Date
Project Kick-Off Meeting	Week of 4/1/21	
Information Gathering	4/1/21	4/5/21
Revenue Requirement Development	4/8/21	4/19/21
Feasibility Analysis Model Development	4/22/21	5/26/21
Rate Structure & Feasibility Analysis	5/22/21	6/9/21
Implementation & Administration Analysis	6/12/21	6/16/21
Study Report Delivery	6/12/21	6/23/21
City Council Meeting	6/26/21	6/26/21

## Background & Organization

### BUILDING COMMUNITIES. IT'S WHAT WE DO.

Ehlers helps public sector clients build outstanding places to live, work, learn and play by delivering focused, fully-integrated municipal financial advisory services. We build strong, long-lasting client relationships - working directly and collaboratively with your staff - to complete projects and drive initiatives forward. We leverage decades of industry experience, deep market and community knowledge, and our unique team-based approach to successfully guide clients through all facets of public finance.

#### Our primary services include:

- » Financial Management Planning
- » Economic Development & Redevelopment
- » Arbitrage Consulting
- » Paying Agent Services
- » Debt Planning & Issuance
- » Investments & Treasury Management
- » Continuing Disclosure

**Founded in Minnesota in 1955**, Ehlers consists of more than 85 advisors, financial specialists, analysts and client support staff. We are an S-Corporation, 100% employee-owned by all staff members with at least one year of service. Specific to the City's needs, we are staffed and certified as follows:

<b>37</b>	<b>Advisors &amp; Financial Specialists</b> (28 registered MAs)	<b>5</b>	<b>Bond Marketing &amp; Sales Specialists</b>
<b>4</b>	<b>Senior Financial Analysts</b> (4 registered MAs)	<b>3</b>	<b>Senior Arbitrage Consultants</b>
<b>10</b>	<b>Senior Public &amp; Public Finance Analysts</b>	<b>4</b>	<b>Registered Investment Advisors</b>

Our firm and each of its municipal advisors are registered with the Securities and Exchange Commission and the Municipal Securities Rulemaking Board, meet all professional testing standards as well as continuing education requirements. **Our registration credentials are located on the cover page of this proposal.**

Ehlers' advisors assigned to this prospective engagement have over 20 years' combined advisory and public sector experience, with a strong focus on Utility Rate Studies.

**Today, Ehlers serves more than 1,500 public sector clients across five states. We do not represent developers, investors, broker-dealers or any private sector clientele.**

## Corporate Overview

raSmith is a multi-disciplinary consulting firm comprising civil engineers, structural engineers, land surveyors, development managers, landscape architects and ecologists.

Our services are focused on our public and private sector clients' needs in design and construction including land development, site planning and design, structural engineering, municipal engineering, transportation and

traffic, surveying, construction services and geographic information systems (GIS). We work on projects nationwide from our seven locations in Wisconsin, Illinois and California.

raSmith was founded in 1978 by the current owner and CEO, Richard A. Smith, M.S., P.E. Richard A. Smith Jr., P.E., (Ricky) leads the firm as president. The firm employs a staff of 210.



## Office Locations

### Brookfield, Wisconsin

16745 West Bluemound Road  
Brookfield, WI 53005-5938  
(262) 781-1000

### Milwaukee, Wisconsin

221 South 2nd Street, Suite 100  
Milwaukee, WI 53204-1412  
(262) 781-1000

### Appleton, Wisconsin

100 West Lawrence Street, Suite 412  
Appleton, WI 54911-5754  
(920) 731-3499

### Madison, Wisconsin

4001 Felland Road, Suite 108  
Madison, WI 53718-6459  
(608) 467-3034

### Cedarburg, Wisconsin

W62 N588 Washington Avenue, Suite 201  
Cedarburg, WI 53012-2074  
(262) 781-1000

### Naperville (Chicago), Illinois

1245 East Diehl Road, Suite 102  
Naperville, IL 60563-4816  
(630) 405-5722

### Irvine, California

8911 Research Drive  
Irvine, CA 92618-4237  
(949) 872-2378





February 23, 2021

Jeff Daane  
Director of Public Works  
City of Waupun  
201 E Main Street  
Waupun, WI 53963

**Re: Proposed Fees to Provide a Transportation Utility Fee & Street Funding Analysis**

Dear Mr. Daane,

Thank you for considering Ehlers and its sub-consultant raSmith to serve as your advisors in conducting a Transportation Utility Fee and Street Funding Analysis for the City of Waupun. We appreciate this opportunity.

**Ehlers' proposed fee for this service shall not exceed \$20,500.** This fee includes any and all reimbursable expenses incurred by Ehlers or raSmith in conjunction with the project.

Our project team is available to commence work with the City on April 1, 2021. Based on the schedule presented on page 16 of our proposal, we anticipate a 12-week project timeframe, with delivery of the final report slated for late June.

If you have any questions, please don't hesitate to reach out to us using the contact information provided below.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Jon P. Cameron'.

**Jon Cameron, CIPMA**  
Senior Municipal Advisor  
jcameron@ehlers-inc.com  
262-796-6179

A handwritten signature in blue ink, appearing to read 'Brian Roemer'.

**Brian Roemer**  
Municipal Advisor  
broemer@ehlers-inc.com  
262-796-6178

# CITY OF WAUPUN



## Proposal for Transportation Utility and Street Funding Feasibility Analysis

February 23, 2021



February 23, 2021

Jeff Daane  
Director of Public Works  
City of Waupun  
201 E Main Street  
Waupun, WI 53963

Re: Request for Proposals: Transportation Utility and Street Funding Feasibility Analysis

Dear Mr. Daane:

Ruekert & Mielke, Inc. (R/M) appreciates the opportunity offer assistance to help the City of Waupun make the best financial decision regarding how to fund the \$15 million in new capital needs outlined in its five-year capital improvement plan.

R/M is a 100% employee-owned corporation that has been in business for 75 years and offers the City the following:

**Experience with Transportation Utilities** – R/M conducted a transportation utility feasibility study for the City of Oconomowoc, and is currently helping the City of Columbus create and implement one.

**Full-Service Consulting** – R/M offers services for all the City's needs, from GIS to capital improvement planning to financial services. We can help you get the most out of the City's dollar.

**Public Education** – Included in our large list of capabilities is public education. R/M is well-versed in communicating complex funding methods and challenges with communities.

R/M acknowledges that the City wants to understand all of its funding options both qualitatively and quantitatively. We propose to create a report to meet the criteria under the Study Objectives and Scope of Work in the City's Request for Proposal. We will also participate in the meetings described in the Request for Proposal. As the following pages attest, we are well qualified to present the City with these products.

We are excited to offer our services on this project. If there are any questions regarding the information in this proposal, please do not hesitate to contact us directly at [emaxwell@ruekert-mielke.com](mailto:emaxwell@ruekert-mielke.com) or 608.819.2600.

RUEKERT & MIELKE, INC.



Edward Maxwell, MBA  
Project Manager  
[emaxwell@ruekert-mielke.com](mailto:emaxwell@ruekert-mielke.com)  
p: 608.819.2600  
c: 262.953.4162  
f: 262.542.5631

RUEKERT & MIELKE, INC.



Jason Lietha, P.E.  
Vice President/Office Manager  
[jlietha@ruekert-mielke.com](mailto:jlietha@ruekert-mielke.com)  
p: 608.819.2600  
f: 262.542.5631

# KEY DIFFERENTIATORS



## EXPERIENCE WITH TRANSPORTATION UTILITIES

Developing a Utility Fee requires extensive experience with rate setting and regulatory agencies.

**R/M conducted a transportation utility feasibility study** for the City of Oconomowoc, and is **currently helping the City of Columbus create and implement** one.



## PUBLIC EDUCATION

New fees can cause push back from the public. The City will need a firm that has experience communicating with community stakeholders clearly and respectfully.

Included in our large list of capabilities is public education. **R/M is well-versed in communicating complex funding methods and challenges with communities.**



## FULL-SERVICE CONSULTING

A Transportation Utility Fee can be challenging. Without knowledge in various areas of engineering, it is difficult to determine how effective a Utility Fee will actually be.

**R/M brings a breadth and depth of municipal expertise and services to the City.** From construction and design work to the financial services, we can help you get the most out of the City's dollar.

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# INTRODUCTION STATEMENT

R/M offers finance, engineering, regulatory, accounting, GIS, and more within our service experiences. **This combination affords clients unique opportunities to create cost-saving measures and develop wholistic solutions.** In the case of Waupun, R/M can provide a detailed report the City needs to plan funding for its transportation infrastructure.

Currently, **R/M is working with the City of Columbus to implement a transportation utility.** R/M is designing a rate structure based primarily on trip generation and is using GIS data to identify the most applicable land-use category for each non-residential parcel within the City. R/M is also drafting an ordinance that includes exemptions and exceptions. R/M has provided the City with resources to educate the public on its website, drafted and sent a letter explaining transportation utilities to residents, and is running public information meetings.

**R/M crafted a model for the Village of Bonduel that forecasts the next 20 years for the municipality and the water and sewer utilities, including funding for the capital improvement projects that R/M helped the Village prioritize.** This model provides decision makers with the financial insight needed to chart the Village's future. Few firms can couple elaborate financial modeling with deep knowledge of capital improvement planning.

Given R/M's extensive experience with regulatory agencies such as the Public Service Commission (PSC) and the Department of Natural Resources (DNR), **R/M can recommend rate structures and credit policies that hit the mark for being both defensible and equitable.**

Besides designing rates for dozens of utilities, R/M has filed numerous documents with the PSC and DNR to satisfy regulatory requirements, including annual reports on the high-profile water diversion that the DNR granted to the City of Racine. R/M has won contested cases for clients before the PSC, and a member of the team for Wisconsin Rapids has written testimony for contested cases on multiple occasions.

**R/M is well prepared to educate the public about this relatively new concept.** From special assessments to impact fee studies, R/M has presented in public hearings and fielded tough questions from concerned citizens, so R/M is skilled at explaining challenging ideas before crowds.

Finally, R/M knows how to give municipalities the information they need to create utilities. Partnering with municipal staff, R/M has written reports that merge the community's values and priorities with our rigorous financial analysis and regulatory knowledge. **R/M has produced reports and financial models for the City of Oconomowoc on transportation utilities and for the City of Watertown on storm water utilities.**

# BACKGROUND AND ORGANIZATION

## OUR ROLE AS YOUR ENGINEER & FINANCE CONSULTANT

**R**uekert & Mielke, Inc. established its roots in 1946. Since then we have become a local leader by helping municipalities achieve balance with fiscal responsibilities, infrastructure to support daily life and the extras that make a community a desirable place to live. Our goal is to create long-term client relationships through personalized service and tailored solutions that save your community both time and money.

We offer:

- Municipal Engineering
- Construction Review and Survey
- Asset Management
- SCADA
- Environmental Services
- Financial Services
- Water and Wastewater
- GIS

Plus multiple other specialty services to complete your team.



Dedication, energy, and a tested approach has gone hand-in-hand with our ability to deliver your projects on-time and on-budget. Teamwork is what we're about in and outside of the office. It's because we firmly believe in working with you and not just for you.

This collaborative thinking is what helps us give you the best results through the right specialists and team leaders.



For more than 70 years, our reputation has continued to grow. Our offices are within driving distance of our clients and we take pride in the personal attention we can offer since our employees live, work, and play in local communities.



### WAUKESHA, WI

W233 N2080 Ridgeview Parkway  
Waukesha, WI 53188  
262.542.5733

### MADISON, WI

4001 Nakoosa Trail, Suite 200  
Madison, WI 53714  
608.819.2600

### GREEN BAY, WI

1400 Lombardi Ave, Suite 101S  
Green Bay, WI 54304  
920.876.6382

### KENOSHA, WI

6905 Green Bay Road, Suite 204  
Kenosha, WI 53142  
262.953.2650

## CITY OF OCONOMOWOC, WI



## VILLAGE OF BONDUEL, WI



### TRANSPORTATION UTILITY FEASIBILITY STUDY

R/M created a transportation utility feasibility study for the City of Oconomowoc. By partnering with the mayor and City staff, R/M was able to align the study with the values and priorities of the community.

Based on the work R/M's engineers had done to build a Pavement Management System for the City, R/M was able to provide insight into the estimated costs that needed to be funded by a transportation utility. R/M made a financial model to determine a fee based on average number of trips for land-use category.

R/M developed a report to explain the transportation-utility concept and provide examples of the financial impact on specific parcels.

#### SERVICES

- Transportation Utility Study
- Pavement Management
- Financial Modeling

#### PROJECT TEAM

- Stan Sugden, P.E.
- Bill Mielke, P.E.

#### CLIENT CONTACT

Mark Frye  
Director of Public Works  
City of Oconomowoc  
174 E Wisconsin Ave  
Oconomowoc, WI 53066  
262.569.2184  
mfrye@oconomowoc-wi.gov

### DYNAMIC FINANCIAL MODEL AND 20-YEAR CIP

To help the Village of Bonduel plot its course for its financial future, R/M built a dynamic financial model that forecast operations and maintenance expenses, cash flow, debt, and revenue for the municipality, the sewer utility, and the water utility.

The model incorporated a 20-year capital improvement plan for all three entities that R/M engineering created for the Village. This plan included a comprehensive plan for road work. R/M worked with Village staff and the board to create this model that could easily be updated.

The CIP was first created in 2009 and was updated again in 2014. A third 2020 update is being finalized this year.

#### SERVICES

- Financial Modeling
- Capital Improvement Planning
- Plan Updates

#### PROJECT TEAM

- Ed Maxwell, MBA
- Kevin Wagner, P.E.

#### CLIENT CONTACT

Barb Wickman  
Village Board Member  
Village of Bonduel  
117 W Green Bay St  
Bonduel, WI 54107  
715.758.2402  
villagehall@villageofbonduel.com





## SERVICES

- Water Demand Forecasting
- Contested Case Strategy and Expert Testimony

## PROJECT TEAM

- Ed Maxwell, MBA
- David A. Sheard, P.E.

## CLIENT CONTACT

Glen Morrow  
City Engineer/Director of  
Public Works  
Franklin Water Utility  
9229 West Loomis Road  
Franklin, WI 53135  
414.425.7500  
gmorrow@franklinwi.gov

## FRANKLIN/OAK CREEK WATER UTILITY CONTESTED PSC CASE

Striving to keep water rates down for the City of Franklin, R/M supported the City when it intervened in its wholesale water supplier's construction authorization case. Partnering with City staff and the City's attorney, R/M provided financial analysis and submitted oral and written expert testimony before the Public Service Commission in this complex contested case over the course of several years.

In 2015, the Oak Creek Water Utility applied for approval from the Wisconsin Public Service Commission to upgrade its water treatment plant and add ultraviolet disinfection. Its wholesale customer, the Franklin Water Utility, intervened, arguing that the upgrade was unnecessary. R/M worked on behalf of Franklin through a complex proceeding that lasted more than two and a half years. We reviewed Oak Creek's plans and demand forecasts, evaluated statutory criteria for project approval, and submitted oral and written expert testimony.

## PROJECT HIGHLIGHT

The PSC has recently started interpreting construction approval regulations more narrowly. As part of the contested proceeding between Franklin and Oak Creek, R/M thoroughly understands how the PSC interprets its authority and how that interpretation may evolve in the future. Ultimately, the PSC sided with our client and denied the construction authorization.



## SERVICES

- Total Maximum Daily Load (TMDL) Master Planning
- Sustainable Design for Stormwater Management Facilities
- Stormwater Quality Modeling
- Floodplain Modeling
- Stormwater Utility Development

## PROJECT TEAM

- Ed Maxwell, MBA
- Steven C. Wurster, P.E., CPSWQ
- Terrence R. Tavera, P.E., CFM, CPESC
- Michael T. Hallada, CISEC

## CLIENT CONTACT

Jaynellen Holloway  
City Engineer  
City of Watertown  
920.262.4050  
jaynellenh@  
CityofWatertown.org

## STORMWATER MANAGEMENT MASTER PLAN AND UTILITY FEASIBILITY

R/M assisted the City of Watertown in obtaining three grants for water resources master planning. The City was funded through the Wisconsin Department of Natural Resources Urban Non-Point Source program in the amount of \$100,000 for completion of an initial city-wide stormwater management plan, \$33,000 for a stormwater utility feasibility study, and \$42,000 to develop and recommend a plan to comply with the pollutant allocations found in the Rock River TMDL Load Report.

As part of the long-term plan to address TSS and total phosphorus in the MS4, the team took a pollutant trading approach, where the City would offset pollutant loading with management measures in the upstream watershed. Surveys revealed a list of over 150 project sites with guidance on available best management practices that could be implemented.

The project included:

1. An inventory of existing conditions and system infrastructure.
2. Hydrologic/hydraulic flooding analysis for both existing and future conditions.
3. Analysis of current and future pollutant loadings using WinSLAMM.
4. Development and cost projection of a recommended stormwater management plan.

The stormwater utility study included:

1. Preparation of a stormwater needs assessment and estimated utility budget.
2. Estimation of the total number of Equivalent Runoff Units (ERUs) citywide.
3. Development and evaluation of proposed user charge structures.
4. Preparation and discussion of policy papers for each of the policy issues involved with creating a new utility.
5. An assessment of the financial, administrative, and political feasibility of a stormwater utility for the City of Watertown.

## PROJECT HIGHLIGHTS

The initial two studies involved the formation of a 20-member stakeholder advisory committee consisting of elected officials, municipal staff, concerned citizens, environmental groups, Wisconsin Department of Natural Resources representatives, local business owners, and non-profit organization representatives. Watertown's Stormwater Utility currently generates more than \$1,000,000 per year in funds that are exclusively dedicated to stormwater projects. R/M has performed several rate updates since the utility creation.





# TEAM MEMBERS



## **JASON LIETHA, P.E.**

Vice President/Engineer  
Principal-in-Charge  
*Madison Office*

Jason Lietha is assisting in implementing a transportation utility in the City of Columbus, where he serves as the City Engineer. Jason has provided communities throughout Wisconsin with street and utility design, construction management, comprehensive capital improvement planning, and asset management. Working closely with municipal staff, Jason was the lead designer for street reconstruction and rehabilitation projects, including WisDOT compliance design and special assessments. His experience in pavement management and asset management helps him bring a community-wide approach to municipal infrastructure planning, CIP development, and pavement management.



## **ED MAXWELL, M.B.A., M.ED.**

Economic Consultant  
Project Manager  
*Madison Office*

Since joining R/M, Ed Maxwell has managed dozens of projects. He is currently the project manager for implementing a transportation utility in the City of Columbus. Additionally, Ed crafted rates for multiple utilities and advised storm water utilities on how to improve their credit policies. He applies for grants on behalf of clients to fund needed infrastructure projects. He prepares numerous filings for the PSC and DNR. Working with engineers, he created financial a model that incorporated capital improvement plans and debt financing for both municipalities and utilities on behalf of the Village of Bonduel. He regularly presents to municipal and utility boards, at public hearings, seminars, webinars, and at trade shows.

Prior to joining R/M, Ed earned his MBA in finance and investment banking from the Wisconsin School of Business. While in school, he presented his financial analysis to executives on live projects at American Family Insurance and Starbucks. After graduating, he created complex analytic models while in corporate finance to value projects and inform decision making for firms such as Lands' End and Springs Window Fashions.

Ed will create the financial model and write the report.



## **BRIDGOT GYSBERS**

Economic Consultant  
Team Member  
*Madison Office*

Bridgot Gysbers brings 16+ years of experience in utility rate-making, including involvement with most complex investor-owned rate cases, in energy, gas, water, and sewer utilities. She was the PSC staff expert witness in several municipal and investor-owned rate proceedings, which included sponsoring testimony, and drafted the decision matrix and briefing memorandum along with the Commission Final Order and Decision. She also worked directly with other regulatory agencies such as the Department of Natural Resources (DNR) and Department of Revenue on various issues.

With R/M, Bridgot uses her background and incorporates that knowledge in her projects. She works on municipal projects related to transportation utility fees, impact fees, and special assessments while utilizing her past knowledge of regulatory policies to assist municipalities with filing requirements.

Bridgot will assist Ed in creating the financial model and writing the report. The two work closely together on all finance-related projects.



## JASON P. LIETHA, P.E.

VICE PRESIDENT/TEAM LEADER

*Jason has been involved in project management, site development, and municipal engineering since 1998. Jason's experience includes site design, roadway design, storm water and storm water management plan experience, storm sewer design, sanitary sewer collection and lift station experience, water main, bike/pedestrian trails, master planning, dam reconstruction, residential subdivision review and approval, planning, and grants.*

### CONTACT

608.819.2600  
jlietha@ruekert-mielke.com  
Madison

### EDUCATION

- B.S. Civil Engineering  
– University of Wisconsin,  
Platteville

### REGISTRATIONS & AFFILIATIONS

- Professional Engineer – WI, MN
- American Society of Civil Engineers
- American Public Works Association
- Plan Review Committee - The American Center
- Safe Routes to School - Task Force Leader
- Plan Commission - City of Columbus

20+

» years «  
experience

### EXPERIENCE

#### Village Engineer – Oregon, WI

Jason has served as the Village Engineer since 2013. His duties include:

- Development review support
- Overall municipal project management
- Capital project planning
- Project design
- Municipal development review
- Construction administration
- Preparation of studies
- Implementation

His typical projects include streets, storm sewer, storm water management, private development oversight, sanitary sewer, grant procurement, and overall engineering assistance.

#### City Engineer – Columbus, WI

Jason has served as the City Engineer since 2006. His typical projects have included streets, storm sewer, storm water management, private development oversight, sanitary sewer, ordinance revision, grant procurement, and overall engineering assistance.

#### Project Management

Performed project management for the past 13 years. Clients have ranged from Federal and State institutions, to the local level as well as private clients, with projects from small single discipline to complex multi discipline. Jason has worked for 35 communities in southern Wisconsin.

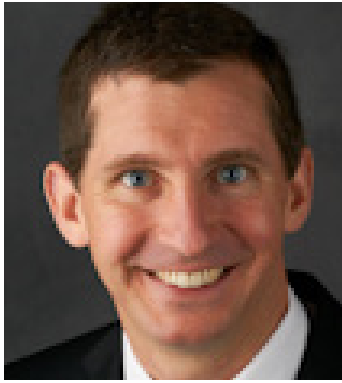
#### Road Reconstruction Design and Construction Management

Roadways design includes planning, determining potential grant funding sources, platting, survey, public information meetings, design of roadway utilities, and storm water services. Jason's work as construction management includes:

- Bidding services
- Submittal of permits
- Recommendation and award of projects
- Pre-construction meetings
- Review and recommendation of pay request
- Change orders
- RFIs
- Coordination of construction staking and project closeout
- Design analysis, and
- Retaining wall design

#### Jefferson County Highway Department – Trunk Hwy SC

Reconstruction of approximately 2.7 miles of County Trunk Highway SC in northeastern Jefferson County. Responsibilities included survey coordination, utility coordination, regulatory coordination, plan design, permitting, public involvement and stakeholder meetings. The project also included preparation of a transportation project plat and legal descriptions to assist the County with acquisition of additional right-of-way in a portion of the project.



## EDWARD F. MAXWELL

ECONOMIC CONSULTANT

*Ed creates solutions for clients by writing impact fee studies, developing financial improvement plans, performing utility rate designs and cost of service studies, and more. Before joining R/M, Ed earned his MBA in finance and investment banking from the Wisconsin School of Business.*

### CONTACT

608.819.2600  
emaxwell@ruekert-mielke.com  
Madison

### EDUCATION

- Bachelor of Arts in English - Lawrence University, Appleton
- Master of Business Administration - Finance & Investment Banking - Wisconsin School of Business, Madison



» MBA «  
**Finance & Investment  
Banking**

### EXPERIENCE

#### Transportation Utility Fees

Municipalities have the option to fund infrastructure improvements related to roads by creating a transportation utility and charge transportation utility fees. Ed is currently working with the City of Columbus on creating and implementing a transportation utility.

#### Impact Fee Studies

Edward has created impact fee studies for utilities and municipalities. By partnering with utility and municipal staff to assess capital needs, Edward has developed impact fees to meet the demands placed on communities from new growth. Edward has drafted ordinances to codify the fees and ensure compliance with state statutory changes. These ordinances have been adopted by municipal clients as part of approving the new impact fees. Additionally, he has spoken at public hearings and before governing bodies to explain the fees in detail.

#### Wastewater Cost of Service & Rate Design

Edward has analyzed cost of service and designed rates for utilities for communities ranging from the Village of Thiensville, Wisconsin, to the City of Erie, Pennsylvania. For Erie's sanitary sewer utility, Edward forecasted the cash flow and the rate increases needed to fund the increased debt service from all the infrastructure upgrades required in the next ten years.

#### Water Cost of Service, Rate Design, & Public Fire Protection Charges

Edward has created cost of service analysis and performed rate design for water utilities throughout Wisconsin. He has guided utilities through the process of submitting the applications with the Public Service Commission all the way to implementing the approved rates. He has assisted utilities such as the City of Racine Water Utility in changing their method of recovering costs for public fire protection to allow municipalities flexibility to meet their needs and to ensure utilities gain revenue that suffices to cover their expenses while complying with all relevant regulations.

#### Valuation

Edward has valued utilities, companies, projects, and startups using several valuation methods, including discounted cash flow analysis. These valuations have informed negotiations so that clients can make smart financial decisions.





## BRIDGOT A. GYSBERS

ECONOMIC CONSULTANT

*Bridgot has 16 years experience in utility rate-making, including involvement with the most complex investor-owned rate cases, in energy, gas, water and sewer utilities. She has worked on various municipal projects including transportation utility fees, impact fees, special assessments, various regulatory processes, GASB 34 reporting requirements, amongst others. Bridgot continues to use her background, along with recent project experience at R/M to find financial and management solutions for public utilities.*

### CONTACT

608.819.2600  
bgysbers@ruekert-mielke.com  
Madison

### EDUCATION

- Bachelor of Science, Business Administration, Accounting  
- Marian University, Fond du Lac, WI
- National Association of Regulatory Utility Commissioners (NARUC) Rate School, West Coast
- Wisconsin Public Utility Institute, Energy Utility Basics, Madison, WI

16+

» years «  
experience

### EXPERIENCE

#### Transportation Utility Fees

Municipalities have the option to fund infrastructure improvements related to roads by creating a transportation utility and charge transportation utility fees. Bridgot presented a training on these transportation utility fees along with working with the City of Columbus.

#### Impact Fees and Alternative Funding Mechanisms

Municipalities have the option to implement impact fees as a funding mechanism to pay for future capital improvements. In 2021, Bridgot was the project manager for Cedarburg's water impact fee update project. She updated impact fee study, that included an updated fee along with the methodology that was used.

#### Special Assessments

Municipalities may elect to special assess property owners for a specific capital project by tax levy. Bridgot has reviewed parcels that are to be special assessed to property owners that have elected to utilize the special assessment funding mechanism. In 2000, she reviewed the Village of Muckwonago and most recently with the Village of Bonduel.

#### Cost of Service and Rate Design

As part of the regulatory rate-making mechanism, Bridgot has designed rate structures for both water and sewer rates for municipalities in Wisconsin, which included facilitating discussion of rate changes and the impact it will have on customers.

#### GASB 34 Reporting

GASB 34 is an accounting standard, where municipalities must report the value of the capital assets along with the associated depreciation. Bridgot assisted municipalities with providing the value of these capital assets and any replacement costs.

#### Grant Reimbursements

Municipalities have the option to apply to the WDNR grant program to obtain construction grant as an alternative source of funding. Some of these grant programs reimburse costs of planning or construction for these projects. Bridgot has been involved with several municipalities in completing these reimbursement requests on behalf of the municipality that is filed with the WDNR.

#### Quantitative Analysis

For each project that R/M participates in, a quantitative analysis is performed of the project. This includes a verification of the quantities incurred in the construction of the project. Bridgot has verified these quantities for a select number of municipalities, on an as needed basis

# PROJECT APPROACH & TASK LIST AND DESCRIPTION

R/M's project approach is based on our extensive experience with utilities, including transportation utilities. This approach emphasizes frequent communication with the City. Below is a list of specific tasks, how they will be implemented, and which team member(s) will be responsible for each task.

Task List and Description		Ed				Total Hours
TASKS	Bridgot Gysbers	Maxwell	Debbie Anderson	Jason Lietha	Total Hours	
Develop summary plan outlining work to be done, data needed to complete project, and project timeline using RM templates	2	4			6	
Run kickoff meeting to present summary plan (video); provide draft of similar final deliverables	1	1		1	3	
Identify, compare, and contrast potential funding methods (special assessments, wheel tax, impact fees, transportation utility fees, tax levy increase through referendum); this includes comparing potential revenues from each method by using RM financial model	2	8			10	
Identify and summarize policies to be considered, impact on residential and commercial bases, and potential issues with implementing those policies re: existing City ordinances and Wisconsin State Statues for each of funding options by leveraging in-house experts	1	4			5	
Identify what a transportation utility can fund using Wisconsin State Statutes and League of Muncipalities' resources		1			1	
Describe methodologies for calculating utility user fees		1			1	
Select and evaluate sustainable, equitable transportation utility funding method based on RM research and experience		2			2	
Define how to classify properties and estimate trips for each based on RM experience with City of Columbus		2			2	
Identify policies to consider and prepare brief document for each issue for recommended method using Wisconsin State Statutes and League of Muncipalities' resources	1	6			7	
Describe process and required info to monitor and adjust for billing as properties are added or removed		2			2	
Identify one-time and recurring costs necessary to effectively implement and operate recommended funding methods based on RM experience with City of Columbus		2			2	
Pull GIS data into spreadsheet with parcels by zoning classification and acreage			4		4	
Provide resources for Waupun to put on its website to educate public		0.5			0.5	
Hold public information meeting using PowerPoint presentation RM creates		4			4	
<u>Write study</u>					0	
Describe study process	1	4			5	
Summarize recommended funding method(s)	1	2		1	4	
Provide preliminary rate analysis and billing options based on sample residential and ocommercial areas compared with property taxes	2	6		2	10	
Include estimate of one-time and recurring costs for recommended funding method(s)		0.5			0.5	
Write overview of policies to consider, including draft ordinance of recommended funding method(s)		2			2	
Include as appendices all technical supporting details		0.5			0.5	
Summarize conclusions and recommendations that address legal, financial, and administrative aspects of recommended funding method(s)	1	4			5	
Create implementation plan, including communication plan, timeline, and cost estimate to implement recommended funding method(s)	1	4		2	7	
Revise report once based on feedback from Waupun		6			6	
Present final report & recommendations to City		5		5	10	
TOTAL HOURS	13	71.5	4	11	99.5	

# FEES AND COMPENSATION

We propose to complete the scope of services at our standard hourly rates at a **cost not to exceed \$14,800**.

For work outside the scope, upon written request from the client, we would be happy to complete that work at our standard hourly rates in effect at the time the work is performed, plus any reimbursables if applicable.

Work outside the scope includes:

- Doing more than one public presentation
- Making alterations to the report after it is finalized and presented to the City
- Providing comparisons to neighboring communities
- Defending the fees in a contested case or in court
- Implementing the utility
- Conducting a capital improvement plan for transportation-related projects





## AGENDA SUMMARY SHEET

**MEETING DATE:** 3/9/21

**TITLE:** Newton Ave. & Rock Ave Reconstruction Phase  
1 Bid Results

**AGENDA SECTION:** Consideration-Action

**PRESENTER:** Jeff Daane Director of Public Works

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe, Healthy and Sustainable Community		

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**ISSUE SUMMARY:**

Bids were due on February 24<sup>th</sup>. MSA received 4 bids at the opening.

PTS Contractors, Inc \$2,400,000.00

Dorner Inc. \$2,413,354.00

Jossart Brothers, Inc. \$2,729,783.00

Woleske Construction \$ 2,989,664.30

**STAFF RECOMENDATION:**

Select the lowest bid of PTS Contractors Inc.

**ATTACHMENTS:**

Bid Tab

Notice of Award

MSA letter of recommendation

**MOTIONS FOR CONSIDERATION:**

1. Recommend to the Council PTS Contractors, Inc. for the bid amount of \$2,400,000.00

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February 24, 2021

Julie Nickel, Mayor  
City of Waupun  
201 E. Main Street  
Waupun, WI 53963

Re: Newton Avenue & Rock Avenue Reconstruction  
City of Waupun

Upon review of the bids received on February 24, 2021 for the above-referenced project, it was found that they were submitted by qualified contractors. It is our recommendation that the low responsive bidder listed below be accepted and award made at your next meeting.

PTS Contractors, Inc.  
4075 Eaton Road  
Green Bay, WI 54311

Bid Amount \$2,400,000.00

Please execute the enclosed Notice of Award in triplicate for the contract and return two copies to our office and keep one for your files. After receiving the executed copies, we will forward one copy of the Notice of Award and the remaining contract package to the Contractor.

Sincerely,

MSA Professional Services, Inc.

A handwritten signature in black ink, appearing to read "J. M. Laue", written over a horizontal line.

Jason M. Laue  
MSA Project Manager

trp  
Enc.

201 Corporate Drive  
Beaver Dam, WI 53916

P (920) 887-4242  
TF (800) 552-6330  
F (920) 887-4250

[www.msa-ps.com](http://www.msa-ps.com)

City of Waupun - Newton Ave. & Rock Ave. Reconstruction Phase 1 (#7558394)  
Owner: City of Waupun  
Solicitor: MSA Professional Services - Beaver Dam  
02/24/2021 11:00 AM CST

PTS Contractors, Inc						Dorner Inc.		Jossart Brothers, Inc.		Woleske Construction	
Item No.	Item Description	Units	Qty	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	Mobilization, Bonds, & Insurance	LS	1	\$132,506.00	\$132,506.00	\$25,715.00	\$25,715.00	\$260,000.00	\$260,000.00	\$190,000.00	\$190,000.00
2	Erosion and Sedimentation Controls (Remaining Project Area)	LS	1	\$3,100.00	\$3,100.00	\$3,167.00	\$3,167.00	\$4,500.00	\$4,500.00	\$5,000.00	\$5,000.00
3	Erosion and Sedimentation Controls (Harris Creek Area)	LS	1	\$3,600.00	\$3,600.00	\$3,695.00	\$3,695.00	\$4,500.00	\$4,500.00	\$5,000.00	\$5,000.00
4	Traffic Control	LS	1	\$3,800.00	\$3,800.00	\$3,906.00	\$3,906.00	\$5,000.00	\$5,000.00	\$18,000.00	\$18,000.00
5	Unclassified Excavation (Remaining Project Area)	LS	1	\$126,500.00	\$126,500.00	\$129,811.00	\$129,811.00	\$138,000.00	\$138,000.00	\$55,000.00	\$55,000.00
6	Unclassified Excavation (Harris Creek Area)	LS	1	\$79,000.00	\$79,000.00	\$81,030.00	\$81,030.00	\$82,000.00	\$82,000.00	\$145,000.00	\$145,000.00
7	Seeding/Fertilizing/Mulching	S.Y.	3600	\$2.50	\$9,000.00	\$2.60	\$9,360.00	\$1.90	\$6,840.00	\$1.77	\$6,372.00
8	Topsoil Placement & Grading	S.Y.	3600	\$8.90	\$32,040.00	\$3.70	\$13,320.00	\$5.00	\$18,000.00	\$1.00	\$3,600.00
9	Erosion Matting	S.Y.	100	\$4.10	\$410.00	\$4.20	\$420.00	\$1.45	\$145.00	\$5.00	\$500.00
10	Tree Clearing & Grubbing	EA.	48	\$335.00	\$16,080.00	\$301.00	\$14,448.00	\$300.00	\$14,400.00	\$333.00	\$15,984.00
11	30-Inch Concrete Curb/Gutter Remove & Replace	L.F.	4040	\$12.90	\$52,116.00	\$13.20	\$53,328.00	\$17.60	\$71,104.00	\$15.90	\$64,236.00
12	30-Inch Concrete Curb/Gutter Remove & Replace (Over New Box Culverts)	L.F.	160	\$30.00	\$4,800.00	\$31.00	\$4,960.00	\$32.00	\$5,120.00	\$33.00	\$5,280.00
13	Concrete Driveway (6 Inch Thick / 6 Inch Base) Remove & Replace	S.F.	8720	\$5.40	\$47,088.00	\$5.60	\$48,832.00	\$6.80	\$59,296.00	\$6.80	\$59,296.00
14	Asphalt Driveway (3 Inch Thick / 6 Inch Base) Remove & Replace	S.F.	1490	\$5.30	\$7,897.00	\$5.40	\$8,046.00	\$5.40	\$8,046.00	\$5.00	\$7,450.00
15	Concrete Sidewalk (6 Inch Thick) Remove & Replace	S.F.	3030	\$4.90	\$14,847.00	\$5.60	\$16,968.00	\$6.60	\$19,998.00	\$6.60	\$19,998.00
16	Concrete Sidewalk (4 Inch Thick) Remove & Replace	S.F.	13620	\$4.90	\$66,738.00	\$5.10	\$69,462.00	\$6.00	\$81,720.00	\$4.94	\$67,282.80
17	Detectable Warning Fields	S.F.	210	\$31.00	\$6,510.00	\$32.00	\$6,720.00	\$29.50	\$6,195.00	\$33.00	\$6,930.00
18	Dense Graded Base (4 Inch Thick)	S.Y.	9870	\$2.30	\$22,701.00	\$2.00	\$19,740.00	\$2.40	\$23,688.00	\$2.33	\$22,997.10
19	Breaker Run (8 Inch Thick)	S.Y.	9870	\$4.20	\$41,454.00	\$4.00	\$39,480.00	\$4.30	\$42,441.00	\$4.22	\$41,651.40
20	Asphaltic Binder (2.50 Inch Thick) (2021)	S.Y.	7920	\$7.90	\$62,568.00	\$8.10	\$64,152.00	\$8.10	\$64,152.00	\$8.00	\$63,360.00
21	Asphaltic Surface (1.75 Inch Thick) (2021)	S.Y.	180	\$11.70	\$2,106.00	\$12.00	\$2,160.00	\$12.00	\$2,160.00	\$12.00	\$2,160.00
22	Asphaltic Surface (1.75 Inch Thick) (2022)	S.Y.	7740	\$6.00	\$46,440.00	\$6.20	\$47,988.00	\$6.20	\$47,988.00	\$6.10	\$47,214.00
23	Concrete Pavement (Over New Box Culverts)	S.Y.	260	\$72.00	\$18,720.00	\$74.00	\$19,240.00	\$85.00	\$22,100.00	\$56.00	\$14,560.00
24	Excavation Below Subgrade (E.B.S.) w/ Breaker Run	C.Y.	1570	\$25.00	\$39,250.00	\$26.00	\$40,820.00	\$25.90	\$40,663.00	\$32.00	\$50,240.00
25	Stabilization Fabric (Type SAS)	S.Y.	9870	\$1.50	\$14,805.00	\$2.00	\$19,740.00	\$1.50	\$14,805.00	\$1.80	\$17,766.00
26	Metal Pipe Railing (Complete)	L.F.	200	\$150.00	\$30,000.00	\$100.00	\$20,000.00	\$92.50	\$18,500.00	\$90.00	\$18,000.00
27	Rock Excavation	C.Y.	800	\$0.01	\$8.00	\$100.00	\$80,000.00	\$150.00	\$120,000.00	\$0.01	\$8.00
28	Trucked Granular Backfill	TON	5880	\$8.00	\$47,040.00	\$15.00	\$88,200.00	\$16.00	\$94,080.00	\$6.00	\$35,280.00
29	Styrofoam Pipe Insulation	S.F.	2130	\$2.20	\$4,686.00	\$2.50	\$5,325.00	\$3.00	\$6,390.00	\$3.00	\$6,390.00
30	Street Inlet (2 Foot x 3 Foot I.D.)	EA.	20	\$1,850.00	\$37,000.00	\$1,977.00	\$39,540.00	\$2,100.00	\$42,000.00	\$2,300.00	\$46,000.00
31	Storm Manhole (4 Foot I.D.)	EA.	2	\$2,200.00	\$4,400.00	\$2,355.00	\$4,710.00	\$2,600.00	\$5,200.00	\$2,400.00	\$4,800.00
32	Storm Manhole (5 Foot I.D.)	EA.	6	\$3,270.00	\$19,620.00	\$3,494.00	\$20,964.00	\$3,850.00	\$23,100.00	\$3,200.00	\$19,200.00
33	R.C.P. Storm Sewer (12 Inch I.D.)	L.F.	260	\$60.00	\$15,600.00	\$50.00	\$13,000.00	\$40.00	\$10,400.00	\$47.00	\$12,220.00
34	R.C.P. Storm Sewer (15 Inch I.D.)	L.F.	354	\$55.00	\$19,470.00	\$48.00	\$16,992.00	\$41.00	\$14,514.00	\$48.00	\$16,992.00
35	R.C.P. Storm Sewer (18 Inch I.D.)	L.F.	130	\$69.00	\$8,970.00	\$52.00	\$6,760.00	\$45.00	\$5,850.00	\$52.00	\$6,760.00
36	R.C.P. Storm Sewer (24 Inch I.D.)	L.F.	729	\$66.00	\$48,114.00	\$58.00	\$42,282.00	\$52.00	\$37,908.00	\$63.00	\$45,927.00
37	R.C.P. Storm Sewer (30 Inch I.D.)	L.F.	345	\$79.00	\$27,255.00	\$75.00	\$25,875.00	\$62.00	\$21,390.00	\$78.00	\$26,910.00
38	H.D.P.E. Storm Sewer (4 Inch I.D.)	L.F.	374	\$59.00	\$22,066.00	\$36.00	\$13,464.00	\$29.00	\$10,846.00	\$26.00	\$9,724.00
39	H.D.P.E. Storm Sewer (6 Inch I.D.)	L.F.	749	\$37.00	\$27,713.00	\$37.00	\$27,713.00	\$30.00	\$22,470.00	\$26.00	\$19,474.00
40	H.D.P.E. Storm Lateral Cleanout (6" I.D.)	EA.	5	\$620.00	\$3,100.00	\$615.00	\$3,075.00	\$400.00	\$2,000.00	\$100.00	\$500.00

41	Storm Piping Plug (6 Inch I.D.) (At Phase Line)	EA.	2	\$68.00	\$136.00	\$36.00	\$72.00	\$25.00	\$50.00	\$100.00	\$200.00
42	Storm Piping Plug (18 Inch I.D.) (At Phase Line)	EA.	2	\$116.00	\$232.00	\$132.00	\$264.00	\$100.00	\$200.00	\$100.00	\$200.00
43	Pre-Cast Box Culvert (72 Inch x 120 Inch I.D.)	L.F.	340	\$770.00	\$261,800.00	\$1,157.00	\$393,380.00	\$1,045.00	\$355,300.00	\$1,454.00	\$494,360.00
44	Cast-In-Place Reinforced Concrete Inlet Apron (Rock Ave.) (Complete)	L.S.	1	\$25,000.00	\$25,000.00	\$22,891.00	\$22,891.00	\$22,000.00	\$22,000.00	\$18,400.00	\$18,400.00
45	Cast-In-Place Reinforced Concrete Outlet Apron (Rock Ave.) (Complete)	L.S.	1	\$25,000.00	\$25,000.00	\$22,891.00	\$22,891.00	\$22,000.00	\$22,000.00	\$21,400.00	\$21,400.00
46	Cast-In-Place Reinforced Concrete Inlet Apron (Newton Ave.) (Complete)	L.S.	1	\$25,000.00	\$25,000.00	\$22,891.00	\$22,891.00	\$22,000.00	\$22,000.00	\$18,150.00	\$18,150.00
47	Cast-In-Place Reinforced Concrete Outlet Apron (Newton Ave.) (Complete)	L.S.	1	\$25,000.00	\$25,000.00	\$22,891.00	\$22,891.00	\$22,000.00	\$22,000.00	\$20,700.00	\$20,700.00
48	Heavy Riprap w/ Geotextile Fabric	S.Y.	2130	\$30.00	\$63,900.00	\$30.00	\$63,900.00	\$30.00	\$63,900.00	\$85.00	\$181,050.00
49	Block Retaining Wall (Complete)	S.F.	1471	\$60.00	\$88,260.00	\$64.00	\$94,144.00	\$50.00	\$73,550.00	\$85.00	\$125,035.00
50	Sanitary Manhole	EA.	6	\$4,900.00	\$29,400.00	\$4,483.00	\$26,898.00	\$3,950.00	\$23,700.00	\$4,400.00	\$26,400.00
51	Sanitary Drop Manhole	EA.	5	\$5,900.00	\$29,500.00	\$6,080.00	\$30,400.00	\$5,300.00	\$26,500.00	\$5,500.00	\$27,500.00
52	P.V.C. Sanitary Sewer (8 Inch I.D.)	L.F.	2294	\$66.00	\$151,404.00	\$60.00	\$137,640.00	\$87.00	\$199,578.00	\$112.00	\$256,928.00
53	P.V.C. Sanitary Lateral (6 Inch I.D.)	L.F.	1059	\$68.00	\$72,012.00	\$61.00	\$64,599.00	\$55.00	\$58,245.00	\$74.00	\$78,366.00
54	Steel Casing Pipe (18 Inch I.D.)	L.F.	200	\$195.00	\$39,000.00	\$136.00	\$27,200.00	\$205.00	\$41,000.00	\$100.00	\$20,000.00
55	Sanitary Wye (8 Inch x 6 Inch)	EA.	33	\$120.00	\$3,960.00	\$90.00	\$2,970.00	\$75.00	\$2,475.00	\$240.00	\$7,920.00
56	P.V.C. 22.5 Degree Sanitary Bend (Connection at Phase Line) (8 Inch I.D.)	EA.	4	\$170.00	\$680.00	\$560.00	\$2,240.00	\$75.00	\$300.00	\$400.00	\$1,600.00
57	Lift Station Wet Well 7-feet diameter precast concrete (Complete)	LS	1	\$66,000.00	\$66,000.00	\$42,304.00	\$42,304.00	\$45,000.00	\$45,000.00	\$104,000.00	\$104,000.00
58	Lift Station Valve Vault 6-foot diameter precast concrete (Complete)	LS	1	\$14,000.00	\$14,000.00	\$11,668.00	\$11,668.00	\$9,700.00	\$9,700.00	\$14,000.00	\$14,000.00
59	Lift Station (6-inch I.D. C900 PVC) Process Piping	LS	1	\$2,250.00	\$2,250.00	\$2,870.00	\$2,870.00	\$3,500.00	\$3,500.00	\$4,000.00	\$4,000.00
60	Concrete Lift Station Control Panel House Keeping Pad (6 inch Thick/6 inch Base)	S.F.	10	\$150.00	\$1,500.00	\$75.00	\$750.00	\$90.00	\$900.00	\$9.00	\$90.00
61	P.V.C. Sanitary Forcemain Removal & Replace (6 inch I.D.) (Complete)	L.F.	50	\$77.00	\$3,850.00	\$65.00	\$3,250.00	\$81.00	\$4,050.00	\$180.00	\$9,000.00
62	P.V.C. 45 Degree Sanitary Bend (Forcemain Connection) (6 Inch I.D.)	EA.	2	\$540.00	\$1,080.00	\$769.00	\$1,538.00	\$290.00	\$580.00	\$1,400.00	\$2,800.00
63	P.V.C. Watermain (6 Inch I.D.)	L.F.	132	\$71.00	\$9,372.00	\$57.00	\$7,524.00	\$52.00	\$6,864.00	\$140.00	\$18,480.00
64	P.V.C. Watermain (8 Inch I.D.)	L.F.	2123	\$69.00	\$146,487.00	\$48.00	\$101,904.00	\$54.00	\$114,642.00	\$79.00	\$167,717.00
65	Valve and Road Box (6 Inch I.D.)	EA.	5	\$1,300.00	\$6,500.00	\$1,412.00	\$7,060.00	\$1,425.00	\$7,125.00	\$1,300.00	\$6,500.00
66	Valve and Road Box (8 Inch I.D.)	EA.	14	\$1,800.00	\$25,200.00	\$1,924.00	\$26,936.00	\$1,975.00	\$27,650.00	\$1,900.00	\$26,600.00
67	Watermain Tee (8 Inch x 6 Inch x 8 Inch I.D.)	EA.	5	\$580.00	\$2,900.00	\$603.00	\$3,015.00	\$575.00	\$2,875.00	\$600.00	\$3,000.00
68	Watermain Tee (8 Inch x 8 Inch x 8 Inch I.D.)	EA.	5	\$650.00	\$3,250.00	\$675.00	\$3,375.00	\$640.00	\$3,200.00	\$700.00	\$3,500.00
69	Reducer (8 Inch x 6 Inch I.D.)	EA.	6	\$345.00	\$2,070.00	\$358.00	\$2,148.00	\$330.00	\$1,980.00	\$400.00	\$2,400.00
70	45 Degree Bend w/ Blocking (6 Inch I.D.)	EA.	10	\$340.00	\$3,400.00	\$319.00	\$3,190.00	\$290.00	\$2,900.00	\$400.00	\$4,000.00
71	45 Degree Bend w/ Blocking (8 Inch I.D.)	EA.	8	\$420.00	\$3,360.00	\$409.00	\$3,272.00	\$390.00	\$3,120.00	\$500.00	\$4,000.00
72	22.5 Degree Bend w/ Blocking (8 Inch I.D.)	EA.	8	\$420.00	\$3,360.00	\$405.00	\$3,240.00	\$385.00	\$3,080.00	\$500.00	\$4,000.00
73	11.25 Degree Bend w/ Blocking (8 Inch I.D.)	EA.	3	\$400.00	\$1,200.00	\$388.00	\$1,164.00	\$370.00	\$1,110.00	\$500.00	\$1,500.00
74	Complete Hydrant Assembly	EA.	5	\$5,400.00	\$27,000.00	\$4,762.00	\$23,810.00	\$4,400.00	\$22,000.00	\$4,800.00	\$24,000.00
75	Water Service Corporation (1 Inch I.D.)	EA.	31	\$335.00	\$10,385.00	\$298.00	\$9,238.00	\$175.00	\$5,425.00	\$330.00	\$10,230.00
76	Curb Stop & Box (For 1 Inch I.D. Service)	EA.	31	\$380.00	\$11,780.00	\$376.00	\$11,656.00	\$235.00	\$7,285.00	\$350.00	\$10,850.00
77	H.D.P.E. Water Service (1 Inch I.D.)	L.F.	981	\$44.00	\$43,164.00	\$52.00	\$51,012.00	\$45.00	\$44,145.00	\$66.00	\$64,746.00
78	Water Service Corporation (1.5 Inch I.D.)	EA.	1	\$550.00	\$550.00	\$535.00	\$535.00	\$435.00	\$435.00	\$500.00	\$500.00
79	Curb Stop & Box (For 1.5 Inch I.D. Service)	EA.	1	\$530.00	\$530.00	\$536.00	\$536.00	\$410.00	\$410.00	\$500.00	\$500.00
80	H.D.P.E. Water Service (1.5 Inch I.D.)	L.F.	30	\$47.00	\$1,410.00	\$56.00	\$1,680.00	\$50.00	\$1,500.00	\$66.00	\$1,980.00
	<b>Bid Total Items #1 thru #80:</b>				<b>\$2,400,000.00</b>		<b>\$2,413,354.00</b>		<b>\$2,729,783.00</b>		<b>\$2,989,664.30</b>



**PTS CONTRACTOR'S BID BREAKDOWN SPREADSHEET (Bid Date 2/24/2021)**  
**City of Waupun - Newton Avenue & Rock Avenue Reconstruction Project, Phase #1**

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
<b>Street Improvements</b>					
1.	Cost Share with Waupun Utilities - Mobilization, Bonds, & Insurance (25%)	1	LS	\$ 33,126.50	\$ 33,126.50
2.	Cost Share with Waupun Utilities - Erosion and Sedimentation Controls (Remaining Project Area) (25%)	1	LS	\$ 775.00	\$ 775.00
3.	Erosion and Sedimentation Controls (Harris Creek Area) (Split with Storm Improvements)	1	LS	\$ 1,800.00	\$ 1,800.00
4.	Cost Share with Waupun Utilities - Traffic Control (25%)	1	LS	\$ 950.00	\$ 950.00
5.	Unclassified Excavation (Remaining Project Area)	1	LS	\$ 126,500.00	\$ 126,500.00
7.	Cost Share with Waupun Utilities - Seeding/Fertilizing/Mulching (80%)	2,880	S.Y.	\$ 2.50	\$ 7,200.00
8.	Cost Share with Waupun Utilities - Topsoil Placement & Grading (80%)	2,880	S.Y.	\$ 8.90	\$ 25,632.00
10.	Tree Clearing & Grubbing	48	EA.	\$ 335.00	\$ 16,080.00
11.	Cost Share with Waupun Utilities - 30-Inch Concrete Curb/Gutter Remove & Replace (80%)	3,232	L.F.	\$ 12.90	\$ 41,692.80
12.	30-Inch Concrete Curb/Gutter Remove & Replace (Over New Box Culverts)	160	L.F.	\$ 30.00	\$ 4,800.00
13.	Concrete Driveway (6 Inch Thick / 6 Inch Base) Remove & Replace	8,720	S.F.	\$ 5.40	\$ 47,088.00
14.	Asphalt Driveway (3 Inch Thick / 6 Inch Base) Remove & Replace	1,490	S.F.	\$ 5.30	\$ 7,897.00
15.	Concrete Sidewalk (6 Inch Thick) Remove & Replace	3,030	S.F.	\$ 4.90	\$ 14,847.00
16.	Cost Share with Waupun Utilities - Concrete Sidewalk (4 Inch Thick) Remove & Replace (80%)	10,896	S.F.	\$ 4.90	\$ 53,390.40
17.	Detectable Warning Fields	210	S.F.	\$ 31.00	\$ 6,510.00
18.	Cost Share with Waupun Utilities - Dense Graded Base (4 Inch Thick) (75%)	7,402	S.Y.	\$ 2.30	\$ 17,024.60
19.	Cost Share with Waupun Utilities - Breaker Run (8 Inch Thick) (75%)	7,402	S.Y.	\$ 4.20	\$ 31,088.40
20.	Asphaltic Binder (2.50 Inch Thick) (2021)	7,920	S.Y.	\$ 7.90	\$ 62,568.00
21.	Asphaltic Surface (1.75 Inch Thick) (2021)	180	S.Y.	\$ 11.70	\$ 2,106.00
22.	Asphaltic Surface (1.75 Inch Thick) (2022)	7,740	S.Y.	\$ 6.00	\$ 46,440.00
23.	Concrete Pavement (Over New Box Culverts)	260	S.Y.	\$ 72.00	\$ 18,720.00
24.	Excavation Below Subgrade (E.B.S.) w/ Breaker Run	1,570	C.Y.	\$ 25.00	\$ 39,250.00
25.	Stabilization Fabric (Type SAS)	9,870	S.Y.	\$ 1.50	\$ 14,805.00
26.	Metal Pipe Railing (Complete)	200	L.F.	\$ 150.00	\$ 30,000.00
<b>STREET IMPROVEMENTS SUBTOTAL:</b>					<b>\$ 650,290.70</b>
<b>Storm Sewer Improvements</b>					
1.	Cost Share with Waupun Utilities - Mobilization, Bonds, & Insurance (25%)	1	L.S.	\$ 33,126.50	\$ 33,126.50
2.	Cost Share with Waupun Utilities - Erosion and Sedimentation Controls (Remaining Project Area) (25%)	1	L.S.	\$ 775.00	\$ 775.00
3.	Erosion and Sedimentation Controls (Harris Creek Area) (Split with Street Improvements)	1	L.S.	\$ 1,800.00	\$ 1,800.00
4.	Cost Share with Waupun Utilities - Traffic Control (25%)	1	L.S.	\$ 950.00	\$ 950.00
6.	Unclassified Excavation (Harris Creek Area)	1	L.S.	\$ 79,000.00	\$ 79,000.00
9.	Erosion Matting	100	S.Y.	\$ 4.10	\$ 410.00
28.	Trucked Granular Backfill	1,176	TON	\$ 8.00	\$ 9,408.00
30.	Street Inlet (2 Foot x 3 Foot I.D.)	20	EA.	\$ 1,850.00	\$ 37,000.00
31.	Storm Manhole (4 Foot I.D.)	2	EA.	\$ 2,200.00	\$ 4,400.00
32.	Storm Manhole (5 Foot I.D.)	6	EA.	\$ 3,270.00	\$ 19,620.00
33.	R.C.P. Storm Sewer (12 Inch I.D.)	260	L.F.	\$ 60.00	\$ 15,600.00
34.	R.C.P. Storm Sewer (15 Inch I.D.)	354	L.F.	\$ 55.00	\$ 19,470.00
35.	R.C.P. Storm Sewer (18 Inch I.D.)	130	L.F.	\$ 69.00	\$ 8,970.00
36.	R.C.P. Storm Sewer (24 Inch I.D.)	729	L.F.	\$ 66.00	\$ 48,114.00
37.	R.C.P. Storm Sewer (30 Inch I.D.)	345	L.F.	\$ 79.00	\$ 27,255.00
38.	H.D.P.E. Storm Sewer (4 Inch I.D.)	374	L.F.	\$ 59.00	\$ 22,066.00
39.	H.D.P.E. Storm Sewer (6 Inch I.D.)	749	L.F.	\$ 37.00	\$ 27,713.00
40.	H.D.P.E. Storm Lateral Cleanout (6" I.D.)	5	EA.	\$ 620.00	\$ 3,100.00
41.	Storm Piping Plug (6 Inch I.D.) (At Phase Line)	2	EA.	\$ 68.00	\$ 136.00
42.	Storm Piping Plug (18 Inch I.D.) (At Phase Line)	2	EA.	\$ 116.00	\$ 232.00
43.	Pre-Cast Box Culvert (72 Inch x 120 Inch I.D.)	340	L.F.	\$ 770.00	\$ 261,800.00
44.	Cast-In-Place Reinforced Concrete Inlet Apron (Rock Ave.) (Complete)	1	L.S.	\$ 25,000.00	\$ 25,000.00
45.	Cast-In-Place Reinforced Concrete Outlet Apron (Rock Ave.) (Complete)	1	L.S.	\$ 25,000.00	\$ 25,000.00
46.	Cast-In-Place Reinforced Concrete Inlet Apron (Newton Ave.) (Complete)	1	L.S.	\$ 25,000.00	\$ 25,000.00
47.	Cast-In-Place Reinforced Concrete Outlet Apron (Newton Ave.) (Complete)	1	L.S.	\$ 25,000.00	\$ 25,000.00
48.	Heavy Riprap w/ Geotextile Fabric	2,130	S.Y.	\$ 30.00	\$ 63,900.00
49.	Block Retaining Wall (Complete)	1,471	S.F.	\$ 60.00	\$ 88,260.00
<b>STORM SEWER IMPROVEMENTS SUBTOTAL:</b>					<b>\$ 873,105.50</b>
<b>Sanitary Sewer Improvements</b>					
1.	Cost Share with City - Mobilization, Bonds, & Insurance (25%)	1	L.S.	\$ 33,126.50	\$ 33,126.50
2.	Cost Share with City - Erosion and Sedimentation Controls (Remaining Project Area) (25%)	1	L.S.	\$ 775.00	\$ 775.00
4.	Cost Share with City - Traffic Control (25%)	1	L.S.	\$ 950.00	\$ 950.00
7.	Cost Share with City - Seeding/Fertilizing/Mulching (10%)	360	S.Y.	\$ 2.50	\$ 900.00
8.	Cost Share with City - Topsoil Placement & Grading (10%)	360	S.Y.	\$ 8.90	\$ 3,204.00
11.	Cost Share with City - 30-Inch Concrete Curb/Gutter Remove & Replace (10%)	404	L.F.	\$ 12.90	\$ 5,211.60
16.	Cost Share with City - Concrete Sidewalk (4 Inch Thick) Remove & Replace (10%)	1,362	S.F.	\$ 4.90	\$ 6,673.80
18.	Cost Share with City - Dense Graded Base (4 Inch Thick) (12.5%)	1,234	S.Y.	\$ 2.30	\$ 2,838.20
19.	Cost Share with City - Breaker Run (8 Inch Thick) (12.5%)	1,234	S.Y.	\$ 4.20	\$ 5,182.80
27.	Rock Excavation (Split with Water Improvements)	600	C.Y.	\$ 0.01	\$ 6.00
28.	Trucked Granular Backfill	2,940	TON	\$ 8.00	\$ 23,520.00
50.	Sanitary Manhole	6	EA.	\$ 4,900.00	\$ 29,400.00

51.	Sanitary Drop Manhole	5	EA.	\$	5,900.00	\$	29,500.00
52.	P.V.C. Sanitary Sewer (8 Inch I.D.)	2,294	L.F.	\$	66.00	\$	151,404.00
53.	P.V.C. Sanitary Lateral (6 Inch I.D.)	1,059	L.F.	\$	68.00	\$	72,012.00
54.	Steel Casing Pipe (18 Inch I.D.) (Split with Water Improvements)	100	L.F.	\$	195.00	\$	19,500.00
55.	Sanitary Wye (8 Inch x 6 Inch)	33	EA.	\$	120.00	\$	3,960.00
56.	P.V.C. 22.5 Degree Sanitary Bend (Connection at Phase Line) (8 Inch I.D.)	4	EA.	\$	170.00	\$	680.00
57.	Lift Station Wet Well 7-foot diameter precast concrete (Complete)	1	LS	\$	66,000.00	\$	66,000.00
58.	Lift Station Valve Vault 6-foot diameter precast concrete (Complete)	1	LS	\$	14,000.00	\$	14,000.00
59.	Lift Station (6-inch I.D. C900 PVC) Process Piping	1	LS	\$	2,250.00	\$	2,250.00
60.	Concrete Lift Station Control Panel House Keeping Pad (6 inch Thick/6 inch Base)	10	S.F.	\$	150.00	\$	1,500.00
61.	P.V.C. Sanitary Forcemain Removal & Replace (6 inch I.D.) (Complete)	50	L.F.	\$	77.00	\$	3,850.00
62.	P.V.C. 45 Degree Sanitary Bend (Forcemain Connection) (6 Inch I.D.)	2	EA.	\$	540.00	\$	1,080.00
<b>SANITARY SEWER IMPROVEMENTS SUBTOTAL:</b>							<b>\$ 477,523.90</b>

<b>Water Improvments</b>							
1.	Cost Share with City - Mobilization, Bonds, & Insurance (25%)	1	L.S.	\$	33,126.50	\$	33,126.50
2.	Cost Share with City - Erosion and Sedimentation Controls (Remaining Project Area) (25%)	1	L.S.	\$	775.00	\$	775.00
4.	Cost Share with City - Traffic Control (25%)	1	L.S.	\$	950.00	\$	950.00
7.	Cost Share with City - Seeding/Fertilizing/Mulching (10%)	360	S.Y.	\$	2.50	\$	900.00
8.	Cost Share with City - Topsoil Placement & Grading (10%)	360	S.Y.	\$	8.90	\$	3,204.00
11.	Cost Share with City - 30-Inch Concrete Curb/Gutter Remove & Replace (10%)	404	L.F.	\$	12.90	\$	5,211.60
16.	Cost Share with City - Concrete Sidewalk (4 Inch Thick) Remove & Replace (10%)	1,362	S.F.	\$	4.90	\$	6,673.80
18.	Cost Share with City - Dense Graded Base (4 Inch Thick) (12.5%)	1,234	S.Y.	\$	2.30	\$	2,838.20
19.	Cost Share with City - Breaker Run (8 Inch Thick) (12.5%)	1,234	S.Y.	\$	4.20	\$	5,182.80
27.	Rock Excavation (Split with Sanitary Sewer Improvements)	200	C.Y.	\$	0.01	\$	2.00
28.	Trucked Granular Backfill	1,764	TON	\$	8.00	\$	14,112.00
29.	Styrofoam Pipe Insulation	2,130	S.F.	\$	2.20	\$	4,686.00
54.	Steel Casing Pipe (18 Inch I.D.) (Split with Sanitary Sewer Improvements)	100	L.F.	\$	195.00	\$	19,500.00
63.	P.V.C. Watermain (6 Inch I.D.)	132	L.F.	\$	71.00	\$	9,372.00
64.	P.V.C. Watermain (8 Inch I.D.)	2,123	L.F.	\$	69.00	\$	146,487.00
65.	Valve and Road Box (6 Inch I.D.)	5	EA.	\$	1,300.00	\$	6,500.00
66.	Valve and Road Box (8 Inch I.D.)	14	EA.	\$	1,800.00	\$	25,200.00
67.	Watermain Tee (8 Inch x 6 Inch x 8 Inch I.D.)	5	EA.	\$	580.00	\$	2,900.00
68.	Watermain Tee (8 Inch x 8 Inch x 8 Inch I.D.)	5	EA.	\$	650.00	\$	3,250.00
69.	Reducer (8 Inch x 6 Inch I.D.)	6	EA.	\$	345.00	\$	2,070.00
70.	45 Degree Bend w/ Blocking (6 Inch I.D.)	10	EA.	\$	340.00	\$	3,400.00
71.	45 Degree Bend w/ Blocking (8 Inch I.D.)	8	EA.	\$	420.00	\$	3,360.00
72.	22.5 Degree Bend w/ Blocking (8 Inch I.D.)	8	EA.	\$	420.00	\$	3,360.00
73.	11.25 Degree Bend w/ Blocking (8 Inch I.D.)	3	EA.	\$	400.00	\$	1,200.00
74.	Complete Hydrant Assembly	5	EA.	\$	5,400.00	\$	27,000.00
75.	Water Service Corporation (1 Inch I.D.)	31	EA.	\$	335.00	\$	10,385.00
76.	Curb Stop & Box (For 1 Inch I.D. Service)	31	EA.	\$	380.00	\$	11,780.00
77.	H.D.P.E. Water Service (1 Inch I.D.)	981	L.F.	\$	44.00	\$	43,164.00
78.	Water Service Corporation (1.5 Inch I.D.)	1	EA.	\$	550.00	\$	550.00
79.	Curb Stop & Box (For 1.5 Inch I.D. Service)	1	EA.	\$	530.00	\$	530.00
80.	H.D.P.E. Water Service (1.5 Inch I.D.)	30	L.F.	\$	47.00	\$	1,410.00
<b>WATER IMPROVEMENTS SUBTOTAL:</b>							<b>\$ 399,079.90</b>

**TOTAL ITEMS #1 thru #80:** **\$ 2,400,000.00**



# AGENDA SUMMARY SHEET

**MEETING DATE:** 3/9/21

**TITLE:** Purchase used John Deere Tractor and Mower

**AGENDA SECTION:** Consideration-Action

**PRESENTER:** Jeff Daane Director of Public Works

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe, Healthy and Sustainable Community	\$58,000 minus either trade in or auction sale	

**ISSUE SUMMARY:**

Replace 1988 Case weed mower. We currently mow about 90 acres of out skirt mowing, ditches, landfill, and bigger open areas. We had put in \$88,000 for a used tractor with a new mower setup. We needed to trim that number down for budget purposes. So we had intended to wait a year and thought we could replace a flatbed. The dealer found us a nice used setup for \$58,000 and we had \$60,000 budgeted. So this unit comes in under budget and saves the city about \$30,000 if we would have gone with the original quote.

We also will be either trading in or selling our current weed mower. Trade in price is \$6,500. We will put on an auction site to try and get more first.

**STAFF RECOMENDATION:**

Purchase the John Deere 6330 Tractor and Tiger mower that was budgeted for.

**ATTACHMENTS:**

Original price quote from Serwe Implement Municipal Sales  
Purchase quote from Serwe Implement Municipal Sales

**MOTIONS FOR CONSIDERATION:**

1. Approve the purchase of a used John Deere 6330 Tractor and Tiger mower for \$58,000.

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## 10735

WHITE - DEALER    CANARY - CUSTOMER    PINK - COMPANY    GOLD - SALESMAN

10000

I (We), the undersigned, hereby order from the Product described below, to be delivered as shown below. This order is subject to your ability to obtain such Product from the manufacturer and you shall be under no liability if delivery of the Product is delayed or prevented due to labor disturbances, transportation difficulties, or for any reason beyond your control. The price shown below is subject to your receipt of the Product prior to any change in price by the manufacturer. It is also subject to any new or increased taxes imposed upon the sale of the Product after the date of this order.

<p>I (We) offer to sell, transfer, and convey the following item(s) at or prior to the time of delivery of the above Product, as a "trade-in" to be applied against the cash price. Such item(s) shall be free and clear of all security agreements, liens, and encumbrances at the time of transfer to you. The following is a description and the price to be allowed for each item.</p>	<p><b>1. TOTAL CASH PRICE</b></p>
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<p><b>IMPORTANT WARRANTY NOTICE:</b> The warranty applicable to new product(s). There is no warranty on used products. This new product warranty is part of this contract. Please read it carefully. <b>YOUR RIGHTS AND REMEDIES PERTAINING TO THIS PURCHASE ARE LIMITED AS SET FORTH IN THIS WARRANTY, AND THIS CONTRACT IMPLIED WARRANTY OF MERCHANTABILITY AND FITNESS ARE NOT MADE AND ARE EXCLUDED UNLESS SPECIFICALLY PROVIDED IN THE WARRANTY.</b></p> <p><b>ACKNOWLEDGEMENTS - I (We)</b> promise to pay the balance due (line 7) shown above in cash, or to execute a Time Sale Agreement (dated Instrument Contract), or a Loan Agreement, for the purchase price of the Product, plus additional charges shown thereon or execute a Lease Agreement, on or before delivery of the Product ordered herein. Despite physical delivery of the Product, title shall remain in the seller until one of the foregoing is accomplished.</p>	<p><b>2. TOTAL TRADE-IN ALLOWANCE</b></p> <p><b>3. BALANCE</b></p> <p><b>4. SALES TAX</b></p> <p><b>5. SUB-TOTAL</b></p> <p><b>6. CASH WITH ORDER</b></p> <p><b>7. BALANCE DUE</b></p>
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Customer's Signature \_\_\_\_\_ Date Accepted \_\_\_\_\_ Salesman Arch H. E. Serna

WHITE - DEALER	CANARY - CUSTOMER	PINK - COMPANY	GOLD - SALESMAN
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## AGENDA SUMMARY SHEET

MEETING DATE: 3/9/21

TITLE: **Link 360 Proposal**

AGENDA SECTION: Consideration-Action

PRESENTER: Jeff Daane Director of Public Works

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe, Healthy and Sustainable Community	\$1,956.97	

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### ISSUE SUMMARY:

The City of Waupun has done some lockout/tagout work at city facilities in the past. This has not been updated since 2008 and 2009. The purchase of this software will help us make sure any new equipment (i.e. furnaces, air conditioners, or other electrical items that have changed over the last 12 years or so get updated.

Lockout/tagout ensures that a safe shutdown of that piece of equipment has been documented and a card is placed near the equipment for use.

We are looking at using one of our summer positions that would usually do maintenance projects for this work. We would look at this being a summer safety intern position.

The purchase of this software is not budgeted, but a portion of this will be paid for through the CVMIC safety program. This will also pay for a portion of the summer intern wages.

### STAFF RECOMENDATION:

### ATTACHMENTS:

Brady Link360 proposal

### MOTIONS FOR CONSIDERATION:

1. Approve the purchase of LINK360 software and program set-up for \$1,956.97.

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# Safety Solutions

## Lockout/Tagout, Confined Space Permits



**LINK360®**  
SAFETY SOFTWARE

Cloud



Mobile



Desktop



Printers



Identification



### Safety

### Compliance

### Efficiency

### Sustainability

#### KEEP WORKERS SAFE

Lockout/Tagout  
Confined Space  
Minor Servicing & Maintenance

#### MEET OSHA REGULATIONS

LOTO Procedures  
Periodic Inspections & Audits  
CS Assessments & Permits  
Documented Checklists

#### SAVE TIME & MONEY

Easy text and drop down defaults for creation  
Customize Templates  
Mobile Apps

#### PROTECT YOUR TEAM

Smart Lockout app for periodic inspections  
Audit history & tracking  
Standardize & scale



## CLOUD BASED

No license per user  
Add unlimited users

Access data from anywhere on any device

No IT needed for install and updates

Scale to multiple sites easier



## DASHBOARD REPORTING

"VIEW CHARTS"

Snapshot of current state

-sort by site, region, LOTO, CS

-run region & site comparisons

Run Reports for LOTO, CS, Reliability



## ADMINISTRATIVE FEATURES

### Organize Procedures & Equipment

Region, Site, Area

Mass import with our template

Customize Equipment Types

### Organize People

Customize permissions & restrictions

Set up approval process & teams



## PROCEDURES

### View & edit procedures

Print energy source tags & labels

Perform audits

Generate link (connect to external maintenance software)

### Maintain history and documentation

Print procedure and device checklist

Upload completed checklists

## LINK360 Tiered Pricing By Procedures

Procedure Range		Rate per additional procedure	Annual Subscription	
Min	Max		Tier Min	Tier Max
200	499	\$ 6.70	\$ 1,340.00	\$ 3,341.81
500	999	\$ 5.67	\$ 3,347.47	\$ 6,174.31
1000	2499	\$ 4.38	\$ 6,178.68	\$ 12,740.56
2500	4999	\$ 3.35	\$12,743.90	\$ 21,109.31
5000	9999	\$ 2.58	\$21,111.88	\$ 33,984.31
10000	19999	\$ 2.37	\$33,986.67	\$ 57,674.31
20000	100000	\$ 2.16	\$57,676.47	\$ 230,716.47

### LINK360 Subscription Calculator

Per Procedure

\$ 6.70

Number of Procedures

200

(minimum = 200)

Subscription Cost - Annual

\$ 1,340.00

(paid annually)

One-time Setup & Training Costs

(x to select)

Program set-up, configuration & single session training

x

\$ 616.97

Program set-up, configuration & multi (2) session training

\$ 1,131.97

(quantity)

Additional Hourly training (charged per hour)

0

\$ 257.50

\$ 616.97

	Today	Year 1	Year 2	Year 3
Software Subscription	\$ 1,340.00	\$ 1,340.00	\$ 1,340.00	\$ 1,340.00
Setup & Training	\$ 616.97			
Total Cost	\$ 1,956.97	\$ 1,340.00	\$ 1,340.00	\$ 1,340.00

(subscriptions subject to annual price adjustments, effective at renewal)

### Savings Calculator

Avg employee cost per hour

\$ 50.00 per hr

### Writing Procedures

Time to write procedures using Word/Excel

1.00 hr / procedure

Time to write procedures using LINK360 (50% less)

0.50 hr / procedure

Time savings using LINK360

100 hrs



Labor cost savings / opportunity cost savings

\$ 5,000.00

### Review & Approval

Time to review and approve procedures w/o LINK360

15.00 min / procedure

Time to review and approve using LINK360 (50% less)

7.50 min / procedure

Time savings using LINK360

25 hrs

Labor cost savings / opportunity cost savings

\$ 1,250.00

### Auditing Procedures Annually

Time to audit procedures w/o LINK360

15.00 min / procedure

Time to audit procedures using LINK360 (50% less)

7.50 min / procedure

Time savings using LINK360

25 hrs

Labor cost savings / opportunity cost savings

\$ 1,250.00 (annual savings)

### Total Potential Savings

\$ 7,500.00

### MARCH SENIOR CENTER STATUS UPDATE

The Waupun Senior Center re-opened on Monday, March 1, 2021. The Fond du Lac County Health Department, City of Waupun Department of Public Works and other City of Waupun staff worked very hard to make this happen. Face masks are mandatory at all times inside the Waupun Senior Center. Handmade and disposable masks are available. The mask policy is closely monitored. Hand sanitizer is available in every room and at every table. High touch surfaces like chairs, tables, handrails, doors and restrooms are cleaned throughout the day. The entire building is professionally cleaned each day. The activity schedule has changed due to cleaning and location of each activity group, so some activity times and days have changed. We will continue to offer virtual, recorded and take home options for certain activities.

### February Waupun Senior Center Virtual Programs:

- **SIA Insurance Bingo**: 14 participants
- **Book Club**: 4 participants
- **Learn to Zoom/Tech Support**: 3 participants
- **Waupun Historical Society**: 91 participants
- **Waupun Innovation Center Personation**: 16 participants
- **Meals for One/Two Presentation**: 10 participants
- **Police Academy**: 17 participants
- **Benefits of Pre-Planning**: 9 participants
- **Buddy Bingo**: 13 participants
- **Waupun Community Coalition on Aging Bingo**: 9 participants
- **Virtual Storytelling**: Rescheduled due to student testing
- **Marsh Haven**: 93 participants
- **DPW Interview**: 15 participants

### Other February Activities:

- **Foot Care Clinic**: 34 participants
- **Manicures**: 4 participants
- **S'more Fun**: Rescheduled due to cold temperature
- **Eyeglass Adjustments**: 1 participant
- **Craft Club Take & Make Craft**: 11 participants
- **Pen Pals**: 22 participants
- **Drug Repository**: 0 participants
- **Curbside Lunch**: 106
- **Mobile Meals**: 395

### FITNESS CENTER

We are extremely grateful for a large fitness equipment donation. The Waupun Senior Center now has 14 resistance fitness machines to use. When: Monday—Friday from 8:00am—10:00am



**FOND DU LAC COUNTY HEALTH DEPARTMENT APPROVED RE-OPENING PLANS**

If Rachel Kaminski is positive for COVID-19, the Waupun Senior Center will close until recovery or a substitute has been named. If a senior participant is positive for COVID-19, the participant will need to stay in home quarantine. The class members and individuals in the building will be notified and told to stay home in quarantine.

**Activities and Safety Precautions:**

- Playing Cards (Euchre, Sheephead, Hand & Foot, Sevens)
  - All cards will be thrown away after each day of use or left to rest for 7 days
  - Hand sanitizer will be at each card table
  - Tables and chairs will be sanitized before and after activity
- Dice/Marbles/Board Games
  - Each player will roll their own set of dice and/or cards will be thrown away after each day of use
  - Hand sanitizer will be at the table
  - Card tables and chairs will be sanitized before and after activity
- Fitness (Yoga, Tone, Aerobics. Fitness Center)
  - Fitness class chairs and fitness center equipment will be spaced 6 feet apart
  - Fitness equipment will be sanitized before and after activity
  - Virtual fitness will still be available on our Facebook page
- Craft Club
  - Craft Club participants will be spaced 6 feet apart
  - Each participant will have their own work station, supplies, and equipment
  - Work stations and equipment will be sanitized before and after activity
  - Take and make craft kits will still be available
- Computer Classes/Tech Support
  - Each participant will have their own device
  - Work stations will be 6 feet apart
  - Tables and chairs will be sanitized before and after activity
- Movie Afternoon
  - Movie will be shown on the big screen
  - Participants will be spaced 6 feet apart
  - Tables and chairs will be sanitized before and after activity
- Bingo
  - Participants will be spaced 6 feet apart
  - Tables and chairs will be sanitized before and after activity
  - Disposable bingo cards will be used
  - Virtual bingo will still be available on Zoom
- Book Club
  - Discussions chairs will be spaced 6 feet apart
  - Chairs will be sanitized before and after activity
- Knitting Group
  - Participants will bring their own knitting supplies
  - Participants will be spaced 6 feet apart
  - Tables and chairs will be sanitized before and after activity
- Presentations
  - Participants will be spaced 6 feet apart
  - Tables and chairs will be sanitized before and after activity
  - Virtual presentations will still be available on Zoom
- Billiards
  - Sanitizing wipes will be available on shared equipment

## MARCH 2021 SENIOR CENTER ACTIVITY CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>1</b> 8am Fitness Center 9am Marbles 10am Lunch 10:30am Yoga I (R) 1pm Euchre	<b>2</b> 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone (R)	<b>3</b> 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I (R) 1pm Sheepshead 6:15pm Knit-Wits	<b>4</b> 8am Fitness Center 8:30am Foot Care 10am Lunch 10:30am Yoga II (R) 1pm Sheepshead	<b>5</b> 8am Fitness Center 9am Se7ens 10am Lunch 10:30am Aerobics II (R)
<b>8</b> 8am Fitness Center 9am Pen Pals 9am Marbles 10am Lunch 10:30am Yoga I (R) 1pm Euchre	<b>9</b> 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone (R) 11:30am Easter Eggs 3pm Movie Afternoon	<b>10</b> 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I (R) 1pm Sheepshead 11:30am Historical (V) 6:15pm Knit-Wits	<b>11</b> 8am Fitness Center 9am Derby 10am Lunch 10:30am Yoga II (R) 1pm Sheepshead 1:30pm Storytelling (Z)	<b>12</b> 8am Fitness Center 9am Se7ens 10am Lunch 10:30am Aerobics II (R) 1pm SIA Bingo (Z)
<b>15</b> 8am Fitness Center 9am Marbles 10am Lunch 10:30am Yoga I (R) 1pm Euchre	<b>16</b> 8am Fitness Center 9am Hand & Foot 10:30am Tone (R) 10am Lunch 1:30pm Interview (Z)	<b>17</b> 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I (R) 12:30pm Eyeglasses 1pm Sheepshead 6:15pm Knit-Wits	<b>18</b> 8am Fitness Center 8:30am Foot Care 10am Lunch 10:30am Yoga II (R) 1pm Sheepshead	<b>19</b> 8am Fitness Center 9am Se7ens 10am Lunch 10:30am Aerobics I (R) 10:30 Buddy Bingo (Z)
<b>22</b> 8am Fitness Center 9am Pen Pals 9am Marbles 10am Lunch 1:30am Yoga I (R) 1pm Euchre	<b>23</b> 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone (R) 1pm ONE Waupun	<b>24</b> 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I (R) 1pm Sheepshead 6:15pm Knit-Wits	<b>25</b> 8am Fitness Center 9am Derby 10am Lunch 10:30am Yoga II (R) 1pm Sheepshead	<b>26</b> 8am Fitness Center 9am Book Club (Z) 9am Se7ens 10am Lunch 10:30am Aerobics II (R) 1pm WCCA Bingo (Z)
<b>29</b> 8am Fitness Center 9am Pen Pals 9am Marbles 10am Lunch 1:30am Yoga I (R) 1pm Euchre	<b>30</b> 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone (R) 1pm S'mores Fun	<b>31</b> 8am Fitness Center 9am Dice 9am Manicures 10am Lunch 10:30am Aerobics I (R) 1pm Sheepshead 6:15pm Knit-Wits		

**SCHEDULE IS SUBJECT TO CHANGES**

(R) = Recorded and In-Person

(Z) = Zoom Option or In-Person

(V) = Virtual Zoom Video Only

## PARKS COMPARISON FEES

City	Cost	Amenities
Waupun Parks	Resident - \$30 Non-Resident - \$35	Shelters, Picnic Tables, Grill, Drinking Water, Bathrooms, Electricity
Waupun McCune Park Concession Stand	Resident - \$45 Non-Resident - \$50 Security Deposit - \$50	Concession Stand, Walk-in Cooler
N Fond du Lac Parks	Full Day - \$45 ½ Day - \$25 Security Deposit - \$20	Shelters, Bathrooms, Picnic Tables
City of Berlin – Riverside Park	Resident - \$85 Non-Resident - \$140 Security Deposit - \$100	Shelter, Picnic Tables, Serving Tables, Electricity, Bathrooms
City of Beaver Dam – Lakeview Park	Resident - \$50 Non-Resident - \$60	Shelter, Picnic Tables, Electricity, Bathrooms
City of Watertown – Clark Park	Resident - \$75 Non-Resident - \$112.50	Shelter, Picnic Tables, Grill, Drinking Water, Bathrooms, Electricity
City of Hartford – Woodlawn West	Resident - \$100 Non-Resident - \$125 Non-Profit/School Groups - \$40	Shelter, Picnic Tables, Electricity, Bathrooms, Drinking Water

RECOMMENDED MOTION: Raising the rental fees and adding a cleaning fee to align us with neighboring communities with keeping COVID-19 sanitation in mind.

Waupun Parks (Buwalda, Dodge, Harris Mill, McCune, West End, Wilcox)

Resident - \$50

Non-Resident - \$75

Additional \$15 cleaning fee

Waupun McCune Park Concession Stand

Resident - \$85

Non-Resident - \$100

Security Deposit - \$50

Additional \$15 cleaning fee

# WAUPUN FAMILY ACUATIC CENTER

## 2021 City of Waupun Adopted Budget:

Pool staf wages					60,543
Contract signing fee					1,500
Administrative Cost					15,136
Subtotal Acct 100-20-5523-110					<b>77,179</b>

## NO SWIMMING LESSONS OPTION

Waupun Family Aquatic Center Budget Open/Close 2021

Based on 80 days of operations June 5 - Aug 22

## HOURS OF OPERATION

**June 5 - August 22 Open Swim**
**Open Swim Times due to Cleaning if we still have reservation system**

Monday - Friday 1:00 - 6:00 PM

1-2:30/2:45-4:15/4:30-6:00

Saturday &amp; Sunday 12:00 - 7:00 PM

12-1:30/1:45-3:15/3:30-5/5:15-6:45

No Swim Lessons

No Night Swim/Adult Swim/Water Aerobics

Pools hours subject to change based on weather/attendance.

Position Title	Days	Times	# Of Positions	Hourly Rate	days	# Of hours/day	Salaries & Wages	Taxes (7.65%)	Employee Total
YMCA Director	Varies	Varies	1	\$20.00		215	\$4,300.00	\$328.95	\$4,628.95
Summer Pool Coordinator	Varies	Varies	1	\$14.00		140	\$1,960.00	\$149.94	\$2,109.94
Pool Manager - season	Mon-Sun	Varies	1	\$12.00	80	7.5	\$7,200.00	\$550.80	\$7,750.80
Pool Assistant Manager - season	Mon-Sun	Varies	1	\$11.00	80	7.5	\$6,600.00	\$504.90	\$7,104.90
Lifeguards June-August	Mon-Fri	12:45-6:30pm	5	\$ 8.80	55	5.75	\$13,915.00	\$1,064.50	\$14,979.50
Lifeguards JuneAugust	Sat-Sun (weekend)	11:45-7:15pm	5	\$ 9.30	24	7.5	\$8,370.00	\$640.31	\$9,010.31
Admission/Slide Attendant June-August	Mon-Fri	12:45-6:30pm	2	\$ 8.35	55	5.75	\$5,281.38	\$404.03	\$5,685.40
Admission/Slide Attendant June-August	Mon-Fri	12:45-5:00pm	1	\$ 8.35	55	4.25	\$1,951.81	\$149.31	\$2,101.13
Admission/Slide Attendant June-August	Sat-Sun (weekend)	11:45-7:15pm	2	\$ 8.85	24	7.5	\$3,186.00	\$243.73	\$3,429.73
Admission/Slide Attendant June-August	Sat-Sun (weekend)	11:45-5:00pm	1	\$ 8.85	24	5.25	\$1,115.10	\$85.31	\$1,200.41
Reservation Service June-August									\$297.00
Subtotal				\$9.44			\$53,879.29	\$4,121.77	\$58,001.05

YMCA Contractual Cost

\$14,500.26

Contract Signing Fee

\$1,500.00

**TOTAL**
**\$74,298.32**



**SWIMMING LESSONS OPTION**

 Waupun Family Aquatic Center Budget      Open/Close 2021  
 Based on 80 days of operations      June 5 - Aug 22

**HOURS OF OPERATION**
**June 05 - August 22 Open Swim**

Monday - Friday 1:00 - 6:00 PM

Saturday &amp; Sunday 12:00 - 7:00 PM

**Season Pass - Individual \$50 / Family \$125**
**Day Pass - \$5**

No Night Swim

**Open Swim Times due to Cleaning**

1-2:30/2:45-4:15/4:30-6:00

12-1:30/1:45-3:15/3:30-5/5:15-6:45

**Swim Lessons - (4) 8 day lessons (3 sessions)**

10:45am - 12:45pm

6:00pm - 8:00pm (4) 8 day lessons (1 session)

Pools hours subject to change based on weather/attendance.

Position Title	Days	Times	# Of Positions	Hourly Rate	days	# Of hours/day	Salaries & Wages	Taxes (7.65%)	Employee Total
YMCA Director	Varies	Varies	1	\$ 20.00		215	\$4,300.00	\$328.95	\$4,628.95
Summer Pool Coordinator	Varies	Varies	1	\$ 14.00		140	\$1,960.00	\$149.94	\$2,109.94
Pool Manager - season	Mon-Sun	Varies	1	\$ 12.00	80	7.5	\$7,200.00	\$550.80	\$7,750.80
Pool Assistant Manager - season	Mon-Sun	Varies	1	\$ 11.00	80	7.5	\$6,600.00	\$504.90	\$7,104.90
Lifeguards June-August	Mon-Fri	12:45-6:30pm	5	\$ 8.80	55	5.75	\$13,915.00	\$1,064.50	\$14,979.50
Lifeguards June-August	Sat-Sun (weekend)	11:45-7:15pm	5	\$ 9.30	24	7.5	\$8,370.00	\$640.31	\$9,010.31
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Admission/Slide Attendant June-August	Mon-Fri	12:45-5:00pm	1	\$ 8.35	55	4.25	\$1,951.81	\$149.31	\$2,101.13
Admission/Slide Attendant June-August	Sat-Sun (weekend)	11:45-7:15pm	2	\$ 8.85	24	7.5	\$3,186.00	\$243.73	\$3,429.73
Admission/Slide Attendant June-August	Sat-Sun (weekend)	11:45-5:00pm	1	\$ 8.85	24	5.25	\$1,115.10	\$85.31	\$1,200.41
Swim Lessons-Instructor	M-Th	10:45am - 12:45pm/6-8pm	5	\$ 9.10	24	2	\$ 2,184.00	\$ 167.08	\$ 2,351.08
Swim Lessons-Instructor	M-Th	Night Lessons	5	\$ 9.10	8	2	\$ 728.00	\$ 55.69	\$ 783.69
Swim Lessons-Guard	M-Th	10:45am - 12:45pm	2	\$ 9.10	24	2	\$ 873.60	\$ 66.83	\$ 940.43
Reservation Service June-August									\$297.00
Subtotal				\$9.35			\$57,664.89	\$4,411.36	\$62,076.25

YMCA Contractual Cost

\$15,519.06

Contract Signing Fee

\$1,500.00

**TOTAL**
**\$79,392.31**

This total includes the amount to run lessons

Total to Run Lessons	Total Participants Needed (\$30 ea.)	4 sessions / 3 time slots / at 25 participants max per time slot	300 participants total max.
\$ 5,094.00	170	\$ 3,906.00 - Total Profit if 300 participants met	

**RECOMMENDED MOTION:** Use the operating dates and times listed in swimming lessons option.

**RECOMMENDED MOTION:** Use the swimming lesson option due to previous years high attendance. After 170 participants swimming lessons will cover the cost of the program and remain in adopted budget.

**RECOMENED MOTION:** Allow Start Out Safe (SOS) free swimming lessons to use the Waupun Family Aquatic Center.

## POOL COMPARISON FEES

Pool	Daily Rate	Family Pass	Individual Pass	Non-Resident Family	Non-Resident Individual	Swim Lessons
Swan Park/Crystal Lake - BD	Free	N/A	N/A			
Taylor Park - FdL	\$2.50	\$0 in 2021, \$120.00 in past	\$60.00			
Lomira	\$3.00	\$80.00	\$45.00			\$30.00
Columbus Aquatic Center	\$3.50	\$200.00	\$90.00	\$225.00	\$100.00	\$60.00 no pass, \$40 with pass
Watertown	\$4.00	\$100.00	\$50.00	\$150.00	\$75.00	\$28.00
Randolph	\$4.00	\$75.00	\$40.00	\$85.00	\$40.00	\$20.00
Fairgorunds - FdL	\$4.00	\$0 in 2021, \$140.00 in past	\$75.00			
Waupun Aquatic Center	\$5.00	\$125.00	\$50.00			\$30.00
Fox Lake Aquatic Center	\$4.00	\$75.00	\$40.00			\$25.00
Horicon Aquatic Center	\$5.00	\$125.00	\$50.00			\$25.00

RECOMMENDED MOTION: Keep the rates the same as 2020 to increase participation.