



**A G E N D A**  
**CITY OF WAUPUN BOARD OF PUBLIC WORKS AND**  
**FACILITIES COMMITTEE**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, June 14, 2022 at 4:30 PM

The Waupun Board of Public Works and Facilities Committee will meet in-person, virtual, and teleconference. Instructions to join the meeting are provided below:

Join Zoom Meeting

<https://us02web.zoom.us/j/83430608522?pwd=N1pSZ05zUStFdVEybWxwSHcyc2JyUT09>

Meeting ID: 834 3060 8522

Passcode: 630201

By Phone: 1 312 626 6799 US (Chicago)

**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.](#) Recognition of Mayoral Appointment of Board Members
- [2.](#) Nomination and Appointment of Clerk
- [3.](#) Establish Day of Month and Time of Board Meeting
- [4.](#) Approve minutes of the April 12, 2022 meeting.
- [5.](#) Railroad crossing repair 387614F
- [6.](#) Stump grinding quotes 2022
- [7.](#) Stormsewer TV and cleaning quote 2022
- [8.](#) Update previously approved wayfinding signs with a decal
- [9.](#) Capital Improvement budget items for review, rating and approval for 2023 budget process
- [10.](#) Equipment budget items for review, rating and approval for the 2023 budget process

**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.*

Recognition of Mayoral Appointment of Board Members

**BOARD OF PUBLIC WORKS AND FACILITIES COMMITTEE (3 Year Term)**

**Board of Public Works and Facilities shall regularly meet on the 2<sup>nd</sup> Tuesday of each month at 4:30pm**

The Board of Public Works shall consist of (3) Alderpersons and (4) City residents, all of whom shall be appointed by the Mayor, subject to approval by the Common Council. Alderpersons shall each serve for a term of one (1) year. Resident members shall each serve for a term of three (3) years. The Mayor, Director of Public Works, Recreation Program Director, Public Utilities Manager, Clerk and Police Chief or his or her designee shall also serve as *ex officio*, non-voting members of the Board. The Mayor shall each year designate a voting member of the Board as Chairperson, who shall also serve as Board President. At its organizational meeting each year, the Board shall by resolution appoint a voting member of the Board to serve as Board Clerk for that year.

**EX-OFFICIO:**

Ex-Officio’s who are non-voting members should not be sitting at the board table. They should be off to the side as they are there for informational purposes only.

It becomes confusing when a member is at the board table – in error, in the past, we have had ex-officio’s vote and should not have.

ALDERMAN	<i>Mayoral Appointed Chairman</i>		Peter Kaczmariski
ALDERMAN			Michael Matoushek
ALDERMAN			William Langford
CITIZEN		4/30/2023	Dale Heeringa
CITIZEN		4/30/2023	Ryan Mielke
CITIZEN		4/30/2023	Gregg Zonnefeld
CITIZEN		4/30/2023	Dave Rens

MAYOR	Ex Officio - Non Voting
DIRECTOR OF PUBLIC WORKS	Ex Officio - Non Voting
RECREATION PROGRAM DIRECTOR	Ex Officio - Non Voting
UTILITY GENERAL MANAGER/DESIGNEE	Ex Officio - Non Voting
CITY CLERK	Ex Officio - Non Voting
POLICE CHIEF/DESIGNEE	Ex Officio - Non Voting



## MINUTES—CITY OF WAUPUN BOARD OF PUBLIC WORKS & FACILITIES

Tuesday, 12-April-2022 – City Council Chambers

### CALL TO ORDER

Chairman Peter Kaczmarki called the meeting to order at 4:32 PM

### ROLL CALL

Roll call was taken members present:

Alders—Peter Kaczmarki, Mike Matoushek (Zoom), Jason Westphal (Zoom)

Citizens—Dale Heeringa (remote), Ryan Mielke, Dave Rens, Gregg Zonnefeld

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

### PERSON WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS & FACILITIES COMMITTEE

There were no guests for public comment.

### FUTURE MEETINGS AND GATHERINGS OF THE BOARD OF PUBLIC WORKS & FACILITIES COMMITTEE

Due to potential primary election, the next meeting may be Thursday, May 12 at 4:30 PM. Gregg Zonnefeld noted he will be absent for that meeting due to an event conflict.

### CONSIDERATION - ACTION

1. Approve minutes of the March 8<sup>th</sup>, 2022 Board of Public Works & Facilities Meeting.  
Minutes of the March 8<sup>th</sup> meeting were presented. Motion (Zonnefeld/Heeringa) for approval. **MOTION CARRIED (6-0)**
2. Approve seal coat and crack seal of Library, City Hall, and Safety Building Parking lots.  
DPW Director Daane shared the history of DPW's work parking lot maintenance to extend the life of these areas. This is a budgeted expense. Motion (Matoushek/Rens) to approve Tracy Sealcoating Service to seal coat and crack seal of the Library parking lot (\$5,011), City Hall parking lot (\$2,187), and Safety Building parking lot (\$11,383) at a total cost of \$18,581. **MOTION CARRIED (6-0)**
3. Recommend Bayberry Lake Extension Agreement with MSA professional Services to City Council  
DPW Director Daane shared a desire to complete engineering work for potential development in the area north of the current Wild Goose Truck Stop. Motion (Zonnefeld/Rens) to approve this task order. **MOTION CARRIED (6-0)**
4. Approve Storm Sewer Re-routing Evaluation agreement with MSA Professional Services.  
DPW Director Daane laid out the difficulty of the current storm sewer placement, which was installed without easements through existing properties. The current clay lines need to be removed, and it is best to explore the best options for this rerouting. Motion (Mielke/Heeringa) to approve this work at a cost of \$4,680. **MOTION CARRIED (6-0)**
5. Approve Microsurfacing on Olmstead Street from S Madison, S Drummond, and Bly Street from Lincoln Street to West Main Street.  
DPW Director Daane shared the past work of the BPW to continue to microseal streets for maintenance. Two bids were received. potential ideas for the tennis court area that is slated for removal. Ideas shared included concrete bag toss, gaga ball pit, game table. Recommendation was also to try to maintain lighting for evening use. Committee discussed potential for Building Trades to do the work. Director Daane will put together a plan with costs and also discuss with Lions Club. Motion (Matoushek/Mielke) to approve the low bid by Fahrner Asphalt to do the microsurfacing. **MOTION CARRIED (6-0)**
6. Recommend Municipal solid waste collection, disposal, and recycling services for the City of Waupun RFP.  
With the current expiration of our ten-year garbage contract at the end of 2022, DPW Director Daane put out an RFP to three companies for bids. These would include new similar-sized containers. Motion (Matoushek/Rens) to accept the low bid from GFL Environmental for a five-year contract for weekly trash & every other week recycling at a rate of \$14.99. Bulk pick-up costs and dumpsters included. **MOTION CARRIED (6-0)**

7. Mayor Julie Nickel shared her appreciation to the members of the BPW for their service to the City.
8. DWP Director Daane gave an update on the South Madison Street Project. They are awaiting final start approval from the Wisconsin DOT, hopefully by the end of the week. The parks are all open for the summer; bubblers are wrapped at present to avoid damage from freezing conditions.

**ADJOURNMENT**

Motion (Rens/Heeringa) to adjourn the meeting of the BPW at 5:06PM. **MOTION CARRIED (6-0)**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gregg Zonnefeld", with a horizontal line extending from the end of the signature.

Gregg Zonnefeld, BPW Clerk



# AGENDA SUMMARY SHEET

MEETING DATE: 6/14/22

TITLE: Railroad crossing repair 387614F

AGENDA SECTION: Consideration/Action

PRESENTER: Jeff Daane Director of Public Works

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
	\$22,000-\$30,000

**ISSUE SUMMARY:**

The city of Waupun council approved to send a resolution to Wisconsin & Southern railroad on 4/12/22. This resolution gave the railroad a month to respond to the city with action needed to repair the track crossing on Main St in Waupun.

The railroad has contacted the city about repairs to this crossing. They are proposing a complete repair of the crossing in 2023. The railroad has a responsibility for the road 4' each way of the tracks. The blacktop area on both sides of the tracks is 12' on the East side and 11' on the West side.

The railroad estimates a complete repair to be about \$190,000 and to take about 5 days. They are asking the city to help with the cost of the blacktop area. See estimates from last depending on the thickness estimates should be \$22,000-\$30,000.

**STAFF RECOMENDATION:**

Consider approval adding a line item of \$30,000 to replace the blacktop area around the railroad tracks

**ATTACHMENTS:**

2021 Kartechner estimate

**MOTIONS FOR CONSIDERATION:**

1. Approve to a line item of \$30,000 to the 2023 Mill and Overlay project list.
2. Do not approve adding \$30,000 to the 2023 Mill and Overlay project list.

# Railroad Tracks





N11829 County Road I  
 Waupun, WI 53963  
 Ph. (920) 324-2874

<b>To:</b>	City of Waupun	<b>Attn:</b>	Jeff Daane
<b>Address:</b>	201 E Main St	<b>Phone:</b>	(920) 324-7918
	Waupun, WI 53963		
<b>Project:</b>	Waupun RR Tracks - Asphalt Repair	<b>Date:</b>	05/28/2021

Item	Description	Quantity	Unit		Total
<b>5" ASPHALT</b>					
10	MOBILIZATION	1.000	EA		
20	FINE GRADE & COMPACT	1,700.000	SF		
30	PAVE 5" HOT MIX ASPHALT IN TWO LIFTS	60.000	TN		
<b>5" SUBTOTAL</b>					<b>\$22,106.26</b>
<b>6" ASPHALT</b>					
40	MOBILIZATION	1.000	EA		
50	FINE GRADE & COMPACT	1,700.000	SF		
60	PAVE 6" HOT MIX ASPHALT IN TWO LIFTS	70.000	TN		
<b>6" SUBTOTAL</b>					<b>\$25,006.46</b>

**NOTES**

**\*Please Note that Tracks are lower than Existing Concrete. Even with new asphalt, Kartechner Brothers anticipates a “dip” in the roadway which will cause a rough ride over the tracks.\***

Proposal valid for 30 days

Proposal is for Fine Grade and Pave

If Unsuitable Base is Found There Will Be An Additional Cost to Undercut and Install New Base

If Additional Paving Beyond Square Footage Described Above is Necessary, it Will be Completed at an Agreed Upon Price Per Ton

Field Measurements Will Prevail

Owner is Responsible for Permits If Needed

All Material to be Removed by Owner

**EXCLUSIONS**

No Bond Included

No Line Striping Included

No Aggregate Included

No Density or Mix Testing Included

No Traffic Control Included

No Landscaping Included

No Base Work Included

No Removals Included

No Saw Cutting Included

**INCLUSIONS**

Mobilization Included

**Acceptance of Proposal** - The prices, specifications, terms, and conditions listed on front and back of this proposal are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature: \_\_\_\_\_  
City of Waupun

Date: \_\_\_\_\_



## TERMS & CONDITIONS

- Unless otherwise specified, the warranty period for all new residential personal driveway paving projects (single-family home for single-family duplex) will be two (2) years on materials and workmanship from the date of completion. Invoice must be paid in full before any warranty will be considered
- Unless otherwise specified, the warranty period for all new commercial paving projects (includes farm, multi-unit, condo assns., apartments, and shared drives) will be one (1) year on materials and workmanship from the date of completion.
- \*\*Warranty will be null and void if payment in full is not received within ten (10) days of invoice date. Warranty WILL NOT be honored on an open invoice unless alternate payment arrangements have been made and adhered to with the Contractor.
- **\*\*Execution of contract requires contractor to utilize heavy equipment and requires reasonable access for equipment to cross adjoining surfaces for the performance of the contracted work. Contractor WILL NOT be responsible for cracking or failure of concrete or any other impervious surface failures that are incidental to the execution of the site prep and paving. (This includes, but is not limited to. aprons, sidewalks, garage floors, curb and gutter, road/street edges, pavers, patio blocks, etc.)**
- When resurfacing (overlying) asphalt, brick or concrete pavements, Contractor is not responsible for the reproduction of cracks or ponding which may occur. No warranty applies to such applications.
- **\*\*Due to severely cold winter temperatures in our service area, it is not uncommon for frost heave or cracking to occur in the asphalt and shall not be construed as a warrantable failure in materials or workmanship. Also due to the hot temperatures in our region, tire marks may occur in the asphalt. There is no warranty for such occurrences.**
- **\*\*Vegetation can grow through new asphalt. Contractor will attempt to remove any surface vegetation prior to pave. However, weed control is the customers responsibility, and Kartechner Brothers LLC will not be held liable for weed growth should it occur. It is recommended that customer applies a weed killer as well as a pre-emergent prior to work being commenced. Should vegetation happen to grow through, Contractor recommends that the customer apply a contact herbicide.**
- Contractor is not responsible for damage to unmarked underground wires. We do make one call to Digger's Hotline. It is the responsibility of the homeowner to mark all private lines ( includes: Underground fencing, propane lines, yard or parking lot lights, buried electrical lines from house to out buildings, etc.). It is the responsibility of the utility companies to properly mark all utility lines.
- Contractor is not responsible for failed asphalt if the base work is performed by others.
- Contractor strongly recommends that no material be placed on wet, unstable or frozen sub grade. Contracting pavement to be placed over unsuitable sub grade will result in loss of warranty provisions.
- Finished grade may be governed by various control points. If surface contour allows less than a minimum grade of 2%, it is understood that water ponding may occur and that no warranty attaches to the work as to satisfactory surface drainage.
- Any claim for property damage is conclusively waived unless presented to Contractor in writing within seven (7) days of the occurrence.
- The liability of Contractor for maintenance or nonperformance is limited to the amounts due hereunder. Owner to carry fire, tornado and other necessary insurance. Our employees are fully covered by Workers Compensation Insurance.
- All agreements are contingent upon strikes, accidents or delays beyond our control.
- "In the event it is necessary that Kartechner Brothers LLC Commence a claim or suit for payment from the customer; customer agrees to pay all costs of collection including reasonable attorney fees."
- "As required by the Wisconsin Construction Lien Law, builder (contractor) hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned builder (contractor), are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction and should give a copy of each notice received to his mortgage lender, if any. Builder agrees to cooperate with the owner and his lender, if any, to see that all potential lien claimants are duly paid."

Initial \_\_\_\_\_



# AGENDA SUMMARY SHEET

**MEETING DATE:** 6/14/22

**TITLE:** Stump grinding quotes 2022

**AGENDA SECTION:** Consideration/Action

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

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
	\$5,150	

**ISSUE SUMMARY:**

The city of Waupun received two quotes for stump removal for 2022.

**STAFF RECOMENDATION:**

Consider approval of low quote

**ATTACHMENTS:**

Anything & Everything quote  
Torres Tree service quote

**MOTIONS FOR CONSIDERATION:**

1. Approve quote from Anything & Everything Home Maintenance for \$5,150
2. Approve quote from Torres Tree Service for \$8,125

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Price Quote Request  
 Stump Grinding  
 (no clean-up)

Date: 5/16/22

Company Name: Anything + Everything Home Maintenance  
 Address: N9263 City Rd A Beaver Dam WI 53916  
 Phone #: 920-324-9055 office 920-517-0973 Bryan cell  
 E-Mail: bryanyohn2@hotmail.com

Quantity	Description	Price Each	Total
13 15	McCune Park		1850.00
2	West End Park		300.00
1	Zoellner Park		100.00
21	Pine Street Park * I has rocks against it*	3	2200.00
4	Pine Street Park – near river – just take top off		
2	Meadowview Park		300.00
2	Meadowview Park – near river – just take top off		200.00
TOTAL			4950.00

Quote Expires: \_\_\_\_\_

Return by May 16, 2022 to:  
 City of Waupun  
 Attn: Jeff Daane  
 201 E Main St.  
 Waupun, WI 53963

Or e-mail to:  
[jeff@cityofwaupun.org](mailto:jeff@cityofwaupun.org)

\* if want us to move rocks at Pine St. Park add  
 \$200.00 \*

# TORRES TREE SERVICE

127 N. Grove St.  
 Waupun, WI 53963  
 920-344-5887

# PROPOSAL AND ACCEPTANCE

PROPOSAL SUBMITTED TO <i>(Jeff) Waupun</i>		PHONE <i>920 210 8200</i>	DATE <i>5-24-22</i>
STREET <i>City of Waupun</i>		JOB NAME	
CITY, STATE AND ZIP CODE <i>53963</i>		JOB LOCATION	
ARCHITECT	DATE OF PLANS <i>Dry</i>	<i>5 Parks</i>	JOB PHONE

We hereby submit specifications and estimates for:

<i>- McCune Park</i>	<i>8 stumps</i>	<del>XXXX</del> <i>\$1600</i>
<i>- West End Park</i>	<i>2 stumps</i>	<del>XXXX</del> <i>\$450</i>
<i>- Zoellner Park</i>	<i>1 stump</i>	<i>\$275</i>
<i>- Pine Street Park</i>	<i>+ 24 stump</i>	<i>\$3,500</i>
	<i>6 stump by the river</i>	<i>\$1,200</i>
<i>- Meadowview Park</i>	<i>+ 2 stump</i>	<i>\$500</i>
	<i>2 stump by the river</i>	<i>\$600</i>

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

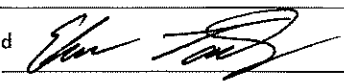
*Check*

dollars (\$ *8,125* <sup>*00*</sup> ).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature \_\_\_\_\_



Note: This proposal may be withdrawn by us if not accepted within *10* days.

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_



# AGENDA SUMMARY SHEET

**MEETING DATE:** 6/14/22

**TITLE:** Stormsewer TV and cleaning quote 2022

**AGENDA SECTION:** Consideration/Action

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

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
	\$15,279 estimate	

**ISSUE SUMMARY:**

The city of Waupun received one quote for stormsewer cleaning and TV work 2022. Northern pipe is our approved confined space entry vendor.

**STAFF RECOMENDATION:**

Consider approval of quote from Northern pipe

**ATTACHMENTS:**

Quote from Norther Pipe

**MOTIONS FOR CONSIDERATION:**

1. Approve quote from Northern Pipe \$15,279 plus additional cleaning costs as needed.

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# Quote

2094 County Road QQ  
 Green Bay, WI 54311  
 Phone (920) 655-8049  
 adamtierney@northernpipeinc.com  
 www.northernpipeinc.com

Date	Quote #
6/2/2022	1070

City of Waupun  
 201 E. Main St.  
 Waupun, WI 53963

Quote Good Thru		Payment Terms		Sales Rep	
		Net 30		AWT	
Description		Unit of Measure	Quantity	Unit Price	Total
City of Waupun 2022 Storm Sewer Clean & TV					
Storm Sewer Cleaning (515' +/-) *estimated quantity; invoice will reflect total hours		Hour	5	265.00	1,325.00
Storm Sewer Televising (mainline) *estimated footage; invoice will reflect total footage		Foot	16,681	0.47	7,840.07
Storm Sewer Televising (leads under 75') *estimated footage; invoice will reflect total footage		Foot	4,217	1.45	6,114.65
Storm Sewer Cleaning following televising \$265 per hour (if needed) *quantity unknown at time of quote					
Project is slated for summer completion.					
If approved, please sign and return.					

Please notify Northern Pipe, Inc. within 30 days if the quotation is accepted and the above prices will be honored.

All material is guaranteed to be specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. If prevailing wage apply - this quote will be adjusted accordingly. Bond fee and/or additional insurance requirements are not included in the quote amount. If applicable, add the amount (s) to this quote.

<b>Total</b>	<b>\$15,279.72</b>
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# AGENDA SUMMARY SHEET

**MEETING DATE:** 6/14/22

**TITLE:** Update previously approved wayfinding signs with a decal

**AGENDA SECTION:** Consideration/Action

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

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
	\$2,700 estimate	

**ISSUE SUMMARY:**

The Mayor is requesting to add a decal (see attachment). This decal would a 5” circle that would go on the upper left corner of each sign. The decals would be made of the same reflective material and would adhere right to the signs. We would ask TAPCO to provide us with a couple of neutral colors so that we can pick on that will look good. The Mayor has donation funds to cover the cost of the decals.

**STAFF RECOMENDATION:**

**ATTACHMENTS:**

Decal design

**MOTIONS FOR CONSIDERATION:**

1. Approve to add the decal to new wayfinding signs
2. Do not approve the decal to new wayfinding signs

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# AGENDA SUMMARY SHEET

**MEETING DATE:** 6/14/22

**TITLE:** Capital Improvement budget items for review, rating and approval for 2023 budget process

**AGENDA SECTION:** Consideration-Action

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

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
Financial	\$

**ISSUE SUMMARY:**

Attached are the Capital Improvement budget requests for 2023. I would like the Board to rank the projects in order of importance to submit final requests to the Common Council for the 2023 budget. This a current list projects to help with budgeting we start early in the year. Additional projects may come up before final budget approval so this may change. The cost estimates have been hard to come by as contractors are very unsure about giving quotes out this far in advance.

**STAFF RECOMENDATION:**

**ATTACHMENTS:**

- Cemetery Driveway and Parking
- City Hall Projects
- Community Center Lots Spot Repair
- Dodge Park Tennis Court resurfacing
- Field Turf Replacement
- McCune Park ADA Upgrade
- Museum Improvements
- Shaler Park Memorial
- Sidewalk Managment Program
- Welcome to Waupun Entry Signs
- Wilcox Park Playground Replacement

**MOTIONS FOR CONSIDERATION:**

1. Give priority to all of the items listed for Capital Improvement.

AGENDA ITEM:	#14
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DATE:	MAY 8, 2018
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**MAJOR CAPITAL EXPENDITURES**

**Capital Improvement Definition:** a study, engineering/design, and construction, or a combination of all 3 phases totaling \$5,000 or more and having a useful life of at least 5 years. Excludes vehicles and equipment.

PROJECT TITLE:

PROJECT PRIORITY:

PROJECT DESCRIPTION:

REASONS FOR IMPROVEMENT:

COST OF PROJECT &amp; BASIS FOR COST ESTIMATE:

SOURCE OF FUNDS:

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## MAJOR CAPITAL EXPENDITURES

**Capital Improvement Definition:** a study, engineering/design, and construction, or a combination of all 3 phases totaling \$5,000 or more and having a useful life of at least 5 years. Excludes vehicles and equipment.

**PROJECT TITLE:**

City Hall Projects

**PROJECT PRIORITY:**

**PROJECT DESCRIPTION:**

ADA ramp to west door, sidewalk work west side, accessible parking stall, roof repair/replace.

**REASONS FOR IMPROVEMENT:**

ADA compliance work, roof has some cracking, patched it up for now but needs replacement.

**COST OF PROJECT & BASIS FOR COST ESTIMATE:**

ADA Ramp - \$20,000  
Sidewalk Work - \$5,000  
Accessible Parking Stall - \$20,000  
Roof Work - \$85,000  
Total - \$130,000 (estimate)

**SOURCE OF FUNDS:**

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**MAJOR CAPITAL EXPENDITURES**

**Capital Improvement Definition:** a study, engineering/design, and construction, or a combination of all 3 phases totaling \$5,000 or more and having a useful life of at least 5 years. Excludes vehicles and equipment.

PROJECT TITLE:

Community Center Lot Spot Repair

PROJECT PRIORITY:

PROJECT DESCRIPTION:

Dig out soft spots and install new base. Install blacktop

REASONS FOR IMPROVEMENT:

The parking lot in the NE corner has some soft spots and lot is crumbling. Do this repair this year and seal coat next year

COST OF PROJECT & BASIS FOR COST ESTIMATE:

\$30,000

SOURCE OF FUNDS:

## **Instructions for Major Capital Expenditures/Construction Budget Form**

The purpose of this form is to provide department heads and City officials the opportunity to plan ahead for major capital expenditures (other than vehicles and equipment).

For the purpose of the city budget, **a major capital improvement is defined as a study, engineering/design, and construction, or a combination of all 3 phases totaling \$5,000 or more and having a useful life of at least 5 years. Vehicles and equipment are excluded.**

Examples of major capital expenditures are:

- New buildings, significant remodeling or additions
- New streets or reconstruction of existing streets
- Park structures and improvements
- Storm sewer, retention ponds

Please list major capital expenditures you believe will be required over the next five years that will have a significant impact on future City budgets. This information will be valuable for the Common Council in planning and making future capital spending decisions.

### Use of the Form

**Project Title:** Provide a simple title that will be used for future references to the project.

**\*\*Project Priority:** All departments must prioritize requested projects for each year. Due to past borrowings, the city's debt outstanding is at 49% of our debt limit and is viewed as a negative outlook by our outside bond rating agencies. For this reason, funds for capital improvements are limited. Your prioritizing will be helpful when the council makes its decision on what projects will receive available funding in 2022.

**Project Description:** Briefly describe the nature of the project, including size, location, the age of the item (if the project is a replacement or major repair project), and any other pertinent information.

**Reasons for Improvement:** Briefly state the justification for the project. Be sure to describe (and preferably document) concerns you have about the public health/safety, legal requirements, extremely high maintenance costs, public support, and relation to other high priority projects.

**Cost of Project & Basis for Cost Estimate:** Present your estimated cost of the project and briefly describe how the cost estimate was generated. For example, is it the result of a preliminary engineering study, or is it a ballpark estimate by your staff with no formal cost estimation completed?

**Funding Source:** Explain your expectation of where the funding will come from for this project. You may not know (which is fine), or you may have some good ideas about where to look. It is helpful to at least understand what you expect.

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## MAJOR CAPITAL EXPENDITURES

**Capital Improvement Definition:** a study, engineering/design, and construction, or a combination of all 3 phases totaling \$5,000 or more and having a useful life of at least 5 years. Excludes vehicles and equipment.

PROJECT TITLE:

Dodge Park Tennis Court Resurfacing

PROJECT PRIORITY:

PROJECT DESCRIPTION:

Clean and power wash pavement. Fill cracks, level low spots, seal pavement with 2 coats of dark green acrylic/latex color texture with sand.

REASONS FOR IMPROVEMENT:

The court is in bad shape and dangerous to play on.

COST OF PROJECT & BASIS FOR COST ESTIMATE:

\$40,000

SOURCE OF FUNDS:

Working on possible donations



P.O. Box 13456  
Wauwatosa, WI 53213-0456

MADISON  
(608) 221-8680  
Fax: (414) 476-9132

MILWAUKEE  
(414) 476-9130  
Fax: (414) 476-9132

RACINE  
(262) 633-1105  
Fax: (414) 476-9132

WI Building Contractor Registration #: 1105248

Name: Jeff Daane  
Company: City of Waupun

Phone: (920) 210-8200  
Fax Number:  
E-mail: jeff@cityofwaupun.org

Date: April 13, 2021

Address: 201 E. Main Street  
City: Waupun, WI 53963

Job Name: Dodge Park  
Job Location: 518 S. Madison Street, Waupun  
Job Phone: Cell:

We hereby submit specifications and estimates for:

**Tennis Court Resurfacing Procedure:**

This proposal is based on repairing all cracks and resurfacing two tennis courts.

Furnish and install all equipment, materials, and labor for coloring for two tennis courts.

Thoroughly clean and power wash pavement.

Fill all cracks with Armor Crack Repair sport surface crack repair product.

Level all low spots with acrylic resurfacer.

Seal pavement with one heavy coat of acrylic resurfacer.

Seal pavement with two coats of dark green acrylic latex color texture with sand (Sealmaster Flex Court).

Layout and stripe two tennis courts and two pickleball courts. Lines to be masked and brushed.

**\$27,504.00**



We propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of: (Payment to be made as follows:)

Terms: Total Due Upon Completion

Dollars ( )

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed upon written orders, and will become an extra charge over and above the estimate. Any increase in cost of materials will result in an increase in the contract price. These price increases will be charged as extras over and above the estimate. Poblocki Paving Corp. will notify owner of such increased costs when they occur, and will provide to owner copies of the invoices or other documentation evidencing such increased costs upon request. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman’s Compensation Insurance.

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, CONTRACTOR HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER’S LAND MAY HAVE LIEN RIGHTS ON OWNER’S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CONTRACTOR, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CONTRACTOR AGREES TO COOPERATE WITH THE OWNER AND THE OWNER’S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

A \$25.00 service fee, plus 1-1/2% of the outstanding balance will be charged on all accounts past 30 days, and will continue to be added each consecutive month until entire balance and accumulated service fees, plus interest are paid in full (unless otherwise noted). In the event it becomes necessary for Poblocki Paving Corp. to institute collection proceedings, all costs incurred by Poblocki Paving Corp., including reasonable and actual attorney’s fees, shall be paid by the property owner or owner’s agency and shall be added to the amount as described above.

Upon contract acceptance, if cancellation notice is not received in writing prior to 3 days after date of acceptance, Poblocki Paving Corp. assumes that the owner or owner’s agent accepts the work herein described and the terms and conditions of sale contained. Any withdrawal of this contract could result in a partial billing to reimburse Poblocki Paving Corp. and/or its sub-contractors for planning, preparation, and materials already ordered or installed on the job site.

One mobilization is included to each job site. “One trip to site by the paving crew” unless 2 or more trips are noted.

All permits are property owner’s responsibility (unless Poblocki Paving Corp. has specified they will be responsible).

Poblocki Paving Corp. is not responsible for damage to or injuries caused by any privately (not installed by a Public Utility) placed underground wires, pipes, sewers, conduits, obstructions or restrictions. The owner or owner’s agent agrees to indemnify and hold harmless Poblocki Paving Corp. from any and all claims, liabilities, costs and expenses whatsoever arising from the above.

This contract does not contemplate the encountering of underlying concrete, wood, paving fabric or other unsuitable materials or unusual conditions during excavation, unless noted on proposal. Should these conditions be encountered, the property owner may be charged for the extra work incurred.

Poblocki Paving Corp. is not responsible for damage to landscaping as a result of project preparation, execution or completion. Poblocki Paving Corp. is also not responsible for changes needed in landscaping to insure the proper continuation of drainage flow from project area. It is the property owner’s responsibility to back fill edges of paved areas.

Poblocki Paving Corp. is not responsible for low spots in asphalt of less than 1/2 inch.

Poblocki Paving Corp. is not responsible for concrete breakage due to normal construction equipment traffic.

Soil conditions such as the presence of clay and sand, as well as, temperature and moisture content may result in cracking, therefore it is impossible to guarantee against cracking. The property owner understands this risk is inherent in this kind of work.

Grading: The grading we perform may not prevent unwanted water from accumulating on your property. We do not warrant (expresses or implied) that our grading work will prevent, eliminate or reduce unwanted on site water accumulation or flowage on your property. However, we do warrant that our grading will meet applicable industry standards as to percentage grade requirements.

Non-payment of total invoiced amount in full upon completion, or terms as noted, voids any and all guarantees/warranties.

Should a dispute arise between the parties concerning this contract or the rights and duties of either party, Poblocki Paving Corp. may elect, at its sole discretion, to have the dispute settled by arbitration held in accordance with the Construction Industry Rules of the American Arbitration Association in effect at the time Poblocki makes the election for arbitration. Poblocki must make the election to arbitrate no later than 60 days after the proper service of a summons.

Acceptance of Proposal

Note: This proposal is void if not accepted within 15 days.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature:



Dan Van Bommel

Signature:

Date of Acceptance:

## MAJOR CAPITAL EXPENDITURES

**Capital Improvement Definition:** a study, engineering/design, and construction, or a combination of all 3 phases totaling \$5,000 or more and having a useful life of at least 5 years. Excludes vehicles and equipment.

**PROJECT TITLE:**

Field Turf Replacement

**PROJECT PRIORITY:**

10

**PROJECT DESCRIPTION:**

Replace turf at baseball complex.

**REASONS FOR IMPROVEMENT:**

The turf has a whole life expectancy of 15 years. Our fields are well maintained and are in good shape for their age. Total games played and weather will continue to break down the turf.

**COST OF PROJECT & BASIS FOR COST ESTIMATE:**

Turf replacement cost on all fields estimated \$530,000. Depending on year of replacement we should add 5% per year to costs..

**SOURCE OF FUNDS:**

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## MAJOR CAPITAL EXPENDITURES

**Capital Improvement Definition:** a study, engineering/design, and construction, or a combination of all 3 phases totaling \$5,000 or more and having a useful life of at least 5 years. Excludes vehicles and equipment.

PROJECT TITLE:

McCune Park ADA Upgrade

PROJECT PRIORITY:

PROJECT DESCRIPTION:

Bathroom stalls and reconfigure for ADA. Concrete work around building. Remodel concession counter to make a section ADA.

REASONS FOR IMPROVEMENT:

ADA Compliance

COST OF PROJECT & BASIS FOR COST ESTIMATE:

\$25,000

SOURCE OF FUNDS:

**MAJOR CAPITAL EXPENDITURES**

**Capital Improvement Definition:** a study, engineering/design, and construction, or a combination of all 3 phases totaling \$5,000 or more and having a useful life of at least 5 years. Excludes vehicles and equipment.

PROJECT TITLE:

Museum Improvements

PROJECT PRIORITY:

8

PROJECT DESCRIPTION:

Tuck pointing, stone face restoration, and masonry preservation. Lead window repair, seal fire places.

REASONS FOR IMPROVEMENT:

There has been some water getting into the building during rain events. The lead glass windows are losing structure, the glass is warping.

COST OF PROJECT &amp; BASIS FOR COST ESTIMATE:

\$62,500

SOURCE OF FUNDS:

## MAJOR CAPITAL EXPENDITURES

**Capital Improvement Definition:** a study, engineering/design, and construction, or a combination of all 3 phases totaling \$5,000 or more and having a useful life of at least 5 years. Excludes vehicles and equipment.

PROJECT TITLE:

Shaler Park Memorial

PROJECT PRIORITY:

PROJECT DESCRIPTION:

Remove existing stone around memorial and install pavers for ADA compliance. Add some new landscape around the paver area.

REASONS FOR IMPROVEMENT:

The memorial area is getting a little run down. The area around the memorial walls is not ADA accessible

COST OF PROJECT & BASIS FOR COST ESTIMATE:

\$60,000 – Install paver estimate  
\$5,000 – For additional landscape  
\$65,000 - TOTAL

SOURCE OF FUNDS:

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## MAJOR CAPITAL EXPENDITURES

**Capital Improvement Definition:** a study, engineering/design, and construction, or a combination of all 3 phases totaling \$5,000 or more and having a useful life of at least 5 years. Excludes vehicles and equipment.

PROJECT TITLE:

Sidewalk Management Program

PROJECT PRIORITY:

10

PROJECT DESCRIPTION:

Repair and replace sidewalks and curb ramps in the south west section of the City.

REASONS FOR IMPROVEMENT:

Repair trip hazards and do some ADA improvements to curb ramps

COST OF PROJECT & BASIS FOR COST ESTIMATE:

\$250,000 Total Estimate  
\$180,000 – Private Estimate  
\$70,000 – City Estimate

SOURCE OF FUNDS:

## MAJOR CAPITAL EXPENDITURES

**Capital Improvement Definition:** a study, engineering/design, and construction, or a combination of all 3 phases totaling \$5,000 or more and having a useful life of at least 5 years. Excludes vehicles and equipment.

PROJECT TITLE:

Welcome to Waupun entry signs

PROJECT PRIORITY:

PROJECT DESCRIPTION:

Replace current entry signs at 4 locations.

REASONS FOR IMPROVEMENT:

Old signs are in need of repair or replacement

COST OF PROJECT & BASIS FOR COST ESTIMATE:

\$15,000 foundation and stone work  
\$5,000 sign  
City to excavate the hole and landscape  
\$20,000 per sign  
\$80,000 for 4 signs

SOURCE OF FUNDS:

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## MAJOR CAPITAL EXPENDITURES

**Capital Improvement Definition:** a study, engineering/design, and construction, or a combination of all 3 phases totaling \$5,000 or more and having a useful life of at least 5 years. Excludes vehicles and equipment.

PROJECT TITLE:

Wilcox Park Playground Replacement

PROJECT PRIORITY:

8

PROJECT DESCRIPTION:

Replace current old playground with a new inclusive poured in placed playground.

REASONS FOR IMPROVEMENT:

CVMIC suggests we replace due to some safety concerns

COST OF PROJECT & BASIS FOR COST ESTIMATE:

Last year's price was \$187,663 (Lee Recreation & City of Waupun). Added 25% for price increase - \$232,000

SOURCE OF FUNDS:





# AGENDA SUMMARY SHEET

**MEETING DATE:** 6/14/22

**TITLE:** Equipment budget items for review, rating and approval for the 2023 budget process

**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	
Financial	\$	

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**ISSUE SUMMARY:**

Attached is the Equipment-Vehicle Budget requests for 2023. There are three items on the request for replacement

**STAFF RECOMENDATION:**

**ATTACHMENTS:**

2023 Equipment-Vehicle Budget Requests

**MOTIONS FOR CONSIDERATION:**

1. Give priority to all of the items listed for Vehicle Replacement.

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### **Instructions for Vehicle/Equipment Replacement and Future Purchase Budget Form**

The following is the vehicle and equipment budget request form for the 2021 budget process. This exercise will enable Finance to keep an ongoing replacement schedule. The final schedule that will be approved in the 2021 budget will not be static (in stone) as equipment sometimes requires replacement prior to the useful life estimates.

The purpose of this form is to provide department heads an opportunity to plan ahead for future vehicle and equipment needs. This form is a tool for predicting the timing and amount of future expenditures.

In completing the schedule, please list the expected cost of the vehicle/equipment in the year you expect to purchase the item. You should include future vehicle and equipment purchases expected within the next five years. This is very valuable information for the Common Council to understand when making budget decisions.

**For the purpose of this form, the term “equipment” refers to equipment or software with a useful life of 3 years or more and a value of \$1,000 or more individually.**

**If you already keep an updated equipment replacement schedule annually, please email the schedule to Michelle Kast.**

**2021 purchase requests should be substantiated by a quote and attached to the form submitted.**

The form must be filled out to help justify equipment purchases and replacements for the Common Council. This step in the process enables the city to limit purchases to necessary replacements or necessary new purchases.

Feel free to make copies of the form if you have more than 5 items.

VEHICLE/EQUIPMENT PURCHASE JUSTIFICATION

**Equipment Definition: equipment or software with a useful life of 3 years or more and a value of \$1,000 or more individually**

DEPARTMENT: Public Works

Vehicle/Equipment Item Description	Estimated Cost of Item				
	2023	2024	2025	2026	2027
1. Skid Loader	\$78,000				
2. 1-Ton Flatbed	\$50,000				
3. Grapple Bucket	\$23,000				
4.					
5.					

IF THIS IS A NEW ITEM, JUSTIFICATION REQUIRED:

PLEASE DESCRIBE THE NEED FOR THE NEW ITEM:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. Adding a grapple bucket will save time and costs for brush pick-up
4. \_\_\_\_\_
5. \_\_\_\_\_

IF THIS IS A REPLACEMENT, JUSTIFICATION REQUIRED:

WHAT IS THE CONDITION OF EQUIPMENT BEING REPLACED?

1. Old, in average condition, getting to a point each use we are repairing
2. Oldest flatbed in fleet, has a lighter duty transmission
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

DOES THE MAINTENANCE RECORD SUPPORT THE REPLACEMENT FOR EACH ITEM ABOVE (Please provide support):

YES  NO

PLEASE LIST EQUIPMENT ITEMS THAT WILL BE REPLACED BY THIS PURCHASE:

1. 107-96 – Bobcat Skidloader
2. 52-99 – 1 Ton Flatbed
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**REQUIRED ATTACHMENTS: Quotes for 2023 purchase requests**