



A G E N D A
CITY OF WAUPUN SPECIAL COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, February 25, 2020 at 5:30 PM

CALL TO ORDER

ROLL CALL

CONSENT AGENDA

- [1.](#) Future Meetings & Gatherings, License and Permit Applications, Expenses

CONSIDERATION - ACTION

- [2.](#) Adoption of Study and Recommendations of Municipal Facilities Project

CLOSED SESSION

The Waupun Common Council will adjourn in closed session under Section 19.85 (1) (c)(e) of the WI Statutes for:
(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- 3. Negotiations of Property located at 520 McKinley Street, Waupun**
- 4. Negotiations of Developers Incentive in TID 3 – 1 W. Brown St.**
- 5. Negotiations of former MVP property located in TID 5**
- 6. Promotion, Compensation and Performance Evaluation of City Staff**

OPEN SESSION

The Waupun Common Council will reconvene in open session under Section 19.85(2) of the WI Statutes.

ACTION FROM CLOSED SESSION

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.



AGENDA SUMMARY SHEET

MEETING DATE: 2/25/2020

TITLE: Future Meetings & Gatherings, License and Permit Applications, Expenses

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

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

ISSUE SUMMARY:

The Consent Agenda consist of future meetings and gatherings of the Common Council and consideration of licenses and permits and payment of expenses.

Future Meetings and Gatherings

Tuesday, March 10, 2020	Common Council	6:00pm	City Hall
Tuesday, March 31, 2020	Committee of the Whole	5:30pm	City Hall
Tuesday, April 14, 2020	Common Council	6:00pm	City Hall
Tuesday, April 21, 2020	Seating of the 2020 Council	5:30pm	City Hall

License and Permit Applications

TEMPORARY OPERATOR LICENSE:

Melanie Williams, Cassandra VerHage

OPERATOR LICENSE:

Kailey Wegner, Seth Henning, Amy Rens, Deyanira Sanchez, Zachary Trauernicht

TEMPOARY CLASS B LICENSE:

Waupun Fine Arts to hold Irish Fling in the City Hall Auditorium on March 7, 2020.

STAFF RECOMENDATION:

Approve the Consent Agenda

ATTACHMENTS:

Expense Report

RECOMENDED MOTION:

Motion to approve the Consent Agenda. (Roll Call)

Report Criteria:

Report type: Summary

Check.Check Number = 99451,99454,99457,99460,99469,99473,99474

Check Issue Date	Check Number	Payee	Amount
02/13/2020	99451	FOND DU LAC COUNTY TREASURER	299,686.04
02/13/2020	99454	HARTGERINK, RICHARD L &	100.00
02/13/2020	99457	KOEHLER, MICHAEL A &	100.00
02/13/2020	99460	MORAINÉ PARK TECHNICAL COLLEG	69,943.80
02/13/2020	99469	SCHOOL DISTRICT OF WAUPUN	1,057,459.97
02/13/2020	99473	WOXLAND, DOUGLAS W &	200.00
02/13/2020	99474	WULFF, WILLIAM J &	100.00
Grand Totals:			<u>1,427,589.81</u>

Report Criteria:

Vendor:Vendor number = 29876,29825,15621,17111,23300,19450,13700
[Report].Invoice Date = 02/13/2020

Invoice	Description	Invoice Date	Total Cost	GL Account
13700 FOND DU LAC COUNTY TREASURER				
2019FEBSETT	2019 February tax settlement	02/13/2020	299,686.04	202-24310
Total 13700 FOND DU LAC COUNTY TREASURER:			299,686.04	
15621 HARTGERINK, RICHARD L &				
2-13-20	TLE S Madison St Phase 2	02/13/2020	100.00	400-70-5436-8-00
Total 15621 HARTGERINK, RICHARD L &:			100.00	
17111 KOEHLER, MICHAEL A &				
2-13-20	TLE S Madison St Phase 2	02/13/2020	100.00	400-70-5436-8-00
Total 17111 KOEHLER, MICHAEL A &:			100.00	
19450 MORAIN PARK TECHNICAL COLLEGE				
2019FEBSETT	February Settlement 2019 - Dodge	02/13/2020	37,450.31	202-24620
2019FEBSETT	February Settlement 2019 - FDL	02/13/2020	32,493.49	202-24620
Total 19450 MORAIN PARK TECHNICAL COLLEGE:			69,943.80	
23300 SCHOOL DISTRICT OF WAUPUN				
2019FEBSETT	2019 February settlement - Dodge	02/13/2020	566,200.41	202-24610
2019FEBSETT	2019 February settlement - FDL	02/13/2020	491,259.56	202-24610
Total 23300 SCHOOL DISTRICT OF WAUPUN:			1,057,459.97	
29825 WOXLAND, DOUGLAS W &				
2-13-20	TLE S Madison St Phase 2	02/13/2020	200.00	400-70-5436-8-00
Total 29825 WOXLAND, DOUGLAS W &:			200.00	
29876 WULFF, WILLIAM J &				
2-13-20	TLE S Madison St Phase 2	02/13/2020	100.00	400-70-5436-8-00
Total 29876 WULFF, WILLIAM J &:			100.00	
Grand Totals:			1,427,589.81	

Report GL Period Summary

GL Period	Amount
02/20	1,427,589.81
Grand Totals:	1,427,589.81

Vendor number hash: 148883
 Vendor number hash - split: 191633
 Total number of invoices: 7
 Total number of transactions: 9

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	1,427,589.81	.00	1,427,589.81
Grand Totals:	1,427,589.81	.00	1,427,589.81

Report Criteria:

Vendor.Vendor number = 29876,29825,15621,17111,23300,19450,13700

[Report].Invoice Date = 02/13/2020

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
02/20/2020	99485	ADVANCED DISPOSAL	43,394.26
02/20/2020	99486	AIRGAS USA, LLC	351.28
02/20/2020	99487	ALLIANT ENERGY/WP&L	120.34
02/20/2020	99488	ALLIED 100	66.56
02/20/2020	99489	ARCHIVESOCIAL	2,388.00
02/20/2020	99490	BAKER TILLY VIRCHOW KRAUSE LLP	17,945.00
02/20/2020	99491	BALLWEG IMPLEMENT	518.78
02/20/2020	99492	BEAR GRAPHICS, INC.	49.77
02/20/2020	99493	BODA, SUSAN	132.53
02/20/2020	99494	BOERSON, ANN C.	125.55
02/20/2020	99495	BOWE, MERLIN	65.10
02/20/2020	99496	BOWE, SANDRA J.	65.10
02/20/2020	99497	BRAUER SUPPLY & EQUIPMENT	1,512.00
02/20/2020	99564	BROWN CAB SERVICE INC	8,374.73
02/20/2020	99565	CAPITAL NEWSPAPERS	44.36
02/20/2020	99566	CHARTER COMMUNICATIONS	2,027.53
02/20/2020	99567	CITIES & VILLAGES MUTUAL INS.	21,096.00
02/20/2020	99568	CONSULTANTS LABORATORY-FDL	160.00
02/20/2020	99569	CONVERTING UNLIMITED TAPE LLC	212.95
02/20/2020	99570	CONWAY SHIELD	67.50
02/20/2020	99571	CORCORAN, TOM	171.00
02/20/2020	99572	CELLEBRITE INC	4,590.00
02/20/2020	99573	DAANE, BETTY G	111.60
02/20/2020	99574	DIGGERS HOTLINE	201.60
02/20/2020	99575	GRAFIX SHOP	251.57
02/20/2020	99576	GREMMER & ASSOCIATES INC	10,021.25
02/20/2020	99577	GUNDERSON, INC.	168.84
02/20/2020	99578	HANDSHY, ARLENE	148.80
02/20/2020	99579	HULL, ANGELA J	51.22
02/20/2020	99580	IEDC	455.00
02/20/2020	99581	INTERNATIONAL ASSOC OF CHIEFS O	190.00
02/20/2020	99582	IMHOFF, DIANE L	20.93
02/20/2020	99583	IMHOFF, DAVID W.	171.00
02/20/2020	99584	JENSEN, KATHLEEN M.	65.10
02/20/2020	99585	JOHN FABICK TRACTOR CO	48.77
02/20/2020	99586	L & S TRUCK CENTER OF APPLETON	126.08
02/20/2020	99587	LEAGUE OF WI MUNICIPALITIES	200.00
02/20/2020	99588	LUECK, FRED	20.00
02/20/2020	99589	MARCO TECHNOLOGIES LLC	47.07
02/20/2020	99590	MESA, FRANK	134.85
02/20/2020	99591	MULDER, GEORGENE	111.60
02/20/2020	99592	MUNICIPAL CODE CORPORATION	550.00
02/20/2020	99593	NEENAH FOUNDRY COMPANY	619.93
02/20/2020	99594	O'REILLY AUTOMOTIVE INC	21.99
02/20/2020	99595	PATROUILLE, LORNA MAE	58.13
02/20/2020	99596	PETERSEN, JENNIFER	65.55
02/20/2020	99597	PETTY CASH-CITY HALL	69.32
02/20/2020	99598	PIGGLY WIGGLY DISCOUNT FOODS	182.34
02/20/2020	99599	PLUIM, JOAN	130.20
02/20/2020	99600	POMP'S TIRE - FOND DU LAC	40.00

Check Issue Date	Check Number	Payee	Amount
02/20/2020	99601	PURCHASE POWER	1,005.00
02/20/2020	99602	Q-TRONICS	84.97
02/20/2020	99603	RAHN, ALICE M.	65.10
02/20/2020	99604	RAHN, GERALD L	65.10
02/20/2020	99605	REILLY, JANE	125.55
02/20/2020	99606	REINDERS INC.	31.94
02/20/2020	99607	ROCK RIVER COALITION	125.00
02/20/2020	99608	ROET'S HOME HEATING	157.08
02/20/2020	99609	SCHNEIDER, RYAN	150.79
02/20/2020	99610	SHARE CORPORATION	271.34
02/20/2020	99611	SHRED-IT	117.31
02/20/2020	99612	STICKS AND STONES	70.00
02/20/2020	99613	STOBB PLUMBING & HEATING, INC.	887.25
02/20/2020	99614	STOFFEL, SUSAN	134.85
02/20/2020	99615	STREEKSTRA, SUSAN	130.20
02/20/2020	99616	STREICHER'S	845.94
02/20/2020	99617	TELETZKE, MARLENE D	130.20
02/20/2020	99618	UNIFORM SHOPPE	116.90
02/20/2020	99619	US PETROLEUM EQUIPMENT	3,972.25
02/20/2020	99620	VANBUREN, SARAH	170.06
02/20/2020	99621	VAN HIERDEN, KATIE L.	134.85
02/20/2020	99622	WALMART COMMUNITY/GEMB	386.01
02/20/2020	99623	WAUPUN UTILITIES	26,360.08
02/20/2020	99624	WPPI ENERGY	1,775.96
02/20/2020	99625	W.W. ELECTRIC MOTORS, INC.	53.00
02/20/2020	99626	ZASTROW, DELORIS D.	111.60
02/20/2020	99627	MEYER, DAWN	130.20
02/20/2020	99628	BESTUL, MARY	130.20
02/20/2020	99629	SALAMONE SUPPLIES	254.22
Grand Totals:			<u>155,754.03</u>

Report Criteria:

Report type: Summary

Report Criteria:

[Report]. Invoice Date = 02/20/2020

Invoice	Description	Invoice Date	Total Cost	GL Account
615 ADVANCED DISPOSAL				
E10001398302	Recycle	02/20/2020	8,960.90	420-70-5436-3-38
E10001398302	Residential Trash	02/20/2020	34,433.36	425-70-5476-3-38
Total 615 ADVANCED DISPOSAL:			43,394.26	
987 AIRGAS USA, LLC				
9097883580	Gas cylinders/hazmat handling	02/20/2020	123.09	100-70-5411-3-36
9098059350	Gas cylinders/hazmat handling	02/20/2020	228.19	100-70-5411-3-36
Total 987 AIRGAS USA, LLC:			351.28	
1174 ALLIANT ENERGY/WP&L				
5374620000-JAN20	Aquatic Center	02/20/2020	120.34	100-20-5523-3-32
Total 1174 ALLIANT ENERGY/WP&L:			120.34	
1175 ALLIED 100				
1556708	electrodes for Defib	02/20/2020	66.56	100-40-5212-3-38
Total 1175 ALLIED 100:			66.56	
1491 ARCHIVESOCIAL				
10030	Archive 3/15/20-3/14/21	02/20/2020	2,388.00	100-10-5197-3-38
Total 1491 ARCHIVESOCIAL:			2,388.00	
4005 BAKER TILLY VIRCHOW KRAUSE LLP				
BT1546786	Dec 31 2019 financial statement audit	02/20/2020	16,745.00	100-10-5157-3-38
BT1546786	Dec 31 2019 BID financial statement review	02/20/2020	1,200.00	100-10-5157-3-38
Total 4005 BAKER TILLY VIRCHOW KRAUSE LLP:			17,945.00	
4015 BALLWEG IMPLEMENT				
P80796	parts - repair hydraulic leak & new blades	02/20/2020	518.78	100-70-5411-3-36
Total 4015 BALLWEG IMPLEMENT:			518.78	
5009 BEAR GRAPHICS, INC.				
0841058	voter tally cards	02/20/2020	49.77	100-10-5142-3-38
Total 5009 BEAR GRAPHICS, INC.:			49.77	
5640 BODA, SUSAN				
2-20-20	2-18-20 election	02/20/2020	132.53	100-10-5142-1-10
Total 5640 BODA, SUSAN:			132.53	
5645 BOERSON, ANN C.				
2-20-20	2-18-20 election	02/20/2020	125.55	100-10-5142-1-10
Total 5645 BOERSON, ANN C.:			125.55	
5896 BOWE, MERLIN				
2-20-20	2-18-20 election	02/20/2020	65.10	100-10-5142-1-10

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 5896 BOWE, MERLIN:			65.10	
5898 BOWE, SANDRA J.				
2-20-20	2-18-20 election	02/20/2020	65.10	100-10-5142-1-10
Total 5898 BOWE, SANDRA J.:			65.10	
6065 BRAUER SUPPLY & EQUIPMENT				
2020026	snow plow curb guards	02/20/2020	1,366.70	100-70-5435-3-36
2020044	plow bolt w/ nut	02/20/2020	145.30	100-70-5435-3-36
Total 6065 BRAUER SUPPLY & EQUIPMENT:			1,512.00	
6252 BROWN CAB SERVICE INC				
1818	January monthly taxi service 2020	02/20/2020	8,374.73	501-10-5154-3-38
Total 6252 BROWN CAB SERVICE INC:			8,374.73	
7058 CAPITAL NEWSPAPERS				
1689391	flood plain hazard info	02/20/2020	35.16	100-10-5110-3-35
1689986	Notice of public test - election Feb 2020	02/20/2020	9.20	100-10-5142-3-35
Total 7058 CAPITAL NEWSPAPERS:			44.36	
10048 CHARTER COMMUNICATIONS				
13430-FEB20	city hall - tv, internet, voice	02/20/2020	369.38	100-10-5197-3-31
16011-FEB20	senior center - tv, internet, voice	02/20/2020	39.99	100-20-5513-3-31
16011-FEB20	senior center - tv, internet, voice	02/20/2020	178.20	100-20-5513-3-38
54053-FEB20	aquatic center	02/20/2020	110.74	100-20-5523-3-38
41336-FEB20	PD - voice	02/20/2020	168.88	100-40-5211-3-31
3194-JAN20	PD - Ethernet Instate MBPS	02/20/2020	490.00	100-40-5211-3-38
18615-FEB20	PD - tv, internet, voice	02/20/2020	346.34	100-40-5211-3-38
41336-FEB20	FD - voice	02/20/2020	23.03	100-50-5231-3-31
15199-FEB20	garage - tv, internet, voice	02/20/2020	300.97	100-70-5412-3-38
Total 10048 CHARTER COMMUNICATIONS:			2,027.53	
10226 CITIES & VILLAGES MUTUAL INS.				
WC-20-1077	2020 Worker's Comp Prem 2nd QTR City Portion	02/20/2020	15,192.00	100-10-5196-3-38
WC-20-1077	2020 Worker's Comp Prem 2nd QTR Utility Portion	02/20/2020	5,904.00	100-13850
Total 10226 CITIES & VILLAGES MUTUAL INS.:			21,096.00	
10468 CONSULTANTS LABORATORY-FDL				
1WPD-JAN20	legal blood draws	02/20/2020	160.00	100-40-5213-3-38
Total 10468 CONSULTANTS LABORATORY-FDL:			160.00	
10474 CONVERTING UNLIMITED TAPE LLC				
25328	Evidence Tape	02/20/2020	212.95	100-40-5213-3-38
Total 10474 CONVERTING UNLIMITED TAPE LLC:			212.95	
10476 CONWAY SHIELD				
0450424-IN	Clothing allowance - Beer	02/20/2020	67.50	100-12634

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 10476 CONWAY SHIELD:			67.50	
10502 CORCORAN, TOM				
2-20-20	2-18-20 election	02/20/2020	171.00	100-10-5142-1-10
Total 10502 CORCORAN, TOM:			171.00	
10726 CELLEBRITE INC				
INVUS213860	software for destruction of IPADs/cellphones	02/20/2020	4,590.00	410-40-5211-4-00
Total 10726 CELLEBRITE INC:			4,590.00	
10892 DAANE, BETTY G				
2-20-20	2-18-20 election	02/20/2020	111.60	100-10-5142-1-10
Total 10892 DAANE, BETTY G:			111.60	
11297 DIGGERS HOTLINE				
200250101PP1	1st prepayment inv 2020	02/20/2020	201.60	700-10-5192-3-38
Total 11297 DIGGERS HOTLINE:			201.60	
14661 GRAFIX SHOP				
132397	graphic kit for 2020 Dodge Durango	02/20/2020	251.57	410-40-5211-4-00
Total 14661 GRAFIX SHOP:			251.57	
14791 GREMMER & ASSOCIATES INC				
8-8	Madison Eng Dsgn Ph 2-Water/Sewer	02/20/2020	880.00	100-13850
11-11	Madison St Construction - Water/Sewer	02/20/2020	420.00	100-13850
8-8	Madison Eng Dsgn Ph 2-Street	02/20/2020	4,835.45	400-70-5420-8-00
11-11	Madison St Construction - Street	02/20/2020	126.00	400-70-5436-8-00
8-8	Madison Eng Dsgn Ph 2-Storm	02/20/2020	2,751.80	700-10-5192-8-00
11-11	Madison St Construction - Storm	02/20/2020	1,008.00	700-10-5192-8-00
Total 14791 GREMMER & ASSOCIATES INC:			10,021.25	
15075 GUNDERSON, INC.				
828275	CITY HALL rugs - Feb 2020	02/20/2020	62.93	100-70-5410-3-38
829763	Garage supplies - Feb 2020	02/20/2020	26.29	100-70-5411-3-38
829764	Uniform/charges - Feb 2020	02/20/2020	18.39	100-70-5411-3-38
832100	Uniform/charges - Feb 2020	02/20/2020	18.39	100-70-5411-3-38
832099	Garage supplies - Feb 2020	02/20/2020	42.84	100-70-5411-3-38
Total 15075 GUNDERSON, INC.:			168.84	
15460 HANDSHY, ARLENE				
2-20-20	1-31-20 nursing home voting/2-18-20 election	02/20/2020	148.80	100-10-5142-1-10
Total 15460 HANDSHY, ARLENE:			148.80	
16069 HULL, ANGELA J				
2-20-20	Mileage - tax payment due to FDL Cty	02/20/2020	23.00	100-10-5141-3-37
2-20-20	Mileage - p/u supplies for Feb 2020 election	02/20/2020	28.22	100-10-5142-3-38
Total 16069 HULL, ANGELA J:			51.22	

Invoice	Description	Invoice Date	Total Cost	GL Account
16087 IEDC				
2-20-20	IEDC Membership 4/1/20 - 3/31/20	02/20/2020	455.00	100-80-5670-3-34
Total 16087 IEDC:			455.00	
16419 INTERNATIONAL ASSOC OF CHIEFS OF POLICE				
0096348	Dues 1/1/20 - 12/31/20	02/20/2020	190.00	100-40-5211-3-34
Total 16419 INTERNATIONAL ASSOC OF CHIEFS OF POLICE:			190.00	
16554 IMHOFF, DIANE L				
2-20-20	1-31-20 nursing home voting for Feb 2020 election	02/20/2020	20.93	100-10-5142-1-10
Total 16554 IMHOFF, DIANE L:			20.93	
16555 IMHOFF, DAVID W.				
2-20-20	2-18-20 election	02/20/2020	171.00	100-10-5142-1-10
Total 16555 IMHOFF, DAVID W.:			171.00	
16657 JENSEN, KATHLEEN M.				
2-20-20	2-18-20 election	02/20/2020	65.10	100-10-5142-1-10
Total 16657 JENSEN, KATHLEEN M.:			65.10	
16663 JOHN FABICK TRACTOR CO				
6308003	shipping for windshield wiper bracket	02/20/2020	12.25	100-70-5411-3-36
6311230	plate	02/20/2020	20.41	100-70-5411-3-36
6308004	windshield wiper bracket	02/20/2020	36.52	100-70-5411-3-36
PIMK0023621	credit	02/20/2020	20.41-	100-70-5411-3-36
Total 16663 JOHN FABICK TRACTOR CO:			48.77	
17182 L & S TRUCK CENTER OF APPLETON				
256497	door strike post - repair both cab doors	02/20/2020	40.96	100-70-5411-3-36
256720	wheel speed sensor	02/20/2020	85.12	100-70-5411-3-36
Total 17182 L & S TRUCK CENTER OF APPLETON:			126.08	
17400 LEAGUE OF WI MUNICIPALITIES				
2-20-20	2020 Storm Water Group dues - Daane	02/20/2020	200.00	700-10-5192-3-38
Total 17400 LEAGUE OF WI MUNICIPALITIES:			200.00	
17900 LUECK, FRED				
2-20-20	Plan Commission Minutes - Feb 2020	02/20/2020	20.00	100-80-5632-1-10
Total 17900 LUECK, FRED:			20.00	
18459 MARCO TECHNOLOGIES LLC				
INV7277228	Konica/A7PY011X001	02/20/2020	47.07	100-40-5211-3-38
Total 18459 MARCO TECHNOLOGIES LLC:			47.07	
18969 MESA, FRANK				
2-20-20	2-18-20 election	02/20/2020	134.85	100-10-5142-1-10

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 18969 MESA, FRANK:			134.85	
19672 MULDER, GEORGENE				
2-20-20	2-18-20 election	02/20/2020	111.60	100-10-5142-1-10
Total 19672 MULDER, GEORGENE:			111.60	
19695 MUNICIPAL CODE CORPORATION				
00339443	online code hosting 2/1/2020 to 1/31/2021	02/20/2020	550.00	100-10-5163-3-38
Total 19695 MUNICIPAL CODE CORPORATION:			550.00	
20300 NEENAH FOUNDRY COMPANY				
358366	grate	02/20/2020	619.93	700-10-5192-3-36
Total 20300 NEENAH FOUNDRY COMPANY:			619.93	
20800 O'REILLY AUTOMOTIVE INC				
2391-387996	antenna	02/20/2020	21.99	100-70-5411-3-36
Total 20800 O'REILLY AUTOMOTIVE INC:			21.99	
21168 PATROUILLE, LORNA MAE				
2-20-20	2-18-20 election	02/20/2020	58.13	100-10-5142-1-10
Total 21168 PATROUILLE, LORNA MAE:			58.13	
21357 PETERSEN, JENNIFER				
02-20-20	MILEAGE - election training 2-12-20 - FDL Cty	02/20/2020	23.00	100-10-5142-3-38
02-20-20	MILEAGE - Drop off Election Day materials - Dodge - 2-1	02/20/2020	19.55	100-10-5142-3-38
02-20-20	MILEAGE - Drop off Election Day materials - FDL - 2-19-2	02/20/2020	23.00	100-10-5142-3-38
Total 21357 PETERSEN, JENNIFER:			65.55	
21450 PETTY CASH-CITY HALL				
2-20-20	Postage - tax settlement - Moraine Park	02/20/2020	26.35	100-10-5141-3-33
2-20-20	election supplies - Kwik Trip - Feb 2020	02/20/2020	7.15	100-10-5142-3-38
2-20-20	election supplies - Kwik Trip - Feb 2020	02/20/2020	16.86	100-10-5142-3-38
2-20-20	election supplies - Kwik Trip - Feb 2020	02/20/2020	18.96	100-10-5142-3-38
Total 21450 PETTY CASH-CITY HALL:			69.32	
21665 PIGGLY WIGGLY DISCOUNT FOODS				
2669	election supplies - Feb 2020	02/20/2020	177.94	100-10-5142-3-38
4804-1	election supplies - Feb 2020	02/20/2020	4.40	100-10-5142-3-38
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			182.34	
21896 PLUIM, JOAN				
2-20-20	2-18-20 election	02/20/2020	130.20	100-10-5142-1-10
Total 21896 PLUIM, JOAN:			130.20	
22026 POMP'S TIRE - FOND DU LAC				
520084448	tire repair tools	02/20/2020	40.00	100-70-5411-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 22026 POMP'S TIRE - FOND DU LAC:			40.00	
22324 PURCHASE POWER				
2-20-20	Postage overage fee	02/20/2020	5.00	100-10-5141-3-33
2-20-20	refill postage machine	02/20/2020	1,000.00	100-16210
Total 22324 PURCHASE POWER:			1,005.00	
22330 Q-TRONICS				
10079606	sandisk ultra - PD	02/20/2020	24.99	100-40-5211-3-30
10079661	cable splitter cord	02/20/2020	19.99	100-50-5231-3-38
10079713	CD reader for toughbook	02/20/2020	39.99	100-70-5411-3-36
Total 22330 Q-TRONICS:			84.97	
22587 RAHN, ALICE M.				
2-20-20	2-18-20 election	02/20/2020	65.10	100-10-5142-1-10
Total 22587 RAHN, ALICE M.:			65.10	
22588 RAHN, GERALD L				
2-20-20	2-18-20 election	02/20/2020	65.10	100-10-5142-1-10
Total 22588 RAHN, GERALD L:			65.10	
22697 REILLY, JANE				
2-20-20	2-18-20 election	02/20/2020	125.55	100-10-5142-1-10
Total 22697 REILLY, JANE:			125.55	
22700 REINDERS INC.				
1817683-00	plow blade bolt	02/20/2020	31.94	100-70-5411-3-36
Total 22700 REINDERS INC.:			31.94	
23038 ROCK RIVER COALITION				
2020	membership fee	02/20/2020	125.00	100-70-5420-3-37
Total 23038 ROCK RIVER COALITION:			125.00	
23062 ROET'S HOME HEATING				
23950	air filters	02/20/2020	157.08	100-70-5410-3-36
Total 23062 ROET'S HOME HEATING:			157.08	
23274 SCHNEIDER, RYAN				
2-20-20	Clothing allowance	02/20/2020	150.79	100-12634
Total 23274 SCHNEIDER, RYAN:			150.79	
23589 SHARE CORPORATION				
119034	gloves	02/20/2020	271.34	100-70-5410-3-36
Total 23589 SHARE CORPORATION:			271.34	
23612 SHRED-IT				
8129110071	destruction of records	02/20/2020	117.31	100-40-5211-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 23612 SHRED-IT:			117.31	
24350 STICKS AND STONES				
11446	snow removal 2020	02/20/2020	70.00	100-70-5435-3-36
Total 24350 STICKS AND STONES:			70.00	
24400 STOBBS PLUMBING & HEATING, INC.				
10892	ventor motor/wheel assy - repair furnace above locker roo	02/20/2020	517.50	100-70-5410-3-36
10923	drain clean - bubbler drain plugged	02/20/2020	18.50	100-70-5410-3-36
10898	sewer line plugged	02/20/2020	351.25	100-70-5412-3-36
Total 24400 STOBBS PLUMBING & HEATING, INC.:			887.25	
24415 STOFFEL, SUSAN				
2-20-20	2-18-20 election	02/20/2020	134.85	100-10-5142-1-10
Total 24415 STOFFEL, SUSAN:			134.85	
24460 STREEKSTRA, SUSAN				
2-20-20	2-18-20 election	02/20/2020	130.20	100-10-5142-1-10
Total 24460 STREEKSTRA, SUSAN:			130.20	
24470 STREICHER'S				
1400801	gloves/protective mask/helmet/safe blanks	02/20/2020	845.94	100-40-5215-3-38
Total 24470 STREICHER'S:			845.94	
24844 TELETZKE, MARLENE D				
2-20-20	2-18-20 election	02/20/2020	130.20	100-10-5142-1-10
Total 24844 TELETZKE, MARLENE D:			130.20	
25482 UNIFORM SHOPPE				
295653	clothing allowance	02/20/2020	116.90	100-12634
Total 25482 UNIFORM SHOPPE:			116.90	
25770 US PETROLEUM EQUIPMENT				
127105	PLC Replacement Kit/Barriers/trip	02/20/2020	3,972.25	100-70-5411-3-36
Total 25770 US PETROLEUM EQUIPMENT:			3,972.25	
25980 VANBUREN, SARAH				
2-18-20	mileage to Monona Terrace - 2-5-20	02/20/2020	63.83	100-80-5670-3-37
2-18-20	parking - Monona Terrace	02/20/2020	12.60	100-80-5670-3-37
2-18-20	mileage to Monona Terrace - 2-6-20	02/20/2020	63.83	100-80-5670-3-37
2-18-20	parking - Monona Terrace	02/20/2020	16.00	100-80-5670-3-37
2-18-20	mileage to ADRC of Dodge 2-12-20	02/20/2020	13.80	100-80-5670-3-37
Total 25980 VANBUREN, SARAH:			170.06	
26149 VAN HIERDEN, KATIE L.				
2-20-20	2-18-20 election	02/20/2020	134.85	100-10-5142-1-10

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 26149 VAN HIERDEN, KATIE L.:			134.85	
26540 WALMART COMMUNITY/GEMB				
2-20-20	Senior center office supplies	02/20/2020	40.74	100-20-5513-3-30
2-20-20	Senior center office supplies	02/20/2020	65.80	100-20-5513-3-30
2-20-20	Senior center supplies	02/20/2020	169.39	100-20-5513-3-38
2-20-20	supplies - senior center	02/20/2020	72.82	100-20-5513-3-38
2-20-20	park and rec supplies	02/20/2020	37.26	100-20-5525-3-39
Total 26540 WALMART COMMUNITY/GEMB:			386.01	
27450 WAUPUN UTILITIES				
4859	Finance Director - Shared labor & benefits	02/20/2020	837.92	100-10-5153-1-10
4859	Finance Director - Shared labor & benefits	02/20/2020	134.50	100-10-5153-2-20
4859	Finance Director - Shared labor & benefits	02/20/2020	56.56	100-10-5153-2-23
4859	Finance Director - Shared labor & benefits	02/20/2020	64.10	100-10-5153-2-23
4859	Finance Director - Shared labor & benefits	02/20/2020	4.87	100-10-5153-2-29
JAN2020	Monthly utility charges	02/20/2020	128.66	100-20-5512-3-32
JAN2020	Monthly utility charges	02/20/2020	683.57	100-20-5513-3-32
JAN2020	Monthly utility charges	02/20/2020	838.18	100-20-5523-3-32
JAN2020	Monthly utility charges	02/20/2020	2,282.59	100-20-5525-3-32
JAN2020	Monthly utility charges	02/20/2020	823.56	100-40-5211-3-32
JAN2020	Monthly utility charges	02/20/2020	463.25	100-50-5231-3-32
JAN2020	Monthly utility charges	02/20/2020	16.00	100-50-5251-3-32
JAN2020	Monthly utility charges	02/20/2020	5,945.89	100-70-5410-3-32
JAN2020	Monthly utility charges	02/20/2020	1,375.04	100-70-5412-3-32
JAN2020	Monthly utility charges	02/20/2020	309.24	100-70-5441-3-32
JAN2020	Monthly utility charges	02/20/2020	10,904.83	100-70-5442-3-32
JAN2020	Monthly utility charges	02/20/2020	1,448.66	210-60-5511-3-32
JAN2020	Monthly utility charges	02/20/2020	42.66	700-10-5192-3-32
Total 27450 WAUPUN UTILITIES:			26,360.08	
29836 WPPI ENERGY				
INV13117	tougbook for mechanics	02/20/2020	1,775.96	410-70-5412-4-00
Total 29836 WPPI ENERGY:			1,775.96	
29875 W.W. ELECTRIC MOTORS, INC.				
WPN10740	motor - city hall	02/20/2020	53.00	100-70-5410-3-36
Total 29875 W.W. ELECTRIC MOTORS, INC.:			53.00	
29920 ZASTROW, DELORIS D.				
2-20-20	2-18-20 election	02/20/2020	111.60	100-10-5142-1-10
Total 29920 ZASTROW, DELORIS D.:			111.60	
300081 MEYER, DAWN				
2-20-20	2-18-20 election	02/20/2020	130.20	100-10-5142-1-10
Total 300081 MEYER, DAWN:			130.20	
300089 BESTUL, MARY				
2-20-20	2-18-20 election	02/20/2020	130.20	100-10-5142-1-10

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 300089 BESTUL, MARY:			130.20	
300193 SALAMONE SUPPLIES				
142123	Building & Parks Supplies	02/20/2020	254.22	100-70-5410-3-36
Total 300193 SALAMONE SUPPLIES:			254.22	
Grand Totals:			155,754.03	

Report GL Period Summary

GL Period	Amount
02/20	155,754.03
Grand Totals:	155,754.03

Vendor number hash: 2536304
 Vendor number hash - split: 3425147
 Total number of invoices: 103
 Total number of transactions: 143

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	155,754.03	.00	155,754.03
Grand Totals:	155,754.03	.00	155,754.03

Report Criteria:

[Report].Invoice Date = 02/20/2020



AGENDA SUMMARY SHEET

MEETING DATE: 02/25/2020

TITLE: Adoption of Study and Recommendations of Municipal Facilities Project

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Sarah Van Buren, Community & Economic Development Coordinator

Seth Hudson, Senior Manager of Economic & Community Development Services, Cedar Corporation

Cory Scheidler, Director of Architecture, Cedar Corporation

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Create a facility plan based on the findings of the 2018 facility study	All associated fees paid in 2019 budget	

ISSUE SUMMARY:

The Facilitation Services to Support Municipal Facilities Projects was completed in late 2019. Working with the Facilities Advisory Committee (FAC) and City staff, Cedar Corporation facilitated a number of meetings that included reviewing the 2018 Strategic Facilities Study, walking tours of all eight City-owned facilities to be studied by the FAC, a public open house, and facilitated conversations in order to select the top projects to focus on.

The document presented for consideration is a summary of the work done by the FAC that includes a proposed capital improvement plan for the eight facilities studied and selection of top projects to focus on.

STAFF RECCOMENDATION:

Adopt the study as presented.

ATTACHMENTS:

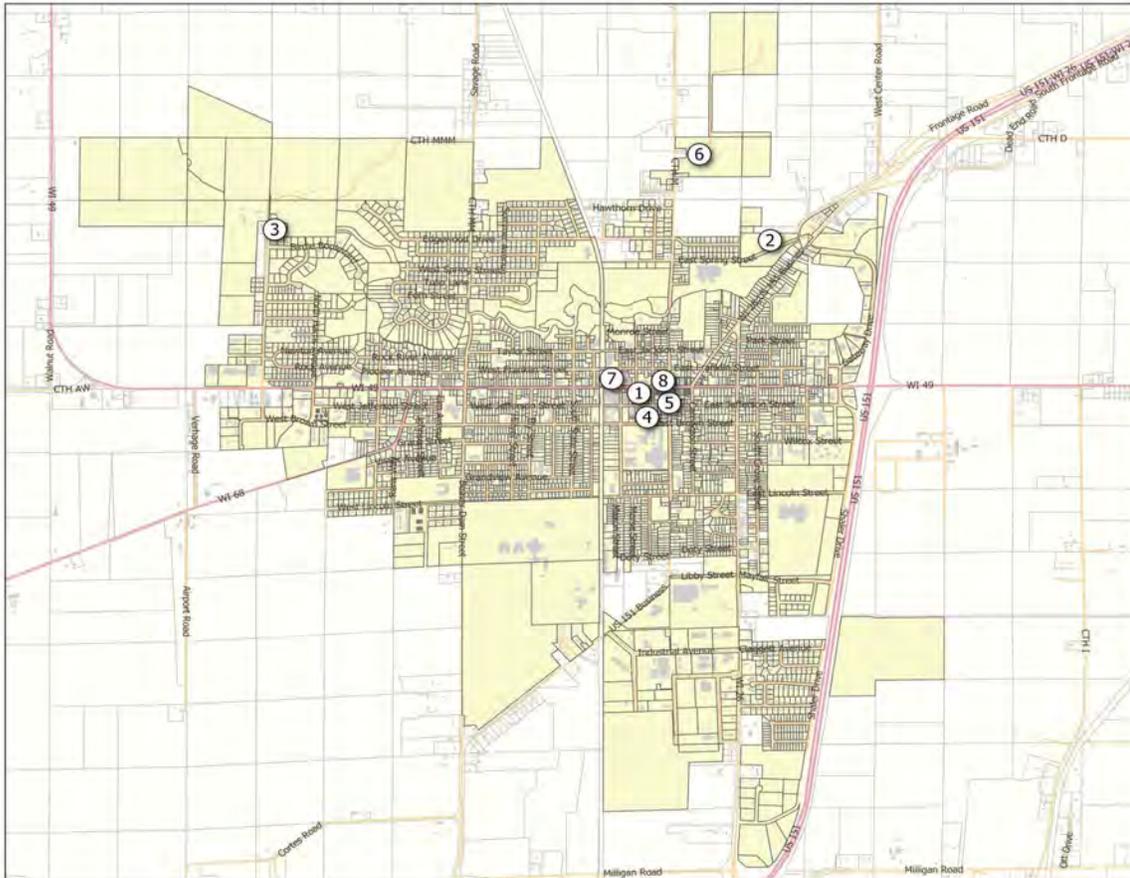
Facilitation Services to Support Municipal Facilities Projects study

RECCOMENDED MOTION:

Motion to adopt the Facilitation Services to Support Municipal Facilities Projects study, as present, and incorporate facilities recommendations into the City’s CIP process.

Facilitation Services to Support Municipal Facilities Projects

DRAFT January 2020



Municipal Facility Locations

City of Waupun
Dodge and Fond Du
Lac Counties,
Wisconsin

Map Id	Facility Description
1	City Hall and Auditorium
2	Community Center
3	Family Aquatic Center
4	Library
5	Museum and Historical Society
6	Public Works Facility
7	Safety Building
8	Senior Center



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City of Waupun

Kathy Schlieve-City Administrator
Sarah Van Buren, AICP-Community and
Economic Development Coordinator

Common Council

Julie Nickel-Mayor
Jason Westphal-Alderman Dist. 1
Pete Kaczmariski-Alderman Dist. 2
Ryan Mielke-Alderman Dist. 3
Michael Matoushek-Alderman Dist. 4
Bobbie Vossekuil-Alderman Dist. 5
Nancy Vanderkin-Alderman Dist. 6

Facility Committee Members

Julie Nickel-Mayor
Pete Kaczmariski-Common Council
Representative
Laura Hoekstra-REACH Waupun
Deb Winterhack-Waupun Memorial Hospital
Rachel Kaminski-Senior Center Director
Jodi Mallas-My Property Shoppe
Joan Meyer-Citizen
Marj Peachy-Citizen
Jerry O'Connor-NBW Bank

Cedar Corporation

Seth Hudson-Economic Development
Cory Scheidler-Director of Architecture

Introduction

The City of Waupun selected Cedar Corporation through a Request for Proposal (RFP) process for facilitation services to support municipal facilities projects. The RFP solicited proposals from professional project/program management firms for professional services for multiple facilities and improvements. The project included a new or renovated senior center and improvements to other public facilities within the City.

Working with the City's Facility Advisory Committee ("FAC") and City staff, Cedar Corporation facilitated a number of meetings that included reviewing the 2018 Strategic Facilities Study, walking tours of all eight City facilities to be studied with the FAC, a public open house, and facilitated conversations in order to select the top project of focus.

This document is a summary of the work performed and actions taken by the FAC including: 1) a proposed capital improvement plan for the eight facilities; 2) selection of a "top project"; 3) Estimate of Probable Costs for a conceptual building footprint of a Senior Center/Multi-Generational Facility; and 3) high-level review of potential locations for the Senior Center/Multi-Generational Facility.

Staff and Consultant Tours

Cedar Corporation along with City staff toured eight facilities to gain an understanding of each facility, its operational requirements, deficiencies and limitations, along with areas of concern.

The eight buildings are:

1. City Hall and Auditorium
2. Community Center
3. Family Aquatic Center
4. Library
5. Museum and Historical Society
6. Public Works Facility
7. Safety Building
8. Senior Center

Based on the 2018 Strategic Facilities Study and the site tours, Cedar created a Facility Summary for each of the eight facilities. These summaries include the following topic areas:

1. Overall General Use/Function/Flow
2. Overall General ADA/Accessibility
3. Overall General Building Condition
4. Overall Site Conditions and Needs

Please see **Appendix A: Facility Summaries**.

Facilities Committee Facility Tours

FAC members, City staff, and Cedar collectively visited the eight facilities over two meetings. Using the Facilities Summary Sheets as guidance, Cedar highlighted the positive attributes and challenges for each facility as FAC members walked through each facility. The group was asked to keep in mind how the City currently utilizes the space and how citizens utilize the space. During the walk-throughs, Cedar pointed out deficiencies and improvements needed to the facilities. Cedar and City staff answered questions from FAC members throughout the walk-throughs.

Tour 1

- Community Center
- Waupun City Heritage Museum
- Waupun Senior Center
- Waupun City Hall including the 2nd floor

Tour 2

- Department of Public Works Garage
- Public Safety Building

These tours enabled the FAC members to not only visit the facilities, but to hear directly from the staff located at the facilities. This insight was eye opening in many situations as many of the committee members had either never been to a specific facility or, if they had, never had the opportunity see past the public space, i.e. walking through the locker rooms at the Community Center.

Tour Debrief

After each tour, the FAC regrouped and shared their observations of deficiencies and needs. The debrief also included an exercise to prioritize the sites visited based on needs.

Tour 1

- Priority: Senior Center
- Second priority: City Hall – 2nd floor
- Third priority: Community Center and the Heritage Museum

Tour 2

- The committee struggled with prioritizing which facility ranked higher. Instead the committee discussed what investments should be made within each facility.
- Public Works Building - salt storage, more showers for the workers, and a better break room/training room.
- Public Safety Building - better shower facilities for decontamination purposes, as well as the need for more space for accessory vehicles.

Public Input (Open House and Online Survey)

There was a strong desire to gain public input in order to guide the committee's process. To achieve this input, a community-wide survey was created, and an open house was held. To facilitate feedback, a fact sheet was created for each facility that included an aerial of the facility, floor plan, facility summary, and a summary of observed and recommended building needs. The summary of observed and

recommended building needs was further broken down by looking at the Site, Use/Flow/Function, ADA/Accessibility, and Building Condition/System. The fact sheet had an Estimate of Probable Costs broken down by major categories with a total estimated cost for all improvements needed to the facility. Please see **Appendix B: Facility Fact Sheets**.

Residents had an opportunity to participate in one of two ways: 1) through an online survey; and 2) at an open house that was held on November 13, 2019, at City Hall from 4:00 to 6:00 pm. In both cases, the public was presented with the fact sheets on each facility (please see **Appendix B: Facility Fact Sheets**) and then asked a series of survey questions per facility.

The survey was designed to gauge how important each of the eight facilities are to the residents of Waupun and if the community members would support renovations to the facilities. The survey also asked the respondents to prioritize the eight facilities based on investment costs.

Results

Combining the survey responses from the open house and Survey Monkey, the City received a total of 178 responses to the survey. The key take-a-ways are:

- The City Hall/Auditorium, Public Safety Facility, and Senior Center (88%) were rated as being the most important public facilities in Waupun.
- The Senior Center Facility ranked as the most important facility needing renovations followed by the Public Works Facility and City Hall/Auditorium.
- When asked to rank the facilities based on the need to invest limited funds, the Senior Center and City Hall/Auditorium ranked the highest, followed by the Public Safety Building and Public Works Facility.

For the full survey results, please see **Appendix C: Survey Responses and Comments**.

Potential Funding Mechanisms

Cedar Corporation gave an overview of the most common funding options for public facilities. The overview included a discussion on General Fund, TIF, and grants that could be accessed depending on the type of project, the need, the entities served, and location of the project/facility. The following grant opportunities were discussed in more detail:

- Community Development Block Grant (CDBG) program, a funding source from the U.S. Department of Housing & Urban Development that is administered through the Wisconsin Department of Administration. With this source, municipalities cannot utilize the funds on public facilities unless they are used to address ADA upgrades or target certain populations such as low-to-moderate income and/or senior citizens.
- Community Development Investment (CDI) grants from WEDA is a grant program that targets downtown development. It can be used to match CDBG funds and cannot be used on a city owned facility.
- Other grant opportunities from foundations or not-for-profit organizations are a possibility depending on the project; however, these funds are sporadic, competitive, and usually the funding amounts are smaller.

Selection of Top Two Projects

Based on the knowledge gained throughout the process including the site tours, survey responses, and potential funding mechanisms, including third party grants, the FAC discussed and then selected the top two projects.

The FAC unanimously selected the following two projects:

- 1) Multi-purpose/multi-generational facility as the top priority project. The primary tenant would be a new Senior Center with a desire to include additional space to house non-profit organizations that serve LMI populations as secondary tenants. This assumes that any potential funding mechanisms would allow other tenants.
- 2) City Hall and Auditorium remodel was selected as the second priority project.

Multi-Purpose/Multi-Generational Facility – Conceptual Building Footprint

Cedar met with potential stakeholders/tenants of the proposed multi-purpose/multi-generational facility to gain understanding of how each of the potential tenants use their current space and how they would use a new facility. Cedar also worked to determine how the tenants could potentially share space in a new facility. Cedar used this information to create a conceptual building footprint that informed the development of conceptual building costs.

It is envisioned that the City would qualify and could apply for Community Development Block Grant Public Facilities (“CDBG-PF”) grant funding from the Wisconsin Department of Administration. Projects that serve seniors (persons over 62) automatically qualify for potential funding as do entities that serve low-to-moderate income (“LMI”) populations.

Based on the conceptual building footprint of 23,200 square feet, it is estimated that a facility of this size would cost between \$4.6-\$5.2 million to construct. This price does not include land purchase or major site civil work. Please see **Appendix D: Estimate of Probable Costs Multi-Purpose/Multi-Generational Facility.**

Proposed Potential Site Locations

Based on direction from the FAC and Waupun staff, Cedar Corporation evaluated nine sites that could potentially fit the proposed footprint of the future multigenerational facility. These sites were reviewed because they were either for sale or controlled by the community at the time of the study.

1. Former Christian Home Site
2. Rock Shop Site
3. Franklin Street Site
4. Community Center Site
5. McKinley School Site
6. Vacant Land Near Highway 151 and Highway 26 Site
7. Union Building Site
8. Current Food Pantry Building Site
9. Former Doctors Building Site

Site Ownership

Many of these sites are not owned by the City and may not be for sale at this time. In those cases, the City would have to approach the property owner and negotiate the sale of the property.

Parking

Both the FAC and City staff raised concerns relative to any new facility having adequate on-site parking to support the needs of visitors and to minimize the impact to surrounding property owners. Cedar determined that approximately 215 on-site parking spots would support the conceptual building footprint as presented.

By taking the total buildable square feet of each proposed site (total site minus setback requirements), subtracting the proposed building footprint, and then subtracting the estimated square feet needed to accommodate 215 on-site parking stalls and drive aisles, Cedar was able to determine which sites could accommodate the proposed facility. All of the sites were overlaid with the proposed facility to visually

Estimated Probably Square Feet Needed for Conceptual Building Foot Print

Name	Total Parcel SF	Buildable SF	Proposed Foot Print	Over/Under Before Parking	Parking for 215	Over/Under Includes Parking	Funding
1 Former Christian Home	116,737	89,721	23,180	66,541	80,625	-14,084	no TIF, no CDI, CDBG eligible
2 Rock Shop	13,695	9,258	23,180	-13,922	80,625	-94,547	in TIF, CDI eligible, CDBG eligible
3 Franklin Street	72,791	50,254	23,180	27,074	80,625	-53,551	in TIF, possible CDI eligible, CDBG eligible
4 Community Center land			23,180		80,625		no TIF, no CDI, CDBG eligible
5 McKinley School	159,991	96,884	23,180	73,704	80,625	-6,921	amend TIF, no CDI, CDBG eligible
6 Vacant land near 151/26	656,964	614,502	23,180	591,322	80,625	510,697	in TIF, CDBG eligible
7 Union Bldg.	72,605	55,075	23,180	31,895	80,625	-48,730	in TIF, possible CDI eligible, CDBG eligible
8 Available building (current food pantry)	13,211	8,395	23,180	-14,785	80,625	-95,410	in TIF, possible CDI eligible, CDBG eligible
9 Former Dr. Bldg.	41,361	26,785	23,180	3,605	80,625	-77,020	no TIF, no CDI, CDBG eligible

NOTE: The other properties may work with the acquisition of additional land



show which sites could accommodate the proposed facility.

Based on this analysis only, the following three sites could accommodate the facility as proposed:

- Site #4) Community Center
- Site #5) McKinley School
- Site #6) Vacant land near Highway 151 and Highway 26

These three sites were overlaid with not only the facility footprint, but also the corresponding parking to support the facility. The conceptual site plans are for estimation purposes only and will need to be modified to reflect the actual building footprint and related zoning requirements. Please see **Appendix E: Proposed Sites**.

Capital Improvement Plan

In addition to selecting the top two projects to focus resources towards, the FAC was presented a working Capital Improvement Plan (“CIP”) for the eight facilities. This CIP document encompasses all the needed and requested work for all eight facilities toured by Cedar and the FAC. The line items were then broken into four categories representing a proposed time period for the work to be performed.

- Short-term (1-2 years)
- Moderate-term (2-5 years)
- Long-term (5-10 years)
- Over 10 years

The estimated probable costs to perform all work listed is \$13,654,675. However, if the multi-purpose/multi-generational facility is constructed to replace the current Senior Center then the total estimated probable costs to improve the existing eight facilities would be reduced by an estimated \$1,990,925.

The chart below breaks out the costs by facility over the proposed time periods.

City of Waupun City Facilities - Capital Improvement Plan - Estimate of Probably Costs

Outline of Priority Summary List
 CLIENT: City of Waupun
 PROJECT: City Building Facility Condition Assessment
 DATE: December 2019
 PREPARED BY: Cory A Scheidler and Seth Hudson
 CEDAR #: W6218-001
 Prices Estimated 2019



Facilities	Short Term 1-2 years	ModTerm 2-5 years	Long Term 5-10 years	Over 10 years
Structure #1 – City Hall 201 E Main Street	\$54,850	\$3,609,238	\$406,050	\$0
Structure #2 – Community Center 510 E Spring St.	\$19,500	\$1,220,700	\$897,650	\$0
Structure #3 – Aquatic Center	\$85,320	\$51,645	\$3,450	\$0
Structure #4 – Library 123 Forest St	\$33,125	\$208,725	\$197,800	\$0
Structure #5 – Museum 22 S Madison	\$39,650	\$162,302	\$211,120	\$274,950
Structure #6 – Public Works 903 N Madison St	\$7,800	\$1,232,140	\$63,700	\$0
Structure #7 – Safety Building 16 E Main Street	\$48,500	\$2,245,500	\$590,035	\$0
Structure #8 – Senior Center	\$19,500	\$195,625	\$897,000	\$878,800
Total by timeline	\$308,245	\$8,925,875	\$3,266,805	\$1,153,750
Total of all projects over time	\$13,654,675			
Total Less repairs to current Senior Center	\$11,663,750			

For the complete Capital Improvement Plan, including a detailed breakdown of projects and costs per facility, please see **Appendix F: Capital Improvement Plan**.



Recommended Actions and Next Steps

The Recommended Actions section identifies the key steps needed to move forward with a Senior Center and/or affordable housing project that may include a Multi-Purpose/Multi-Generational component.

Proposed Timeline

2020

1. Apply for a Community Development Block Grant (“CDBG”) Planning grant through the Wisconsin Department of Administration (“DOA”)
 - a. Grants are limited to projects that, if implemented, meet a CDBG National Objective such as a senior center as it serves individuals over the age of 62
 - b. Projects must be specific in nature, need further planning, and serve a public purpose
 - c. Planning will likely result in the implementation of the specific project
 - d. Municipality must have the fiscal capacity to meet the grant match requirements and the ability to conduct the planning or retain a professional planning service
 - e. Planning grants are awarded at a 2:1 match ratio (\$2 CDBG for every \$1 grant match), up to \$50,000
2. Draft Request for Qualifications (“RFQ”) for Professional Services relative to Community Development Block Grant – Planning application and implementation to include:
 - a. Preparation and submittal of a CDBG – Planning Grant application to the DOA
 - b. Implementation of the planning grant if awarded
 - c. Grant administration
3. Upon CDBG-Planning Grant award:
 - a. Space programming, work with proposed occupants to understand, and design building based on needs
 - b. Conceptual building design
 - c. Review sites for feasibility and selection of site to locate proposed development
 - d. Conceptual site design
 - e. Community meetings as needed
4. Identify and enter into agreement(s) with other potential tenants.
5. Enter into land agreement relative to site(s) for the project
 - Suggest an option to purchase contingent upon financing
6. Identification and secure other funding mechanisms, match, such as:
 - a. Take any actions needed in order to secure Tax Increment Funding, i.e. boundary amendment
 - b. Apply for available Wisconsin Economic Development Corporation (WEDC) grants as appropriate

2021

7. Apply for a Community Development Block Grant-Public Facilities (“CDBG-PF”) grant through the Wisconsin Department of Administration (“DOA”). CDBG-PF funds are awarded through an annual competitive process.
 - a. CDBG funds must be used to primarily benefit low-to-moderate income (LMI) individuals; Community and Senior Centers are eligible projects
 - b. Environmental reviews (ERRs) must be completed and Federal and State acquisition and relocation regulations apply
 - c. Municipality must have a public hearing on the proposed use of CDBG funds. A second hearing must be held towards or at the end of the project, documenting the results of the project
 - d. If an award is made, the community must undertake at least three activities to support fair housing during implementation of the project
 - e. Municipalities have financial obligation to repay CDBG funds if the project does not meet a national objective
 - f. Davis-Bacon and Related Acts labor standards apply to projects with a construction cost exceeding \$2,000
 - g. Public Facility grants are currently awarded at a 2:1 match ratio (\$2 CDBG for every \$1 grant match), up to a maximum of \$1,000,000
8. Creation of RFQ for Professional Services relative to the CDBG- PF grant application
 - a. Preparation and submittal of a CDBG-PF grant application to the DOA
 - b. Project implementation (design and bid) if awarded
9. May 2021, CDBG-PF grant submitted to DOA
10. By December 2021, grant awarded, and City enters contract with DOA For CDBG – PF grant
11. January 2022
 - a) Finalize design
 - b) Manage bidding
 - c) Oversee contracting/administration
 - d) Manage construction/construction commences
 - e) Construction completed End of 2023

Recommended Next Steps:

- 1) Adoption of Study
- 2) Approval to seek CDBG Planning grant to evaluate two sites for senior center and/or affordable housing
- 3) Incorporate Facilities Recommendations (short, medium, long-term investments) into the City’s CIP process.

Appendix A:
Facility Summaries

City Hall/Auditorium Facility

Use/Function/Flow

- Security is limited
- Voting flow needs to be addressed
- Auditorium seating could be updated depending on use
- Lack meeting space
- Consider improved board room layout, access, and flow

ADA/Accessibility

- Consider ramp at front to auditorium
- Consider ramp to west entrance
- Replace east steps
- Provide accessible restrooms on each level
- Stairs at south entrance are not accessible
- Update door hardware
- Consider assistive listening in auditorium and board room
- Provide accessible drinking fountain
- Add accessible payment drop

Building condition/Systems

- Tuck-pointing needed
- Front stairs
- Roof: The main roof was recently replaced
- HVAC: Comfort, Dated boiler and chiller, need protection at chiller
- Review electrical needs
- Upgrade generator

Site

- Lack of parking
- Ramps to auditorium
- Ramp to city hall
- Poor circulation to east side
- Consider removing garage
- Add bollards at chiller
- Provide exterior drop box

Questions

- What other programs could be held at auditorium?
- How often is auditorium utilized?
- How can we improve voting?
- Is the city interested in maintaining the historical correctness?
- Can other groups be involved in the auditorium?

Community Center Facility

Use/Function/Flow

- Central entrance could benefit from ticket area
- Insufficient amount of restrooms
- Benefit from hallway along rear of bleachers
- Need new locker areas
- Require male/female locker/restroom/showers
- Established for hockey – not generally utilized for other functions September to April use
- Near middle school – high school other side of town

ADA/Accessibility

- North restrooms not ADA
- Update door hardware
- Update entrance ramp
- Provide accessible seating for events
- Add assistive listening
- Concession center is not accessible
- Door slab at entrance is not accessible
- Drinking fountain not accessible
- Locker rooms not accessible

Building condition/Systems

- Should have fire suppression
- Roof 8-10 years old
- RTUs aged – trouble with them
- HVAC sizing and balancing not reviewed
- Recent fire alarm addition

Site

- Consider updated ramp
- Drainage around building could be improved

Aquatic Center Facility

Use/Function/Flow

- Consider climbing wall
- Consider more privacy for neighbors, possible fencing

ADA/Accessibility

Building condition/Systems

- Consider ice/snow protection
- Add bird protection strips
- Paint pool edge
- Consider fiberglass door at pump/chemical building
- Why did impellers wear out in 4 years? Consider review

Site

- Consider added space for other exterior (non-water) programming.
- Consider bus parking

Library Facility

Use/Function/Flow

- Consider options for additional green space
- Consider added study rooms and small meeting rooms
- Remove storage from stairway
- Consider RFID for book check out
- Meeting room size is good – review HVAC comfort for large events
- Consider acoustical treatments
- Consider alternatives for larger programs
- Consider multi-generational functions and programs

ADA/Accessibility

- Consider assisted listening
- Review accessible parking
- Review stairwells
- Review fixturing heights

Building condition/Systems

- Security systems in place
- Roof was not inspected, but is from 1997
- Consider HVAC improvements in near future
- Consider updating finishes
- Confirm window detail and leaks
- Consider led lighting
- Consider sensor faucets

Site

- Canopy and drainage modifications to front entrance to minimize ice
- Consider green space
- Review options for added parking
- Add car side book drop and pickup

Museum Building Facility

Use/Function/Flow

- Facility is on register
- Remove storage from attic
- Consider small hallways
- Consider a greeting area
- Consider literature space
- Consider updated signage

ADA/Accessibility

- Add accessible restroom
- Add accessible entrance at rear
- Consider elevator addition
- Add accessible handrails
- Update door hardware for accessible spaces

Building condition/systems

- Consider budgeting for HVAC replacements and/or maintenance
- Update electrical system
- Repair failing plaster in attic area
- Monitor humidity and moisture in attic/stairway
- Consider minor tuck pointing areas
- Repair stains from leaks – understood this was from internal leaks
- Review fireplace sealing
- Confirm proper ventilation in attic
- Replace front lights
- Maintain doors and windows

Site

- Provide parking stalls
- Monitor drainage at rear door into basement
- Extend downspouts into storm sewer

Public Works Facility

Use/Function/Flow

- Provide more employee break space
- Provide additional office/meeting space
- Provide shower/locker room
- Provide salt/brine building
- Consider additional storage or connection between buildings
- Consider additional vehicle storage (possibly drive through)
- Consider added drive through maintenance bay

ADA/Accessibility

- Provide shower/locker room
- Provide accessible restrooms
- Replace portion of door hardware

Building condition/systems

- Provide new grating in trench drains
- Provide HVAC sensors for CO2
- Add high windows in original public works building
- Consider door updates in original building
- Provide new lighting in existing building

Site

- Consider storm water/spill containment
- Review storage

Public Safety Facility

Use/Function/Flow

- Have IAM responding
- 2 fulltime/28 POC with rural/city equipment – no EMT
- Renovation in 2008
- Modify lower level for physical training and exercise room
- Re-configure/repurpose storage rooms
- Move hunters safety to other facility
- Add sally port function
- Add an interview room
- Provide a larger main level meeting room for up to 30 people, preferred up to 50
- Provide day room for fire
- Provide break room for police
- Provide shower/locker rooms for fire department
- Provide shower decontamination for police and fire departments
- Provide space for hazmat trailer, spill trailer, chef rig, and a run vehicle
- Relocate municipal court to another facility?
- Limited height for ladder truck
- Consider bollards at front of building - provide additional main level storage
- Provide clearance and protection at turnout gear space

ADA/Accessibility

- Elevator should be reviewed with compliant guardrail
- Review accessible parking
- Provide accessible toilet rooms
- Update entrances with auto operators and address front concrete slab
- Replace door hardware

Building condition/Systems

- Provide flashing at exterior foundation
- Review exhaust and operation of shooting range
- Add exhaust to evidence room
- Review structural movement at evidence room area
- HVAC system requires attention and possible replacements
- Provide key fobs for fire department
- Add dryer to air compressors
- Review attic ventilation
- Provide engineered vehicle exhaust systems
- Review air sealing between spaces
- Review exhaust of police shower rooms

Site

- Access, response, and vehicle movements at rear of building area challenging

Senior Center Facility

Use/Function/Flow

- Need a covered drop-off
- Current main entrance is at rear of building
- Provide storage for seniors and parks; arts and activities
- Use varies from 3 - 60 attendees depending on event
- Meals are prepared offsite and distributed
- Generally 20/day 5/days/week from Fond du Lac County; County pays for distribution
- Yoga is largest event with up to 50 people; need larger space
- Look at multi-generational functions and programs
- Need separation walls/sliding partitions for various events
- Need gymnasium
- Other groups need practice space
- Need health room
- Consult rooms
- Small meeting rooms
- Need park/green space nearby
- Need parking and transportation element
- Events
 - Morning coffee
 - Exercise
 - Rented for holidays
 - Health programs wellness programs
 - Movies
 - Bingo
 - Cards
 - Crafts
 - Computer use and training
 - Informational programs
 - Pool league
 - Rec board meetings back-up for square dancing
 - Buddy bingo with school pickle ball

ADA/Accessibility

- Rear entrance is not accessible
- Main entrance is not accessible
- Restrooms are not accessible
- Kitchen is not accessible
- Recommended assistive listening devices
- Heating/cooling system works but is limited
- Kitchen is not accessible
- Replace door hardware
- Drinking fountain is not accessible
- Accessible door operator not accessible

Building Condition/Systems

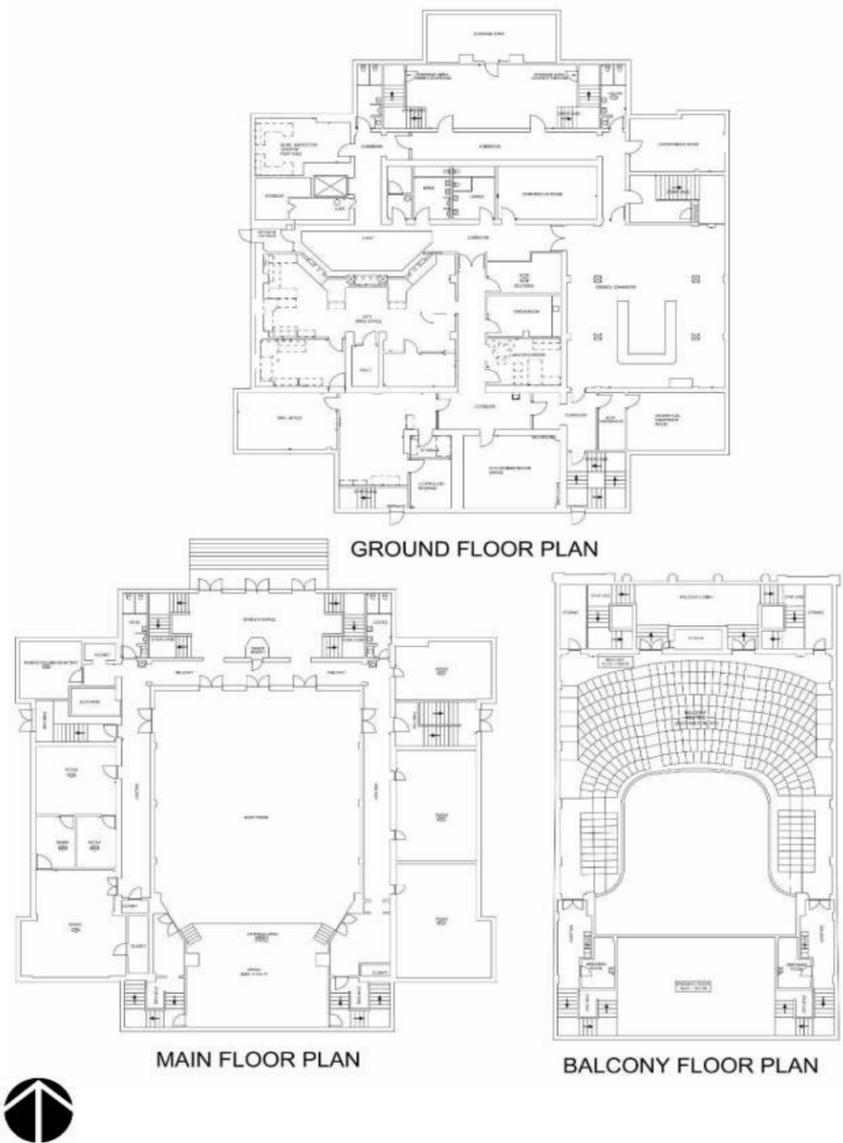
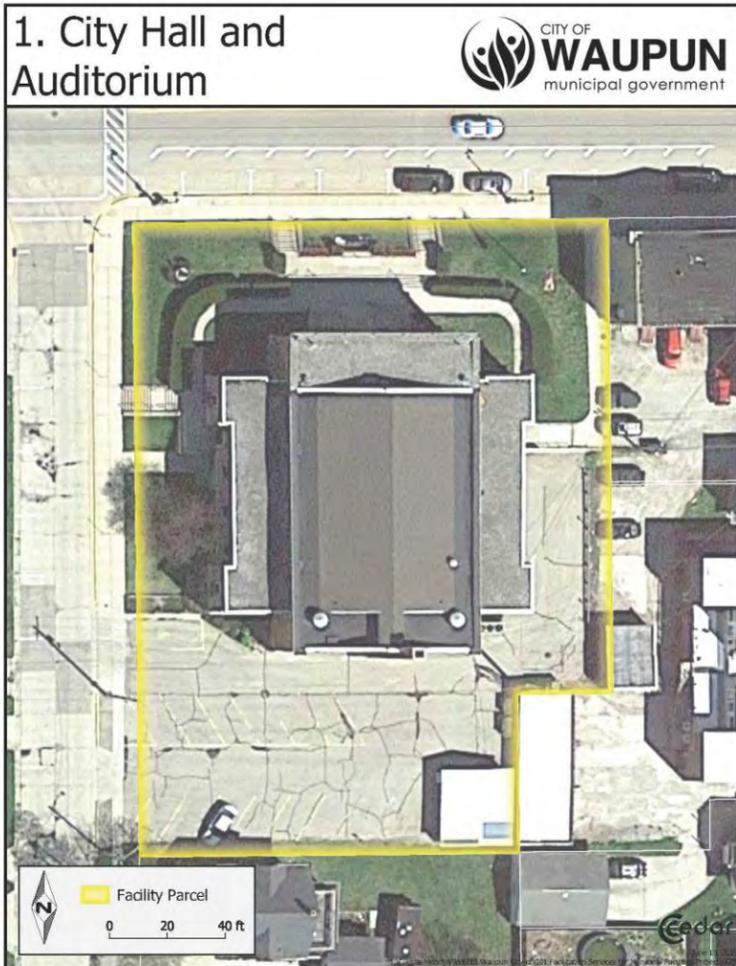
- Need ice making, dishwashing, warming, and other commercial kitchen facilities
- Exterior of building requires limited tuck-pointing
- May need a fire alarm system
- Fire suppression will be required for any renovation project
- An elevator would be required for upper level programming
- Doesn't appear to have proper ventilation
- May require additional electrical upgrades for commercial equipment
- Windows and doors could be replaced to improve efficiency
- Finishes should be considered for updating

Site

- Limited opportunity for parking – Strong need for more parking and better access
- Current site is close to park
- Provide accessible parking

Appendix B:
Facility Fact Sheets

City Hall and Auditorium - 201 E. Main Street



Facility Summary

The Waupun City Hall and Auditorium was constructed in 1928. The building is masonry (brick and stone) with a steel and wood roof structure. The building sits within the downtown historical district and is one of the sites the City is seeking to list on the National Register. The building holds a historical significance to the community and long-term use of the facility is expected. The building has three floors with the City Administration function on the ground floor, an auditorium with auxiliary rooms on the main floor, and auditorium balcony seating on the third floor.

This historic Auditorium seats up to 312 people in the balcony and 356 on the main floor (theatre style seating). The hall can be accessed from an elevator or walk up the monumental steps that face Main Street leading into the foyer with the original ticket booth. In addition to the auditorium area, there are several auxiliary rooms at the perimeter that can be used for serving food, set up space, and small meetings. The auditorium can currently accommodate the following functions on a limited basis:

- Voting
- Meetings in conference room
- Concerts and performance venue
- Arts events
- Luncheons
- Weddings, banquets, and reunions
- Large community gatherings/festivals

Observed and Recommended Building Needs

Site

- The site has very limited parking to serve the amount of potential visitor to the building
- It is very difficult to ascertain the name of the facility and the various entries, as well as their associated functions of the multi-level facility
- Contemplate adding an exterior monument sign and smaller scale entry signage at entry points to the facility
- Consider removing garage to create additional parking
- Provide exterior drop box payments, etc.

Use/Function/Flow

- Building security is limited, especially on the ground floor related to City Administration functions
- Voting flow needs to be addressed
- Auditorium seating needs to be updated depending on ultimate reuse
- Lack of meeting space for City related business on ground floor
- Council Board Room layout, access and flow should be improved
- Need additional staff workspace on ground floor
- One limiting factor to the use of the Auditorium is the lack of an air conditioning system in the auditorium and balcony
- Though the building has an elevator, voting can be challenging for some due to the second-floor polling location and the corresponding long path to reach the area from the parking/exterior entrance.
- While security concerns have in part been addressed, there remains extensive non-secure public access throughout the facility.

City Hall and Auditorium - 201 E. Main Street

ADA/Accessibility

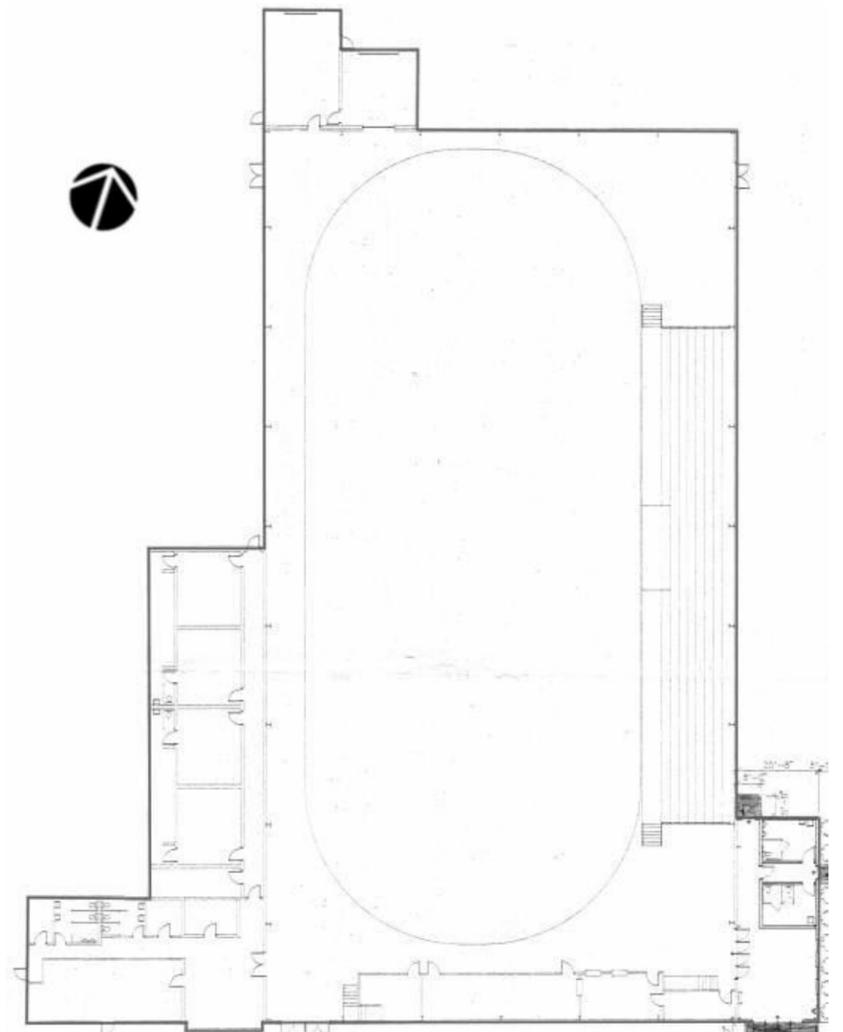
- Need to provide accessible restrooms on each level
- Need accessible drinking fountains
- All entrances need to be ADA accessible, both doors and approaches
- Door hardware needs to be updated throughout the facility
- Consider assistive listening devices in auditorium and Council Chambers
- Add accessible payment drop box

Building Condition/Systems

- Facility needs general ongoing maintenance such as brick tuck-pointing and repairing damaged front stairs
- Additional roof drains are needed to handle water runoff
- HVAC
 - Installation of air conditioning for the second and third floors
 - Boiler and chiller are old and inefficient, should be replaced
 - Add bollards in front of chiller to minimize potential damage
 - Installation of back-up generator

Estimates of Probable Costs Structure - #1 City Hall	
Provide accessible ramp at side of building (allowance)	\$17,250
Exterior sidewalk replacement along east side (allowance)	\$3,900
replace north stairs (allowance)	\$97,500
replace east stairs (allowance)	\$15,860
repair parking lot & sealcoat(allowance)	\$20,700
raze garage and create parking area (allowance)	\$48,750
provide accessible parking stall. (allowance)	\$13,000
add exterior drop box (allowance)	\$2,875
monument sign out front (allowance)	\$11,500
Exterior tuck pointing (allowance)	\$145,600
Clean / repair lintels (allowance)	\$16,250
Repair / Replace South wall for aesthetics (allowance)	\$40,950
Roof replacement (allowance)	\$31,200
Roof drain work (allowance)	\$7,800
south side grading to remove non accessible stair (allowance)	\$13,000
Renovate front office to improve security(allowance)	\$280,800
Renovate office area to increase efficiency and meeting space (allowance)	\$280,800
Update (2) restrooms for accessibility (allowance)	\$70,200
Update council chamber and finishes (allowance)	\$84,240
Renovate eastern second level space for meeting space (allowance)	\$198,900
City Hall HVAC - Heating - Cooling - updated Distribution boiler / conditioner for full bldg. (allowance)	\$676,000
Auditorium HVAC, heating, addition of cooling (allowance)	\$716,300
Plumbing updates (allowance) part of restroom renovation	\$0
Water heating (allowance)	\$8,625
Fire alarm	\$117,000
Fire suppression	\$204,750
Update electrical switch gear (allowance)	\$65,000
Update electrical distribution	\$175,500
Update electrical lighting	\$175,500
Technology modification allowance no equipment)	\$117,000
Access control / security	\$117,000
update generator (allowance)	\$130,000
Furniture / equipment (allowance)	\$32,200
Auditorium seating (allowance)	\$30,188
Theatrical lighting / audio visual equipment (allowance)	\$104,000
Total Estimated Cost for Proposed Improvement cost	\$4,070,138

Community Center – Hockey Arena



Facility Summary

The Community Center was built in 1975 with an addition in 1995. The building is a metal building with some masonry exterior walls. Though the facility is named Community Center, it serves primarily as an indoor hockey arena. The Waupun Hockey Association operates the facility approximately 8 months out of the year. The Association is responsible for the hockey associated aspects of the facility, such as the refrigerated floor system and the Zamboni. In the off-season, the facility is used for other community activities such as the very successful annual Truck-n-Show and the Celebrate Waupun Festival. The large arena space is not air conditioned and not highly utilized in the off-season.

Observed and Recommended Building Needs

Site

- The driveways and parking lot paving are in mixed condition. Some areas are newer and will require regular crack filling and sealcoating. Some are aged and, in time, will require replacement. Sealcoating, crack filling, and restriping are recommended every 4 years.
- The east parking lot surface drains have issues. Recommended alterations to improve the issues would be to incorporate internal storm drains.
- Site drainage around building should be improved

Use/Function/Flow

- Central entrance could benefit from ticket area
- Insufficient number of restrooms relative to the number of attendees
- Benefit from hallway along rear of bleachers
- Need to update and improve female locker room area to include restrooms and showers
- Need to update male locker room, restrooms, showers
- Established for hockey – not generally utilized for other functions

ADA/Accessibility

- The accessible ramp entry system and railings have maintenance challenges and could be omitted if the lot was regraded
- North restrooms do not meet ADA requirements
- Locker rooms are not accessible
- Need to update door hardware
- Need to provide accessible seating for events
- Add assistive listening devices
- Concession center is not accessible and should meet ADA requirements
- Door slab at entrance is not accessible
- Drinking fountain not accessible

Community Center – Hockey Arena

Building Condition/Systems

- Should have fire suppression throughout building
- Roof is 8-10 years old
- Should look at HVAC sizing and balancing
- Fire alarm system has recently been added

Estimates of Probable Costs - Structure #2 – Community Center	
Provide accessible entrance (allowance)	\$19,500
Seal coat parking lot (allowance)	\$19,500
Provide secondary exit (allowance)	\$6,500
Exterior Metal Painting (allowance)	\$54,600
Masonry wall repairs or recladding (allowance)	\$39,000
Update lobby and restrooms (allowance)	\$149,500
Provide ticket area at entrance (allowance)	\$6,500
Provide accessible seating at interior (allowance)	\$6,500
Renovate locker rooms / restroom / showers (allowance)	\$793,000
Add storage rooms (allowance)	\$71,500
Update vending area (allowance)	\$234,000
Roof replacement - allowance - roof 8-10 years old (allowance)	\$67,600
Update HVAC system except primary arena (allowance)	\$84,500
Updated HVAC arena (allowance)	\$280,800
Updated plumbing as part of previous noted renovations (allowance)	\$0
Fire suppression (allowance)	\$130,650
LED Lighting (allowance)	\$174,200
Total Estimated Costs for Proposed Improvement cost	\$2,137,850

FAMILY AQUATIC CENTER - 701 County Park Road



Facility Summary

The outdoor aquatic facility features zero depth entry, two water slides, a kiddie slide, water geysers and fountains, a lap pool area, and two diving boards. The aquatic center is open seasonally and offers swim lessons, water aerobics, lap swim, swim team, open swim, and more.

Observed and Recommended Building Needs

Site

- The site includes an Admissions/Bathhouse with a concession stand and a freestanding pool equipment building
- There is a shelter on the grounds that can be rented for private use
- Consider added space for other exterior (non-water) programming
- Consider bus parking

Use/Function/Flow

- Consider more privacy to neighbors/screening
- There is a desire to add a climbing wall feature at the deep area of the pool which may require the removal of a diving board to achieve proper clearances

ADA/Accessibility

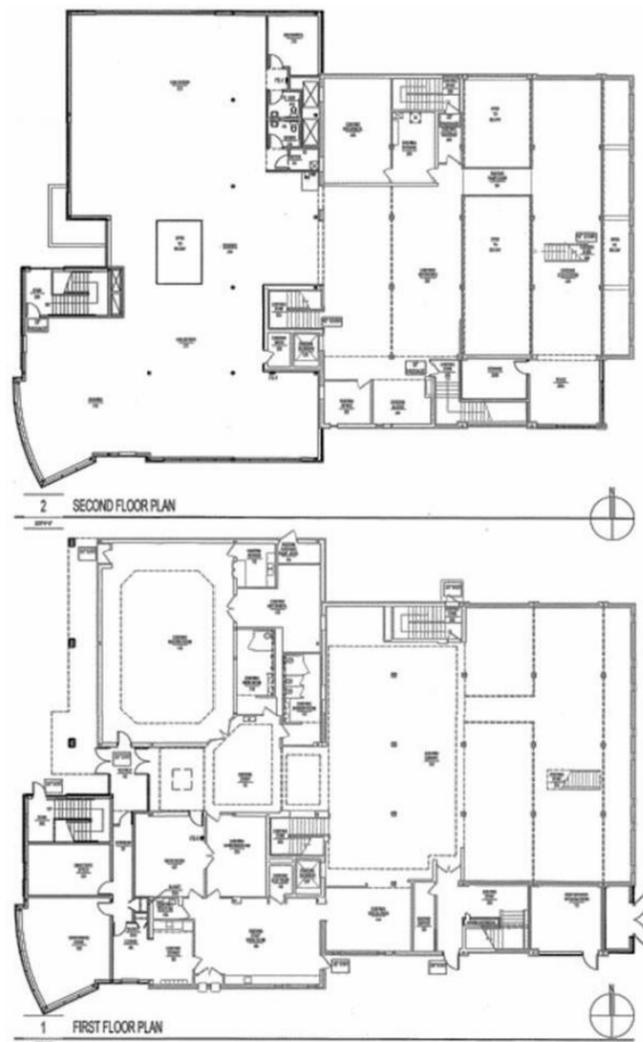
- No issues observed

Building Condition/Systems

- Consider ice/snow protection
- Add bird protection strips in open eaves
- Paint pool edge
- Consider fiberglass door at pump/chemical building
- Impellers (water pressure pump) wore out in 4 years; need to determine why and address issue
- There is no dedicated staff break room/area resulting in concessions area acting as staff break area. This creates a conflict with barefoot staff in the concession area; health and safety violation

Estimates of Probable Costs - Structure #3 Aquatic Center	
Climbing wall (allowance)	\$26,000
Paint pool basin with epoxy aggregate (allowance)	\$65,000
Bird protection (allowance)	\$2,875
Fiberglass door at chemical room (allowance)	\$5,750
Impellor maintenance (allowance)	\$0
Snow / ice protection (allowance)	\$3,450
Masonry screen wall cap maintenance (allowance)	\$920
HVAC commissioning to address temp control concerns (allowance)	\$13,650
Privacy slats in fencing allowance (allowance)	\$3,450
Replace with LED lighting (allowance)	\$19,320
Total Estimated Costs for Proposed Improvement cost	\$140,415

Library Facility - 123 S. Forest Street



Facility Summary

The facility was originally built in 1968 and has been expanded and remodeled in the past 10 years. The facility is well maintained and in good condition.

Observed and Recommended Building Needs

Site

- Front entrance canopy and related drainage should be modified to minimize ice buildup and hazards
- Desire for additional green space
- Review options for additional parking
- Add car side book drop and pickup

Use/Function/Flow

- Consider adding study rooms and small meeting rooms
- Remove storage from stairway
- Consider electronic scanning system for book check out
- Existing meeting room is sized for medium size events
- Consider acoustical treatments to reduce noise
- Building struggles to accommodate larger programs; consider seeking alternative locations for these events
- Staff would like to promote multigenerational functions and programs, but space is limited

ADA/Accessibility

- Consider assisted listening devices
- Review accessible parking
- Review stairwells for ADA requirements
- Review fixturing heights for easier access

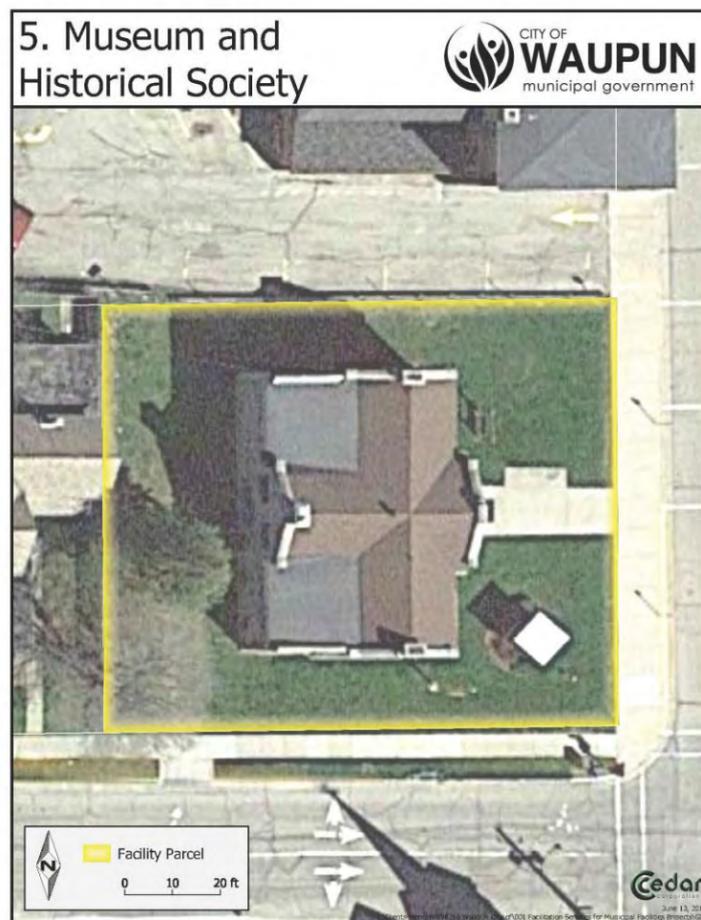
Building Condition/Systems

- Security systems/monitoring are in place
- Roof was installed in 1997 and requires regular monitoring, maintenance, and eventually replacement
- HVAC system struggles during large events, and there are a few older furnaces; system should be upgraded
- Investigate window leaks and replace as needed
- Consider LED lighting throughout the facility
- Consider sensor faucets throughout the building
- General ongoing maintenance needed with the monitoring and replacement of sealant joints in the building
- The gas piping on the exterior is rusting and requires preparation and painting
- The exterior stone building veneer is soiled and dirty; cleaning is recommended
- Carpet replacement at the Children's area is needed soon.

Library Facility - 123 S. Forest Street

Estimates of Probable Costs - Structure #4 Library	
Seal Parking lot	\$11,500
Add storm piping to building for front roof	\$6,500
Reconfigure front roof drainage	\$6,500
Roof replacement allowance -completed in 2016, renovation in 2009	\$62,400
HVAC improvements / replacements (4) units	\$69,000
Water heating	\$11,500
Elevator modernization	\$117,000
Building cleaning	\$1,725
Flooring replacements	\$82,800
Repair window leaks (allowance)	\$8,625
Replace to LED Lighting	\$55,200
Add sensor faucets	\$6,900
Car side book drop	\$4,025
Summer Program Space (HELD ELESWHERE)	\$0
Added exterior program space, acquisition cost UNKNOWN	\$0
Total Estimated Cost for Proposed Improvement cost	\$443,675

Museum and Historical Society - 22 S. Madison Street



Facility Building

This building was constructed for the Waupun Public Library in 1905. This building is a Carnegie Library and is on the National Register of Historic Places as of September 4, 1979.

Observed and Recommended Building Needs

Site

- Seek ways to provide dedicated parking stalls
- Extend downspouts into storm sewer

Use/Function/Flow

- Improve building signage
- Remove storage from attic
- Consider an improved greeting area with space for literature

ADA/Accessibility

- Add accessible restroom
- Add accessible entrance at rear that would include an elevator
- Add accessible handrails
- Update door hardware to meet ADA requirements

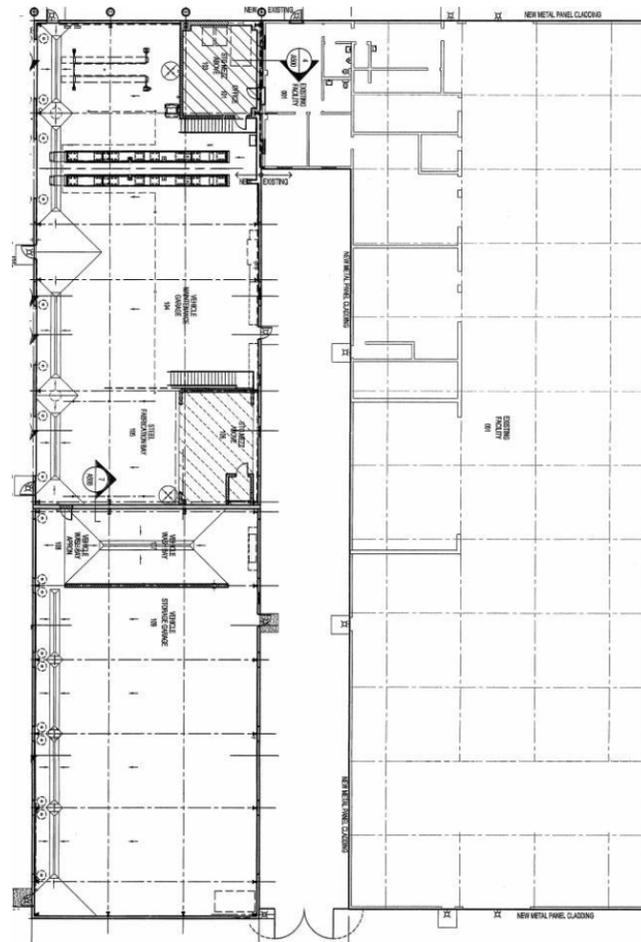
Building Condition/Systems

- Consider budgeting for HVAC replacements and/or maintenance
- Update electrical system
- Repair failing plaster in attic area
- Monitor humidity, moisture, ventilation in attic/stairway
- Consider minor tuck pointing
- Repair leak stains on ceiling and walls
- Review fireplace sealing
- Replace (missing) wall fixtures/lights at main entry to address moisture infiltration, energy efficiency, and better illumination of the facility
- Maintain doors and windows with putty filling and painting
- Areas above the main entry door transom windows and the round feature window above that have signs of water intrusion and deterioration, salt deposits, and cracked mortar joints. Repair masonry joints, stone, and flashing as needed to address the condition.
- Monitor drainage at rear door into basement which is recessed four steps below grade. The lower stair landing is cracked and requires replacement. A drain could be added to the area if desired to eliminate potential water into the basement.
- Prepare and paint the exposed overhanging roof sheathing boards at the north end of the west wall
- Prepare and paint the rusty west wall mounted air conditioning condenser racks
- Boiler is aged and requires monitoring and planning for future replacement

Museum and Historical Society - 22 S. Madison Street

Estimates of Probable Costs - Structure #5 Museum	
Provide accessible parking and parking stalls	\$13,000
Regrade to improve drainage	\$6,500
Provide rain leader connection to storm piping	\$7,800
Provide drain at exterior entrance to basement	\$6,500
Allowance for minor tuckpointing	\$39,000
Maintenance to front sidewalk and stair allowance	\$1,622
Replace front lights	\$2,080
Roof Replacement Allowance	\$22,880
Provide 10-year allowance / yr. for window maintenance and replacement	\$70,200
Add attic ventilation	\$5,720
Repair attic stair plaster	\$13,000
Seal fireplaces	\$5,850
Allowance for future HVAC system maintenance	\$78,000
Add dehumidification	\$41,600
Plumbing fixture / water heater 5 yr. maintenance allowance	\$7,800
Allowance for electrical distribution	\$57,200
Allowance for lighting updates	\$34,320
Future addition for lift and accessible restrooms	\$274,950
Total Estimated Cost for Proposed Improvement cost	\$688,022

Public Works Facility - 903 N Madison Street



Facility Summary

Original building was built in the mid 70's, with a larger addition, including a new maintenance bay in 2007. This facility houses all the City's public works equipment, maintenance operations and shop related activities.

Observed and Recommended Building Needs

Site

- Consider storm water/spill containment
- The driveways and parking lot paving are in varied conditions. Some are aged and have extensive cracking or have had the paving removed. Pavement replacement is recommended for some areas.
- Provide for regular crack filling and sealcoating; recommended every 4 years
- Widen main entry drive with new culvert, and wider gate is needed
- Provide a new 30' x 40' x 16' tall salt shed with an approximate 400-ton capacity as the existing shed has limited head room, is too small, and is in an area that limits future building expansion

Use/Function/Flow

- Provide increased employee break space
- Provide additional office/meeting space
- Provide shower/locker rooms
- Consider additional storage or connection between buildings
- Consider additional vehicle storage (possible drive thru)
- Consider adding a drive through maintenance bay

ADA/Accessibility

- Provide accessible shower/locker room
- Provide accessible restrooms
- Replace portion of door hardware to meet ADA requirements

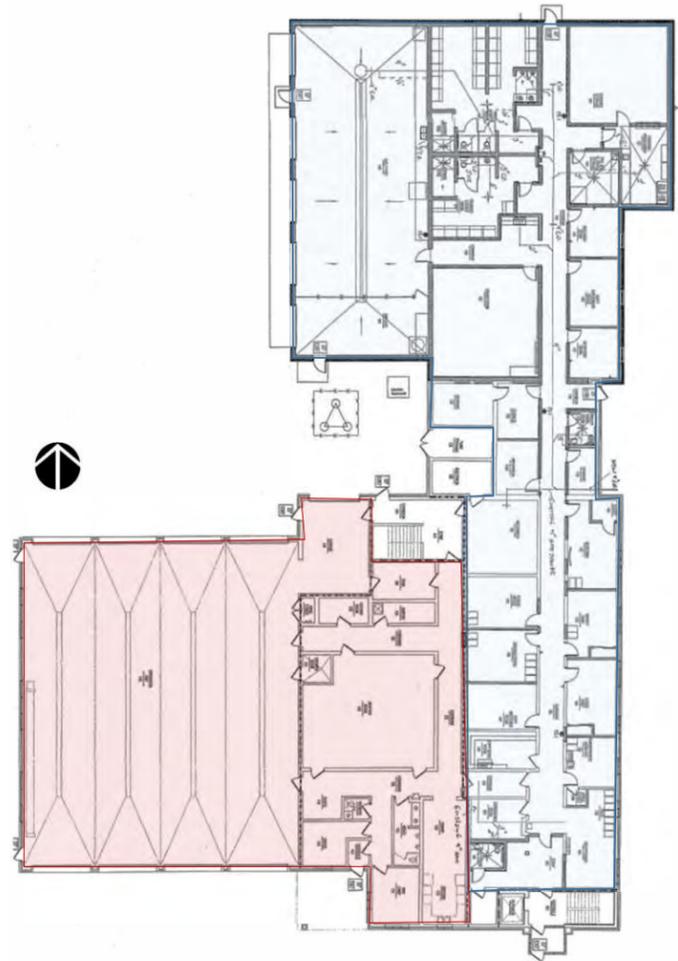
Building Condition/Systems

- Provide new grating in trench drains
- Provide HVAC sensors for CO2
- Add high windows in original building
- Consider door updates in original building
- Provide new lighting in existing building

Public Works Facility - 903 N Madison Steet

Estimates of Probable Costs - Structure #6 Public Works	
Provide separate and secure visitor / delivery entrance W/ FENCE	\$45,500
Storm water systems (allowance)	\$13,000
Update / addition for employee break room, meeting room, office and locker room restrooms	\$364,000
Replace door hardware for accessibility	\$26,000
Addition / building for salt brine operations	\$205,920
Provide additional covered cold storage	\$205,920
Replace portions of floor and grating in storage shop	\$34,500
Update overhead doors	\$11,500
Add upper windows in original PW building	\$18,200
Update lighting in existing building	\$87,400
Provide updated HVAC IN EXG shop	\$123,500
Add ceiling fans	\$4,600
Roof maintenance / replacement allowance existing building	\$0
Added insulation & simple saver	\$136,800
Fire alarm / suppression consideration	\$0
Total Estimated Cost for Proposed Improvement cost	\$1,276,840

Public Safety (Fire and Police) Facility - 16 E. Main Street



Facility Summary

The facility is in good condition and has seen recent expansion. It is expected the facility will serve the community for some time to come. The building design is conducive to limited expansion. However, the site accommodations are limited since the facility takes up most of the block. The Police and Fire Department occupy the facility in separate portions of the main floor and basement. They do share access to the basement and some shared areas for training and fitness.

Observed and Recommended Building Needs

Site

- A few sections of curb are cracked/chipped and require repair.
- The driveways and parking lot paving have some cracking and will require regular crack filling and sealcoating. Sealcoating, crack filling, and restriping is recommended every 4 years.
- Review location of grade at building
- Access and response and vehicle movements at rear of building area challenging

Use/Function/Flow

General

- Modify lower level for physical training and exercise room
- Move Hunters Safety training program to other facility
- Provide a larger main level meeting room for 30 to 50 people for multi-jurisdictional trainings and events
- Move the Municipal Court to another location within the building
- Existing training room serves basic needs, but conflicts arise when the room is needed while staff uses the adjacent fitness area. In many situations police and fire need a larger room that would accommodate more individuals and varied use, including hosting of multi-jurisdictional trainings.
- Fitness area is too small and open to other areas of the basement, i.e. training room, and is not adequate to accommodate the number of users and desired equipment. One solution under consideration to move the training room wall 6 feet to enlarge the fitness area or repurpose the smaller underutilized rooms as a new fitness area, i.e. Hunters Safety training program, Municipal Court, records, and disaster preparedness room.

Fire Department

- Provide day room for firefighters
- Provide space for hazmat trailer, spill trailer, and command center (chief rig)
- Dedicated men and women locker rooms are needed with safes for personal belongings for fire department
- Provide dedicated shower/decontamination and laundry facility space to contain potential hazardous materials
- Provide clearance and protection at turnout gear space
- A fire bay expansion should be planned as equipment/vehicles currently fill all the bays and are triple stacked in some cases leaving no room for the EMS trailer and spill trailer that are currently stored offsite.
- The existing 12 ft. high doors are an ongoing limitation to equipment, such as the ladder truck; 14 ft. is the recommended garage door height

Police

- Add sally port function for suspect loading, unloading and processing as the existing sally port is configured in a manner that is blocked by other vehicles

Public Safety (Fire and Police) Facility - 16 E. Main Street

- Add an interview room
- Provide break room for police
- Provide decontamination room for police
- Creation of a dedicated tactile training room with padded walls through the retrofit of an existing room

ADA/Accessibility

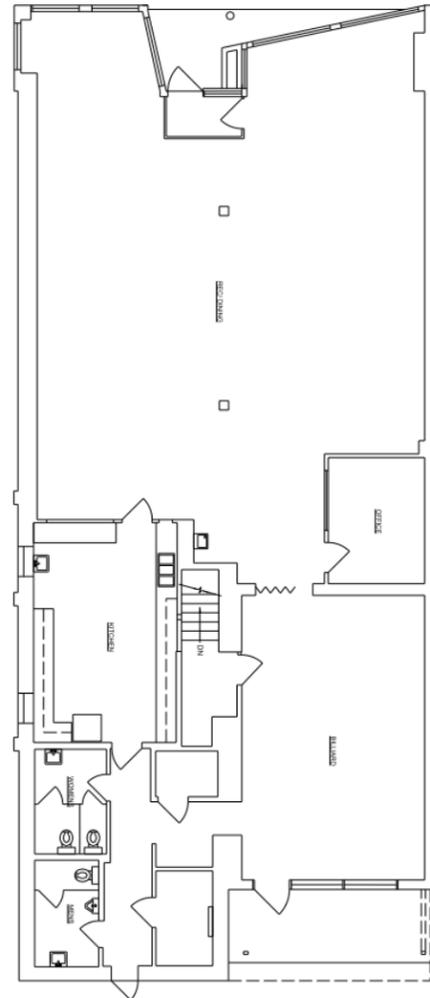
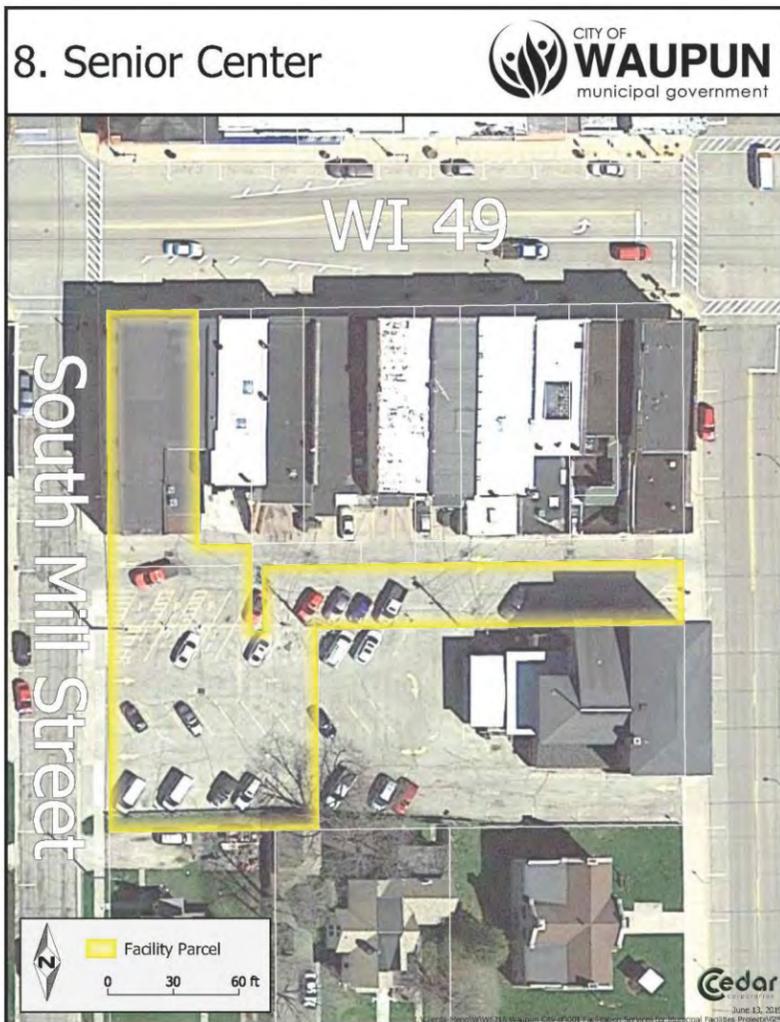
- Elevator should be retrofitted with compliant guardrail
- Review accessible parking
- Provide accessible restrooms
- Update entrances with auto operators and address front concrete slab
- Replace door hardware to meet ADA requirements

Building Condition/Systems

- Consider bollards at front of building
- General ongoing maintenance needed with the monitoring and replacement of sealant joints in the building
- The north and south gable wall finish above fire garage is soiled and requires cleaning and possible recoating
- Prepare and repaint rusty gas piping on east wall
- Replace missing sheet metal windowsill cap on east wall
- Rigid foundation insulation on the east wall is exposed to environment; cut down and/or cover with landscaping stone
- Review exhaust and operation of shooting range
- Add exhaust to evidence room
- Improve air handling in evidence room so that odors are not spread throughout the building
- Provide Key Fobs for fire department
- Add dryer to air compressors
- Review attic ventilation
- Provide engineered vehicle exhaust systems
- Review air sealing between spaces
- Review exhaust of police shower rooms
- Some furnaces are aged and will need replacement soon
- Heating in the front office areas of the police department is inconsistent resulting in cold offices. There is also a staff need for additional fresh air.
- Floor and floor coating at fire apparatus bays are cracking/spalling in some areas
- An onsite freestanding cold storage building for police would bring items in proximity to the facility for better observation and access
- The water heater and associated piping is not functioning in a manner to provide hot water to the police garage

Estimates of Probable Costs - Structure #7 Safety Building	
Seal coat parking lot	\$25,000
Provide accessible access and parking	\$0
Add bollards at front	\$7,500
Exterior maintenance allowance, foam, siding,	\$10,000
Renovate to provide access to front desk of fire dept	\$185,000
Add exterior training space	\$10,000
Update elevator & equipment room	\$134,500
Add auto operators at entrance	\$6,000
Add key fobs at all doors (assume 50 openings)	\$1,100
Improve attic ventilation & air sealing allowance	\$30,000
Update stair railing for accessibility	\$10,000
Update fitness area in basement	\$118,500
Add multipurpose room - training space renovation of existing police garage	\$188,000
Shared space HVAC improvements	\$48,000
Shared space LED lighting	\$45,000
Shared space finishes update	\$768,000
Add turnout gear space / locker / laundry	\$93,000
Add restroom / kitchen / day room / kitchen space / add meeting rooms space	\$246,000
Add fire apparatus bay with decontamination	\$246,400
Add space for hazmat trailer, spill trailer, chief & run vehicle / added height for ladder truck	\$122,000
Renovate existing fire station	\$69,000
Renovate Fire Dept Apparatus Bay HVAC	\$44,000
Add vehicle exhaust	\$75,000
Provide police decontamination shower	\$21,500
Minor repairs in police evidence	\$5,000
Update exhaust in police evidence	\$5,000
Break room for Police renovation of existing space	\$31,150
Sally port modifications & addition - resulted from fire modifications	\$237,510
Laundry area renovation in existing garage bay	\$30,375
Hot water maintenance	\$10,000
Add bullet resistant glazing at police	\$10,000
Shooting range improvements allowance	\$19,500
Shower exhaust improvements	\$12,000
Add vehicle exhaust system	\$20,000
Total Estimated Cost for Proposed Improvement cost	\$2,884,035

Senior Center - 301 E. Main Street



Facility Summary

The building was renovated into a Senior Center in 1988. In order to meet code relative to using the main floor as an assembly area, the building was remodeled to abandon the second floor which remains vacant today. The building has masonry parameter walls and wood framed floor and roof structures. The facility comprises 3,800 gross square feet of which 200 square feet includes the basement that has exposed stone rubble foundation walls and low headroom. The basement is utilized for mechanicals and minimal storage with no general public access. However, the basement does serve as a tornado shelter which is not easily accessible to the general population due to the steep stairs and low headroom. The Senior Center is open to seniors, anyone over age 50, or married to someone over 50, Monday through Friday, 7:30 a.m. - 4:00 p.m.

Although the primary function of the facility is to accommodate senior citizen programming, it is available as a rentable community room for use by all. The facility includes a multi-purpose room, billiards room, kitchen, and restrooms. The existing accommodated functions include:

1. Program Director Office
2. County senior noon meal program
3. Senior gatherings/programming
4. Senior lounge
5. Community gatherings/programming
6. Aerobics/yoga/fitness/dances
7. Movies
8. Billiards/cards/games
9. Health screening

Observed and Recommended Building Needs

Site

- Limited parking in close proximity to the facility
- Limited accessible parking
- The shared downtown parking lot is not adequate at times
- The drop-off areas and accessible routes into the building are too steep
- The rear alley concrete sidewalk apron and paving is cracked extensively with signs of sub-base failure, particularly around the storm water catch basin. At least partial pavement replacement is recommended in the near future.
- The overall driveways and parking lot require regular crack filling and sealcoating; recommended every 4 years

Use/Function/Flow

- Need a covered drop off area
- Basement is marked as a tornado shelter, however, due to the steep steps and low headroom, this is not an accessible shelter for many, if not all the patrons of the facility
- Current main entrance is at rear of building with steep approach to door
- Need additional storage for arts and activities
- Use varies from 3 - 60 attendees depending on event
- Meals are prepared offsite and distributed to patrons
- Kitchen is used in a limited fashion
- Yoga is largest event with up to 50 people; this negates other activities from occurring due to the lack of space
- Would like to include youth functions and multigenerational functions and programs
- Need separation walls/sliding partitions for various events

Senior Center - 301 E. Main Street

- Need gymnasium
- Other groups need practice space
- Need private health room/consultations room
- Small meeting rooms
- Need park/green space nearby
- Due to limited space and configuration, only one event can occur at a time impacting the number of patrons that can be accommodated in the facility
- Sampling of events:
 - Morning coffee
 - Crafts
 - Exercise
 - Computer use and training
 - Rented for holidays
 - Informational programs
 - Health programs wellness programs
 - Pool league
 - Movies
 - Recreation Board meetings
 - Bingo
 - Buddy bingo with school pickle ball
 - Cards

ADA/Accessibility

- Rear and front entrances do not meet ADA requirements for accessibility
- Restrooms are not accessible
- Kitchen is not accessible
- Recommended assistive listening devices
- Heating/cooling system works but is limited
- Door hardware needs to meet ADA requirements
- Drinking fountain is not accessible
- Accessible door operator is not accessible to user due to sloped approach

Building Condition/Systems

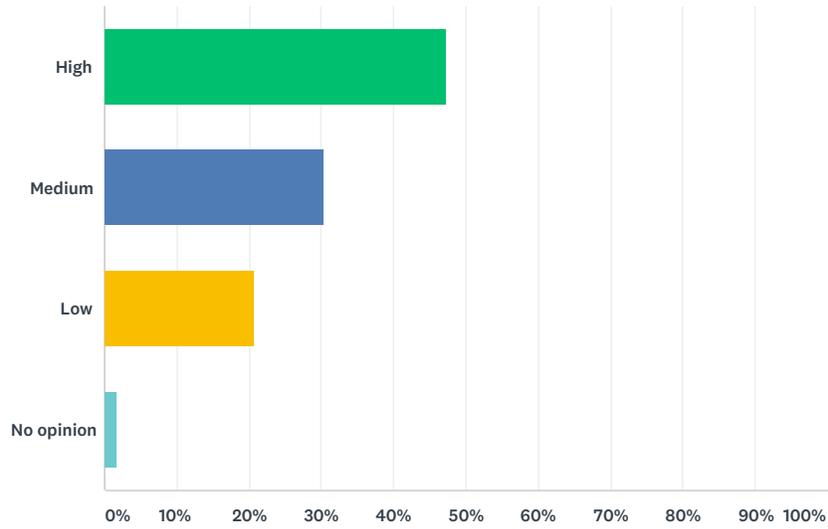
- Kitchen is basic and needing basic commercial kitchen equipment such as ice making, dishwashing, and warming
- Exterior of building requires limited tuck-pointing
- May need a fire alarm system
- Fire suppression will be required for any renovation project
- An elevator would be required for upper level programming
- Doesn't appear to have proper ventilation
- May require additional electrical upgrades for commercial equipment
- Windows and doors should be replaced to improve efficiency
- Finishes should be considered for updating
- The exterior walls have areas of deterioration
 - Street level exposed aggregate wall panels have areas that the finish has fallen off to expose plywood substrate
 - Mortar joints are cracked and/or have loose mortar in some locations
 - Many brick faces are pulling away from the building. The probable cause is water infiltration combined with the inside face of the exterior walls being insulated as part of the remodeling and thus the wall being allowed to more thoroughly freeze.
 - The painted stone windowsills are peeling
 - Wood door frames and trim require repair and painting

Estimates of Probable Costs - Structure #8 Senior Center	
Seal coating (lot owned by others)	\$0
Added parking not possible	\$0
Covered entry	\$138,125
Accessible entrance, door / ramp replacement	\$19,500
Exterior tuck pointing (allowance)	\$81,900
Elevator and stair way modifications for 2nd level	\$182,000
Exterior envelope improvements (door & window allowance)	\$78,000
Structural reinforcement of second floor	\$104,000
Interior renovation of basement & 1st floor	\$737,100
Interior renovation of 2nd floor	\$592,800
Kitchen equipment	\$57,500
Gymnasium function - not possible	\$0
Meeting / consult rooms - insufficient space	\$0
Green space - not available	\$0
Multigenerational spaces - not available	\$0
Total Estimated Cost for Proposed Improvement cost	\$1,990,925

Appendix C:
Survey Responses and Comments

Q1 In your opinion how important is City Hall/Auditorium facility to the Community?

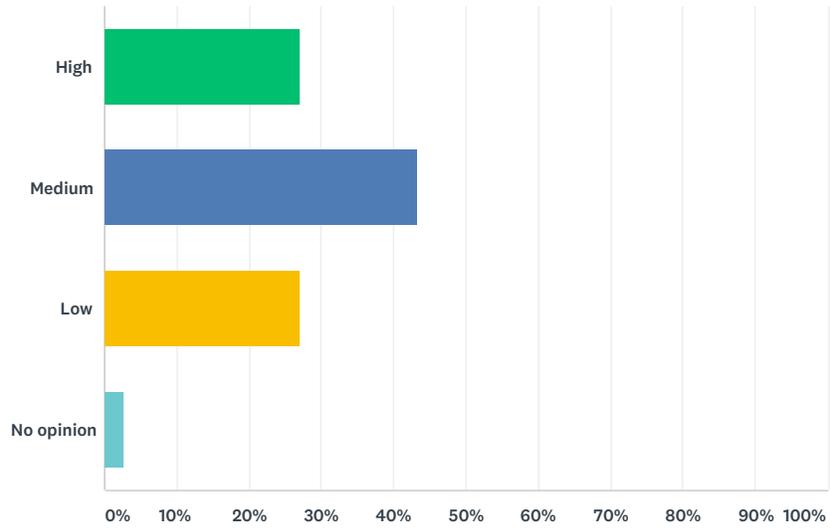
Answered: 178 Skipped: 5



ANSWER CHOICES	RESPONSES	
High	47.19%	84
Medium	30.34%	54
Low	20.79%	37
No opinion	1.69%	3
TOTAL		178

Q2 In your opinion how important are the renovations to City Hall and the Auditorium?

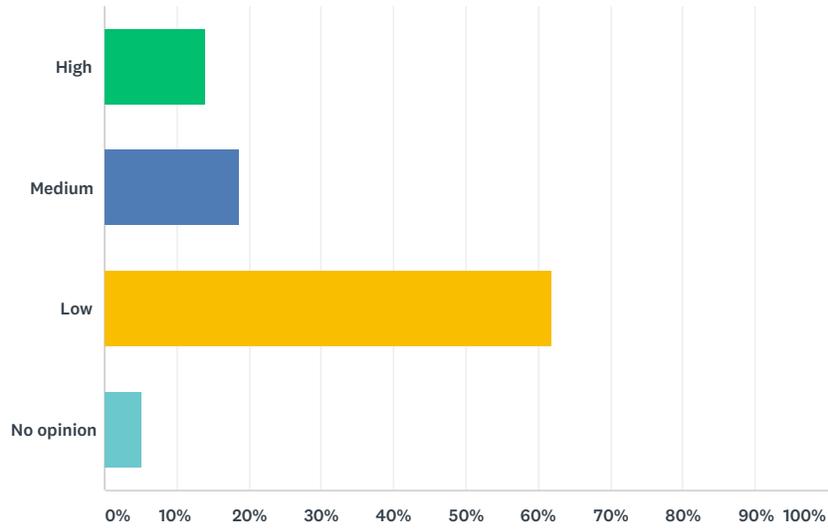
Answered: 178 Skipped: 5



ANSWER CHOICES	RESPONSES	
High	26.97%	48
Medium	43.26%	77
Low	26.97%	48
No opinion	2.81%	5
TOTAL		178

Q3 In your opinion how important is the Community Center/Hockey Arena to the Community?

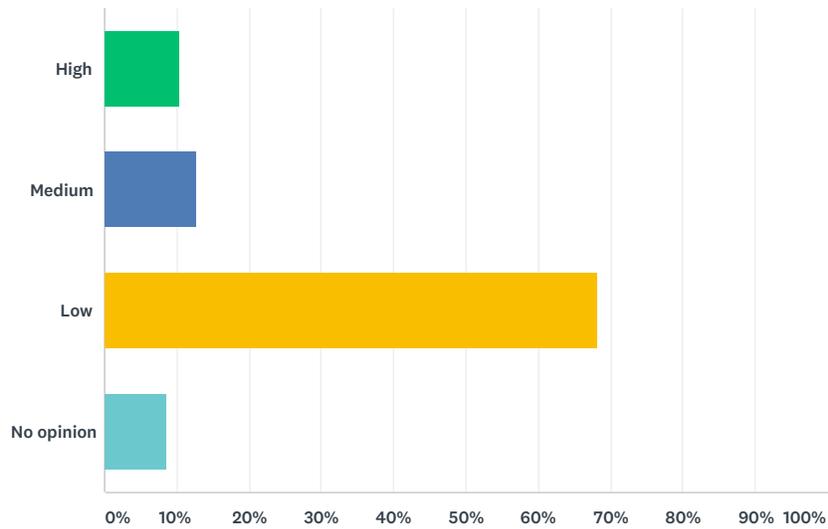
Answered: 171 Skipped: 12



ANSWER CHOICES	RESPONSES	
High	14.04%	24
Medium	18.71%	32
Low	61.99%	106
No opinion	5.26%	9
TOTAL		171

Q4 In your opinion how important are the renovations to the Community Center/Hockey Arena?

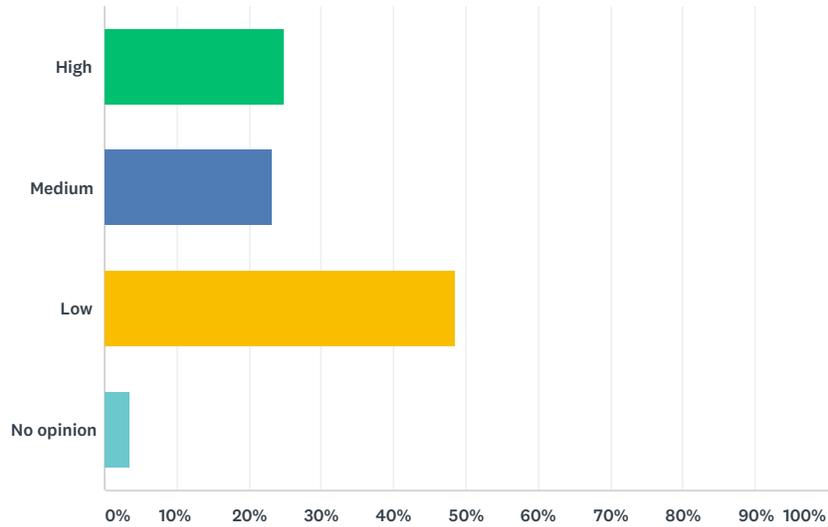
Answered: 173 Skipped: 10



ANSWER CHOICES	RESPONSES	
High	10.40%	18
Medium	12.72%	22
Low	68.21%	118
No opinion	8.67%	15
TOTAL		173

Q5 In your opinion how important is the Family Aquatics Center to the Community?

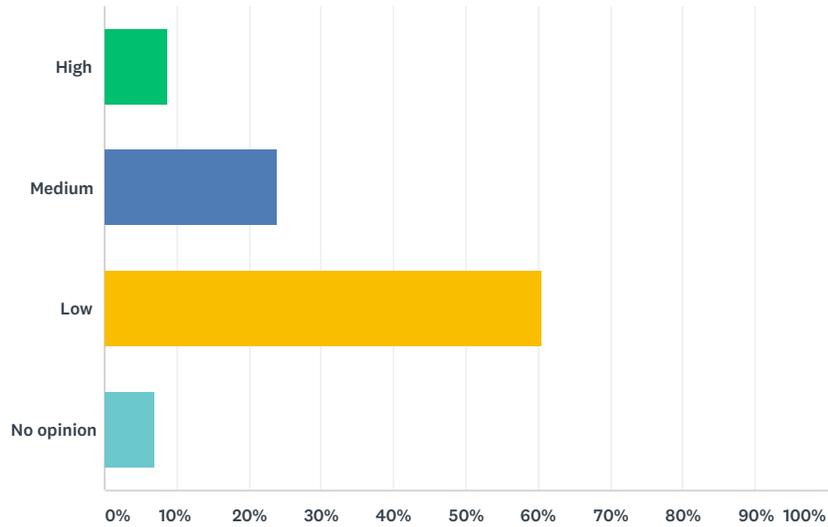
Answered: 173 Skipped: 10



ANSWER CHOICES	RESPONSES	
High	24.86%	43
Medium	23.12%	40
Low	48.55%	84
No opinion	3.47%	6
TOTAL		173

Q6 In your opinion how important are the renovations to the Family Aquatics Center?

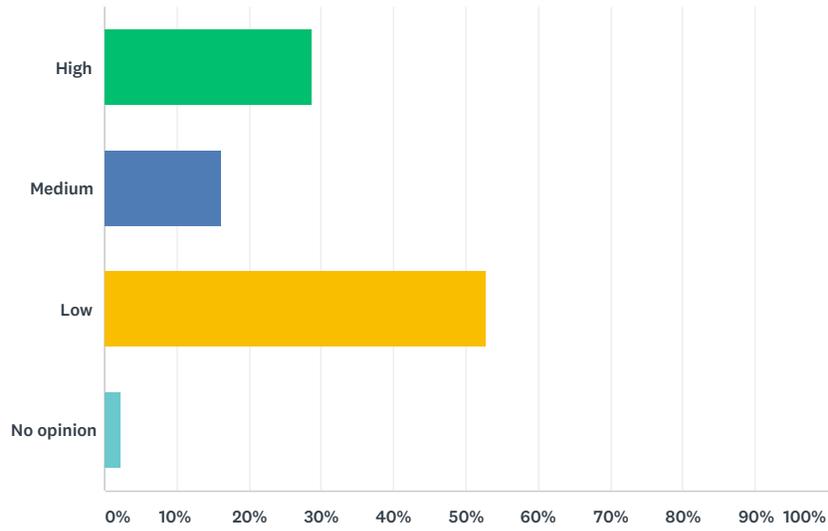
Answered: 172 Skipped: 11



ANSWER CHOICES	RESPONSES	
High	8.72%	15
Medium	23.84%	41
Low	60.47%	104
No opinion	6.98%	12
TOTAL		172

Q7 In your opinion how important is the Library to the Community?

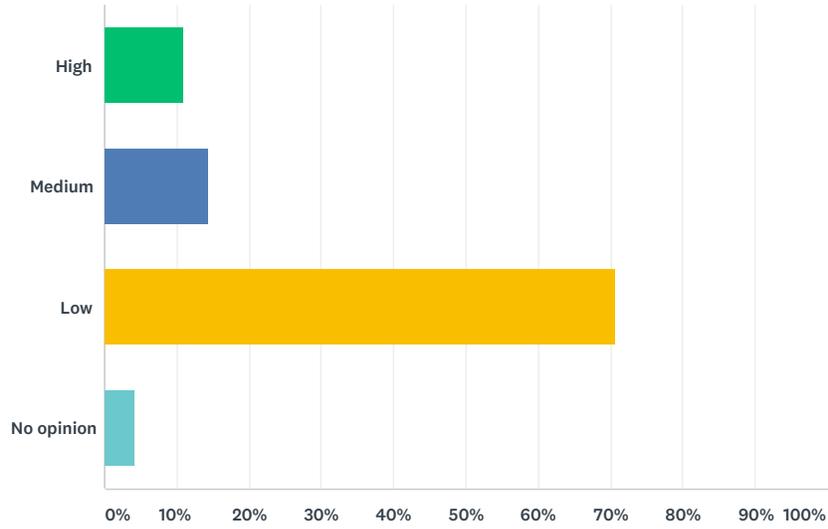
Answered: 167 Skipped: 16



ANSWER CHOICES	RESPONSES	
High	28.74%	48
Medium	16.17%	27
Low	52.69%	88
No opinion	2.40%	4
TOTAL		167

Q8 In your opinion how important are the renovations to the library?

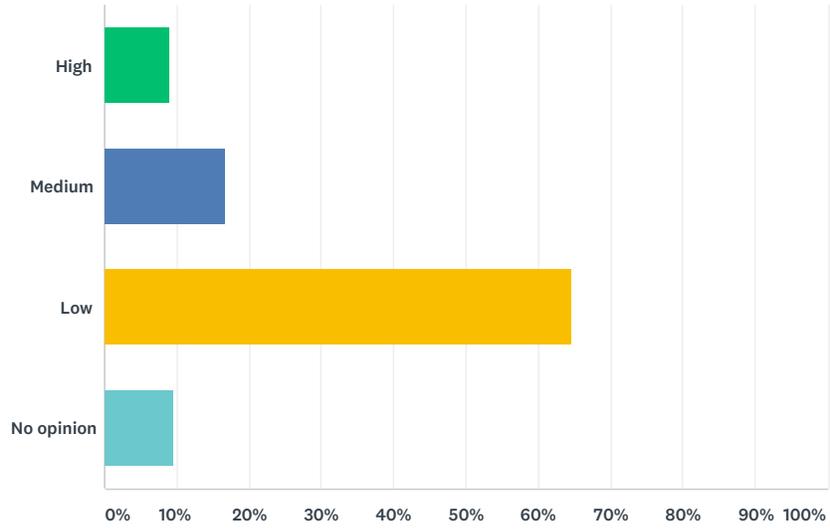
Answered: 167 Skipped: 16



ANSWER CHOICES	RESPONSES	
High	10.78%	18
Medium	14.37%	24
Low	70.66%	118
No opinion	4.19%	7
TOTAL		167

Q9 In your opinion how important is the Museum to the Community?

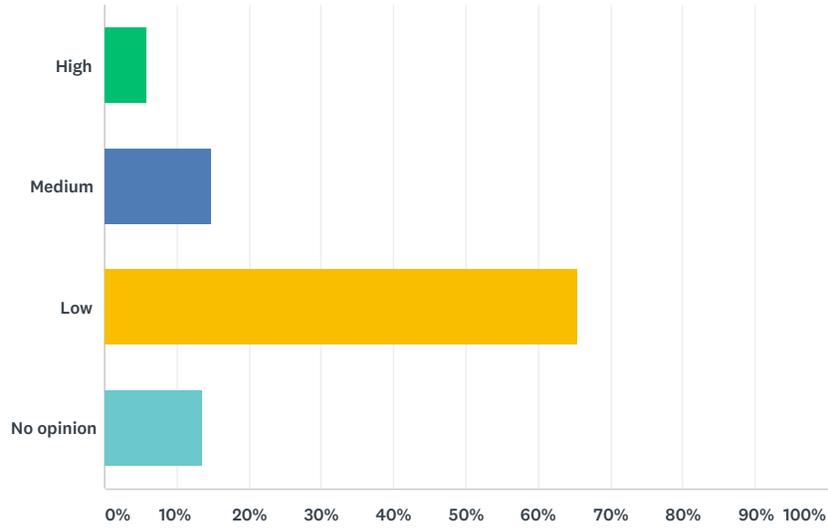
Answered: 167 Skipped: 16



ANSWER CHOICES	RESPONSES	
High	8.98%	15
Medium	16.77%	28
Low	64.67%	108
No opinion	9.58%	16
TOTAL		167

Q10 In your opinion how important are the renovations to the Museum?

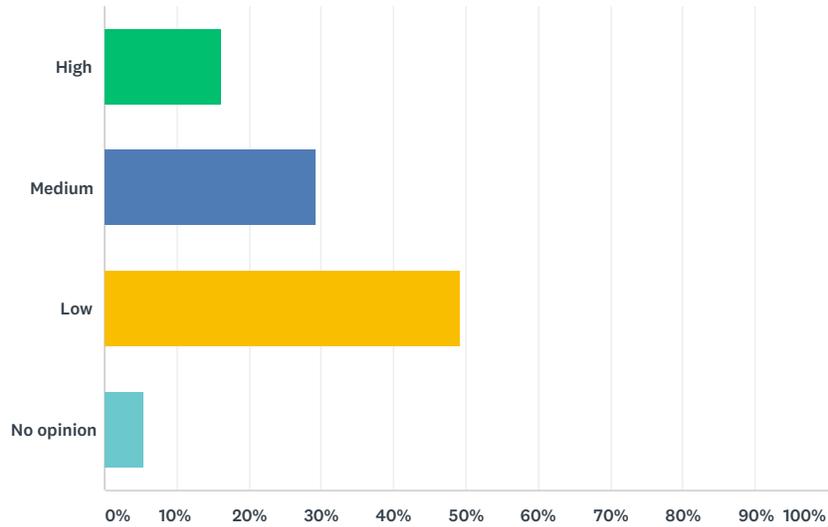
Answered: 168 Skipped: 15



ANSWER CHOICES	RESPONSES	
High	5.95%	10
Medium	14.88%	25
Low	65.48%	110
No opinion	13.69%	23
TOTAL		168

Q11 In your opinion how important is the Public Works Facility to the Community?

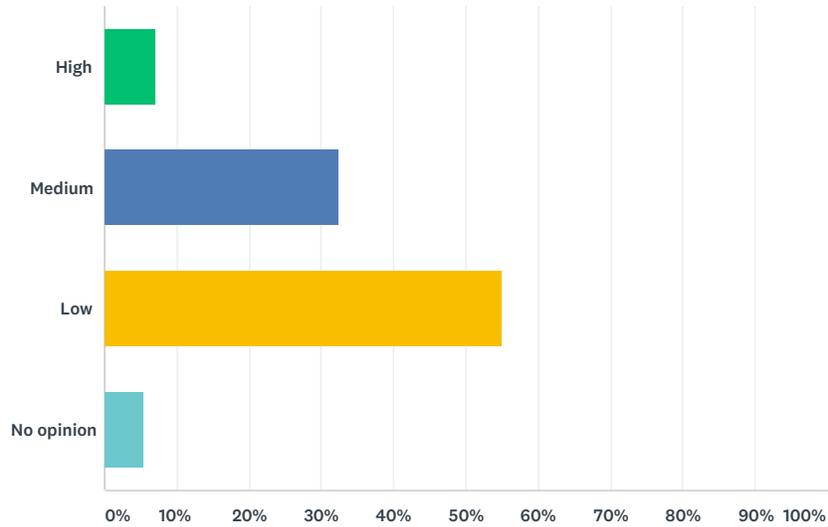
Answered: 167 Skipped: 16



ANSWER CHOICES	RESPONSES	
High	16.17%	27
Medium	29.34%	49
Low	49.10%	82
No opinion	5.39%	9
TOTAL		167

Q12 In your opinion how important are the renovations to the Public Works Facility?

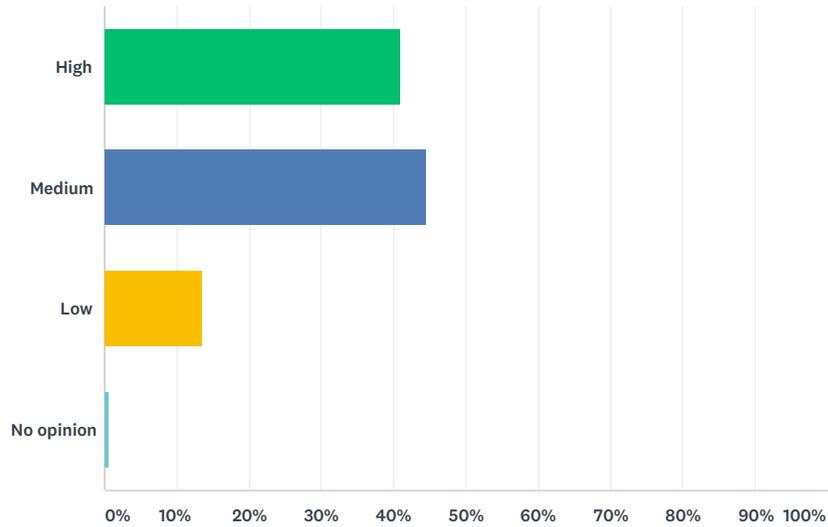
Answered: 167 Skipped: 16



ANSWER CHOICES	RESPONSES	
High	7.19%	12
Medium	32.34%	54
Low	55.09%	92
No opinion	5.39%	9
TOTAL		167

Q13 In your opinion how important is the Public Safety Facility to the Community?

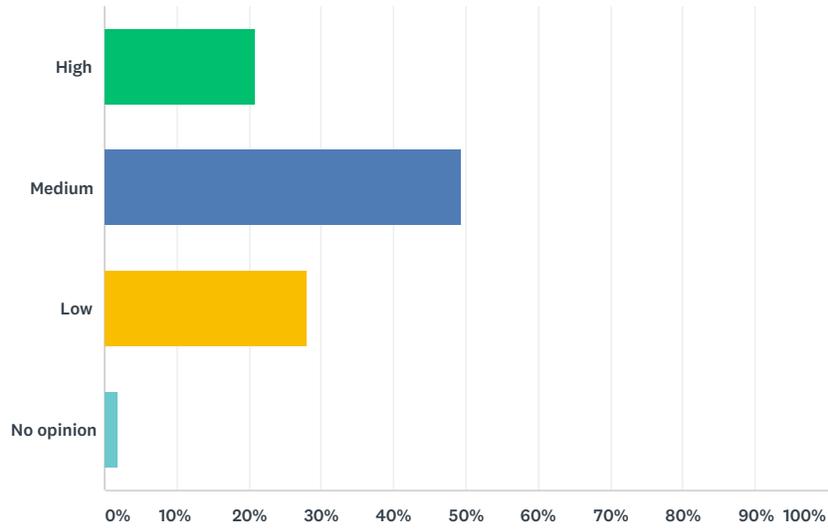
Answered: 168 Skipped: 15



ANSWER CHOICES	RESPONSES	
High	41.07%	69
Medium	44.64%	75
Low	13.69%	23
No opinion	0.60%	1
TOTAL		168

Q14 In your opinion how important are the renovations to the Public Safety Facility?

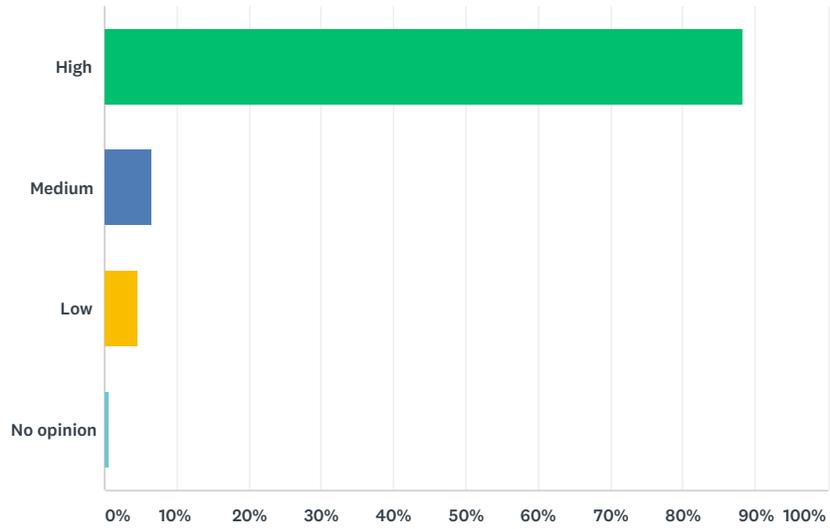
Answered: 168 Skipped: 15



ANSWER CHOICES	RESPONSES	
High	20.83%	35
Medium	49.40%	83
Low	27.98%	47
No opinion	1.79%	3
TOTAL		168

Q15 In your opinion how important is the Senior Center to the Community?

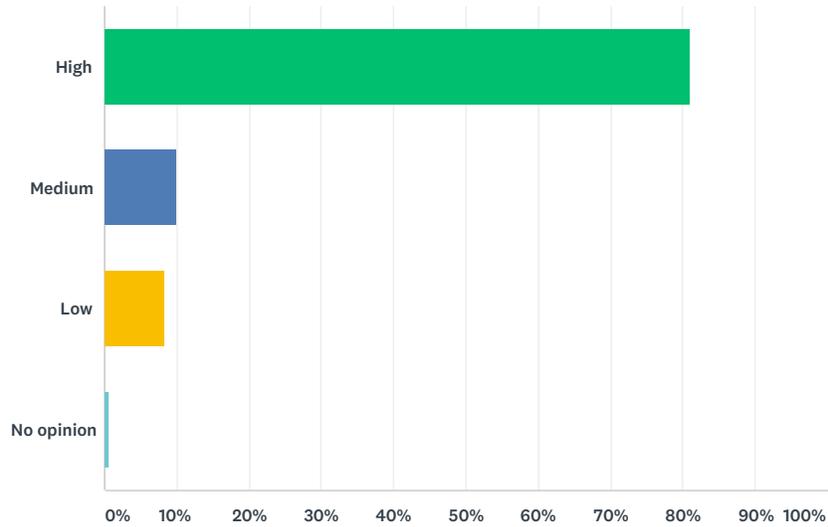
Answered: 170 Skipped: 13



ANSWER CHOICES	RESPONSES	
High	88.24%	150
Medium	6.47%	11
Low	4.71%	8
No opinion	0.59%	1
TOTAL		170

Q16 In your opinion how important are the renovations to the Senior Center?

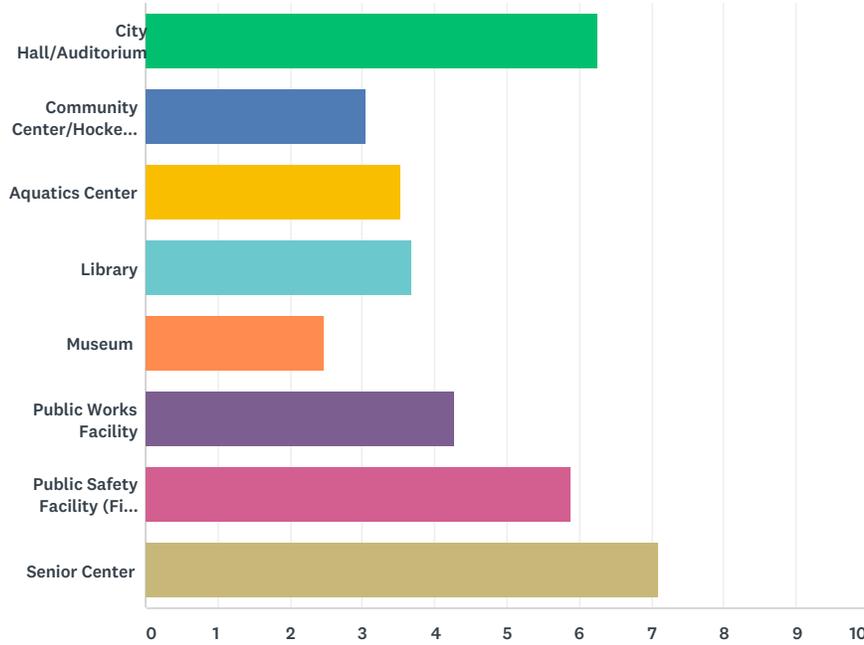
Answered: 169 Skipped: 14



ANSWER CHOICES	RESPONSES	
High	81.07%	137
Medium	10.06%	17
Low	8.28%	14
No opinion	0.59%	1
TOTAL		169

Q17 The City of Waupun would like to prioritize how to invest limited funds into these facilities to meet the needs of the community. Please rank all eight facilities in order of priority with one being the highest and 8 being the lowest

Answered: 164 Skipped: 19



	1	2	3	4	5	6	7	8	TOTAL	SCORE
City Hall/Auditorium	9.46% 14	43.92% 65	27.70% 41	10.14% 15	2.70% 4	4.05% 6	1.35% 2	0.68% 1	148	6.26
Community Center/Hockey Arena	1.42% 2	6.38% 9	8.51% 12	7.09% 10	12.77% 18	12.77% 18	22.70% 32	28.37% 40	141	3.06
Aquatics Center	4.32% 6	3.60% 5	5.04% 7	16.55% 23	22.30% 31	12.23% 17	17.99% 25	17.99% 25	139	3.53
Library	0.70% 1	4.23% 6	7.75% 11	18.31% 26	16.20% 23	29.58% 42	17.61% 25	5.63% 8	142	3.68
Museum	0.00% 0	0.00% 0	1.42% 2	6.38% 9	19.15% 27	16.31% 23	24.11% 34	32.62% 46	141	2.47
Public Works Facility	0.00% 0	8.39% 12	13.29% 19	30.07% 43	16.08% 23	18.18% 26	5.59% 8	8.39% 12	143	4.27
Public Safety Facility (Fire and Police)	8.78% 13	33.78% 50	33.11% 49	7.43% 11	6.08% 9	0.68% 1	8.11% 12	2.03% 3	148	5.87
Senior Center	77.44% 127	2.44% 4	4.27% 7	3.66% 6	3.05% 5	3.66% 6	1.22% 2	4.27% 7	164	7.10

Q18 Thank you for Participating in the City of Waupun Facilities
Surveyquestions please contact Sarah Van BurenCity of Waupun
Sarah@cityofwaupun.org(920) 345-1656

Answered: 1 Skipped: 182

Summary of Survey Comments

Open House and Survey Monkey

General Comments

- Info comes across as all or nothing, should break down need by time frame
- Should present at senior center
- Should include survey information in Senior Center newsletter

Community center

- Hockey association should raise funds for what they “want”
- Facility should be used by community all year round
- Rarely attend events at community center, not interested in hockey
- Since Hockey association uses the building they should purchase and maintain the building (celebrate Waupun is not a good example as it doesn't utilize the building just the grounds)
- Only used for Hockey, who knows if the other uses will continue
- Talk to Hockey Association, what are the enrollment numbers (up/down/static)

Public works

- Are all requests needed to do what they do?
- Public works employees do a great job, if they need the upgrades to perform work then we need to do the upgrades (2)

Senior Center

- Encourage community to be a senior living community but need to provide what the seniors need.
- Not enough space 6 (all three colors)
- More parking needed; Parking is poor 6 (all three colors)
- Great director
- Rent out old (current Senior Center) to food pantry and rent used for renovations
- Participation/use increasing
- When will the community take care of its elderly?
- Need a brand-new building to accommodate rising number of seniors 5
- Combine facility with youth facility – Intergenerational 3
- Don't waste your money build a new facility 5 (blue and Purple)
- More space for activities

Library

- Nice the way it is
- Biggest need, drive-up book drop
- Sensor faucets – please don't make us lazy

City Hall

Summary of Survey Comments

Open House and Survey Monkey

- Excellent location for special events. Play, etc.
- Cosmetic changes and new boiler/air conditioning
- Would make this a high priority if there was a plan to use the facility more often
- HVAC and Security are a must
- Its our only place for City government is should be maintained
- Asset for the community and historic, so important

Aquatic Center

- Residences seeking/need more privacy from visitors to facility
- Some probable costs seem more like wants
- Maintenance is o but extras are necessary
- Great as is
- Staff room/area needed
- If renovations are tied to safety, they need to be done

Museum

- Small building to spend so much money on
- Maintain historical building
- Lived here for 10+ yrs. never been, no need to go 2
- ADA need badly
- Needs to be open to visitors more often
- Needs to be updated, Waupun needs to be aware and proud of our history
- Dump it

Public Safety

- Vital piece of Waupun no corners no excuses
- Update and expand for future
- Showers need to be installed

Appendix D:
Estimate of Probable Costs
Multi-purpose/Multi-generational Facility



OPINION OF PROBABLE COST
CLIENT: CITY OF Waupun
PROJECT: WAUPUN MULTI-GENERATIONAL FACILITY
DATE: DECEMBER 17, 2019
PREPARED BY: C SCHEIDLER
CEDAR #: W6218-001



Item - Description	Unit	Quantity	Unit Cost	Cost	Comment
Building / havoc / electrical / plumbing / fire protection cost	Sq. Ft	23,200	\$145.00	\$3,364,000.00	2019 RS Means Cost Projection
Site / utility / restoration costs	Lump Sum	1	\$600,000.00	\$600,000.00	Allowance based on similar projects
SUBTOTAL				\$3,964,000.00	
<i>Project Contingency</i>	<i>Percentage</i>	<i>10.00%</i>	<i>\$3,964,000.00</i>	<i>\$396,400.00</i>	
CONSTRUCTION TOTAL COST				\$4,360,400.00	
MISC	Unit	Quantity	Unit Cost		
A/E Design / Contract Administration Fee	Percentage	12.00%	\$3,964,000.00	\$475,680.00	
Soft Cost / Building Permit / review fees / WDSPS	Allowance	1	\$10,000.00	\$10,000.00	
Furniture Equipment cost	Percentage	3.00%	\$3,364,000.00	\$100,920.00	
SUBTOTAL				\$586,600.00	
PROJECT TOTAL COST				\$4,947,000.00	
				Range \$4.9-5.2- Million	

Does not include land acquisition or soft costs such as attorney fees.

Site contains no hazardous waste.

Fall 2020 construction start.

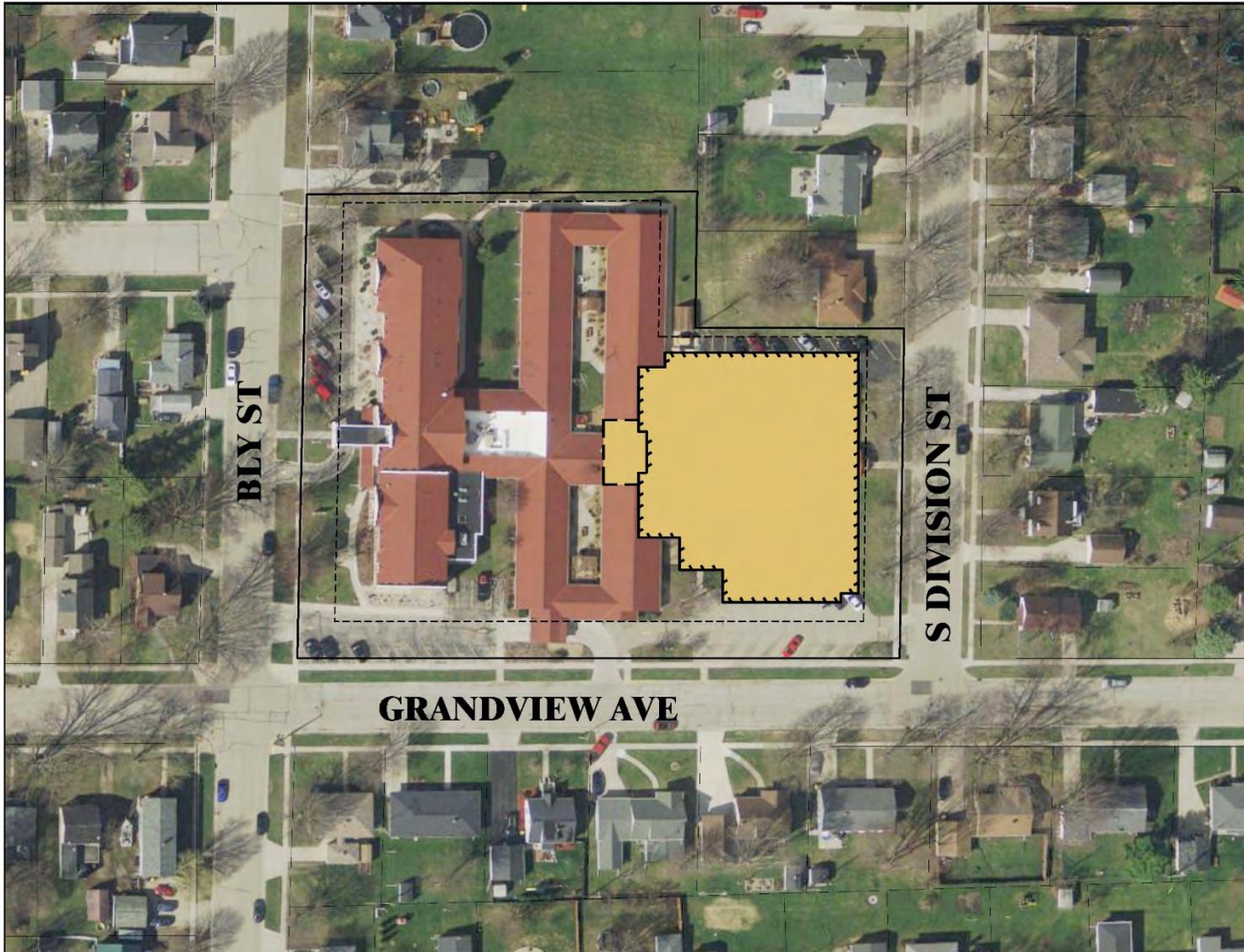
Assumptions of materials, equipment, preliminary finish selections and inflation have been made to provide a preliminary cost estimate.

Opinions of probable cost prepared by Cedar Corp. are supplied for general guidance only. Cedar Corp. has no control over competitive bidding or market conditions, thus we cannot guarantee accuracy of such opinions as compared to contract bids or actual costs to the owner.

Opinion of probable cost does not include any donated materials or labor.

Appendix E:
Proposed Sites

1) Former Christian Home



2) Rock Shop and Adjacent City Sites



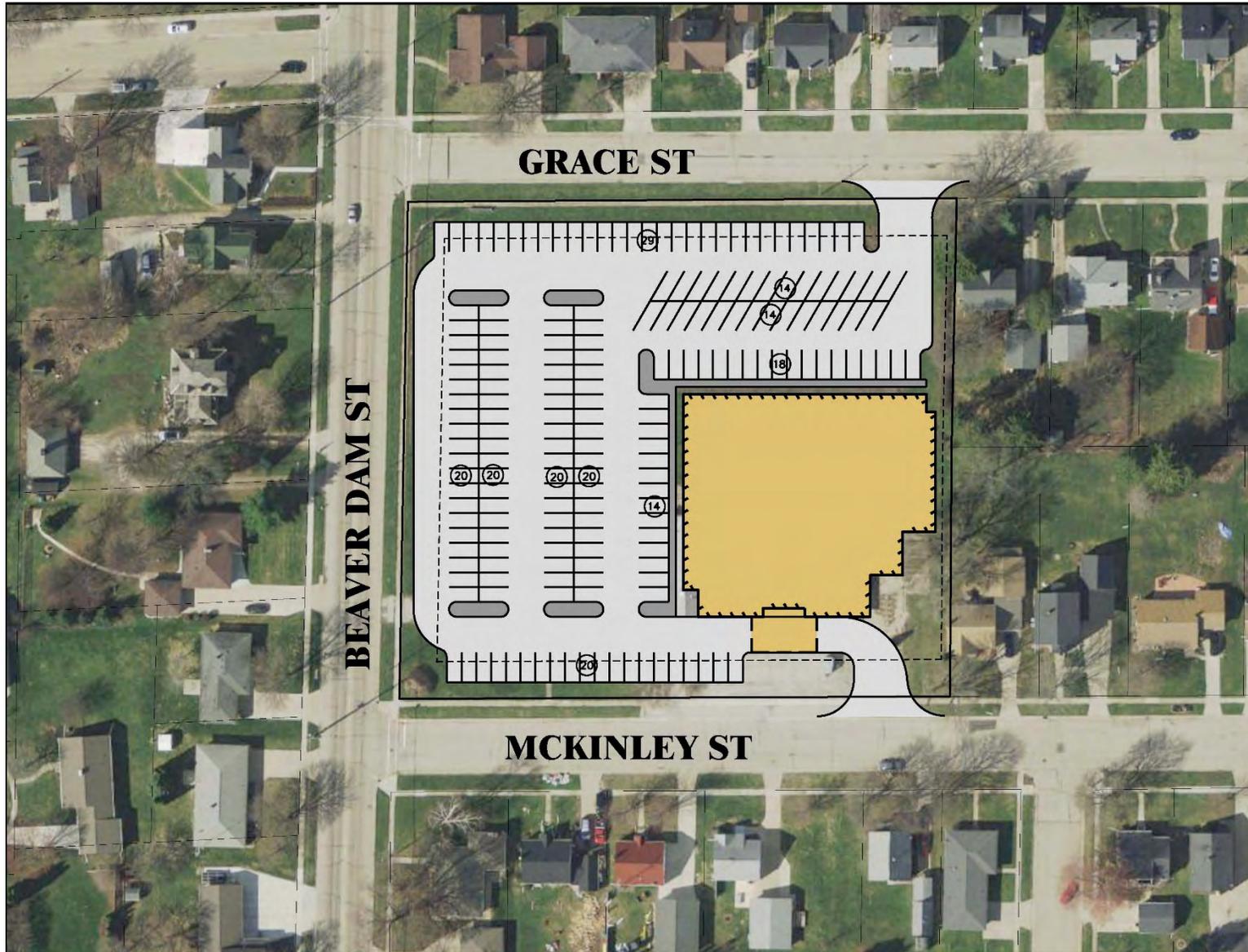
3) Franklin Street Site



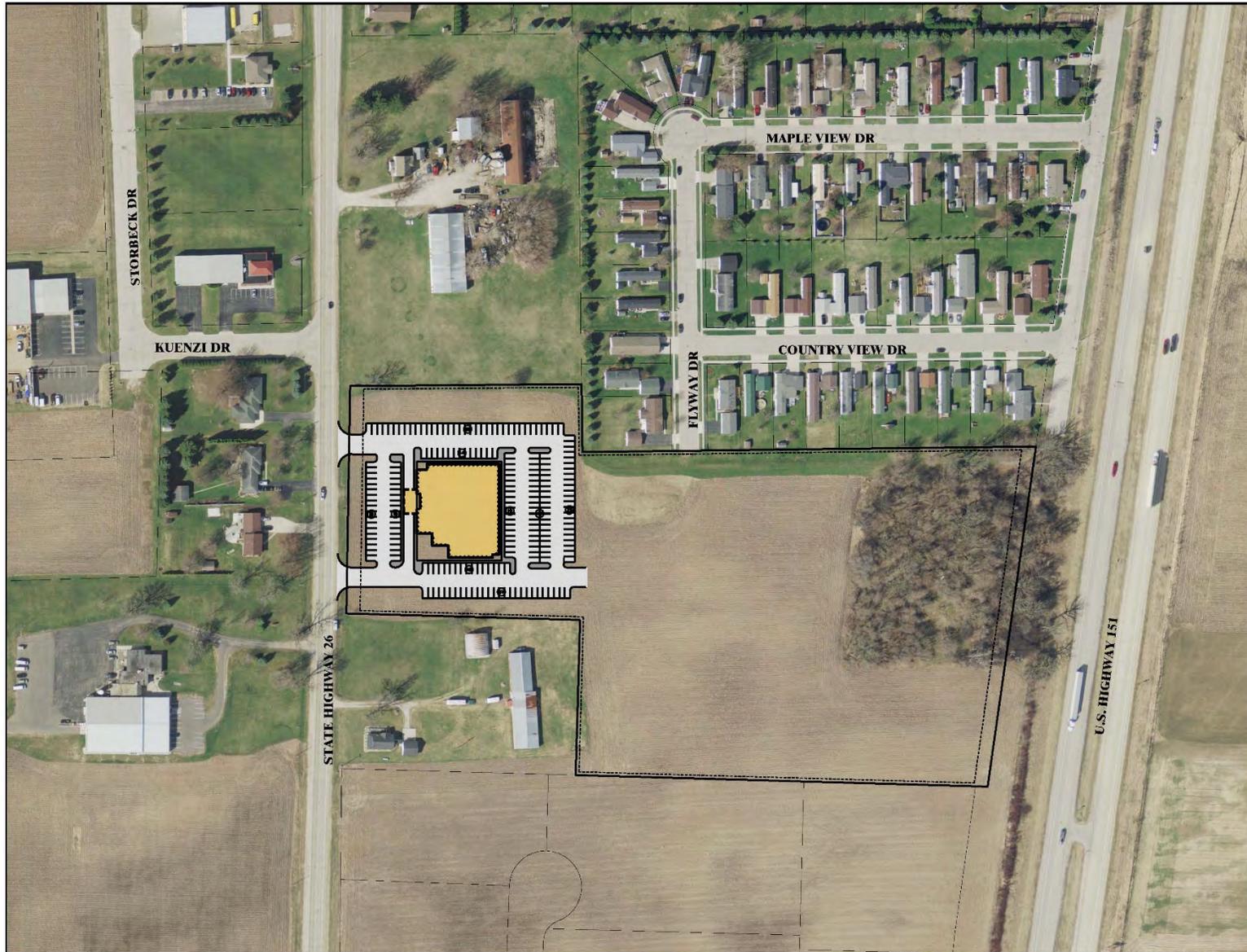
4) Community Center Site



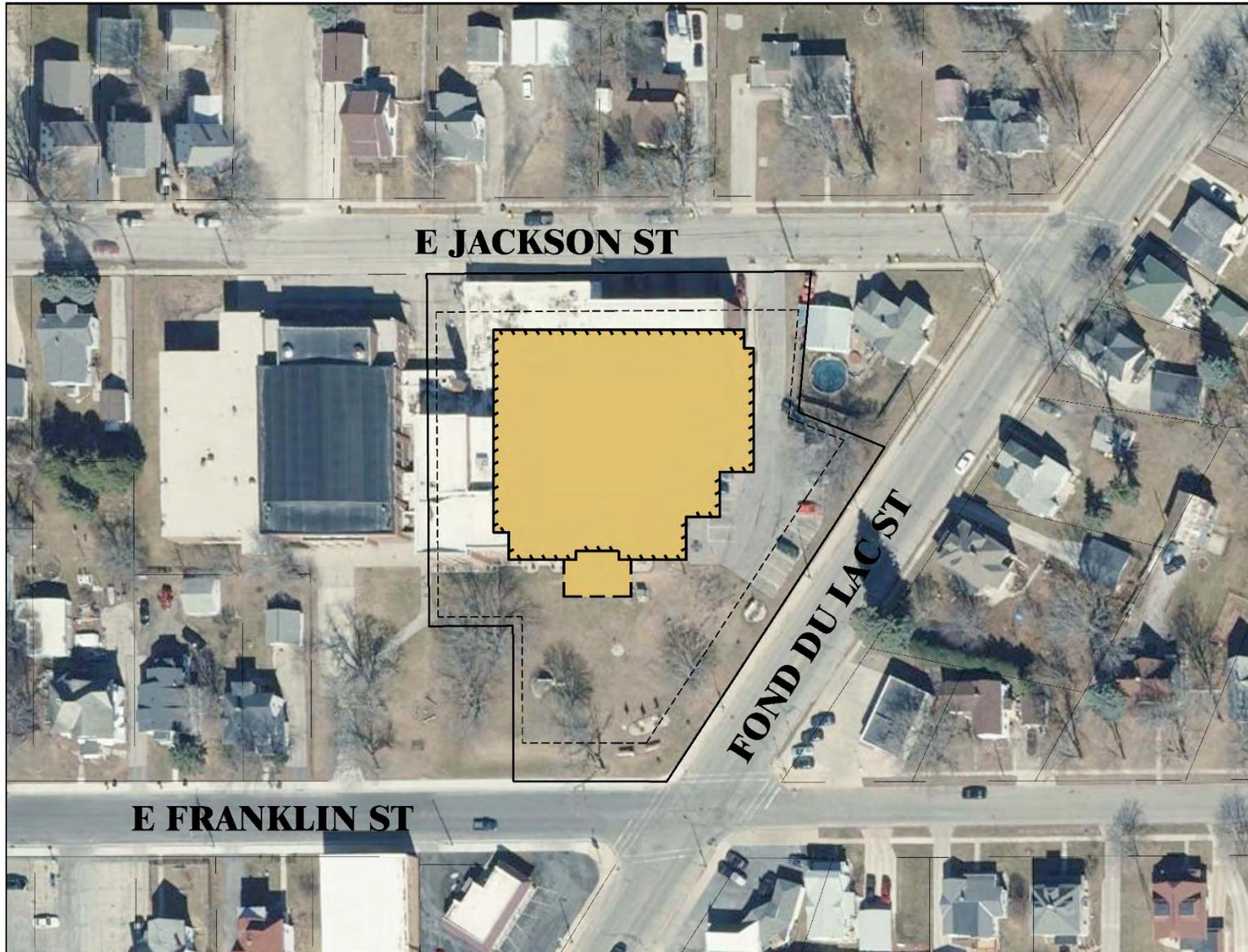
5) McKinley School



6) Vacant Land Near Highway 151 and Highway 26



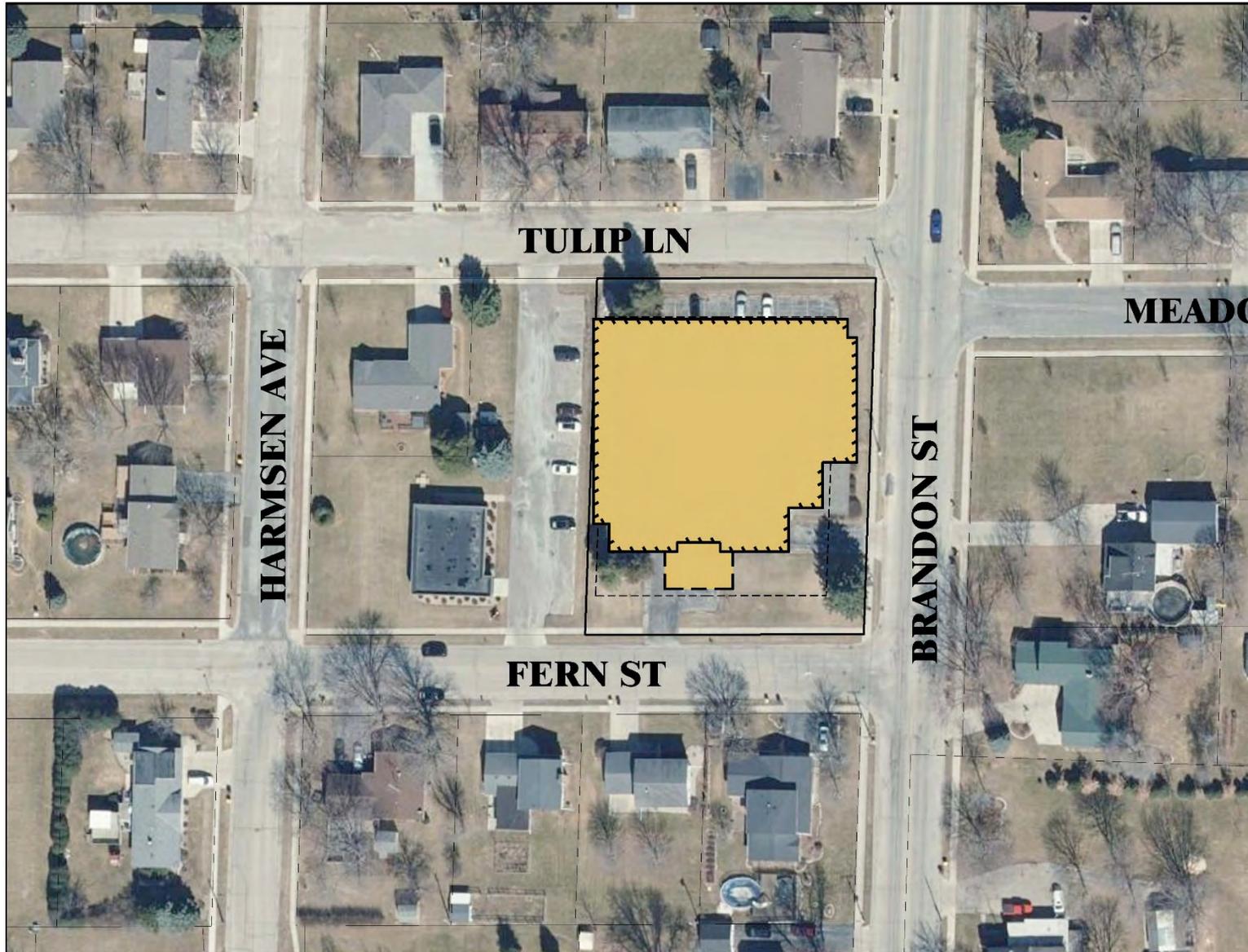
7) Union Building



8) Available Land (Food Pantry Building)



9) Former Doctors Building



Appendix F:
Capital Improvement Plan

City of Waupun City Facilities - Capital Improvement Plan - Estimate of Probably Costs

Outline of Priority Summary List

CLIENT: City of Waupun

PROJECT: City Building Facility Condition Assessment

DATE: December 2019

PREPARED BY: Cory A Scheidler and Seth Hudson

CEDAR #: W6218-001

Prices Estimated 2019



Facilities	Short Term 1-2 years	ModTerm 2-5 years	Long Term 5-10 years	Over 10 years
Structure #1 – City Hall 201 E Main Street	\$54,850	\$3,609,238	\$406,050	\$0
Structure #2 – Community Center 510 E Spring St.	\$19,500	\$1,220,700	\$897,650	\$0
Structure #3 – Aquatic Center	\$85,320	\$51,645	\$3,450	\$0
Structure #4 – Library 123 Forest St	\$33,125	\$208,725	\$197,800	\$0
Structure #5 – Museum 22 S Madison	\$39,650	\$162,302	\$211,120	\$274,950
Structure #6 – Public Works 903 N Madison St	\$7,800	\$1,232,140	\$63,700	\$0
Structure #7 – Safety Building 16 E Main Street	\$48,500	\$2,245,500	\$590,035	\$0
Structure #8 – Senior Center	\$19,500	\$195,625	\$897,000	\$878,800
Total by timeline	\$308,245	\$8,925,875	\$3,266,805	\$1,153,750
Total of all projects over time	\$13,654,675			
Total Less repairs to current Senior Center	\$11,663,750			

**City of Waupun City Facilities
Capital Improvement Plan
Estimate of Probably Costs**



Outline of Priority Summary List
 CLIENT: City of Waupun
 PROJECT: City Building Facility Condition Assessment
 DATE: December, 2019
 PREPARED BY: Cory A Scheidler and Seth Hudson
 CEDAR #: W6218-001
 Prices Estimated 2019

PRIORITY (1 = low, 10 = high)	SCORE	
4 Over 10 years	16	20
3 Long Term (5-10)	11	15
2 Moderate Term (2-5)	6	10
Term (1-2)	1	5

ITEM	Score	Cost	Short Term 1-2 years	ModTerm 2-5 years	Long Term 5-10 years	Over 10 years
Structure #1 – City Hall 201 E Main Street						
Provide accessible ramp at side of building (allowance)	5	\$17,250	\$17,250	-	-	-
Exterior sidewalk replacement along east side (allowance)	5	\$3,900	\$3,900	-	-	-
replace north stairs (allowance)	10	\$97,500	-	\$97,500	-	-
replace east stairs (allowance)	10	\$15,860	-	\$15,860	-	-
repair parking lot & sealcoat(allowance)	5	\$20,700	\$20,700	-	-	-
raze garage and create parking area (allowance)	15	\$48,750	-	-	\$48,750	-
provide accessible parking stall. (allowance)	5	\$13,000	\$13,000	-	-	-
add exterior drop box (allowance)	10	\$2,875	-	\$2,875	-	-
monument sign out front (allowance)	15	\$11,500	-	-	\$11,500	-
Exterior tuck pointing (allowance)	15	\$145,600	-	-	\$145,600	-
Clean / repair lintels (allowance)	15	\$16,250	-	-	\$16,250	-
Repair / Replace South wall for aesthetics (allowance)	15	\$40,950	-	-	\$40,950	-
Roof replacement (allowance)	15	\$31,200	-	-	\$31,200	-
Roof drain work (allowance)	15	\$7,800	-	-	\$7,800	-
south side grading to remove non accessible stair (allowance)	10	\$13,000	-	\$13,000	-	-
Renovate front office to improve security(allowance)	10	\$280,800	-	\$280,800	-	-
Renovate office area to increase efficiency and meeting space (allowance)	10	\$280,800	-	\$280,800	-	-
Update (2) restrooms for accessibility (allowance)	10	\$70,200	-	\$70,200	-	-
Update council chamber and finishes (allowance)	10	\$84,240	-	\$84,240	-	-
Renovate eastern second level space for meeting space (allowance)	10	\$198,900	-	\$198,900	-	-
City Hall HVAC - Heating - Cooling - updated Distribution boiler/cond. for full bldg. (allowance)	10	\$676,000	-	\$676,000	-	-
Auditorium HVAC, heating, addition of cooling (allowance)	10	\$716,300	-	\$716,300	-	-
Plumbing updates (allowance) part of restroom renovation	0	\$0	-	-	-	-
Water heating (allowance)	10	\$8,625	-	\$8,625	-	-
Fire alarm	10	\$117,000	-	\$117,000	-	-
Fire suppression	10	\$204,750	-	\$204,750	-	-
Update electrical switch gear (allowance)	10	\$65,000	-	\$65,000	-	-
Update electrical distribution	10	\$175,500	-	\$175,500	-	-
Update electrical lighting	10	\$175,500	-	\$175,500	-	-
technology modification allowance no equipment	10	\$117,000	-	\$117,000	-	-
access control / security	10	\$117,000	-	\$117,000	-	-
update generator (allowance)	10	\$130,000	-	\$130,000	-	-
Furniture / equipment (allowance)	10	\$32,200	-	\$32,200	-	-
Auditorium seating (allowance)	10	\$30,188	-	\$30,188	-	-
Theatrical lighting / audio visual equipment (allowance)	15	\$104,000	-	-	\$104,000	-
	0	\$0	-	-	-	-
	0	\$0	-	-	-	-
TOTAL COST For Proposed Improvement cost		\$4,070,138	\$54,850	\$3,609,238	\$406,050	\$0

**City of Waupun City Facilities
Capital Improvement Plan
Estimate of Probably Costs**



Outline of Priority Summary List

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CEDAR #: W6218-001
 Prices Estimated 2019

PRIORITY (1 = low, 10 = high)	SCORE	
4 Over 10 years	16	20
3 Long Term (5-10)	11	15
2 Moderate Term (2-5)	6	10
Term (1-2)	1	5

Structure #2 – Community Center 510 E Spring St.						
Provide accessible entrance (allowance)	10	\$19,500	-	\$19,500	-	-
seal coat parking lot (allowance)	5	\$19,500	\$19,500	-	-	-
provide secondary exit (allowance)	15	\$6,500	-	-	\$6,500	-
Exterior Metal Painting (allowance)	15	\$54,600	-	-	\$54,600	-
Masonry wall repairs or recladding (allowance)	15	\$39,000	-	-	\$39,000	-
update lobby and restrooms (allowance)	10	\$149,500	-	\$149,500	-	-
provide ticket area at entrance (allowance)	10	\$6,500	-	\$6,500	-	-
provide accessible seating at interior (allowance)	10	\$6,500	-	\$6,500	-	-
renovate locker rooms / restroom / showers (allowance)	10	\$793,000	-	\$793,000	-	-
add storage rooms (allowance)	10	\$71,500	-	\$71,500	-	-
update vending area (allowance)	15	\$234,000	-	-	\$234,000	-
roof replacement - allowance - roof 8-10 years old (allowance)	15	\$67,600	-	-	\$67,600	-
Update HVAC system except primary arena (allowance)	15	\$84,500	-	-	\$84,500	-
updated havoc arena (allowance)	15	\$280,800	-	-	\$280,800	-
Updated plumbing as part of previous noted renovations (allowance)	15	\$0	-	-	\$0	-
Fire suppression (allowance)	15	\$130,650	-	-	\$130,650	-
LED Lighting (allowance)	10	\$174,200	-	\$174,200	-	-
	0	\$0	-	-	-	-
	0	\$0	-	-	-	-
TOTAL COST For Proposed Improvement cost		\$2,137,850	\$19,500	\$1,220,700	\$897,650	\$0
Structure #3 – Aquatic Center						
Climbing wall (allowance)	10	\$26,000	-	\$26,000	-	-
Paint pool basin with epoxy aggregate (allowance)	5	\$65,000	\$65,000	-	-	-
Bird protection (allowance)	10	\$2,875	-	\$2,875	-	-
fiberglass door at chemical room (allowance)	5	\$5,750	\$5,750	-	-	-
Impellor maintenance (allowance)	5	\$0	\$0	-	-	-
snow / ice protection (allowance)	10	\$3,450	-	\$3,450	-	-
Masonry screen wall cap maintenance (allowance)	5	\$920	\$920	-	-	-
HVAC commissioning to address temp control concerns. (allowance)	5	\$13,650	\$13,650	-	-	-
Privacy slats in fencing allowance (allowance)	15	\$3,450	-	-	\$3,450	-
Replace with LED lighting (allowance)	10	\$19,320	-	\$19,320	-	-
	0	\$0	-	-	-	-
	0	\$0	-	-	-	-
	0	\$0	-	-	-	-
	0	\$0	-	-	-	-
TOTAL COST For Proposed Improvement cost		\$140,415	\$85,320	\$51,645	\$3,450	\$0
Structure #4 – Library 123 Forest St						
Seal Parking lot	5	\$11,500	\$11,500	-	-	-
Add storm piping to building for front roof	5	\$6,500	\$6,500	-	-	-
Reconfigure front roof drainage	5	\$6,500	\$6,500	-	-	-
Roof replacement allowance -completed in 2016, renovation in 2009	15	\$62,400	-	-	\$62,400	-
HVAC improvements / replacements (4) units	10	\$69,000	-	\$69,000	-	-
Water heating	15	\$11,500	-	-	\$11,500	-
Elevator modernization	15	\$117,000	-	-	\$117,000	-
building cleaning	10	\$1,725	-	\$1,725	-	-
Flooring replacements	10	\$82,800	-	\$82,800	-	-
Repair window leaks (allowance)	5	\$8,625	\$8,625	-	-	-
Replace to LED Lighting	10	\$55,200	-	\$55,200	-	-
Add sensor faucets	15	\$6,900	-	-	\$6,900	-
Summer Program Space (HELD ELESWHERE)	5	\$0	\$0	-	-	-
Added exterior program space, acquisition cost UNKNOWN	5	\$0	\$0	-	-	-
	0	\$0	-	-	-	-
TOTAL COST For Proposed Improvement cost		\$439,650	\$33,125	\$208,725	\$197,800	\$0

**City of Waupun City Facilities
Capital Improvement Plan
Estimate of Probably Costs**



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PRIORITY (1 = low, 10 = high)	SCORE	
4 Over 10 years	16	20
3 Long Term (5-10)	11	15
2 Moderate Term (2-5)	6	10
Term (1-2)	1	5

Structure #5 – Museum 22 S Madison						
Provide accessible parking and parking stalls	5	\$13,000	\$13,000	-	-	-
regrade to improve drainage	5	\$6,500	\$6,500	-	-	-
provide rain leader connection to storm piping	5	\$7,800	\$7,800	-	-	-
provide drain at exterior entrance to basement	5	\$6,500	\$6,500	-	-	-
Allowance for minor tuckpointing	10	\$39,000	-	\$39,000	-	-
Maintenance to front sidewalk and stair allowance	10	\$1,622	-	\$1,622	-	-
Replace front lights	10	\$2,080	-	\$2,080	-	-
Roof Replacement Allowance	10	\$22,880	-	\$22,880	-	-
Provide 10 year allowance / yr. for window maintenance and replacement	10	\$70,200	-	\$70,200	-	-
add attic ventilation	10	\$5,720	-	\$5,720	-	-
Repair attic stair plaster	10	\$13,000	-	\$13,000	-	-
seal fire places	5	\$5,850	\$5,850	-	-	-
allowance for future havoc system maintenance	15	\$78,000	-	-	\$78,000	-
add dehumidification	15	\$41,600	-	-	\$41,600	-
plumbing fixture / water heater 5 yr. maintenance allowance	10	\$7,800	-	\$7,800	-	-
Allowance for electrical distribution	15	\$57,200	-	-	\$57,200	-
Allowance for lighting updates	15	\$34,320	-	-	\$34,320	-
Future addition for lift and accessible restrooms	20	\$274,950	-	-	-	\$274,950
	0	\$0	-	-	-	-
	0	\$0	-	-	-	-
	0	\$0	-	-	-	-
	0	\$0	-	-	-	-
TOTAL COST For Proposed Improvement cost		\$688,022	\$39,650	\$162,302	\$211,120	\$274,950
Structure #6 – Public Works 903 N Madison St						
provide separate and secure visitor / delivery entrance W/ FENCE	15	\$45,500	-	-	\$45,500	-
storm water systems (allowance)	10	\$13,000	-	\$13,000	-	-
Update / addition for employee break room, meeting room, office and locker room restrooms	10	\$364,000	-	\$364,000	-	-
Replace door hardware for accessibility	10	\$26,000	-	\$26,000	-	-
Addition / building for salt brine operations	10	\$205,920	-	\$205,920	-	-
Provide additional covered cold storage	10	\$205,920	-	\$205,920	-	-
Replace portions of floor and grating in storage shop	10	\$34,500	-	\$34,500	-	-
update overhead doors	10	\$11,500	-	\$11,500	-	-
add upper windows in original PW building	15	\$18,200	-	-	\$18,200	-
update lighting in existing building	10	\$87,400	-	\$87,400	-	-
Provide updated havoc IN EXG shop	10	\$123,500	-	\$123,500	-	-
add ceiling fans	10	\$4,600	-	\$4,600	-	-
Roof maintenance / replacement allowance existing building	10	\$19,000	-	\$19,000	-	-
Added insulation & simple saver	10	\$136,800	-	\$136,800	-	-
Fire alarm / suppression consideration	10	\$0	-	\$0	-	-
Repair steel columns	5	\$7,800	\$7,800	-	-	-
	0	\$0	-	-	-	-
	0	\$0	-	-	-	-
TOTAL COST For Proposed Improvement cost		\$1,303,640	\$7,800	\$1,232,140	\$63,700	\$0

**City of Waupun City Facilities
Capital Improvement Plan
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2 Moderate Term (2-5)	6	10
Term (1-2)	1	5

Structure #7 – Safety Building 16 E Main Street						
seal coat parking lot	5	\$25,000	\$25,000	-	-	-
Provide accessible access and parking	5	\$0	\$0	-	-	-
add bollards at front	5	\$7,500	\$7,500	-	-	-
exterior maintenance allowance, foam, siding,	5	\$10,000	\$10,000	-	-	-
Renovate to provide access to front desk of fire dept	10	\$185,000	-	\$185,000	-	-
add exterior training space	10	\$10,000	-	\$10,000	-	-
update elevator & equipment room	10	\$134,500	-	\$134,500	-	-
add auto operators at entrance	5	\$6,000	\$6,000	-	-	-
add key fobs at all doors (assume 50 openings	10	\$1,100	-	\$1,100	-	-
improve attic ventilation & air sealing allowance	10	\$30,000	-	\$30,000	-	-
Update stair railing for accessibility	10	\$10,000	-	\$10,000	-	-
update fitness area in basement	10	\$118,500	-	\$118,500	-	-
Add multipurpose room - training space renovation of existing police garage	10	\$188,000	-	\$188,000	-	-
shared space havoc improvements	10	\$48,000	-	\$48,000	-	-
shared space LED lighting	10	\$45,000	-	\$45,000	-	-
shared space finishes update	10	\$768,000	-	\$768,000	-	-
Add turnout gear space / locker / laundry	10	\$93,000	-	\$93,000	-	-
Add restroom / kitchen / day room / kitchen space / add meeting rooms space	10	\$246,000	-	\$246,000	-	-
Add fire apparatus bay with decon.	10	\$246,400	-	\$246,400	-	-
Add space for hazmat trailer, spill trailer, chief & run vehicle / added height for ladder truck	10	\$122,000	-	\$122,000	-	-
Renovate existing fire station	15	\$69,000	-	-	\$69,000	-
Renovate Fire Dept Apparatus Bay HVAC	15	\$44,000	-	-	\$44,000	-
Add vehicle exhaust	15	\$75,000	-	-	\$75,000	-
Provide police decon. shower	15	\$21,500	-	-	\$21,500	-
Minor repairs in police evidence	15	\$5,000	-	-	\$5,000	-
update exhaust in police evidence	15	\$5,000	-	-	\$5,000	-
break room for Police renovation of existing space	15	\$31,150	-	-	\$31,150	-
Sallyport modifications & addition - resulted from fire modifications	15	\$237,510	-	-	\$237,510	-
laundry area renovation of existing garage	15	\$30,375	-	-	\$30,375	-
hot water maintenance	15	\$10,000	-	-	\$10,000	-
add bullet resistant glazing at police	15	\$10,000	-	-	\$10,000	-
shooting range improvements allowance	15	\$19,500	-	-	\$19,500	-
shower exhaust improvements	15	\$12,000	-	-	\$12,000	-
add vehicle exhaust system	15	\$20,000	-	-	\$20,000	-
	0	\$0	-	-	-	-
	0	\$0	-	-	-	-
TOTAL COST For Proposed Improvement cost		\$2,884,035	\$48,500	\$2,245,500	\$590,035	\$0

**City of Waupun City Facilities
Capital Improvement Plan
Estimate of Probably Costs**



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4 Over 10 years	16	20
3 Long Term (5-10)	11	15
2 Moderate Term (2-5)	6	10
Term (1-2)	1	5

Structure #8 – Senior Center						
seal coating (lot owned by others)	5	\$0	\$0	-	-	-
added parking not possible	5	\$0	\$0	-	-	-
Covered entry	10	\$138,125	-	\$138,125	-	-
accessible entrance , door / ramp replacement	5	\$19,500	\$19,500	-	-	-
Exterior tuck pointing (allowance)	15	\$81,900	-	-	\$81,900	-
elevator and stair way modifications for 2nd level	20	\$182,000	-	-	-	\$182,000
exterior envelope improvements (door & window allowance)	15	\$78,000	-	-	\$78,000	-
structural reinforcement of second floor	20	\$104,000	-	-	-	\$104,000
interior renovation of basement & 1st floor	15	\$737,100	-	-	\$737,100	-
interior renovation of 2nd floor	20	\$592,800	-	-	-	\$592,800
kitchen equipment	10	\$57,500	-	\$57,500	-	-
Gymnasium function - not possible	5	\$0	\$0	-	-	-
Meeting / consult rooms - insufficient space	5	\$0	\$0	-	-	-
Green space - not available	5	\$0	\$0	-	-	-
multigenerational spaces - not available	5	\$0	\$0	-	-	-
	0	\$0	-	-	-	-
	0	\$0	-	-	-	-
	0	\$0	-	-	-	-
TOTAL COST For Proposed Improvement cost		\$1,990,925	\$19,500	\$195,625	\$897,000	\$878,800
	0	\$0	-	#REF!	-	-
TOTAL COST for Building Improvements		\$13,215,025	\$308,245	\$8,925,875	\$3,266,805	\$1,153,750
Additional Services - Cedar Corporation						
TOTAL COST Additional Services - Allowance		\$0	\$0	\$0	\$0	\$0

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