



**A G E N D A**  
**CITY OF WAUPUN BOARD OF PUBLIC WORKS**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, December 11, 2018 at 4:30 PM**

**CALL TO ORDER**

**ROLL CALL**

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

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

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

**CONSIDERATION - ACTION**

- [1.](#) Discuss / Approve minutes from the November 13, 2018 meeting.
- [2.](#) Discuss / Approve Municipal Wide Energy Management Policy Resolution.
- [3.](#) Discuss / Approve Authorization to proceed with LED Lighting Upgrade to the City Hall, Museum City Garage, Library, Safety Building, and Community Center.
- [4.](#) Discuss / Approve LED Lighting Proposal
- [5.](#) Discuss S. Madison St. Grant approval
- [6.](#) Discuss / Approve street maintenance plan change for Mill and Overlay projects on N. Madison St. and Brandon St. to be done in 2019 instead of 2020.
- [7.](#) Discuss / Approve Weight Limitations / Truck Routes Ordinance in the City limits.

**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.*

Waupun Board of Public Works  
**DRAFT Minutes of Regular Meeting November 13, 2018**

The Waupun Board of Public Works met in regular session on Tuesday, November 13, 2018, in the Common Council Chambers at the Waupun City Hall located at 201 E. Main Street, Waupun.

Kaczmariski calls the meeting to order at 4:30pm.

Members present at roll call are Chairman/Alderman Kaczmariski, Alderman Mielke, Alderman Matoushek, Public Works Director Daane, City Clerk Hull, and Deputy Police Chief Rasch. No members are absent.

Other City Staff in attendance: Mayor Nickel, Attorney VandeZande, and Administrator Schlieve.

Audience in attendance: Dale Baeten and Doug Schoenwalder of NCLED and Eric Kostecki of WPPI.

The City of Waupun will host a public information meeting to present the preliminary engineering plan for improvements to Madison Street in the City of Waupun, Dodge County and Fond du Lac County from 5:30 pm to 7:00 pm on Wednesday, November 28, 2018 at the Waupun Public Library, 123 S. Forest Street, Waupun.

Motion Rasch, second by Matoushek to approve the minutes from the October 9, 2018 meeting of the Board of Public Works. Motion carried 6-0.

Daane has been looking into energy saving cost with the use of LED lighting. Eric Kostecki, WPPI Manager of Customer Project Support, provides a sample resolution in regards to upgrading our City lights to save on energy costs for consideration. Incentives may be available once this resolution is adopted. Daane will prepare the resolution and provide at a future Public Works meeting.

Dale Baeten and Doug Schoenwalder of NCLED provide a proposal for upgrading lighting in City buildings: City Hall, Safety Building, Garage, Museum, Library, and Community Center. Gross proposal for all six buildings is estimated at \$136,919. Incentives could be received from Focus on Energy in the amount of \$18,900 bringing a net cost of \$117,990. The complete project would take approximately 2 months. Daane will continue with the bid process.

Additional stalls at the GUS baseball complex were reviewed. Two additional stalls could be placed in the lot and if players park in the school parking lot, it is felt that would provide adequate parking.

Motion Matoushek, second Rasch to add two (2) additional parking stalls at the Gus Baseball fields. Motion carried 6-0.

The current Madison Street construction is estimated at \$400,000-\$450,000 in cost. Daane has found that other surrounding communities assess property owners a share/percentage in the cost of this new construction.

A draft ordinance to amend Ch.7.15 entitled Streets, Alleys, and Sidewalks; Proration of Construction Costs is before the Board for consideration. Said draft ordinance provides " For the purpose of encouraging the paving of streets, alleys and sidewalks in the City and having the cost of these improvements equitably apportioned between the city and the abutting property owners, the cost shall be prorated as follows:(a) Sidewalk Ramps. The cost of the sidewalk

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portion of handicap ramp paving and all sidewalk radius paving within intersections shall be borne by the City. (b) Sidewalk. Both long and short sides of abutting property: city, 50%; and property owner, 50%. (c) Curb & Gutter. If there is currently no curb and gutter installed, the property owner will be assessed 100% of the cost of curb & gutter on both the long and short sides of the abutting property. Where curb and gutter is already installed and only being replaced, the City will pay for 100% of the curb and gutter replacement."

This ordinance would provide the City with the ability to charge all property owners who reside on a street under new construction an assessment of the costs. The property owner would have the option to place the assessment on their real estate tax bill over a period of three years.

Motion Daane, second Hull to recommend to the Common Council the ordinance provided, to amend Ch.7.15 entitled Streets, Alleys, and Sidewalks; Proration of Construction. Motion failed due to a tie vote: Aye Daane, Hull, Rasch; Nay: Matoushek, Kaczmarski, Mielke.

Due to the tie vote, Attorney Vandezande adds the option of presenting this ordinance to the Council at a public noticed meeting, in order to receive the public's comments and concerns.

Motion Hull, second Rasch to recommend to Common Council to review and consider the ordinance provided, to amend Ch.7.15 entitled Streets, Alleys, and Sidewalks; Proration of Construction Costs, and to notice the meeting for public comment. Motion carried 5-1 with Mielke voting Nay

A draft ordinance to amend Ch. 7.07(3c) entitled Restrictions are before the Board. Current language states the City employees remove snow/ice from residential property and charge at twice the employee's hourly rate. The City no longer uses that practice as this is contracted out and charged at \$100 per occurrence. It is recommended to revise the ordinance to reflect current practice.

Motion Hull, second Matoushek to recommend the Common Council amend Ch. 7(07) (3) (c) entitled Streets and Sidewalks- Snow and Ice Removal- Restrictions. Motion carried 6-0.

Motion Matoushek, second Daane to adjourn the meeting of the Board of Public Works at 5:53pm. Motion carried 6-0.

Angela Hull, Clerk

**Resolution No. [REDACTED]**  
**Implementing Municipal-Wide Energy Management Policy**

**WHEREAS**, the City of Waupun is committed to being an environmentally responsible community dedicated to improving global and local quality of life through active environmental stewardship; and

**WHEREAS**, it is more cost-effective to use less electricity and natural gas than it is to generate and/or purchase electricity and natural gas for the operation of City of Waupun building facilities; and

**WHEREAS**, Waupun Utilities and WPPI Energy have developed and implemented mutually beneficial energy efficiency, conservation and renewable energy programs, projects and educational activities designed to increase community energy efficiency, promote clean air and water and reduce waste; and

**WHEREAS**, Waupun Utilities already promotes these initiatives through its Local Energy Efficiency Funding programs and partnership with WPPI Energy and Focus on Energy; and

**WHEREAS**, implementing a municipal-wide energy management policy will require that the City of Waupun makes a commitment of financial and human resources toward initiatives that save energy and money for the long-term.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Waupun will set a goal to curb use of electricity in municipal building facilities by 5% from levels measured in 2018 within three years of resolution adoption.

**BE IT FURTHER RESOLVED**, that the City of Waupun will demonstrate the effectiveness of energy efficiency, conservation and renewable resource development and further seek to instill a strong conservation ethic within the community that will help establish the City of Waupun as a leader in these areas.

Passed and adopted this December 11, 2018.

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[Name], [Position]

ATTEST:

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[Name], [Position]

## WAUPUN CITY COUNCIL SUMMARY SHEET

**MEETING DATE:** 12/11/18

**ITEM:** NEW BUSINESS

**PRESENTER:** Jeff Daane

**TITLE:** Discuss and approve authorization to proceed with LED Lighting Upgrade at City Buildings

**PREVIOUS ACTION:** None

**ISSUE SUMMARY:** The Public Works Department is seeking authorization to proceed with an LED Lighting Upgrade at City Buildings. City Hall, Museum, City Garage, Library, Safety Building and Community Center.

Most of the work would be cutting the wiring going to the ballast and eliminating that and installing LED light bulbs.

Estimated costs for this would be \$120,000 with a ten(10) year warranty. Estimated Utility savings for 10 years would be \$226,695 and maintenance for 10 years would be \$134,510.

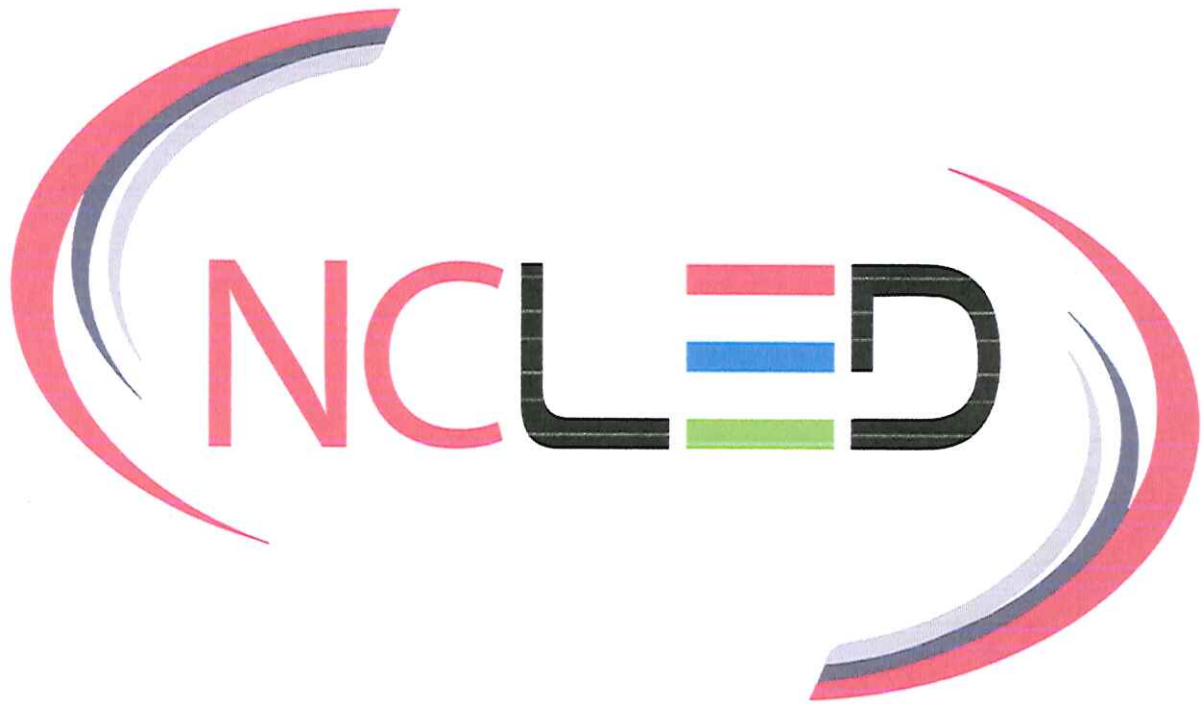
We would be getting a 0% Loan through WPPI and the energy savings will pay for this loan.

**BUDGET IMPACT:** 2019 Capital Improvement Fund would be amended to provide for \$120,000 in expenditures and \$120,000 in loan proceeds from WPPI.

**STAFF RECOMMENDATION:** Proceed with the LED lighting upgrade for municipal facilities in 2019 to avoid significant cost increases anticipated from pending tariffs and to begin realizing energy savings that will contribute towards the City of Waupun achieving its goal to curb use of electricity in municipal facilities by 5% from levels measured in 2018 within 3 years.

**RECOMMENDED MOTION:** Approve proceeding with LED lighting upgrades for municipal facilities in 2019 to realize energy savings that will pay for the cost if improvements over a period of ten years or less in an amount not to exceed \$120,000.

**ATTACHMENT(S):** None



Gross Project Costs (With UFO High Bays for  
Community Center: **\$136,919**

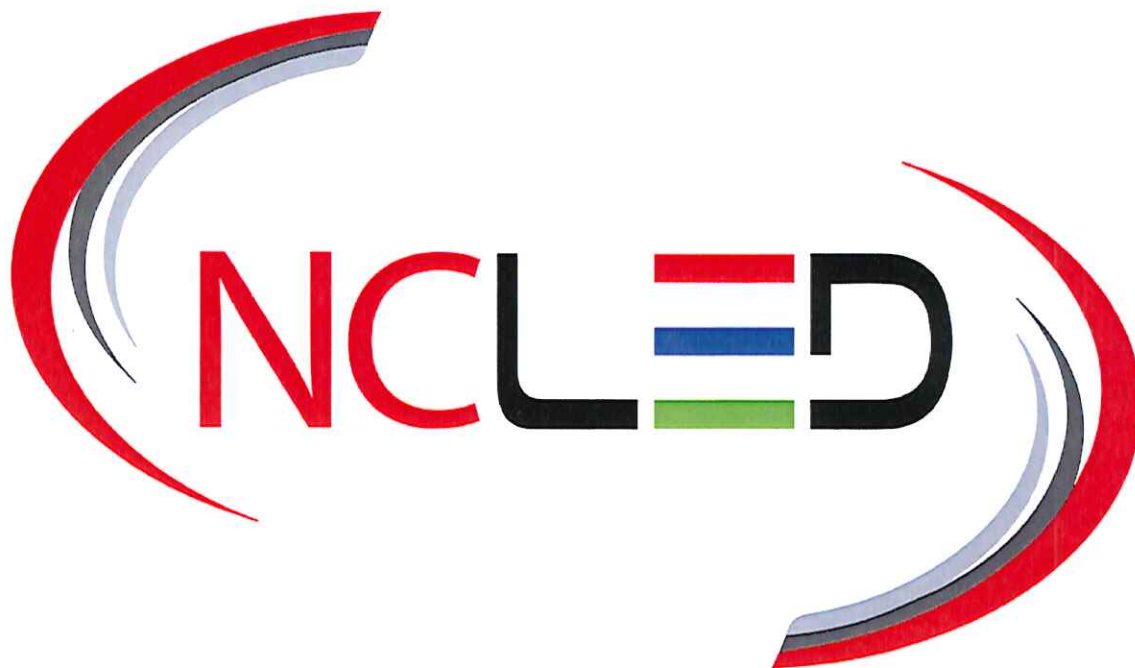
Focus on Energy Incentives: **\$18,900**

Net Project Costs: **\$117,990**

Gross Project Costs (With Re-lamping of High Bays  
for the Community Center): **\$125,870**

Focus on Energy Incentives: **\$17,832**

Net Project Costs: **\$108,039**



10-year Utility Savings → \$226,695

10-year Maintenance Savings → \$134,510





## **LED LIGHTING PROPOSAL**

Gross Project Cost (City Hall, Library, Museum, City Garage, Safety Building, Museum)

**\$123,643.40**





Division of Transportation  
System Development  
WisDOT SW Regional Office  
2101 Wright Street  
Madison, WI 53704

Scott Walker, Governor  
Dave Ross, Secretary  
Internet: [www.dot.wisconsin.gov](http://www.dot.wisconsin.gov)

Telephone: (608) 246-5361  
E-Mail: [michael.erickson@dot.wi.gov](mailto:michael.erickson@dot.wi.gov)

November 20, 2018

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

The Wisconsin Department of Transportation (WisDOT) is pleased to inform you that your application(s) for the 2018-2022 Surface Transportation Program (STP) has been approved. The approved project(s) and federal funding amount(s) is listed below. Approved funding may have been reduced from the amount in the application to reflect a reduction in estimated WisDOT oversight costs. The reduction in WisDOT oversight costs reduces your costs.

Title	Project ID	Design	Construction
S Madison St (Doty Street to E Lincoln St)	6998-05-05	N/A	\$950,040

The STP Rural and Small Urban Programs provide funding for up to 80% of approved eligible project costs for a safe and effective roadway improvement within the project limits. If engineering analysis identifies the need for project cost increases, additional funding may be requested through the change management process.

In the coming weeks, WisDOT will be in contact regarding program scheduling and the issuance of a State Municipal Agreement (SMA). If you have any questions, please contact me.

Sincerely,  
Michael Erickson

*Michael Erickson*

SW Regional - Local Program Manager (608) 246-5361

cc: Todd Wescott STP Statewide Program Manager  
Zachary Pearson SW Region Local Program Project Manager

With the South Madison Street grant from Lincoln St. to Doty St, the funding will not be available for a few years. We would like to Mill and Overlay N. Madison St. from the bridge to Edgewood Dr. and Mill and Overlay Brandon St. from Main St. to Fern St.

These projects were in the street plan for 2020 and I would like to move them up to 2019.

City of Waupun Long Range Street Plan w/ Proposed Funding 7/5/2018									
Year	Street	Construction		Mill & Overlay		Estimated Cost	Total	Funding	
		Estimated Street Cost	Estimated Storm Water						
				Street					
2019	Madison St (Bridge to Libby)	\$3,099,900	\$995,100	None		\$0	\$4,095,000	Debt Financing	
2020	None	\$0	\$0	Brandon St (W. Main St to Fern St) Madison St (Monroe St to City Limits)		\$178,456	\$178,456	Pay-As-You-Go	
2021	None	\$0	\$0	E Jefferson St (Welch to Shaler) E Jefferson (555' E of State to Madison) S Forest (Main to Brown) S Mill (Main to Brown)		\$166,253	\$166,253	Pay-As-You-Go	
2022	None	\$0	\$0	Brandon St (Fern to City Limits) N Grove (Park to E Franklin) N Mill St (Monroe to Jackson) W Lincoln St (Bly to Beaver Dam)		\$165,435	\$165,435	Pay-As-You-Go	
2023	Newton Ave (Harris to Rock River) Rock Ave (Rock River to Harris) Newton Ave (Rock River to Harris)	\$727,650 \$707,175	\$700,486 \$134,700	Fond du Lac St (Main to Rounsville) Edgewood Dr (Brandon to Summer)		\$124,754	\$2,394,765	Debt Financing	
	TOTAL	\$1,434,825	\$835,186			\$124,754	\$2,394,765	Debt Financing	
2024	None	\$0	\$0	N. West St (Sunset to Rock River) Sunset Ct (N West to Termini) Delynn Ct (Rock River to Termini) Riverview Ct (Rock River to Termini) Pioneer Ave. (Rock to West) McKinley St (Beaver Dam to Bly)		\$133,636	\$133,636	Pay-As-You-Go	
2025	None	\$0	\$0	S West St (Brown to Main) Commercial St (Franklin to Taylor) Grace St (Beaver Dam to Hilyer)		\$98,633	\$98,633	Pay-As-You-Go	
2026	Rock River Ave (Newton to Brandon) River St (Pioneer to Rock River)	\$956,025	\$182,100	None		\$0	\$1,138,125		
	Parking Lot (Franklin St) Parking Lot (Mill St) Parking Lot (Mill St) Dr (Madison to Hoard)	\$735,525	\$140,100	None		\$0	\$974,258		
	Roosevelt St (N Grove to STH 26) Park St (N Grove to STH 26)								
	Wilcox St (Washington to S Grove) Sawyer St (Grove to Dead End) Rock Ave (CTH MMM to Newton)	\$641,025	\$122,100	None		\$0	\$763,125		
	TOTAL	\$2,332,575	\$444,300				\$2,875,508	Debt Financing	

ORDINANCE NUMBER 18-\_\_\_\_\_

AN ORDINANCE TO AMEND CHAPTER SIX OF THE MUNICIPAL CODE OF THE  
CITY OF WAUPUN ENTITLED "TRAFFIC CODE."

THE COMMON COUNCIL OF THE CITY OF WAUPUN, DO ORDAIN:

SECTION 1: Section 6.07(1) of the Waupun Municipal Code entitled "CLASS B  
HIGHWAYS DESIGNATED" is amended to add the following subsection.

(d) S. Madison St.

SECTION 2: Section 6.07(2) of the Waupun Municipal Code entitled "HEAVY  
TRAFFIC ROUTES DESIGNATED" is amended to delete the following subsection:

(b) S. Madison St.

SECTION 3: Section 6.07(2) of the Waupun Municipal Code entitled  
"HEAVY TRAFFIC ROUTES DESIGNATED" is amended to add the  
following subsections:

(b) Industrial Dr.

(j) Libby St.

SECTION 4: This Ordinance shall be in full force and effect upon its passage  
and publication as provided by law.

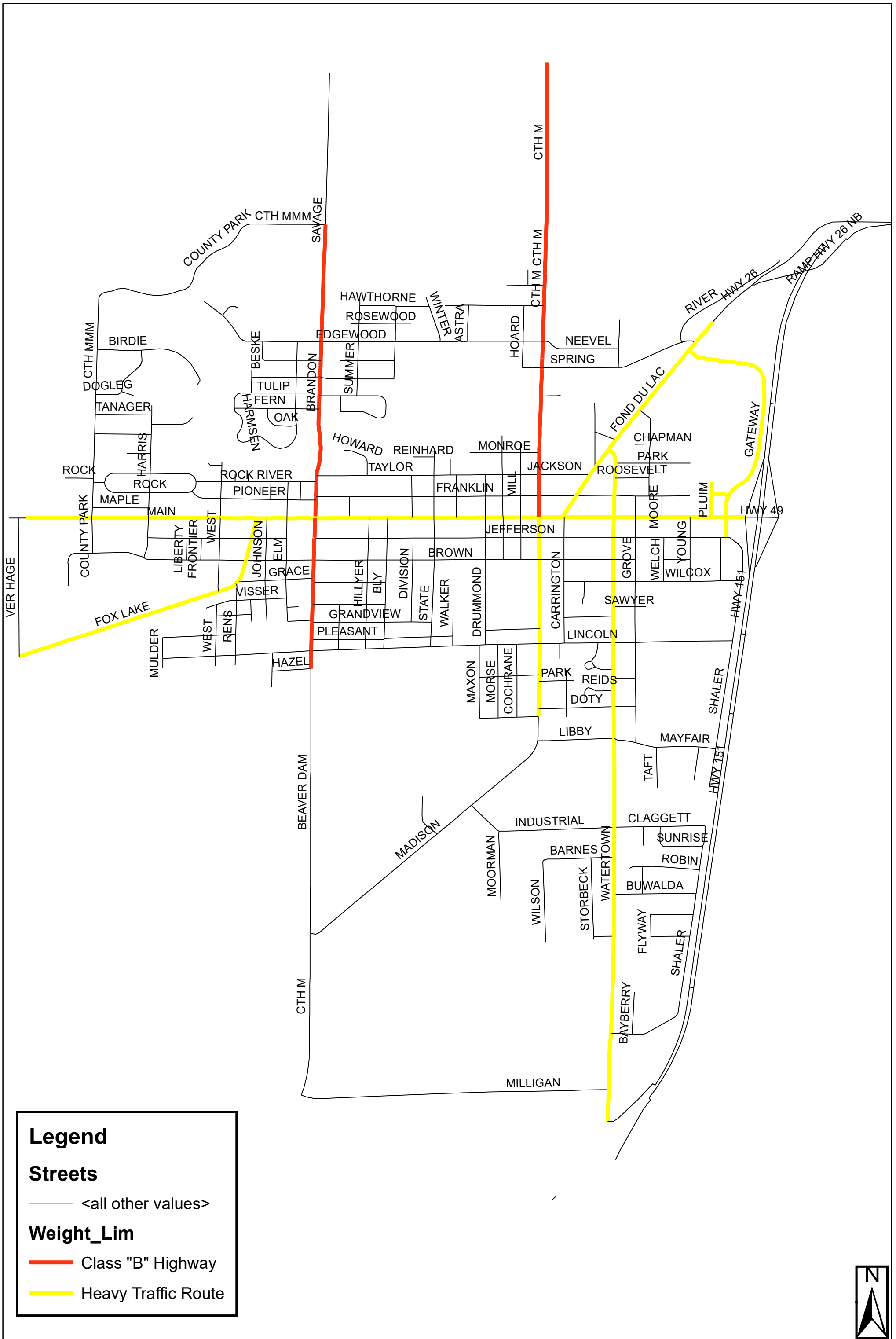
Enacted this \_\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Julie Nickel,  
Mayor

ATTEST:

\_\_\_\_\_  
Angela Hull  
City Clerk

## Vehicular Weight Limitations (Existing)



## Vehicular Weight Limitations (Proposed)

