



A G E N D A
CITY OF WAUPUN BOARD OF PUBLIC WORKS AND
FACILITIES COMMITTEE
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, January 09, 2024 at 4:30 PM

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

Join Zoom Meeting

<https://us02web.zoom.us/j/81987138114>

Meeting ID: 819 8713 8114

By Phone:

(312) 626-6799 US (Chicago)

CALL TO ORDER

ROLL CALL

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

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS

CONSIDERATION - ACTION

- [1.](#) Approve minutes of the November 14, 2023 meeting.
- [2.](#) Wilson and Shaler Dr. Extension Project
- [3.](#) 2022 and 2023 Bayberry Lane extension project summary
- [4.](#) 2024 projects update
- [5.](#) 2023 Project Overview

ADJOURNMENT

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



MINUTES—CITY OF WAUPUN BOARD OF PUBLIC WORKS & FACILITIES

Tuesday, 14-November-2023 – City Council Chambers

CALL TO ORDER

Chairman Peter Kaczmarki called the meeting to order at 4:30PM

ROLL CALL

Roll call was taken:

Alders—Peter Kaczmarki, Mike Matoushek

Citizens—Dale Heeringa (absent with notification), Dave Rens, Andrew Sullivan, Gregg Zonnefeld

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

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

Next meeting will be on Tuesday, December 12, 2023 at 4:30PM.

CONSIDERATION - ACTION

1. Approve minutes of the October 10, 2023 Board of Public Works & Facilities Meeting.
Minutes of the October 10, 2023 meeting were presented. Motion (Rens/Zonnefeld) to approve minutes as presented.
MOTION CARRIED (5-0)
2. Waupun Ice Arena ceiling tile replacement (West Side)
DPW Director Jeff Daane shared the current status of the ceiling tile at the west end of the Ice Arena. Proposals were sought from multiple clients. Motion (Zonnefeld/Matoushek) to approve a proposal from Ceiling Guys for a cost of \$12,750. **MOTION CARRIED. (5-0)**
3. South Drummond Parking restriction.
DPW Director Daane shared the need to update the ordinance and signage to reflect the two-hour restricted parking areas on the west side of S. Drummond St between E. Main Street and E. Jefferson Street. This would enhance parking for downtown merchants through the noon hour. Bur Zeratsky, National Rivet President, appeared before the BPW to share their perspective on this issue, including the need for a larger loading zone. They would request dropping the two-hour parking zone in this area. If not they would request two handicap spots for employees with mobility restrictions. Motion (Zonnefeld/Matoushek) to add signage to match the existing ordinance in 6.05 (3)(a)(2) as recommended and expand the marked loading zone at National Rivet in this area. **MOTION CARRIED. (4-0-1—Sullivan abstention)**

ADJOURNMENT

Motion (Matoushek/Sullivan) to adjourn the meeting of the BPW & Facilities at 5:13PM. **MOTION CARRIED (5-0).**

Respectfully submitted,

Gregg Zonnefeld, BPW Clerk



AGENDA SUMMARY SHEET

MEETING DATE: January 9th, 2024

TITLE: Wilson and Shaler Dr. Extension Project

AGENDA SECTION: Discussion

PRESENTER: Public
Works Director
Daane

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

ISSUE SUMMARY

2023 Wilson and Shaler Dr. was extended for access to the Industrial park from the South. This project started in May and ended for the season in late October. The surface course of asphalt will be completed in 2024. Overall the project went well and is currently under the construction bid cost at \$130,857.18. We do have a few outstanding issues we are working on as the contractor is confirming rock excavation amounts and they are also looking at trucked Granular backfill amounts. They used a rock bucket and rock crusher onsite so we did not use any of the estimated \$51,000 for this portion. We are working with our engineer on this yet.

STAFF RECCOMENDATION:

ATTACHMENTS:

Wilson and Shaler Dr. extension form MSA

RECCOMENDED MOTION:

Wilson & Shaler Drive Extension Project, City of Waupun, WI

CLIENT LIAISON:

Jason Laue, P.E.
Phone: 920-392-5136
jlaue@msa-ps.com

DATE:

December 18, 2023



All construction work associated with the Wilson & Shaler Drive Extension Project has been completed for this calendar year with the exception of the asphalt surface course paving, which is anticipated to be completed in the spring of 2024. Overall, the project was a success as the primary objectives for the project were achieved and the actual total construction costs to-date are \$130,857.18 below the original project budget amounts.

The project began construction in May of 2023 with rock blasting work. Between May and July 2023, the installation of the proposed underground public utilities (sanitary, water, and storm), the storm water management pond, and the site grading occurred. Afterwards, the installation of the new street as well as the restoration of the project site were completed during August to October of 2023.



During Construction – Typical Installation of a New Sanitary Manhole



During Construction – Typical Installation of New Water Utilities

PROJECT UPDATE



During Construction – Typical Installation of New Storm Sewer Manhole



After Construction – New Regional Storm Water Pond



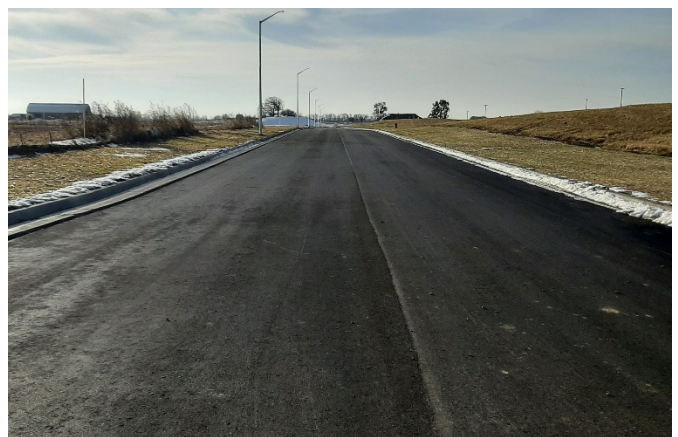
During Construction – Typical Installation of New Concrete Curb & Gutter



During Construction – Typical Installation of New Asphalt Binder Course



Before Construction – At north end of project along Wilson Dr. (Looking South)



After Construction – At north end of project along Wilson Dr. (Looking South)

PROJECT UPDATE



Before Construction – At S.T.H. 26 and Shaler Dr. intersection (Looking West)



After Construction – At S.T.H. 26 and Shaler Dr. intersection (Looking West)



After Construction – New Left Turn Lane at S.T.H. 26 and Shaler Dr. intersection (Looking South)



After Construction – At Shaler Dr. & Wilson Dr. intersection (Looking North)

PROJECT CONSTRUCTION COST SUMMARY TO-DATE

A. Construction Bid For The Project (Excluding Asphalt Surface Course) =	\$	1,568,598.73
B. Additional Work Requested By City To-Date (Change Orders #1 thru #3) =	\$	18,775.90
C. Actual Cost Of Construction To-Date (Excluding Asphalt Surface Course) =	\$	1,437,741.55
D. Total Amount To-Date Under The Construction Bid (A+B-C) =	\$	130,857.18



AGENDA SUMMARY SHEET

MEETING DATE: January 9th 2024

TITLE: 2022 and 2023 Bayberry Lane extension project summary

AGENDA SECTION: Discussion

PRESENTER:

Public Works
Director Daane

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

ISSUE SUMMARY

In 2022 we began with the pond portion of the project. This was completed other than the finish grading and seeding. This was completed in 2023.

The street portion of the project took place in 2023. This project is complete and once we have more development along the street the final layer of blacktop will be installed.

Overall this project came in \$15,972.55 under bid amount.

STAFF RECCOMENDATION:

ATTACHMENTS:

Bayberry MSA project update form

RECCOMENDED MOTION:

Bayberry Lane Extension Project, City of Waupun, WI

CLIENT LIAISON:

Jason Laue, P.E.
Phone: 920-887-4242
jlaue@msa-ps.com

DATE:

December 4, 2023



All construction work associated with the Bayberry Lane Extension Project has been completed. Overall, the project was a success as the primary objectives for the project were achieved and the actual total construction costs to-date are \$15,972.55 below the original project bid amounts.

The project began construction in September of 2022 with the installation of the storm water management pond on the northeastern end of Bayberry Lane. Underground storm sewer utility installation work began in April of 2023. The installation of the new street gravel base, curb & gutter, asphalt pavement, as well as the restoration of the project site were completed during May to July of 2023.



After Construction – New Storm Water Pond (N.E. end of Bayberry Ln.)



During Construction – Typical Installation of New Storm Sewer Manhole

PROJECT UPDATE



During Construction – Typical Installation of New Concrete Curb & Gutter



During Construction – Typical Installation of New Asphalt Binder Course



Before Construction – At Shaler Dr. & Bayberry Ln. intersection (Looking North)



After Construction – At Shaler Dr. & Bayberry Ln. intersection (Looking North)

PROJECT CONSTRUCTION COST SUMMARY TO-DATE

A. Construction Bid For Installation of Storm Water Pond (Contract A) =	\$ 598,471.00
B. Actual Cost Of Construction To-Date (Contract A) =	\$ 595,671.01
C. Construction Bid For Bayberry Lane Extension (Contract B) =	\$ 364,674.20
D. Actual Cost Of Construction To-Date (Contract B) =	\$ 351,501.64
E. Total Amount To-Date Under The Construction Bid (lines A-B+C-D) =	\$ 15,972.55



AGENDA SUMMARY SHEET

MEETING DATE: January 9th, 2024

TITLE: 2024 projects update

AGENDA SECTION: Discussion

PRESENTER:

**Public Works
Director Daane**

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

ISSUE SUMMARY

City Hall North, West and East rubber roof replacements.

We are working with a contractor on bid specs. The current roofs are over 30 years old and have had some repairs done. This project will be out for bid in the next month and completed in 2024.

Heritage Museum

The past few years we have noticed some leaking. This has been coming in through bad grout joints. The front steps are cracking and the handrail is loose. The leaded windows have been a project we have been doing about three per year as the old lead is failing and glass panels are loose. We are in the process of working on bid specs for this work.

Raze and Remove shed/Barn 1357 S. Watertown St.

We sold the old Quonset hut and have some taking a portion of the barn down. This should help lower the cost of demo. We hope to bid this out in the spring.

Downtown Plaza

We are finalizing plans for the food truck alley portion. City staff will be doing most of the excavation and infrastructure. We will bid out the final grading and concrete work. We hope to start this project early spring, with the intent it can be used this summer.

Mill and Overlay Streets

The streets getting done this year
Gateway from the section that was done a few years back to Fond du lac St.
S. West St from W. Lincoln St. to Visser Ave.
Grandview Ave. from S. State St. to Division St.
Alley Between N. Division St. and N. State St.

Storm Water

We received a grant to help look at alternative locations for future storm water ponds. We will be working with MSA on this project. We will also be submitting for a DNR grant for a storm water pond that will need to be installed in 2025.

STAFF RECCOMENDATION:

ATTACHMENTS:

RECCOMENDED MOTION:

Work Order Report Aquatic Center

1/1/2023 - 12/31/2023

BASIC INFORMATION

Order Count		Costs			
		Labor	Equipment	PO	Total
Aquatic Center	108	\$19,148.04	\$4,091.28	\$16,772.72	\$40,012.04

Work Order Report Snow Removal

1/1/2023 - 12/31/2023

BASIC INFORMATION

Order Count		Costs			
		Labor	Equipment	Inventory	Total
Haul Snow	18	\$28,912.98	\$79,626.90	\$221.65	\$108,761.53
Plow	25	\$37,547.93	\$80,083.82	\$12,672.51	\$130,304.26
Salt	29	\$7,896.30	\$12,914.29	\$18,827.56	\$39,638.15
Shovel Sidewalks	7	\$1,611.82	\$462.96	\$0.00	\$2,074.78
Spray Salt Brine	10	\$5,078.15	\$6,325.94	\$5,797.17	\$17,201.26
TOTAL	89	\$81,047.18	\$179,413.91	\$37,518.89	\$297,979.98

Work Order Report Mowing

1/1/2023 - 12/31/2023

BASIC INFORMATION

Order Count		Costs		
		Labor	Equipment	Total
Mowing	128	\$57,763.70	\$48,532.10	\$106,295.80

Work Order Detail Report Yard Waste

1/1/2023 - 12/31/2023

BASIC INFORMATION

Order Count		Costs		
		Labor	Equipment	Total
Brush Pickup	24	\$9,998.13	\$6,541.27	\$16,539.40
Haul Brush Bins	12	\$4,877.43	\$9,034.44	\$13,911.87
Leaf Pickup	44	\$48,558.85	\$23,605.12	\$72,163.97
TOTAL	80	\$63,434.41	\$39,180.83	\$102,615.24

Work Order Report Storm Sewer

	Order Count	Costs				Total
		Labor	Equipment	Material	PO Cost	
Annual Inspections	94	\$3,434.76	\$636.02	\$0.00	\$0.00	\$4,070.78
Clean	286	\$3,022.96	\$3,025.35	\$0.00	\$0.00	\$6,048.31
Curb Replacement	1	\$303.54	\$0.00	\$225.00	\$0.00	\$528.54
Engineering	1	\$191.96	\$66.08	\$0.00	\$0.00	\$258.04
Excavating/Grading	7	\$7,825.81	\$10,511.14	\$570.50	\$485.52	\$19,392.97
Fill with Black Dirt	3	\$1,434.08	\$1,143.96	\$5.50	\$0.00	\$2,583.54
Form Curb	11	\$3,370.52	\$1,192.25	\$0.00	\$0.00	\$4,562.77
Install	9	\$1,649.53	\$3,498.27	\$0.00	\$719.00	\$5,866.80
Inventory	5	\$867.18	\$0.00	\$0.00	\$0.00	\$867.18
Locates	142	\$18,273.22	\$6,022.41	\$0.00	\$0.00	\$24,295.63
Repair	85	\$15,936.73	\$12,224.11	\$4,515.77	\$388.88	\$33,065.49
Pond Inspections	6	\$325.88	\$0.00	\$0.00	\$0.00	\$325.88
Pour Concrete	8	\$3,147.43	\$670.22	\$1,725.00	\$0.00	\$5,542.65
Replace	5	\$929.18	\$173.46	\$0.00	\$0.00	\$1,102.64
Compost Stormwater Inspection	1	\$24.00	\$7.33	\$0.00	\$0.00	\$31.33
Street Sweeping	77	\$21,790.56	\$69,275.92	\$0.00	\$0.00	\$91,066.48
Training	1	\$538.51	\$0.00	\$0.00	\$0.00	\$538.51
TOTAL	742	\$83,065.85	\$108,446.52	\$7,041.77	\$1,593.40	\$200,147.54

Work Order Report Sidewalk Replacement

Actual Cost	\$216,772.40
Bid Price	\$213,782.75
Difference	\$2,989.65
City's Responsibility	\$135,486.18
Owners Responsibility	\$81,286.22
