



**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, July 12, 2022 at 4:30 PM

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

**Join Zoom Meeting:** <https://us02web.zoom.us/j/83430608522?pwd=N1pSZ05zUStFdVEybWxwSHcyc2JyUT09>  
**By Phone:** 1 312 626 6799

**Meeting ID:** 834 3060 8522  
**Passcode:** 630201

**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 June 14, 2022 Board of Public Works & Facilities Meeting
- [2.](#) Capital Improvement budget items for review, rating and approval for 2023 budget process
- [3.](#) Equipment budget items for review, rating and approval for the 2023 budget process

**ADJOURNMENT**

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



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

**Tuesday, 14-June-2022 – City Council Chambers**

### **CALL TO ORDER**

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

### **ROLL CALL**

Roll call was taken members present:

Alderpersons—Peter Kaczmarki, Mike Matoushek, William Langford

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

Ex-officio—Mayor Rohn Bishop, DPW Director Jeff Daane, Recreation Director Rachel Kaminski (absent), City Clerk Kathy Schlieve

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

There were no guests for public comment portion of the meeting.

Guests addressing

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

Due to potential primary election, the next meeting may be Tuesday, July 12 at 4:30 PM.

### **CONSIDERATION - ACTION**

1. Recognition of Mayoral Appointment of Board Members

Aldermen—Kaczmarki, Matoushek, Langford

Citizens—Heeringa, Mielke, Rens, Zonnefeld

Ex-officio—Mayor, DPW Director, Rec Director, Utility General Manager/Designee, City Clerk, Police Chief/Designee

Motion (Matoushek/Mielke) to approve mayoral appointments. **MOTION CARRIED (6-0)**

2. Nomination and Appointment of Clerk – Motion (Matoushek/Rens) to reappoint Gregg Zonnefeld **MOTION CARRIED (5-0-1 – Zonnefeld abstention)**

3. Establish Day of Month and Time of Board Meeting

BPW will continue to meet on the 2<sup>nd</sup> Tuesday of each month at 4:30PM.

4. Approve minutes of the April 12<sup>th</sup>, 2022 Board of Public Works & Facilities Meeting.

Minutes of the April 12<sup>th</sup> meeting were presented. Amended typo in item #3 to read “Bayberry Lane” instead of “Bayberry Lake”. **MOTION CARRIED (6-0)**

5. Railroad Crossing Repair

DPW Director Daane updated the Board on Wisconsin & Southern Railroad’s response to the Council’s communication from 4/12/22 regarding the need to repair the track crossing on Main Street in Waupun. A representative from the railroad was on the call. It would be a 4-5 day closure. The railroad is proposing a complete repair in 2023, however the City would be asked to cover asphalt expense on both sides of the track repair. Motion (Zonnefeld/Matoushek) to approve adding a line item of \$30,000 to replace blacktop area around the railroad tracks with 6” asphalt as part of the 2023 Mill and Overlay project list. **MOTION CARRIED (6-0)**

6. Stump grinding quotes 2022

DPW Director Daane procured two quotes for stump removal for 2022. Due to ash tree removal there is more stump work than normal (46 stumps). These quotes only are for grinding; City Crews take care of cleanup and restoration. There is not the manpower available for the city to self-perform the work. Motion (Heeringa/Rens) to approve the quote from Anything & Everything Home Maintenance for \$5,150. **MOTION CARRIED (6-0)**

7. Storm sewer TV and cleaning quote 2022.

DPW Director Daane shared there are some key areas he wants to check and have cleaned due to potential flooding issues. Just one quote for stormsewer cleaning and TV work for 2022 was received from our current contracted vendor Northern Pipe. Motion (Rens/Matoushek) to approve quote from Northern Pipe at a cost of \$15,279 plus additional cleaning costs as needed. **MOTION CARRIED (6-0)**

8. Update previously approved wayfinding signs with a decal.  
DPW Director Daane shared that over the past couple of years there has been discussion of new wayfinding signage as far back as 2018, with those funds later redirected to pandemic needs. Mayor Bishop is requesting to return the city to a rebrand that includes a 5" *City of Sculpture* logo, with costs covered by donations (\$2,700). Public comments were received from Jay Graff, Sue Hafemeyer, a letter in support from Jim Laird, and an email of opposition from Tracy Nichols. Discussion will move to the City Council at the July 12 meeting.
9. Review of Capital Improvement and equipment budget items for 2023 budget process was tabled.

**ADJOURNMENT**

Motion (Matoushek/Heeringa) to adjourn the meeting of the BPW at 5:30PM. **MOTION CARRIED (6-0)**

Respectfully submitted,

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

Gregg Zonnefeld, BPW Clerk



# AGENDA SUMMARY SHEET

**MEETING DATE:**  
7/12/22

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

**AGENDA SECTION:** Consideration-Action

**PRESENTER:**

Jeff Daane Director  
of Public Works

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

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**ISSUE SUMMARY**

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

**STAFF RECCOMENDATION:**

**ATTACHMENTS:**

- City Hall Projects
- McCune Park ADA Upgrades
- Community Center lot repair
- Field turf replacement baseball complex
- Museum Improvements
- Shaler Park Memorial ADA and landscape
- Sidewalk replacement program
- Welcome to Waupun Entry signs
- Wilcox Park Playground replacement
- Bayberry Lane extension
- Wilson Dr. and Shaler Dr. extension
- Senior Center Design and Build

**RECCOMENDED MOTION:**

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

**MAJOR CAPITAL EXPENDITURES**

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

PROJECT TITLE:

City Hall Projects

PROJECT PRIORITY:

PROJECT DESCRIPTION:

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

REASONS FOR IMPROVEMENT:

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

COST OF PROJECT & BASIS FOR COST ESTIMATE:

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

SOURCE OF FUNDS:

**MAJOR CAPITAL EXPENDITURES**

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PROJECT TITLE:

McCune Park ADA Upgrade

PROJECT PRIORITY:

PROJECT DESCRIPTION:

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

REASONS FOR IMPROVEMENT:

ADA Compliance

COST OF PROJECT & BASIS FOR COST ESTIMATE:

\$25,000

SOURCE OF FUNDS:

**MAJOR CAPITAL EXPENDITURES**

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PROJECT TITLE:

Community Center Lot Spot Repair

PROJECT PRIORITY:

PROJECT DESCRIPTION:

Dig out soft spots and install new base. Install blacktop

REASONS FOR IMPROVEMENT:

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

COST OF PROJECT & BASIS FOR COST ESTIMATE:

\$30,000

SOURCE OF FUNDS:

## MAJOR CAPITAL EXPENDITURES

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

PROJECT TITLE:

Field Turf Replacement

PROJECT PRIORITY:

10

PROJECT DESCRIPTION:

Replace turf at baseball complex.

REASONS FOR IMPROVEMENT:

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

COST OF PROJECT & BASIS FOR COST ESTIMATE:

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

SOURCE OF FUNDS:



**MAJOR CAPITAL EXPENDITURES**

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PROJECT TITLE:

Museum Improvements

PROJECT PRIORITY:

8

PROJECT DESCRIPTION:

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

REASONS FOR IMPROVEMENT:

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

COST OF PROJECT & BASIS FOR COST ESTIMATE:

\$62,500

SOURCE OF FUNDS:

**MAJOR CAPITAL EXPENDITURES**

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PROJECT TITLE:

Shaler Park Memorial

PROJECT PRIORITY:

PROJECT DESCRIPTION:

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

REASONS FOR IMPROVEMENT:

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

COST OF PROJECT & BASIS FOR COST ESTIMATE:

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

SOURCE OF FUNDS:

**MAJOR CAPITAL EXPENDITURES**

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PROJECT TITLE:

Sidewalk Management Program

PROJECT PRIORITY:

10

PROJECT DESCRIPTION:

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

REASONS FOR IMPROVEMENT:

Repair trip hazards and do some ADA improvements to curb ramps

COST OF PROJECT & BASIS FOR COST ESTIMATE:

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

SOURCE OF FUNDS:

**MAJOR CAPITAL EXPENDITURES**

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PROJECT TITLE:

Welcome to Waupun entry signs

PROJECT PRIORITY:

PROJECT DESCRIPTION:

Replace current entry signs at 4 locations.

REASONS FOR IMPROVEMENT:

Old signs are in need of repair or replacement

COST OF PROJECT & BASIS FOR COST ESTIMATE:

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

SOURCE OF FUNDS:

**MAJOR CAPITAL EXPENDITURES**

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

PROJECT TITLE:

Wilcox Park Playground Replacement

PROJECT PRIORITY:

8

PROJECT DESCRIPTION:

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

REASONS FOR IMPROVEMENT:

CVMIC suggests we replace due to some safety concerns

COST OF PROJECT & BASIS FOR COST ESTIMATE:

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

SOURCE OF FUNDS:

**MAJOR CAPITAL EXPENDITURES**

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

PROJECT TITLE:

Bayberry Lane Extension

PROJECT PRIORITY:

10

PROJECT DESCRIPTION:

Shaler Dr. to North Termini

REASONS FOR IMPROVEMENT:

Future Development

COST OF PROJECT & BASIS FOR COST ESTIMATE:

Storm sewer \$587,080 If we move forward with pond in 2022 costs (\$450,000)  
Street \$392,440  
Construction site engineering \$70,000  
2022 Total \$450,000  
2023 Total \$599,520

SOURCE OF FUNDS:

TID

**MAJOR CAPITAL EXPENDITURES**

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2022 Total \$450,000  
2023 Total \$599,520

SOURCE OF FUNDS:

TID

**MAJOR CAPITAL EXPENDITURES**

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

**PROJECT TITLE:**

Senior Center Design and Start of Construction

**PROJECT PRIORITY:**

10

**PROJECT DESCRIPTION:**

Work with Cedar Corporation on design plans. Once those are approved, take the project to bid and start construction. Construction would start late summer 2023 and be completed late year 2024

**REASONS FOR IMPROVEMENT:**

We received a grant for a new Senior center.

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

Total Project costs  
Professional Services \$765,285  
Construction-New \$3,190,000  
Construction-Utility \$300,000  
Construction-Contingency \$562,410

**SOURCE OF FUNDS:**

Grant Funds





# AGENDA SUMMARY SHEET

**MEETING DATE:** 7/12/22

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

**AGENDA SECTION:** Consideration-Action

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

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

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**ISSUE SUMMARY:**

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

**STAFF RECOMENDATION:**

**ATTACHMENTS:**

2023 Equipment-Vehicle Budget Requests

**MOTIONS FOR CONSIDERATION:**  
Give priority to all of the items listed for Vehicle Replacement.

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

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

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

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

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

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

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

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

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

VEHICLE/EQUIPMENT PURCHASE JUSTIFICATION

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

DEPARTMENT: Public Works

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

IF THIS IS A NEW ITEM, JUSTIFICATION REQUIRED:

PLEASE DESCRIBE THE NEED FOR THE NEW ITEM:

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

IF THIS IS A REPLACEMENT, JUSTIFICATION REQUIRED:

WHAT IS THE CONDITION OF EQUIPMENT BEING REPLACED?

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

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

YES  NO

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

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

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