



A G E N D A
CITY OF WAUPUN BOARD OF PUBLIC WORKS
MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, September 10, 2024 at 4:30 PM

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

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

Meeting ID: 819 8713 8114

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 from August 19, 2024 Board of Public Works Meeting
- [2.](#) Approve Fall Yard Waste Pickup Dates
- [3.](#) Approve Heritage Museum Restoration REBID
- [4.](#) Approve Asphalt Paving Contract for S West Street (W. Lincoln St to Visser Ave)
- [5.](#) Amend Ch. 7.03(3)(4)(5) Sidewalk Construction and Repair

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.

Monday, August 11, 2024 – City Council Chambers

CALL TO ORDER

Vice Chairman Peter Kaczmarki calls the meeting to order at 4:30pm

ROLL CALL:

Alderspersons: Peter Kaczmarki, Kambria Ledesma

Citizens: Dale Heeringa, Andrew Sullivan, Dave Rens

Ex-Officio: DPW Director Jeff Daane, Mayor Rohn Bishop, City Administer Kathy Schlieve

Citizens: Eric Homan, Dan Holtz

Excused Absences: Mike Matoushek, Gregg Zonnefeld

FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS

1. Next Regularly Scheduled Meeting is September 10, 2024, 4:30 pm

CONSIDERATION - ACTION

2. Approve Minutes from July 9, 2024 Board of Public Works Meeting – Rens motion to approve as presented, Sullivan seconded. Motion passes unanimously.

3. Authorize Replacement of Damaged Flatbed 39-06 with New Vehicle – Mayor Bishop makes a statement regarding his strong opinion that the truck should be purchased from Homan. Rens brought up the insurance pay out and Schlieve answered regarding. Heeringa makes a motion to accept the bid of \$54,128.44 from Homan, seconded by Rens. Motion passes unanimously.

4. Approve Rebid for City Hall Reroof of Existing Ballasted Roofs with EPDM Adhered Roof System (Roof Areas: East, West and North, 201 E Main Street) – Daane presents, there is a \$10,000 savings in this rebid with an opportunity for more savings if the insulation is in good condition. Ledesma moves to approve the low bid, seconded by Sullivan. Motion passes unanimously.

5. Emergency Declaration City Garage - Daane presents, the roof is in bad shape following the May hail storm. Rens moved to approve the resolution for a Public Emergency Declaration for the City Garage Roof Damaged during the May 2024 Hailstorm as presented. Heeringa seconded. Motion passes unanimously.

6. Recommend Public Works Garage Emergency Roof Replacement Bid to Council for Approval – Daane and Schlieve present. Rens moves to recommend to the Council approval of the Emergency Roof Repair and Gutter Replacement Bid for the Waupun Public Works Garage as presented. Ledesma seconded. Motion passes unanimously.

Sullivan moves to adjourn, Heeringa seconded. Motion passes unanimously.

ADJOURNMENT

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kambria Ledesma". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Kambria Ledesma, Interim Secretary
City of Waupun



AGENDA SUMMARY SHEET

MEETING DATE: 9/10/24

TITLE: Approve Fall Yard Waste Pickup Dates

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane, Public Works Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Public Infrastructure	N/A	

ISSUE SUMMARY:

We need to confirm fall yard waste pickup dates for 2024. We are looking at October 7 through November 11, weather permitting. All yard waste must be at the curb by 7am on November 11.

STAFF RECOMMENDATION:

Approve dates as outlined

ATTACHMENTS:

RECOMMENDED MOTION:

Motion to approve fall yard waste pickup dates October 7 through November 11, weather permitting



AGENDA SUMMARY SHEET

MEETING DATE: 9/10/24

TITLE: Approve Heritage Museum Restoration REBID

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane, Public Works Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Public Infrastructure	Base bid \$102,792.00 plus alternate \$106,592.00	

ISSUE SUMMARY:

The Museum has water infiltrating the building in different areas. This is due to the mortar joints deteriorating. The project was bid earlier this summer with a low bid at that time coming in just over \$194,000. The bid spec was changed to repair some of the old stone versus just replacing all of them, this was the largest cost difference in the new low bid. B and B Quality Building Restoration was the low bid initially and is once again the lowest qualified bidder in this round of rebidding.

STAFF RECOMMENDATION:

Approve the low bid from B and B Quality Building Restoration

ATTACHMENTS:

Bid analysis/bid tab

RECOMMENDED MOTION:

Motion to approve the museum tuckpointing bid for B and B Quality Building Restoration, the lowest qualified bidder, in an amount that includes the base bid plus alternate for a total expenditure of \$106,592.

Client	City of Waupun
Project	Heritage Museum Restoration REBID
Prepared By	K. Dressler

Project No.	W6218-012
Date	09.04.2024

The City of Waupun (hereinafter referred to as the OWNER) has received bids on the third day of September 2024 for the Heritage Museum Restoration REBID, (hereinafter referred to as the Project); and

Cedar Corporation (hereinafter referred to as ENGINEER) has been retained by the OWNER to prepare bid tabulations, analyze bid results and consult with the OWNER on the award of contracts.

The ENGINEER hereby consults as follows:

1. Bids were received from three bidders. Base bids ranged from a low of \$102,792.00 to a high of \$172,113.00. A summary of the bid tabulation is attached.
2. Based upon ENGINEER's analysis of the bids received on the above PROJECT, the responsive low bidder is:

B&B Quality Building Restoration of WI LLC
 2456 Highway MM
 Fitchburg, WI 53575

Base Bid Amount:	\$102,792.00
<u>Alternate Bid Amount:</u>	<u>\$ 3,800.00</u>
Total Bid Amount:	\$106,592.00

3. It is understood that by this analysis, that the ENGINEER does not guarantee the Contractor's performance which is covered by the Contractor's bond, but it is a statement by the ENGINEER that the ENGINEER has no information which would lead the ENGINEER to believe that the Contractor does not have the necessary equipment and personnel to complete the PROJECT in compliance with the drawings and specifications within reasonable tolerances generally accepted in the trade.
4. It is further understood that this analysis is not a representation that the ENGINEER has reviewed the proposal for possible legal irregularities which should be a function of the OWNER'S legal counsel, and at the option of the OWNER.
5. It is further understood that in the event that OWNER feels that the Contract should be awarded on some basis other than price, the OWNER should defer further action on this PROJECT until a thorough legal review can be made by OWNER'S legal counsel.



Bid Tab

Heritage Museum Restoration REBID
 City of Waupun
 Dodge County, WI

September 3, 2024

Line				B&B Quality Bldg Rest Fitchburg, WI		Berglund Construction Chicago, IL		Building Restoration Roseville, MN	
Item	Item Description	Unit	Qty	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Base Bid									
1	Re-Pointing Masonry	SF	1200	\$36.00	\$43,200.00	\$25.00	\$30,000.00	\$41.00	\$49,200.00
2	Cut Stone Replacement	SF	20	\$400.00	\$8,000.00	\$650.00	\$13,000.00	\$633.00	\$12,660.00
3	Limestone Replacement	SF	25	\$400.00	\$10,000.00	\$560.00	\$14,000.00	\$838.00	\$20,950.00
4	Fill Crack in Cut Stone	LF	5	\$165.00	\$825.00	\$300.00	\$1,500.00	\$872.00	\$4,360.00
5	Fill Chipped Cut Stone	SF	5	\$125.00	\$625.00	\$700.00	\$3,500.00	\$977.00	\$4,885.00
6	Masonry Cleaning	SF	4500	\$1.00	\$4,500.00	\$4.00	\$18,000.00	\$1.00	\$4,500.00
7	Roof Flashing	LF	90	\$49.00	\$4,410.00	\$80.00	\$7,200.00	\$153.00	\$13,770.00
8	Concrete Stair with Landing	EA	1	\$8,500.00	\$8,500.00	\$31,720.00	\$31,720.00	\$20,160.00	\$20,160.00
9	Concrete Foundation	LF	16	\$700.00	\$11,200.00	\$580.00	\$9,280.00	\$1,198.00	\$19,168.00
10	Railing	LF	18	\$550.00	\$9,900.00	\$1,400.00	\$25,200.00	\$718.00	\$12,924.00
11	Sidewalk Replacement	SF	32	\$51.00	\$1,632.00	\$50.00	\$1,600.00	\$298.00	\$9,536.00
Base Bid Total					\$102,792.00		\$155,000.00		\$172,113.00
Alternate									
12	Concrete Slab	SF	32	\$25.00	\$800.00	\$75.00	\$2,400.00	\$120.00	\$3,840.00
13	Concrete Foundation	EA	2	\$1,500.00	\$3,000.00	\$1,300.00	\$2,600.00	\$2,800.00	\$5,600.00
Alternate Total					\$3,800.00		\$5,000.00		\$9,440.00
Base Bid + Alternate					\$106,592.00		\$160,000.00		\$181,553.00



AGENDA SUMMARY SHEET

MEETING DATE: 9/10/24

TITLE: Approve Asphalt Paving Contract for S West Street (W. Lincoln St to Visser Ave)

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane, Public Works Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Public Infrastructure	Total project \$42,866.25 Wisconsin Local Roads and Improvement Program will offset 50% of the project costs	

ISSUE SUMMARY:

On September 4th the City held a bid opening for mill and overlay of S. West St. We received and opened two bids. One from Kartechner Brothers LLC and the other from Northeast Asphalt.

STAFF RECOMMENDATION:

Approve the low bid from Kartchener Brothers LLC

ATTACHMENTS:

Bid Tab

RECOMMENDED MOTION:

Motion to approve the low bid in the amount of \$42,866.25 from Kartechner Brothers LLC as presented.

CITY OF WAUPUN

BID TAB

**Asphalt Paving Contract
S. West St. (W. Lincoln St. to Visser Ave.)
Wednesday, September 4, 2024**

Kartechner Brothers LLC N11829 County Rd I Waupun WI 53963					
Item No	Item Description	Approx S.Y.	Mill Price	Surface Price	Total Price
1	2" Profile Mill				
	2" Blacktop Sufrace (4LT 58-28s)				
	S. West St. (W. Lincoln St. to Visser Ave)	4899	\$ 0.95	\$ 7.80	\$ 42,866.25
Total Item #1					\$ 42,866.25

Northeast Asphalt 20 Camelot Dr. Fond Du Lac WI 54935					
Item No	Item Description	Approx S.Y.	Mill Price	Surface Price	Total Price
1	2" Profile Mill				
	2" Blacktop Sufrace (4LT 58-28s)				
	S. West St. (W. Lincoln St. to Visser Ave)	4899	\$ 1.40	\$ 9.00	\$ 50,949.60
Total Item #1					\$ 50,949.60



AGENDA SUMMARY SHEET

MEETING DATE: 9/24/2024

TITLE: Amend Ch. 7.03(3)(4)(5) Sidewalk Construction and Repair

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane, Director Public Works

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

SUMMARY:

Attached is the City's current ordinance 7.03 Sidewalk Construction and Repair. ADA and maintenance standards have changed and the ordinance is recommended for updates.

STAFF RECOMMENDATION:

Discussion

ATTACHMENTS:

Preliminary Ordinance 7.03 Sidewalk Construction and Repair with Proposed Revisions

RECOMMENDED MOTION:

Motion to recommend updates to the Common Council to City of Waupun Ordinance Chapter 7 Section 7.03 Sidewalk Construction and Repair to meet current ADA and maintenance standards.

7.03 SIDEWALK CONSTRUCTION AND REPAIR.

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- (1) DEFINITIONS. The following terms have the meanings indicated:
- Crack. A fissure within a sidewalk square.
- Defective Sidewalk or Square. A sidewalk square meeting the criteria for replacement in subsection (4) below.
- Joint. A cleavage created for expansion purposes which separates 2 or more sidewalk squares.
- Sidewalk. A public sidewalk within the street right-of-way.
- Sidewalk Square. That portion of a sidewalk bordered by joints and the sidewalk edge.
- Spalling. A chipped or splintered condition of a sidewalk square.
- (2) WISCONSIN STATUTES. Section 66.615, Wis. Stats., is incorporated herein by reference.
- (3) DELEGATION OF AUTHORITY; SIDEWALK INSPECTORS. The City Engineer shall have the authority of the Board of Public Works as provided for in §66.615, Wis. Stats., and ~~he~~ they shall designate one or more subordinates as sidewalk inspectors who shall have the duty of inspecting the sidewalks within the City and ordering or arranging for the replacement and or repair of defective sidewalks.
- (4) CRITERIA FOR DETERMINING NECESSITY OF REPLACEMENT OR REPAIR when applicable. Sidewalk squares which meet the following criteria shall be considered defective, unsafe and insufficient and in need of replacement or repair:
- There is a difference in height equal to or greater than one-half inch in the elevation of adjacent sidewalk squares.
 - There is a crack equal to or greater than one-half inch in width.
 - There is a difference in height equal to or greater than one-half inch in the elevation of adjacent sections of a crack or a crack with width greater than one-half inch for 3 inches or longer
 - There is depression greater than one-half inch within a sidewalk square.
 - There is spalling which has resulted in a depression greater than one-half inch.
 - There is a noticeable change or distortion in the constant grade resulting from the heaving or settlement of 2 or more sidewalk squares, where this creates a difference in height of one inch or more.
 - There has been a temporary sidewalk repair.
- (5) TEMPORARY SIDEWALK REPAIR. No sidewalk square shall be ordered or arranged to be repaired by way of crack fillers, asphalt -wedges, surface treatments or the like by a sidewalk inspector, except as a temporary measure pending replacement and or repair. Sidewalk squares which, upon inspection, are noted to have been temporarily repaired shall be ordered or arranged to be replaced. However, wherever the only defect is a difference in elevation due to settlement or having, it shall be permissible to remedy the defect by adjusting the square.
- (a) Crack filling will be allowed only using High Performance, self-leveling one-part Polyurethane sealant as preventive maintenance.-
- (6) PROCEDURE; SIDEWALK REPLACEMENT AND PAYMENT OF COSTS. The procedure for sidewalk replacement and for the payment of the cost shall be governed by §66.615, Wis. Stats.

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(Supp. No. 19)

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- (7) NONCOMPLIANCE. Sidewalks replaced by the City contractor or City forces shall be subject to an administrative fee as established annually by the Common Council on the Fee Schedule per tax parcel in addition to the replacement cost.
- (8) NEW SIDEWALKS.
- (a) Owners of business or commercial real estate abutting any public street in the City shall construct and perpetually maintain sidewalks prior to the time of opening for business.
 - (b) Owners of residential real estate abutting any public street in the City shall construct and perpetually maintain sidewalks in the manner following:
 - 1. Sidewalks shall be constructed at such time as directed by the Board of Public Work. Owners shall be prohibited from constructing sidewalks absent such direction from the Board.
 - 2. Where the Board of Public Works has directed that residential sidewalks be constructed, the Board is authorized to grant temporary exemptions to owners where the Board determines that special or unusual situations make the construction of sidewalks impossible or impractical and an alternate means of sidewalk is available or unnecessary. All such exemptions shall be for a term of one year, unless the Board otherwise directs at the time of granting the exemption, however, in no event shall such exemption be granted on a permanent basis.
- (9) SIDEWALK CONSTRUCTION. These specifications shall apply to the construction and restoration of sidewalks installed for improvement of pedestrian facilities. All sidewalks installed on public property shall be constructed in accordance with the following provisions:
- (a) All sidewalks shall be constructed with Class A Concrete, unless other materials are approved by the City Engineer, the Director of Public Works, or Board of Public Works.
 - (b) All sidewalks shall have a minimum width as outlined in the Table in §7.13, unless otherwise provided by the Board of Public Works.
 - (c) The elevation of the sidewalk, as measured at the outside edge (edge nearest to the private property) shall be no less than 2% or no more than 5% above the top of the adjacent curb. The transverse slope of the sidewalk shall be not less than one-quarter inch per foot or more than one inch per foot, sloping toward the public street.
 - (d) All sidewalks shall have a concrete thickness of 4 inches over a 4-inch gravel base, except at driveways where sidewalk shall be constructed of concrete 6 inches thick over a 4-inch gravel base.
 - (e) Commercially prepared concrete (ready-mix) shall conform substantially to the Standard Specifications for Road and Bridge Construction as prepared by the Wisconsin Department of Transportation, Division of Highways, except that concrete shall contain not less than 6 bags of cement per cubic yard.
 - (f) The foundation for the sidewalks shall be thoroughly tamped or otherwise compacted to prevent settlement and be moistened before placing the concrete. The concrete shall be consolidated and spaded sufficiently to bring the mortar to the surface and prevent honeycombing. Before the mortar has set, the surface shall be struck off and floated with a wooden or magnesium float, steel troweled and brushed.
 - (g) Transverse joints shall be constructed at right angles to the centerline of the sidewalk, either by sawing or grooving, at approximately 4-foot intervals. One half-inch transverse expansion joint filler shall be installed at each property line. The edges of the sidewalk shall be rounded with an edger having a ¼-inch radius. Concrete shall not be placed on frozen ground and shall be protected against freezing for a period of 72 hours after placement. The concrete shall be cured for a minimum of three days using impervious plastic or paper, wet fabric or liquid impervious membrane.

(h) All sidewalks shall generally be located as outlined in the Table in §7.13 unless it is necessary to be further from the property line to match the location of sidewalks on either or both sides of the property involved.

(10) PENALTY. Any person who shall fail to replace or repair defective, sidewalks within 45 days after being so ordered as provided herein shall be subject to a penalty as provided in §18.04 of this Municipal Code. A separate offense shall be deemed committed on each day in which a violation of this section occurs or continues. This section shall not preclude the City from replacing or repairing defective sidewalks as provided in §66.615, Wis. Stats.

(Ord. No. 23-09, § 4, 11-28-2023)