



A G E N D A
CITY OF WAUPUN BOARD OF PUBLIC WORKS
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, May 13, 2025 at 4:30 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Virtually:

<https://us02web.zoom.us/j/84598147665pwd=WUVVV5aRblypekM06muDVj6LYMsmi.1>

Teleconference:

Meeting ID: 845 9814 7665

Passcode: 920022

Phone: 312 626 6799

CALL TO ORDER

ROLL CALL

RECOGNITION OF MAYORAL APPOINTMENT OF BOARD MEMBERS

1. 2025-2026 Board of Public Works

NOMINATIONS AND APPOINTMENT OF BOARD CLERK

ESTABLISH DAY OF MONTH AND TIME OF BOARD MEETING

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

No Public Participation after this point

CONSIDERATION - ACTION

- [2.](#) Approve Minutes from April 8, 2025 Board of Public Works Meeting
- [3.](#) Department Report for the month of March
- [4.](#) Approve and Recommend to Council Ice Arena Ammonia Ventilation Bid from Bassett
- [5.](#) Approve Installation of a New Pole and Net at Schlieve Field
- [6.](#) Recommend to Council Purchase a generator for the new Community Center
- [7.](#) Approve and Recommend to Council to Amend Chapter Six Traffic Code Ordinance
- [8.](#) Approve Location of New Sculpture
- [9.](#) Discuss Installation of Stop Signs at Uncontrolled Intersections
- [10.](#) Approve Stop Sign Policy and Recommend to Council

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
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, April 08, 2025 at 4:30 PM

Chairman Matoushek called the meeting to order at 4:30 pm

Roll Call Taken. Members present include Alderpersons: Peter Kaczmariski, Mike Matoushek, Citizens: Dave Rens, Dale Heeringa, and Gregg Zonnefeld. Ex-Officio: DPW Director Jeff Daane. Also in attendance is Mayor Rohn Bishop and Jason Whitford (online). Absent and excused: Andrew Sullivan

Future meetings and gatherings include the next regularly scheduled meeting, scheduled for Tuesday, May 11, 2025, 4:30 p.m. Waupun City Hall, 201 E Main Street, Waupun, WI.

Motion Rens, second by Heeringa to approve minutes for March 11, 2025 Board of Public Works meeting contingent on correcting the spelling of Towne. Carried unanimously.

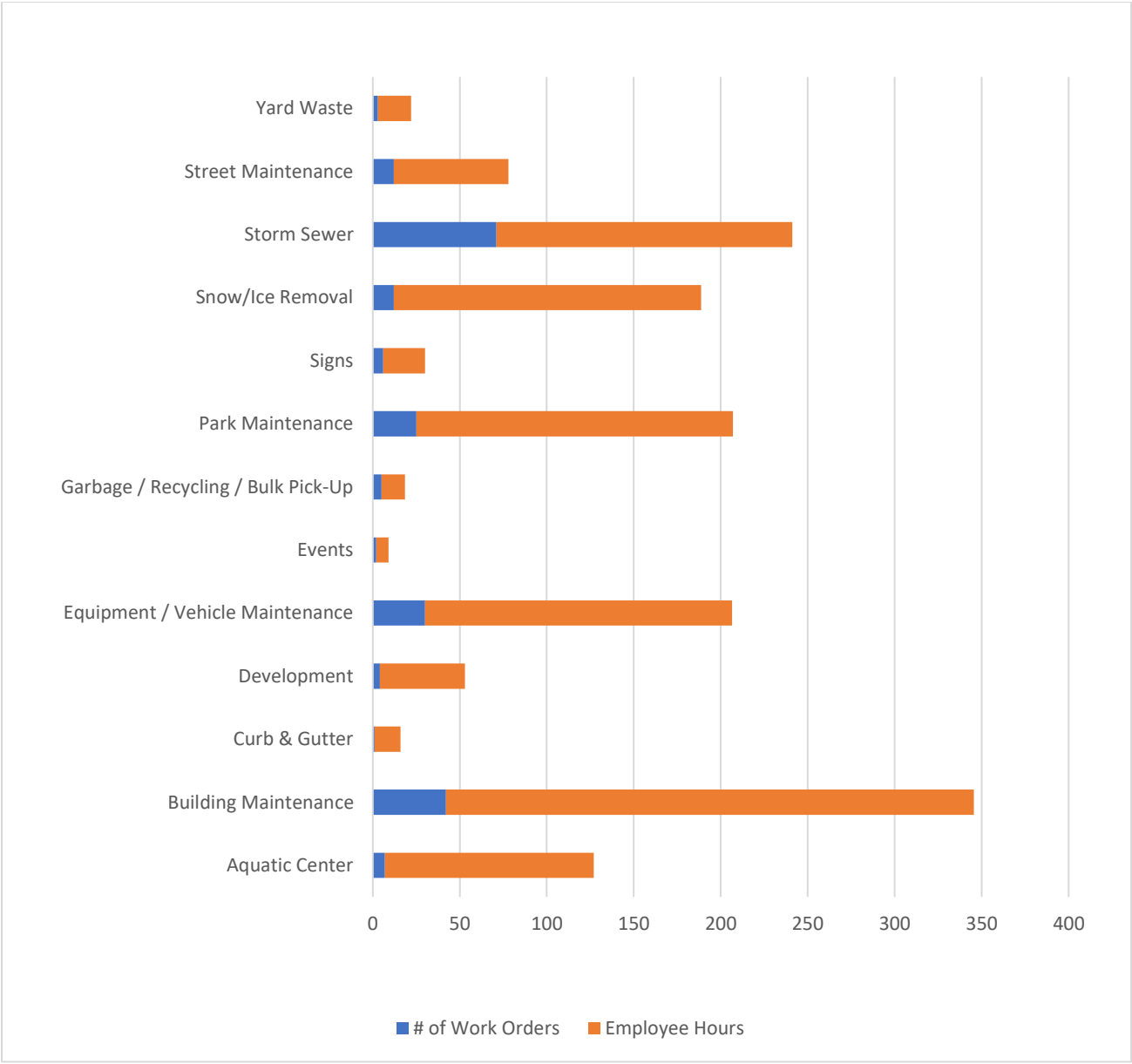
Daane presents cost share of shed for Newton Ave and Rock Ave in phase 2 for \$2,000. The city acquired easements before phase 1 of the Harris Creek improvements and the city staff installed new gravel and new footings and relocated a few sheds. The phase 2 portion only involves one shed and city staff would not have to move or supply new gravel pad, only tear down old shed and split part of the cost. Matoushek inquires if compensation is similar to phase 1 and Daane stated it was very similar and maybe less with not having to pay labor costs. Motion Zonnefeld, second by Rens to approve cost share of shed for property owner at 201 N Harris Ave in the amount of \$2,000. Carried unanimously.

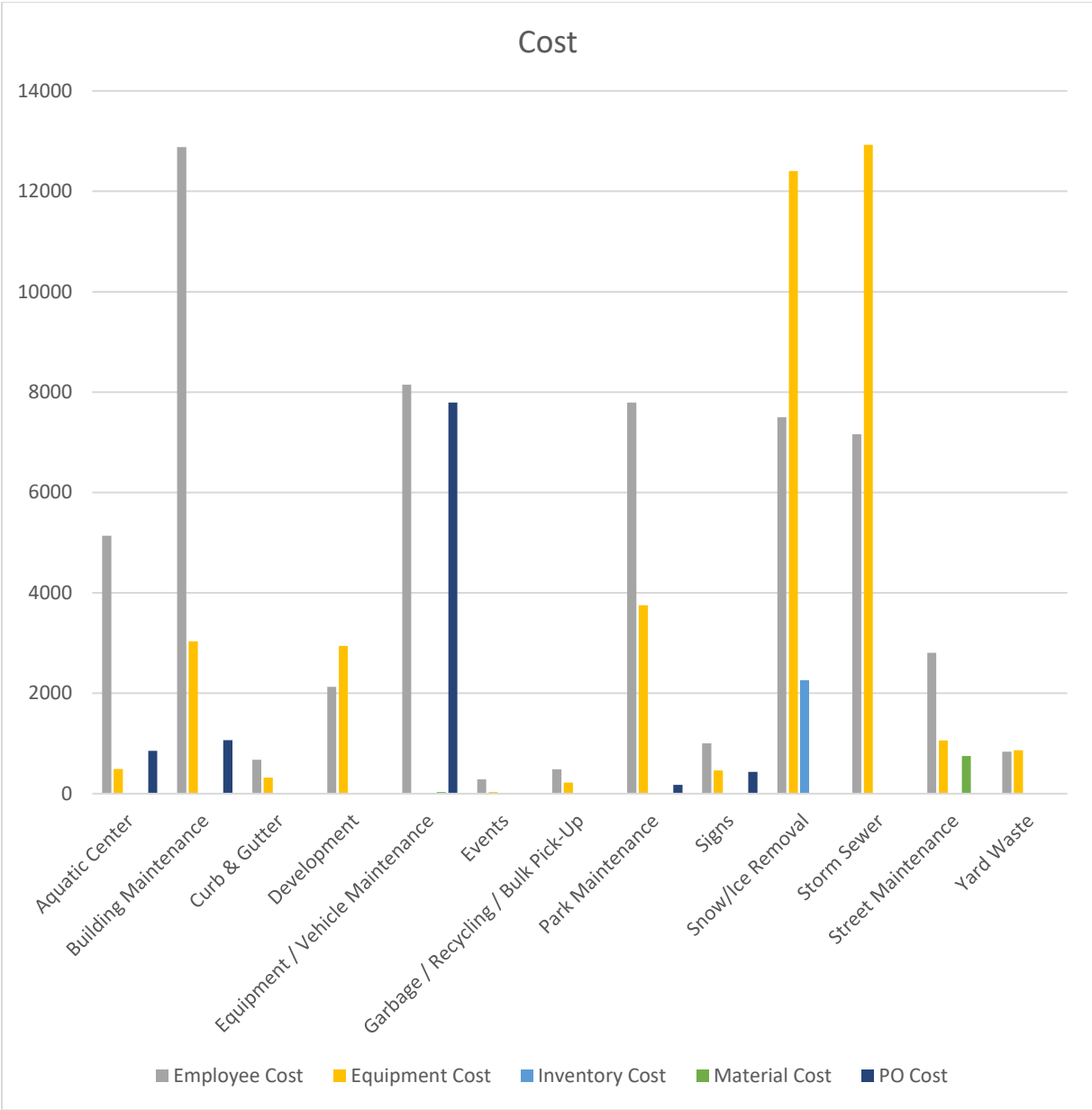
Daane provides updates that the Ice Rink ammonia ventilation bid was out but the city did not receive any bids and was rebid this week. Daane will look into a website called Quest where the city can place information on there to hopefully reach a larger audience for better competitive pricing on bids.

Daane also provides update that next week they have their preconstruction meeting for Newton Ave and Rock Ave.

Motion Zonnefeld, second Heeringa to adjourn this meeting at 4:42pm. Carried unanimously.

Minutes submitted by Kelsy VandeStreek, Public Works and Planning Coordinator, City of Waupun







AGENDA SUMMARY SHEET

MEETING DATE: 5/13/25

TITLE: Re-bid Ammonia leak detection & ventilation refrigeration system

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane, Public Works Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe Community	\$158,050	

ISSUE SUMMARY:

The city received a bid on May 6th for the Waupun Recreational Arena Ammonia system ventilation work. This will help ensure the safety of building users so that if there were an ammonia leak an alarm would sound and proper ventilation would begin. The bid did come in under the budgeted amount

STAFF RECOMMENDATION:

Approve the bid from Bassett Mechanical

ATTACHMENTS:

Bassett Mechanical bid

RECOMMENDED MOTION:

Motion to approve and recommend to council the bid from Bassett Mechanical for \$158,050

BID FORM

BID TO

City of Waupun
Department of Public Works
201 E. Main St.
Waupun, WI 53963

BID BY

Bidder Bassett Mechanical _____

Address 1215 Hyland Ave _____

City Kaukauna _____ State WI _____ Zip 54130 _____

Mailing Address (if different from above)

City _____ State _____ Zip _____

Telephone () _____ Fax () _____ email _____

State the correct and full name of business, and provide the above information completely.

BID FOR

2025-03-04 IFC-Waupun Ice Rink Ammonia Ventilation

The Bidder acknowledges that he has reviewed and fully understands the Bid Documents.

The Bidder acknowledges receipt of the following Addenda, ☐ #1, ☐ #2, ☐ #3, ☐ #4, ☐ #5, and has incorporated the Addenda into the Bid Documents.

The Bidder agrees to perform the Work of this Contract in accordance with the Bid Documents, and to accept full compensation therefore in the amount of this Bid.

The Bidder agrees that this Bid may not be modified or withdrawn for a period of 45 calendar days after the date designated for receipt of Bids.

The Bidder agrees to, if notified of the acceptance of this Bid by the Owner, enter into a Contract with the Owner on the Terms stated in the Bid and the Contract Documents.

The Bidder agrees to commence and complete the Work in accordance with the Project Schedule, after execution of the Contract or receipt of written notice.

BASE BID FOR WAUPUN ICE RINK AMMONIA VENTILATION

TOTAL COST: ONE HUNDRED FIFTY-EIGHT THOUSAND FIFTY DOLLARS AND ZERO CENTS
(Dollars (\$158,050.00))

GENERAL REQUIREMENTS

The Bidder agrees that if notified of the acceptance of this Bid, he will submit the following information to the Owner:

1. A Certificate of Insurance depicting the coverage and condition required by the Contract.
2. A list of all subcontractors, if applicable, with a description of the Work to be performed on the Project by all subcontractors.

The Owner reserves the right to reject any or all Bids without explanation, to waive irregularities, and to accept a Bid, which in the Owner's sole judgment, is in the Owners best interests.

Respectfully submitted,

Bidder Spencer Adler _____

Signature



_____ Printed Name Spencer Adler _____

Title Business Development _____

Date 5/6/25 _____

END OF DOCUMENT

CITY OF WAUPUN RE-BID TAB
AMMONIA LEAK DETECTION & VENTILATION REFRIGERATION SYSTEM

Waupun Ice Arena
510 E Spring Street, Waupun
Tuesday, May 6, 2025 9:00am

Bassett Mechanical 1215 Hyland Ave Kaukauna WI 54130	
	Total Bid
	\$ 158,050.00

	Total Bid

	Total Bid



AGENDA SUMMARY SHEET

MEETING DATE: 5/13/25

TITLE: Schlieve Field complaint

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane, Public Works Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe Community	\$4,500-\$5,000	

ISSUE SUMMARY:

We received a complaint that a net that was hung behind the backstop at Schlieve Field was removed years ago when a new backstop design was installed. The complainant is asking for a net to be hung again in that location. This will require a new pole and net to be hung.

To remove the existing pole, install a new pole and hang the net labor and materials we are in the \$4,500-\$5,000 range.

STAFF RECOMMENDATION:

Approve ordering of materials and install new net

ATTACHMENTS:

RECOMMENDED MOTION:

Motion to approve installing new pole and net at Schlieve field



AGENDA SUMMARY SHEET

MEETING DATE: 5/13/25

TITLE: Recommend to Council Purchase a generator for the new Community Center

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane, Public Works Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	\$44,025 Sponsorship Funds	

ISSUE SUMMARY:

The new Community Center has been setup with the capability to generate a portion of the building. The building can then be used as Command Center during a disaster or storm related event. It could also be used as an evacuation Center. This generator could also be used on the storm sewer lift station.

We have had conversations with the Utilities, and they have been more than willing to let us use a generator. However, if there were a large outage in the city the possibility is real that a generator would not be available. Purchasing this unit also gives us the ability to add a transfer switch at our garage location if power is lost. This has happened in the past and been a real challenge getting equipment out for storm clean-up.

STAFF RECOMMENDATION:

Recommend to Council the purchase of a generator

ATTACHMENTS:

Generac Sourcewell information

Wolter MMG45 Generator proposal with Sourcewell pricing

Wolter MMG45 Generator proposal without Sourcewell pricing

RECOMMENDED MOTION:

Motion to recommend to council the purchase of a generator with Sourcewell pricing from Wolter.



Government Energy Solutions

POWERING THE MILITARY AND PUBLIC SECTOR

GENERAC®
INDUSTRIAL
ENERGY

Resilient Energy for Every Level of Government

We're Your Total Energy Solutions Partner

From federal agencies to municipal governments and military installations, energy resilience is a top priority. Generac Industrial Energy's solutions are designed to meet the unique demands of government agencies, ensuring continuity in operations while addressing growing sustainability goals and compliance requirements.

As energy resilience becomes critical due to increasing threats—from natural disasters to cybersecurity risks—Generac Industrial provides the solutions necessary for reliable, uninterrupted power.

WHAT WE DO

Reliability: With over 65 years of experience, we'll ensure your agency's critical operations stay powered with our dependable backup energy solutions, guaranteeing uninterrupted performance when it's needed most.

Scalability: Our energy solutions are flexible and designed to scale across government infrastructure, supporting everything from small municipal buildings to large federal complexes.

Compliance: Generac's solutions adhere to the strict regulations required by government agencies, helping you stay compliant with essential energy mandates and standards.

Sustainability: We integrate renewable energy solutions such as natural gas and bi-fuel systems to help you reduce your carbon footprint while maintaining the resiliency and efficiency your agency requires.

Support: Our extensive nationwide service and support network ensures rapid response and repair, minimizing downtime and ensuring your government operations remain powered and reliable.

HOW WE DO IT

Customizable Energy Solutions: We tailor our energy solutions to meet the specific needs of your agency, from small-scale municipal projects to large federal facilities, ensuring seamless integration and optimal performance.

Compliance with Government Regulations: Generac collaborates closely with regulatory bodies to ensure all products not only meet but exceed government energy requirements, including EPA and federal energy standards.

Sustainability-Driven Innovation: By incorporating advanced renewable technologies and energy storage systems, we help government agencies achieve sustainability goals without compromising reliability or efficiency.

WHY WE DO IT

At Generac, we lead the world to more sustainable, efficient, and resilient energy solutions — because we understand that powering government operations means empowering communities, safeguarding critical services, and ensuring a stronger future for all.



Partner with us to energize the future of your government agency's critical infrastructure.



Product Categories

Robust energy solutions designed for large-scale government facilities



**Mobile Gaseous Units are Tri-Fuel (Natural Gas, Liquid Propane, or Wellhead Gas)*



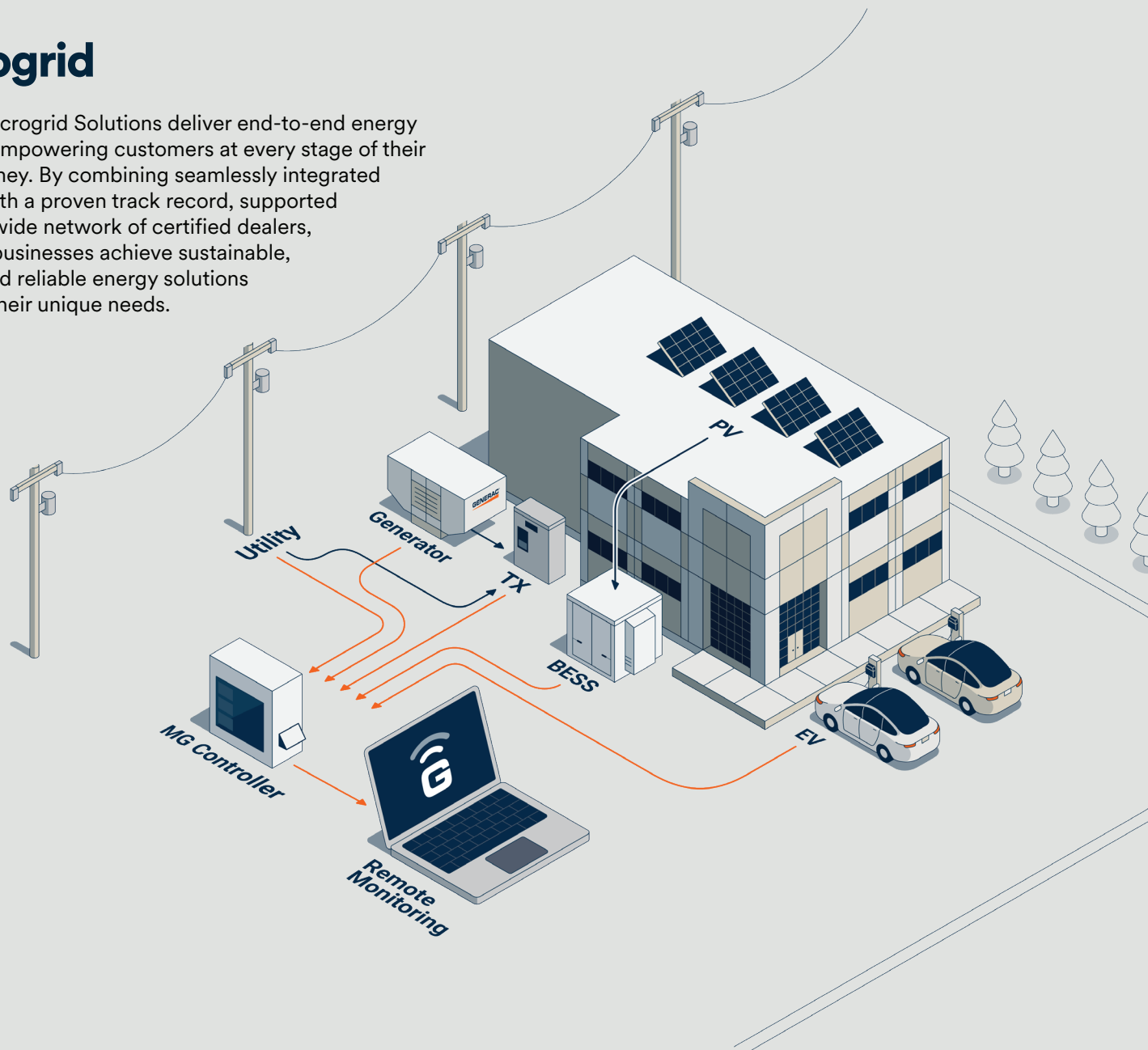
Transfer Switches & Controllers



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Microgrid

Generac Microgrid Solutions deliver end-to-end energy resilience, empowering customers at every stage of their energy journey. By combining seamlessly integrated products with a proven track record, supported by a nationwide network of certified dealers, we ensure businesses achieve sustainable, efficient, and reliable energy solutions tailored to their unique needs.



Co-Op Purchasing

Generac offers streamlined procurement through established government contracts:



CONTRACT #092222-GNR
CONTRACT #020923-GNR
CONTRACT #031121-GNR

Trusted partnership offering government entities easy access to Generac's extensive product line.



CONTRACT #00XYZA00B000C

General Services Administration-approved solutions for federal agencies.



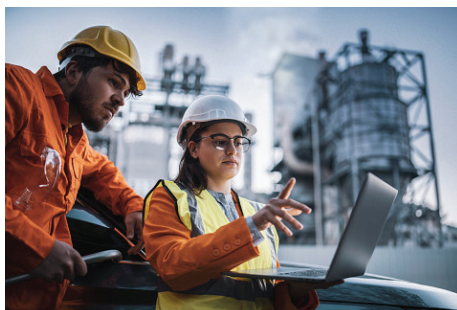
Segments Overview

Delivering resilient, sustainable energy solutions for the most essential operations in government.



Military/Defense

Mission-critical power for defense operations.



Public Utilities

Ensuring consistent power for public services and infrastructure.



Education

Reliable energy for educational institutions, from K-12 to higher education.



Municipal

Powering city halls, emergency services, and municipal buildings.



Public Transportation

Supporting the energy needs of public transport systems.



Discover how Generac's tailored solutions can ensure the resilience and reliability of your agency's operations. Contact us today to learn more.

Case Studies

East Tennessee Military Base

Application

A large-scale military installation required critical backup power for its Operations Planning Building, which also housed a vital medical clinic. The existing generator had failed, and a replacement was urgently needed to restore operational readiness. Key constraints included the need to integrate with an existing UL2085-compliant fuel tank and fit seamlessly into the designated footprint to avoid costly and time-intensive site modifications.

Solution

Generac Industrial provided a replacement generator that fit flawlessly within the existing site parameters, aligning with the UL2085-compliant tank and eliminating the need for structural changes. Leveraging Generac's expedited lead times and robust product availability, the new solution was delivered and installed with minimal downtime, ensuring mission-critical operations were quickly restored with minimal disruption.

Application: Military/Defense

Location: East Tennessee, TN US

Products/Solutions: 1x SD 500 Diesel

System Configuration: 480V, 500kW



Slover Library / Sargeant Memorial

Application

The Slover Library in downtown Norfolk, VA, is home to the Sargeant Memorial Collection, a valuable archive of artifacts sensitive to light, heat, and humidity. Many items require precise storage conditions, including freezers with strict temperature controls and specialized LED lighting. Repeated severe weather events, such as hurricanes and ice storms, caused power disruptions that jeopardized the preservation of these artifacts.

To ensure continued protection, the Slover Library required a reliable backup power system capable of maintaining critical environmental controls while addressing challenges related to location constraints, emissions, and sound level requirements.

Solution

To meet the library's unique needs, Generac Industrial provided two natural gas generators, selected for their cleaner emissions and ability to overcome the location's logistical challenges associated with diesel fuel delivery. The solution included a 250 kW generator dedicated to preserving the Sargeant Memorial Collection's equipment and a 150 kW unit supporting the fire pump and life-safety systems. Both generators were designed with Level 2 enclosures to minimize sound levels and ensure compliance with environmental and operational requirements.

The adaptable design allowed both units to integrate seamlessly with the existing infrastructure, delivering a dependable, low-emission power solution that ensured uninterrupted operation of critical systems and environmental controls.

Application: Municipal

Location: Norfolk, VA US

Products/Solutions: 1x SG 250 Natural Gas and 1x SG 150 Natural Gas

System Configuration: 480V, 400kW



FDA Wiley

Application

The Federal Agency Food and Drug Administration (FDA) required a robust and redundant backup power solution for its research and data storage facility in suburban Washington, DC. With reliability and uptime as critical priorities, the agency needed a system capable of ensuring continuous operation while optimizing costs and scalability.

Solution

Generac Industrial provided a modular diesel generator system, featuring four 500 kW units with a fifth 500 kW module added later to expand capacity. The generators were seamlessly integrated with a custom-built single fuel tank, delivering a highly reliable and efficient solution tailored to the FDA's stringent requirements.

The modular design offered both redundancy and expandability, ensuring long-term operational resilience for the critical research facility.

Application: Municipal

Location: College Park, MD US

Products/Solutions: 5x MD 500 Diesel

System Configuration: 480V, 2500kW



Baton Rouge City/Parish DPW Pro

Application

After Hurricane Gustav in 2008 left Baton Rouge without power for up to three weeks, the city's wastewater lift stations shut down, causing backflow and severe pollution of the rivers and waterways. To address this failure and prevent future backfills, the state required a resilient, scalable backup power solution capable of supporting a citywide wastewater system with 300–400 pump stations of varying capacities.

Solution

Working with ARCCO Power Systems, a trusted Generac Industrial dealer partner, the city implemented a comprehensive backup power strategy to meet the needs of its wastewater system. The solution included a range of Generac generators, with capacities spanning from 10 kW to 2 MW, delivering a total of 63 MW of reliable backup power across all required stations. Beyond the installation, ARCCO provided ongoing maintenance, fuel refreshing, and support to ensure the system's sustained performance.

This scalable solution, powered by Generac Industrial's proven technology, now ensures uninterrupted operation of Baton Rouge's wastewater infrastructure, protecting the city from future environmental and operational risks.

Application: Water/Wastewater

Location: Baton Rouge, LA, US

Products/Solutions: 3x MD 1000 Diesel

System Configuration: 480V, 3000kW

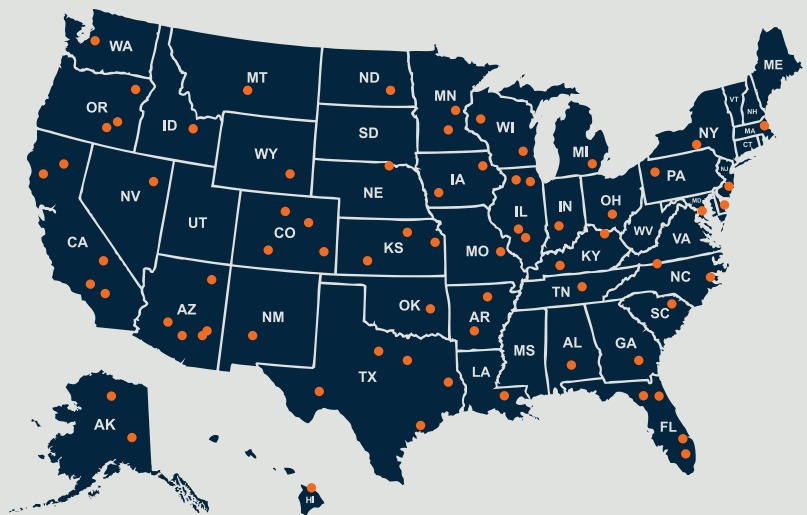


GENERAC
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POWER

Support Network

Nationwide Support for Government Entities

Generac's Dealer Network covers the entire USA and Canada, ensuring local expertise and rapid response for all government projects. Our specialized team offers tailored assistance for government clients, from project planning to implementation and ongoing support.





Vision for the Future

As a leader in smart, sustainable energy solutions, Generac is shaping the future of government operations with resilient, innovative systems that deliver unmatched reliability and performance in a rapidly evolving energy landscape.



**Ready to Power Your Government Operations? Visit our website
learn more about how Generac can provide resilient, efficient,
and sustainable energy solutions for your needs.**

<https://www.generac.com/industrial/industry-expertise/government/>



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Generac Power Systems, Inc.
S45 W29290 Hwy. 59, Waukesha, WI 53189

1-888-GENERAC (1-888-436-3722)
201910517 | REV 11/24

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Specifications are subject to change without notice.



PROPOSAL FOR:
City of Waupun

Prepared By:
Jake Pannemann



HEADQUARTERS: 3125 INTERTECH DRIVE | BROOKFIELD WI | 53045



CUSTOMER: City of Waupun

Proposal Date	Proposal #	Prepared By	Terms
5/1/2025	20989675	Jake Pannemann	Net 30 – Pending Approval

We would like to thank you for the opportunity to quote on your Generator Equipment requirements.
We are pleased to offer the following:

DESCRIPTION OF EQUIPMENT AND MATERIALS

Quantity 1 - Generac Mobile diesel engine-driven generator set MMG45IF4, consisting of the following features and accessories:

- 45kVA (36kW) Rating
- Prime Duty Power rating
- 3-Position Voltage Changeover Switch
 - 480V Three Phase
 - 208V Three Phase
 - 240V Single Phase
- Isuzu 4LE2XAGV01 Engine
 - Turbocharged/Aftercooled
 - EPA Final Tier 4 Approved
- Digital Controls w/DVR & PMG
- Single Axle Trailer
- Aluminum Storage Box
- Surge Brakes
- 2-5/16IN Ball Bulldog Adj
- Fuel Tank - Single Wall, 106 Gallon
- 720 CCA Wet Cell Battery
- 10 Amp Battery Charger
- Control Panel Light
- Interior Cabinet Light
- Cam Lock Cover
- CSA
- Fluid Containment
- Block Heater
- CCV Heater
- Fuel Filter Heater
- Standard Engine Cooling Fan
- Battery Disconnect
- Engine Coolant, 60% Ethylene Glycol/40% Water
- MMG45IF4

Quantity 1 – MCTW45BK-25-M-F; 4 Wire, 5 Conductor Cable, 25 Feet Long

Quantity 1 – MCTW45BK-25-M-B; 4 Wire, 5 Conductor Cable, 25 Feet Long

Quantity 1 – APJ10487 Crouse Hinds Plug

Quantity 1 – Leviton Female Connector Plug



Material
Handling



Automation
& Robotics



Cranes
& Hoists



Engineered
Systems



Standby Power
& Generators



Workplace
Storage



Industrial
Storage & Handling



Railcar
Movers



Site Services

- Freight to site (Offloading by others)

.. TOTAL EQUIPMENT AND ACCESSORIES ..

Project Description	Total Net Price
MMG45 Mobile Generator, Cables, and Plugs	\$44,025.00

Prices Valid Until:5/31/25

Clarifications – Additional Notes:

1. Unless specifically listed in our Bill of Materials, equipment not indicated is assumed to be supplied by others.
2. Electrical & Mechanical Installation provided by others.
3. Gas Regulator provided by others. Examples of suitable brands for engine generator service: Sensus5, Emerson Fisher, Itron
4. Diesel Fuel provided by others.
5. Basic Startup & Testing performed during normal business hours (M-F / 7:00am-4:30pm)
6. No Seismic, Local IBC building codes or Unique Local Emissions regulations are included within the pricing.
7. All pricing is Subject to change / base on any scope or BOM changes.
8. Generators subject to storage fees if not accepting delivery within 90 days of completion. \$100/month on mobile units. \$200/month on units <250kW. \$400/month on units >= 250kW.

****Tariff Notice: The prices provided in this quote do not include any tariffs, duties or other government-imposed fees. If such costs apply, they will be billed in addition to the pricing shown and are not included in the quoted amount.****

Generac Sourcewell #092222-GNR



Material
Handling



Automation
& Robotics



Cranes
& Hoists



Engineered
Systems



Standby Power
& Generators



Workplace
Storage



Industrial
Storage & Handling



Railcar
Movers



Buyer hereby grants to Seller a security interest in all equipment and materials listed herein to secure payment in full of the purchase price of all such equipment and materials, and performance of all other obligations by Buyer under this agreement; Buyer authorizes the Seller to file a UCC financing statement with respect to this security interest. All prices subject to sales tax (if applicable).

This Proposal is subject to Wolter, Inc's Standard Terms and Conditions, which are incorporated herein by reference. Buyer expressly agrees to such Standard Terms and Conditions and any inconsistent or additional terms submitted by Buyer are rejected. See: <https://www.woltergroupllc.com/terms-conditions/>

APPROVED AND ACCEPTED BY: _____

PRINTED NAME: _____

TITLE: _____

EMAIL ADDRESS: _____

DATE: _____

AUTHORIZED SIGNATURE: X _____

ACCEPTED BY SELLER:

QUOTATION SUBMITTED BY: Jake Pannemann
(Salesperson)

SIGNATURE: X _____

TITLE: _____

(This Quotation shall become a contract only upon signature by the Sales Manager of Seller at its business offices.)

If you have any questions, please contact us:

Sales Rep: **Jake Pannemann**
Cell Phone: **262-693-5928**
Email Address: **Jake.Pannemann@wolterinc.com**

Company: **Wolter, Inc.**
Address: **3125 Intertech Dr**
City/State/Zip: **Brookfield, WI 53045**

Customer Name: **City of Waupun**
Quote Number: **20989675**
Quote Date: **5/1/2025**



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Prepared By:
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HEADQUARTERS: 3125 INTERTECH DRIVE | BROOKFIELD WI | 53045



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- Digital Controls w/DVR & PMG
- Single Axle Trailer
- Aluminum Storage Box
- Surge Brakes
- 2-5/16IN Ball Bulldog Adj
- Fuel Tank - Single Wall, 106 Gallon
- 720 CCA Wet Cell Battery
- 10 Amp Battery Charger
- Control Panel Light
- Interior Cabinet Light
- Cam Lock Cover
- CSA
- Fluid Containment
- Block Heater
- CCV Heater
- Fuel Filter Heater
- Standard Engine Cooling Fan
- Battery Disconnect
- Engine Coolant, 60% Ethylene Glycol/40% Water
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.. TOTAL EQUIPMENT AND ACCESSORIES ..

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Cranes
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Engineered
Systems



Standby Power
& Generators



Workplace
Storage



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Storage & Handling



Railcar
Movers



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APPROVED AND ACCEPTED BY: _____

PRINTED NAME: _____

TITLE: _____

EMAIL ADDRESS: _____

DATE: _____

AUTHORIZED SIGNATURE: X_____

ACCEPTED BY SELLER:

QUOTATION SUBMITTED BY: Jake Pannemann
(Salesperson)

SIGNATURE: X_____

TITLE: _____

(This Quotation shall become a contract only upon signature by the Sales Manager of Seller at its business offices.)

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Cell Phone: **262-693-5928**
Email Address: **Jake.Pannemann@wolterinc.com**

Company: **Wolter, Inc.**
Address: **3125 Intertech Dr**
City/State/Zip: **Brookfield, WI 53045**

Customer Name: **City of Waupun**
Quote Number: **20989675**
Quote Date: **5/1/2025**



Material Handling



Automation & Robotics



Cranes & Hoists



Engineered Systems



Standby Power & Generators



Workplace Storage



Industrial Storage & Handling



Railcar Movers



AGENDA SUMMARY SHEET

MEETING DATE: 5/13/25

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

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane, Public Works Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	Sign and post cost	

ISSUE SUMMARY:

We have received and are working on parking complaints along Industrial Dr. This is due to increased semi traffic at the new loading area for Wisconsin Dairies. The new loading dock is near the existing dock for King Manufacturing. If trucks park directly across from King's dock they have issues accessing it. The no parking area would be starting 400' west of S. Watertown St. and continue west for 140'

We have added some new signs to not block the driveway along with painting the driveway areas yellow. We have seen positive results from the previous work.

STAFF RECOMMENDATION:

Approve and recommend it to the council

ATTACHMENTS:

Draft ordinance

Map of area

RECOMMENDED MOTION:

Motion to approve and recommend to council to amend chapter six to reflect the changes.

ORDINANCE NUMBER 25-_____

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 6.05 (3) (e) of the Waupun Municipal Code entitled "No
Parking" is amended to add the following subsection:

151.. On the north side of Industrial Dr commencing 400 feet west of the west
curb line of S Watertown St and continuing west for a distance of 140 feet.

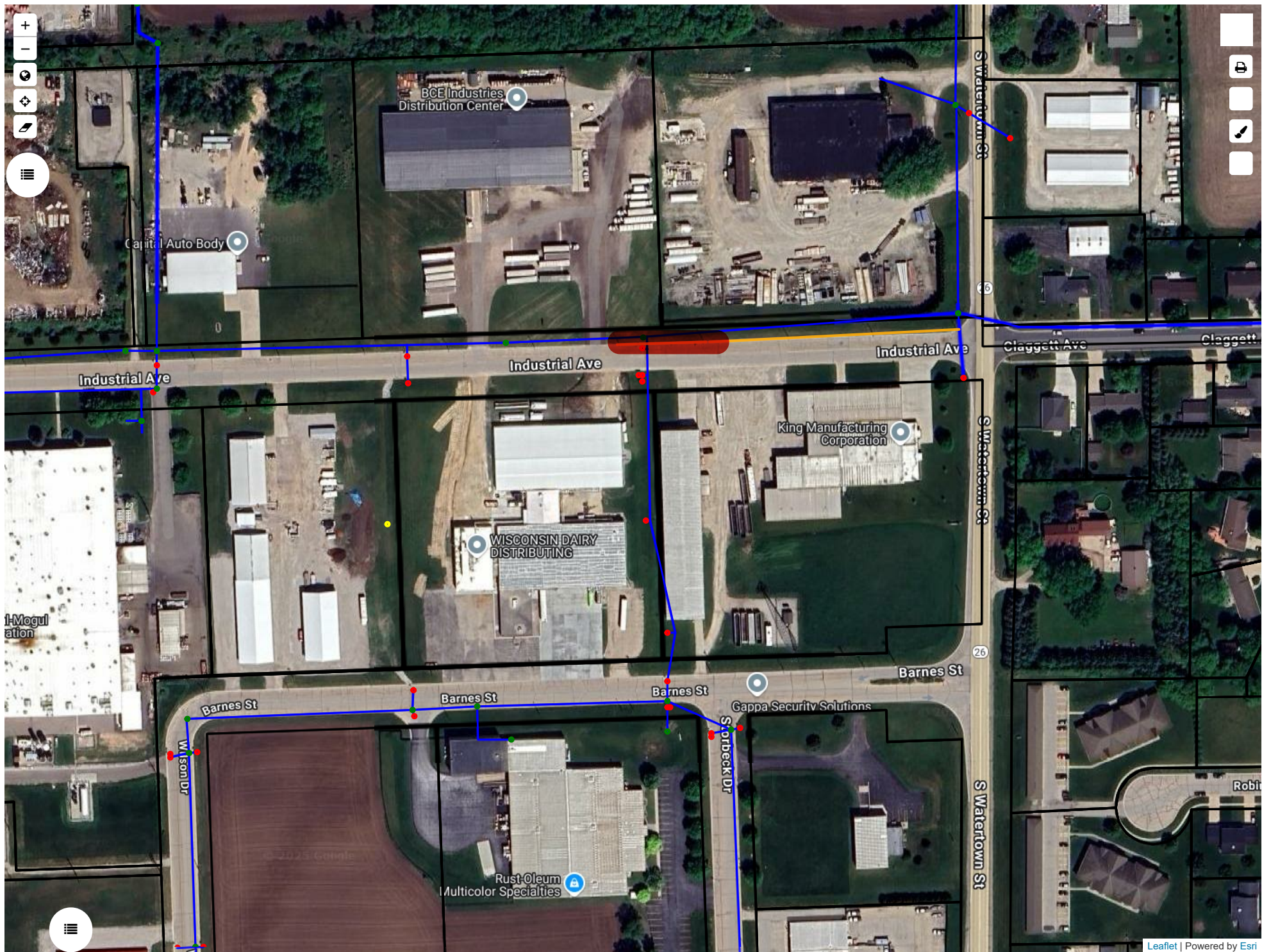
SECTION 2: This Ordinance shall be in full force and effect upon its passage
and publication as provided by law.

Enacted this _____ day of _____, 2025

Rohn W Bishop,
Mayor

ATTEST:

Angela Hull
City Clerk





AGENDA SUMMARY SHEET

MEETING DATE: 5/13/25

TITLE: Install Sculpture along the River at Harris Mill Park

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane, Public Works Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe Community	If we used the existing pad, there would be no installation cost. If different locations were selected some additional costs	

ISSUE SUMMARY:

Jeni Mally has raised the funds to install a sculpture along the Rock River. She is bringing a few locations that could work for the installation. If the location where the current concrete table is located is selected this would need to be moved to a new location possibly at a different park.

STAFF RECOMMENDATION:

ATTACHMENTS:

<u>RECOMMENDED MOTION:</u>

Create Waupun (Waupun City of Sculpture)

PO Box 3 Waupun WI 53963

createwaupun@gmail.com

920-948-6921

May 7th, 2025


City of Waupun Department of Public Works Committee

201 E. Main Street

Waupun, WI 53963

Proposal for Permanent Placement of “Eddings & Etchings” Sculpture at Shaler Park and Mill Pond Area

“Eddies and Etchings” 2025



Inspired by the interactive meandering path of the Rock River's flowing waters gently moving through the area to inspire new sights and experiences.

Materials: Welded and Cut Corten Steel, and Aluminum

Dimensions:
48" x 30" x 4"
Base: 48" x 30" x 18"
\$5000

Dear Members of the Public Works Committee,

On behalf of Create Waupun (Waupun City of Sculpture), a 501(c)(3) nonprofit organization dedicated to enhancing public spaces through art, we respectfully submit this proposal requesting final approval for the permanent placement of the sculpture titled *Eddies & Etchings* by artist James and Ryan Pedersen at Shaler Park.

Sculptors James and Ryan Pedersen are a father/son collaborative team who create welded constructions in relief and free standing form. The combinations of steel, brass, and copper are used in most designs. The earthy colors and textures are achieved through welding, cutting, grinding and heat-treating these materials. Their finished artwork illustrates their combined

passion for the outdoor environment as an artistic selection of these elements with a stylized approach that is related to various interpretations of the modern landscape.

This bronze sculpture is intended to join Waupun's growing legacy collection of public art that celebrates the city's values of creativity, education, and connection to nature. The selected site in Shaler Park offers a peaceful and accessible setting that aligns beautifully with the contemplative spirit of the piece. The sculpture's placement near the Rock River will encourage reflection, community engagement, and artistic appreciation for residents and visitors alike. After the installation, educational programming will be created and administered in collaboration with the Waupun Community Center and the Waupun Park & Recreation.

Details of the Proposal

- **Sculpture Title:** *Eddies & Etchings*
- **Artist:** James & Ryan Pedersen
- **Material:** Corten Steel and Aluminum
- **Dimensions:** 48"x30"x18", Base: 48"x30"x18"
- **Placement Site Location:** Placement #1, Placement #2, Placement #3 or #4
- **Installation Timeline:** Upon sculpture delivery (anticipated June 1)
- **Funding:** Fully funded by Create Waupun through WI Waterway Grant
- **Maintenance Responsibility:** Create Waupun will coordinate annual cleaning and maintenance in collaboration with the City of Waupun

Details of the Placement Site

Placement Site #1

- Relocate table to another park or location
- Low Cost
- Easiest Install



Placement Site #2

- Flower garden atmosphere
- Easiest to maintain
- Require pad to be poured



Placement Site #3

- Along path between gazebo and river
- Require pad to be poured



We kindly request that this proposal be placed on the agenda for your next scheduled DPW Committee meeting on May 13, 2025 at 430pm. We also seek **final approval for the sculpture's permanent placement upon its arrival in May**, so installation can proceed without delay.

I plan to attend the meeting to provide additional details, answer questions, or present visuals to support the proposed location.

Thank you for your consideration and continued support of public art in Waupun.

Sincerely,
Jeni Maly
President, Create Waupun Board of Directors
createwaupun@gmail.com



AGENDA SUMMARY SHEET

MEETING DATE: 5/13/25

TITLE: Install stop signs at uncontrolled intersections throughout the city

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane, Public Works Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe Community	\$12,500-\$15,000 materials and labor	

ISSUE SUMMARY:

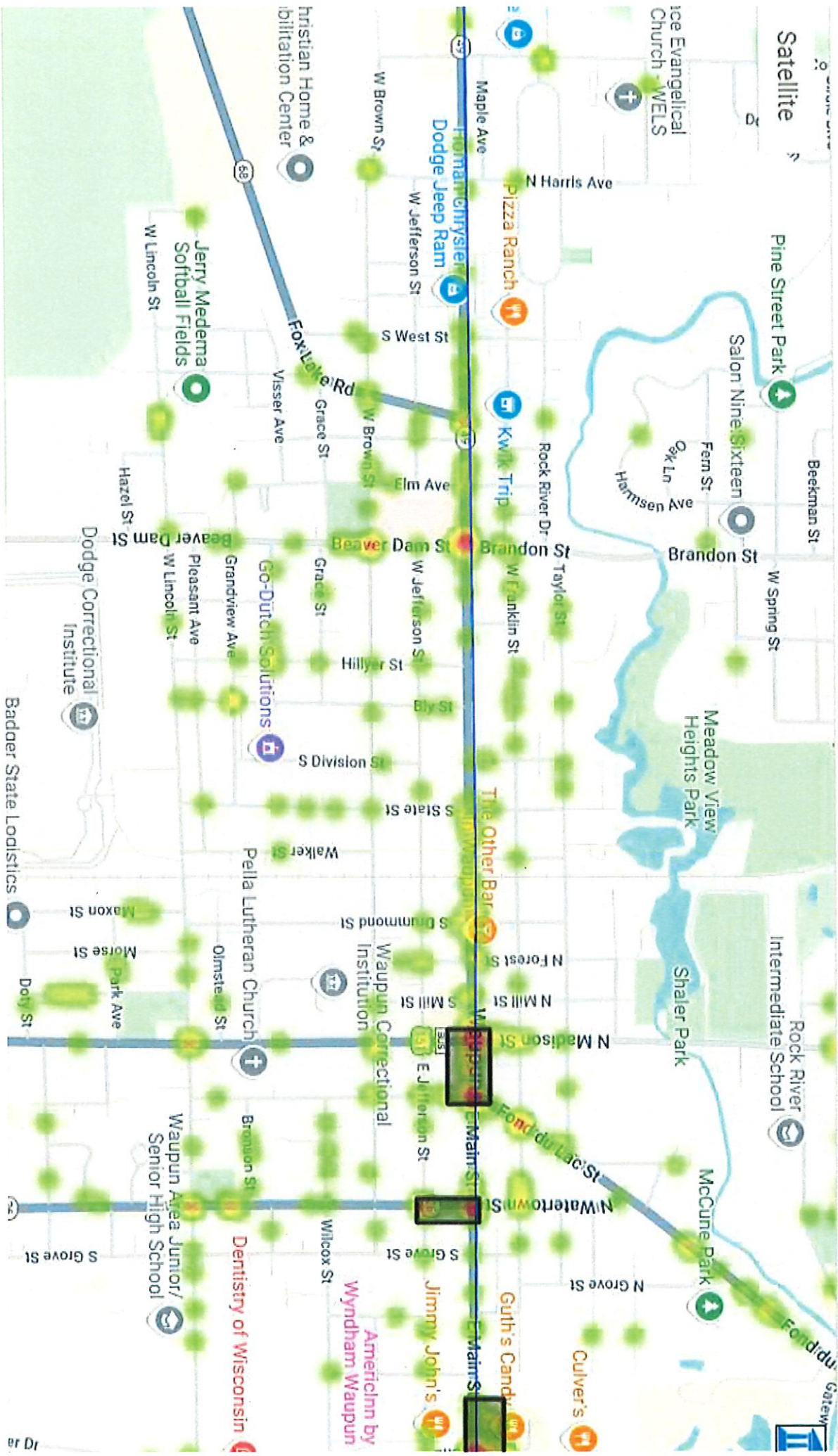
We were asked at a previous meeting to get the number of uncontrolled intersections and a price to add stop signs at those locations. There are currently 49 uncontrolled intersections. Most of these intersections are in residential areas. If this is approved, we would need to budget for this work and would need to happen over a few years.

STAFF RECOMMENDATION:

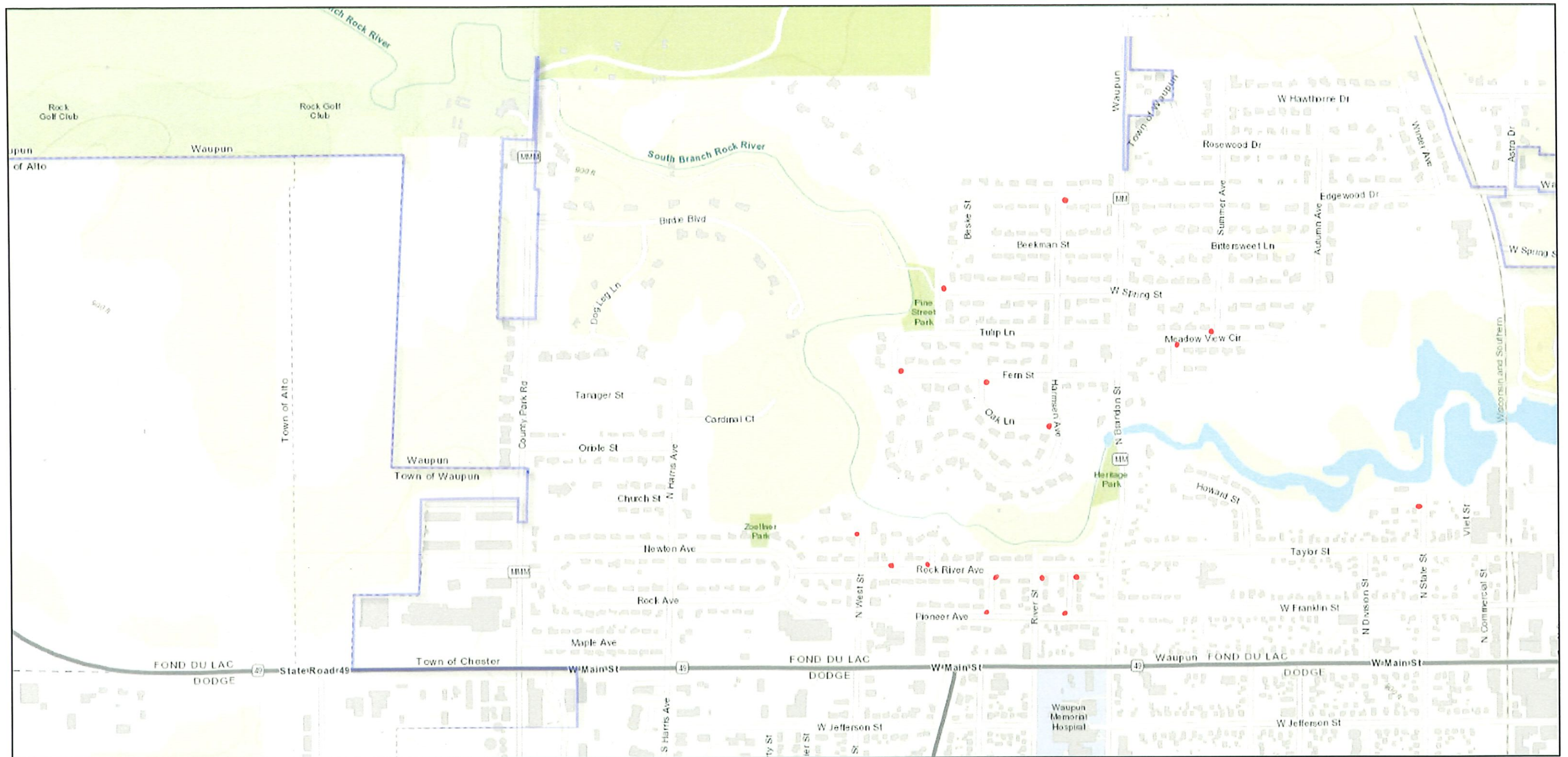
ATTACHMENTS:

Maps of locations
Police crash map

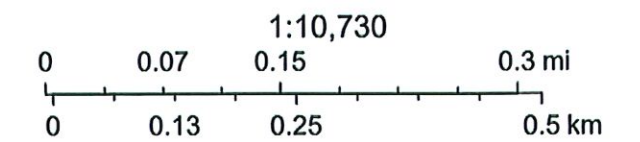
<p><u>RECOMMENDED MOTION:</u></p>
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ArcGIS Web Map



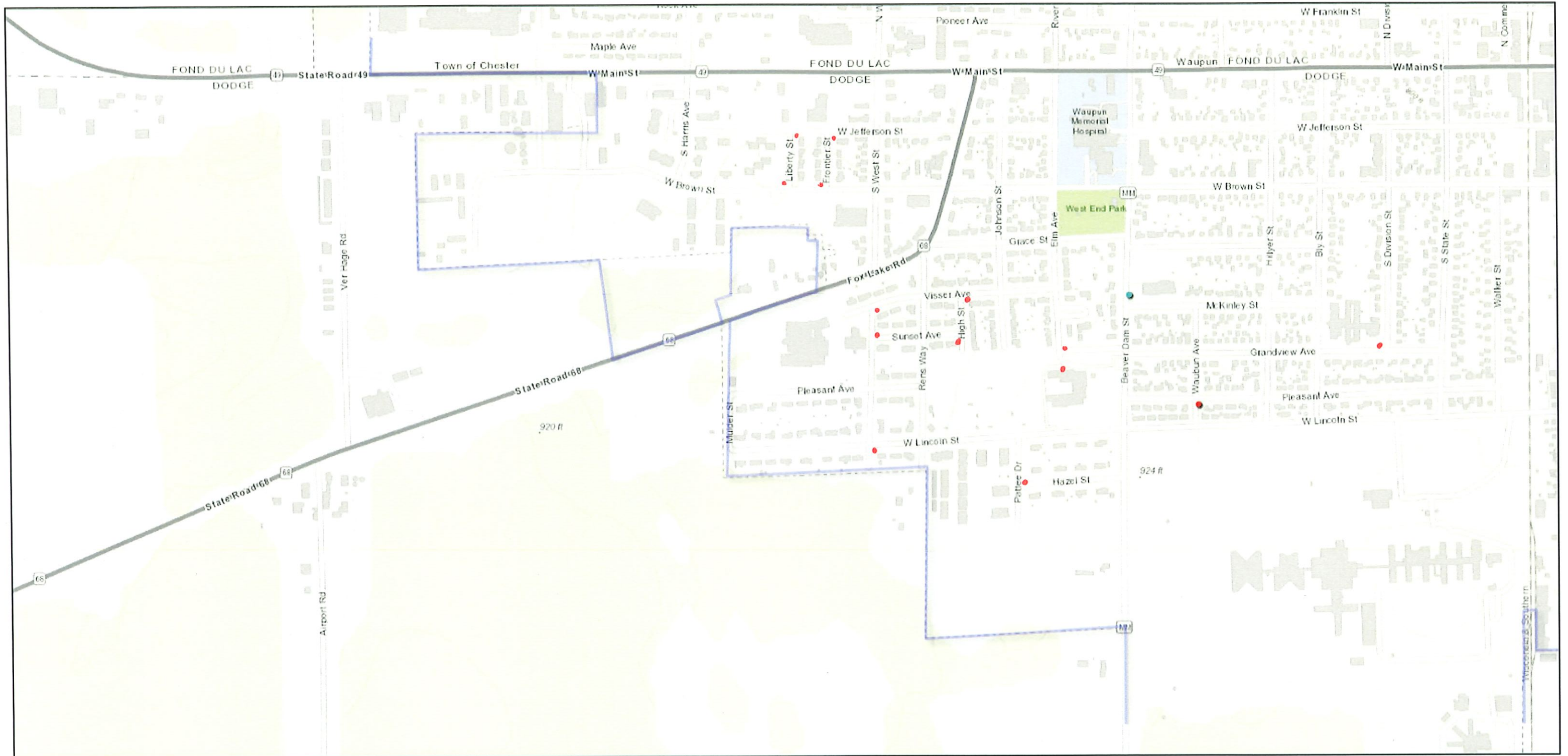
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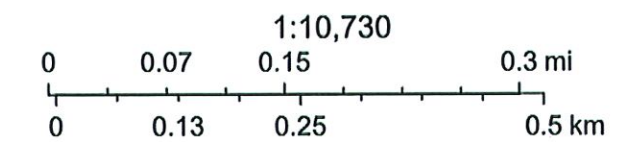
Esri Canada, Esri, HERE, Garmin, INCREMENT P, Intermap, USGS, METI/NASA, EPA, USDA

ArcGIS Web Map

13



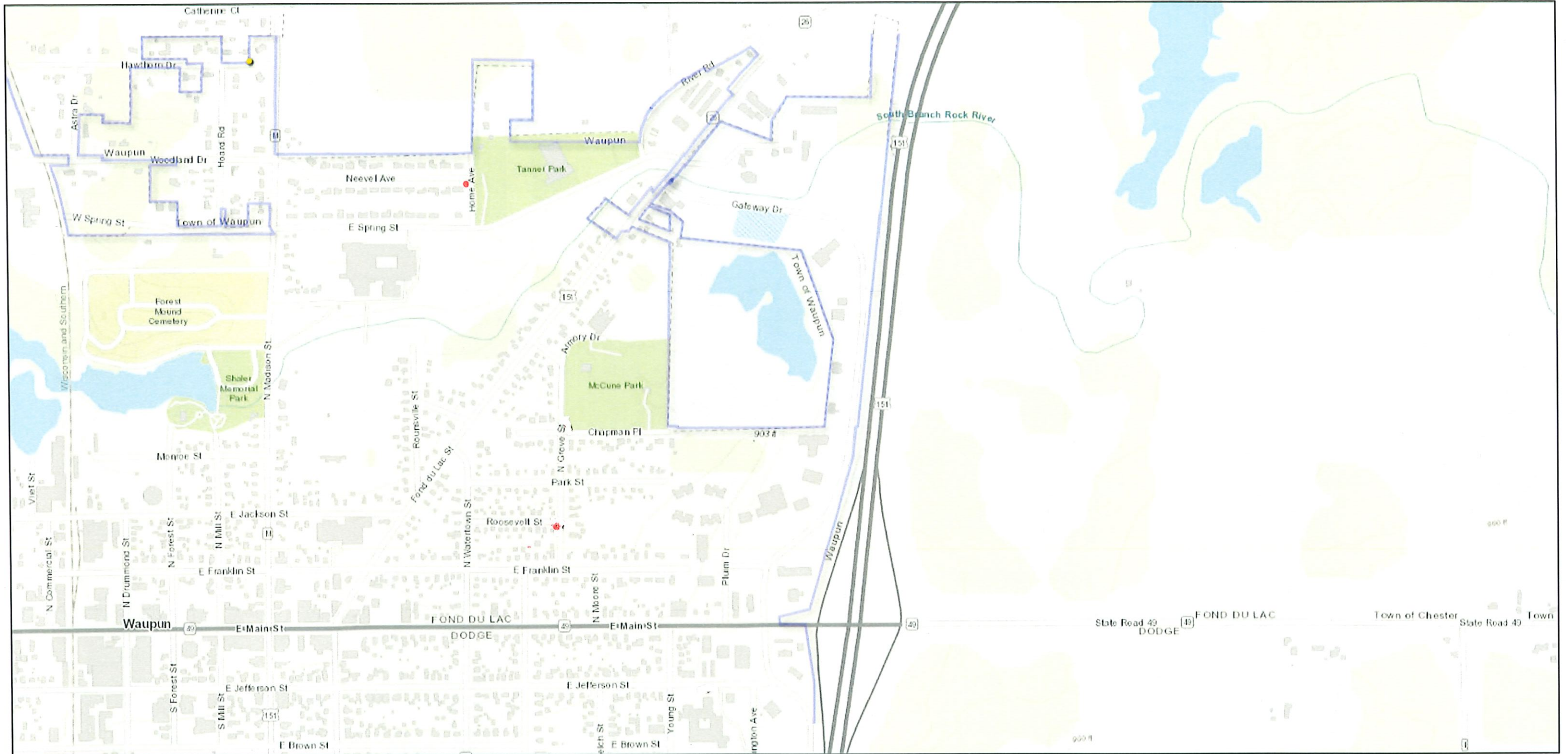
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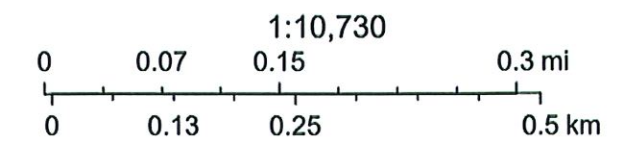
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ArcGIS Web Map

2



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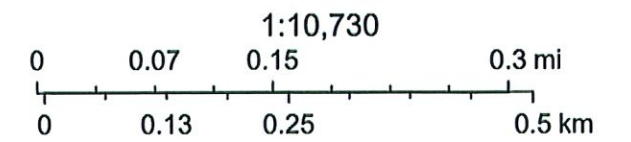


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15



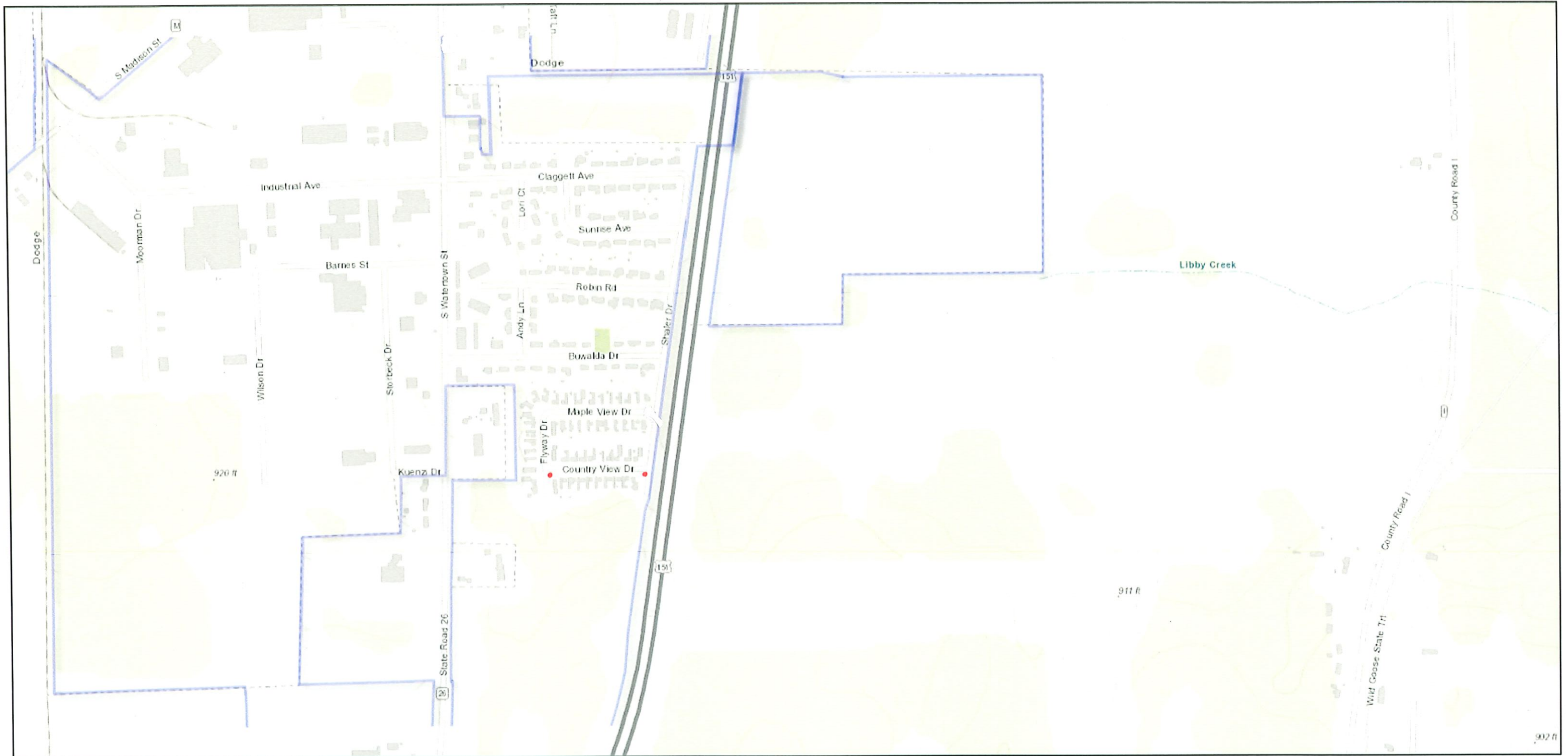
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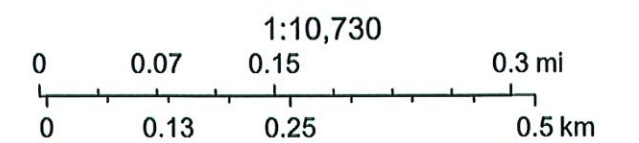
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ArcGIS Web Map

2



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AGENDA SUMMARY SHEET

MEETING DATE: 5/13/25

TITLE: Stop sign policy

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane, Public Works Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe Community	Costs to install new signs	

ISSUE SUMMARY:

Historically when the city added a new stop sign to an intersection. The board would ask for information to be presented before making the decision. The information that was brought forward was crash history from the police department, what has changed in the area, and possibly traffic count for the street.

We are presenting a policy to guide the board through the process. This will help them make an informed decision and also give the residents form they can fill out and submit to this request.

STAFF RECOMMENDATION:

Approve Stop sign policy and recommend it to council

ATTACHMENTS:

Stop sign policy

RECOMMENDED MOTION:

Motion to approve and recommend stop sign policy to council

City of Waupun

Stop Sign Policy & Guidelines

Introduction

The City of Waupun wishes to ensure that its streets are as quiet and safe as possible, particularly those in residential areas. As it relates to this, the City often receives requests for the installation of stop signs to address concerns of interested citizens. In order to provide a predictable and consistent method for responding to these requests, the City has established this Policy and Guidelines document for Stop Sign Installation. This policy also addresses standards which are commonly used by staff for considering such requests and describes the methods adopted by the City for responding to citizen requests and ultimately installing stop signs on Waupun Streets.

Policy Usage and Guidelines

It is the objective of this Policy to consider requests and the installation of stop signs where appropriate, based upon engineering analysis and sound judgement.

This document is intended to be used in conjunction with professional engineering judgement and best practices. In addition, due to the fact that most every street in the City of Waupun has its own unique characteristics, these guidelines do not constitute either final or complete design, or evaluation criteria for a complete traffic calming plan. Local site conditions must be evaluated for all traffic calming installations, and terrain, roadway, traffic or land use characteristics, sight distance conditions, and / or any other unusual conditions may require case specific modifications or exceptions.

The City of Waupun reserves the right, at its own discretion, to analyze and implement traffic calming measures including, but not limited to stop signs, at specific locations should it deem necessary to increase safety.

Traffic Calming Methodology

The Institute of Traffic Engineers (ITE) defines traffic calming as *“the combination of mainly physical measures that reduce the negative effects of motor vehicle use, alter driver behavior, and improve conditions for non – motorized street users.”* In other words, traffic calming is the use of physical changes either on or adjacent to the street in order to improve safety for motorists, pedestrians, and cyclists.

Typical examples of physical changes aimed at traffic calming may include: stop signs, yield signs, warning signs, radar speed feedback signs, crosswalks, special striping, narrow lanes, on –

street parking, median islands, roundabouts, turn prohibition signs, and diagonal diverters, forced turn channelizations, and median barriers. The majority of these measures are implemented within non – residential areas, and as previously mentioned are typically evaluated on a case by case basis through engineering studies and analysis.

The most common residential traffic calming measure used at intersections is stop signs.

Guiding Principles & Stop Sign Criteria

It is important to emphasize that stop signs are not appropriate for all intersections. Principles to be aware of prior to making a request include the following:

- A. Stop signs are intended to control vehicular traffic conflicts at intersections and are not to be used as a device to control speed or solely for the identification of pedestrian crosswalks
- B. Individual stop signs should not be installed to control traffic, but may be installed as part of an overall neighborhood traffic calming effort.
- C. Stop signs should not be installed against the major flow of traffic unless special circumstances or design guidelines dictate such installation to address special safety considerations
- D. Stop signs are not substitutes for other traffic control devices.
- E. Warrants recommended by the Manual on Uniform Traffic Control Devices (MUTCD), including the amount of daily traffic, the amount of pedestrian and bicycle activity, high traffic speed, restricted sightlines, accident records, unusual site conditions, and geometrics will be used by staff when evaluating any stop sign requests.
- F. Accidents shall be used as the primary warrant for the installation of stop signs.
- G. Stop signs shall only be installed at intersections where drivers cannot safely apply the right of way rule as defined by the State of Wisconsin.

Factors that must be considered when determining the need for a stop sign at a particular intersection include:

- A. Because stop signs can cause a substantial inconvenience to motorists, disrupt traffic flow, and can result in increased icing conditions in winter, they should only be used where warranted.
- B. Stop signs are not typically encouraged to guide right of way because the minimal safety gains are outweighed by the substantial traffic delays and congestion created.
- C. Accidents may increase following the installation of stop signs if motorists are not aware of the new traffic regulation.
- D. If a motorist consistently observes that cross street traffic is light, the motorist is more likely to question and ultimately ignore the stop sign thereby decreasing intersection safety. According to the FHWA, excessive use of stop signs has been shown to reduce stop sign compliance by as much as 25%.

- E. The installation of unwarranted stop signs may create new speeding problems. Many studies, including FHWA, have shown that motorists tend to accelerate to higher speeds to make up for the time lost at stop signs.
- F. Excessive uses of stop signs may encourage drivers to use alternative routes to avoid the stop controlled intersections, thus increasing traffic volumes and relocating the need for traffic calming measures.
- G. Any installation of stop signs should only occur after a review of its potential impacts on neighboring streets and whether the stop control is compatible with the overall traffic management concept for the area.

Additionally, stop signs need to meet warrants to justify installation. The Federal Highway Administration Manual on Uniform Traffic Control Devices describes the warrants as follows:

Section 2B.05 STOP Sign Applications

Guidance:

STOP signs should be used if engineering judgment indicates that one or more of the following conditions exist:

- A. Intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;
- B. Street entering a through highway or street;
- C. Unsignalized intersection in a signalized area; and/or
- D. High speeds, restricted view, or crash records indicate a need for control by the STOP sign.

Standard:

Because the potential for conflicting commands could create driver confusion, STOP signs shall not be installed at intersections where traffic control signals are installed and operating except as noted in [Section 4D.01](#).

Portable or part-time STOP signs shall not be used except for emergency and temporary traffic control zone purposes.

Guidance:

STOP signs should not be used for speed control.

STOP signs should be installed in a manner that minimizes the numbers of vehicles having to stop. At intersections where a full stop is not necessary

at all times, consideration should be given to using less restrictive measures such as YIELD signs (see [Section 2B.08](#)).

Once the decision has been made to install two-way stop control, the decision regarding the appropriate street to stop should be based on engineering judgment. In most cases, the street carrying the lowest volume of traffic should be stopped.

A STOP sign should not be installed on the major street unless justified by a traffic engineering study.

Support:

The following are considerations that might influence the decision regarding the appropriate street upon which to install a STOP sign where two streets with relatively equal volumes and/or characteristics intersect:

- A. Stopping the direction that conflicts the most with established pedestrian crossing activity or school walking routes;
- B. Stopping the direction that has obscured vision, dips, or bumps that already require drivers to use lower operating speeds;
- C. Stopping the direction that has the longest distance of uninterrupted flow approaching the intersection; and
- D. Stopping the direction that has the best sight distance to conflicting traffic.

The use of the STOP sign at highway-railroad grade crossings is described in [Section 8B.08](#). The use of the STOP sign at highway-light rail transit grade crossings is described in [Section 10C.04](#).

The use of STOP signs on the minor-street approaches should be considered if engineering judgment indicates that a stop is always required because of one or more of the following conditions:

- A. The vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day;*
- B. A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway; and/or*
- C. Crash records indicate that three or more crashes that are susceptible to correction by the installation of a STOP sign have been reported within a 12-month period, or that five or more such crashes have been reported within a 2-year period. Such crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street or highway.*

Generally speaking, stop signs should only be considered for intersections when supported by adequate traffic counts. Studies have shown that placing stop signs at intersections where they are not justified decreases safety as motorists tend to roll through them without actually stopping, while the cross street traffic tends to pay less attention as they assume traffic will obey the stop sign and come to a complete stop.

Stop Sign Request Process

Citizens may request a stop sign be placed at a particular intersection by completing the attached Stop Sign Request Form found on the City of Waupun website.

Upon receipt of the request, staff will gather data and determine whether the intersection meets MUTCD stop sign warrants. Data used in the determination of applicability shall include, but not be limited to:

- Traffic counts for the primary and intersecting streets
- Accident history
- Existing pedestrian accommodations
- Surrounding property uses such as schools, churches, and other gathering spaces, that impact traffic and pedestrian volume
- Analysis of the Overall Traffic Pattern of the larger area

If standards are not met, staff will contact the citizen making the request and explain why a stop sign is not recommended. Requests will go to the Board of Public Works for review. If standards are met, a work order for the sign installation will be issued, and the sign will be installed within a reasonable time frame.

In general, a stop sign installation may be recommended if the following warrants are met:

A. Accidents

- a. Five (5) or more reported accidents occur within a twelve (12) month period which would likely have been avoided by the installation of an all way stop.
- b. Three (3) or more reported accidents occur within a twelve (12) month period or five (5) or more reported accidents occur within a twenty four (24) month period that would likely have been avoided by the installation of a two way stop.

B. Minimum Traffic Volumes and Speed

- a. A stop sign is warranted if the number of vehicles entering the intersection from all approaches averages at least three hundred (300) vehicles per hour for any eight (8) hours of an average day, and;
- b. The combined vehicular, bicycle and pedestrian volume from the minor street averages at least two hundred (200) units per hour for the same eight (8) hours.

C. Visibility

- a. A stop sign is warranted where visibility is limited at the minor street approach, causing motorists to reduce speed.
- b. The minimum sight distance shall be maintained based on the roadway speed and the criteria described in the latest edition of the AASHTO publication "A Policy on Geometric Design of Highways and Streets."

City of Waupun Stop Sign Request Form

In accordance with the City of Waupun's adopted Policy and Procedure for Stop Sign Installation Requests, citizens interested in requesting the installation of a stop sign shall complete and submit this form to the Public Works Department. After receiving the completed form, staff will review the proposed stop sign location using the above mentioned policy procedures, which includes discussion with the applicant. Completed forms shall be submitted to:

City of Waupun
Department of Public Works
201 E. Main St
Waupun, WI 53963

They may also be emailed to: jeff@cityofwaupunwi.gov

Please attach additional sheets containing pictures, maps, or additional text if the space provided is insufficient.

1. Requestor's Information:

- a. Name: _____
- b. Address: _____
- c. Phone: _____
- d. Email: _____

2. Location of the Traffic Concern _____

3. Describe the nature of the traffic problem that is of concern (if possible, please provide pictures and map): _____

4. Why do you feel a stop sign will resolve the traffic concern: _____

5. Is there neighborhood support for your request? Can you demonstrate this support if asked / required? _____

6. Are there any facilities, such as churches, schools, businesses, etc., near this location that generate a high concentration of vehicle and / or pedestrian traffic? _____
