



**A G E N D A**  
**CITY OF WAUPUN BOARD OF PUBLIC WORKS**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, June 10, 2025 at 4:30 PM**

**VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE**

**Virtually:**

<https://us02web.zoom.us/j/84598147665pwd=WUVVV5aRblypekBM06muDVj6LYMsmi.1>

**Teleconference:**

Meeting ID: 845 9814 7665

Passcode: 920022

Phone: 312 626 6799

**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**

1. Next Regularly Scheduled Meeting: Tuesday, July 8, 2025, 4:30 p.m. Waupun City Hall, 201 E Main Street, Waupun, WI

**CONSIDERATION - ACTION**

- [2.](#) Minutes from May 13, 2025 Board of Public Works Meeting
- [3.](#) Department Report for the month of May
- [4.](#) Aqualis Quote
- [5.](#) Quote for Shaler Park Avigilon Upgrade- Lappen Security
- [6.](#) Tru Cleaners LLC Contract for services at City Buildings

**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, May 13, 2025 at 4:30 PM**

Chairman Siebers called the meeting to order at 4:31pm.

Members present include Alderpersons: Dan Siebers, Michael Matoushek, Bobbi Jo Kunz. Citizens: Dale Heeringa, Andrew Sullivan, Greg Zonnefeld, Dave Rens. Ex Officio: DPW Director Jeff Daane. Also in attendance is Mayor Rohn Bishop, Jaedon Buchholz, Jerry Pluim, and Jeni Maly.

Mayoral appointment of board members were recognized

Siebers made motion to nominate Kunz as board clerk, Matoushek seconds. Carried unanimously.

Date and time of meeting will stay the same, the second Tuesday of the month at 430pm

**PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS**

Jaedon Buchholz, of Waupun, wishes to address the Board of Public Works for the location of new sculpture. Buchholz would like the board to consider not using placement site #3 along the path between the gazebo and river as that location is the only spot where you can see both existing statues and would like that site to be reserved for a different statue.

Jerry Pluim, of Waupun, wishes to address the Board of Public Works for the installation of a new pole and net at Schlieve Field. Pluim states he has had 15 holes in his siding from the last couple years and the fence that is currently there does not do anything. He has never had a ball hit his house when the net was up and has planted trees to help lessen the impact but nothing is working and believes installing the net is the only way to protect his house.

Motion Matoushek, second Sullivan to approve minutes from for April 8, 2025 Board of Public Works Meeting. Carried unanimously.

Daane reviews monthly report for March that gives a breakdown for total number of work orders, hours for each work order and total costs associated.

Daane presents Ice Arena Bid from Bassett which was the only bid received. Motion Sullivan, second Rens to approve and recommend to council Ice Arena Ammonia Ventilation Bid from Bassett in the amount of \$158,050. Carried unanimously.

Currently the existing pole at Schlieve Field is not safe to hang a net on but Utilities does have a pole they would work out with the city but still would have expenses to install so price is looking at approximately \$4500-\$5000 to install Daane states. Matoushek questions if we could reach out to all the organizations that use Schlieve field to split the cost. Mayor asks why the cost is so high and Daane said he can't give a for sure number but it is his best guess for costs with materials, man hours and equipment hours. The mayor believes the net should be approved if the only thing that has changed was the city taking down the net and now Jerry's house is getting hit. Motion Matoushek to approve installation of new pole and net, second Sullivan. Carried unanimously.

The new Community Center is equipped to generate a portion of the building in the event of storm and could also serve as an evacuation center with the new generator. Motion Matoushek to approve lower bid from Wolter and recommend to council in the amount of \$44,025, second Zonnefeld. Carried unanimously.

The city has received and are working on parking complaints along Industrial Dr due to increased semi traffic at the new loading area for Wisconsin Dairies. If trucks park directly across from King's dock, they have issues accessing it. Temporary no parking signs were placed and positive results were received. Motion Matoushek to approve and send to council no parking ordinance, second Sullivan. Carried unanimously.

Jeni Maly, President of Create Waupun, presented three possible locations for the new Eddies & Etchings sculpture at Harris Mill Park. Eddies & Etchings is a customized sculpture of the Rock River and was obtained through a mini grant through Protect Wisconsin Waterway. Motion Matoushek to approve site 1 near the shelter with existing pad, second Heeringa. Carried unanimously.

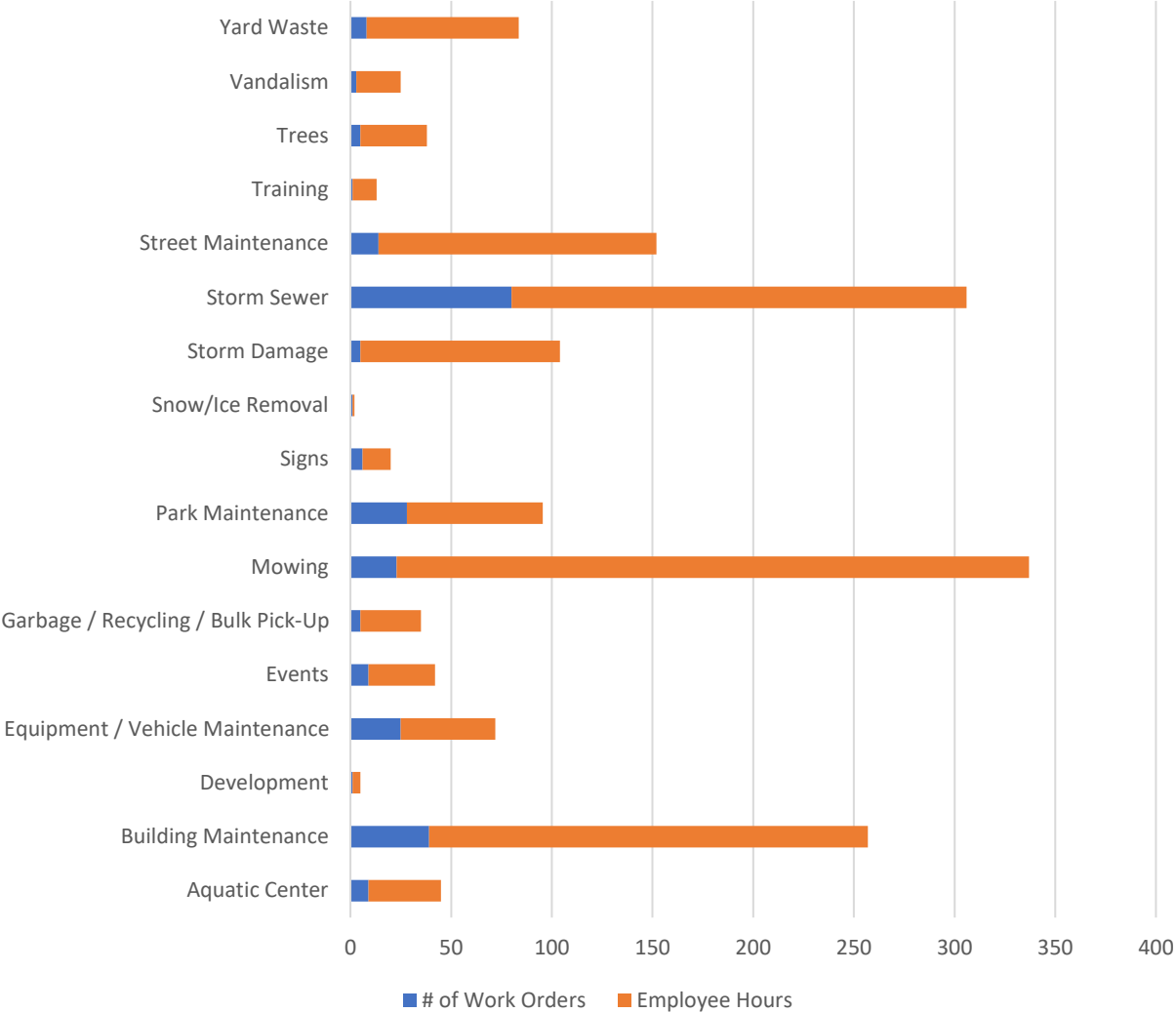
Last meeting Mayor wanted to see how many uncontrolled intersections there was throughout the city. The city worked to create a map of the 48 uncontrolled intersections Waupun currently has. Daane presents it would cost approximately \$12,500-\$15,000 to get those installed. Police Department ran a crash history report and there has not been any accidents reported in those areas. Mayor still feels the city should be proactive and take care of them now rather than to wait until himself or the city receives complaints. Matoushek inquired if there was a way to prioritize the uncontrolled intersections and Daane states there is no crash data history at any of them so it would be more personal preference from the police department or public works crew. Daane states this is a discussion only and asks what the board thinks and is looking for feedback. Consensus is less uncontrolled intersections is more favorable and would like it broken down into quadrants, taking sections at a time.

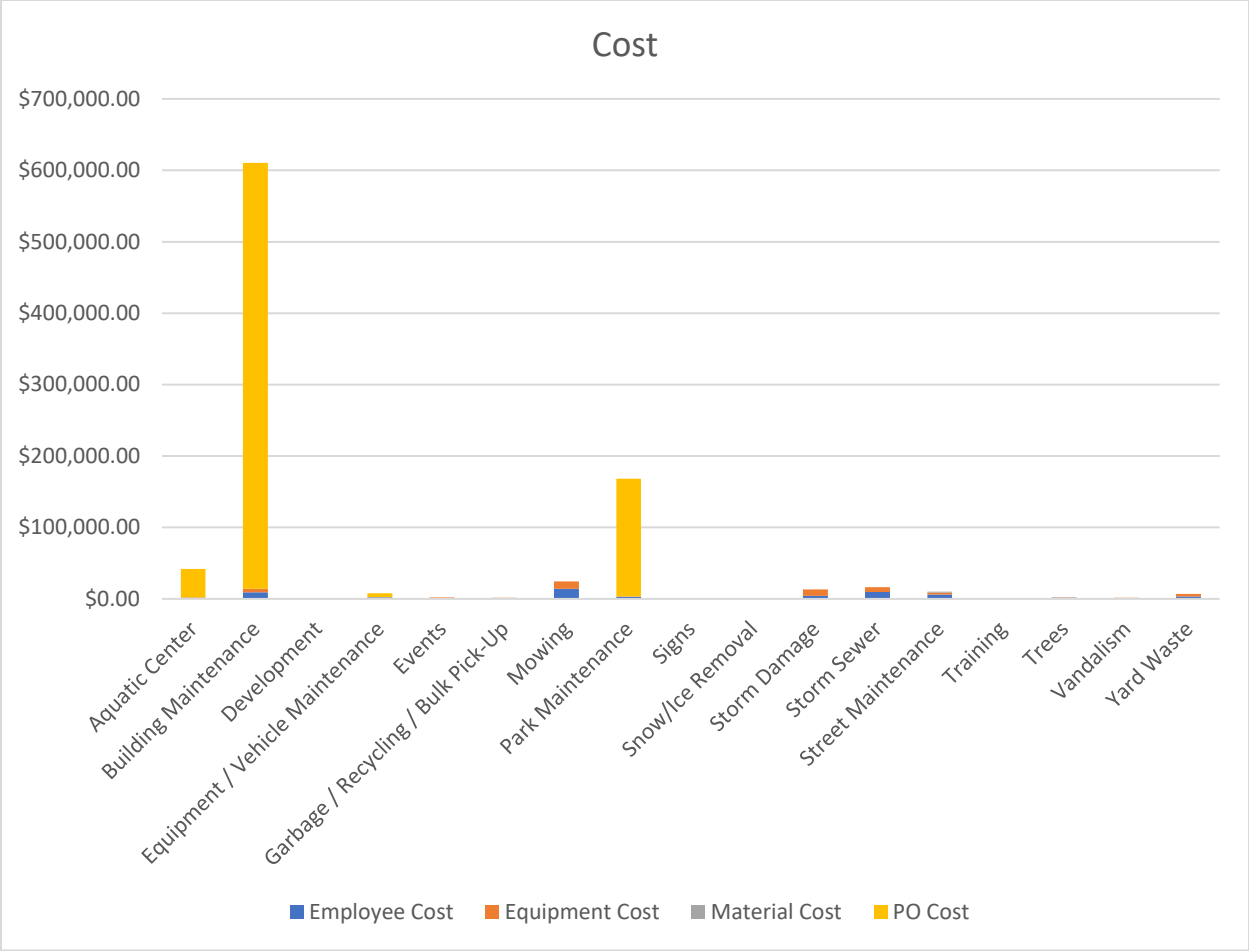
Daane presents a Stop Sign policy to help guide the board through the process, helping make an informed decision and also give residents a form they can fill out and submit to this request. Seibers would like to amend Stop Sign Policy to just Sign Policy to keep it more informed. Motion Matoushek, second Siebers. Carried unanimously.

Motion Kunz, second Sullivan to adjourn this meeting at 5:39pm. Carried unanimously.

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

Work Orders & Employee Hours







## AGENDA SUMMARY SHEET

**MEETING DATE:** 6/10/25

**TITLE:** Aqualis Quote

**AGENDA SECTION:** CONSIDERATION-ACTION

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

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	\$4640	

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**ISSUE SUMMARY:**

We have been having issues with a storm sewer line that runs in the terrace between Bly St. and S. State St. on Pleasant Ave. This was televised a couple years back and the camera was not able to make it through the pipe. The pipe at that point was not able to be cleared and televised as the downstream end of the pipe Tees into a main line on S. State St. Last week we installed a manhole in the terrace so the repair/leaning crew can access that section of pipe. This is the quote to come in and clean most likely tree roots and then televise to make sure the pipe is open and flowing. Repairs would come from the stormwater maintenance fund.

**STAFF RECOMMENDATION:**

Approve the Aqualis quote

**ATTACHMENTS:**

Aqualis quote

**RECOMMENDED MOTION:**

Motion to approve the Aqualis quote for \$4640



Formerly Northern Pipe, Inc.

2094 County Road QQ  
Green Bay, WI 54311  
Phone (920) 655-8049  
atierney@aqualisco.com  
www.aqualisco.com

## Quote

Date	Quote #
6/3/2025	1904

City of Waupun  
201 E. Main St.  
Waupun, WI 53963

Quote Good Thru		Payment Terms		Sales Rep	
6.10.2025		Net 30		AWT	
Description		Unit of Measure	Quantity	Unit Price	Total
City of Waupun Root Cutting - CCTV Pleasant Ave.					
Travel and Root Cut Pleasant Ave. - estimated quantity - invoice will reflect total		Hour	295	8.00	2,360.00
Travel and CCTV Pleasant Ave. - cctv and root cut simultaneously - estimated quantity - invoice will reflect total		Hour	285	8.00	2,280.00
Project is slated for June completion.					
Customer will receive before and after videos upon completion.					
If approved, please sign and return.					

Please notify Aqualis within thirty days if the quotation is accepted.  
All material is guaranteed to be specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. If prevailing wage apply - this quote will be adjusted accordingly. Bond fee and/or additional insurance requirements are not included in the quote amount. If applicable, add the amount (s) to this quote.

<b>Total</b>	<b>\$4,640.00</b>
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## AGENDA SUMMARY SHEET

**MEETING DATE:** 6/10/25

**TITLE:** Quote for Shaler Park Avigilon Upgrade- Lappen Security

**AGENDA SECTION:** CONSIDERATION-ACTION

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

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	\$4,972.90	

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**ISSUE SUMMARY:**

Harris Mill Park has a very old camera system. Recently I tried to review camera footage as the time is off on the computer. This has been an issue in the past but continues to get worse. The camera quality is very poor on a few of the cameras. By installing an upgraded system when we need to review footage, having the time and date coincide with the vandalism or complaint will help a lot.

Lappen Security is who we currently work with at most of our buildings.

Funds for the work would come from building and maintenance repair fund.

**STAFF RECOMMENDATION:**

Approve the Lappen Security quote

**ATTACHMENTS:**

Lappen Security quote

**RECOMMENDED MOTION:**

Motion to approve the Lappen Security quote for \$4,972.90



# LAPPEN SECURITY PRODUCTS

Locks. Surveillance. Detection. Safety.

## QUOTE

Date	Quote #
06/03/25	LSPQ52569

**Sold To:** CITY OF WAUPUN - PUBLIC  
JEFF  
201 E. MAIN STREET  
WAUPUN, WI 53963

**Phone:**

**Fax:**

**Email:** JEFF@CITYOFWAUPUN.ORG

**Customer ID:** 11157

**Ship To:** CITY OF WAUPUN - SHALER PARK  
JEFF  
SHALER PARK  
300 N. MILL ST.  
WAUPUN, WI 53963

**Phone:**

**Fax:**

Terms	Rep	P.O. Number	Ship Via
NET 10	Tyler Ganser		

Qty	Part #	Description	Unit Price	Ext. Price
		SHALER PARK AVIGILON UPGRADE	\$4,972.90	\$4,972.90
	1603.03062	8 TB NVR		
	1603.03108	(3) H5 5MP MINI DOME IR WDR D/N LHT CATCH INDOOR 2.8m		
	1901.02847	PVC CAT6 YELLOW CABLE		
	9006.MES	MISC SUPPLIES/SHIPPING		
	9001.01450	TECHNICIAN LABOR/TRAVEL		

THE CURRENT CAMERA SYSTEM IS A FIRST GENERATION AVIGILON APPLIANCE THAT IS RUNNING STANDALONE. THERE ARE 2 AVIGILON CAMERAS AND 3 ANALOG CAMERAS ON AN ENCODER. THIS QUOTE IS TO UPGRADE THE SERVER AND REPLACE THE ENCODER AND ANALOG CAMERAS. THERE ARE 8 LICENSES THAT CAN BE REUSED.

Qty	Part #	Description	Unit Price	Ext. Price
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50% DOWN PAYMENT REQUIRED TO PLACE  
PRODUCT ORDER AND TO GET YOUR PROJECT ON  
OUR SCHEDULE

SubTotal	\$4,972.90
Sales Tax	\$0.00
Shipping	\$0.00
<b>Total</b>	<b>\$4,972.90</b>

**PAY YOUR INVOICES ON-LINE @ [www.lappensecurity.com](http://www.lappensecurity.com)**



## AGENDA SUMMARY SHEET

**MEETING DATE:** 6/10/25

**TITLE:** Tru Cleaners LLC Contract for services at City Buildings

**AGENDA SECTION:** CONSIDERATION-ACTION

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

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	\$4,800 per month	

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**ISSUE SUMMARY:**

The city contract with TRU Cleaners expired. The proposed new rates for the contract were going to go up, so we brought in a couple of other cleaning services to see how their rates compared. Tru Cleaners' rates were better than other services we brought in. However, the increase was more than we could absorb in the budget. We have made some changes cutting cleaning hours at a few facilities, but still getting the bathrooms done more often. This keeps the cost per month right about where we are currently paying per month.

**STAFF RECOMMENDATION:**

Approve the contract with Tru Cleaners LLC

**ATTACHMENTS:**

Tru Cleaners contract

**RECOMMENDED MOTION:**

Motion to approve the new cleaning contract with Tru Cleaners for \$4,800 per month (\$57,600 per year).



## **TRU CLEANERS L.L.C. CONTRACT CLEANING SERVICES AGREEMENT**

THIS AGREEMENT made this 1<sup>st</sup> day of June, 2025, by and between Tru Cleaners L.L.C. ("Tru Cleaners") and City of Waupun ("Client").

Whereas, Tru Cleaners conducts a janitorial service rendered on an individual contract basis in commercial facilities, office buildings, schools, stores and other locations, as an independent business.

Whereas, Client desires Tru Cleaners to supply contract cleaning services to the properties commonly known as;

Waupun City Hall, 201 E. Main St., Waupun  
Waupun Library, 123 Forest St., Waupun;  
Waupun City Garage, 903 N. Madison St., Waupun  
Waupun Community Center, 520 McKinley St., Waupun  
Waupun Police Department, 16 E. Main St., Waupun, WI 53963.

NOW THEREFORE, the Parties agree as follows:

1. Task Schedule. Beginning on June 1, 2025, Tru Cleaners will provide contract cleaning services for the areas to be serviced described in the "Task Schedule," a true and accurate copy of which is attached as Exhibit A to this Agreement. Tru Cleaners agrees that the janitorial services to be provided shall be conducted according to the guidelines agreed upon between the Client and Tru Cleaners.
2. Personnel. All personnel furnished by Tru Cleaners are employees of Tru Cleaners, and Tru Cleaners will pay all salaries and expenses of, and all applicable federal and state taxes relating to such personnel. For all purposes of this contract, Tru Cleaners will be considered an independent contractor of the Client, and will not act as an agent, servant, or employee of the Client, or make any commitments or incur any obligations on behalf of the Client without its express written consent. Client may request the removal of any Tru Cleaners employee whose conduct is unsatisfactory to Client.
3. Terms. The terms of the Task Schedule or of the price stated in paragraph 5, may be modified at any time by the mutual execution of written change orders by the parties in the form prescribed by Exhibit B hereto. All executed change orders shall become part of this Agreement. Tru Cleaners will give the Client thirty (30) days prior notice of any price change for services rendered pursuant to the Task Schedule. Client will notify Tru Cleaners of any changes in service times; any alterations to the furnishings, floor, wall or ceiling surfaces at the Client's premises; or any other change which affects the Task Schedule and consequently the contract price. This Agreement shall continue in effect from the date services are to begin, for a period of five (5) years. There shall be no automatic renewal of this Agreement. If neither party terminates this Agreement at the end of the term, then this Agreement shall continue a month-to month basis, with all other terms being identical with the terms contained in this Agreement. Terms of this contract will be reviewed by both parties prior to the ending date of May 31, 2026

4. Payment: The Client shall make payment to TruCleaners for services rendered at the rate of \$4,800.00 per month, (\$57,600.00 per year), beginning June 1, 2025 – May 31, 2025. The first billing will be made after the 1<sup>st</sup> month of service is rendered and shall be payable in fourteen (14) days. Subsequent billings and due dates will be monthly. Client's failure to pay the full amount due within thirty (30) days of any invoice shall, at the election of Tru Cleaners, be deemed to be a default and termination without notice by Client. Any services outside their regular cleaning schedule will be at a rate of \$40.00 an hour (\$40.00 per hour). The city will be allowed to use TRU CLEANERS chemicals and equipment with the permission of TruCleaners  
at no additional cost.

Revised 6/2/2025: Initial; \_\_\_\_\_ Client, \_\_\_\_\_ TruCleaners

5. TruCleaners will perform all services required under this Agreement, except when prevented by strike, lockout, act of God, accident or other circumstances beyond its control.
6. Insurance. TruCleaners shall provide the insurance coverage set forth below, and delivered to Client certificates of insurance upon request:
- a. Comprehensive Liability:
  - b. Worker's Compensation Liability:
7. Indemnification and Confidentiality. Contractor agrees to indemnify, defend and hold harmless the City of Waupun and its officers, officials, employees, and agents from and against any and all liability, loss, damage expense, cost, including attorney fees arising out of the work performed as described herein, caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City. Contractor shall execute a confidentiality agreement on terms provided by the City of Waupun.
8. Termination. This Agreement may be terminated by either party by giving thirty (30) days written notice by certified mail, return receipt requested, addressed to the other party at the address indicated above. In the event thirty (30) days notice is not given, or if Client is deemed to have terminated by default by failing to tender payment when due, or by Client's conduct, which makes Tru Cleaners' performance impossible (including a demand for the return of all Client's keys) then TruCleaners shall have no obligation to continue its performance. The client shall be responsible to TruCleaners for payment for the final month, or portion thereof, that service is provided.
9. This Agreement contains all of the covenants and agreements between the parties, and may not be modified except in writing, signed by both parties.

CLIENT

TRU CLEANERS

Print name: \_\_\_\_\_

Print name ; \_\_\_\_\_

\_\_\_\_\_  
Signature - Authorized Agent

\_\_\_\_\_  
Signature - Authorized Agent

## EXHIBIT A

## TASK SCHEDULE

The following is the task schedule to commence at the following buildings on June 8, 2025;

Waupun Public Library – 123 Forest St. - 3 regular cleanings per week. 2 bathroom only cleanings/week (3 hours maximum per cleaning)

Waupun Community Center – 520 McKinley St. - 3 regular cleanings per week. 2 bathroom only cleanings per week (3 hours maximum per cleaning)

Waupun Safety Building – 16 E. Main St.- 2 regular cleanings per week (3 hours maximum per cleaning)

Waupun City Hall – 201 E. Main St. - 1 regular cleaning per week ( 4 hours maximum per cleaning)

Waupun City Garage – 903 N. Madison St. - 1 regular cleaning per week (2 hours maximum per cleaning)