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

To Join Zoom Meeting
https://us02web.zoom.us/j/85041232418?pwd=VFNaV3ZlcGhuNjlaNWIWTjBm21ZUT09

Meeting ID: 850 4123 2418
Passcode: 178653
By Phone (312) 626 6799 US (Chicago)

CALL TO ORDER

ROLL CALL

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

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS

CONSIDERATION - ACTION
1. Approve minutes of the February 14, 2023 meeting.
2. City of Waupun 2022 Annual MS4 Report (Informational)
3. Leaf Collection & Street Sweeping Water Quality Assessment Agreement with MSA
4. 2023 Spring Cleanup dates
5. Notice of Award for Wilson & Shaler Drive Extension Project City of Waupun
6. Community Garden new site location options
7. Shaler Park Fountain
8. City of Waupun-CORP Update 2023
9. No Mow May

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.
CALL TO ORDER
Chairman Kaczmarski calls the meeting of the Board of Public Works and Facilities meeting to order at 4:30pm.

ROLL CALL
In-Person: Chairman Kaczmarski, Mike Matoushek, Dale Heeringa, Andy Sullivan, Dave Rens
Absent/Excused: Gregg Zonnefeld, Will Langford
City Staff In-Person: Public Works Director Daane, City Clerk Hull, Mayor Bishop, Administrator Schlieve

PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS
No public participation was heard.

FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS
The next scheduled, monthly meeting, is scheduled for Tuesday, March 14, 2023 at 4:30pm in the City Hall Council Chambers.

CONSIDERATION - ACTION
1. Approve minutes of the January 10, 2023 meeting.
   Motion Matoushek, second Sullivan to accept the January 10, 2023 meeting minutes of the Public Works and Facilities and recommend approval to the Common Council. Motion carried 5-0.

2. 2023 Asphalt Paving Railroad Tracks Contract
   The City of Waupun received three (3) bids for the 2023 Asphalt Paving Railroad Tracks contract: Northeast Asphalt $13,785; Kartechner Brothers $23,475; Forward Contractors $41,750.

   Daane recommends to the Board to accept and recommend to the Common Council to award the low bid of $13,785 from Northeast Asphalt for the 2023 Asphalt Paving Railroad Tracks contract.

   Motion Heeringa, second Rens to accept and recommend to the Common Council to award the 2023 Asphalt Paving Railroad Tracks contract to Northeast Asphalt at the lowest bid of $13,785. Motion carried 5-0.

3. 2023 Asphalt Paving Mill & Overlay Contract
   The City of Waupun received two (2) bids for the 2023 Asphalt Paving Mill and Overlay contact: Kartechner Brothers $119,631.25 and Northeast Asphalt $122,589.60.

   Daane recommends to the Board to accept and recommend to the Common Council to award the low bid of $119,631.25 from Kartechner Brothers for the 2023 Asphalt Paving Mill and Overlay contact.

   Motion Matoushek, second Sullivan to accept and recommend to the Common Council to award the 2023 Asphalt Paving Mill and Overlay contract to Kartechner Brothers at the lowest bid of $119,631.25. Motion carried 5-0.

4. 2023 Sidewalk Management Program Contract
   The City of Waupun received two (2) bids for the 2023 Sidewalk Management Program contact: Forward Contractors $213,782.75 and Rennhack Construction $217,568.00
Daane recommends to the Board to accept and recommend to the Common Council to award the low bid of $213,782.75 from Forward Contractors for the 2023 Sidewalk Management Program contact.

Motion Rens, second Heeringa to accept and recommend to the Common Council to award the 2023 Sidewalk Management Program contact to Forward Contractors at the lowest bid of $213,782.75. Motion carried 5-0.

5. **2023 Equipment Rates to Council**
   Motion Matoushek, second Sullivan to accept and recommend to the Common Council to approve the 2023 Public Works Equipment Rates. Motion carried 5-0.

6. **Wilson and Shaler Drive Extension**
   Daane provides plans, created by MSA Professional Services, for the Wilson Drive and Shaler Drive extension, which is needed for the United Coop project. The construction of this plan is currently out for bid.

7. **Farmers Elevator New scale request to encroach into the City Right of Way**
   Farmer’s Elevator, located at 2 W. Main Street (corners of Main St, N. Commercial St., W. Franklin St.), Waupun will be decommissioning the old scale and filling with gravel. Farmer’s Elevator requests the new scale will be located at the corner of W. Franklin St. and N. Commercial St. as it is more feasible with entering and exiting the scale from Main Street, which will encroach on the City right of way.

   Daane recommends to the Board to accept and recommend to the Zoning Board of Appeals, to allow Farmer’s Elevator to install a new scale on N. Commercial St. and approve the impact of encroachment on the City right of way.

   Motion Matoushek, second Rens to recommend to the Zoning Board of Appeals to allow Farmer’s Elevator to install a new scale on N. Commercial St. and approve the impact of encroachment on the City right of way. Motion carried 5-0.

8. **Update the Comprehensive Outdoor Recreation Plan Agreement with MSA**
   The current Comprehensive Outdoor Recreation Plan expired in 2022. To maintain the City’s eligibility for State and Federal park and recreation grants, the city must maintain a five-year Comprehensive Outdoor Recreation Plan (CORP). This plan envisions a connected system of parks, open spaces, and trails throughout the community related to the city’s natural resources, geography and neighborhoods.

   MSA Professional Services provides an agreement for updating this plan.

   Daane recommends the Board to accept and recommend Common Council to approve MSA Professional Services to Update the Comprehensive Outdoor Recreation Plan.

   Motion Matoushek, second Heeringa to accept and recommend Common Council to approve MSA Professional Services to Update the Comprehensive Outdoor Recreation Plan. Motion carried 5-0.

9. **Public Safety Planning Needs Ad Hoc Committee**
   Due to several public safety projects and initiatives, discussion is heard of the creation of an ad-hoc committee to coordinate planning efforts for public safety. Staff recommends appointing two Alderman (Kaczmarski and Siebers) and one Board member (Heeringa) to this committee.

   Motion Matoushek, second Sullivan to recommend to the Common Council to appoint two Alderman (Kaczmarski and Siebers) and one Board member (Heeringa) to the Public Safety Planning Needs Ad Hoc Committee. Motion carried 5-0.

**ADJOURNMENT**
Motion Matoushek, second Rens to call the meeting adjourned at 5:04pm. Motion carried 5-0.
ISSUE SUMMARY
Annually the city is required to submit an MS4 report in accordance with our MS4 permit issued under WI Statute NR 216.025. Under this legislation, the city is one of roughly 256 municipalities listed as a federally designated urbanized area with a population exceeding 10,000 as of the latest decennial census. MS4 permits are effective for a period of up to five years and must be updated and reissued at that time. The City of Waupun’s 2022 MS4 report is attached and includes an extensive list of tactics that the City completes each year to meet the conditions of our MS4 permit which was issued May 1, 2019.

STAFF RECOMMENDATION:

ATTACHMENTS:
Annual MS4 report

RECOMMENDED MOTION:
No Motion needed
Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is deleted.

Form 3400-224(R8/2021)

Reporting Information:

Will you be completing the Annual Report or other submittal type?  ○ Annual Report  ○ Other

Project Name:  2022 Annual Report
County:  Dodge
Municipality:  Waupun City
Permit Number:  S050075
Facility Number:  31437
Reporting Year:  2022

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable?  ○ Yes  ○ No

Under s. 283.53(3)(a), a general MS4 permittee is required to reapply for permit coverage at least 180 days prior to the expiration date of the permit.

In order to acknowledge that you are reapplying for permit coverage, please check the following box: □

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for Municipal storm water permit eReporting [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
  - Public Education and Outreach Annual Report Summary
  - Public Involvement and Participation Annual Report Summary
• Illicit Discharge Detection and Elimination Annual Report Summary
• Construction Site Pollution Control Annual Report Summary
• Post-Construction Storm Water Management Annual Report Summary
• Pollution Prevention Annual Report Summary
  • Leaf and Yard Waste Management
  • Municipal Facility (BMP) Inspection Report
  • Municipal Property SWPPP
  • Municipally Property Inspection Report
  • Winter Road Maintenance
• Storm Sewer Map Annual Report Attachment
• Storm Water Quality Management Annual Report Attachment
• TMDL Attachment
• Storm Water Consortium/Group Report
• Municipal Cooperation Attachment
• Other Annual Report Attachment

• Attach the following permit compliance documents as appropriate using the attachments tab above

  • Storm Water Management Program
    • Public Education and Outreach Program
    • Public Involvement and Participation Program
    • Illicit Discharge Detection and Elimination Program
    • Construction Site Pollutant Control Program
    • Post-Construction Storm Water Management Program
    • Pollution Prevention Program
      • Municipal Storm Water Management Facility (BMP) Inventory
      • Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
  • Total Maximum Daily Load documents (*If applicable, see permit for due dates.)
    • TMDL Mapping*
    • TMDL Modeling*
    • TMDL Implementation Plan*
    • Fecal Coliform Screening Parameter *
    • Fecal Coliform Inventory and Map (S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022)
    • Fecal Coliform Source Elimination Plan (S050075-03 general permittees Appendix B - document due to the department by October 31,2023)

• Sign and Submit form
Municipal Contact Information - Has Missing Items

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user’s convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin’s Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality: Waupun City
Facility ID # or (FIN): 31437
Updated Information: □ Check to update mailing address information

Mailing Address: 201 E Main Street
Mailing Address 2:
City: Waupun City
State: WI
Zip Code: 53963

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The “Authorized Representative” or “Authorized Municipal Contact” includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

□ Select to create new primary contact

First Name: Jeff
Last Name: Daane

□ Select to update current contact information

Title: Public Works Dir.
Mailing Address: 201 E Main St
Mailing Address 2:
City: Waupun
State: WI
Zip Code: 53963
Phone Number: 920-324-7918
Ext: xxx-xxxx
Email: jeff@cityofwaupun.org

Additional Contacts Information (Optional)
Individual with responsibility for:
(Check all that apply)

☐ I&E Program
☐ IDDE Program
☐ IDDE Response Procedure Manual
☐ Municipal-wide Water Quality Plan
☐ Ordinances
☐ Pollution Prevention Program
☐ Post-Construction Program
☐ Winter roadway maintenance

First Name:
Last Name:
Title:
Mailing Address:
Mailing Address 2:
City:
State:
Zip Code: xxxxx or xxxxx-xxxx
Phone Number: Ext: xxxxxxxx
Email:

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

☐ Select to create new Billing contact
First Name:
Last Name:

☐ Select to update current contact information
Title:
Mailing Address:
Mailing Address 2:
City:
State:
Zip Code: xxxxx or xxxxx-xxxx
Phone Number: Ext: xxxxxxxx
Email:

1. Does the municipality rely on another entity to satisfy some of the permit requirements?
☐ Yes  ☐ No

☑ Public Education and Outreach  Protect Wisconsin Waterways
☑ Public Involvement and Participation  Protect Wisconsin Waterways
2. Has there been any changes to the municipality’s participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?
   ○ Yes  ☐ No

Missing Information

Email is a required field, Phone Number xxx-xxx-xxxx is a required field, Postal Code is a required field, City is a required field, Address is a required field, Last Name is a required field, First Name is a required field,
Minimum Control Measures - Section 1 : Complete

1. Public Education and Outreach
   a. Does MS4 conduct any educational efforts or events independently (not with a group) ○ Yes ○ No
   b. How many total educational events were held during the reporting year: 4
   c. The permit requires that both passive and interactive mechanisms are utilized. How many interactive mechanisms were used during the reporting year? 3

<table>
<thead>
<tr>
<th>Topics Covered</th>
<th>Target Audience</th>
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</thead>
<tbody>
<tr>
<td>☑ Illicit discharge detection and elimination</td>
<td>☑ General Public</td>
</tr>
<tr>
<td>☑ Household hazardous waste disposal/pet waste management/vehicle washing</td>
<td>☑ Public Employees</td>
</tr>
<tr>
<td>☑ Yard waste management/pesticide and fertilizer application</td>
<td>☑ Residents</td>
</tr>
<tr>
<td>☑ Stream and shoreline management</td>
<td>☑ Businesses</td>
</tr>
<tr>
<td>☑ Residential infiltration</td>
<td>☑ Contractors</td>
</tr>
<tr>
<td>☑ Construction sites and post-construction storm water management</td>
<td>☑ Developers</td>
</tr>
<tr>
<td>☑ Pollution prevention</td>
<td>☑ Industries</td>
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<td>☑ Green infrastructure/low impact development</td>
<td>☑ Public Officials</td>
</tr>
<tr>
<td>□ Other:</td>
<td>□ Other</td>
</tr>
</tbody>
</table>

d. Will additional information/summary of education events be attached to the annual report? ○ Yes ○ No

If no, please provide additional comment in the brief explanation box below. Limit response to 250 characters and/or attach supplemental information on the attachments page.

Missing Information

Do not close your work until you SAVE.

Note: For the minimum control measures, you must fill out all questions in sections 1 through 7.

Minimum Control Measures - Section 2 : Complete

2. Public Involvement and Participation
   a. Permit Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how the permit
activities were conveyed to your population. Use the Add Event to add additional entries.

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<thead>
<tr>
<th>Event Start Date</th>
<th>2/23/2022</th>
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<tbody>
<tr>
<td>Project/Event Name</td>
<td>Plan Commission</td>
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<tr>
<td>Delivery Mechanism</td>
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<tr>
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<tr>
<td>☑ MS4 Annual Report</td>
<td>☑ General Public ☐ Public Employees</td>
<td>1 - 10</td>
<td>☐ Yes ☑ No</td>
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<tr>
<td>☑ Storm Water Management Program</td>
<td>☑ Residents ☑ Businesses</td>
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<tr>
<td>☑ Storm Water related ordinance</td>
<td>☑ Public Officials</td>
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<tr>
<td>☑ Other: Stormwater Site Plan Review</td>
<td>☐ Contractors ☐ Developers</td>
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<td></td>
<td>☐ Industries ☐ Other</td>
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**Event Start Date** 8/31/2022

**Project/Event Name** Plan Commission

**Delivery Mechanism** Citizen committee meeting

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**Event Start Date** 9/28/2022

**Project/Event Name** Plan Commission

**Delivery Mechanism** Citizen committee meeting

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**Event Start Date** 10/11/2022

**Project/Event Name** Plan Commission

**Delivery Mechanism** Citizen committee meeting
### b. Volunteer Activities

Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how volunteer activities were conveyed to your population. Use the Add Event to add additional entries.

**Event Start Date**: 9/17/2022

**Project/Event Name**: Protect Wisconsin Waterways Rock River Clean-up

**Delivery Mechanism**: Clean up event

<table>
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<th>Estimated People Reached (Optional)</th>
<th>Regional Effort (Optional)</th>
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<td>Volunteer Opportunity</td>
<td>✓ General Public</td>
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<td>☑ Yes ☐ No</td>
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<td></td>
<td>✓ Public Employees</td>
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<td>✓ Residents</td>
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<td>✓ Businesses</td>
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<td>☐ Contractors</td>
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<td>✓ Public Officials</td>
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</table>

**Event Start Date**: 1/1/2022

**Project/Event Name**: Protect Wisconsin Waterways Volunteer Activities

**Delivery Mechanism**: Other hands-on event

<table>
<thead>
<tr>
<th>Topics Covered</th>
<th>Target Audience</th>
<th>Estimated People Reached (Optional)</th>
<th>Regional Effort (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer Opportunity</td>
<td>✓ General Public</td>
<td>Select...</td>
<td>☑ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td>✓ Public Employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ Residents</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ Businesses</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Contractors</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Developers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Industries</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ Public Officials</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
c. Brief explanation on Public Involvement and Participation reporting. Limit response to 250 characters and/or attach supplemental information on the attachments page.

The City of Waupun works with the Rock River Storm Water Group. This group does many volunteer activities each year. Their annual report is attached. See attachment.

Missing Information

---

**Minimum Control Measures - Section 3: Complete**

3. Illicit Discharge Detection and Elimination

| a. How many total outfalls does the municipality have? | 86 | □ Unsure |
| b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? | 28 | □ Unsure |
| c. From the municipality's routine screening, how many were confirmed illicit discharges? | 0 | □ Unsure |
| d. How many illicit discharge complaints did the municipality receive? | 0 | □ Unsure |
| e. From the complaints received, how many were confirmed illicit discharges? | 0 | □ Unsure |
| f. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? | 0 | □ Unsure |

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year.

- **Verbal Warning**: 0
- **Written Warning (including email)**: 0
- **Notice of Violation**: 0
- **Civil Penalty/Citation**: 0

Additional Information:

h. Brief explanation on Illicit Discharge Detection and Elimination reporting. If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.
### Minimum Control Measures - Section 4: Complete

#### 4. Construction Site Pollutant Control

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year?</td>
<td>8</td>
</tr>
<tr>
<td>b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year?</td>
<td>7</td>
</tr>
<tr>
<td>c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)?</td>
<td>73</td>
</tr>
<tr>
<td>d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.</td>
<td></td>
</tr>
<tr>
<td>□ No Authority</td>
<td></td>
</tr>
<tr>
<td>✓ Verbal Warning</td>
<td>0</td>
</tr>
<tr>
<td>✓ Written Warning (including email)</td>
<td>0</td>
</tr>
<tr>
<td>✓ Notice of Violation</td>
<td>0</td>
</tr>
<tr>
<td>□ Civil Penalty/ Citation</td>
<td></td>
</tr>
<tr>
<td>✓ Stop Work Order</td>
<td>0</td>
</tr>
<tr>
<td>□ Forfeiture of Deposit</td>
<td></td>
</tr>
<tr>
<td>□ Other - Describe below</td>
<td></td>
</tr>
</tbody>
</table>

#### e. Brief explanation on Construction Site Pollutant Control reporting

*If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

---

**Missing Information**

---

*Do not close your work until you SAVE.*

*Note: For the minimum control measures, you must fill out all questions in sections 1 through 7*
5. Post-Construction Storm Water Management

a. How many sites with new structural storm water management Best Management Practice (BMP) have received local approval?  
*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,

b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities?

○ Yes ○ No  □ Unsure

c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year?
Inspections completed by private landowners should be included in the reported number.

28  □ Unsure

d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis?

○ Yes ○ No  □ Unsure

e. If yes, does MS4 have maintenance authority on these privately owned BMPs?

0  □ Unsure

f. How many municipally owned storm water management BMPs were inspected in the reporting year?

10  □ Unsure

g. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.

☑ No Authority  
☑ Verbal Warning  0

☑ Written Warning (including email)  0

☑ Notice of Violation  0

☐ Civil Penalty/ Citation

☐ Forfeiture of Deposit

☐ Complete Maintenance

☐ Bill Responsible Party

☐ Other - Describe below

e. Brief explanation on Post-Construction Storm Water Management reporting. If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.

Missing Information
### Minimum Control Measures - Section 6: Complete

#### 6. Pollution Prevention

<table>
<thead>
<tr>
<th>Storm Water Management Best Management Practice Inspections</th>
<th>□ Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Enter the total number of municipally owned or operated structural storm water management best management practices.</td>
<td>12 □ Unsure</td>
</tr>
<tr>
<td>b. How many new municipally owned storm water management best management practices were installed in the reporting year?</td>
<td>1 □ Unsure</td>
</tr>
<tr>
<td>c. How many municipally owned storm water management best management practices were inspected in the reporting year?</td>
<td>10 □ Unsure</td>
</tr>
<tr>
<td>d. What elements are looked at during inspections (250 character limit)?</td>
<td>Embankment, outlet structure, permanent pool, inlet structure, infiltration test, wetpond sediment accumulation</td>
</tr>
<tr>
<td>e. How many of these facilities required maintenance?</td>
<td>0 □ Unsure</td>
</tr>
<tr>
<td>f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.</td>
<td>See attachment</td>
</tr>
</tbody>
</table>

#### Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) □ Not Applicable

| g. How many municipal properties require a SWPPP? | 1 □ Unsure |
| h. How many inspections of municipal properties have been conducted in the reporting year? | 1 □ Unsure |
| i. Have amendments to the SWPPPs been made? | ○ Yes ○ No ○ Unsure |
| j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page: | |
| k. Brief explanation on Storm Water Pollution Prevention Plan reporting. If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page. | See Attachment |

#### Collection Services - Street Sweeping / Cleaning Program □ Not Applicable

| l. Did the municipality conduct street sweeping/cleaning during the reporting year? | |
m. If known, how many tons of material was removed? 1761 □ Unsure ○ Yes ○ No

n. Does the municipality have a low hazard exemption for this material? ○ Yes ○ No

o. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?

☐ Yes - Explain frequency 1 time per week, then every other week.

☐ No - Explain

☐ Not Applicable

Collection Services - Catch Basin Sump Cleaning Program □ Not Applicable

p. Did the municipality conduct catch basin sump cleaning during the reporting year? ○ Yes ○ No ○ Unsure

q. How many catch basin sumps were cleaned in the reporting year? 138 □ Unsure

r. If known, how many tons of material was collected? 1029 □ Unsure

s. Does the municipality have a low hazard exemption for this material? ○ Yes ○ No

t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?

☐ Yes - Explain frequency

☐ No - Explain Not part of the City's Stormwater Quality Plan

☐ Not Applicable

Collection Services - Leaf Collection Program □ Not Applicable

u. Does the municipality conduct curbside leaf collection? ○ Yes ○ No ○ Unsure

v. Does the municipality notify homeowners about pickup? ○ Yes ○ No ○ Unsure

w. Where are the residents directed to store the leaves for collection?

☒ Pile on terrace ☐ Pile in street ☐ Bags on terrace ☐ Unsure

☐ Other - Describe

x. What is the frequency of collection?

Spring - 3 weeks / Fall 5-6 weeks

Y. Is collection followed by street sweeping/cleaning? ○ Yes ○ No ○ Unsure

z. Brief explanation on Collection Services reporting. If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.

See attachment

Winter Road Management □ Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.
aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? (One mile of a two-way road equals two lane miles.)

ab. Provide amount of de-icing products used by month last winter season?
Solids (tons) (ex. sand, or salt-sand):

<table>
<thead>
<tr>
<th>Product</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salt</td>
<td>0</td>
<td>26</td>
<td>143</td>
<td>120</td>
<td>117</td>
<td>39</td>
</tr>
</tbody>
</table>

Liquids (gallons) (ex. brine):

<table>
<thead>
<tr>
<th></th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brine</td>
<td>0</td>
<td>420</td>
<td>925b</td>
<td>13402</td>
<td>13040</td>
<td>171</td>
</tr>
<tr>
<td>Pre-wetting compound</td>
<td>0</td>
<td>0</td>
<td>108</td>
<td>234</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

ac. Was salt applying machinery calibrated in the reporting year?

□ Yes  □ No  □ Unsure

ad. Have municipal personnel attended salt reduction strategy training in the reporting year?

□ Yes  □ No  □ Unsure

<table>
<thead>
<tr>
<th>Training Date</th>
<th>Training Name</th>
<th># Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/10/2022</td>
<td>Saltwise</td>
<td>10</td>
</tr>
</tbody>
</table>

ae. Brief explanation on Winter Road Management reporting. If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.

See attachment

Internal (Staff) Education & Communication

af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program elements?

□ Yes  □ No  □ Unsure

If yes, describe what training was provided (250 character limit):
Illicit Discharge Detection & Elimination Video / Raincheck Video & Test

When: 9/7/2022 / 2/15/2022

How many attended: 12

ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials
Elected officials are sent the agenda for the Board of Public Works meetings and are welcome to attend and offer comments or concerns.

Municipal Officials
All municipal officials are sent the agenda for the Board of Public Works meetings and are welcome to attend and offer comments or concerns.
Appropriate Staff (such as operators, Department heads, and those that interact with public)

All department managers are notified of the Board of Public Works meetings and are welcome to attend and offer comments or concerns.

ah. Brief explanation on Internal Education reporting.  *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

**Missing Information**

Do not close your work until you SAVE.

*Note: For the minimum control measures, you must fill out all questions in sections 1 through 7*

**Minimum Control Measures - Section 7: Complete**

**7. Storm Sewer System Map**

a. Did the municipality update their storm sewer map this year?
   - ☑ Yes  ☐ No  ☐ Unsure
   
   If yes, check the areas the map items that got updated or changed:
   - ☑ Storm water treatment facilities
   - ☑ Storm pipes
   - ☑ Vegetated swales
   - ☑ Outfalls
   - ☐ Other - Describe below

b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for any question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

   The storm sewer map was updated with information from 2022 construction projects.
# Final Evaluation - Complete

## Fiscal Analysis

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

<table>
<thead>
<tr>
<th>Annual Expenditure Reporting Year</th>
<th>Budget Reporting Year</th>
<th>Budget Upcoming Year</th>
<th>Source of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Element:</strong> Public Education and Outreach</td>
<td>3331</td>
<td>3331</td>
<td>3331</td>
</tr>
<tr>
<td><strong>Element:</strong> Public Involvement and Participation</td>
<td>2500</td>
<td>2500</td>
<td>2500</td>
</tr>
<tr>
<td><strong>Element:</strong> Illicit Discharge Detection and Elimination</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Element:</strong> Construction Site Pollutant Control</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Element:</strong> Post-Construction Storm Water Management</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Element:</strong> Pollution Prevention</td>
<td>134132</td>
<td>131133</td>
<td>78819</td>
</tr>
</tbody>
</table>

**Other (describe)**

Admin Wages, Repairs & Maintenance, Operating Expenses, Utilities

| 194085 | 220269 | 218790 | Storm water utility |

**Other (describe)**

SW Quality management (Ponds, SW Infrastructure for street projects)

| 270558 | 553736 | 233520 | Storm water utility |
Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

The City of Waupun does not budget according to Program Elements listed above. For preparation of the fiscal analysis for the 12/31/22 reporting year the budget and program elements were reviewed. Best estimates are provided.

**Water Quality**

a: Were there any known water quality improvements in the receiving waters to which the municipality’s storm sewer system directly discharges to?
- Yes  ○ No  ○ Unsure  If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality’s storm sewer system directly discharges to?
- Yes  ○ No  ○ Unsure  If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?
- Yes  ○ No  ○ Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?
- Yes  ○ No  ○ Unsure

**Storm Water Quality Management**

a. Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)?  ○ Yes  ○ No

b. If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:
   - Total suspended solids (TSS)
   - Total phosphorus (TP)

**Status of Total Maximum Daily Loads (TMDLs) Implementation**

The permittee Waupun City is subject to the following approved TMDLs: Rock River Basin and/or Beaver Dam Lake

The permittee intends to comply with the following permit requirements to show progress towards meeting the TMDL:

The permittee is confirming that all planned efforts are on schedule to submit the final documentation materials [updates to mapping, modeling, tabular summary, and Implementation Plan] under section A.6.3 by October 31, 2023.
- Agree  ○ Disagree

**Additional Information**
Based on the municipality’s storm water program evaluation, describe any proposed changes to the
municipality’s storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*
Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

☐ Public Education and Outreach
☐ Public Involvement and Participation
☐ Illicit Discharge Detection and Elimination
☐ Construction Site Pollutant Control
☐ Post-Construction Storm Water Management
☐ Pollution Prevention
☐ Storm Water Quality Management
☐ Storm Sewer System Map
☐ Water Quality Concerns
☐ Compliance Schedule Items Due
☐ MS4 Program Evaluation
# Storm Sewer System Map

| File Attachment | 8-StormSewerMaps.pdf |

## Attach - Other Supporting Documents

### AR EO

| File Attachment | 1-PublicEducationandOutreachSummarywattachments2022.pdf |

### AR_IP

| File Attachment | 2-PublicInvolvementandParticipationSummarywattachments-2022.pdf |

### AR_CSPC

| File Attachment | 4-ConstructionSiteErosionControlwattachments-2022.pdf |

### AR_PCSSW

| File Attachment | 5-PostConstructionStormWaterManagementSummary-2022.pdf |

### AR_IDDE

| File Attachment | 3-IllcitDischargerwattachments-2022.pdf |

### AR_PP

| File Attachment | 6-PollutionPreventionSummarywattachments-2022.pdf |

### AR_SWQM

Attach - Permit Compliance Documents

Missing Information

Draft and Share PDF Report with the permittee's governing body or delegated representatives.

Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been reviewed by the governing body or delegated representative, return to the MS4 eReporting System to submit the final report to the DNR.

Draft and Share PDF Report
Public Education and Outreach Summary - 2022

The City of Waupun covered the following topics in 2022.

1. Illicit Discharge Detection and Elimination
   a. (City of Waupun website)
   b. The City issued 3 Ordinance violations to residents in 2022 for blowing grass clippings into the street

2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing (City of Waupun Website and Protect Wisconsin Waterways website)
   Dodge and Fond du Lac both held Clean Sweep programs in 2022. Dodge County’s was held on August 27, 2022 in Beaver Dam and Fond du Lac’s was held on May 21, 2022 in Fond du Lac. City of Waupun residents were allowed to bring items to either location. This was advertised on the City’s website, the County’s Websites, Facebook pages, newspaper articles, and on the Radio (97.7 FM)

3. Yard Waste Management / Pesticide and Fertilizer Application (City of Waupun Website)
   The City offers curb side pickup of yard waste materials twice a year. In the spring the pick-up is usually 3 weeks long and in the fall the pick-up is 5-6 weeks long (depending on the weather). We also offer a 24 hr/7 day a week drop off site for yard waste materials.

4. Stream and Shoreline Management (Protect Wisconsin Waterways website)

5. Residential Infiltration (Protect Wisconsin Waterways website)

   Signage is posted on all new construction sites that are over 1 acre as well as single family home construction.

   The City requires all private stormwater ponds to be inspected annually. This is part of a Long Term Maintenance Agreement that is recorded with the County for each pond. There were 28 letters sent to property owners in April of 2022. The property owners were given until August 1, 2022 to return their inspections or the City would inspect them and assess the cost of the inspections to the tax bill for that property. The City received 19 inspections back from property owners and the Director of Public Works completed the remaining inspections.

The City of Waupun is a paying member of the Rock River Stormwater Group/Protect Wisconsin Waterways. This group is responsible for a large portion of the stormwater education and outreach in Waupun. Their annual report is attached to the MS4 Annual Report.
Public Involvement and Participation Summary – 2022

1. Annual Report – The annual report was presented to the Board of Public Works Meeting on _______. There were ________ council members ___________ department managers and ________ citizens that attended the meeting.

2. Stormwater Management Program
   The City’s Stormwater Management Program was created in 2021. This program was approved by the Common Council at the March 23, 2021 meeting. There were 6 council members, and 10 department managers that attended the meeting.

3. Adoption or amendment of stormwater related ordinances.
   There were no changes to any of the stormwater related ordinances in 2022.

Volunteer Activities:

1. The City of Waupun is a dues paying member of the Rock River Storm Water Group / Protect Wisconsin Waterways. This group does many volunteer activities each year.

Stormwater Site Plan Reviews

   The Waupun Plan Commission reviews site plans for commercial projects. Part of the site plan approval is stormwater review. The City contracts with MSA to provide stormwater analysis and reviews.
Illicit Discharge Summary – 2022

The City of Waupun has 87 Outfalls. They range in diameter from 10” to 60”. There are presently 16 Outfalls that are 36” or larger.

The City inspected 28 Outfalls in 2022, of those inspected 16 were major outfalls. The inspection reports for Outfalls are completed in the City’s asset management software “iWorq”.

The City’s Stormwater Illicit Discharge and Connection Ordinance was adopted in 2009 and has been submitted to the DNR on previous MS4 reports. No changes were made to the ordinance in 2022. (Chapter 26 of the Waupun Municipal Code).
Construction Site Pollutant Control – Summary - 2022

Chapter 23 of the Waupun Municipal Code was created in 2005, amended in 2010, and 2018. There were no amendments made to the ordinance in 2022.

| # of Building Permits Issued by the City | 333 |
| # of Land Disturbing Sites in 2022 | 50 |
| # of Land Disturbing Sites over 1 acre in 2022 | 5 |
| # of Site Inspection Visits Conducted (sites over 1 acre): | 73 |
| # of Violations Observed | 0 |
| # of Stop Work Orders Issued | 0 |

Comments:
When construction erosion problems are observed the contractors are given verbal instructions on the required corrections. These sites are re-inspected within one or two days. This approach has proven effective in achieving compliance with meeting erosions control requirements.
# Post Construction Storm Water Management Summary – 2022

<table>
<thead>
<tr>
<th>New Development</th>
<th>Project Size (acres)</th>
<th>Land Use</th>
<th>SWM Plan Required/Submitted</th>
<th>Completed in 2022?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dunkin Donuts</td>
<td>&gt;1 Acre</td>
<td>Commercial</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>103 Gateway Dr</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>United Cooperative (2)</td>
<td>&gt;1 Acre</td>
<td>Commercial</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>1215 Moorman Dr</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Phase</td>
<td>&gt;1 Acre</td>
<td>Commercial</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>1804 Shaler Dr</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Navis</td>
<td>&lt;1 Acre</td>
<td>Commercial</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>280 Gateway Dr</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scott &amp; Lynette Peters</td>
<td>&lt;1 Acre</td>
<td>Commercial</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>26 W Main St.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Re-Development</th>
<th>Project Size (acres)</th>
<th>Land Use</th>
<th>SWM Plan Required/Submitted</th>
<th>Completed in 2022?</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWC Addition (2)</td>
<td>&gt;1</td>
<td>Commercial</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>301 Fox Lake Rd</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tennaco</td>
<td>&lt;1 Acre</td>
<td>Commercial</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>401 Industrial Dr</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waupun Correctional</td>
<td>&lt;1 Acre</td>
<td>Commercial</td>
<td>N</td>
<td>Y</td>
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<td>Vacant Lot – S. Madison St</td>
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<td></td>
<td></td>
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<tr>
<td>Bly St LLC</td>
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<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>331 Bly St</td>
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<td></td>
<td></td>
<td></td>
</tr>
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<td>Thomas Moul</td>
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<td>715 S Madison St</td>
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<td>SSM Health</td>
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<td>620 W Brown St</td>
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<td>W.A.S.P. Supply</td>
<td>&lt;1 Acre</td>
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<td>N</td>
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<td>5 Doty St</td>
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<tr>
<td>Municipal Well &amp; Pump</td>
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<td>Commercial</td>
<td>N</td>
<td>Y</td>
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<tr>
<td>1212 Storbeck Dr</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MSA reviewed and approved the stormwater plans for the following:

- All Phase HVAC
- Bayberry Lane
- CWC Building Addition
- CWC Master Plan
- Dunkin Donuts
- United Cooperative

The rest of the projects did not require stormwater plans as they are smaller projects.

Existing Long Term Maintenance agreements / inspections and enforcement
The City owns 12 storm water ponds and those are inspected annually. 10 inspections were completed in May of 2022 and the findings are in the City's Asset Management Program (Iworq). 1 of the ponds is currently under construction.

For privately owned ponds, the City requires Long Term Maintenance Agreements to be recorded with the appropriate County. Every spring, the City sends out a notice to all pond owners, that the annual inspection is to be completed by August 1 of that year. If it not completed, the City completed the inspections and the costs associated with that are assessed back to the property owner on the tax bill. In 2022, 19 letters were sent out for 28 privately owned ponds. We received 19 inspections back from the property owners and the City completed 9 inspections.
Pollution Prevention Summary – 2022
Storm Water Management Facilities

<table>
<thead>
<tr>
<th>Map Key</th>
<th>Name</th>
<th>Type</th>
<th>Const. Year</th>
<th>Management Plan</th>
<th>Maintenance Agreement</th>
<th>Record Drawing</th>
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<tr>
<td>AE</td>
<td>A&amp;E Storage</td>
<td>Private</td>
<td>2021</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>AP</td>
<td>All Phase</td>
<td>Private</td>
<td>2022</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>BC1</td>
<td>Baseball Complex 1</td>
<td>Municipal</td>
<td>2011</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>BC2</td>
<td>Baseball Complex 2</td>
<td>Municipal</td>
<td>2011</td>
<td>Y</td>
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</tr>
<tr>
<td>BC3</td>
<td>Baseball Complex 3</td>
<td>Municipal</td>
<td>2011</td>
<td>Y</td>
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<td>Y</td>
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<tr>
<td>BAY</td>
<td>Bayberry Lane Pond</td>
<td>Municipal</td>
<td>2022</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>BD EYE</td>
<td>BD Eye Clinic</td>
<td>Private</td>
<td>2010</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>CH1</td>
<td>Christian Home 1</td>
<td>Private</td>
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<td>Y</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>CH2</td>
<td>Christian Home 2</td>
<td>Private</td>
<td>2019</td>
<td>Y</td>
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<td>Private</td>
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<td>Y</td>
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<tr>
<td>CHIRO</td>
<td>Waupun Chiropractic</td>
<td>Private</td>
<td>2005</td>
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<tr>
<td>CWC</td>
<td>Central WI Christian School</td>
<td>Private</td>
<td>2020</td>
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<td>Y</td>
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<tr>
<td>FEP 1</td>
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<td>2004</td>
<td>Y</td>
<td>N (prior to Ordinance Development)</td>
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<tr>
<td>FEP 2</td>
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<td>Private</td>
<td>2004</td>
<td>Y</td>
<td>N (prior to Ordinance Development)</td>
<td>Y</td>
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</tr>
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<td>FEP 4</td>
<td>Fairway Estates Pond 4</td>
<td>Private</td>
<td>2004</td>
<td>Y</td>
<td>N (prior to Ordinance Development)</td>
<td>Y</td>
</tr>
<tr>
<td>FEP 5</td>
<td>Fairway Estates Pond 5</td>
<td>Private</td>
<td>2004</td>
<td>Y</td>
<td>N (prior to Ordinance Development)</td>
<td>Y</td>
</tr>
<tr>
<td>FEP 6</td>
<td>Fairway Estates Pond 6</td>
<td>Private</td>
<td>2004</td>
<td>Y</td>
<td>N (prior to Ordinance Development)</td>
<td>Y</td>
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<tr>
<td>FEP 7</td>
<td>Fairway Estates Pond 7</td>
<td>Private</td>
<td>2004</td>
<td>Y</td>
<td>N (prior to Ordinance Development)</td>
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<tr>
<td>FLEX</td>
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<td>Private</td>
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<td>N</td>
<td>N</td>
<td>N</td>
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<tr>
<td>GRANDJ</td>
<td>Grand Central</td>
<td>Private</td>
<td>2005</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>HOC</td>
<td>Hockey Association</td>
<td>Municipal</td>
<td>pre 1992</td>
<td>N</td>
<td>Y</td>
<td>N</td>
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<tr>
<td>IFS</td>
<td>Insight FS</td>
<td>Private</td>
<td>2020</td>
<td>Y</td>
<td>Y (Not recorded)</td>
<td>Y</td>
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<tr>
<td>IFS 2</td>
<td>Insight FS 2</td>
<td>Private</td>
<td>2020</td>
<td>Y</td>
<td>Y (Not recorded)</td>
<td>Y</td>
</tr>
<tr>
<td>LA</td>
<td>Lamers</td>
<td>Private</td>
<td>2014</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>LS</td>
<td>Lincoln &amp; Shaler</td>
<td>Municipal</td>
<td>2011</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>MT</td>
<td>Maple Tree Townhome</td>
<td>Private</td>
<td>2022</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>MAY</td>
<td>Mayfair &amp; Watertown</td>
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<td>2013</td>
<td>N</td>
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<td>MVP</td>
<td>Meadowview</td>
<td>Private</td>
<td>2018</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>NA</td>
<td>Navis</td>
<td>Private</td>
<td>2019</td>
<td>N</td>
<td>Y (Not recorded)</td>
<td>Y</td>
</tr>
<tr>
<td>OAK</td>
<td>Oak Lane Pond</td>
<td>Municipal</td>
<td>2021</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>
BMP Maintenance Plan

The City inspected ten (10) municipal owned BMP’s in May of 2022. The inspection reports are stored in the City’s Asset Management Software (Iworq)

For privately owned ponds, the City requires Long Term Maintenance Agreements to be recorded with the appropriate County. Every spring, the City sends out a notice to all pond owners, that the annual inspection is to be completed by August 1 of that year. If it not completed, the City completed the inspections and the costs associated with that are assessed back to the property owner on the tax bill. In 2022, 19 letters were sent out for 28 privately owned ponds. We received 19 inspections back from the property owners and the City completed 9 inspections.

Municipally Owned Public Works Facilities

The SWPPP for the Waupun Public Works garage was completed in 2017 and submitted with the 2017 MS4 Annual Report. No changes have been made to the plan.

Measures to reduce municipal sources of storm water contamination within source water protection areas

Vehicle Maintenance – The City washes all vehicles indoors where the water drains to the Sanitary Sewer and not the storm sewer system.

Routine Inspection and maintenance of municipal owned or operated structural stormwater management facilities:

In 2022 the following activities were completed:

- There were 241 inlet cleanings in 2022. Of those cleaned 138 of the inlets are catch basins with sumps.
- 219 Inlets were inspected
- 37 Catch basins were repaired
- 3 Storm Manhole was repaired
- 69 Outfalls were inspected
- 0 Outfalls were repaired
- 2 Storm sewer pipes were repaired

Routine Street Sweeping and Cleaning of catch basins with sumps where appropriate

The City operates one Global M4HSD Mechanical Street Sweeper. All streets are cleaned once per week during the first four weeks in spring as soon as snow has cleared enough to allow access to the street and curb area. After spring
cleanup all streets are cleaned every other week until late fall. There are approximately lane miles that the street sweeper cleans. There are approximately 45 lane miles that the street sweeper cleans each round.

Catch Basin Sump Cleaning is not included in the City’s Stormwater Quality Plan, however The City is working on inventorying catch basins with sumps during our annual inspection/cleaning process. There are currently 1,449 catch basins and 40 miles of storm sewer. Our current count for sump inlets is 221. The City operates a Versa Vac Trailer to clean the catch basins.

**Proper disposal of street sweeping and catch basin cleaning waste**

Materials are disposed of on the City property near the City’s Public Works yard. The material deposit site is cleaned for blowing trash every two weeks. If there is any contamination, the debris is hauled to a licensed landfill.

**Leaf and grass clippings management**

Grass clippings and yard waste can be delivered to the municipal garage drop off site 24 hours a day / 7 days a week. The Public Works Department also provides curb side pick up of leaves, grass clippings, and yard waste two times a year, approximately 4 weeks in the Spring of the year and approximately 7 weeks in the Fall. The City operated two Giant Leaf Vac’s to complete curbside pickup.

Brush can be dropped off by residents at the Public Works Garage drop off site 24 hours a day / 7 days a week. The Public Works Department also provides curb side pick-up of branches in the spring and fall of the year. The brush is chipped into wood mulch curbside by a Brush Bandit chipper. This mulch is available free of charge to the public for use in their home gardens.

**Winter Road Management**

Road Salt is applied using load sensor hydraulics and ground speed control to allow a controlled application.

The City currently operates 5 pieces of equipment that is used for salting

<table>
<thead>
<tr>
<th>Vehicle ID</th>
<th>Description</th>
<th>Salter Control</th>
<th>Calibrated</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-08</td>
<td>Tandem Axle Dump Truck</td>
<td>Force America 5100es</td>
<td>before each season and during if totals are off</td>
</tr>
<tr>
<td>5-09</td>
<td>Tandem Axle Dump Truck</td>
<td>Force America 5100es</td>
<td>before each season and during if totals are off</td>
</tr>
<tr>
<td>6-13</td>
<td>Single Axle Dump Truck</td>
<td>Force America 6100</td>
<td>before each season and during if totals are off</td>
</tr>
<tr>
<td>8-20</td>
<td>Tandem Axle Dump Truck</td>
<td>Force America 6100</td>
<td>before each season and during if totals are off</td>
</tr>
<tr>
<td>9-12</td>
<td>Tandem Axle Dump Truck</td>
<td>Monroe MPX448</td>
<td>before each season and during if totals are off</td>
</tr>
</tbody>
</table>

The amount used and land miles treated is included in the MS4 report every year.

Road salt is property stored in a covered building located east of the large heated building at 903 N. Madison St. Annual inspections of the storage shed are performed each year by the WI DOT Bureau of Highway Operations.

Main and secondary streets are completely salted and residential streets are only salted at intersections, curves, and hills.

**Nutrient Management**

Application of lawn and garden fertilizers on municipally controlled properties, with pervious surfaces over five (5) acres each, in accordance with a site specific nutrient application schedule based on appropriate soil tests:

a. The City’s old landfill is annually monitored and reports are sent to the DNR.

b. The majority of the City’s municipally controlled properties with impervious areas more than five (5) acres are Parks.
c. Turf Maintenance
Mow parks weekly, mow ballfields biweekly, fertilize ball fields in spring of each year, apply grub preventer in June of each year, soil testing as needed
Storm Water Quality Management Summary

The City of Waupun Storm Water Quality Plan Update was completed in 2017 and submitted with the 2017 MS4 Annual Report. No changes have been made to the Plan in 2022.
AGENDA SUMMARY SHEET

MEETING DATE: March 14th, 2023

AGENDA SECTION: Consideration/Action

PRESENTER: Jeff Daane

TITLE: Leaf Collection & Street Sweeping Water Quality Assessment Agreement with MSA

DEPARTMENT GOAL(S) SUPPORTED (if applicable) | FISCAL IMPACT
--- | ---
 | $15,000

ISSUE SUMMARY

As part of our new agreement with the WDNR constructing a new storm water pond every 5 years we will not be able to achieve the reductions stipulated under sections 5.2.a and 5.2.b the city needs to follow additional requirements.

A.5 Compliance Over Multiple Permit Terms. If the permittee cannot meet the requirements stipulated under sections A.3 or A.4, the permittee shall demonstrate continued progress towards compliance with the requirements contained in section A.2.2. During the term of this permit, the following are required:

A.5.1 By March 31, 2020, if the permittee determines that the applicable requirements contained in section A.2.2 will not be achieved by October 31, 2023, then the permittee shall notify the Department in writing which reachsheds and pollutants of concern are not in compliance with the requirements contained in section A.2.2.

A.5.2 By October 31, 2021, the permittee shall submit a TMDL Implementation Plan to the Department identifying and describing the actions that the permittee shall undertake, including a proposed schedule and milestones, to achieve the following by the end of the term of this permit:

a. A level of reduction that achieves at least 20% of the remaining reduction needed beyond the current 20% TSS reduction required under s. NR 151.13 (2)(b)1.b., Wis. Adm. Code, to achieve full compliance in sediment or TSS.

b. A level of reduction that achieves at least 10% of the remaining reduction needed beyond 15% TP reduction to achieve full compliance in TP

You have done the above with the TMDL compliance plan we prepared and discussed with Dan Bekta in 2021

A.5.3 If the permittee determines by October 31, 2021, that it is unable to achieve the reductions stipulated under sections A.5.2.a and A.5.2.b, the permittee shall meet the following requirements by October 31, 2023:

a. Pursuant to the permittee’s authority under s. 281.33(6)(a)2., Wis. Stats., the permittee shall create or revise and promulgate a municipal storm water management ordinance applicable to redevelopment that requires compliance with post-construction storm water management performance standards that are stricter than the uniform statewide standards established by the Department. When reporting to the Department under section A.6.3, the permittee shall include a justification for the level of pollutant reduction in the ordinance with an assessment of the progress it achieves towards full compliance with the TMDL. The redevelopment reductions may be adjusted to account for other storm water control measures that may exist. The permittee may also establish TP reduction levels for redevelopment projects.

b. The permittee shall create or revise a municipal ordinance that requires the development and implementation of a maintenance plan for all privately-owned storm water treatment facilities for which the permittee takes a
TSS and/or TP reduction credit. The permittee shall develop and implement procedures and measures to verify and track that the storm water treatment facilities are inspected on a regular schedule and maintained in the intended working condition in accordance with the plans. The permittee shall require that maintenance agreements be recorded with the appropriate property records that obligates the current and future owners to implement the maintenance plans.

c. The permittee shall revise or promulgate a municipal ordinance that requires the submittal of record drawings for storm water management facility that the permittee takes a TSS and/or TP reduction credit. The permittee shall require submittal of the record drawing prior to close-out of the local permit or upon final approval and shall maintain appropriate records and tracking of the plans.

d. If the pollutant of concern is TP, the permittee shall implement, expand, or optimize a municipal leaf collection program coupled with street cleaning to serve areas where municipal leaf collection is not currently provided within the MS4 but for which a phosphorus reduction has been assigned and additional reductions could be achieved.

e. Within the MS4 permitted area, the permittee shall inventory the condition of the conveyance systems and outfalls. Where erosion or scour is occurring, the permittee shall develop a schedule to stabilize the identified areas over a 5-year period.

f. The permittee shall install at least one new structural BMP or enhance one or more existing structural BMPs to reduce a pollutant of concern discharged via storm water runoff to an impaired waterbody for which a WLA has been assigned to the permittee. The permittee shall develop and implement a maintenance plan for each new structural BMP.

g. The permittee shall conduct an analysis of the current municipal street cleaning program, to determine if additional pollutant loading reductions can be achieved. The permittee shall evaluate optimizing sweeping frequency, targeting of critical areas and time periods, and instituting parking restrictions. If a pollutant reduction can be achieved through optimizing the existing street cleaning program, the permittee shall adopt the optimized program the next calendar year or provide a written explanation to the Department explaining why the optimize street cleaning program is not feasible and provide alternative options to achieve similar pollutant reductions.

The yellow highlighted items above refer to specific revisions to the City’s post-construction stormwater management ordinance. All of these items were included with the revision I prepared for the City in 2016 (as-built plans were already required).

Green highlighted will require additional modeling. The leaf collection analysis can be rather involved, street sweeping not so much. Probably this is about a $15,000 effort.

Blue highlighted is just another component you’ll need to add to your current IDDE inspections.

Purple highlighted requires the City to construct at least 1 new structural BMP each permit cycle (every 5 years). You are doing that now.

So – really the only thing that needs to be done prior to October is the modeling effort.

STAFF RECOMMENDATION:

Approve agreement with MSA and forward to Council to use funds from Storm water utility operating budget
ATTACHMENTS:
MSA agreement

RECOMMENDED MOTION:
Recommend Leaf Collection & Street Sweeping Water Quality Assessment Agreement with MSA for $15,000
This AGREEMENT (Agreement) is made today March 1, 2023 by and between CITY OF WAUPUN (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

**Project Name:** Leaf Collection & Street Sweeping Water Quality Assessment

**The scope of the work authorized is:** See Attachment A: Scope of Services

**The schedule to perform the work is:**

- **Approximate Start Date:** March 1, 2023
- **Approximate Completion Date:** October 31, 2023

**The lump sum fee for the work is:** $15,000

**The retainer amount required is:** N/A

**NOTE:** The retainer will be applied toward the final invoice on this project.

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum basis.

**Approval:** Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

**CITY OF WAUPUN**

____________________________
Jeff Daane
Director of Public Works
Date: ________________________

201 East Main Street
Waupun, WI 53963
Phone: (920) 324-7918
Email: jeff@cityofwaupun.org

**MSA PROFESSIONAL SERVICES, INC.**

____________________________
Eric Thompson
Senior Team Leader - Engineering
Date: 3/2/2023

1702 Pankratz Street
Madison, WI 53704
Phone: +1 (608) 242-6613
Email: ethompson@msa-ps.com
ATTACHMENT A: SCOPE OF SERVICES

MSA will revise the City’s 2017 stormwater quality master plan to complete the following two activities:

A.) Evaluate/optimize the City’s leaf collection program to improve overall TP capture. MSA will complete a GIS and WinSLAMM modeling analysis of portions of the City of Waupun to estimate potential TP reduction credits achievable by a municipal leaf collection program. MSA will follow current WDNR guidance to determine eligible areas of the City where credits may be obtained. At this time this includes lands satisfying the following conditions:

1. Land use: Residential land use without alleys. Residential land use with alleys may be included if the alleys receive the same level of leaf collection and street cleaning as the streets.
2. Street Section: Curb and gutter streets with storm sewer drainage systems and light parking densities during street cleaning activities.
3. Tree Canopy: High level of tree canopy determined by one of the following approaches:
   a. An average of one or more medium to large canopy trees located between the sidewalk and the curb for every 80 linear feet of curb. Where sidewalk is not present, trees within 15 feet of the curb may be counted toward tree cover.
   b. An average of 40% or greater leaf canopy over the pavement or 45% tree canopy or greater over the right-of-way determined using leaf-on aerial photography.

B.) Evaluate/optimize the City’s street sweeping program to improve overall TP capture. The City’s 2017 stormwater quality master plan has already evaluated the efficiency of the City’s current street sweeping program as well as TSS/TP reductions that could occur if the City increased sweeping frequencies. For this current activity, MSA will evaluate the City on a geographic basis to identify locations where there are no other BMPs (no ponds) serving streets and then looking at what the City might do in terms of more sweeping in these areas – and potentially less in other areas to balance efforts. If data can be provided by the City, MSA will evaluate the cost-effectiveness in terms of labor/equipment/fuel cost vs. TSS/TP captured.
1. **Scope and Fee.** The scope of Owner's Project (the “Project”), scope of MSA’s services (the "Work"), and quoted fees for those services are defined in Attachment A. The scope and fee constitute a good faith estimate of the tasks and associated fees required to perform the services defined in Attachment A. This agreement upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service or involve renovation of an existing building or structure, activities often cannot be fully defined during initial planning. As the Project progresses, facts uncovered may reveal a change in direction which may alter the Work. MSA will promptly inform the OWNER in writing of such situations so that changes in this agreement can be made as required.

2. **Owner’s Responsibilities.**
   (a) **Project Scope and Budget**
   The OWNER shall define the scope and budget of the Project and, when applicable, periodically update the Project budget, including that portion allocated for the cost of the Work. The Project budget shall include contingencies for design, development, and, when required by the scope of the Project, construction of the Project. The OWNER shall not significantly increase or decrease the overall Project scope or schedule, the portion of the budget allocated for the cost of the Work, or contingencies included in the overall budget or a portion of the budget, without the agreement of MSA to a corresponding change in the Project scope, quality, schedule, and compensation of MSA.
   (b) **Designated Owner Representative**
   The OWNER shall identify a Designated Representative who shall be authorized to act on behalf of the OWNER with respect to the Project. OWNER’s Designated Representative shall render related decisions in a timely manner so as to avoid unreasonable delay in the orderly and sequential progress of MSA’s services. MSA shall not be liable for any error or omission made by OWNER, OWNER’s Designated Representative, or OWNER’s consultant.
   (c) **Tests, Inspections, and Reports**
   When required by the scope of the Project, the OWNER shall furnish tests, inspections, and reports required by law or the Contract Documents, such as planning studies; preliminary designs; structural, mechanical, or chemical tests; tests for air, water, or soil pollution; and tests for hazardous materials.
   (d) **Additional Consultants**
   MSA’s consultants shall be identified in Attachment A. The OWNER shall furnish the services of other consultants other than those designated in Attachment A, including such legal, financial, accounting, and insurance counseling services as may be required for the Project.
   (e) **OWNER Provided Services and Information**
   MSA shall be entitled to rely on the accuracy and completeness of services and information furnished by the OWNER, Designated OWNER Representative, or Consultant. MSA shall use reasonable efforts to provide prompt written notice to the OWNER if MSA becomes aware of any errors, omissions, or inconsistencies in such services or information.

3. **Billing.** MSA will bill the OWNER monthly with net payment due upon receipt. Balances due past thirty (30) days shall be subject to an interest charge at a rate of 12% per year from said thirtieth day. In addition, MSA may, after giving seven days written notice, suspend service under any agreement until the OWNER has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices.

4. **Costs and Schedules.** Costs (including MSA’s fees and reimbursable expenses) and schedule commitments shall be subject to change for delays caused by the OWNER’s failure to provide specified facilities or information or for delays caused by unpredictable occurrences including, without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults, by suppliers of materials or services, process shutdowns, pandemics, acts of God or the public enemy, or acts of regulations of any governmental agency.
Temporary delays of services caused by any of the above which result in additional costs beyond those outlined may require renegotiation of this agreement.

5. **Access to Site.** Owner shall furnish right-of-entry on the Project site for MSA and, if the site is not owned by Owner, warrants that permission has been granted to make planned explorations pursuant to the scope of services. MSA will take reasonable precautions to minimize damage to the site from use of equipment, but has not included costs for restoration of damage that may result and shall not be responsible for such costs.

6. **Location of Utilities.** Owner shall supply MSA with the location of all pre-existent utilities and MSA has the right to reasonably rely on all Owner supplied information. In those instances where the scope of services require MSA to locate any buried utilities, MSA shall use reasonable means to identify the location of buried utilities in the areas of subsurface exploration and shall take reasonable precautions to avoid any damage to the utilities noted. However, Owner agrees to indemnify and defend MSA in the event of damage or injury arising from damage to or interference with subsurface structures or utilities which result from inaccuracies in information of instructions which have been furnished to MSA by others.

7. **Professional Representative.** MSA intends to serve as the OWNER’s professional representative for those services as defined in this agreement, and to provide advice and consultation to the OWNER as a professional. Any opinions of probable project costs, reviews and observations, and other recommendations made by MSA for the OWNER are rendered on the basis of experience and qualifications and represents the professional judgment of MSA. However, MSA cannot and does not warrant or represent that proposals, bid or actual project or construction costs will not vary from the opinion of probable cost prepared by it.

8. **Construction.** When applicable to the scope of the Project, the OWNER shall contract with a licensed and qualified Contractor for implementation of construction work utilizing a construction contract based on an EJCDC construction contract and general conditions appropriate for the scope of the Project and for the delivery method. In the construction contract, the OWNER shall use reasonable commercial efforts to require the Contractor to (1) obtain Commercial General Liability Insurance with contractual liability coverage insuring the obligation of the Contractor, and name the OWNER, MSA and its employees and consultants as additionally insureds of that policy; (2) indemnify and hold harmless the OWNER, MSA and its employees and consultants from and against any and all claims, damages, losses, and expenses (“Claims”), including but not limited to reasonable attorney’s fees and economic or consequential damages arising in whole or in part out of the negligent act or omission of the contractor, and Subcontractor or anyone directly or indirectly employed by any of them. This agreement shall not be construed as giving MSA, the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by the contractors or subcontractors or the safety precautions and programs incident to the work, the same being the sole and exclusive responsibility of the contractors or subcontractors.

9. **Standard of Care.** In conducting the services, MSA will apply present professional, engineering and/or scientific judgment, which is known as the “standard of care”. The standard of care is defined as that level of skill and care ordinarily exercised by members of the same profession practicing at the same point in time and in the same or similar locality under similar circumstances in performing the Services. The OWNER acknowledges that “current professional standards” shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later standards, if such later standards purport to impose a higher degree of care upon MSA.

MSA does not make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, MSA will not accept those terms and conditions offered by the OWNER in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt, or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

10. **Municipal Advisor.** MSA Professional Services, Inc. is not acting as a ‘Municipal Advisor’ to the owner pursuant to Section 15B of the Exchange Act. For financial advice related to the corresponding project, the client is encouraged to discuss their finances with internal and/or external advisors and experts before making decisions incurring debt and/or supporting those obligations. MSA desires to serve each client well by providing the best information publicly available and is providing information as part of its engineering responsibilities to

Page 2 of 5
(General Terms and Conditions - Public)
inform client options. The information is not intended to provide financial advice or recommendations and is not bound by the formal Municipal Advisor fiduciary duty.

11. **Conduct Expectations.** Owner and MSA understand their respective obligations to provide a safe, respectful work environment for their employees. Both parties agree that harassment on the job (unwelcome verbal, physical or other behavior that is related to sex, race, age, or protected class status) will not be tolerated and will be addressed timely and in compliance with anti-harassment laws.

12. **Electronic Documents and Transmittals.** Owner and MSA agree to transmit and accept project related correspondence, documents, text, data, drawings and the like in digital format in accordance with MSA's Electronic Data Transmittal policy. Each party is responsible for its own cybersecurity, and both parties waive the right to pursue liability against the other for any damages that occur as a direct result of electronic data sharing.

13. **Building Information Modelling (BIM).** For any projects, and not limited to building projects, utilizing BIM, OWNER and MSA shall agree on the appropriate level of modelling required by the project, as well as the degree to which the BIM files may be made available to any party using the Electronic Document Transmittal provisions of section 12 of this Agreement.

14. **Construction Site Visits.** If the scope of services includes services during the Construction Phase, MSA shall make visits to the site as specified in Attachment A– Scope of Services. MSA shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct or have control over Contractor's work nor shall MSA have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by Contractor, for safety precautions and programs incident to the work of Contractor or for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor's furnishing and performing the work. Accordingly, MSA neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

15. **Termination.** This Agreement shall commence upon execution and shall remain in effect until terminated by either party, at such party’s discretion, on not less than thirty (30) days’ advance written notice. The effective date of the termination is the thirtieth day after the non-terminating party's receipt of the notice of termination. If MSA terminates the Agreement, the OWNER may, at its option, extend the terms of this Agreement to the extent necessary for MSA to complete any services that were ordered prior to the effective date of termination. If OWNER terminates this Agreement, OWNER shall pay MSA for all services performed prior to MSA’s receipt of the notice of termination and for all work performed and/or expenses incurred by MSA in terminating Services begun after MSA’s receipt of the termination notice. Termination hereunder shall operate to discharge only those obligations which are executory by either party on and after the effective date of termination. These General Terms and Conditions shall survive the completion of the services performed hereunder or the Termination of this Agreement for any cause.

This agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof should be effective unless agreed in writing and duly executed by the parties hereto.

16. **Betterment.** If, due to MSA’s error, any required or necessary item or component of the Project is omitted from the construction documents, MSA’s liability shall be limited to the reasonable costs of correction of the construction, less what OWNER’S cost of including the omitted item or component in the original construction would have been had the item or component not been omitted. It is intended by this provision that MSA will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the Project.

17. **Hazardous Substances.** OWNER acknowledges and agrees that MSA has had no role in identifying, generating, treating, storing, or disposing of hazardous substances or materials which may be present at the Project site, and MSA has not benefited from the processes that produced such hazardous substances or materials. Any hazardous substances or materials encountered by or associated with Services provided by MSA on the Project shall at no time be or become the property of MSA. MSA shall not be deemed to possess or control any hazardous substance or material at any time; arrangements for the treatment, storage, transport, or disposal of any hazardous substances or materials, which shall be made by MSA, are made solely and exclusively on OWNER's behalf for OWNER's benefit and at OWNER’s direction. Nothing contained within this Agreement shall be construed or interpreted as requiring MSA to assume the status of a generator, storer, treater, or disposal facility as defined in any federal, state, or local statute, regulation, or rule governing treatment, storage, transport, and/or disposal of hazardous substances or materials.
All samples of hazardous substances, materials or contaminants are the property and responsibility of OWNER and shall be returned to OWNER at the end of a project for proper disposal. Alternate arrangements to ship such samples directly to a licensed disposal facility may be made at OWNER’s request and expense and subject to this subparagraph.

18. Insurance. MSA will maintain insurance coverage for: Worker’s Compensation, General Liability, and Professional Liability. MSA will provide information as to specific limits upon written request. If the OWNER requires coverages or limits in addition to those in effect as of the date of the agreement, premiums for additional insurance shall be paid by the OWNER. The liability of MSA to the OWNER for any indemnity commitments, or for any damages arising in any way out of performance of this contract is limited to such insurance coverages and amount which MSA has in effect.

19. Reuse of Documents. Reuse of any documents and/or services pertaining to this Project by the OWNER or extensions of this Project or on any other project shall be at the OWNER’s sole risk. The OWNER agrees to defend, indemnify, and hold harmless MSA for all claims, damages, and expenses including attorneys’ fees and costs arising out of such reuse of the documents and/or services by the OWNER or by others acting through the OWNER.

20. Indemnification. To the fullest extent permitted by law, MSA shall indemnify and hold harmless, OWNER, and MSA’s officers, directors, members, partners, consultants, and employees (hereinafter “OWNER”) from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury or to destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of MSA or MSA’s officers, directors, members, partners, employees, or Consultants (hereinafter “MSA”). In no event shall this indemnity agreement apply to claims between the OWNER and MSA. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that MSA is responsible for attorneys’ fees. This agreement does not give rise to any duty on the part of MSA to defend the OWNER on any claim arising under this agreement.

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless, MSA, and MSA’s officers, directors, members, partners, consultants, and employees (hereinafter “MSA”) from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of the OWNER or the OWNER’s officers, directors, members, partners, employees, or Consultants (hereinafter “OWNER”). In no event shall this indemnity agreement apply to claims between MSA and the OWNER. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that the OWNER is responsible for attorneys’ fees. This agreement does not give rise to any duty on the part of the OWNER to defend MSA on any claim arising under this agreement.

To the fullest extent permitted by law, MSA’s total liability to OWNER and anyone claiming by, through, or under OWNER for any cost, loss or damages caused in part or by the negligence of MSA and in part by the negligence of OWNER or any other negligent entity or individual, shall not exceed the percentage share that MSA’s negligence bears to the total negligence of OWNER, MSA, and all other negligent entities and individuals.

21. Accrual of Claims. To the fullest extent permitted by Laws and Regulations, all causes of action arising under this Agreement will be deemed to have accrued, and all statutory periods of limitation will commence, no later than the date of Substantial Completion; or, if Engineer’s services do not include Construction Phase services, or the Project is not completed, then no later than the date of Owner’s last payment to Engineer.

22. Dispute Resolution. OWNER and MSA desire to resolve any disputes or areas of disagreement involving the subject matter of this Agreement by a mechanism that facilitates resolution of disputes by negotiation rather than by litigation. OWNER and MSA also acknowledge that issues and problems may arise after execution of this Agreement which were not anticipated or are not resolved by specific provisions in this Agreement. Accordingly, both OWNER and MSA will endeavor to settle all controversies, claims, counterclaims, disputes, and other matters in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect, unless OWNER and MSA mutually agree otherwise. Demand for mediation shall be filed in writing with the other party to this Agreement. A demand for mediation shall be made
within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Neither demand for mediation nor any term of this Dispute Resolution clause shall prevent the filing of a legal action where failing to do so may bar the action because of the applicable statute of limitations. If despite the good faith efforts of OWNER and MSA any controversy, claim, counterclaim, dispute, or other matter is not resolved through negotiation or mediation, OWNER and MSA agree and consent that such matter may be resolved through legal action in the court having jurisdiction as specified in section 29 of this Agreement.

23. **Exclusion of Special, Indirect, Consequential and Liquidated Damages.** MSA shall not be liable, in contract or tort or otherwise, for any special, indirect, consequential, or liquidated damages including specifically, but without limitation, loss of profit or revenue, loss of capital, delay damages, loss of goodwill, claim of third parties, or similar damages arising out of or connected in any way to the Project or this contract.

24. **Limitation of Liability.** Neither MSA, its Consultants (if any), nor their employees shall be jointly, severally, or individually liable to the OWNER in excess of the amount of the insurance proceeds available.

25. **Successors and Assigns.** The successors, executors, administrators, and legal representatives of Owner and Engineer are hereby bound to the other party to this Agreement and to the successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement. Neither party may assign, sublet, or transfer any rights under or interest (including, but without limitation, claims arising out of this Agreement or money that is due or may become due) in this Agreement without the written consent of the other party, which shall not be unreasonable withheld, except to the extent that any assignment, subletting, or transfer is mandated by law.

26. **Notices.** Any notice required under this Agreement will be in writing, and delivered: in person (by commercial courier or otherwise); by registered or certified mail; or by e-mail to the recipient, with the words “Formal Notice” or similar in the e-mail’s subject line. All such notices are effective upon the date of receipt.

27. **Survival.** Subject to applicable Laws and Regulations, all express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion or termination for any reason.

28. **Severability.** Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations will be deemed stricken, and all remaining provisions will continue to be valid and binding upon Owner and MSA.

29. **No Waiver.** A party’s non-enforcement of any provision will not constitute a waiver of that provision, nor will it affect the enforceability of that provision or of the remainder of this Agreement.

30. **State Law.** This agreement shall be construed and interpreted in accordance with the laws of the State of Wisconsin.

31. **Jurisdiction.** OWNER hereby irrevocably submits to the jurisdiction of the state courts of the State of Wisconsin for the purpose of any suit, action or other proceeding arising out of or based upon this Agreement. OWNER further consents that the venue for any legal proceedings related to this Agreement shall be Sauk County, Wisconsin.

32. **Understanding.** This agreement contains the entire understanding between the parties on the subject matter hereof and no representations. Inducements, promises or agreements not embodied herein (unless agreed in writing duly executed) shall be of any force or effect, and this agreement supersedes any other prior understanding entered into between the parties on the subject matter hereto.
MEETING DATE: March 14th, 2023

TITLE: 2023 Spring Cleanup dates

AGENDA SECTION: Consideration/Action

PRESENTER: Jeff Daane

DEPARTMENT GOAL(S) SUPPORTED (if applicable) | FISCAL IMPACT
---|---

$ 

ISSUE SUMMARY
Each year we approve dates for spring cleanup. The dates for 2023 to be considered are April 10th through May 1st. This is the week after bulk pickup.

STAFF RECOMMENDATION:

ATTACHMENTS:

RECOMMENDED MOTION:
1. Approve April 10th through May 1st for Spring cleanup.
MEETING DATE: March 14th, 2023

AGENDA SECTION: Consideration/Action

PRESENTER: Jeff Daane

TITLE: Notice of Award for Wilson & Shaler Drive Extension Project City of Waupun

DEPARTMENT GOAL(S) SUPPORTED (if applicable) | FISCAL IMPACT
---|---
| $1,657,831.73 (BASE BID)

ISSUE SUMMARY
Four bids we received on March 2nd.
Wondra Construction Inc $1,657,831.73
Kruczek Construction Inc $1,677,777.77
Kopplin & Kinas Co Inc $1,746,706.80
Woelske Construction Company Inc $1,852,607.70

STAFF RECOMMENDATION:
To award the low bid from Wondra Construction

ATTACHMENTS:
Notice of Award packet

RECOMMENDED MOTION:
1. Recommend Wondra Construction the contract Notice of Award for Wilson & Shaler Drive Extension Project City of Waupun to City Council
March 3, 2023

Rohn Bishop, Mayor
City of Waupun
201 E. Main Street
Waupun, WI 53963

Re: Wilson & Shaler Drive Extension Project
City of Waupun

Dear Mr. Bishop:

Upon review of the bids received on March 2, 2023 for the above-referenced project, it was found that they were submitted by qualified contractors. It is our recommendation that the low responsive bidder listed below be accepted and award made at your next meeting.

Wondra Construction, Inc.
W2874 Graylog Road
Iron Ridge, WI 53035

Bid Amount $1,657,831.73 (BASE BID)

Please execute the enclosed Notice of Award for the contract. Once the form is signed, please email a copy back to jlaue@msa-ps.com and/or abishop@msa-ps.com. After receiving the executed copy, we will forward one copy of the Notice of Award and the remaining contract package to the Contractor.

Sincerely,

MSA Professional Services, Inc.

Jason Laue, PE
Team Leader

aab
Enc.
NOTICE OF AWARD

Date: _______________________

<table>
<thead>
<tr>
<th>Project:</th>
<th>Wilson &amp; Shaler Drive Extension Project</th>
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<tbody>
<tr>
<td>Owner:</td>
<td>City of Waupun</td>
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<tr>
<td>Contract:</td>
<td>City of Waupun - Wilson &amp; Shaler Drive Extension Project</td>
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<td>Bidder:</td>
<td>Wondra Construction, Inc.</td>
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<tr>
<td>Bidder's Address:</td>
<td>W2874 Graylog Road Iron Ridge, WI 53035</td>
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You are notified that your Bid dated March 2, 2023 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for Wilson & Shaler Drive Extension Project

Base Bid

The Contract Price of your Contract is One Million Six Hundred Fifty-Seven Thousand Eight Hundred Thirty-One Dollars and Seventy-Three Cents ($1,657,831.73) (Base Bid).

One copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award.

One sets of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within [15] days of the date you receive this Notice of Award.

1. Deliver to the Owner one fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract security [Bonds] as specified in the Instructions to Bidders (Article 20), General Conditions (Paragraph 5.01), and Supplementary Conditions (Paragraph SC-5.01).
3. Other conditions precedent:

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

City of Waupun
Owner
By: _______________________
Authorized Signature
Title

Copy to Engineer
<table>
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<tr>
<th>Line Item</th>
<th>Item Description</th>
<th>UoM</th>
<th>Qty</th>
<th>Unit Price</th>
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<tr>
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<td>Pavement Marking, Type 2 Arrow, White Epoxy</td>
<td>EA.</td>
<td>2</td>
<td>$275.00</td>
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<td>30</td>
<td>Pavement Marking, Type 3 Arrow, White Epoxy</td>
<td>EA.</td>
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<td>$300.00</td>
<td>$600.00</td>
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<tr>
<td>31</td>
<td>Pavement Marking, Text &quot;Only&quot;, White Epoxy</td>
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<td>$300.00</td>
<td>$600.00</td>
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<tr>
<td>Line Item</td>
<td>Item Description</td>
<td>UoM</td>
<td>Qty</td>
<td>Unit Price</td>
<td>Extension</td>
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<tr>
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<tr>
<td>33</td>
<td>Permanent Sign with Post, R4-7 (24 Inch x30 Inch)</td>
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<td>2</td>
<td>$385.00</td>
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<td>Permanent Sign with Post, R1-1 (30 Inch x30 Inch) &amp; R6-</td>
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<td>3A (30 Inch x24 Inch)</td>
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<td>Culvert End Marker (Complete)</td>
<td>EA.</td>
<td>4</td>
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<td>36</td>
<td>Rock Excavation</td>
<td>C.Y.</td>
<td>1500</td>
<td>$62.89</td>
<td>$94,335.00</td>
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<tr>
<td>37</td>
<td>Trucked Granular Backfill</td>
<td>TON</td>
<td>4900</td>
<td>$10.48</td>
<td>$51,352.00</td>
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<tr>
<td>38</td>
<td>Styrofoam Pipe Insulation</td>
<td>S.F.</td>
<td>450</td>
<td>$1.36</td>
<td>$612.00</td>
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<td>39</td>
<td>Street Inlet (2 Foot x 3 Foot I.D.) (Complete)</td>
<td>EA.</td>
<td>10</td>
<td>$2,631.48</td>
<td>$26,318.40</td>
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<td>40</td>
<td>Storm Manhole (4 Foot I.D.) (Complete)</td>
<td>EA.</td>
<td>3</td>
<td>$2,916.34</td>
<td>$8,749.02</td>
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<td>41</td>
<td>Storm Manhole (5 Foot I.D.) (Complete)</td>
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<td>2</td>
<td>$4,842.26</td>
<td>$9,684.52</td>
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<td>42</td>
<td>Storm Manhole (6 Foot I.D.) (Complete)</td>
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<td>2</td>
<td>$5,473.35</td>
<td>$10,946.70</td>
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<td></td>
<td>Storm Manhole w/ Inlet Casting (4 Foot I.D.) (Complete)</td>
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<td>43</td>
<td>Storm Manhole w/ Inlet Casting (6 Foot I.D.) (Complete)</td>
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<td>44</td>
<td>Street Inlet (2 Foot x 3 Foot I.D.) (Complete)</td>
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<td>1</td>
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<tr>
<td>45</td>
<td>R.C.P. Storm Sewer (12 Inch I.D.)</td>
<td>L.F.</td>
<td>420</td>
<td>$55.83</td>
<td>$23,448.60</td>
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<tr>
<td>46</td>
<td>R.C.P. Storm Sewer (15 Inch I.D.)</td>
<td>L.F.</td>
<td>300</td>
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<td>$18,276.00</td>
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<td>47</td>
<td>R.C.P. Storm Sewer (18 Inch I.D.)</td>
<td>L.F.</td>
<td>190</td>
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<td>$12,372.80</td>
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<td>48</td>
<td>R.C.P. Storm Sewer (24 Inch I.D.)</td>
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<td>630</td>
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<td>$53,140.50</td>
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<tr>
<td>49</td>
<td>R.C.P. Storm Sewer (30 Inch I.D.)</td>
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<td>R.C.P. Storm Sewer (36 Inch I.D.)</td>
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<td>150</td>
<td>$131.43</td>
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<td>51</td>
<td>P.V.C. Storm Sewer (6 Inch I.D.)</td>
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<td>20</td>
<td>$55.89</td>
<td>$1,117.80</td>
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<td>R.C.P. H.E. Storm Sewer (30 x 19 Inch I.D.)</td>
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<td>210</td>
<td>$104.99</td>
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<td>53</td>
<td>R.C.P. Endwall (18 Inch I.D. w/ Pipe Grate) (Complete)</td>
<td>EA.</td>
<td>1</td>
<td>$1,703.87</td>
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<tr>
<td>54</td>
<td>R.C.P. Endwall (24 Inch I.D. w/ Pipe Grate) (Complete)</td>
<td>EA.</td>
<td>2</td>
<td>$2,391.66</td>
<td>$4,783.32</td>
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<td>R.C.P. Endwall (36 Inch I.D. w/ Pipe Grate) (Complete)</td>
<td>EA.</td>
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<td>$3,867.40</td>
<td>$3,867.40</td>
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<td>R.C.P. H.E. Endwall (30 x 19 Inch I.D. w/ Pipe Grate)</td>
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<td>56</td>
<td>(Complete)</td>
<td>EA.</td>
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<td>57</td>
<td>P.V.C. Storm Sewer Cap (6 Inch I.D.) (Complete)</td>
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<td>1</td>
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<td>58</td>
<td>Concrete Storm Sewer Cap (18 Inch I.D.) (Complete)</td>
<td>EA.</td>
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<td>$335.10</td>
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<td>59</td>
<td>Concrete Storm Sewer Cap (24 Inch I.D.) (Complete)</td>
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<td>4</td>
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<td>60</td>
<td>Medium Riprap w/ Geotextile Fabric</td>
<td>S.Y.</td>
<td>280</td>
<td>$33.26</td>
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<td>61</td>
<td>Pond Outfall Structure (2 Foot x 3 Foot w/ Grate)</td>
<td>EA.</td>
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<tr>
<td>62</td>
<td>Connect to Existing Sanitary Manhole (Complete)</td>
<td>EA.</td>
<td>1</td>
<td>$1,000.00</td>
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<tr>
<td>63</td>
<td>Sanitary Manhole (Complete)</td>
<td>EA.</td>
<td>8</td>
<td>$5,337.44</td>
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<td>Adjust Existing Sanitary Manhole</td>
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<td>$500.00</td>
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<tr>
<td>Line Item</td>
<td>Item Description</td>
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<td>Qty</td>
<td>Unit Price</td>
<td>Extension</td>
</tr>
<tr>
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<td>-----</td>
<td>-----</td>
<td>------------</td>
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<tr>
<td>65</td>
<td>P.V.C. Sanitary Sewer (8 Inch I.D.)</td>
<td>L.F.</td>
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<td>$43.51</td>
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<td>66</td>
<td>P.V.C. Sanitary Sewer (10 Inch I.D.)</td>
<td>L.F.</td>
<td>1330</td>
<td>$50.36</td>
<td>$66,978.80</td>
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<td>67</td>
<td>P.V.C. Sanitary Lateral (6 Inch I.D.)</td>
<td>L.F.</td>
<td>120</td>
<td>$57.54</td>
<td>$6,904.80</td>
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<td>Sanitary Wye (10 Inch x 6 Inch) (Complete)</td>
<td>EA.</td>
<td>3</td>
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<td>69</td>
<td>Plug w/ Blocking (6 Inch I.D.) (Complete)</td>
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<td>Plug w/ Blocking (10 Inch I.D.) (Complete)</td>
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<td>$294.00</td>
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<td>71</td>
<td>P.V.C. Watermain (6 Inch I.D.)</td>
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<td>72</td>
<td>P.V.C. Watermain (8 Inch I.D.)</td>
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<td>120</td>
<td>$70.08</td>
<td>$8,409.60</td>
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<td>73</td>
<td>P.V.C. Watermain (10 Inch I.D.)</td>
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<td>$168,616.20</td>
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<td>74</td>
<td>Valve and Road Box (6 Inch I.D.) (Complete)</td>
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<td>7</td>
<td>$1,962.00</td>
<td>$13,734.00</td>
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<td>Valve and Road Box (10 Inch I.D.) (Complete)</td>
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<td>6</td>
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<td>$22,692.00</td>
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<td>Watermain Tee (10 Inch x 10 Inch x 6 Inch I.D.) (Complete)</td>
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<td>$912.00</td>
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<td>Watermain Tee (10 Inch x 10 Inch x 8 Inch I.D.) (Complete)</td>
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<td>3</td>
<td>$1,011.00</td>
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<td>79</td>
<td>Watermain Tee (10 Inch x 10 Inch x 10 Inch I.D.) (Complete)</td>
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<td>1</td>
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<td>80</td>
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<td>2</td>
<td>$818.60</td>
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<td>Reducer (10 Inch x 6 Inch I.D.) (Complete)</td>
<td>EA.</td>
<td>1</td>
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<td>$514.00</td>
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<td>82</td>
<td>Reducer (8 Inch x 6 Inch I.D.) (Complete)</td>
<td>EA.</td>
<td>1</td>
<td>$415.00</td>
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<td>45 Degree Bend w/ Blocking (8 Inch I.D.) (Complete)</td>
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<td>1</td>
<td>$467.00</td>
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<td>45 Degree Bend w/ Blocking (10 Inch I.D.) (Complete)</td>
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<td>4</td>
<td>$668.00</td>
<td>$2,672.00</td>
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<td>85</td>
<td>Watermain Cap w/ Blocking (6 Inch I.D.) (Complete)</td>
<td>EA.</td>
<td>3</td>
<td>$263.00</td>
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<td>Watermain Cap w/ Blocking (8 Inch I.D.) (Complete)</td>
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<td>$327.00</td>
<td>$654.00</td>
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<td>87</td>
<td>Complete Hydrant Assembly (Complete)</td>
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<td>4</td>
<td>$5,673.75</td>
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<td>Complete Hydrant Assembly w/ 2 Foot Extension (Complete)</td>
<td>EA.</td>
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<td>$7,129.50</td>
<td>$14,259.00</td>
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**Base Bid Total:**

- **Wondra Construction, Inc.:** $1,657,831.73
- **Kruczek Construction Inc.:** $1,677,777.77
- **Koplin & Kinas Co., Inc.:** $1,746,706.80
- **Woleske Construction Company Inc.:** $1,852,607.70
MEETING DATE: March 14th, 2023
AGENDA SECTION: Consideration/Action
PRESENTER: Jeff Daane

DEPARTMENT GOAL(S) SUPPORTED (if applicable) | FISCAL IMPACT
--- | ---
| $

ISSUE SUMMARY
Last year the location was on Moorman Dr. The site did not work out very well. Soil conditions were not great and crops did not grow. After talking with Terri it sounded like if the garden was in this location again not many would even have a garden.

STAFF RECOMMENDATION:
After talking with Terri on the 3 locations the area just West of Welch St. would be good location.

ATTACHMENTS:

RECOMMENDED MOTION:
1. Approve Welch St. Location
2. Approve Storbeck Dr. Location
3. Approve Spring St. Location
4. Approve leaving at current location
ISSUE SUMMARY

The last few years we have had issues with the fountain located in the Mill Pond. This was donated back in 2006, so it has served the community for about 17 years.

We have been working with the Community Fund group on replacement of the fountain. The best way to approach the replacement will be if the City purchases the fountain and we are reimbursed by the Community fund. Currently we have 4 quotes and potentially 1 additional quote may come in yet. If we do receive that quote it will be added to the packet or distributed at the meeting.

The company that would be chosen would need to have the ability to install and remove the fountain each spring and fall.

The financial impact shown here is going with the current low quote in the packet

STAFF RECOMMENDATION:
Move forward with the lowest quote as long as they can meet our service needs. This was not a budgeted expense so it will need to be forwarded to the City Council.

ATTACHMENTS:
4 current fountain quotes

RECOMMENDED MOTION:
Estimate/Agreement

<table>
<thead>
<tr>
<th>Date</th>
<th>Agreement #</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/2/2023</td>
<td>23-96</td>
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Billed To:
City of Waupun
201 E Main St
Waupun, WI 53963

Ship To (Pond Address)

<table>
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<th>Pond</th>
<th>Qty</th>
<th>Unit</th>
<th>Description</th>
<th>Rate</th>
<th>Total</th>
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<td>1</td>
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<td>Each</td>
<td>Airmax 5 HP Fountain unit and 12 light set</td>
<td>19,422.98</td>
<td>19,422.98T</td>
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<td>Each</td>
<td>New Fountain Installation</td>
<td>800.00</td>
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<td>Each</td>
<td>Shipping and Handling</td>
<td>253.56</td>
<td>253.56T</td>
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*All electrical to be done by others under the direction of WLPR.

Prices are subject to change to the prices in effect at the time of delivery. Seller reserves the right to make any corrections to prices quoted due to market volatility. In the event of any specific requirements representing a price increase, Buyer will be notified and afforded an opportunity to confirm.

Subtotal $20,476.54
Sales Tax (0.0%) $0.00
Total $20,476.54

Thank you for the opportunity to earn your business!

Wisconsin Lake & Pond Resource LLC
N7828 Town Hall Rd
Eldorado, WI 54932

Date: 3/2/2023
Title: Owner
Signature:

CUSTOMER
Date:
Signature:

Agreement Valid Thru: 3/17/2023
Acceptance of this agreement requires signature and down payment amount of: $10,238

___ Separate Invoice Needed
**BILL TO NAME / ADDRESS**  
Attn: Angie Hull  
City of Waupun  
201 E. Main Street  
Waupun, WI 53963

**SHIP TO / WORK SITE**  
Shaler Memorial Park  
451 E. Spring Street  
Waupun, WI 53963

---

<table>
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<tr>
<th>PROJECT</th>
<th>Estimate Valid Until</th>
<th>ABI PROJECT REP</th>
<th>PAYMENT TERMS</th>
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<th>PRICE EACH</th>
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<td>AquaMaster Masters Series® Fountain (5 year manufacturer warranty)</td>
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<td>Lights, LED RGBW, 4 Fixture, 40W, Masters Series® 1-5HP, with Light Brackets</td>
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<td>100</td>
<td>Cable, 8/4, PPE, in-water w/SS Braid</td>
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Discount -5.00% -1,030.40  
Shipping/Freight (estimated)  
Delivery of Panel and cable will be no charge once received.  
Free Assembly  
No Charge Winter Storage  
Free installation spring of 2023.  
100% payment within 30 days of Delivery.

To the fullest extent permitted by law, each party (the "Indemnifying Party") shall indemnify and hold harmless the other party, their agents and employees from and against third-party claims, resulting in direct damages, losses and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, injury or destruction of tangible property, including loss of use resulting therefrom, but only to extend caused by the willful, negligent acts or omissions of the Indemnifying Party or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate other rights or obligations of indemnity which would otherwise exist.

Acceptance of Proposal: The above prices, specifications and conditions are are hereby accepted per the client signature below. Aquatic Biologists, Inc. authorized to do the work as specified. A downpayment has been submitted and remainder of payment will be made according to the TERMS.

---

| SUBTOTAL | $19,727.60 |
| SALES TAX (0.0%) | $0.00 |
| TOTAL | $19,727.60 |

---

**CLIENT SIGNATURE**  
__________________________  
DATE _____ / _____ / _______
# Project Proposal

Re: **City of Waupun - Mill Pond Fountain**

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**Total Project Proposal**

$18,585.46

Dated: **March 8, 2023**

By: **Tony Mathweg**

Tony Mathweg  
PSP Service Manager  
Pumpstation Professionals

www.pumpstationpros.com

3/8/2023 - 11:48 AM  
C:\Users\tmathweg\Desktop\Pumpstation Professionals\Proposals\2023\Waupun_Fountain\City of Waupun_5 HP Fountain Quote 3_8_23
Billed To:

City of Waupun
201 E Main St
Waupun, WI 53963

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*All electrical to be done by others under the direction of WLPR.*

Prices are subject to change to the prices in effect at the time of delivery. Seller reserves the right to make any corrections to prices quoted due to market volatility. In the event of any specific requirements representing a price increase, Buyer will be notified and afforded an opportunity to confirm.

Thank you for the opportunity to earn your business!

CUSTOMER

Date: ____________________________

Signature: ____________________________

Agreement Valid Thru: 3/17/2023

Acceptance of this agreement requires signature and down payment amount of: $10,401

---

Project Manager | Zach Hoepfner

---

Subtotal: $20,802.02

Sales Tax (0.0%): $0.00

Total: $20,802.02
AGENDA SUMMARY SHEET

MEETING DATE: March 14th, 2023

AGENDA SECTION: Discussion only

PRESENTER: Jeff Daane

TITLE: City of Waupun-CORP Update 2023

DEPARTMENT GOAL(S) SUPPORTED (if applicable) | FISCAL IMPACT
---|---
| $

ISSUE SUMMARY
The current City of Waupun CORP plan expired at the end of 2022. This is a critical tool to use when applying for grant funding and prioritizing work needed to be done at City parks.

STAFF RECOMMENDATION:

ATTACHMENTS:
MSA Update
Chapter 6 completed projects from 2017 CORP plan

RECOMMENDED MOTION:
1.
Tentative Project Timeline

- **March – April**
  - Board of Public Works & Facilities (BPWF) Meeting #1: 3/14/23
  - Public Survey live: 3/20/23 – 4/16/23
  - MSA sends BPWF draft plan: 4/21/23
  - BPWF sends MSA comments & edits: 4/26/23

- **May**
  - MSA sends BPWF & City Council updated draft: 5/2/23
  - May 9, 2023 (virtual meetings)
    - 4:30 pm BPWF Meeting #2: recommend plan for adoption
    - 6:00 pm City Council: Plan adoption

**BPWF Meeting #1 Agenda Items:**

- Review general changes since last plan’s adoption:
  - Demographics (population, households, etc.)
  - City of Waupun 2018 Comprehensive Plan
  - State and County Updated CORPs
  - Park Service Area Map (Change in NRPA standard to 10-minute walk analysis)

- Discuss: What recommendations have been accomplished since 2017?
  - Board members should review Chapter 6: Recommendations from the 2017 plan prior to meeting (see attached).
  - During meeting, identify person(s) to complete more detailed accounting of which recommendations to include/exclude in updated plan.

- Discuss: Are there additional proposed park and trail improvements beyond those listed in the 2017 plan that should be included in this update?
  - Have any of the proposed new park and trail facilities listed in the 2017 plan been built out or are accounted for in current City capital improvement planning?

- Discuss: What other items to be changed, incorporated, or removed from the current plan?
  - Change adoption process to longer be a “component” of the comprehensive plan.

- Share draft survey questions, using 2017 survey as a starting point (see attached).
The quantitative, qualitative, and geographic analysis discussed in Chapter 4 reveals the need for improvements to existing facilities, as well as, the acquisition and development of new sites for future recreational use. It should be noted that some of the recommendations in this chapter may require considerable cooperation with others, including the citizens of Waupun, local civic and business associations, neighboring municipalities, Dodge and Fond du Lac Counties, and State agencies. In nearly every case, more detailed planning, engineering, study, budgeting, and/or discussion will be necessary before decisions are made to actually acquire land or construct recreational facilities. Where identified, acquisition projects will be implemented through donation, dedication, purchase, or a combination thereof.

The recommendations of this plan are divided into five major sections: (1) recommendations for existing park facilities; (2) ADA recommendations; (3) recommendations for new park facilities; (4) recommendations for recreational trails; and (5) other miscellaneous recommendations.
The timeline for completion of the recommendations is within the next five years, or the life of this plan. Due to budgetary constraints it is unlikely that all of the recommendations within this chapter will be implemented in the next five years. Maintenance and improvement projects to existing parks will be prioritized on an annual basis by the Recreation Board in conjunction with the City Council as part of the City’s annual budget. Many of the recommendations regarding locating new park facilities will be coordinated with the annexation or approval of development proposals; therefore, the timing is much more variable.

While adding new park facilities is important to enhancing the City’s park system, the City is committed to maintaining existing parks in satisfactory condition and providing sufficient funding for operations. Such maintenance and operations include providing sufficient budget for the following:

» Maintaining and replacing existing facilities and equipment, as needed,

» Maintaining the landscape at existing parks in good condition,

» Providing sufficient resources in support of recreational programs, and

» Maintaining a safe and accessible environment at all City parks.

As new lands are added to the park system, the City will need to budget additional funds for maintenance and operations to maintain the same level of service and quality facilities.

6.1 EXISTING PARK FACILITIES

The following is a bullet list of recommendations for improvements to existing parks. Some of the recommendations identified within this section are remnants from the 2011 CORP. These recommendations have been highlighted (*) where they occur.

MINI PARKS

Heritage Park
• Add a couple of picnic tables

Richard Holmes Park
• Weed control across the river
• Add additional benches/tables
• Possible canoe/kayak entry point (alternative to a facility at Shaler Memorial Park)

NEIGHBORHOOD PLAYGROUNDS

Buwalda Park
• Fix water fountain
• Add restrooms (or at least a portable restroom)
• Replace playground equipment
• Add more tables/benches
• Reduce shelter light intensity, or fix orientation, to reduce light trespass to adjacent residential properties and to direct lighting to the playground area
• Install park sign
• Survey neighborhood residents for possible other park improvements

Pine Street Park
• Add permanent restrooms
• Move shed closer to shelter
• Address erosion control along river
• Install park sign
• Possible canoe/kayak entry point (alternative to a facility at Shaler Memorial Park)

Tanner Park
• Add shade trees (~4 trees)*
• Add pedestrian crossing pavement markings and signage across E. Spring Street to Community Center
• Add benches along river
• Add benches by play equipment
• Any improvements to enhance the sledding hill

Zoellner Park
• Replace missing step on playground
• Repaint bathroom door
• Add flower/butterfly garden
• Replace playground equipment
• Survey neighborhood residents for possible other park improvements

NEIGHBORHOOD PARKS

Dodge Park
• Add soccer goals*
• Install basketball court
• Add additional playground equipment
• Add flowers to front sign
• Fix sandbox (sand is bad and weedy)

Harris Mill Park
• Work with cemetery association to install additional fishing pier on other side of park, or at Shaler Memorial Park, or on west end of park
• Add more benches to sit and fish
• Add a canoe/kayak launch
• Add bark/weed barrier in flower beds
• Add canoe/kayak portage around dam with signage/map for the Rock River Water Trail (alternative to portage at Shaler Memorial Park)

Johnson’s West End Park
• Repaint bathrooms
• Remove backstop and fencing (when/if it becomes dilapidated or a hazard)

Wilcox Park
• Update shelter - replace (materials only)*
• Add locks on bathroom stalls
• Replace older playground equipment
• Add larger basketball court
• Decide whether to improve or remove baseball backstop/diamond
• Add angled off-street parking stalls
• Fix planter box or remove and have cement slab with signage
• Add two benches by play area and one by swing area

• Clean the memorial stone
• Replace sand in horseshoe pits (or remove if new horseshoe pits are installed in McCune Park)

COMMUNITY PLAYFIELDS

Medema Ball Diamonds
• Parking Area on Rens Way*
• Add lights to Diamond #3
• Replace concession stand
• More bleachers at Diamond #3

Schlieve Field
• Replace/install matting in batting cage
• Per FDL County Inspection there appears to be some needs in the concession stand

E. Spring Street Diamond C
• Add shade trees (~5 trees)
• Consider removal of diamond as part of potential improvements to the Community Center.

Waupun Baseball Complex
• Add recycling bins
• Add shade trees

COMMUNITY PARKS

McCune Park
• As part of the update of this plan the City developed a park master plan for this park, refer to Appendix D. The park master plan illustrates numerous potential improvement projects. The overall theme behind these improvements is to:
  • Diversity the types of recreational facilities offered at the park to enhance use of the park by all ages.
  • New recreational facilities include a unique natural based playground (“dream park”), pickleball courts, fitness stations, and other unique facilities to Waupun (e.g. shuffle
board courts, horseshoe pits, etc.).

- Maintain the existing softball diamond, basketball court, volleyball courts, and shelter.
- Rehabilitate the former beach area as a naturalized pond with boardwalk and sculptural feature.
- Install low growing prairie and butterfly gardens with habitat housing for birds, butterflies, bees and bats.
- Add walking trails throughout the park and to adjacent residential neighborhoods.
- Replace the existing bathhouse with a new open air shelter equipped with restrooms.

These improvements offer facilities generally not found in other City parks and can reinvigorate McCune Park as a family oriented park desired for everyday use and weekend family reunions.

NATURE PRESERVE

Meadow View Heights Park
- Add restrooms (or at least a portable restroom at the parking lot)
- Possible canoe/kayak entry point (alternative to a facility at Waupun County Park)
- Install park sign
- Improve wayfinding signage to park off of Brandon Street
- Consider purchase of Spergers Bona Vista Farms property to expand park
- Expand parking lot

SPECIAL PURPOSE PARKS

Shaler Memorial Park
- Install fishing pier for better access to water’s edge for fishing
• Possible canoe/kayak entry point (alternative to a facility at Richard Holmes/Rock River Intermediate School)
• Add canoe/kayak portage around dam with signage/map for the Rock River Water Trail

Waupun Family Aquatic Center
• Add more shade sails
• Add more off-street parking
• Add picnic areas

UNDEVELOPED PARKS

Oak Lane Park
• Create a master plan for the park with consideration to floodplain issues. Potential improvements:
  • ADA accessible walk path*
  • Shrubs, flowers, trees*
  • Benches and tables
  • Fountain*
  • Add open air shelter
  • Add backstop
  • Add soccer goals
  • Add playground equipment
  • Add basketball court
  • Install park sign

NEIGHBORHOOD PLAYGROUNDS

Buwalda Park
• Add stall and signage for accessible on-street parking
• Add accessible curb ramp
• Add further accessible routes to park amenities
• Provide accessible picnic table
• Consider priority needs for playground accessibility

Pine Street Park
• Add stall and signage for accessible on-street parking
• Add further accessible routes to park amenities
• Provide route needed to accessible portable toilet
• Consider priority needs for playground accessibility

Tanner Park
• Stripe and add signage for accessible parking lot stalls
• Add accessible routes to playground
• Consider priority and needs for playground accessibility

Zoellner Park
• Add stall and signage for accessible on-street parking
• Add accessible curb ramp
• Add further accessible routes to park amenities
• Insulate exposed lavatory piping in restroom
• Provide accessible picnic table
• Consider priority needs for playground accessibility

6.2 ADA RECOMMENDATIONS

The City has completed an ADA Facilities Assessment and Transition Plan. In 2012 new ADA standards became effective which required municipalities with over 50 employees to identify physical obstacles that limit accessibility of facilities to those with disabilities, provide a schedule for making these modifications, and appoint officials responsible to implement the Transition Plan. The following accessibility improvements are planned for the parks:

MINI PARKS

Heritage Park
• Add stall and signage for accessible on-street parking

• Provide wheelchair seating position next to bench area
NEIGHBORHOOD PARKS

Dodge Park
- Add stall and signage for accessible on-street parking
- Add accessible curb ramp
- Add further routes to park amenities
- Provide accessible picnic table
- Widen tennis court fence opening
- Remodel restrooms for accessibility
- Replace drinking fountain with high-low units
- Consider priority needs for playground accessibility

Harris Mill Park
- Add accessible parking stall signage
- Provide accessible picnic table at main shelter
- Replace vending machine - controls are too high
- Replace restroom lavatory sinks with push button, lever or sensor controls
- Add insulation to sink piping in men’s restroom
- Change urinal controls to sensor type
- Add further accessible routes to park amenities
- Modify fishing platform for accessible platform edge transition
- Provide accessible picnic table at gazebo shelter
- Provide a designated partially accessible route with signage for the East Garden area

Johnson’s West End Park
- Add stall and signage for accessible on-street parking
- Replace vending machine - controls are too high
- Add further accessible routes to park amenities
- Widen tennis court fence opening
- Provide accessible picnic table
- Remodel restrooms for accessibility
- Replace drinking fountain with high-low units
- Consider priority needs for playground accessibility

Wilcox Park
- Add stall and signage for accessible on-street parking
- Add accessible curb ramp
- Add further accessible routes to park amenities
- Provide accessible picnic table
- Remodel restrooms for accessibility
- Replace drinking fountain with high-low units
- Consider priority needs for playground accessibility

COMMUNITY PLAYFIELDS

Medema Ball Diamonds
- Add signage, add one curb cut and restripe accessible on-street parking stalls
- Add accessible route and wheelchair viewing area to East Ball field
- Reconfigure Center Ball field depressed area - drains large grate slots
- Reconfigure edge at Center Ball field playground entrance barrier
- Provide at least one accessible counter at the concession stand
- Remodel restrooms to eliminate barriers
- Replace West building’s drinking fountains with high-low units
- Add assistive listening systems and signage if there is an audio system used
- Consider priority needs for playground accessibility.

Schlieve Field
- Stripe and add signage for accessible parking lot stalls
- Add further accessible routes to park amenities
• Replace freestanding drinking fountain with accessible unit
• Provide accessible picnic table at main shelter
• Provide at least one accessible counter at the concession stand
• Remodel restroom to eliminate barriers
• Replace drinking fountain with high-low units
• Replace vending machine - controls are too high
• Add assistive listening systems and signage if there is an audio system used

**Waupun Baseball Complex**
• Partially restripe and add signage for accessible parking lot stalls
• Remove barrier at entrance door of easterly building single occupant men’s and women’s restroom or add signage to direct users to other accessible stalls in the park
• Add high unit to easterly building drinking fountain
• Add high unit to westerly building drinking fountain
• Add assistive listening systems and signage if there is an audio system used
• Consider priority needs for playground accessibility

**COMMUNITY PARKS**

**McCune Park**
• Partially restripe and add signage for accessible parking lot stalls at NW parking lot
• Partially restripe and add signage for accessible parking lot stalls at SE parking lot
• Add further accessible routes to park amenities
• Provide at least one exterior and one at the interior concession service counter
• Remodel restrooms for accessibility
• Provide accessible picnic table at the main shelter

• Replace drinking fountain with high-low units
• Replace vending machine - controls are too high
• Add assistive listening systems and signage if there is an audio system used

**NATURE PRESERVE**

**Meadow View Heights Park**
• Add stall and signage for accessible on-street parking

**SPECIAL PURPOSE PARKS**

**Shaler Memorial Park**
• Stripe and add signage for accessible parking lot stalls
• Add accessible route to memorial
• Provide accessible route through memorial
• Regrade crushed path at west edge of footbridge

**Waupun Family Aquatic Center**
• Reconfigure women’s changing bench

**UNDEVELOPED PARKS**

**Oak Lane Park**
• Add stall and signage for accessible on-street parking
• Add accessible curb ramp

**TRAILS**

**Rock River Trail**
• Add stall and signage for accessible on-street parking
• Modify east foot bridge’s abrupt concrete abutments to eliminate barrier
• Consider adding walk to westerly street walk and Aquatic Center parking lot
6.3 NEW PARK FACILITIES

The City should develop new park and recreational facilities in areas that are under served by existing facilities, where future City expansion is expected to occur, or where the acquisition of park and open space will advance the goals and policies of this plan or the City’s Comprehensive Plan.

The Proposed Parks and Trails Map in Appendix C identifies the general location for potential new or expanded park facilities, based in-part on Waupun’s future land use plan (see Section 2.6). These are generalized locations used for planning purposes only. Some of the recommendations identified within this section are remnants from the 2011 CORP. These recommendations have been highlighted (*) where they occur.

- **Site A** is in the area south of W. Brown and north of WIS 68 and west of West Street. This area is approximately 3.4 acres and is presently owned by the City of Waupun/Utilities. This land should be developed as a neighborhood park which contains a playground, benches, backstop, and landscaping.*

- **Site B** is located at 903 North Madison Street, north of the City Garage. The site is approximately 42.9 acres. The City should research the possibilities of developing recreation facilities on the former landfill site (e.g. disc golf) and use the old landfill for sledding/tobogganing to enhance winter activities.*

- **Site C** is approximately 70.4 acres and is located on City-owned land between WIS 151 and County I, south of the DOC. The City should develop a stormwater detention pond here, as this land was put into the North American Wetland Conservation Act (NAWCA).* The purpose of NAWCA is to protect, restore and enhance wetland habitats for birds. Areas should also be developed to be used for hiking, observation, cross country skiing and walking.* The City should also consider connecting this site via a recreation trail to the Wild Goose Trail along Libby Creek and to the Shaler Drive via an under pass of US 151 at Buwalda Drive.

- **Site D** is a 0.09 acre vacant lot adjacent to 417 E. Main Street. This land should be developed as a downtown pocket park and potential Farmers Market.

- **Site E** is an approximately 321.7-acre area of undeveloped lands, north of City limits, east of the railroad, west of CTH M and south of Whooley Road. This area is identified as future Low-Density Residential development in the City’s Comprehensive Land Use Plan (Map 8-3). As annexations and development occur in this area it will be important to build additional parks to serve future residential developments in this area and to connect via new trails future neighborhoods to existing parks and trails. Chapter 17.07(8) of the City’s Municipal Code requires a minimum of 5% of any proposed plat be dedicated to the City for recreational purposes. Therefore, at least 16 acres of this planned residential area should be set aside for future park space. This may take the form of one large community park or several neighborhood parks. Priority should be given to preserve some of the woodland areas for passive recreational trails as well as dedication of other lands for traditional park facilities (e.g. playgrounds, shelters, tennis courts, ball diamonds, basketball courts, and general purpose field space). Parks and homes in this area should be connected to the existing Rock River Trail network via the dedication and construction of a new recreational trail along the east side of the railroad from Edgewood Drive/Atlas Drive.

- **Site F** is 84.1 acres, comprised of undeveloped lands north of City limits, east of Savage Road and west of the railroad. This area is identified as future Mixed-Use (PUD) development in the City’s Comprehensive Land Use Plan (Map 8-3). As annexations and development occur in this area it will be important to build additional parks to serve future residential developments in this area and to connect via new trails future neighborhoods to existing parks and trails. Chapter 17.07(8) of the City’s Municipal Code requires a minimum of 5% of any proposed plat be dedicated to the City for recreational purposes. Therefore, at least 4.2 acres of this planned residential area should be set aside for future park space. This will likely take the form of one neighborhood park. Priority should be given to centrally locating this park within the planned neighborhood. Traditional park facilities should be constructed (e.g. playgrounds, shelters, tennis courts, and basketball courts, and general purpose field space). Given the size of the park space
needed, a ball diamond may not be feasible at this location but a backstop could be constructed for informal play. Parks and homes in this area should be connected to the existing Rock River Trail network via the dedication and construction of a new recreational trail along the west side of the railroad from Edgewood Drive/Winter Ave.

- **Site G** is an approximately 56.8-acre area of undeveloped lands within existing City limits, west of Savage Road, east of Waupun County Park and south of CTH MMM. This area is identified as future Low-Density Residential development in the City’s Comprehensive Land Use Plan (Map 8-3). As development occurs in this area it will be important to build additional parks to serve future residential developments in this area and to connect via new trails future neighborhoods to existing parks and trails. Chapter 17.07(8) of the City’s Municipal Code requires a minimum of 5% of any proposed plat be dedicated to the City for recreational purposes. Therefore, at least 2.8 acres of this planned residential area should be set aside for future park space. This will likely take the form of one neighborhood park. Priority should be given to centrally locating this park within the planned neighborhood, or alternatively adjacent to Waupun County Park. Traditional park facilities should be constructed (e.g. playgrounds, shelters, tennis courts, and basketball courts, and general purpose field space). Given the size of the park space needed, a ball diamond may not be feasible at this location but a backstop could be constructed for informal play. Parks and homes in this area should be connected to the existing Rock River Trail network via the dedication and construction of a new north-south recreational trail connecting to Pine Street via Beske Street.

- **Site H** is an approximately 480.1-acre area of undeveloped lands located north of City limits, east of Town Alto/Waupun line, west of Savage Road and south of Whooley Road. This area is identified as future Low-Density Residential development in the City’s Comprehensive Land Use Plan (Map 8-3). As annexations and development occur in this area it will be important to build additional parks to serve future residential developments in this area and to connect via new trails future neighborhoods to existing parks and trails. Chapter 17.07(8) of the City’s Municipal Code requires a minimum of 5% of any proposed plat be dedicated to the City for recreational purposes. Therefore, at least 24 acres of this planned residential area should be set aside for future park space. This may take the form of one large community park or several neighborhood parks. Priority should be given to preserve some of the woodland areas for passive recreational trails as well as dedication of other lands for traditional park facilities (e.g. playgrounds, shelters, tennis courts, ball diamonds, basketball courts, and general purpose field space). Parks and homes in this area should be connected to the existing Rock River Trail network via the dedication and construction of a new north-south recreational trail connecting to Pine Street via Beske Street.
Rock River Trail network via the dedication and construction of a new recreational trail along the north-south stream corridor running through this area into Waupun County Park and their existing trail network.

- **Site I** is an approximately 37-acre area of undeveloped lands east of N. Madison Street, south of the Dog Park and north of Nevevel Ave. This area is identified as future Low-Density Residential development in the City’s Comprehensive Land Use Plan (Map 8-3). As development occurs in this area it will be important to build additional parks to serve future residential developments in this area and to connect via new trails future neighborhoods to existing parks and trails. Chapter 17.07(8) of the City’s Municipal Code requires a minimum of 5% of any proposed plat be dedicated to the City for recreational purposes. Therefore, at least 1.9 acres of this planned residential area should be set aside for future park space. This will likely take the form of one neighborhood park. Priority should be given to preserving the wooded areas of this site for passive recreational trails that would connect Schlieve Park to the Dog Park. A small playground could be constructed as part of the park. Parks and homes in this area should be connected to the existing Rock River Trail network via the dedication and construction of a new north-south recreational trail connecting to E. Spring Street via Home Ave. As an alternative, the City could also look to purchase the 15.2 acres of woodland in this area for construction of a mountain biking course through the woodlands as a way to add diversity to the types of recreational facilities available in the community and as a way to attract mountain bike enthusiasts to the City.

- **Site J** is an approximately 29.3-acre that is an existing quarry south and west of Gateway Drive. This area is identified as future Mixed-Use (PUD) in the City’s Comprehensive Land Use Plan (Map 8-3). Future reclamation of the quarry could provide opportunities for unique park and recreational facilities which take advantage of the terrain of the site. The site could also serve as an addition to McCune Park.

As new park lands are dedicated to the City individual park master plans should be developed in order to guide the installation of park facilities. All individual park master plans of the City should be adopted as appendices to this plan in order to maintain eligibility for state and federal park and recreational grants.

### 6.4 RECREATIONAL TRAILS

The City should develop a long-term bicycle and pedestrian transportation plan to help identify routes and facilities for multimodal transportation options. This plan should consider extensions of the proposed system to future park locales within the planning area. Specific recommendations for the plan include:

- Extend trail along County Park Road from Oriole Street to West Main Street.
- Add directional signage to and from the Wild Goose and Rock River Trails with direction...
markings and mileage at the following intersections: WIS 49/WGT; CTH I/Peachy Road; CTH I/Milligan Road; WIS 26/Milligan Road; WIS 26/Buwalda Drive; and Buwalda Drive/Shaler Drive.

- Develop bicycle paths on street with a focus on linking schools and parks as part of a loop through existing and planned residential neighborhoods (refer to Proposed Parks and Trails Map). Mark the route with appropriate signage and trail markers.
- Stripe on-road bike lanes on Gateway Drive and Shaler Drive from WIS 26 to E. Lincoln Street.
- Develop a bike/walk trail either over or under US 151 to connect to the Wild Goose State Trail south of the City of Waupun. Acquire right-of-ways or easements where necessary or appropriate.*
- Develop a bike/walk path from Waupun to Beaver Dam on the US 151 corridor. Acquire right-of-ways or easements where necessary or appropriate.*

Other trail improvements include:

- Develop a series of canoe/kayak launches and dam portage sites to facilitate canoeing in the City.* This plan recommends a western entry point at Waupun County Park and an eastern entry point at Richard Holmes Park/Rock River Intermediate School with a portage at Shaler Memorial Park. Alternative sites are discussed in the plan. Entry points should include ADA launches and signage/map of the Rock River Water Trail.
- Provide information regarding bicycle and water routes and trails via kiosks at strategic locations within the City, pamphlets and on the City website.*
- Cooperate with new businesses in the Business Park to enhance or develop pedestrian bike/walk trails.*

6.5 OTHER RECOMMENDATIONS

Other non-specific locational recommendations include:

- Revise the City’s parkland dedication and fees in lieu of land dedication requirements for consistency with the policies of this plan (refer to Chapter 7).
- Develop a Safe Routes to School Plan.*
- Develop an online Waupun Parks and Trails Story Map to market area park and recreation amenities.
- Consider commissioning additional sculptures for existing or future park sites to reinforce the City’s brand “City of Sculpture”.
- The City of Waupun and the Waupun Area Chamber of Commerce/Waupun Area Recreation Project are working with the Rock River Country Club to develop cross country ski trails. These two groups are also looking into developing a community building to hold concessions, rentals (canoe/kayak/bike/cc skis) and meeting rooms.
- Work with Fond du Lac County to develop a formal ADA canoe/kayak launch at Waupun County Park with signage/map for the Rock River Water Trail.
- Other facilities to add include (sites undetermined at this time):
  - Sledding Hills* (possible site at old landfill)
  - Bike, hike and ski paths*
  - Natural areas and preserves*
  - Shore fishing sites*
  - Snowmobile trails*
  - Picnic areas*
  - Geocaching sites*
- Work with the School District to lease Veterans Memorial Field for use as a new soccer facility/complex. Develop a concept plan for the layout of soccer fields, seating areas, concessions areas, parking areas, sidewalks/paths, vehicular parking, landscaping, removal of any
existing facilities, etc. If a lease cannot be worked out then complete a site selection study to identify alternative locations for the soccer complex including land acquisition and construction cost estimates. Develop concept plans for preferred site(s). In either case concept plans should include feedback from stakeholder users groups and guided by the Recreation Board.

• Complete a feasibility study for a new indoor recreation/community center. Study should include analysis of space needs, site selection (possibly replace existing community center), cost estimates, etc. Possible features to include:
  • Gym
  • Indoor Pool
  • Fitness rooms
  • General purpose rooms
  • Relocate senior center facilities

• Consider apply to become a Bird City. A Bird City is a community whose government educates its citizens about birds while implementing sound conservation practices. Bird City Wisconsin provides highly-visible public recognition to these communities, and guidance on future actions, to make Bird Cities better habitat for birds and people:
The City of Waupun is updating its Comprehensive Outdoor Recreation Plan (CORP). This plan serves to guide the continual improvement of the City's parks, open space, bicycle and pedestrian facilities. The CORP also maintains the City's eligibility for state and federal recreation grants. The City realizes the importance and benefits of parks, open space, bicycle and pedestrian facilities and are committed to meeting the needs of its current and future residents. By participating in this survey you are helping to shape the future of Waupun!
Waupun Comprehensive Outdoor Recreation Plan Survey

Park Activities

1. When visiting City parks which activities or facilities do you or members of your household most commonly participate in or use? Check all that apply.

- [ ] Playground Equipment
- [ ] Picnic Facilities (grills, shelters, etc.)
- [ ] Ball Diamonds
- [ ] Basketball Courts
- [ ] Tennis Courts
- [ ] Athletic Fields (soccer, football, etc.)
- [ ] Shore Fishing
- [ ] Bike/Walking Trail
- [ ] Bird/Nature Viewing
- [ ] Other (please specify)

2. Do you have any concerns about safety or accessibility in any of our parks?

- [ ] Yes
- [ ] No

If yes, please describe the name of the park and the concern.
3. Which of the following amenities would you like to be added, improved or expanded in Waupun either by public or private entities? Mark up to 6 preferences.

- Archery/Trap shooting range
- Adult Outdoor Fitness Equipment
- ATV trails
- Ball diamonds
- Basketball courts
- Beaches/Lake Access
- Boating facilities
- Bocce ball courts
- Camping areas
- Canoe/Kayak facilities
- Curling rink
- Disc golf course
- Dog park
- Equestrian Trails
- Fishing facilities
- Football fields
- Golf course
- Golf driving range
- Horseshoe pits
- Ice skating/Hockey rink
- Indoor athletic complex (for multiple programs/sports)
- Indoor pool
- La crosse fields
- Lake & shoreline restoration
- Lighted Athletic Fields
- Off-road mountain biking trails
- Off-road walking/biking trails
- On-road bicycle facilities
- Outdoor pool
- Park landscaping/Trees
- Park parking lots
- Park signage/Directional signage
- Pickle ball courts
- Playground equipment
- Restrooms
- Sand volleyball courts
- Shelters
- Sidewalks
- Site furnishings (benches, tables, grills, etc.)
- Skateboarding facilities
- Sledding hill
- Snowmobile trails
- Snowshoeing
- Soccer fields
- Splash pad
- Tennis courts
- X-country skiing

Other (please specify)

4. Referring back to question 3, please indicate your number one desired park amenity to be added, improved or expanded in Waupun either by public or private entities. Why is this your top choice?
5. What is your **favorite** park to visit in Waupun?

6. Why is this park your **favorite** park to visit in Waupun?

7. What park do you **frequent** the most in Waupun?

8. Why do you **frequent** this park the most in Waupun?

9. Did anyone in your household participate in City sponsored recreation program in the past year (e.g. youth sports, adult sports, dance, etc.)?
   - Yes
   - No
   - Not Sure

10. Did anyone in your household visit/use the Community Center (510 W. Spring St.) in the past year?
    - Yes
    - No
    - Not Sure
11. Did anyone in your household visit/use the Senior Center (301 E. Main St.) in the past year?
   - [ ] Yes
   - [ ] No
   - [ ] Not Sure

12. Did anyone in your household visit/use the Aquatic Center (701 County Park Rd.) in the past year?
   - [ ] Yes
   - [ ] No
   - [ ] Not Sure

13. Excluding winter months, on average how often do you or members of your household visit or use...

<table>
<thead>
<tr>
<th></th>
<th>3 or more times per week</th>
<th>1-2 times per week</th>
<th>1-2 times per month</th>
<th>1-2 times per year</th>
<th>0 times in the past year</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Waupun Parks</td>
<td></td>
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<tr>
<td>Dodge County Parks</td>
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<tr>
<td>Waupun County Park</td>
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<tr>
<td>Other Fond du Lac County Parks besides Waupun County Park</td>
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<tr>
<td>Horicon Marsh</td>
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<tr>
<td>State Parks</td>
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<tr>
<td>Wild Goose State Trail</td>
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<tr>
<td>Other State Trails</td>
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</tr>
</tbody>
</table>

14. Do you or members of your household commonly (an average of at least once per month) drive somewhere outside of Waupun to use specific recreational facilities?
   - [ ] Yes
   - [ ] No

If yes, please specify where you go and for what activities/facilities.
**Waupun Comprehensive Outdoor Recreation Plan Survey**

**Bike/Pedestrian**

15. How often do you....

<table>
<thead>
<tr>
<th>Activity Description</th>
<th>3 or more times per week</th>
<th>1-2 times per week</th>
<th>1-2 times per month</th>
<th>1-2 times per year</th>
<th>0 times in the past year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walk for exercise</td>
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<td></td>
</tr>
<tr>
<td>Bike for exercise</td>
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<tr>
<td>Walk for transportation from home to school, work, stores, restaurants, etc.</td>
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<td></td>
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<tr>
<td>Bike for transportation from home to school, work, stores, restaurants, etc.</td>
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</tbody>
</table>

16. What type of bike facility do you feel safe using? Check all that apply.

- [ ] Dedicated bike lane with physical barrier from cars
- [ ] Dedicated bike lane, no barrier from cars
- [ ] Paved off-road trail
- [ ] Unpaved off-road trail
- [ ] I use the sidewalk even if there is a bike lane

17. Are there any parks in Waupun that you can't safely reach by bike or foot? (please identify name of park and concern)

[ ]
18. Name a specific location in Waupun that needs to be improved for bicycle or pedestrian safety.

19. How close is the nearest park or trail to your home?
   - [ ] Within reasonable walking and biking distance
   - [ ] Within reasonable biking distance, but not walking distance
   - [ ] I have to drive

20. Where would you prioritize the location of new bike facilities, routes, or trails?
Waupun Comprehensive Outdoor Recreation Plan Survey

Parks/Open Space Funding

21. Should your community allocate additional funds to be spent on?

<table>
<thead>
<tr>
<th>Category</th>
<th>Yes</th>
<th>No</th>
<th>Not Sure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park Maintenance (maintain existing grounds/facilities)</td>
<td></td>
<td></td>
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<tr>
<td>Installing New Park Facilities/Equipment</td>
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<tr>
<td>Parkland Acquisition</td>
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</tr>
<tr>
<td>Bicycle Facilities/Trails</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Sidewalk Facilities/Pedestrian Enhancements</td>
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<td></td>
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<tr>
<td>Tree Plantings/Emerald Ash Borer Management</td>
<td></td>
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</tbody>
</table>

22. Please use the space provided below to identify a type of new recreation program or service that the City should consider offering.


23. Please use this space to provide any other comments relating to pedestrian, bicycle, park and recreation services or facilities in Waupun.
Waupun Comprehensive Outdoor Recreation Plan Survey

Respondent Profile

These questions will help us understand how well the survey responses represent the overall population of the community.

24. What is your age?

☐ Under 10  ☐ 10-19  ☐ 20-29  ☐ 30-39  ☐ 40-49  ☐ 50-59  ☐ 60-69  ☐ 70-79  ☐ 80+

25. Please indicate the number of people in your household, including yourself, who fall within the following age ranges:

<table>
<thead>
<tr>
<th>Age Range</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tbody>
<tr>
<td>Under 10</td>
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<td>10-19</td>
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<td>30-39</td>
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<td>40-49</td>
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<td>50-59</td>
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<td>60-69</td>
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<td>70-79</td>
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<tr>
<td>80+</td>
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</tbody>
</table>

26. What is your gender?

☐ Male  ☐ Female
27. Where do you live?

- [ ] City of Waupun
- [ ] Town of Trenton
- [ ] Town of Chester
- [ ] Elsewhere in Dodge County
- [ ] Other (please specify)

28. Indicate the general location of your primary residence in Waupun (see image below)

- [ ] I live north of Main Street and west of the railroad tracks (Area 1)
- [ ] I live south of Main Street and west of the railroad tracks (Area 2)
- [ ] I live north of Main Street and east of the railroad tracks (Area 3)
- [ ] I live south of Main Street and east of the railroad tracks (Area 4)
- [ ] I don't live inside the Waupun City Limits
Thank you for helping shape the future of Waupun!
The timeline for completion of the recommendations is within the next five years, or the life of this plan. Due to budgetary constraints it is unlikely that all of the recommendations within this chapter will be implemented in the next five years. Maintenance and improvement projects to existing parks will be prioritized on an annual basis by the Recreation Board in conjunction with the City Council as part of the City’s annual budget. Many of the recommendations regarding locating new park facilities will be coordinated with the annexation or approval of development proposals; therefore, the timing is much more variable.

While adding new park facilities is important to enhancing the City’s park system, the City is committed to maintaining existing parks in satisfactory condition and providing sufficient funding for operations. Such maintenance and operations include providing sufficient budget for the following:

» Maintaining and replacing existing facilities and equipment, as needed,

» Maintaining the landscape at existing parks in good condition,

» Providing sufficient resources in support of recreational programs, and

» Maintaining a safe and accessible environment at all City parks.

As new lands are added to the park system, the City will need to budget additional funds for maintenance and operations to maintain the same level of service and quality facilities.

6.1 EXISTING PARK FACILITIES

The following is a bullet list of recommendations for improvements to existing parks. Some of the recommendations identified within this section are remnants from the 2011 CORP. These recommendations have been highlighted (*) where they occur.

MINI PARKS

Heritage Park
• Add a couple of picnic tables

Richard Holmes Park
• Weed control across the river
• Add additional benches/tables
• Possible canoe/kayak entry point (alternative to a facility at Shaler Memorial Park)

NEIGHBORHOOD PLAYGROUNDS

Buwalda Park
• Fix water fountain
• Add restrooms (or at least a portable restroom)
• Replace playground equipment
• Add more tables/benches
• Reduce shelter light intensity, or fix orientation, to reduce light trespass to adjacent residential properties and to direct lighting to the playground area
• Install park sign
• Survey neighborhood residents for possible other park improvements

Pine Street Park
• Add permanent restrooms
• Move shed closer to shelter
• Address erosion control along river
• Install park sign
• Possible canoe/kayak entry point (alternative to a facility at Shaler Memorial Park)

Tanner Park
• Add shade trees (~4 trees)*
• Add pedestrian crossing pavement markings and signage across E. Spring Street to Community Center
• Add benches along river
• Add benches by play equipment
• Any improvements to enhance the sledding hill

Zoellner Park
• Replace missing step on playground
• Repaint bathroom door
• Add flower/butterfly garden
• Replace playground equipment
• Survey neighborhood residents for possible other park improvements

NEIGHBORHOOD PARKS

Dodge Park
• Add soccer goals*
• Install basketball court
• Add additional playground equipment
• Add flowers to front sign
• Fix sandbox (sand is bad and weedy)

Harris Mill Park
• Work with cemetery association to install additional fishing pier on other side of park, or at Shaler Memorial Park, or on west end of park
• Add more benches to sit and fish
• Add a canoe/kayak launch
• Add bark/weed barrier in flower beds
• Add canoe/kayak portage around dam with signage/map for the Rock River Water Trail (alternative to portage at Shaler Memorial Park)

Johnson’s West End Park
• Repaint bathrooms
• Remove backstop and fencing (when/if it becomes dilapidated or a hazard)

Wilcox Park
• Update shelter - replace (materials only)*
• Add locks on bathroom stalls
• Replace older playground equipment
• Add larger basketball court
• Decide whether to improve or remove baseball backstop/diamond
• Add angled off-street parking stalls
• Fix planter box or remove and have cement slab with signage
• Add two benches by play area and one by swing area
• Clean the memorial stone
• Replace sand in horseshoe pits (or remove if new horseshoe pits are installed in McCune Park)

COMMUNITY PLAYFIELDS

Medema Ball Diamonds
• Parking Area on Rens Way*
• Add lights to Diamond #3
• Replace concession stand
• More bleachers at Diamond #3

Schlieve Field
• Replace/install matting in batting cage
• Per FDL County Inspection there appears to be some needs in the concession stand

E. Spring Street Diamond C
• Add shade trees (~5 trees)
• Consider removal of diamond as part of potential improvements to the Community Center.

Waupun Baseball Complex
• Add recycling bins
• Add shade trees

COMMUNITY PARKS

McCune Park
• As part of the update of this plan the City developed a park master plan for this park, refer to Appendix D. The park master plan illustrates numerous potential improvement projects. The overall theme behind these improvements is to:
  • Diversity the types of recreational facilities offered at the park to enhance use of the park by all ages.
  • New recreational facilities include a unique natural based playground (“dream park”), pickleball courts, fitness stations, and other unique facilities to Waupun (e.g. shuffle
board courts, horseshoe pits, etc.).

- Maintain the existing softball diamond, basketball court, volleyball courts, and shelter.
- Rehabilitate the former beach area as a naturalized pond with boardwalk and sculptural feature.
- Install low growing prairie and butterfly gardens with habitat housing for birds, butterflies, bees and bats.
- Add walking trails throughout the park and to adjacent residential neighborhoods.
- Replace the existing bathhouse with a new open air shelter equipped with restrooms.

These improvements offer facilities generally not found in other City parks and can reinvigorate McCune Park as a family oriented park desired for everyday use and weekend family reunions.

NATURE PRESERVE

Meadow View Heights Park
- Add restrooms (or at least a portable restroom at the parking lot)
- Possible canoe/kayak entry point (alternative to a facility at Waupun County Park)
- Install park sign
- Improve wayfinding signage to park off of Brandon Street
- Consider purchase of Spergers Bona Vista Farms property to expand park
- Expand parking lot

SPECIAL PURPOSE PARKS

Shaler Memorial Park
- Install fishing pier for better access to water’s edge for fishing
• Possible canoe/kayak entry point (alternative to a facility at Richard Holmes/Rock River Intermediate School)
• Add canoe/kayak portage around dam with signage/map for the Rock River Water Trail

Waupun Family Aquatic Center
• Add more shade sails
• Add more off-street parking
• Add picnic areas
• Add climbing wall

UNDEVELOPED PARKS

Oak Lane Park
• Create a master plan for the park with consideration to floodplain issues. Potential improvements:
  • ADA accessible walk path*
  • Shrubs, flowers, trees*
  • Benches and tables
  • Fountain*
  • Add open air shelter
  • Add backstop
  • Add soccer goals
  • Add playground equipment
  • Add basketball court
  • Install park sign
  • Provide wheelchair seating position next to bench area

NEIGHBORHOOD PLAYGROUNDS

Buwalda Park
• Add stall and signage for accessible on-street parking
• Add accessible curb ramp
• Add further accessible routes to park amenities
• Provide accessible picnic table
• Consider priority needs for playground accessibility

Pine Street Park
• Add stall and signage for accessible on-street parking
• Add further accessible routes to park amenities
• Provide route needed to accessible portable toilet
• Consider priority needs for playground accessibility

Tanner Park
• Stripe and add signage for accessible parking lot stalls
• Add accessible routes to playground
• Consider priority and needs for playground accessibility

Zoellner Park
• Add stall and signage for accessible on-street parking
• Add accessible curb ramp
• Add further accessible routes to park amenities
• Insulate exposed lavatory piping in restroom
• Provide accessible picnic table
• Consider priority needs for playground accessibility

MINI PARKS

Heritage Park
• Add stall and signage for accessible on-street parking

6.2 ADA RECOMMENDATIONS

The City has completed an ADA Facilities Assessment and Transition Plan. In 2012 new ADA standards became effective which required municipalities with over 50 employees to identify physical obstacles that limit accessibility of facilities to those with disabilities, provide a schedule for making these modifications, and appoint officials responsible to implement the Transition Plan. The following accessibility improvements are planned for the parks:
NEIGHBORHOOD PARKS

Dodge Park
- Add stall and signage for accessible on-street parking
- Add accessible curb ramp
- Add further routes to park amenities
- Provide accessible picnic table
- Widen tennis court fence opening
- Remodel restrooms for accessibility
- Replace drinking fountain with high-low units
- Consider priority needs for playground accessibility

Harris Mill Park
- Add accessible parking stall signage
- Provide accessible picnic table at main shelter
- Replace vending machine—controls are too high
- Replace restroom lavatory sinks with push button, lever or sensor controls
- Add insulation to sink piping in men’s restroom
- Change urinal controls to sensor type
- Add further accessible routes to park amenities
- Modify fishing platform for accessible platform edge transition
- Provide accessible picnic table at gazebo shelter
- Provide a designated partially accessible route with signage for the East Garden area

Johnson’s West End Park
- Add stall and signage for accessible on-street parking
- Replace vending machine—controls are too high
- Add further accessible routes to park amenities
- Widen tennis court fence opening
- Provide accessible picnic table

Wilcox Park
- Add stall and signage for accessible on-street parking
- Add accessible curb ramp
- Add further accessible routes to park amenities
- Provide accessible picnic table
- Remodel restrooms for accessibility
- Replace drinking fountain with high-low units
- Consider priority needs for playground accessibility

COMMUNITY PLAYFIELDS

Medema Ball Diamonds
- Add signage, add one curb cut and restripe accessible on-street parking stalls
- Add accessible route and wheelchair viewing area to East Ball field
- Reconfigure Center Ball field depressed area—drains large grate slots
- Reconfigure edge at Center Ball field playground entrance barrier
- Provide at least one accessible counter at the concession stand
- Remodel restrooms to eliminate barriers
- Replace West building’s drinking fountains with high-low units
- Add assistive listening systems and signage if there is an audio system used
- Consider priority needs for playground accessibility.

Schlieve Field
- Stripe and add signage for accessible parking lot stalls
- Add further accessible routes to park amenities
• Replace freestanding drinking fountain with accessible unit
• Provide accessible picnic table at main shelter
• Provide at least one accessible counter at the concession stand
• Remodel restroom to eliminate barriers
• Replace drinking fountain with high-low units
• Replace vending machine—controls are too high
• Add assistive listening systems and signage if there is an audio system used

NATURE PRESERVE

Meadow View Heights Park
• Add stall and signage for accessible on-street parking

SPECIAL PURPOSE PARKS

Shaler Memorial Park
• Stripe and add signage for accessible parking lot stalls
• Add accessible route to memorial
• Provide accessible route through memorial
• Regrade crushed path at west edge of footbridge

Waupun Family Aquatic Center
• Reconfigure women’s changing bench

UNDEVELOPED PARKS

Oak Lane Park
• Add stall and signage for accessible on-street parking
• Add accessible curb ramp

TRAILS

Rock River Trail
• Add stall and signage for accessible on-street parking
• Modify east foot bridge’s abrupt concrete abutments to eliminate barrier
• Consider adding walk to westerly street walk and Aquatic Center parking lot
MEETING DATE: March 14th, 2023

AGENDA SECTION: Consideration/Action

PRESENTER: Jeff Daane

DEPARTMENT GOAL(S) SUPPORTED (if applicable) | FISCAL IMPACT
---|---

$?

ISSUE SUMMARY
There are a few communities in Wisconsin that participate in No Mow May. Some communities have implemented No Mow May with few complaints and others have seen more complaints.
I have also attached a couple articles on the pros and cons of not mowing your lawn.
I have also attached a list of flowers that residents could plant to help the bee population.

If we decide to move forward there is more work to be done. Would we have them fill out a permit application? Would we have them display a permit or yard sign so others know they are participating. The council would need to adopt a resolution to delay the city weed ordinance until June 1st.

If adopted there could be additional cost to the city making yard signs and permit cards for windows.

STAFF RECOMMENDATION:

ATTACHMENTS:
Document showing what other communities are doing
Pros and cons to not mowing your lawn
14 Best flowers to plant to help the bee population

RECOMMENDED MOTION:
1. Do not proceed with No Mow May
2. Recommend to move forward with No Mow May to council to adopt a resolution to delay the city’s weed ordinance until June 1st
<table>
<thead>
<tr>
<th>Municipality</th>
<th>Participating in 2023</th>
<th>Pros</th>
<th>Cons</th>
<th>Registration/Permitting</th>
<th>Ordinance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Egg Hargor</td>
<td>Yes</td>
<td>Numbers up for pollinators / residents surprised by flower plants</td>
<td>Didn't hear any</td>
<td>Website Registration</td>
<td>Ordinance does not determine a maximum grass length</td>
</tr>
<tr>
<td>Oshkosh</td>
<td>TBD</td>
<td>A lot of people signed up and when May was over, they mowed their lawn, so there wasn't a lot of time writing correction notices</td>
<td>Many complaints / residents didn't like that the City participated in it on city owned properties.</td>
<td>Sign up and lawn signs</td>
<td>Resolution was approved</td>
</tr>
<tr>
<td>Appleton</td>
<td>Yes</td>
<td>Not answered</td>
<td>Not answered</td>
<td>Not answered</td>
<td>Enforcement of tall weeds begins on or after June 1st.</td>
</tr>
<tr>
<td>Greenfield</td>
<td>Yes - but Less Mow May</td>
<td>A lot of good feedback from residents, press and other communities</td>
<td>Lawn signs were an issue as they weren't budgeted for. Rotary club donated funds for signs. They ran out of signs</td>
<td>Yes</td>
<td>&quot;Managed natural landscapes&quot; and grasses no more than one foot in height</td>
</tr>
<tr>
<td>Fort Atkinson</td>
<td>Yes</td>
<td>A lot of participation</td>
<td>Some people complained on social media and asked staff about it</td>
<td>No</td>
<td>Couldn't leave entire yard un-mowed. Only a section.</td>
</tr>
<tr>
<td>Watertown</td>
<td>No</td>
<td>If they would go with no mow May, any participants would have to register</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beaver Dam</td>
<td>No</td>
<td>No Mow May is a movement and does not supercede our ordinance of 6&quot;. Some will argue that it's for pollinators. The City of Beaver Dam Parks mows around 350 acres a week at 3&quot; and has some of the best dandelions around.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ripon</td>
<td>Yes</td>
<td>Had 188 homeowners register in 2022</td>
<td>Residents must register and displace a placard in the front window</td>
<td>No ordinance - but suspended enforcement for the month</td>
<td></td>
</tr>
<tr>
<td>Little Chute</td>
<td>TBD</td>
<td></td>
<td>TBD</td>
<td>Not in ordinance at this time. Looking to place an agenda item this year for the board to discuss</td>
<td></td>
</tr>
<tr>
<td>Sheboygan</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DePere</td>
<td>Yes</td>
<td>Media has extensively covered program. Appearance of participating yards is not very noticeable. 200 - 300 signs were distributed last year</td>
<td>Received a number of complaints but it got better the 2nd year</td>
<td>Most participants placed a City supplied sign in their yard</td>
<td></td>
</tr>
<tr>
<td>Mauston</td>
<td>Yes</td>
<td>Didn't receive any complaints last year</td>
<td></td>
<td>Registration and receive a sign</td>
<td>Created a policy</td>
</tr>
</tbody>
</table>
BEE BALM

**Plant type:** Perennial

**Bloom time:** Midsummer to early fall

**Flower color:** Shades of red, pink, lavender, white, or purple. Also, spotted bee balm with pale yellow petals spotted with purple, with showy pink bracts.

**Height:** 1 to 3 feet tall

**Zones:** 3-8

**Bee appeal:** Dense clusters of small two-lipped flowers entice a broad range of pollinators, as do the aromatic green leaves.

Learn more about [growing bee balm](#).
BLUE GLOBE ALLIUM

Plant type: Bulb
Bloom time: May to June
Flower color: Sky blue
Height: 1 to 2 feet tall
Zones: 4-8

Bee appeal: One of the best spring-blooming bulbs for bees, beckoning them from far and wide with its eye-catching orbs of blue flowers.

See more allium varieties.
ORIENTAL POPPY

**Plant type:** Perennial

**Bloom time:** June to July

**Flower color:** Orange, red, lavender or pink, usually with dark purple or black centers

**Height:** 2 to 4 feet tall

**Zones:** 5-7

**Bee appeal:** Bees forage on poppies not for the nectar, but for the protein-rich pollen, which these huge cup-shaped blooms produce in abundance, providing a welcome feast in late spring.

See more [oriental poppy varieties](#).
CONEFLOWER

**Plant type:** Perennial

**Bloom time:** Midsummer to fall

**Flower color:** Purple, white, yellow, orange, or pink, depending on the cultivar

**Height:** 2 to 5 feet tall

**Zones:** 3-9

**Bee appeal:** You’ll often see bees buzzing eagerly around the prominent central cones of these daisy-like flowers, visiting each floret to partake of its nectar and pollen. A long bloom period keeps bees well fed for months.

Learn how to [grow and care for coneflower](#).
GREAT BLUE LOBELIA

**Plant type:** Perennial

**Bloom time:** August through September

**Flower color:** Blue to purple

**Height:** 2 to 3 feet tall

**Zones:** 4-9

**Bee appeal:** Showy spikes of blue flowers are magnets for bumblebees and other bee species including yellow-faced bees, sweat bees, and small carpenter bees.

See more [lobelia varieties](#).
CATMINT

**Plant type:** Perennial

**Bloom time:** May through September

**Flower color:** Blue to purple

**Height:** 9 inches to 3 feet tall

**Zones:** 4-9

**Bee appeal:** Long blooming and prolific, making it an excellent source of nectar for honeybees and bumblebees from late spring until fall.

See more [catmint varieties](#).
LAVENDER

**Plant type:** Perennial herb

**Bloom time:** June through August

**Flower color:** Lavender-purple, pink, and white

**Height:** 2 to 3 feet tall

**Zones:** 5-9

**Bee appeal:** Sweetly fragrant, with spikes of tiny flowers just the right size for honeybees.

See more [lavender varieties](#).
NEW ENGLAND ASTER

Plant type: Perennial
Bloom time: August to October
Flower color: Deep purple with pale yellow center
Height: 3 to 5 feet tall
Zones: 3-7
Bee appeal: One of the last flowers to bloom in fall, making it an important late-season nectar source for native bees.

See more aster varieties.
CHIVES

Plant type: Herb

Bloom time: April to May

Flower color: Purple

Height: 12 to 18 inches tall

Zones: 3-7

Bee appeal: Early-blooming nectar-rich flowers are a banquet for bees emerging from dormancy in spring.

See more bee-friendly garden herbs.
SUNFLOWER

Plant type: Annual or perennial
Bloom time: Summer through fall
Flower color: Yellow
Height: Up to 16 feet
Zones: 4-8 for perennial varieties

Bee appeal: In addition to being prolific nectar and pollen producers, sunflowers have also been shown to have bee-healing properties. Both wild bees and honeybees will self-medicate on sunflower pollen when ill or infected with pathogens. Be sure to plant open-pollinated sunflower varieties rather than hybrid types bred to be pollenless.

Learn how to grow & care for sunflowers.
STIFF GOLDENROD

**Plant type:** Perennial

**Bloom time:** August to October

**Flower color:** Pale yellow

**Height:** 3 to 5 feet

**Zones:** 3-9

**Bee appeal:** This native prairie plant is a staple on the menu for bees gathering food reserves for winter.

See more [goldenrod varieties](#).
Photo by:rdp15 / Shutterstock.

BORAGE

**Plant type:** Annual

**Bloom time:** June to August

**Flower color:** Bright blue

**Height:** 1 to 3 feet

**Bee appeal:** Honeybees delight in these nectar-rich blue flowers, which can replenish their nectar within minutes after a bee consumes it, ensuring a steady supply of refills. The shallow, star-shaped blooms are also ideal food reservoirs for bees with short tongues.
ZINNIA

Plant type: Annual

Bloom time: Late spring until frost

Flower color: Various shades of orange, pink, purple, red, white and yellow

Height: 1 to 4 feet

Bee appeal: Honeybees and bumblebees flock to these colorful flowers, and many types of solitary bees as well. The nectar-rich central disk flowers are small enough that even tiny species of bees can collect food easily.

Learn how to grow & care for zinnia flowers.
JOE PYE WEED

**Plant type:** Perennial  
**Bloom time:** July to September  
**Flower color:** Purple, dusky rose  
**Height:** 6 to 8 feet  
**Zones:** 3-8  
**Bee appeal:** Honeybees go crazy for the large vanilla-scented flower heads of this statuesque native perennial, traveling from one floret to the next until they satisfy their nectar cravings.

Learn more about [growing Joe Pye weed](#).

**WHAT MAKES A FLOWER BEE FRIENDLY?**

**It provides a healthy diet.** Flowers that attract bees provide abundant nectar and pollen, the only sources of carbohydrates and protein in a bee’s diet. While some bees, called “generalists,” aren’t picky about the type of flower, others are “specialists” and need pollen from particular plants.

**It’s the right color.** If you thought red or yellow was a bee’s favorite flower color, guess again. They actually see flowers in the blue and purple color spectrum better than other hues and are naturally attracted to them. (Interestingly, flowers in the blue-purple range produce the most nectar.) Bees can
also see ultraviolet light, and many flowers have ultraviolet nectar guides that are invisible to us but lead bees right to their sweet treat.

**It's the perfect shape.** Some bees prefer certain flowers because of their shape. Often these preferences are determined by the length of a bee’s tongue. For example, long-tongued bees seek out tubular, deep-throated blooms while short-tongued species visit flowers with easily accessible nectar, such as those in the daisy family.

**It's just the right size.** Sizewise, honeybees often flock to tiny flowers, while larger bees shun them because they are too small to support their weight.

**It's single.** Regardless of flower shape or size, avoid cultivars with showy double flowers. While attractive, they often make it more difficult for bees to access nectar and pollen than single flowers.

**It's chemical-free.** Don't treat your flowers with pesticides, which are extremely toxic to honeybees and other beneficial insects. Instead, opt for eco-friendly treatments and apply them in early morning or at dusk when there are few bees around. Also, avoid buying plants pretreated with systemic chemicals that, even in small doses, can be harmful to bees.

**It blooms at the right time.** Although spring and summer may seem to be when bees are at their busiest, some early-emerging bees rely on pollen and nectar from late winter and very early spring blooms. In the fall, bees feast on late-blooming plants in preparation for winter hibernation.

* Early-season bloomers: Crocus, hyacinth, primrose, hellebore, maples, redbuds, willows, oaks, and dandelion
* Late-season bloomers: Potentilla, viburnum, aster, sunflower, goldenrod

**BEE GARDEN DESIGN TIPS**
Beyond planting colorful flowers, there are other things you can do to keep bees abuzz in your garden. Here are tips for creating the ultimate pollinator paradise:

**Provide a comfortable home.** Not all bees colonize in hives like the super-social honeybee. Bumblebees nest in holes in the ground and need bare areas of unmulched soil where they can dig their underground tunnels. Certain species of solitary bees make their homes in aboveground tunnels or cavities in hollow-stemmed plants and dead wood.

You can purchase a "bee hotel" for these hole-nesting bees—a birdhouse-like structure consisting of hollow reeds or cardboard tubes—or make your own with these steps from Michigan State University Extension. (Here’s a fun bee hotel coloring page for budding young gardeners to enjoy.)

**Make sure they have access to water.** Create a small bee watering station by placing a shallow, wide dish in the garden filled with clean water and a few stones the bees can stand on. A birdbath with a few smooth rocks in it will also do the trick. Another option is to buy a gravity-fed water dispenser designed especially for bees.

**Plant a bee lawn** that includes low-growing flowering plants as well as turf grass. Dutch white clover (*Trifolium repens*), creeping thyme (*Thymus serpyllum*), and native violas (*Viola* spp.) are examples of
plants that benefit pollinators and will flower in a mowed lawn. Even dandelions can be an asset if you're trying to attract bees and other pollinating insects.

**Grow some herbs.** Many pollinators, especially bees, are drawn to herbs, such as rosemary and thyme, because of their intense scent.

**Include a mix of native and non-native plants.** Native bees are more likely to be attracted to the native flowers they are familiar with, but non-native plants such as catmint, zinnias, and lavender can also be irresistible to bees, especially if they produce a lot of nectar. By filling your garden with a variety—including annuals, perennials, shrubs, trees, ground covers, vegetables, and herbs—you’ll attract a greater diversity of bee species. (See more on [native plants](#).)

Keep in mind that most plants that attract bees will require full sun for at least half of the day. If you don’t have a sun garden, plant your bee flowers in containers and place them on a sunny patio or balcony.

Learn more: [How to Keep Mason Bees](#).
No Mow May: Pro’s and Cons of this Pollinator Movement
by Robyn Hurtig

DISCOVER THE PROS AND CONS ABOUT NO MOW MAY

No Mow May has been buzzing lately in the media and probably on your social media. This movement began in the UK and is intended to help increase our bee population. As an organic lawn care company with a sustainable landscape design focus, we love it that people are caring about the environment and especially trying to help our pollinators. That’s what we’ve been about for the past 17 years! While we love the idea of this movement, it does present some real issues for those of you with lawns, and we don’t think it achieves the long-term solution that we’d like to see happen, such as creating a native garden or a rain garden to more permanently increase pollinator and wildlife habitat and pollen sources.

Typically, our lawns aren’t great sources for pollinators or wildlife habitat, unless yours is covered with dandelions and clover. And luckily, our Greenwise lawns are already safe for pollinators, which certainly isn’t the case for most homeowners.

Obviously one of the most important ways to save our pollinators is to not use pesticides or herbicides (as Greenwise clients, you can check that off your list as done). Did you know you are in the vast minority when it comes to wanting an organic, safe approach to your lawn? According to Beyond Pesticides, 78 million U.S. households use home and garden pesticides. That’s more than the agricultural industry uses, which is frankly hard to fathom. More than 90 million pounds of herbicides are applied to lawns and gardens every year!

As Greenwise customers you can be proud that you are not contributing to that ugly statistic, and you are already helping Mother Earth one yard at a time.

The Pros of Not Mowing in May

You may have heard that Appleton, WI experimented with No Mow May in 2020. According to a study, the yards that weren’t mowed for the month had
three times higher bee species richness and five times more bees than the regularly mowed lawns.

What we don’t know about those lawns is whether they were chemically treated before doing this experiment. Given how many yards are treated with pesticides, we can presume they might have been. In any case, we are thrilled to see bee populations thriving in that area, and hope that those homeowners change how they see their lawns—natural habitats rather than striving for golf course perfection.

**Want a more sustainable solution to No Mow May?** How about planting native gardens as a lawn alternative? It’s a great long-term solution to enhancing our bee population, as well as our other beloved pollinators. Maybe you can reduce the size of your lawn to accommodate a small native garden, filled with easy to maintain perennials that will thrive in our area and help our pollinators populate.
Our landscape designers can help you design and build a garden that works for you. Or, maybe you’ll decide to allow growth in a part of your yard—there might be a back corner that would work well for letting the grass grow untended.

Here’s an example of one of our clients who chose a low-maintenance approach to their lawn with sedge grasses and perennials. We have lots of ideas for how you can quickly or slowly transform your yard into a natural habitat.

The Cons of Not Mowing in May

We’ve been getting a lot of rain this spring, which is great for our plants and wildlife, and means our grass will grow! When you allow grass to grow long and then suddenly cut it, the mowing can send grass into shock. Grass roots become diminished and your lawn weakens, making it susceptible to insects and diseases. *There are a lot of unwanted pests that love tall grass, such as mosquitoes, fleas and ticks.*

Typically, our residential turfgrasses offer little to no biodiversity. Any flowers for pollinators in our lawns (dandelions, clover) are typically deemed unwanted or invasive. We know clover (and others) do have ecological value, but the majority of Evanston property owners do not have a clover dominant yard.

By the end of the month, especially with all this rain, your lawn could be about a foot long and difficult to clean up. The base of the grass may yellow, and when it is mowed, some of the lawn may brown-out from the stress (see image below).

![Image of a lawn in need of maintenance](image)

It will most likely require a serious cleanup to get it back in shape. It will need to be mowed and raked and mowed and raked again. For our maintenance clients, this will incur additional fees.
We are concerned it may damage the lawn in areas because the grass will get so long that it will flop over on top of itself, shading itself out and potentially causing dead spots. Some spots may need spot seeding.

Most of our clients live in residential neighborhoods and while you might be okay with a wild lawn, your neighbors might not be so thrilled, as it lacks curb appeal, especially if someone is trying to sell their home next door or down the street. One of our biggest concerns (not with our clients) is that the general public will allow their lawns to go untended for the month of May and find their lawns get infested with weeds, which they will then treat with herbicides or pesticides, which brings us back full circle to harming our pollinators.

I found a blog called Gardenrant that’s written by a garden writer, teacher and activist in the Washington, D.C. area. She is not a fan of the movement and below are some sources she quotes. She also plans to photograph lawns in the month of May to document how they are doing, so it might be interesting to check in and see what she’s discovered. According to the University of Maryland, “Infrequent mowing allows the turf to grow too tall. Subsequent mowing removes too much leaf surface and may shock the plants. …Removing larger amounts of leaf surface may result in
physiological shock to the plant, cause excessive graying or browning of leaf tips, and greatly curtail photosynthesis reducing the health of the grass.”

Sylvia Thompson-Hacker, one of the administrators of the popular (25K+ members around the world) Garden Professors Blog Facebook Group, had this to say:

“’No mow’ doesn’t necessarily mean more benefits to pollinators. The assumption that plants blooming in the lawn are attractive to pollinators is fallacious. But let’s assume there are plants attractive to bees in the lawn. The controlling point is the turf mix percentage, the grass: blooming forbs ratio. Not mowing and allowing them to bloom more would be a benefit to insects, that makes sense. But if the lawn is largely grass allowing it to grow long won’t provide the same profit. Plus letting grass get too long between mowings isn’t good for the grass itself.”

**Encouraging Long-Term Pollinator Solutions**

We do love the attention our pollinators are getting with No Mow May—we all need to care a lot more about them—we just want to encourage a long-term solution that is truly meaningful and not one that makes us feel good for a month.

We’d like to see cities and villages encourage its homeowners to stop spraying herbicides. Now, *that* will make a difference in our health, our pollinators health and Mother Earth.

Please reach out with any questions. Your Greenwise team is here to help you!

*Photo by* Sarah Elizabeth Larson @selfoto