



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, June 29, 2021 at 4:30 PM

The Waupun Common Council will meet in person and via video/teleconference at **4:30pm on Tuesday, June 29, 2021**. Instructions to join the meeting are provided below:

Join Zoom Meeting: <https://us02web.zoom.us/j/82279403603?pwd=ZHZOWjZRM2FhKzR2ejhyVFR2TjJlZz09>

Meeting ID: 880 6883 4884

Passcode: 794743

Join Teleconference: 1-312-626-6799

CALL TO ORDER

ROLL CALL

CONSENT AGENDA

1. Future Meetings & Gatherings, License and Permit Applications, Expenses

CITY OF WAUPUN FACILITY TOURS

2. City Hall, 201 E Main Street
3. Safety Building, 16 E Main Street
4. Senior Center, 301 E Main Street
5. Public Works Garage, 903 N Madison Street
6. Community Center, 510 E Spring Street

CONSIDERATION - ACTION

7. City of Waupun Capital Improvement Plan Implications
8. Request to fill Patrol Officer Vacancy

CLOSED SESSION

The Waupun Common Council will adjourn in closed session under Section 19.85 (1) (e) of the WI Statutes for consideration of:

(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

9. Investment of Public Funds for proposed project at 505 Libby Street
10. City Owned Land in the Waupun Industrial Park

OPEN SESSION

The Waupun Common Council will reconvene in open session under Section 19.85(2) of the WI Statutes.

ACTION FROM CLOSED SESSION

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.



AGENDA SUMMARY SHEET

MEETING DATE: 06/29/21

TITLE: Future Meetings & Gatherings, License and Permit Applications, Expenses

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

ISSUE SUMMARY:

Future meetings/gatherings of the Common Council, consideration of licenses/permits, payment of expenses.

Future Meetings/Gatherings

Tuesday, July 13, 2021	Common Council	6:00pm
Tuesday, July 27, 2021	Committee of the Whole	6:00pm
Tuesday, August 10, 2021	Common Council	6:00pm
Tuesday, August 31, 2021	Committee of the Whole	6:00pm
Tuesday, September 14, 2021	Common Council	6:00pm
Tuesday, September 28, 2021	Committee of the Whole	6:00pm
Tuesday, October 12, 2021	Common Council	6:00pm
Tuesday, October 26, 2021	Committee of the Whole	6:00pm
Tuesday, November 9, 2021	Common Council	6:00pm
Tuesday, November 30, 2021	Committee of the Whole	6:00pm
Tuesday, December 14, 2021	Common Council	6:00pm
Tuesday, December 28, 2021	Committee of the Whole	6:00pm

License and Permit Applications

2021-2022 ANNUAL LICENSES:

Operator: Brittney Coble, Keith Funk, Claire Petersen, Kathryn Bohn, Heather Sullivan, Debra Schulz, Whitney Welk, Andrew Sullivan, Constance Stobb, Emma Gilgenbach, Seth Nelson, Lucas Wallendal, Jody Herringa, Beth Lienhard, Joshua Thone, Mary Beth Komosa, Jodi Zinke, Megan Smith, Pamela Flier, Toni Qualmann, Haylee Kasoboski, Jarrett Waggener, Loren Schaetzka, Abby Minnig, Bethany Fredrick, Pamela Dunn, Lorrie Yagler, Tina Zwicky, Jessica Welch, Briana Mecklenberg, Karissa Smits, Brenda Frye, Brandon McCartney, Joshua Passan, Aime Hartgerink, Scott Aylesworth

Soda: Dominos, Martens Farm and Home, Tenneco, Mateos

Dairy: Tenneco, Mateos

2020-2021 OPERATOR LICENSE:

Brittney Coble, Keith Funk, Lucas Wallendal

TEMPORARY CLASS B Fermented Malt Beverage

August 13-14, 2021- Drift Jumpers Inc. for Truck N Show at the Waupun Community Center, 510 E Spring St. and Tanner Park, 501 E Spring Street, Waupun.

ATTACHMENTS:

Expense Report(s)

RECOMENDED MOTION: Motion to approve the Consent Agenda. <i>(Roll Call)</i>
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Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
06/24/2021	102253	AIRGAS USA, LLC	1,048.04
06/24/2021	102254	ALLIANT ENERGY/WP&L	66.79
06/24/2021	102255	AT & T LONG DISTANCE	11.85
06/24/2021	102256	BUREAU OF CORRECTIONAL ENTER	498.26
06/24/2021	102257	BALLWEG IMPLEMENT	2.43
06/24/2021	102258	BATTERIES PLUS LLC	52.32
06/24/2021	102259	BEER, MIKE	208.96
06/24/2021	102260	BRADY WORLDWIDE, INC	341.03
06/24/2021	102261	BROWN CAB SERVICE INC	7,933.12
06/24/2021	102262	CAPITAL NEWSPAPERS	92.24
06/24/2021	102263	CAREW CONCRETE & SUPPLY INC	385.00
06/24/2021	102264	CHARTER COMMUNICATIONS	702.21
06/24/2021	102265	CITY OF BEAVER DAM	860.00
06/24/2021	102266	DEMAA JR., WILLIAM	289.30
06/24/2021	102267	DESTINATION LAKE WINNEBAGO RE	4,597.66
06/24/2021	102268	EHLERS AND ASSOCIATES INC	5,216.75
06/24/2021	102269	Fire Catt, LLC	1,725.60
06/24/2021	102270	FOND DU LAC CTY.SHERIFFS DEPT.	1,499.00
06/24/2021	102271	GAPPA SECURITY SOLUTIONS LLC	100.00
06/24/2021	102272	GREENFIELD, DAWN	58.80
06/24/2021	102273	GUNDERSON, INC.	232.14
06/24/2021	102274	H & R SAFETY SOLUTIONS LLC	150.00
06/24/2021	102275	HAMMES FIRE & SAFETY	1,351.50
06/24/2021	102276	HAWKINS INC	286.23
06/24/2021	102277	iWorQ	4,750.00
06/24/2021	102278	J & H CONTROLS, INC.	430.39
06/24/2021	102279	LAPPEN SECURITY PRODUCTS	80.00
06/24/2021	102280	LEGACY CONCRETE COATINGS	1,182.00
06/24/2021	102281	MTAW District 4	20.00
06/24/2021	102282	NEUMAN POOLS INC	436.82
06/24/2021	102283	PETTY CASH-POLICE DEPT.	8.43
06/24/2021	102284	PIGGLY WIGGLY DISCOUNT FOODS	38.13
06/24/2021	102285	PIT-STOP PORTABLES	2,325.00
06/24/2021	102286	POMP'S TIRE	20.00
06/24/2021	102287	PRORIDER, INC	805.50
06/24/2021	102288	RASCH, JEREMY	26.00
06/24/2021	102289	REACH	500.00
06/24/2021	102290	REINDERS INC.	793.54
06/24/2021	102291	RENNERTS	194.40
06/24/2021	102292	RUSCH, NICK	5,000.00
06/24/2021	102293	SAN-A-CARE, INC	265.60
06/24/2021	102294	SCHNEIDER, RYAN	211.43
06/24/2021	102295	SHRED-IT	102.20
06/24/2021	102296	SIRCHIE FINGER PRINT-YOUNGSVIL	63.00
06/24/2021	102297	STAPLES CREDIT PLAN	458.80
06/24/2021	102298	STOBB PLUMBING & HEATING, INC.	1,334.00
06/24/2021	102299	VANDE ZANDE & KAUFMAN, LLP	1,115.00
06/24/2021	102300	WALMART COMMUNITY/Capital One	406.25
06/24/2021	102301	WAUPUN CHAMBER OF COMMERCE	2,500.00
06/24/2021	102302	WESTPHAL	908.00

Check Issue Date	Check Number	Payee	Amount
06/24/2021	102303	WI DEPART OF TRANSPORTATION	765.65
06/24/2021	102304	INSIGHT FS	230.00
06/24/2021	102305	TOP PACK DEFENSE LLC	92.28
06/24/2021	102306	JAMES PETERSON SONS INC - UTILIT	30,487.65
Grand Totals:			83,259.30

Report Criteria:

Report type: Summary

Invoice	Description	Invoice Date	Total Cost	GL Account
987 AIRGAS USA, LLC				
9979746863	Cylinder rental CO2	06/24/2021	436.13	100-20-5523-3-40
9114193021	Carbon dioxide	06/24/2021	611.91	100-20-5523-3-40
Total 987 AIRGAS USA, LLC:			1,048.04	
1174 ALLIANT ENERGY/WP&L				
3517989074-MAY21	TIF#6 - Utilities McKinley St. Building - MAY 2021	06/24/2021	66.79	408-70-5436-3-32
Total 1174 ALLIANT ENERGY/WP&L:			66.79	
1902 AT & T LONG DISTANCE				
835132202	Aquatic Center	06/24/2021	11.85	100-20-5523-3-31
Total 1902 AT & T LONG DISTANCE:			11.85	
3072 BUREAU OF CORRECTIONAL ENTERPRISES				
306-186032	can liners	06/24/2021	498.26	100-70-5410-3-36
Total 3072 BUREAU OF CORRECTIONAL ENTERPRISES:			498.26	
4015 BALLWEG IMPLEMENT				
P15751	Spring Pin	06/24/2021	2.43	100-70-5411-3-36
Total 4015 BALLWEG IMPLEMENT:			2.43	
4078 BATTERIES PLUS LLC				
P40928728	Emergency light batteries	06/24/2021	52.32	100-70-5410-3-36
Total 4078 BATTERIES PLUS LLC:			52.32	
5035 BEER, MIKE				
6/24/21	clothing allowance	06/24/2021	208.96	100-12634
Total 5035 BEER, MIKE:			208.96	
6036 BRADY WORLDWIDE, INC				
9347041907	Energy Tags	06/24/2021	86.83	220-70-5410-3-38
9347051002	Energy Tags	06/24/2021	88.42	220-70-5410-3-38
9347038764	Energy Tags	06/24/2021	165.78	220-70-5410-3-38
Total 6036 BRADY WORLDWIDE, INC:			341.03	
6252 BROWN CAB SERVICE INC				
1747	Shared Ride Taxi Service - May 2021	06/24/2021	7,933.12	501-10-5154-3-38
Total 6252 BROWN CAB SERVICE INC:			7,933.12	
7058 CAPITAL NEWSPAPERS				
50474	board of review notice 2021	06/24/2021	92.24	100-10-5110-3-35
Total 7058 CAPITAL NEWSPAPERS:			92.24	
7065 CAREW CONCRETE & SUPPLY INC				
1205400	Shed Move	06/24/2021	385.00	700-10-5192-8-00
Total 7065 CAREW CONCRETE & SUPPLY INC:			385.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
10048 CHARTER COMMUNICATIONS				
0013430061521	city hall - internet	06/24/2021	134.98	100-10-5197-3-31
0084621061021	museum - internet - pd by Historical Society	06/24/2021	130.95	100-13850
0054053060621	aquatic center	06/24/2021	109.97	100-20-5523-3-38
0041336061021	PD - voice	06/24/2021	98.46	100-40-5211-3-31
0041336061021	FD - voice	06/24/2021	13.43	100-50-5231-3-31
0015199060921	garage - tv, internet	06/24/2021	214.42	100-70-5412-3-38
Total 10048 CHARTER COMMUNICATIONS:			702.21	
10235 CITY OF BEAVER DAM				
18925	EMS call	06/24/2021	860.00	100-10-5255-3-38
Total 10235 CITY OF BEAVER DAM:			860.00	
11067 DEMAA JR., WILLIAM				
6-24-21	clothing allowance	06/24/2021	289.30	100-12634
Total 11067 DEMAA JR., WILLIAM:			289.30	
11275 DESTINATION LAKE WINNEBAGO REGION				
6/24/21	70% Of Room Tax - May 2021	06/24/2021	4,597.66	430-70-5436-3-42
Total 11275 DESTINATION LAKE WINNEBAGO REGION:			4,597.66	
12437 EHLERS AND ASSOCIATES INC				
87195	Transportation Utility Feasibility Study	06/24/2021	5,216.75	100-10-5153-3-38
Total 12437 EHLERS AND ASSOCIATES INC:			5,216.75	
12920 Fire Catt, LLC				
9580	annual NFPA hose testing	06/24/2021	1,725.60	100-50-5232-3-36
Total 12920 Fire Catt, LLC:			1,725.60	
13651 FOND DU LAC CTY.SHERIFFS DEPT.				
PERMIT #25	Deputies for Celebrate Waupun 2021	06/24/2021	1,499.00	450-70-5440-3-38
Total 13651 FOND DU LAC CTY.SHERIFFS DEPT.:			1,499.00	
14275 GAPPA SECURITY SOLUTIONS LLC				
23302	Connect 2 workstations	06/24/2021	100.00	100-40-5211-3-38
Total 14275 GAPPA SECURITY SOLUTIONS LLC:			100.00	
14781 GREENFIELD, DAWN				
6/24/21	Mileage reimbursement/Spillman Provisioning	06/24/2021	58.80	100-40-5212-3-38
Total 14781 GREENFIELD, DAWN:			58.80	
15075 GUNDERSON, INC.				
1001377	Library Rugs - June 2021	06/24/2021	66.17	100-70-5410-3-38
1003925	CITY HALL rugs - June 2021	06/24/2021	68.07	100-70-5410-3-38
1001432	Garage supplies - June 2021	06/24/2021	47.05	100-70-5411-3-38
1001433	Uniform/charges - June 2021	06/24/2021	10.85	100-70-5411-3-38
1004000	Uniform/charges - June 2021	06/24/2021	10.85	100-70-5411-3-38
1003999	Garage supplies - June 2021	06/24/2021	29.15	100-70-5411-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 15075 GUNDERSON, INC.:			232.14	
15297 H & R SAFETY SOLUTIONS LLC				
6091	safety glasses	06/24/2021	69.00	100-70-5412-3-38
6092	Marking paint	06/24/2021	81.00	100-70-5431-3-38
Total 15297 H & R SAFETY SOLUTIONS LLC:			150.00	
15452 HAMMES FIRE & SAFETY				
37201	extinguisher inspections - aquatic center	06/24/2021	42.00	100-20-5523-3-36
37193	service call/extinguisher inspec	06/24/2021	384.00	100-70-5410-3-36
37194	dry chemical extinguisher inspection - Library	06/24/2021	63.00	100-70-5410-3-36
37195	dry chemical extinguisher inspection - museum	06/24/2021	9.00	100-70-5410-3-36
37196	6 extinguisher inspections - baseball complex	06/24/2021	27.00	100-70-5410-3-36
37197	14 extinguisher inspections - community center	06/24/2021	66.00	100-70-5410-3-36
37198	extinguisher inspections/maintenance - safety building	06/24/2021	238.00	100-70-5410-3-36
37199	extinguisher inspections-city garage	06/24/2021	405.00	100-70-5410-3-36
37200	extinguisher inspections - McCune Beach	06/24/2021	70.50	100-70-5410-3-36
37202	extinguisher inspections - senior center	06/24/2021	47.00	100-70-5410-3-36
Total 15452 HAMMES FIRE & SAFETY:			1,351.50	
15657 HAWKINS INC				
4962127	Pool Chemicals	06/24/2021	286.23	100-20-5523-3-40
Total 15657 HAWKINS INC:			286.23	
16596 iWorQ				
195408	Public Works Software Program with 4 modules - PW, SW	06/24/2021	4,750.00	410-70-5412-4-00
Total 16596 iWorQ:			4,750.00	
16600 J & H CONTROLS, INC.				
10000022966	City Hall Service	06/24/2021	297.50	100-70-5410-3-36
10000022967	Clean Coils	06/24/2021	132.89	100-70-5410-3-36
Total 16600 J & H CONTROLS, INC.:			430.39	
17281 LAPPEN SECURITY PRODUCTS				
LSPQ45208	pin key	06/24/2021	80.00	100-70-5410-3-36
Total 17281 LAPPEN SECURITY PRODUCTS:			80.00	
17412 LEGACY CONCRETE COATINGS				
1251	shower room floors at community center	06/24/2021	1,182.00	100-70-5410-3-36
Total 17412 LEGACY CONCRETE COATINGS:			1,182.00	
19552 MTAW District 4				
TRAINING 7.28.21	Finance Training MK & TG	06/24/2021	20.00	100-10-5153-3-37
Total 19552 MTAW District 4:			20.00	
20349 NEUMAN POOLS INC				
3150	2 1" Kerick float valves	06/24/2021	253.50	100-20-5523-3-36
3154	2 1-1/2 clear tu thr utility swg	06/24/2021	89.88	100-20-5523-3-36
3347	Pool chemicals	06/24/2021	93.44	100-20-5523-3-40

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 20349 NEUMAN POOLS INC:			436.82	
21550 PETTY CASH-POLICE DEPT.				
6-24-21	O'Reilly Auto - Blinker bulb - Durango	06/24/2021	8.43	100-40-5212-3-36
Total 21550 PETTY CASH-POLICE DEPT.:			8.43	
21665 PIGGLY WIGGLY DISCOUNT FOODS				
5290	pool- Gal. Zip Lock	06/24/2021	2.19	100-20-5523-3-38
5205	Rehab drinks	06/24/2021	35.94	100-50-5232-3-38
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			38.13	
21790 PIT-STOP PORTABLES				
B-115702	Celebrate Waupun 2021	06/24/2021	2,325.00	450-70-5440-3-38
Total 21790 PIT-STOP PORTABLES:			2,325.00	
22026 POMP'S TIRE				
520101289	repair front tire	06/24/2021	20.00	100-70-5411-3-36
Total 22026 POMP'S TIRE:			20.00	
22219 PRORIDER, INC				
78404	Bike Helmets	06/24/2021	805.50	100-40-5214-3-38
Total 22219 PRORIDER, INC:			805.50	
22625 RASCH, JEREMY				
6/24/21	meal reimbursement	06/24/2021	26.00	100-40-5211-3-37
Total 22625 RASCH, JEREMY:			26.00	
22664 REACH				
6/24/21	Donation - Spring Fling Campaign	06/24/2021	500.00	100-10-5110-3-38
Total 22664 REACH:			500.00	
22700 REINDERS INC.				
1886286-00	Replace Leaking Hydraulic Tank	06/24/2021	793.54	100-70-5411-3-36
Total 22700 REINDERS INC.:			793.54	
22750 RENNERTS				
43730	repair turn signal & speedometer Unit 592	06/24/2021	194.40	100-50-5232-3-36
Total 22750 RENNERTS:			194.40	
23166 RUSCH, NICK				
6/24/21	service agreement - Waupun Festivals director annual co	06/24/2021	2,500.00	430-70-5436-3-40
6/24/21	service agreement - Waupun Festivals director annual co	06/24/2021	2,500.00	450-70-5440-3-40
Total 23166 RUSCH, NICK:			5,000.00	
23224 SAN-A-CARE, INC				
546614	air fresh	06/24/2021	.00	100-70-5410-3-36
547171	Supplies	06/24/2021	265.60	100-70-5410-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 23224 SAN-A-CARE, INC:			265.60	
23274 SCHNEIDER, RYAN				
6/24/21	k9 training meal reimbursement	06/24/2021	119.17	100-40-5211-3-38
6/24/21	k9 supplies for Boomer	06/24/2021	92.26	410-48-4861-0-00
Total 23274 SCHNEIDER, RYAN:			211.43	
23612 SHRED-IT				
8182137526	destruction of records	06/24/2021	102.20	100-40-5211-3-38
Total 23612 SHRED-IT:			102.20	
23681 SIRCHIE FINGER PRINT-YOUNGSVIL				
0499050-IN	Test 05 - Duquenois-Levine/10	06/24/2021	63.00	100-40-5213-3-38
Total 23681 SIRCHIE FINGER PRINT-YOUNGSVIL:			63.00	
24108 STAPLES CREDIT PLAN				
6/24/21	share of office supplies	06/24/2021	41.49	100-10-5131-3-30
6/24/21	License cardstock paper	06/24/2021	20.01	100-10-5141-3-30
6/24/21	share of office supplies	06/24/2021	41.49	100-10-5141-3-30
6/24/21	share of office supplies	06/24/2021	41.49	100-10-5191-3-30
6/24/21	share of office supplies	06/24/2021	41.49	100-20-5513-3-30
6/24/21	share of office supplies	06/24/2021	41.49	100-70-5420-3-30
6/24/21	DPW - Sharpie markers	06/24/2021	43.78	100-70-5420-3-30
6/24/21	share of office supplies	06/24/2021	41.49	100-80-5670-3-30
6/24/21	Laminating sheets - Safety Grant	06/24/2021	146.07	220-70-5410-3-38
Total 24108 STAPLES CREDIT PLAN:			458.80	
24400 STOBBS PLUMBING & HEATING, INC.				
12332	Shower Room Mixer Valve Repair - swimming pool	06/24/2021	494.00	100-20-5523-3-36
12300	AC repair old unit for Fire dept. meeting room	06/24/2021	330.00	100-70-5410-3-36
12328	Drinking Fountain Valve for McCune	06/24/2021	510.00	100-70-5410-3-36
Total 24400 STOBBS PLUMBING & HEATING, INC.:			1,334.00	
26042 VANDE ZANDE & KAUFMAN, LLP				
APRIL 2021	monthly City Attorney Fees - April 2021	06/24/2021	1,115.00	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			1,115.00	
26540 WALMART COMMUNITY/Capital One				
1636157784	Buddy Picnic	06/24/2021	51.60	100-20-5513-3-38
1636157784	park program games	06/24/2021	354.65	100-20-5525-3-39
Total 26540 WALMART COMMUNITY/Capital One:			406.25	
26900 WAUPUN CHAMBER OF COMMERCE				
6/24/21	employee recognition - gift certificates	06/24/2021	2,500.00	100-10-5534-3-38
Total 26900 WAUPUN CHAMBER OF COMMERCE:			2,500.00	
27987 WESTPHAL				
56500	Name plates	06/24/2021	120.00	100-10-5110-3-38
56067	Boat license number 2/c w/install, printed on 1 side	06/24/2021	85.00	100-50-5232-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
56067	F-250 Truck Graphics	06/24/2021	675.00	410-50-5231-4-00
56336	2 banners	06/24/2021	28.00	450-70-5440-3-40
Total 27987 WESTPHAL:			908.00	
28963 WI DEPART OF TRANSPORTATION				
395-0000220633	Madison Ph 2 Dsgn Review - Street	06/24/2021	487.96	400-70-5420-8-00
395-0000220633	Madison Ph 2 Dsgn Review - SW	06/24/2021	277.69	700-10-5192-8-00
Total 28963 WI DEPART OF TRANSPORTATION:			765.65	
300032 INSIGHT FS				
220003321	bullseye	06/24/2021	115.00	100-70-5613-3-38
220003213	bullseye	06/24/2021	115.00	100-70-5613-3-38
Total 300032 INSIGHT FS:			230.00	
300187 TOP PACK DEFENSE LLC				
6252	clothing allowance - Kearns	06/24/2021	92.28	100-12634
Total 300187 TOP PACK DEFENSE LLC:			92.28	
300246 JAMES PETERSON SONS INC - UTILITY DIV				
7 FINAL	Heritage Ridge Business Park Phase 1 - retainage pymt	06/24/2021	30,487.65	407-21100
Total 300246 JAMES PETERSON SONS INC - UTILITY DIV:			30,487.65	
Grand Totals:			83,259.30	

Report GL Period Summary

GL Period	Amount
06/21	83,259.30
00/00	.00
Grand Totals:	83,259.30

Vendor number hash: 2518969
Vendor number hash - split: 2851811
Total number of invoices: 86
Total number of transactions: 100

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	83,259.30	.00	83,259.30
Grand Totals:	83,259.30	.00	83,259.30



AGENDA SUMMARY SHEET

MEETING DATE: 6/29/21

TITLE: City of Waupun Capital Improvement Plan Implications

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane, Director of Public Works

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

ISSUE SUMMARY:

In December 2019, Cedar Corp. completed a facility condition assessment. As part of that process, a walk-through of each facility was completed to assess general conditions and to gather information on current and future space requirements. The report found most city facilities to be in good order. However, deferred maintenance was noted in a majority of facilities, as were mechanicals reaching the end of life, ADA and code compliance issues, as well as operational changes that impact utilization/space/user requirements to meet the needs of today's residents. Facility maintenance costs for short- (1-2 years), moderate-(2 to 5 years), long-term (5 -10 years), and beyond needs break down as follows:

Facilities	Short Term 1-2 years	Mod Term 2-5 years	Long Term 5-10 years	Over 10 years	TOTAL
Structure #1 - City Hall - 201 E MainSt	\$292,320	\$2,373,273	\$1,644,046	\$0	\$4,309,638
Structure #2 - Community Center - 510 E Spring St.	\$30,000	\$0	\$388,830	\$1,944,150	\$2,362,980
Structure #3 - Aquatic Center	\$0	\$101,025	\$33,450	\$30,000	\$164,475
Structure #4 - Library - 123 S Forest St	\$29,000	\$142,125	\$84,000	\$86,380	\$341,505
Structure #5 - Museum - 22 S Madison St	\$62,472	\$36,400	\$0	\$534,040	\$632,912
Structure #6 - Public Works - 903 N Madison St	\$7,800	\$355,200	\$1,731,268	\$45,500	\$2,139,768
Structure #7 - Safety Building - 16 E Main St	\$32,500	\$3,497,765	\$0	\$0	\$3,530,265
Structure #8 - Senior Center	\$849,319	\$2,239,791	\$0	\$0	\$3,089,110
Total by timeline	\$1,303,411	\$8,745,578	\$3,881,594	\$2,640,070	\$16,570,653
Total of all projects over time	\$16,570,653				

The average annual capital requirement for facilities is \$1.1M and we will not be able to levy for all requirements, requiring the creation of alternative strategies to maintain public facilities. We will tour the main facilities contributing to a majority of the projected costs to review specific requirements. Tour sequence is as follows:

1. City Hall, 201 E Main Street
2. Safety Building, 16 E Main Street
3. Senior Center, 301 E. Main Street
4. Public Works Garage, 903 N. Madison Street
5. Community Center, 510 E. Spring Street

Note that costs are included for the aquatic facility, museum and library for reference. At the completion of the tour, we will return to City Hall and have a strategic discussion on the future of facilities. Short- and moderate-term needs that remain will be incorporated into the Capital Improvement Plan brought before council in September as part of the 2022 budget process.

Possible funding strategies include:

1. CDBG Public Facilities Grant (Senior Center)
2. Alternative Revenues
3. Referendum (possibility for public safety or broader)
4. Facility consolidation
5. Possible stimulus investment (TBD)
6. Debt issuance (small opportunity in 2029 with payoff of pool)
7. Other

ATTACHMENTS:

City of Waupun Facilities CIP Plan with Probable Costs

MOTIONS FOR CONSIDERATION:

Motion to modify/adopt the facility plan as presented and direct the Finance Director to incorporate short- and moderate-term costs into the working Capital Improvement Plan presented in September as part of the 2022 budget process.

City of Waupun City Facilities - Capital Improvement Plan - Estimate of Probably Costs

Outline of Priority Summary List

CLIENT: City of Waupun

PROJECT: City Building Facility Condition Assessment DATE: December 2019

PREPARED BY: Cory A Scheldler and Seth Hudson CEDAR #: W6218-001

Prices Estimated 2019

Facilities	Short Term 1-2 years	Mod Term 2-5 years	Long Term 5-10 years	Over 10 years	TOTAL
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Total by timeline	\$1,303,411	\$8,745,578	\$3,881,594	\$2,640,070	\$16,570,653
Total of all projects over time	\$16,570,653				
Total Less repairs to current Senior Center	\$13,481,543				

PRIORITY (1 = low, 10 = high)	SCORE
4 Over 10 years	20
3 Long Term (5-10)	15
2 Moderate Term (2-5)	10
1 Short	5

Annual Budget Requirements													
2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
\$ 440,020	\$863,391	\$2,295,911	\$487,649	\$2,239,070	\$2,375,292	\$1,347,658	\$1,362,658	\$395,388	\$3,450	\$286,128	\$1,823,970	\$1,956,630	\$204,390
Average Annual Capital Req:				\$ 1,104,710									\$479,050

Structure #1 – City Hall 201 E Main Street																					
#	Deficiency/Improvement	Score	Estimated Cost	Target Year	Completion Year	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	Total
	design		\$20,720	2022		\$20,720															\$20,720
1	Provide accessible ramp at side of building	5	\$17,250	2023			\$17,250														\$17,250
2	Exterior sidewalk replacement along east side	5	\$3,900	2023			\$3,900														\$3,900
	design		\$24,972	2025					\$24,972												\$24,972
3	replace north stairs (allowance)	10	\$97,500	2026						\$97,500											\$97,500
4	replace east stairs (allowance)	10	\$15,860	2026						\$15,860											\$15,860
5	repair parking lot & sealcoat(allowance)	5	\$20,700	2023			\$20,700														\$20,700
6	raze garage and create parking area	15	\$48,750	2023			\$48,750														\$48,750
7	provide accessible parking stall. (allowance)	5	\$13,000	2023			\$13,000														\$13,000
8	add exterior drop box (allowance)	10	\$2,875	2020	2020																\$0
9	monument sign out front (allowance) Electrical	15	\$11,500	2026						\$11,500											\$11,500
	Design		\$61,120	2023			\$5,000	\$56,120													\$61,120
10	Exterior tuck pointing (allowance)	15	\$145,600	2025					\$145,600												\$145,600
11	Clean / repair lintels (allowance)	15	\$16,250	2025					\$16,250												\$16,250
12	Repair / Replace South wall for aesthetics	15	\$40,950	2025					\$40,950												\$40,950
13	Roof replacement (allowance) East,West and	15	\$70,000	2025					\$70,000												\$70,000
14	Roof drain work (allowance)	15	\$7,800	2025					\$7,800												\$7,800
15	south side grading to remove non accessible	10	\$13,000	2023			\$13,000														\$13,000
	Design		\$539,063	2026						\$134,766	\$404,297										\$539,063
16	Renovate front office to improve	10	\$280,800	2028								\$140,400	\$140,400								\$280,800
17	Renovate office area to increase efficiency and	10	\$280,800	2028								\$140,400	\$140,400								\$280,800
18	Update (2) restrooms for accessibility	10	\$70,200	2028								\$35,100	\$35,100								\$70,200
19	Update council chamber and finishes	10	\$84,240	2028								\$42,120	\$42,120								\$84,240
20	Renovate eastern second level space for	10	\$198,900	2028								\$99,450	\$99,450								\$198,900
21	City Hall HVAC - Heating - Cooling - updated	10	\$950,000	2023			\$150,000					\$400,000	\$400,000								\$950,000
22	Auditorium HVAC, heating, addition of cooling	10	\$716,300	TBD																	\$0
23	Plumbing updates (allowance) part of restroom	0	\$0	2028																	\$0
24	Water heating (allowance)	10	\$8,625	2028								\$4,313	\$4,313								\$8,625
25	Fire alarm	10	\$117,000	2028								\$58,500	\$58,500								\$117,000
26	Fire suppression	10	\$204,750	2028								\$102,375	\$102,375								\$204,750
27	Update electrical switch gear (allowance)	10	\$65,000	2028								\$32,500	\$32,500								\$65,000
28	Update electrical distribution Grounded, New	10	\$175,500	2028								\$87,750	\$87,750								\$175,500
29	Update electrical lighting	10	\$175,500	2028								\$87,750	\$87,750								\$175,500
30	technology modification allowance no	10	\$117,000	2028								\$58,500	\$58,500								\$117,000
31	access control / security	10	\$117,000	2028								\$58,500	\$58,500								\$117,000
32	update generator (allowance)	10	\$130,000	2030										\$130,000							\$130,000
33	Furniture / equipment (allowance)	10	\$32,200	2030										\$32,200							\$32,200
34	Audtorium seating (allowance)	10	\$30,188	2030										\$30,188							\$30,188
35	Theatrical lighting / audio visual equipment	15	\$104,000	2030										\$104,000							\$104,000
Total Cost for Proposed Improvement			\$5,008,093			\$20,720	\$271,600	\$56,120	\$305,572	\$259,626	\$404,297	\$1,347,658	\$1,347,658	\$296,388	\$0	\$0	\$0	\$0	\$0	\$0	\$4,309,638

Structure #2 – Community Center 510 E Spring St.																								
#	Deficiency/Improvement				Score	Estimated Cost	Target Year	Completion Year	\$2,022	\$2,023	\$2,024	\$2,025	\$2,026	\$2,027	\$2,028	\$2,029	\$2,030	\$2,031	\$2,032	\$2,033	\$2,034	\$2,035	\$2,036	Total
	Design			*		\$388,830	2033													\$388,830				\$388,830
1	Provide accessible entrance (allowance)				10	\$19,500	2034														\$19,500			\$19,500
2	seal coat parking lot (allowance)				5	\$30,000	2022		\$30,000															\$30,000
3	provide secondary exit (allowance) North end				15	\$6,500	2034														\$6,500			\$6,500
4	Exterior Metal Painting (allowance)				15	\$54,600	2034														\$54,600			\$54,600
5	Masonry wall repairs or recladding (allowance)				15	\$39,000	2034														\$39,000			\$39,000

6	update lobby and restrooms (allowance)	10	\$149,500	2034																\$149,500			\$149,500	
7	provide ticket area at entrance (allowance)	10	\$6,500	2034																\$6,500			\$6,500	
8	provide accessible seating at interior	10	\$6,500	2034																\$6,500			\$6,500	
9	renovate locker rooms /restroom /showers	10	\$793,000	2034																\$793,000			\$793,000	
10	add storage rooms (allowance)	10	\$71,500	2034																\$71,500			\$71,500	
11	update vending area (allowance)	15	\$234,000	2034																\$234,000			\$234,000	
12	roof replacement - allowance - roof 8-10 years	15	\$67,600	2034																\$67,600			\$67,600	
13	Update HVAC system except primary arena	15	\$84,500	2034																\$84,500			\$84,500	
14	updated havoc arena (allowance) *	15	\$280,800	2034																\$280,800			\$280,800	
15	Updated plumbing as part of previous noted	15	\$0	2034																\$0			\$0	
16	Fire suppression (allowance) *	15	\$130,650	2034																\$130,650			\$130,650	
17	LED Lighting (allowance)	10	\$174,200																				\$0	
TOTAL COST For Proposed Improvement cost			\$2,137,850				\$30,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$388,830	\$1,944,150	\$0	\$0	\$2,362,980

Structure #3 - Aquatic Center																					
#	Deficiency/Improvement	Score	Estimated Cost	Target Year	Completion Year	\$2,022	\$2,023	\$2,024	\$2,025	\$2,026	\$2,027	\$2,028	\$2,029	\$2,030	\$2,031	\$2,032	\$2,033	\$2,034	\$2,035	\$2,036	Total
Design			\$5,200	2027							\$0										\$0
1	Climbing wall (allowance)	10	\$26,000	2027							\$26,000										\$26,000
2	Paint pool basin with epoxy aggregate	5	\$30,000	2025/2030/2035/etc.					\$30,000					\$30,000					\$30,000		\$90,000
3	Bird protection (allowance)	10	\$2,875	2027							\$2,875										\$2,875
4	fiberglass door at chemical room (allowance)	5	\$5,750	2027							\$5,750										\$5,750
5	Impellor maintenance (allowance) *	5	\$0																		\$0
6	snow / ice protection (allowance)	10	\$3,450	2027							\$3,450										\$3,450
7	Masonry screen wall cap maintenance	5	\$920	2021																	\$0
8	HVAC commissioning to address temp control	5	\$13,650	2027							\$13,650										\$13,650
9	Privacy slats in fencing allowance (allowance)	15	\$3,450	2031											\$3,450						\$3,450
10	Replace with LED lighting (allowance) *	10	\$19,320	2027							\$19,300										\$19,300
TOTAL COST For Proposed Improvement cost			\$105,415			\$0	\$0	\$0	\$30,000	\$0	\$71,025	\$0	\$0	\$30,000	\$3,450	\$0	\$0	\$0	\$30,000	\$0	\$164,475

Structure #4 - Library 123 Forest St																					
#	Deficiency/Improvement	Score	Estimated Cost	Target Year	Completion Year	\$2,022	\$2,023	\$2,024	\$2,025	\$2,026	\$2,027	\$2,028	\$2,029	\$2,030	\$2,031	\$2,032	\$2,033	\$2,034	\$2,035	\$2,036	Total
design			\$4,500	2022		\$4,500															\$4,500
1	Seal Parking lot *	5	\$11,500	2022		\$11,500															\$11,500
2	Add storm piping to building for front roof	5	\$6,500	2022		\$6,500															\$6,500
3	Reconfigure front roof drainage	5	\$6,500	2022		\$6,500															\$6,500
4	Roof replacement allowance -completed in design	15	\$12,480	2034														\$12,480			\$12,480
5	HVAC improvements / replacements (4) units	10	\$69,000	2030									\$15,000						\$62,400		\$15,000
6	Water heating	15	\$11,500	2035										\$69,000							\$69,000
7	Elevator modernization	15	\$23,400	2026						\$23,400									\$11,500		\$11,500
8	building cleaning	10	\$117,000	2027							\$117,000										\$117,000
9	Flooring replacements	10	\$1,725	2027							\$1,725										\$1,725
10	Repair window leaks (allowance)	5	\$82,800	TBD																	\$0
11	Replace to LED Lighting	10	\$8,625	TBD																	\$0
12	Add sensor faucets	15	\$55,200	2019	2019																\$0
13	Car side book drop	15	\$6,900	2021	2021																\$0
14	Summer Program Space (HELD)	5	\$27,000	2021	2021																\$0
15	Added exterior program space, acquisition cost	5	\$0																		\$0
TOTAL COST For Proposed Improvement cost			\$517,530			\$29,000	\$0	\$0	\$0	\$23,400	\$118,725	\$0	\$15,000	\$69,000	\$0	\$0	\$0	\$12,480	\$73,900	\$0	\$341,505

Structure #5 - Museum 22 S Madison																					
#	Deficiency/Improvement	Score	Estimated Cost	Target Year	Completion Year	\$2,022	\$2,023	\$2,024	\$2,025	\$2,026	\$2,027	\$2,028	\$2,029	\$2,030	\$2,031	\$2,032	\$2,033	\$2,034	\$2,035	\$2,036	Total
design			\$1,300	2027							\$1,300										\$1,300
1	Provide accessible parking and parking stalls *	5	\$13,000	2036																\$13,000	\$13,000
2	regrade to improve drainage *	5	\$6,500	2036																\$6,500	\$6,500
3	provide rain leader connection to storm piping	5	\$7,800	?																	\$0
4	provide drain at exterior entrance to basement	5	\$6,500	2027							\$6,500										\$6,500
5	Allowance for minor tuckpointing *	10	\$55,000	2023			\$55,000														\$55,000
6	Maintenance to front sidewalk and stair	10	\$1,622	2023			\$1,622														\$1,622
7	Replace front lights	10	\$2,080	2020	2020																\$0
8	Roof Replacement Allowance *	10	\$22,880	2027							\$22,880										\$22,880
9	Provide 10 year allowance / yr. for window	10	\$70,200	3-4 per year	2025																\$0
10	add attic ventilation Intake and exhaust *	10	\$5,720	2030							\$5,720										\$5,720
11	Repair attic stair plaster	10	\$0	2019	2019																\$0
12	seal fire places Chimney for air and water *	5	\$5,850	2023			\$5,850														\$5,850
13	allowance for future havoc system maintenance	15	\$78,000	2036																	\$0
14	add dehumidification *	15	\$41,600	2036															\$78,000		\$78,000
15	plumbing fixture / water heater 5 yr.	10	\$7,800	2036															\$41,600		\$41,600
16	Allowance for electrical distribution *	15	\$57,200	2036															\$7,800		\$7,800
17	Allowance for lighting updates	15	\$34,320	TBD															\$57,200		\$57,200
18	Future addition for lift and accessible restrooms	20	\$274,950	2036															\$54,990		\$54,990
TOTAL COST For Proposed Improvement cost			\$691,022			\$0	\$62,472	\$0	\$0	\$0	\$36,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$54,990	\$274,950	\$632,912

Structure #6 - Public Works 903 N Madison St																					
#	Deficiency/Improvement	Score	Estimated Cost	Target Year	Completion Year	\$2,022	\$2,023	\$2,024	\$2,025	\$2,026	\$2,027	\$2,028	\$2,029	\$2,030	\$2,031	\$2,032	\$2,033	\$2,034	\$2,035	\$2,036	Total
Design			\$296,128	2032												\$296,128					\$296,128
1	provide separate and secure visitor / delivery	15	\$45,500	2035															\$45,500		\$45,500
2	storm water systems (allowance) Yard area *	10	\$13,000	2033													\$13,000				\$13,000
3	Update / addition for employee break room,	10	\$364,000	2033													\$364,000				\$364,000
4	Replace door hardware for accessibility *	10	\$26,000	2027							\$26,000										\$26,000
5	Building for salt storage *	10	\$500,000	2033													\$500,000				\$500,000

[illegible]