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=VFNaV3ZlcGhuNjlaNWIW7TjBmd2ZUT09

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 December 12, 2022 meeting.
2. 2023 Landfill Monitoring agreement with MSA
3. Aquatic Center rates for the 2023 season
4. 2023 Park Shelter Rates

DISCUSSION ONLY
5. 2023 Project List

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 Peter Kaczmarski called the meeting to order at 4:32 pm

ROLL CALL
Mayoral Appointment to Board of Public Works – Andrew Sullivan
Roll call was taken:
   Alderpersons: Peter Kaczmarski, Mike Matoushek, Will Langford
   Citizens: Dave Rens, Andrew Sullivan
   Ex-officio: Mayor Rohn Bishop, DPW Director Jeff Daane, City Administrator Kathy Schlieve
   Guest: Jason Whitford
   Members excused: Gregg Zonnefeld, Dale Heeringa

PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS—
There were no guests for the public comment portion of the meeting

FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS
Next meeting will be January 10, 2023 at 4:30 pm

CONSIDERATION - ACTION
1. Approve Minutes of the November 9, 2022 meeting.
   Minutes of the November 9, 2022 meeting were presented. Motion (Matoushek/Rens) to approve the minutes as presented. MOTION CARRIED (5-0)

2. Madison St. Parking ordinance updates. Chairman Kaczmarski asked the Board if anyone else wanted to Chair this portion of the agenda as he is one of the homeowners requesting changes to the proposed ordinance. No Board members thought this was an issue, but did ask that Chairman Kaczmarski abstain from voting on this agenda item.

   DPW Director Daane reviewed the ordinance changes and explained the additional No Parking regulations that have been added per MUTCD Standards and State Engineering reviews. He also shared there were some concerns from property owners about the changes. Pete shared his concerns as well as his neighbors. Motion (Matoushek/Rens) to recommend approval of the two parking ordinances to the Common Council. MOTION CARRIED (4-0-1) Kaczmarski abstain

3. 5 year street plan
   DPW Director Daane presented the 2023-2027 Street Plan. He explained that in order to receive most grant funding the streets have to be part of an approved street plan. This is fluid plan and may change if needs arise. Motion (Matoushek/Langford) to approve the 5 year street plan as presented. MOTION CARRIED (5-0)

ADJOURNMENT
Motion (Matoushek/Langford) to adjourn the meeting of the BPW at 5:16 PM. MOTION CARRIED (5-0)

Minutes prepared by Trista Steinbach
MEETING DATE: January 10, 2023

TITLE: 2023 Landfill Monitoring agreement with MSA

AGENDA SECTION: Consideration/Action

PRESENTER: Jeff Daane

<table>
<thead>
<tr>
<th>DEPARTMENT GOAL(S) SUPPORTED (if applicable)</th>
<th>FISCAL IMPACT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$11,500</td>
</tr>
</tbody>
</table>

ISSUE SUMMARY

MSA comes to monitor the closed landfills at the garage location. These reports are then submitted to the DNR. This is a $500 increase from 2022 for increased lab analytical costs.

STAFF RECOMMENDATION:

ATTACHMENTS:

MSA Task order

RECOMMENDED MOTION:

1. Approve the Waupun Closed Landfill Environmental Monitoring 2023 agreement.
Task Order

To: City of Waupun
    Jeff Daane
    201 E Main Street
    Waupun, WI 53963

Date of Issuance: December 22, 2022

MSA Project No.: R00212142

This task order will acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project:

**Project Name:** Waupun Closed Landfills Environmental Monitoring for Year 2023

**The scope of the services authorized is:** Perform the April and October 2023 environmental sampling, private well sampling, and electronic reporting to the WDNR for the "old" and "new" City of Waupun closed landfills. Provide recommendations as requested by the City staff related to activity near the landfills.

**The schedule to perform the services is:**
- approximate start: January 1, 2023
- approximate completion: December 31, 2023

**The lump sum fee for the services is:**
- $11,500 for year 2023, with $5,300 in April and $6,200 in October

This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum plus reimbursable basis. A list of reimbursable expenses is included on the attached rate schedule.

**Approval:** MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files.

CITY OF WAUPUN

Jeff Daane
Director of Public Works
Date: ______________________

201 E Main Street
Waupun, WI 53963
Phone: 920-324-7918
Fax: 920-324-7939

MSA PROFESSIONAL SERVICES, INC.

Jeffrey K. Anderson, P.E.
Senior Team Leader
Date: December 22, 2022

332 West Superior Street, Suite 600
Duluth, MN 55802
Phone: 218-499-3175
Fax: jkanderson@msa-ps.com
AGENDA SUMMARY SHEET

MEETING DATE: 1/10/23

AGENDA SECTION: Consideration/Action

PRESENTER: Jeff Daane, DPW Director

TITLE: Approve Aquatic Center Fees for 2023

DEPARTMENT GOAL(S) SUPPORTED (if applicable) | FISCAL IMPACT
---|---
Quality of Life | ~ $23K

ISSUE SUMMARY:
Annually we review and approve fees for the Aquatic Center. For 2023, costs to operate the pool increase 11.25% overall or roughly $21,000. Of that amount, the largest increase comes from the YMCA contract to operate the pool, which increases 19% due to needed wage adjustments and the addition of a guard to address safety concerns. The following chart outlines annual revenues and operating expenditures (YMCA expenditures only) for the previous 5 years.

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>100-46-4676-0-00 FEES-AQUATIC FACILITY</td>
<td>74,180</td>
<td>72,415</td>
<td>30,702</td>
<td>71,954</td>
<td>71,536</td>
<td>$ 70,000</td>
<td>19%</td>
</tr>
<tr>
<td>100-46-4681-0-00 FEES-AQUATIC FCLTY CONCESSIONS</td>
<td>13,973</td>
<td>15,968</td>
<td>792</td>
<td>10,247</td>
<td>9,671</td>
<td>$ 9,750</td>
<td></td>
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<tr>
<td></td>
<td>88,153</td>
<td>88,383</td>
<td>31,494</td>
<td>82,201</td>
<td>81,208</td>
<td>$ 79,750.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSES:</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>YMCA Expenses</td>
<td>105,179</td>
<td>89,582</td>
<td>72,589</td>
<td>79,905</td>
<td>80,435</td>
<td>$ 95,445.00</td>
<td></td>
</tr>
<tr>
<td>Total Expenses:</td>
<td>105,179</td>
<td>89,582</td>
<td>72,589</td>
<td>79,905</td>
<td>80,435</td>
<td>$ 95,445.00</td>
<td>19%</td>
</tr>
<tr>
<td>Surplus(Deficit)</td>
<td>(17,026)</td>
<td>(1,199)</td>
<td>(41,095)</td>
<td>2,296</td>
<td>772</td>
<td>(15,695.00)</td>
<td></td>
</tr>
</tbody>
</table>

Historically, the pool operates with a net loss when all expenditures are included, but that loss is increasing as costs for energy, supplies and materials increase in addition to labor costs noted above. If pool pass fees remain flat, the City’s net operating loss on the pool will increase by just over $22K or 21.3% over the 2022 loss. Revenues gained from fees are designed to offset YMCA operating costs. All other costs are covered by the City’s General Fund through the tax levy. To remain flat and cover increases to the YMCA contract, the City would need to increase fees at the aquatic center as follows:

| Resident/Non-Resident Proposed Fees for 2023 |
|---|---|---|---|
| Family | Individual | Daily Price | Swim Lesson |
| 2022 | 150/175 | 75/85 | 5.00 | 30.00 |
| Proposed 2023 | 180/200 | 90/100 | 6.00 | 36.00 |

STAFF RECOMMENDATION: Approve increase of fees as outlined or make determination on a different level of increase. Staff does not recommend that fees remain flat.
MOTIONS FOR CONSIDERATION:

Motion to approve the 2023 Aquatic Center Fees as follows:

1. Family Pass adjusted from $150 to _____ [$180 or amount determined] for residents and from $175 to ______ [$200 or amount determined] for non-residents.
2. Individual Pass adjusted from $75 to _____ [$90 or amount determined] for residents and from $85 to ______ [$100 or amount determined] for non-residents.
3. Daily Price Pass adjusts from $5 to $_____ [$6 or amount determined].
4. Swim Lessons adjust from $30 to $_______ [$36 or amount determined].
<table>
<thead>
<tr>
<th>Year</th>
<th>Family Pass Price</th>
<th>Individual Pass Price</th>
<th>Daily Price</th>
<th>Swim Lesson Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>$100.00</td>
<td>$50.00</td>
<td>$4.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>2015</td>
<td>$100.00</td>
<td>$50.00</td>
<td>$4.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>2016</td>
<td>$100.00</td>
<td>$50.00</td>
<td>$4.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>2017</td>
<td>$100.00</td>
<td>$50.00</td>
<td>$5.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>2018</td>
<td>$100.00</td>
<td>$50.00</td>
<td>$5.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>2019</td>
<td>$125.00</td>
<td>$50.00</td>
<td>$5.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>2020</td>
<td>$125.00</td>
<td>$50.00</td>
<td>$5.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>2021</td>
<td>$125.00</td>
<td>$50.00</td>
<td>$5.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>2022</td>
<td>$150/$175</td>
<td>$75/$85</td>
<td>$5.00</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

### Surrounding Pools 2022

<table>
<thead>
<tr>
<th>Pool</th>
<th>Family Pass</th>
<th>Individual Price</th>
<th>Daily Price</th>
<th>Swim Lesson Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fox Lake Aquatic Center</td>
<td>$75</td>
<td>$40</td>
<td>$5</td>
<td>$25</td>
</tr>
<tr>
<td>Horicon Aquatic Center</td>
<td>$125</td>
<td>$50</td>
<td>$5</td>
<td>$30</td>
</tr>
<tr>
<td>Lomira Pool</td>
<td>$90</td>
<td>$50</td>
<td>$4</td>
<td>$30</td>
</tr>
<tr>
<td>Randolph Pool</td>
<td>$90 Resident</td>
<td>$50 Resident</td>
<td>$4.00 2 &amp; up</td>
<td>$20 Family</td>
</tr>
<tr>
<td></td>
<td>$105 Non Resident</td>
<td>$55 Non Resident</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cambria Pool</td>
<td>$70 Resident</td>
<td>$40 Resident</td>
<td>$4.00</td>
<td>Free</td>
</tr>
<tr>
<td></td>
<td>$75 Non Resident</td>
<td>$45 Non Resident</td>
<td>2 wk pass $20</td>
<td></td>
</tr>
<tr>
<td>Tag Center</td>
<td>Memberships</td>
<td>$40 Resident / 10 visits</td>
<td>$5.00</td>
<td>$20/$35</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$45 Non Resident / 10 visits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Columbus Pool</td>
<td>$220 Resident</td>
<td>$100 Resident</td>
<td>$5 Resident</td>
<td>$40 -$60</td>
</tr>
<tr>
<td></td>
<td>$245 Non Resident</td>
<td>$110 Non Resident</td>
<td>$6 Nonresident</td>
<td></td>
</tr>
</tbody>
</table>
MEETING DATE: January 10, 2023

TITLE: 2023 Park Shelter Rates

AGENDA SECTION: Consideration/Action

PRESENTER: Jeff Daane

<table>
<thead>
<tr>
<th>DEPARTMENT GOAL(S) SUPPORTED (if applicable)</th>
<th>FISCAL IMPACT</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

ISSUE SUMMARY

Each year the city updates and approves park shelter rental rates. Park rates are in line with what other communities are charging.

STAFF RECOMMENDATION:

Consider adding the cleaning fee right into the rate and keep the overall rates the same as 2022

ATTACHMENTS:

Park Shelter rate comparison

RECOMMENDED MOTION:

1. Approve 2023 park shelter rates as listed in the comparison just adding the cleaning fee right into each rate.
<table>
<thead>
<tr>
<th>City &amp; Park</th>
<th>Cost</th>
<th>Amenities</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Waupun Parks - Dodge Park McCune Park Harris Mill Park West End Park Wilcox Park</td>
<td>Resident - $50 Non-Resident - $75 Cleaning Fee - $15 Churches and Schools – No fee Non-Profits – Contact for fee</td>
<td>Shelters, Picnic Tables, Grill, Drinking Water, Bathrooms, Electricity</td>
</tr>
<tr>
<td>City of Waupun McCune Park Concession Stand</td>
<td>Resident - $85 Non-Resident - $100 Security Deposit - $50 Cleaning Fee - $15 Churches and Schools – No fee Non-Profits – Contact for fee</td>
<td>Indoor Shelter, Serving Windows, Serving Counter, Walk-in Cooler, Sink Electricity, Bathrooms</td>
</tr>
<tr>
<td>N Fond du Lac Parks</td>
<td>Full Day - $45 ½ Day - $25 Security Deposit - $20</td>
<td>Shelters, Bathrooms, Picnic Tables</td>
</tr>
<tr>
<td>City of Berlin – Riverside Park</td>
<td>Resident - $85 Non-Resident - $140 Security Deposit - $100</td>
<td>Shelter, Picnic Tables, Serving Tables, Electricity, Bathrooms</td>
</tr>
<tr>
<td>City of Beaver Dam – Crystal Lake Park Beach Building</td>
<td>Resident - $25/hour Non-Resident - $35/hour</td>
<td>Indoor Shelter, Tables, Benches, Electricity, Bathrooms, Serving Counter, Sink</td>
</tr>
<tr>
<td>City of Beaver Dam – Lakeview Park</td>
<td>Resident - $50 Non-Resident - $60</td>
<td>Shelter, Picnic Tables, Electricity, Drinking Water, Bathrooms</td>
</tr>
<tr>
<td>City of Beaver Dam – Tahoe Park</td>
<td>Resident - $65 Non-Resident - $75</td>
<td>Shelter, Indoor Shelter, Tables, Electricity, Serving Counter, Sink, Bathrooms</td>
</tr>
<tr>
<td>City of Columbus – Aquatic Center Park Shelter</td>
<td>Resident Rental Weekday - $25 Resident Rental Weekend (Fri.-Sun.) - $50 Resident Rental Deposit - $100 Non-Resident – Contact for fee Non-Profits – Contact for fee</td>
<td>Shelter, Picnic Tables</td>
</tr>
<tr>
<td>City of Columbus – Fireman’s Park Rest Haven</td>
<td>Resident Rental Deposit - $100 Rental Deposit Nonresident - $150 Resident Rental Weekday - $75 Non-Resident Rental Weekday - $125 Resident Rental Weekend (Fri.-Sun.) - $100 Non-Resident Rental Weekend (Fri. - Sun.) - $150 Non-Profits – Contact for fee</td>
<td>Indoor Shelter, Bathrooms, Electricity, Tables, Serving Counter</td>
</tr>
<tr>
<td>City of Watertown – Clark Park</td>
<td>Resident - $75 Non-Resident - $112.50</td>
<td>Shelter, Picnic Tables, Grill, Drinking Water, Bathrooms, Electricity</td>
</tr>
<tr>
<td>City of Hartford – Woodlawn West</td>
<td>Resident - $100 Non-Resident - $125 Non-Profit/School Groups - $40</td>
<td>Shelter, Picnic Tables, Electricity, Bathrooms, Drinking Water</td>
</tr>
</tbody>
</table>
MEETING DATE: January 10, 2023
AGENDA SECTION: Discussion
PRESENTER: Jeff Daane

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

ISSUE SUMMARY
Each year we put together a project list. This list is a starting point and does get added to as things come up.

STAFF RECOMMENDATION:

ATTACHMENTS:
2023 Project List

RECOMMENDED MOTION:
1.
2023 Project List

Senior Center construction
Continue work on Safety building needs
Repair snow plow damage to terraces
1001 Oriole St. on Harris Ave.
Add hand rails to stage stairs at City Hall
Work on grants where available
Install drainage swale and infrastructure for flooding on Hawthorne Dr
IWorQ street rating updates
Build fire arm range for police department use
Check and install LED light bulbs park concessions and bathrooms
Take a good look at city parks to see where repairs are needed
Repair and add rip rap along river at Harris Mill Park
Repairs to windmill at Heritage Park
Plant 12 new trees in City Parks to help replace Ash trees removed
Install bench at Dodge Park
Take out Tennis courts at Dodge Park
Medema field men's bathroom and poly lift concrete around building. (Done) Lower 1 section of counter top for ADA. (In Progress)
Repaired inlets on various streets
Sealcoat library lot, City Hall lot and Safety Building Lot (in progress get quotes approved) spoke with company they have us on the schedule (supply chain issues)
Move porta-Potty at Pine Park and add concrete path
Order mix and grade field 3 at Medema
Inlet cleaning and inspection
Repair outfalls add riprap work with DNR
Outfall inspection of 36” and larger plus more (larger completed working on others)
Bid Sidewalk work for SE section of the city grind and repair city sidewalk as needed
Mark next section of sidewalks for 2024 project
Flagger training for staff
Construct Wilson and Shaler Dr extensions
Construct Bayberry Lane
Inlet and curb repair work for 2023 mill and overlay projects
Micro-seal streets
2023 mill and overlay
Taylor St. (Howard to Brandon)
Rensway (Fox Lake to W. Lincoln)
Parking lot spot repairs (Community Center)
Wilcox St. (Washington to S. Grove)
Railroad Tracks (Main St.)
2024 mill and overlay
Gateway Dr (Hwy 26 toward Kelly Ave)
Grace St (Beaver Dam to Hillyer St.) Utility confirming
Grandview S. State to S. Division St)
Alley (N. Division to N. State)