



A G E N D A
CITY OF WAUPUN BOARD OF PUBLIC WORKS AND
FACILITIES COMMITTEE
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, January 10, 2023 at 4:30 PM

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=VFNaV3ZlcGhuNjlaNWlWTjBmd2lZUT09>

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.



MINUTES
CITY OF WAUPUN BOARD OF PUBLIC WORKS AND
FACILITIES COMMITTEE
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, December 13, 2022 at 4:30 PM

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:

Alderspersons: 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 CARRID (5-0)**

Minutes prepared by Trista Steinbach



AGENDA SUMMARY SHEET

MEETING DATE: January 10, 2023

TITLE: 2023 Landfill Monitoring agreement with MSA

AGENDA SECTION: Consideration/Action

PRESENTER: Jeff Daane

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
	\$11,500	

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 RECCOMENDATION:

ATTACHMENTS:

MSA Task order

RECCOMENDED 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 2022 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

MSA PROFESSIONAL SERVICES, INC.

Jeff Daane
Director of Public Works
Date: _____



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

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

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

TITLE: Approve Aquatic Center Fees for 2023

AGENDA SECTION: Consideration/Action

PRESENTER: Jeff Daane, DPW Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	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.

REVENUE:		12/31/2018	12/31/2019	12/31/2020	12/31/2021	12/31/2022	2023 Budget	% CPY
100-46-4676-0-00	FEES-AQUATIC FACILITY	74,180	72,415	30,702	71,954	71,536	\$ 70,000	
100-46-4681-0-00	FEES-AQUATIC FCLTY CONCESSIONS	13,973	15,968	792	10,247	9,671	\$ 9,750	
		88,153	88,383	31,494	82,201	81,208	\$ 79,750.00	
EXPENSES:								
	YMCA Expenses	105,179	89,582	72,589	79,905	80,435	\$ 95,445.00	
	Total Expenses:	105,179	89,582	72,589	79,905	80,435	\$ 95,445.00	19%
	Surplus(Deficit)	(17,026)	(1,199)	(41,095)	2,296	772	\$ (15,695.00)	

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.

--	--

--	--

ATTACHMENTS: None

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].

Waupun Family Aquatic Center				
Year	Family Pass Price	Individual Pass Price	Daily Price	Swim Lesson Price
2014	\$100.00	\$50.00	\$4.00	\$25.00
2015	\$100.00	\$50.00	\$4.00	\$25.00
2016	\$100.00	\$50.00	\$4.00	\$25.00
2017	\$100.00	\$50.00	\$5.00	\$25.00
2018	\$100.00	\$50.00	\$5.00	\$30.00
2019	\$125.00	\$50.00	\$5.00	\$30.00
2020	\$125.00	\$50.00	\$5.00	\$30.00
2021	\$125.00	\$50.00	\$5.00	\$30.00
2022	\$150/\$175	\$75/\$85	\$5.00	\$30.00

Surrounding Pools 2022				
Pool	Family Pass	Individual Price	Daily Price	Swim Lesson Price
Fox Lake Aquatic Center	\$75	\$40	\$5	\$25
Horicon Aquatic Center	\$125	\$50	\$5	\$30
Lomira Pool	\$90	\$50	\$4	\$30
Randolph Pool	\$90 Resident \$105 Non Resident	\$50 Resident \$55 Non Resident	\$4.00 2 & up \$20 Family	\$20
Cambria Pool	\$70 Resident \$75 Non Resident	\$40 Resident \$45 Non Resedent	\$4.00 2 wk pass \$20	Free
Tag Center	Memberships	\$40 Resident / 10 visits \$45 Non Resedent / 10 Visits	\$5.00	\$20/\$35
Columbus Pool	\$220 Resident \$245 Non Resident	\$100 Resident \$110 Non Resident	\$5 Resident \$6 Nonresident	\$40 -\$60



AGENDA SUMMARY SHEET

MEETING DATE: January 10, 2023

TITLE: 2023 Park Shelter Rates

AGENDA SECTION: Consideration/Action

PRESENTER: Jeff Daane

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
	\$	

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 RECCOMENDATION:

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

ATTACHMENTS:

Park Shelter rate comparison

RECCOMENDED MOTION:

1. Approve 2023 park shelter rates as listed in the comparison just adding the cleaning fee right into each rate.

PARK SHELTER COMPARISON FEES

City & Park	Cost	Amenities
City of Waupun Parks - Dodge Park McCune Park Harris Mill Park West End Park Wilcox Park	Resident - \$50 Non-Resident - \$75 Cleaning Fee - \$15 Churches and Schools – No fee Non-Profits – Contact for fee	Shelters, Picnic Tables, Grill, Drinking Water, Bathrooms, Electricity
City of Waupun McCune Park Concession Stand	Resident - \$85 Non-Resident - \$100 Security Deposit - \$50 Cleaning Fee - \$15 Churches and Schools – No fee Non-Profits – Contact for fee	Indoor Shelter, Serving Windows, Serving Counter, Walk-in Cooler, Sink Electricity, Bathrooms
N Fond du Lac Parks	Full Day - \$45 ½ Day - \$25 Security Deposit - \$20	Shelters, Bathrooms, Picnic Tables
City of Berlin – Riverside Park	Resident - \$85 Non-Resident - \$140 Security Deposit - \$100	Shelter, Picnic Tables, Serving Tables, Electricity, Bathrooms
City of Beaver Dam – Crystal Lake Park Beach Building	Resident - \$25/hour Non-Resident - \$35/hour	Indoor Shelter, Tables, Benches, Electricity, Bathrooms, Serving Counter, Sink
City of Beaver Dam – Lakeview Park	Resident - \$50 Non-Resident - \$60	Shelter, Picnic Tables, Electricity, Drinking Water, Bathrooms
City of Beaver Dam – Tahoe Park	Resident - \$65 Non-Resident - \$75	Shelter, Indoor Shelter, Tables, Electricity, Serving Counter, Sink, Bathrooms
City of Columbus – Aquatic Center Park Shelter	Resident Rental Weekday - \$25 Resident Rental Weekend (Fri.-Sun.) - \$50 Resident Rental Deposit - \$100 Non-Resident – Contact for fee Non-Profits – Contact for fee	Shelter, Picnic Tables
City of Columbus – Fireman’s Park Rest Haven	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	Indoor Shelter, Bathrooms, Electricity, Tables, Serving Counter
City of Watertown – Clark Park	Resident - \$75 Non-Resident - \$112.50	Shelter, Picnic Tables, Grill, Drinking Water, Bathrooms, Electricity
City of Hartford – Woodlawn West	Resident - \$100 Non-Resident - \$125 Non-Profit/School Groups - \$40	Shelter, Picnic Tables, Electricity, Bathrooms, Drinking Water



AGENDA SUMMARY SHEET

MEETING DATE: January 10, 2023

TITLE: 2023 Project List

AGENDA SECTION: Discussion

PRESENTER: Jeff Daane

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

ISSUE SUMMARY

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

STAFF RECCOMENDATION:

ATTACHMENTS:

2023 Project List

RECCOMENDED 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)