



**MINUTES**  
**CITY OF WAUPUN BOARD OF PUBLIC WORKS AND**  
**FACILITIES COMMITTEE**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, February 14, 2023 at 4:30 PM

**CALL TO ORDER**

Chairman Kaczmarek calls the meeting of the Board of Public Works and Facilities meeting to order at 430pm.

**ROLL CALL**

In-Person: Chairman Kaczmarek, 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 430pm 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 contact: 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 contact.

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 (Kaczmariski and Siebers) and one Board member (Heeringa) to this committee.

Motion Matoushek, second Sullivan to recommend to the Common Council to appoint two Alderman (Kaczmariski 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.