



MINUTES
CITY OF WAUPUN BOARD OF PUBLIC WORKS
MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, March 12, 2024 at 4:30 PM

Chairman Peter Kaczmarki called the meeting to order at 4:35 p.m.

Roll call was taken. Members present include Alderpersons—Peter Kaczmarki, and Citizens—Dale Heeringa, Dave Rens, Ex-officio—DPW Director Jeff Daane. Absent without notification, Andrew Sullivan. Absent and excused Gregg Zonnefeld, Mike Matoushek, and Kambria Ledesma. Also present, City Administrator Kathy Schlieve. Quorum was unable to be established for meeting.

No persons present wishing to address the Board of Public Works.

April 9, 2024 is the next regularly scheduled meeting for the board.

No action taken due to lack of a quorum to approve the minutes of February 13, 2024 Board of Public Works meeting.

DPW Director Daane reviewed the City's 2023 annual MS4 report. Annually the city is required to submit an MS4 report in accordance with our MS4 permit issued under WI Statute NR 216.025. MS4 permits are effective for a period of up to five years. The City of Waupun's 2023 MS4 report is reviewed and includes an extensive list of tactics that the City completes each year to meet the conditions of the MS4 permit. This report was adopted by the Council on March 23, 2024 prior to being submitted to the DNR and is presented for informational purposes only.

Jeff Daane, Director of Public Works, shares that the City was awarded a UNPS planning grant to help with evaluating locations of future storm water pond. The grant reimburses 50% up to \$25,000. Staff believe that after completion of this analysis the City will be positioned to state whether storm water management requirements are achievable through practices conducted within city limits, or if other steps will need to be taken. No action was taken to approve agreement with MSA due to lack of a quorum. Staff will present this agreement to the Common Council Committee of the Whole on March 26, 2024.

The City received two sealed bids for the roofing project at City Hall. The bids were opened publicly on March 5, 2024. The low bidder was HP Roofing & Construction, however, the bid is more than 20% over budget (\$27,371). Daane believes this is mostly due to need for cranes to access the front portions of the building. According to Administrator Schlieve, fund balance would need to be applied to cover the gap to fully finance the project. Schlieve points out that this is less than ideal as staff previously cut a number of capital projects coming into 2024 to preserve fund balance needed for a 2025 Rock/Newton reconstruct. No action was taken due to lack of a quorum. Staff will present bid results to the Common Council Committee of the Whole on March 26, 2024.

Meeting adjourned at 4:55 p.m.