



**MINUTES**  
**CITY OF WAUPUN BOARD OF PUBLIC WORKS AND**  
**FACILITIES COMMITTEE**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, September 12, 2023 at 4:30 PM**

Chairman Peter Kaczmarki called the meeting to order at 4:30 PM

ROLL CALL Roll call was taken: Alderpersons—Peter Kaczmarski, William Langford, Mike Matoushek (online), Citizens—Dave Rens, Ex-officio—DPW Director Jeff Daane; Absent and excused: Citizens - Gregg Zonnefeld, Andrew Sullivan, Dale Heeringa

Also present are Mayor Rohn Bishop, City Administrator Kathy Schlieve, and Recreation Director Rachel Kaminski.

No public present to address the Board of Public Works.

Next meeting will be on Tuesday, October 12, 2023 at 4:30PM.

**CONSIDERATION - ACTION**

1. Approve minutes of the July 11, 2023 meeting.
  - a. Motion Langford, second .Matoushek to approve Board of Public Works minutes from July 11, 2023 meeting. Carried unanimously.
2. Review Capital Improvement ratings for 2024 projects
  - a. Jeff Daane provides an overview of committee member rankings of capital improvement projects and insight into proposed 2024 capital improvement budget. Daane indicates that the information was used to put together the 2024 capital budget. Kaczmarski requests that an update be provided once the budget is approved.
3. Canoe/Kayak launch survey results and future location
  - a. Jeff Daane provides the results of a community survey to locate the newest canoe kayak launch. Survey results reflect that the preferred site is below the dam along Gateway Drive. Motion Langford, second Matoushek to approve the location. Carried unanimously.
4. Waupun Hockey information per agreement with the City of Waupun
  - a. Lucas Dawson provided an overview of Hockey program in accordance with the agreement held with the City. Ice setup will begin on Sunday, September 17 and be installed through end of March 2024. Matoushek questioned amount of public skate. Dawson comments that they worked to add ice time for public skate. There is no Bantam team this year and ice time is also sold to Fond du Lac skaters. Motion Matoushek, second Rens to approve information as presented. Carried unanimously.
5. Fall yard waste cleanup dates
  - a. Jeff Daane presents schedule for fall yard waste cleanup to be held October 9 through November 13 2023, with all remaining yard waste needing to be curbside by 7 am on November 13, 2023. Rens questions if all areas of community get equal amounts of pickup. Discussion on daily maps to track pickup, ensuring everyone gets equal amounts of time. Motion Matoushek, second Langford to approve fall yard waste cleanup dates as presented. Carried unanimously.
6. Asphalt Paving Contract Wilcox St. recommendation to council
  - a. Jeff Daane indicates that the City did not receive a WisDOT grant applied for to repair Wilcox St. The City will use available funds in the 2023 budget to complete a mill and overlay on the street. Daane

reviews bids received at a bid opening on September 12. Kartechner Brothers is the lowest bidder at \$43,017. Motion Matoushek, second Langford to recommend approval of a contract with Kartechner Brothers per bid document. Roll call vote taken. Carried 4-0.

7. Remove 2 hour parking on E. Jefferson Street between S. Madison St. and Carrington St.
  - a. Jim Hepp is present and requests that the city evaluate and remove 2-hour parking restrictions on the section of E Jefferson St between S. Madison St and Carrington St. After evaluation, Jeff Daane is recommending that the City remove the eastern portion of the south side of E Jefferson St between S. Madison and Carrington Streets, with the exception of spaces designated as 2-hour parking along FVSBank, approximately 100 feet from intersection. Motion Matoushek, second Langford to approve recommendation and send to Council for review and approval. Carried unanimously.

Motion Matoushek, second Rens to adjourn the meeting. Carried unanimously. Meeting adjourned at 5:05 p.m.