



**MINUTES
CITY OF WAUPUN
BOARD OF PUBLIC WORKS MEETING
201 E Main St
Tuesday, March 9, 2021 at 4:30 PM**

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Board of Public Works met at 4:30 pm on Tuesday, March 9, 2021 at 4:30 pm.

CALL TO ORDER

Chairman Ryan Mielke called the meeting to order at 4:30 PM

ROLL CALL

Roll call was taken members present:

Alders—Mike Matoushek, Ryan Mielke (Chair), Bobbie Vossekuil

Citizens—Dale Heeringa, Brian Markus (absent with notification), Jessica Mueller (absent with notification), Gregg Zonnefeld

Ex-officio—Mayor Julie Nickel, City Administrator Kathy Schlieve, DPW Director Jeff Daane, Recreation Director Rachel Kaminski

Guest—Drew Buteyn, Dodge County YMCA Aquatic Director

PERSON WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS

There were no guests for public comment.

FUTURE MEETINGS AND GATHERINGS OF THE BOARD OF PUBLIC WORKS

Next meeting will be April 13th at 4:30 PM.

CONSIDERATION - ACTION

1. Approve minutes of the February 9, 2021 Board of Public Works Meeting.
Minutes of the February 9th meeting were presented. Motion (Matoushek/Heeringa) for approval. **MOTION CARRIED (5-0)**
2. 2021 Spring Cleanup dates
DPW Director Jeff Daane shared the plan for this year's spring cleanup, the week after bulk pick-up. Motion (Zonnefeld/Vossekuil) to approve setting spring clean-up from April 12th-May 3rd, weather permitting. **MOTION CARRIED (5-0)**
3. Transportation Utility and Street funding Feasibility RFP
DPW Director Daane recapped the summary from last month's meeting regarding what a transportation utility is, comparing it to a stormwater utility, directed toward construction and maintenance work. Sustainable funding for road projects is a growing challenge for the City. City Staff heard proposals from two different clients on this service. Motion (Zonnefeld/Vossekuil) to recommend to the Common Council approval of the proposal from Ehlers and raSmith to conduct a Transportation Utility and Street Funding Feasibility Analysis in an amount not to exceed \$20,500. **MOTION CARRIED (5-0)**
4. Newton Avenue & Rock Avenue Reconstruction Phase 1 Bid Results
MSA conducted the bid review from four contractors for the reconstruction Phase 1 of Newton Avenue & Rock Avenue, scheduled for 2021. While they are a new contractor, DPW Director Daane received acceptable feedback from Lomira in their work with PTS Contractor. Motion (Matoushek/Vossekuil) to recommend to the Council acceptance of the bid from PTS Contractors, Inc. for the bid amount of \$2,400,000.00. **MOTION CARRIED (5-0)**
5. Purchase used John Deere Tractor and Mower

Previously DPW Director Daane had requested replacement funds for our weed mower. Due to budget constraints, the number budgeted needed to drop from \$88,000 to \$60,000. This would replace a 1988 tractor that is currently in use. Currently City staff are mowing 80-90 acres of land. Motion (Vossekuil/Matoushek) to approve the purchase of a used John Deere 6330 Tractor and Tiger mower from Serwe Implement Municipal Sales for \$58,000. **MOTION CARRIED (5-0)**

6. Link 360 Proposal

Electronic equipment has a lock-out capability for safety for our staff. This would be put in place via a potential summer intern position. The software would allow safe lockout/tagout to update all procedures. Motion (Zonnefeld/Heeringa) to approve the purchase of LINK360 software and program set-up for \$1,956.97. **MOTION CARRIED (5-0).**

7. March 2021 Recreation Report

Recreation Director Rachel Kaminski that the re-opening of the Senior Center has gone very well in respecting mask and entry/exit procedures. Our seniors are very excited about being able to be back together again. Virtual presentation and activities are continuing, with hybrid options also being offered.

8. Park Rental Fees

Recreation Director Kaminski shared result of research on park fees in area communities. New schedule for Waupun Parks (Buwalda, Dodge, Harris Mill, McCune, West End, Wilcox) to be \$50 for resident, \$75 for non-resident with an additional \$15 cleaning fee, and for McCune Park Concessions stand to be \$85 for resident, \$100 for non-resident, a \$50 security deposit plus an additional \$15 cleaning fee. Motion (Vossekuil/Zonnefeld) to raise the rental fees and add a cleaning fee to align us with neighboring communities with keeping COVID-19 sanitation in mind. **MOTION CARRIED (5-0)**

9. Pool Dates and Times

Two comparable projections were given regarding pool dates and times for 2021, from June 5th – August 22nd, utilizing the COVID budgeting. Recreation Director Kaminski dialogued with Fond du Lac County Health, which was comfortable with 50% capacity at Phase 2 (300 users), eliminating the need for the reservation system. Motion (Heeringa/Zonnefeld) is made to utilize the dates and times from June 5-August 22. **MOTION CARRIED (5-0)**

10. Swimming Lessons Fees

The originally adopted budget did not include swimming lessons as an option. It would take 170 paying participants at \$30 to reach the break-even point and cover the cost of the program. Motion (Matoushek/Vossekuil) to provide swimming lessons this summer at the Waupun Aquatic Center. **MOTION CARRIED (5-0)**

11. Start out Safe Free Swimming Lessons Use

Motion (Matoushek/Vossekuil) to allow Start Out Safe free swimming lesson program to utilize the Waupun Family Aquatic Center. **MOTION CARRIED (5-0)**

12. Pool Fees

A comparative study of daily pool fees for area pools was shared with the Board of Public Works. Recreation Director Kaminski and YMCA Aquatic Director Drew Buteyn did the research and answered questions about current operations indoor at the YMCA, where they are experiencing waiting lists for their lessons. Motion (Zonnefeld/Matoushek) to keep the rates the same as 2020 to increase participation and attendance. **MOTION CARRIED (5-0)**

13. DPW Director Daane shared an update from the Department of Transportation regarding the South Madison Street project. Due to federal bidding requirements, there will be a change in the contractor on the project. There could be a delay in the timeframe due to these adjustments. Daane will also keep the BPW updated on the State Highway 68 project.

ADJOURNMENT

Motion (Matoushek/Vossekuil) to adjourn the meeting of the BPW at 5:15PM. **MOTION CARRIED (5-0)**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gregg Zonnefeld", written over a light gray rectangular background.

Gregg Zonnefeld, BPW Clerk