



MINUTES—CITY OF WAUPUN BOARD OF PUBLIC WORKS & FACILITIES

Tuesday, 8-May-2023 – City Council Chambers

CALL TO ORDER

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

ROLL CALL

Roll call was taken:

Alders—Peter Kaczmarki, William Langford, Mike Matoushek

Citizens—Dale Heeringa, Dave Rens (absent with notification), Andrew Sullivan, Gregg Zonnefeld

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

PERSON WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS & FACILITIES COMMITTEE

Bill & Jake Wojahn

FUTURE MEETINGS AND GATHERINGS OF THE BOARD OF PUBLIC WORKS & FACILITIES COMMITTEE

Next meeting will be on Tuesday, June 13th at 4:30PM.

CONSIDERATION - ACTION

1. Approve minutes of the April 11,, 2023 Board of Public Works & Facilities Meeting.
Minutes of the April 11, 2023 meeting were presented. Motion (Langford/Matoushek) to approve minutes as presented. **MOTION CARRIED (6-0)**
2. Recognition of Mayoral Appointment of Board Members
Mayor Bishop has appointed Dale Heeringa, Andrew Sullivan, Dave Rens, and Gregg Zonnefeld to serve on the Board until 4/30/2024. Motion (Matoushek/Langford) to approve appointments. **MOTION CARRIED (6-0)**
3. Nomination of Appointment of Board Clerk
Gregg Zonnefeld was nominated to serve as the clerk for Board of Public Works & Facilities. Motion (Heeringa/Langford) to approve nomination of Gregg Zonnefeld. **MOTION CARRIED. (5-0-1 Zonnefeld abstention)**
4. Establish Day of Month and Time of Board Meeting
The Board has been meeting at 4:30 PM on the second Tuesday of every month.. Motion (Zonnefeld/Sullivan) to continue with meetings at our established time. **MOTION CARRIED (6-0).**
5. 2024 11' wide area mower replacement
DPW Director Jeff Daane presented three options for replacing the city's 2015 wide area mower. An early order is required to receive in time for the 2024 mowing season due to supply chain issues. Maintenance issues are also accelerating on maintaining this equipment. This is part of the planned equipment replacement plan for 2024. Motion (Zonnefeld/Matoushek) to recommend to the Common Council ordering a 2024 John Deere 1600 Turbo wide area mower from Ballweg Implement for \$65,388. **MOTION CARRIED (6-0).**
6. City of Waupun Comprehensive Outdoor Recreation Plan 2023-2028
DPW Director Daane shared that the current CORP plan expired in 2022, and having an updated plan is necessary as we seek out grant opportunities or other outside funding sources. Administrator Kathy Schlieve shared the draft plan has been submitted as part of an in progress grant application. Emily Soderberg from MSA joined the meeting to share a summary of the plan. Motion (Matoushek/Langford) to recommend adoption of the City of Waupun Comprehensive Outdoor Recreation Plan (2023-2028) to the Common Council. **MOTION CARRIED (6-0).**
7. Flooding concerns – 736 Fern Street
In September of 2022, Jake Wojahn presented to the Board about flooding issues on his property. He was tasked to come back with an estimate to do the work and has now submitted the request (\$2,080). Mr. Wojahn has made improvements to his own property, but is requesting assistance since the water is coming from the neighborhood. Part of the cause is from sump pump discharge onto neighboring yards that are flowing toward this property. Motion (Langford/Sullivan) to have the city perform excavation and rough fill for project at 736 Fern Street. **MOTION CARRIED (6-0).**

8. Community Garden location

Director Daane shared the last month's activity regarding the placement of the Community Garden on Welch Street. Additional locations have been suggested, including near Homan Auto and on School District property for 2024.

ADJOURNMENT

Motion (Matoushek/Heeringa) to adjourn the meeting of the BPW & Facilities at 5:32PM. **MOTION CARRIED (7-0).**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gregg Zonnefeld", written over a horizontal line.

Gregg Zonnefeld, BPW Clerk