



MINUTES
CITY OF WAUPUN BOARD OF PUBLIC WORKS
MEETING
201 E Main St
Tuesday, July 14, 2020 at 4:30 PM

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Board of Public Works will meet virtually at 4:30 pm on July 14, 2020, via Zoom. The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:

1. To Join Zoom Meeting

<https://us02web.zoom.us/j/84299200327?pwd=UmtVNGZTVGRMNGRjb1RyZmxab1FGQT09>

Meeting ID: 842 9920 0327

Password: 148515

2. By Phone:

1+ 312 626 6799 US (Chicago)

CALL TO ORDER

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

ROLL CALL

Roll call was taken members present:

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

Citizens—Dale Heeringa, Brian Markus, Jessica Mueller, Gregg Zonnefeld

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

Guests—Maiah Domask, Becca Gaumitz

PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS--State name, address, and subject of comments.
(2 Minutes)

There were no guests for public comment.

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS

Next meeting will be Tuesday, August 18, 2020 at 4:30 pm due to the Election on August 11th.

CONSIDERATION - ACTION

Board of Public Works

The Board of Public Works shall consist of (3) Alderspersons and (4) additional City residents, all of whom shall be appointed by the Mayor, subject to approval by the Common Council. Alderspersons shall each serve for a term of one (1) year. Resident members shall each serve for a term of three (3) years. The Mayor, Director of Public Works, Recreation Program Director, Public Utilities Manager, Clerk and Police Chief or his or her designee shall also serve as *ex officio*, non-voting members of the Board. The Mayor shall each year designate a voting member of the Board as Chairperson, who shall also serve as Board President. At its organizational meeting each year, the Board shall by resolution appoint a voting member of the Board to serve as Board Clerk for that year.

Alderman	04-30-21	Michael	Matoushek		
Alderman	04-30-21	Ryan	Mielke	Mayor	appoints
Alderman		04-30-21		Bobbie	Chairman
Citizen	04-30-23		Dale		Heeringa
Citizen	04-30-23			Brian	Markus

Citizen

04-30-23

Jessica

Mueller

Citizen

04-30-23

Gregg Zonnefeld

Appointment of a voting member of the Board to serve as the Board Clerk for 2020.

Gregg Zonnefeld was selected to serve as the DPW Clerk.

Selection of the Day of the Month and Time of Board of Public Works Meetings.

Motion (Heeringa/Matoushek) for the Board of Public Works Meetings to continue to be held on the second Tuesday of the month at 4:30 PM. **MOTION CARRIED (7-0)**

Consideration of Holding In-person & Remote Board & Commission Meetings

The Council and Community of the Whole will be returning to in-person meetings after July 26th. Guidelines approved by the Council provide the option of meeting in person with social-distancing and masks or by attending via Zoom. Members will have the option of attending via Zoom or attending in-person at the Council Chambers.

Approve minutes of the March 10, 2020 meeting.

Minutes of the March 10th meeting were presented for approval. Motion (Zonnefeld/Matoushek) for approval. **MOTION CARRIED (7-0)**

Approve minutes of the May 18, 2020 Recreation Board Meeting.

Minutes of May 18th Rec Board meeting were presented for approval. Motion (Matoushek/Zonnefeld) for approval. **MOTION CARRIED (7-0)**

Capital Improvement budget items for review, rating, and approval for 2021 budget process.

Director of Public Works Director Jeff Daane presented Capital Improvement Plans for the 2021 Budget Process. The Board sees all of these items as important priorities for the community. Motion (Markus/Heeringa) to give priority to all items listed. **MOTION CARRIED (7-0)**

Equipment budget items for review, rating and approval for the 2021 budget process.

Reviewed equipment budget and replacement schedule as presented by DPW Director Daane. Motion (Vossekuil/Matoushek) made to approve purchase of a tractor/mower (\$88,000) and trailer (\$2,350) for 2021 replacement. **MOTION CARRIED (7-0)**

5 Year Street Plan for review and approval for 2021 budget process.

The Long-Range street plan was presented by DPW Director Daane. Motion (Matoushek/Mueller) to approve long range street plan as presented. **MOTION CARRIED (7-0)**

Harris Creek Improvement request from property owners.

DPW Director Daane presented information from citizens regarding Harris Creek Improvement project. He has met with all of the homeowners, and their requests are minimal and reasonable. MSA will prepare construction easements for approval by the BPW in the future. Motion is made (Zonnefeld/Heeringa) to engage MSA for engineering of these easements. **MOTION CARRIED (7-0)**

Public Works Project Updates

Pool Update

Gaga Ball Proposal

Recreation Director Rachel Kaminski shared a proposal for a Gaga Ball pit in Dodge Park. Motion (Matoushek/Markus) to direct WARP to proceed with a minimum maintenance base for the interior of the pit. with a contractor to finalize costs in concert with DPW Director Daane. **MOTION CARRIED (7-0)**

ADJOURNMENT

Motion (Matoushek/Heeringa) to adjourn the meeting of the DPW at 5:43PM. **MOTION CARRIED (7-0)**

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.