



## MINUTES—CITY OF WAUPUN BOARD OF PUBLIC WORKS & FACILITIES

Tuesday, 14-March-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, 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

No citizens were present.

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

Next meeting will be on Tuesday, April 11th at 4:30PM.

### CONSIDERATION - ACTION

1. Approve minutes of the February 14th, 2023 Board of Public Works & Facilities Meeting.  
Minutes of the February 14, 2023 meeting were presented. Motion (Matoushek/Sullivan) to approve minutes as presented. **MOTION CARRIED (7-0)**
2. City of Waupun 2022 Annual MS4 Report (Informational)  
DPW Director Jeff Daane shared updates on our annual MS4 Report and how it impacts our city. This meets our requirements for our MS4 required permit reporting for the Department of Natural Resources. These involve inspections, site visits, monitoring of inlets and outlets. This report was received for information
3. Leaf Collection & Street Sweeping Water Quality Assessment Agreement with MSA  
With not being compliant with the storm water requirements, instead we need to achieve ordinance update to match stipulations laid out in our plan. Motion (Zonnefeld/Matoushek) to recommend a Leaf Collection & Street Sweeping water quality assessment agreement with MSA for \$15,000. **MOTION CARRIED (7-0).**
4. 2023 Spring Cleanup Dates  
Bulk cleanup will be April 3-5, with spring cleanup dates from April 10<sup>th</sup> through May 1<sup>st</sup>. Motion (Matoushek/Heeringa) to approve the dates as presented. **MOTION CARRIED (7-0).**
5. Notice of award for Wilson & Shaler Drive extension project for the City of Waupun  
There were four bids received for the Wilson & Shaler Drive extension in the Industrial Park area. Motion (Rens/Matoushek) to award the bid to Wondra Construction at a cost of \$1,657,831.73 and pass this approval on to the Common Council. **MOTION CARRIED (7-0).**
6. Community Garden new site location options  
Last year's Community Garden location on Moorman Drive did not work out well last year due to soil conditions and other factors. Terri Respalje shared concerns with last year's location. has recommended three options for new locations for the Community Garden. Motion (Zonnefeld/Matoushek ) to locate the Community Garden at the Welch Street location as laid out by DPW Director Daane. **MOTION CARRIED (7-0).**
7. Shaler Park Fountain  
Last year the Shaler Park Fountain broke down, and even after exploring repairs, the previous pump was not fixable. The Waupun Community Fund has expressed interest in reimbursing the City for the new fountain. Five quotes were procured by the City. Motion (Matoushek/Langford) to recommend to the Common Council the low bid from Municipal Well & Pump / Pumpstation Professionals for the project proposal at a cost of \$18,585.46 provided a reimbursement agreement with the Waupun Community Foundation is in place. **MOTION CARRIED (7-0).**

8. City of Waupun-CORP Update 2023

Emily Soderberg from MSA shared the process on the updates to the CORP plan. Soderberg laid out a timeline for the survey, adjustments on the plan, and pathway for approvals in May. Some new guidelines that are currently in place will need some updating of the standards for the plan to be acceptable. The BPW reviewed the current survey and scope of the study, sharing ideas. Administrator Schlieve suggested breaking up the master plan at McCune into smaller portions that may make a phased, prioritization strategy there successful. Downtown could create some community gathering spaces that could be attractive to stewardship/development grants. DPW Director Daane led a discussion of suggestions and ideas for extending services in our parks, and other facilities around the city. These will be shared with MSA as they prepare the survey and plan. Next month the BPW will review the new plan. The survey will be opened up next Monday to begin to collect data from our community.

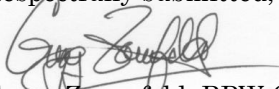
9. No Mow May.

There are communities in Wisconsin who participate in No Mow May, with varied reactions from their community. DPW Director Daane had fielded phone calls from community members asking about if Waupun was going to participate. Some alternatives to No Mow May would include adding flowers that could be planted to help the bee population. Motion (Heeringa/Sullivan) to not do a structured No Mow May. **MOTION CARRIED (7-0).**

**/ADJOURNMENT**

Motion (Matoushek/Langford) to adjourn the meeting of the BPW & Facilities at 4:54PM. **MOTION CARRIED (7-0).**

Respectfully submitted,

  
Gregg Zonnefeld, BPW Clerk