



**MINUTES**  
**CITY OF WAUPUN BOARD OF PUBLIC WORKS**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, September 10, 2019 at 4:30 PM**

**CALL TO ORDER**

Chairman Mielke called the meeting of the Board of Public Works to Order at 4:30pm.

**ROLL CALL**

Board members present on roll call are Chairman Mielke, Alderman Matoushek, Alderman Vossekuil, Deputy Chief Rasch, Public Works Director Daane, and City Clerk Hull. No members are absent.

Other Staff in attendance are Mayor Nickel.

Audience present is Dr. Jeff Champion and Courtney and Isiah McGinnis.

**PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS**

No member of the public appeared before the Board.

**FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS**

The next regularly scheduled meeting of the Board of Public Works is October 8, 2019 at 430pm in the City Hall Council Chambers, if needed.

**CONSIDERATION - ACTION**

**1. Approve minutes from the July 9, 2019 meeting.**

Daane informs the Board that he did order the dump box, as was discussed at the July 9, 2019 meeting.

Motion Vossekuil, second Matoushek to approve the July 9, 2019 minutes of the Board of Public Works.  
Motion carried 6-0.

**2. Retaining wall at 500 S. Grove St.**

Courtney and Isiah McGinnis of 500 S Grove are in attendance. Isiah McGinnis made contact with Daane relating to the retaining wall which lies on the corner of Lincoln and Grove. This wall was constructed in 2000 as part of the Lincoln Street construction. Public Works has provided some maintenance of the wall since construction. McGinnis has made request of maintenance on this wall as it is leaning and provides a hazard for the public, especially the school children, walking past. He has received a quote from Sticks and Stones of \$1800-\$2200 for this repair. Daane believes at some point this is to turn into the home owner's responsibility as this resides on the property side. Vossekuil feels the McGinnis purchased the home with the failing wall and should be their responsibility.

Motion Vossekuil, second Matoushek to deny the request, from Isiah and Courtney McGinnis, for the City to provide maintenance repairs on the retaining wall located on their property of 500 S. Grove Street, Waupun.  
Motion carried 5-1 with Rasch voting Nay.

**3. Handicapped Parking stall at 129 N. Madison St. (Champion Dentistry).**

Dr. Jeff Champion, of Champion Dentistry at 129 N Madison Street, is before the Board in request of a designated handicapped parking stall and signage in the street in front of his business, due to lack of street parking. Daane feels with the new Madison Street construction, the home owner across the street received a double wide approach, which may alleviate some of the parking problems. Daane recommends tabling this item for a future date if needed. City staff will view the area and ask Dr. Champion to report any on going issues, if any.

**4. Establish fall yard waste pick-up dates. (October 14 - November 15, 2019)**

Daane informs the Board that the dates of the fall yard waste removal are October 14 to November 15, weather permitting.

Daane also comments that bulk pick up will be October 7-9, on the day of your normal garbage collection.

**5. Discuss fees for contractors that use the yard waste drop off site for brush and grass.**

Discussion of assessing a fee to contractors who drop off brush and limbs at the City Garage site is heard. Daane states communities are charging for these services. There has been a large increase in the volume being dumped and its possible it's not all debris from the City limits. Other municipalities are charging an annual fee to contractors and provide a tag to place in their window. Attorney VandeZande is in agreement and will prepare an agreement on the direction of the Board. The Board makes request for Attorney VandeZande to prepare an agreement and return at a future meeting for consideration.

**6. Roadbotics Demo video and discussion as a tool moving forward.**

Roadbotics has a street rating tool that can be uploaded into our GIS program. Annual cost is \$5000; a 3 year contract is \$4500 each year; and a 5 year contract is \$4000 each year. Daane states municipalities are required by the DOT to turn in their street ratings every other year. This year it is due. Daane intends to place this in the budget and try this system for a one-year trial to not be locked. Board agrees.

**ADJOURNMENT**

Motion Hull, second Matoushek to duly call the meeting adjourned at 5:30pm.