



**A G E N D A**  
**CITY OF WAUPUN BOARD OF PUBLIC WORKS MEETING**  
**Video Conference and Teleconference**  
**Tuesday, August 18, 2020 at 4:30 PM**

**VIDEO CONFERENCE AND TELECONFERENCE**

The Waupun Board of Public Works will meet virtually at 4:30 pm on Tuesday, August 18, 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/81409154812?pwd=M2ZaR0VQMjFCOC9zSk9uY1p5WHBudz09>  
Meeting ID: 814 0915 4812  
Passcode: 751915
2. By Phone:  
1-312-626-6799 US (Chicago)

**CALL TO ORDER**

**ROLL CALL**

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

*No Public Participation after this point.*

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

**CONSIDERATION - ACTION**

- [1.](#) Approve minutes of the July 14, 2020 Board of Public Works meeting.
- [2.](#) Approve Fall Yard Waste pick-up dates. (October 12 - November 16)
- [3.](#) Handicapped Parking Ordinance - S. Watertown St.
4. Aquatic Center Update
5. Senior Center Update

**ADJOURNMENT**

*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.*



**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 met virtually at 4:30 pm on July 14, 2020, via Zoom.**

**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—**

There were no guests for public comment.

**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**

**1. 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 <i>Mayor appoints Chairman</i>
Alderman	04-30-21	Bobbie Vossekuil
Citizen	04-30-23	Dale Heeringa
Citizen	04-30-23	Brian Markus
Citizen	04-30-23	Jessica Mueller
Citizen	04-30-23	Gregg Zonnefeld

**2.** 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.

**3.** 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)**

4. 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.
5. 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)**
6. 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)**
7. 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)**
8. 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 (Vossekuij/Matoushek) made to approve purchase of a tractor/mower (\$88,000) and trailer (\$2,350) for 2021 replacement. **MOTION CARRIED (7-0)**
9. 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)**
10. 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)**
11. Public Works Project Updates  
DPW Director Daane shared updates on current projects.
  - New pond project at Oak Lane/Harmsen
  - Overlay completed
  - Sealcoating coming later this week
  - Sump pump line on Edgewood is installed and being restored
  - Street Painting Coming soon
  - DOT plans to mill and overlay Hwy 26 coming into town from the south in 2023.
  - Plan to offer the open DPW position soon.
12. Pool Update – Rachel Kaminski, Miah Domask, and Becca Gaumitz from the YMSA shared an update on the operation of the Waupun Aquatic Center this summer.
  - Online reservation system seems to be working well, and staff accommodating patrons well.
  - Have increased capacity in consult with FDL County Public Health
  - Sanization procedures between sessions have been well executed.
  - Donations have been solicited for extra costs
  - Planning Candice Wojahn Safe Swim free lessons. This will be done virtually this year.
  - Senior Swim on Friday's at 11:00 has had a high number of participants. The Aging Grant is covering the

costs of this.

They are tracking statistics on usage for analysis as we move forward.

13. 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)**

## CITY OF WAUPUN

### Yard Waste Pickup

The City of Waupun Department of Public Works will begin the Fall yard waste pickup service on October 12, 2020 and will continue through November 16, 2020. (weather permitting). This service is for the disposal of leaves, grass, garden waste, and branches that are generated from routine yard maintenance.

Please note the following guidelines:

- Leaves and brush shall **not** be deposited on the street
- Leave grass clippings and leaves at the curbside loose. **Please Do Not Bag.**
- Separate leaf piles and brush piles.
- Branches shall not exceed 3 inches in diameter
- No tree stumps or tree root systems will be collected.
- **The service is not intended for tree removal or lot cleaning.**

The City will not collect any items not in compliance with the above guidelines. Thank you for your cooperation.

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ORDINANCE NUMBER 20-\_\_\_\_\_

AN ORDINANCE TO AMEND CHAPTER SIX OF THE MUNICIPAL CODE OF THE  
CITY OF WAUPUN ENTITLED "TRAFFIC CODE."

THE COMMON COUNCIL OF THE CITY OF WAUPUN, DO ORDAIN:

SECTION 1: Section 6.05 (3) (c) of the Waupun Municipal Code entitled  
"Handicapped Parking Stalls" is amended to add the following subsection:

8. On the west side of S. Watertown St. commencing 137 feet north of the  
curbline of S. Watertown St. and E. Lincoln St. going north for 60 feet.

SECTION 2: This Ordinance shall be in full force and effect upon its passage  
and publication as provided by law.

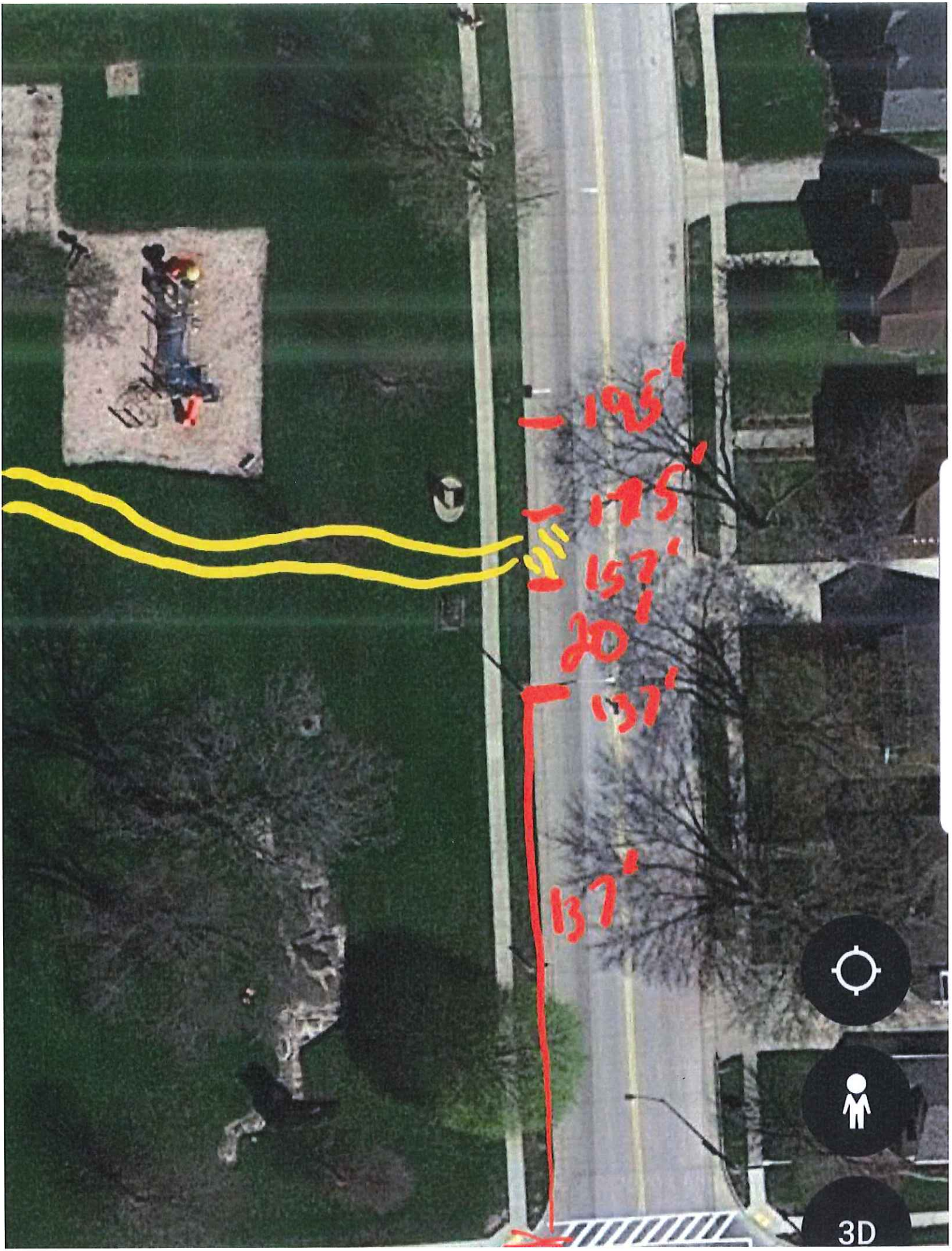
Enacted this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Julie Nickel  
Mayor

ATTEST:

\_\_\_\_\_  
Angela Hull  
City Clerk





195'  
175'  
157'  
20'  
137'  
137'

