



A G E N D A
CITY OF WAUPUN BOARD OF PUBLIC WORKS MEETING
201 E Main St
Tuesday, November 10, 2020 at 4:30 PM

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Board of Public Works will meet virtually at 4:30 pm on Tuesday, November 10, 2020, via Zoom. The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:

To Join Zoom Meeting

<https://us02web.zoom.us/j/83079812187?pwd=Yks1ZUVyYkZyeHVQc25XazhrTFZudz09>

Meeting ID: 830 7981 2187

Passcode: 022813

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 October 13, 2020 Board of Public Works Meeting.
2. Add 2 hour parking on W. Main St.
3. Discuss Brush Drop Off Site from October Board of Public Works Meeting.
4. Recreation 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, October 13, 2020 at 4:30 PM

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Board of Public Works met at 4:30 pm on Tuesday, October 13, 2020, via Zoom

CALL TO ORDER

Acting Chairman Mike Matoushek called the meeting to order at 4:31 pm

ROLL CALL

Roll call was taken members present:

Alders—Mike Matoushek (acting Chair), Bobbie Vossekui

Citizens—Dale Heeringa, Brian Markus, Jessica Mueller

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

Members Excused (with notification): Ryan Mielke and Gregg Zonnefeld

PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS--

Jill Vanderkin from Vanderkin Plumbing and Heating.

FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS

Next meeting will be November 10th at 4:30 PM.

CONSIDERATION - ACTION

1. Approve minutes of the September 8, 2020 meeting.
Minutes of the September 8th meeting were presented. Motion (Vossekui/Heeringa) for approval.
MOTION CARRIED (5-0)
2. Contractor Use of City Garage for dumping of brush material -
In the past there was never a charge for this to outside contractors, however, last year it was voted we would allow it with a charge. This year the charge is found not to cover the cities cost in disposal of the additional brush. Also, mentioned by Jeff is that the DNR is requiring a burn permit which Jeff is in the process of getting. This permit will allow the city to burn brush but will now have to be in smaller burns and require more time by staff. Motion (Heeringa/Markus) to stop all outside contractors from using the city garage location starting January 2021. **MOTION CARRIED (5-0)**
3. Consider adding handicapped parking stall on W. Main St. at 12 W. Main St. The Parlor Hair Boutique.
Jill Vanderkin is representing the, The Parlor Hair Boutique, and is the owner of the building, requesting that they have at least one handicap parking spot for their elderly clients and some restricted spots for other parking in front of the build. Jeff Daane has offered to work with the owner of the building and business to trial a handicap spot in the back-parking lot of the building, along with some restricted parking spots along side of the building. This will be a trial for a month or two and then re-evaluated at the next DPW meeting for further discussion. There will also be a one month trial for the stalls on W. Main St. in front of the Parlor Hair Boutique adding 2 hour parking.
4. Energy Savings lighting upgrade at City Garage
In looking at the past lighting upgrade that was done in the city we have gained a great deal of savings. It was suggested that we consider doing the same upgrade with the purchase of the bulbs this year for the city garage location. Motion (Vossekui/Mueller) to approve \$8,000 to purchase the bulbs and the city will see

energy rebates from WPPI and Focus on Energy. These savings and the energy savings should net a simple back in 1 ½ years. **MOTION CARRIED (5-0).**

5. Playground options for Wilcox Park for 2021 – project will be completed in 2022.
No motion was needed at this time, just informational about which option the board feels is best out of the two given to the city. The most affordable option was #2 and, in the budget, however, if option #3 is selected more funding would need to be found to offset the difference. It was asked if there was any ADA funding or grants available and according to Jeff there is nothing out there for ADA playground equipment that he is aware of this time. This project is set to be completed in 2022.
6. Recreation Report
Lots of outside activities have been done in Sept due to the great weather with a great turn out. Oct has not been so good due to the temps and rain. For Nov hoping to fund another option or place to continue with scheduled activities. On the bright side Waupun Senior Center is hosting the Dementia Walk this week. This is being held at the Pine Park with walks to the pool and back, along with informational signage about Dementia. All those who attend will be getting awards and a copy of those messages. Curb side pickup lunches have increased in number this month which a good thing. Also, to note is the tennis courts are all done and ready to go for Pickle ball and Tennis 2021 season which Rachel says the members will be so excited to get started.

ADJOURNMENT

Motion (Heeringa/Markus) to adjourn the meeting of the DPW. **MOTION CARRIED (5-0)**

Respectfully submitted,
Bobbie Vossekul
Acting BPW Clerk



AGENDA SUMMARY SHEET

MEETING DATE: 11/10/20

TITLE: Add 2 hour parking on W. Main St

AGENDA SECTION: Consideration-Action

PRESENTER: Jeff Daane Director of Public Works

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe, Healthy and Sustainable Community		

ISSUE SUMMARY:

At the October 13th Board of Public Works meeting the owner of 8 W. Main St asked to have 2 hour parking and a handicap stall added at that location for the business. The board approved, on a temporary basis to try 2 hour parking on a section of W. Main St. at 8 W. Main St. The board also asked them to look at adding a handicap stall in the Southeast corner of their lot. The DPW crew installed a sign on W. Main St. the next day and sounds like things are working out okay.

SECTION 1: Section 6.05(2)(a) of the Waupun Municipal Code entitled "Two Hour Parking Limits" is amended to add the following subsection.

(11) The north side of W. Main St. beginning 27 feet west of the west curblin of Commercial St. and continuing westerly for a distance of 64 feet.

STAFF RECOMENDATION:

Approve the ordinance attached and pass on to City Council.

ATTACHMENTS:

Ordinance

MOTIONS FOR CONSIDERATION:

--	--

--	--

ORDNANCE 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(2)(a) of the Waupun Municipal Code entitled
"Two Hour Parking Limits" is amended to add the following subsection.

(11) The north side of W. Main St. beginning 27 feet west of the west
curbline of Commercial St. and continuing westerly for a distance of 64 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



AGENDA SUMMARY SHEET

MEETING DATE: 11/10/20

TITLE: Discuss Brush Drop Off Site from October
Board of Public Works Meeting

AGENDA SECTION: Consideration-Action

PRESENTER: Jeff Daane Director of Public Works

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe, Healthy and Sustainable Community		

ISSUE SUMMARY:

At the October board of public works meeting the board voted to stop contractors from dumping tree and brush items at the garage. This was largely voted on due to increased cost for removal of the ash, staff time to haul and burn, and how other communities handle contractors. I have received several calls from the contractors over concerns not having a place to dump materials. They have asked if a larger fee to help offset the costs of material removal would be an option.

--	--

--	--



We will only be allowing nail services inside the Senior Center building in the month of November. Mobile meals and curbside lunch pick will remain unchanged. All other activities and services have been cancelled at this time. All outdoor park activities ended after October 14 due to the cold temperatures.

[illegible]