



A G E N D A
CITY OF WAUPUN BOARD OF PUBLIC WORKS
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, April 08, 2025 at 4:30 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Join Virtually:

<https://us02web.zoom.us/j/84598147665pwd=WUVVV5aRblypekbM06muDVj6LYMsmi.1>

Join Teleconference:

Meeting ID: 845 9814 7665

Passcode: 920022

Phone: 312 626 6799

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

1. Next Regularly Scheduled Meeting: Tuesday, May 13, 2025, 4:30 p.m. Waupun City Hall, 201 E Main Street, Waupun, WI

CONSIDERATION - ACTION

- [2.](#) Approve Minutes from March 11, 2025 Board of Public Works Meeting
- [3.](#) Approve Cost Share of Shed for Newton Ave. and Rock Ave Phase 2 Creek Improvements.

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
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, March 11, 2025 at 4:30 PM

Vice Chairman Kaczmarski called the meeting to order at 4:30 pm

Roll Call Taken. Members present include Alderpersons: Peter Kaczmarski, Mike Matoushek (online), Citizens: Andrew Sullivan, Dave Rens and Dale Heeringa. Ex-Officio: City Administrator Kathy Schlieve, DPW Director Jeff Daane. Also in attendance is Mayor Rohn Bishop.

Steve Town, 308 McKinley St Waupun, WI 53963 wishes to address Board of Public works for the Revised Hazel Pattee Flood Protection Agreement with MSA. Town states that during high rain events he has experienced flooding and believes that the proposed agenda item to consider moving water from Hazel – Pattee area to the east will only worsen the problem. If the area is being studied he asks that engineers talk with the people who live in that area to understand the issues they have with flooding. Daane acknowledges and indicates engineer will study all aspects of water flow before drawing a conclusion on feasibility of the idea.

Future meetings and gatherings include the next regularly scheduled meeting, scheduled for Tuesday, April 8, 2025, 4:30 p.m. Waupun City Hall, 201 E Main Street, Waupun, WI.

Motion Sullivan, second by Rens approve minutes for February 11, 2025 Board of Public Works Meeting. Approved unanimously.

Motion Rens, second Heeringa to Approve Mower/Slope safety policy recommended by Daane to provide safe environment to employees. Carried unanimously.

Motion Rens, second Sullivan to recommend to City Council to approve revised Hazel Pattee Flood Protection Agreement with MSA to expand the study area in the amount of \$26,500. General discussion about previous comments from Steve Town in public comment section of meeting and acknowledgement that the study will give us more information that we currently have to improve stormwater performance and that results can be integrated into future public works projects to improve outcomes. Carried unanimously.

Motion Heeringa, second Matoushek to approve 2025 equipment rates as presented. The rates are important to have in case of a disaster event to collect reimbursement. Carried unanimously.

DPW Director Daane reviewed the City's 2024 MS4 report. The city is required to submit an MS4 report annually. MS4 permits are effective for a period of up to five years. The City of Waupun's 2024 MS4 report is reviewed and includes a list of tasks that the City completes each year to meet the conditions of the MS4 permit.

DPW Director Daane held a discussion regarding cost sharing with Dodge County for Paving CTH M (CTH MM to Doty St). Daane suggests the city does not split the cost as it is not a city road. Consensus from the group and no alternative motion is made.

Mayor Rohn Bishop reviews stop sign complaint at intersection of Moore and E. Franklin Streets. Daane presents data specific to the area, showing average daily traffic count at 86. He notes that the police department has no reported crashes at the intersection in the past 3 years. Franklin St. to the east of Moore St. is a dead-end road. Mayor Bishop appeals to the group that reducing uncontrolled intersections increases safety and recommends adding the sign as requested. Motion Sullivan, second Rens to amend city ordinance to add sign to the intersection of Moore and E Franklin and amend ordinance for Common Council review and approval. Carried unanimously.

Motion Sullivan, second Rens to adjourn this meeting at 5:21pm. Carried unanimously.

Minutes Submitted by Kelsy VandeStreek, Public Works and Planning Coordinator, City of Waupun



AGENDA SUMMARY SHEET

MEETING DATE: 4/8/25

TITLE: Approve Cost Share of Shed for Newton Ave.
and Rock Ave Phase 2 Creek Improvements.

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane, Public Works Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	\$2,000	

ISSUE SUMMARY:

The city acquired easements before phase 1 of the Harris Creek improvements and before relocating a few sheds in the newly acquired easements, staff installed new gravel and new footings for another shed.

The phase 2 portion only involves one shed at 201 N. Harris Ave and the property owner is going to purchase a new shed for \$4,800 and is asking for a cost share. We do not have to move or supply a new gravel pad as he is going to put the new shed in a different location.

The shed would then be clear of the easement and the contractor can do the work as needed.

STAFF RECOMMENDATION:

Approve the \$2,000 as will not need to take time or materials to relocate the current shed.

ATTACHMENTS:

Plan set page

RECOMMENDED MOTION:

Motion to approve \$2,000 for property owner 201 N. Harris Ave. for cost share of a shed that currently is in the newly acquired easement.

