



**A G E N D A**  
**CITY OF WAUPUN BOARD OF PUBLIC WORKS AND**  
**FACILITIES COMMITTEE**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, June 13, 2023 at 4:30 PM

The Waupun Board of Public Works and Facilities Committee will meet in-person, virtual, and teleconference. Instructions to join the meeting are provided below:

Join Zoom Meeting

<https://us02web.zoom.us/j/85041232418?pwd=VFNaV3ZlcGhuNjlaNWlWTjBmd21ZUT09>

Meeting ID: 850 4123 2418

Passcode: 178653

By Phone: (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 May 9, 2023 meeting
2. Stop Sign Ordinance

**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 & FACILITIES

Tuesday, 9-May-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 (absent with notification), 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

Bill & Jake Wojahn

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

Next meeting will be on Tuesday, June 13th at 4:30PM.

### CONSIDERATION - ACTION

1. Approve minutes of the April 11., 2023 Board of Public Works & Facilities Meeting.  
Minutes of the April 11, 2023 meeting were presented. Motion (Langford/Matoushek) to approve minutes as presented. **MOTION CARRIED (6-0)**
2. Recognition of Mayoral Appointment of Board Members  
Mayor Bishop has appointed Dale Heeringa, Andrew Sullivan, Dave Rens, and Gregg Zonnefeld to serve on the Board until 4/30/2024. Motion (Matoushek/Langford) to approve appointments. **MOTION CARRIED (6-0)**
3. Nomination of Appointment of Board Clerk  
Gregg Zonnefeld was nominated to serve as the clerk for Board of Public Works & Facilities. Motion (Heeringa/Langford) to approve nomination of Gregg Zonnefeld. **MOTION CARRIED. (5-0-1 Zonnefeld abstention)**
4. Establish Day of Month and Time of Board Meeting  
The Board has been meeting at 4:30 PM on the second Tuesday of every month.. Motion (Zonnefeld/Sullivan) to continue with meetings at our established time. **MOTION CARRIED (6-0).**
5. 2024 11' wide area mower replacement  
DPW Director Jeff Daane presented three options for replacing the city's 2015 wide area mower. An early order is required to receive in time for the 2024 mowing season due to supply chain issues. Maintenance issues are also accelerating on maintaining this equipment. This is part of the planned equipment replacement plan for 2024. Motion (Zonnefeld/Matoushek) to recommend to the Common Council ordering a 2024 John Deere 1600 Turbo wide area mower from Ballweg Implement for \$65,388. **MOTION CARRIED (6-0).**
6. City of Waupun Comprehensive Outdoor Recreation Plan 2023-2028  
DPW Director Daane shared that the current CORP plan expired in 2022, and having an updated plan is necessary as we seek out grant opportunities or other outside funding sources. Administrator Kathy Schlieve shared the draft plan has been submitted as part of an in progress grant application. Emily Soderberg from MSA joined the meeting to share a summary of the plan. Motion (Matoushek/Langford) to recommend adoption of the City of Waupun Comprehensive Outdoor Recreation Plan (2023-2028) to the Common Council. **MOTION CARRIED (6-0).**
7. Flooding concerns – 736 Fern Street  
In September of 2022, Jake Wojahn presented to the Board about flooding issues on his property. He was tasked to come back with an estimate to do the work and has now submitted the request (\$2,080). Mr. Wojahn has made improvements to his own property, but is requesting assistance since the water is coming from the neighborhood. Part of the cause is from sump pump discharge onto neighboring yards that are flowing toward this property. Motion (Langford/Sullivan) to have the city perform excavation and rough fill for project at 736 Fern Street. **MOTION CARRIED (6-0).**

8. Community Garden location

Director Daane shared the last month's activity regarding the placement of the Community Garden on Welch Street. Additional locations have been suggested, including near Homan Auto and on School District property for 2024.

**ADJOURNMENT**

Motion (Matoushek/Heeringa) to adjourn the meeting of the BPW & Facilities at 5:32PM. **MOTION CARRIED (7-0).**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gregg Zonnefeld", written over a horizontal line.

Gregg Zonnefeld, BPW Clerk

ORDINANCE NUMBER 23-

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 6.03(2) of the Waupun Municipal code entitled "OTHER INTERSECTION CONTROLS" is amended to add the following subsections:

(bt) A stop sign shall be placed at the intersection of Rosewood Dr. and Autumn Ave so that traffic proceeding easterly on Rosewood Dr. shall stop before entering the intersection with Autumn Ave.

(bu) A stop sign shall be placed at the intersection of Rosewood Ct. and Autumn Ave. so that traffic proceeding westerly on Rosewood Ct. shall stop before entering the intersection with Autumn Ave.

(bv) Stop signs shall be placed at the intersection of Rosewood Dr. and Summer Ave. so that traffic proceeding east or west on Rosewood Dr. shall stop before entering the intersection.

(bw) A stop sign shall be placed at the intersection of W. Hawthorne Dr. and Summer Ave so that traffic proceeding westerly on W. Hawthorne Dr. shall stop before the intersection with Summer Ave.

(bx) A stop sign shall be placed at the intersection of Autumn Ave. and W. Hawthorne Dr. so that traffic proceeding north on Autumn Ave. shall stop before entering the intersection with W. Hawthorne Dr.

(by) A stop sign shall be placed at the intersection of W. Hawthorne Dr. and Winter Ave. so that traffic proceeding east on W. Hawthorne Dr. shall stop before entering the intersection with Winter Ave.

(bz) A stop sign shall be placed at the intersection of Bayberry Ln. and Shaler Dr. so that traffic proceeding south on Bayberry Ln. shall stop before entering the intersection with Shaler Dr.

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

Enacted this                      day of    , 2023.

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Rohn W Bishop  
Mayor

ATTEST:

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Angela Hull  
City Clerk



# Stop Sign Ordinance subsections (bt) - (by)





# Stop Sign Ordinance subsections (bz)

