



MINUTES
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, May 12, 2020 at 6:00 PM

CALL TO ORDER

Mayor called the virtual and teleconference meeting to order at 6:00pm.

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

Pledge of Allegiance is heard, followed by a moment of silence

ROLL CALL

Council in attendance on roll call is Mayor Nickel, Alderman Vossekuil, Alderman Westphal, Alderman Kaczmarski, Alderman Mielke, Alderman Matoushek, and Alderman Vanderkin. No members are absent.

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, General Utility Manager Brooks, Police Chief Loudon, Director of Public Works Daane, Library Director Jaeger, Recreation Director Kaczmarski, Fire Chief Demaa, and Finance Director Kast.

Other City Staff present is Sarah Van Buren, Community & Economic Development Coordinator.

Audience in attendance is Andrea Jensen of Baker Tilly and Rebekah Gaumitz and Dirk Langfoss of the YMCA.

No media is in attendance.

PERSONS WISHING TO ADDRESS COUNCIL

No persons address the Council.

CONSENT AGENDA

Consent agenda consists of future Meetings & Gatherings, License and Permit Applications, and expenses for discussion and approval.

Motion Vossekuil, second Vanderkin to approve the consent agenda. Motion carried 6-0 on roll call.

ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION/ACTION

No items were removed for further discussion.

CONSIDERATION - ACTION

19. 2019 City of Waupun Audit Report Presentation

Andrea Jensen of Baker Tilly presents the 2019 Audit.

Motion Matoushek, second Vanderkin to accept the 2019 City of Waupun Audit Report. Motion carried 6-0 on roll call.

20. 2019 MS4 Annual Report

Daane provides the Annual Report Under MS4, issued by the Department of Natural Resources, for review.

Owners of a Municipal Separate Storm Sewer System (MS4) are required to submit an annual report to the DNR by March 31 of each year.

Motion Vanderkin, second Mielke to approve the Annual Report Under MS4. Motion carried 6-0 on roll call.

21. Resignation and Appointment to the Zoning Board of Appeals

Due to the resignation of Zoning Board member, Paul Neevel, Mayor Nickel requests Council to accept the resignation and appoint Patricia Beyer to fulfill this vacancy.

Motion Vossekui, second Matoushek to accept the resignation of Paul Neevel from the Zoning Board of Appeals and appoint Patricia Beyer to fulfill the vacancy for the remainder of the term. Motion carried 6-0 on roll call.

22. Board of Public Works Appointments

At the April 28, 2020 Special Council meeting, the Common Council adopted Ordinance 20-04 to repeal and recreate the Board of Public Works. This ordinance provides “the Board of Public Works shall consist of three (3) Alderpersons and four (4) additional City residents, all of whom shall be appointed by the Mayor subject to approval by the Common Council”. Mayor Nickel requests Council to accept the following as the body of the Board: Alderpersons: Ryan Mielke, Bobbie Vossekui, and Mike Matoushek and City residents, Dale Heeringa, Brian Markus, Jessica Mueller, and Gregg Zonnefeld.

Motion Vanderkin, second Kaczmarski to accept the Board of Public Works Appointments as presented. Motion carried 6-0 on roll call.

23. 2020 City of Waupun Farmer's Market

The Waupun Chamber of Commerce request to hold the Farmers Market in the O'Connor, Wells & Vander Werff, LLC parking lot, located on the corner of East Main Street and South Forest Street on Saturday's from 8:00am to 12:00pm between June 6 and September 26, 2020.

Motion Matoushek, second Westphal to approve the 2020 Waupun Farmers Market as presented, providing compliance with any Executive Orders relating to Farmer's markets. Motion carried 6-0 on roll call.

24. City of Waupun Conflict of Interest Policy

Due to USDA financing for the Waupun Utilities wastewater treatment plant, we are subject to federal rules that require we establish a Conflict of Interest Policy as it relates to entities receiving federal funds for projects. The policy complies with federal recommendations as provided by the USDA. As part of this policy and prior to closing the USDA loan on the Utilities project, we will be completing a conflict of interest disclosure statement in accordance with this policy and USDA guidelines.

Motion Mielke, second Matoushek to approve the Conflict of Interest Policy. Motion carried 6-0 on roll call.

25. City of Waupun Language Access Plan

Due to USDA financing for the Waupun Utilities wastewater treatment plant, we are subject to federal rules that require we establish a Language Access Plan. Recipients of federal funding must take reasonable steps to ensure that Limited-English Proficient (LEP) individuals have meaningful access to activities and programs. The Language Access Plan before Council complies with federal recommendations as provided by the USDA.

Motion Kaczmarski, second Matoushek to approve the Language Access Plan. Motion carried 6-0 on roll call.

RESOLUTIONS AND ORDINANCES:

26. Resolution Temporarily Reducing or Waiving Certain Licensing Fees Imposed by the City of Waupun

At the April 28, 2020 Special Council meeting, the Common Council made motion to approve the State minimum fee for Class B Liquor and Beer Licenses; waive license fees for Soda, Dairy, and amusement; and provide a \$10 fee for Operator Licenses for the 2020-2021 licensing period, due to COVID-19. As these fees are provided in Ordinance, a resolution must be approved for these temporary fees.

Motion Kaczmarski, Vanderkin to Approve Resolution 05-12-20-01 Temporarily Reducing or Waiving Certain Licensing Fees Imposed by the City of Waupun. Motion carried 6-0 on roll call.

27. Resolution - Use of Streets and Alleys

Attorney VandeZande provides a resolution to provide the Waupun Utilities the use of streets and alleys as required by the USDA.

Motion Kaczmariski, second Matoushek to approve Resolution 05-12-20-02 Use of Streets and Alleys. Motion carried 6-0 on roll call.

28. Ordinance to amend Ch.6.05(3) (c) entitled Traffic Code-Handicapped Parking Stalls

The Waupun Post Office has requested a handicapped parking stall be placed in front of their building on E. Franklin Street which will require an ordinance change. Majority of Council question the stall be placed on N. Madison. Daane will contact the Postal Service to inquire on relocation and return to a future meeting on his findings.

This item is tabled for a future meeting.

CITY OF WAUPUN COVID-19 UPDATE

29. City of Waupun COVID-19 Update

Jaeger states the Library has begun curbside services. Schlieve comments on economic development in relation to Waupun businesses, business grants, and relief programs as it relates to COVID. Kast provides budgetary scenarios of the financial impact of COVID-19.

30. Recreational Facilities COVID-19 Update

Kaminski will meet with the YMCA on May 18, 2020 to make a decision on the aquatic center status for 2020. If it is found to be favorable to open the aquatic center, a target date of June 13th is considered for possible opening. Schlieve provides information on the status of opening/closings of Wisconsin municipalities aquatic facilities as forwarded by the League of WI Municipalities.

Council will meet on Tuesday, May 19, 2020 at 6:00pm for discussion of the aquatic center.

ADJOURN TO CLOSED SESSION

Motion Matoushek, second Vanderkin to adjourn in closed session under Section 19.85 (1) (e) of the WI Statutes for Developer Negotiations for Tanager Street-TID 8 and Investing in Public Funds relating to 231 and 235 Fond Du Lac Street. Motion carried 6-0.

RECONVENE OPEN SESSION

Motion Vanderkin, second Matoushek to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

ACTION FROM CLOSED SESSION

No action.

ADJOURNMENT

Motion Matoushek, second Vanderkin to duly call the meeting adjourned at 8:15pm. Motion carried 6-0.