



**MINUTES**  
**CITY OF WAUPUN SPECIAL COMMON COUNCIL**  
**MEETING**  
City Hall 201 E Main Street, Waupun WI  
Tuesday, March 26, 2024 at 5:30 PM

**CALL TO ORDER**

Mayor Bishop called the meeting to order at 5:30pm.

**ROLL CALL**

**Council in-person:** Mayor Bishop, Alderman Kaczmarek, Alderman Kunz, Alderman Siebers, Alderman Matoushek, Alderman Ledesma, Alderman Westphal

**Council absent/excused:** None

**Management in-person:** Attorney VandeZande, City Clerk/Treasurer Hull, Administrator Schlieve, Police Chief Rasch, Fire Chief Demaa, Recreation Director Kaminski, General Utility Manager Brooks, Library Director Jaeger, Public Works Director Daane

**Management Virtual:** Finance Director Langenfeld

**Management absent and excused:** Utility Finance Director Stanek

**Audience in-person:** Jaedon Buchholz, Mike Beer, Danyelle Deboer, Curt Deboer, Jeni Maly, Casanna Rasch, Dale Heeringa, John Bett, Lt. Robert Williams, Lt. Trevor Kreitzman, Patrol Officer Emma Effert, Mike Thurmer, Dawn Greenfield, Tara Rhodes, Jessica Sullivan, Brennan Sullivan, Jerome Yogerst, Helen Yogerst

**Audience Virtual:** Jason Whitford

**RECOGNITION OF PROMOTION-OATH OF OFFICE DEPUTY POLICE CHIEF**

Clerk Hull offers the Oath of Office to Lt. Investigator Theodore Sullivan as he is promoted to Deputy Police Chief.

The Council takes a short recess to acknowledge Deputy Chief Sullivan.

At 5:55pm Council meeting resumes.

**ORDINANCES**

**1. Review of Ordinance Development Pipeline (Discussion)**

Schlieve provided a listing of ordinances for future revisions.

**2. Amend Ch.16.11 entitled Zoning Code- Signs for use of Projecting Signs**

At the March 20, 2024, Plan Commission meeting, recommendation was made to adopt the ordinance to amend Ch.16.11 entitled Zoning Code- Signs for use of Projecting Signs. Motion carried 6-0 on roll call.

Motion Matoushek, second Ledesma to waive the first reading and adopt Ordinance 2024-004 to amend Ch16.11 entitled Zoning Code- Signs for use of Projecting Signs. Motion carried 6-0 on roll call.

**3. Amend Ch.16.01(10) entitled Zoning Code-Zoning Map for the rezoning of Heritage Ridge Subdivision**

At the March 20, 2024, Plan Commission meeting, recommendation to adopt the ordinance to amend Ch.16.01(10) entitled Zoning Code-Zoning Map for the rezoning of Heritage Ridge Subdivision from B-3 Shopping Center Business District to the PCD – Planned Community Development District.

Motion Siebers, second Kunz to waive the first reading and adopt Ordinance 2024-005 to amend Ch.16.01(10) entitled Zoning Code-Zoning Map for the rezoning of Heritage Ridge Subdivision from B-3 Shopping Center Business District to the PCD – Planned Community Development District. Motion carried 6-0 on roll call.

**4. Amend Ch.11.02 entitled Licenses and Permits-Peddlers, Solicitors and Transient Merchants for the inclusion of Food Trucks**

Due to the creation of a food truck alley, staff request to amend Ch.11.02 entitled Licenses and Permits-Peddlers, Solicitors and Transient Merchants for the inclusion of Food Trucks. This will be returned to a future meeting for further discussion and consideration.

**5. Amend Ch.11 Licenses and Permits for the Creation of a Public Art Ordinance**

Due to the Waupun Sculpture tour and affiliation agreement with Eau Claire, staff requests an ordinance be created to ensure proper oversight of the program and to ensure that art installations reflect the goals and values of the community. This will be returned to a future meeting for further discussion and consideration.

**CONSIDERATION - ACTION**

**5. Future Meetings & Gatherings, License and Permit Applications, Expenses**

Motion Ledesma, second Matoushek to approve the future meetings and gatherings, license and permit applications, and expenses. Motion carried 6-0 on roll call.

**6. City Hall Reroof Existing Ballasted Roofs with EPDM Adhered Roof System Bid Award**

Bids received came in well over budget. Daane considers revisiting the bid process in the fall.

Motion Matoushek, second Siebers to not select either bid due to the large cost difference from the budgeted amount and to rebid again in the future. Motion carried 6-0 on roll call.

**7. MSA Professional Services Agreement -2024 Stormwater Quality Master Plan Update**

Motion Matoushek, second Kunz to approve the MSA Professional Services Agreement to perform the 2024 Stormwater Quality Master Plan Update. Motion carried 6-0.

**8. Lieutenant of Investigations Job Description**

Motion Matoushek, second Kunz to approve the Lieutenant of Investigations job description. Motion carried 6-0.

**9. Accounting Specialist Job Description**

Motion Ledesma, second Siebers to approve the Accounting Specialist job description. Motion carried 6-0.

**10. Youth Sports Grant Awards (Recommendations from Recreation Commission)**

The Recreation Board provided recommendations of the youth sports grants to be disbursed for Council consideration. Recommendations are as follows: Badgerland Youth for Christ \$2500, Waupun Gymnastics \$5000, Waupun Youth Wrestling \$5000, Waupun Girls Softball Association \$5000, Waupun Athletics Booster Club \$3283, REACH \$2500, and Waupun Gridiron Youth Football \$5000.

Westphal informs the Council he will abstain from voting as he is involved in a youth organization that may receive funding. Siebers emphasized that these youth grants are a reimbursement grant.

Motion Siebers, second Ledesma. Discussion continued.

Motion Siebers, second Ledesma to approve the Recreation Commission recommendations with the amendment of the Booster Club reduced to a \$1500 reimbursement grant. Motion carried 5-1 with Westphal abstaining.

### **DISCUSSION -INFORMATIONAL**

#### **11. 2023 Annual MS4 Report**

Daane provides the 2023 annual MS4 Report to Council.

#### **12. Purchasing Policy Workflow**

Discussion of amending the purchasing policy in relation to bid process and buying local. Discussion will continue at a future meeting.

### **ADJOURNMENT**

At 7:22p, motion Ledesma, second Kunz to call the meeting adjourned. Motion carried 6-0.