



**MINUTES**  
**CITY OF WAUPUN COMMON COUNCIL**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, December 14, 2021 at 6:00 PM**

**CALL TO ORDER**

Mayor Nickel called the 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:

**Virtually:** None

**In-Person:** Mayor Nickel, Alderman Kaczmariski, Alderman Langford, Alderman Bishop, Alderman Vanderkin, Alderman Matoushek, Alderman Westphal

**Members absent and excused:** None

Management Staff present is:

**Virtually:** Clerk Hull, Attorney VandeZande, Police Chief Loudon, Library Director Jaeger, Recreation Director Kaminski, Finance Director Kast

**In-Person:** Director of Public Works Daane, Administrator Schlieve, Fire Chief Demaa

**Staff absent and excused:** Utility Finance Director Stanek, General Utility Manager Brooks

City Staff present is:

**Virtually:** Community and Economic Development Coordinator VanBuren

**In-Person:** Asst. to the Fire Chief Beer

Audience in attendance is:

**Virtually:** Jason Whitford

**In-Person:** Mark, Kim, and Matt Bunkoske; Frank Mesa; Mike Krueger of LifeStar

Media in attendance:

**Virtually:** None

**In-Person:** Ken Thomas of the Daily Citizen

The Mayor deviates from the order of the agenda due to time constraints and calls to move to item:

**27. Approve Contract Addendum with Lifestar Ambulance**

Mike Krueger is present. The City and Lifestar are in agreement with the agreement and addendum provided.

Motion Vanderkin, second Kaczmariski to approve the agreement and addendum between the City of Waupun and Lifestar for ambulance services. Motion carried 6-0 on roll call.

**PUBLIC HEARING**

**1. City of Waupun 2022 Taxi Fares**

Motion Matoushek, second Westphal to call the Public Hearing to open. Motion carried 6-0.

Kast informs the Council of the RFP process for the 2022 shared ride taxi service that was conducted, in which Brown Cab was awarded. The Transit Committee made recommendation to the Council the adoption of the proposed rates.

**Close Public Hearing**

No audience participation for the public hearing is heard. Motion Matoushek, second Bishop to close the public hearing. Motion carried 6-0.

Motion Matoushek, second Bishop to adopt the proposed rates for the 2022 taxi fares. Motion carried 6-0 on roll call.

### **PERSONS WISHING TO ADDRESS COUNCIL**

Mark and Kim Bunkoske of 928 Rock Avenue appear before the Council. Bunkoske's are contesting the Board of Public Work's ruling on October 12, 2021 in which their request for the City to place fencing, due to Newton/Rock Avenue construction, was denied. Bunkoske also questions for placement of hedges in the place of fencing. Frank Mesa voices his concerns with safety due to the rock placement.

Motion Bishop, second Kaczmariski to approve \$2,500 to Mark and Kim Bunkoske upon completion of hedge placement which is estimated to be in 2022. Motion carried 6-0 on roll call.

### **CONSENT AGENDA**

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

### **RESOLUTIONS AND ORDINANCES:**

#### **21. Ordinance to Amend Ch.16.01 (10) Zoning Ordinance-Zoning Map**

At the September 29, 2021 Plan Commission meeting, recommendation was made to Council to adopt this Ordinance for consideration to residential zoning codes.

Motion Westphal, second Matoushek to waive the first reading and adopt Ordinance 21-11 to amend Ch. 16.01(10) Zoning Ordinance- Zoning Map. Motion carried 6-0 on roll call.

#### **22. Resolution to Close Accounting Fund 450 (Waupun Festivals Fund)**

A resolution is before the Council for closing the Waupun Festivals Fund as the City's responsibilities will now shift to Waupun Festivals Inc.

Motion Langford, second Matoushek to approve Resolution 12-14-21-01 to close accounting fund 450, known as the Waupun Festivals Fund. Motion carried 6-0 on roll call.

### **BOARD/COMMITTEE/COMMISSIONS**

#### **23. Accept Resignation from Business Improvement District Board - Terri Crisp**

Motion Bishop, second Vanderkin to accept Terri Crisp's resignation to the seat of Business Improvement District Representative. Motion carried 6-0 on roll call.

### **CONSIDERATION - ACTION**

#### **24. 2021 Accomplishments**

City Staff provided the highlights of 2021 from their department.

#### **25. Approve Tourism Request to Support Christmas Trolley Expenditure**

No action due to the request of My Property Shoppe.

#### **26. 2022 Fire Department Equipment and Personnel Billable Rates**

Chief Demaa provides the billable fire department rates for 2022 for consideration.

Motion Bishop, second Matoushek to adopt the 2022 Fire Department Equipment and Personnel billable rates. Motion carried 6-0 on roll call.

#### **28. Accept and Allocate Fond du Lac County Sales & Use Tax**

For 2022, the Fond du Lac County Board voted to distribute a portion of the .5% sales tax proceeds to communities across the county. The allocation requires that the governing body vote to accept and authorize use of the funds. Waupun's allocations is \$30,899. Staff recommends that the funds be used to support a .5 FTE economic development position that will allow us to retain the Community and Economic Development Coordinator position full time. The position is critical to support grant work surrounding ARPA, EDA, Build Back Better and the latest infrastructure bill. A formal action specific to acceptance and use is required per the attached memo from County Executive Buechel to receive the funds.

Motion Bishop, second Matoushek to accept 2022 Fond du Lac County sales and use tax funds in the amount of

\$30,899 and designate those funds to fund a portion of the Community and Economic Development Coordinator position as presented and previously approved in the 2022 budget adoption for the City of Waupun. Motion carried 6-0 on roll call.

**29. Establish the Waupun Community Fund in Partnership with the Fond du Lac Area Foundation**

Staff periodically receive requests from individuals looking to give back to the community who are wondering whether the city has an endowment fund to accept cash donations. We do not currently have such a fund but staff has investigated options and identified the Fond du Lac Area Foundation (FAF) as a logical partner in creation and oversight of such a fund. FAF manages a portfolio of more than \$70M and provides similar oversight for community funds for Fond du Lac, Beaver Dam, Oakfield and various non-profits. An agreement with the Fond du Lac Area Foundation (FAF) is before the Council for consideration, to establish and manage the Waupun Community Fund. The fund will serve the City of Waupun by supporting programs and projects that improve quality of life and help to build a stronger community. A local Advisory Board will be established to oversee fund management and utilization. Once established, the fund will allow individuals to make tax deductible donations to specific, community-based project. An initial gift from a local business is in discussion right now that would be used to start the fund.

Motion Bishop, Matoushek to approve the agreement with the Fond du Lac Area Foundation to start the Waupun Community Fund. Motion carried 6-0 on roll call.

**30. Consideration of Holding Primary Election for Office of Mayor and Aldermanic Districts 2, 4, and 6 on February 15, 2022**

Motion Bishop, second Langford to deny holding 2022 Primary Election for the local municipal races of Mayor and Aldermanic Districts 2, 4, and 6 if there is more than twice the number of candidates filing for these seats. Motion carried 6-0 on roll call.

**31. 2022-2023 Election Inspectors**

Motion Matoushek, second Bishop to approve the 2022-2023 City of Waupun Election Inspectors. Motion carried 6-0 on roll call.

**32. COVID-19 Policy Update - Law Enforcement Guidance**

Update to the COVID-19 policy due to law enforcement guidance and exemption is provided.

Motion Matoushek, second Vanderkin to approve the update to the COVID-19 Policy to include law enforcement protocol and exemption. Motion carried 6-0 on roll call.

**CLOSED SESSION**

At 7:06pm, Motion Vanderkin, second Bishop to adjourn in closed session under Section 19.85 (1) (e) (g) of the WI Statutes for purposes of Investment in Waupun Industrial Park and Confer with Legal Counsel on possible litigation for property located at 331 Bly Street. Motion carried 6-0.

**OPEN SESSION**

At 7:56pm, Motion Westphal, second Vanderkin to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

**ACTION FROM CLOSED SESSION**

No action is taken in open session.

**ADJOURNMENT**

At 7:57pm, Motion Vanderkin, second Matoushek to call the meeting adjourned. Motion carried 6-0.