



MINUTES
CITY OF WAUPUN SPECIAL COUNCIL MEETING
Virtual and Teleconference
Tuesday, March 23, 2021 at 5:30 PM

CALL TO ORDER

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

ROLL CALL

Council in attendance on roll call is Mayor Nickel, Alderman Westphal, Alderman Kaczmarski, Alderman Vossekul, Alderman Mielke, and Alderman Matoushek. Members absent and excused are Alderman Vanderkin.

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

City Staff present is Sarah VanBuren, Community and Economic Development Coordinator.

No audience is in attendance.

Media present is Ken Thomas of the Daily Citizen.

CONSENT AGENDA

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

Motion Kaczmarski, second Matoushek to approve the consent agenda. Motion carried 5-0 on roll call.

RECOMMENDATIONS FROM BOARDS, COMMITTEES, COMMISSIONS

2. Certified Survey Map- Shomisch/Steinmetz

At the March 17, 2021 Plan Commission meeting, motion was made to recommend approval of the Certified Survey Map regarding division of the Shomisch property. Patrick Schomisch is requesting to divide his land which is located in the Town of Waupun, for the buyer James and Jean Steinmetz.

Motion Matoushek, second Vossekul to approve the Certified Survey Map regarding Shomisch/Steinmetz property. Motion carried 5-0 on roll call.

3. Certified Survey Map- Leu

At the March 17, 2021 Plan Commission meeting, motion was made to recommend approval of the Certified Survey Map regarding the Michael and Debra Leu property.

Motion Vossekul, second Westphal to approve the Certified Survey Map regarding the Leu property. Motion carried 5-0 on roll call.

4. Certified Survey Map - Lot 28 (*Plan Commission 3/17/21*)

At the March 17, 2021 Plan Commission meeting, motion was made to recommend approval of the Certified Survey Map regarding Lot 28 of Tanager Street due to zero lot lines.

Motion Matoushek, second Vossekul to approve the Certified Survey Map Lot 28. Motion carried 5-0 on roll call.

5. Certified Survey Map - Lot 27

At the March 17, 2021 Plan Commission meeting, motion was made to recommend approval of the Certified Survey Map regarding Lot 27 of Tanager Street due to zero lot lines.

Motion Vossekuil, second Kaczmariski to approve the Certified Survey Map Lot 27. Motion carried 5-0 on roll call.

6. Emergency Medical Responder Job Description

Due to call volume of Lifestar, the development of EMR program training was approved by Council. Demaa provides a job description for this position, which was recommended for approval by the Police Fire Commission on March 16, 2021.

Kaczmariski and Westphal question the qualification language regarding maintaining an EMR card or certificate as it appears. The language appears as it is a requirement on hire. Demaa states the individual may obtain the certification, not required on hire, and the language shall be revised to reflect this.

Motion Vossekuil, second Kaczmariski to approve the Emergency Medical Responder Job Description with the inclusion of language of the ability to obtain certification. Motion carried 5-0 on roll call.

CONSIDERATION - ACTION

7. 2021 City of Waupun Farmer's Market

Waupun Downtown Promotions makes request of the annual farmer's market to be held on Saturdays, June 5-September 25, 2021 from 8a-12p.

Motion Matoushek, second Westphal to approve the 2021 City of Waupun Farmer's Market. Motion carried 5-0 on roll call.

8. Authorization for Use of City Land - Hero's Hunt for Veterans

Brian Ball is requesting the use of the City garage landfill land for hunting purposes for Veterans.

Motion Matoushek, second Westphal the Hero's Hunt for Veterans to hunt on City land. Motion carried 5-0 on roll call.

9. Accept Resignation of Board of Public Works Members -Markus and Mueller

Motion Matoushek, second Mielke to approve the resignations of Board of Public Works Members Brian Markus and Jessica Mueller. Motion carried 5-0 on roll call.

10. City of Waupun 2020 Annual MS4 Report

As we have more than 10,000 in population we are required to complete the MS4 report and submit to the DNR.

Motion Matoushek, second Kaczmariski to approve the City of Waupun 2020 Annual MS4 Report. Motion carried 5-0 on roll.

11. City of Waupun Storm Water Management Program

MS4 communities must start a storm water management program. Storm water management program documents describe in detail how the permittee intends to comply with the permit's requirements for each minimum control measure.

Motion Westphal, second Matoushek to approve the City of Waupun Storm Water Management Program. Motion Carried 5-0 on roll.

Due to technical difficulties, Westphal left the meeting at 5:57pm.

12. Waupun 2022 UNPS Planning Grant Agreement between the City of Waupun and MSA Professional Services

In accordance with the City's MS4 permit issued May 1, 2019 under NR 216, the city has received direction from WI-DNR that we must work to reduce Total Suspended Solids (TSS) by 20% and Total Phosphorus (TP) by 10% relative to conditions at the start of the permit cycle. To be in compliance, those targets must be achieved by April 30, 2024. To date, we have been working to demonstrate progress of our water quality plan, which satisfied WI DNR requirements.

City Staff request to go into agreement with MSA Professional services to prepare a WDNR Urban Non-Point Source Planning Grant Application to fund revisions to the City's storm water quality plan to evaluate additional BMPs with in Reaches 2, and 3 of the Rock River TMDL.

Motion Matoushek, second Kaczmariski to approve the Waupun 2022 UNPS Planning Grant Agreement between the City of Waupun and MSA Professional Services not to exceed \$3500.00. Motion carried 4-0 on roll call.

13. Resolution Authorizing the Director of Public works to serve as the City's authorized representative with regards to actions pertaining to application and administration of a non-point source (UNPS) planning grant application

A resolution is required to appoint the authorized City Staff to facilitate the grant process.

Motion Matoushek, second Vossekuil to approve Resolution 03-23-21-01 Authorizing the Director of Public works to serve as the City's authorized representative with regards to actions pertaining to application and administration of a non-point source (UNPS) planning grant application. Motion carried 4-0 on roll call.

14. State Municipal Financial Agreement for State-Let Highway Project #6235-01-03, 73 for STH 26 (Watertown-Waupun)

DOT informed staff they were going to be doing a Mill and Overlay project south of Waupun. They were going to stop at City limits, so it was asked if the project could be extended to where the concrete stops near TJ's auto body shop. They agreed and sent us this agreement for our portion. They are paying for the road work, we pay for an engineering and Municipal Utility adjustments. i.e. manholes, and valves.

Motion Kaczmariski, second Matoushek to approve State Municipal Financial Agreement for State-Let Highway Project #6235-01-03, 73 for STH 26 (Watertown-Waupun). Motion carried 4-0 on roll call.

Westphal returned to the meeting at 6:02pm.

15. Consideration of DOT Roadway Functional Classification Updates

The Wisconsin DOT is conducting some routine roadway functional classification updates in many counties statewide and it is time for an update for the City of Waupun. Functional classification is the process by which roadways are grouped into classes according to the actual character of service they are intended to provide and are providing. The DOT conducted an update for Waupun by reviewing land use and traffic numbers and they are proposing 10 updates to the map and list.

Motion Vossekuil, second Matoushek to approve the DOT roadway functional classification updates for the City of Waupun. Motion carried 5-0 on roll call.

16. Resolution Approving Updates to the Roadway Functional Classifications for the City of Waupun

Motion Matoushek, second Kaczmariski to approve Resolution 03-23-21-02 approving Updates to the Roadway Functional Classifications for the City of Waupun. Motion carried 5-0 on roll call.

17. 2021-2022 Boards and Commissions Structure Proposed Resolution

The Waupun Common Council has operated by a Committee of the Whole (COW) structure for many years, however, City ordinances were never updated to reflect the COW structure and several required Committees no longer meet as outlined in ordinance. As conditions have evolved as a result of Act 10 and other needs within the community, it is appropriate to review and revise our approach to meet the needs of our community. As such, it is recommended to temporary suspend City of Waupun Ordinance 2.04 Standing Committees (through April 15, 2022).

Motion Matoushek, second Kaczmarek to draft a resolution suspending City of Waupun Ordinance 2.04 Standing Committees and create a committee, board and commission structure for the City of Waupun that incorporates changes as outlined. It is agreed that the resolution will expire April 14, 2022 and require further revision and update of City of Waupun Ordinance 2.04. Motion carried 5-0 on roll call.

18. Request to Fill Public Works Mechanic 1 Vacancy

Due to a resignation of the Mechanic 1, a request is made to fill the vacancy. If the vacancy is filled by a current employee, it is requested to fill that vacancy created.

Motion Matoushek, second Mielke to authorize the Director of Public Works to fill the Mechanic 1 vacancy and, contingent upon an internal promotion, to fill all vacancies created. Motion carried 5-0 on roll call.

19. Appoint Bid for Harmsen Avenue & Oak Lane Storm Water Management Pond

Seven bids were received for the storm water management pond. MSA Professional Services makes recommendation to award the bid to Kopplin and Kinas.

Motion Matoushek, second Westphal to award the bid of Kopplin and Kinas for the Harmsen Avenue and Oak Lane Storm Water Management Pond for the amount of \$148,550.50. Motion carried 5-0 on roll call.

DISCUSSION - REVIEW

20. American Rescue Plan Act and Stimulus Aid for City of Waupun

The American Rescue Plan includes direct stimulus for local governments. The City's allocation provides \$1,107,026.95, to be spent by the end of 2024. Schlieve intends to return to Council with a spending plan in the near future.

21. Review Ordinance 19-11 Providing for ATV/UTV use in the City Limits

Chief Loudon provides there was minimal incidences and one major incident relating to the ATV/UTV ordinance which was passed in December 2019.

Council wishes to review this again in one year.

ADJOURN TO CLOSED SESSION

Motion Matoushek, second Vossekul to adjourn in closed session under Section 19.85 (1) (g) of the WI Statutes for to Confer with Legal Counsel on Ambulance Services and litigation involving Ryan Mitchell Estate. Motion carried 5-0.

RECONVENE TO OPEN SESSION

Motion Matoushek, second Vossekul to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 5-0.

ACTION FROM CLOSED SESSION

No action.

ADJOURNMENT

Motion Vossekul, second Matoushek to call the meeting adjourned at 6:52pm. Motion carried 5-0.