



MINUTES
CITY OF WAUPUN SPECIAL COMMON COUNCIL
VIRTUAL AND TELECONFERENCE
Tuesday, May 26, 2020 at 5:30 PM

CALL TO ORDER

Mayor called the virtual and teleconference meeting to order at 5:30pm.

ROLL CALL

Council in attendance on roll call is Mayor Nickel, Alderman Vossekul, Alderman Westphal, Alderman Kaczmariski, 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 Kaczmariski, Fire Chief Demaa, and Finance Director Kast.

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

Audience in attendance is Mark Tomashek of New Frontier Land Surveying.

Media is in attendance is Ken Thomas of Daily Citizen.

CONSENT AGENDA

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

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

RECOMMENDATIONS FROM BOARDS, COMMITTEES, COMMISSIONS

2. Certified Survey Map-8 Lori Court (Plan Commission 5/20/20)

Mark Tomashek of New Frontier Land Surveying, who is present, submitted a Certified Survey Map for owner, Lorraine Stam for 8 Lori Court, as she wishes to separate the lot into two parcels in order to sell one of the lots. On 5/20/20, the Plan Commission made recommendation to the Council for approval.

Motion Matoushek, second by Vossekul to approve the Certified Survey Map of 8 Lori Court. Motion carried 6-0 on roll call.

3. Certified Survey Map-216 Welch Street (Plan Commission 5/20/20)

Mark Tomashek of New Frontier Land Surveying, who is present, submitted a Certified Survey Map for owner, Chad Rosenow for 216 Welch Street as he wishes to combine the two lots in order to place a shed on this area. On 5/20/20, the Plan Commission made recommendation to the Council for approval.

Motion Vossekul, second by Matoushek to approve the Certified Survey Map of 216 Welch Street. Motion carried 6-0 on roll call.

Mark Tomashek of New Frontier Land Surveying excuses himself from the meeting at 5:39pm.

4. Minor Land Division- Letter of Intent Form- Guell & Rens (Plan Commission 5/20/20)

Jeff Butzke of Compass Surveying LLC, submitted a Minor Land Division- Letter of Intent Form to Dodge County Land Resources and Parks Department for consideration of land division on Cortes Road. Due to the City's Subdivision Ordinance, when land to be subdivided lies within 1½ miles of the limits of the City of Waupun, approval is required by the City. This was provided to the Plan Commission on 5/20/20, of which a favorable recommendation to the Council was heard.

Motion Matoushek, second by Vossekuil to approve the Minor Land Division- Letter of Intent Form for land subdivision on Cortes Road. Motion carried 6-0 on roll call.

5. Revisions to 2020 Business Improvement District Operating Budget (*BID Board 5-14-20*)

Due to COVID-19, the impact to Waupun businesses was reviewed. Findings were such as the needs of educational and promoting businesses opportunities (website, on line sales/digital orders, etc.). A review of the 2020 Business Improvement District (BID) Operating Plan was completed to help identify ways the current budget could assist in meeting the needs. It was recommended to reduce the Downtown Market Analysis budget item and make a request for proposals for marketing and business promotion. Proposals were accepted by Moraine Park Technical College (MPTC) and the Venture Center at Fox Valley Technical College (Venture Center). On 5/14/20, the Business Improvement District Board approved the proposal from the Venture Center in the amount of \$1485.00.

Motion by Kaczmariski, seconded by Matoushek to reduce the 2020 Business Improvement District Downtown Market Analysis budget item by \$1,485 to fund three (3) educational programs, provided by the Venture Center at Fox Valley Technical College, for businesses located within the boundaries of the BID. Motion carried 6-0 on roll call.

CITY OF WAUPUN COVID-19

6. City of Waupun COVID-19 Update

At the June 9th Council meeting, Schlieve intends to provide additional employee policies as well as a resolution to continue the virtual and teleconference meetings. Kast provides scenarios of 2020 projected financial impact due to COVID and the departmental reductions relating to their 2020 budgets.

A park rental policy has been established with the aid of Cities and Villages Mutual Insurance Company.

Discussion of the City's Park Program was heard. Due to the low attendance and budget restraints, Council considers the suspension of the program for this year.

Motion Westphal, second Kaczmariski to suspend the 2020 Park Program. Motion provided a 3-3 tie vote with Matoushek, Vossekuil, and Vanderkin voting Nay. Mayor Nickel Votes Aye, concluding the motion to suspend the 2020 Park Program.

Baseball leagues provided reopening guidelines with the use of CDC practices and procedures. Guidelines provide social distancing (seating of parents, players distanced 6ft apart) no shared equipment, and game participants and locations. An agreement with the City is to be prepared.

Targeting June 8th as City Hall and Utility lobby opening; June 8th through the first week of July the soft opening/by appointment at the Senior Center and safety building lobby; and gradually considering the library.

7. Waupun Park Rental Policy

Schlieve provides a draft park rental policy which provides guidelines through the use of the CDC and Cities and Villages Mutual Insurance Company for review/consideration. Schlieve will provide non-profits, as well as schools, the use of parks at no charge.

Kaczmariski questions the parking on the grass and sound amplification that is restricted in the policy. Our current ordinance does provide these restrictions. Language could be provided in the policy for approval by staff for special events and possibly change the ordinance language at a future date.

Motion Matoushek, second Vossekuil to approve the Waupun Park Rental Policy with the revisions to include approval by City staff for parking on grass grounds and amplification as well as the inclusion of waiving the fee rental to non-profits. Motion carried 5-1 with Kaczmariski voting Nay.

ADJOURNMENT

Motion Matoushek, second Vossekuil to duly call the meeting adjourned at 7:00pm. Motion carried 6-0.