



**MINUTES**  
**CITY OF WAUPUN COMMITTEE OF THE WHOLE**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, May 31, 2022 at 6:00 PM**

**CALL TO ORDER**

Mayor Bishop called the meeting to order at 6:00pm.

**ROLL CALL**

**Council in-person:** Mayor Bishop, Alderman Westphal, Alderman Kaczmarek, Alderman Langford, Alderman Matoushek, Alderman Siebers, and Alderman Vanderkin. No members are absent.

**Management in-person:** Attorney VandeZande, Administrator Schlieve, Director of Public Works Daane, Fire Chief Demaa; Recreation Director Kaminski, General Utility Manager Brooks

**Management virtually:** Clerk Hull, Police Chief Loudon, Library Director Jaeger

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

**City Staff present:** Code Enforcement Mike Beer

**Audience:** Sam Kaufman, Jaedon Buchholz, Jim Cleveland, Mike Butler, David Cramer, John Scheuers, William Hoekstra

**Media in-person:** Ken Thomas of the Daily Citizen

Media virtually: None

**FOND DU LAC COUNTY UPDATE- SUPERVISOR SAM KAUFMAN**

Fond du Lac County Supervisor Sam Kaufman is before the Committee to provide updates on the County proceedings.

**ECONOMIC DEVELOPMENT**

**Overview Project and Developer Agreement Terms for Proposed Project with United Cooperative in Waupun Industrial Park**

David Cramer and John Scheuers of United Cooperative appear before the Council regarding the developer's agreement with the City for development of a **soybean processing facility on 65 acres** in the Industrial Park. The project is constructed in three phased which is expected to begin in 2022 and conclude in 2025. \$33.5 million is guaranteed in minimum tax valuation over the life of the TID.

**CONSENT AGENDA**

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

**Summer Recreation Program 2022**

The Summer Park Program will soon begin. Feedback received from a survey pointed a need for changes to the program, including the need for more leader training and improvements to programming. City staff were able to connect with a local teacher/business person, Jeni Maly (owner of Imagine That! Art Studio) who has provided significant guidance to improve this summer's program. With the wage adjustments to park leaders, we have been able to hire four park leaders who will work between three parks – Dodge, West End and Pine Street Parks.

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

**CONSIDERATION - ACTION**

**City of Waupun Flexible Work Policy**

A policy to provide flexible working schedules for Department staff is considered.

Motion Siebers, second Westphal to approve the City of Waupun Flexible Work Policy. Motion carried 6-0.

### **City of Waupun Police Department K-9 Purchase**

The City has received sufficient funds via public donation to purchase a K-9. It is understood that all monies supporting the K-9 program are donated by the community and do not impact the levy.

Motion Westphal, second Matoushek to approve the purchase of a K9 with the use of public donated funds, not to exceed \$15,000. Motion carried 6-0 on roll call.

### **Authorization to contract with a recruitment firm to support hiring of Director of Finance/Assistant City Administrator position**

Schlieve request authorization to hire a firm to assist in recruiting a Director of Finance/Assistant to the Administrator position due to the challenges acquiring qualified candidates.

Motion Siebers, second Langford to approve hiring of a specialized public administration HR firm to establish a qualified applicant pool for the Director of Finance/Assistant City Administrator position at a cost not to exceed \$20,000. Motion carried 6-0 on roll call.

### **Part-Time Code Enforcement Job Description and Permission to Hire**

A part time Code Enforcer was approved in the 2022 budget. The job description is provided for consideration and the Fire Chief requests the permission to advertise and hire for this position. Westphal requests to receive reports continuously on violations.

Motion Vanderkin, second Siebers to approve the Code Enforcement job description and the permission to hire this position. Motion carried 5-1 on roll call with Kaczmarek voting nay.

### **Appointment to the Business Improvement District Board- Craig Much**

Due to a Business Improvement District Board seat vacancy, Craig Much of the Horizon Bank is appointed by the Mayor to complete this term.

Motion Matoushek, second Vanderkin to accept the Mayoral appointment of Craig Much to the Business Improvement District Board. Motion carried 6-0.

### **2023 City of Waupun Budget Planning Process Overview**

Schlieve provides the 2023 budget timeline and process.

### **CLOSED SESSION**

At 7:47pm, motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (c) of the WI Statutes for Union Negotiations with Police Union, WPPI, for a 2023 Bargaining Agreement and Personnel. Motion carried 6-0.

### **OPEN SESSION**

At 8:21pm, motion Vanderkin, second Matoushek to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

### **ACTION FROM CLOSED SESSION**

No action in open session.

### **ADJOURNMENT**

At 8:21pm, motion Vanderkin, second Matoushek to call the meeting adjourned. Motion carried 6-0.