



**MINUTES**  
**CITY OF WAUPUN COMMON COUNCIL**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, September 13, 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 Kaczmariski, Alderman Langford, Alderman Matoushek, Alderman Siebers, and Alderman Vanderkin.

**Council Absent/Excused:** None

**Management in-person:** Attorney VandeZande, Administrator Schlieve, Director of Public Works Daane, Recreation Director Kaminski, General Utility Manager Brooks, Police Chief Loudon, Utility Finance Director Stanek

**Management virtually:** City Clerk Hull, Library Director Jaeger

**Management absent and excused:** Fire Chief Demaa, Finance Director Kast

**City Staff present:** None

**Media present:** Ken Thomas of the Daily Citizen

**Audience in-person:** Dr. Jim Eden & Lisa Pollard of Moraine Park Technical College; Harry Allen from Ehlers Inc.

**Audience virtually:** Jason Whitford

**PERSONS WISHING TO ADDRESS COUNCIL**

**Dr. Jim Eden & Lisa Pollard - Moraine Park Technical College Overview of November 8, 2022 Referendum**

Dr. Jim Eden & Lisa Pollard from MPTC provide an overview and answer questions on the referendum on the upcoming, November Election ballot

**CONSENT AGENDA**

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

**MAYORAL CORRESPONDENCE/PRESENTATIONS**

**Proclamation Recognizing Public Power Week - October 2-8, 2022**

A Mayoral Proclamation is read in recognition of Public Power Week, which is October 2-8, 2022.

**RESOLUTIONS AND ORDINANCES:**

**Resolution Creating Tax Incremental District No. 9, Approving its Project Plan & Establishing its Boundaries**

City Attorney may have a few minor revisions to the description of the TID but they will not affect the approval Process for this resolution and recommends approval.

Motion Westphal, second Matoushek to adopt Resolution #09-13-22-01 Creating Tax Incremental District No. 9, Approving its Project Plan & Establishing its Boundaries. Motion carried on Roll Call 6-0.

**Ordinance to amend Ch. 6.05(3)(c) Traffic Code-Handicapped Parking Zones for Zoellner Park on Newton Avenue**

Motion Siebers, second Langford to waive the first reading and adopt Ordinance 22-06 to amend Ch. 6.05(3)(c) Traffic Code-Handicapped Parking Zones for Zoellner Park on Newton Avenue. Motion carried on Roll Call 6-0.

**Ordinance to amend Ch. 12.06 (Sect 1, 3, 6) Sanitary Sewer System**

City Attorney may have a few minor revisions which will change nothing in relation to the actual ordinance.

Motion Westphal, second Matoushek to waive the first reading and adopt Ordinance 22-07 to amend Ch. 12.06 (Sect 1, 3, 6) Sanitary Sewer System. Motion carried on Roll Call 6-0.

## **Resolution Approving Sewer Rate Adjustments**

Motion Vanderkin, second Langford to adopt Resolution #09-13-22-02 Approving Sewer Rate Adjustments, option 3, as recommended by the Waupun Utility Commission. Motion carried 5-1 with Kaczmariski voting nay.

## **CONSIDERATION - ACTION**

### **Job Description for Fire Chief and Director of Emergency Management**

Due to the upcoming vacancy of the Fire Chief-Director of Emergency Management, this position's job description is reviewed and updated for consideration.

Motion Matoushek, second Siebers to approve the updated job description for the position of Fire Chief Director of Emergency Management. Motion carried on roll call 6-0.

### **Extraterritorial Certified Survey Map - N11534 Cty M (Plan Commission 8-31-22)**

The City has extraterritorial review on CSM's within 1 ½ mile of the City Limits. This CSM meets the City's zoning requirements if this property is ever annexed to the City. At the August 31, 2022 Plan Commission meeting, motion was made to recommend approval of the CSM for N11534 Cty M.

Motion Vanderkin, second Matoushek to approve the Certified Survey Map for N11534 Cty M as recommended by the Waupun Plan Commission. Motion carried 6-0 on roll call.

### **Use of Technology and Electronic Communications System Policy**

Motion Westphal, second Matoushek to approve the Use of Technology and Electronic Communications System Policy. Motion carried 6-0.

### **Social Networking Policy**

Motion Matoushek, second Westphal to approve the Social Networking Policy. Motion carried 6-0.

## **DISCUSSION FOR POSSIBLE FUTURE CONSIDERATION**

### **Process to Fill Vacant Fire Chief & Emergency Management Director Position**

Police and Fire Commission will be holding a meeting next week regarding the vacancy of this position and their options to fill. A recommendation to the Council will be provided for a future council meeting.

### **CLOSED SESSION** *(Not noticed on the agenda- no action will be taken)*

At 7:52p, Motion Siebers, second Matoushek to adjourn to closed session under Section 19.85 (1) (g) of the WI Statutes for purposes of Mitchell vs City of Waupun. Motion carried 6-0.

### **OPEN SESSION**

Motion Vanderkin, second Matoushek to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

### **ACTION FROM CLOSED SESSION**

No action

### **ADJOURNMENT**

At 7:55pm, Motion Vanderkin, second Siebers to call the meeting adjourned. Motion carried 6-0.