



MINUTES
CITY OF WAUPUN SPECIAL COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, November 29, 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, Alderman Vanderkin

Management in-person: City Clerk/Treasurer Hull, City Attorney Vandezande, Administrator Schlieve, Director of Public Works Daane, Recreation Director Kaminski, General Utility Manager Brooks, Police Chief Loudon, Fire Chief Demaa, Director of Finance Langenfeld

Management virtually: Library Director Jaeger

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

Media present: Ken Thomas of the Daily Citizen

Audience in-person: Jaedon Buchholz, Andy Glewen, Tyler Schultz, Mark Homan, Joel Sterk, Jason Whitford, Jon Venhuizen, Eric Homan, Liz Engh, Lisa Lefebber, Erin Lund, Craig Molitor

PUBLIC HEARING

1. **Class A Fermented Malt Beverage ad Class A "Liquor" Cider Only License Application - Kwik Trip Inc dba Stop-N-Go 1207 located at 1001 E Main St.**

No public comment is heard during the Public Hearing.

Motion Vanderkin, second Matoushek to approve the Class A Fermented Malt Beverage ad Class A "Liquor" Cider Only License to Kwik Trip Inc dba Stop-N-Go 1207 located at 1001 E Main St. Motion carried 6-0 on roll call.

CONSENT AGENDA

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

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

BOARDS, COMMITTEES, COMMISSIONS

3. **Appointment to Plan Commission - Jason Whitford**

Motion Matoushek, Siebers to accept the appointment of Jason Whitford to the Plan Commission. Motion carried 6-0 on roll call.

4. **Appointment to Board of Public Works - Andrew Sullivan**

Motion Langford, second Matoushek to accept the appointment of Andrew Sullivan to the Board of Public Works. Motion carried 6-0 on roll call.

5. **Acceptance of Resignation to the Board of Review - Jon Dobbratz**

Motion Kaczmariski, second Siebers to accept Jon Dobbratz resignation to the Board of Review. Motion carried 6-0 on roll call.

ORDINANCES-RESOLUTIONS

6. **Ordinance to Amend Ch.8.02 (8) entitled Orderly Conduct and Ch. 9.02(2) Public Nuisances Affecting Health**

Motion Kaczmariski, second Westphal and adopt Ordinance # 22-09 to amend Ch. 8.02(8) entitled Orderly Conduct and Ch. 9.02(2) Public Nuisances Affecting Health regarding feral cats. Motion carried 5-0 on roll call with Matoushek abstain.

7. Ordinance to Amend Chapter 6.03(2) entitled "Traffic Code" to add a Stop Sign at Sommerville/Rounsville
Motion Kaczmariski, second Vanderkin to adopt Ordinance # 22-10 to amend Chapter 6.03(2) entitled Traffic Code to add a Stop Sign at Sommerville/Rounsville. Motion carried 6-0 on roll call.

8. Resolution Establishing Fees for 2023 Solid Waste and Recycling Collection Service in the City of Waupun
Motion Westphal, second Matoushek to approve Resolution 11-29-22-01 Establishing Fees for 2023 Solid Waste and Recycling Collection Service in the City of Waupun. Motion carried 6-0 on roll call.

CONSIDERATION - ACTION

9. ACTION: 2023 WisDOT Public Transit Assistance Program Operating Grant Application (Roll Call)
Motion Matoushek, second Siebers to approve submission of the 2023 Public Transit Assistance Program operating grant application. Motion carried 6-0 on roll call.

10. ACTION: 2023 Additional Building Permit Fee (Roll Call)

Due to the implementation of new code enforcement and permitting software at a cost of \$6,000 annually and the hiring of a part-time code enforcement officer at an additional cost estimated at \$5,000 annually, Council is asked to consider a new \$45 administrative fee that would be added to each building permit issued in the City. 100% of the administrative fee collected would be retained by the City and used to offset the costs for both software and code enforcement labor.

Council will review this at a future meeting.

11. DISCUSSION: Destination Lake Winnebago Region Annual Report

Liz Engh, Lisa Lefeber, Erin Lund, and Craig Molitor from Destination Lake Winnebago Region are present to recap the 2022 annual report of tourism marketing and promotion work specific to Waupun and Schlieve provides an overview of the new Local Tourism Campaign and Grant Program that will launch in 2023.

12. DISCUSSION: Purchasing Policy

It has come before the Council to review the Purchasing Policy in order to purchase locally versus bidding of non-construction related purchases only (construction projects are governed by WI Stat. 62.15).

13. DISCUSSION: Neighborhood Investment Fund Grant Project for the Waupun Senior Center

Schlieve provides a project update and overview of next steps for the new senior center project.

CLOSED SESSION

At 7:47p, Motion Matoushek, second Siebers to adjourn to closed session under Section 19.85 (1) (g) of the WI Statutes for purposes of VanBever-Stuebs CSM Extraterritorial Review. Motion carried 6-0.

RECONVENE TO OPEN SESSION

Motion Matoushek, second Siebers to reconvene in 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 8:23pm, Motion Vanderkin, second Matoushek to call the meeting adjourned. Motion carried 6-0.