



MINUTES
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, December 13, 2022 at 6:00 PM

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

Pledge of Allegiance is heard, followed by a moment of silence.

ROLL CALL

Council in-person: Mayor Bishop, Alderman Westphal, Alderman Kaczmariski, Alderman Langford, Alderman Matoushek, Alderman Siebers

Council Virtual: None

Council Absent/Excused: Alderman Vanderkin

Management in-person: Attorney VandeZande, Administrator Schlieve, Director of Public Works Daane, General Utility Manager Brooks, Deputy Police Chief Rasch, Fire Chief Demaa, Library Director Jaeger

Management virtually: City Clerk/Treasurer Hull

Management absent and excused: Finance Director Langenfeld, Utility Finance Director Stanek, Police Chief Louden, Recreation Director Kaminski

City Staff present: None

Media present: Ken Thomas of the Daily Citizen

Audience in-person: Jaedon Buchholz, Frank Vanbever, Charles Willinger, Carley Crook, Paul Stuebs, Pieter Zeleveld

Audience virtually: Jason Whitford

PERSONS WISHING TO ADDRESS COUNCIL

No persons addressed the Council

CONSIDERATION - ACTION

1. Reconsideration of Extraterritorial Review of VanBever CSM

The CSM was denied at prior Council meeting as it conflicts with City future land use. Staff met with VanBever, and together, have made revisions and now meet our ordinance and statutory requirements.

Motion Siebers, second Langford to approve the Extraterritorial Review of VanBever's CSM. Motion carried 5-0 on roll call.

2. Acceptance and Allocation of Fond Du Lac County Sales and Use Tax

For 2023, the Fond du Lac County Board voted to distribute a portion of the .5% sales tax proceeds to communities across the county, of which City of Waupun receives \$30,819. The allocation requires that the governing body vote to accept and authorize use of the funds. Per the budget document, staff is recommending use of the funds to support wage costs of the Economic Development Director.

Motion Matoushek, second Langford to accept 2023 Fond du Lac County sales and use tax funds in the amount of \$30,819 and designate use of those funds to support the Economic Development Director position as outlined in the 2023 City of Waupun Budget document adopted on November 9, 2022. Motion carried 5-0 on roll call.

3. Building Inspection Contract and Fee Schedule Admendment

Staff has negotiated the addition of a City of Waupun \$45 administrative fee to be added to all building permits with our contracted provided, Grand Valley Inspection Services. The revenue collected will be used for the software for inspections and code enforcement.

Motion Westphal, second Siebers to approve amending the contract with Grand Valley Inspection Services to include a City of Waupun administrative fee of \$45 to each building permit issued. Motion carried 5-0 on roll call.

4. Addendum to Agreement for Professional Services with Cedar Corporation for Architectural Services of the Waupun Senior Center Grant Project

An Addendum Agreement for Professional Services between the City and Cedar Corporation, in the amount of \$288,950, for the next phase of the Waupun Senior Center project is before the Council for consideration.

Motion Matoushek, second Westphal to approve the Addendum to Agreement for Professional Services with Cedar Corporation to include Architectural Services of the Waupun Senior Center Grant Project the in the amount of \$288,950. Motion carried 5-0 on roll call.

5. Police School Liaison Officer Job Description Updated

When a staff vacancy occurs, management is requested to review the job description of said position and revise as needed. Due to the vacancy of the Police School Liaison Officer, the updated job description is before Council for consideration. Updates include years of experience reduced from five (5) to a requirement to be a certified officer off probation and the position is posted as a four-year rotational assignment.

Motion Matoushek, second Langford to approve the updated Police School Liaison Officer job description. Motion carried 5-0.

6. City of Waupun Purchasing Policy Update to Include Local Preference Provision

The revised City purchasing policy is provided for consideration.

Motion Kaczmariski, second Siebers to revise section 1.7 entitled Purchasing Categories, to replace the local area definition of "zip code" to "Dodge and FDL County". Motion carried 4-1 with Matoushek voting Nay.

Motion Siebers, second Matoushek to revise section 1.7 (2) entitled Purchasing Categories- Purchases Over \$5000, by eliminating the following language "Purchases are to be obtained through an informal bidding procedure at minimum. Informal bidding requires preparation of specifications, which are sent to prospective bidders without formal advertising. A comparison of at least two or three quotes is expected and all quotes are required to be in writing." Motion carried 5-0.

Motion Kaczmariski, second Langford to accept the purchasing policy, with the motioned revisions. Motion carried 5-0 on roll call.

7. Authorization for the Purchase of 1-Ton Pickup Truck for the Department of Public Works

Motion Kaczmariski, second Siebers to authorize the purchase of the 1-Ton Pickup Truck for the Department of Public Works from Ewald. Motion carried 4-1 on roll call with Langford voting Nay.

8. Consideration of Holding Primary Election for Office of Aldermanic Districts 1, 3, and 5 on February 21, 2023

Motion Matoushek, second Langford to deny holding 2023 Primary Election for the local municipal races of Aldermanic District 1, 3, and 5 if there is more than twice the number of candidates filing for these seats. Motion carried 5-0.

9. ARPA Listening Session and Community Allocation

Listening sessions for the community are scheduled for January 10 and January 17, 2023 to guide allocation of the

ARPA funds the city received.

RESOLUTIONS AND ORDINANCES:

10. Ordinance to amend Ch. 16 entitled Zoning Code: Create subsection 16.02 (38m) and 16.145 for the use of Shipping Containers

Motion Matoushek, second Kaczmariski to waive the first reading and adopt Ordinance 22-11 to amend and recreate Ch.16.02 (38m) and Ch.16.145 entitled Zoning Code for the use of shipping containers. Motion carried 5-0.

11. Ordinance to amend 6.05 Traffic Code entitled Handicapped Parking Zones (N. Madison-E.Franklin)

Motion Westphal, second Matoushek to waive the first reading and adopt Ordinance #22-12 to amend Chapter 6.05 entitled Traffic Code –Handicapped Parking Zones. Motion carried 5-0.

12. Ordinance to amend Ch.6.05 entitled Traffic Code – Parking Limits

Motion Matoushek, second Westphal to accept the first reading of the ordinance to amend Chapter 6.05 entitled Traffic Code –Parking Limits. Motion carried 4-1 on roll call with Kaczmariski voting Nay.

CONSENT AGENDA

Motion Siebers, second Matoushek to accept the consent agenda and authorize the City Clerk to release future expenditures. Motion carried 5-0 on roll call.

ADJOURNMENT

At 7:31pm, Motion Matoushek, second Siebers to call the meeting adjourned. Motion carried 5-0.