



M I N U T E S  
CITY OF WAUPUN SPECIAL COMMON COUNCIL  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, June 25, 2024 at 4:30 PM

**CALL TO ORDER**

Mayor Bishop called the meeting to order at 4:30pm.

**ROLL CALL**

**Council in-person:** Mayor Bishop, Alderman Kaczmarski, Alderman Kunz, Alderman Siebers, Alderman Matoushek, Alderman Ledesma, Alderman Westphal

**Management in-person:** Attorney VandeZande, City Clerk/Treasurer Hull, Administrator Schlieve, Public Works Daane, Fire Chief Demaa, Police Chief Rasch, Recreation Director Kaminski

**Management Absent/Excused:** Library Director Jaeger, General Utility Manager Brooks, Finance Director Langenfeld

**CLOSED SESSION**

Motion Matoushek, second Ledesma to adjourn in closed session under Section 19.85 (1) (e) of the WI Statutes for the purpose of Viewing Community Center Construction and Progress and Construction Contract for Food Truck Alley in TID 3. Motion carried 6-0.

At 4:32pm, the Mayor and Council adjourned to 520 McKinley Street for viewing the Community Center and its progress.

At 5:10pm, the Mayor and Council returned to City Hall, 201 E Main Street, in closed session.

**OPEN SESSION**

At 5:37pm, motion Ledesma, second Matoushek to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

Attendance

**Council in-person:** Mayor Bishop, Alderman Kaczmarski, Alderman Kunz, Alderman Siebers, Alderman Matoushek, Alderman Ledesma, Alderman Westphal

**Management in-person:** Attorney VandeZande, City Clerk/Treasurer Hull, Administrator Schlieve, Public Works Daane, Fire Chief Demaa, Police Chief Rasch, Recreation Director Kaminski, Library Director Jaeger

**Management Absent/Excused:** Finance Director Langenfeld

**Management Virtual-** General Utility Manager Brooks

**Audience Virtual** – Jason Whitford

**ACTION FROM CLOSED SESSION**

No action.

**RESOLUTIONS AND ORDINANCES:**

**3. Ordinance to amend 16.01(10) Zoning Map to rezone 1134 W Main Street from B-3 to PCD**

Motion Westphal, second Matoushek to waive the first reading and adopt Ordinance 2024-008 amending 16.01(10) Zoning Map to rezone 1134 W Main Street from B-3 to PCD. Motion carried 6-0 on roll call.

**CONSIDERATION - ACTION**

**4. Authorize Use of Fund Balance for Ice Arena Ammonia Detection System Repair**

The ice arena ammonia detection system has been provided as a safety issue. Staff makes request to allocate fund balance, not to exceed \$250,000, for the needed improvements and to authorize a bidding process

immediately.

Motion Siebers, second Kunz to authorize the allocation of fund balance, not to exceed \$250,000, for improvements to the ice arena ammonia detection system and authorize a bidding process. Motion carried 6-0 on roll call.

**5. Heritage Museum Restoration Project Bids**

Bid opening for the museum tuckpointing project provided B&B Quality Building Restoration \$194,194; Berglund Construction Co \$280,000; and Building Restoration Corp \$468,290. The City budgeted \$73,000 for the work based on a preliminary contractor estimate. Cedar Corporation, the engineer, is recommending to reject all bids and reevaluate the project.

Motion Siebers, second Ledesma to approve bid for lowest qualified bidder, B&B Quality Building Restoration, for the museum tuckpointing project in the amount of \$194,194. Motion failed 4-2 on roll call with Matoushek, Westphal, Ledesma, and Kaczmarski voting nay.

Motion Westphal, second Matoushek to reject all qualified bids for the museum tuckpointing project and direct staff to analyze project scope and recommend alternate bid package. Motion carried 6-0 on roll call.

**6. City of Waupun Gift Agreement with Fox Valley Savings Bank**

Motion Kunz, second Matoushek to approve the City of Waupun Gift Agreement with FVS Bank in the amount of \$10,000 to sponsor the Community Center conference room. Motion 6-0 on roll call.

**7. Curb Replacement on Pioneer Avenue**

Motion Westphal, second Matoushek to approve use of \$7,210 from the storm water maintenance and repair fund to replace 206' of curb along Pioneer Ave. Motion carried 6-0 on roll call.

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

Motion Ledesma, second Siebers to approve meeting dates, license and permits, and expenses. Motion carried 6-0 on roll call.

**DISCUSSION-INFORMATIONAL**

**9. Consideration to amend Regulation of Chickens Ordinance**

Council requests information from other communities on their number of chickens per household, number of permits and if they require neighbors to sign approval of a permit. This will be reviewed at a future meeting.

**10. Consideration of amending Policy for Participation in Youth-Related Parades or Escorts**

Council reviewed current police of youth parades. To be reviewed at a future meeting.

**11. 2025 Budget Workshop- Department Priorities**

Departmental priorities were provided for consideration of the 2025 budget process.

**12. Ordinance Pipeline**

Review pending ordinances.

**ADJOURNMENT**

At 7:23pm, motion Kunz, second Siebers to call the meeting adjourned. Motion carried 6-0.