



**MINUTES**  
**CITY OF WAUPUN COMMON COUNCIL**  
**Waupun City Hall – 201 E. Main Street,**  
**Waupun WI**  
**Tuesday, December 10, 2024 at 6:45 PM**

**CALL TO ORDER**

Mayor Bishop called the meeting to order at 6:45pm.

**PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION**

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

**ROLL CALL**

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

**Council Virtual-** None

**Council Absent/Excused:** Alderman Matoushek

**Management in-person:** Attorney VandeZande, Administrator Schlieve, Police Chief Rasch, Fire Chief Demaa, General Utility Manager Brooks, Library Director Jaeger

**Management Virtual:** City Clerk/Treasurer Hull, Public Works Director Daane

**Management absent and excused:** Finance Director Langenfeld, Recreation Director Kaminski

**Audience in-person:** Fond Du Lac County Executive Same Kaufman, Jaedon Buchholz, Corey Gurath, Race Ranta

**Audience Virtual:** Jason Whitford

**PERSONS WISHING TO ADDRESS COUNCIL**

**1. Fond du Lac County Executive Sam Kaufman**

Fond Du Lac County Executive Sam Kaufman provides updates of County proceedings.

2. Race Ranta, resident residing on E. Franklin Street, comes before the Council inquiring on the ordinance of not allowing the parking on the front of property as he received a warning.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS**

**2. Approve Certified Survey Map for 301 E Main Street**

Plan Commission reviewed/approved the CSM for 301 E Main Street, Waupun (former Senior Center) at the December 9, 2024, meeting. The City had the CSM prepared for this property as it wishes to retain a portion as

Part of the public alleyway on the south side of the building.

Motion Kunz, seconded by Siebers to approve the Certified Survey Map for 301 E Main Street, Waupun.

Motion

carried 5-0 on roll call.

**3. Approve Part-Time Recreation Program Assistant Job Descriptions**

As part time positions for the Recreation Department are budgeted in 2025 due to the new Community Center, job descriptions are before the Council for consideration: Active Older Adult Program, Youth & Adult Program Assistant, and Weekend Program Assistant.

Motion Ledesma, second Siebers to approve the recreation job descriptions of Active Older Adult Program, Youth &

Adult Program Assistant, and Weekend Program Assistant. Motion carried 5-0.

**4. Approve the 2025 Waupun Aquatic Center Fees**

Motion Ledesma, second Westphal to adopt the 2025 Waupun Family Aquatic Center rates as: Family Resident \$210/ Nonresident \$260; Individual Resident \$105/Nonresident \$130; Daily Pass \$6.50; Swim lessons \$45. Motion carried 5-0 on roll call.

**CONSIDERATION - ACTION**

**5. 2025 Park Shelter Rental Fees**

Motion Kunz, second Siebers to adopt 2025 park rental fees as: Park Rental Fee Resident \$50/Cleaning Fee \$15 and Nonresident \$75/\$15; McCune Park Concession Stand Resident Fee \$85/cleaning \$15/Security Deposit \$50 and Non-Resident Fee \$100/cleaning \$15/Security Deposit \$50. Motion carried 5-0 on roll call.

**6. Approve Contract with Grand Valley Inspection Services**

Motion Siebers, second Kunz to approve the contract with Grand Valley Inspection Services. Motion carried 5-0 on roll call.

**7. Authorize the Release of Future Expenditures**

Due to the holiday season, Council may wish to not hold a meeting prior to year end, if business is not warranted. If there would be no meeting of the body of the Council prior to the end of year, Council may grant authorization to process and release expenses in order to not accumulate late fees and enter into delinquent status with our vendors.

Motion Siebers, second by Kaczmarek to authorize the process and release of expenses should there not be a meeting of the Council prior to year-end. Motion carried 5-0.

**8. Consideration of Holding Primary Election for Office of Aldermanic Districts 1, 3, and 5 on February 18, 2025**

Motion Siebers, second Ledesma to deny holding 2025 Primary Election for the local municipal races of Aldermanic Districts 1, 3, and 5 if there is more than twice the number of candidates filing for these seats. Motion carried 5-0.

**MAYORAL CORRESPONDENCE/PRESENTATION**

No comments are heard.

**CONSENT AGENDA**

**9. Consent - Future Meetings, License & Permit Applications, and Expenses**

Motion Kunz, second Ledesma to accept the monthly Finance Report and approve the Consent Agenda. Motion carried 5-0.

**ADJOURN TO CLOSED SESSION**

At 7:42pm, motion Ledesma, second by Siebers to adjourn to closed session for discussions of Investing Public Funds to Develop City-Owned Land in TID 9 Heritage Ridge, Investing Public Funds to Develop City-Owned Land in TID 9 Waupun Industrial Park, and Negotiation of US Cellular Lease on City-Owned Land in TID 9. Motion carried 5-0.

**RECONVENE TO OPEN SESSION**

At 8:20pm, motion Ledesma, second Westphal to reconvene in open session. Motion carried 5-0.

**ACTION FROM CLOSED SESSION**

No action

**ADJOURNMENT**

At 8:21pm, motion Kunz, second Ledesma to duly call the meeting adjourned. Motion carried 5-0.