



**MINUTES**  
**CITY OF WAUPUN SPECIAL COMMON COUNCIL**  
**MEETING**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, September 26, 2023 at 4:45 PM

**CALL TO ORDER**

Mayor Bishop called the meeting to order at 4:45pm.

**ROLL CALL**

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

**Council absent/excused:** None

**Management in-person:** Attorney VandeZande, Administrator Schlieve, Police Chief Loudon

**Management Virtual:** City Clerk/Treasurer Hull

**CLOSED SESSION**

Motion Matoushek, second Langford to adjourn to closed session under Section 19.85 (1) (c) (e) of the WI Statutes for consideration to re-open the 2023-2026 WI Professional Police Association Union contract for City of Waupun Police Officers. Motion carried 6-0.

**RECONVENE TO OPEN SESSION**

At 5:30pm, motion Matoushek, second Kunz to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

**ACTION FROM CLOSED SESSION**

Motion Kaczmarek, second Westphal to provide the Waupun Police Officer-in-Training position to participate in the City of Waupun health insurance program, according to the parameters in the WPPA contract, on the first of the month following hire, and to provide the hourly wage according to the starting wage of the Patrol Officer position indicated in the WPPA contract. Motion carried 6-0 on roll call.

A slight recess was held to allow those attending open session to be seated.

**CALL TO ORDER**

Mayor Bishop called the meeting to order at 5:41pm.

**ROLL CALL**

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

**Council absent/excused:** None

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

**Management Virtual:** City Clerk/Treasurer Hull

**Management absent and excused:** Utility Finance Director Stanek, Library Director Jaeger

**Audience in-person:** Mike Beer, Brian Retzlaff, Jaedon Buchholz

**Audience Virtual:** Jason Whitford

**CONSENT AGENDA**

Motion Westphal, second Matoushek to approve the Consent Agenda. Motion carried 6-0 on roll call.

### **BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS**

#### **3. Certified Survey Map – KT Real Estate Holdings LLC 800 & 732 W Main Street (*Plan Commission 9/20/23*)**

At the September 20, 2023 Plan Commission meeting, there was a motion to recommend to the Council, to approve the Certified Survey Map of KT Real Estate Holdings LLC to combine the parcels of the Kwik Trip Store at 800 W. Main St. and the parking lot of 732 W. Main St. into one parcel due to expansion and remodeling.

Motion Matoushek, second Kunz to approve the Certified Survey Map for KT Real Estate Holdings LLC, to combine the lots of 800 W Main Street and 732 W Main Street into one lot. Motion carried 6-0 on roll call.

### **CONSIDERATION - ACTION**

#### **4. Riseling Group Agreement to Conduct an Organizational Assessment**

Due to struggling recruitment and retention efforts with sworn Officers, staff is recommending the services of a Police Consultant, the Riseling Group, to assess the organization for possible recommendations of improvement in Command and department staff structure, wage and benefits, etc.

Motion Langford, second Kunz to approve the agreement with the City of Waupun and the Riseling Group to conduct an organizational assessment of the Waupun Police Department. Motion carried 6-0 on roll call.

#### **5. Land Sale and Developer Agreement with Eric Mulder Construction LLC**

Eric Mulder of Eric Mulder Construction LLC proposes to purchase City owned land in Dodge County, parcel 292-1315-0933-004, in the amount of \$65,000, for the construction of a shop in the Heritage Ridge Business Park.

Motion Westphal, second Matoushek to approve the sale of City owned land in Dodge County, parcel 292-1315-0933-004, in the amount of \$65,000 and the terms of developer's agreement with Eric Mulder of Eric Mulder Construction, LLC. Motion carried 6-0 on roll call.

#### **6. Land Sale and Developer Agreement with Retzlaff Milk Transport, LLC**

Brian Retzlaff of Retzlaff Milk Transport LLC proposes to purchase City owned land in Dodge County, parcel 292-1315-0933-005, in the amount of \$144,960, for the construction of a two-bay automated truck wash in the Heritage Ridge Business Park.

Motion Matoushek, second Langford to approve the sale of City owned land in Dodge County, parcel 292-1315-0933-005, in the amount of \$144,960 and the terms of developer's agreement with Brian Retzlaff of Retzlaff Milk Transport LLC. Motion carried 6-0 on roll call.

#### **7. 2024 City of Waupun Final Budget Presentation (*Discussion Only*)**

Staff provides completed draft of the proposed 2024 budget for discussion and review.

### **MAYORAL CORRESPONDENCE/PRESENTATIONS**

#### **8. Acceptance of Alderman Langford Resignation**

Alderman Langford submits his resignation from Council effective September 30, 2023 as he will no longer live in the District he currently serves.

### **ADJOURNMENT**

At 6:16pm, Motion Kunz, second Langford to call the meeting adjourned. Motion carried 6-0.