



# WAUPUN

CITY OF SCULPTURE

**MINUTES**  
**CITY OF WAUPUN SPECIAL COMMON COUNCIL**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, July 30, 2024 at 5:30 PM

## **CALL TO ORDER**

Mayor Bishop called the meeting to order at 5:30pm.

## **ROLL CALL**

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

**Council Absent and Excused:** Alderman Westphal

**Management in-person:** Attorney VandeZande, City Clerk Hull, Administrator Schlieve, Police Chief Rasch, Fire Chief Demaa, Library Director Jaeger, Public Works Director Daane, Recreation Director Kaminski, Finance Director Langenfeld, General Utility Manager Brooks

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

**Audience Virtual:** Jason Whitford

## **PUBLIC HEARING**

### **1. Class B Fermented Malt Beverage and Intoxicating Liquor License Application – Americinn Waupun**

Motion Matoushek, second Ledesma to open the public hearing. Motion carried 5-0.

No members from the audience appeared before the Council.

Motion Matoushek, second Ledesma to close the public hearing. Motion carried 5-0.

Motion Kaczmarek, second Matoushek to approve the Fermented Malt Beverage and Intoxicating Liquor License Application to Shivansh LLC DBA Americinn Waupun, Ravi Chaudhari (Agent), at 204 Shaler Drive, Waupun, contingent upon ownership, approved inspections and paid delinquencies, not to exceed sixty (60) days. Motion carried 5-0 on roll call.

## **RESOLUTIONS AND ORDINANCES:**

### **2. Resolution Establishing Fees for 2025 Solid Waste and Recycling Collection Service in the City of Waupun**

The current contract with GFL for solid waste and recycling services provides the fees for 2025 will increase to \$16.59 per month.

Motion Ledesma, second Siebers to adopt Resolution 07-30-24-01 Establishing Fees for the 2025 Solid Waste and Recycling Collection Service in the City of Waupun. Motion carried 5-0 on roll call.

## **CONSIDERATION - ACTION**

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

Motion Siebers, second Kunz to approve the License and Permit Applications and Expenses. Motion carried 5-0 on roll call.

### **4. Clerk Assistant (LTE) Job Description and Authorizing Hiring of Limited Term Employee in the Role**

Due to the resignation of a staff member who assisted in the Clerk's office, City Clerk provides a job description for a limited term Clerk Assistant and requests authorization to hire to assist with elections, tax collection, and General duties until the vacant position has been evaluated for department needs.

Motion Matoushek, second Ledesma to approve the Clerk Assistant (LTE) job description and authorize the City Clerk to hire for this position, not to exceed 20 hours per week at the rate of \$20 per hour. The term of this Position concludes on February 28, 2025. Motion carried 5-0 on roll call.

## **5. Contracts for Repair/Replace City Hall Elevator**

Due to the circuit board burning out, the City Hall elevator is out of order. The elevator is 40 years old which well exceeds the age life of an elevator (15 years). The company that manufactured the elevator no longer stocks these elevator's parts, however, our service company was able to find a refurbished circuit board at a cost just over \$13K. To modernize and replace the current elevator mechanicals, the cost is \$113,500. Due to this year's elections in August and November as well as rentals, this is an urgency to fix.

Motion Matoushek, second Siebers to approve the proposals with Otis Elevator, to install the refurbished circuit board immediately and the full replacement of elevator mechanicals by the first quarter of 2025, at a total cost not to exceed \$124,789. Motion carried 5-0 on roll call.

Alderman Westphal appears virtually at 6:03pm.

## **6. Review Outstanding Capital Items and Approve Any Necessary Action**

Several unplanned capital expenses that have occurred are discussed with Council for their awareness and possible authorization.

Public Works Truck: On June 13, 2024, the 2006 Chevrolet Silverado 3500 Flatbed Truck was in an auto accident in which the City's insurance company provided a total loss evaluation and a settlement amount of \$12,674.75. As this particular vehicle is not on the replacement schedule for 2024 and funds for a new/replacement vehicle are not budgeted, on July 9, 2024, the Common Council authorized Staff to purchase a replacement vehicle in the amount not to exceed \$30,000. At this time, staff has viewed three used vehicles and has found difficulty in purchasing a well maintained-used vehicle under the price of \$30,000 and to purchase a new vehicle with ad on's is estimated at \$60,000.

Motion Siebers, second Ledesma to increase the prior approved allotment and authorize the purchase of a public Works used-replacement vehicle in the amount not to exceed \$45,000. Motion carried 4-1 with Kunz voting Nay and Westphal abstaining due to the fact he was not present for the entire conversation.

Other items unplanned and provided as Council awareness are city hall roof replacement, tuckpointing project at museum, hail damaged roof at DPW garage which is partially covered by insurance claim, aquatic center pool heater repairs, fire engine turbo repair and fire squad air conditioning system.

## **DISCUSSION - INFORMATIONAL**

### **10. 2025-2029 Capital and Equipment Schedules**

Staff provides the 2025-2029 capital and equipment schedules for review. Discussions of considering projects by issuing debt.

## **CLOSED SESSION-**

At 6:19p, motion Matoushek, second Kaczmariski to adjourn in closed session under Section 19.85 (1) (g) of the WI Statutes for the purpose of Pending Litigation on Tax Parcel 292-1315-0542-044. Motion carried 6-0.

## **OPEN SESSION-**

At 6:59pm, motion Matoushek, second Ledesma to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

## **ACTION FROM CLOSED SESSION**

No action was taken.

## **TOUR OF CITY FACILITIES**

- 7. Tour: Public Works Building/Equipment Capital Needs (903 N. Madison Street, Waupun)**
- 8. Tour: Public Safety Building/Equipment Capital Needs (16 E Main Street, Waupun)**
- 9. Tour: City Hall Capital Needs (201 E Main Street, Waupun)**

Discussions of the facility tours are heard. Consensus was to only tour the City Hall building at this time.

**ADJOURNMENT**

Motion Kunz, second Matoushek to adjourn the meeting at 6:59pm and reconvene outside for the City Hall tour. Motion carried 6-0.