



**MINUTES**  
**CITY OF WAUPUN SPECIAL COUNCIL MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, March 31, 2020 at 6:00 PM**

**CALL TO ORDER**

Mayor called the virtual and teleconference meeting to order at 6:05pm.

**ROLL CALL**

Council in attendance on roll call is Mayor Nickel, Alderman Vossekuil, Alderman Westphal, Alderman Kaczmarski, Alderman Mielke, Alderman Matoushek, and Alderman Vanderkin. No members are absent.

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, General Utility Manager Brooks, Police Chief Loudon, Director of Public Works Daane, Library Director Jaeger, Recreation Director Kaczmarski, Fire Chief Demaa, and Finance Director Kast.

Audience in attendance is Tyler Sturzl.

Media in attendance is Ken Thomas of the Daily Citizen.

**CONSENT AGENDA**

Consent agenda consists of current expenses and licenses for approval.

Motion Vossekuil, second Matoushek to approve the consent agenda. Motion carried 6-0 on roll call.

**CONSIDERATION - ACTION**

- 1. Resolution Suspending Waupun Common Council Rules During the COVID-19 Public Health Emergency**  
The Waupun Common Council rules of order are outlined in Ordinance 2.02 (2) and 2.07. A Resolution is prepared due to COVID-19 which allows the suspension of these rules and allows us to conduct meetings virtually. This is intended for the duration of the emergency.

Motion Vossekuil, second Kaczmarski to approve Resolution 03-31-20-01 Suspending Waupun Common Council Rules During the COVID-19 Public Health Emergency. Motion carried 6-0 on roll call.

- 2. City of Waupun COVID-19 Plan**  
Following the declaration of COVID-19, the City prepared the City of Waupun COVID-19 Plan. The purpose of this plan is to state the guidelines under which the City of Waupun will operate in responding to the rapidly evolving coronavirus disease 2019 (COVID-19) public health emergency. This Plan will be included as an agenda item and reviewed by the Waupun Common Council every two (2) weeks or more frequently if needed, until the Public Health Emergency is declared concluded. The policy provides employment practices to our employees relating to social distancing and following CDC guidelines. Each department shares their safety procedures and practices they have put in place for their departments.

Motion Kaczmarski, second Vossekuil to adopt the City of Waupun COVID-19 Plan Policy. Motion carried 6-0 on roll call.

- 3. Families First Coronavirus Response Act Public Health Emergency Family & Medical Leave Policy addendum to the City of Waupun's FMLA Policy**  
Following the declaration of COVID-19, the City prepared a Families First Coronavirus Response Act Emergency Paid Sick Leave Policy which establishes a paid sick leave entitlement for eligible employees

during an absence for qualifying reasons. Under the law we are able to exempt those employees classified as emergency responders.

Motion Matoushek, second Westphal to approve the Families First Coronavirus Response Act Emergency Paid Sick Leave Policy. Motion carried 6-0 on roll call.

**4. Families First Coronavirus Response Act Paid Sick Leave Policy**

Tabled for a future meeting for consideration.

**5. Resolution Designation of "Emergency Responder" Employees**

Resolution is prepared for the purpose of this Resolution is to provide the process for identifying employees, categories of employment, positions and/or departments that are "emergency responders" under the FFCRA and, as a result, exempt from the provisions of the FFCRA.

Motion Vanderkin, second Matoushek to adopt Resolution 03-31-20-02 Designation of Emergency Responder Employees. Motion carried 6-0 on roll call.

**6. Authorize the Director of Public Works to administer and submit to the Department of Natural Resources for the transfer of the Monroe Street Pond site to Harmsen Avenue and Oak Lane site**

DNR informed Daane there are no grant funds available. Daane questioned if this could be moved to another pond in our top five, Harmsen and Oak Lane location, that we own that land and fits in our budget. Daane is working with MSA for the transfer of the Monroe Street Pond to the Harmsen Avenue/Oak Lane site and requests the authorization to administer and submit to the Department of Natural Resources for the transferring of these sites.

Motion Vanderkin, second Matoushek to Authorize the Director of Public Works to administer and submit to the Department of Natural Resources for the transfer of the Monroe Street Pond site to Harmsen Avenue and Oak Lane site. Motion carried 6-0 on roll call.

**7. Authorize the Director of Public Works to administer and submit the Department of Natural Resources Urban Non-Point Source (UNPS) Construction Grant on behalf of the City of Waupun**

Motion Matoushek, second Vossekul to authorize the Director of Public Works to administer and submit the Department of Natural Resources Urban Non-Point Source (UNPS) Construction Grant on behalf of the City of Waupun. Motion carried 6-0 on roll call.

**8. Authorize the release of future expenses and Licenses/Permits**

Motion Vossekul, second Vanderkin to authorize the Clerk to release future expenses and licenses/permits. Motion carried 6-0 on roll call.

**ADJOURNMENT**

Motion Vanderkin, second Matoushek to call the meeting adjourned at 7:19 pm. Motion carried 6-0.