



MINUTES
CITY OF WAUPUN SPECIAL COMMON COUNCIL
MEETING
City Hall 201 E Main St. Waupun
Tuesday, January 28, 2025 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 Kaczmarski, Alderman Kunz, Alderman Siebers, Alderman Westphal, Alderman Ledesma

Council Virtual- Alderman Matoushek

Council Absent/Excused: None

Management in-person: Attorney VandeZande, Administrator Schlieve, Public Works Daane, Deputy Police Chief Sullivan, General Utility Manager Brooks, Library Director Jaeger, Finance Director Langenfeld, Recreation Director Kaminski, Utility Finance Director Jeff Stanek.

Management Virtual: City Clerk/Treasurer Hull

Management absent and excused: Police Chief Rasch, Fire Chief Demaa

Audience in-person: Jaedon Buchholz

Audience Virtual: Jason Whitford

RECOMMENDATION FROM BOARDS, COMMISSIONS, COMMITTEES

1. DPW Purchase Agreement with Homan Auto for 2025 Chevrolet 2500 HD 4WD (Board of Public Works)

On January 14, 2025, the Board of Public Works made recommendation to the Common Council for the purchase of a Chevrolet 2500 4WD truck in the amount of \$45,750 from Homan Auto.

Motion Ledesma, second Kunz to approve the purchase of a Chevrolet 2500 HD 4WD truck in the amount of \$45,750 from Homan Auto. Motion carried 5-1 on roll call with Kaczmarski voting nay.

2. DPW Purchase Agreement with Madison Truck & Equipment for Western Snowplow 9'6" MVP3 (Board of Public Works)

On January 14, 2025, the Board of Public Works made recommendation to the Common Council for the purchase agreement of a Western 9'6" MVP3 snowplow from Madison Truck and Equipment in the amount of \$8374.

Motion Kunz second Ledesma to approve the purchase agreement of a Western 9'6" MVP3 snowplow from Madison Truck and Equipment in the amount of \$8374. Motion carried 6-0 on roll call.

3. Naming of 510 E Spring Street Facility (Board of Public Works)

On January 14, 2025, the Board of Public Works heard from staff about a recommendation made in conjunction with the Hockey Association to rename the building at 510 E Spring St. from Waupun Community Center to Waupun Recreational Arena.

Motion Ledesma, second Kunz to approve the naming the City owned facility, located at 510 Spring Street, the Waupun Recreational Arena based on direction received from Staff and the Waupun Hockey Association Board of Directors. Motion carried 6-0.

4. Release of Recorded Easements on Lot 4 Inclusive within Heritage Ridge Located in the NW 1/4 of Section 9, T.13N. R15E, in City of Waupun, Dodge County, WI

Plan Commission is recommending Release of Easements for Lot 4 of the Heritage Ridge Plat on Bayberry Lane. City engineers recommended releasing all the easements within Lot 4 with the exception of the

watermain easement to prepare site for Carver Flats development.

Motion Siebers, second Matoushek to approve the release of recorded easements on Lot 4 inclusive within Heritage Ridge located in NW 1/4 of Section 9, T.13N. R15E, in City of Waupun, Dodge County, WI. Motion carried 6-0 on roll call.

5. Special Exception Permit for Highway Setback Area and Waiver of Damages Lot 1 of Certified Survey Map 547

Plan Commission is recommending a special exception permit for the Carver Flat's development planned in Heritage Ridge Business Park, as WI-DOT approval is required to allow paving within the WI-DOT setback along STH 26.

Motion Siebers, second Kunz to approve special exception permit for highway setback area and waiver of damages Lot 1 of Certified Survey Map 547 as authorized by WI-DOT. Motion carried 6-0.

6. Restriction Release Regarding the Plat of Harris Park Subdivision Document Number 113742A

The Council approved petitioning the WI-DOT to remove an access restriction to Harris Park Subdivision. The plat was created in 1952 and any new access to Main Street was restricted in the deed. Staff continue to get this restriction removed. This is required to support future development of available land in the subdivision.

Motion Matoushek, second Siebers to approve restriction release documents, authorizing release of deed restriction prohibiting Main Street access from the Plat of Harris Park Subdivision in accordance with Resolution 04-09-24-01 petition and as authorized by WI-DOT. Motion carried 6-0.

7. Partial Easement Release Agreement Between City of Waupun and DGI, Inc.

The Plan Commission recommends release of easements, that were previously established but no longer required to serve the proposed site plan, to redevelop parcel Lot 1 CSM 8609 Parcel WPN-14-1599-HB-055-00. The proposed agreement is between the City and DGI Waupun, LLC and drafted in accordance with an approved Site Plan for a new Dollar General Location.

Motion Westphal, second Kunz to approve the partial easement release agreement between DGI Waupun, LLC and the City of Waupun, contingent on transfer of Lot 1 CSM 8609 Parcel WPN-14-15-99-HB-055-00 to DGI Waupun, LLC. Motion carried 6-0.

8. Drainage Agreement Between City of Waupun and DGI, Inc.

The Plan Commission recommends to establish easements for drainage to redevelop parcel Lot 1 CSM 8609 Parcel WPN-14-15-99-HB-055-00. The proposed agreement is between the City and DGI Waupun, LLC and drafted in accordance with an approved Site Plan for a new Dollar General Location.

Motion Ledesma, second Westphal to approve the drainage agreement between DGI Waupun, LLC and the City of Waupun, contingent on transfer of Lot 1 CSM 8609 Parcel WPN-14-15-99-HB-055-00 to DGI Waupun, LLC. Motion carried 6-0.

9. Electric Easement Agreement Between City of Waupun and DGI, Inc.

The Plan Commission recommends to establish easements for electric to redevelop parcel Lot 1 CSM 8609 Parcel WPN-14-15-99-HB-055-00. The proposed agreement is between the City and DGI Waupun, LLC and drafted in accordance with an approved Site Plan for a new Dollar General Location. Motion carried 6-0.

Motion Kunz, second Siebers to approve the electric easement agreement between DGI Waupun, LLC and the City of Waupun, contingent on transfer of Lot 1 CSM 8609 Parcel WPN-14-15-99-HB-055-00 to DGI Waupun, LLC. Motion carried 6-0.

10. Sewer and Water Easement Agreement Between City of Waupun and DGI, Inc.

The Plan Commission recommends to establish easements for sewer and water to redevelop parcel Lot 1 CSM 8609 Parcel WPN-14-15-99-HB-055-00. The proposed agreement is between the City and DGI Waupun, LLC and drafted in accordance with an approved Site Plan for a new Dollar General Location.

Motion Kunz, second Matoushek to approve the water and sewer agreement between DGI Waupun, LLC and the City of Waupun, contingent on transfer of Lot 1 CSM 8609 Parcel WPN-14-15-99-HB-055-00 to DGI Waupun, LLC. Motion carried 6-0.

CONSIDERATION - ACTION

11. Authorize Contract with Excel Engineering for Ammonia Detection System Project Support for 510 E Spring Street

Motion Westphal, second Kunz to approve an agreement with Excel Engineering for the ammonia ventilation system scan and engineering support in the amount of \$13,600. Motion carried on roll call 6-0.

12. License & Permit Applications; Expenses

Council agrees to move the February Committee of the Whole meeting to Wednesday, February 19, 2025, at 530pm.

Motion Siebers, second Westphal to approve the license, permits and expenses. Motion carried on roll call 6-0.

13. Accept Resignation of Alderman Ledesma

Ledesma rescinds her resignation. No action is taken.

14. Consideration for Vacant Aldermanic District 3 Seat

No action is taken.

DISCUSSION

15. Overview-Sewer Rate Adjustments

Waupun Utilities provides an overview of the sewer rate study and wastewater analysis. The resolution approving sewer rate adjustments will be provided for consideration at the February Council meeting.

CLOSED SESSION

At 6:33pm, motion Ledesma, second Siebers to adjourn to closed session to consider public bid to acquire property located in TID 3 at Fond du Lac County Sheriff's sale. Motion carried 6-0.

OPEN SESSION

At 7:09pm, motion Siebers, second Ledesma to reconvene in open session. Motion carried 6-0.

ACTION FROM CLOSED SESSION

No action is taken.

ADJOURNMENT

At 7:10pm, motion Kunz, second Ledesma to duly call the meeting adjourned. Motion carried 6-0.