



**MINUTES**  
**CITY OF WAUPUN COMMON COUNCIL**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, February 11, 2025 at 6:00 PM

**CALL TO ORDER**

Mayor Bishop called the meeting to order at 6:01pm.

**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 Kaczmariski, Alderman Kunz, Alderman Siebers

**Council Virtual-** Alderman Matoushek, Alderman Westphal

**Council Absent/Excused:** Alderman Ledesma

**Management in-person:** Attorney VandeZande, Administrator Schlieve, Public Works Daane, Police LT Brzezinski, Fire Chief Demaa, General Utility Manager Brooks, Library Director Jaeger, Finance Director Langenfeld

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

**Management absent and excused:** Police Chief Rasch, Recreation Director Kaminski

**Audience Virtual:** Jason Whitford

**PERSONS WISHING TO ADDRESS COUNCIL**

No persons appear

**RESOLUTIONS AND ORDINANCES:**

**1. Resolution Authorizing 2024 Budget Advances from the General Fund to TID 9**

Motion Siebers, second Kunz to adopt Resolution 02-11-25-01 Authorizing 2024 Budget Advances from the General Fund to TID 9. Motion carried 5-0 on roll call.

**2. Resolution Authorizing 2024 Budget Amendments in a Series of Funds**

Motion Siebers, second Kunz to adopt Resolution 02-11-25-02 Authorizing 2024 Budget Amendments in a Series of Funds. Motion carried 5-0 on roll call.

**3. Resolution Approving the Carryforward of Unexpended 2024 Appropriations**

Motion Kunz, second Matoushek to adopt Resolution 02-11-25-03 Approving the Carryforward of Unexpended 2024 Appropriations. Motion carried 5-0 on roll call.

**4. Resolution Approving Sewer Rate Adjustments**

Motion Siebers, second Kunz to adopt Resolution 02-11-25-04 Approving Sewer Rate Adjustments. Motion carried 5-0 on roll call.

**BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS**

**5. Award 2025 Environmental Consulting Services Agreement for Landfill Monitoring**

Motion Siebers, second Kaczmariski to award the 2025 Environmental Consulting Services Agreement for Landfill Monitoring to MSA Professional Services Inc. in the amount of \$12,600. Motion carried 5-0 on roll call.

**6. Award 2025 Asphalt Paving Contract**

Motion Kunz, second Matoushek to award the contract for 2025 Asphalt Paving to Northeast Asphalt, the lowest responsible bidder, in the amount of \$108,237. Motion carried 5-0 on roll call.

**7. Award Newton Ave. and Rock Ave. Reconstruction Project-Phase 2**

Motion Siebers, second Kaczmarek to award the Newton Ave and Rock Ave Reconstruction Project-Phase 2 bid to Kruczek Construction Inc, the lowest responsible bidder, in the amount of \$1,749,000. Motion carried 5-0 on roll call.

**8. Roofing Contract with BRH Enterprise to Repair Hail Damaged Roofs on City Facilities**

Motion Kunz, second Kaczmarek to approve the contract with BRH Enterprise for roof repairs from the hailstorm in the amount of \$682,074.96, with the understanding that the claim is covered by City of Waupun Insurance Claim settlement as with Selective Insurance. Motion carried 5-0 on roll call.

**CONSIDERATION - ACTION**

**8. 2025 Fire Department Equipment and Personnel Billable Rates**

Motion Siebers, second Kunz to adopt the 2025 Fire Department Equipment and Personnel Billable Rates. Motion carried 5-0.

**9. Fire Department Updated Job Descriptions: Assistant Fire Chief, Fire Captain, Fire Lieutenant**

Motion Siebers, second Kunz to approve the Fire Department Updated Job Descriptions of Assistant Fire Chief, Fire Captain, and Fire Lieutenant. Motion carried 5-0.

**10. Extension of Childcare Stabilization Grant Deadlines**

Motion Siebers, second Kunz to extend Childcare Stabilization Grant deadline to December 31, 2025 with final projects completing by June 30, 2026. Motion carried 5-0.

**11. 2024 City of Waupun Housing Fee Report**

Motion Siebers, second Kaczmarek to approve the 2024 City of Waupun Housing Fee Report for publication. Motion carried 5-0.

**DISCUSSION**

**13. 2024 City of Waupun Taxi Statistics**

Finance Director Langenfeld provides the year-end statistics for the Taxi program.

**CONSENT AGENDA**

Motion Kunz, second Siebers to approve the Consent Agenda. Motion carried 5-0.

**CLOSED SESSION**

At 630p, motion Kunz, second Siebers to adjourn to closed session for discussions of Land Negotiation on City Owned Parcel 292-1315-0814-004 in Waupun Industrial Park, TID 9. Motion carried 5-0.

**OPEN SESSION**

At 647p, motion Siebers, second Kunz to reconvene in open session. Motion carried 5-0.

**ACTION FROM CLOSED SESSION**

No action

**ADJOURNMENT**

At 648p, motion Kunz, second Matoushek to duly call the meeting adjourned. Motion carried 5-0.