



**MINUTES**  
**CITY OF WAUPUN COMMON COUNCIL**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, December 12, 2023 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 Westphal, Alderman Kaczmarski, Alderman Kunz, Alderman Siebers, Alderman Matoushek, Alderman Ledesma

**Council absent/excused:** None

**Management in-person:** Attorney VandeZande, Administrator Schlieve, Deputy Rasch

**Management Virtual** City Clerk/Treasurer Hull

**Audience in-person:** Mike Thurmer

**CLOSED SESSION**

Motion Matoushek, second Seibers to adjourn to closed session under Section 19.85 (1) (c) for the purpose of Department Management and Oversight . Motion carried 6-0.

**OPEN SESSION**

At 6:00pm, motion Matoushek, second Kunz to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

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

**CALL TO ORDER**

Mayor Bishop called the meeting to order at 6:09pm.

**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 Westphal, Alderman Kaczmarski, Alderman Kunz, Alderman Siebers, Alderman Matoushek, Alderman Ledesma

**Council absent/excused:** None

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

**Management Virtual** None

**Management absent and excused:** Utility Finance Director Stanek

**Audience in-person:** Jaedon Buchholz, Dawn Greenfield, Trevor Kreitzman, Brad Brzezinski, Ted Sullivan, Dale Heeringa, Jeni Maly, Kyle Kehoe, Mike Thurmer, Danyelle Deboer, Casanna Rasch

**Audience Virtual:** None

**ACTION FROM CLOSED SESSION**

No action

## PUBLIC HEARING

**1. Class B Fermented Malt Beverage and Intoxicating Liquor License Application – Hoya Hop House Brewing LLC**  
Motion Ledesma, second Matoushek to approve the Fermented Malt Beverage and Intoxicating Liquor License Application of Hoya Hop House Brewing LLC DBA Hoya Hop House Brewing, Michelle L. Brown (Agent), at 514 E Main Street, Waupun, contingent upon approval of Federal, State, City, and County requirements and licensing, not to exceed six months. Motion carried 6-0 on roll call.

## PERSONS WISHING TO ADDRESS COUNCIL

No persons appear.

## CONSIDERATION - ACTION

### **2. Accept Resignation of Police Chief Louden**

Motion Matoushek, second Siebers to accept the resignation of Police Chief Louden, effective immediately. Motion carried 6-0.

### **3. Confirm Appointment of Interim Police Chief**

Motion Kunz, second Matoushek to confirm PFC appointment of [insert name] to Interim Police Chief and to authorize placement on the City's compensation wage scale for the position in accordance with City policy, effective immediately. Motion carried 6-0.

Clerk offers the Oath of Office to Interim Police Chief Jeremy Rasch.

### **4. Memorandum of Agreement with City of Waupun and Waupun Police Dept Local 317, WI Professional Police Association/LEER to amend Wages and Schedule Variation in the 2023-2026 Collective Bargaining Agreement**

Motion Siebers, second Matoushek to approve the Memorandum of Agreement between City of Waupun and the Waupun Police Department, Local 317, WPPA/LEER to amend wages and schedule variation in the 2023-2026 Collective Bargaining Agreement, effective January 1, 2024. Motion carried 6-0 on roll call.

### **5. Compensation Reclassification for Sworn Police Administration Staff**

Motion Ledesma, second Kunz to approve recommended compensation reclassification for Sworn Police Administration Staff, effective with the first full payroll after January 1, 2024. Motion carried 6-0 on roll call.

### **6. BCPL State Trust Fund Loan Program Application and Resolution to Borrow Funds and Levy Tax**

Motion Kaczmarek, second Matoushek to adopt the resolution authorizing the BCPL State Trust Fund Loan Program Application for a loan of Four Hundred Thousand And 00/100 Dollars (\$400,000.00) from the Trust Funds of the State of Wisconsin to the City of Waupun in the County(ies) of Dodge And Fond Du Lac, Wisconsin. Motion carried 6-0 on roll call.

### **7. Accept and Allocate Fond du Lac County Sales & Use Tax**

Motion Siebers, second Ledesma to accept 2024 Fond du Lac County sales and use tax funds in the amount of \$31,089 and designate use of those funds to support the Economic Development Director position as outlined in the 2024 City of Waupun Budget document adopted on November 14, 2023. Motion carried 6-0 on roll call.

### **8. Gift Agreement with Michael D. Werner for the Sponsorship of Waupun Community Room**

Motion Ledesma, second Matoushek to accept the gift agreement with Michael D. Werner to name/sponsor the community room within the Waupun Senior/Community Center, located at 520 McKinley Street, Waupun. Motion carried 6-0.

### **9. Ice Fest Sponsorship**

Motion Matoushek, second Kunz to authorize a \$5,000 sponsorship for Ice Fest with the understanding that hotel room stays will be tracked and reported by event sponsors for the period surrounding the event. Motion carried 6-0 on roll.

### **10. Mayoral Appointment to Waupun Library Board Vacancy**

Motion Ledesma, second Matoushek to accept the Mayoral appointment of Marie Svec to serve on the City of Waupun Library Board for the remainder of the term expiring April 30, 2024. Motion carried 6-0.

**11. Light Equipment Operator Job Description**

Motion Kaczmariski, second Matoushek to approve the Light Equipment Operator Job Description. Motion carried 6-0.

**12. Light Equipment Operator (Part-Time) Job Description**

Motion Matoushek, second Siebers to approve the Part-Time Light Equipment Operator Job Description. Motion Carried 6-0.

**13. 2024-2025 City of Waupun Election Inspectors**

Motion Westphal, second Ledesma to approve the 2024-2025 City of Waupun Election Inspectors. Motion carried 6-0.

**14. Consideration of Holding Primary Election for Office of Mayor and Aldermanic Districts 2, 4, and 6 on February 20, 2024**

Motion Siebers, second Matoushek to deny holding 2024 Primary Election for the local municipal races of Mayor and Aldermanic Districts 2, 4, and 6 if there is more than twice the number of candidates filing for these seats. Motion. Carried 6-0.

**CONSENT AGENDA**

Motion Siebers, second Kunz to accept the Consent Agenda and approve the monthly financial report. Motion carried 6-0 on roll call.

**ADJOURNMENT**

At 6:41pm, Motion Kunz, second Siebers to call the meeting adjourned. Motion carried 6-0.