



**MINUTES**  
**CITY OF WAUPUN COMMON COUNCIL**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, November 14, 2023 at 6:00 PM

**CALL TO ORDER**

Mayor Bishop called the meeting to order at 6:00pm.

**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 Kaczmariski, Alderman Kunz, Alderman Siebers, Alderman Matoushek

**Council absent/excused:** None

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

**Management Virtual** None

**Management absent and excused:** Utility Finance Director Stanek, Public Works Director Daane

**Audience in-person:** Jaedon Buchholz, Mark, Kambria, Gus, and Eddie Ledesma, Jon and Lori Venhuizen, Jeremy and Zander Bailey, Haley Fritz, Jennifer Bishop

**Audience Virtual:** Jason Whitford

**PUBLIC HEARING**

**1. Public Hearing-2024 City of Waupun Budget and Tax Levy**

Motion Matoushek, second by Kunz to call the Public Hearing for consideration of the 2024 City of Waupun Budget and Tax Levy. Motion carried 5-0.

Staff provides the proposed 2024 City of Waupun Budget and Tax Levy for consideration of adoption.

**2. Close Public Hearing**

Motion Matoushek, second by Siebers to close the public hearing. Motion carried 5-0 on roll call.

**3. Resolution Adopting 2024 Budget and Tax Levy**

Motion Siebers, second Kunz to approve Resolution 11-14-23-01 Adopting the 2024 Budget and Tax Levy. Motion carried 5-0 on roll call.

**PERSONS WISHING TO ADDRESS COUNCIL**--State name, address, and subject of comments. (2 Minutes)

**3. Steve Hill, Waupun Area School District Administrator Update**

District Administrator Hill is not in attendance.

**4. Jon Venhuizen, Fond Du Lac County Supervisor Update**

Fond Du Lac County Supervisor Venhuizen provides an update to County business.

**5. Samantha Martinsen- Consideration to amend Ch.8.025 Regulation of Chicken**

Samantha Martinsen is not in attendance.

**6. Zander Bailey- Presentation on Trees**

Zander Baily from the Waupun School District provides a presentation of trees found in Waupun.

## **RESOLUTIONS AND ORDINANCES:**

### **7. Amendment to the Municipal Code Ordinances to Remove Fees for the Creation of a Fee Schedule**

Langenfeld was asked to review what other communities charge for amusements and findings provided that not many charge. Langenfeld provides other rates changes that were suggested to her.

Motion Siebers, second Westphal to accept the second reading of the ordinance to remove all fees from the City of Waupun Municipal Code. Motion carried 5-0 on roll call.

### **8. Resolution Adopting Fee Schedule**

Motion Matoushek, second Siebers to adopt a fee schedule, maintaining the 2023 rates into 2024. Motion carried 5-0 on roll call.

## **CONSIDERATION - ACTION**

### **9. Local Roads Improvement Program Grant Application for Mill and Overlay of S. West St. to W. Lincoln St. to Visser Ave.**

Motion Matoushek, second by Kunz to authorize the Public Works Director to submit the Local Roads and Improvement Program Grant Application for consideration of mill and overlay of S. West Street to W. Lincoln Street to Visser Avenue. Motion carried 5-0 on Roll Call.

### **10. 2024 Business Improvement District Operating Plan, Budget, and Assessment Rate**

Motion Kaczmariski, second by Matoushek to approve the 2024 BID Operating Plan and to set the BID assessment rate at \$1.85 per \$1,000 of assessed value beginning with the 2023 tax collection year. Motion carried 5-0 on Roll Call.

### **11. Youth Recreation and Sports Grant Design Guidelines**

Motion Kaczmariski, second by Westphal to approve the guidelines for 2024 and 2025 Youth Recreation and Sports Grant Program and to authorize staff to implement the program in accordance with described guidelines. Motion carried 5-0.

### **12. DOT Regulated Employee Alcohol Misuse Prevention and Anti-Drug Policy**

Motion Westphal, second by Matoushek to approve the DOT Regulated Employee Alcohol Misuse Prevention and Anti-Drug Policy. Motion carried 5-0.

### **13. Appointment/Oath of Office to Aldermanic District 3 Vacancy**

Kambria Ledesma appears before the Council for consideration of Aldermanic District 3 seat.  
Lori Venhuizen appears before the Council for consideration of Aldermanic District 3 seat.

Motion Kaczmariski, *second* by Matoushek to nominate Kambria Ledesma.

Motion Siebers, *second* by Westphal to nominate Lori Venhuizen.

Motion Matoushek, second Kunz to close nominations. Motion carried 5-0.

On voice roll call: Westphal: Ledesma; Kaczmariski: Ledesma; Matoushek: Ledesma; Siebers: Ledesma; Kunz: Ledesma. Ledesma is declared the Aldermanic District 3 Alderman.

Ledesma is offered the Oath of Office and takes her seat at the Council table.

## **MAYORAL CORRESPONDENCE/PRESENTATIONS**

### **14. City of Waupun Christmas Parade - December 1, 2023**

Mayor Bishop announces the Waupun Christmas Parade will be on December 1 at 630pm.

### **15. Thanksgiving Holiday -November 23 and 24, 2023**

Mayor Bishop provides the City Hall will be closed on November 23 and 24 due to the Thanksgiving holiday.

**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 7:33pm, Motion Kunz, second Matoushek to call the meeting adjourned. Motion carried 6-0.