

**CITY OF WAUPACA
COUNCIL PROCEEDINGS**

**REGULAR MEETING
VIA VIDEO / TELECONFERENCING**

**TUESDAY MAY 5, 2020
6:13 P.M.**

1. CALL TO ORDER

Pursuant to regulations, the Common Council of the city of Waupaca met on the above date and time.

2. PLEDGE OF ALLEGIANCE

3. CLERK TO READ OPEN MEETING STATEMENT

Sandy Stiebs, City Clerk stated this meeting and all other meetings of the Common Council are open to the public. Proper notice has been posted and given to the Media, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place, and agenda of this meeting.

4. ROLL CALL

Present: Mayor Brian Smith, Alderpersons Steve Hackett, Lori Chesnut, Paul Hagen, Alan Kjelland, Scott Purchatzke, Dave Peterson, Paul Mayou, Dmitri Martin, Mary Phair and Eric Olson

Absent: none

A quorum was declared.

Also Present: Aaron Jenson, City Administrator, Sandy Stiebs, City Clerk, Kathy Kasza, Finance Director/Treasurer, Peg Burington, Library Director, City Attorney Tom Hart, Justin Berrens, Public Works Director, Andrew Whitman, Parks and Recreation Director, Chief Brian Hoelzel and Josh Werner, IT Community Media Director

5. APPROVAL OF CONSENT AGENDA

All items listed below are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion on these items unless a Council member or City staff so requests it, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Regular Agenda. The items selected for the Consent Agenda are as follows: Regular and Special Meeting Minutes, Monthly Income Report for the Parks and Recreation Department, Airport Hangar Reports, Monthly Department Head Reports, Payrolls and Bills, Quarterly Weights and Measures Reports, Quarterly Room Tax Reports, Second Reading of Ordinances, if received a unanimous recommendation at the previous meeting, project invoices for projects previously approved by City Council, any low bid budgeted operating or capital expenditure under \$25,000 approved by the appropriate Board or Committee and any expenditure of non-city funds that received a unanimous recommendation.

A) PAY REQUESTS AND CHANGE ORDERS, INVOICES FOR PROJECTS/CONTRACTS HAVING PRIOR COUNCIL APPROVAL AND ANY OTHER INVOICES THAT MAY COME BEFORE THE COUNCIL: none

B) MONTHLY/QUARTERLY/ANNUAL REPORTS:

1. Waupaca Area Convention & Visitor Bureau 2020 1st Quarter Room Tax Report

C) APPROVAL OF BILLS – CITY GENERAL, WATER, SEWER, AND SPECIAL FUNDS

D) MEETING MINUTES:

1. LIBRARY BOARD
 - Minutes of a Regular Meeting on April 15, 2020
2. PARKS AND RECREATION BOARD
 - Minutes of a Rescheduled Meeting on April 9, 2020
3. COUNCIL PROCEEDINGS
 - Minutes of a Regular Meeting on April 8, 2020
4. COUNCIL ORGANIZATIONAL MEETING
 - Minutes of an Annual Meeting on April 21, 2020

MOVED by Ald. Hackett, **SECONDED** by Ald. Kjelland, Council **APPROVES** of the Consent Agenda as printed. **ON A CALL OF THE ROLL** Ald. Hackett, Ald. Chesnut, Ald. Hagen, Ald. Kjelland, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin, Ald. Phair and Ald. Olson voted aye, 0 nays, 0 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

6. REGULAR AGENDA

Under No. 9 New Business, Letter c. Jeff Sommer Vacation Request AND the Map for the Farmers Market under No. 9, New Business Letter f were both uploaded to the city website.

MOVED by Ald. Chesnut, **SECONDED** by Ald. Martin Council **APPROVES** of the Regular Agenda as amended. **ON A CALL OF THE ROLL** Ald. Olson, Ald. Phair, Ald. Martin, Ald. Mayou, Ald. Peterson, Ald. Purchatzke, Ald. Kjelland, Ald. Hagen, Ald. Chesnut and Ald. Hackett voted aye, 0 nays, 0 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

7. NON-AGENDA ITEMS AND ANNOUNCEMENTS

A. ANNOUNCEMENTS AND CORRESPONDENCE:

1. **Recognition of Tena Dennis for her 28 years of service to the City** – Mayor Smith thanked Tena for working for the city for 28 years and added that her official retirement date is May 15, 2020. Tena Dennis thanked the Council for giving her the opportunity to work for the city 28 years ago and said it has been a pleasure meeting and working with the employees and citizens. Finance Director/Treasurer Kathy Kasza thanked Tena and wished her well in her retirement and future endeavors. City Administrator Aaron Jenson added that when he saw Tena today she had a huge smile on her face and that she loved working for the City and he wished her well in this next chapter of her life.
2. **51st Annual Professional Municipal Clerks Week Proclamation May 3-May 9, 2020** – Mayor Smith read the Proclamation into the record.
3. **Annual Review of the Code of Ethics** – The Code of Ethics was reviewed by all present.

B. PUBLIC INPUT - NON AGENDA ITEMS:

- a. Mayor Smith said that an email was received by all Council members from Ken Van Dyke stating that he is running for State Senate.

8. UNFINISHED BUSINESS: none

9. NEW BUSINESS:

a. Resolution No. 1456 (2020), Preliminary Resolution Declaring Intent to Levy Special Assessments Under Municipal Police Power Pursuant to Wisconsin State Statute 66.0703 – Justin Berrens, Public Works Director

Public Works Director Justin Berrens explained that this is a Preliminary Resolution to go along with the Public Hearing that was held earlier in the evening and any sidewalk replacement is based on a 50/50 cost share with the property owner.

MOVED by Ald. Chesnut, **SECONDED** by Ald. Peterson Council **APPROVES** of Resolution No. 1456 (2020), Preliminary Resolution Declaring Intent to Levy Special Assessments Under Municipal Police Power Pursuant to Wisconsin State Statute 66.0703. **ON A CALL OF THE ROLL** Ald. Hackett, Ald. Chesnut, Ald. Hagen, Ald. Kjelland, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin, Ald. Phair and Ald. Olson voted aye, 0 nays, 0 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

b. Water Department Pay Scale Update 2020 – Justin Berrens, Public Works Director.

Public Works Director Justin Berrens said this pay scale follows the DNR certification process which was recently updated, adding that an employee cannot receive full pay unless they are fully certified and have mastered the two sub-classes that the DNR feels are important to the city's water system.

MOVED by Ald. Kjelland, **SECONDED** by Ald. Hackett, Council **APPROVES** of the Water Department Pay Scale Update for 2020. **ON A CALL OF THE ROLL** Ald. Olson, Ald. Phair, Ald. Martin, Ald. Mayou, Ald. Peterson, Ald. Purchatzke, Ald. Kjelland, Ald. Hagen, Ald. Chesnut and Ald. Hackett voted aye, 0 nays, 0 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

c. Jeff Sommer Vacation Request – Justin Berrens, Public Works Director

Public Works Director Justin Berrens said that Jeff Sommer is the new hire to the Water Department and he currently has 4 years of experience working at the Village of Hortonville and is fully certified under both the Wastewater and Water Departments. Mr. Sommer requested that his vacation that is currently set up be honored and also that his four years of service be recognized. Mr. Berrens is requesting the Council honor his requests.

MOVED by Ald. Hackett, **SECONDED** by Ald. Hagen, Council **APPROVES** of the Vacation Request by Jeff Sommer, New Water Department Employee to start at year 4 Level per the Employee Handbook Rate of Earnings of 112 hours and approve that his requested Vacation Days during his Probation be honored. **ON A CALL OF THE ROLL** Ald. Hackett, Ald. Chesnut, Ald. Hagen, Ald. Kjelland, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin, Ald. Phair and Ald. Olson voted aye, 0 nays, 0 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

d. Granite Street Construction Project Contract Award – Justin Berrens, Public Works Director

Public Works Director Justin Berrens said that he received seven bids for the Granite Street Construction Project and is requesting that Soper Grading & Excavating LLC from Oshkosh, WI be awarded the project for the Granite Street construction from N. Harrison Street to N. Main Street, the Parking Lot construction at N. Washington Street and Granite Street and the Alleyway construction from W. Badger Street to Granite Street in a total amount of not to exceed \$1,035,000, which includes a small 14% contingency for unexpected expenses that may arise.

MOVED by Ald. Chesnut, **SECONDED** by Ald. Martin, Council **APPROVES** of Entering into a Contract with Soper Grading & Excavating LLC, Oshkosh, WI for Granite Street Construction from N. Harrison Street to N. Main Street, Parking Lot Construction at N. Washington Street and Granite Street and Alleyway Construction from W. Badger Street to Granite Street in an amount not to exceed \$1,035,000; Funding of \$725,000 from 2020 General Obligation Bonds, Funding of \$50,000 from LRIP Grant and Funding of \$260,000 from the 2020 Water Revenue Bonds. **ON A CALL OF THE ROLL** Ald. Hackett, Ald. Chesnut, Ald. Hagen, Ald. Kjelland, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin, Ald. Phair and Ald. Olson voted aye, 0 nays and 0 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

e. Granite Street Lead Service Line (LSL) Project Contract Award – Justin Berrens, Public Works Director

Public Works Director Justin Berrens said that this project deals with the water lateral service lines that are on the private side of the Granite Street using DNR Lead Service Line funds leftover from the Lake Street LSL project. Three bids were received and Mr. Berrens is recommending entering into a contract with David Tenor Corporation of Green Bay, WI, who was the lowest bidder.

MOVED by Ald. Peterson, **SECONDED** by Ald. Kjelland, Council **APPROVES** of the Contract with David Tenor Corporation of Green Bay, WI for Granite Street Lead Service Line Replacement Project from N. Harrison Street to N. Main Street in an amount not to exceed \$204,106.50 with Funds from Wisconsin DNR Lead Service Line Fund. **ON A CALL OF THE ROLL** Ald. Hackett, Ald. Chesnut, Ald. Hagen, Ald. Kjelland, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin, Ald. Phair and Ald. Olson voted aye, 0 nays, 0 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

f. Farmers Market Approval – Aaron Jenson, City Administrator

City Administrator Aaron Jenson introduced Lindsey Pietrzak, Waupaca Farmers Market Manager. Ms. Pietrzak explained the guidelines that will be set in place and said the Farmers Market will be extended on E. Fulton Street and W. Union Street to accommodate for each stand to be the required six feet distance from each other during the pandemic and following the Health and Human Services guidelines. She added that the market is open May 16th-May 30th 9am-12pm and June 6th-October 31st 9am-2pm. In 2019, visitors spent \$47,583 with \$15,063 of that was specific to produce. Also in 2019, the SNAP program was accepted and there was an average of 17 vendors participating. This year she already has 4-5 new vendors set up. Ms. Pietrzak has also set up a new website where persons would place their orders online and then pick them up already packaged on Saturday morning at waupacafarmersmarket.org.

MOVED by Ald. Hackett **SECONDED** by Ald. Chesnut, Council **APPROVES** of the 2020 Farmers Market on the City Square as presented by Lindsey Pietrzak, Waupaca Farmers Market Manager. **ON A CALL OF THE ROLL** Ald. Hackett, Ald. Chesnut, Ald. Hagen, Ald. Kjelland, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin, Ald. Phair and Ald. Olson voted aye, 0 nays, 0 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

g. Resolution No. 1451, A Resolution Authorizing a Taxation District to Waive Interest and Penalties on Room Tax Payments due on or After April 1, 2020 – Kathy Kasza, Finance Director/Treasurer

Finance Director/Treasurer Kathy Kasza said that this Resolution will waive the interest and penalties on late arriving room tax payments due on or after April 1, 2020 and follows Wisconsin Act 185 to help businesses

with cash flow during the pandemic. Ms. Kasza added that this was also approved by the Waupaca Area Chamber of Commerce and the Waupaca Area Convention and Visitor's Bureau.

MOVED by Ald. Olson, **SECONDED** by Ald. Phair, Council **APPROVES** of Resolution No. 1451, A Resolution Authorizing a Taxation District to Waive Interest and Penalties on Room Tax Payments due on or after April 1, 2020. **ON A CALL OF THE ROLL** Ald. Hackett, Ald. Chesnut, Ald. Hagen, Ald. Kjelland, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin, Ald. Phair and Ald. Olson voted aye, 0 nays, 0 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

h. Engagement of R. W. Baird for TID #4 and TID #10 Project Plan Amendment – Kathy Kasza, Finance Director/Treasurer

Finance Director/Treasurer Kathy Kasza said the Project Plans that were created by City Staff in 2001 were missing some important language, as a result some of the upcoming projects would not be able to receive help from TID #4 and TID #10. Staff spoke with R. W. Baird in regards to these Project Plans who in turn spoke with the Wisconsin Department of Revenue and learned that the City was under the wrong impression that we could not do anything with these Project Plans. The City is allowed to amend both Project Plans and bring them up to date by adding the language that is missing in the original Project Plans. Ms. Kasza would like to hire R. W. Baird to create the necessary documents and assist the City with the required documents as needed. Mayor Smith added that by amending these Project Plans that the City would be able to add one-half mile radius to each TID #4 and TID #10 and possibly allowing the addition of the vacant K-Mart and Shopko buildings as well as Main Street businesses.

MOVED by Ald. Phair, **SECONDED** by Ald. Martin Council **APPROVES** of the Engagement of R. W. Baird to Assist with the Project Plan Amendments of TID #4 Western Avenue and TID #10 Badger Street in the amount not to exceed \$13,500 with monies coming from each TID. **ON A CALL OF THE ROLL** Ald. Hackett, Ald. Chesnut, Ald. Hagen, Ald. Kjelland, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin, Ald. Phair and Ald. Olson voted aye, 0 nays, 0 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

10. ISSUES/PROJECT DISCUSSION (30 MINUTE MAXIMUM) – NO ACTION REQUIRED: none

11. COMMUNICATIONS AND RECOMMENDATIONS OF THE MAYOR

Mayor Smith said that the May 19, 2020 Council meeting will also be a virtually held meeting but after that starting in June, unless things drastically change, he would like to start having the City Council meetings back in the Council Chambers and he will work out the details with City Staff.

12. ADJOURNMENT

MOVED by Ald. Hagen, **SECONDED** by Ald. Martin, Council **ADJOURNS** until the next Regular Council Meeting on Tuesday May 19, 2020, subject to call. **ON A CALL OF THE ROLL** Ald. Hackett, Ald. Chesnut, Ald. Hagen, Ald. Kjelland, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin, Ald. Phair and Ald. Olson voted aye, 0 nays, 0 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

MEETING ADJOURNED AT 7:20 P.M.

Mayor Brian Smith