

**CITY OF WAUPACA
COUNCIL PROCEEDINGS**

**REGULAR MEETING
VIA VIDEO / TELECONFERENCING**

**TUESDAY JULY 21, 2020
6:18 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. REPORT FROM CLERK ON OPEN MEETING LAW COMPLIANCE

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

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, Police Chief Brian Hoelzel and Josh Werner, IT Community Media Director

A quorum was declared.

5. CONSENT AGENDA

A. MONTHLY REPORTS:

1. Finance Director/Treasurer's Report for the Month of July 2020
2. Director of Public Works Report for the Month of July 2020
3. Parks & Recreation Department and Income Report for the Month of July 2020
4. Police Department Report for the Month of July 2020
5. IT/Community Media Director Report for the Month of July 2020
6. City Clerk's Report for the Month of July 2020
7. City Administrator's Report for the Month of July 2020

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

C. MONTHLY/QUARTERLY/ANNUAL REPORTS: none

D. APPROVAL OF BILLS – CITY GENERAL, WATER, SEWER, AND SPECIAL FUNDS

E. MEETING MINUTES:

1. WAUPACA HISTORICAL SOCIETY

- Minutes of a Regular Meeting on March 7, 2020
- Minutes of a Regular Meeting on June 4, 2020
- 2. CITY PLAN COMMISSION
 - Minutes of a Special Meeting on June 1, 2020
 - Minutes of a Regular Meeting on June 3, 2020
- 3. JOINT REVIEW BOARD
 - Minutes of a Special Called Meeting on June 30, 2020
- 4. PARKS AND RECREATION BOARD
 - Minutes of a Regular Meeting on July 2, 2020
- 5. POLICE AND FIRE COMMISSION
 - Minutes of a Regular Meeting on July 14, 2020
- 6. COUNCIL PROCEEDINGS
 - Minutes of a Regular Meeting on June 16, 2020

MOVED by Ald. Olson, **SECONDED** by Ald. Chesnut, Council **APPROVES** of the Consent Agenda as presented. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

6. REGULAR AGENDA

MOVED by Ald. Hackett **SECONDED** by Ald. Peterson Council **APPROVES** of the Regular Agenda as printed. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

7. NON-AGENDA ITEMS AND ANNOUNCEMENTS

A. ANNOUNCEMENTS AND CORRESPONDENCE:

1. **Presentation of Certificate of Appreciation to Brent Wittman for 5 years of service to the City** – Officer Wittman was not present at the meeting Chief Hoelzel will give him the Certificate.
2. **Presentation of Plaque to Erich Hintz for 25 years of service to the City** – Erich Hintz was present via video and thanked the city for the opportunity to work for the past 25 years with the Water Department.

B. PUBLIC INPUT: none

C. COMMUNITY / DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS:

-**Marci Reynolds**, Community Arts Board and the Waupaca Area Arts and Culture Network provided an overview of their current activities and thanked the City Council for their support.

-**Kathy Kasza**, Finance Director/Treasurer reported that her department continues to keep up with everything while being down a full-time position and she continues to monitor legislation as it pertains to possible reimbursement of COVID-1 expenses through FEMA and the State of Wisconsin and the impact of this time on employees and residents. She has also hired a part time person to help out with the utility billing for some office relief.

-**Peg Burington**, Library Director reported they are still offering curbside pickup service to patrons and they have computers available for one hour each day. The Wisconsin Public Library is

making racism books available to the public for educational purposes and the Waupaca Library also has toys, games and puzzles available for checkout.

Chief Brian Hoelzel reported that his Department has been participating in the Waupaca County Speed Grant that began in June and runs through September 2020. There is \$50,000 allotted to this specific grant for Waupaca County. Assault Offenses were up because of Domestic Abuse complaints during the month and a Kidnapping/Abduction was a family complaint where someone was held against their will. His officers have also arrested an individual who was breaking into vehicles.

–**Justin Berrens, Public Works Director** reported the Clarifier rehabilitation project is underway, the Salt Shed is done and is DOT registered. The Main Street Rehabilitation Project plan is 90% submitted to WisDOT for approval. A student group from UW-Platteville has completed modeling our water system and they would like to continue to revise and improve and the City Hall roof project is completed. Erich Hintz has completed 25 years of service with the city and Roger Hansen has completed his 33rd year of service.

–**Andrew Whitman, Parks and Recreation Director** reported his department is continuing to adapt to the COVID-19 situation. He has ordered a new lawnmower for the Cemetery and the Park crew has been working on filling in new woodchips on playgrounds. The sky lights on the Swan Park concession stand roof are having issues and he is working with the contractor to fix the problem.

–**Josh Werner, IT Community Media Director** reported that Waupaca Radio has celebrated five years on the air on June 18, 2020 and has recently changed their core mix of music from Oldies/Classic Hits to Adult Alternative. Mr. Werner has been upgrading and replacing cameras, camera server, router and Wi-Fi AP's at the Airport.

–**Sandy Stiebs, City Clerk** reported that the city has received the grant money that she applied for through the CARES Act from the Wisconsin Election Commission (WEC) and is now totaling monies spent and working on the paperwork involved with the first reporting due in September 2020. The Clerk's Office has been busy with Election duties and absentee voting.

–**Aaron Jenson, City Administrator** reported that he has been self-quarantined after his family was notified that his daughter came in contact with someone at daycare that had COVID-19, he will be working from home for the next week and one-half. City Plan Commission has been having special meetings to work through the zoning code re-write.

8. UNFINISHED BUSINESS - none

9. NEW BUSINESS:

- a. Resolution No. 1462, A Resolution Approving Allocation and Project Plan Amendment for Tax Incremental District No. 4 of the City of Waupaca, Wisconsin and Making Certain Findings with Respect Thereto – Kathy Kasza, Finance Director/Treasurer**

Finance Director/Treasurer Kathy Kasza said that Resolution No. 1462 and Resolution No. 1463 will approve the allocation from TIF 4 to TIF 10 and will approve the perimeters of the TIF Districts.

MOVED by Ald. Kjelland **SECONDED** by Ald. Chesnut Council **APPROVES** of Resolution No. 1462, A Resolution approving Allocation and Project Plan Amendment for Tax Incremental District No. 4 of the City of Waupaca, Wisconsin and Making Certain Findings with Respect Thereto. **ON A CALL OF THE ROLL** Ald. 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. Resolution No. 1463, A Resolution Approving Project Plan Amendment for Tax Incremental District No. 10 of the City of Waupaca, Wisconsin and Making Certain Findings with Respect Thereto – Kathy Kasza, Finance Director/Treasurer

MOVED by Ald. Hackett **SECONDED** by Ald. Chesnut Council **APPROVES** of Resolution No. 1463, A Resolution Approving Project Plan Amendment for Tax Incremental District No. 10 of the City of Waupaca, Wisconsin and Making Certain Findings with Respect Thereto. **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.**

c. Agreement with Mr. Nino Pedrelli – 223 S. Division Street Property – Aaron Jenson, City Administrator

Aaron Jenson, City Administrator explained that Mr. Pedrelli is requesting that Council approve a second amendment to the Acquisition and Development Agreement for the property located at 223 S. Division Street, the old St. Mary Magdalene Church.

MOVED by Ald. Phair **SECONDED** by Ald. Chesnut Council **APPROVES** of the Second Amendment to the Acquisition and Development Agreement for the Property located at 223 S. Division Street, the old St. Mary Magdalene Church through January 1, 2021. **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. Ordinance No. 06-2020, An Ordinance under City of Waupaca Chapter 2, Governing Body – Creating Section 2.17, Removal of Disruptive Person(s) at Council, Committee or any other City Meetings (1st Reading)

e. Updated City Council/Committee Meeting Guidelines – Aaron Jenson, City Administrator

MOVED by Ald. Olson **SECONDED** by Ald. Martin Council **APPROVES** of the Updated City Council/Committee Meeting Guidelines as presented. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

f. Statement of Solidarity – Mayor Brian Smith

City Administrator Aaron Jenson read the city's Statement of Solidarity into the record.

MOVED by Ald. Martin **SECONDED** by Ald. Chesnut Council **APPROVES** of the Statement of Solidarity as presented. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

g. License Report No. 1507, Operator's Licenses – Sandy Stiebs, City Clerk

MOVED by Ald. Phair **SECONDED** by Ald. Purchatzke Council **APPROVES** License Report No. 1507, Operator's Licenses, pending background checks and payment of any monies owed to the city. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

10. ISSUES/PROJECT DISCUSSION (30 MINUTE MAXIMUM)-NO ACTION REQUIRED

a. Council Discussion: Consideration of a Mask Ordinance – Ald. Alan Kjelland

Ald. Alan Kjelland explained that he asked Mayor Smith if he would declare an emergency resolution or ordinance stating that masks should be worn at all times that would piggy back on Governor Evers' mask mandate. After a lengthy discussion it was determined that the council needed more public input and a public hearing would be held prior to the August 4 Council meeting. The public was also encouraged to contact the city via publicinput@cityofwaupaca.org.

11. COMMUNICATIONS AND RECOMMENDATIONS OF THE MAYOR

Mayor Smith said he is considering that all future council meetings be held via video / teleconferencing versus in person at the Council Chambers and will discuss this option with city staff.

12. ADJOURNMENT

MOVED by Ald. Hagen, **SECONDED** by Ald. Kjelland Council **ADJOURNS** until the next Regular Council Meeting on Tuesday August 4, 2020, 2020, subject to call. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

MEETING ADJOURNED AT 8:14 P.M.

Mayor Brian Smith

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