

**CITY OF WAUPACA  
COUNCIL PROCEEDINGS**

**REGULAR MEETING  
VIA VIDEO / TELECONFERENCING**

**TUESDAY OCTOBER 6, 2020  
6:01 P.M.**

**1. CALL TO ORDER**

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

**2. PLEDGE OF ALLEGIANCE**

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**3. CLERK TO READ OPEN MEETING STATEMENT**

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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**

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**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, Beth Christiansen, Airport Manager, Josh Werner, IT Community Media Director, Julie Eiden, Library Board President and Patsy Servey, Adult Services Librarian

**5. APPROVAL OF CONSENT AGENDA**

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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 County Economic Development Corp. (WCEDC) Monthly Report for September 2020

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

**D) MEETING MINUTES:**

1. PARKS AND RECREATION BOARD
  - Minutes of a Regular Meeting on September 3, 2020
2. INLAND LAKES PROTECTION AND REHABILITATION DISTRICT MEETING
  - Minutes of a Public Hearing and Annual Meeting on September 1, 2020
3. AIRPORT BOARD
  - Minutes of a Regular Meeting on September 23, 2020
4. WAUPACA AREA FIRE DISTRICT
  - Minutes of a Regular Meeting on September 29, 2020
5. LIBRARY BOARD
  - Minutes of a Regular Meeting on September 16, 2020
6. WAUPACA HISTORICAL SOCIETY
  - Minutes of a Regular Meeting on August 6, 2020
7. COUNCIL PROCEEDINGS
  - Minutes of a Regular Meeting on September 1, 2020

Under No. 5 Consent Agenda, Letter c, the List of Bills were uploaded to the city website.

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

**6. REGULAR AGENDA**

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City Clerk Sandy Stiebs said that additional information was uploaded to the city website under No. 9 New Business, Letter b, Extension Agreement with Brown Cab.

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

**7. NON-AGENDA ITEMS AND ANNOUNCEMENTS**

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**A. ANNOUNCEMENTS AND CORRESPONDENCE:**

1. **Change the November 3, 2020 Council Meeting to Wednesday November 4, 2020 due to the General Election being held on that date**
2. **Resignation of John Gusmer from the Airport Board** – City Clerk Sandy Stiebs reported that Mr. Gusmer served on the Airport Board for 16 years. Mayor Smith thanked Mr. Gusmer for his dedication and wished him the best in his future endeavors.

**MOVED** by Ald. Hagen, **SECONDED** by Ald. Phair, Council **ACCEPTS** the Resignation of John Gusmer from the Airport Board, with regrets. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE.**

**B. PUBLIC INPUT - NON AGENDA ITEMS:**

Library Board Director Peg Burington reported that due to the rising cases of COVID-19 in the city of Waupaca and Waupaca County the Library would be returning to curbside pickup services effective Friday October 9, 2020. Patsy Servey, Adult Services Librarian attended a ThedaCare Community Health Action Team (CHAT) meeting and learned that there is a current surge of COVID-19 cases in our area with 90% of the hospital beds being used by COVID patients, which include the 15 ICU beds that Waupaca had available. Julie Eiden, Library Board President added that the Library Board would be re-assessing the situation every two weeks.

**8. UNFINISHED BUSINESS:** none

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**9. NEW BUSINESS:**

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**a. Purchase 720 and 740 Smith Street from Waupaca County Treasurer – Kathy Kasza, Finance Director/Treasurer**

Finance Director/Treasurer Kathy Kasza explained that two vacant parcels located at 720 and 740 Smith Street were taken through the Waupaca County Tax Foreclosure process. These two parcels abut City owned properties in the area and Ms. Kasza recommends that the City purchase the properties for the amount of \$2,823.95.

**MOVED** by Ald. Kjelland, **SECONDED** by Ald. Peterson, Council **APPROVES** of Purchasing 720 and 740 Smith Street from the Waupaca County Treasurer in the amount of \$2,823.95 plus \$200 for legal costs with funds coming from TID #4. **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. Extension Agreement with Brown Cab – Kathy Kasza, Finance Director/Treasurer**

Finance Director/Treasurer Kathy Kasza reported that the current 2-year contract with Brown Cab/Running, Inc. expires on 12/31/20. In the contract, the City has three extensions we can execute until the City is required to go out for a Request for Proposal. Ms. Kasza is recommending that the Council approve a 1-year extension to the Brown Cab/Running, Inc. Contract for the Operation of the Waupaca Taxi Service through 12/31/21.

**MOVED** by Ald. Olson, **SECONDED** by Ald. Chesnut, Council **APPROVES** of Entering into a 1-year Extension through 12/31/21 to the Brown Cab/Running Inc. Contract for the Operation of the Waupaca Taxi Service. **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. Assessor Maintenance Bids for 2021-2023 – Aaron Jenson, City Administrator**

City Administrator Aaron Jenson said that the City prepared a Request for Proposals and distributed it to all 31 Assessment Services listed in our region per the Wisconsin Department of Revenue's website, which resulted in two submittals. Per the proposals, Bowmar Appraisal, Inc. came in \$3,200 lower over the next three years for maintenance costs and revaluation work. Mr. Jenson is recommending the City enter into a 3-year contract (2021-2023) with Bowmar Appraisal, Inc. to complete annual maintenance and an exterior revaluation for an amount not to exceed \$127,000.

**MOVED** by Ald. Phair, **SECONDED** by Ald. Chesnut, Council **APPROVES** of Entering into a 3-year contract with Bowmar Appraisal, Inc. (2021-2023) to complete Annual Maintenance and an Exterior Revaluation for an amount not to exceed \$127,000. **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. Resolution No. 1466 (2020), A Resolution Supporting Connect Communities Program Application – Aaron Jenson, City Administrator**

City Administrator Aaron Jenson explained that this Resolution is required if the City is interested in becoming a part of the Connect Communities Program and can be a good resource for the City in the future.

**MOVED** by Ald. Martin, **SECONDED** by Ald. Kjelland, Council **APPROVES** of Resolution No. 1466 (2020), A Resolution Supporting Connect Communities Program Application. **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.**

**e. Airport Hangar Lease Renewal with Waupaca Foundry – Aaron Jenson, City Administrator**

City Administrator Aaron Jenson explained that in 1990 the City and Waupaca Foundry entered into a 30-year Hangar Lease Agreement in the amount of \$100/year, which has expired on September 30, 2020. Mr. Jenson has worked with a Waupaca Foundry Representative and agreed to a 10-year Hangar Lease with the following rate of \$.15/square foot of \$840/year with a 3% annual escalator in years 6-10.

**MOVED** by Ald. Hagen, **SECONDED** by Ald. Chesnut, Council **APPROVES** of Entering into a 10-year Hangar Lease Agreement with the Waupaca Foundry at a rate of \$.15/square foot of \$840/year with a 3% annual escalator in years 6-10. **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. Ordinance No. 10-2020, An Ordinance Creating a New Section in Chapter 13.01(10) Lead Service Replacement, City of Waupaca Municipal Code (1<sup>st</sup> Reading) – Justin Berrens, Public Works Director**

Public Works Director Justin Berrens read Ordinance No. 10-2020, An Ordinance Creating a New Section in Chapter 13.01(10) Lead Service Replacement, City of Waupaca Municipal Code into the record for the first reading.

**g. License Report No. 1513, Operator's Licenses – Sandy Stiebs, City Clerk**

**MOVED** by Ald. Chesnut, **SECONDED** by Ald. Kjelland, Council **APPROVES** of License Report No. 1513, 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:** none

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**11. COMMUNICATIONS AND RECOMMENDATIONS OF THE MAYOR**

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Mayor Smith reminded Council to change their calendar because the November 3, 2020 Council meeting has been changed to *Wednesday, November 4, 2020*. There will also be a Committee of the Whole after the October 20, 2020 Council meeting and Resident Appreciation Day is set for Saturday October 17, 2020.

Council Proceedings  
October 6, 2020

## **12. ADJOURNMENT**

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**MOVED** by Ald. Hagen, **SECONDED** by Ald. Kjelland, Council **ADJOURNS** until the next Regular Council Meeting on Tuesday October 20, 2020, subject to call. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

**MEETING ADJOURNED AT 6:58 P.M.**

Mayor Brian Smith

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