

**CITY OF WAUPACA
COUNCIL PROCEEDINGS**

**REGULAR MEETING
COUNCIL CHAMBERS CITY HALL
(with the option to attend virtually
via video / teleconferencing)**

TUESDAY MAY 4, 2021

6:02 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 Collin Dykstra, 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, Brian Hoelzel, Police Chief, Josh Werner, IT Community Media Director and Andrew Dane, Economic Development Specialist

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 1st Quarter 2021 Room Tax Report
- 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 April 1, 2021
 2. WAUPACA HISTORICAL SOCIETY
 - Minutes of a Regular Meeting on March 4, 2021
 3. WAUPACA AREA PUBLIC LIBRARY BOARD
 - Minutes of a Regular Meeting on April 21, 2021
 4. COMMUNITY DEVELOPMENT AUTHORITY
 - Minutes of a Special Meeting on April 19, 2021
 5. COUNCIL PROCEEDINGS
 - Minutes of a Public Hearing and Rescheduled Meeting on April 7, 2021

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

6. REGULAR AGENDA

MOVED by Ald. Olson, **SECONDED** by Ald. Kjelland, 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. Annual Review of the Code of Ethics

MOVED by Ald. Chesnut, **SECONDED** by Ald. Kjelland, Council **APPROVES** and has reviewed the Code of Ethics, and places it on file. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE.**

- 2. Presentation of Plaque to Steve Hackett recognizing his 18 years of service to the city as an Alderperson to the 5th Aldermanic District** – Mayor Smith presented a plaque to Steve Hackett and thanked him for dedicating 18 years to the city as an Alderperson to the 5th Aldermanic District. Mr. Hackett thanked the city for the opportunity and said he has enjoyed his term in office.
- 3. Presentation by Kent Pegorsch, Main Street Marketplace** – Mr. Pegorsch said he is speaking tonight on how the reconstruction is affecting his business located on N. Main Street adding that Main Street Marketplace was prepared for the construction to begin. He said all business/property owners are receiving updates on a regular basis and commended the Public Works Department for their quick response to all questions.
- 4. Presentation of the Waupaca Library 2020 Report – Julie Eiden, Library Board President** – Ms. Eiden provided the Annual 2020 Waupaca Library Report showing how the Library

thrived despite the challenges that the pandemic brought. She ended by providing the 2020-2025 goals set by the Waupaca Area Public Library.

5. **Presentation of the Waupaca Police Department 2020 Annual Report – Jim Schulz, Police and Fire Commission** – Jim Schulz provided the Waupaca Police Department 2020 Annual Report saying that the City is in a very good place and described the various training options completed by the officers. Mr. Schulz described the many programs and organizations that officers are involved in locally and commended them for going above and beyond on a daily basis striving to make the city of Waupaca a better and safer place to live and visit.
6. **Professional Municipal Clerks Week Proclamation May 2 through May 8, 2021** – Mayor Smith read the Professional Municipal Clerks Week Proclamation into the record and thanked Clerk Sandy Stiebs.

B. PUBLIC INPUT - NON AGENDA ITEMS: none

8. UNFINISHED BUSINESS: none

9. NEW BUSINESS:

- a. **Waupaca Area Convention & Visitor Bureau request for Street Closures for the 4th of July Celebration on Sunday July 4, 2021 – Mitchell Swenson, VP of Tourism**

Mitchell Swenson described the new route of the Parade for July 4 saying lineup will begin at 9:00 a.m. in the parking lots of the Waupaca Middle School and Waupaca Learning Center. The parade start time is 11:00 a.m. The route will proceed west on Shoemaker Road, turn North on Churchill Street, west on Royalton Street and then disband at 8th Street. Mr. Swenson also requested the closure of Lakeside Parkway from the High Street intersection to the Waupaca Regional Recycling Center for the fireworks display over Shadow Lake.

MOVED by Ald. Chesnut, **SECONDED** by Ald. Martin, Council **APPROVES** of the request by the Waupaca Area Convention & Visitor Bureau for Street Closures for the 4th of July Celebration Parade and Fireworks Festivities at night. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

- b. **Waupaca Room Tax Commission and Tourism Zone Agreement – Aaron Jenson, City Administrator**

City Administrator Aaron Jenson explained that there are internet providers for Airbnb's, vbro's and others that send checks for room tax collections to the 54981 zip code, which covers many municipalities. This agreement provides for the distribution of these funds to the appropriate municipality such as the city of Waupaca, town of Farmington and town of Dayton. Kathy Kasza, Finance Director added that last year she had received \$30,000 to be distributed.

MOVED by Ald. Hagen, **SECONDED** by Ald. Chesnut, Council **APPROVES** of the Waupaca Room Tax Commission and Tourism Zone Agreement between the City of Waupaca, Town of Farmington, Town of Dayton, Waupaca Area Convention & Visitors Bureau, Inc. and the Waupaca Room Tax Commission. **ON A CALL OF THE ROLL** Ald. Dykstra, 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. Business Park Planning – Professional Services Contract Award – Andrew Dane, Economic Development Specialist

Andrew Dane reminded Council that they approved a Request for Qualifications to prepare a Conceptual Development Plan for the City's Business and Technology Park at the March 16th Council meeting and since he has received three submittals to provide this service to the city. Mr. Dane is recommending awarding this contract to Vandewalle and Associates, Madison, WI to conduct this study for a lump sum of \$15,000.

MOVED by Ald. Kjelland, **SECONDED** by Ald. Purchatzke, Council **AWARDS** to Vandewalle and Associates, Madison, WI a Contract to Prepare a Conceptual Development Plan for the City's Business and Technology Park, for an amount of \$15,000. **ON A CALL OF THE ROLL**, Ald. Dykstra, 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. 1486 (2021), 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 reiterated that this a Preliminary Resolution for sidewalk replacement that is being constructed along with the Main Street Reconstruction Project. This cost will be an 80/20 cost share with the state and the property owner then will be assessed half of the city's 20% cost. City Clerk Sandy Stiebs added that if the property owner's bill is under \$100 the amount will be due and payable in 30 days; if the amount is between \$100 and \$500 the assessment can be paid by installments of 5 years being placed on the tax roll; and if the amount due is over \$500 it can then be paid by installments of 8 years being placed on the tax roll.

MOVED by Ald. Phair, **SECONDED** by Ald. Peterson, Council **APPROVES** Resolution No. 1486 (2021), 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. Dykstra, 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. Purchase of New Parks UTV – Andrew Whitman, Parks and Recreation Director

Parks and Recreation Director Andrew Whitman said that their current UTV is a 2002 model and has 1,375 hours on it with some repair issues with the clutch. He is requesting to purchase a Bobcat UV34 from Spiegelberg, Inc. for the price of \$13,763 with monies from the Parks Equipment Replacement Fund.

MOVED by Ald. Chesnut, **SECONDED** by Ald. Kjelland, Council **APPROVES** the Parks and Recreation Department purchasing a Bobcat UV34 from Spiegelberg, Inc. for the amount of \$13,763 with funding from the Parks Equipment Replacement Fund. **ON A CALL OF THE ROLL**, Ald. Dykstra, 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. License Report No. 1539, Operator's Licenses – Sandy Stiebs, City Clerk

MOVED by Ald. Chesnut, **SECONDED** by Ald. Hagen, Council **APPROVES** License Report No. 1539, Operator's Licenses pending payment of any monies owed to the city and background checks. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

g. License Report No. 1540, Taxi Cab Driver's Licenses – Sandy Stiebs, City Clerk

MOVED by Ald. Olson, **SECONDED** by Ald. Peterson, Council **APPROVES** License Report No. 1540, Taxi Cab Driver's Licenses pending payment of any monies owed to the city and background check. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

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

a. Strategic Plan 2021 Report:

- **Strategically Invest, Maintain and Improve Public Infrastructure/Facilities – Justin Berrens, Public Works Director** – Mr. Berrens said that one of the Main Street Reconstruction goals was to keep the Main Street businesses and citizens informed and updated during the entire reconstruction process. He feels that by listening to Mr. Pegorsch, Main Street Marketplace earlier in the meeting that his staff has done an exemplary job and are on track accomplishing their goals of reducing the impact on the businesses. Facebook is a quick and effective way of getting the word out and a one-minute video seems to be popular with citizens as well as extra signage placed strategically throughout the city. One of the long-term goals was to maintain as many downtown-parking stalls as possible and with the design, they are able to keep angle parking on Main Street.

11. COMMUNICATIONS AND RECOMMENDATIONS OF THE MAYOR - none

12. ADJOURNMENT

MOVED by Ald. Hagen, **SECONDED** by Ald. Kjelland, Council **ADJOURNS** until the next Regular Council Meeting on Tuesday May 18, 2021, subject to call. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

MEETING ADJOURNED AT 7:19 P.M.

Mayor Brian Smith