

**CITY OF WAUPACA  
COUNCIL PROCEEDINGS**

**REGULAR MEETING  
COUNCIL CHAMBERS, CITY HALL  
(With the Option to Attend Physically or  
Virtually Via Video – Teleconferencing)**

**TUESDAY JANUARY 18, 2022**

**6:00 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**

---

City Administrator Aaron Jenson 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, Alan Kjelland, Scott Purchatzke, Dave Peterson, Paul Mayou, Dmitri Martin, Mary Phair and Eric Olson

**Absent:** Ald. Paul Hagen (excused)

**Others Present:** Aaron Jenson, City Administrator, Sandy Stiebs, City Clerk, Kathy Kasza, Finance Director/Treasurer, Peg Burington, Library Director, Sue Abrahamson, Youth Services Librarian, Jarod Rachu, Community and Economic Development Director, 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 December 2021
2. Community and Economic Development Director's Report for the Month of December 2021
3. Director of Public Works Report for the Month of December 2021
4. Parks & Recreation Department and Income Report for the Month of December 2021
5. Police Department Report for the Month of December 2021
6. IT/Community Media Director Report for the Month of December 2021
7. City Clerk's Report for the Month of December 2021
8. City Administrator's Report for the Month of December 2021

**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:**

1. Waupaca County Economic Development Corporation (WCEDC) Monthly Report for January 2022
2. Monthly Hangar Report for December 2021

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

**E. MEETING MINUTES:**

1. CITY PLAN COMMISSION
  - Minutes of a Public Hearing and Regular Meeting on December 1, 2021
2. WAUPACA HISTORICAL SOCIETY
  - Minutes of a Regular Meeting on December 2, 2021
3. PARKS AND RECREATION BOARD
  - Minutes of a Regular Meeting on January 6, 2022
4. POLICE AND FIRE COMMISSION
  - Minutes of a Regular Meeting on January 11, 2022

**MOVED** by Ald. Kjelland, **SECONDED** by Ald. Martin Council **APPROVES** of the Consent Agenda as printed. 9 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

**6. REGULAR AGENDA**

---

**MOVED** by Ald. Olson **SECONDED** by Ald. Peterson Council **APPROVES** of the Regular Agenda as printed. 9 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

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

---

**A. ANNOUNCEMENTS AND CORRESPONDENCE:**

1. **Change the Tuesday April 5, 2022 Council Meeting to Wednesday April 6, 2022 due to the Spring Election being held on that date - informational**
2. **Press Release – City of Waupaca receives \$2,500 Grant from American Transmission Co.’s Community Planting Program – Justin Berrens, Public Works Director – informational**
3. **Thank you note from Craig Corgan - informational**

**B. PUBLIC INPUT:** none

**C. COMMUNITY / DEPARTMENT HEAD ANNOUNCEMENTS/REPORTS:**

**-Liz Kneer, Waupaca Area Public Library** reported for the Waupaca Area Arts and Cultural Network (WAACN). Ms. Kneer thanked the Council for their support and described some of the past exhibits that have been displayed in the Waupaca Area Public Library Exhibit Room and some of the collaborations that have developed because of the pandemic. Ms. Kneer went on to describe the upcoming exhibits planned for 2022.

**-Kathy Kasza, Interim Finance Director/Treasurer** reported that her department is working on closing up 2021 and starting 2022 as well as working with the financial advisors.

**-Peg Burington, Library Director** reported that they are planning for the summer learning programs and preparing the Library’s Annual Report.

**-Jarod Rachu, Community and Economic Development Director** reported that an event is being put together as part of our Connect Communities work-log to discuss strengths, weaknesses, opportunities, and threats of Waupaca’s Downtown Area. His office is working through zoning signage revisions and he updated council on the city’s new developments.

- Justin Berrens, Public Works Director** reported that the Vac Con Truck has been ordered and said that the Wastewater division responded to power outages due to a windstorm on December 16, 2021. A number of lift stations were without power along with the entire treatment plant and these facilities ran on backup power for about one full day. The Main Street light installation has started after a delay and the old bleachers at Haberkorn are being removed to prep for a future build. The Water Department has rebuilt 12 hydrants and they turned in scrap metal and received \$9,312.58 in return.
- Andrew Whitman, Parks and Recreation Director** reported he has been working on an RFP for the design and engineering services for the proposed inclusive playground and splash pad. Staff has decided to forego having Winter Rec Fest this year and discussions have already begun for a new event that would include Santa Claus, hot chocolate and local businesses.
- Brian Hoelzel, Police Chief** reported that Officer Paul Jensen started the Fox Valley recruit academy on January 6, 2022; upon his graduation, he will begin a 12-week field-training program with the Waupaca Police Dept. Supervisors from the Waupaca Police Department are scheduled to attend a performance evaluation class in February 2022.
- Josh Werner, IT/Community Media Director** reported on the IT projects that have been completed in the last month. Staff has completed proof of concept testing regarding speeds and actual usage and has suggested some changes regarding the recently revised pricing structure. Mr. Werner added that in November of 2019, he proposed creating a full-time technology generalist position; this person would be heavily involved in Waupaca Online, would train to eventually fulfill Ralph's network manager role, would serve as a backup to his position and would take on a bigger role in community media. Durrant Popple will ease into this position being allowed to work up to 40 hours/week starting in January 2022.
- Sandy Stiebs, City Clerk** reported that the city will not have a February Spring Primary this year and the Spring Election will be held on April 5, 2022. The fall election cycle dates are August 9, 2022 and November 8, 2022. Staff has prepared and mailed the Main Street sidewalk replacement special assessment invoices to all property owners that were assessed during the Main Street Rehabilitation project.
- Aaron Jensen, City Administrator** reported that the first round interview for the Finance Director's position has been held and the candidate has been invited back for a second round interview on January 20, 2022. Staff has been meeting weekly with Hoffman Development Group in an effort to discuss the creation of a professional services agreement for the River North area. Staff has learned that the city has ample room for the creation of a new TID now that we have closed TID's 3, 6 and 9. Mr. Jensen learned that extra funding would be coming into our airport over the next several years from the Federal Infrastructure Investment and Jobs Act. The Waupaca Municipal airport will receive just over \$159,000 each year for the next four years.

## **8. UNFINISHED BUSINESS:**

- 
- a. **Ordinance No. 18-2021, An Ordinance Amending Chapter 17, City of Waupaca Zoning Ordinance (2<sup>nd</sup> Reading) – Jarod Rachu, Community and Economic Development Director**

Jarod Rachu, Community and Economic Development Director said this ordinance cleans-up the City of Waupaca Zoning Code Chapter 17 section that permits professional studios such as artists and photographers in the B-7 district as well as the B-2 district, it also adds Manufacturing Operations to the I-2 Heavy Industrial District.

**MOVED** by Ald. Kjelland **SECONDED** by Ald. Martin Council **ADOPTS** Ordinance No. 18-2021, An Ordinance Amending Chapter 17, City of Waupaca Zoning Ordinance. **ON A CALL OF THE ROLL** Ald.

Dykstra, Ald. Chesnut, Ald. Kjelland, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin, Ald. Phair and Ald. Olson voted aye, 0 nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

**b. Ordinance No. 20-2021, An Ordinance Amending Chapter 17, City of Waupaca Zoning Ordinance (2<sup>nd</sup> Reading) – Jarod Rachu, Community and Economic Development Director**

Jarod Rachu, Community and Economic Development Director explained that this is another ordinance that cleans up the City of Waupaca Zoning Code Chapter 17 section which deletes a table that dictates each specific use for parking.

**MOVED** by Ald. Olson **SECONDED** by Ald. Phair Council **ADOPTS** Ordinance No. 20-2021, An Ordinance Amending Chapter 17, City of Waupaca Zoning Ordinance. **ON A CALL OF THE ROLL** Ald. Dykstra, Ald. Chesnut, Ald. Kjelland, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin, Ald. Phair and Ald. Olson voted aye, 0 nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

**9. NEW BUSINESS:**

---

**a. Resolution No. 1503, Resolution Authorizing the Issuance of \$8,450,000 General Obligation Promissory Notes and the Issuance and Sale of a \$8,450,000 Note Anticipation Note in Anticipation thereof – Kathy Kasza, Finance Director/Treasurer**

Finance Director/Treasurer Kathy said that Resolution No. 1503 is financing for the city's 2022 capital projects by issuing a Note Anticipation Note that is a short-term note for capital purposes. Justin Fischer, R. W. Baird explained that they went out to bid and received an interest rate of 0.79%, which is very attractive in today's market. Mr. Fischer said that the next step in the process is to adopt a parameters resolution, which gives different parameters to move forward with long-term financing when the timing is right.

**MOVED** by Ald. Kjelland **SECONDED** by Ald. Purchatzke Council **APPROVES** of Resolution No. 1503, Resolution Authorizing the Issuance of \$8,450,000 General Obligation Promissory Notes and the Issuance and Sale of a \$8,450,000 Note Anticipation Note in Anticipation thereof. **ON A CALL OF THE ROLL** Ald. Dykstra, Ald. Chesnut, Ald. Kjelland, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin, Ald. Phair and Ald. Olson voted aye, 0 nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

**b. Resolution No. 1504, Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to exceed \$8,450,000 General Obligation Refunding Bonds – Kathy Kasza, Finance Director/Treasurer**

**MOVED** by Ald. Peterson **SECONDED** by Ald. Olson Council **APPROVES** of Resolution No. 1504, Resolution Authorizing the Issuance and Establishing Parameters for the Sale of not to exceed \$8,450,000 General Obligation Refunding Bonds. **ON A CALL OF THE ROLL** Ald. Dykstra, Ald. Chesnut, Ald. Kjelland, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin, Ald. Phair and Ald. Olson voted aye, 0 nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

**c. Conditional Use Permit / Carol A. Killy Hutchison, 822 Bartlett Street – Jarod Rachu, Community and Economic Development Director**

Community and Economic Development Director Jarod Rachu said that Carol A. Killy Hutchison is requesting to construct outdoor pallet storage for material rotation on her property located at 822 Bartlett Street.

**MOVED** by Ald. Kjelland **SECONDED** by Ald. Peterson Council **APPROVES** of issuing a Conditional Use Permit to Carol A. Killy Hutchison, 822 Bartlett Street. **ON A CALL OF THE ROLL** Ald. Olson, Ald. Phair, Ald. Martin, Ald. Mayou, Ald. Peterson, Ald. Purchatzke, Ald. Kjelland, Ald. Chesnut and Ald. Dykstra voted aye, 0 nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

**d. Conditional Use Permit / Matthew Krisel, Krisel’s Automotive LLC, Applicant, Joseph E. and Charles R. Golke, Owners, 230 Grand Seasons Drive – Jarod Rachu, Community and Economic Development Director**

Community and Economic Development Director Jarod Rachu said that the applicants, Matthew Krisel, Krisel’s Automotive LLC are desirous of operating an automotive repair shop, sales and service on property owned by Joseph R. Golke and Charles R. Golke, located at 230 Grand Seasons Drive. A Conditional Use Permit is required.

**MOVED** by Ald. Phair **SECONDED** by Ald. Olson Council **APPROVES** of issuing a Conditional Use Permit to Matthew Krisel, Krisel’s Automotive, LLC, Applicant, Joseph E. and Charles R. Golke, Owners, 230 Grand Seasons Drive. **ON A CALL OF THE ROLL** Ald. Dykstra, Ald. Chesnut, Ald. Kjelland, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin, Ald. Phair and Ald. Olson voted aye, 0 nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

**e. Conditional Use Permit / Petersen Brothers Properties LLC, 1407 Royaltown Street – Jarod Rachu, Community and Economic Development Director**

Community and Economic Development Director Jarod Rachu said that Petersen Brothers Properties, LLC intend to construct a new storage building on their property located at 1407 Royaltown Street and a Conditional Use Permit is required.

**MOVED** by Ald. Martin **SECONDED** by Ald. Peterson Council **APPROVES** of issuing a Conditional Use Permit to Petersen Brothers Properties LLC 1407 Royaltown Street. **ON A CALL OF THE ROLL** Ald. Dykstra, Ald. Chesnut, Ald. Kjelland, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin, Ald. Phair and Ald. Olson voted aye, 0 nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

**f. Zoning Change / Agape Help Center, Inc., 1401 Royaltown Street, Ordinance No. 01-2022, An Ordinance Amending 17.102 Zoning Districts Map as allowed for under 17.700 (1<sup>st</sup> Reading) – Jarod Rachu, Community and Economic Development Director**

Jarod Rachu, Community and Economic Development Director read Ordinance No. 01-2022 into the record for the first reading.

**g. Approval of Tower Climber Position and Pay Rate – Josh Werner, IT & Community Media Director**

IT & Community Media Director Josh Werner explained that as Waupaca Online heads into working with Waupaca County on internet expansion efforts, they realize there will be an increased need to climb towers at heights beyond their normal day-to-day operation. Mr. Werner is proposing to create two positions; a Junior Tower Climber that focuses on simple to moderate tasks, often has less experience and climbs short to mid-sized towers at a pay rate of \$25-\$50/hour and a Senior Tower Climber that focuses on moderate to specialized tasks, often has specialized training, education, certifications and past experience and climbs mid-sized to tall towers. They also have access to special tools and equipment to aid in the tower climbing and equipment

installation process and he recommends \$50-\$125/hour for them. Mr. Werner described the equipment that Waupaca Online has to keep employees safe during a climb.

**MOVED** by Ald. Chesnut, **SECONDED** by Ald. Purchatzke Council **APPROVES** of creating a Tower Climber Position at the Pay Rates presented. **ON A CALL OF THE ROLL** Ald. Dykstra, Ald. Chesnut, Ald. Kjelland, Ald. Purchatzke, Ald. Peterson, Ald. Mayou and Ald. Olson voted aye, Ald. Martin and Ald. Phair voted nay, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

**h. Waupaca Online Rate Changes – Josh Werner, IT & Community Media Director**

Josh Werner, IT & Community Media Director proposed some tweaks to the current pricing structure for Waupaca Online and summarized the billing implications involved with the changes. Ald. Kjelland questioned if these changes are revenue neutral. Mr. Werner replied yes, adding in reviewing each customer's account they could not identify any major situations where there would be a substantial shift. Ald. Kjelland replied that current customers are paying \$65/month and new customers would be paying \$60/month, he did not feel that was fair. After further discussion, it was decided to table this item until the next Council meeting on February 1, 2022.

**MOVED** by Ald. Kjelland, **SECONDED** by Ald. Martin Council **TABLES** the Waupaca Online Rate Changes until the February 1, 2022 Council Meeting. 9 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

**i. Design and Engineering Services of Inclusive Playground and Splash Pad at Swan Park – Andrew Whitman, Parks and Recreation Director**

Parks and Recreation Director Andrew Whitman said that the Friends of Waupaca Parks group are nearing completion of the \$700,000 fundraising effort for the proposed Inclusive Playground and Splash Pad at Swan Park. A request for proposal (RFP) was sent out with four different proposals being submitted for consideration. The Parks and Recreation Board reviewed the proposals and decided to recommend Council enter into a contract for the design and engineering services with Rettler Corporation at a cost not to exceed \$77,832.20.

**MOVED** by Ald. Martin, **SECONDED** by Ald. Olson Council **APPROVES** of entering into a Contract with Rettler Corporation for Design and Engineering of an Inclusive Playground and Splash Pad at Swan Park for a cost not to exceed \$77,832.20 with funding from the Friends of Waupaca Parks (FOWP) Swan Park Project Donation Fund. **ON A CALL OF THE ROLL** Ald. Dykstra, Ald. Chesnut, Ald. Kjelland, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin, Ald. Phair and Ald. Olson voted aye, 0 nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

**j. Purchase of 1-Ton Dump Truck – Andrew Whitman, Parks and Recreation Director**

Parks and Recreation Director Andrew Whitman explained that their current 1998 1-ton dump truck has become a maintenance/safety issue. This vehicle is used on a daily basis over the summer in city parks, as well as used for special events, daily garbage, lumber and material hauling. As part of the 2022 Capital improvement Plan, \$45,000 was approved for the purchase of a used dump truck. Due to the timing and nature of finding a used vehicle, he is seeking approval to move forward on a purchase when an appropriate vehicle is found for their needs with the plan to put the current 1998 dump truck on the surplus auction site to recoup some money.

**MOVED** by Ald. Peterson, **SECONDED** by Ald. Kjelland Council **APPROVES** of The Parks and Recreation Department moving forward with the purchase of a used 1-ton dump truck, when an appropriate vehicle is

found, for a cost not to exceed \$45,000. **ON A CALL OF THE ROLL** Ald. Dykstra, Ald. Chesnut, Ald. Kjelland, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin, Ald. Phair and Ald. Olson voted aye, 0 nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

**k. Wisconsin Department of Natural Resources (WDNR) Urban Forestry Grant – Justin Berrens, Public Works Director**

Public Works Director Justin Berrens announced that the Wisconsin Department of Natural Resources (WDNR) has awarded the city of Waupaca a matching grant for urban forestry. The grant program is a 50/50 match; total award of \$23,702 must be split 50/50 with the city's funding amount of \$11,851.

**MOVED** by Ald. Martin, **SECONDED** by Ald. Kjelland Council **APPROVES** of the WDNR Urban Forestry Grant Agreement to provide matching funds up to \$11,851. **ON A CALL OF THE ROLL** Ald. Dykstra, Ald. Chesnut, Ald. Kjelland, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin, Ald. Phair and Ald. Olson voted aye, 0 nays, 1 absent. **MOTION CARRIED ON A ROLL CALL VOTE**

**l. License Report No. 1564, Operator's Licenses – Sandy Stiebs, City Clerk**

**MOVED** by Ald. Chesnut **SECONDED** by Ald. Phair Council **APPROVES** of License Report No. 1564, Operator's Licenses, pending background checks and payment of any monies owed to the city. 9 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

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

---

**a. ARPA Funds: Updates to Proposed Housing Program – Aaron Jenson, City Administrator**  
City Administrator Aaron Jenson reported on the City of Waupaca Home Repair Grant Guidelines, objectives, eligibility, and procedures. The total grant amount to be awarded is \$10,000 and the applicant must sign attestation affirming they were negatively impacted by the COVID pandemic resulting in loss of income making home repair projects not feasible. The grant match will depend on median household income, household incomes that are equal to or less than 80% of the County Median Income levels will not have a match requirement and household incomes that are above the levels will have a 50% match requirement. There was discussion on the eligible projects such as; painting, grading to address runoff, foundation repair, front porch and stairs, gutters, garage doors, driveways (asphalt or concrete), fence repair, roof, windows and siding. This is for discussion only and will be brought back for consideration at a future council meeting.

**11. COMMUNICATIONS AND RECOMMENDATIONS OF THE MAYOR - none**

---

**12. ADJOURNMENT**

---

**MOVED** by Ald. Kjelland, **SECONDED** by Ald. Olson Council **ADJOURNS** until the next Regular Council Meeting on Tuesday February 1, 2022, subject to call. 9 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

MEETING ADJOURNED AT 7:53 P.M.

Council President Paul Mayou