

**CITY OF WAUPACA
COUNCIL PROCEEDINGS**

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

TUESDAY JANUARY 4, 2022

6:06 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, Waupaca Library Director, Jarod Rachu, Community and Economic Development Director, City Attorney Tom Hart, Justin Berrens, Public Works Director, Andrew Whitman, Parks and Recreation Director, Brian Hoelzel, Police Chief 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 County Economic Development Corporation (WCEDC) Monthly Report for December 2021
- C) APPROVAL OF BILLS – CITY GENERAL, WATER, SEWER, AND SPECIAL FUNDS**
- D) MEETING MINUTES:**
1. POLICE AND FIRE COMMISSION
 - Minutes of a Regular Meeting on December 14, 2021
 2. WAUPACA AREA PUBLIC LIBRARY BOARD
 - Minutes of a Regular Meeting on December 15, 2021
 3. PARKS AND RECREATION BOARD
 - Minutes of a Regular Meeting on December 2, 2021
 4. WAUPACA HISTORICAL SOCIETY
 - Minutes of a Regular Meeting on November 4, 2021
 5. COUNCIL PROCEEDINGS
 - Minutes of a Public Hearing and Regular Meeting on November 16, 2021
 - Minutes of a Regular Meeting on December 7, 2021

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

7. NON-AGENDA ITEMS AND ANNOUNCEMENTS

A. ANNOUNCEMENTS AND CORRESPONDENCE:

1. **Presentation of Certificate of Appreciation to Officer Nicole Hahn for 20 years of service to the city** – Officer Nicole Hahn was not available to attend the meeting; Chief Brian Hoelzel will present her with the certificate.

B. PUBLIC INPUT

1. Ald. Dmitri Martin commented on the snow removal on Main Street and felt it was not sufficient during snowstorms for the businesses. The snowplows remove the snow early and then the business owners shovel the snow back onto the road, which makes it more difficult for patrons to park, and walk across to access the sidewalk and their stores. Public Works Director Justin Berrens replied that his department is aware of this issue and are looking at options to remedy this. Ald. Martin said that one business owner even offered to pay the city to shovel the sidewalks and added that this could be additional revenue for the city.

8. UNFINISHED BUSINESS

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- a. Ordinance No. 21-2021, An Ordinance Changing Polling Hours (2nd Reading) – Sandy Stiebs, City Clerk

MOVED by Ald. Phair, **SECONDED** by Ald. Chesnut Council **ADOPTS** Ordinance No. 21-2021, An Ordinance Changing Polling Hours. **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.**

9. NEW BUSINESS

a. Ordinance No. 18-2021, An Ordinance Amending Chapter 17, City of Waupaca Zoning Ordinance (1st Reading) – Jarod Rachu, Community and Economic Development Director

Jarod Rachu, Community and Economic Development Director read Ordinance No. 18-2021, An Ordinance Amending Chapter 17, City of Waupaca Zoning Ordinance into the record for the first reading.

b. Ordinance No. 20-2021, An Ordinance Amending Chapter 17, City of Waupaca Zoning Ordinance (1st Reading) – Jarod Rachu, Community and Economic Development Director

Jarod Rachu, Community and Economic Development Director read Ordinance No. 20-2021, An Ordinance Amending Chapter 17, City of Waupaca Zoning Ordinance into the record for the first reading.

c. Mayor's Appointment of Kathy Kasza as Interim Finance Director – Aaron Jenson, City Administrator

City Administrator Aaron Jenson said that Kathy Kasza's official retirement date was December 30, 2021 and staff would like to keep her on as an Interim Finance Director until here replacement is hired. Mr. Jenson would like Council to approve the agreement that was reached between the city and Ms. Kasza.

MOVED by Ald. Chesnut, **SECONDED** by Ald. Martin, Council **APPROVES** the Mayor's Appointment of Kathy Kasza as Interim Finance Director and approves of the Employment Agreement. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

d. City Wide Deer Hunt – Aaron Jenson, City Administrator

City Administrator Aaron Jenson highlighted the annual City Wide Deer Hunt program and reminded Council that only antlerless deer are taken during this hunt. This is not an opportunity for hunters looking for trophy deer but an opportunity for them to help mitigate damage to plants and deer/vehicle accidents within the city limits.

MOVED by Ald. Kjelland, **SECONDED** by Ald. Martin, Council **APPROVES** of a City Managed Deer Harvest for 2022 from January 10, 2022 – March 31, 2022 for Bow Hunting only. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

e. Resolution No. 1502 (2022), Covid 19 Vaccination Incentive

City Administrator Aaron Jenson said that Resolution No. 1502 is a way to incentivize city employees to facilitate the health and wellness of its employees and the City as a whole. A \$50 gift certificate would be given to each employee that receives or has received his or her first two vaccines and an additional \$50 gift certificate would be given for each booster vaccine. This incentive would be implemented on February 1, 2022 and end December 31, 2023.

MOVED by Ald. Kjelland, **SECONDED** by Ald. Martin, Council **APPROVES** of Resolution No. 1502 (2022), Covid 19 Vaccination Incentive. **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. **Application for Temporary Class “B” / “Class B” Retailer’s License Waupaca VFW Post 1037 for Wedding Show at the Recreation Center, 407 School Street on January 21-23, 2022 – Andrew Whitman, Parks and Recreation Director**

MOVED by Ald. Chesnut, **SECONDED** by Ald. Phair, Council **APPROVES** of issuing a Temporary Class “B” / “Class B” Retailer’s License to the Waupaca VFW Post 1037 for a Wedding Show at the Recreation Center, 407 School Street on January 21-23, 2022. 9 ayes, 1 nay (Ald. Hagen), 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

- g. **Senior Center Coordinator Job Description Update and Reclassification – Andrew Whitman, Parks and Recreation Director**

Parks and Recreation Director Andrew Whitman provided and reviewed the updated Senior Center Coordinator job description and reclassification from Level 7 to Level 9 on the current pay scale classification table. He also suggested changing the title from Senior Center Coordinator to Senior Center Supervisor and changing it from an administrative to supervisory exempt position.

MOVED by Ald. Kjelland, **SECONDED** by Ald. Chesnut, Council **APPROVES** of the Senior Center Supervisor Job Description. **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.**

MOVED by Ald. Olson, **SECONDED** by Ald. Phair, Council **APPROVES** of moving the Senior Center Supervisor position from Level 7 to Level 9 on the current pay scale classification table. **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.**

- h. **Resolution No. 1501 (2022), A Resolution Establishing Special Charge for Garbage and Recycling for the Calendar Year 2022 – Justin Berrens, Public Works Director**

Public Works Director Justin Berrens said that special charge was needed to be established for refuse and recyclable collection as described in Chapter 11.08, the special charge would be payable in monthly installments as follows: \$13.92 for refuse and recycling services, \$9.90 monthly for each additional refuse tote \$4.02 monthly for each additional recycling tote and fuel surcharge when the cost of ultra-low sulfur No. 2 Diesel Fuel, raises above \$4.00 per gallon. For every \$0.25 rise in fuel, the cost of services will increase by 1%.

MOVED by Ald. Phair, **SECONDED** by Ald. Peterson, Council **APPROVES** of Resolution No. 1501 (2022), A Resolution Establishing Special Charge for Garbage and Recycling for the Calendar Year 2022. **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.**

i. Wisconsin Public Service Utility Easement Request – Justin Berrens, Public Works Director

Public Works Director Justin Berrens explained that Wisconsin Public Service (WPS) is requesting a couple easements on City of Waupaca property. The easements will preclude improvements with underground electrical infrastructure associated with our facilities. One easement is on property next to our sanitary sewer lift-station on Apple Tree Lane and the other is on the Eco Park property.

MOVED by Ald. Chesnut, **SECONDED** by Ald. Martin, Council **APPROVES** of the Wisconsin Public Service Utility Easement request on City property. **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.**

j. 8000 Building Digester Cover Rehabilitation Project – Justin Berrens, Public Works Director

Public Works Director Justin Berrens is requesting the Common Council approve going into a contract with August Winter & Sons, Inc. for construction services for the 8000 Building digester cover rehabilitation Project in an amount not to exceed \$332,500. Funding will be from Sewer revenue bonds.

MOVED by Ald. Olson, **SECONDED** by Ald. Chesnut, Council **APPROVES** entering into a Contract with August Winter & Sons, Inc. for Construction Services for the 8000 Building Digester Cover Rehabilitation Project in an amount not to exceed \$332,500 with Funding from the Sewer Revenue Bonds. **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.**

k. License Report No. 1563, Operator’s Licenses – Sandy Stiebs, City Clerk

MOVED by Ald. Kjelland, **SECONDED** by Ald. Hagen, Council **APPROVES** of License Report No. 1563, Operator’s Licenses, subject to 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

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- a. Discussion on Snow Removal – Jarod Rachu, Community and Economic Development Director** - Mr. Rachu provided in detail the city’s ordinance, process and fees regarding snow removal when the city crews need to shovel a resident’s sidewalks.
 - b. Proposed Use of ARPA Funding – Residential Grant Program for Home Repairs – Aaron Jensen, City Administrator** – Mr. Jensen said that staff has been working on a plan to use the ARPA funding that would benefit residential homeowners within the city and described in detail the Residential Grant Program for Home Repairs. This grant would provide capital to owner-occupants negatively impacted by COVID for purposes of remodeling older homes (built in 1970 or prior). The project is to assist individuals who were unable to do repairs as the result of closures, layoffs or other negative impacts related to the COVID 19 pandemic. All city residents who reside in owner occupied single-family homes are eligible. Grant match requirements will depend on median household income that is equal to or less than 80% of the County Median Income levels will not have a match requirement. Household incomes that are above the levels will have a 50% match requirement. Mr. Jensen said the following items are considered eligible projects; painting

landscaping, gutters, garage doors, driveways (asphalt or concrete), fence repair, roof, windows and siding. This is for informational purposes at this time and will be brought forward to a future Council meeting for consideration and action.

11. COMMUNICATIONS AND RECOMMENDATIONS OF THE MAYOR

Mayor Smith said that this was City Attorney Tom Hart's last council meeting and thanked him for his service to the city.

12. ADJOURNMENT

MOVED by Ald. Martin, **SECONDED** by Ald. Kjelland, Council **ADJOURNS** until the next Regular Council Meeting on Tuesday January 18, 2022, subject to call. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

MEETING ADJOURNED AT 8:03 P.M.

Mayor Brian Smith

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