

**CITY OF WAUPACA  
COUNCIL PROCEEDINGS**

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

**TUESDAY MARCH 1, 2022**

**6:08 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 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 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, Sue Abrahamson, Interim Library Director, Jarod Rachu, Community and Economic Development Director, Justin Berrens, Public Works Director, Andrew Whitman, Parks and Recreation Director, Chief Brian Hoelzel and Josh Werner, IT Community Media Director

**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:** none
- C) APPROVAL OF BILLS – CITY GENERAL, WATER, SEWER, AND SPECIAL FUNDS**
- D) MEETING MINUTES:**
  - 1. COUNCIL PROCEEDINGS
    - Minutes of a Regular Meeting on February 15, 2022

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

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

Under No. 9 Letter C, information on the Employee Benefit Administrator Change to USI was uploaded to the city website.

## **6. REGULAR AGENDA**

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

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

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**A. ANNOUNCEMENTS AND CORRESPONDENCE:** none

### **B. PUBLIC INPUT**

1. Alderperson Collin Dykstra said he received concerns from a person that does not live in the city and would like to enroll her children in the Parks and Recreation program. She felt that the rates were too excessive and out of reach for her family.

## **8. UNFINISHED BUSINESS**

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- a. Ordinance No. 03-2022, An Ordinance Amending Municipal Code Chapter 12.17 Commercial Tree Trimmers (2<sup>nd</sup> Reading) – Justin Berrens, Public Works Director**

Public Works Director Justin Berrens recapped that Ordinance No. 03-2022 requires the Commercial Tree Trimmer applicants to provide a \$1,000,000 Certificate of Liability Insurance and eliminates the need for the City Attorney to review the applications, as he is capable of reviewing the Certificates when he meets with each applicant.

**MOVED** by Ald. Chesnut, **SECONDED** by Ald. Peterson Council **ADOPTS** Ordinance No. 03-2022, An Ordinance Amending Municipal Code Chapter 12.17 Commercial Tree Trimmers. **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**

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- a. Ordinance No. 04-2022, An Ordinance Amending Chapter 17, City of Waupaca Zoning Code (1<sup>st</sup> Reading) – Jarod Rachu, Community and Economic Development Director**

Jarod Rachu, Community and Economic Development Director read Ordinance No. 04-2022, An Ordinance Amending Chapter 17, Zoning Code into the record for the first reading.

- b. Land Purchase at Parcel No. 34-27-33-7 / Godfrey Drive by Mike Koch, 1948 Godfrey Drive – Jarod Rachu, Community and Economic Development Director**

Community and Economic Development Director Jarod Rachu said that staff was approached by Mike Koch, owner of Spine and Sport Physical Therapy of Waupaca with the request to purchase a portion of the vacant adjacent parcel next to his current business/parcel for parking purposes. The city owns the adjacent parcel that is approximately 1.59 acres in size. Mr. Koch would need an approximate 30-foot wide by 340-foot long sliver of land. Staff felt that the remaining portion of the lot would be large enough for any potential development that would be proposed in the future. A Certified Survey Map is required to sliver this parcel off and Mr. Koch will pay all associated costs to achieve this goal.

**MOVED** by Ald. Martin, **SECONDED** by Ald. Hagen, Council **APPROVES** of Selling a Portion of City Owned Parcel No. 34-27-33-7, Godfrey Drive to Mike Koch, Spine and Sport Physical Therapy of Waupaca, 1948 Godfrey Drive, Mike Koch to pay all associated costs. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

- c. Employee Benefit Administrator Change to USI – Kathy Kasza, Finance Director/Treasurer**

Finance Director/Treasurer Kathy Kasza said that the city's current Employee Benefit broker notified us that our current agent has resigned. Because of this resignation, staff felt it would be a good time to change Employee Benefit brokerage firms and is requesting that Council appoint USI Insurance Services of Brookfield, WI. There is no direct cost for this service to the City as our insurance carriers pay the broker.

**MOVED** by Ald. Chesnut, **SECONDED** by Ald. Martin, Council **APPROVES** of Changing the City's Employee Benefit Administrator to USI Insurance Services of Brookfield, WI. **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. Proposed Employee Rewards Program – Aaron Jenson, City Administrator**

City Administrator Aaron Jenson recapped the steps and SMART goals of the City's Employee Rewards Program and reminded council of the tiers to achieve those goals and awards attached that were explained at length during a previous meeting. Mr. Jenson asked that this program be entered into the City Employee Handbook.

**MOVED** by Ald. Dykstra **SECONDED** by Ald. Martin, Council **APPROVES** of the Employee Rewards Program as presented and includes it in the City of Waupaca Employee Handbook. **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. 2022 Farm Market Memorandum of Understanding (MOU) – Aaron Jenson, City Administrator**

City Administrator Aaron Jenson provided the background on the 2018-2021 MOU that the city entered with Living the Waupaca Way and UW-Extension for a Farm Market Coordinator adding that the grant that was received funded all expenses tied to the position from 2018-2021. Greg Grohman has researched opportunities for funding and the group has been awarded \$7,500 leaving approximately \$4,850 of unbudgeted expenses for the position in 2022. Mr. Jenson is proposing that the city fund the additional \$4,850 for 2022 with the expectation that additional funding will be sought after mitigating expenses to the City.

**MOVED** by Ald. Olson, **SECONDED** by Ald. Kjelland, Council **APPROVES** of the 2022 Memorandum of Understanding (MOU) between the city of Waupaca, Living the Waupaca Way and UW-Extension and to provide the funding for 2022 in the amount of \$4,850. **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. Updated Room Tax Agreement – Aaron Jenson, City Administrator**

City Administrator Aaron Jenson described the details of the updated Waupaca Room Tax Commission and Tourism Zone Agreement between the City of Waupaca, Town of Farmington and Town of Dayton, adding that both townships have approved the agreement.

**MOVED** by Ald. Phair, **SECONDED** by Ald. Chesnut, Council **APPROVES** of the Updated Waupaca Room Tax Commission and Tourism Zone Agreement as presented. **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.**

**g. License Report No. 1567, Operator's Licenses – Sandy Stiebs, City Clerk**

**MOVED** by Ald. Kjelland, **SECONDED** by Ald. Chesnut, Council **APPROVES** of License Report No. 1567, 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 - none**

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

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**12. ADJOURNMENT**

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**MOVED** by Ald. Hagen, **SECONDED** by Ald. Kjelland, Council **ADJOURNS** until the next Regular Council Meeting on Tuesday March 15, 2022, subject to call. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

MEETING ADJOURNED AT 7:29 P.M.

Mayor Brian Smith

Council Proceedings  
March 1, 2022

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