



**City
Administrator**

Aaron Jenson, City Administrator
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Monthly Report: September 2022

Building Inspector Position: On Wednesday, September 14th, the interview committee held two additional interviews for the full time building inspector position. Staff is currently working through reference checks.

Payroll Transition: As we continue to work through the differences between our old and new payroll system, Stephanie and Kate have set a training session for all supervisors which will be held at 1:00 PM on September 19th. The purpose of this meeting maximize payroll functionality for each department.

League of Wisconsin Municipalities Meeting: During the evening of September 13, I attended a League of Wisconsin Municipalities Meeting held in Ashwaubenon. In attendance were other City Administrator's/Managers and seven State representatives. The discussion was solely focused on the challenges that our current state law presents when it comes to municipal funding (levy limits paired with flat-lined shared revenues). The LWM is working on building a relationship with both the Towns Association and Counties Association to advocate for a solution to the current problem. City Council members can access a couple of educational articles in my September 16th City NTK Newsletter. These articles speak to the State's role in municipal funding and the challenges with our current structure.

River North Update: Staff has received the proposed first draft of a potential development agreement for the construction of 120 unit apartment complex in Area 1 of River North. City staff and legal are currently reviewing and will be providing feedback this week. The goal is to have a final draft agreement that both sides agree is ready to bring to City Council for consideration during a special City Council Meeting on Tuesday, September 27th at 5:30 PM.

Finance Department Training Update: I wanted to take the opportunity to update City Council members on the progression that Stephanie has made over her first several months in her role of Assistant Finance Director. Stephanie has approached her job with professionalism and a work ethic that has surpassed my expectations and a summary of her progress is as follows...



Summary of Stephanie's Complete Trainings to Date:

- May 6th: 2022 Local Government 101 Webinar
- May 11th: Von Briesen Annual Public Officials Conference Webinar
- May 31st: 1st Training session with Lori Gosz– Basic explanation of Chart of Accounts and intro to websites for referencing timelines (DOR, DOT, IRS, etc.)
- July 6th-8th: Budget Document Basics
- July 7th – 1st: Civic Training – MiPay/Payroll
- July 11th – 18th: Municipal Clerks & Treasurers Institute
- July 27th: Basic Budgeting & Financial Administration
- August 17th: Second Training Day with Lori Gosz
- August 18th: First Training with our Auditor Jay Bennett
- Sept. 12th: General Ledger, Accounts Payable, Payroll
- Sept. 13th: Accounts Receivable
- Sept 15th: CDBG Reporting Training: Part 1
- Sept. 15th: MiPay, Journal Entries, Bank Reconciliation, Reporting, Tax Certification, Utility Billing Report Writer, Meter Management
- Sept. 16th: Balancing Utility Billing to the GL, Pay codes, Managing Employee Records

Over the past month, Kathy has been an incredible asset for Stephanie. The majority of that time they have been working together on bank reconciliations and teaching/learning the intricacies of each budget worksheet and how they tie into our software as we put together plans and scenarios for the 2023 budget. Stephanie has shown a great amount of determination and an ability to learn the concepts presented to her.

C & D Insurance Lease: I will be meeting with Dave Loken with C&D Insurance regarding the extension and terms of the lease for the old Kwik Trip building currently owned by the City and leased by C&D insurance. That current lease agreement is in the final year of a 10-year lease. The intention is to continue the agreement with C & D Insurance and align the price per square foot with current market rate. City Council will likely see something come forward for their consideration in October.

Swan Park Project Groundbreaking: On Monday, September 12th we held a small groundbreaking event for the Splash Pad/Playground project. In attendance were representatives from the following large project donors...

- Community First Credit Union (\$100,000 donor)
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- Farmers State Bank (\$50,000 donor)
- Theda Care (\$30,000)
- Waupaca Foundry (\$25,000 donor)
- Petersen Chrysler Dodge Jeep Ram (\$25,000 donor)
- Faulks Brothers (\$25,000 in kind donor)
- Friends of Waupaca Parks (\$25,000)

Also in attendance include Mayor Smith, Alderperson Dykstra and Alderperson Phair along with City staff and John Kneer from Rettler Corp.

Work has now begun on this project and the old playground has been deconstructed.

Farm Market Progresses Toward Sustainability: This past month the Farm Market took a big step toward their goal of long term sustainability. On Friday, September 16th they held a farm to table dinner which serves as their annual fundraiser. I was able to attend and can personally describe the event was a great success. They expect that the event raised anywhere between \$5,000 and \$10,000. We have a meeting in early October during which final numbers will be shared.

In addition to a very successful fundraiser, they received a commitment from the family of Connie Abert to assist in funding the market to a level of \$5,000 per year. This donation has been committed as an annual amount and has closed the gap in current funding. As Council Members may remember, the City made a one-time pledge of \$4,800 to assist with a funding shortfall for 2022 season. With the current fundraising efforts and Abert Family donation, we expect the farm market to function without monetary contributions from the City from the 2023 budget.

SMART Goal Check-Ins: Over the past three weeks I have been meeting with department heads to learn about their progress towards their 2022 SMART Goals. Some goals have been accomplished and others are still in progress but overall, very good things have happened as a result of their work. A couple of examples include the creation of 25-30 “how-to documents” that will stick with the organization and assist with succession planning in the Clerk’s department. Updating over 25 policing policies to ensure compliance with all current policing procedures. A review and benchmarking exercise of a compensatory connection ordinance that has long been debated amongst staff and questioned on whether our current ordinance met standard practice. It was determined that it does.

Our department heads are also holding check-in meetings with their direct reports and documenting progress as we approach the end of the year.



This initiative has been certainly been an extra effort to administer so please give the department heads, supervisors and all participating staff a lot of credit for taking it seriously and working towards results. It isn't easy fitting new initiatives into current workloads but staff has shown an ability to go above and beyond while improving their departments in the process.

Budget Worksheets: In late August, Stephanie dispersed budget worksheets to all department heads and requested that they be completed and returned by Friday, September 16th. Stephanie is now working on updating the master working budget with the department's budget requests which remain, for the most part, unchanged. Examples of expected adjustments may be increased fuel budgets, overtime or other increased expense lines that we know our 2022 budgeted amounts will not cover in 2023.

As Stephanie inputs the department's request we also await other important budgetary. Some of these numbers include insurance premiums, EMS dues, Fire dues, etc... We are expecting all of these to have increased costs from a year ago due to inflationary pressures. As these numbers continue to solidify we are working with Mayor Smith to put together a balanced budget that maintains service levels and accomplishes organizational priorities.

Recent Notable Meetings and Events:

- Aug 16: Farm Market Committee Meeting
- Aug 16: Dream Team Meeting
- Aug 19: Kids Triathlon
- Aug 20: Adult Triathlon
- Aug 22: Historical Society Capital Campaign Meeting
- Aug 23: ECRPC Facilities Committee Meeting
- Aug 24: WCEDC Meeting
- Aug 29: Meeting with Brown Cab Management
- Aug 30: Dream Team Meeting
- Aug 31: Waupaca Rotary Meeting
- Aug 31: Committee of the Whole Meeting: CIP
- Sept 1: Grant Management Team Meeting
- Sept 1: Gold Cross Consortium Meeting
- Sept 6: City Council Meeting
- Sept 7: Plan Commission Meeting
- Sept 13: League of Wisconsin Municipalities Meeting
- Sept 15: Waupaca County City Admin Meeting