

**CITY OF WAUPACA  
COUNCIL PROCEEDINGS**

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

**TUESDAY SEPTEMBER 6, 2022**

**6:25 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, Henry Veleker, 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, Stephanie Reif, Assistant Finance Director, Eric Bailey, Library Director, Jarod Rachu, Community and Economic Development Director, Justin Berrens, Public Works Director, Laura Colbert, 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. WAUPACA SENIOR CENTER ADVISORY BOARD
  - Minutes of a Regular Meeting on July 26, 2022
  - Minutes of a Special Meeting on August 23, 2022
2. PARKS AND RECREATION BOARD
  - Minutes of a Regular Meeting on August 4, 2022
3. WAUPACA HISTORICAL SOCIETY
  - Minutes of a Regular Meeting on July 7, 2022
4. COMMUNITY DEVELOPMENT AUTHORITY
  - Minutes of a Special Called Meeting on August 15, 2022
5. INLAND LAKES PROTECTION AND REHABILITATION DISTRICT
  - Minutes of a Public Hearing and Annual Meeting on August 16, 2022
6. COUNCIL PROCEEDINGS
  - Minutes of a Public Hearing and Regular Meeting on August 2, 2022
  - Minutes of a Regular Meeting on August 16, 2022

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

**6. REGULAR AGENDA**

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**MOVED** by Ald. Olson, **SECONDED** by Ald. Phair, Council **APPROVES** of the Regular Agenda as presented. 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:**

- 1) **Presentation of Certificate of Appreciation to Lillian Sommer for 5 years of service to the city** – Ms. Sommer was not present.
- 2) **Presentation of Certificate of Appreciation to Taylor Wilcox for 10 years of service to the city** – Ms. Wilcox was not present.
- 3) **Presentation of Certificate of Appreciation and Gift Certificate to Ronda Rollins for 30 years of service to the city** – Ms. Rollins was not present.

**B. PUBLIC INPUT** - none

**8. UNFINISHED BUSINESS** - none

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**9. NEW BUSINESS**

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- a. **Purchase of Waupaca Taxi Vehicle under State of WI Human Service Vehicle Contract – Aaron Jenson, City Administrator**

City Administrator Aaron Jenson said that the city was awarded up to \$65,000 to cover 80% of the cost of a new rear loading mini-van through WDOT grants. The city's cost-share would not exceed \$13,000.

**MOVED** by Ald. Hagen, **SECONDED** by Ald. Chesnut Council **APPROVES** of the Purchase of a 2022 Rear-Loading Accessible Minivan from A&J Commercial for an amount not to exceed \$65,000 using 2022 WDOT Capital Grant Funds (80%) and 2021 CIP Funds (20%) as presented, City's cost not to exceed \$13,000. **ON A CALL OF THE ROLL** Ald. Dykstra, Ald. Chesnut, Ald. Hagen, Ald. Veleker, 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.**

**b. Amendment to the City of Waupaca Year 2030 Comprehensive Plan for Parcel No. 34-28-24 (Parent Parcel No. 34-28-21-13), Lot 1 CSM #8103, V35P3, No Address Assigned, Ordinance No. 15-2022, An Ordinance to Amend the City of Waupaca Year 2030 Comprehensive Plan (1<sup>st</sup> Reading) – Jarod Rachu, Community and Economic Development Director**

Community and Economic Development Director Jarod Rachu explained that the Waupaca Foundry desires to build a multi-family unit on the corner of Tower Drive and Royalton Street to house their employees, which requires that the property be rezoned. Prior to rezoning the city's Future Land Use Map Year 2030 Comprehensive Plan needs to be amended. This is the first reading of Ordinance No. 15-2022, An Ordinance to Amend the City of Waupaca Year 2030 Comprehensive Plan.

**c. Zoning Change / Waupaca Foundry, Inc., northeast corner of Tower Road and Royalton Street (Parcel No. 34-28-24-2, Parent Parcel No. 34-28-21-13, no address assigned. Ordinance No. 16-2022, 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**

Community and Economic Development Director Jarod Rachu read Ordinance No. 16-2022, An Ordinance Amending 17.102 Zoning Districts Map as Allowed for Under 17.700 into the record.

**d. Resolution No. 1524 (2022), A Resolution in Recognition of Curt Witynski and Gail Sumi – Mayor Brian Smith**

**MOVED** by Ald. Hagen, **SECONDED** by Ald. Veleker, Council **APPROVES** of Resolution No. 1524 (2022), A Resolution in Recognition of Curt Witynski and Gail Sumi. **ON A CALL OF THE ROLL**, Ald. Dykstra, Ald. Chesnut, Ald. Hagen, Ald. Veleker, 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. License Report No. 1589, Operator's Licenses – Sandy Stiebs, City Clerk**

**MOVED** by Ald. Phair, **SECONDED** by Ald. Peterson, Council **APPROVES** of License Report No. 1589, Operator's Licenses, pending background checks and payment of any monies owed to the city. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

**f. Resolution No. 1523 (2022), A Resolution Renaming Dedicated Public Right of Way from "Alley Way" to Washington Court – Justin Berrens, Public Works Director**

Public Works Director Justin Berrens said that Resolution No. 1523 is the next step after vacating a portion of North Main Street in naming the alley by the Danes Hall. Two properties will need new property addresses so that emergency vehicles will be able to find them.

**MOVED** by Ald. Martin, **SECONDED** by Ald. Chesnut, Council **APPROVES** of Resolution No. 1523 (2022), A Resolution Renaming Dedicated Public Right of Way from "Alley Way" to Washington Court. **ON A CALL**

**OF THE ROLL**, Ald. Dykstra, Ald. Chesnut, Ald. Hagen, Ald. Veleker, 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. Lakeside Memorial Paving – Justin Berrens, Public Works Director**

Public Works Director Justin Berrens said that the City of Waupaca is responsible for maintaining the Lakeside Memorial Cemetery and there are a number of small access roads that have fallen into disrepair. The Parks and Recreation Department expressed interest in using the High Street and Harrison Street contractor to complete this paving work as it is believed that they would be the most cost efficient.

**MOVED** by Ald. Chesnut, **SECONDED** by Ald. Purchatzke, Council **APPROVES** of the proposal from American Asphalt of Wisconsin to repave Lakeside Memorial Cemetery Roads for an amount not to exceed \$71,670, money to come from the Cemetery Perpetual Care Fund. **ON A CALL OF THE ROLL**, Ald. Dykstra, Ald. Chesnut, Ald. Hagen, Ald. Veleker, 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.**

**10. ISSUES/PROJECT DISCUSSION (30 MINUTE MAXIMUM) – NO ACTION REQUIRED - none**

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**11. COMMUNICATIONS AND RECOMMENDATIONS OF THE MAYOR**

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Mayor Smith reminded Council that there would be a Committee of the Whole FY2023 Budget Workshop held immediately after the Council meeting. After the September 20, 2022 Council meeting there will be a Committee of the Whole FY2023 Budget Workshop to discuss Personnel that he expects will be up to two hours long. Staff is waiting for information from a Developer regarding the River North Subdivision and he told Council to expect a Special Council meeting the last week in September. Mayor Smith congratulated Alderperson Lori Chesnut on her upcoming retirement from Waupaca County.

**12. ADJOURNMENT**

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**MOVED** by Ald. Hagen, **SECONDED** by Ald. Phair, Council **ADJOURNS** until the next Regular Council Meeting on Tuesday September 20, 2022, subject to call. 10 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

MEETING ADJOURNED AT 6:56 P.M.

Mayor Brian Smith