

**CITY OF WAUPACA  
COUNCIL PROCEEDINGS**

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

**TUESDAY DECEMBER 6, 2022**

**6:04 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 and Eric Olson

**Absent:** none

A quorum was declared.

**Also Present:** Aaron Jenson, City Administrator, Sandy Stiebs, City Clerk, Stephanie Reif, Assistant Finance Director, Eric Bailey, Library 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 HISTORICAL SOCIETY
  - Minutes of a Regular Meeting on September 1, 2022
  - Minutes of a Regular Meeting on October 6, 2022
2. PARKS AND RECREATION BOARD
  - Minutes of a Regular Meeting on November 3, 2022
3. COMMUNITY DEVELOPMENT AUTHORITY
  - Minutes of a Special Called Meeting on November 21, 2022
4. COUNCIL PROCEEDINGS
  - Minutes of a Public Hearing and Regular Meeting on November 1, 2022
  - Minutes of a Public Hearing and Regular Meeting on November 15, 2022

**MOVED** by Ald. Chesnut **SECONDED** by Ald. Olson, Council **APPROVES** of the Consent Agenda as presented. 9 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE.**

## **6. REGULAR AGENDA**

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**MOVED** by Ald. Chesnut, **SECONDED** by Ald. Hagen, Council **APPROVES** of the Regular Agenda as presented. 9 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. **Tajikistan Proclamation – Mayor Brian Smith** – Chuck Reynolds introduced the Tajikistan visitors and described their tours, activities and sightseeing events in the area. Ald. Veleker read the Tajikistan Proclamation into the record.
2. **Presentation of Certificate of Appreciation to Bret Rodenz for 15 years of service to the city** – Officer Rodenz was not present; Chief Brian Hoelzel will give him the Certificate of Appreciation.
3. **Supportive Comments on Waupaca’s Downtown and Development Progress – Aaron Jenson, City Administrator** - Mr. Jenson read supportive comments from the downtown business owners that received city grants.

### **B. PUBLIC INPUT**

1. Ald. Dmitri Martin read a letter that Joni Radley wrote regarding her in-laws that live at 913 Mead Drive. They are concerned about the bear in their neighborhood that has been turning over garbage cans and walking through neighborhoods.
2. Ald. Lori Chesnut said that the Annual Yule Tide Walk was a huge success and gave a “Thank You” to the business owners that filled the city’s planters, naming Don and Debbie Fischer, Heidi Sweeney, Bill and Mary Zimmermann and Aaron Jenson.

## **8. UNFINISHED BUSINESS** - none

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## **9. NEW BUSINESS**

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- a. **Resolution No. 1529 (2022), A Resolution Remembering and Honoring Jack L. Rhodes – Eric Bailey, Library Director**

Library Director Eric Bailey read Resolution No. 1529 (2022) into the record.

**MOVED** by Ald. Martin, **SECONDED** by Ald. Chesnut Council **APPROVES** of Resolution No. 1529 (2022), A Resolution Remembering and Honoring Jack L. Rhodes. **ON A CALL OF THE ROLL**, Ald. Chesnut, Ald. Hagen, Ald. Dykstra, Ald. Veleker, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin and Ald. Olson voted aye, 0 nays, 0 absent, **MOTION CARRIED ON A ROLL CALL VOTE**.

**b. Taxi Fare Increase – Aaron Jenson, City Administrator**

City Administrator Aaron Jenson explained that this is a 25-cent increase across the board for Waupaca Taxi fares.

**MOVED** by Ald. Veleker, **SECONDED** by Ald. Peterson Council **APPROVES** of the Taxi Fare Increase of \$.25 for Adult, Senior, Student, Disabled, Out of Town Miles and Special Fares effective January 1, 2023. **ON A CALL OF THE ROLL**, Ald. Chesnut, Ald. Hagen, Ald. Dykstra, Ald. Veleker, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin and Ald. Olson voted aye, 0 nays, 0 absent, **MOTION CARRIED ON A ROLL CALL VOTE**.

**c. Termination of Employment Agreement with Kathy Kasza for Interim Finance Director Services – Aaron Jenson, City Administrator**

City Administrator Aaron Jenson explained that in December 2021 Kathy Kasza worked her final day as a Full-Time Finance Director for the City of Waupaca and on January 4, 2022, the City and Ms. Kasza entered into an agreement to appoint Ms. Kasza as “Interim Finance Director/City Treasurer.” In order to appoint Stephanie Reif to the Finance Director position Council would need to terminate the former agreement with Ms. Kasza.

**MOVED** by Ald. Veleker, **SECONDED** by Ald. Hagen Council **TERMINATES** the Employment Agreement dated January 4, 2022 naming Kathy Kasza as the “Interim Finance Director/City Treasurer.” **ON A CALL OF THE ROLL**, Ald. Chesnut, Ald. Hagen, Ald. Dykstra, Ald. Veleker, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin and Ald. Olson voted aye, 0 nays, 0 absent, **MOTION CARRIED ON A ROLL CALL VOTE**.

**d. Confirm Mayor Smith’s Official Appointment of Stephanie Reif as Finance Director/City Treasurer – Aaron Jenson, City Administrator**

**MOVED** by Ald. Dykstra, **SECONDED** by Ald. Olson Council **CONFIRMS** Mayor Smith’s Appointment of Stephanie Reif to the Position of Finance Director/City Treasurer effective December 6, 2022. **ON A CALL OF THE ROLL**, Ald. Chesnut, Ald. Hagen, Ald. Dykstra, Ald. Veleker, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin and Ald. Olson voted aye, 0 nays, 0 absent, **MOTION CARRIED ON A ROLL CALL VOTE**.

**e. On-Call Consultant Agreement with Kathy Kasza – Aaron Jenson, City Administrator**

City Administrator Aaron Jenson explained that this agreement with Kathy Kasza is an “on-call agreement” only and that she would be contacted when the need for her expertise arises by either Finance Director/Treasurer Stephanie Reif or himself.

**MOVED** by Ald. Dykstra, **SECONDED** by Ald. Hagen, Council **APPROVES** of Entering into an On-Call Consultant Agreement with Kathy Kasza through April 1, 2023 at a rate of \$60/hr., starting January 1, 2023.

**ON A CALL OF THE ROLL**, Ald. Chesnut, Ald. Hagen, Ald. Dykstra, Ald. Veleker, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Phair and Ald. Olson voted aye, 0 nays, 0 absent, **MOTION CARRIED ON A ROLL CALL VOTE**.

**f. Vacation Policy Revisions – Aaron Jenson, City Administrator**

City Administrator Aaron Jenson explained that staff discussed ways that the city can deliver on employee values with incurring little to no additional cost and felt that additional vacation days would be a way to accomplish that. He highlighted the proposed policy revisions as follows:

- Provide our hiring supervisor's greater flexibility to use vacation benefits in employee recruitment efforts (specifically in the non-department head positions).
- Provide an increased amount of vacation to employees early in the schedule.
- Provide an additional three traditional workdays (24 hours) of vacation for all current non-represented employees.
- Shift from employees being awarded vacation on a calendar year basis to the employee's work anniversary date. The consensus from department heads and supervisors is that this transition will help with operations. Staggering vacation expiration dates will result in more balanced vacation requests throughout the year as opposed to a majority of employees requesting a large portion of their vacation in November and December as they approach the year-end.
- Provide a benefit for heavily relied upon Regular Part-Time employees who worked a minimum of 1,200 hours per year (anniversary date to anniversary date). This would currently impact 5 to 6 part time employees.
- Bring law enforcement supervisors under the same schedule as all other non-represented Regular Full-Time Employees. These proposed changes were viewed as a way to show that the City values work/life balance, flexible work culture, and employee input while making tweaks to improve operational functions. The City can accomplish these actions by costing the city little to no additional money.

**MOVED** by Ald. Veleker, **SECONDED** by Ald. Martin, Council **APPROVES** the Vacation Policy Revisions as presented. **ON A CALL OF THE ROLL**, Ald. Dykstra, Ald. Chesnut, Ald. Hagen, Ald. Veleker, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin and Ald. Olson voted aye, 0 nays, 0 absent. **MOTION CARRIED ON A ROLL CALL VOTE**.

**g. Ordinance No. 22-2022 / Amendment to Chapter 14.06(2) Construction of Buildings, Wisconsin Uniform Dwelling Code Adopted and Chapter 14.12 Application of State Codes (1<sup>st</sup> Reading) – Aaron Jenson, City Administrator**

City Administrator Aaron Jenson read Ordinance No. 22-2022 into the record for the first reading.

**h. Ordinance No. 23-2022 / Amendment to Chapters 17.205 Accessory Structures and Use (1<sup>st</sup> Reading) – Aaron Jenson, City Administrator**

City Administrator Aaron Jenson read Ordinance No. 23-2022 into the record for the first reading.

**i. 2023 Managed Deer Hunt – Aaron Jenson, City Administrator**

City Administrator Aaron Jenson said that for the past five years the City has supported a managed deer hunt to reduce the deer population within the city limits and are looking to proceed with a similar effort in 2023. The hunt time is January 9, 2023 – March 31, 2023 and is a bow hunt only.

**MOVED** by Ald. Hagen, **SECONDED** by Ald. Chesnut, Council **APPROVES** of the 2023 Managed Deer Hunt from January 9, 2023 – March 31, 2023 as presented. 9 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE.**

**j. Mayor’s Appointments to the following Committees to replace Mary Phair – Council President Paul Mayou:**

- **Police and Fire Commission – Ald. Paul Hagen**
- **Airport Board (Alternate) – Ald. Collin Dykstra**
- **Board of Review – Ald. Lori Chesnut**
- **Waupaca Area Fire District (Alternate) – Ald. Paul Hagen**

**MOVED** by Ald. Martin, **SECONDED** by Ald. Olson, Council **APPROVES** of the Mayor’s Appointments as presented. 9 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE.**

**k. Proposed Change to Swan Park Ball Field Rental Fees – Laura Colbert, Parks and Recreation Director**

Parks and Recreation Director Laura Colbert said that after researching a number of similar facilities in central Wisconsin she is proposing to change the out-of-town rental costs of the ball fields at Swan Park. There will be an a la carte rate of concessions \$100/event, lights \$25/field per game, field’s \$50/field per day, \$50/field for any additional preparation. Renting the entire ballpark facility for a weekend tournament would be \$500.

**MOVED** by Ald. Olson, **SECONDED** by Ald. Peterson, Council **APPROVES** of adjusting the Rental Fees for Swan Park to Offset the Costs of the Preparation for Events as presented, with payment upfront. **ON A CALL OF THE ROLL**, Ald. Dykstra, Ald. Chesnut, Ald. Hagen, Ald. Veleker, Ald. Purchatzke, Ald. Peterson, Ald. Mayou, Ald. Martin and Ald. Olson voted aye, 0 nays, 0 absent. **MOTION CARRIED ON A ROLL CALL VOTE.**

**l. License Report No. 1603, Operator Licenses – Sandy Stiebs, City Clerk**

City Clerk Sandy Stiebs said that Forrest Edgren pulled his application and Ms. Stiebs is asking that he be removed from License Report No. 1603.

**MOVED** by Ald. Chesnut, **SECONDED** by Ald. Veleker, Council **APPROVES** License Report No. 1603, Operator’s Licenses, minus Forrest Edgren, subject to background checks and payment of any monies owed to the city. 9 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE.**

**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 everyone to attend the Holiday Appreciation Lunch on December 14, 2022 from 11:00-1:00 at the Recreation Center. Mayor Smith said that City Clerk Sandy Stiebs is retiring after 22 years of service to the city. He thanked her and said she will truly be missed.

**12. ADJOURNMENT**

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Council Proceedings  
December 6, 2022

**MOVED** by Ald. Hagen, **SECONDED** by Ald. Chesnut, Council **ADJOURNS** until the next Regular Council Meeting on Tuesday January 3, 2023, subject to call. 9 ayes, 0 nays, 0 absent. **MOTION CARRIED ON A VOICE VOTE.**

MEETING ADJOURNED AT 7:28 P.M.

Mayor Brian Smith

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