



City of Waupun

201 E. Main Street
WAUPUN, WISCONSIN 53963
Phone: 920-324-7900
Fax: 920-324-7939

"Wild Goose Center of Wisconsin"

August 30, 2010

TO: Mayor and Common Council
FROM: Kyle Clark, City Administrator
CC: Website
RE: August Report to Common Council

The *Administrator E-Newsletter* is designed to keep community members up-to-date with the latest City news. I hope that you will find these updates informative. The objective with these reports is to provide the Common Council and residents with a snap-shot view of major activities. Please feel free to contact the Administrator's office for any additional information or questions regarding projects, issues, or concerns not addressed by these reports.

Transition

Part of the transition process from my role as Clerk-Treasurer to City Administrator includes transferring some of the Clerk and financial responsibilities on to other staff at City Hall. Deputy Clerk-Treasurer Angie Hull has been taking over the Clerk responsibilities, including election work and meeting attendance and minute taking. Administrative Assistance Michelle Kast began working on some of the financial activities including journal entries, budget entry, and receipt entry. The transition process has been smooth and is moving along well.

Bike Trail & Pool Project

Two goals identified in the City's strategic planning session held on June 21, 2010 included the development of a water facility in Fond du Lac County Park and a bike trail connecting the City of Waupun and the Wild Goose Trail. In effort to meet these goals, a number of activities have taken place.

Members of Waupun Area Recreation Project (WARP) presented information on the pool project at the July Common Council and Committee of the Whole meetings. A fundraising agreement with WARP has been prepared for Council action at the August 31 Committee of the Whole meeting. On September 1, 2010 WARP and City staff will meet with Fond du Lac County Extension Education, Agriculture, and Recreation Committee regarding the potential placement of a swimming facility at the Fond du Lac County Park.

The bike trail project continues to move along. The City entered into an agreement with Bonestroo to proceed with the engineering and grant process for the project. The school board
August 2010 Council Report

authorized the district's legal counsel to draft an easement agreement with the City allowing the proposed walking trail on school-owned property behind Rock River Intermediate School.

Athletic Complex

City and School staff members met with representatives from local youth organizations to receive input and discuss conceptual plans for an athletic complex. The City and School are holding a joint informational meeting on August 30 to discuss the future of the Jefferson Elementary site and the development of a joint school and community recreational facility. A consolidated recreational area is another item that was identified during the City's June strategic planning session.

Economic Development

FCEDC staff Brenda Hicks-Sorenson, Owen Rock, and Melissa Hunt continue to be actively involved in the City's economic development process. FCEDC and the City have addressed Business Park property inquiries, met with the TIF 4/Heritage Ridge developer and TIF 5 development prospects, and held strategic planning discussions for the downtown/TIF 3.

Administrative Assistant Activities

Administrative Assistant Michelle Kast has been involved in a number of projects including receipt entry, journal entries, and budget entry; preparing farmland bid documents; assisting the Public Works Department during staff vacation; broadcasting the July Council meeting on the PEG channel; and updating the PEG channel calendar of events.

If you have questions regarding any of the subjects or subjects not addressed, please let the appropriate department manager or me know.