



City of Waupun

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“Wild Goose Center of Wisconsin”

November 4, 2010

TO: Mayor and Common Council
FROM: Kyle Clark, City Administrator
CC: Website
RE: November 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, specifically those identified in the City’s strategic planning session held in June 2010. 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.

Pool Project

As reported previously, Burbach Aquatics has been asked to complete a feasibility study for the proposed development of a water facility at the Fond du Lac County Park and proposed renovations to the existing McCune Beach site. December 1, 2010 is the anticipated completion date for the study.

Bike Trail

The City is in the process of updating its Outdoor Recreation Plan. This will aid the City in identifying current facility and program usage. It will also help identify where community members interests lie and bring to light citizen’s interest in activities that are not offered in our area. In addition, the Outdoor Recreation Plan will be used as a tool when applying for grant funding for the proposed Bike Trail. As part of the process of updating the Outdoor Recreation Plan, citizens will be sent a community interest survey with questions pertaining to outdoor recreation. Surveys will be sent out later this month.

Athletic Complex

City staff met with school and softball representatives to discuss updated conceptual plans for the proposed athletic complex. An overall comprehensive approach will be taken in the design of the athletic complex. A meeting with H&K Sports Fields is scheduled for November 5. It is anticipated that H&K will prepare a site plan for the project later this month and a cost proposal shortly thereafter.

New Business Recruitment

In effort to streamline the process for recruiting new business to the City of Waupun, staff has been actively involved in updating the business park covenants and establishing funding incentives. A final draft of the incentives is scheduled for consideration by Common Council at their November 9 meeting.

400 Block Inspections

At its June strategic planning session Common Council identified the need to further develop our downtown properties. Taking the initial step in meeting this goal, the Common Council and CDA underwent a review of the properties in the Central Business District. In October, informational inspections were conducted on properties located on the south side of the 400 block of East Main Street. The goal of the inspections was to gather information to be used to help further develop opportunities for local property and business owners to partner with the CDA to enhance and develop our downtown. Upon receipt of an inspection report from Vierbicher Associates the Common Council and CDA will meet to discuss the next steps in developing our downtown.

Option to Purchase State Lands

As noted in last month's report, the City received from DOC representatives a signed option to purchase agreement for the purchase of DOC land (approximately 250 acres) east of Highway 151 and north of Highway 49. A Request for Qualifications (RFQ) document has been prepared and distributed to be used to attract potential developers to the site. RFQ's are due November 12.

2011 Budget

The 2011 Budget has been prepared with a zero increase in the tax levy. The Committee of the Whole reviewed the draft budget at their October meeting and another review of the budget will take place at the November 9 Common Council meeting.

Administrative Assistant Activities

Administrative Assistant Michelle Kast has been involved in a number of projects including completing the shared-ride taxi grant application and meeting with auditors from WisDOT, receipt entry, month end journal entries, broadcasting the October Council meeting on the website and 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.