



# City of Waupun

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"Wild Goose Center of Wisconsin"

February 3, 2011

TO: Mayor and Common Council  
FROM: Kyle Clark, City Administrator  
CC: Website  
RE: February 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**

Burbach Aquatics completed 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. The findings of the feasibility study will be reviewed at special meeting of the Committee of the Whole at a future date. It is important to note that various cost options have been identified, depending on the amenities offered.

## **Bike Trail**

City staff met with Bonestroo representatives to discuss the next steps for the Bike Trail. Staff has contacted the Department of Natural Resources regarding permit requirements. A name for the trail is being sought. Ideas may be emailed to [michelle@cityofwaupun.org](mailto:michelle@cityofwaupun.org).

## **Athletic Complex**

At their January 11 meeting, Common Council voted to approve the agreement with H&K Sports Fields for services in connection with the Athletic Complex project. On January 27 Little League representatives met with H&K to discuss the layout and a final design has been prepared. We will now move forward with the engineering aspect of the project.

## **400 Block Inspections**

Property owners on the south side of the 400 block of East Main Street have been informed of the findings of the inspection reports prepared by Vierbicher Associates. The Community Development Authority plans to focus its efforts for 2011 on enhancing the 400 block and will discuss the matter further at its February 8 meeting.

## **Promote Waupun**

Staff is working on creating a newsletter to be distributed to citizens, service organizations and other community groups by way of email. The newsletter will be designed to inform individuals of local events and happenings of the various City departments. An email directory is being compiled and newsletter distribution is anticipated to begin by next month. Anyone interested in receiving the newsletter may send an email to [michelle@cityofwaupun.org](mailto:michelle@cityofwaupun.org).

## **Recreation/Tourism Coordinator**

The City of Waupun is taking applications for a Recreation/Tourism Coordinator. This is a part-time position, anticipated to work 20 hours per week, and is responsible for coordinating community parks and recreation programs, pool and aquatics, tourism, and special events. Applications will be accepted until Friday, February 18.

## **Communication with State Representatives**

Mayor Jodi Steger and I met with Representative Spanbauer during his Community Office Hours on Monday, January 31 to communicate our concerns over the potential cut to state shared revenues. As follow-up to the meeting, contact has also been made with Governor Walker and Senator Hopper regarding the importance of shared revenue to the City of Waupun.

## **Administrative Assistant Activities**

Administrative Assistant Michelle Kast has been involved in a number of projects including compiling a database for the Community Newsletter, receipt entry, year end and month end journal entries, broadcasting the Meadow View Primary and Rock River Intermediate School Holiday Concerts on the PEG Channel, and attending the CDA meeting and taking meeting minutes.

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