



City of Waupun

201 E. Main Street
Waupun, WI 53963
Phone: 920-324-7900
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"Wild Goose Center of Wisconsin"

Waupun Common Council
Minutes of Meeting
Tuesday, January 14, 2014

The Waupun Common Council met on Tuesday, January 14, 2014 at 6:00 PM in the Council Chambers with Mayor Jodi Steger presiding.

Mayor Steger called the meeting to order at 6:00pm.

The Pledge of Allegiance was heard, followed by a moment of silence.

Members present on roll call are Mayor Steger, Alderman Bastian, Alderman Nickel, Alderman Johnson, Alderman Vanderkin, Alderman Mielke, and Alderman Kaczmarski. No members are absent.

City Staff present are Attorney VandeZande, Administrator Clark, City Clerk Hull, Utility Manager Posthuma, Fire Chief Berry, Police Chief Heeringa, Public Works Director Flynn, and Library Director Jaeger.

Audience in attendance are Eric Thompson of MSA and Byron Mulder.

Motion Vanderkin, second Nickel to approve the December 10, 2013 minutes of the regularly scheduled Common Council meeting and the December 17, 2013 minutes of the special Common Council meeting. Motion carried unanimously.

There is no Public Hearing.

Flynn introduces Eric Thompson, Senior Water Resources Engineer for MSA Professional Services. Thompson provides information on storm water management.

Byron Mulder appeared before the Council. Mulder filed a Stormwater Credit Application for the Farmer's Elevator property at 1350 W Brown Street, Waupun, with Flynn, which was denied. Mulder appealed that decision to the Board of Public Works which was also denied. Mulder is appealing the Board of Public Works decision to the Council. Mulder originally requested a 53.38% credit based on the Stormwater Utility formula but does not believe a 75% credit would be out of line based on the amount of water that enters the stormwater system. Mulder acknowledges that the runoff occurs primarily on the agricultural land adjacent to the Farmer's Elevator property. Flynn's comments of the reason for denying Mulder's request is the city policy reads – "This credit applies to all properties that provide privately constructed and maintained runoff flow control measures". There are no control measures in place. Thompson agrees with the denial

decisions. Thompson states that the credits to user fees are allowed when a customer can show that a condition or activity on the property results in a direct reduction in costs for Stormwater utility services. As the peak flow control is not located on the applicant's property, Thompson recommends denial of the Stormwater utility credit application.

Motion Bastian, second Kaczmariski to deny the Stormwater Credit Application submitted by Byron Mulder of Farmer's Elevator located at 1350 W. Brown Street, Waupun. Motion carried on roll call 6-0.

Steger comments on behalf of the Plan Commission that End of the Trail Candy Shop is constructing an addition.

Steger informs the Council the Tony Holschbach of Horizon Construction will be present at the next Committee of the Whole meeting for discussion purposes of the Washington School site.

Steger asks if there is any development information for TIF 6 (west side of Waupun). Clark comments there is nothing at this time.

Kaczmariski compliments Chief Heeringa and Deputy Chief Loudon in attending the Dodge County Law Enforcement conference.

Motion Bastian, second Vanderkin to approve the consent agenda. Motion carried unanimously.

Motion Nickel, second Johnson to authorize the City Clerk to make payment of the monthly expenses. Motion carried on roll call 6-0.

Motion Vanderkin, second Johnson to approve the operator licenses to Juan Meza, David Neal, and Joyce Hamilton and the Temporary Class B Wine license to the Waupun Historical Society, as recommended by Police Chief Heeringa. Motion carried unanimously.

Motion Nickel, second Mielke to call the meeting adjourned. Motion carried.

Angela Hull, City Clerk



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Waupun Common Council Minutes of Special Meeting Monday, February 3, 2014

The Waupun Common Council met in special session on Monday, February 3, 2014 at 5:30 PM in the Council Chambers with Mayor Jodi Steger presiding.

Mayor Steger called the meeting to order at 5:30pm.

Members present on roll call are Mayor Steger, Alderman Bastian, Alderman Nickel, Alderman Johnson, Alderman Vanderkin, Alderman Mielke, and Alderman Kaczmarski. No members are absent.

City Staff present are Attorney VandeZande, City Clerk Hull, Fire Chief Berry, Police Lieutenant Pfalzgraf, and Public Works Director Flynn.

Public Hearing was conducted for the Class B Fermented Malt Beverage and Intoxicating Liquor License for Lazaro De Vicente at 405 E Main Street, Waupun - De Vicente of Waupun Inc. dba Don Ramon Mexican Restaurant.

No audience participation. No objections are heard.

Motion Kaczmarski, second Bastian to approve the soda, dairy, and Class B Fermented Malt Beverage and Intoxicating Liquor Licenses to De Vicente of Waupun Inc. dba Don Ramon Mexican Restaurant at 405 E. Main Street, Waupun, and the operator license to Francisco Herrera. Motion carried 6-0 on roll call.

Flynn informs the Council that he spoke with the City's liability insurance carrier, CVMIC, and the DNR on the Wounded Warrior Hunt on City property. The DNR approved the area of the hunt. CVMIC informed Flynn that the City could hold restrictions on the type of firearms used and could require insurance to be held. Attorney VandeZande questions if CVMIC will represent the City if a liability claim is received.

Motion Johnson, second Bastian to approve the Wounded Warrior Hunt, with no requirements or restrictions, to be re-evaluated in one year. Motion carried 5-1 with Kaczmarski voting nay.

Tony Holschbach of Horizon Construction provided a presentation of the possibilities for the Washington School site.

1. Demolition of the property at a cost of approximately \$350,000
2. Phase 1 - Demolish unused portion and keep three (3) of the buildings for use at approximate cost of \$675,000.
3. Phase 2 - Remodel the three buildings at an approximate cost of \$1,800,000.

To combine Phase 1 and Phase two, along with architect and contractor fees, this would be an approximate cost of \$3,000,000-\$3,500,000.

Mielke comments to demolishing the site as he feels the land would be more desirable to a potential buyer, especially due to the construction of the new hotel in that area.

No action is taken at this time.

Steger informed the Council that she has received calls for Sunday morning taxi service to be provided to the citizens for church purposes. She asks Council members to remember this when the taxi contract renewal is again brought before them for consideration.

Motion Vanderkin, second Nickel to authorize the City Clerk to make payment of the monthly expenses. Motion carried on roll call 6-0.

Motion Vanderkin, second Nickel to approve the Temporary Class B license to the Waupun Historical Society. Motion carried 6-0.

Motion Nickel, second Mielke to call the meeting adjourned at 6:30pm. Motion carried.

Angela Hull, City Clerk



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Waupun Common Council
Minutes of Special Meeting
Tuesday, February 25, 2014

The Waupun Common Council met in special session Tuesday, February 25, 2014 at 6:05 P.M. in the City Hall Council Chambers with Mayor Jodi Steger presiding.

City Staff present are City Attorney Dan VandeZande, Administrator Kyle Clark, City Clerk Angela Hull, Utility Manager Randy Posthuma, Police Chief Dale Heeringa, Director of Public Works Dick Flynn, and Fire Chief Jeff Berry.

Mayor Steger called the meeting to order at 5:30pm.

Members present on roll call are Mayor Jodi Steger, Alderman Mike Johnson, Alderman Julie Nickel, Alderman Steve Bastian, Alderman Nancy Vanderkin, Alderman Ryan Mielke, and Alderman Pete Kaczmariski. No members are absent.

Motion Johnson, second Bastian to authorize the City Clerk to make payment of expenses. Motion carried on roll call 6-0.

Motion Johnson, second Nickel to approve the Operator Licenses to Jon Bruins, Andrew Davis, and Michael Smit; and the Temporary Class B licenses to Waupun Volksfest, Waupun Historical Society, and Waupun Festival Inc. Motion carried 6-0.

Motion Nickel, second Vanderkin to authorize the gathering of information for the possible hiring or contracting services for a Recreation Director that would include managing the Senior Center and pool concessions. Motion carried 6-0.

Motion Nickel, second Mielke duly carried the Committee adjourned at 6:08pm.

Angela J. Hull
City Clerk



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Waupun Committee of the Whole Minutes of Meeting Tuesday, February 25, 2014

The Waupun Committee of the Whole met in regular session Tuesday, February 25, 2014 at 5:30 P.M. in the City Hall Council Chambers with Mayor Jodi Steger presiding.

City Staff present are City Attorney Dan VandeZande, Administrator Kyle Clark, City Clerk Angela Hull, Utility Manager Randy Posthuma, Police Chief Dale Heeringa, Director of Public Works Dick Flynn, and Fire Chief Jeff Berry.

Mayor Steger called the meeting to order at 5:30pm.

Members present on roll call are Mayor Jodi Steger, Alderman Mike Johnson, Alderman Julie Nickel, Alderman Steve Bastian, Alderman Nancy Vanderkin, Alderman Ryan Mielke, and Alderman Pete Kaczmariski. No members are absent.

Motion Vanderkin, second Nickel to recommend to the Common Council to authorize the City Clerk to make payment of expenses. Motion carried on roll call 6-0.

Motion Bastian, second Johnson to recommend to the Common Council to approve the Operator Licenses to Jon Bruins, Andrew Davis, and Michael Smit; and the Temporary Class B licenses to Waupun Volksfest, Waupun Historical Society, and Waupun Festival Inc. Motion carried 6-0.

At the February 24, 2014 Board of Recreation meeting, motion was made to recommend to the Committee of the Whole to proceed with the approval of hiring a full time Recreation Director position that would include managing the Senior Center and pool concessions. Discussions also included combining the Recreation Director position with the Senior Center Coordinator and also having the position oversee concessions at the pool. The Committee asks for job description for the positions, salary information, and the possibility of contracting with the YMCA for these services.

Motion Kaczmariski, second Johnson duly carried the Committee adjourned at 6:05pm.

Angela J. Hull
City Clerk



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Waupun Board of Public Works
Minutes of Regular Meeting - **Monday, November 25, 2013**
Approved January 14, 2014

The Waupun Board of Public Works met in regular session on Monday, November 25, 2013 in the City Hall Administrative Conference Room with Chairman Bastian presiding.

Chairman Bastian called the meeting to order at 5:30pm.

Members present are Alderman Steve Bastian, Alderman Pete Kaczmariski, Public Works Director Dick Flynn, Deputy Chief Loudon, and City Clerk Angie Hull. Alderman Mike Johnson is absent.

Byron Mulder, Farmers Elevator, is in attendance.

Motion Loudon, second Kaczmariski to approve the minutes of the October 8, 2013 meeting of the Board of Public Works. Motion carried 5-0.

Byron Mulder appeared before the Board. Mulder filed a written Stormwater Credit Application Appeal with City Clerk Hull on November 1, 2013 for the Farmer's Elevator property at 1350 W Brown Street, Waupun, after receiving a denial from Public Works Director Flynn. Mulder originally requested a 53.38% credit based on the Stormwater Utility formula but does not believe a 75% credit would be out of line based on the amount of water that enters the stormwater system. Mulder acknowledges that the runoff occurs primarily on the agricultural land adjacent to the Farmer's Elevator property. Flynn's reason for denying Mulder's request is the city policy reads - "This credit applies to all properties that provide privately constructed and maintained runoff flow control measures". Flynn requested a recommendation from Eric Thompson of MSA Professional Services in regard to this appeal. Thompson states that the credits to user fees are allowed when a customer can show that a condition or activity on the property results in a direct reduction in costs for Stormwater utility services. As the peak flow control is not located on the applicant's property, Thompson recommends denial of the Stormwater utility credit application.

Alderman Johnson appears at the meeting at 5:38pm.

Motion Kaczmariski, second Bastian to deny the Stormwater Credit Application and the appeal for Farmer's Elevator property at 1350 W Brown Street, Waupun. Motion carried.

Flynn informed Mr. Mulder that he could appeal the decision made by the BPW's to the council.

Attorney VandeZande prepared a draft Ordinance #13-07 to amend Chapter 7.05(1) entitled Streets and Sidewalks Excavations and Openings as requested by the Board of Public Works. This amendment provides

for the waiving of the Street Opening permit of \$15 if pursuant to an order of the City of Waupun requiring sidewalk replacement or reconstruction.

Motion Louden, second Johnson to recommend to Common Council to waive the first reading and adopt Ordinance 13-07 to amend Chapter 7.05(1) entitled Streets and Sidewalks Excavations and Openings. Motion carried 5-1 with Kaczmarski voting nay.

Do to another city meeting Johnson had to leave the BPW's meeting.

Motion Bastian, second Kaczmarski to adjourn to closed session under Section 19.85(1) (e) of the Wisconsin State Statutes for reasons of possible land development. Motion carried 6 5-0.

Motion Hull, second Kaczmarski to reconvene to open session under Section 19.85 (2) of the Wisconsin State Statutes. Motion carried 5-0.

No action from closed session.

There are no public comments.

Motion Bastian, second Louden to call the meeting adjourned at 6:25pm. Motion carried 6 5-0.

Angie Hull, City Clerk

**Minutes of the Waupun Public Library Board Meeting
January 20, 2013**

The monthly meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:15 p.m. on Monday, January 20, 2013. Also present were Martens, Vanderkin, Sullivan, and Jaeger. Gubin, Procise and Rohrer were absent. With the absence of the secretary, Jaeger volunteered to take minutes.

ARTICLE I: Motion by Martens, supported by Sullivan, to accept the minutes of the December 23, 2013 meeting as written. Motion carried.

ARTICLE II: No personal appearances by visitors or citizens.

ARTICLE III: Monthly statistics.

- a. Total 2013 circulation was up 2.5% from 2012.
- b. Collection agency: Dollars received since May 1999/ \$15,839.29
Materials returned since May 1999/ \$25,797.68

ARTICLE IV: Current budget was reviewed.

ARTICLE V: Motion by Sullivan, supported by Vanderkin, to pay the bills as presented. Motion carried 4-0 on roll call vote. Vanderkin was appointed to sign the lists of bills.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarian's Report.

- a. Radon gas exhibit from the UW-Fond du Lac Extension is on display at the library.
- b. Current art exhibit, by artist Amelia Nowak, will be up through the end of February.
- c. 175 hours of reading challenge for 2014 has started. Jaeger has been in contact with End of the Trail Candies for book-shaped chocolates to be given to everyone who turns in a completed reading log of 175 hours.
- d. Parking lot complaint was received due to two funerals held at the same time last week.
- e. Jaeger asked the Board to consider helping the DPW purchase a small lift which would help with maintenance issues around the library.

ARTICLE VIII: No Old business.

ARTICLE IX: New business.

- a. Motion by Vanderkin, supported by Martens, to use Library Trust Funds to create four baskets of grand prizes for the 175 hours of reading challenge, spending no more than \$175 per basket. Motion carried 4-0 on roll call vote.

ARTICLE X: Motion by Sullivan, supported by Martens, to adjourn at 4:38 p.m. Motion carried.

Bret Jaeger, Acting Secretary

**Minutes of the Waupun Public Library Board Meeting
February 19, 2014**

The monthly meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:18 p.m. on Wednesday, February 19, 2014. Also present were Procise, Sullivan, Jaeger and Garcia. Gubin, Martens, Vanderkin and Rohrer were absent. With the absence of the secretary, Jaeger volunteered to take minutes.

ARTICLE I: Motion by Procise, supported by Sullivan, to accept the minutes of the January 20, 2014 meeting as written. Motion carried.

ARTICLE II: No personal appearances by visitors or citizens.

ARTICLE III: Monthly statistics.

- a. Year-to-date 2014 circulation was down, likely due to cold weather in January.
- b. Collection agency: Dollars received since May 1999/ \$15,839.29
Materials returned since May 1999/ \$25,881.55

ARTICLE IV: Current budget was reviewed.

ARTICLE V: Motion by Procise, supported by Sullivan, to pay the bills as presented. Motion carried 3-0 on roll call vote. Procise was appointed to sign the list of bills.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarian's Report.

- a. Dave Frerriks photography will be next art exhibit.
- b. Jaeger has finished the state annual report.
- c. Jaeger updated the Board on county payments.
- d. Most of the federal and state tax forms have been received.
- e. Garcia has a stellar line-up of programs for National Library Week in April.

ARTICLE VIII: No Old business.

ARTICLE IX: New business.

- a. Motion by Procise, supported by Sullivan, that the Mid-Wisconsin Federated Library System did provide effective leadership and adequately met the needs of the library in 2013. Motion carried.
- b. Motion by Procise, supported by Sullivan, to approve the Wisconsin Department of Public Instruction's Public Library Annual Report for 2013 as presented by Jaeger. Motion carried.

ARTICLE X: Motion by Procise, supported by Sullivan, to adjourn at 4:46 p.m. Motion carried.

Bret Jaeger, Acting Secretary



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"Wild Goose Center of Wisconsin"

Waupun Board of Recreation Minutes of Meeting November 25, 2013

The Waupun Recreation Board met on Monday, November 25, 2013 at 6:00 pm in the Council Chambers with Chairperson Rick Vant Hoff presiding. Members present are Des Hull, Mike Johnson, Julie Nickel, and Kelly Hraban. Member Abby Buwaldia is absent.

Motion Johnson, second Hraban to approve the minutes of the August 26, 2013 meeting of the Recreation Board. Motion carried.

Deb Winterhack is present and provided a power point program Revitalize and Energize the Waupun Senior Center. The presentation centered on:

- What Do Seniors Want
- Information & Assistance
- Education & Education Ideas
- Entertainment & Entertainment Ideas
- Sense of Community
- Ability to Give Back to Community
- Where do We Start?
- How do We Promote?
- How to Grow New Members

The next meeting is scheduled for December 16th at 6:00 pm with a tour of the Senior Center planned.

Motion Nickel, second Johnson duly carried the Recreation Board adjourned.

Other Board items: Track and Farmers Market.

Kyle J. Clark
City Administrator/Treasurer



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**Waupun Recreation Board
Minutes of Meeting
February 24, 2014**

The Waupun Recreation Board met Monday, February 24, 2014 at 6:00 pm in the Council Chambers with Chairperson Rick Vant Hoff presiding. Members present are Johnson, Nickel, and Hull. Members Hraban and Buwalda are absent. Also in attendance is Clerk Hull.

Motion Johnson, second Nickel to approve the minutes of the November 25, 2013 meeting of the Recreation Board. Motion carried.

Jen Krueel and Tim Sanders of the YMCA of Dodge County are present to work with the Board creating the summer flyer setting pool hours, events, swimming lessons, and fees for the Waupun Family Aquatics Center.

The Recreation Board discussed filling the vacant position of Recreation Director since Becky Smith. Discussions also included combining the Recreation Director position with the Senior Center Coordinator and also having the position oversee concessions at the pool. Job description and salary information from the communities of Beaver Dam, Horicon, Juneau, Ripon, and Mayville were reviewed. Funding for the position would come from the current Senior Center budget as well as the summer recreation budget.

Motion Nickel, second Johnson to recommend to the Committee of the Whole to proceed with the approval of hiring a full time Recreation Director position that would include managing the Senior Center and pool concessions. Motion carried.

Motion Hull, second Johnson duly carried the Board adjourned.

Kyle J. Clark, City Administrator

CITY OF WAUPUN
PLAN COMMISSION
MINUTES OF THE NOVEMBER 20, 2013 MEETING
(Approved 1/15/14)

1. Call to Order:
The Plan Commission met at 4:45 p.m. in the Council Chambers, City Hall, Waupun.
2. Roll Call:
Members Present: Jodi Steger, Fred Lueck, Richard Flynn, Nancy Vanderkin, Elton TerBeest, and Derek Drews
Member Excused: Scott Aylesworth
Staff Present: Mary Kay Vogel and Kyle Clark
3. Chairman Steger called for the approval of the minutes of the October 16, 2013 meeting. Flynn noted there was a typo on page 2 of the minutes. Item #5, line #5 notes that the motion carried 4/1 however the vote was actually 4/2. Motion by Vanderkin, seconded by TerBeest to approve the minutes of the October 16, 2013 meeting to include the change noted by Flynn. Motion carried, unanimously.
4. Discuss/Approve Site Plan for the McDonalds Restaurant at 932 E. Main St.
Steve Jeske an architect from Port Washington and representing the owners appeared and discussed the remodeling project. He pointed out that this will be a significant remodel to bring the structure and property up to current architectural standards. The exterior of the building will be significantly remodeled. There will be brick on the outside from the floor up for about 9' 8". There will be a metal panel on the front of the building along with a sun screen. They intend to demolish the existing trash enclosure and concrete pad, the existing curbing, remove parking lot stripping, replace existing ad signs and reader board. The trash area is approximately 18' x 10' or about 180 sq. ft. There will be some sidewalk work as well as significant changes inside for accessibility.

They will remain open during the work which takes about 8 weeks to complete.

Lueck and Flynn expressed their concerns about the hazardous driveway on the SE corner of the property with all of their remodeling, why can't this driveway be closed or be relocated. Mr. Jeske said there are no plans to revise this access drive but if problems persist in the future, it will have to be looked at. Flynn suggested a similar condition be attached to the approval of this site plan as was included back in 2008 for a previous remodeling project. That condition gave the City authority to revisit the site plan in the future if there is an increase in traffic congestion and/or an increase in the present traffic hazard resulting from this driveway location being too close to the intersection.

Motion by Vanderkin, seconded by Drews to approve the site plan as submitted for the McDonalds restaurant at 932 E. Main St. on the condition that the City has the authority to revisit the site plan approval in the future if as a result of this remodeling project, there is an increase in traffic congestion on and off this site and/or results in an increase in the present traffic hazard at this intersection due to the present southeast driveway location.

Vote: TerBeest, Vanderkin, Drews, Flynn, Lueck, Steger – "AYE"
Motion carried, unanimously. 6/0.

5. Discuss / Approve CSM for Fond du Lac County in the City of Waupun. Fond du Lac County has submitted a one (1) lot CSM containing 2.90 acres and which would encompass that area for the new Aquatic Center in the Fond du Lac County Park.

Lueck referred to a note on the CSM that states that the survey is subject to the provision of the Fond du Lac County Shoreland Zoning Ordinance. He believes what this means is that the Wisconsin Administrative Code allows the County to enforce their Shoreland Zoning Ordinance in any shoreland area that has been annexed by a City if the County's restrictions are greater than the City's, such as if the County's Shoreland Ordinance has greater setbacks or yard requirements than the cities, then the county ordinance would apply.

Kyle Clark thought that there may be some legislation in the works that would do away with this code requirement. He said the City has worked with the County in designing the aquatic centers location and the County did not have any problem with the proposed yards and setbacks.

Motion by TerBeest, seconded by Drews to recommend to the City Council that the proposed CSM for Fond du Lac County be approved on the condition that the City of Waupun confirms with Fond du Lac County that the site location for the new aquatic center conforms with the Fond du Lac County Shoreland Zoning Ordinance, should it apply at this location.

Vote: TerBeest, Vanderkin, Drews, Flynn, Lueck, Steger – "AYE"
Motion carried, unanimously, 6/0.

6. Motion by Vanderkin, seconded by Lueck to adjourn the meeting. Motion carried, meeting adjourned at 5:05 p.m.

Fred Lueck
Secretary

CITY OF WAUPUN
PLAN COMMISSION
MINUTES OF THE JANUARY 15, 2014 MEETING
(Approved 2/19/14)

1. Call to Order:
The Plan Commission met at 4:45 p.m. in the Council Chambers, City Hall, Waupun.
2. Roll Call:
Members Present: Jodi Steger, Richard Flynn, Nancy Vanderkin, Scott Aylesworth and Derek Drews
Members Absent: Fred Lueck, and Elton TerBeest
Staff Present: Mary Kay Vogel and Kyle Clark
Also present: Steve Guth and Robert Williams
3. Chairman Steger called for the approval of the minutes of the November 20, 2013 meeting. Motion by Vanderkin, seconded by Flynn to approve the minutes of the November 20, 2013 meeting. Motion carried, unanimously.
4. Discuss / Approve site plan for End of the Trail Candy Shop at 928 E. Main St. A site plan was submitted to the committee in advance for review. A staff memo was also included for review. Steve Guth addressed the Commission. He stated that any truck loading or unloading uses the parking area and is done before 6 a.m. Loading area has never been a designated area and the parking area has worked well in the past.

Chairman Steger asked for comments or questions. No one from the public attended the open meeting.

Motion by Flynn, seconded by Aylesworth, to approve the site plan for 928 E. Main St. Motion carried unanimously.
5. The need for a park and ride area was brought up. Some areas were mentioned. This may be a future plan development.
6. Motion by Drews, seconded by Aylesworth, to adjourn the meeting, motion carried, meeting adjourned at 4:47p.m.

Respectfully submitted,
Mary Kay Vogel
Building Inspector



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"Wild Goose Center of Wisconsin"

Community Development Authority
Minutes of Working Meeting on October 15, 2013
Approved 1/21/14

The Waupun Community Development Authority met Tuesday, September 17, 2013 at 4:00pm in the Council Chambers.

Mayor Steger called the meeting to order at 4:00 PM.

Members present on roll call are John Karsten, Jill Vanderkin, Nancy Vanderkin, Mayor Jodi Steger, Sue VandeBerg and Derek Drews. Member Mike Ford is absent.

City staff in attendance are City Attorney Dan VandeZande, City Administrator Kyle Clark and Administrative Assistant Michelle Kast.

No media representatives present.

Motion N. Vanderkin, second J. Vanderkin to approve the minutes of the September 17, 2013 meeting of the Community Development Authority. Motion carried unanimously.

Administrator Clark presented a grant request for Golden Cup Café, 400 E. Main. The project includes replacing 16 windows, 13 on the front of the building and 3 in the back. Project cost is approximately \$15,000. It was noted that the cost includes half round windows milled together (to fill window opening), rather than a half round panel on top of a standard window. The CDA budgeted \$8,500 for the project. A \$7,500 grant is requested. A \$1,500-\$2,000 BID grant will also be requested. Requested CDA contribution will decrease to \$7,000 if BID approves \$2,000 grant. Discussion on lower portion of building, inspections and tax implications.

Motion N. Vanderkin, second J. Vanderkin to approve up to \$7,500 in grant funds for window replacement at the Golden Cup Café, 400 E. Main. Motion carried 5-1. Karsten votes nay. Phase 2 of the project – painting, signage and lower level improvements – will be encouraged.

Kast reviewed the financial reports. Expenses are approximately \$12,900 for September. Net income is slightly over \$17,800 YTD.

Motion Drews, second VandeBerg to approve the financial reports. Motion carried unanimously.

VandeBerg reviewed options regarding downtown banners. She will look into brackets further and banners will be discussed again when setting the 2014 CDA budget.

Discussion was heard on Main Street planters. Painting and relocation were considered. There will be follow-up with the Public Works Director regarding relocation.

Painting on the 400 block of E. Main Street is almost wrapped up. Edward Jones building remains, as well as trim board replacement/paint at the former City Grill. Administrator Clark has been in contact with property owner about deducting work done from grant funds.

Other Business: Sew What sign has been updated, inspections on S. side of 300 block E. Main will take place Nov 8-15, and the Club Fitness remodeling project should be underway shortly.

Future agenda items include but are not limited to: Update on Banners.

Next meeting date: Tentatively November 19, 2013 at 4:00pm

Motion N. Vanderkin, second by J. Vanderkin to call the meeting adjourned at 5:02pm.
Motion carried unanimously.

Michelle Kast
Administrative Assistant



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Waupun Business Improvement District Minutes of Meeting Wednesday, January 8, 2014

The Waupun Business Improvement District met Wednesday, January 8, 2014 in the City Hall Council Chambers with Chairperson Wayne Buteyn presiding.

Members present are Wayne Buteyn, John Karsten, Larry Sullivan, Jeff Riel, Rich Matravers, John Theune, and Al Verhage.

Members absent and excused are Marty Koehler, Jack Dunham, and Eunice Beekman.

Staff present is Administrator Kyle Clark and City Clerk Angela Hull.

Chairman Buteyn called the meeting to order at 7:00am.

Motion Theune, second Karsten to approve the minutes of the October 9 and 18, 2013 meeting of the Business Improvement District. Motion carried.

BID Financial report provides current fund balance as of January 1, 2014 of \$15,821.77 with \$2,925.00 outstanding- prior approved applications waiting completion. \$12,896.77 funds remain available.

Sue Bentz appeared before the Board to submit a Façade Improvement Program application for the property at 25 E. Main Street, Waupun. Renovation to the façade includes replacement of three (3) overhead garage doors. Total project cost is estimated at \$10,820. Bentz asks for the 50% matching grant not to exceed \$2,000.00.

Motion Verhage, second Karsten to approve a 50% matching grant not to exceed \$2,000.00 to Bentz Shell Service, Inc. for façade improvements to the building at 25 E. Main Street. Motion carried.

Prior approved applications, waiting disbursement are Pete's Auto Repair & Sales (\$925) and Qemal Alimi (\$2,000). Clark informs the Board that the payment to Qemal Alimi can be issued from the BID as they have complied with the guidelines of the CDA and their project is complete.

The next meeting of the Business Improvement District is scheduled for February 12, 2014 at 7:00am at the Waupun City Hall. Clark states that this is the month in which we hold the Annual Meeting of the BID. Discussion was heard of holding the annual meeting in March or April and possibly at a later time in the day.

Motion Theune, second Matravers duly carried the BID Board adjourned at 7:13am.

Angela J. Hull, City Clerk

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, January 13, 2014**

The meeting was called to order by President Buchholz at 4:00 p.m.

Commissioners Buchholz, Heeringa, Homan, Johnson, Kaczmarski, Mielke and Thurmer were present.

On motion by Johnson, seconded by Kaczmarski and unanimously carried, minutes of the December 9, 2013, Regular Meeting were approved as presented.

On motion by Thurmer, seconded by Homan and unanimously carried, bills for December 2013 were approved as presented.

Business/Finance Manager Oosterhouse presented November 2013 financial results. Electric year-to-date operating income was \$103,100 above budget on lower purchased power costs, distribution expense, and administrative and general expense. Sewer year-to-date operating income was \$67,500 below budget due to the 2013 rate reduction and reduced high strength waste charges. Water year-to-date operating income was \$154,200 above budget on lower maintenance expense and administrative and general expense. The long-term investment portfolio recognized a net gain of \$2,800. On motion by Heeringa, seconded by Kaczmarski and unanimously carried, the November 2013 financial report was approved as presented.

Posthuma presented an electric crew update and general utility information. The electric crew replaced two poles due to snow related vehicle accidents. The electric department did not experience any power outages during recent extreme cold temperatures. The 16-unit apartment complex and motel on the southeast side of the city continue with winter construction.

A business process workshop was held to review the AMI metering process from beginning to current status. Mark Day, our AMI project consultant, led the workshop and compiled input from utility staff and WPPI staff involved with the conversion and data management access. Information will assist with our growth curve and experience with AMI, and will help develop a process for future WPPI members who switch to AMI metering.

Manager Posthuma attended the WPPI Board meeting on December 13, 2013. The presented financial report reflects a 2% decrease in electric sales to WPPI membership for 2014, along with a budgeted 1% power cost increase for 2014.

Two employees will retire effective February 2014. Mike Schelter retires with 34 years of service, and Dale Kovalaske retires with 24 years of service. Waupun Utilities commends them on their years of dedicated service to the utilities.

W&S Maint/Treatment Supervisor Schramm reported that the tower filling process went well in placing Tower 2 back into operation. Water levels in the towers were lowered by two feet during recent cold temperatures in order to avoid ice in the tanks. All water bleeders have been turned on in the system. Twenty eight properties have a bleeder installed to flow water during winter months to avoid water service freeze-ups. Property owners are called when to turn on the bleeder and when to turn off in the spring, according to weather conditions. Two bleeders were installed at new locations during the first week of January.

The water/sewer crew was kept busy with one water main break, two commercial property water leaks due to frozen pipes, and two frozen water services. They will move on to sewer televising as a winter maintenance project.

On motion by Kaczmariski, seconded by Mielke and unanimously carried, the meeting was adjourned at 4:45 p.m.

Next regular commission meeting scheduled for February 10, 2014.

Nancy Oosterhouse
Mapping/Admin Coordinator

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, February 10, 2014**

The meeting was called to order by President Buchholz at 4:00 p.m.

Commissioners Buchholz, Heeringa, Homan, Johnson, Kaczmarski, Mielke and Thurmer were present.

On motion by Thurmer, seconded by Kaczmarski and unanimously carried, minutes of the January 13, 2014, Regular Meeting were approved as presented.

On motion by Johnson, seconded by Heeringa and unanimously carried, bills for January 2014 were approved as presented.

Business/Finance Manager Oosterhouse presented 2013 financial results. Electric operating income was \$511,000 or \$37,000 above budget on lower distribution expenses, and administrative and general expenses. Sewer operating income was \$323,000 or \$77,000 below budget on a 2013 rate reduction and decreased sales to correctional facilities. Water operating income was \$675,000 or \$208,000 above budget on lower water treatment and distribution expenses, and lower administrative and general expenses. The long-term investment portfolio recognized a net loss of \$41,000, or 0.97%. On motion by Homan, seconded by Thurmer and unanimously carried, the 2013 financial report was approved as presented.

Posthuma presented an electric crew update and general utility information. The electric system is remaining reliable through the severe cold. The electric crew is flexible with their schedule in order to assist the water/sewer crew with weather related system issues if needed. They continue to work on annual tree trimming maintenance.

Manager Posthuma attended a Wisconsin Energy Providers meeting with Municipal, Coop and Investor Owned utilities coming together to discuss distributed generation, communication and cyber security. Manager Posthuma and Business/Finance Manager Oosterhouse attended the annual MEUW Joint Superintendents Conference. Two key speakers provided great material on managing a multi-generational workforce, and front-line leadership safety.

W&S Maint/Treatment Supervisor Schramm reported the extreme cold temperatures the past month continue to cause system issues. To date, the crews have dealt with three water main breaks, six frozen services, and a sewer lateral repair. Staff is monitoring the frost and system conditions in order to determine if additional measures will be needed to prevent a rash of frozen services. Frost is 2 – 3 feet deeper than usual, due to extreme conditions. Schramm reported the water and wastewater treatment plants are operating normally despite extreme temperatures.

Chris Chlupp, Baird Investments, and Doug Fry, Reinhart Partners, were present to report investment results for the year 2013. The presentation provided insight on the current bond investment market, and the strategy used to manage the utilities portfolio.

Commissioners Heeringa and Thurmer exited the meeting at 5:00 p.m.

Manager Posthuma reviewed the transition plan put in place at the time the prior manager left employment. The plan encompassed utility projects in progress, and assigned who was responsible to follow up and continue progress on short and long term projects.

Information was presented on American Transition Company (ATC), both establishment background and ownership. ATC was formed to provide reliability in an unstable market after the late 1990's, and to eliminate overlapping rates between transmission systems. Waupun Utilities owns a 69,000 kV transmission line throughout the outskirts of the city and leading to its substations. The utilities will investigate an acquisition proposal for ATC to acquire the assets of the 69,000 kV line. ATC will be present at the March 10, 2014, utility commission meeting to explain the process of acquisition, and be available for questions.

On motion by Johnson, seconded by Homan and unanimously carried, the meeting was adjourned at 5:40 p.m.

Next regular commission meeting scheduled for March 10, 2014.

Nancy Oosterhouse
Mapping/Admin Coordinator