



City of Waupun

201 E. Main Street
Waupun, WI 53963
Phone: 920-324-7900
Fax: 920-324-7939

"Wild Goose Center of Wisconsin"

Waupun Common Council
Minutes of Meeting
Tuesday, November 12, 2013

The Waupun Common Council met on Tuesday, November 12, 2013 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 Johnson, Alderman Vanderkin, Alderman Mielke, Alderman Nickel, 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, and Library Director Jaeger.

Motion Vanderkin, second Nickel to approve the October 8, 2013 minutes of the regularly scheduled Common Council meeting. Motion carried unanimously.

There is no Public Hearing.

Lieutenant Pfalzgraf appears before the Council to introduce Patrol Officer Lucas Dawson who recently was hired to the Waupun Police Department.

Clark informs the Council that the inspections on the 300 block of Main Street have concluded and will be reporting the findings at a future meeting. Discussion was heard of the draft 2014 General Budget. The Public Hearing for the approval of the 2014 General Budget is scheduled for Tuesday, November 26, 2013 at 5:00pm in the City Hall Council Chambers.

Chief Heeringa comments to the Council of the eight (8) bomb threats that have been incurring in our City. The Department of Criminal Justice is involved in the investigation.

Hull informs the Council that 2014 brings elections for the position of Mayor, Aldermanic District 2, 4, and 6. Declaration of Candidacy and Campaign Registration forms are available in the Clerk's office. Nomination papers may be circulated December 1, 2013 and due January 7, 2014.

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

Motion Nickel, second Vanderkin to approve the 2014 Business Improvement District Budget.
Motion carried on roll call 6-0.

Discussion was heard of property, owned by Holz and Pluim, in the area of Pine Street Park which is offered to be deeded to the City. As this property is in the flood area it cannot be developed. Mayor Steger comments to have a plaque located at the site to recognize the donation. Attorney VandeZande comments that the title search was done and clear.

Motion Johnson, second Kaczmariski to approve the Holz and Pluim deed. Motion carried on roll call 6-0.

Motion Kaczmariski, second Johnson to approve the Keeping Asian Carp Out of the Great Lakes Proclamation. Motion carried on roll call 6-0.

Motion Vanderkin, second Kaczmariski to waive the first reading and adopt Ordinance #13-06 to amend Ch. 16.11 (4) of the Municipal Code entitled Types of Signs, Maximum Size and Location. Motion carried on roll call 6-0.

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

Motion Vanderkin, second Nickel to approve the operator licenses to Michelle Hauerwas, Scott Van Galen, Susan Lockwood, and Aime Hartgerink as recommended by Police Chief Heeringa. Motion carried unanimously.

Motion Bastian, second Nickel to approve the Temporary Class B license to Waupun Festival's Inc. for the Janet Planet Christmas Concert on December 7, 2013. Motion carried.

Motion Vanderkin, second Bastian to adjourn to Closed Session under Section 19.85(1) (c) (g) of the Wisconsin Statutes. Motion carried unanimously.

Motion Vanderkin, second Bastian to reconvene to Open Session under Section 19.85 (2) of the Wisconsin Statutes. Motion carried unanimously.

No action from closed session.

Motion Johnson, second Nickel to call the meeting adjourned at 8:25pm. Motion carried.

Angela Hull, City Clerk



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Waupun Common Council Minutes of Meeting Tuesday, November 26, 2013

The Waupun Common Council met in special session Tuesday, November 26, 2013 at 5:48 P.M. in the City Hall Council Chambers with Mayor Jodi Steger presiding.

Committee Members present are Mayor Jodi Steger, Alderman Julie Nickel, Alderman Mike Johnson, Alderman Steve Bastian, Alderman Nancy Vanderkin, Alderman Ryan Mielke, and Alderman Pete Kaczmariski.

City Staff present are City Attorney Dan VandeZande, Administrator Kyle Clark, City Clerk Angela Hull, Deputy Police Chief Scott Loudon, Director of Public Works Dick Flynn, Fire Chief Jeff Berry, and Library Director Bret Jaeger.

Motion Johnson, second Vanderkin to adopt the 2014 Budget, tax levy, and tax rates.
Motion carried on roll call 6-0.

Motion Nickel, second Kaczmariski duly carried the meeting adjourned at 5:52pm.

Angela J. Hull
City Clerk



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Waupun Committee of the Whole Minutes of Meeting Tuesday, November 26, 2013

The Waupun Committee of the Whole met in regular session Tuesday, November 26, 2013 at 5:00 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, Deputy Police Chief Scott Loudon, Director of Public Works Dick Flynn, Fire Chief Jeff Berry, and Library Director Bret Jaeger.

Mayor Steger called the meeting to order at 5:00pm.

Committee Members present on roll call are Mayor Jodi Steger, Alderman Julie Nickel, Alderman Mike Johnson, Alderman Steve Bastian, Alderman Nancy Vanderkin, Alderman Ryan Mielke, and Alderman Pete Kaczmariski.

Motion Vanderkin, second Nickel to adjourn to closed session under Section 19.85(1) (c) for the purposes of "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility". Motion carried 6-0.

Motion Nickel, second Bastian to reconvene in open session under Section 19.85(2) of the Wisconsin Statutes. Motion carried 6-0.

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

Motion Bastian, second Nickel to approve the Operator Licenses to Alexis VanBuren and Taylor Sweetman. Motion carried 6-0.

Motion Bastian, second Nickel to approve the Sister City Proclamation for Waupun, WI and Henderson, LA. Motion carried on roll call 6-0.

The Public Hearing for the 2014 Waupun Budget, tax levy, and tax rates is heard.

Motion Bastian, second Johnson to approve a 3% wage increase to the City Department Managers, 2% to regular-general City Staff, and approve the wage and salary schedule for all part-time/temporary employees effective January 1, 2014. Motion carried on roll call 6-0.

Salaries for Mayor and Alderman were discussed.

Motion Johnson, second Nickel to increase the Mayor salary by \$4,000 for a total of \$10,000 per year and increase the Alderman position by \$2,000 for a total of \$6,000 per year. These increases would be effective according to Wisconsin law. Motion carried 4-2 with Kaczmariski and Mielke voting nay.

Questions regarding McCune Beach and the aquatic center were heard. Clark states that McCune Beach will not open in 2014.

Motion Vanderkin, second Kaczmariski to recommend to the Common Council to adopt the 2014 Budget, tax levy, and tax rates. Motion carried on roll call 6-0.

Motion Vanderkin, second Bastian duly carried the Committee adjourned at 5:47pm.

Angela J. Hull
City Clerk



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Waupun Board of Public Works
Minutes of Regular Meeting - **October 8, 2013**
Approved November 25, 2013

The Waupun Board of Public Works met in regular session on Tuesday, October 8, 2013 in the City Hall Council Chambers with Chairman Bastian presiding.

Chairman Bastian called the meeting to order at 4:30pm.

Members present are Alderman Mike Johnson, Alderman Steve Bastian, Alderman Pete Kaczmariski, Public Works Director Dick Flynn, Deputy Chief Louden, and City Clerk Angie Hull. No members are absent.

City Attorney VandeZande and Administrator Kyle Clark are in attendance.

Motion Louden, second Kaczmariski to approve the minutes of the September 10, 2013 meeting of the Board of Public Works. Motion carried.

Trinity Reformed Church approached the Board on September 8 and October 16, 2012, in regard to cost sharing the resurfacing of their parking lot (estimated cost of \$73,595) due to continuous use by City vehicles and the general public. This was denied by the Board. Trinity Reformed Church appears before the Board again to request the City pay for a portion of the asphalt for paving the parking lot. As the parking lot was to be resurfaced, Flynn suggested this would be the time to have the storm sewer inspected. The storm sewer was found to be failing and needed replacement. Upon replacement, the City would fill the trench with gravel and leave it settle until next year at which time the City would asphalt that area at a cost estimate of \$2,250.00. Trinity Reformed Church requests, since they will be resurfacing the entire lot, the payment of \$2,250.00 to be issued to them as the City's construction would need to be dug up.

Motion Kaczmariski, to authorize the payment of \$2,250.00 to Trinity Reformed Church. Discussion was heard. There is no second to the motion and Kaczmariski asks to revise his motion.

Motion Kaczmariski, second Johnson to pave the storm sewer construction area with Cold Patch and issue a check for \$2,250 to the paving company for resurfacing next year. Motion carried.

Discussion was heard regarding Street Opening Permits and the violation or fine a contractor and/or resident receives if the permit is not obtained. Attorney VandeZande and Flynn will work together on a draft ordinance to bring before the Board at a future meeting.

Motion Louden, second Bastian to table the discussion of Street Opening Permits until a future meeting. Motion carried.

Discussion was heard of the parking congestion on West Jefferson Street during church services at the First Christian Reformed Church. Membership appears to be parking on both sides of the street instead of the parking lot. As this is a narrow street, it does hold a safety hazard.

Motion Bastian, second Hull for Flynn to issue a letter to the First Christian Reformed Church informing of the concerns of parking in the streets and request for their membership to park in their lot if possible. Motion carried.

Louden speaks of the extending the bus parking an additional forty (40) feet on the west side of Beaver Dam Street at the Meadowview Elementary School. This will provide for one additional bus space.

Motion Flynn, second Johnson to extend the bus parking an additional forty (40) feet on the west side of Beaver Dam Street at the Meadowview Elementary School. Motion carried.

Bastian comments on the issues and complaints of the parking during soccer at Medema Fields.

Bastian has received complaints in regard to yield signs on some of the side streets and they wish for them to be changed to stop signs. Louden states there have been more accidents lately. Louden will bring stats from the accidents related to the yield signs for discussion at the next future meeting.

No public comments are heard.

Motion Johnson, second Kaczmariski to call the meeting adjourned at 5:35pm. Motion carried.

Angie Hull, City Clerk

**Minutes of the Waupun Public Library Board Meeting
November 18, 2013**

The monthly meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:16 p.m. on Monday, November 18, 2013. Also present were Martens, Vanderkin, Sullivan, Jaeger, Garcia, and Rohrer. Gubin and Procise were absent.

ARTICLE I: Motion by Vanderkin, supported by Martens, to accept the minutes of the October 21, 2013 meeting as written. Motion carried.

ARTICLE II: No personal appearances by visitors or citizens.

ARTICLE III: Monthly statistics.

- a. Total circulation was up 2.6% Year-to-date. 130,706 items circulated/downloaded Year-to-date; 67,056 items circulated/downloaded a year ago.
- b. Collection agency: Dollars received since May 1999/ \$15,829.29
Materials returned since May 1999/ \$25,412.42

ARTICLE IV: Current budget was reviewed.

ARTICLE V: Motion by Martens, supported by Rohrer, to pay the bills as presented. Motion carried 5-0 on roll call vote.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarian's Report.

- a. Lisa Bille has started as Part-time Library Assistant I replacing Brenda Giebink who resigned effective October 31.
- b. The library has again received a \$5,000 grant from the Nelson G. And Vera C. Hicks Charitable Foundation. The funds will be used to fund the 2014 Summer Reading Program and to support collections in the youth area of the library.
- c. Bret was once again part of the judging panel in the annual essay and speech contest sponsored by the VFW.
- d. The City of Waupun's labor negotiating group will be meeting with AFSCME members and their representative to begin bargaining on December 10 for wages in 2014.
- e. On November 5, Bret attended a library policies workshop in Horicon.
- f. The public hearing on the entire City Budget is tentatively scheduled for November 26. It appears the library budget will be accepted as presented.

- g. Local artist Gerri Buteyn will be exhibiting her artwork on the 2nd floor in December, with a reception on December 4th from 5-7 p.m.
- h. On Tuesday, November 12, the library received a phone call stating there was a bomb in the building. Police were called and the building was evacuated. Two police officers, the fire chief and his assistant arrived. The four of them and Bret walked the entire building, but found nothing suspicious. Police gave permission to re-open the library.
- i. Bret was asked by the City Clerk to verify the number of stock shares held by the Library Board in case the auditors ask about them. Initially, the number of shares of one stock did not line up, but after further investigation with the City Administrator and the discovery of a 2011 letter from Wisconsin Electric Corporation, all stock shares were found to be correct. Bret made copies of all stock information stored at City Hall so the library has backup copies.

ARTICLE VIII: No Old business.

ARTICLE IX: New business.

- a. No action was taken on the Bylaws re-format draft.
- b. The next meeting will be Monday, December 23, 2013.

ARTICLE X: Motion by Vanderkin, supported by Martens, to adjourn the meeting at 4:45 p.m.
Motion carried.

SANDRA ROHRER Secretary
SR/bkj

CITY OF WAUPUN
PLAN COMMISSION
MINUTES OF THE OCTOBER 16, 2013 MEETING
(Approved 11/20/2013)

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 September 18, 2013 meeting. Motion by TerBeest, seconded by Vanderkin to approve the minutes of the September 18, 2013 meeting. Motion carried, unanimously.
4. Public Hearing – Conditional Use Permit Application for Tammy Staniec to operate a nail salon as a home occupation at 704 Park St. Chairman Steger read the call of the hearing and it's purpose. City Zoning Administrator passed out a memo to the committee explaining the proposed request. The business is presently operated at 208 E Franklin St. under a Conditional Use Permit granted in 2007. Mary Kay noted the property at 704 Park St. is zoned R-4 and home occupations are permitted in all residential districts provided conditions listed in Section 16.13 of the Zoning Ordinance are met. Ms. Staniec said she has a manicurist license and also has a license from the State of Wisconsin.

She submitted a floor plan with no dimensions so it cannot be determined if the home occupation will exceed 25% of the home floor area. Her equipment consists of a vented nail table and two chairs. She said her home occupation does not create excessive noise, vibration or heat. She also has an air purifier to control dust and odor. She has room for one client car in her driveway. She also proposes a 2 sq. ft carved stone sign for her business. She also understands she needs city plumbing and electrical inspections as well as an inspection by the Fire Department. Mary Kay noted that two (2) neighbors contacted her and they have concerns about having a business in their residential area and the potential of their property values being devaluated.

Lueck noted that barber shops and beauty parlors are prohibited as a home occupation Beauty Parlors are generally defined as a place of business for hair, stylists, manicurist and foot and other beauty aids. Ms. Staniec noted she will not sell any products from her home. No further facts were presented for or against this proposal so Chairman Steger declared the hearing closed.

Motion by Vanderkin, seconded by Drews to grant a Conditional Use Permit to Tammy Staniec to operate a nail salon at 704 Park Street subject to the following conditions:

1. The Conditional Use Permit for Ms. Staniec to operate a nail salon at 208 E Franklin St. shall become null and void and cease to exist upon opening a new nail salon at 704 Park St. as a home occupation.
2. The applicant shall prove to the City Zoning Administrator that the total area devoted to this home occupation does not exceed 25% of the floor area of the home involved excluding the garage.
3. The home occupation shall comply with all provisions of Section 16.13 of the Zoning Code pertaining to home occupation.
4. Non resident employees are not permitted.

5. Electrical, plumbing, and Fire Department inspections must be made and approved prior to opening this new home occupation

Vote: Drews, TerBeest, Vanderkin, and Steger – “AYE”

Flynn and Lueck – “NAY”

Motion carried 4/2

5. Public Hearing – Change to sign ordinance, Section 16.11(4) of the Municipal Code. Chairman Steger read the call of the hearing and its purpose. City Administrator Kyle Clark noted that Dave Decker, a developer in the City asked about sign size and permit requirements for signs for apartments, etc. He is proposing a 3' x 6' = 18 sq. ft. sign for his new apartment buildings.

Kyle noted Section 16.11(4) of the municipal code of the City of Waupun refers to types of signs. He pointed out that a Type 8 sign is one allowed for advertising resthomes, lodges, apartment complexes, and private non-profit clubs which shall not exceed 20 sq. ft. in area per side located on the premises. Lueck pointed out that the language in the proposed ordinance amendment appears to be outdated. Terms like resthomes, lodges and private non-profit clubs should be removed and updated to nursing homes, assisting living facilities, Alzheimer's and similar facilities as well as condos, and senior living facilities should also be included in the proposed provision. No further facts were presented for or against the proposed ordinance amendment so Chairman Steger declared the hearing closed.

Motion by Lueck, seconded by TerBeest to provide a favorable recommendation to the City Council to amend Section 16.11 (4) of the Municipal Code of the City of Waupun entitled “Type of Signs, maximum size and location to amend and repeal and recreate the subsection designated “Type 8” as follows:

Type 8 Signs advertising nursing homes, assisted living facilities, Alzheimer's care, and similar facilities, as well as apartment complexes, condos, senior living facilities not exceeding 20 sq. ft. in area per side located on the premises.

Vote: Drews, TerBeest, Vanderkin, Flynn, Lueck, and Steger – “AYE”

Motion carried, unanimously.

6. Discuss/Approve Site Plan for Fox Valley Savings Bank at 101 S. Madison St. The project manager representing the Fox Valley Saving bank explained the proposed roof alteration. Currently the building has a flat roof and they would like a pitched roof over the existing structure to give the building a new look. It is also part of a maintenance program as they have experienced on-going roof leak issues throughout the building. The existing roof will remain in place and the new roof structure will be placed over it. New gutters and downspouts will also be added. The maximum height of the roof will be 29'.

They will be adding a trellis at the front door along Madison St. and screen the AC unit. They will also be placing a decorative element on top of the current tower element, providing a prominent feature to the bank. Power lines will also be removed and placed underground. Mary Kay noted the present zoning code allows a maximum of 50' in height and they are only going to 29'. All other yard and setback requirements will be met.

Motion by Vanderkin, seconded by Flynn to approve the site plan for Fox Valley Savings Bank at 101 S. Madison St. as presented.

Vote: TerBeest, Vanderkin, Flynn, Lueck, Steger – “AYE”
Drews – abstain
Motion carried 5/0/1

7. Discuss/approve site plan for Accell Automotive Repair, LLC at 99 Fond du Lac St.

Jim Viola from Accell Automotive appeared and requested a permit to add a lean too off the back of his building for storage and cleanliness purposes. The structure will be made of wood framing and steel exterior to match the existing building. The addition would be approximately 30' long and 11' 6" high and slanting to 9' in height. The addition will not be heated. Mary Kay noted that Mr. Viola should meet with her to discuss yard and setback requirements for the addition.

Motion by TerBeest, seconded by Vanderkin to approve the site plan for Accell Automotive Repair LLC at 99 Fond du Lac St. on the condition they meet with the City Zoning Administrator to confirm the location and possible yard requirements.

Vote: Drews, TerBeest, Vanderkin, Flynn, Lueck, and Steger – “AYE”
Motion carried 6/0.

8. Motion by Lueck, seconded by Drews to adjourn the meeting, motion carried, meeting adjourned at 5:07 p.m.

Fred Lueck
Secretary

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, November 11, 2013**

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

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

On motion by Johnson, seconded by Thurmer and unanimously carried, minutes of the October 14, 2013, Regular Meeting were approved as presented.

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

Business/Finance Manager Oosterhouse presented September 2013 financial results. Electric year-to-date operating income was \$98,800 above budget on lower purchased power costs and administrative and general expense. Sewer year-to-date operating income was \$42,600 below budget due to the 2013 rate reduction and reduced high strength waste charges. Water year-to-date operating income was \$97,100 above budget on lower maintenance expense and administrative and general expense. The long-term investment portfolio recognized a net gain of \$21,000. On motion by Kaczmariski, seconded by Johnson and unanimously carried, the September 2013 financial report was approved as presented.

Posthuma presented an electric crew update and general utility information. The electric crew has been working on several projects identified in our electric distribution system study. They include circuit load balancing, installation of capacitor banks and the installation of a tie line between the Main substation and Comtech substation.

AMI water meter exchanges are complete; billing department continues to work with WPPI staff and will migrate to billing "live" from our own access to the Meter Data Management System in December.

Management conducted interviews and extended an offer to Ben Russell for the wastewater treatment plant, operator/maintenance position. He comes with experience in installation, maintenance and trouble shooting of water and wastewater equipment. He is slated to begin his employment in December.

W&S Maint/Treatment Supervisor Schramm reported that rain, wind and cold conditions have caused a decision to delay the completion of Tower 2 exterior renovations until Spring 2014. This will allow for the best finished product in the long run. A zinc coat primer will be applied at this time, which allows a 300 day window for final coat application. The tank interior is complete, and following tests for proper surface coat curing, along with bacteria sampling, Tower 2 will be put back into operation within the month.

Business/Finance Manager Oosterhouse presented the 2014 complete budget. The overall budget is \$997,266 (6.42%) less than the 2013 budget due to the large AMI project incurred in 2013 and results in a budget surplus of \$67,281. On motion by Kaczmariski, seconded by Heeringa and unanimously carried, the 2014 budget was approved as presented.

Job description for the current General Manager position was reviewed. The job description encompasses general manager and electric supervisor responsibilities. On motion by Homan, seconded by Thurmer and unanimously carried, the General Manager job description was approved.

On motion by Kaczmariski, seconded by Homan and unanimously carried, the Commission adjourned into closed session under Section 19.85(1)(c) to discuss personnel.

On motion by Thurmer, seconded by Heeringa and unanimously carried, the Commission adjourned into open session under Section 19.85(2).

No action was taken from closed session.

On motion by Thurmer, seconded by Mielke and unanimously carried, the meeting was adjourned at 5:45 p.m.

Next regular commission meeting scheduled for December 9, 2013.

Nancy Oosterhouse
Mapping/Admin Coordinator