

CITY OF WEYAUWEGA
COMMITTEE OF THE WHOLE PROCEEDINGS
MAY 9, 2023

The Committee of the Whole meeting was called to order by Mayor Rich Luedke at the Weyauwega Municipal Building Council Chambers at 6:30 pm. Roll call was taken. Members Present: Dewey Stelzner, Kaley DuCoeur, Chris Gunderson, Bruce Goetsch, Shani Appleby and Tim Litscher. Also present: Mayor Rich Luedke, City Administrator Jeremy Schroeder, City Clerk Rebecca Loehrke, Police Chief Brandon Leschke, Richard Rupno, Cassandra Rupno and Doug Behn.

Motion Stelzner, second Litscher, to approve the agenda. Motion carried with all "ayes".

Motion Goetsch, second Appleby, to approve the minutes of Public Works, Finance, Police, Fire & Ambulance and Ordinance Committee Minutes from April 11, 2023. Motion carried with all "ayes".

Citizen Appearances: None

Public Works Committee:

- a) Department Update: Schroeder held a staff meeting with Public Works to discuss summer projects and tasks. Staff is slowly going thru the garage that needs to be vacated for Agropur. They are starting to clean and move out items and will take an inventory of everything the city has. Which will help during the audit process to have an inventory. Schroeder is also dedicating several hours two days a week to work outside of the office with Public Works. Three of the staff will be taking wastewater tests next week. Carson Faulkner passed his applicator test. He will now be able to spray and fertilize more.
- b) Faulks Brothers quotes for various water, storm, street and sidewalk repairs: The packet of information presented are for smaller projects around the city that need to be done. A water valve on East Main Street needs to be replaced. Sink hole at Mill Street and Sumner Street needs to be corrected and sidewalk and curbing repaired. The catch basins going into the Premier Bank parking lot need to be raised and repaired. Repair broken curb head on the bridge. Fix sink hole area on East Wisconsin Street from abandoned line. Total cost of the listed projects is \$22,440. There are two manholes that will be repaired on E. Alfred Street by Waupaca County. The City will only have to pay for the prep work to be done. The county will pay for the rest being a County Road. DuCoeur stated that for any larger projects the City should remember to look at grants and Clean Water Fund loans. *Motion Goetsch, second Gunderson, to recommend approval of street projects with Faulks Brothers at a cost of \$22,440. Motion carried.*
- c) Summer Public Works Employees Hired: Schroeder reported that Jaden Rice and Alex Loehrke have been hired as summer employees. They will both start on June 5th.

CITY OF WEYAUWEGA
COMMITTEE OF THE WHOLE PROCEEDINGS
MAY 9, 2023

- d) Full-Time Public Works Vacancy Update: Have received no applications since the last job posting. The department will work with what they have now and will revisit in the fall.
- e) Wastewater Treatment Plant Rotary Press and Auger System Maintenance & Repairs: The inspection report from Fournier was included in the packet. It was a very thorough report with photos and detail explanations. Everything is working very well. Numbers are good. The training for staff was very beneficial for some general maintenance they can do.
- f) New Water Tower Warranty Work Update: The inspection report on the new water tower was included in the packet. Only had a few minor items to fix and everything has been completed.
- g) Public Works New Facility Planning: With the garage being turned over to Agropur this summer, the City needs to start looking at some options for a new garage facility. Schroeder would like to meet with McMahon and have them work on some plans. Do have some plans that were done a while ago from Cedar but feels they can be updated with some cost savings. Schroeder would also like to reach out to Ehlers and see what some financing options would look like. *Motion Goetsch, second Gunderson, to allow Schroeder to move forward with McMahon and Ehlers on discussions for a new Public Works facility. Motion carried with all "ayes".* DuCoeur would like McMahon to provide several options to go over and also provide a grant summary and financing options that are available.

Finance Committee:

- a) Council payment per meeting and no attendance no pay policy: This has been discussed for several months now. The council agrees to change their salary from yearly to monthly and if you don't attend a meeting you don't get paid. Mayor will receive \$160 for Committee of the Whole and \$160 for Council. Alderpersons will receive \$80 for Committee of the Whole and \$80 for Council. \$25 per-diem for additional meeting will remain. Loehrke will forward to Attorney Kalny for his review of the changes to Chapter 95-11 in the code book. Members also talked about the 2/3 attendance and if action can be taken if someone doesn't attend meetings. Appleby stated that if these policies get changed they cannot be flipped back and forth. The 2/3 attendance policy will be on the agenda to discuss at the next Committee of the Whole. *Motion DuCoeur, second Stelzner, to recommend the change to a monthly salary of \$80 for Committee of the Whole and \$80 for Council for Alderperson and \$160 for Committee of the Whole and \$160 for Council for the Mayor. Also add that if you don't attend a meeting you don't get paid. Additional meetings will remain at \$25 per diem. Motion carried.*
- b) Weyauwega Firefighters 2023 Dance Fundraiser: Have contributed \$250 in the past which would have been the cost for employees to attend when they charged admission

CITY OF WEYAUWEGA
COMMITTEE OF THE WHOLE PROCEEDINGS
MAY 9, 2023

to the dance. *Motion Litscher, second DuCoeur, to recommend a \$250 sponsorship to the Weyauwega Firefighters 2023 Dance. Motion carried with five "ayes" and one abstain from Stelzner.*

- c) Mill Pond Circle Lots & Commercial/Industrial Lots to list with a Realtor: This was discussed at the last finance meeting to list the lots as Limited Service Listings. Litscher gave Schroeder the contact of Jessica Sherry. She will list the lots for a flat fee of \$300 for a six month listing. Normally they do a commission of 2%. The next step would be to get lot descriptions, photos and write up the listing.

- d) Mill Pond Circle remaining City Owned lots developer interest: Schroeder reported that he had a conversation with Steve Hudziak who is very interested in building on the remaining 5 lots in Mill Pond Circle. If he would purchase them he would like to extend the time line to 3 lots 3 years, 4 lots 4 years and 5 lots 5 years. Schroeder has spoken with two other individuals that showed interest in lots at Mill Pond Circle. One of the individuals came back and said it's just not the right time due to the cost of construction. Schroeder has not heard back from the second individual. DuCoeur asked if there would be any implications to the TID if all sold and developed. At this point Schroeder said it would just be nice to get the lots developed and more housing for people. *Motion Stelzner, second Goetsch, to recommend to allow potential developer an extension on building timeline due to the number of lots he purchases. Motion carried with all "ayes".* There would be a new developer's agreement written up. Would still use a realtor to list the Industrial Lots. *Motion DuCoeur, second Appleby, to recommend to list the Industrial lots with a realtor for a \$300 flat fee and 2% commission. Motion carried.* Schroeder reported that one of the lots in Industrial Park East that is next to the cold storage facility will be sold to the owner of the facility for future expansion.

- e) Microsoft Surface Tablets Quote: The quote provided was for 9 tablets and should only be for 7. The tablets will allow for council members to attend by zoom if there was ever a need. This will also allow for the monitors in the Council Chambers to be removed and repurposed elsewhere. One additional tablet for Schroeder will be purchased which will allow for his existing laptop to be repurposed to use on the main control panel for zoom access. The City should also look at upgrading at some point to a Microsoft License 365 which is cloud base versus a license for each unit. *Motion DuCoeur, second Stelzner, to recommend to move forward with the proposal from AIT for seven Surface Tablets for Council and one for the Administrator. Motion carried.*

- f) Comprehensive Plan Update Consultant Information: Schroeder had reached out to McMahon for help on updating the Comprehensive Plan and they recommended contacting Jeffrey Sanders. Mr. Sanders comes highly recommended and has worked with many municipalities including Waupaca. He has worked on many plans that originated from FOTH. He said that the City's plan is very useable and he would do a supplement to tie in with the original plan and locate it at the end of the document.

CITY OF WEYAUWEGA
COMMITTEE OF THE WHOLE PROCEEDINGS
MAY 9, 2023

Council would like to meet him and have a Joint meeting with the Plan Commission. Will contact Mr. Sanders to see when he would be available.

- g) Approve checks from 04/01/2023 through 04/30/2023 totaling \$242,088.95 and the monthly financial reports: Stelzner asked for clarification on two checks made out to the City of Waupaca. *Motion DuCoeur, second Litscher, recommend to approve checks from 04/01/2023 through 04/30/2023 totaling \$242,088.95 and the monthly financial reports. Motion carried with all "ayes".*

Police, Fire & Ambulance Committee:

- a) Department Update: Chief Leschke reported that the weather siren maintenance will take place on May 10th. Most of the issues the department is dealing with will be discussed at the next special council meeting in closed session. He did make the council aware that they are working with the different companies that are hosting rodeos at the fairgrounds to address the noise issues. He did call his officer that was working Sunday night to go to the fairgrounds but they were tied up on another call and by the time they got to the fairgrounds they were already shutting the music down.
- b) Ordinance/Spring Clean-Up Update: When the department started this process three years ago they sent out 85 letters. This year they have sent out 16. The process that is handled in house will be changing. He will be having the Police Administrative Assistant send out the letters and then an officer will be assigned to follow up.

Next meeting date/time: The next Committee of the Whole will be June 13, 2023 at 6:30 pm.

Such other matters as authorized by law: None

Motion Stelzner, second Appleby, to adjourn at 8:04 pm. Motion carried with all "Ayes".

Recommendations to Council:

1. Recommend approval of street projects with Faulks Brothers at a cost of \$22,440.
2. Recommend the change to a monthly salary of \$80 for Committee of the Whole and \$80 for Council for Alderperson and \$160 for Committee of the Whole and \$160 for Council for the Mayor. Also add that if you don't attend a meeting you don't get paid. Additional meetings will remain at \$25 per diem.
3. Recommend a \$250 sponsorship to the Weyauwega Firefighters 2023 Dance.
4. Recommend to allow potential developer an extension on building timeline due to the number of lots he purchases.
5. Recommend to list the industrial lots with a realtor for a \$300 flat fee and 2% commission.
6. Recommend to move forward with the proposal from AIT for seven Surface Tablets for Council and one for the Administrator.

CITY OF WEYAUWEGA
COMMITTEE OF THE WHOLE PROCEEDINGS
MAY 9, 2023

7. Recommend to approve checks from 04/01/2023 through 04/30/2023 totaling \$242,088.95 and the monthly financial reports.

Rebecca Loehrke
City Clerk