



*"Wild Goose Center of Wisconsin"*



# City of Waupun

201 E. Main Street  
Waupun, WI 53963  
Phone: 920-324-7900  
Fax: 920-324-3980

## Waupun Common Council Minutes of Meeting Tuesday, March 14, 2017

The Waupun Common Council met in regular session on Tuesday, March 14, 2017 at 6:00pm in the Common Council Chambers of the Waupun City Hall with Mayor Nickel presiding.

City Staff present are City Attorney VandeZande, City Clerk Hull, Administrator Schlieve, Police Chief Heeringa, Public Works Director Daane, Fire Chief DeMaa, Finance Director Oosterhouse, Utility Manager Posthuma, and Library Director Jaeger.

Audience present is Jeremy Alsaker, Mike Bos, Tonya Gubin, Greg Smithback, Dave Grob, Chuck Willinger, Bobbie Vossekuil, Brian Ball, Mike Krueger, Shannon Abler, and Ken Thomas.

Mayor Nickel 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 Nickel, Alderman Westphal, Alderman Matoushek, Alderman Mielke, Alderman Vanderkin, Alderman Johnson, and Alderman Kaczmariski. No members are absent.

The agenda item of the Certified Survey Map (CSM) for Damon Reabe of Dairyland Aviation was moved to the beginning of the agenda. Rich Leaver of Leaver Land Surveying LLC appeared before the Council to inform them that the CSM was approved and recommended for approval by the Plan Commission in February. The land in question lies in the Town of Trenton, approximately 19.3 acres. Due to the fact that this property lies within 1.5 miles of the City of Waupun, the City must approve the extraterritorial jurisdiction. This is the air strip south of Highway 68 owned by the Helen Reabe Trust, to be purchased by Damon Reabe and others, to be known as D & D Leasing LLC.

Motion Vanderkin, second Johnson to approve the Certified Survey Map (CSM) for Damon Reabe of Dairyland Aviation. Motion carried 6-0 on roll call.

Students from the Senior Democratic Seminar Class are unable to attend. This agenda item will be tabled for a future meeting.

District Administrator Tonya Gubin and Building and Grounds Director Mike Bos provided an update and timeline to the Waupun School District construction project. The athletic complex will be going out for bid this week and estimated ground breaking to be mid-April. A ground breaking ceremony will be planned.

Mike Krueger and Shannon Abler of LifeStar Ambulance Service provides an annual report to the Common Council for the 2016 year.

The agenda item of the recommended denial of the operator license application of Sarah Alexander will be tabled to a future meeting.

A Public hearing for the Class A Intoxicating Liquor License: Travel Mart Inc., 225 Pioneer Drive, WI Dells WI 53965; dba Marshland Travel Mart, Premise location 1001 E. Main Street, Agent: Jimmy Berry is held. Hull informs the Council that there are no delinquencies of real estate or personal property tax, utility charges, or special assessments. Inspections have been approved by the Fire Department, Health Department, and Building Inspection. Upon approval of the license the Police Department will make a final inspection and provide their recommendation. No audience appears before the Council.

Motion Westphal, second Matoushek to approve the Class A Intoxicating Liquor License: Travel Mart Inc., 225 Pioneer Drive, WI Dells WI 53965; dba Marshland Travel Mart, Premise location 1001 E. Main Street, Agent: Jimmy Berry, contingent upon the Police Department approved inspection. Motion carried 6-0 on roll call.

Motion Vanderkin, second Kaczmariski to approve the minutes of the February 14, 2017 Common Council meeting. Motion carried 6-0 on roll call.

Motion Matoushek, second Vanderkin to approve the Boards, Committee, and Commission meeting minutes as provided. Motion carried 6-0.

Consent Agenda: An open house for the Fire Department Training Facility is estimated for April 1<sup>st</sup> from 10a to 2p; Police Department continues with the hiring process to fill two Patrol Officer vacancies; City wide spring clean-up April 17-May 5, weather permitting; Utility Manager and Mayor attended the APP Rally in Washington DC; and ADY Advantage began the branding initiative.

Motion Johnson, second Matoushek to approve the Consent Agenda. Motion carried 6-0.

Mayor recommends the appointments of Kyle Clark to Board of Review due to a vacancy.

Motion Vanderkin, second Kaczmariski to appoint Kyle Clark to Board of Review. Motion carried 6-0 on roll call.

Mayor recommends the appointments of Teresa Ruch to the At-Large member of the Business Improvement District due to a vacancy.

Motion Matoushek, second Johnson to appoint Teresa Ruch as the At-Large member to the Business Improvement District. Motion carried 6-0 on roll call.

Ordinance 17-03 to amend Chapter 6.05(3) (e) entitled Traffic Code- Parking Limitations- Restricted Parking Anytime – No Parking is provided to reflect the no parking signage due to the Main Street construction.

Motion Matoushek, second Johnson to waive the first reading and adopt Ordinance 17-03 to amend Chapter 6.05(3) (e) entitled Traffic Code- Parking Limitations- Restricted Parking Anytime – No Parking. Motion carried 6-0 on roll call.

Brian Ball of Wounded Warriors appears to request the use of the City land located at the City Garage Landfill site for use of hunting for the Wounded Warriors program. Mr. Ball informs the Council that they have now renamed their organization to Heroes' Hunt for Veterans.

Motion Westphal, second Johnson to approve use of hunting at the City Garage Landfill site for the Heroes' Hunt for Veterans program. Motion carried 6-0 on roll call.

The Waupun Farmer's Market for 2017 is being recommended by the Downtown Promotions Committee to change the day of the week and be moved to a Main Street location for visibility and to increase the shopping traffic to our downtown businesses. Recommendation of the City Hall parking lot with overflow to the Forest Street for visibility to Main Street and the day of the week to be a Saturday from 8am-12pm. Farmer's Market would begin June 3 to September 30, 2017. Barricades would be accessible to a Committee member to set in place/put away on the Farmer's Market days and banners/signs will be placed for public notification.

Motion Kaczmariski, second Matoushek to approve the 2017 Farmer's Market from June 3-September 30, 2017 on Saturday's from 8a-12p at the City Hall parking lot with overflow to Forest Street. Motion carried 6-0 on roll call.

In TIF 5, a two acre-City owned parcel of land that lies along the Waupun Jr/Sr. High School and Mayfair Drive is being requested for ownership by the School District due to the construction of the athletic complex. This parcel of land has been assumed as School property, but due to the construction project land survey, it was found to be owned by the City. Schlieve recommends the City enter into a long term lease agreement with the School District for this parcel in turn for use of Veterans Field for youth athletic programs. There is a large need for green space for the Waupun Youth Soccer Association due approximately 500 enrolled children.

Motion Westphal, second Vanderkin to prepare a lease agreement between the City of Waupun and the Waupun School District to transfer the City owned parcel of land along the lot line of the Waupun Jr/Sr High School and Mayfair Drive in exchange for the use of Veteran's Field to include a sharing cost in removal of the track and tennis courts, excavation and seeding, and the use of the storage shed, concessions area, and restrooms, for the use of athletic programs. Motion carried 6-0 on roll call.

Due to the fact of a Patrol Officer resignation, Chief Heeringa requests approval to fill the vacancy.

Motion Vanderkin, second Matoushek to fill the Patrol Officer vacancy. Motion carried 6-0 on roll call.

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

Motion Johnson, second Vanderkin to approve the Operator License to Beth Lienhard, Madalynn Noonan, Bethany Shoemaker, and Jesse Parenteau and a Temporary Class B License to Waupun Festival Inc. on April 8, 2017 for An Evening with John Sebastian at Waupun City Hall. Motion carried 6-0.

Future tentative City Hall meetings of the body of the Common Council are noted as, Committee of the Whole on March 28, 2017 at 5:30pm, Common Council on April 11, 2017 at 6:00pm, and Special Common Council meeting on April 18, 2017 at 5:00pm for the Organizational Meeting.

Phil Cosson of Ehlers provided information on TIF 4 and the proposed TIF 7. TIF 4 was created in 2007 for a proposed development that did not occur. As a new development proposal has been received, it is recommended to close TIF 4 and create TIF 7 for this same area. This would allow for the full 20 years recapturing increment as opposed of already being in 8-9 years of the current district (TIF 4) that will shorten up the ability of the TIF district to support the proposed project costs.

Resolution 03-14-17-01 to Dissolve Tax Increment District 4 and Resolution 03-14-17-02 Approving the Project Plan and Establishing the Boundaries for/and the Creation of TIF 7 is provided for consideration.

Motion Johnson, second Kaczmarski to approve Resolution 03-14-17-01 to Dissolve Tax Increment District 4. Motion carried 6-0 on roll call.

Motion Vanderkin, second Matoushek to approve Resolution 03-14-17-02 Approving the Project Plan and Establishing the Boundaries for/and the Creation of Tax Increment District 7. Motion carried 6-0 on roll call.

Due to the creation of TIF 7, the City is moving forward to acquire approximately 43 acres of land from Riel Estate Development LLC at a cost of \$500,000 in exchange for repayment of the advanced amount from the City when TIF 4 was created and to provide all engineering documents to-date to the City. This is contingent upon Council approval and a development project established for this site.

Motion Matoushek, second Vanderkin to approve the offer to purchase approximately 43 acres of land in the proposed TIF 7 from Riel Estate Development LLC at a cost of \$500,000 in exchange for repayment of the advanced amount from the City when TIF 4 was created and to provide all engineering documents to-date. Motion carried 6-0 on roll call.

Calvin Herrmann of Eden Meats and Catering is proposing a land purchase from the City in the proposed TIF 7 for approximately 10 acres for \$320,000. Herrmann intends to develop a truck stop/convenience store with a combination meat market and restaurant. Meat processing would not be done at this site.

The offer to purchase provides 10 acres at the purchase price of \$320,000, a guaranteed a tax increment based on a \$2.4 million valuation, and contingencies to include approval of the developer's agreement, conditional use permit for the truck stop obtained, variance for pedestal signage obtained, occupancy by January 1, 2018 or earlier, restrictive covenants, and the creation of TIF 7.

Motion Mielke, second Matoushek to approve the offer to purchase between the City of Waupun and Calvin Herrmann of Eden Meats and Catering for the purchase price of \$320,000. The offer to purchase to include a guaranteed a tax increment based on a \$2.4 million valuation and contingencies to include approval of the developer's agreement, conditional use permit for the truck stop obtained, variance for pedestal signage obtained, occupancy by January 1, 2018 or earlier, restrictive covenants, and the creation of TIF 7. Motion carried 6-0 on roll call.

Motion Vanderkin, second Mielke to adjourn in closed session under Section 19.85 (1) (e)(c) of the Wisconsin Statutes to confer with Legal Counsel concerning Jonas Property Damage Claim, Flynn Vacation Payout Claim, Colker Workman's Compensation Hearing Application, and a possible developers agreement for the sale of public property in TIF 3. Motion carried 6-0.

Motion Johnson, second Matoushek to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

No action from closed session.

Motion Westphal, second Matoushek to call the meeting adjourned at 8:22pm. Motion carried 6-0.

Angela Hull, City Clerk