



A G E N D A
CITY OF WAUPUN SPECIAL COUNCIL MEETING
Waupun City Hall 201 E Main Street, Waupun WI
Tuesday, December 17, 2024 at 5:30 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Join Virtually: <https://us02web.zoom.us/j/81751337789?pwd=R2V6MDhuMUthSGNsd1QvYjRybWJ1QT09>

Join Teleconference: 1 312 626 6799

Meeting ID: 817 5133 7789

Passcode: 746846

CALL TO ORDER

ROLL CALL

CONSIDERATION - ACTION

- [1.](#) Approve Annexation Ordinance Town of Chester, Dodge County, Tax Parcel Number 010-1315-0844-000 to the City of Waupun
- [2.](#) Approve Changes to the Paid Leave Policy within City of Waupun Employee Handbook for Non-Represented Employees
- [3.](#) Approve Public Works & Planning Coordinator Job Description
- [4.](#) Approve Developer Agreement with Carver Flats, LLC for Multi-Family Housing Development
- [5.](#) Approve Offer to Purchase Parcels 292-1315-0932-035 and 292-1315-0932-030 in Heritage Ridge, TID 9, to Carver Flats, LLC
- [6.](#) Authorize the Release of Future Expenditures
- [7.](#) Future Meetings & Gatherings, License & Permit Applications

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.



AGENDA SUMMARY SHEET

MEETING DATE: 12/17/24

TITLE: Approve Annexation Ordinance Town of Chester, Dodge County, Tax Parcel Number 010-1315-0844-000 to the City of Waupun

AGENDA SECTION: ACTION

PRESENTER: Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	--	

ISSUE SUMMARY:

This ordinance is recommended by the Plan Commission. We are seeking final approval of an annexation ordinance of this city-owned property.

STAFF RECOMMENDATION:

Consider Waiving First Read and Approve the Annexation Ordinance as Presented

ATTACHMENTS:

Annexation Ordinance

RECOMMENDED MOTION:

Consider waiving the first read of Annexation ordinance Town of Chester, Dodge County, Tax Parcel Number 010-1315-0844-000 to City of Waupun as presented.

ORDINANCE # _____

**AN ORDINANCE TO ANNEX REAL ESTATE LOCATED IN THE TOWN OF
CHESTER TO THE CITY OF WAUPUN, DODGE COUNTY**

THE COMMON COUNCIL OF THE CITY OF WAUPUN, DO ORDAIN:

SECTION 1: Real Estate identified on the attached Exhibit "A," currently owned by the City of Waupun, is detached from the Township of Chester and annexed to the City of Waupun, Dodge County, Wisconsin, all in accordance with Wis. Stat. § 66.0223(1).

SECTION 2: The real estate shall be zoned M-2 Open Storage/Heavy Manufacturing District for zoning purposes until the zoning map may otherwise be amended.

SECTION 3: The real estate shall be placed in Ward 2 and the First Aldermanic District of the City of Waupun, Dodge County, Wisconsin.

Enacted and Effective this ____ day of _____, 2024.

Rohn W. Bishop
Mayor

ATTEST:

Angela J. Hull
Waupun City Clerk

EXHIBIT "A"

PROPERTY DESCRIPTION

Lot 1 of Certified Survey Map No. 7085, being a part of Southeast 1/4 of the Southeast 1/4 and a part of the Southwest 1/4 of the Southeast 1/4, Section 8, Township 13 North, Range 15 East, Town of Chester, Dodge County, Wisconsin as recorded in Volume 48 of Surveys on page 288 as Document No. 1236397.

Property Address: N11363 State Road 26, Waupun, WI 53963

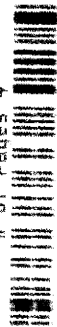
Tax Parcel Number: 010-1315-0844-000

DOCUMENT # 1236397

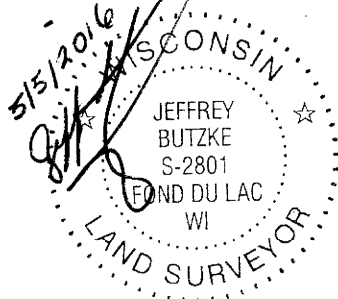
Office of Register of Deeds
Dodge County, Wisconsin
RECEIVED FOR RECORD

MAY 19 2016 9:39 AM

CHRIS PLANASCH - Registrar
FEE AMOUNT: \$30.00
of Pages: 4



TOTAL AREA
75.502 acres
3,288,878 Sq. Ft.



OWNER / SUBDIVIDER:
VANDE HOLSTEINS, LLC
N11363 S.T.H. "26"
WAUPUN, WI 53963

SURVEYOR:
JEFFREY S. BUTZKE
611 KINGSWOOD AVENUE
FOND DU LAC, WI 54935



611 Kingswood Avenue | Fond du Lac, WI 54935

PROJECT NO. 160011

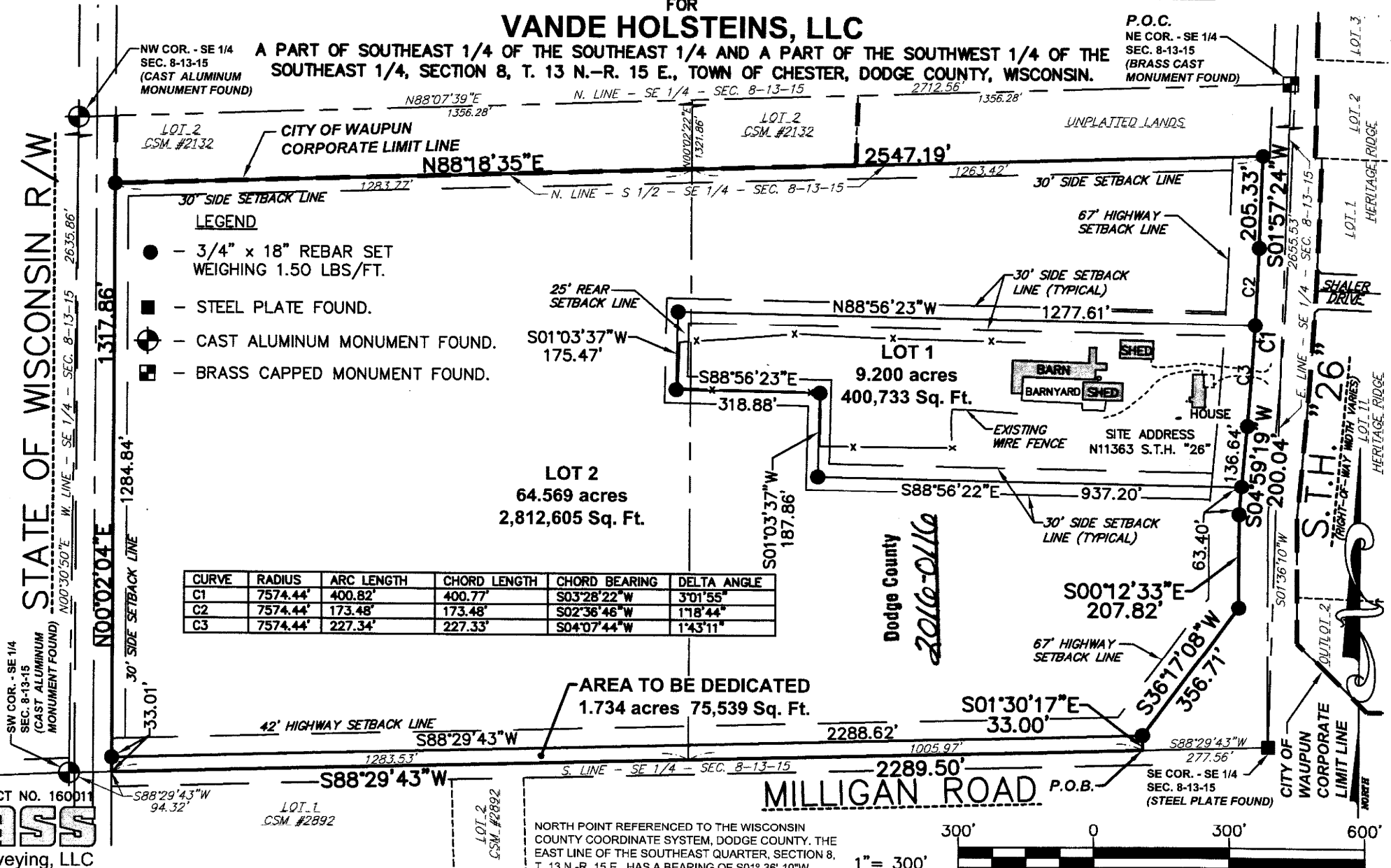
SHEET 1 OF 4 SHEETS

DODGE COUNTY CERTIFIED SURVEY MAP NO. 7085

FOR
VANDE HOLSTEINS, LLC

A PART OF SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 AND A PART OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 8, T. 13 N.-R. 15 E., TOWN OF CHESTER, DODGE COUNTY, WISCONSIN.

P.O.C.
NE COR. - SE 1/4
SEC. 8-13-15
(BRASS CAST
MONUMENT FOUND)



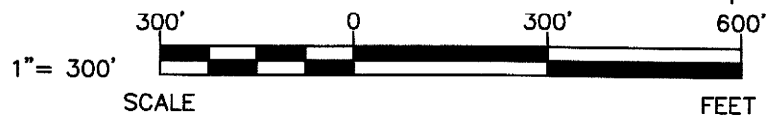
- LEGEND**
- - 3/4" x 18" REBAR SET WEIGHING 1.50 LBS/FT.
 - - STEEL PLATE FOUND.
 - ⊙ - CAST ALUMINUM MONUMENT FOUND.
 - ⊠ - BRASS CAPPED MONUMENT FOUND.

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	7574.44'	400.82'	400.77'	S03°28'22"W	3°01'55"
C2	7574.44'	173.48'	173.48'	S02°36'46"W	1°18'44"
C3	7574.44'	227.34'	227.33'	S04°07'44"W	1°43'11"

AREA TO BE DEDICATED
1.734 acres 75,539 Sq. Ft.

MILLIGAN ROAD

NORTH POINT REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM, DODGE COUNTY, THE EAST LINE OF THE SOUTHEAST QUARTER, SECTION 8, T. 13 N.-R. 15 E., HAS A BEARING OF S01°36'10"W.



V 489288





AGENDA SUMMARY SHEET

MEETING DATE: 12/17/24

TITLE: Approve Changes to the Paid Leave Policy within City of Waupun Employee Handbook for Non-Represented Employees

AGENDA SECTION: ACTION

PRESENTER: Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	--	

ISSUE SUMMARY:

Amendments to the Paid Leave policy are attached per discussion at November COW. We are seeking your approval with changes effective 1/1/2025.

STAFF RECOMMENDATION:

Approve the Policy as Presented

ATTACHMENTS:

Paid Leave Policy

RECOMMENDED MOTION:

Approve the Paid Leave Policy for Non-Represented Staff as presented.

DRAFT - PAID AND UNPAID LEAVES

Holiday *(Revised 12/17/24)*

The City of Waupun, ~~after completion of the six month orientation period,~~ offers eligible full-time employees paid time off for holidays recognized by the City of Waupun. The Common Council has decided to recognize the following holidays are paid holidays:

- New Year's Day
- Spring Holiday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Business day before Christmas
- Christmas Day
- ~~Business day before~~ New Year's Eve
- 2 Floating Holidays/Personal Leave Days

The City will establish the work day that Holidays will be recognized for holiday pay purposes. Typically, if the holiday falls on a Saturday, then the Friday before will be recognized as the holiday. If the holiday falls on a Sunday, then the Monday following will be recognized as the holiday.

In order to be eligible for holiday pay, the employee must work the work day immediately preceding and the work day immediately following the holiday, unless the employee is absent on an authorized paid leave of absence. Employees on an unpaid leave of absence will not receive holiday pay. If an employee is absent, comes in late or leaves early on the work day immediately preceding or the work day immediately following the holiday because of illness or injury, then the employee may be required to present a valid medical excuse to receive payment for the holiday.

Those regular full-time employees working a rotating workweek and scheduled off on an observed holiday may be authorized a preceding or following day off from their workweek.

An employee must use a floating holiday or personal leave in units of not less than eight (8) hour increments at any one time. Floating holidays or personal leave time is intended to be used to accomplish personal business that cannot be accomplished during time other than your normal working hours. Employees are required to request personal leave time from a supervisor in advance, and the request is subject to approval and scheduling by the City.

Vacation *(Revised 12/17/24)*

Vacation time is provided so those employees may enjoy periods of rest, relaxation, and pursuing special interests. ~~Non-represented~~, full-time employees are eligible to accrue vacation in a prorated manner based upon their anniversary date to be used in the following year. Years 0-15: 80 hours + (8*Years), maximum 200 hours. ~~Employees are not eligible to use paid vacation during the first year of employment unless previously approved by the Common Council or Library Board.~~ The vacation schedule is as follows for regular full-time employees:

<u>Year of Full-Time Employment</u>	<u>Hours per year</u>	<u>Weeks per year</u>
After one (1) but less than seven (7)	80	2
Seven (7) but less than fifteen (15)	120	3
Fifteen (15) but less than twenty (20)	160	4
Twenty-one (21) and over	200	5

The formula for computing how vacation is earned in the event an employee's vacation for the year must be prorated is as follows: ~~Number of vacation days eligible for the year divided by 365 (or 366) days = Accrual of vacation per day.~~

~~For example: 10 days (80 hrs) / 365 = .0274 accrual per day~~

~~Employee leaves employment on Sept. 10 with an anniversary date July 5~~

~~July 5 through Sept. 10 = 63 days~~

~~63 x .0274 = 1.7262 days~~

~~The City of Waupun, in its discretion, may round vacation to the nearest whole number.~~

<u>Year of Full-Time Employment</u>	<u>Hours per year</u>	<u>Days per year</u>
During the first year of service	up to 80 hours (10 days) as determined by the City	
One (1) but less than two (2)	88	11
Two (2) but less than three (3)	96	12
Three (3) but less than four (4)	104	13
Four (4) but less than five (5)	112	14
Five (5) but less than six (6)	120	15
Six (6) but less than seven (7)	128	16
Seven (7) but less than eight (8)	136	17
Eight (8) but less than nine (9)	144	18
Nine (9) but less than ten (10)	152	19
Ten (10) but less than eleven (11)	160	20

Eleven (11) but less than twelve (12)	168	21
Twelve (12) but less than thirteen (13)	176	22
Thirteen (13) but less than fourteen (14)	184	23
Fourteen (14) but less than fifteen (15)	192	24
Fifteen (15) and over	200	25

The formula for computing how vacation is earned in the event an employee's vacation for the year must be prorated is as follows: Number of vacation days eligible for the year divided by 365 (or 366) days = Accrual of vacation per day

For example: 10 days (80 hrs) / 365 = .0274 accrual per day

Employee leaves employment on Sept. 10 with an anniversary date July 5

July 5 through Sept. 10 = 63 days

63 x .0274 = 1.7262 days

The City, in its discretion, may round vacation to the nearest whole number.

Employees on an approved leave of absence lasting less than 30 days will continue to accrue vacation. Vacation will not accrue during periods of leave exceeding 30 days.

Employees are eligible to carry over up to 40 hours of vacation each fiscal year. Any carried-over hours must be used by June 1st of the following year and will not be paid out upon expiration of the carry-over period or separation from the city. A request for vacation carryover form must be submitted to the department head 30 days prior to the end of the calendar year. Any remaining vacation time in excess of 40 hours will be forfeited.

The City will attempt to schedule vacation at the time desired by the employee, while also considering the interests and needs of the City. Employees must submit their vacation requests to their immediate supervisor well in advance and in writing to allow for scheduling. In addition to taking into account the days which an employee received in the past as vacation, length of service will be another factor in cases of conflicts in vacation requests. The determining factor will always be the interests of the City. Waupun City reserves the right to deny vacation requests and to schedule an employee's vacation time.

~~If an employee receives vacation during the first year of employment and then leaves during that first year of employment before the vacation is earned according to the schedule established by the City, then the employee must reimburse the City for any overuse and overpayment of vacation, which will be considered as an overpayment to the employee.~~

Part-time employees shall be entitled to four hours of compensated leave per year of continuous service, with a maximum of forty hours leave per year. Leave shall be taken in the year that it accrues, except when the City Administrator approves a variance.

Any employee who terminates employment for any reason will be entitled to pay for all unused vacation accrued as of the employee's last anniversary date and for a prorated amount of vacation accrued from the employee's last anniversary date to the date of termination based on the employee's eligibility on his or her last anniversary date. Employees with less than one year

of continuous service shall not be compensated for accrued but unused vacation at the time of separation. Vacation shall not accrue during any period of unpaid leave except in the cases of military leave.

DRAFT

DRAFT - PAID AND UNPAID LEAVES

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DRAFT



AGENDA SUMMARY SHEET

MEETING DATE: 12/17/24

TITLE: Approve Public Works & Planning Coordinator Job Description

AGENDA SECTION: ACTION

PRESENTER: Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	As Budgeted for 2025	

ISSUE SUMMARY:

Staff have updated the vacant public works job description (formerly GIS Specialist). We are seeking approval of the updated job description so that we can begin the recruitment process.

STAFF RECOMMENDATION:

Approve Job Description as Presented

ATTACHMENTS:

Public Works & Planning Coordinator Job Description

RECOMMENDED MOTION:

Approve the Public Works & Planning Coordinator job description as presented.

City of Waupun Position Description

JOB TITLE	Public Works & Planning Coordinator
REPORTS TO	Director of Public Works
DEPARTMENT	Public Works
TYPE	H
FLSA (overtime status)	Nonexempt

GENERAL PURPOSE:

The Public Works & Planning Coordinator is a key member of a collaborative team, providing general administrative support and program coordination for the Public Works, Building Inspection and Zoning Administration, and Planning Departments. The role involves technical and specialized administrative support for various departmental activities. Responsibilities include providing confidential administrative support to department directors, assisting with departmental budget preparation and monitoring, offering project management support, serving as the primary departmental contact for inquiries from the general public and other City personnel, scheduling resources, conducting data research, processing work orders, managing departmental purchasing, compiling information for staff reports, maintaining records, and assisting with special projects as assigned. The position may flex work hours to accommodate early morning or evening meeting attendance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides confidential assistance to the Public Works, Building Inspection, Zoning, and Planning Departments.
- Serves as the primary departmental contact for the public, receiving, routing, processing, and following up on citizen inquiries, ensuring the department provides timely complaint resolution and information.
- Perform technical and administrative functions, maintaining department database programs, property files, spreadsheets, and mapping systems.
- Prepares and Approves timesheets and payroll as assigned by Department Directors.
- Coordinates Department meetings, events, and training programs. Responsible for publication of agendas, publication of notices, and compilation of meeting minutes.
- Uses social media, the City website, and other programs and media to effectively communicate information to the intended audience.
- Assists in preparing and monitoring department annual operating budgets.
- Creates, tracks and maintains work orders for the Public Works department.
- Processes invoices/purchase orders and maintains records.
- Assists in the maintenance of project cost tracking.
- Aids in preparing grant applications and reviewing progress toward meeting grant requirements.

- Coordinates capital projects, including bidding, contracting, documentation, project inspection scheduling, submittal review tracking, meeting schedules, notes, and document collection.
- Assists with department planning, scheduling, and allocation of resources, including managing advertising and documenting bidding procedures for department and capital projects.
- Assist in administering work in right-of-way permits.
- Assists in preparing special assessment letters, street opening permits, ordinance violations and public informational mailings.
- Performs other duties as assigned.

QUALIFICATIONS:

High School diploma or equivalent and three years of experience as an administrative assistant. One-year Office Assistant Technical Diploma or completion of an Administrative Assistant, Business Management, GIS, or Civil Engineering Associates Degree or equivalent from two-year college or technical school preferred, or any equivalent combination of training and experience which provides the necessary knowledge, ability and skills. Municipal government experience preferred. Technical training in land use and/or GIS Mapping preferred.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Proficient in customer service principles with strong interpersonal communication skills and an ability to work with a wide variety of people in a courteous and professional manner, in person, via technology and over the telephone.
- Ability to draft accurate documents, letters and other correspondence, using correct spelling, grammar, and punctuation.
- Knowledge of office administrative practices and procedures, including file and document management procedures and practices.
- Advanced skills using word processing, graphics, spreadsheet, database, and other software to create documents and materials requiring the interpretation and manipulation of data.
- Knowledge of or ability to learn specialized software, including, GIS software, ArcGIS Online, E.S.R.I., iWorq, etc. or ability to gain needed knowledge.
- Ability to make sound decisions and exercise good judgment in the absence of supervision.
- Manage multiple work assignments and complete them accurately and in a timely manner.
- Knowledge of and ability to read and interpret information regarding ordinances, rules, policies, procedures, and operating practices.
- Maintain strict confidentiality of privileged information, using a high degree of tact, diplomacy, and discretion in dealing with sensitive and confidential situations with both internal and external parties.

Work Environment:

Work is normally performed in a climate-controlled office environment with minimal physical exertion. Activities include frequent written and verbal communication with city staff, council members, and the public. Uses the telephone and computer technology extensively to communicate with numerous parties to address concerns and issues. Requires the ability to occasionally lift and move paper or other office supplies weighing 25 lbs. or more. The position may flex work hours to accommodate early morning or evening meeting attendance.

Equal Opportunity Employer:

The City of Waupun is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



AGENDA SUMMARY SHEET

MEETING DATE: 12/17/24

TITLE: Approve Developer Agreement with Carver Flats, LLC for Multi-Family Housing Development

AGENDA SECTION: ACTION

PRESENTER: Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality	6.7M Min Valuation / Estimated 8.4M Actual	

ISSUE SUMMARY:

Staff have negotiated a developer’s agreement with Carver Flats, LLC to construct a 4-building, 56-unit multi-family development in Heritage Ridge, TID 9. The Developer is new to Waupun and was identified through an RFP process. An overview of the development and review of the terms of a developer agreement will be presented.

STAFF RECOMMENDATION:

Approve the Developer’s Agreement as Presented

ATTACHMENTS:

Development Agreement with Carver Flats, LLC

RECOMMENDED MOTION:

Approve the Developer’s Agreement with Carver Flats, LLC as presented.



AGENDA SUMMARY SHEET

MEETING DATE: 12/17/24

TITLE: Approve Offer to Purchase Parcels 292-1315-0932-035 and 292-1315-0932-030 in Heritage Ridge, TID 9, to Carver Flats, LLC

AGENDA SECTION: ACTION

PRESENTER: Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality	6.7M Min Valuation / Estimated 8.4M Actual	

ISSUE SUMMARY:

The offer with Carver Flats, LLC to purchase for lots 292-1315-0932-035 and 292-1315-0932-030 in Heritage Ridge TID 9 will be presented for review and approval. The OTP as outlined supports the terms of the Developer's Agreement as presented.

STAFF RECOMMENDATION:

Approve the Offer to Purchase as Presented

ATTACHMENTS:

Carver Flats, LLC Offer to Purchase

RECOMMENDED MOTION:

Approve the Offer to Purchase lots 292-1315-0932-035 and 292-1315-0932-030 in Heritage Ridge to Carver Flats, LLC as presented.



AGENDA SUMMARY SHEET

MEETING DATE: 12/17/24

TITLE: Authorize the Release of Future Expenditures

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Angela Hull, Clerk

SUMMARY

Due to the holiday season, Council may wish to not hold a meeting prior to year end, if business is not warranted. If there would be no meeting of the body of the Council prior to the end of year, we request Council grant authorization to process and release expenses in order to not accumulate late fees and enter into delinquent status with our vendors.

RECOMENDED MOTION:

Motion to authorize the release of future expenditures should there not be a meeting of the Council prior to year-end.



AGENDA SUMMARY SHEET

MEETING DATE: 12/17/24

TITLE: Future Meetings & Gatherings, License & Permit Applications

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Angela Hull, Clerk

FUTURE MEETINGS

Tuesday, January 14, 2025	Common Council	6:00PM
Tuesday, January 28, 2025	Committee of the Whole	5:30PM
Tuesday, February 11, 2025	Common Council	6:00PM
Tuesday, February 25, 2025	Committee of the Whole	5:30PM
Tuesday, March 11, 2025	Common Council	6:00PM
Tuesday, March 25, 2025	Committee of the Whole	5:30PM
Tuesday, April 8, 2025	Common Council	6:00PM
Monday, April 15, 2024	Re-Organizational Meeting	5:30PM
Tuesday, April 29, 2025	Committee of the Whole	5:30PM

LICENSE/PERMIT APPLICATIONS

Operator: Lucas Dawson, Chrstine Deich

Temp Class B: Waupun Hockey Association December 28, 2024, Waupun Alumni Game at 510 E Spring St. Waupun

Chicken Renewal Permit: John Feher 628 Park St. Waupun

RECOMENDED MOTION:

Motion to approve the license and permit applications.