



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, October 12, 2021 at 6:00 PM

The Waupun Common Council will meet In-person, virtual, and teleconference at **6:00pm on Tuesday, October 12, 2021.**

Instructions to join the meeting are provided below:

Join Zoom Meeting: <https://us02web.zoom.us/j/82279403603?pwd=ZHZOWjZRM2FhKzR2ejhyVFR2TjJlZz09>

Meeting ID: 822 7940 3603

Passcode: 288619

Join Teleconference: 1-312-626-6799

CALL TO ORDER

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

ROLL CALL--Mayor to excuse any absent members

PERSONS WISHING TO ADDRESS COUNCIL--*State name, address, and subject of comments. (2 Minutes)*

1. Fond Du Lac County Supervisor Sam Kaufman-Update of County Proceedings

No Public Participation after this point.

CONSENT AGENDA (Roll Call Motion) *Items under the consent agenda may be acted upon by one motion.*

It is the judgment of any Board Member that any item may be moved to later on the agenda for discussion and/or action.

2. Future Meetings & Gatherings, License and Permit Applications, Expenses

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

3. Zoning Board 4-5-21
4. Community Development Authority 7-20-21
5. Economic Development Committee 7-27-21
6. Board of Public Works and Facilities Committee 8-10-21
7. Plan Commission 8-25-21
8. Recreation and Wellness 9-8-21
9. Utility Commission 9-13-21
10. Common Council 9-14-21
11. Library Board 9-15-21
12. Police and Fire Commission 9-22-21
13. Committee of the Whole 9-28-21

DEPARTMENT REPORTS

14. Police Department
15. Fire Department
16. Library
17. Recreation
18. Public Works
19. Building Inspector
20. Utilities
21. Administrator

RESOLUTIONS AND ORDINANCES:

- [22.](#) Ordinance to amend Ch.16.01(10) Zoning Code-Zoning Map to rezone 129 N. Madison Street to R-4 Central Area Single Family Residential District

BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS *(Roll Call Motion)*

- [23.](#) Plan Commission Recommendation- Certified Survey Map (CSM) of Lot 6 of East Waupun (310 & 312 E. Main St.)
- [24.](#) Plan Commission Recommendation- Certified Survey Map (CSM) of Lots 25 & 26 of Park Estates Subdivision (1025, 1027, 1029, 1031 Tanager St.)
- [25.](#) Plan Commission Recommendation- Certified Survey Map (CSM) of Lot 29 of Park Estates Subdivision (1028 and 1030 Tanager St.)
- [26.](#) Transit Committee Recommendation- Intent to Award a Contract for Taxi Service to Brown Cab Services, Inc. Effective January 1, 2022

CONSIDERATION-ACTION

- [27.](#) Quote to Repair Waupun Fire Dept Ladder Truck

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: 10-12-21

TITLE: Future Meetings & Gatherings, License and Permit Applications, Expenses

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

ISSUE SUMMARY:

Future meetings/gatherings of the Common Council, consideration of licenses/permits, payment of expenses.

Future Meetings/Gatherings

Tuesday, October 19, 2021	Special Common Council	TBD
Tuesday, October 26, 2021	Committee of the Whole	6:00pm
Tuesday, November 9, 2021	Common Council	6:00pm
Tuesday, November 30, 2021	Committee of the Whole	6:00pm
Tuesday, December 14, 2021	Common Council	6:00pm
Tuesday, December 28, 2021	Committee of the Whole	6:00pm

License and Permit Applications

OPERATOR LICENSE:

Elizabeth Ballard, Regina Richards

TEMPORARY CLASS B Fermented Malt Beverage License

None

ATTACHMENTS:

Expense Report(s)

RECOMENDED MOTION: Motion to approve the Consent Agenda. <i>(Roll Call)</i>
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Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
09/28/2021	48	CREXENDO	495.22
09/28/2021	49	FAITH TECH, INC.	1,760.17
09/28/2021	50	KWIK TRIP STORES	5,917.99
09/28/2021	51	WELLS FARGO PAYMENT REMITT.	1,560.65
10/07/2021	102724	AMAZON CAPITAL SERVICES	270.02
10/07/2021	102725	AGNESIAN WORK & WELLNESS-	731.00
10/07/2021	102726	ALLIANT ENERGY/WP&L	624.62
10/07/2021	102727	ALLIED 100	77.99
10/07/2021	102728	ASSOCIATED APPRAISAL CONSULTA	2,467.66
10/07/2021	102729	AT & T	129.40
10/07/2021	102730	BUREAU OF CORRECTIONAL ENTER	44.32
10/07/2021	102731	BATTERIES PLUS LLC	48.96
10/07/2021	102732	BROOKS SHOE & REPAIR	150.00
10/07/2021	102733	CAPITAL NEWSPAPERS	469.52
10/07/2021	102734	CAREW CONCRETE & SUPPLY INC	627.00
10/07/2021	102735	CEDAR CORPORATION	1,999.70
10/07/2021	102736	DEVRIES, ANNDREA	85.00
10/07/2021	102737	MARTENS ACE HARDWARE	1,622.80
10/07/2021	102738	FOX VALLEY TECHNICAL COLLEGE	134.50
10/07/2021	102739	GRAND VALLEY INSPECTION SERVIC	2,822.94
10/07/2021	102740	GUNDERSON, INC.	306.75
10/07/2021	102741	H & R SAFETY SOLUTIONS LLC	141.00
10/07/2021	102742	LEAGUE OF WI MUNICIPALITIES	270.00
10/07/2021	102743	LINCOLN CONTRACTORS	42.43
10/07/2021	102744	NAPA AUTO PARTS-WAUPUN	2,237.98
10/07/2021	102745	NEVCO, INC	68.10
10/07/2021	102746	NICKEL, JULIE	40.00
10/07/2021	102747	O'NEILL, THOMAS	85.00
10/07/2021	102748	OSHKOSH OFFICE SYSTEMS	156.57
10/07/2021	102749	PTS CONTRACTORS INC	326,635.80
10/07/2021	102750	PERKINS OIL	804.65
10/07/2021	102751	PIGGLY WIGGLY DISCOUNT FOODS	63.64
10/07/2021	102752	PIPIA, GINO	53.01
10/07/2021	102753	POMP'S TIRE	786.40
10/07/2021	102754	Q-TRONICS	149.99
10/07/2021	102755	QUALITY AGGREGATE LLC	216.60
10/07/2021	102756	RENS FLORAL	50.00
10/07/2021	102757	ROET'S HOME HEATING	144.00
10/07/2021	102758	SAFETY KLEEN	352.00
10/07/2021	102759	SERVICE LIFE.COM	383.00
10/07/2021	102760	SHARE CORPORATION	293.19
10/07/2021	102761	SHERWIN INDUSTRIES	392.40
10/07/2021	102762	STEALTH	900.00
10/07/2021	102763	STICKS AND STONES	55.00
10/07/2021	102764	STOBB PLUMBING & HEATING, INC.	300.45
10/07/2021	102765	TRACTOR SUPPLY CREDIT PLAN	21.99
10/07/2021	102766	TRU CLEANERS LLC	4,532.81
10/07/2021	102767	UNIFORM SHOPPE	83.95
10/07/2021	102768	US CELLULAR	1,124.63
10/07/2021	102769	VANDE KOLK, ASHLEY	10,249.83

Check Issue Date	Check Number	Payee	Amount
10/07/2021	102770	VANDE ZANDE & KAUFMAN, LLP	3,610.00
10/07/2021	102771	WAUPUN AREA ANIMAL SHELTER, INC	1,000.00
10/07/2021	102772	WAUPUN UTILITIES	1,507.91
10/07/2021	102773	WI DEPT OF JUSTICE	63.00
10/07/2021	102774	LEADSONLINE	1,810.74
10/07/2021	102775	TOP PACK DEFENSE LLC	264.96
Grand Totals:			<u>381,237.24</u>

Report Criteria:

Report type: Summary

Report Criteria:

[Report].Invoice Date = 09/28/2021,10/07/2021

Invoice	Description	Invoice Date	Total Cost	GL Account
48 AMAZON CAPITAL SERVICES				
1G3N-YH96-QYVW	PC monitor stands	10/07/2021	53.90	100-10-5141-3-36
1YCF-M3Q3-HL14	office supplies - PD	10/07/2021	116.58	100-40-5211-3-30
11N3-3GD4-JVHY	Wi-Fi Range Extender	10/07/2021	39.59	100-70-5412-3-36
11N3-3GD4-K6M7	Dog Fence - repair fence that was broke during Rock/Ne	10/07/2021	59.95	400-70-5436-8-00
Total 48 AMAZON CAPITAL SERVICES:			270.02	
955 AGNESIAN WORK & WELLNESS-				
34837	EAP Quarterly Fee	10/07/2021	441.00	100-10-5143-3-38
34917	Gile Physical	10/07/2021	215.00	100-40-5215-3-37
34917	DeVries Physical	10/07/2021	75.00	100-50-5230-3-38
Total 955 AGNESIAN WORK & WELLNESS:-			731.00	
1174 ALLIANT ENERGY/WP&L				
3425110000-SEPT21	MUSEUM monthly fuel charges - Sept 2021	10/07/2021	14.22	100-20-5512-3-32
5374620000-SEPT21	Aquatic Center - Sept 2021	10/07/2021	57.16	100-20-5523-3-32
5946940000-SEPT21	Police Dept - monthly fuel charges - Sept 2021	10/07/2021	42.26	100-40-5211-3-32
5946940000-SEPT21	Fire Dept - monthly fuel charges - Sept 2021	10/07/2021	23.77	100-50-5231-3-32
2831330000-SEPT21	community center monthly fuel-Sept 2021 - hockey	10/07/2021	99.29	100-70-5410-3-32
2831330000-SEPT21	community center monthly fuel-Sept 2021 - School	10/07/2021	155.14	100-70-5410-3-32
2831330000-SEPT21	community center monthly fuel-Sept 2021 - city	10/07/2021	55.85	100-70-5410-3-32
1780510000-SEPT21	CITY HALL monthly fuel charges - Sept 2021	10/07/2021	56.71	100-70-5410-3-32
3264610000-SEPT21	Garage monthly fuel - Sept 2021	10/07/2021	100.23	100-70-5412-3-32
3517989074-AUG21	TIF#6 - Utilities McKinley St. Building - Sept 2021	10/07/2021	19.99	408-70-5436-3-32
Total 1174 ALLIANT ENERGY/WP&L:			624.62	
1175 ALLIED 100				
2001081	Adult Defibrillation Electrodes	10/07/2021	77.99	100-40-5212-3-38
Total 1175 ALLIED 100:			77.99	
1787 ASSOCIATED APPRAISAL CONSULTAN				
156722	Monthly services - Oct 2021	10/07/2021	2,467.66	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			2,467.66	
1904 AT & T				
AUG20-SEPT19 2021	Police Dept monthly phone charges	10/07/2021	129.40	100-40-5211-3-31
Total 1904 AT & T:			129.40	
3072 BUREAU OF CORRECTIONAL ENTERPRISES				
927-175829	Dog License Rec Books	10/07/2021	44.32	100-10-5141-3-38
Total 3072 BUREAU OF CORRECTIONAL ENTERPRISES:			44.32	
4078 BATTERIES PLUS LLC				
P43876524	SCBA Maint flash lights	10/07/2021	48.96	100-50-5232-3-36
Total 4078 BATTERIES PLUS LLC:			48.96	

Invoice	Description	Invoice Date	Total Cost	GL Account
6162 BROOKS SHOE & REPAIR				
38944	boot allowance - Fenrich	10/07/2021	150.00	100-70-5412-3-38
Total 6162 BROOKS SHOE & REPAIR:			150.00	
7058 CAPITAL NEWSPAPERS				
70894	Notice - public hearing	10/07/2021	334.58	100-10-5110-3-35
70153	Rezoning Notice - 129 N Madison	10/07/2021	83.18	100-10-5110-3-35
69664	bid Notice - Former CWC Grade School	10/07/2021	51.76	408-70-5436-3-35
Total 7058 CAPITAL NEWSPAPERS:			469.52	
7065 CAREW CONCRETE & SUPPLY INC				
1219358	concrete - apron at inlet - W Hawthorn	10/07/2021	368.00	700-10-5192-3-36
1220888	concrete - floor in inlet - High St/Visser	10/07/2021	259.00	700-10-5192-3-36
Total 7065 CAREW CONCRETE & SUPPLY INC:			627.00	
8046 CEDAR CORPORATION				
108736	Updated to Residential Zoning Code - services thru 9-18-	10/07/2021	1,999.70	100-80-5670-3-38
Total 8046 CEDAR CORPORATION:			1,999.70	
10651 CREXENDO				
2042339754	City Hall Phone Charges - Sept 2021	09/28/2021	365.05	100-10-5197-3-31
2042339754	Senior Center Phone Charges - Sept 2021	09/28/2021	26.08	100-20-5513-3-31
2042339754	Garage Phone Charges - Sept 2021	09/28/2021	104.09	100-70-5412-3-31
Total 10651 CREXENDO:			495.22	
11270 DEVRIES, ANNDREA				
10-7-21	NREMT Test	10/07/2021	85.00	100-50-5230-3-38
Total 11270 DEVRIES, ANNDREA:			85.00	
12676 FAITH TECH, INC.				
SEPT2021	energy efficiency ACH pmt 24 of 60	09/28/2021	1,760.17	300-10-5935-6-00
Total 12676 FAITH TECH, INC.:			1,760.17	
12700 MARTENS ACE HARDWARE				
SEPT2021/1	Gun purchase - Brzezinski	10/07/2021	514.99	100-12634
SEPT2021/1	Gun purchase - Loudon	10/07/2021	689.98	100-12634
SEPT2021/1	parts/supplies for winterizing the pool	10/07/2021	38.31	100-20-5523-3-36
SEPT2021/1	parts/supplies for winterizing the pool	10/07/2021	91.74	100-20-5523-3-36
SEPT2021/1	wipes/grill cleaner/flame lighter/grill brush	10/07/2021	32.95	100-40-5212-3-38
SEPT2021/1	fasteners	10/07/2021	4.32	100-70-5410-3-36
SEPT2021/1	UPS fees	10/07/2021	35.00	100-70-5410-3-36
SEPT2021/1	parts/supplies for Kayak Launch	10/07/2021	13.17	100-70-5410-3-36
SEPT2021/1	fasteners	10/07/2021	1.38	100-70-5410-3-36
SEPT2021/1	fasteners	10/07/2021	5.78	100-70-5410-3-36
SEPT2021/1	wood shims - comm center door parts	10/07/2021	5.18	100-70-5410-3-36
SEPT2021/1	deadlatch/basketball net/spraypaint	10/07/2021	49.31	100-70-5410-3-36
SEPT2021/1	signs for buildings	10/07/2021	37.98	100-70-5410-3-36
SEPT2021/1	batteries	10/07/2021	63.96	100-70-5410-3-36
SEPT2021/1	batteries	10/07/2021	27.98	100-70-5410-3-36
SEPT2021/1	parts/supplies for crosswalk lights	10/07/2021	10.77	100-70-5441-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 12700 MARTENS ACE HARDWARE:			1,622.80	
13851 FOX VALLEY TECHNICAL COLLEGE				
TPB0000667376	Training - Pipia	10/07/2021	134.50	100-40-5215-3-37
Total 13851 FOX VALLEY TECHNICAL COLLEGE:			134.50	
14698 GRAND VALLEY INSPECTION SERVICES				
2021-166	Building Insp/Zoning Admin for Sept 2021	10/07/2021	2,822.94	230-30-5241-3-38
Total 14698 GRAND VALLEY INSPECTION SERVICES:			2,822.94	
15075 GUNDERSON, INC.				
1038632	Senior center rugs - Sept 2021	10/07/2021	56.53	100-70-5410-3-38
1038631	CITY HALL rugs - Sept 2021	10/07/2021	68.07	100-70-5410-3-38
1041261	Library Rugs - Sept 2021	10/07/2021	66.17	100-70-5410-3-38
1040485	Garage supplies - Sept 2021	10/07/2021	29.15	100-70-5411-3-38
1040486	Uniform/charges - Sept 2021	10/07/2021	19.89	100-70-5411-3-38
1043091	Uniform/charges - Sept 2021	10/07/2021	19.89	100-70-5411-3-38
1043090	Garage supplies - Sept 2021	10/07/2021	47.05	100-70-5411-3-38
Total 15075 GUNDERSON, INC.:			306.75	
15297 H & R SAFETY SOLUTIONS LLC				
6395	gloves	10/07/2021	141.00	100-70-5412-3-38
Total 15297 H & R SAFETY SOLUTIONS LLC:			141.00	
17175 KWIK TRIP STORES				
PD-AUG21	Police Dept monthly fuel - Aug 2021	09/28/2021	2,654.55	100-40-5212-3-38
FD-AUG21	Fire dept monthly fuel - Aug 2021	09/28/2021	305.92	100-50-5232-3-38
DPW-AUG21	DPW monthly fuel purchases - Aug 2021	09/28/2021	2,396.70	100-70-5411-3-38
DPW-AUG21	DPW monthly fuel purchases - Aug 2021	09/28/2021	287.15	700-10-5191-3-38
DPW-AUG21	DPW monthly fuel purchases - Aug 2021	09/28/2021	273.67	700-10-5192-3-38
Total 17175 KWIK TRIP STORES:			5,917.99	
17400 LEAGUE OF WI MUNICIPALITIES				
83540	Annual Conf - Daane	10/07/2021	270.00	100-70-5420-3-37
Total 17400 LEAGUE OF WI MUNICIPALITIES:			270.00	
17800 LINCOLN CONTRACTORS				
N63564	replace air hose ends	10/07/2021	42.43	100-70-5411-3-36
Total 17800 LINCOLN CONTRACTORS:			42.43	
19802 NAPA AUTO PARTS-WAUPUN				
322882	oil filters/brake pads/brake rotor - PD	10/07/2021	239.47	100-40-5212-3-36
322993	hydraulic filter/oil filter/trans filter	10/07/2021	155.98	100-70-5411-3-36
323037	fuel filter	10/07/2021	34.83	100-70-5411-3-36
323241	oil filter	10/07/2021	8.65	100-70-5411-3-36
323272	screw/glow plug (ret)/oil filter	10/07/2021	28.37	100-70-5411-3-36
323432	glow plug (ret)	10/07/2021	19.50	100-70-5411-3-36
323461	plug	10/07/2021	3.84	100-70-5411-3-36
323539	credit	10/07/2021	36.85	100-70-5411-3-36
323702	clamp	10/07/2021	43.17	100-70-5411-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
323749	air filter/fuel filter/hydraulic filter	10/07/2021	225.19	100-70-5411-3-36
323902	gladhand	10/07/2021	13.72	100-70-5411-3-36
324090	EGR Valve/Valve cleaner	10/07/2021	379.28	100-70-5411-3-36
324128	gas temp sensor (ret)	10/07/2021	66.21	100-70-5411-3-36
324169	credit	10/07/2021	66.21-	100-70-5411-3-36
324387	fuel filters/oil filter/air filter	10/07/2021	112.82	100-70-5411-3-36
324413	EGR Vavle Temp Sensor	10/07/2021	165.38	100-70-5411-3-36
324813	battery/core deposit/switch/roloc disc/hose	10/07/2021	238.65	100-70-5411-3-36
324816	cap screws	10/07/2021	26.28	100-70-5411-3-36
324935	credit	10/07/2021	10.00-	100-70-5411-3-36
325248	gladhand/shadow nitrile	10/07/2021	40.73	100-70-5411-3-36
325339	v-belts - replace mower belts	10/07/2021	47.78	100-70-5411-3-36
325398	parts - repair lights on trailer	10/07/2021	3.88	100-70-5411-3-36
325428	tire refill kit/tire rep needle	10/07/2021	8.78	100-70-5411-3-36
325753	battery/core deposit	10/07/2021	474.60	100-70-5411-3-36
325286	epoxy syringe	10/07/2021	8.49	700-10-5192-3-36
325567	rocker - street sweeper replace switch	10/07/2021	5.44	700-10-5192-3-36
Total 19802 NAPA AUTO PARTS-WAUPUN:			2,237.98	
20353 NEVCO, INC				
0000195624	McCune Scoreboard controller repair	10/07/2021	68.10	100-20-5525-3-36
Total 20353 NEVCO, INC:			68.10	
20480 NICKEL, JULIE				
10-7-21	Reimbursement for cell phone use - Oct 2021	10/07/2021	40.00	100-10-5131-3-31
Total 20480 NICKEL, JULIE:			40.00	
20759 O'NEILL, THOMAS				
10-7-21	NREMT Test	10/07/2021	85.00	100-50-5230-3-38
Total 20759 O'NEILL, THOMAS:			85.00	
20900 OSHKOSH OFFICE SYSTEMS				
AR67477	City Hall Color Copier 6333 - contract - Sept 2021	10/07/2021	156.57	100-10-5141-3-36
Total 20900 OSHKOSH OFFICE SYSTEMS:			156.57	
20999 PTS CONTRACTORS INC				
PMT3	Rock/Newton St Constr-Pmt3	10/07/2021	15,962.65	400-70-5436-8-00
PMT3	Rock/Newton St Constr-Pmt3	10/07/2021	310,673.15	700-10-5192-8-00
Total 20999 PTS CONTRACTORS INC:			326,635.80	
21245 PERKINS OIL				
0132235-IN	Bulk oil	10/07/2021	804.65	100-70-5411-3-36
Total 21245 PERKINS OIL:			804.65	
21665 PIGGLY WIGGLY DISCOUNT FOODS				
5449	paper towel	10/07/2021	7.55	100-70-5410-3-36
8041	DPW purchase	10/07/2021	56.09	100-70-5410-3-38
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			63.64	

Invoice	Description	Invoice Date	Total Cost	GL Account
21705 PIPIA, GINO				
10-7-21	Reimburse meals - Police Academy - 9/10/21-10/1/21	10/07/2021	53.01	100-40-5212-3-38
Total 21705 PIPIA, GINO:			53.01	
22026 POMP'S TIRE				
520105022	tires	10/07/2021	786.40	100-70-5411-3-36
Total 22026 POMP'S TIRE:			786.40	
22330 Q-TRONICS				
70002842	monitor/high speed cable	10/07/2021	149.99	100-10-5141-3-36
Total 22330 Q-TRONICS:			149.99	
22350 QUALITY AGGREGATE LLC				
3031	base - repair inlets	10/07/2021	216.60	700-10-5192-3-36
Total 22350 QUALITY AGGREGATE LLC:			216.60	
22795 RENS FLORAL				
1873	Plant for Landaal funeral	10/07/2021	50.00	100-10-5110-3-38
Total 22795 RENS FLORAL:			50.00	
23062 ROET'S HOME HEATING				
2041	air filters	10/07/2021	144.00	100-70-5410-3-36
Total 23062 ROET'S HOME HEATING:			144.00	
23188 SAFETY KLEEN				
87187474	Service/stop fee non-prequal crankcase oil/used oil recycl	10/07/2021	352.00	100-70-5411-3-36
Total 23188 SAFETY KLEEN:			352.00	
23547 SERVICE LIFE.COM				
14598	Waupun Festivals website10/2021-10/2022	10/07/2021	383.00	450-70-5440-3-40
Total 23547 SERVICE LIFE.COM:			383.00	
23589 SHARE CORPORATION				
180854	cleaning supplies - COVID 19	10/07/2021	293.19	100-70-5410-3-36
Total 23589 SHARE CORPORATION:			293.19	
23599 SHERWIN INDUSTRIES				
SS091054	concrete cold patch	10/07/2021	392.40	100-70-5431-3-36
Total 23599 SHERWIN INDUSTRIES:			392.40	
24200 STEALTH				
5349	Pest control services - Library	10/07/2021	295.00	100-70-5410-3-36
5425	Pest control services - City Hall	10/07/2021	310.00	100-70-5410-3-36
5424	Pest control services - City Garage	10/07/2021	295.00	100-70-5410-3-36
Total 24200 STEALTH:			900.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
24350 STICKS AND STONES				
12499	mowing & weed removal - 606 W Main St	10/07/2021	55.00	100-70-5613-3-38
Total 24350 STICKS AND STONES:			55.00	
24400 STOBBS PLUMBING & HEATING, INC.				
12651	parts/labor - installed backflow on beverage dispenser -	10/07/2021	291.95	100-70-5410-3-36
12628	caps for top of pipes for Kayak Launch	10/07/2021	8.50	100-70-5410-3-36
Total 24400 STOBBS PLUMBING & HEATING, INC.:			300.45	
25249 TRACTOR SUPPLY CREDIT PLAN				
10-7-21	TRV Tube	10/07/2021	21.99	100-70-5411-3-36
Total 25249 TRACTOR SUPPLY CREDIT PLAN:			21.99	
25450 TRU CLEANERS LLC				
CW100121	cleaning service for City of Waupun - for Sept 2021	10/07/2021	4,052.81	100-70-5410-3-38
CW100121-A	additional cleaning service due to Covid-19 - for Sept 202	10/07/2021	480.00	100-70-5410-3-38
Total 25450 TRU CLEANERS LLC:			4,532.81	
25482 UNIFORM SHOPPE				
314435	clothing allowance	10/07/2021	83.95	100-12634
Total 25482 UNIFORM SHOPPE:			83.95	
25760 US CELLULAR				
0462715237	Clerk cell phone - Sept 2021	10/07/2021	80.73	100-10-5141-3-31
0462715237	Economic Developer/Administrator cell phone - Sept 202	10/07/2021	39.61	100-10-5191-3-31
0462715237	Kast Hotspot #190 - Sept 2021	10/07/2021	32.83	100-10-5197-3-31
0462715237	Recreation cell phone - Sept 2021	10/07/2021	116.22	100-20-5513-3-31
0462903172	POLICE DEPT monthly cell phone charges - Sept 2021	10/07/2021	735.70	100-40-5211-3-31
0462715237	FIRE DEPT monthly cell phone charges - Sept 2021 - cre	10/07/2021	6.18	100-50-5251-3-31
0462715237	DPW Director/Foreman monthly cell phone - Sept 2021	10/07/2021	91.59	100-70-5420-3-31
0462715237	Library monthly cell - Sept 2021	10/07/2021	34.13	210-60-5511-3-31
Total 25760 US CELLULAR:			1,124.63	
25995 VANDE KOLK, ASHLEY				
10-7-21	CDA - Targeted Reinvestment Grant	10/07/2021	10,249.83	405-70-5436-3-38
Total 25995 VANDE KOLK, ASHLEY:			10,249.83	
26042 VANDE ZANDE & KAUFMAN, LLP				
13014	Traffic monthly attorney fees - Sept 2021	10/07/2021	420.00	100-10-5161-3-38
SEPT2021	monthly City Attorney Fees - Sept 2021	10/07/2021	3,190.00	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			3,610.00	
26790 WAUPUN AREA ANIMAL SHELTER, INC				
OCT2021	Monthly Contract - Oct 2021	10/07/2021	1,000.00	100-40-5343-3-38
Total 26790 WAUPUN AREA ANIMAL SHELTER, INC:			1,000.00	
27450 WAUPUN UTILITIES				
5312	WPPI support - Sept 2021	10/07/2021	235.25	100-10-5197-3-38
5328	Verizon Charges - DPW I-pads - Sept 2021	10/07/2021	58.11	100-70-5420-3-31

Invoice	Description	Invoice Date	Total Cost	GL Account
5311	Bulk Fall Flier/Insertion Fee - 2021	10/07/2021	341.55	425-70-5476-3-38
5329	Stormwater Billing & Collection Fees - Sept 2021	10/07/2021	873.00	700-10-5192-3-38
Total 27450 WAUPUN UTILITIES:			1,507.91	
27935 WELLS FARGO PAYMENT REMITT.				
SOCTT-AUG21	Staples - copy paper - PD	09/28/2021	38.99	100-40-5211-3-38
SOCTT-AUG21	Microsoft Subscription - PD	09/28/2021	184.00	100-40-5211-3-38
SOCTT-AUG21	DOT DMV - Registration Suspension Fee - July 2021	09/28/2021	18.36	100-40-5211-3-38
SOCTT-AUG21	DOT DMV - Registration Suspension Fee - Aug 2021	09/28/2021	3.06	100-40-5211-3-38
BJ-JULY21/AUG21	Piggly Wiggly - Rehab water - FD	09/28/2021	20.94	100-50-5232-3-38
BJ-JULY21/AUG21	ICAM - Chief's Training - FD	09/28/2021	249.00	100-50-5234-3-37
JEFF-JULY21/AUG21	AMAZON - Battery replacements - DPW	09/28/2021	40.04	100-70-5411-3-38
BRET-AUG21	Spectrum Bill - Library	09/28/2021	174.97	210-60-5511-3-31
JEFF-JULY21/AUG21	4Imprint - Stormwater info/items for open house 2021	09/28/2021	831.29	700-10-5192-3-38
Total 27935 WELLS FARGO PAYMENT REMITT.:			1,560.65	
28600 WI DEPT OF JUSTICE				
G3369-SEPT21	G3369 - background checks - Sept 2021	10/07/2021	56.00	100-40-5213-3-38
L1409T-SEPT21	Fingerprint check	10/07/2021	7.00	100-40-5213-3-38
Total 28600 WI DEPT OF JUSTICE:			63.00	
300091 LEADSONLINE				
322579	LeadsOnline total track investigation sys ser package - re	10/07/2021	1,810.74	100-40-5213-3-38
Total 300091 LEADSONLINE:			1,810.74	
300187 TOP PACK DEFENSE LLC				
6872	clothing allowance - Kearns	10/07/2021	264.96	100-12634
Total 300187 TOP PACK DEFENSE LLC:			264.96	
Grand Totals:			381,237.24	

Report GL Period Summary

GL Period	Amount
10/21	371,503.21
09/21	9,734.03
Grand Totals:	381,237.24

Vendor number hash: 2549138
Vendor number hash - split: 3115001
Total number of invoices: 116
Total number of transactions: 151

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	381,237.24	.00	381,237.24

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Grand Totals:	381,237.24	.00	381,237.24

Report Criteria:

[Report].Invoice Date = 09/28/2021,10/07/2021



MINUTES
CITY OF WAUPUN ZONING BOARD OF APPEALS
Waupun City Hall – 201 E. Main Street, Waupun WI
Monday, April 5, 2021 at 4:30 PM
(Approved 10/4/21)

CALL TO ORDER

Frank Mesa, Chairman, called the Virtual Zoning Board of Appeals meeting at 4:35 p.m. via Zoom.

ROLL CALL

Members present: Frank Mesa, Patricia Beyer, Pete Kaczmariski, and Dylan Weber

Absent: Mark Nickel and Derek Minnema

Also in attendance were Susan Leahy, Zoning Administrator and Sarah Van Buren

PERSONS WISHING TO ADDRESS THE ZONING BOARD OF APPEAL--*State name, address, and subject of comments. (2 Minutes)*

No persons appeared.

CONSIDERATION - ACTION

1. Motion by Beyer, second by Kaczmariski to approve the January 4, 2021 Zoning Board of Appeals meeting minutes. Aye – 4, Nay – 0 Motion carried unanimously.
2. Public Hearing – Mesa read request to discuss/approve a variance request from Kurt DeBoer at 824 Sunset Avenue to construct a 17x22 Garage addition.
 - Leahy explained the project would consist of adding onto the existing 1-car garage on the east side. By addition the owner would encroach into the front yard setback which is 25' in the R1 Single-Family District. The addition would be 8' off the front yard property line in lieu of the required 25'. The property is a corner lot which consists of 2 front yards.
 - Weber stated he drove by and does not see any problems with an addition.
 - Mesa stated he also went by the property and the addition would be improving the property and the home with the addition.
 - Mesa asked if anyone had other questions.
 - Beyer read the ordinance and was wondering about the setback as it stated 25' front yard and 6' side yard. Wouldn't he be in compliance.
 - Leahy stated that the property is on a corner which they have 2 front yards and must have a 25' setback on each.
 - Mesa asked if there were any other questions.
 - Mesa closed the public hearing.
 - Motion by Weber to approve the garage addition with an 8' front yard setback along High Street. Beyer 2nd.
 - 4 Ayes, 0 Nays. Motion carried unanimously.
3. Mesa asked who the next Chair will be as his term is up at the end of April. Sarah stated it would be decided at the next Council Meeting.

ADJOURNMENT

Motion by Kaczmariski, seconded by Beyer to adjourn the meeting. Motion carried, meeting adjourned at 4:42 pm.

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.



MINUTES
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
In-Person & Teleconference
Tuesday, July 20, 2021 at 8:00 AM

Committee Members Present:

Gary DeJager
Derek Drews
Julie Nickel
Sue VandeBerg (left at 8:39pm)
Jill Vanderkin
Nancy Vanderkin
Cassandra VerHage

Staff Present:

Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator
Dan Vande Zande Attorney

Other:

Todd Snow Snow Law

CALL TO ORDER

Mayor Julie Nickel called the meeting of the Community Development Authority to order at 8:00 a.m.

ROLL CALL

Roll call and quorum determined.

PERSONS WISHING TO ADDRESS THE COMMUNITY DEVELOPMENT AUTHORITY

None.

CONSIDERATION - ACTION

1. Approval of Agenda/Motion to Deviate

A motion to approve the agenda was made by Ms. N. Vanderkin and seconded by Ms. J. Vanderkin, passing unanimously.

2. Approval of June 15, 2021 Community Development Authority Minutes

A motion to approve the June 15, 2021 Community Development Authority minutes was made by Ms. VandeBerg and seconded by Mr. DeJager, passing unanimously.

3. Approval of June 2021 Financial Statement

A motion to approve the June 2021 financial statement was made by Mr. Drews and seconded by Ms. N. Vanderkin, passing unanimously.

DOWNTOWN REVITALIZATION GRANT REQUEST

4. Todd Snow – Snow Law Firm (514 E. Main St.)

Todd provided a summary of the Downtown Revitalization grant application for the property located at 514 E. Main Street. The project will remove the old, damaged shake shingles from the upper faced of the building and replace it was metal. Lower cedar board will be replaced, if needed, as well as painting of the existing siding and window trim. The total project cost is \$19,900. Staff recommends approval of 50% of the total project cost.

Mayor Nickel asked if the applicant applied for BID funding. Ms. Van Buren stated that with the estimated cost of the project and the amount of Façade Improvement Grant funding that is available

A motion to approve up to 50% of eligible non-BID funded expenses, not to exceed \$9,950, was made by Mr. DeJager and seconded by Ms. N. Vanderkin, passing unanimously.

STATUS OF OUTSTANDING GRANT APPLICATIONS

5. Targeted Reinvestment Grants

- **AAB+J Investment Properties** – Demolition on the upstairs is complete but stills waiting on the drawings, downstairs demolition is almost done. HVAC has been delayed two weeks. Still aiming for completion prior to the October deadline.
- **Real Sportscards** – Drywall is almost completed. The days ahead will focus on flooring, electrical, and HVAC. Applicant is on target for a mid-August completion.
- **The Parlor Hair Boutique**- Electrical and plumbing has been completed, painting needs to be done, flooring will start the week of July 19, 2021, and trim work will be completed afterwards. The project is still on track for completion by the October deadline.

6. Technology Grants

- Links Martial Arts – Half of the approved projects have been finalized and on track for completion prior to the October deadline.

7. Revitalization Grants

- **ABB+J Investment Properties**- The front of the building will not be started until all electric plumbing and heating is complete and a few other things. We want electric ran for lights and signage.
- **The Clothing Pallet (18 N. Madison St.)**
Ms. Van Buren provided the members a status of work being done at The Clothing Pallet. The work was completed the week of July 5, 2021 and once receipts are received, reimbursement will occur.
- **The Parlor Hair Boutique (8 W. Main St.)**
Ms. Van Buren provided the members a status of work being done at The Parlor Hair Boutique. There has been a delay in getting the needed brackets for the sign. The project is expected to be completed in August.
- **c.verhage.photo (426 E. Main St.)** - Ms. Van Buren provided the members a status of work being done at c.verhage.photo. The sign will not be ready until August. Once the sign is installed, the old balcony can be removed, painting can occur, and the new balcony would be installed. The new lighting should be installed within the next few weeks.
- **Thrivent Financial (407 E. Main St.)** - Ms. Van Buren Provided the members a status of work being done at Thrivent Financial. The project has been moved to this week, the upstairs windows are delayed from the warehouse. Project completion is anticipated for late-July/early-August.

DISCUSSION ITEMS

8. Housing Program Summary Report (January 1 – June 30, 2021)

Ms. Van Buren reviewed the summary document included in the agenda packet. As a reminder, MSA does not feel it is necessary to provide the housing program informational session traditionally done in the spring due to low turnout at such events. MSA will continue to relay on the City to hang flyers in the Library and post information on the City's Facebook page.

9. Administrator Report

Administrator Schlieve provided the following updates:

- Personal Property tax was appealed in this budget. Stay tuned as to what this mean.
- Pop-Up program location has been identified and 4 applications have been distributed. Applications are due August 13th at 12pm.
- BID is working on a market analysis. Help existing businesses and business attraction. Group meets every two weeks.
- Working on three industrial projects, all are looking positive, which will mean more jobs and the need for new housing. Could be 225 jobs total.
- Daycare is an issue. Working with the current one regarding expansion. Lack of options and impacts workforce.
- June meeting with state representatives regarding corrections. Continue to pay close attention to the situation.

ADJOURN TO CLOSED SESSION

A motion was made by Ms. N. Vanderkin and seconded by Mr. DeJager to adjourn into closed session under Section 19.85 (1) of the WI Statutes for:

(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

10. Rock Shop

RECONVENE TO OPEN SESSION

A motion was made by Ms. N. Vanderkin and seconded by Ms. J. Vanderkin to reconvene in open session under Section 19.85(2) of the WI Statutes.

ACTION FROM CLOSED SESSION

None.

ADVANCED PLANNING

11. Potential Agenda Items

- Grant requests, if any
- Project updates

10. Date of Next Scheduled Meeting

The next meeting is scheduled for August 17, 2021 at 8:00 a.m.

ADJOURNMENT

A motion to adjourn was made by Mr. Drews and seconded by Mr. DeJager, passing unanimously. The meeting adjourned at 8:47 a.m.



MINUTES
CITY OF WAUPUN ECONOMIC DEVELOPMENT
COMMITTEE MEETING
Video, Teleconference, and In Person (Waupun City
Hall-201 E. Main Street, Waupun WI)
Tuesday, July 27, 2021 at 4:30 p.m.

Committee Members Present:

Steve Brooks Waupun Utilities
Rohn Bishop City Council
Pete Kaczmarek City Council
Julie Nickel Mayor
Jason Westphal City Council

Committee Members Absent:

Jim Cleveland Envision Greater Fond du Lac

Staff Present:

Michelle Kast Finance Director
Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator
Dan VandeZande City Attorney

CALL TO ORDER:

Mr. Kaczmarek called the meeting of the Economic Development Committee meeting to order at 4:30 p.m.

ROLL CALL OF BOARD MEMBERS:

Roll call and quorum determined.

PUBLIC COMMENT:

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

1. Approval of Agenda/Motion to Deviate

A motion to approve the agenda was made by Mayor Nickel and seconded by Mr. Westphal, passing unanimously.

2. Approval of May 25, 2021 Economic Development Committee Minutes

A motion to approve the May 25, 2021 Economic Development Committee minutes was made by Mr. Bishop and seconded by Mr. Westphal, passing unanimously.

3. Approval of May 25, 2021 Economic Development Committee Closed Session Minutes

A motion to approve the May 25, 2021 Economic Development Committee Closed Session minutes was made by Mayor Nickel and seconded by Mr. Westphal, passing unanimously.

ADJOURN TO CLOSED SESSION:

A motion was made by Mayor Nickel and seconded by Mr. Bishop to adjourn into closed session under Section 19.85 (1) of the WI Statutes for:

(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Motion was unanimously approved.

4. Investment of Public Funds for Development of Property Located at 520 McKinley Street in TID 6

5. Investment of Public Funds for City-Owned Land in Waupun Industrial Park

6. Investment of Public Funds for Development of Property Located at 417 E. Main Street in TID 3

RECONVENE TO OPEN SESSION

A motion was made by Mayor Nickel and seconded by Mr. Bishop to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion unanimously approved.

ACTION FROM CLOSED SESSION

None

ADVANCED PLANNING:

7. Potential Agenda Items

- Will be determined, as needed.

8. Date of Next Scheduled Meeting

The next meeting will be August 31, 2021 at 4:30 p.m. Due to the pace of opportunities presented, the members are willing to be flexible with future meeting dates and times.

ADJOURNMENT

The motion to adjourn was made by Mr. Bishop and seconded by Mayor Nickel, passing unanimously. The meeting adjourned at 5:19 p.m.



MINUTES

CITY OF WAUPUN BOARD OF PUBLIC WORKS

Tuesday, 10-August-2021 – via Video Conference & Teleconference - Zoom

CALL TO ORDER

Chairman Peter Kaczmarki called the meeting to order at 4:30 PM

ROLL CALL

Roll call was taken members present:

Alderpersons—Peter Kaczmarki, Mike Matoushek, Jason Westphal

Citizens—Dale Heeringa, Ryan Mielke, Dave Rens (arrived at 4:49), Gregg Zonnefeld

Ex-officio—Mayor Julie Nickel, City Administrator Kathy Schlieve, DPW Director Jeff Daane, Recreation Director Rachel Kaminski

Guest – Lucas Dawson (Waupun Hockey)

PERSON WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS

There were no guests for public comment.

FUTURE MEETINGS AND GATHERINGS OF THE BOARD OF PUBLIC WORKS

Next meeting will be June 8 at 4:30 PM. (Mike/Dale)

CONSIDERATION - ACTION

1. Approve minutes of the June 8, 2021 Board of Public Works Meeting.
Minutes of the June 8th meeting were presented. Motion (Matoushek/Heeringa) for approval. **MOTION CARRIED (6-0)**
2. Street Light Concerns – 500 Block of W Spring Street
DPW Director Jeff Daane shared concern from a citizen regarding the darkness of the street in that section of the street. Waupun PD said there had been one accident at the intersection since 2016. Alderman Kaczmarki also had checked out this area. Motion (Matoushek/Westphal) to deny the request. **MOTION CARRIED (6-0)**
3. Claggett Avenue – Storm Sewer Capacity Elevation
DPW Director Daane shared that with potential new development in this area of the city it would be good for the city to get a handle on the storm sewer capacity using funds from the storm water fund. Motion (Zonnefeld/Mielke) to approve this study. **MOTION CARRIED (7-0)**
4. Set 2021 fall Cleanup dates
DPW Director Daane has set up the fall cleanup dates for October 11-November 14 With approval, this will be made public to the citizens. Motion (Matoushek/Mielke) to approve these dates.. **MOTION CARRIED (7-0)**
5. Waupun Hockey Report
Annually Waupun Hockey has brought their impact statement to the Rec Board, however with the change in community structure it is now shared with the DPW Board. Attached is their document of goals, achievements, financials, and calendar. Lucas Dawson from Waupun Hockey also shared that a new condenser was being replaced this fall, at the expense of the Hockey Association, which handles all hockey-related equipment expense and maintenance. Alderman Matoushek inquired about minimum public skate hours, which DPW Director Daane confirmed was four hours per week. Daane also shared the positive work of the Waupun Hockey Association over the past few years. The report was received for information.
6. Public Works 2022 Equipment Requests
DPW Director Daane reported on a purchase request of items for 2022. The committee discussed prioritizing the items. Consensus was that the new Larue D40 Snowblower, radio repeater, and cylinder purchase were the top three priority items.
7. Handicapped Parking Ordinance – Buwalda Park
In 2015 the City of Waupun had an ADA plan/assessment. From those recommendations, the infrastructure is now in place to add this parking. One regular and one van accessible spot will be added by this ordinance.

Motion (Mautoushek/Heeringa) to approve the ordinance with spelling correction noted. **MOTION CARRIED (7-0)**

8. Handicapped Parking Ordinance – Heritage Park

DPW Director Daane shared that there were improvements made at Heritage Park and ordinance approval. Motion (Westphal/Matoushek) to approve the ordinance. **MOTION CARRIED (7-0)**

9. Discuss and rank 2022 capital improvement projects to submit for budgeting

DPW Director Daane reported on a purchase request of items for 2022. The committee discussed prioritizing the items. Suggestion was made to survey the committee to create a rank order of these projects. This will be sent via email.

ADJOURNMENT

Motion (Matoushek/Mielke) to adjourn the meeting of the BPW at 5:28PM. **MOTION CARRIED (7-0)**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gregg Zonnefeld", with a horizontal line extending from the end of the signature.

Gregg Zonnefeld, BPW Clerk



MINUTES
CITY OF WAUPUN PLAN COMMISSION MEETING
Waupun City Hall – 201 Main Street, Waupun, WI
Wednesday, August 25, 2021 at 4:30 p.m.
(Approved 9/29/21)

Plan Commission Members Present:

Jeff Daane
Jon Dobbratz
Mike Matoushek
Jerry Medema
Julie Nickel
Elton TerBeest

Plan Commission Members Absent:

Jill Vanderkin

Staff Present:

Susan Leahy Building Inspector/Zoning Administrator
Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator

Other:

Patrick Beilfuss Cedar Corporation
Derek Drews Fox Valley Savings Bank
Chris McGuire

CALL TO ORDER:

Mayor Nickel called the meeting of the Plan Commission to order at 4:31 p.m.

ROLL CALL:

Roll call and quorum determined.

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION:

None.

FUTURE MEETINGS AND GATHERINGS INVOLVING THE PLAN COMMISSION

CONSIDERATION-ACTION:

1. Approval of minutes of the July 28, 2021 meeting

A motion to approve the July 28, 2021 minutes was made by Mr. Matoushek and seconded by Mr. Dobbratz, passing unanimously.

2. Public Hearing – Rezoning Petition of Fox Valley Savings Bank – 409 E. Jefferson St.

A motion to approve the Rezoning Petition of Fox Valley Savings Bank, as presented, was made by Mr. TerBeest and seconded by Mr. Medema, passing unanimously.

3. Public Hearing – Zoning Ordinance Amendment – Adult Day Care Facilities and Group Child Care Centers in Residential District

A motion to approve the Zoning Ordinance Amendment, as presented, was made by Mr. Dobbratz and seconded by Mr. Matoushek, passing unanimously.

4. Site Plan Review – Culver’s Restaurant – 900 Kelly Avenue

A motion to approve the Site Plan for Culver’s Restaurant at 900 Kelly Avenue, as presented, was made by Mr. Matoushek and seconded by Mr. TerBeest, passing unanimously.

5. Residential Zoning District Amendments and Draft Accessory Dwelling Units

Mr. Beilfuss led the group in the review of the proposed changes that were discussed at the July meeting for

all residential district types. As it pertains to twin homes in R-1 and R-2, square footage will be amended to 4,000 sq. ft. per side for a total of 8,000 sq. ft.

Mr. Beilfuss did bring up a question regarding varied lot widths within a single subdivision to assess how the city would manage a variety of lot widths in a neighborhood or if the small lots should be contained in one area. The group decided to incorporate language regarding this matter in the subdivision portion (Chapter 17) of the municipal code. Mr. Beilfuss will work with staff to make the appropriate edits. Mr. Beilfuss also made edits to other parts of the code that referred to the old R-4 designation.

Discussion occurred regarding the placement of ADU language in the ordinances. Some communities have a separate section regarding ADUs that outlines the various parameters. The Waupun municipal code contains a section regarding general provisions. This appears to be a place where the ADU language may fit best. No changes to ADU language, as presented, were recommended.

ADJOURNMENT

The motion to adjourn was made by Medema and seconded by Mr. Dobbratz, passing unanimously. The meeting adjourned at 5:18 p.m.



MINUTES
CITY OF WAUPUN RECREATION & WELLNESS
BOARD MEETING
In-Person, Virtually and Teleconference
Waupun City Hall, 201 E. Main St., Waupun
Wednesday, September 08, 2021 at 4:30 PM

CALL TO ORDER

Due to the absence of Chairman Matoushek, Nickel called the meeting to order at 4:30pm.

ROLL CALL

Board Members in attendance on roll call is:

In-Person: Rohn Bishop, Sandy Buchholz

Virtually: Diane Posthuma, Karen Gibbs, Darian Schmitz

Board Members absent and excused is: Linda Nickel, Terri Respalje, Chairman Mike Matoushek

Board Members absent and not excused is: Will Langford

Ex Officio Staff present is:

In-Person: Julie Nickel

Virtually: Scott Loudon

Ex Officio Staff absent and excused is: Steve Hill, BJ Demaa

Advisory Staff present is:

Virtually: Kathy Schlieve, Rachel Kaminski, Sarah Van Buren

No Advisory Staff is absent.

No other City Staff is present.

Audience in attendance is:

In-Person: Jeanne Ludjack.

No members of the media are present.

PERSONS WISHING TO ADDRESS THE RECREATION & WELLNESS BOARD

No persons addressed the Board.

Chairman Mike Matoushek arrived In-Person at 4:38p.

Ex Officio Staff BJ Demaa arrived virtually at 4:42p.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS

1. Approval of Agenda/Motion to Deviate

Motion Matoushek, second Buchholz to approve the September 8, 2021 Recreation and Wellness Board agenda.

Motion carried unanimously.

2. Approval of August 11, 2021 Recreation & Wellness Board Meeting Minutes

Motion Matoushek, second Posthuma to approve the August 11, 2021 Recreation and Wellness Board meeting minutes. Motion carried unanimously.

DISCUSSION

3. Community Wellness Planning Workshop #3

Jeanne Ludjack, facilitator from Dimensional Learning Systems, was present in discussion of the vision of WRAC values which consist of:

1. Collective Impact
2. Building a community for all
3. Connectedness/reduce social isolation
4. Poverty Alleviation
5. Strong Neighbors
6. Strong quality of life

Motion Matoushek, second Gibbs to approve the WRAC values. Motion carried unanimously on roll call.

ADVANCED PLANNING

4. Potential Agenda Items

Discussion about the 7 keys is tabled until October meeting.

5. Date of Next Scheduled Meetings - October 13, 2021

Beginning in October the committee will break up into smaller workshop sessions, with each group tackling one of the keys. The committees will then report back to the full committee for discussion/recap.

Dianne Posthuma leaves meeting at 5:01p.

BJ DeMaa leaves meeting at 5:01p.

ADJOURNMENT

Motion Matoushek, second Buchholz to call the meeting adjourned at 5:17p. Motion carried unanimously.

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, September 13, 2021**

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

Commissioners Bishop, Daane, Heeringa, Homan, Kaczmariski, and Vanderkin were present. Commissioner Thurmer was absent with notice.

Motion made by Bishop, seconded by Homan and unanimously carried, to approve minutes from the August 9, 2021 meeting.

On motion by Bishop, seconded by Daane and unanimously carried, bills for month of August 2021 were approved as presented.

On motion by Bishop, seconded by Kaczmariski and unanimously carried, year-to-date financial reports through July 2021 were approved as presented. Electric operating income was \$266,200 or \$193,500 above budget from higher than budgeted PCAC pass-through revenues and lower overall expenses / customer work. Water operating income was \$477,500 or \$124,700 above budget from lower than budgeted operating expenses. Sewer operating income (loss) was (\$130,500) or (\$237,800) below budget largely due to decrease in public authority consumption related to COVID-19 closures.

General Manager Brooks reported on outages, work being completed on behalf of the Y-306 re-rate project with ATC, completed trainings and conference attendance. Staff is working on completion of the Reliable Public Power Provider Application (RP3) which is a detailed and time consuming process. Draft summaries for the 2022 budget will be presented and reviewed at the October commission meeting.

Treatment Facilities and Operations Superintendent Schramm reported on performance of water and wastewater treatment facilities. The amount of water pumped daily is down a significant amount due to distribution/collection system crew's dedication and diligence in reducing water loss throughout the system. Decreased water loss results in cost savings of chemicals, power, maintenance and labor. Inspection and minor repairs have been completed for Tower 1 as part of maintenance contract with Suez. Treatment facilities crew continue work on tank maintenance. Water and sanitary main lines, sewer laterals and water services have been installed on Rock and Newton Ave. A slide presentation was shown of photos from construction and the progress made for the ABNR project.

A brief video was shown of CLEARAS' Advanced Biological Nutrient Recovery (ABNR) system and its processes. The ABNR system is being constructed at the WWTP to be able to meet new required mandates from the DNR.

An overview was given of the current Biomass Services Agreement. The agreement consists of the sale of the algae byproduct (biomass) that is produced from the ABNR system which is then sold through a broker to manufacturers to be used in different products. Discussion was held in regards to potential of renegotiating the current agreement or leaving it as is.

On motion by Bishop, seconded by Daane and unanimously carried, meeting was adjourned at 5:08 p.m.

The next commission meeting is scheduled on October 11, 2021, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead



MINUTES
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, September 14, 2021 at 6:00 PM

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

Pledge of Allegiance is heard, followed by a moment of silence.

ROLL CALL

Council in attendance on roll call is:

Virtually: Alderman Vanderkin

In-Person: Mayor Nickel, Alderman Kaczmarski, Alderman Langford, Alderman Bishop, Alderman Westphal, Alderman Matoushek.

No members are absent.

Management Staff present is:

Virtually: Clerk Hull, Attorney VandeZande, General Utility Manager Brooks, Police Chief Loudon, Library Director Jaeger, Recreation Director Kaminski

In-Person: Administrator Schlieve, Fire Chief Demaa, Finance Director Kast, Director of Public Works Daane
Staff absent and excused is Utility Finance Director Stanek.

City Staff present virtually is Community and Economic Development Coordinator VanBuren.

Audience in attendance is:

Virtually: Jason Whitford

In-Person: Lt. Pfalzgraf and Officer Kearns

Media present In-Person is Ken Thomas of Daily Citizen.

PERSONS WISHING TO ADDRESS COUNCIL

Introduction of Patrol Officer Nicholas Kearns

Lt. Pfalzgraf introduces Officer Nicholas Kearns who was hired at the Waupun Police Department as a sworn Patrol Officer on May 16, 2021.

CONSENT AGENDA

Motion Bishop, second Matoushek to approve the consent agenda. Motion carried 6-0 on roll call.

CONSIDERATION - ACTION

Discussion- Referendum Process and Planning

Kast explains the City's tax levy and the process and effect of a referendum. Council questions the maximum allowable for the referendum to aid in prioritization. Discussion will continue at future meetings.

Discussion- Tourism Partnerships

Schlieve provides the statutory requirements for municipal room tax. In 2017, the City chose to partner with a tourism entity, Destination Lake Winnebago Region. City could establish a tourism committee. The funds must be spent for the purpose of tourism development that would create overnight stays. 70% of our tourism funds is provided to Destination Lake Winnebago Region, with the remainder for promotion of local events. Council wishes to review Destination Lake Winnebago Region's performance and see what they provide for the City.

Discussion: Consideration of Ordinance to amend Ch. 9.03 entitled Public Nuisances- Tree or Plant Diseases

At the August 31, 2021 this ordinance was discussed and reviewed as staff has been receiving a number of complaints from citizens about trees damaged or diseased on private property. Council asked for the revision of the ordinance to reflect current practices and language updates. Department staff provided their input and a draft ordinance is provided for review.

Daane requests the following be added under Definitions: (d)Unlawfully and substantially interfere with, obstruct or tend to obstruct or render dangerous for passage any street, alley, highway, navigable body of water or other public way or the use of public property.

Council requests City Attorney revise the draft ordinance to reflect current policy and provide at a future meeting for review and consideration.

ADJOURNMENT

At 7:05pm, Motion Vanderkin, second Matoushek to call the meeting adjourned. Motion carried 6-0.

**Minutes of the Waupun Public Library Board Meeting
Wednesday, September 15, 2021**

The Waupun Public Library Board was called to order by Dr. Bev Martens, President, at 4:30 pm on Wednesday, September 15, 2021. Also present were, Schultz, Gehl, Garcia, Jaeger, and Hintze via Zoom. Langford, Rohrer, and Sullivan were absent. With the absence of the Secretary, Jaeger volunteered to record the minutes.

ARTICLE I: Motion by Schultz, supported by Gehl, to accept the minutes of the August 18, 2021, meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 77,301 items through the end of August.
- b. Curbside service: handled 1,580 transactions through the end of August.

ARTICLE IV: The 2021 Budget was discussed with no concerns noted.

ARTICLE V:

- a. Motion by Schultz, supported by Gehl, to pay the September bills. Motion carried 4-0 on roll call. Gehl appointed to sign the list of bills.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. Drive-thru Window Project is nearly complete. Currently waiting for signage.
- b. The library is looking at providing a disc cleaning service to patrons due to the closing of Family Video, where the service had been offered. Details will be provided under New Business.
- c. Donations received in memory of Jim Henderson have reached \$300, with more donations anticipated.
- d. After investigation, the library staff has recommended that Fax charges be changed to \$1 for first page, and 25 cents per pages after. This is also a New Business item and will be discussed further in the agenda.
- e. Bret and Pam will be meeting with the Warrior Fabrication class on Monday, September 20, regarding interior signage.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

- a. Motion by Schultz, supported by Hintze, to approve the following staff as authorized signatures for the Library's manual checkbook currently associated with the National Exchange Bank and Trust: Bret Jaeger, Pam Garcia, Emily Sanders, and Tami Lont. Motion carried 4-0 on roll call.
- b. Motion by Schultz, supported by Gehl, to approve new Fax charges of \$1 for first page, and 25 cents per page after first page. Motion carried 4-0 on roll call.
- c. Motion by Schultz, supported by Gehl, to approve the disc cleaning service and the supporting documents. Motion carried 4-0 on roll call.

ARTICLE X: Motion by Hintze, supported by Gehl, to adjourn at 5:11 p.m. Motion carried.

***Next tentative meeting: Wednesday, October 20, 2021 at 4:30 p.m. The Board will meet face to face at the Library, but efforts will be made to provide availability for those unable to attend in person.**

Bret Jaeger, Acting Secretary



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION
Waupun Safety Building – 16 E. Main Street, Waupun WI
Wednesday, September 22, 2021 at 4:30pm

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.

CALL TO ORDER

Meeting convened at 4:30pm by PFC President in the Waupun Safety Building.

ROLL CALL

Present: John Bett, Zak Dickhut, Tara Rhodes, Michael Thurmer, Nancy Vanderkin (City Council Liaison), WFD Chief BJ DeMaa, WPD Chief Scott Loudon, WPD Deputy Chief Jeremy Rasch

Guests: Mayor Julie Nickel, Kathy Schlieve (City Administrator / Director of Economic Development)

Member(s) absent (excused): Teresa Heidemann

MINUTES FROM PREVIOUS MEETINGS

Minutes from the August 25, 2021 meeting were presented for approval. Motion to approve by Z. Dickhut (J. Bett second; all in favor). Minutes approved as presented.

GENERAL DISCUSSION AND EXCHANGE OF INFORMATION CONCERNING THE NORMAL OPERATIONS OF THE WAUPUN POLICE DEPARTMENT AND/OR WAUPUN FIRE DEPARTMENT

WPD Update:

- Recruitment and retention strategy: K. Schlieve, guest, provided an update related to discussions/decisions between the WPD and City Council. Burnout, pay and inability to take time off were the officers' primary concerns; and it was determined that implementing a sign-on bonus would not successfully/adequately resolve these issues. After surveying other police departments and a discussion with union representatives, it was determined to focus on a retention bonus strategy. A proposal was ultimately recommended/approved by the City Council and is structured using a quarterly, scaled payment, totaling approximately \$30,000. With city budget deficits looming, quarterly payments scheduled for 2022 are intended to come from the local budget, but if not able to do so (considerable overtime hours due to staffing) will fund from anticipated stimulus funds. K. Schlieve noted the discussion with union representatives next year will be more difficult as it relates to wage structure.

Chief Loudon recognized the retention bonus has a significant factor in maintaining the current staff who are filling open shifts due to vacancies or leave of absences. It is hoped the timing of the retention bonuses, along with recent hiring successes will help to ensure full-staff by summer of 2022. Appreciate of the support from PFC and City officials for these discussions and decisions made.

Looking ahead, K. Schlieve shared the need to finalize a recruitment and retention plan which will be used for the next union negotiation period. For example, the current approach to recruitment is very passive (applicants must find WPD and apply) and in the future, a move to a more proactive approach which would help attract more candidates and diversify the candidate pool. Additionally, communicating to candidates "total compensation" (salary plus benefits) is a way we could steer candidates to WPD and stay competitive with other departments which may be offering higher wages but inferior benefits.

K. Schlieve acknowledged the growing concern around mental health issues in our community and the role officers and firefighters have in responding to these calls; there is research planned in this area to help determine the best approach to meet this community need. Federal Grants are available and are

awaiting decision on one already submitted; noting Federal Grants have strict guidelines and are often multi-year commitments.

- K9 program process, hiring and timeline: K. Schlieve shared with the PFC that Waupun strongly supports the K9 program as evidenced by \$50,000 fundraising since 2016. A K9 program has significant start-up costs (purchase of dog, initial training) and ongoing operational costs (training, food, overtime) which need to be considered. The budget includes \$25,000/year for the K9 program and will again be presented for inclusion in 2022 budget (not yet completed). In addition to the K9 program there are other requests which need to be discussed and prioritized (recruitment/retention plan costs, additional officer).

Chief Louden shared that upon approval of a K9 program, there is a formal process that will be followed which includes finding out which offers are interested and selecting K9 Officer (Q1), selection of kennel and purchase of dog (Q2). Chief Louden will begin formalizing proposal/plan as it relates to cost, training timeline, etc. He also noted the K9 program is important for use at Department of Corrections' sites.

- Current staffing: Chief Louden reported one officer returning from leave in November and one will complete academy in December (expected to be on schedule in May). Newest candidate is moving through offer requirements and training will begin immediately after. Process underway for Lieutenant interviews and is going well.
Action: M. Thurmer requested a staffing update be added to the monthly updates which are emailed out to PFC; Chief Louden will include going forward.
- There will be a police presence at the WASD Board Meeting on Monday due to anticipated controversy related to masking discussion.

WFD Update:

- EMR update: all participants successfully completed testing last week; NREMT exam follows in the next 2-4 weeks with successful participants then progressing to focusing on department operational processes. Protocol being developed by local providers which is required as part of the application to the State.
- Staffing: Recently celebrated Wally Beekman (retired in 2017) and Paul Beder (retired in June); both combined have 76 years of service. One staff on leave. A survey was sent to 26 like-communities in Wisconsin, 10 respondents. Chief DeMaa noted a disparity in the amount of paid on-call staff. Currently, Waupun has a long-standing ordinance that caps total firefighters at 30; respondents to the survey are reporting in the 40-50 range. Information from this survey will be considered for future planning.
Action: M. Thurmer requested the survey results be shared with the PFC via email; Chief DeMaa will send out.
- Budget: K. Schlieve noted a Code Enforcement role added for 2022 consideration as well as resources to "strengthen the EMR" program (i.e. vehicle).
- Brief discussion on apartment fire call (located behind Farm & Home); upon Chief DeMaa's arrival, tenants were already evacuating, and smoke was coming out of doors. Fire was completely extinguished leaving only one tenant displaced.
- N. Vanderkin thanked Chiefs Louden and DeMaa for officer and firefighter participation in the Silent Parade which was held in remembrance of 9-11 (20 years).

CLOSED SESSION

The Waupun Police and Fire Commission adjourned to closed session under Section 19.85 (1)(c) of the WI Statutes to conduct interview(s) with qualified applicant(s) for employment for the Fire Department Cadet position(s).

(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion to go into Closed Session at 5:27pm was made by J. Bett (second by Z. Dickhut; all in favor).

OPEN SESSION

The Waupun Police and Fire Commission reconvened in open session under Section 19.85(2) of the WI Statutes at 5:45pm after motion from Z. Dickhut (second by J. Bett; all in favor).

ACTION FROM CLOSED SESSION

Motion to accept applicant B. Beer, Fire Department Cadet, was made by Z. Dickhut (second by J. Bett; all in favor).

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

Next Commission meeting is scheduled for Wednesday, October 20th at 4:30pm (the Commission meets quarterly, at minimum).

If necessary, please send any agenda requests to Chiefs BJ DeMaa or S. Loudon so appropriate preparation(s) can be made.

ADJOURNMENT

Motion to adjourn meeting at 5:46pm made by T. Rhodes (second by Z. Dickhut; all in favor).

Respectfully submitted,
Tara Rhodes, Secretary

Cc: Commission members; WFD Chief; WPD Chief, Deputy Chief & Admin./Records; City of Waupun Mayor, Administrator / Director of Economic Development & City Clerk.



MINUTES
CITY OF WAUPUN COMMITTEE OF THE WHOLE
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, September 28, 2021 at 6:00 PM

CALL TO ORDER

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

ROLL CALL

Council in attendance on roll call is:

Virtually: Alderman Westphal

In-Person: Mayor Nickel, Alderman Kaczmarski, Alderman Langford, Alderman Bishop, Alderman Vanderkin, Alderman Matoushek.

No members are absent.

Management Staff present is:

Virtually: Clerk Hull, General Utility Manager Brooks, Police Chief Loudon, Library Director Jaeger, Recreation Director Kaminski, Finance Director Kast, Fire Chief Demaa, Utility Finance Director Stanek

In-Person: Attorney VandeZande, Administrator Schlieve, Director of Public Works Daane

No Staff is absent.

City Staff present virtually is Community and Economic Development Coordinator VanBuren.

Audience in attendance is:

Virtually: None

In-Person: Jon Cameron of Ehlers and Jeff Mazanec of raSmith

Media present In-Person is Ken Thomas of Daily Citizen.

CONSENT AGENDA

Motion Bishop, second Matoushek to approve the consent agenda. Motion carried 6-0 on roll call.

CONSIDERATION - ACTION

2. Discussion: Transportation Utility

Jon Cameron of Ehlers and Jeff Mazanec of raSmith are before the Council regarding the study they performed of a Transportation Utility which could be used to fund the City's road improvement program. Council agrees to consider a transportation utility and continue discussions.

3. Discussion: COVID-19 Policies and Response to Current Conditions

Schlieve has been in discussions with Waupun Memorial Hospital President, DeAnn Thurmer, as she is concerned of the community spread. At a department meeting earlier today, some departments are going back to staggering shifts and some continue to wearing masks. Discussion will continue if conditions continue.

4. Discussion: 2022 Budget Workshop 3: Capital and Equipment

The proposed capital improvements and equipment replacement for the 2022 budget is reviewed.

5. Agreement for Engineering and Architectural Services with Cedar Corp to Complete a Space Needs Analysis for Public Safety Building

Grant programs favor shovel-ready projects. As we are not shovel-ready, staff recommends an agreement with Cedar Corp to assess the needs within the public safety building and examining location and space requirements for final engineering to assist in apply for any potential grants that support our goals.

Motion Matoushek, second Kaczmariski to approve an agreement with Cedar Corp for engineering and architectural services to complete a space needs analysis for public safety building renovation and expansion as presented. Motion carried 6-0 on roll call.

ORDINANCES-RESOLUTIONS

6. Ordinance to amend Ch. 9.03 entitled Public Nuisances- Tree or Plant Diseases

Due to staff receiving a number of complaints from citizens about trees damaged or diseased on private property, a draft ordinance is provided. To meet our current practices, ordinances 7.09 entitled Tree-Planting and 9.03 entitled Tree or Plant Diseases is amended.

Motion Matoushek, second Bishop to waive the first reading and adopt Ordinance 21-08 to amend Chapter 7.09 entitled Tree-Planting and 9.03 entitled Tree or Plant Diseases. Motion carried 6-0 on roll call.

CLOSED SESSION

At 8:12pm, Motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (c) of the WI Statutes for Consideration of 2022 Employee Compensation. Motion carried 6-0.

OPEN SESSION

At 8:25pm, Motion Vanderkin, second Matoushek to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

ACTION FROM CLOSED SESSION

No action is taken in open session.

ADJOURNMENT

At 8:26pm, Motion Vanderkin, second Bishop to call the meeting adjourned. Motion carried 6-0.

WAUPUN POLICE DEPARTMENT

Monthly City Council Report

Dispatch Summary From 9/1/2021 To 9/30/2021

16 E. Main St.
Waupun, WI 53963
(920) 324-7911

Total Number of Calls for this reporting period: 966

72 HOUR DETENTION	8	LOST PROPERTY	2
911 CHECK	9	MISSING ADULT	2
911 MISDIAL	4	MISSING JUVENILE	3
ACCIDENT	5	NEIGHBOR DISPUTE	1
ACCIDENT/INJURIES	3	NOISE COMPLAINT	3
ALARM TEST	4	NOTIFY MED EXAMINER	1
ALPHA	1	OCCUPIED DISABLED	2
ANIMAL ABUSE	2	OFFICER STAND BY	1
ANIMAL COMPLAINT	9	ORDINANCE VIOLATION	2
ASSIST CITIZEN	20	PAPER SERVICE	4
ASSIST MOTORIST	4	PARKING ENFORCEMENT	11
ASSIST OTHER AGENCY	19	PRISONER TRANSPORT	5
ATTEMPT TO LOCATE	3	RECKLESS DRIVER	6
BUILDING CHECK	33	RUNAWAY	1
CHARLIE	2	SCAM	2
CHECK WELFARE	22	SEXUAL ASSAULT	2
CHILD ABUSE/NEGLECT	2	SPECIAL ASSIGNMENT	19
CHILD CUSTODY	1	STRUCTURE FIRE	1
CIVIL PROBLEM	4	SUBJECT STOP	9
COMMUNITY POLICING	2	SUBJECT WITH GUN	1
COUNTY AMBULANCE	50	SUSP ACTIVITY	10
COURT ORDER VIOLAT	2	SUSP PERSON	3
DEPARTMENT K9 DOG	3	SUSPICIOUS VEHICLE	11
DEPUTY RESERVE	1	TAVERN CHECKS	2
DIRECTED AREA PATROL	213	THEFT	4
DISORDERLY CONDUCT	10	THREAT COMPLAINT	1
DOMESTIC DISPUTE	6	TRAFFIC ENFORC DAP	18
DRUGS/NARCOTICS	5	TRAFFIC PROBLEM	4
ESCORT FUNERAL	3	TRAFFIC STOP	136
EXTRA PATROL	130	TRESPASSING	3
FIRE ALARM	2	VANDALISM	1
FIRE GENERIC	1	WARRANT	3
FIRE WORKS COMPLAINT	2	WARRANT OTHER AGENCY	4
FOLLOW UP	53	WATER UTILITY	1
FOOT PATROL	2	WAUPUN ORDINANCE	2
FOUND ANIMAL	6	WRONG WAY DRIVER	1
FOUND ANIMAL CLAIMED	1		
FOUND JUVENILE	1		
FOUND PROPERTY	13		
FRAUD/FORGERY	2		
GAS DRIVE OFF	1		
GAS LEAK	1		
HARASSMENT	5		
HIT AND RUN	3		
INFORMATION	1		
INTOXICATED SUBJECT	1		
INTRUSION ALARM	1		
JA/UNDERAGE/ALCOHOL	1		
JUVENILE PROBLEM	5		
LITTERING	1		
LOITERING	1		

Waupun Police Department Update –September Report

Meetings – Dodge and FDL County LEX Meeting, FDL Drug Unit Meeting, Community Corrections, FDL County CART Co-Coordinator meeting, Code Enforcement meeting, Emergency Management Incident Meeting, Recreation and Wellness Meeting, and Budget Meeting.

Training – Spillman/Motorola RMS Meetings/Coding training.

Evidence Room- continue purging, destroying and returning evidence. All weapons and ammunition were taken to the Wisconsin State Crime for destruction that were no longer needed for evidentiary purposes

Events/Reports – Rated 5th safest city in the state (safewise.com), Migration to Office 365 Govt., Spillman (Records Management System) postpone until Feb., K9 Search High School Parking Lot, Assisted in Freedom Ride Benefit, School Board Meeting, Homecoming Parade, RRIS – 911 tribute, and Silent Parade.

Hiring process –Officer Papia in the academy. Accepted offer to Aaron Giles (needs academy). Sending three to the PFC to fill one vacancy.

Complaints

21-1425 Conducted interview and follow-up to complaint of sexual assault/Battery/DC/Strangulation with victim. Also collected evidence to support charges.

21-1484 Juvenile sexual assault investigation involving 13 yoa male and 16 yoa female

21-1418 Juvenile sexual assault investigation involving 15 yoa female while working at work; female in in-patient treatment at Rogers Memorial Hospital; will be interviewing upon her release

21-1480 Theft of trailer from city of Waupun; assisted in interview of suspect and obtained confession. One suspect died during investigation

20-1327 Follow-up to Child Pornography case; images sent to NCMEC and report received for prosecution of case regarding images submitted

21-1548 Delayed disclosure of sexual assault by non-caregiver; Interviews were completed and victim reported incident didn't occur in city of Waupun. Full report sent to out of state jurisdiction where incident was alleged to have occurred.

No case # pulled yet. Report of child abuse from CPS; Report not completed as CPS was conducting additional interviews before speaking to foster parents

21-1202 Follow-up for juvenile sexual assault case. Suspect identified and interviewed in city of Oshkosh where he now resides. Obtained admission to sexual intercourse with minor



Waupun Fire Department

16 E. Main Street Waupun, WI 53963

Non-emergency Number: 920-324-7910

B.J. DeMaa, Chief
bjdema@waupunpd.org

Monthly Report

Date: October 7, 2021
To: Mayor, Council, City Administrator, and PFC
From: Fire Chief, B.J. DeMaa
Re: September report

Fire Calls:

There were six (6) fire & rescue calls in the month of September for a total of one hundred one (101) in 2021.

Time of Day:						
12A – 4A	4A – 8A	8A – 12P	12P – 4P	4P – 8P	8P – 12A	Total
0	1	1	2	1	2	7

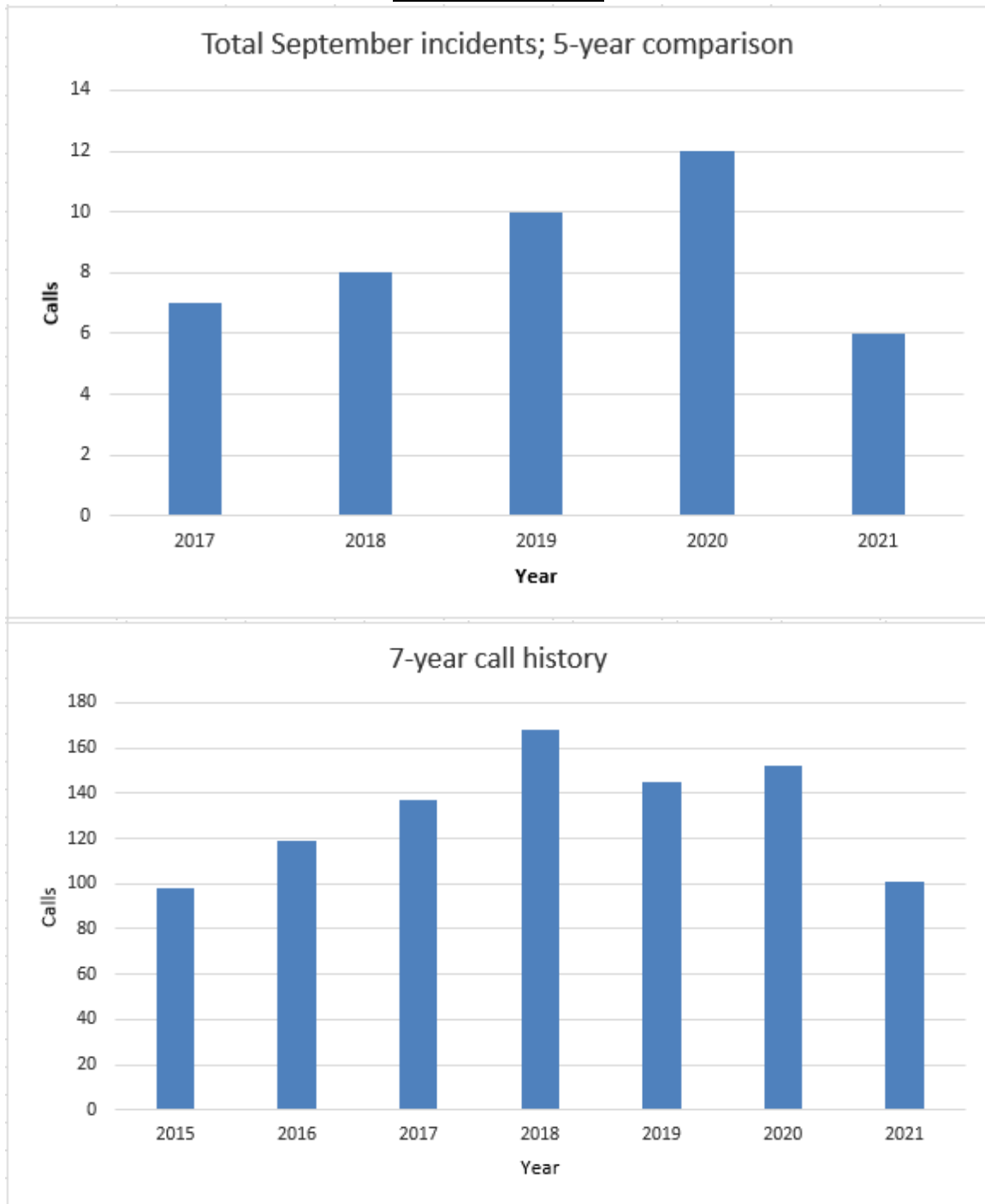
* 77% of fire calls came in during prime working hours.

Day of Week:							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
0	1	1	3	1	0	1	7

* 69% of fire calls came in during Monday-Friday work week.

Response Area:	
Aldermanic District 1	1
Aldermanic District 2	1
Aldermanic District 3	1
Aldermanic District 4	1
Aldermanic District 5	2
Aldermanic District 6	0
Mutual Aid	1

Call Summary:



October 7, 2021

Department Information:

Repairs to the pumper (Engine) which services the Townships have been completed. The vehicle is back in service and all equipment returned.

We underwent our Insurance Services Office (ISO) 5-year audit. This audit looks at department staffing, training, personnel response, equipment, water supply and dispatch. We should expect to see the results in the November/December timeframe. Overall, we feel the audit went well.

Attended Mobile Data Computer (MDC) training for the upcoming CAD upgrade in Fond du Lac County. The rollout of this upgrade will be pushed back from November to early 2022 due to issues the manufacturer continues to work through.

Fire Prevention Week prep-work was completed and all materials distributed to the schools. Work on the Community Services Open House was also finalized for October 4, 2021, from 5 p.m. – 8 p.m. All city departments, along with Focus on Energy, Dodge and Fond du Lac County, and Lifestar are participating.

Fire extinguisher training was conducted with roughly 30 employees at Tenneco. We provide information on the different fire types, different extinguisher types, the Pull, Aim, Squeeze, Sweep (PASS) approach for using the extinguisher and then a hands-on portion where they put out fire using our training simulator.

We submitted a Community Giving grant through United Co-op in the amount of \$4,800 to help with the purchase of pagers for the Emergency Medical Responder (EMR) program. We received word that our request will be partially funded at \$2,000. The check has been received.

We received notice that our Assistance to Firefighters Grant (AFG) in the amount of ~\$49,500 will not be funded. This grant application was intended to replace a majority of our fire suppression hose and some of our hose nozzles.

Staffing:

There is 1 firefighter out on medical leave with non-work related injuries.

October 7, 2021

We are working through onboarding an individual who applied for one of our two Fire Cadet positions. These positions are for individuals entering or in a fire program at a college or technical college.

Inspections:

Fire inspections for the second half of the year have begun.

Training:

September training focused on cleaning the station for the open house. There was no meeting on September 6 due to Labor Day.

Emergency Government:

Attended an Emergency Operations Center tabletop for Fond du Lac County. The exercise focused on bringing all Essential Functions of an EOC deployment together to understand roles and expectations.

Code Enforcement – Mike Beer:

No report

EMS:

The EMR class has wrapped up and the final through Moraine Park has been completed. EMRs are now in the process of completing their National Registry test which is the final requirement before completing their schooling.

We received a signed copy of the Affiliation Letter and Agreement from Mike Krueger with Lifestar. The letter confirms that the Waupun Fire and Rescue Department will be affiliated with Lifestar as our transport service. It also establishes an agreement that we will be able to replenish supplies from Lifestar's ambulances, similar to what is being done with Oakfield First Responders.

Kathy continues to try and make contact with Mike Krueger of Lifestar Ambulance to finalize a short-term (6 mo.) service agreement so that mutual aid agreements with

October 7, 2021

neighboring agencies can be completed. This was a term that was agreed to by all parties the last time we met in April.

There were 3 occurrences in September in which an ambulance from another community needed to cover a 9-1-1 call. 1 of these took place in the Town of Oakfield, 1 in the Town of Chester, and 1 in the Township of Trenton.

Waupun Public Library
123 S. Forest Street
Waupun, WI 53963
(920) 324-7925

October 2021

To: Mayor, City Council
From: Bret Jaeger, Library Director

Re: Report to Common Council

A. Statistics

Through the end of September we have circulated/downloaded/loaned 86,639 items, with curbside service handling 1,615 transactions.

B. Drive-thru Window Project update

The Drive-thru Window Project is now complete. We anticipate increased use of this service window as time goes on. It was the perfect solution when the library experienced a significant water leak and needed to close the building during the cleanup process.

C. Water Leak

On Sunday, October 3, while the library was closed and nobody was in the library, water started to flow out of the first floor men's restroom into the lobby. Our security camera picked up the first image of this at 11:15 a.m., but Utilities told us that water started running through our water meter between 8 and 9 am and stopped about midnight. An estimated 240 gallons of water over 15 hours was metered. At this time we do not know what caused the leak. Cleanup is still going on as I write this.

D. Warrior Fabrication class

Bret and Pam met with the Warrior Fabrication class and they will be working on options for interior directional signage at the library.

Any questions, please contact Bret at 324-7925 or bret@monarchlibraries.org.

SEPTEMBER 2021 SENIOR CENTER ACTIVITY ATTENDANCE: 1,477 participants (70 participants/day)

- **SIA Insurance Bingo:** 40 participants
- **Book Club:** 12 participants
- **Drug Repository:** 8 participants
- **Tec Support:** 7 participants
- **Waupun Community Coalition on Aging Bingo:** 49 participants
- **My Helper's Care Bingo:** 33 participants
- **Foot Care Clinic:** 34 participants
- **Eyeglass Adjustments:** 4 participants
- **Craft Club:** 14 participants
- **Euchre:** 113 participants
- **Sheepshead:** 249 participants
- **Golf Cards:** 41 participants
- **Knit-Wits:** 21 participants
- **Yoga:** 312 participants
- **Aerobics & Tone:** 97
- **Board Games:** 109
- **Movie Afternoon:** 26 participants
- **Storybook Walk:** 40 participants
- **Garden Club:** 8 participants
- **Curbside Lunch:** 90 participants
- **Mobile Meals:** 293 participants
- **Watch Party:** 6
- **Pickleball:** 178 participants

OCTOBER ACTIVITY CALENDAR				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4 8am Fitness Center 9am Marbles 10am Lunch 10:30am Yoga I 1pm Euchre 1pm Golf Cards 5pm Open House	5 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone 6pm Pickleball	6 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 1pm Sheepshead 6:15pm Knit-Wits	7 8am Fitness Center 9am Dominoes 9am Senior Expo 10am Lunch 11am Expo Yoga 1pm Sheepshead	8 8am Fitness Center 9am Se7ens 10am Lunch 10:30am Aerobics II 1pm SIA Bingo
11 8am Fitness Center 9am Marbles 10am Lunch 10:30am Yoga I 1pm Euchre 1pm Golf Cards	12 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone 1pm Watch Party 3:00pm Movie 6pm Pickleball	13 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 12:30pm Eyeglasses 1pm Sheepshead 6:15pm Knit-Wits	14 8am Fitness Center 8:30am Foot Care 9:00am Ping Pong 9am Dominoes 10am Lunch 10:30am Park Yoga 1pm Sheepshead 1pm Watch Party	15 8am Fitness Center 9am Se7ens 10am Lunch 10:30am Aerobics II
18 8am Fitness Center 8:30am Garden Club 9am Marbles 10am Lunch 10:30am Yoga I 1pm Euchre 1pm Golf Cards	19 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone 11:30am Craft Club 6pm Pickleball	20 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 1pm Sheepshead 6:15pm Knit-Wits	21 8am Fitness Center 9am Dominoes 9am Ping Pong 10am Lunch 10:30am Yoga II 1pm Sheepshead	22 8am Fitness Center 9am Se7ens 10:30am Aerobics II 1pm WCCA Bingo
25 8am Fitness Center 8:30am Garden Club 9am Marbles 10am Lunch 10:30am Yoga I 1pm Euchre 1pm Golf Cards	26 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone 12:30pm Watch Party 2pm Halloween Bingo 6pm Pickleball	27 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 1pm Sheepshead 6:15pm Knit-Wits	28 9am Dominoes 10am Lunch 1pm Sheepshead	29 9am Book Club 9am Se7ens 10am Lunch
 HAPPY HALLOWEEN				
SATURDAY, OCTOBER 30 Haunted House 2:00pm—4:00pm at the Waupun Senior Center				
SCHEDULE IS SUBJECT TO CHANGES				
Please 324-7930 to verify and register for activities and lunch curbside lunch.				

October 5, 2021

1. **Current Projects:**

- Working with IWorq on the conversion from Cartegraph. We are live with Iworq. The DPW employees are entering their work into the system. We are having weekly meetings with IWorq to make sure everything is running smoothly and training with employees on how to use the system.
- Working on 2022 Budget, Capital Improvement Budget, and 5 Year Street Plan
- Board of Public Works agenda.
- LAPWA Meeting
- Rock River Stormwater Group meeting
- Working on Community Open House
- Reviewed BMP stormwater plan with the DNR
- Working with CWC on improvements to McCune Ball fields
- Working on Wayfinding signs
- Hwy 68 Weekly construction progress meeting
- Working on park playground for Wilcox Park
- Transportation Utility
- Working with Cedar Corp on building/park improvements.
- Working with Gremmer on S. Madison St. phase 2 plans
- Construction on Rock Ave. and Newton Ave. continues. The concrete work started this week. Curb and gutter along with sidewalks are getting poured. Creek work has completed other than a few finishing touches on some stone.
- Rock River Cleanup with Protect Wisconsin Waterways was done on September 11.
- High School SDS classes are beginning to work on community projects.
- Working with CVMIC on the development of a safety committee.
- Harmsen and Oak Lane pond work continues. Supplies issues have slowed the start to the storm sewer work. They now have the supplies and are working on that portion of the project.
- RFP is returned for 520 McKinley St. and results will be brought to the Board of Public Works and Council
- With the mowing we have around storm water ponds and river we are looking into slope mowing policy with CVMIC
- Bulk pickup took 2 weeks to complete. Waste Management had 1-800- Got-Junk to pick up the bulk. They had much smaller trucks and not compacting. The was the reason for the slower process.
- Park are closed for the season.
- Fall brush and leaf pickup will start on October 11th.

2. **DPW Crew Projects**

- Aquatic Center – Daily Duties and closing down for the season
-

-
- Buildings & Grounds daily duties
 - Bulk Pick-up
 - Burn Brush
 - Clean Inlets
 - Clean bathrooms at parks
 - Curb replacement
 - Cut ditches
 - Cut Landfill
 - Deliver garbage/recycle bins
 - Event setup
 - Fill potholes
 - Haul Brush bins
 - Hydro-Jetting storm sewer pipe
 - Inlet repair
 - Install canoe launch at Shaler Park
 - Diggers Hotline Locates
 - Mow lawns
 - Paint Streets
 - Replace signs
 - Roll parks
 - Spray Weeds
 - Street Sweeping
 - Training
 - Trim trees
 - Water trees
 - Vehicle Maintenance

Administrative Assistant

- Bulk pick-up questions
 - Map township properties that are receiving Utilities
 - Update wayfair signs map and listing
 - Researched property information for Mobile Home parks and subdivisions
 - Harmsen Ave. pond reimbursement request for DNR. (This cannot be submitted until project is complete)
 - Submitted 2022 Recycling Grant Application
 - Reviewing signs in Iwoq and comparing them to Cartegraph to make sure picture information is correct.
 - Updated street map
 - Working on Grant reimbursement for the Canoe Launch at Shaler Park.
 - Bid tab for demolition of the old CWC building at 520 McKinley St.
 - Created supervisory district maps for Angie to compare to the new redistricting maps the County has created.
 - Ordinance for rezoning
-

-
- Plan Commission agenda and public hearing notices
 - Zoning Board agenda and public hearing notices
 - Tree letters were sent out for branches in the Rock River
 - Scan in property records
 - Assessment Letters
 - Weed Notices
 - Garbage Complaints – 27 issues were sent to Waste Management in the month of September. Most issues are resolved within a week of receiving them.
 - Street Opening Permits
 - Setup zoom meeting for Plan Commission, Zoning Board and Board of Public Works
 - Monthly building permit report
 - Assign account #'s to bills.

Please call 324-7918 with any questions you may have.
Jeff Daane, Director of Public Works

TO: Mayor & Common Council
 FROM: Susan Leahy
 SUBJECT: Building Permits for SEPTEMBER 2021

DODGE COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
21-	195 Mike Kamp	619 Morse St	Service	\$80.00	
21-	197 Hannah Zimmerman	814 Wilcox St	Reroof & Remove Chimney	\$60.00	\$10,005.00
21-	199 Dawn Reiersen	916 S Madison St	Tub to Shower Replacement	\$50.00	
21-	200 Robert Scheuers	515 E Main St	Replace (18) Windows	\$96.00	\$15,846.00
21-	203 Matthew J. Horton	319 Carrington St	Remodel 2nd Floor of Home back to single Fa	\$210.40	\$18,400.00
21-	205 Andrew Hanke	98 Fox Lake Rd	Service Upgrade	\$80.00	
21-	206 Scott Flier	402 Johnson St	Service Upgrade	\$80.00	
21-	209 The River Church	200 Fox Lake Rd	12x24 Garage & Replace 4 Doors	\$160.00	\$10,000.00
21-	211 John DeVries	520 Bly St	Tub to Shower Replacement	\$80.00	\$9,898.00
21-	212 Derek Loomens	8 Beverly Ct	Insulation	\$50.00	\$1,000.00
21-	214 Hannah Zimmerman	814 Wilcox St	Replace Windows	\$65.00	\$10,838.00
21-	216 SSM Health	452 Fox Lake Rd	Ground Sign	\$76.81	
21-	217 SSM Health	904 W Main St	Signs	\$185.00	
21-	218 SSM Health	1001 W Brown St	Ground Sign	\$147.83	
TOTAL				\$1,421.04	\$75,987.00

FOND DU LAC COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
21-	194 Kevin Haan	740 Tulip Ln	24x14 Screened Porch w/ 12x14 deck	\$280.00	\$35,000.00
21-	196 Brandon Schreur	126 Taylor St	Reroof	\$50.00	\$6,000.00
21-	198 John Feher	628 Park St	Raze Detached Garage	\$50.00	
21-	201 Culvers - S & L Properties	900 Kelly Ave	Drive-Thru Addition	\$360.00	\$60,000.00
21-	202 Luke Pflum	330 W Main St	6' High Privacy Fence	\$100.00	\$6,046.00
21-	204 Jerry Riel	439 W Spring St	Composite Deck	\$50.00	\$4,500.00
21-	207 Nathan Rockweiler	526 E Franklin St	Service Upgrade	\$80.00	
21-	208 Heather & Kevin Abel	340 W Main St	Service Upgrade	\$80.00	
21-	210 Spectrum	422 Fond du Lac St	Service	\$80.00	
21-	213 Charlie & Melissa Mulder	512 County Park Rd	Replace Furnace	\$50.00	\$6,699.34
21-	215 Thomas & Nancy White	305 Rosewood Ct	Reroof	\$66.00	\$11,000.00
21-	219 Sam Vander Galien	193 Harmsen Ave	Replace Unit Heater @ Garage	\$50.00	\$3,603.40
21-	220 Keith Gitzel	110 Forest St	Reroof	\$60.00	\$10,116.65
21-	221 Richard Wagner	629 Park St	Replace (9) windows	\$54.00	\$8,309.00
TOTAL				\$1,410.00	\$151,274.39

GRAND TOTAL	\$2,831.04	\$227,261.39
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Permits issued in Dodge County 14
 Permits issued in Fond du Lac Cty 14
Total Permits for the month 28

Building Permit Fees \$2,831.04
 Special Assessment Letter Fees \$230.00
Grand Total \$3,061.04

BUILDING PERMIT COMPARISON

September 2020 Dodge County - 15 permits; Fond du Lac County - 14 permits

Estimated cost of construction: \$ 1,163,654.56

NINE MONTH COMPARISON

January - September 2018	estimated cost of construction	\$26,653,509.83
January - September 2019	estimated cost of construction	\$10,926,485.44
January - September 2020	estimated cost of construction	\$8,855,084.81
January - September 2021	estimated cost of construction	\$34,153,592.95



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: September 13, 2021
SUBJECT: General Manager Report

Electric Department Update:

Power Outages

- Monday August 9th a power outage was reported at 4:38 pm. This outage affected 30 customers located on Cty Rd M and MM. The crew found a squirrel made contact on a primary riser pole feeding the overhead line on Cty Rd M. After re-fusing the over current protection, power was restored at 6:00 pm.
- Tuesday August 10th a power outage was reported at 6:30 pm on S Division and Bly St. The crew found bad connections on the secondary lines feeding the 18 customers. Wires were replaced and new connections installed. Power was restored at 8:30 pm.
- Wednesday August 25th at 5:24 pm a power outage was reported in the 600 block of Maxon St affecting 15 customers. The crew replaced the over current device and power was restored at 6:29 pm.
- Friday August 27th at 10:30 am a strong thunderstorm hit the service territory causing some minor tree damage and 3 separate power outages affecting a total of 3 customers. Lightning struck a riser pole damaging the overcurrent device which caused a power outage at N2959 Savage Rd. After installing a new cutout, power was restored at 12:27 pm. A tree fell onto the customer's overhead electric service wire at 303 S Division St causing damage to the homeowner's service equipment and pulled the utility service wire to the ground. After the homeowner's electrician made the necessary repairs, power was restored at 2:00 pm. Lightning also struck a pole on Barnes St in the Industrial Park operating the over current device causing a power outage to a self-storage warehouse. The crew re-fused the transformer and power was restored at 12:00 pm.

ATC Y-306 Re-Rate Project

- Work continues on the Y-306 re-rate project. Most of the recent work is located near the main substation and on Tayler St. New poles, transformers, and in some areas new secondary conductors are being installed. The timeline has changed for some of the scheduled outages for the completion of the project due to MPS, the contractor working for ATC, having been called to assist in restoring power to the nearly 1 million customers affected by Hurricane Ida.

Electric Department Training

- The electric department completed pole top and bucket rescue training on September 8th. Rescue training is an annual requirement for all linemen. Training consists of classroom review followed with hands on training in the field.

General Manager Update:

Staff Update

- Our new CSR Rep Ashley has been able to take over daily tasks and responsibilities on her own and continues to train with Jen as needed. Ashley is doing a nice job interacting with our customers, learning the computers systems, and all of the numerous tasks associated with the Customer Service Representative position.

Rock and Newton Construction

- The water and sewer construction is complete on Rock and Newton Ave.

MEUW Annual Conference

- Jeff and I attended the MEUW 91st Annual Conference August 11th – 13th in Manitowoc. It was great to see the large number of members that attended the conference. Commissioner Tyler Huebner from the Public Service Commission of Wisconsin addressed municipal utility leaders and answered questions from the audience. Keynote speaker Andres Carvallo, founder and CEO of CMG consulting provided attendees with an entertaining and thought provoking presentation on “smart grids”.

RP3 Application

- Staff continues working to complete the Reliable Public Power Provider Application (RP3). The 2021 application deadline is September 30, 2021. The application process is very detailed and time consuming, but has helped us identify weaknesses that we will address in the future.

2022 Budget

- Staff continues to work on the 2022 budget. Budget draft summaries will be presented and reviewed at the October commission meeting.

This concludes my report for September 2021. Please contact me at 324-7920 or sbrooks@waupunutilities.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: August 8, 2021
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

The water treatment facility is performing well and water quality continues to be consistent barring the varying weather temperature swings.

Average daily pumpage is down 7.85% or 41,000 gpd year to date compared to August 2020 and down 31.35% or 201,000 gpd year to date compared to August 2019. This is a direct result of the Distribution/Collection System Crew's dedication and diligence in reducing water loss throughout the system.

Suez completed Tower 1 routine tank condition assessment as part of our tank maintenance contract. This assessment consists of reviewing the safety, sanitation, structure, security and coatings condition of the tower to help address any minor failures before they become a major problem. After the inspection, a detailed report was provided for code compliance and recommend targeted solutions to remediate critical issues. I am pleased to report, that there are no critical issues.

Wastewater Treatment Facility:

There are no call-ins to report this month.

Staff's main focus continues on tank maintenance. This maintenance will continue throughout the remainder of the month. The duration of the schedule is due to operational challenges with the ABNR construction project.

Sabel Mechanical has completed replacing bushings sleeves, bearings, and shaft sprockets on the north and south grit tanks. The sleeves and shaft sprockets were fabricated by Sable, due to lengthy lead times, which would have caused additional component failure.

Distribution/Collection System Crew:

There were two call-ins this month due to the construction on Rock and Newton.

The crew has been performing semi-annual inspections of the utility's hydrant assets. By regular testing and checking movement of the pumper caps and operational valve, this will ensure that these vital components will work when they're needed. When these steps are followed, you can ensure that the

Distribution/Collection System Crew Continued:

system will operate properly or that appropriate maintenance can be scheduled to make repairs as needed. If a hydrant needs maintenance, it is tagged with an out of service sign so the fire department is aware during an emergency that the hydrant is inoperable.

In addition to regular preventative maintenance, staff has had considerable time allocated to Rock and Newton construction. This work consists of unplugging water meters during service tie-ins, flushing and vac sanitary main line, and televising sanitary main line.

Rock and Newton Update:

PTS has completed the utilities portion of the Rock and Newton construction project. This incorporates water and sanitary main line, water and sanitary laterals, sanitary manholes, and lift station. The remaining portion of the project is scheduled to be completed in October.

Wastewater Treatment Facility ABNR Update:

ABNR Green House (Building 65) -

- All footings and frost walls poured, with exception of west wall.
- Grade beams and slab on grade are poured for the eastern quarter.
- ABNR header pipes and electrical main conduit feeds are stubbed in.

Biosolids Storage Building (Building 83) –

- All step footings are poured and tied to existing building 60.
- Twenty-foot wall pours proceeding up step footings are poured.

A brief progress slide presentation will be presented at the commission meeting.

This concludes my report. Please do not hesitate to contact me with your questions or concerns at 324-7920 or sschramm@waupunutilities.org.



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: September 13, 2021
SUBJECT: July 2021 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

Electric utility construction activity consisted of infrastructure upgrades on West Jefferson and S West Streets in preparation for voltage conversions and the removal of old infrastructure at the WWTP. The utility purchased \$18,300 in transformers during the month as well. The Harris Lift Station was completed and water & sewer infrastructure is nearing completion for the Rock / Newtown street reconstruction project. These costs will be billed in subsequent months.

There was no plant activity for the month of July 2021.

MONTHLY OPERATING RESULTS – July 2021 Monthly and Year-To-Date (YTD)

Sales

Electric

- Monthly kWh sales were **6.5% below** budget & **6.7% lower** than July 2020 on lower sales to all customer classes. The decrease is attributed to slightly cooler average temperatures than July 2020 and COVID-related closures in 2020.
- YTD kWh sales were **3.1% above** budget & **2.5% higher** than July 2020 YTD actual sales.

Water

- Monthly sales units of 100 cubic feet were **4.3% below** budget & **5.4% lower** than July 2020 sales; usage decreases mainly with Residential and Industrial customers.
- YTD water sales were **3.2% above** budget & **0.3% lower** than July 2020 YTD actual sales.

Sewer

- Monthly sales units of 100 cubic feet were **11.6% below** budget & **8.3% lower** than July 2020 sales due to lower public authority volume. Sales to public authority customers continue to remain affected by the onset of COVID beginning in the spring of 2020.
- YTD sewer sales were **13.0% below** budget & **17.4% lower** than July 2020 YTD actual sales.

Income Statement

Electric

- Operating revenues and purchased power expense were **above** budget \$184,100 and \$107,100, respectively, due to higher than budgeted PCAC costs charged by WPPI and passed to customers through the monthly adjustment charge.
- Gross margin was \$77,700 **above** budget.
- Operating expenses were \$57,800 **below** budget primarily due to more labor hours and material being applied to billable construction work orders than operational expenses.
- Operating income was \$266,200 or \$193,500 **above** budget from higher than budgeted PCAC pass-through revenues and lower overall expenses / customer work.

- Net income was \$285,800 or \$256,800 **above** budget primarily from the increase in operating revenues from PCAC pass-through's and lower than budgeted operating expenses from billable customer work.

Water

- Operating revenues were \$27,400 **above** budget due to overall higher consumption across all customer classes for the year.
- Operating expenses were \$114,400 **below** budget due to less planned maintenance during the first half of the year and fewer main breaks experienced compared to prior years.
- Operating income was \$477,500 or \$124,700 **above** budget from lower than budgeted operating expenses.
- Net income was \$400,900 or \$125,000 **above** budget.

Sewer

- Operating revenues were \$163,700 **below** budget from lower public authority sales during the COVID-19 period. Sales to these customers are trending slightly upward as State facilities ramp up operations but they haven't fully recovered to date.
- Operating expenses were \$49,600 **above** budget due in part to budgeted capital costs incurred being treated as maintenance expenses for the clarifier rebuilds and monthly payments for rental of a temporary belt press during WWTP construction.
- Operating loss was (\$130,500) or \$(237,800) **below** budget.
- Net (loss) was (\$183,200) or \$(254,000) **below** budget largely due to the decrease in public authority consumption related to COVID-19 closures.

Balance Sheets

Electric

- Balance sheet **increased** \$172,900 from June 2021 as a result of an increase in sales and related receivables from all customers related to higher PCAC pass-through revenues.
- Unrestricted cash decreased \$47,300 from the prior month largely due to the higher June 2021 power bill paid during the month.
- Accounts payable **increased** \$112,600 from increased purchased power costs associated with the PCAC increases passed through WPPI for July 2021.

Water

- Balance sheet **increased** \$66,000 from June 2021 largely due to an increase in sales and related receivables/collections and the timing of a restricted cash transfer made to the electric utility in the prior month.
- Total unrestricted and restricted cash **increased** \$107,000 from the prior month largely due the increase in sales and related collections and the timing of a restricted cash transfer for the next debt payment transferred from the electric utility.
- Net position **increased** by \$56,700 because of the increase in cash balances for the month.

Sewer

- Balance sheet **decreased** \$13,200 from June 2021 as a result of cash and receivable collection timing.
- Unrestricted cash **increased** \$54,000 primarily from a reduction in accounts receivable from the collection of higher June 2021 revenues.
- Long-term debt **increased** \$2,782,700 from the receipt of funds from you USDA for Disbursement Request #4 for the WWTP upgrade.

Cash and Investments

The monthly metrics dashboard for cash and investments provide a monthly comparison of cash and investment balances, and graphs that present long-term investments by maturity, type, and rating.

- Total cash and investments *increased* \$175,800 or **1.9%** from June 2021 primarily from increases in collections from higher June 2021 revenues across the three utilities.
- Received interest and distributions of \$2,300 and recorded an unrealized *negative* market adjustment of (\$2,300), along with \$600 in management fees, resulting in a net portfolio *loss* of \$600 for the month.
- Funds in the amount of \$655,000 were transferred from our investment portfolio into our LGIP savings accounts to assist with the cash flow needs associated with the Harris Lift station project and the Rock / Newton street reconstruction that will be coming due in the next few months.
- Total interest and investment income earned on all accounts for the month was \$100 and \$10,800 year-to-date.

OTHER FINANCIAL MATTERS

WWTP Upgrade – Construction Update and Progress

Listed below is a summary of the costs requested for reimbursement to date:

Total Project Budget <i>(As of 4/14/2021):</i>	\$ 36,008,000
Total Project Costs to Date <i>(Thru 8/30/2021):</i>	\$ 5,942,574
Loan Draws – Project to Date: <i>(Thru 8/30/2021):</i>	\$ 5,762,515
Disburse Request #5 – Requested <i>(8/5/2021):</i>	\$ 806,832
Disburse Request #5 – Paid <i>(8/16/2021):</i>	\$ 806,835

2022 Utility Budget Process

The draft 2022 utility budgets are being finalized for initial presentation to the board during the October Commission meeting. The Commission will be provided a copy of the budget prior to the October meeting and is encouraged to ask questions as they see fit. The final budget is scheduled to be approved at the November 2021 Commission meeting.

This concludes my report. Please do not hesitate to contact me at 324-7920 or jstanek@waupunutilities.org with any questions or comments.



AGENDA SUMMARY SHEET

MEETING DATE: 10-12-21

AGENDA SECTION: RESOLUTIONS AND ORDINANCES

PRESENTER: Mayor Julie Nickel

TITLE: Ordinance to amend Ch.16.01(10) Zoning Code-
Zoning Map to rezone 129 N. Madison Street to
R-4 Central Area Single Family Residential
District (Recommended by Plan Commission)

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	

ISSUE SUMMARY

At the September 29, 2021 Plan Commission meeting, a petition was received from Charles and Carla Clover, to rezone the property of 129 N. Madison Street, of which they just purchased. The property is zoned B-6 Neighborhood Commercial District as it was a dental practice. The Clover's make request for this property to be rezoned to R-4 Central Area Single Family Residential District.

Motion was made unanimously to recommend approval to adopt an ordinance to rezone the property of 129 N. Madison Street from B-6 Neighborhood Commercial District to R-4 Central Area Single Family Residential District.

STAFF RECCOMENDATION:

Plan Commission motion from September 29, 2021:

A motion to approve the Rezoning Petition of Charles Clover to rezone 129 N. Madison St. from B-6 Neighborhood Commercial District to the R-4 Central Area Single Family Residential District, as presented, was made by Dobbratz and seconded by TerBeest. Roll call: Dobbratz – Aye; Medema – Aye; Nickel – Aye; TerBeest – Aye; Daane – Aye. Motion passes 5-0

ATTACHMENTS:

Proposed Ordinance
Zoning Map

MOTION OPTIONS FOR CONSIDERATION:

1. Motion to accept the first reading of the ordinance to amend Chapter Ch.16.01(10) Zoning Code entitled Zoning Map to rezone 129 N. Madison Street to R-4 Central Area Single Family Residential District
2. Motion to waive the first reading and adopt Ordinance #_____ to amend Chapter Ch.16.01(10) Zoning Code entitled Zoning Map to rezone 129 N. Madison Street to R-4 Central Area Single Family Residential District
3. Do nothing and the ordinance fails

ORDINANCE # 21 - ____

**AN ORDINANCE TO AMEND CHAPTER SIXTEEN OF THE MUNICIPAL CODE
OF THE CITY OF WAUPUN ENTITLED "ZONING CODE."**

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 16.01 (10) of the Municipal Code of the City of Waupun entitled "Zoning Map" is amended so that real estate currently owned by Charles C & Carla A Clover at 129 N Madison St. presently zoned in the B-6 Neighborhood Commercial District is rezoned to the R-4 Central Area Single Family Residential District. The real estate to be rezoned is described as follows:

Parcel #: WPN-14-15-99-EA-236-00
S32 T14N R15E PLAT OF EAST WAUPUN N 6 RDS OF W 3 RDS OF LOT 3 & N 6
RDS OF LOT 4 BLK 23

SECTION 2: This Ordinance shall be in full force and effect upon its passage and publication as provided by law.

Enacted this ____ day of _____, 2021.

Julie Nickel
Mayor

ATTEST:

Angela Hull
City Clerk

Zoning Map





AGENDA SUMMARY SHEET

MEETING DATE: 10-12-21

TITLE: Plan Commission Recommendation- Certified Survey Map (CSM) of Lot 6 of East Waupun (310 & 312 E. Main St.)

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

PRESENTER: Mayor Julie Nickel

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	

ISSUE SUMMARY

At the September 29, 2021 Plan Commission meeting, motion was made unanimously to recommend approval of the CSM provided by MSA Professional Services on behalf of ABB & J Investments LLC for the resurveying of Lot 6 of the plat of East Waupun for the development of 310 and 312 E. Main Street.

STAFF RECCOMENDATION:

Plan Commission motion from September 29, 2021:

A motion to approve the CSM for 310 E. Main St. was made by Ter Beest and seconded by Dobbratz. Roll Call: Nickel – Aye; TerBeest – Aye; Daane – Aye; Dobbratz – Aye; Medema- Aye. Carried 5-0.

ATTACHMENTS:

Certified Survey Map

RECCOMENDED MOTION:

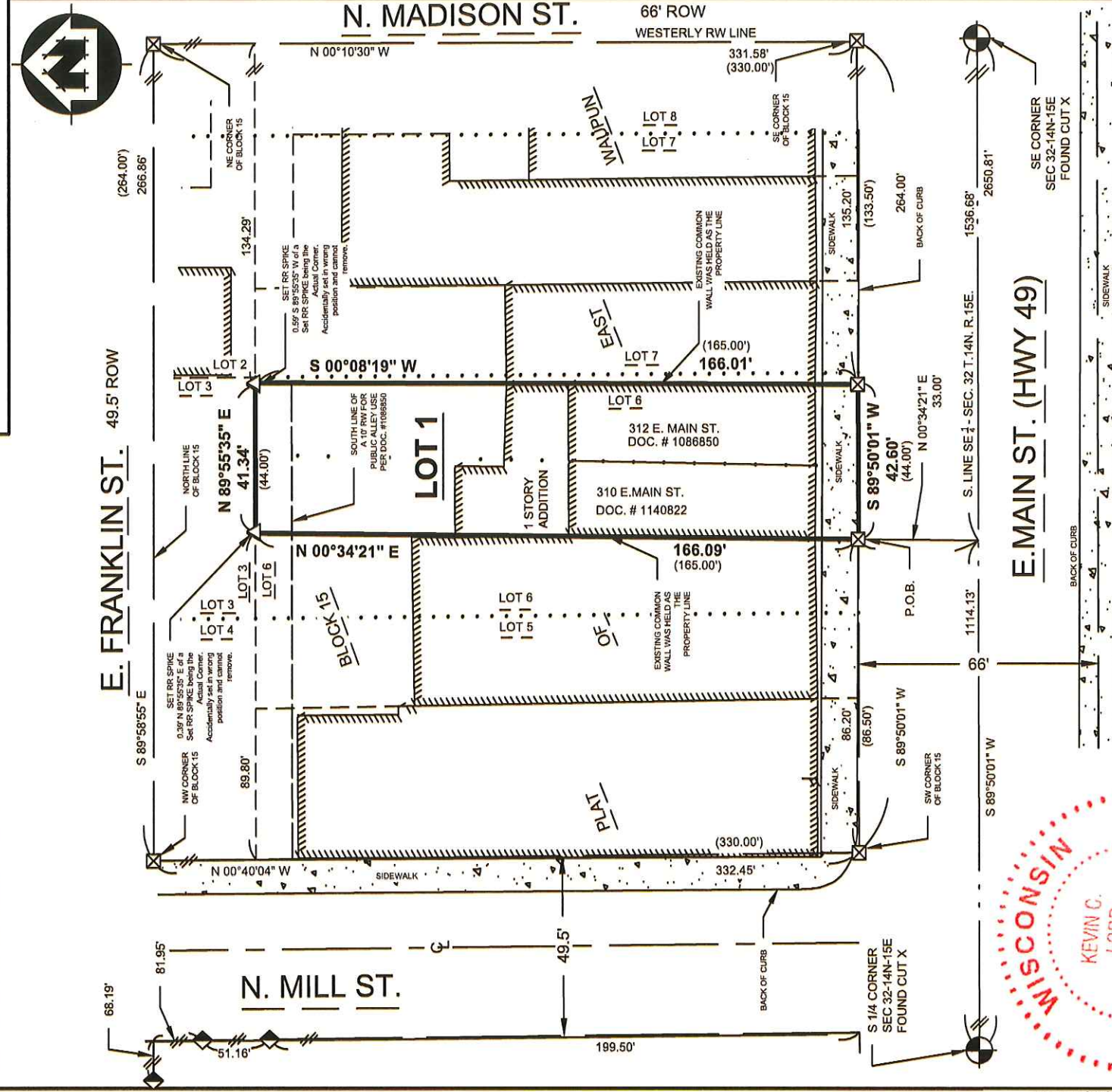
Motion to approve the Certified Survey Map of Lot 6 of the plat of East Waupun.








© MSA Professional Services, Inc.

ABB & J INVESTMENTS LLC.
310 & 312 MAIN ST.
WAUPUN, WI 53963

A RESURVEY OF A PART OF LOT 6, BLOCK 15 OF THE PLAT OF EAST WAUPUN AND BEING PART OF THE SW 1/4 - SE 1/4 OF SECTION 32, T. 14N., R. 15E., CITY OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN.



LEGEND

	FD. SECTION CORNER
	SET CUT X
	SET RR SPIKE
	FD. 1" IRON PIPE
	(XX) RECORDED AS

SAID PARCEL IS SUBJECT TO ALL EASEMENTS
AND AGREEMENTS RECORDED AND UNRECORDED

BEARINGS ARE REFERENCED TO THE
FOND DU LAC COUNTY COORDINATE SYSTEM
SOUTH LINE OF THE SE 1/4 OF SECTION 32
WHICH BEARS S 89°50'01" W

LOT 1 AREA: 6968± SQ. FT.
0.160+ ACRES

08-23-2021



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PROJECT NO. 212056
DRAWN BY: B. BUCHDA
CHECKED BY: K. LORD
FILE: Basemap.DWG
SHEET NO. 2 OF 2

FOND DU LAC COUNTY CERTIFIED SURVEY MAP # _____

SURVEYOR'S CERTIFICATION

I, Kevin C. Lord, Professional Land Surveyor of the State of Wisconsin do hereby certify that by order of the ABB & J Investments LLC, I have made a resurvey of a part of Lot 6, Block 15 of the Plat of East Waupun and being part of the SW 1/4 of the SE 1/4 of Section 32, Town 14 North, Range 15 East in the City of Waupun, Fond du Lac County, Wisconsin and being more particularly described as follows:

LEGAL DESCRIPTION

COMMENCING at the SE Corner of Section 32, Town 14 North, Range 15 East in the City of Waupun; thence S 89°50'01" W, 1536.68 feet along the south line of the SE 1/4 of said Section 32 to the southerly extension of the west line of lands described in Doc. # 1140822; thence N 00°34'21" E, 33.00 feet along the southerly extension of aforementioned west line to the SW corner of lands described in Doc. # 1140822, the south line of Lot 6, Block 15 of the Plat of East Waupun, the northerly right of way of Main St. (Hwy 49) and **POINT OF BEGINNING**; thence continuing N 00°34'21 E, 166.09 feet along the west line of lands described in Doc. # 1140822 (also being the common wall between buildings) to the north line of Lot 6, Block 15 of the Plat of East Waupun and the NW corner of lands described in Doc. # 1140822; thence N 89°55'35" E, 41.34 feet along the north line of Lot 6, Block 15 of the Plat of East Waupun, the north line of lands described in Doc. # 1140822 and the north line of lands described in Doc. # 1086850 to the NE corner of lands described in Doc. # 1086850; thence S 00°08'19" W, 166.01 feet along the east line of lands described in Doc # 1086850 (also being the common wall between buildings) to the south line of Lot 6, Block 15 of the Plat of East Waupun, the northerly right of way of Main St. (Hwy 49) and the SE corner of lands described in Doc. # 1086850; thence S 89°50'01" W, 42.60 feet along the south line of Lot 6, Block 15 of the Plat of East Waupun, the northerly right of way of Main St. (Hwy 49), the south line of lands described in Doc. # 1086850 and the south line of lands described in Doc. # 1140822 to the **POINT OF BEGINNING**.

Said parcel contains 6968± sq. ft/ 0.160 acres more or less

I further certify that this map is a correct representation of all of the exterior boundaries of the land surveyed and the division of that land, that I have complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes and the City of Waupun Subdivision Control Ordinance in surveying and mapping the same to the best of my knowledge and belief.


Kevin C. Lord, PLS S-2645 08-23-2021



CITY OF WAUPUN APPROVAL

This Certified Survey Map is hereby approved by the City of Waupun.

JULIE NICKEL
MAYOR _____ Date _____



AGENDA SUMMARY SHEET

MEETING DATE: 10-12-21

TITLE: Plan Commission Recommendation- Certified Survey Map (CSM) of Lots 25 & 26 of Park Estates Subdivision (1025, 1027, 1029, 1031 Tanager St.)

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

PRESENTER: Mayor Julie Nickel

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	

ISSUE SUMMARY

At the September 29, 2021 Plan Commission meeting, motion was made unanimously to recommend approval of the CSM provided by MSA Professional Services on behalf of ACS RBJS LLC for the resurveying of Lots 25 and 26 of Park Estates Subdivision for the development of 1025 and 1027 Tanager Street and 1029 and 1031 Tanager Street.

STAFF RECCOMENDATION:

Plan Commission motion from September 29, 2021:

A motion to approve the CSM for Lot 25 Park Estates (1025/1027 Tanager St) and Lot 26 Park Estates (1029/1031 Tanager St.) was made by Ter Beest and seconded by Nickel. Roll Call: TerBeest – Aye; Daane- Aye; Dobbratz – Aye; Medema – Aye; Nickel – Aye. Carried 5-0.

ATTACHMENTS:

Certified Survey Map

RECCOMENDED MOTION:

Motion to approve the Certified Survey Map of Lots 25 & 26 of Park Estates Subdivision



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PROJECT NO. 15987005

DRAWN BY: T. DAVIS

SURVEYOR: M. LAUE

FILE NO. TANAGER CSM.DWG

SHEET NO. 2 of 2

OWNER:

ACS RBHS LLC.
1027 TANAGER ST.
WAUPUN WI, 53963

FOND DU LAC COUNTY CERTIFIED SURVEY MAP #

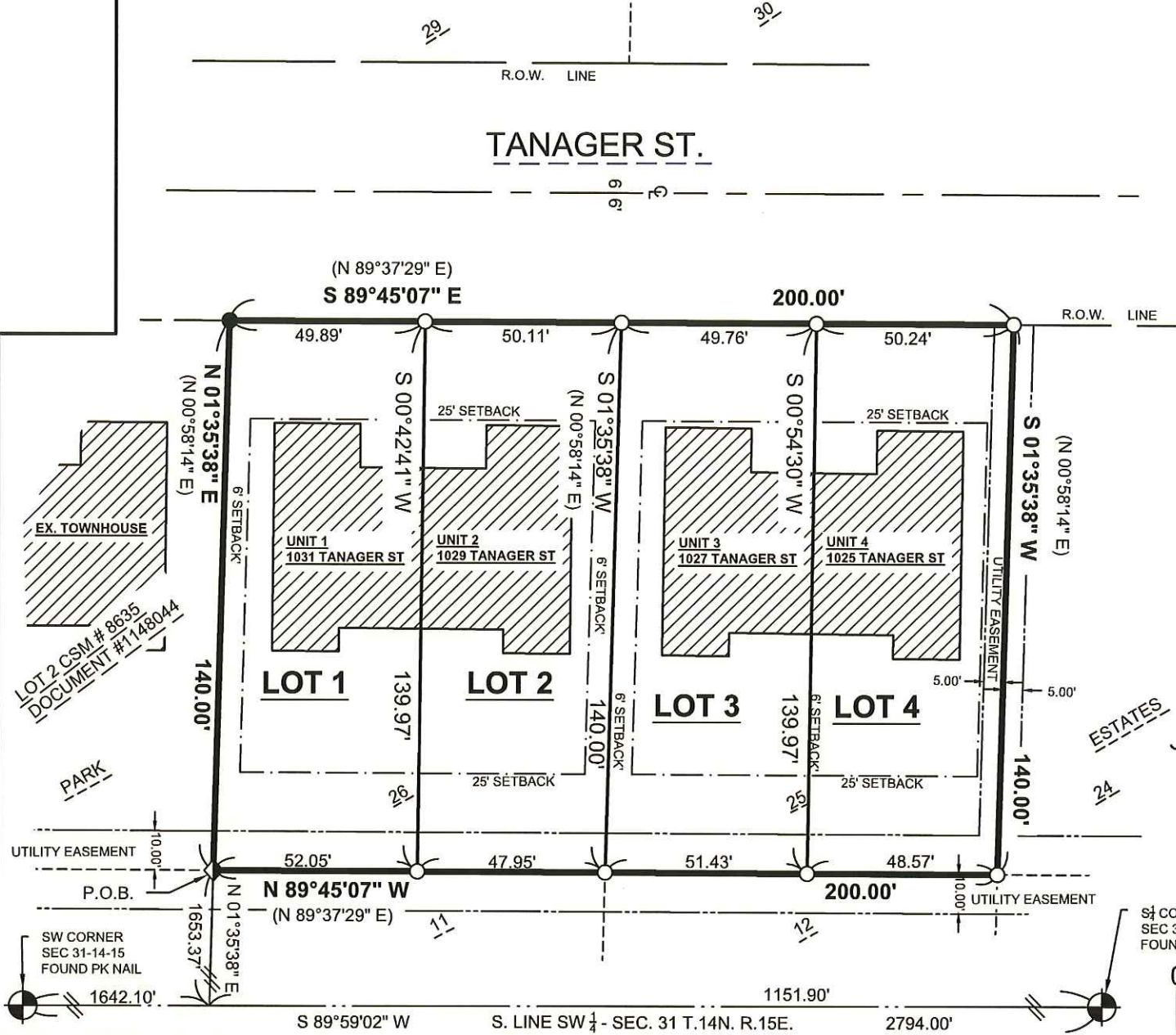
A RESURVEY OF LOTS 25 AND 26 OF PARK ESTATES SUBDIVISION AS
RECORDED IN VOLUME 13 PAGE 42 AND 43 IN THE FOND DU LAC
COUNTY REGISTER OF DEEDS OFFICE AND BEING PART OF THE NE 1/4
- SW 1/4 OF SECTION 31, T.14N., R.15E., CITY OF WAUPUN, FOND DU LAC
COUNTY, WISCONSIN.

SAID PARCEL IS SUBJECT TO ALL EASEMENTS
AND AGREEMENTS RECORDED AND UNRECORDED.

BEARINGS ARE REFERENCED TO THE
FOND DU LAC COUNTY COORDINATE SYSTEM
SOUTH LINE OF THE SW 1/4 OF SECTION 31
WHICH BEARS S 89°59'02" W

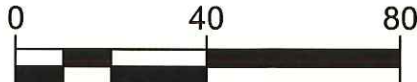


LOT 1 AREA:	7,134± SQ. FT. 0.164± ACRES
LOT 2 AREA:	6,862± SQ. FT. 0.158± ACRES
LOT 3 AREA:	7,082± SQ. FT. 0.162± ACRES
LOT 4 AREA:	6,914± SQ. FT. 0.159± ACRES
TOTAL AREA:	27,992± SQ. FT. 0.643± ACRES



LEGEND	
●	FD. SECTION CORNER
◆	FD. 1" IRON PIPE
○	SET. 3/4" BY 18" IRON ROD - 1.50 LBS / FT
●	FD. 3/4" IRON ROD

S. CORNER
SEC 31-14-15
FOUND CUT CROSS





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PROJECT NO. 15987005
DRAWN BY: T. DAVIS
CHECKED BY: M. LAUE
FILE: TANAGER CSMS.DWG
SHEET NO. 2 OF 2

FOND DU LAC COUNTY CERTIFIED SURVEY MAP # _____


SURVEYOR'S CERTIFICATION

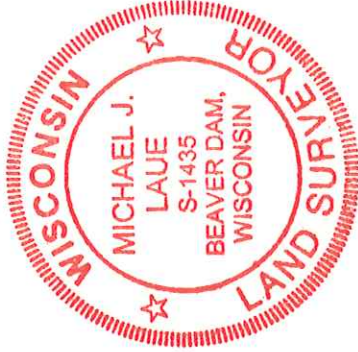
I, Michael J. Laue, Professional Land Surveyor of the State of Wisconsin do hereby certify that by order of the ACS RBHS LLC, I have made a resurvey of Lots 25 and 26 of Park Estates Subdivision as recorded in Document # 457223, Volume 13, Page 42 and 43, being part of the NE 1/4 of the SW 1/4 of Section 31, Town 14 North, Range 15 East in the City of Waupun, Fond du Lac County, Wisconsin and being more particularly described as follows:

LEGAL DESCRIPTION

Lots 25 and 26 of Park Estates Subdivision Document #457223, Volume 13, Page 42 and 43, being part the NE 1/4 of the SW 1/4 of Section 31, Town 14 North, Range 15 East in the City of Waupun, Fond du Lac County, Wisconsin.

I further certify that this map is a correct representation of all of the exterior boundaries of the land surveyed and the division of that land, that I have complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes and the City of Waupun Subdivision Control Ordinance in surveying and mapping the same to the best of my knowledge and belief.


MICHAEL J. LAUE



CITY OF WAUPUN APPROVAL

This Certified Survey Map is hereby approved by the City of Waupun.

JULIE NICKEL
MAYOR

Date



AGENDA SUMMARY SHEET

MEETING DATE: 10-12-21

TITLE: Plan Commission Recommendation- Certified Survey Map (CSM) of Lot 29 of Park Estates Subdivision (1028 and 1030 Tanager St.)

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

PRESENTER: Mayor Julie Nickel

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	

ISSUE SUMMARY

At the September 29, 2021 Plan Commission meeting, motion was made unanimously to recommend approval of the CSM provided by MSA Professional Services on behalf of ACS RBJS LLC for the resurveying of Lot 29 of Park Estates Subdivision for the development of 1028 and 1030 Tanager Street.

STAFF RECCOMENDATION:

Plan Commission motion from September 29, 2021:

Lot 29 Park Estates (1028/1030 Tanager St) was made by Dobbratz and seconded by Ter Beest. Roll Call: Daane – Aye; Dobbratz – Aye; Medema – Aye; Nickel – Aye; TerBeest – Aye. Carried 5-0.

ATTACHMENTS:

Certified Survey Map

RECCOMENDED MOTION:

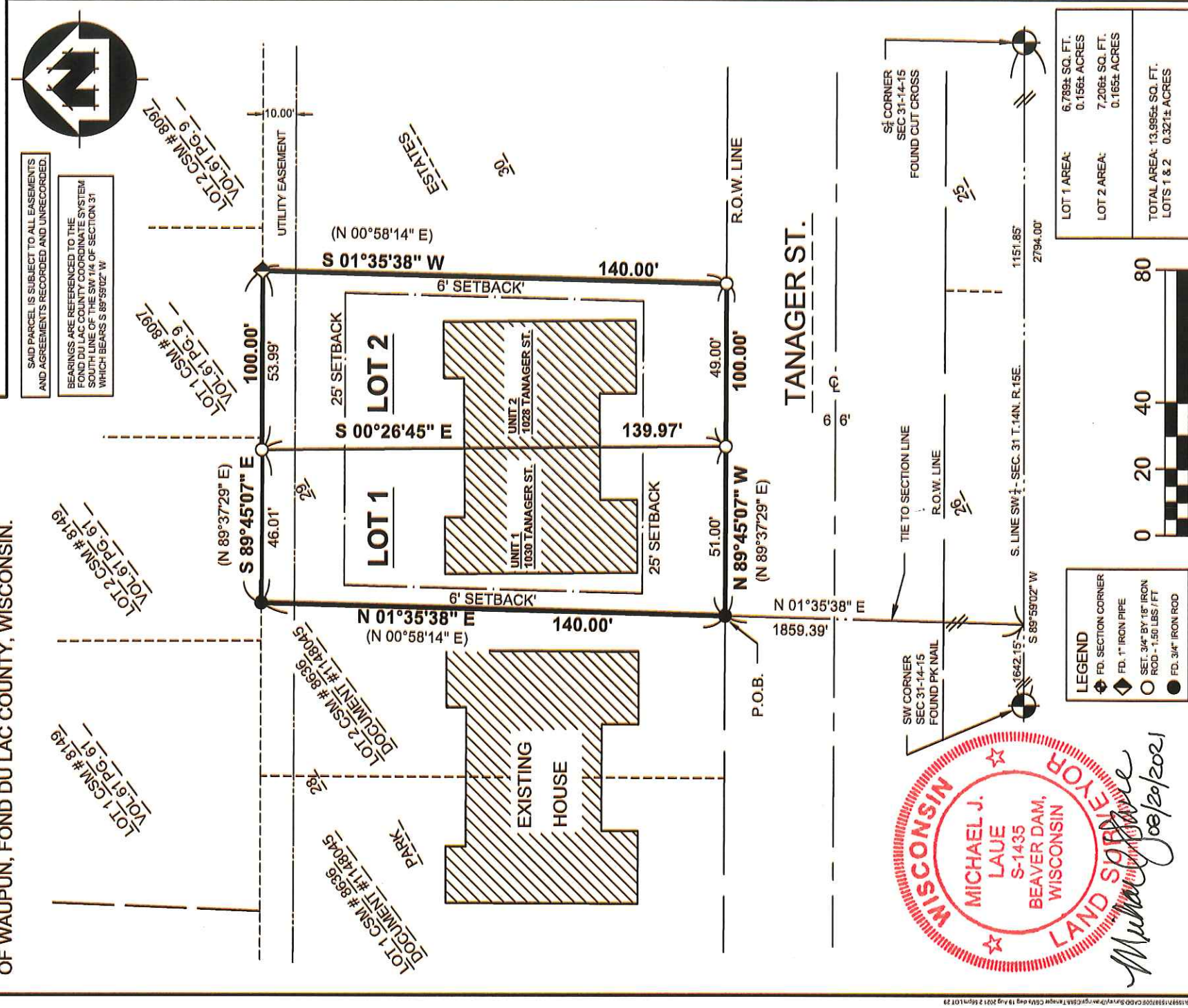
Motion to approve the Certified Survey Map of Lot 29 of Park Estates Subdivision



SHEET NO 1 of 2

WAUPUN, WI 53963

A RESURVEY OF LOT 29 OF PARK ESTATES SUBDIVISION AS RECORDED IN VOLUME 13 PAGE 42 AND 43 IN THE FOND DU LAC COUNTY REGISTER OF DEEDS OFFICE AND BEING PART OF THE NE 1/4 - SW 1/4 OF SECTION 31, T. 14N., R. 15E., CITY OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN.





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PROJECT NO. 15987005
DRAWN BY: T. DAVIS
CHECKED BY: MICHAEL LAUE
FILE: TANAGER CSMS.DWG
SHEET NO. 2 OF 2

FOND DU LAC COUNTY CERTIFIED SURVEY MAP # _____

SURVEYOR'S CERTIFICATION

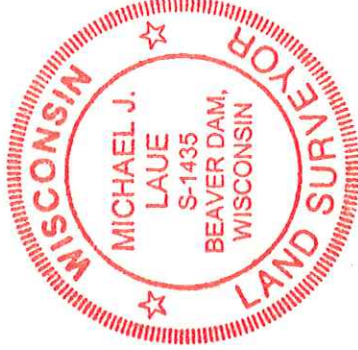
I, Michael J. Laue, Professional Land Surveyor of the State of Wisconsin do hereby certify that by order of the ACS RBHS LLC, I have made a resurvey of Lot 29 of Park Estates Subdivision as recorded in Document # 457223, Volume 13, Page 42 and 43, being part of the NE 1/4 of the SW 1/4 of Section 31, Town 14 North, Range 15 East in the City of Waupun, Fond du Lac County, Wisconsin and being more particularly described as follows:

LEGAL DESCRIPTION

Lot 29 of Park Estates Subdivision Document #457223, Volume 13, Page 42 and 43, being part the NE 1/4 of the SW 1/4 of Section 31, Town 14 North, Range 15 East in the City of Waupun, Fond du Lac County, Wisconsin.

I further certify that this map is a correct representation of all of the exterior boundaries of the land surveyed and the division of that land, that I have complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes and the City of Waupun Subdivision Control Ordinance in surveying and mapping the same to the best of my knowledge and belief.


Michael J. Laue



CITY OF WAUPUN APPROVAL

This Certified Survey Map is hereby approved by the City of Waupun.

JULIE NICKEL
MAYOR

Date



AGENDA SUMMARY SHEET

MEETING DATE: 10-12-21

TITLE: Transit Committee Recommendation- Intent to Award a Contract for Taxi Service to Brown Cab Services, Inc. Effective January 1, 2022

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

PRESENTER: Sarah Van Buren, AICP
Comm. & Ec. Development Coordinator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe & Accessible Community	\$26,000	

ISSUE SUMMARY:

The Shared Ride Taxi Service contract for the City of Waupun will expire December 31, 2021. Following the Wisconsin Department of Transportation (WisDOT) guidelines, the City advertised for proposals requesting a 5-year term to begin January 1, 2022. Proposals were independently reviewed and scored by an Evaluation Committee made up of the following:

- Pete Kaczmariski, Alderman
- Will Langford, Alderman
- Scott Loudon, Chief of the Waupun Police Department
- Julie Nickel, Mayor
- Nancy Vanderkin, Alderman

The Evaluation Committee independently and collectively ranked the proposals agreeing that the preferred provider is Brown Cab Services, Inc. The WisDOT, who has since given the City permission to award the contract, has reviewed the Committee's work. The Technical Scores, Price Scores, Total Scores and Ranking are as follows:

Provider	Technical Score	Price Score	Total Score	Rank
Brown Cab Services, Inc.	294	150	444	1
Mobility Transformation, Inc.	243.5	120	362	2

The taxi program is funded by Federal & State funds along with local fares.

STAFF RECOMMENDATIONS:

At the September 22, 2021 Waupun Transit Committee, recommendation was made to award Brown Cab Inc. with the 5 year shared ride taxi contract.

ATTACHMENTS:

None.

MOTIONS FOR CONSIDERATION:

Motion to issue the letter of intent to award the 5-year shared ride taxi contract to Brown Cab Services, Inc.



AGENDA SUMMARY SHEET

MEETING DATE: 10-12-21

TITLE: Quote to Repair Waupun Fire Dept Ladder Truck

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: BJ De Maa, Fire Chief

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe Community	\$4,200	

ISSUE SUMMARY:

As you know the ladder truck is on the equipment replacement schedule for 2023 with an anticipated replacement cost of \$1.5M. As we continue working on budgets and planning, we are evaluating all options, including costs associated with refurbishing our current ladder truck. Condition of the ladder truck was reviewed by Rennert's, a fire equipment service company. Corrosion in the area of the torque box and frame was discovered that needs immediate attention. The torque box and frame provides a majority of the strength for the ladder on the vehicle. The area identified is rusting and corroding and needs to be addressed before salt is applied to the road to prevent further damage. Rust/corrosion and damaged hydraulic hoses could cause critical failure of the apparatus.

STAFF RECOMENDATION:

Approve estimate from Rennert's and repair the ladder truck

ATTACHMENTS:

Rennert Quote

MOTION

Motion to approve a quote for \$4,200 from Rennert's Fire Equipment Service, Inc. to repair corrosion and any associated hydraulic hose damage on the fire department ladder truck as presented.

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--	--



Estimate

Markesan, WI 53946

Fax #
920-398-8026

DATE	ESTIMATE #
10/4/2021	7834

NAME / ADDRESS
Waupun Fire Department 16 E. Main Street Waupun, WI 53963

Ship To
Waupun Fire Department 16 E. Main Street Waupun, WI 53963

P.O. NO.

ITEM	DESCRIPTION	QTY	COST	TOTAL
	Aerial Repair			
	Issues to be addressed ASAP, torque box for aerial and frame above rear tandem axle. This area is rusting and corroding and needs to be addressed now so it does not cause further damage. Rust/corrosion needs to be removed from torque box and frame above rear tandem axle and seal. Need to go through and replace dry rotted hydraulic hoses as needed. Both of these issues could cause critical failure. These repairs should be made before salt is applied to the road, reason being that we do not want any more damage to aerial torque box.			
Shop Supplies	Misc. Shop Supplies, steel prep, steel sealer.	1	500.00	500.00
Carwell	Application of Carwell Rust Inhibitor	1	250.00	250.00
Labor	To repair, prep, and seal frame and aerial torque box.	30	115.00	3,450.00
	Hydraulic hose repair would be time and material.			
Any questions please call Manny at 920-398-1033		TOTAL \$4,200.00		
Thank you!!				

SIGNATURE/DATE
