



A G E N D A
CITY OF WAUPUN COMMON COUNCIL MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, October 08, 2019 at 6:00 PM

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. Dodge County Circuit Court Judge Candidate Jim Sempf

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.

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

- [2.](#) Common Council 8-13-19
- [3.](#) Business Improvement District 8-14-19
- [4.](#) Plan Commission 8/20/19
- [5.](#) Special Common Council 8-20-19
- [6.](#) Utility Commission 9-9-19
- [7.](#) Council 9-10-19
- [8.](#) Police and Fire Commission 9-11-19
- [9.](#) Recreation Board 9-23-19
- [10.](#) Library 9-23-19
- [11.](#) Negotiations Committee 9-24-19
- [12.](#) Special Council 9-24-19

DEPARTMENT REPORTS

- [13.](#) Library
- [14.](#) Building Inspector
- [15.](#) Fire
- [16.](#) Police
- [17.](#) Recreation
- [18.](#) Public Works
- [19.](#) Administrator

FUTURE MEETINGS AND GATHERINGS INVOLVING THE COMMON COUNCIL

- [20.](#) Future Meetings & Gatherings

PAYMENT OF THE BILLS

- [21.](#) Authorize Payment of Expenses

LICENSES AND PERMITS

- [22.](#) Approval of License and Permits

ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION/ACTION

RESOLUTIONS & ORDINANCES *(Roll Call)*

- [23.](#) Resolution Providing for The Sale of Approximately \$5,405,000 Water and Electric System Revenue Refunding Bonds, Series 2019
- [24.](#) Resolution Withdrawal from WI Public Employer's Group Health Insurance
- [25.](#) Ordinance to amend Ch.6.03(2) entitled Traffic Code-Other Intersection Controls

CONSIDERATION - ACTION

- [26.](#) Authorization to fill Lieutenant Investigator Position and Establish Pay Range
- [27.](#) Adoption of New Compensation Plan for Non-Represented and Non-Library Employees
- [28.](#) Presentation of the 2020 Proposed Budget *(No Action)*

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

- [29.](#) Mayoral Appointment to the Waupun Recreation Board
- [30.](#) Real estate Acquisition Service RFP - Phase 2 of Madison St Construction (Lincoln St. to Doty St.)

CLOSED SESSION

The Waupun Common Council will adjourn in closed session under Section 19.85 (1)(e) of the WI Statutes for the following:

(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.

- 31. Negotiations of Property Located at 520 McKinley Street, Waupun

OPEN SESSION

The Waupun Common Council will reconvene in open session under Section 19.85(2) of the WI Statutes.

ACTION FROM CLOSED SESSION

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.



MINUTES
CITY OF WAUPUN COMMON COUNCIL MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, August 13, 2019 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 Mayor Nickel, Alderman Westphal, Alderman Kaczmariski, Alderman Mielke, Alderman Matoushek, and Alderman Vanderkin. Members absent and excused are Alderman Vossekuil.

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, Finance Director Oosterhouse, Library Director Jaeger, Fire Chief Demaa, Recreation Director Kaminski, Police Chief Loudon, Public Works Director Daane, and Utility General Manager Posthuma. No staff is absent.

Other City Staff present is Economic Development Coordinator Sarah Van Buren and Code Enforcer Mike Beer.

Those in the audience is Robert Ballweg of Ballweg's Real Estate, Scott Brittain and Paris Donahu of the Brittain House, Julie Hanson of ATC, Jim Hartung of Valido Homes, and Steve and Michelle Foote.

Media present is Kevin Haugen of WBEV.

PERSONS WISHING TO ADDRESS COUNCIL

Scott Brittain of the Brittain House appears before the Council in regards to the possibility of the sale of the City owned parking lot, which his customer and employees use. The City has sold the lots next to the parking lot and Brittain states he is not against expansion but concerned of what the loss of the parking lot will do to his business. He hopes he can work something out to keep a smaller lot, if needed.

CONSENT AGENDA

Motion Matoushek, second Vanderkin to approve the Consent Agenda. Motion carried 5-0 on roll call.

ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION/ACTION

No items are requested to be removed from the Consent Agenda.

CONSIDERATION - ACTION

ATC Communications Easement Petition and Resolution

Julie Hanson, Real Estate Representative for ATC, is before the Council for consideration of a Resolution Authorizing the Mayor and Common Council to Execute an Easement Grant to American Transmission Company LLC, A Wisconsin Corporation. ATC is requesting an underground easement in order to place cables to be installed in conduit to control and monitor the 69kV line associated equipment in the Waupun Main substations. Posthuma states he has been working with ATC on this and recommends the Resolution.

Motion Vanderkin, second Matoushek to approve Resolution 08-13-19-01 Authorizing the Mayor and Common Council to Execute an Easement Grant to American Transmission Company LLC, A Wisconsin Corporation. Motion carried 5-0 on roll call.

Consideration of Class B Liquor and Fermented Malt Beverage License - Jeff Collien

At the June 11, 2019 Common Council meeting, Jeff Collien of ABBJ & Investments LLC, applied for a Class B Liquor and Fermented Malt Beverage License for the business, Wine and Unwined, located at 310 E. Main Street, Waupun. At the time of the application, construction of the premises and inspections were not complete. Due to this, the Council approved the license contingent upon approval of inspections and all payments and delinquencies owed to the City be paid in full, not to exceed sixty (60) days. The sixty-day extension concluded on August 10, 2019.

Motion Kaczmariski, second Westphal to approve the Class B Liquor and Fermented Malt Beverage License to Jeff Collien of ABBJ & Investments LLC for the business Wine and Unwined, located at 310 E. Main Street, Waupun contingent upon approval of inspections and all payments and delinquencies owed to the City be paid in full, not to exceed October 31, 2019. Motion carried 5-0 on roll call.

Consideration to Award a Request for Proposal for the Housing Study and Needs Analysis Services

The City issued a Request for Proposal for services to develop a housing study based on recommendations identified in the 2040 Comprehensive Plan. Volunteers from the Waupun Community Aging Coalition reviewed the three proposals submitted (Cedar Corporation, Martenson & Eisele, and MSA). The review panel requested staff to conduct follow-up interviews for two (Cedar Corporation and MSA) of the three firms. Based on the information received during the follow-up interviews, and favorable reference checks, the review panel made recommendation for the Common Council to accept the request for proposal from Cedar Corporation.

Motion Matoushek, second Westphal to award the request for proposal to Cedar Corporation to provide the Housing Study and Needs Analysis Services in an amount not to exceed \$20,000. Motion carried 5-0 on roll call.

CLOSED SESSION

Motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (e) of the WI Statutes for Land Negotiations for Tanager Street TID 8, Land Negotiations for Spirits Field TID 5, and Investment of public funds for property located at 520 McKinley Street. Motion carried 5-0.

OPEN SESSION

Motion Westphal, second Matoushek to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion carried 5-0.

ACTION FROM CLOSED SESSION

Investment of public funds for property located at 520 McKinley Street

Schlieve provides an option to the Waupun Historical Society for the purchase of 520 McKinley Street for \$1.00 and be executed no later than the end of the year. Closing would then occur no later than June 30, 2020. At that time, the Waupun Historical Society would need to vacate the building of all their possessions. The City would then be looking for a developer for the site, considering financing for demolition, and returning to council with a developer's agreement by the end of the year.

Motion Matoushek, second Kaczmariski to approve the option to purchase 520 McKinley Street as presented for the price of \$1. It is understood, that the City would incur additional costs associated with building demolition but that those costs will be outlined prior to execution of the option to purchase. Motion carried 5-0 on roll call.

ADJOURNMENT

Motion Vanderkin, second Matoushek to duly call the meeting adjourned at 8:34pm.



MINUTES
CITY OF WAUPUN BUSINESS
IMPROVEMENT DISTRICT MEETING
Waupun City Hall – 201 E. Main Street,
Waupun WI
Wednesday, August 14, 2019 at 7:00 AM

Committee Members Present:

Krista Bishop
Gary DeJager
Jan Harmsen
John Karsten
Rich Matravers
Teresa Ruch

Committee Members Absent:

Jack Dunham
JohnTheune
Al Verhage
Tyler Schulz

Staff Present:

Kathy Schlieve..... Administrator
Sarah Van Buren..... Community & Economic Development Coordinator

Audience Present:

Tana Barsch Our Bar
Bob Barsch Our Bar

Call to Order

Chair Bishop called the meeting to order at 7:01 a.m.

Roll Call of Board Members

Roll call and quorum determined.

Public Comment

None.

1. Approval of Consent Agenda

- A. Approval of July 10, 2019 Minutes
 - I. A motion to approve the July 10, 2019 minutes was made by Mr. Matravers and seconded by Mr. Karsten, passing unanimously.
- B. July Financial Statement
 - I. A motion to approve the July financial statement was made by Ms. Harmsen and seconded by Mr. DeJager, passing unanimously.

2. New applications for Review and Consideration

- A. Tana Barsch, Our Bar, submitted a Façade Improvement Program application for the property located at 433 E. Main St. for the installation of new sleeves to reflect the new logo on the signage. The total project cost is \$2,610.18. Staff recommends approval. Motion made by Mr. Karsten and seconded by Mr. Matravers to approve 50% of the total project cost, not to exceed \$1,305.09, passing unanimously.

3. Discussion Items

A. Recap of July 2019 Visioning Session with Errin Welty

- I. Ms. Van Buren and members of the BID provided a summary of the discussion and activities that came out of the session facilitated by Ms. Welty, Downtown Development Program Manager at WEDC. The discussion will assist both the BID and CDA in setting priorities for the upcoming year. A summary will be included in the agenda packet for next month's meeting.
- II. Members of the board who attended the visioning session also gave their impressions of the event

B. Update on 2020 Operational Plan

- I. Ms. Van Buren stated the discussion from the visioning session with Ms. Welty would provide the framework for the development of the 2020 Operating Plan and budget. Ms. Ruch, Ms. Despres, Mr. DeJager volunteered to assist with the development of the 2020 Operating Plan and budget. Rohn Bishop has confirmed that he would like to continue being involved from the property owner perspective. Ms. Van Buren will work with these members to identify a date to meet and the draft 2020 Operating Plan will be presented at a future BID meeting.
- II. Ms. Bishop would like to have this small group meet prior to the September meeting so the draft document can be on the agenda for discussion by the larger group.

C. Chamber of Commerce Update

In the absence of Ms. Despres, Administrator Schlieve stated the Chamber is seeking an outside facilitator to help with strategic visioning. She will make sure there is a voice from the BID when this activity occurs.

D. Administrator Report

- I. A historic tax credit workshop was held on July 15, 2019 with about 10 attendees. City staff is still waiting to hear back on the status of the National Historic Commercial District designation. Staff is also currently researching becoming a certified local government that will open the City up to additional funding opportunities.
- II. An update was provided regarding transitions occurring in the downtown. Currently there are nine commercial building are for sale. Staff is researching creating an entrepreneurial pop-up program in 2020 based on what other communities in the state have done.
- III. An update on the streetscaping efforts in downtown were discussed. The mural has been installed but due to construction installation of other streetscaping, elements have been delayed due to construction. Tweaks are also being made to the banners due to the recent historic district designation. Next year additional elements like a self-serve visitor kiosk, and its placement, will be considered.
- IV. There is been a lot of discussion regarding regional economic development partnerships. Currently the City is aligned with Envision Greater Fond du Lac, but staff is also looking to see if alignment with MadRep or Thrive makes better sense.
- V. At the August 13, 2019 Council meeting, a contract with Cedar Corporation was approved to conduct a housing study and needs analysis. As part of their work, input will be sought from business

stakeholders to give the City a better sense of workforce housing needs.

VI. Dodge County will be applying for grants to help with broadband expansion.

VII. A mill and overly will be impacting portions of Brandon Street, Edgewood, Fond du Lac Street, and Jefferson. It is anticipated to be completed by early fall.

4. Advanced Planning

A. Possible future agenda items

I. New application(s), if any

II. Establish a direction for the BID through update of the Operational Plan

III. Review of ordinances pertaining to the BID

B. Date of next schedule meeting

I. The next meeting is scheduled for September 11, 2019

5. Adjourn

The motion to adjourn was made by Ms. Harmsen and seconded by Mr. DeJager, passing unanimously. The meeting adjourned at 7:46.a.m.



MINUTES (APPROVED 9/18/19)
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, August 20, 2019 at 4:45 PM

CALL TO ORDER

The City of Waupun Plan Commission met at 4:45 pm in the Council Chambers, City Hall, on August 20, 2019.

ROLL CALL

Members Present: Julie Nickel, Fred Lueck, Mike Matoushek, Elton TerBeest, Jerry Medema, and Jeff Daane

Members Excused: Derek Drews

Staff Present: Kathy Schlieve, Sarah VanBuren, and Susan Leahy

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

Chairman Nickel asked if there were any persons wishing to address the committee on any issue not included on today's agenda. Hearing nothing, Chairman Nickel proceeded to address the items listed for Consideration and Action on today's committee agenda

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Chairman Nickel indicated the next scheduled Plan Commission meeting would be Wednesday, September 18, 2019.

CONSIDERATION - ACTION

Approve minutes of the July 17, 2019 meeting.

Chairman Nickel called for a motion to approve the minutes of the July 17, 2019 meeting. Motion by Medema, seconded by TerBeest to approve the minutes of the July 17, 2019 meeting as presented. Motion carried, unanimously, minutes approved.

Certified Survey Map of Lot 19 of Mayfair Estates.

Susan Leahy, City Zoning Administrator indicated that Lot 19 of Mayfair Estates presently contains a duplex under construction. It is now proposed to divide the duplex down the center and convert it into two single family residences with a zero lot line. The CSM notes the western unit (1) is owned by Doreen Nitschke and the eastern unit (2) is owned by Shane Rhodes. Leahy indicated each lot would contain the required minimum 6,000 sq. ft. and the structure would meet all required yard and street setbacks.

She also noted that a City Conditional Use Permit will still be required for a Zero Lot line home. Mr. Rhodes indicated he has sold his home and needs to be out by October 1st and into his new one. Lueck feels the City is putting the cart before the horse as a Conditional Use Permit is still required for a Zero Lot Line home and if the Conditional Use Permit for a Zero Lot Line home is denied for some reason, the City will end up with a duplex over the lot line and in violation of the Zoning Ordinance. The Conditional Use Permit should be acted on before a CSM is approved by the Council and recorded.

Motion by Medema, seconded by Matoushek to send a favorable recommendation to the City Council to approve the CSM to divide Lot 19 of Mayfair Estates, City of Waupun into two lots for a future Zero Lot Line home.

Vote: Daane, Medema, TerBeest, Matoushek, and Nickel - "AYE"

Lueck - "NAY".

Motion carried 5/1

ADJOURNMENT

Motion by Matoushek, seconded by Daane to adjourn the meeting. Motion carried, meeting adjourned at 4:58 pm.

Fred Lueck

Secretary



MINUTES
CITY OF WAUPUN COMMON COUNCIL SPECIAL
MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, August 20, 2019 at 5:30 PM

CALL TO ORDER

Mayor Nickel called the meeting to order at 5:30pm.

ROLL CALL

Council in attendance on roll call is Mayor Nickel, Alderman Westphal, Alderman Kaczmariski, Alderman Vossekul, Alderman Mielke, Alderman Matoushek, and Alderman Vanderkin. No members are absent.

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, Finance Director Oosterhouse, Library Director Jaeger, Fire Chief Demaa, Recreation Director Kaminski, Police Chief Loudon, Public Works Director Daane, and Utility General Manager Posthuma. No staff is absent.

Other City Staff present is Economic Development Coordinator Sarah Van Buren and Code Enforcer Mike Beer.

Those in the audience is Patrick Glynn of Carlson Dettmann and Carrey Terlisner and Mike Schwandt of the Marshland Riders.

No media is present.

CONSENT AGENDA

Future Meetings & Gatherings, License and Permit Applications, Expenses

Motion Vanderkin, second Matoushek to approve the Consent Agenda. Motion carried 6-0 on roll call.

RECOMMENDATIONS FROM BOARDS, COMMITTEES, COMMISSIONS

Certified Survey Map- Re-division of Lot 19 Mayfair Estates

Shane Rhodes has submitted a Certified Survey map which divides Lot 19 of Mayfair Estates for construction of a duplex. Plan Commission has made recommendation for approval.

Motion Westphal, second Vossekul to approve the Certified Survey Map for the purpose for re-division of Lot 19 Mayfair Estates. Motion carried 6-0 on roll call.

ORDINANCES AND RESOLUTIONS

3. Consideration for Creating an Ordinance to Allow ATV-UTV's on City Streets

Discussion was heard on the consideration of ATV/UTV usage on City streets. Discussion consisted of establishing hours of operation and access to designated streets or all City streets. Police and Fire Chief provide opposition to an ordinance change due to safety factors and liability. Terlisner requests, if approved, the City staff install signage

Motion Westphal, second Matoushek for the creation of a draft ordinance to allow ATV/UTV access on all City streets. Said ordinance is to include drivers must possess a valid driver's license, speed not to exceed posted speed limit, follow state guidelines, no limit to hours of operation but will be negotiated. Motion failed due to a 3-3 tie vote with Kaczmariski, Vanderkin, and Mielke voting Nay. Due to tie vote, the Mayor votes Aye and motion carried.

4. Ordinance to Amend Ch. 27 Entitled Municipal Court

Due to the City of Mayville joining the Beaver Dam Municipal Court, all municipalities involved are required to revise their municipal ordinance to include the City of Mayville.

Motion Matoushek, second Kaczmariski to adopt Ordinance 19-05 to amend Chapter 27, Sections 27.01 and 27.06 entitled Municipal Court to include the City of Mayville. Motion carried 6-0 on roll call.

5. Resolution Authorizing Lowering Property Tax Equivalent for the Water Utility

At the August 12, 2019 Waupun Utilities Commission meeting, recommendation was made to the Council for consideration of a resolution authorizing a lower water property tax equivalent for the years 2019 to 2026 at a level of 14% of total annual water revenues to provide financial relief to the water utility ensuring water rates continue to be adequate to meet operation and maintenance needs and continue to replace aging water infrastructure.

Mielke is in opposition as he doesn't feel we should be subsidizing the utilities at this level. This is revenue that the City can use.

Motion Matoushek, second Kaczmariski to approve Resolution 08-20-19-01 Authorizing Lower Property Tax Equivalent for the Water Utility. Motion carried 5-1 with Mielke voting Nay.

6. Resolution to Support Census 2020 Partnership and Establish a Complete Count Committee

Due to the 2020 Census, municipalities are being requested to create committees to aid in collecting the census information in their community.

Motion Vanderkin, second Matoushek to approve Resolution 08-20-19-02 to Support 2020 Census Partnership and Establish a Complete Count Committee. Motion carried 6-0 on roll call.

7. Resolution to Support Dodge County Broadband Expansion

Dodge County officials are working to submit a grant to expand broadband service throughout the county and request municipalities support.

Motion Kaczmariski, second Westphal to approve Resolution 08-20-19-03 In Support of Dodge County Broadband Expansion. Motion carried 6-0 on roll call.

CONSIDERATION-ACTION

8. Carlson Dettmann Compensation Study-Patrick Glynn

Patrick Glynn of Carlson Dettmann provides an overview of the information resulting from the compensation study which began in April 2019. Workforce demographics provides a descent longevity and age demographics which puts us in a good position for employee retention. Recommendations may consist of job title changes, job placement in relation to salary vs. hourly, and job evaluations.

9. Approve Nominal Payment Parcel Report for STH 68 Resurface, WI DOT Project 6070-02-20 and 607-02-21

The DOT will be resurfacing Hwy 68 from the City of Fox Lake to Hwy 49/Main Street, Waupun. This project will require ADA sidewalk and ramps. The DOT will acquire temporary limited easements which will provide payment to local property owners along Fox Lake Road. The DOT requires municipalities to issue the payments provided on the Nominal Payment Parcel Report to the owners and then submit for reimbursement.

Motion Matoushek, second Vossekuil to approve the Nominal payment Parcel Report for the resurfacing of Hwy 68. Motion carried 6-0 on roll.

10. Municipal Code & Code Compliance Review

Fire Chief Demaa and Code Enforcer Beer provide the increase of demand on staff due to code enforcement issues. Over a three-year period there has been a 60% increase in ordinance complaints and calls. Policy change will provide the landlord/owner getting one warning to fix the issue, if they don't comply, a citation is issued. Previously, VandeZande mentioned to Demaa and Beer to communicate with other municipalities on their call volume to compare if ours is unique or a commonality and inquire on their practices. Westphal comments if the City could mandate training for landlords of what their responsibilities are. Westphal requests the listing from Beer of those landlord violators as the Dodge County Sheriff's department is coordinating a landlord training session and attempting to organize a Dodge County Landlord Association.

ADJOURNMENT

Motion Matoushek, second Vanderkin to call the meeting adjourned at 7:53pm. Motion carried 6-0.

Angela Hull, Clerk

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, September 9, 2019**

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

Commissioners Gerritson, Heeringa, Homan, Kaczmarski, Mielke, and Thurmer were present. Westphal was absent with notice.

Motion made by Thurmer, seconded by Gerritson and unanimously carried, to approve the minutes from the August 12, 2019, regular meeting.

On motion by Thurmer, seconded by Homan and unanimously carried, bills for the month of August 2019 were approved as presented.

Written reports were provided to commissioners from the departments of General Manager, Water & Sewer Maint/Treatment Supervisor and Electric Operations Supervisor.

Finance Director reported that August financial reports will be reviewed at the October 2019 meeting. For future meetings, financial reporting will have a one month lag due to the switch to end of month bill processing for all customers. The billing takes additional time to process, which delays balancing the month's financial activity.

Phil Cosson, Ehlers Senior Municipal Advisor, presented information on refunding 2014 and 2016 water and electric revenue bonds. The refinancing would allow stable cash flow, reduce the potential need for future rate increases, and avoid new debt issuances for needed water infrastructure replacements as planned.

Motion by Kaczmarski, seconded by Thurmer, to approve proceeding with refunding the 2014 and 2016 Electric and Water Revenue Bonds by engaging Ehlers and other parties required to complete the sale of new revenue bonds. Motion carried, with a vote of four votes aye, and one vote nay.

Discussion held on steps needed to complete the purchase of Area 4 from Alliant Energy as part of the Territorial Boundary Agreement. Motion made by Thurmer, seconded by Homan, to amend the 2019 Electric utility budget to include \$171,495 to purchase electric distribution assets from Alliant Energy for transfer area 4 in accordance with the master territorial agreement. Motion carried unanimously.

Finance Director presented Test Year 2023 Revenue requirement information as part of a sewer rate study. This is one component of the sewer rate study in analyzing future cash required to run the sewer utility pending upcoming phosphorus mandates to effluent discharge from the wastewater facility.

Motion made by Thurmer, seconded by Homan, to adjourn in closed session under Section 19.85 (1) (e) of the WI Statutes. Motion carried unanimously.

Motion made by Gerritson, seconded by Kaczmarski, and unanimously carried to reconvene in open session under Section 19.85 (2) of WI Statutes. No action taken from closed session.

On motion by Thurmer, seconded by Westphal and unanimously carried, the meeting was adjourned at 6:25 p.m.

The next commission meeting is scheduled on October 14, 2019, at 4:00 p.m.

Nancy Oosterhouse
Mapping/Admin Coordinator



MINUTES
CITY OF WAUPUN COMMON COUNCIL MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, September 10, 2019 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 Mayor Nickel, Alderman Westphal, Alderman Kaczmariski, Alderman Mielke, Alderman Matoushek, Alderman Vossekui, and Alderman Vanderkin. No members are absent.

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, Finance Director Oosterhouse, Library Director Jaeger, Fire Chief Demaa, Police Chief Loudon, Public Works Director Daane, and Utility General Manager Posthuma. Recreation Director Kaminski is absent and excused.

Other City Staff present is Economic Development Coordinator Van Buren and Accountant Kast.

No audience is in attendance.

Media present is Kevin Haugen of WBEV and Ken Thomas of Daily Citizen.

CONSENT AGENDA

Motion Vossekui, second Matoushek to approve the Consent Agenda. Motion carried 6-0 on roll call.

CONSIDERATION - ACTION

24. Accept Resignation to Recreation Board and Fill Vacancy

Due to time constraints, Randy Armga has submitted his resignation of his seat on the Board of Recreation. The Board of Recreation made motion at the August 26, 2019 meeting, to recommend the Common Council to accept his resignation and for the Mayor to fill the vacant seat.

Motion Vanderkin, second Vossekui to accept the resignation of Randy Armga to the Recreation Board and to authorize the Mayor to fill the vacancy. Motion carried 6-0 on roll call.

25. Budget Fundamental and Fiscal Monitoring: 2020 Budget Workshop

Schlieve and Kast presented the Fiscal Trend Monitoring System (FTMS) from ICMA (International City/County Management Association) which is a best practice in monitoring financial health of municipalities. Examination of financial trends over the 5-year period dating 2014-2018 and discussed implications of these trends on future budgets. Discussion only.

26. 2020 Draft Department Goals

A draft of departmental goals was provided for review and discussion.

ADJOURNMENT

Motion Vanderkin, second Matoushek to duly call the meeting adjourned at 6:47pm.

Angela J. Hull, Clerk



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION
Waupun Safety Building – 16 E. Main Street, Waupun WI
Wednesday, September 11, 2019 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.

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

ROLL CALL

Members present: John Bett, John Forsythe, Tara Rhodes, Michael Thurmer; Nancy Vanderkin (City Council Liaison).

Members absent (excused): Carole Cronin,

Also present: WFD Chief B.J. DeMaa; WPD Chief Scott Loudon.

MINUTES FROM PREVIOUS MEETING

Minutes from the June 19, 2019 and July 25, 2019 meetings were presented for approval. Motion to approve by J. Bett (J. Forsyth second, all in favor); minutes approved as presented.

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

WFD Chief DeMaa provided the following updates as they relate to the Fire Department:

- Staffing update: 2 individuals completed 1yr probation. Currently exploring options that would assist firefighters that have children and allow them to respond to more calls. This same program would also aim to provide support at extended events. Three new firefighters started August 28 and a cadet candidate has completed firefighter training and recently started paramedic program.
- Consolidation: discussions continue between city/township with goal to realize financial savings (equipment, sharing of services). Starting draft of financial language and governing structure; still in early stages.
- EMS: WFD participated in recent Dodge county discussions related to long-term EMS service staffing. Discussion about current LifeStar coverage and their ability to respond to 911 calls, inter-facility transfers and DOC populations with current resources. City is actively communicating with LifeStar to ensure adequate coverage for the needs of Waupun and surrounding area.
- Fire Prevention Week Oct 6-11: Currently working with school on visit schedules. October 7th is the Community Services Open House 5-8pm at the Waupun Safety Building.
- Emergency Preparedness Drill: completed with other facilities on August 1st. The successful drill simulated a chlorine spill at pump at the Waupun Aquatic Center's pool and resulted in recognition of a couple of opportunities for improvement.

WPD Chef Loudon provided the following updates as they relate to the Police Department:

- Retirement: Chief Loudon requested motions related to Officer Brian O'Donovan's 1/3/2020 retirement. Officer O'Donovan will be missed and has done a great job for the City of Waupun; especially recognized his key role as investigator in significant events. Motion to accept retirement of Officer Brian O'Donovan by J. Forsythe (J. Bett second, all in favor). Motion to put forth to Waupun City Council 9/24 to fill vacancy by J. Forsythe (J. Bett second, all in favor). Upon approval, the vacancy would be posted internally and externally with the goal of the start date occurring prior to Officer Brian O'Donovan leaving in an effort to shadow/train new hire for role. Qualified applicants will be reviewed, then interviewed by

PD, then selection narrowed to top candidates who would be presented to the Commission for final interview.

- **Death Investigation:** On August 14th, the WPD, along with Fire, EMS and County officers, responded to a call on Brandon Street; subject was uncooperative, violent and threatening. Officer initially responding to the call handled the situation very well. Subject was brought to hospital for medical clearance (following of department policy due to use of Tazer) and investigation began (residence secured, search warrants, assistance from District Attorney, etc.). Ongoing police presence was required and comes out of the WPD budget; but noted the County did help to cover twelve hours to provide needed respite for WPD officers. The State Crime Lab was present at the scene and provided guidance on processing of evidence. Subject is currently being held on prior drug charges, with pending charges forthcoming once evidence is processed. Chief Loudon noted a debrief occurred following the response and mental health support was provided/offered to those involved.
- **Possible Arson:** On August 17th, the WPD and WFD responded to a fire call at a mobile home on South Madison Street; subject was uncooperative and subsequently Tazed. Officer Brian O'Donovan is currently working on this case.
- **Call Volume:** Chief Loudon reporting the summer months have been busy with increased volumes. In addition to the two already-mentioned high-profile cases, Chief Loudon noted response to a Beaver Dam burglary call (the Waupun K9 was used to 'flush' out a hiding suspect which resulted in arrest) and car pursuit through Beaver Dam/Waupun/Fond du Lac in which the vehicle-theft suspects were apprehended.

CLOSED SESSION

The meeting was held in Closed Session under Section 19.85(1)(c) of the Wisconsin Statutes to update the Commission on two officer incidents which occurred while off-duty.

(Motion to go into Closed Session was made by J. Forsythe, second by J. Bett; all in favor).

OPEN SESSION

Open Session was reconvened under Section 19.85(2) of the Wisconsin Statutes at 5:05pm after motion from J. Bett (second by J. Forsythe, all in favor).

ACTION FROM CLOSED SESSION

No action from closed session.

ADJOURNMENT

Adjournment at 5:15pm (J Bett/J. Forsythe, all in favor).

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

Next Commission meeting to-be-determined based on anticipated interview schedule.

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

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 RECREATION BOARD MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Monday, September 23, 2019 at 4:30 PM

CALL TO ORDER

Recreation Board President Sullivan called the meeting to order at 4:30pm.

ROLL CALL

Those present on roll call are Larry Sullivan, Jan Harmsen, Amy Ewert, Mike Matoushek, and Bobbie Vossekul. Member absent is Beth Lienhard.

City Staff in attendance is Public Works Director Daane.

No audience is in attendance.

No media is in attendance.

PERSONS WISHING TO ADDRESS THE RECREATION BOARD

No persons appeared before the Board.

FUTURE MEETINGS AND GATHERING INVOLVING THE RECREATION BOARD

1. Designation of Time for Future Meetings Involving the Board of Recreation

Discussion of the date of month, start time, and designation of the Board of Recreation meetings was heard. The consensus of the Board was to continue with the fourth Monday of each month and to be held at the Waupun Senior Center however it is understood that due to possible conflicts in the meeting room, the designation may need to be changed. The start time was desired to be changed to 430pm vs 6pm, with the understanding that it may need to be changed due to public participation. Board members are reminded if they are unable to attend, to contact President Sullivan or Recreation Director Kaminski.

Motion Harmsen, second Matoushek to revise the start time of the future meetings of the Board of Recreation to 4:30pm with the understanding that from time to time, adjustments may be necessary due to public participation. Motion carried 5-0.

2. 2019 Future Meetings & Gatherings Involving the Board of Recreation

The next scheduled meeting of the Board of Recreation is Monday, October 28, 2019 at 430pm at the Waupun Senior Center.

CONSIDERATION - ACTION

3. Approval of Recreation Board Minutes - August 26, 2019

Motion Harmsen, second Ewert to approve the Board of Recreation minutes from the July 22, 2019. Motion carried 5-0.

3. Sponsorship-Donations for Ash Tree Replacement in City Parks

The Waupun Recreation Board is looking to be part in the donation process and solicit donations for tree replacement in City parks, due to the Emerald Ash Borer damages. Terrace trees will not be replaced to aid with maintenance on street and curb due to the roots. Harmsen will discuss with the Lions Club for donations as they sponsor Dodge Park.

Motion Matoushek, second Vossekul to recommend to the Common Council that the Board of Recreation be granted approval to pursue fundraising for Ash Tree replacement in City parks. Motion carried 5-0.

DEPARTMENTAL REPORTS

4. YMCA of Dodge County

Jake Vandenberg is absent and excused but provided information on the 2019 season of aquatic center:

Total Attendance: 17,224

Total Concessions Revenue: \$14,323.54

Total Admissions/Passes Revenue: \$51,565

5. Department of Public Works

Daane reports on West End Park: Restroom updates are complete. As the Waupun Fine Arts wish to relocate the Concerts in the Park to West End Park, a cement slab will be poured tomorrow for placement of their concessions shed. Next Spring, gravel and blacktop will be placed for the basketball hoop area.

Public Works staff will begin weatherizing and closing the parks next week for the season except for the ball diamonds due to fall baseball leagues.

Discussion is heard on construction of a restroom at Pine Street Park vs the rental of a porta potty to cut costs of cleaning.

Was a good year for park maintenance, grass mowing, clean up, and very little vandalism. Lots of donations from sports teams for new equipment or repair coming in. The sports leagues and Public Works have a good working relationship.

ADJOURNMENT

Motion Ewert, second Matoushek to call the meeting adjourned. Motion carried 5-0.

Minutes of the Waupun Public Library Board Meeting September 23, 2019

In the absence of Library Board President Claudia Waskow, the monthly meeting of the Waupun Public Library Board was called to order by Dr. Bev Martens, Vice President, at 4:36 p.m. on Monday, September 23, 2019. Also present were Schultz, Westphal, Sullivan, Hintze, Jaeger, and Rohrer. Garcia was absent.

ARTICLE I: Motion by Sullivan, supported by Hintze, to accept the minutes of the August 19, 2019 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics

1. Circulation/downloads through end of August, 2019 was 100,007 items.
2. Library visits through the end of August 2019 was 49,660 people.
3. Rural circulation through the end of August 2019 was 26,499 items, up 3.8%.
4. Especially noted was Total Juvenile Circulation, which was up 11.2% through August 2019.

ARTICLE IV: Current budget was discussed. Three (3) line items will need to be watched.

ARTICLE V: Motion by Sullivan, supported by Rohrer, to pay the September bills. Motion carried 6-0 on roll call.

ARTICLE VI: No committee reports.

ARTICLE VII: Librarian's Report.

a. Future Programs:

- September 26, Fall Flower Arranging, 6 p.m.
- October 2, Tech Days 1-3 p.m. and 5-7 p.m.
- October 3, Movie 1 p.m. and 6 p.m.
- October 9, Lego/Game Night 4-8 p.m.
- October 10, Susan Karsten, Waupun Author, 6:30
- October 15, David Geschke, Waupun Author, 6:00
- October 17, Movie 1 p.m. and 6 p.m.

b. The elevator has now been repaired and is in good working order.

c. Faith Technologies continues to convert the present library lighting to LED lighting.

d. The annual WLA conference will be held October 9-11 at the Kalahari Convention Center in Wisconsin Dells.

e. The Transportation Subcommittee of the Aging Coalition surveys will be available at the Library, City Hall, and the Senior Center for residents to fill out.

ARTICLE VIII. No Old Business.

ARTICLE IX: New Business.

a. Motion by Sullivan, supported by Hintze, to approve the Yerges Van Liners, Inc. estimate of \$4,056.50 - \$4,551.50, for removal of all materials and shelving in the Children's section as preparation for new carpet to be installed and replace all shelving and materials after carpet installation, and to pay for this project with funds from the Library Trust Fund. Motion carried 6-0 on roll call.

b. Motion by Rohrer, supported by Schultz, to approve the carpet installation estimate of \$7,900 from Werner Harmsen for replacing a section of the carpeting in the Children's area, and to pay for this project with funds from the Library Trust Fund. Motion carried 6-0 on roll call.

c. Motion by Hintze, supported by Schultz, to approve the C. Braaksma Electric Inc. estimate of \$3,775 for the installation of (A) Wired doorbell system by the back service/staff entrance, and (B) Installation of outdoor receptacles on south east exterior of building, and to pay for this project with funds from the Library Trust Fund. Motion carried 6-0 on roll call.

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

Next tentative meeting: October 28, 2019, at *4:45 p.m. *Note the meeting time change.

SANDRA ROHRER Secretary
SR/bkj



MINUTES
CITY OF WAUPUN NEGOTIATIONS COMMITTEE
MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, September 24, 2019 at 5:00 PM

CALL TO ORDER

Chairman Westphal called the meeting to order at 5:00p.

ROLL CALL

Members present on roll call are Westphal, Vanderkin, and Mielke.

Others in attendance are Ex-Officio Mayor Nickel, Administrator Schlieve, Police Chief Loudon, and City Clerk Hull.

City Labor Attorney Kyle Gulya is joined via teleconference to provide information as requested as to the proceedings of the WPPA union negotiations.

PERSONS WISHING TO ADDRESS THE NEGOTIATIONS COMMITTEE

No persons are before the Committee.

CONSIDERATION - ACTION

1. WI Professional Police Association - Waupun Police Department Local 317 Successor 2020-2022 Bargaining Agreement Adoption

Labor Attorney Gulya provided this is a three-year contract which provides a 3% wage lift on year one and split wage percentage increases over the next two years. The wage settlements were due to concession by the Union in retirement and health insurance contributions.

Motion Vanderkin, Second Mielke to recommend to the Common Council to adopt the WI Professional Police Association - Waupun Police Department Local 317 Successor 2020-2022 Bargaining Agreement. Motion carried 3-0 on roll call.

ADJOURNMENT

Motion Vanderkin, Second Mielke to call the meeting adjourned at 5:19pm. Motion carried.



MINUTES
CITY OF WAUPUN SPECIAL COMMON COUNCIL
MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, September 24, 2019 at 5:30 PM

CALL TO ORDER

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

ROLL CALL

Council in attendance on roll call is Mayor Nickel, Alderman Westphal, Alderman Kaczmarski, Alderman Mielke, Alderman Matoushek, Alderman Vossekul, and Alderman Vanderkin. No members are absent.

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, Finance Director Oosterhouse, Library Director Jaeger, Fire Chief Demaa, Police Chief Loudon, Public Works Director Daane, and Utility General Manager Posthuma. Recreation Director Kaminski is absent and excused.

Other City Staff present is Economic Development Coordinator Van Buren, Accountant Kast, and Police Investigator Brian O'Donovan.

Audience in attendance is Recreation Chairman Larry Sullivan, Lorna O'Donovan, Molly Gilbertson, Craig Slings, Steve and Michelle Foote, and Robert Ballweg.

Media present is Ken Thomas of Daily Citizen.

PERSONS WISHING TO ADDRESS THE COMMON COUNCIL

No persons appear before the Council.

CONSENT AGENDA

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

Motion Matoushek, second Vossekul to approve the Consent Agenda. Motion carried 6-0 on roll call.

RECOMMENDATIONS FROM BOARDS, COMMISSIONS, COMMITTEES

2. Certified Survey Map- Extraterritorial Zoning of W7587 Country Road AW (*Plan Commission 9/18/19*)

Craig Slings is before the Council informing them that this CSM was approved at the Plan Commission meeting on September 18, 2019. This CSM is to separate the property from existing farm land and rezone.

Motion Vossekul, second Kaczmarski to approve the Certified Survey Map for extraterritorial zoning of W7587 County Road AW. Motion carried 6-0 on roll call.

3. Accept Retirement of Investigator Brian O'Donovan (*Fire & Police Commission 9-11-19*)

Investigator Brian O'Donovan, who has been employed with the Waupun Police Department since December 8, 1981, has submitted his retirement to be effective January 3, 2020. Chief Loudon offers his congratulations and commends O'Donovan on dedication and his years of serving the City. Investigator O'Donovan receives a standing ovation from the Council, Staff, and members in the audience.

Motion Westphal, second Matoushek to accept the retirement of Investigator Brian O'Donovan. Motion carried 6-0 on roll call.

4. Fill the Vacancy of the Waupun Police Department Local 317 WI Professional Police Association Investigator Position (*Fire & Police Commission 9-11-19*)

Police Chief Loudon makes request to table the filling of the WPPA Union Police Investigator position at this time due to the creation of a Lieutenant Investigator position.

Motion Vossekul, second Matoushek to table to filling of the vacancy of the Police union position, Investigator. Motion carried 6-0 on roll call.

5. Waupun Police Dept. Local 317 WI Professional Police Association 2020-2022 Employment Agreement (*Negotiations Committee 9-24-19*)

Negotiations for a successor bargaining agreement has concluded between the City and the WPPA Police Union and a tentative agreement is before the Council for consideration. The agreement provides wage increases due to concession in health and retirement premiums.

Motion Matoushek, second Westphal to adopt the Waupun Police Dept. Local 317 WI Professional Police Association 2020-2022 Employment Agreement. Motion carried 6-0 on roll call.

6. Petition for annexation of land located at N2706 County Rd M. (*Plan Commission 9-18-19*)

Molly Gilbertson, residing at N2706 County Road M, has submitted a petition to annex to the City from the Town of Waupun. Attorney Vande Zande recommends approval of the annexation. Initially when viewing the property, it appears to be a pre-existing town island as all property, other than N2716 County Rd M, is City property. Clerk Hull is attempting to make contact with the other property owner to consider annexation as well. The Department of Administration did not return a favorable determination of the annexation because part of the street that runs between the existing Town properties are within in the town jurisdiction that it was not a pre-existing island that we would be creating one. The Plan Commission made recommendation to the Council to approve the annexation contingent upon Attorney VandeZande

7. Sponsorship-Donations for Ash Tree Replacement in City Parks (*Recreation Board 9-23-19*)

Recreation Board President Sullivan is before the Council as the Waupun Recreation Board is looking to be part in the donation process and solicit donations for tree replacement in City parks, due to the Emerald Ash Borer damages and seeks approval from the Council to do so.

Motion Vanderkin, second Vossekul to approve that the Board of Recreation be granted approval to pursue fundraising for Ash Tree replacement in City parks. Motion carried 6-0.

CONSIDERATION - ACTION

8. Approve Contract with Associated Appraisal for Contracted Services

The agreement between the City and Associated Appraisal Consultants expires this year. The current agreement reflects the revaluation process that has concluded. This agreement will continue assessing services for a period of 2020-2022.

Motion Vossekul, second Matoushek to approve the agreement between the City of Waupun and Associated Appraisal Consultants for assessing services for the period of 2020-2022. Motion carried 6-0.

9. Lieutenant of Investigations Job Description

Due to the retirement of the current Investigator, Police management has reviewed the structure of the department and have concluded that the Investigator position would be more beneficial to the department if it would be that of a supervisory position. This position should have the authority to supervise and direct staff during a police investigation. This position would not be in the police union. This will allow flexibility and reduce overtime as this position could work outside of regular hours and weekends if directed. Loudon will

advertise this position in the Department as well as externally and would like to have this person cross train with the current Investigator in December prior to his retirement.

Kaczmarek asks if the existing Lieutenants can do a lateral transfer in which Loudon comments no as this is a separate position.

Matoushek questions how this position will reflect his budget. Loudon states the job description assessment and salary survey will be reflective of this position.

Motion Vossekul, second Matoushek to approve the Lieutenant of Investigations job description. Motion carried 6-0 on roll call.

10. Revised 2020 Budget Timeline

Schlieve comments the budget presentation will be held October 8, 2019 with final budget draft on October 22, 2019.

11. Review and Discuss 5-Year Capital Improvement and Equipment Plans (CIP)

Oosterhouse provides the areas of Capital Improvements and Equipment incorporated in the 2020 budget: Improvements total \$446,534: Streets (\$240,000), Facilities (\$31,122), and Recreation (\$175,412).

Equipment total \$272,065: General Government (\$20,400), Police (\$92,600), Fire (\$52,000), DPW/Storm water (\$104,600), and Taxi (\$7,000). Departments have delayed projects totaling \$114,400 (Police \$6,400, Fire \$26,000, and DPW \$82,000) to aid in the total levy.

CLOSED SESSION

Motion Matoushek, second Vossekul to adjourn to closed session under Section 19.85 (1) (c) (e) of the WI Statutes for Negotiating Land Sales from former MVP School Site, Negotiating Land Sales for City Owned Lots at Oak and Fern Streets, Negotiation of property located at 520 McKinley Street, and Consideration of 2020 total compensation adjustments for non-represented staff. Motion carried 6-0.

During closed session, it is noted that Alderman Vanderkin made request to be excused from the meeting. At 7:12pm, the Mayor excused Alderman Vanderkin from the meeting.

OPEN SESSION

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

ACTION FROM CLOSED SESSION

No action from closed session.

ADJOURNMENT

Motion Matoushek, second Westphal to call the meeting adjourned. Motion carried 6-0.

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

October 2019

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

Re: Report to Common Council

A. Statistics

Circulation/downloads through the end of September was 111,531 items.
Library visits through the end of September was 54,654 people.

B. Future programs

October 9 – Lego/Game Night 4-8 p.m.
October 10 – Susan Karsten, Waupun Author, 6:30 p.m.
October 15 – David Geschke, Waupun Author, 6:00 p.m.
October 17 – Movie 1 p.m. and 6 p.m.

C. Elevator repair

The library elevator has finally been repaired and is back in operation.

D. LED lighting conversion

Much of the library appears to be finished. The electricians are still waiting for some light fixtures and recessed light collars to arrive.

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

TO: Mayor & Common Council
 FROM: Susan Leahy
 SUBJECT: Building Permits for SEPTEMBER 2019

DODGE COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
19-	226 James Landreth	418 McKinley Street	Service Upgrade	\$85.00	
19-	228 Brian Starker	404 McKinley St	replacement windows	\$50.00	\$7,800.00
19-	229 Michael & Jodi Asmus	1029 Pleasant Ave	6' High Chainlink Fence	\$100.00	\$4,300.00
19-	231 MVP School	506 Beaver Dam St	Signage	\$129.70	
19-	233 Alicia Schweder	506 W Brown St	120' of Interior Drain Tile	\$50.00	\$6,480.00
19-	236 Heather Buhalog	807 W Jefferson St	Reroof	\$54.00	\$8,600.00
19-	238 Gloria Marten	916 S Madison St	Demo Mobile Home	\$50.00	\$4,200.00
19-	240 JeffAnn, LLC	114 Shaler Dr	Install a duplex receptacle and 2-4 data runs	\$80.00	\$1,000.00
19-	244 Advantage Management	819 Wilcox St	Remove & Replace Roof - Asphalt Shingles	\$525.00	\$175,000.00
19-	246 Gary Beek	225 Bly St	14 x 23 garage addition	\$150.00	\$3,500.00
TOTAL				\$1,273.70	\$210,880.00

FOND DU LAC COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
19-	227 Melissa Schreiner	549 E Franklin St	Reaplace Furnace & AC	\$50.00	\$7,033.74
19-	230 James Recheck	924 Rock Ave	Electrical outlets in garage, Service Upgrade	\$80.00	\$2,250.00
19-	232 Greg & Kari Biech	542 W Franklin St	Reroof	\$72.00	\$12,130.00
19-	234 Gerardo Rico	1029 Maple Ave	Metal Reroof	\$50.00	\$6,000.00
19-	235 Dan Vande Zande	176 Harmsen Ave	Add fireplace and replace windows	\$225.15	\$37,525.00
19-	237 Bruce Huizenga	157 Harmsen Ave	SFD w/ Attached Garage	\$2,394.42	\$300,000.00
19-	239 Horicon Bank	807 W Main St	replace pylon and building signs	\$203.56	\$23,000.00
19-	242 Barb Gentz	101 Ackerman Ave	6' high Vinyl Fence	\$100.00	\$2,200.00
19-	243 Bonnie Oosterhouse	155 Ackerman Ave	6' high Vinyl Fence	\$100.00	\$2,800.00
19-	245 David Paspaloski	34 Taylor St	6' High Vinyl Fence at Rear Yard	\$100.00	
TOTAL				\$3,375.13	\$392,938.74

GRAND TOTAL	\$4,648.83	\$603,818.74
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Permits issued in Dodge County 10
 Permits issued in Fond du Lac Cty 10
Total Permits for the month 20

Building Permit Fees \$4,648.83
 Special Assessment Letter Fees \$220.00
 Conditional Use \$0.00
 Copy of House Plans \$0.00
 Site Plan \$0.00
Grand Total \$4,868.83

BUILDING PERMIT COMPARISON

September 2018 Dodge County -15 permits; Fond du Lac County - 14 permits
 Estimated cost of construction: \$ 5,259,580.00

NINE MONTH COMPARISON

January - September 2016	estimated cost of construction	\$ 19,730,209.20
January - September 2017	estimated cost of construction	\$ 14,178,470.98
January - September 2018	estimated cost of construction	\$ 26,653,509.83
January - September 2019	estimated cost of construction	\$10,926,485.44



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 3, 2019
To: Mayor, Council, City Administrator, and PFC
From: Fire Chief, B.J. DeMaa
Re: September Report

Fire Calls:

There were nine (9) fire & rescue calls in the month of September for a total of one hundred and eleven (111) YTD.

Time of Day:						
12A – 4A	4A – 8A	8A – 12P	12P – 4P	4P – 8P	8P – 12A	Total
3	1	2	0	2	1	9

* 63% of fire calls came in during prime working hours.

Day of Week:							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
0	3	1	1	3	1	0	9

* 63% of fire calls came in during Monday-Friday work week.

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

Incident Type:		
Incident Type	Count	% of Incidents
Building Fire (111)	1	11.10
Electrical wiring, equipment problem (440)	1	11.10
Heat from short circuit (441)	1	11.10
Vehicle accident, general cleanup (463)	1	11.10
Smoke or order removal (531)	1	11.10
Dispatched, cancelled en route (611)	1	11.10
Smoke detector activation, malfunction (733)	1	11.10
Smoke detector activation, unintentional (743)	2	22.20

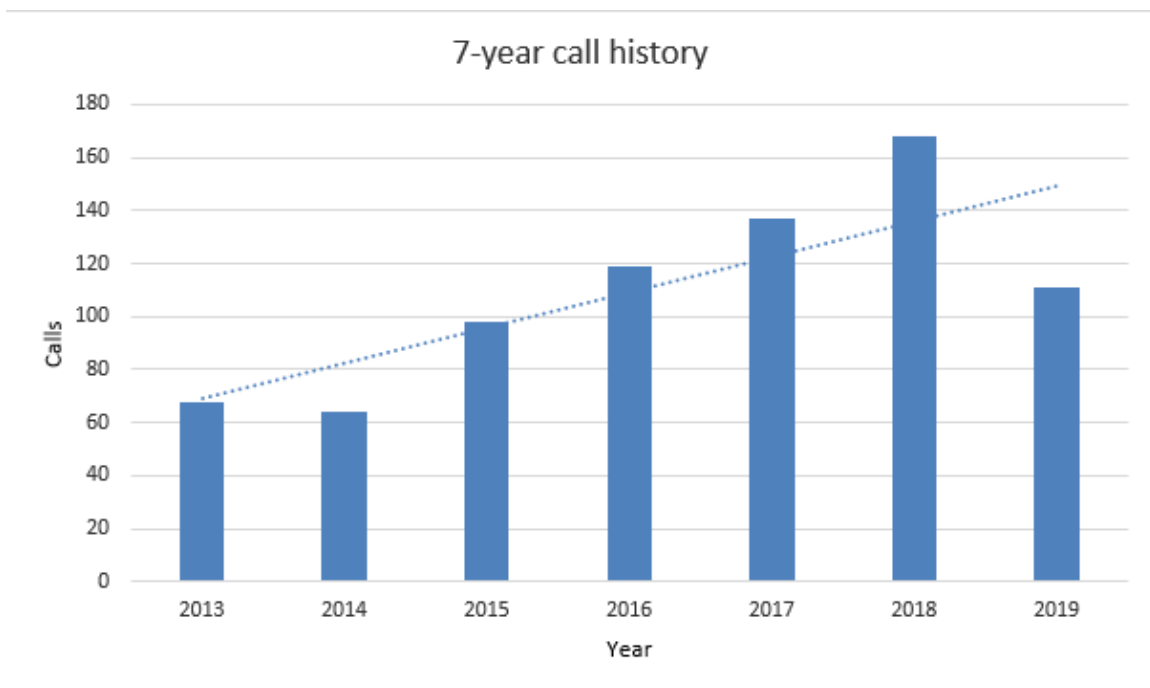
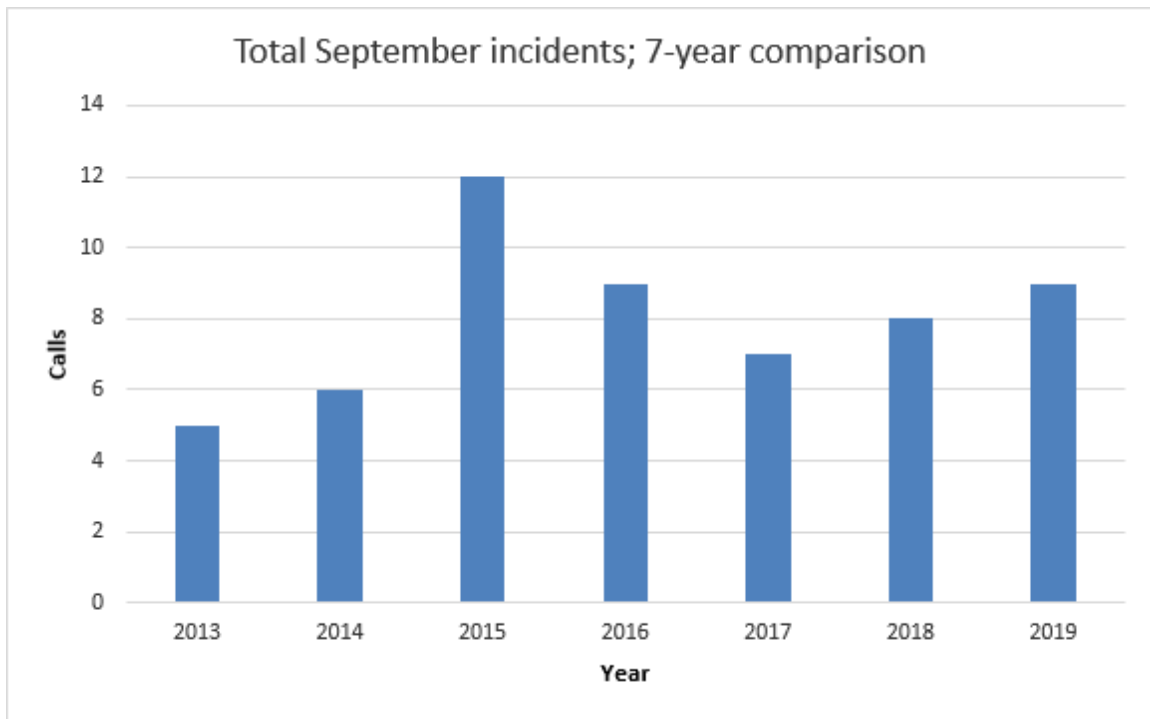
Average Personnel Response (excluding mutual aid):		
	Avg # of Responders	% of Total Department
4A – 8P	16.0	59%
8P – 4A	15.0	56%

* Current roster is 27 members.

** National Institute of Standards and Technology (NIST) recommends no less than 18 firefighters for offensive fire attack at structure fire.

Call Breakdown Summary (7-year comparison):

<u>Breakdown of City calls:</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Structural Fires	4	6	7	2	2	7	4
Cooking Fires	6	0	1	1	0	2	
Vehicle Fires	g sepa	2	2	0	0	5	2
Grass / Brush Fires	0	1	0	0	2	0	
Fires Misc. (chimney, bonfire, etc.)	racking	1	6	9	7	4	4
Controlled Burn	racking	1	0	0	0	0	1
Smell of Smoke or Something Hot	0	0	2	1	1	0	2
Cooking Related - no fire	racking	6	7	7	4	4	2
Vehicle Accident	g sepa	4	6	12	12	10	9
Rescue tools	g sepa	0	0	0	0	0	
Fuel Leak/Spill	racking	1	1	2	2	1	
Electrical / Gas Leaks / CO	13	7	15	12	13	6	2
Bad Detector	racking	4	4	15	17	2	18
Equipment Malfunction	racking	5	5	3	8	16	6
Mutual Aid	3	5	6	6	10	14	4
Rapid Intervention Team (RIT)				5	7	9	3
EMS Assist	g sepa	2	2	7	6	12	11
Prison Farm	0	0	0	0	0	0	
False Alarms	19	17	15	21	29	36	28
Severe Weather Related	0	2	1	6	5	30	2
Misc. (Hazardous condition, etc.)	8	0	18	10	12	9	13
Vehicle Fires / Accidents	4	Began tracking separately in 2014					
Accident/EMS assist/Rescue Tools	11	Began tracking separately in 2014					
TOTAL:	68	64	98	119	137	167	111



Projects/Special Events/Information:

Met with Police Department Admin Staff to discuss administrative tasks they could possibly help the fire department with.

Annual maintenance was completed on the hydraulic rescue tools. One of our two rams failed inspection and was removed from service due to a cracked collar on the tool body. We are waiting on a quote for repair or replacement.

Plans were finalized for the Community Services Open House which is set for Monday, October 7, from 5 – 8 p.m. All City Departments will have a booth and/or equipment set up.

Work continues on the Consolidation project. This month a draft financial model was reviewed and some follow-ups will be addressed at the October meeting.

We continue to wait for the City-wide staff identification cards. All information has been submitted to Dodge County so the cards can be printed. This project focuses on the creation of staff ID cards for all City Staff and Council Members.

We continue to await word on our Compeer Financial Emergency Response Equipment Grant in the amount of \$2,814.50. If awarded, we plan to use these funds to further enhance firefighter safety at roadside incidents. First Responders are extremely vulnerable while working at accident and roadway incidents. We plan to purchase 7 LED flashlights, 30 class 2 traffic safety vests, 10 LED traffic wands, and 2 LED Slow/Stop traffic control signs.

We continue to await word on our Assistance to Firefighters Grant (AFG). A \$44,500 grant application was submitted to replace all of our fire suppression hose and a number of our hose nozzles. A significant portion of our hose exceeds the 10-year replacement recommendation from the National Fire Protection Association (NFPA) and a higher number of failures were seen during this year's hose testing. The AFG grants are a 95%/5% split. If awarded, our cost would be covered through our operational budget.

Staffing:

No staffing updates to report

October 3, 2019

Inspections:

Occupancy/Fire inspection was completed at Gateway Inn and Suites. The building has been purchased by a different owner.

Preliminary inspection conducted at the old Christian Home building for the proposed apartment wing of the facility. The owner was advised to have us come back when they are ~1-2 weeks from opening.

Training:

There was no training on September 2 due to the Labor Day holiday.

Training for the September 16th meeting consisted of annual Emergency Vehicle Operations Course (EVOC) training. All firefighters are required to operate 3 different types of vehicles through a course designed to test maneuvers they would encounter operating department apparatus.

Emergency Government:

Two projects were submitted for the Pre-Disaster Mitigation (PDM) or Flood Mitigation Assistance (FMA) grants. The first project focuses on a Tornado Safe Room/Shelter and generators. The safe room/shelter would be targeted for the Flyway Meadows Mobile Home Park. The second project focuses on shoreline improvements along the Harris Creek in the Rock/Newton Avenue area. The full applications will need to be completed by November 22, 2019.

Code Enforcement – Mike Beer:

September:

New Complaints: N/A

Closed Complaints: N/A

Open Complaints: N/A

Total time committed to Code Enforcement: N/A

WAUPUN POLICE DEPARTMENT

Monthly City Council Report

Dispatch Summary From 9/1/2019 To 9/30/2019

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

Total Number of Calls for this reporting period: 1,065

72 HOUR DETENTION	4	LOST PROPERTY	2
911 CHECK	10	LOST/FOUND ANIMAL	3
911 MISDIAL	4	MINI/DIRT BIKE COMP	1
ACCIDENT	12	MISSING ADULT	1
ACCIDENT W/BLOCKAGE	1	NEIGHBOR DISPUTE	3
ACCIDENT/INJURIES	1	NOISE COMPLAINT	7
ALARM TEST	5	OCCUPIED DISABLED	1
ANIMAL BITE COMP	2	OFFICER STAND BY	1
ANIMAL COMPLAINT	17	OPEN DOOR	2
ANNOYING PHONE CALLS	1	ORDINANCE VIOLATION	1
ASSIST CITIZEN	43	PAPER SERVICE	1
ASSIST MOTORIST	3	PARKING ENFORCEMENT	20
ASSIST OTHER AGENCY	11	PRISONER TRANSPORT	4
ATTEMPT TO LOCATE	4	RAILROAD COMP/INFO	1
BATTERY	1	RECKLESS DRIVER	14
BIKE STOP	1	REPOSSESSED PROPERTY	1
BUILDING CHECK	33	ROAD CLOSE/REPAIR	1
BURGLARY	2	SCAM	4
CARCASS IN ROADWAY	1	SERVICE CALL	1
CHECK WELFARE	17	SEXUAL ASSAULT	2
CHILD CUSTODY	3	SPECIAL ASSIGNMENT	9
CIVIL PROBLEM	8	STALKING	2
COMMUNITY POLICING	4	SUBJECT STOP	7
COUNTY AMBULANCE	21	SUSP ACTIVITY	5
COURT ORDER VIOLAT	1	SUSP PERSON	3
CR DAMAGE TO PROP	8	SUSPICIOUS VEHICLE	21
DEPARTMENT K9 DOG	3	TAVERN CHECKS	5
DEPUTY RESERVE	2	THEFT	8
DIRECTED AREA PATROL	254	THREAT COMPLAINT	1
DISORDERLY CONDUCT	11	TRAFFIC ENFORC DAP	8
DOMESTIC DISPUTE	5	TRAFFIC PROBLEM	7
DRUG RECOGNITION EV.	1	TRAFFIC STOP	113
DRUGS/NARCOTICS	12	UNDERAGE POSSESSION	1
ESCORT FUNERAL	3	VANDALISM	2
EXTRA PATROL	141	WARRANT	9
FIGHT	1	WARRANT OTHER AGENCY	4
FIRE ALARM	3	WAUPUN ORDINANCE	7
FIRE WORKS COMPLAINT	1	WEATHER RELATED INFO	1
FOLLOW UP	57		
FOOT PATROL	11		
FOUND PROPERTY	10		
FRAUD/FORGERY	4		
GAS DRIVE OFF	3		
HARASSMENT	7		
HIT AND RUN	3		
INFORMATION	7		
INTOXICATED DRIVER	2		
INTRUSION ALARM	7		
JUVENILE PROBLEM	12		
LAW ASSIST FIRE	2		
LOITERING	1		

Waupun Police Department Update September, 2019

Retirement – Detective Brian O'Donovan announce he will be retiring January 3rd, 2020.

Meetings – Department Head Meeting, FDL & Dodge County Law Enforcement Executive Meeting, Waupun community Corrections, Cedar Corporation Meeting, Negotiation Committee Meetings, Police and Fire Commission Meeting, Facility Walk Through, IT Support Services Planning Meeting, and City Emergency Management Exercise Planning meeting.

Training – Lt Pfalzgraf attended WEMA Conference. Officer Gerristen attended Reid Interview and Interrogation Training. Chief Loudon & Deputy Chief Rasch attended FBI Cyber Security Training.

Waupun Police Department participated in 9-11 parade in Juneau.

Traffic Safety Grant – Waupun is partnering with both Dodge and FDL County in the traffic safety campaign.

Drugs – Thursday 9/26/19 at 3:03am, police conducted a traffic stop on Fond du Lac St at Gateway Dr. Upon the vehicle stopping, the driver and a passenger changed seats. Police learned the original operator, a 32 year old Green Bay man, had a revoked drivers' license. During the stop police learned the occupants were returning from a trip to Colorado. Police questioned the man if there was any illegal substances in the vehicle and he confirmed there was by handing over a marijuana pipe. During the search of the vehicle, officers located over 1 pound of marijuana, numerous marijuana edible products, and numerous items of drug paraphernalia. The man was taken into custody for Possession w/Intent to Deliver, Possession of Drug Paraphernalia, and Operating After Revocation. He was transported to the Fond du Lac County Jail.

House Fire – Thursday 9/19/19 at 12:37am, police, Waupun Fire, and LifeStar EMS responded to a house fire in the 100 block of Bly St. Upon arrival officers were able to retrieve two dogs from the residence. Both dogs had to be resuscitated by officers and ems. The dogs were later transported to a veterinary hospital. Fire personnel knocked the fire down within 30 minutes.

Stolen Vehicle – Saturday 9/7/19 at 11:23pm, police attempted a traffic stop on a Dodge Ram pickup truck after running a license plate and receiving a stolen vehicle notification out of Beaver Dam. The suspect vehicle did not immediately stop and a pursuit ensued. Four occupants of the vehicle fled from the vehicle on S Grove St at Sawyer St. All occupants were taken into custody in the general area of where the vehicle came to rest. A 17 year old North Fond du Lac juvenile was taken into custody for Fleeing and Eluding Police, Receiving Stolen Property, Operating w/out Owners Consent, and Bail Jumping. An 18 year old Fond du Lac man was taken into custody for Operating w/out Owner's Consent, Resisting, and Receiving Stolen Property. Both subjects were transported to the Dodge County Jail. During the investigation police learned these 2 subjects were also responsible for a stolen Ford Escape from the city of Fond du Lac that was later located in the Beaver Dam Lake. This information was passed on to Fond du Lac and Beaver Police Departments

Senior Center 2019 Duplicate Count/*Individual	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	September Notes
Monthly Attendance	1,110	873	1,155	1,239	1,243	1,043	1,177	1,186	1,027	Open 20 days
Average Daily Attendance	58	52	53	54	52	50	54	49	52	
*Rentals	-	2	-	3	3	2	3	3	1	
Mobile Meals	192	217	250	260	342	322	322	298	239	
Table Meals	198	143	171	212	193	215	187	181	176	
Transportation Rides	30	29	38	31	41	34	42	62	45	6 individuals
Open Pool	96	85	91	36	24	18	20	25	28	
Euchre	63	74	87	114	66	85	107	82	100	Mondays, did not meet on 9/2
Pool League	64	64	64	-	-	-	-	-	-	Will start again in November
Sheepshead	211	168	213	233	309	211	210	228	217	Wednesdays and Thursdays
Wednesday Workout	62	54	66	72	77	34	89	60	62	
Friday Fitness	44	48	62	69	81	59	47	55	43	
Yoga Stretch	324	318	381	362	341	321	349	295	216	Mondays and Thursdays, did not meet 9/2
*Book Club	13	8	15	16	16	14	12	13	14	Last Friday of the month
Bingo	136	59	152	137	141	108	81	89	78	2 times this month
Sevens Cards	19	16	30	42	34	24	20	51	48	Fridays
Hand & Foot Cards	32	23	36	72	66	72	86	65	52	Tuesdays
*Jam Session/Party	52	22	49	73	-	43	35	28	-	
Board Games/Marbles	17	10	14	13	17	12	17	15	12	Thursdays
Bank or Bust Dice	24	21	31	38	52	40	49	40	33	Wednesdays
*Craft Club	12	6	-	12	12	19	12	-	-	1 Tuesday a month
*Paint Pals	6	6	10	-	22	7	-	-	-	1 Tuesday a month
*Local Presentations/Services	21	-	26	22	19	41	18	6	6	Eyeglass Adjustments
*Computer/Tech Classes	14	5	8	6	6	5	6	8	-	Individual meetings this month
*Movie Night	-	13	17	-	-	-	12	-	-	
Knit-Wits	24	15	28	18	24	18	26			Wednesdays
*Euchre Tournament	41	-	32	41	32	26	37	41	32	1 st Saturday of the month
Pickleball	29	26	40	63	47	49	64			Tuesdays
*Trips	-	-	15	-	54	-	18	-	-	

October 3, 2019

1. **Current Projects:**

- Flooding – At one point there were 12 streets closed. Currently the only streets that are still closed are Gateway Dr., County Park Rd., and River Rd. Parks impacted are Pine, Tanner and Shaler. The driveway along the dam has washed out.
- 2020 Operating, Capital Improvement, and Equipment replacement budget.
- Working on 2020 budget including Capital Improvements and Equipment Replacement.
- Rock River clean sweep was held on September 7th and was a success.
- The elevator at the Library was fixed
- Working on getting prices for canoe launches on the Rock River. The Recreation Board voted to look at these at Pine Park and Shaler Park. We would need grant funding to help offset the costs.
- Community Open House is planned for Monday, October 7th. The Public Works Department will have equipment on site and some raffles along with handouts for attendees.
- Review stormwater site plans for upcoming development
- Reviewed stormwater allocations for equipment with the Finance Director
- Completed park and building inspections with CVMIC
- Attended the Facility Advisory Committee.
- Attended Rock River Stormwater Group meeting
- Attended NASECA stormwater training in Rice Lake
- Working with vendors on wayfinding signage designs and costs
- Staff at the garage had a safe lifting toolbox talk
- Working on S. Madison St Phase 2 project
- Madison St. project update
9/26/19 - This week, the storm sewer work at Lincoln Street and Brown Street was completed. Storm sewer work will continue between Brown Street and Olmstead Street next week. Road grading was also completed through Brown Street and to the south. This grading work will continue to the south next week. The east half of the road from Main Street through Jefferson Street was paved yesterday and today.

Next week, concrete work will continue between Main and Jefferson. The west half of the road will likely be paved on Tuesday. Curb & gutter and sidewalk work will then occur for the remainder of the week. We will be as accommodating as possible during sidewalk paving for business access on this block. Also, we've already had issues with people walking and riding bicycles over fresh concrete, so please try to relay the message to everyone to not cross any pavement that is blocked by barrels, barricades, caution tape, string line, flags, etc. When the concrete is ready for pedestrian use, any restrictive measures in place will be removed by the crew.

There is also a possibility of Lincoln Street being closed again for a working day next week. The gas company is projected to come either Tuesday or Wednesday to install a new gas line crossing the intersection. The grading crew would like to be there to grade the

intersection that same day to minimize the closures. I will try to keep everyone updated when I get a more clear schedule on this work.

2. **DPW Crew Projects**

- Aquatic Center duties
- Building & Grounds building duties
- Brush Pick-up
- Clean inlets
- Curb Replacement
- Cut Ditches
- Deliver garbage and recycle bins
- Diggers Hotline Locates
- Fill Potholes
- Haul brush bins
- Install signs
- Mow buildings/ parks
- Paint Streets
- Pour Concrete
- Replace signs
- Spray Weeds
- Storm cleanup
- Street sweeping
- Training
- Vandalism at McCune Park
- Vehicle Maintenance
- West End Park concrete and move storage shed

Administrative Assistant

- Submitted street ratings on WISLR website
- Completed the 2019 Road Certification for the DOT
- Completed the 2020 Recycling Grant Application
- Sent out weed notices
- Completed Assessment Letters
- Made copies of plans for contractors
- Updated Corporate Limits map
- Compiled information to create a Public Works flyer for the Community Open House. Ordered handouts for this event as well.
- Sent out storm water pond inspection notifications to properties that have private stormwater ponds.
- Plan Commission Agenda, Public Hearing Notice, and Minutes
- Invoices for sidewalk improvements on N. Madison St.
- Updated the Equipment Replacement Plan

-
- Scanned in new home plans and sent to Associated Appraisal
 - Created a stop sign ordinance for the intersection of Seymour St. and Taft Ln
 - Scanned in property information (permits, property record cards, house plans, inspections, etc.)
 - Street Opening Permits
 - Garbage/recycling container complaints
 - Updated website
 - Entered Digger's Hotline tickets into database
 - Issued Building Permits
 - Put requests into Cartegraph.
 - Equipment Invoice and costs entered into Cartegraph
 - Researched information on properties (dealing with permits, variances or conditional uses)
 - 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

City of Waupun
CONFIDENTIAL 2019 Economic Development Project Tracker
Last Update:

10/1/2019

Update By:

Schlieve

BA Business Attraction (Priority: Economic Vitality)				
Project		Status	Notes	Economic Impact
BA1	Heritage Ridge Prospect List	Prospect	Working with EDO Partners and have done outreach in network to develop prospect list for this development	TID 7 Project Plan
BA1.1	Truck Repair	Prospect	Initial conversations have been had with prospective truck repair business to locate near truck stop. Initial meeting anticipated in fourth quarter of this year.	TID 7 Project Plan
BA1.2	Truck Wash	Prospect	Initial conversations have been had with prospective truck wash business to locate near truck stop. Initial meeting anticipated in fourth quarter of this year.	TID 7 Project Plan
BA3	Industrial Site Readiness	Pending	2020 budget will include dollars to address site readiness for industrial park.	Jobs / Tax Increment
BA4	Pop Up Shop Program	Pending	New BID Board operating plan includes dollars from BID for POP Up Retail Program to support new business attraction/start ups - this is a proven way to attract entrepreneurs to test market our community. Economic Development budget will supplement.	Jobs / New Business Starts
BA5	Health & Wellness Business	HOLD	Working with an entrepreneur that is looking for space in Waupun to start a holistic health/wellness business. Currently looking at redevelopment of the Rock Shop (see redevelopment comments); UPDATE: No further progress on this at this time.	Redevelopment / Business Start / Limited Jobs
BA6	14 Acres - North Waupun Utilities	Return to Active Status	National Rivet is pressing to finalize a sale on this property, or they will be listing property for sale. They need to make repairs to their current facility and are in need of capital. I am working on TID information now as a means to do property acquisition.	TBD
BA7	Heaven's Touch Ministries http://heaventouchministries.org/	Prospect	The owner of this non-profit that is currently located in Green Bay is looking to relocate to Waupun. They are in need of a large office and distribution space. We do not currently have available space that meets the need. Owner is in discussion with Sam Vander Galien	Possible Jobs Non-Profit (tax exempt)
BA8	504 Barnes St (Former Lack Cold Storage) - <i>See comments under redevelopment</i>	Prospect	I took a business owner through this property and there is possible interest in acquiring the property and redeveloping for a co-tenant industrial space. Working to determine potential of project.	Redevelopment of Site Jobs
BRE Business Retention and Expansion (Priority: Economic Vitality)				
Project		Status	Notes	Economic Impact
BRE1	Federal Mogul	Active	Bringing WEDC in to discuss possible incentives tied to a proposed expansion project (see Sept BRE report). In the meantime, I am hearing that this plant will have shut downs/layoffs coming up as a result of the current GM strike.	Top Taxpayer ~190 jobs Possible Expansion ~\$2-3M
BRE2	National Rivet	Active	Owner wants to finalize terms of land sale for 15 acres to the north of Waupun Utilities as they need to make business improvements (i.e., roof, energy, etc.) Working to determine course of action for TID to acquire land; Working with owner on PACE energy savings program - will also engage WPPI representative	~80 jobs \$750K Assessed Value ~\$16K Tax Base utility utilization
BRE3	Silgan	Future Redevelopment	Job fair and South Central WI Workforce Development Board will be onsite in October to work with displaced staff. Continue work to understand real estate status. Have talked with our federal representative from EDA on possible grants to aid redevelopment.	~70 jobs \$2.4M Assessed Value \$64K Tax Base utility utilization
BRE4	Wee Care	Active	Owner confirmed that they will expand/remodel their existing site. Currently working with architect and then would like to sit down with ED to determine if there are any programs that will support their expansion. Meeting still pending.	~20 jobs current \$250K Assessed Value ~5,500 property taxes
BRE5	Golden Cup	Active	Continue discussion with business owner who is interested in buying building; Working with building inspector to address outstanding code issues with building.	Minimal Jobs Possible tax base enhancement
BRE6	Small Group Master Mind Group	Active	Conducted second Mastermind group. There is commitment from business owners to develop a cooperative marketing group to promote Waupun Businesses and next meetings will focus on plan development	Small Business Viability
BRE7	Flexographic	Active	Business Sold. ABX Films from Rhinelander is making the purchase. The name will remain Flexograph. Anticipate new equipment, added jobs/shifts. The sale is expected to be complete in October. We are currently working to make connections with ABX to welcome them and determine what we can do to assist.	Additional Jobs

City of Waupun
CONFIDENTIAL 2019 Economic Development Project Tracker
Last Update:

10/1/2019

Update By:

Schlieve

BRE8	Vanderkin Plumbing	Active	This business was sold (real estate retained by Vanderkin) and we are currently in discussion with the new owner about facility needs.	Possible jobs and new tax base
RD Redevelopment Opportunity (Priority: Economic Vitality; Quality of Place)				
Project		Status	Notes	Economic Impact
RD1	Rock Shop	Active	Received copy of inspection report from structural engineer. Overall building structure deemed safe. Identified spot on roof that is leaking and requires repair. Building inspector working with property owner to address. CDA is interested in talking about purposeful redevelopment of this site and will discuss potential at September meeting. September meeting cancelled - planning for October discussion	Assessed Value \$82K Tax Base: \$1,800
RD2	504 Barnes Street	Active	Currently owned by River Valley Bank. Real Estate agent indicates that bank would like facility off their books by year end and would like to work with the city to facilitate. We walked through building with our EDO partners to evaluate/devise a plan. We are bringing in WEDC representative to discuss possible grants to support redevelopment of site. In the meantime, I do have one prospect on this building that I am working on to determine interest/potential (see attraction comments above)	Assessed Value: ~\$636K Tax Base: ~\$16K
RD3	520 McKinley Street	Active	The Historical Society voted no on our option to purchase. Dan is drafting ordinance on subdivision to give the city some control over what happens with parcel if HS decides to split parcel. Kyle Clark has since stepped in and accepted role of Executive Director. Clark will appear before Council on Tuesday to discuss counter offer and transition plan.	N/A
R5	Silgan	Propsect	Actively pursuing Silgan Holdings real estate people to determine plans for future of this property. 41 acre site with full utility access makes it prime for redevelopment.	\$2.4M Assessed Value \$64K Tax Base Utility utilization
R6	Downtown Historic District	Active	Currently in federal review for Historic District Designation; expect to hear approval mid October 2019. Have identified one possible redevelopment project that may leverage tax credits. Bringing tax credit specialist from state in the review project and determine eligibility.	Tax Base Preservation
R7	2020 BID Operating Plan	Active	Convened small group of downtown business owners to update the BID operating plan. Draft objectives and strategies were reviewed by the full BID Board in September. Small group reconvened to developed draft budget for consideration at the October BID meeting and bring forward for your information once finalized. Key idea with plan is to diversify areas of focus based on Main Street 4-point model to strengthen downtown business performance. See Pop Up Program Comments - BA 4 as one example. BID will review and consider adoption of the new plan in October.	Small Business Viability Reactivate the Commercial Core
HD Housing (Priority: Economic Vitality; Quality of Place)				
Project		Status	Notes	Economic Impact
HD1	Lot 1 Mayfair Estates	Win	(NOTE: we did not make the time requirement to publish our public notice and will be coming to you at October COW for approval) On October Plan Commission agenda to discuss change of plans, stop plat recording and change in zoning request. Will be coming to you for final approval at October COW. Developer's agreement in process.	~\$1.5M Assessed Value ~ 30K tax increment annually - TID 5
HD2	Tanager	Active	Working on rezone petition, developer's agreement and finalizing extensions with Zabel. Additionally working on storm water requirements for the site and giving consideration to regional needs as outlined in TID. Will have an additional proposal for your consideration by October COW.	~\$4.65M Assessed Value \$1.8M tax increment annually - TID 8
HD3	Fern / Oak Street Lots	Prospect	Determined value of \$15-\$18K per lot based on flood plain issues. Per closed session discussion, exploring creation of additional R1 lots along Fern and retention of lower lots along Oak for green space and detention pond.	TBD
HD4	Young Street - MVP Site	Prospect	Approved Foote offer for this site for development of multi-family similar to what is planned for Lot 1 Mayfair Estates. Working with TID consultant and zoning administrator to determine next steps.	~2.5M Assessed Value ~45K tax increment annually - TID 5

City of Waupun
Last Update:

10/1/2019

CONFIDENTIAL 2019 Economic Development Project Tracker
Update By:

Schlieve

HD5	Rens Land (South of Lincoln)	HOLD	Dick Rens is interested in developing property as residential. Difficult to TIF property and uncertain how we'd be able to cost recover. Housing study will examine alternatives to finance this type of project.	TBD
HD6	Clagget Property	HOLD	Claggets are interested in developing property as residential. Opportunity to potentially TIF however there will be some annexation and issues. Housing study will examine options for this potential project.	TBD
HD7	Vande Slunt Land (South of Neevel)	HOLD	Adam Vande Slunt is interested in developing property as residential. Difficult to TIF property and uncertain how we'd be able to cost recover. Housing study will examine alternatives to finance this type of project.	TBD
HD8	Housing Study	Active	Cedar Corporation staff visited September 17th and conducted interviews with the police department, code enforcement officer, and representatives from the school district. Additional interviews and roundtable discussions with stakeholders will occur in October.	Housing Policy Development

CD	Community Development Projects (Priority: Economic Vitality; Quality of Place)			
Project		Status	Notes	Economic Impact
CD1	Facility Advisory Committee	Active	Facility Advisory Committee has completed walk throughs of the DPW garage and the Public Safety Building on September 26th. A public open house to obtain feedback on the facility needs will be held on November 6th from 4-6pm in the City Hall Auditorium. The Committee will meet on November 13th to review the public feedback to develop a more robust facility CIP.	Quality of Place

TO:	Waupun Common Council - CONFIDENTIAL
FROM:	Kathy Schlieve, City Administrator / Director of Economic Development
RE:	September 2019 Administrative Update
DATE:	October 5, 2019

PARTNERSHIPS:

- **Economic Development Partnerships:** Participated in a planning session with Envision Greater FDL Economic Development stakeholders to refine ED plan. Feedback is being incorporated into the plan and will be reviewed once again with stakeholders before determining next steps for capital campaign needed to advance plan. Have notified Cecilia Harry that if the plan does not move forward that we will draw down our ED investment in 2020. The 2020 budget keeps ED investment constant. Current thinking is that we would reduce Envision investment by 50% and work with other partners to accomplish needed work. Cecilia and I are meeting on this later next week.
- **WASD:** Met with WASD School Board to discuss partnerships and need to tie to economic development efforts in the community. Fairly positive meeting. Planning for a follow up later this month to determine WASD action plan. Additionally met with fall SDS classes on potential projects.
- **Ambulance/EMS:** BJ and I have been working on resolving outstanding issue with Lifestar contract. With our proposed contract we have greater oversight and accountability over Lifestar's performance and that is causing concerns. Additionally, we have CVMIC has increased insurance requirements and we are facing additional costs as a result – which we are still working to negotiate. Presently, BJ and I are working to call an intergovernmental meeting later this month/early November. We need to engage the townships in a discussion about the creation and funding of an ambulance district. Stay tuned for meeting details.
- **DOC / Community Relations:** We conducted a community relations meeting with the DOC. Main points of discussion continued to be on workforce needs at the DOC. We are also seeing high utilization of EMS services at DOC facilities which is causing other problems in the city. See comments under discussion with Senator Feyen about the need for the DOC to fund this service at a higher level.

FINANCE:

- **2020 Budget:** Presented CIP and Capital Equipment schedules in September. First draft of operating budget will be presented at on October 8. This is a challenging budget and department heads have made significant reductions from the numbers you will see on Tuesday.

BOARDS/COMMISSIONS:

- **Structure of Boards and Commissions:** This will be worked on in Quarter 4 with recommendations early in 2020.

PERSONNEL:

- **Organizational Structure:** We have a small team working on issues identified through the JDQ process as well as succession plan needs as Jared transitions out of his role as Finance Director early in 2020. In September we outlined current state. We will meet later next week to identify future state.

This will yield needed changes in organizational structure and will impact changes to existing jobs to better manage overall workload at City Hall. Plan for a closed session discussion at the October COW.

- **Compensation Study:** Work on this plan is finalized. At the September COW you approved a strategy that provides raises based placement in the new compensation grid of placement of a minimum of step 3 with 10 years in the position and a 2% increase. After seeing budget numbers, we have pulled back on our recommendation due to budget limitations. The 2020 budget that is presented to you will instead place employees at a minimum of step 3 with 10 years in their position or a minimum of a .25 raise. The overall budget impact is reduced by roughly 1% which allows us to meet expenditure restraint and remain within levy.
- **Health Insurance Taskforce:** Met with the health insurance taskforce to review financials on high-deductible HSA plan. Also conducted some preliminary education on HSA. Staff have lots of questions and there are mixed opinions on making this switch. You will note that my recommendation at Tuesday's council meeting is to make the switch. This is particularly important given the reductions we've been working to make. If we remain with the ETF, we would need to make further reductions to support a 6.5% increase in premiums.
- **Police Negotiations:** Finalized Police Negotiations and Council adopted 3-year contract with WPPA.

TECHNOLOGY:

- **Municipal Management Software:** After working through 2020 budget constraints, I am recommending that we not proceed with implementation of this software. I am concerned that we will be unable to sustain funding for the software over the long-term. While I believe it would be beneficial, I think that we can improve our current processes by working focusing on ways to use existing tools to improve processes.
- **Nixel – Community Alerts:** We will have a preliminary introduction to this new alert tool at the Community Open House with a formal campaign beginning after the October COW where we will walk you through the tool..
- **Budget Software:** We are retaining budget dollars for 2020 to upgrade our accounting software that will enhance budget, operational and reporting capabilities.
- **Fiber Project / Cybersecurity:** Estimates for fiber installation between City Hall, Safety Building and Utilities came in higher than anticipated. We are currently refining the project and will be providing an update to you in the near future as to what next steps look like for this project. Overall this is an important investment to enhance cybersecurity capabilities while reducing costs. There are other cost saving efficiencies to be gained through this process as well.

ADVOCACY:

- **Senator Feyen:** We met with Senator Feyen on Friday, September 27 and discussed a number of issues in our community. A strong focus was on the impact of the DOC and what is happening with demand on ambulance/EMS as well as other public safety resources given the current staffing shortage being experienced by the facility. Feyen's staff is working with us to gather additional data and he has committed to working through committees to see if he can bring some additional financial support to our community (note that municipal service payments have continue to decline per the following chart. Additionally, we discussed the importance of DOC to our wastewater treatment investment and pending legislation for road funding, PFAS requirements, etc.

	<u>12/31/2019</u>	<u>12/31/2018</u>	<u>12/31/2017</u>	<u>12/31/2016</u>	<u>12/31/2015</u>	<u>12/31/2014</u>	<u>12/31/2013</u>	<u>12/31/2012</u>	<u>12/31/2011</u>	<u>12/31/2010</u>	<u>12/31/2009</u>	<u>12/31/2008</u>	<u>12/31/2007</u>	<u>12/31/2006</u>
Municipal Services Payment	95,274.16	41,724.94	40,116.36	42,688.46	40,334.47	44,295.60	46,922.86	48,007.29	65,159.21	49,890.16	64,076.81	116,473.41	63,404.00	68,502.00
Adjusted Gross Entitlement	\$ 244,975.89	\$ 109,228.58	\$ 105,719.00	\$ 104,219.00	\$ 95,851.88	\$ 99,272.97	\$ 94,393.20	\$ 92,588.79	\$ 107,116.90	\$ 74,396.30	\$ 79,009.63	\$ 145,264.92	\$ 79,264.91	\$ 77,728.36
Actual Received	95,290.00	41,724.94	40,116.36	42,688.46	40,334.47	44,295.60	46,922.86	48,007.29	65,159.21	49,890.16	64,076.81	116,473.41	63,404.00	68,502.00
Ratio Appropriated	38.90%	38.20%	37.95%	40.96%	42.08%	44.62%	49.71%	51.85%	60.83%	67.06%	81.10%	80.18%	79.99%	88.13%
Loss of Entitlement	149,685.89	67,503.64	65,602.64	61,530.54	55,517.41	54,977.37	47,470.34	44,581.50	41,957.69	24,506.14	14,932.82	28,791.51	15,860.91	9,226.36

- **Grothman / Schraa:** We are planning to meet with Representatives Grothman and Schraa on Tuesday, 10/8, at 3:30 p.m. at City Hall.



AGENDA SUMMARY SHEET

MEETING DATE: 10/08/2019

TITLE: Future Meetings & Gatherings

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

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

ISSUE SUMMARY:

The Consent Agenda consist of future meetings and gatherings of the Common Council. It is understood that the dates and times of meetings/gatherings may be revised due to agenda content and availability of those appearing.

Future Meetings and Gatherings

Tuesday, October 22, 2019	Special Common Council	5:30pm	Council Chambers-City Hall
Tuesday, November 12, 2019	Common Council	6:00pm	Council Chambers-City Hall
Tuesday, November 26, 2019	Committee of the Whole	5:30pm	Council Chambers-City Hall
Tuesday, December 10, 2019	Common Council	6:00pm	Council Chambers-City Hall
TBD due to holiday	Committee of the Whole	5:30pm	Council Chambers-City Hall

STAFF RECOMENDATION:

Approve the Consent Agenda

ATTACHMENTS:

None

RECOMENDED MOTION:

Motion to approve the Consent Agenda. (Roll Call)

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
10/03/2019	98564	ADVANCED DISPOSAL	27,826.20
10/03/2019	98565	ALLIED 100	124.20
10/03/2019	98566	ASSOCIATED APPRAISAL CONSULTA	2,192.66
10/03/2019	98567	AT & T	159.40
10/03/2019	98568	AWVE, STEVE	30,000.00
10/03/2019	98569	BADGER STATE INDUSTRIES	480.42
10/03/2019	98570	BALLWEG IMPLEMENT	402.69
10/03/2019	98571	BATTERIES PLUS LLC	171.59
10/03/2019	98572	BROOKS SHOE & REPAIR	300.00
10/03/2019	98573	CALIBRE PRESS	837.00
10/03/2019	98574	CAREW CONCRETE & SUPPLY INC	15.60
10/03/2019	98575	CARTRIDGE WORLD	220.57
10/03/2019	98576	CEDAR CORPORATION	7,698.75
10/03/2019	98577	CHARTER COMMUNICATIONS	550.00
10/03/2019	98578	CITIES DIGITAL	1,228.00
10/03/2019	98579	DESTINATION LAKE WINNEBAGO RE	9,668.73
10/03/2019	98580	GUTH'S CANDY LLC	60.00
10/03/2019	98581	EZ GLIDE GARAGE DOOR & OPENER	987.00
10/03/2019	98582	FARMERS ELEVATOR CO.	494.96
10/03/2019	98583	FIRE ENGINEERING	24.00
10/03/2019	98584	FIRE SAFETY USA INC	715.00
10/03/2019	98585	FOND DU LAC COUNTY CLERK OF C	10.00
10/03/2019	98586	GUNDERSON, INC.	241.05
10/03/2019	98587	HAMMES FIRE & SAFETY	488.77
10/03/2019	98588	HIMALAYAN CONSULTANTS LLC	8,115.40
10/03/2019	98589	HOLIDAY WHOLESale	324.45
10/03/2019	98590	HOME CONTRACTORS & SUPPLY INC	20.30
10/03/2019	98591	HULL'S 151 IMPLEMENT, INC.	200.00
10/03/2019	98592	INTER-QUEST	124.96
10/03/2019	98593	JOHN FABICK TRACTOR CO	246.51
10/03/2019	98594	KAST, MICHELLE	60.32
10/03/2019	98595	LEAGUE OF WI MUNICIPALITIES	220.00
10/03/2019	98596	LUECK, FRED	20.00
10/03/2019	98597	LYCON INC.	907.50
10/03/2019	98598	MSA PROFESSIONAL SERVICES INC.	813.32
10/03/2019	98599	MENARDS - BEAVER DAM	205.00
10/03/2019	98600	MULTIMEDIA COMMUNICATIONS & EN	1,579.74
10/03/2019	98601	NICKEL, JULIE	40.00
10/03/2019	98602	OSHKOSH OFFICE SYSTEMS	158.16
10/03/2019	98603	PETTY CASH-CITY HALL	42.69
10/03/2019	98604	PFALZGRAF, JOSEPH	82.00
10/03/2019	98605	PHC TRANSIT LLC	261.25
10/03/2019	98606	PIGGLY WIGGLY DISCOUNT FOODS	18.89
10/03/2019	98607	PIT-STOP PORTABLES	137.25
10/03/2019	98608	PROFESSIONAL FIRE FIGHTERS OF	5,000.00
10/03/2019	98609	QUALITY AGGREGATE LLC	1,410.46
10/03/2019	98610	RAY O'HERRON CO., INC.	558.00
10/03/2019	98611	ROCK GOLF CLUB	106.20
10/03/2019	98612	SERVICE LIFE.COM	275.00
10/03/2019	98613	SERVICE MOTOR COMPANY	299.42

Check Issue Date	Check Number	Payee	Amount
10/03/2019	98614	SHERWIN WILLIAMS	213.28
10/03/2019	98615	STAPLES CREDIT PLAN	57.76
10/03/2019	98616	STOBB PLUMBING & HEATING, INC.	142.00
10/03/2019	98617	TRU CLEANERS LLC	4,012.68
10/03/2019	98618	US CELLULAR	885.95
10/03/2019	98619	VANBUREN, SARAH	93.72
10/03/2019	98620	VANDE ZANDE & KAUFMAN, LLP	4,440.00
10/03/2019	98621	W & D NAVIS	9,588.52
10/03/2019	98622	WAUPUN AREA ANIMAL SHELTER, INC	1,000.00
10/03/2019	98623	WAUPUN UTILITIES	3,226.32
10/03/2019	98624	WELLS FARGO PAYMENT REMITT.	4,742.75
10/03/2019	98625	WI FBINAA	56.00
10/03/2019	98626	WI STATE LABORATORY	53.62
10/03/2019	98627	TOWNS & ASSOCIATES INC	895.00
Grand Totals:			<u>135,531.01</u>

Report Criteria:

Report type: Summary

Report Criteria:

[Report].Invoice Date = 10/03/2019

Invoice	Description	Invoice Date	Total Cost	GL Account
615 ADVANCED DISPOSAL				
E60000018068	Madison Ph 1 - Contaminated Soil/Rock	10/03/2019	18,550.80	100-13850
E60000018068	Madison Ph 1 - Contaminated Soil/Rock	10/03/2019	9,275.40	700-10-5192-8-00
Total 615 ADVANCED DISPOSAL:			27,826.20	
1175 ALLIED 100				
1492318	electrodes for Defib	10/03/2019	124.20	100-40-5211-3-38
Total 1175 ALLIED 100:			124.20	
1787 ASSOCIATED APPRAISAL CONSULTAN				
144719	Monthly services - Oct 2019	10/03/2019	2,192.66	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			2,192.66	
1904 AT & T				
7924-AUG/SEPT19	Police Dept monthly phone charges	10/03/2019	159.40	100-40-5211-3-31
Total 1904 AT & T:			159.40	
1987 AWWE, STEVE				
10-3-19	CDA Grant Reimbursement - 435 E Main St Rehab	10/03/2019	30,000.00	405-70-5436-3-38
Total 1987 AWWE, STEVE:			30,000.00	
3072 BADGER STATE INDUSTRIES				
306-180366	can liners	10/03/2019	480.42	100-70-5410-3-36
Total 3072 BADGER STATE INDUSTRIES:			480.42	
4015 BALLWEG IMPLEMENT				
P73126	parts/repair cracked exhaust manifold	10/03/2019	402.69	100-70-5411-3-36
Total 4015 BALLWEG IMPLEMENT:			402.69	
4078 BATTERIES PLUS LLC				
P18951059	12v lith	10/03/2019	103.55	100-40-5212-3-36
P19148676	Batteries - shop	10/03/2019	68.04	100-70-5410-3-36
Total 4078 BATTERIES PLUS LLC:			171.59	
6162 BROOKS SHOE & REPAIR				
31013	boot allowance - VandeZande	10/03/2019	150.00	100-70-5412-3-38
31014	boot allowance - Ferch	10/03/2019	150.00	100-70-5412-3-38
Total 6162 BROOKS SHOE & REPAIR:			300.00	
7018 CALIBRE PRESS				
74408	Training - Pfalzgraf	10/03/2019	279.00	100-40-5211-3-37
74408	Training - Gerritsen	10/03/2019	279.00	100-40-5215-3-37
74408	Training - Halverson	10/03/2019	279.00	100-40-5215-3-37
Total 7018 CALIBRE PRESS:			837.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
7065 CAREW CONCRETE & SUPPLY INC				
1147065 rebar		10/03/2019	15.60	100-70-5410-3-36
Total 7065 CAREW CONCRETE & SUPPLY INC:			15.60	
7075 CARTRIDGE WORLD				
76357 Cartridges		10/03/2019	220.57	100-40-5211-3-38
Total 7075 CARTRIDGE WORLD:			220.57	
8046 CEDAR CORPORATION				
101063 Facilitation Services thru 9-14-19		10/03/2019	3,198.75	100-80-5670-3-38
101062 Facilitation Services thru 9-14-19		10/03/2019	4,500.00	400-70-5420-8-00
Total 8046 CEDAR CORPORATION:			7,698.75	
10048 CHARTER COMMUNICATIONS				
3194-SEPT19 PD - Ethernet MBPS		10/03/2019	550.00	100-40-5211-3-38
Total 10048 CHARTER COMMUNICATIONS:			550.00	
10223 CITIES DIGITAL				
46857 Laserfiche Annual Support & Updates		10/03/2019	1,228.00	100-10-5141-3-36
Total 10223 CITIES DIGITAL:			1,228.00	
11275 DESTINATION LAKE WINNEBAGO REGION				
10-3-19 70% Of August Room Tax		10/03/2019	9,668.73	430-70-5436-3-42
Total 11275 DESTINATION LAKE WINNEBAGO REGION:			9,668.73	
12590 GUTH'S CANDY LLC				
21690 Japanese gifts		10/03/2019	60.00	100-10-5534-3-38
Total 12590 GUTH'S CANDY LLC:			60.00	
12630 EZ GLIDE GARAGE DOOR & OPENERS				
0163495-IN service call - repair door - safety building		10/03/2019	987.00	100-70-5410-3-36
Total 12630 EZ GLIDE GARAGE DOOR & OPENERS:			987.00	
12750 FARMERS ELEVATOR CO.				
139164 grass seed		10/03/2019	135.00	100-70-5410-3-36
139339 MecAmine		10/03/2019	359.96	100-70-5613-3-38
Total 12750 FARMERS ELEVATOR CO.:			494.96	
13001 FIRE ENGINEERING				
10-3-19 Subscription Renewal		10/03/2019	24.00	100-50-5232-3-38
Total 13001 FIRE ENGINEERING:			24.00	
13011 FIRE SAFETY USA INC				
127329 firefighter PPE		10/03/2019	120.00	100-50-5232-3-38
124978 gas detectors		10/03/2019	595.00	220-50-5231-3-38
Total 13011 FIRE SAFETY USA INC:			715.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
13497 FOND DU LAC COUNTY CLERK OF COURTS				
10-3-19 citation fee		10/03/2019	10.00	100-40-5213-3-38
Total 13497 FOND DU LAC COUNTY CLERK OF COURTS:			10.00	
15075 GUNDERSON, INC.				
779344 Senior center rugs		10/03/2019	52.26	100-70-5410-3-36
781480 CITY HALL rugs		10/03/2019	62.93	100-70-5410-3-36
780808 Garage supplies		10/03/2019	42.84	100-70-5411-3-36
783022 Garage supplies		10/03/2019	26.29	100-70-5411-3-36
780809 Uniform/charges		10/03/2019	38.34	100-70-5412-3-38
783023 Uniform/charges		10/03/2019	18.39	100-70-5412-3-38
Total 15075 GUNDERSON, INC.:			241.05	
15452 HAMMES FIRE & SAFETY				
34854 recharge fire ext from car fire		10/03/2019	488.77	100-50-5232-3-36
Total 15452 HAMMES FIRE & SAFETY:			488.77	
15825 HIMALAYAN CONSULTANTS LLC				
121231 Madison Ph 1 - Contaminated Soil/Rock		10/03/2019	5,410.27	100-13850
121231 Madison Ph 1 - Contaminated Soil/Rock		10/03/2019	2,705.13	700-10-5192-8-00
Total 15825 HIMALAYAN CONSULTANTS LLC:			8,115.40	
15920 HOLIDAY WHOLESALE				
9101779 Aquatic Center Concession Stand		10/03/2019	184.55	100-20-5523-3-39
9095156 Aquatic Center Concession Stand		10/03/2019	139.90	100-20-5523-3-39
Total 15920 HOLIDAY WHOLESALE:			324.45	
16001 HOME CONTRACTORS & SUPPLY INC.				
29390 supplies - boarded up windows McCune beach-vandalism		10/03/2019	20.30	100-70-5410-3-36
Total 16001 HOME CONTRACTORS & SUPPLY INC.:			20.30	
16068 HULL'S 151 IMPLEMENT, INC.				
175 lift rent - repair holes in comm center ceiling		10/03/2019	200.00	100-70-5411-3-38
Total 16068 HULL'S 151 IMPLEMENT, INC.:			200.00	
16440 INTER-QUEST				
65391 onsite support/remote support - PD		10/03/2019	124.96	100-40-5212-3-38
Total 16440 INTER-QUEST:			124.96	
16663 JOHN FABICK TRACTOR CO				
C144248 cap screw/washer/seal kit - cylinder repair		10/03/2019	212.67	100-70-5411-3-36
C147894 cap screws		10/03/2019	33.84	100-70-5411-3-36
Total 16663 JOHN FABICK TRACTOR CO:			246.51	
16883 KAST, MICHELLE				
10-3-19 mileage reimb for Levy Limit Workshop		10/03/2019	60.32	100-10-5153-3-37
Total 16883 KAST, MICHELLE:			60.32	

Invoice	Description	Invoice Date	Total Cost	GL Account
17400 LEAGUE OF WI MUNICIPALITIES				
80587	local gov 101 resource books	10/03/2019	210.00	100-10-5110-3-38
80581	cancellation fee	10/03/2019	10.00	100-10-5131-3-37
Total 17400 LEAGUE OF WI MUNICIPALITIES:			220.00	
17900 LUECK, FRED				
10-3-19	Plan Commission Minutes - Sept 2019	10/03/2019	20.00	100-80-5632-1-10
Total 17900 LUECK, FRED:			20.00	
17912 LYCON INC.				
0863292-IN	concrete for West End Park	10/03/2019	907.50	100-70-5410-3-36
Total 17912 LYCON INC.:			907.50	
18009 MSA PROFESSIONAL SERVICES INC.				
R00212056,0-58	412 Shaler Drive Site Plan Review	10/03/2019	813.32	100-13840
Total 18009 MSA PROFESSIONAL SERVICES INC.:			813.32	
18961 MENARDS - BEAVER DAM				
62518	complex/west end park supplies	10/03/2019	187.98	100-70-5410-3-36
63035	supplies - pool & west end park	10/03/2019	127.20	100-70-5410-3-36
63033	credit	10/03/2019	110.18-	100-70-5410-3-36
Total 18961 MENARDS - BEAVER DAM:			205.00	
19675 MULTIMEDIA COMMUNICATIONS & ENGINEERING				
3230	Engineering - Fiber connections - safety building & city ha	10/03/2019	1,579.74	400-70-5420-8-00
Total 19675 MULTIMEDIA COMMUNICATIONS & ENGINEERING:			1,579.74	
20480 NICKEL, JULIE				
10-3-19	Reimbursement for cell phone use - October 2019	10/03/2019	40.00	100-10-5131-3-31
Total 20480 NICKEL, JULIE:			40.00	
20900 OSHKOSH OFFICE SYSTEMS				
AR43303	City Hall Color Copier 6333	10/03/2019	158.16	100-10-5141-3-36
Total 20900 OSHKOSH OFFICE SYSTEMS:			158.16	
21450 PETTY CASH-CITY HALL				
10-3-19	Supplies for office	10/03/2019	19.49	100-10-5110-3-38
10-3-19	reimburse mileage - Hull	10/03/2019	23.20	100-10-5141-3-37
Total 21450 PETTY CASH-CITY HALL:			42.69	
21557 PFALZGRAF, JOSEPH				
10-3-19	reimburse hotel room - Emerg Management conf	10/03/2019	82.00	100-40-5211-3-37
Total 21557 PFALZGRAF, JOSEPH:			82.00	
21560 PHC TRANSIT LLC				
2130	4 loads of gravel delivered	10/03/2019	261.25	700-10-5192-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 21560 PHC TRANSIT LLC:			261.25	
21665 PIGGLY WIGGLY DISCOUNT FOODS				
5027	FD purchase - manager's meeting	10/03/2019	18.89	100-50-5231-3-38
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			18.89	
21790 PIT-STOP PORTABLES				
A-92238	Pine Street Park Port a Potty	10/03/2019	137.25	100-20-5525-3-38
Total 21790 PIT-STOP PORTABLES:			137.25	
22210 PROFESSIONAL FIRE FIGHTERS OF WI				
10-3-19	Donation from 9/11 exhibit proceeds	10/03/2019	5,000.00	450-70-5440-3-38
Total 22210 PROFESSIONAL FIRE FIGHTERS OF WI:			5,000.00	
22350 QUALITY AGGREGATE LLC				
2284	inlet repairs	10/03/2019	868.64	700-10-5192-3-36
2344	inlet repairs	10/03/2019	541.82	700-10-5192-3-36
Total 22350 QUALITY AGGREGATE LLC:			1,410.46	
22660 RAY O'HERRON CO., INC.				
1947452-IN	ammo	10/03/2019	558.00	100-40-5215-3-38
Total 22660 RAY O'HERRON CO., INC.:			558.00	
23040 ROCK GOLF CLUB				
10-3-19	Japanese chaperones lunch	10/03/2019	106.20	100-10-5534-3-38
Total 23040 ROCK GOLF CLUB:			106.20	
23547 SERVICE LIFE.COM				
11373	web-site subscription 10/31/2019-10/30/2019	10/03/2019	275.00	450-70-5440-3-40
Total 23547 SERVICE LIFE.COM:			275.00	
23550 SERVICE MOTOR COMPANY				
P09458	parts - replace mower blades	10/03/2019	299.42	100-70-5411-3-36
Total 23550 SERVICE MOTOR COMPANY:			299.42	
23598 SHERWIN WILLIAMS				
3071-4	Paint for park bathrooms	10/03/2019	213.28	100-70-5410-3-36
Total 23598 SHERWIN WILLIAMS:			213.28	
24108 STAPLES CREDIT PLAN				
10-3-19	office supplies	10/03/2019	48.07	100-10-5141-3-30
10-3-19	office supplies	10/03/2019	9.69	100-30-5241-3-30
Total 24108 STAPLES CREDIT PLAN:			57.76	
24400 STOBBS PLUMBING & HEATING, INC.				
10538	toilet bowl for mccune - vandalism	10/03/2019	142.00	100-70-5410-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 24400 STOBBS PLUMBING & HEATING, INC.:			142.00	
25450 TRU CLEANERS LLC				
CW100119	cleaning service for City of Waupun	10/03/2019	4,012.68	100-70-5410-3-38
Total 25450 TRU CLEANERS LLC:			4,012.68	
25760 US CELLULAR				
0331415513	POLICE DEPT monthly cell phone charges	10/03/2019	885.95	100-40-5211-3-31
Total 25760 US CELLULAR:			885.95	
25980 VANBUREN, SARAH				
10-3-19	reimbursement for registration - WEDA	10/03/2019	45.00	100-80-5670-3-37
10-3-19	reimbursement for mileage - FDL to Menasha for housing	10/03/2019	48.72	100-80-5670-3-37
Total 25980 VANBUREN, SARAH:			93.72	
26042 VANDE ZANDE & KAUFMAN, LLP				
SEPT2019	monthly City Attorney Fees	10/03/2019	3,285.00	100-10-5161-3-38
10604	Traffic monthly attorney fees	10/03/2019	1,155.00	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			4,440.00	
26494 W & D NAVIS				
43827	Madison Ph 1 - Contaminated Soil/Rock	10/03/2019	6,392.35	100-13850
43827	Madison Ph 1 - Contaminated Soil/Rock	10/03/2019	3,196.17	700-10-5192-8-00
Total 26494 W & D NAVIS:			9,588.52	
26790 WAUPUN AREA ANIMAL SHELTER, INC				
OCT2019	Monthly Contract	10/03/2019	1,000.00	100-40-5343-3-38
Total 26790 WAUPUN AREA ANIMAL SHELTER, INC:			1,000.00	
27450 WAUPUN UTILITIES				
4749	Finance Director - Shared labor & benefits	10/03/2019	2,459.04	100-10-5153-1-10
4749	Finance Director - Shared labor & benefits	10/03/2019	403.50	100-10-5153-2-20
4749	Finance Director - Shared labor & benefits	10/03/2019	161.07	100-10-5153-2-22
4749	Finance Director - Shared labor & benefits	10/03/2019	188.12	100-10-5153-2-23
4749	Finance Director - Shared labor & benefits	10/03/2019	14.59	100-10-5153-2-29
Total 27450 WAUPUN UTILITIES:			3,226.32	
27935 WELLS FARGO PAYMENT REMITT.				
ANGIE-AUG19	verizon - ipads	10/03/2019	52.75	100-10-5141-3-31
ANGIE-AUG19	2019 Presidential Election Academy	10/03/2019	189.00	100-10-5141-3-37
ANGIE-AUG19	WMCA meeting registration	10/03/2019	30.00	100-10-5141-3-37
ANGIE-AUG19	Amazon - Clerk handouts for Community Day	10/03/2019	6.98	100-10-5141-3-38
ANGIE-AUG19	Amazon - Clerk handouts for Community Day	10/03/2019	12.66	100-10-5141-3-38
ANGIE-AUG19	Election supplies	10/03/2019	73.10	100-10-5142-3-38
ANGIE-AUG19	Amazon - pool swim noodles - aquatic center	10/03/2019	21.98	100-20-5523-3-38
SCOTT-AUG19	flash drives - PD	10/03/2019	89.98	100-40-5211-3-30
SCOTT-AUG19	staples plus membership fee - PD	10/03/2019	49.00	100-40-5211-3-30
SCOTT-AUG19	microsoft office online - PD	10/03/2019	208.00	100-40-5211-3-38
BJ-AUG19	pizza after fire call - FD	10/03/2019	41.65	100-50-5231-3-38
BJ-AUG19	credit - DRI Printing - FD	10/03/2019	370.67	100-50-5231-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
BJ-AUG19	piggly wiggly - rehab beverages - FD	10/03/2019	63.87	100-50-5232-3-38
BJ-AUG19	dress shirts for new firefighters	10/03/2019	182.89	100-50-5232-3-38
BJ-AUG19	Alert-All Corp - fire prevention materials - FD	10/03/2019	962.50	100-50-5233-3-38
BJ-AUG19	NFPA - fire prevention materials - FD	10/03/2019	691.38	100-50-5233-3-38
BJ-AUG19	credit - WEMA - FD	10/03/2019	100.00-	100-50-5251-3-37
ANGIE-AUG19	Amazon - lighting for West End Park	10/03/2019	259.99	100-70-5410-3-36
ANGIE-AUG19	Amazon - slide hammer tool repair - DPW	10/03/2019	49.79	100-70-5411-3-36
JEFF-AUG19	Training - DPW	10/03/2019	100.00	100-70-5411-3-38
JEFF-AUG19	notary services - Steinbach	10/03/2019	20.00	100-70-5420-3-38
JEFF-AUG19	Lowes - lounge chairs - aquatic center	10/03/2019	712.54	410-20-5523-4-00
JEFF-AUG19	Lowes - lounge chairs - aquatic center	10/03/2019	675.00	410-20-5523-4-00
JEFF-AUG19	credit	10/03/2019	37.79-	410-20-5523-4-00
JEFF-AUG19	4imprint - DPW handouts for Community Day	10/03/2019	579.15	700-10-5191-3-38
JEFF-AUG19	NASECA Field Event Reg - Daane	10/03/2019	179.00	700-10-5192-3-38
Total 27935 WELLS FARGO PAYMENT REMITT.:			4,742.75	
29150 WI FBINAA				
10-3-19	Business meeting & holiday lunch	10/03/2019	56.00	100-40-5211-3-37
Total 29150 WI FBINAA:			56.00	
29641 WI STATE LABORATORY				
607770	Witness fee/mileage	10/03/2019	53.62	100-40-5213-3-38
Total 29641 WI STATE LABORATORY:			53.62	
300250 TOWNS & ASSOCIATES INC				
29949	2020 Lake Winnebago Area Guide	10/03/2019	895.00	430-70-5436-3-38
Total 300250 TOWNS & ASSOCIATES INC:			895.00	
Grand Totals:			135,531.01	

Report GL Period Summary

GL Period	Amount
10/19	135,531.01
Grand Totals:	135,531.01

Vendor number hash: 1686539
Vendor number hash - split: 2539417
Total number of invoices: 84
Total number of transactions: 118

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	135,531.01	.00	135,531.01
Grand Totals:	135,531.01	.00	135,531.01

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
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Report Criteria:

[Report].Invoice Date = 10/03/2019

Manuals

CITY OF WAUPUN

Check Register - Council Check Register
Check Issue Dates: 9/30/2019 - 9/30/2019

Page: 1
Oct 01, 2019 01:41PM

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
09/30/2019	98463	WELLS FARGO PAYMENT REMITT.	1,279.50 M
09/30/2019	98554	CHARTER COMMUNICATIONS	161.29 M
Grand Totals:			<u>1,440.79</u>

M = Manual Check, V = Void Check

Report Criteria:

[Report].Invoice Date = 09/30/2019

Invoice	Description	Invoice Date	Total Cost	GL Account
10048 CHARTER COMMUNICATIONS				
9909-SEPT19	library - internet, voice	09/30/2019	161.29	210-60-5511-3-31
Total 10048 CHARTER COMMUNICATIONS:			161.29	
27935 WELLS FARGO PAYMENT REMITT.				
BJ-JULY19	clothing allow - Demaa	09/30/2019	152.50	100-12634
BJ-JULY19	silversneakers training	09/30/2019	127.17	100-20-5513-3-38
BJ-JULY19	hazmat training	09/30/2019	24.07	100-20-5513-3-38
BJ-JULY19	finance charges	09/30/2019	18.76	100-20-5513-3-38
BJ-JULY19	credit	09/30/2019	74.71-	100-50-5231-3-37
BJ-JULY19	backdrops & stands	09/30/2019	391.06	100-50-5231-3-38
BJ-JULY19	fuel - FD	09/30/2019	69.88	100-50-5232-3-38
BJ-JULY19	fuel - FD	09/30/2019	44.76	100-50-5232-3-38
BJ-JULY19	fuel - FD	09/30/2019	57.09	100-50-5232-3-38
BJ-JULY19	credit	09/30/2019	20.39-	100-50-5232-3-38
BJ-JULY19	hazmat training	09/30/2019	235.10	100-50-5234-3-37
BJ-JULY19	WEMA membership	09/30/2019	50.00	100-50-5251-3-34
BJ-JULY19	WEMA conf	09/30/2019	75.00	100-50-5251-3-37
BJ-JULY19	9/11 facebook ad for exhibit	09/30/2019	129.21	450-70-5440-3-40
Total 27935 WELLS FARGO PAYMENT REMITT.:			1,279.50	
Grand Totals:			1,440.79	

Report GL Period Summary

GL Period	Amount
09/19	1,440.79
Grand Totals:	1,440.79

Vendor number hash: 37983
 Vendor number hash - split: 401138
 Total number of invoices: 2
 Total number of transactions: 15

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	1,440.79	.00	1,440.79
Grand Totals:	1,440.79	.00	1,440.79



AGENDA SUMMARY SHEET

MEETING DATE: 10/08/2019

TITLE: Approval of License and Permits

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

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

ISSUE SUMMARY:

The Consent Agenda consist of license and permit applications for consideration.

License and Permit Applications

License:	Temporary Class B
Applicant:	Horicon Ducks Unlimited
Date of Event:	October 19, 2019
Location:	St. Joseph Parish, 26 N. Division St., Waupun
Event Name:	Ducks Unlimited Sportsman's Night Out
License:	Operator License
Applicant:	Janet Harmsen, Cindy Zietlow, Craig Much
License:	Solicitor
Applicant:	Troy R. Riehl
Business:	Charter-Spectrum

STAFF RECOMENDATION:

Approve the Consent Agenda

ATTACHMENTS:

None

RECOMENDED MOTION:

Motion to approve the Consent Agenda. (Roll Call)



AGENDA SUMMARY SHEET

MEETING DATE: October 8, 2019

TITLE: Resolution Providing for The Sale of
Approximately \$5,405,000 Water and Electric
System Revenue Refunding Bonds, Series 2019

AGENDA SECTION: RESOLUTIONS & ORDINANCES

PRESENTER: Jared Oosterhouse, Finance
Director/Treasurer

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	\$
Reliable, Well-Maintained Infrastructure: Invest in replacing aging infrastructure.	Water utility's annual debt service would decrease on average by \$294,000 in years 2021 to 2026 providing for additional cash flow for investment in aging infrastructure while maintaining existing rates.	

SUMMARY:

The 2014 and 2016 water and electric revenue bonds are callable on March 1, 2020 and can be refunded within 90 days of the call date.

Supporting factors to proceed with the debt refunding are:

- Provides ability to complete needed infrastructure replacements as planned
- Stability – provides adequate cash flow and safety net for unknown or unplanned expenditures
- Current interest rates are at historical lows again
- Delaying projects will cost more in future
- Reduces need for future rate increase

Phil Cosson, a Senior Municipal Advisor with Ehlers, will present the presale report and the resolution.

STAFF RECOMMENDATION:

Approve the resolution as presented.

ATTACHMENTS:

Resolution Providing for The Sale of Approximately \$5,405,000 Water and Electric Revenue Refunding Bonds

RECOMMENDED MOTION:

Approve Resolution Providing for The Sale of Approximately \$5,405,000 Water and Electric System Revenue Refunding Bonds, Series 2019

RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY
\$5,405,000 WATER AND ELECTRIC SYSTEM REVENUE REFUNDING BONDS, SERIES 2019

WHEREAS, the City of Waupun, Dodge and Fond du Lac Counties, Wisconsin (the "City") is presently in need of approximately \$5,405,000 for the public purpose of refunding obligations of the City which were issued to finance additions, improvements and extensions to the Water and Electric System, specifically, the Water and Electric Utility Refunding Revenue Bonds, Series 2014, dated August 1, 2014 and Water and Electric System Revenue Bonds, Series 2016, dated April 14, 2016; and

WHEREAS, the Common Council deems it to be necessary, desirable and in the best interest of the City to borrow said funds through the issuance of water and electric system revenue refunding bonds pursuant to Section 66.0621, Wis. Stats.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Issuance of the Bonds. The City shall issue its Water and Electric System Revenue Refunding Bonds, Series 2019 in an approximate amount of \$5,405,000 (the "Bonds") for the purpose above specified.

Section 2. Sale of Bonds. The Common Council hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Sale. The City Clerk (in consultation with Ehlers & Associates, Inc. ("Ehlers")) be and hereby is directed to cause notice of the sale of the Bonds to be disseminated in such manner and at such times as the City Clerk may determine and to cause copies of a complete Notice of Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk (in consultation with Ehlers) shall cause an Official Statement to be prepared and distributed. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Official Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Adopted, approved and recorded October 8, 2019.

Julie J. Nickel
Mayor

ATTEST:

Angela J. Hull
City Clerk

(SEAL)

October 8, 2019

Pre-Sale Report for

City of Waupun, Wisconsin

\$5,405,000 Water and Electric System Revenue Bonds,
Series 2019B



Prepared by:

Philip Cosson, CIPMA
Senior Municipal Advisor

Greg Johnson, CIPMA
Senior Municipal Advisor

Executive Summary of Proposed Debt

Proposed Issue:	\$5,405,000 Water and Electric System Revenue Bonds, Series 2019B
Purposes:	<p>The proposed issue includes financing for the following purposes:</p> <ul style="list-style-type: none"> Current Refund 2014 Water and Electric Revenue Bonds Electric. Debt service will be paid from electric and water revenues. <p>The interest rate on the obligations proposed to be refunded is 2.43%. The refunding would extend the term over which the refunded obligations will be repaid by five years. The refunding is expected to increase debt service expense by approximately \$426,406 over the next 13 years. The Net Present Value Cost of the refunding is estimated to be \$174,765, equal to 3.279% of the refunded principal.</p> <p>This refunding is a Current Refunding as the obligations being refunded are either callable (pre-payable) now or will be within 90 days of the date of issue of the new Bonds.</p> <ul style="list-style-type: none"> Current Refund 2016 Water and Electric Revenue Bonds. Debt service will be paid from electric and water revenues. <p>The interest rate on the obligations proposed to be refunded is 2.43%. The refunding would extend the term over which the refunded obligations will be repaid by five years. The refunding is expected to increase debt service expense by approximately \$70,018 over the next 13 years. The Net Present Value Cost of the refunding is estimated to be \$25,303, equal to 3.501% of the refunded principal.</p> <p>This refunding is a Current Refunding as the obligations being refunded are either callable (pre-payable) now or will be within 90 days of the date of issue of the new Bonds.</p>
Authority:	<p>The Bonds are being issued pursuant to Wisconsin Statute(s):</p> <ul style="list-style-type: none"> 66.0621 <p>The Bonds are not general obligations of the City but are payable only from and secured by a pledge of income and revenue to be derived from the operation of the Water and Electric Systems.</p>
Term/Call Feature:	<p>The Bonds are being issued for a term of 12 years. Principal on the Bonds will be due on March 1 in the years 2021 through 2031. Interest is payable every six months beginning September 1, 2020.</p> <p>The Bonds will be subject to prepayment at the discretion of the City on March 1, 2027 or any date thereafter.</p>

Bank Qualification:	Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Bonds as “bank qualified” obligations. Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.
Rating:	The City will request a new rating for the Bonds. If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the City's bond rating if the bond rating of the insurer is higher than that of the City.
Basis for Recommendation:	Based on our knowledge of your situation, your objectives communicated to us, our advisory relationship as well as characteristics of various municipal financing options, we are recommending the issuance of Bonds as a suitable option based on: <ul style="list-style-type: none"> • Net system revenues available for debt service that provide enough coverage for the estimated principal and interest payments of the proposed Bonds and existing parity debt. • The City’s past practice of using revenue bonds to finance enterprise system improvements. • The existing revenue pledge securing the obligations to be refunded.
Method of Sale/Placement:	We will solicit competitive bids for the purchase of the Bonds from underwriters and banks. We will include an allowance for discount bidding in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction. If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.
Premium Pricing:	In some cases, investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.” The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or “discount”) but will pay the remainder of the premium to the City. For this issue of Bonds, any premium amount received may: be retained; used to reduce the issue size; or combination thereof. These adjustments may slightly

	<p>change the true interest cost of the original bid, either up or down. We anticipate using any premium amounts received to reduce the issue size.</p> <p>The amount of premium allowed can be restricted in the bid specifications. Restrictions on premium may result in fewer bids but may also eliminate large adjustments on the day of sale and unintended results with respect to debt service payment impacts. Ehlers will identify appropriate premium restrictions for the Bonds intended to achieve the City's objectives for this financing.</p>
Other Considerations:	<p>The Bonds will be offered with the option of the successful bidder utilizing a term bond structure. By offering underwriters the option to "term up" some of the maturities at the time of the sale, it gives them more flexibility in finding a market for your Bonds. This makes your issue more marketable, which can result in lower borrowing costs. If the successful bidder utilizes a term bond structure, we recommend the City retain a paying agent to handle responsibility for processing mandatory redemption/call notices associated with term bonds.</p>
Review of Existing Debt:	<p>We have reviewed all outstanding indebtedness for the City and find that, other than the obligations proposed to be refunded by the Bonds, there are no other refunding opportunities at this time.</p> <p>We will continue to monitor the market and the call dates for the City's outstanding debt and will alert you to any future refunding opportunities.</p>
Continuing Disclosure:	<p>Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds and has contracted with Ehlers to prepare and file the reports.</p>
Arbitrage Monitoring:	<p>Because the Bonds tax-exempt obligations, the City must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be detailed in the Tax Exemption Certificate prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or retain the services of a qualified firm to assist you.</p>

Investment of and Accounting for Proceeds:	<p>In order to more efficiently segregate funds for this project and maximize interest earnings, we recommend using an investment advisor, to assist with the investment of bond proceeds until they are needed to pay project costs. Ehlers Investment Partners, a subsidiary of Ehlers and registered investment advisor, will discuss an appropriate investment strategy with the City.</p>
Risk Factors:	<p>Utility Revenue: The City expects to pay the Bond debt service with:</p> <ul style="list-style-type: none"> • Electric and Water Revenues <p>In the event utility revenues are insufficient to pay debt service, the Common Council is committing to consider appropriating funds from any other available sources in an amount enough to cover the shortfall. If it chooses to do so, the City may levy a tax to make up a shortfall. Any amount levied for this purpose is exempted from levy limits. While the City is not required to appropriate the funds necessary to remedy any shortfall in revenues needed to pay debt service, failure to do so would result in either a lack of access to capital markets in the future, or access at a substantially higher cost.</p> <p>Current Refunding: The Bonds are being issued to finance a current refunding of prior City debt obligations. Those prior debt obligations are “callable” on or after March 1, 2020. The new Bonds will not be pre-payable until March 1, 2027.</p> <p>This refunding is being undertaken based in part on an assumption that the City does not expect to pre-pay off this debt prior to the new call date and that market conditions warrant the refunding at this time.</p>
Other Service Providers:	<p>This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.</p> <p>Bond Counsel: Quarles & Brady LLP</p> <p>Paying Agent: Bond Trust Services Corporation</p> <p>Rating Agency: Moody's Investors Service, Inc.</p>

Proposed Debt Issuance Schedule

Pre-Sale Review by Common Council:	October 8, 2019
Due Diligence Call to review Official Statement:	TBD
Distribute Official Statement:	Week of November 4, 2019
Conference with Rating Agency:	TBD
Common Council Meeting to Award Sale of the Bonds:	November 12, 2019
Estimated Closing Date:	December 4, 2019
Redemption Date for 2014 Bonds Being Refunded:	March 1, 2020
Redemption Date for 2016 Bonds Being Refunded:	March 1, 2020

Attachments

Estimated Sources and Uses of Funds

Estimated Proposed Debt Service Schedule

Estimated Debt Service Comparison & Savings/Cost Analysis

Bond Buyer Index

Ehlers Contacts

Municipal Advisors:	Philip Cosson	(262) 796-6161
	Greg Johnson	(262) 796-6168
Disclosure Coordinator:	Peter Curtin	(262) 796-6187
Financial Analyst:	Kathy Myers	(262) 796-6177

The Preliminary Official Statement for this financing will be sent to the Common Council at their home or email address for review prior to the sale date.

Estimated Sources and Uses of Funds

City of Waupun Utilities

Proposed Revenue Refunding Bonds

Principal amount due on call date of 3/1/2020 for 2014 W&E Bonds	\$5,330,000
Interest due on call date of 3/1/2020	64,760
Less: Debt Service Funds Available	(769,760)

Principal amount due on call date of 3/1/2020 for 2016 W&E Bonds	722,728
Interest due on call date of 3/1/2020	8,781
Less: Debt Service Funds Available	\$ (104,742)

Issuance Expenses	
Financial Adv.	45,900
Discount Allowance @ \$12.50/1000	67,563
Disclosure Counsel (if chosen)	7,200
Bond Counsel	12,000
Paying Agent Fee	850
Rating Agency Fee	16,000

Total Capital Req.	\$5,401,279
Rounding	<u>3,721</u>

NET BOND SIZE

\$5,405,000

Estimated Proposed Debt Service Schedule

City of Waupun Utilities

Water and Electric Revenue Refunding Bonds, Series 2019B 7 YEAR ELECTRIC OPTION

	<u>CR 2014 Water and Electric - Electric</u>				<u>CR 2014 Water and Electric - Water</u>				<u>CR 2016 Water and Electric - Water</u>				<u>TOTAL</u>			
	Principal (3/1)	Est. Rate	Interest	Total	Principal (3/1)		Interest	Total	Principal (3/1)		Interest	Total	Principal	Interest	Total	
2019																2019
2020			\$17,748	\$17,748			\$62,570	\$62,570			\$11,109	\$11,109		\$91,426	\$91,426	2020
2021	\$175,000	2.12%	\$23,103	\$198,103	\$295,000	2.12%	\$84,862	\$379,862	\$50,000	2.12%	\$15,092	\$65,092	\$520,000	\$123,056	\$643,056	2021
2022	\$180,000	2.15%	\$19,313	\$199,313	\$300,000	2.15%	\$78,510	\$378,510	\$55,000	2.15%	\$13,970	\$68,970	\$535,000	\$111,792	\$646,792	2022
2023	\$185,000	2.18%	\$15,361	\$200,361	\$310,000	2.18%	\$71,906	\$381,906	\$55,000	2.18%	\$12,780	\$67,780	\$550,000	\$100,046	\$650,046	2023
2024	\$190,000	2.22%	\$11,236	\$201,236	\$315,000	2.22%	\$65,030	\$380,030	\$55,000	2.22%	\$11,570	\$66,570	\$560,000	\$87,835	\$647,835	2024
2025	\$195,000	2.27%	\$6,913	\$201,913	\$320,000	2.27%	\$57,902	\$377,902	\$55,000	2.27%	\$10,335	\$65,335	\$570,000	\$75,150	\$645,150	2025
2026	\$200,000	2.35%	\$2,350	\$202,350	\$325,000	2.35%	\$50,451	\$375,451	\$60,000	2.35%	\$9,006	\$69,006	\$585,000	\$61,806	\$646,806	2026
2027					\$340,000	2.42%	\$42,518	\$382,518	\$60,000	2.42%	\$7,575	\$67,575	\$400,000	\$50,093	\$450,093	2027
2028					\$345,000	2.52%	\$34,057	\$379,057	\$60,000	2.52%	\$6,093	\$66,093	\$405,000	\$40,150	\$445,150	2028
2029					\$355,000	2.62%	\$25,060	\$380,060	\$65,000	2.62%	\$4,485	\$69,485	\$420,000	\$29,545	\$449,545	2029
2030					\$360,000	2.74%	\$15,477	\$375,477	\$65,000	2.74%	\$2,743	\$67,743	\$425,000	\$18,220	\$443,220	2030
2031					\$370,000	2.85%	\$5,273	\$375,273	\$65,000	2.85%	\$926	\$65,926	\$435,000	\$6,199	\$441,199	2031
													\$0	\$0	\$0	0
<hr/>																
	\$1,125,000		\$96,022	\$1,221,022	\$3,635,000		\$547,803	\$3,097,803	\$645,000		\$97,527	\$547,527	\$5,405,000	\$795,316	\$6,200,316	

Assumes NR BVAL Rev scale of 9/2/19 + .25

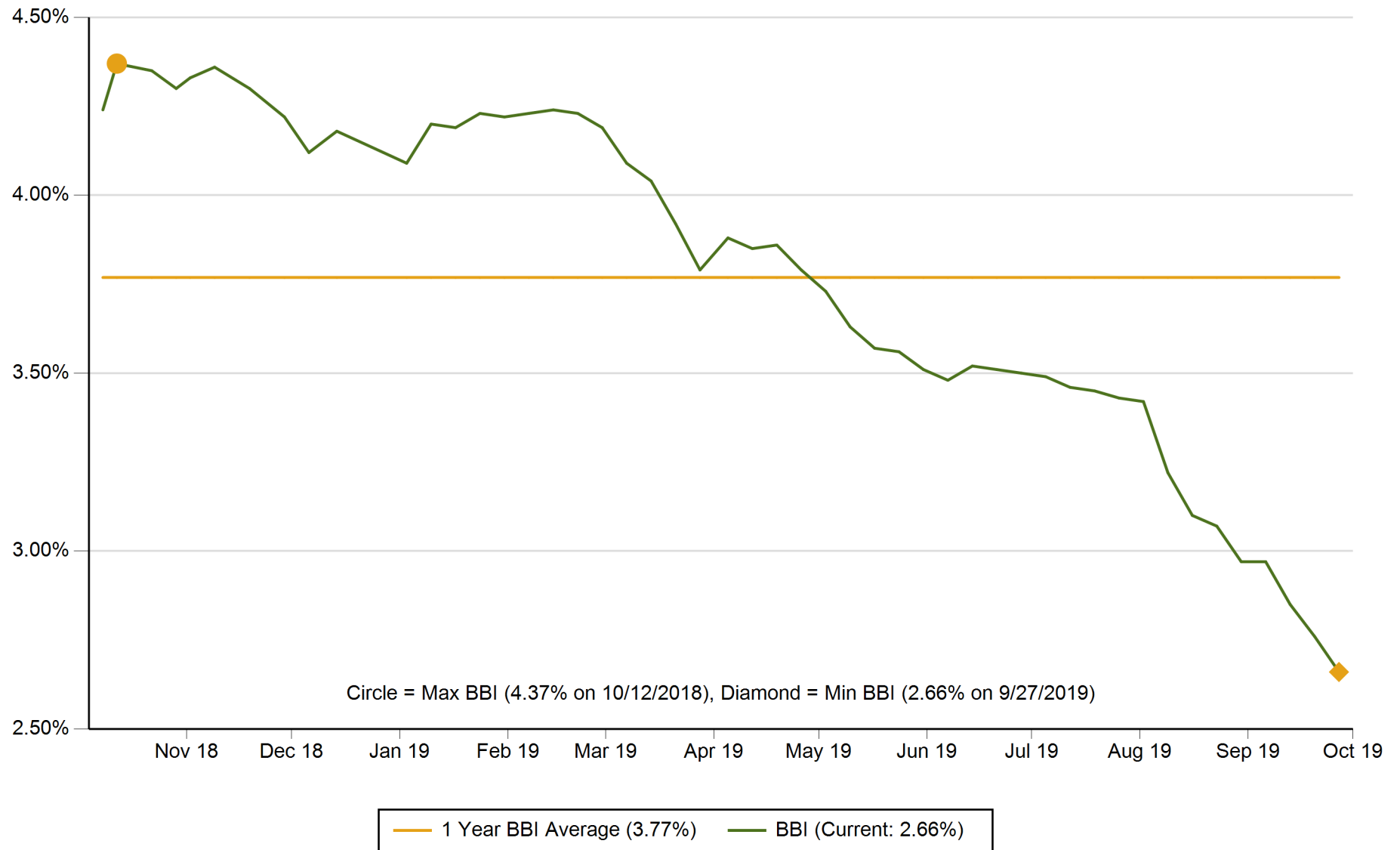
Estimated Debt Service Comparison & Savings/Cost Analysis

City of Waupun Utilities

ISSUES TO BE REFUNDED							New Debt Service					Savings/ (Cost)	
\$9,490,000 Water & Electric Rev Bonds Dated 7/8/14			\$1,000,000 Water & Electric Rev Bonds Dated 4/14/16			Total P & I	Existing Debt to be Paid by the Utility	Proposed 2019B Revenue Refunding Bonds 12/15/2019					
Year Due	Principal 3/1	Rate	Interest	Principal 3/1	Rate			Interest	P & I	Principal 3/1	Rates	Interest	Total
2020	705,000	2.43%	120,953	95,961	2.43%	16,396	938,311	\$874,502		\$91,426	\$91,426	(\$27,617)	
2021	720,000	2.43%	103,640	98,293	2.43%	14,036	935,968		\$520,000	2.12%	\$123,056	\$643,056	\$292,913
2022	745,000	2.43%	85,840	100,681	2.43%	11,619	943,140		\$535,000	2.15%	\$111,792	\$646,792	\$296,347
2023	760,000	2.43%	67,554	103,128	2.43%	9,142	939,824		\$550,000	2.18%	\$100,046	\$650,046	\$289,778
2024	780,000	2.43%	48,843	105,634	2.43%	6,606	941,083		\$560,000	2.22%	\$87,835	\$647,835	\$293,248
2025	800,000	2.43%	29,646	108,201	2.43%	4,008	941,855		\$570,000	2.27%	\$75,150	\$645,150	\$296,705
2026	820,000	2.43%	9,963	110,830	2.43%	1,347	942,140		\$585,000	2.35%	\$61,806	\$646,806	\$295,334
2027									\$400,000	2.42%	\$50,093	\$450,093	(\$450,093)
2028									\$405,000	2.52%	\$40,150	\$445,150	(\$445,150)
2029									\$420,000	2.62%	\$29,545	\$449,545	(\$449,545)
2030									\$425,000	2.74%	\$18,220	\$443,220	(\$443,220)
2031									\$435,000	2.85%	\$6,199	\$441,199	(\$441,199)
Total	5,330,000		466,439	722,728		63,154	\$6,582,320	\$874,502	\$5,405,000	\$795,316	\$6,200,316	(\$492,497)	
Rates based on NR BVAL Revenue scale of 9/2/19 + .25													
Total Net Savings =												(\$492,497)	

1 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates October, 2018 - October, 2019



The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.



AGENDA SUMMARY SHEET

MEETING DATE: 10/8/19

TITLE: Resolution Withdrawal from WI Public Employer's Group Health Insurance

AGENDA SECTION: RESOLUTIONS & ORDINANCES

PRESENTER: Kathy Schlieve, Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
High Performance Government	Operating Budget ~ \$115,000 cost savings as proposed for 2020 budget with rate caps not to exceed in 2021 and 2022

The Insurance Taskforce has been meeting to review insurance options for 2020 and beyond. ETF Rates for 2020 under current plan design include a 6.5% increase for 2020. Rates for ETF are released annual and it is uncertain the increase we may see in future years. As part of the evaluation process, city staff obtained quotes from two outside providers for High Deductible Health Insurance Plans with an HSA option. Dean HMO came in as the lowest cost provider. The worksheet that is attached outlines costs comparing ETF rates for 2020 to quotes obtained direct from Dean for a High Deductible (1,500/3,000) plan with an HSA funded by the City (1,000/2,000). Funding an HSA at these levels, maintains out of pocket expenditures at current levels (500/1,000). As part of the Dean proposal, we were able to obtain rate caps for 2021 and 2022 of 5% and 6% respectively, keeping premiums for next three years below projected 2020 ETF rates. Costing savings compared to 2020 ETF rates are as follows:

	2020	2021	2022
ETF*	\$ 1,212,961	\$ 1,212,961	\$ 1,212,961
Dean HMO	\$ 943,422	\$ 990,593	\$ 1,050,029
HSA Funding	\$ 112,000	\$ 112,000	\$ 112,000
TOTAL	\$ 1,055,422	\$ 1,102,593	\$ 1,162,029
Cost Savings from ETF 2020	\$ 157,539	\$ 110,368	\$ 50,932
% Savings from ETF 2020 rate	-12.99%	-9.10%	-4.20%

**ETF rates release annually; analysis assumes flat rates for ETF which is unlikely.*

The ETF requires that employers pass a resolution authorizing withdrawal from the ETF insurance plans by October 15 of each year. We have some preliminary staff feedback that we will share during this presentation. We are including the resolution for withdrawal, which must be approved to meet the ETF deadline.

STAFF RECOMMENDATION: Approve resolution for withdrawal based on the rationale that we are able to demonstrate cost savings across all years of the Dean proposal and maintain similar plan coverage utilizing an HSA tool. As part of this change, we recommend committing to three years of funding HSAs at 1,000/2,000 level.

ATTACHMENTS:

Health Insurance Costing Worksheet

Resolution approving withdrawal from ETF

RECOMMENDED MOTION:

Motion to (approve/deny) the Resolution withdrawing from WI Public Employer's Group Health Insurance Plan as presented.



Resolution to Withdraw from the Wisconsin Public Employer's Group Health Insurance Program

Wisconsin Department
of Employee Trust Funds
PO Box 7931
Madison WI 53707-7931
1-877-533-5020 (toll free)
Fax 608-267-4549
etf.wi.gov

Pursuant to the provisions of Wis. Stat. § 40.51 (7), the _____
(Governing Body)
of _____
(Employer)

resolves to withdraw from participation in the Wisconsin Public Employers' Group Health Insurance
Program effective next January 1, _____.
(Year)

I understand that coverage will terminate for all insured participants, *including annuitants and any
participants who are on continuation of coverage*. I further understand that employers who withdraw
may not reapply for participation in the Wisconsin Public Employers' Group Health Insurance Program
for three years and must undergo underwriting to rejoin if the employer has 50 or more employees,
which may result in a surcharge being assessed.

CERTIFICATION

I hereby certify that this is a true, correct and complete copy of the resolution passed by the

_____ of the _____
Governing body Employer

on the _____ day of _____, _____.
Month Year

Federal tax identification number (FEIN/TIN)

69-036-

ETF employer identification number

Number of eligible employees _____

Employer county

Employer benefit contact email address

Authorized employer representative signature

Authorized employer representative printed name

Authorized representative title

Mailing address

City of Waupun
Comparison of RFP to Local ETF Plan
9/26/2019

Assumes Dean HMO and Retirees Separate Plan

	ETF	Dean HMO	% Change
Single	\$ 664.24	\$ 507.22	-23.6%
Family	\$ 1,627.08	\$ 1,268.04	-22.1%
Retiree Single		\$ 507.22	
Retiree Family		\$ 1,268.04	

As of Aug-2019	General	Police	Retiree	Total
Single Premium	4	4	7	15
Family Premium	39	13	4	56
Total	43	17	11	71

		TOTAL		General		Police		Retiree		TOTAL		General		Police		Retiree	
		ETF	12%	88%	10.0%	90.00%	50%	50%		Dean HMO	12%	88%	10.00%	90.0%	50%	50%	
		Deductible	Employee	Employer	Employee	Employer	Retiree	Employer		HSA	Employee	Employer	Employee	Employer	Retiree	Employer	
Single Family		\$ 119,563	\$ 3,826	\$ 28,057	\$ 3,188	\$ 28,695	\$ 27,898	\$ 27,898	\$ 91,300	\$ 2,922	\$ 21,425	\$ 2,435	\$ 21,912	\$ 21,303	\$ 21,303		
		1,093,398	91,377	670,097	25,382	228,442	39,050	39,050	852,123	71,213	522,230	19,781	178,033	30,433	30,433		
		1,212,961	95,203	698,154	28,571	257,137	66,948	66,948	943,422	74,135	543,655	22,216	199,945	51,736	51,736		
HSA Contribution																	
Single	1,000								8,000		4,000		4,000				
Family	2,000								104,000		78,000		26,000				
									112,000		82,000		30,000				
Total Plan Costs		\$ 1,212,961	\$ 95,203	\$ 698,154	\$ 28,571	\$ 257,137	\$ 66,948	\$ 66,948	\$ 1,055,422	\$ 74,135	\$ 625,655	\$ 22,216	\$ 229,945	\$ 51,736	\$ 51,736		
Change									\$ 157,538	\$ 21,068	\$ 72,500	\$ 6,355	\$ 27,192	\$ 15,212	\$ 15,212		
% Change									12.99%								

Rate Caps			Projected Costs	Change
Year 2	5.00%	2021	\$ 1,102,594	\$ 47,171
Year 3	6.00%	2022	\$ 1,162,029	\$ 59,436

Savings Breakdown	
Employer	114,904
Employee	27,423
Retiree	15,212
	157,538

UPDATED Premium Savings - Employee (12% contribution)

AGENDA SUMMARY SHEET

MEETING DATE: 10/8/2019

TITLE: Ordinance to amend Ch.6.03(2) entitled Traffic Code-Other Intersection Controls

AGENDA SECTION: RESOLUTIONS & ORDINANCES

PRESENTER: Jeff Daane, Public Works Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	\$ [Enter]

ISSUE SUMMARY:

The Board of Public Works at the October 8th meeting voted to approve an ordinance to place stop signs at the intersection of Seymour St. and Taft Ln so that traffic proceeding west on Seymour St. will stop before entering the intersection.

STAFF RECOMMENDATION:

Approve Ordinance

ATTACHMENTS:

Ordinance Amendment

RECOMMENDED MOTION:

Adopt the Ordinance to amend Ch.6.03(2) entitled Traffic Code-Other Intersection Controls to place stop signs at the intersection of Seymour St. and Taft Ln.

ORDNANCE NUMBER 19-

AN ORDINANCE TO AMEND CHAPTER SIX OF THE MUNICIPAL CODE
OF THE CITY OF WAUPUN ENTITLED "TRAFFIC CODE."

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

SECTION 1: Section 6.03(2) of the Waupun Municipal Code entitled
"Other Intersection Controls" is amended to add the following subsections:

(bk) Stop signs shall be placed at the intersection of Seymour St.
and Taft Ln. so that traffic proceeding west on Seymour St. shall stop before
entering the intersection.

SECTION 3: This Ordinance shall be in full force and effect upon its
passage and publication as provided by law.

Enacted this _____ day of _____, 2019.

Julie Nickel
Mayor

ATTEST:

Angela Hull
City Clerk



AGENDA SUMMARY SHEET

MEETING DATE: October 8, 2019

TITLE: Authorization to fill Lieutenant Investigator
Position and Establish Pay Rate

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Scott Loudon, Police Chief

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

ISSUE SUMMARY:

At the September 24, 2019 Common Council meeting, the Council approved a job description for Police Lieutenant Investigator.

I would now like to request to begin the hiring process and to establish the wage range.

STAFF RECCOMENDATION:

Due to the recent completion of the Compensation Plan, this position is designated as Grade M with a wage range of Steps 1-15.

I request to approve the hiring process and to fill the position of Lieutenant Investigator and approve the hiring pay range as Grade M Step 2-5.

ATTACHMENTS:

None

RECCOMENDED MOTION:

Motion to authorize the Police Chief to begin the hiring process and place the Lieutenant Investigator position in Grade M of the compensation pay scale and approve the hiring range of steps 2 through 5.

AGENDA ITEM: #

DATE: [EnterDate]



AGENDA SUMMARY SHEET

MEETING DATE: 10/8/2019

TITLE: Adoption of New Compensation Plan for Non-Represented and Non-Library Employees

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance	Overall wage increase anticipated at 2.53%	

ISSUE SUMMARY:

The implementation plan devised from the compensation study will be overviewed. The plan was devised under advisement of Carlson and Dettmann, a consulting firm specializing in this work. We began by having all non-represented staff complete a Job Description Questionnaire (JDQ). Compensation data was gathered for a pre-approved list of municipalities based on relative size and proximity to Waupun. From this data, we classified positions, determined market rates for each, and established the enclosed compensation matrix. This is a 16 step scale. Step 6 represents market rate for all position classifications. Advanced on the bottom of the scale begin at 87.5% of market rate and advance 2.5% until market rate is attained. Steps above step 6 (market rate) advance at a slower rate of 1.25% per step.

We next devised a strategy to place employees on the compensation matrix based on the following rationale:

1. Address job description changes needed as a result of the JDQ process. This affects roughly six positions and these job descriptions are presently being updated.
2. Overall, place an employee with 10 years of employment in their current position at a minimum of step 3.
3. Place employees in the next step above their current compensation rate, guaranteeing a minimum of a .25 increase for 2020 unless at or above steps 16 on the pay scale which are frozen at current rate of pay.

Overall, this yields a net increase of 2.53% to the wage scale for this group of employees. However, this does not represent an across-the-board wage increase for all employees. Proposed wage increases vary based on placement on the compensation scale, ranging from no increase to 12.68%, which affects one employee who meets the years of service requirement but is currently well below the base range of their position classification. The Library Board has already approved wages for 2020 for library staff. Next year, we will refine this scale for 2021 to incorporate library staff if, after further discussion with the library board, it is warranted. As a reminder, the Library Board has statutory powers (WI Stat 43.58(4)) to set compensation rates for staff. Because the city does not have a standard across-the-board pay increase for 2020, we recommend approval of the library board's recommendation for an across-the-board increase for all library staff as presented in minutes.

For 2021, we will be working on introducing a consistent performance management process to ensure that we can objectively advance staff on the wage scale as presented. Additionally, policies are being reviewed and finalized to ensure consistent administration of this plan. Completed policies will be presented to you for review and approval in the near future.

STAFF RECOMENDATION:

The WI Policy Forum just released data on future workforce challenges Wisconsin will face in the coming years, citing that Wisconsin's population for working age people peaked in 2011 and has been declining about 1% annual since that time. It is crucial that we adopt a competitive, market-driven, compensation plan to ensure our ability to attract and

retain key talent needed to deliver services in our community. We recommend that you approve the compensation matrix and implementation plan as presented.

ATTACHMENTS:

Proposed Wage Scale

RECOMENDED MOTION:

Motion to approve wage scale and implementation plan as presented for all non-represented and non-library staff.

CITY OF WAUPUN			January 2020		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
			2020 GRADE ORDER LIST: STEP PLAN																	
			Control Point																	
GRADE	JOB TITLE	DEPARTMENT	87.50% Minimum	90.00% Step 2	92.50% Step 3	95.00% Step 4	97.50% Step 5	100.00% Step 6	101.25% Step 7	102.50% Step 8	103.75% Step 9	105.00% Step 10	106.25% Step 11	107.50% Step 12	108.75% Step 13	110.00% Step 14	111.25% Step 15	112.50% Maximum		
S	City Administrator/Dir. Ec Dev	Administration/Econ Dev	\$44.96	\$46.24	\$47.53	\$48.81	\$50.10	\$51.38	\$52.02	\$52.66	\$53.31	\$53.95	\$54.59	\$55.23	\$55.88	\$56.52	\$57.16	\$57.80		
R	Chief of Police	Police	\$41.25	\$42.43	\$43.60	\$44.78	\$45.96	\$47.14	\$47.73	\$48.32	\$48.91	\$49.50	\$50.09	\$50.68	\$51.26	\$51.85	\$52.44	\$53.03		
Q			\$39.39	\$40.52	\$41.64	\$42.77	\$43.89	\$45.02	\$45.58	\$46.15	\$46.71	\$47.27	\$47.83	\$48.40	\$48.96	\$49.52	\$50.08	\$50.65		
P	Director of Public Works	Public Works	\$37.54	\$38.61	\$39.68	\$40.76	\$41.83	\$42.90	\$43.44	\$43.97	\$44.51	\$45.05	\$45.58	\$46.12	\$46.65	\$47.19	\$47.73	\$48.26		
O			\$35.67	\$36.69	\$37.71	\$38.73	\$39.75	\$40.77	\$41.28	\$41.79	\$42.30	\$42.81	\$43.32	\$43.83	\$44.34	\$44.85	\$45.36	\$45.87		
N	Fire Chief Deputy Chief	Fire Police	\$33.82	\$34.79	\$35.75	\$36.72	\$37.68	\$38.65	\$39.13	\$39.62	\$40.10	\$40.58	\$41.07	\$41.55	\$42.03	\$42.52	\$43.00	\$43.48		
M	Clerk/D Treas/HR Library Director Lieutenant	Clerk-Treasurer Library Police	\$31.96	\$32.88	\$33.79	\$34.70	\$35.62	\$36.53	\$36.99	\$37.44	\$37.90	\$38.36	\$38.81	\$39.27	\$39.73	\$40.18	\$40.64	\$41.10		
L			\$30.11	\$30.97	\$31.83	\$32.69	\$33.55	\$34.41	\$34.84	\$35.27	\$35.70	\$36.13	\$36.56	\$36.99	\$37.42	\$37.85	\$38.28	\$38.71		
K			\$28.25	\$29.05	\$29.86	\$30.67	\$31.47	\$32.28	\$32.68	\$33.09	\$33.49	\$33.89	\$34.30	\$34.70	\$35.10	\$35.51	\$35.91	\$36.32		
J	Ec Dev Coordinator	Econ Development	\$26.39	\$27.14	\$27.90	\$28.65	\$29.41	\$30.16	\$30.54	\$30.91	\$31.29	\$31.67	\$32.05	\$32.42	\$32.80	\$33.18	\$33.55	\$33.93		
I	Admin Asst/Firefighter/Inspector Lead Mechanic Working Foreman Accountant	Fire Public Works Public Works Treasurer	\$24.54	\$25.24	\$25.94	\$26.64	\$27.34	\$28.04	\$28.39	\$28.74	\$29.09	\$29.44	\$29.79	\$30.14	\$30.49	\$30.84	\$31.19	\$31.55		
H	Heavy Equipment Operator Light Equipment Operator Recreation Program Director	Public Works Public Works Recreation	\$22.68	\$23.33	\$23.98	\$24.62	\$25.27	\$25.92	\$26.24	\$26.57	\$26.89	\$27.22	\$27.54	\$27.86	\$28.19	\$28.51	\$28.84	\$29.16		
G	Admin. Asst Light Equipment Operator Mechanic/Light Equipment Operator GIS Technician/Admin. Assistant	Police Public Works Public Works Public Works/Bld Insp	\$20.82	\$21.41	\$22.01	\$22.60	\$23.20	\$23.79	\$24.09	\$24.38	\$24.68	\$24.98	\$25.28	\$25.57	\$25.87	\$26.17	\$26.47	\$26.76		
F			\$18.96	\$19.50	\$20.04	\$20.59	\$21.13	\$21.67	\$21.94	\$22.21	\$22.48	\$22.75	\$23.02	\$23.30	\$23.57	\$23.84	\$24.11	\$24.38		

CITY OF WAUPUN		January 2020	2020 GRADE ORDER LIST: STEP PLAN															
GRADE	JOB TITLE	DEPARTMENT	Control Point															
			87.50%	90.00%	92.50%	95.00%	97.50%	100.00%	101.25%	102.50%	103.75%	105.00%	106.25%	107.50%	108.75%	110.00%	111.25%	112.50%
			Minimum	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Maximum
E	Secretary/Office Assistant	Clerk-Treasurer	\$17.11	\$17.60	\$18.08	\$18.57	\$19.06	\$19.55	\$19.79	\$20.04	\$20.28	\$20.53	\$20.77	\$21.02	\$21.26	\$21.51	\$21.75	\$21.99
	Records Clerk/Support Staff	Police																
D			\$15.72	\$16.16	\$16.61	\$17.06	\$17.51	\$17.96	\$18.18	\$18.41	\$18.63	\$18.86	\$19.08	\$19.31	\$19.53	\$19.76	\$19.98	\$20.21
C			\$14.79	\$15.21	\$15.63	\$16.06	\$16.48	\$16.90	\$17.11	\$17.32	\$17.53	\$17.75	\$17.96	\$18.17	\$18.38	\$18.59	\$18.80	\$19.01
B			\$13.86	\$14.26	\$14.65	\$15.05	\$15.44	\$15.84	\$16.04	\$16.24	\$16.43	\$16.63	\$16.83	\$17.03	\$17.23	\$17.42	\$17.62	\$17.82



AGENDA SUMMARY SHEET

MEETING DATE: 10/8/19

TITLE: Presentation of the 2020 Proposed Budget

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator
Michelle Kast, Accountant

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	2020 Proposed Operating Budget	

ISSUE SUMMARY:

Staff have been working to refine the 2020 operating budget. There are still some refinements being made to the budget as transportation aides were just released and we are waiting on final valuation numbers to include in the plan. At present, we are anticipating a 3.25 to 3.5% increase to the levy. This number includes adoption of the new compensation plan and the proposed reductions in health care expenditures. Note that if the Council opts to remain in the ETF for health insurance, the number and associated levy will increase to reflect larger premium expenditures. In addition, any increases to revenues that are incorporated in the coming days will have a net positive effect on the plan and could result in a slight decrease to the proposed levy. Over the past week, we have been working with department heads to make roughly \$125,000 in reductions to operating expenditures as well as further reductions in capital investments to achieve this proposal. Overall, you will notice flat to decreased spending across all departments. Additionally, you should anticipate increased debt service payments as a result of borrowing for capital improvements made to Madison Street in 2019.

STAFF RECOMMENDATION:

Discussion Only

ATTACHMENTS:

None

RECOMMENDED MOTION:

N/A



AGENDA SUMMARY SHEET

MEETING DATE: 10/8/19

TITLE: Mayoral Appointment to the Waupun
Recreation Board

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION
RECOMMENDATIONS

PRESENTER: Julie Nickel, Mayor

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

ISSUE SUMMARY:

At the August 26, 2019 Recreation Board meeting, the Board made recommendation to the Council to accepted the resignation of Randy Armga and to fill the vacancy.

At the September 10, 2019 Common Council meeting, the Council accepted the resignation and made request for the Mayor to fill the vacancy.

Mayor Nickel has offered the Seat to Brian Markus of Waupun and he has accepted.

STAFF RECCOMENDATION:

Approve the Mayoral appointment.

ATTACHMENTS:

None

RECCOMENDED MOTION:

Motion to approve the Mayoral appointment of Brian Markus to the Waupun Recreation Board.

AGENDA ITEM: #

DATE: [EnterDate]



AGENDA SUMMARY SHEET

MEETING DATE: 10/8/19

TITLE: Real estate Acquisition Service RFP - Phase 2 of
Madison St Construction (Lincoln St. to Doty
St.)

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION
RECOMMENDATIONS

PRESENTER: Jeff Daane, Director of Public Works

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Follow Street Plan	\$59,175 (\$66,175 if disputed)	

ISSUE SUMMARY:

The City received a grant for S. Madison St. from E. Lincoln St. to Doty St. The city needs to hire a real estate acquisition firm to acquire TLE and PLE's for this project. We solicited proposals for this work.

Price

The "base" price for GJMA is \$68,850, which includes an appraisal for all 7 fee parcels. Additional appraisals (if needed) for the TLE parcels would cost \$550 each.

The "base" price for The Highland Group to complete the 33 parcels is \$44,175. This doesn't include any appraisal parcels (assumes all parcels accept the nominal offer). For an apples to apples comparison with GJMA, if you assume the 7 Fee parcels go to an appraisal process, then The Highland Group's proposed fee increases to \$51,175 (\$900 for each appraisal plus \$100 objective review for each appraisal). Additional appraisals (if needed) for the TLE parcels would cost \$1,000 each. Note that if a partial release of mortgage is required for the fee parcels, an appraisal may be necessary.

Also note that in addition to the costs shown in the proposals, the City will occur the following costs:

1. The real estate cost for the Fee/TLE
2. Second appraisals (if the property owner exercises their right to get a second appraisal)

STAFF RECOMENDATION:

Select the Highland Group's Right of Way Acquisition proposal of \$44,175 (\$51,175 if disputed), plus land acquisition costs not to exceed \$15,000.

ATTACHMENTS:

RFP – GJMA

RFP- Highland Group

MOTIONS FOR CONSIDERATION:

1. Select the Highland Group's Right of Way Acquisition proposal of \$44,175 (\$51,175 if disputed), plus land acquisition costs not to exceed \$15,000. **OR**
2. Select GJMA's Right of Way Acquisition proposal of \$68,850, plus land acquisition costs not to exceed \$15,000.

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G.J. Miesbauer & Associates, Inc.

RIGHT OF WAY ACQUISITION SPECIALISTS

October 1, 2019

Thomas Lanser, PE
Gremmer & Associates, Inc.
93 South Pioneer Road, Suite 300
Fond du Lac, WI 54935

Re: Project ID 6998-05-05, Madison Street
City of Waupun
Proposal for Real Estate Services

Dear Mr. Lanser:

Thank you for the opportunity to submit a proposal for the real estate acquisition for the Madison Street project. From the information you provided, I understand there are up to 33 parcels to be acquired; divided into 7 permanent interest or appraisal parcels and 26 TLEs or nominal payment parcels. This parcel count includes one PLE acquisition that may be excluded from the Right of Way Plat and acquired with a separate relocation order. This proposal includes my fees for acquisition services as well as my sub-consultant fee for preparation of a Sales Study and Appraisal Reports. All services will be in conformance with Wisconsin Statutes regulations and policies and will follow the requirements the WisDOT Real Estate Program Manual. In addition, all acquisitions will meet appropriate State and Federal laws, policies and guidelines.

I am the primary contact for the firm and will assume the role of project manager and primary acquisition agent for the project. I can be reached at:

2918 Marketplace Drive, Suite 108, Madison, WI 53719
608-424-3330; 608-219-1197; peter@gjmiesbauer.com

Patrick Wagner of Quality Valuation Service will prepare the required Sales Study and Appraisals for this project. Mr. Roberts is a Wisconsin Certified Residential Appraiser and is qualified to complete this work. I have worked with him on numerous highway projects and have come to rely on him for quality reports. For the purpose of this proposal, I will assume all 7 appraisal reports will require an Abbreviated Standard Appraisal report.

I have worked on many similar LPA projects and have developed a good relationship the WisDOT SW region Local Program R/E Coordinator. In addition to being responsible for all aspects of the acquisition process, I will function as the "middle man" between the City and WisDOT to ensure all WisDOT requirements are met. In addition, I am very familiar with WisDOT READS system having utilized it on numerous prior projects. I will ensure all documentation for this project is generated from or entered into the READS system.

Initially, the first item to be completed is the Design Study Report (DSR) and Relocation Order with right of way plat. You have identified the limited amount of time available to acquire all parcels and hoped that some acquisition or valuation work could begin before the DSR and Relo Order are completed. Ideally, both items should be completed and approved. The DSR details the justification for the project and the Relocation Order authorizes the City to acquire the new right of way needed. Without both these documents in place, it is difficult to begin the process to acquire the new right of way. In addition, WisDOT will not fund a project that “begins the negotiation process” or “incurs right of way expenditures” before the DSR and Relocation Order is approved. There is some gray area in this language, and I believe some activities can be started in advance. However, this must be done cautiously. If too much is done too far in advance, the end result can be a delay in the process. I believe the Sales Study can be completed and even some aspect of the Nominal Payment Parcel Report (NPPR). But finalizing of the NPPR should wait until after the Relocation Order is approved and filed.

Once the Sales Study is completed and approved, I will complete the NPPR. This report establishes the offering prices for all the nominal parcels. After approval of this document by the City, nominal offers will be presented to property owners, in person whenever possible. I am a staunch believer that offers should be presented in person to the property owner in order to better explain the situation / project and address any questions or concerns they may have. This does demand additional initial effort to issue all the offers, but ultimately pays dividends with a larger percentage of property owners accepting the transaction on a voluntary basis.

If the owner is in agreement, a Nominal Payment Waiver of Appraisal form and conveyance document is signed by the owner and the parcel is acquired. If the owner is not in agreement with the offer but is open to negotiating for the new right of way, I will continue my negotiations until a mutually agreeable conclusion is reached. Any nominal parcels that cannot be acquired via the nominal payment process must be “converted” to an appraisal parcel and the more conventional acquisition process used.

The conventional appraisal process will be utilized for the remaining parcels. After completion of the appraisal report, my firm will perform the required review of the report before submittal to the City for approval as an offering price. Once approved, I will present the offer to the property owners, in person whenever possible. If an agreement cannot be reached, the property owner has the right to obtain a 2nd appraisal report. We will review any owner's appraisals and make a recommendation to the City for consideration. I will continue to negotiate with them to obtain the best, fair price for each parcel. **I feel strongly that it is best practice to maintain the goal to reach an agreement with the owner and avoid utilizing condemnation to acquire the parcel, when reasonably possible.**



G.J. Miesbauer & Associates, Inc.

RIGHT OF WAY ACQUISITION SPECIALISTS

However, there are instances that an agreement still cannot be reached with the property owner and the City must acquire using its Eminent Domain Authority. We will prepare the necessary documents and letters for this and guide the City through this process.

My firm will prepare all documents needed for all aspects of the acquisition process using WisDOT latest LPA forms when appropriate. Negotiations will continue with property owners until agreements are reached or the owner refuses to convey the required new right of way.

A monthly progress report will be prepared and submitted to you. This report will include a summary of activities for the month and a project log indicating the status of each parcel and any problems encountered.

G.J. Miesbauer & Associates, Inc. is committed to providing the best possible service in a timely, effective and professional manner. We will be available to begin work on this project as soon as the Notice to Proceed is received and will take any and all reasonable efforts to have all parcels acquired by August 1, 2020. I have included a simple schedule to detail the potential milestones that would need to be reached in order to acquire all parcels in time.

I have attached a cost sheet detailing my fees for this project. Please feel free to contact me with any questions or comments regarding this sheet. Please note, for any nominal parcel that is converted to an appraisal parcel, the negotiation cost remains the same. In addition, all appraisals being proposed assume no significant improvement impacts (signs) or severance damages. In the event the scope of the acquisition changes from the what was discussed for this project, the scope of the appraisal may need to be adjusted at an additional cost. However, it is my goal to avoid contract amendments unless the design of the project changes from what has been explained.

Thank you for the opportunity to submit this proposal. I am looking forward to working with you. Please feel free to call with any further questions.

Sincerely,

Peter Miesbauer
GJ Miesbauer and Associates, Inc.



Milestone Property Acquisition Schedule

Madison Street, City of Waupun

Award of Contract – Notice to Proceed	10/15/2019
Completion of Sales Study.....	12/01/2019
Relocation Order/Plat approved.....	12/15/2019
Completion of NPPR.....	01/01/2020
Presentation of nominal offers.....	01/15/2020
Conversion of nominal parcels to appraisal.....	03/01/2020
Completion of appraisals for appraisal parcels (1 st round)	01/15/2020
Presentation of offers for appraisal parcels	02/01/2020
Completion of appraisals for nominal parcels (2 nd round)	04/01/2020
Presentation of offers for all parcels	04/15/2020
Last 60 day period expires	06/15/2020
Last JO issued	07/01/2020
Last JO Expiration date	07/20/2020
Last Payment and Award of Damages made	08/01/2020



DATE
10/1/2019

Gremmer & Associates, Inc
Tom Lanser
93 South Pioneer Road, Suite 300
Fond du Lac, WI 54935

2918 Marketplace Dr., Ste 108 Madison, WI 53719 Phone # 608-424-3330 Fax # 866-334-1949 gjmiesbauer.com

THE HIGHLAND GROUP

October 2, 2019

City of Waupun
201 East Main Street
Waupun, WI 53963

VIA EMAIL

Attn: Mr. Jeff Daane
Director of Public Works

Re: Real Estate Acquisition Services
Madison Street Reconstruction
Doty Street – East Lincoln Street
Project I.D. 6998-05-05
City of Waupun
Dodge County

Dear Mr. Daane:

Transmitted herewith is The Highland Group's proposal to provide real estate acquisition professional services for the above referenced project. Within this proposal we have provided the City of Waupun with the information requested. This proposal includes all of Highland's payroll costs, taxes, insurance, travel expenses, project supplies, overhead and profit.

Please contact me at the telephone number contained herein if you have questions or require additional information.

Thank you for this opportunity to be of service.

Sincerely,
THE HIGHLAND GROUP



Stephen D. Simpson
Project Manager

SDS/SJL/rbh
Enclosures

Cc: Thomas Lanser, PE, Gremmer & Associates Inc.

CITY OF WAUPUN

REAL ESTATE ACQUISITION PROFESSIONAL SERVICES

MADISON STREET
DOTY STREET – EAST LINCOLN STREET

Proposal Date: October 2, 2019

CITY OF WAUPUN

REAL ESTATE ACQUISITION PROFESSIONAL SERVICES

MADISON STREET DOTY STREET – EAST LINCOLN STREET

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I. LETTER OF TRANSMITTAL

Thank you for considering The Highland Group (Consultant) to provide appraisal and acquisition services for the referenced project.

Our scope of services will be as follows:

- Provide a Real Estate Project Manager
- Preparation of all individual parcel files
- Preparation of the Nominal Payment Parcel Report (NPPR) for the project
- Sales Study preparation
- Appraisal preparation, if required
- READS data entry and maintenance
- Objective Review of all appraisals
- Acquisition of all parcels
- Right-of-way Certification
- Recording of all documents as a pass through cost
- Monthly Progress Report

Compensation for all services indicated above is specified on page 15 of this proposal. It is understood and agreed that this fee will be adjusted if the scope of services changes.

The not to exceed fee is the full compensation to The Highland Group for services provided. It includes The Highland Group's payroll costs, taxes, insurance, overhead, vacation, holiday, subsistence pay, profit and all other indirect charges such as copies, mileage, telephone calls, maps, plats, zoning regulations, project related office supplies and attendance at the Preliminary Project Conference meeting. Additional meetings in person will be billed at the rate of \$100.00 per man-hour.

This proposal addresses the primary objectives set forth by the City of Waupun (City) as well as provides the manner in which Highland's assigned project personnel will accomplish each objective. In addition, this proposal contains information pertaining to Highland's overall qualifications, staff experience and resumes and a time-line depicting the project's critical dates. The Highland Group represents that they are qualified and able to perform the services required. Because of Highland's staff of experienced professionals, the City's involvement can be as much or as little as desired.

Each project team member understands the City's technical and procedural requirements to assure that the work each individual produces will be exemplary. Highland will conduct staff meetings to assure that our personnel have a thorough understanding of the standards governing the project. The Highland Group has an experienced project team that is backed by a fully trained support staff.

We are well aware of the time frame allotted for the completion of this project. We are committed to successfully complete this project for the City on time and within budget.

We are available to begin this project immediately.

II. STATEMENT OF QUALIFICATIONS

1. Credentials & Experience

Acquisition Services

THE HIGHLAND GROUP
110 N. Third Street
Watertown, WI 53094
920/262-2150
FAX 920/262-2152
steve@highlandgrp.org

Appraisal Services

STREETLAND LLC
623 Broken Arrow Road
Wausau, WI 54401
715/573-1986
dlebrun@streetlandllc.com

Project management and all negotiation activities will be conducted out of the Watertown office with Stephen D. Simpson as our contact person. All appraisal activities will be conducted out of the Wausau office.

The Highland Group is an S corporation, based in Watertown, Wisconsin. Highland is a full service consultant company to the transportation, telecommunications and utility industries. Highland provides the following services:

- Fee, Easement and Lease Acquisition
- Appraisal Preparation and Appraisal Review
- Relocation Assistance
- Property Management

Stephen D. Simpson, the owner of The Highland Group, started working in the right of way industry in 1981. While working for a major oil and gas corporation he oversaw the acquisition of easements for salt water disposal, natural gas and crude oil pipelines and various other easements associated with the oil and gas industry. In 1992 he assumed the position of Regional Manager for the Wisconsin office of Linderlake Corporation Field Services Group, a right of way acquisition firm based in Alsip, Illinois.

After three years presence in Watertown, the principals of Linderlake discontinued their operations in Wisconsin. At this point, Mr. Simpson formed a new land acquisition service company, The Highland Group, to complete the unfinished contracts. Since its inception, The Highland Group has successfully acquired in excess of 5,100 parcels for Federal, State and locally funded projects under Wis. Stats. Ch. 32.

The Highland Group is certified as a Disadvantage Business Enterprise (DBE) and is eligible to participate on Federal and locally financed projects sponsored by Milwaukee County and Federal projects with the Wisconsin Unified Certification Program which includes Milwaukee County, Wisconsin Department of Transportation, Dane County and the City of Madison.

The Highland Group's staff consists of Steve Simpson, Negotiator/Project Manager, Sarah Lamp, Negotiator/Relocation Specialist and Ms. Reneé Held, the company's Document Specialist. The Highland Group's team also includes Darrin LeBrun of Streetland LLC to prepare the appraisals required for assignments. **Steve and Sarah are on the Statewide List of approved LPA Fee Negotiation and/or**

Relocation Consultants. Darrin is also on the Statewide List of approved LPA Fee Appraisal Consultants.

The Highland Group is comprised of a seasoned team of real estate specialists and support staff that are committed to providing timely and quality service to our clients. Our team includes senior level staff with expertise in real estate acquisition for highway improvement projects. The project personnel have the necessary technical and specialized skills, as well as the competence and experience to complete projects within established parameters of time and budget.

Project Manager/Negotiator – Mr. Stephen Simpson serves as the project liaison between the agency and Highland in the role of Project Manager. He is available for acquiring the parcels needed for the project if desired. Steve has 36 years of experience in the Right-of-Way Industry. Since the Watertown office was established in 1992, Steve has functioned as Project Manager on title, appraisal/appraisal review, relocation assistance and acquisition projects for the Wisconsin Department of Transportation Northeast Region, Southeast Region and Southwest Region, as well as numerous county and municipal transportation departments. Steve has experience in negotiating agreements at city, county, state and federal levels since 1981. In addition to his governmental agency work, he has performed acquisitions on a wide variety of projects for private industry, including telecommunications and major oil and gas exploration companies.

Negotiator/Relocation Specialist – Ms. Sarah Lamp, has ten years experience as a relocation/negotiation specialist. Sarah has negotiated the acquisition and provided relocation services for the Wisconsin Department of Transportation Northeast Region, Waukesha County Transportation Department, Village of Mount Pleasant for the Foxconn related projects and the City of Waupun. She has also negotiated parcels for the Wisconsin Department of Transportation, Southeast Region, the City of Kenosha, Kenosha County, Racine County, Rock County, Washington County, the Village of Pleasant Prairie, and Fond du Lac County. She has acquired approximately 560 parcels for local and county municipal transportation departments.

Sarah has successfully relocated many displaced person(s) and businesses. Some of the displacees include the relocation of twelve (12) residential families and eleven (11) businesses on Janesville Road in the City of Muskego for the reconstruction of CTH "L" in Waukesha County and the relocation of ten (10) residential families for the Foxconn related projects in the Village of Mount Pleasant. Sarah has experience with the preparation of Conceptual Stage and Acquisition Stage Relocation Plan(s) including submittal of amendments for multiple phases of a project and early acquisition of relocation parcels. She developed the Conceptual Stage Relocation for 14 residential parcels and 8 business parcels for STH 32 in Racine County. She also developed the Acquisition Stage Relocation Plan for the WisDOT Northeast Region STH 15 Hortonville Bypass consisting of 18 residential relocations and 3 business relocations and successfully relocated eight (8) residential families and two (2) move only relocations for that project.

Sarah currently assists the Statewide Relocation Facilitator at WisDOT-BTS in the review of business relocation claims and computations. She assisted with the full revision of Chapter 5 of the Real Estate Program Manual to accommodate ACT 243 2018 and associated documents utilized by relocation specialists statewide assuring compliance with both State and Federal statutes. She is also assisting with updating relocation procedures for both state and LPA projects.

Documents Specialist – Since 1992, Ms. Reneé Held has prepared appraisal reports, acquisition documents, tracking reports, updating computer files and the like. Reneé has the responsibility for the preparation of the acquisition documents for the field staff and is experienced in the preparation of documents for local public agencies, Wisconsin Department of Transportation and private industry. Ms.

Held is responsible for the maintenance of the project files. Reneé is responsible for assuring that title reports are current and accurate and she is instrumental in securing the Partial Release of Mortgages needed to obtain clear title. Reneé is an integral member of the project team.

Project Appraiser – Mr. Darrin LeBrun, is a Certified General Appraiser with 22 years of experience in appraising real estate under Chapter 32. In the past two years, Darrin has completed over 200 appraisals on right-of-way acquisition projects for local public agencies. Mr. LeBrun holds appraisal certifications in Wisconsin, Michigan and Minnesota and is pre-qualified with both Michigan DOT and Minnesota DOT for Level 2 (Advanced) appraisals. He has passed all of the course work required for the MAI designation and will soon be completing the Appraisal Institute's comprehensive general exam. Mr. LeBrun has taken additional college course work in mathematics and computer programming, applying his knowledge of programming and statistics for his analysis of real estate markets. Darrin has experience serving as expert witness in trials and condemnation commission hearings.

STEPHEN D. SIMPSON

Project Manager/Negotiator

EDUCATION

- Bachelor of Business Administration – University of Oklahoma
- Effective Speaking, Human Relations and Relocation Courses
- WisDOT Eminent Domain Appraisal Seminar
- Pre-Trial preparation for Relocation Agents, Negotiators and Appraisers
- IRWA Course 501 – Residential Relocation Assistance
- IRWA Course 502 – Business Relocation
- IRWA Course 505 – Advanced Residential Relocation
- IRWA Course 205 – Bargaining Negotiations
- IRWA Course 401 – Appraisal of Partial Acquisitions

PROFESSIONAL LICENSES

Wisconsin Licensed Appraiser #932-004
Wisconsin Notary Public

PROFESSIONAL MEMBERSHIPS

International Right of Way Association – Badger Ch.
17

EXPERIENCE

Project Manager

Overall supervision of various projects in compliance with the Wisconsin Real Estate Program Manual for the Wisconsin Department of Transportation; Northeast Region, Southeast Region and Southwest Region. Duties on these projects included acquisition, title research, Acquisition Stage Relocation Plan and implementation and the supervision and review of appraisal and acquisition document preparation. Responsibilities included quality assurance, staff training and administration, scheduling and budgets, as well as functioning as liaison to the general public and the Department. Addressed and resolved contractual matters and developed budgets for new projects.

Responsible for overseeing the acquisition of copper and fiber telecommunications rights-of-way for various projects for TDS Telecom – Midwest Region (Madison, WI). The projects involved title research and acquisition of parcels as well as coordination with local officials and client company engineering and administration.

Relocation Specialist

Prepared the Acquisition Stage Relocation Plan for four residential units on Good Hope Road in Menomonee Falls, one business in Pleasant Prairie, two residential units on Rawson Avenue in the City of Franklin and one residential unit on CTH “ES” in Mukwonago. Served as relocation agent for the relocation of three families in Juneau, Wisconsin, four families in Menomonee Falls and assisted in the relocation of four additional families in Menomonee Falls.

Real Estate Specialist

Duties included developing and maintaining land acquisition programs for various clients. Responsible for functioning as liaison between various governmental agencies and private industry and the general public. Coordination with outside legal counsel, as well as subcontracting entities such as surveyors and brokers when required. Total financial accountability for the projects, including subcontractor procurement, project time and materials was also required.

Real Estate Review Appraiser

Reviewed appraisals prepared for the Wisconsin Department of Transportation, Winnebago County Highway Commission, Walworth County Highway Department, Kenosha County Department of Public Works, Waukesha County Transportation Department, Dodge County, the City of West Allis, the City of New Berlin, the City of South Milwaukee, the City of Oak Creek and the Village of Menomonee Falls.

SARAH J. LAMP

Real Estate Specialist

EDUCATION

- University of Wisconsin – Milwaukee, B.F.A. in Painting and Drawing and Art Education
- IRWA Course 501 – Residential Relocation
- IRWA Course 502 – Business Relocation
- IRWA Course 504 – Computing Replacement Housing Payments
- IRWA Course 506 – Advanced Business Relocation
- IRWA Course 100 – Principles of Land Acquisition
- NHI Course 141050 – Fed Aid R/W Requirements for LPAs

PROFESSIONAL MEMBERSHIPS

International Right of Way Association – Badger Ch. 17

PROFESSIONAL LICENSES

Wisconsin Notary Public

EXPERIENCE

Real Estate Specialist

Negotiated the acquisition of parcels for the Wisconsin Department of Transportation, Northeast Region and Southeast Region, Waukesha County Transportation Department, the City of Kenosha, Kenosha County, Racine County, Rock County, Fond du Lac County, Washington County and City of Waupun.

Relocation Specialist

Assisted in the development of Conceptual Stage Relocation Plan for the Wisconsin Department of Transportation Southwest Region for STH 32, developed the Acquisition Stage Relocation Plan for the Northeast Region for USH 14. Assisted in the relocation of twelve (12) residential families and eleven (11) commercial businesses on Janesville Road in the City of Muskego for the reconstruction of CTH "L" in Waukesha County. Developed the Acquisition Stage Relocation Plan for the Wisconsin Department of Transportation Northeast Region STH 15 Bypass and successfully relocated eight (8) residential families and two (2) move only relocations. Recently relocated four (4) residential relocations for the Waukesha West Bypass and nine (9) residential relocations for the Foxconn related projects for the Village of Mt. Pleasant.

Currently assisting the Bureau of Technical Services, Statewide Relocation Facilitator with review of business relocation claims and updating relocation procedures, including the Real Estate Program Manual and updates to the relocation portion of the Local Public Agency Manual.

Property Management

Oversight of demolition contracts for eight (8) raze and removals for the Wisconsin Department of Transportation Northeast Region STH 15 bypass. Currently assisting the Property Manager for the Northeast Region office selling surplus land for the past two and a half years.

RENEÉ B. HELD

Documents Specialist

EDUCATION

- Graduate – Hartford Union High School, Hartford, Wisconsin
- Word Perfect 6.1 for Windows – Moraine Park Technical College
- Microsoft Word – Moraine Park Technical College

EXPERIENCE

Documents Specialist

Responsible for the final preparation of Before and After appraisals in MS Word format for the Wisconsin Department of Transportation highway acquisition and wetland mitigation projects. Duties included proofreading appraisal reports for grammar and spelling and data conversion of appraiser's reports into a D.O.T. – supplied computer format. In addition, is responsible for the preparation of acquisition documents for all projects.

Preparation of easement acquisition documents for several system expansion projects for TDS Telecom and its associated local operating companies in Central Wisconsin. Duties included preparation of acquisition documents and establishing a file management system for the accurate tracking of project property documents, both for public recording and archiving purposes. In addition, as a Notary Public, witnessed and notarized document execution in the course of easement acquisition.

Documents Clerk

Prepared final title reports from Title Specialist field reports for the State Highway 67 expansion project for the Wisconsin Department of Transportation, District Three.

Prepared Right-of-Way acquisition documents for system capacity expansion projects (fiber optic) for Illinois Bell Telephone on the Wisconsin/Illinois border.

Administrative Assistant

Duties varied and included purchasing, typist, receptionist, document preparation and general clerical support of regional operations office in Watertown, Wisconsin.

Secretary

Performed office management and general and project related clerical duties for a metal building contractor.

General office and real estate related clerical duties for two Wisconsin Real Estate Brokerage firms.

DARRIN J. LEBRUN

Appraiser/Negotiator

EDUCATION

- Bachelor of Science Geography, Land Use emphasis and English minor, University of Wisconsin – Eau Claire, 1989
- North Central Technical College – IT Software Developer Associates (In Progress)

Appraisal Institute

- Advanced Market Analysis – Highest & Best Use
- Advanced Income Capitalization
- Advanced Sales Comparison & Cost Approaches
- Uniform Appraisal Standards for Federal Land Acquisitions

International Right-of-Way Association

- Business Relocation Assistance
- Advanced Residential Relocation Assistance
- Easement Valuation
- Valuation of Contaminated Properties

PROFESSIONAL LICENSES

Wisconsin Certified General Appraiser No. 1041
Wisconsin Assessor 2 – No. WI17648CA
Minnesota CGA No. 40613336
Michigan CGA No. 1201008287
Wisconsin Notary Public

AGENCY QUALIFICATION

Wisconsin Department of Transportation

- Local Public Agency (LPA) Approved Appraisers
- LPA Approved Negotiators

Minnesota Department of Transportation

- Level 2 Advanced Appraiser

Michigan Department of Transportation

- Level 2 Advanced Appraiser

PROFESSIONAL MEMBERSHIPS

International Right of Way Association – Ch. 17
Appraisal Institute – Candidate for Designation

EXPERIENCE

Project Manager

Darrin LeBrun is the owner Streetland LLC. Prior Streetland, Darrin formed the real estate services section in 2000, where he was project manager and lead appraiser until March of 2017. Projects include appraisal and full-service real estate acquisition for local public agencies (LPA) the Wisconsin Department of Transportation (WisDOT) Bureau of Aeronautics (BOA) and WisDOT Bureau of Highway Real Estate (BHRE). Lead appraisal consultant and project manager for STH 93, Cedar Road to I-94; CTH R, Oriole Lane to Sherman Street, Marathon County; USH 10, Marshfield to Stevens Point; USH 12, IH-90/94 to STH 33; USH 41, Oconto to Peshtigo; USH 41 Oconto and Peshtigo Bypasses, STH 96 Reconstruction, Village of Little Chute; STH 26, N. County Line to Rosendale (STH 23); and USH 53, Livingston Street to West George Street, City of La Crosse.

Appraiser

Specializes in right-of-way acquisition appraisals to include complex acquisitions from commercial, industrial, agricultural, and residential properties. In its first year of operation, Streetland LLC has completed work on over 200 appraisals to include work on 69 parcels with 24 relocations for the N. Webster Avenue project in Green Bay. Darrin has been an expert witness providing testimony for work in condemnation proceedings. He has completed appraisals on tribal lands for Bureau of Indian Affairs, Office of the Special Trustee (OST). This includes work on the following reservations: Red Cliff, Bad River, Lac Courte Oreilles, Lac Du Flambeau, Keweenaw Bay, and Ho-Chunk lands. Has also appraised railroad corridors, contaminated properties, dairy farms and landlocked parcels.

Negotiator

Is knowledgeable in all aspects of the real estate acquisition process and has served as both a relocation agent and negotiator on smaller projects. Negotiator for four partial acquisitions from commercial properties for CTH HH, Holmgren Way to Ashland Avenue, Village of Ashwaubenon. Negotiated 21 partial acquisitions from residential properties for USH 53, Livingston Street to West George Street, City of La Crosse; and approximately 20 partial acquisitions along CTH P (Old USH 10) in Milladore and Auburndale in Wood County.

2. Similar work recently completed by the proposed Consultant team members.

Since the inception of The Highland Group in 1995, we have appraised and acquired in excess of 5,100 parcels for WisDOT and Local Public Agencies under Wis. Stat. Chapter 32. These parcels were acquired in accordance with WisDOT's Real Estate Program Manual and the LPA Manual.

The following is a partial list of projects completed by The Highland Group

Local Public Agencies –

City of Waupun

- Project I.D. #6090-26-23, STH 49, Main Street (93 parcels, 1 relocation)

City of Brookfield

- Project I.D. #2721-09-20, Burleigh/Lilly Road (21 parcels)
- Project I.D. #3240-08-20, Sheridan Road (24 parcels)

Fond du Lac County

- Project I.D. #4831-04-21, CTH VV, Fond du Lac (29 parcels)

City of Kenosha

- Project I.D. #3230-07-00, 75th Street (67 parcels)
- Project I.D. #3240-08-20, Sheridan Road (24 parcels)

Kenosha County Department of Public Works

- Project I.D. #2011-0116.13, CTH "G" (22 parcels)
- Project I.D. #2011-0116, CTH "G" (25 parcels)
- Project I.D. #3728-01-20, 22nd Avenue/CTH "Y" (12 parcels)
- Project I.D. #3766-01-22, CTH "E" (110 parcels)

Village of Mt. Pleasant

- Project I.D. # MP081717, RC092617, Foxconn (9 acquisition/relocation parcels)
- Project I.D. #TMP-008, Stuart Road, (49 parcels)
- Project I.D. #TMP-003, Pike River Restoration Project, Phase III (14 parcels)
- Project I.D. #TMP-002, Pike River Restoration Project, Phase II (10 parcels)
- Project I.D. #TMP-001, Pike River Restoration Project, Phase I (12 parcels)

City of New Berlin

- Project I.D. #K-362 & W-136, Moorland Blvd., (17 parcels)
- Project I.D. #2722-06-70, W. National Ave., (15 parcels)
- Project I.D. #2783-0-02, S. Calhoun Rd., (39 parcels)

Village of Pleasant Prairie

- Project I.D. #3729-00-04, 39th Avenue (18 parcels)

Racine County

- Project I.D. #3755-02-70, CTH "D", (45 parcels)
- Project I.D. #2704-02-73, CTH "C"/Airline Rd., (13 parcels)
- Project I.D. #2400-04-70, CTH "Y"/Meachem Rd., (43 parcels)

Rock County

- Project I.D. #41-0716.00, CTH "A" (57 parcels)
- Project I.D. #150533, CTH "MM" (16 parcels)
- Project I.D. #5989-02-85 & 3662-00-01, CTH "S" (63 parcels)

Washington County Highway Commission

- CTH "N" Reconstruction Project (21 parcels)

- CTH "Y" Reconstruction Project (27 parcels)
- CTH "X", "H"/"XX" Reconstruction Project (54 parcels)
- CTH "Q" Reconstruction Project (59 parcels)
- CTH "A" Reconstruction Project (104 parcels)

Waukesha County Transportation Department

- Project I.D. #2788-00-22, Waukesha West Bypass Phase II (49 parcels)
- Project I.D. #2788-00-22, Waukesha West Bypass relocations (5 parcels)
- Project I.D. #2788-00-22, Waukesha West Bypass Phase I (32 parcels)
- Project I.D. #2753-06-71, CTH "VV", Menomonee Falls (40 parcels)
- Project I.D. #2753-06-70, CTH "VV", Menomonee Falls (55 parcels, 1 relocation)
- Project I.D. #06-2380(13)(A), CTH "L", Muskego (28 parcels, 23 relocations)
- Project I.D. #04-2779(13), CTH "Y", New Berlin (36 parcels)

Wisconsin Department of Transportation –

Northeast Region

- Project I.D. #1114-10-21, STH 26, Rosendale (51 parcels)
- Project I.D. #1146-75-21, STH 15, Hortonville Bypass (10 early acquisition relocation parcels)
- Project I.D. #9532-03-21 & 9532-03-22, STH 160, Pulaski (72 parcels)
- Project I.D. #4075-20-21, STH 146, Little Chute (135 parcels)
- Project I.D. #4075-21-21, STH 96, Kaukauna (99 parcels)
- Project I.D. #9180-18-21, STH 22, Oconto Falls (93 parcels)

Southwest Region

- Project I.D. #6707-00-24, STH 146, Columbia County (27 parcels)
- Project I.D. #1066-02-21, I94, Dane County (32 parcels)

Southeast Region

- Project I.D. #4010-05-21, STH 144, Washington County (115 parcels)

3. Description of project approach and commitment to this project in order to ensure its successful and timely completion.

Immediately upon the project being awarded, our appraiser, Darrin LeBrun, will begin gathering data for the sales study.

As the real estate acquisition is locally funded, approvals of the sales study, Nominal Payment Parcel Report and any appraisals will be made by staff of the City. *Highland can provide an Appraisal Reviewer for an additional cost if the City will not be approving appraisal reports. **The appraisal reports will be prepared to State of Wisconsin Real Estate LPA Manual specifications.*** Any needed corrections will be made by our appraiser and the final reports will be approved by the City.

Due to the timeline of the project, Highland presumes that the establishment of landowner compensation shall be an ongoing process performed on a timely basis by the City taking a maximum of one (1) week to review and approve the Sales Study, Nominal Payment Parcel Report, and any nominal parcels that need to be appraised.

All appraisals will be performed to ensure that:

- ✓ Proper formats are utilized per the City contract
- ✓ Appraisals are complete to Manual standards
- ✓ Mathematical calculations are correct
- ✓ Fair market values are established for the takings

The actual format and level of documentation of an individual appraisal depends on the complexity of the appraisal itself, however, in each instance, it will be consistent with the format stated in the Manual and comply with the Uniform Standards of Professional Appraisal Practice.

The appraiser will be available to meet with the City, or its attorneys to provide expert witness testimony, as required, in the event that court appearances are necessary to determine the compensation for any particular parcel.

Acquisition Procedures

The negotiator's prime concern will be to acquire the necessary rights-of-way in a professional, competent manner while adhering to the guidelines established by the City and the Manual and to provide these services in accordance with project deadlines. We also realize that our negotiators will be viewed as direct extensions of the City when in contact with the affected landowners and the general public. In this respect, professionalism and honesty in these phases of public relations will be stressed and enforced by Highland.

We propose not to appraise any of the parcels up front but to include all parcels on the project in the Nominal Payment Parcel Report. After the Nominal Payment Parcel Report has been approved, a nominal offer will be mailed to the nominal owners. A meeting will be set up with the nominal owners 4 to 5 days after the mailing to discuss the offer and the project's affects on their property. During the first meeting, the negotiator will reiterate the purpose and extent of the project and **ensure that the landowner has received a copy of "The Rights of Landowners Under Wisconsin Eminent Domain Law"** brochure describing the land acquisition process and the owner's rights. The negotiator will present each landowner with an offering price letter in the amount that has been established and approved as just compensation for the property.

The value of these parcels will be determined using the Sales Study prepared for the project with \$250 set as the minimum nominal value used for Temporary Limited Easements. In an effort to expedite negotiations with landowners who do not accept the initial offer, we recommend that the final value of the remaining parcels be increased by 10% to 15 % and rounded up to the nearest \$50 increment. We feel that these offers will aid us in acquiring the majority of the parcels as Nominals. This strategy should also adequately protect the City from any owner that accepts the Nominal offer and later decides to appeal.

We may encounter an owner that will reject the Nominal offer and request an appraisal and then obtain a second appraisal in the hopes of financial gain that is greater than what the statute calls for, namely just compensation. In the event the owner is unwilling to accept the offer at this time or exercises their right to an appraisal, Darrin LeBrun of Streetland LLC will prepare a complete summary report.

Upon receiving an approved offering price report from the City for appraisals, the negotiator will begin to personally meet with the landowners to secure executed conveyance documents. If efforts to reach the landowner in person are not successful, or if the landowner resides out-of-state, the negotiator will contact the owner via certified mail. The initial letter will explain why the contact is being made, what improvements are involved, if any, and what property interest is required. In addition, an offer will be made with an explanation regarding the determination of value. Thorough instructions will be provided so that the landowner understands what actions are required of him/her for proper execution of the required documents.

Owners will have 60 days to obtain a second appraisal at the City's expense. The City is not obligated to pay for the appraisal fee if the owner's appraisal is not turned in within 60 days from the date the offer was made. However, the appraisal will be considered in order to determine just compensation. If a second appraisal is received from the landowner, the appraisal will be submitted to the City together with The Highland Group's review and recommendations. The owner's appraisal invoice will be submitted to the City for consideration.

Closings will be performed in accordance with the Manual. If a purchase agreement has been signed, the check will be delivered in person by the negotiator, who will provide the conveyance document and closing statement for signature by the landowner. If the conveyance document has been previously signed, the check and closing statement will be mailed to the owner via Certified Mail with instructions to sign and return the original closing statement.

To assist the City in assessing the progress of the negotiations, **Highland shall submit a written progress report to the City on a monthly basis.** It is our understanding from Kerry Paruleski, the Statewide LPA Coordinator that all local public agencies will be required to input data into WisDOT's Real Estate Automated Data System (READS) for projects overseen by the State regardless of where the funding is in the project. The Highland Group's staff is proficient in entering data into READS for acquisitions, relocations, property management and appraisal services and will input all project and parcel information for the Madison Street project into READS per the State's requirements.

For purposes of delivery of the final product, Highland will prepare a file for each affected parcel containing its original documents and submit the file to the City's Project Manager. Throughout the negotiation process, we realize the importance of providing meticulous negotiation diaries. Each contact will be thoroughly explained, dated and each diary form signed in accordance with WisDOT's requirements. Prior to submitting the project files to the City, all of the files will be reviewed for accuracy and completeness.

Condemnation

In the event a negotiated settlement cannot be reached with an owner who has received an appraisal, Highland will consult with the City to determine if the offer should be increased prior to issuing a Jurisdictional Offer. Highland will prepare a Jurisdictional Offer, Lis Pendens and Award of Damages for approval by the City's Project Manager. Highland personnel will be available to assist the City regarding settlement, pre-trial hearings and trial preparation. The appraiser will be prepared to defend his finding of value and to testify at the condemnation proceedings regarding the appraisal determination representing current fair market value.

If the statutory 20-day waiting period for the landowner to consider the Jurisdictional Offer expires or the owner rejects the Jurisdictional Offer, the negotiator will proceed to acquire the property interests needed for the project by issuing an Award of Damages.

4. Timeline

PROJECT MANAGEMENT SCHEDULE/TIMELINE

Completion of each step of the following timeline is contingent on the completion of staking the project by the date set forth below. Any delay in these tasks will delay each subsequent step.

City awards contract...	10/15/19
City mails introduction letters by...	10/21/19
City stakes project by...	TBD (after plat approval)
Sales Study completed by...	12/20/19
Nominal Parcels	
Nominal Payment Parcel Report Completed by...	12/20/19
City approves NPPR by...	12/31/19
Make all Nominal offers by...	1/10/20
Appraisal Nominal Parcels, if required	
Appraisals completed on or before...	2/28/20
City approves appraisals on or before...	3/6/20
Make all appraised offers on or before...	3/13/20
*owner's appraisal due 5/15/20	
Appraise nominal parcels by...	3/20/20
City approves appraised nominals on or before...	3/27/20
Make appraised nominal offers by...	4/3/20
Last day to send Jurisdictional Offer...	7/6/20
*JO's expire 7/30/20	
Take occupancy by...	7/31/20
Parcel acquired on or before...	8/1/20

5. Cost Proposal.

Service Provided	Method of Payment	Estimated Number	Unit Price	Total Estimated Cost
Appraisal Fees				
Nominal Payment Parcel Report	Lump Sum	1	\$3,300	\$3,300
Standard Abbreviated	Per Parcel	TBD	\$900	TBD
Objective Reviews	Per Parcel	TBD	\$100	TBD
Sales Study	Lump Sum	1	\$7,500	\$7,500
Acquisition Fees				
Negotiations	Per Parcel	33	\$975	\$32,175
Utility Conveyance of Rights	Per Parcel	TBD	\$975	TBD
Right of Way Certification	Lump Sum	1	\$1,200	\$1,200
Total				\$44,175

NOTE: Documents to be recorded will be sent to the Register of Deeds together with a letter from the City informing the ROD to invoice the City directly for the recording fees.