



**A G E N D A**  
**CITY OF WAUPUN COMMON COUNCIL**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, April 14, 2020 at 6:00 PM**

**VIDEO CONFERENCE AND TELECONFERENCE**

The Waupun Common Council will meet virtually at 6:00pm on April 14, 2020, via Zoom.  
The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:

**1. Join Zoom Meeting**

<https://zoom.us/j/175303410?pwd=Y2ZISUh0QTBiNzQyRmV5dFN4RGZKQT09>

Meeting ID: 175 303 410

Password: 709478

**2. By Phone:**

+13126266799,,175303410#,,#709478# US (Chicago)

**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)

***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.*

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

***BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES***

2. Public Works 2-11-20
3. Plan Commission 2-19-20
4. Special Utility Commission 3-5-20
5. Utility Commission 3-9-20
6. Police and Fire Commission 3-11-20
7. Special Utility Commission 3-16-20
8. Common Council 3-17-20
9. Library Board 3-23-20
10. Special Utility Commission 3-30-20
11. Special Council 3-31-20

***DEPARTMENT REPORTS***

12. Police Department
13. Building Inspector
14. Library
15. Public Works
16. Utilities
17. Fire Department

## **ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION/ACTION**

### **RESOLUTIONS AND ORDINANCES:**

- [18.](#) Resolution Providing for the Sale of Approximately \$3,460,000 General Obligation Refunding Bonds, Series 2020A
- [19.](#) Resolution to Ratify and Approve the Downtown Business Support Program Initiated by the Waupun Community Development Authority in Response to the COVID-19 Pandemic and Safer at Home Order

### **CONSIDERATION - ACTION**

- 20. Accept Resignation of Jack Dunham of the Waupun Business Improvement District
- 21. Accept Resignation from Derek Drews from Plan Commission
- 22. Accept Resignation of John Forsythe of the Fire and Police Commission
- [23.](#) Families First Coronavirus Response Act Paid Sick Leave Policy
- [24.](#) Families First Coronavirus Response Act Public Health Emergency Family & Medical Leave Policy addendum to the City of Waupun's FMLA Policy – Updated 4.12.20
- [25.](#) COVID-19 BUSINESS RELIEF PROGRAM PROPOSAL
- [26.](#) Amendment to 2009 Business Park Promissory Note

### **ADMINISTRATORS CORRESPONDENCE/PRESENTATIONS**

- [27.](#) City of Waupun COVID-19 Update
- [28.](#) Boards and Commission Structure

### **ADJOURN TO CLOSED SESSION**

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

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

- 29. Developer Negotiations for TID 8 Storm Water Pond
- 30. Negotiations of MVP Property in TID 5
- 31. FFCRA Exempted Employee Benefit Considerations

### **RECONVENE 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.*



## AGENDA SUMMARY SHEET

**MEETING DATE:** 4/14/2020

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

**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 and consideration of licenses and permits and payment of expenses.

### **Future Meetings and Gatherings**

Tuesday, April 21, 2020

Seating of the 2020 Council

5:30pm

City Hall

### **License and Permit Applications**

#### **TEMPORARY OPERATOR LICENSE:**

None

#### **OPERATOR LICENSE:**

Gregory Martinez, James Currier, Pamela Dunn, Brianne Gabrhel, Briana Lawson

#### **TEMPOARY CLASS B LICENSE:**

None

### **STAFF RECOMENDATION:**

Approve the Consent Agenda

### **ATTACHMENTS:**

Expense Report

### **RECOMENDED MOTION:**

Motion to approve the Consent Agenda. (Roll Call)

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
03/26/2020	99693	ADVANCED DISPOSAL	43,394.26
03/26/2020	99694	AIRGAS USA, LLC	675.35
03/26/2020	99695	ALLIANT ENERGY/WP&L	526.71
03/26/2020	99696	ALLIED 100	1,653.60
03/26/2020	99697	ASSOCIATED APPRAISAL CONSULTA	2,467.66
03/26/2020	99698	BAKER TILLY VIRCHOW KRAUSE LLP	12,649.00
03/26/2020	99699	BAYCOM	301.94
03/26/2020	99700	BEAR GRAPHICS, INC.	35.64
03/26/2020	99701	BROWN CAB SERVICE INC	7,118.73
03/26/2020	99702	BURLAGE, GREG	595.00
03/26/2020	99703	CAPITAL NEWSPAPERS	356.80
03/26/2020	99704	CHARTER COMMUNICATIONS	1,836.26
03/26/2020	99705	FERGUSON WATERWORKS #1476	921.00
03/26/2020	99706	EVERBRIDGE INC	4,000.00
03/26/2020	99707	FASSE DECORATING CENTER	628.25
03/26/2020	99708	FASTENAL CO.	30.48
03/26/2020	99709	FLEETPRIDE	14.99
03/26/2020	99710	SIGNARAMA	159.80
03/26/2020	99711	FOND DU LAC COUNTY	13,918.53
03/26/2020	99712	FOX VALLEY TECHNICAL COLLEGE	380.00
03/26/2020	99713	GALLS, LLC	155.74
03/26/2020	99714	GOODYEAR COMMERCIAL TIRE & SE	1,154.02
03/26/2020	99715	GREMMER & ASSOCIATES INC	6,222.13
03/26/2020	99716	GUNDERSON, INC.	570.83
03/26/2020	99717	H & R SAFETY SOLUTIONS LLC	190.65
03/26/2020	99718	HOMAN AUTO -GATEWAY	445.95
03/26/2020	99719	HOME CONTRACTORS & SUPPLY INC	10.62
03/26/2020	99720	INTER-QUEST	124.95
03/26/2020	99721	JOHN FABICK TRACTOR CO	852.84
03/26/2020	99722	KWIK TRIP STORES	7,341.12
03/26/2020	99723	LAKE COUNTY MUNICIPAL COURT	212.00
03/26/2020	99724	LANGE ENTERPRISES	409.18
03/26/2020	99725	LUECK, FRED	20.00
03/26/2020	99726	MADISON TRUCK EQUIPMENT	2,495.00
03/26/2020	99727	MARCO TECHNOLOGIES LLC	1,955.62
03/26/2020	99728	MENARDS - BEAVER DAM	170.84
03/26/2020	99729	MK CELLULAR	80.00
03/26/2020	99730	MONROE TRUCK EQUIPMENT, INC	310.92
03/26/2020	99731	NAVIS, MIKE	18.99
03/26/2020	99732	NORTHERN PIPE INC	9,652.20
03/26/2020	99733	PERKINS OIL	1,485.50
03/26/2020	99734	PETERSEN, CLAIRE	53.48
03/26/2020	99735	PETERSEN, JENNIFER	147.20
03/26/2020	99736	PFALZGRAF, JOSEPH	62.99
03/26/2020	99737	PIGGLY WIGGLY DISCOUNT FOODS	36.87
03/26/2020	99738	PITNEY BOWES, INC.	500.00
03/26/2020	99739	PITNEY BOWES	171.60
03/26/2020	99740	Q-TRONICS	33.95
03/26/2020	99741	RASMUSSEN, BRAD	151.33
03/26/2020	99742	REINDERS INC.	50,469.00



Check Issue Date	Check Number	Payee	Amount
03/26/2020	99743	SAFETY KLEEN	157.50
03/26/2020	99744	SAN-A-CARE, INC	618.50
03/26/2020	99745	SCHNEIDER, RYAN	116.73
03/26/2020	99746	SCHRAUFNAGEL IMPLEMENT INC	57.83
03/26/2020	99747	SCHROEDER, KAYLI	75.00
03/26/2020	99748	SHARE CORPORATION	720.76
03/26/2020	99749	SHERWIN INDUSTRIES	370.00
03/26/2020	99750	STAPLES CREDIT PLAN	21.72
03/26/2020	99751	STOBB PLUMBING & HEATING, INC.	4,453.00
03/26/2020	99752	TRIPLE CROWN PRODUCTS	389.09
03/26/2020	99753	UNIFORM SHOPPE	512.65
03/26/2020	99754	VAN BEVER, FRANK &	200.00
03/26/2020	99755	VON BRIESEN & ROPER, S.C.	1,624.50
03/26/2020	99756	WALMART COMMUNITY/GEMB	64.91
03/26/2020	99757	WAUPUN UTILITIES	25,672.84
03/26/2020	99758	WI SOCIETY OF EMERGENCY SERVIC	30.00
03/26/2020	99759	INSIGHT FS	1,449.60
03/26/2020	99760	TOP PACK DEFENSE LLC	425.69
03/26/2020	99761	CND SPECIALTIES INC	169.12
Grand Totals:			214,298.96

Report Criteria:

Report type: Summary

## Report Criteria:

[Report].Invoice Date = 03/26/2020

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>615 ADVANCED DISPOSAL</b>				
E10001404087	Recycle	03/26/2020	8,960.90	420-70-5436-3-38
E10001404087	Residential Trash	03/26/2020	34,433.36	425-70-5476-3-38
Total 615 ADVANCED DISPOSAL:			43,394.26	
<b>987 AIRGAS USA, LLC</b>				
9968757096	Gas cylinders/hazmat handling	03/26/2020	612.36	100-70-5411-3-36
9098867353	Gas cylinders/hazmat handling	03/26/2020	62.99	100-70-5411-3-36
Total 987 AIRGAS USA, LLC:			675.35	
<b>1174 ALLIANT ENERGY/WP&amp;L</b>				
3425110000-FEB20	MUSEUM monthly fuel charges	03/26/2020	366.27	100-20-5512-3-32
7255200000-FEB20	Senior Center monthly heat	03/26/2020	160.44	100-20-5513-3-32
Total 1174 ALLIANT ENERGY/WP&L:			526.71	
<b>1175 ALLIED 100</b>				
1557137	AED supplies	03/26/2020	1,653.60	100-70-5410-3-36
Total 1175 ALLIED 100:			1,653.60	
<b>1787 ASSOCIATED APPRAISAL CONSULTAN</b>				
147730	Monthly services - April 2020	03/26/2020	2,467.66	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			2,467.66	
<b>4005 BAKER TILLY VIRCHOW KRAUSE LLP</b>				
BT1565185	Dec 31 2019 financial statement audit	03/26/2020	8,065.00	100-10-5157-3-38
BT1565185	Dec 31 2019 BID financial statement review	03/26/2020	1,446.00	100-10-5157-3-38
BT1565185	2019 TIF Final Statement Compilation - TID 5	03/26/2020	628.00	401-70-5436-3-39
BT1565185	2019 TIF Final Statement Compilation - TID 1	03/26/2020	627.00	402-10-5701-3-39
BT1565185	2019 TIF Final Statement Compilation - TID 3	03/26/2020	627.00	405-70-5436-3-39
BT1565185	2019 TIF Final Statement Compilation - TID 7	03/26/2020	628.00	407-70-5436-3-39
BT1565185	2019 TIF Final Statement Compilation - TID 6	03/26/2020	628.00	408-70-5436-3-39
Total 4005 BAKER TILLY VIRCHOW KRAUSE LLP:			12,649.00	
<b>4089 BAYCOM</b>				
SRVCE000000026729	screen damage - parts & service - PD	03/26/2020	301.94	100-40-5212-3-36
Total 4089 BAYCOM:			301.94	
<b>5009 BEAR GRAPHICS, INC.</b>				
0843520	4-7-20 election voter tally slips	03/26/2020	35.64	100-10-5142-3-38
Total 5009 BEAR GRAPHICS, INC.:			35.64	
<b>6252 BROWN CAB SERVICE INC</b>				
1834	February monthly taxi service 2020	03/26/2020	7,118.73	501-10-5154-3-38
Total 6252 BROWN CAB SERVICE INC:			7,118.73	

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>6682 BURLAGE, GREG</b>				
3-26-20	Assist to Firefighters Grant App	03/26/2020	595.00	100-50-5232-3-38
Total 6682 BURLAGE, GREG:			595.00	
<b>7058 CAPITAL NEWSPAPERS</b>				
3-26-20	employments ads - part-time summer	03/26/2020	118.93	100-20-5525-3-35
3-26-20	employments ads - part-time summer	03/26/2020	118.94	100-70-5420-3-35
3-26-20	employments ads - part-time summer	03/26/2020	118.93	210-60-5511-3-35
Total 7058 CAPITAL NEWSPAPERS:			356.80	
<b>10048 CHARTER COMMUNICATIONS</b>				
64276-FEB20	city hall - voice	03/26/2020	121.76	100-10-5197-3-31
13430-MAR20	city hall - tv, internet, voice	03/26/2020	374.51	100-10-5197-3-31
16011-MAR20	senior center - tv, internet, voice	03/26/2020	39.99	100-20-5513-3-31
16011-MAR20	senior center - tv, internet, voice	03/26/2020	178.20	100-20-5513-3-38
54053-MAR20	aquatic center	03/26/2020	110.74	100-20-5523-3-38
41336-MAR20	PD - voice	03/26/2020	168.88	100-40-5211-3-31
18615-MAR20	PD - tv, internet, voice	03/26/2020	346.34	100-40-5211-3-38
41336-MAR20	FD - voice	03/26/2020	23.03	100-50-5231-3-31
15199-MAR20	garage - tv, internet, voice	03/26/2020	300.97	100-70-5412-3-38
MAR20	library - internet, voice	03/26/2020	171.84	210-60-5511-3-31
Total 10048 CHARTER COMMUNICATIONS:			1,836.26	
<b>11013 FERGUSON WATERWORKS #1476</b>				
0295549	new check valve	03/26/2020	921.00	100-20-5523-3-36
Total 11013 FERGUSON WATERWORKS #1476:			921.00	
<b>12617 EVERBRIDGE INC</b>				
M47561	Nixle Engage - year 2 fees	03/26/2020	4,000.00	100-10-5197-3-38
Total 12617 EVERBRIDGE INC:			4,000.00	
<b>12759 FASSE DECORATING CENTER</b>				
1-139416	white/yellowrylic traffic	03/26/2020	628.25	100-70-5441-3-36
Total 12759 FASSE DECORATING CENTER:			628.25	
<b>12760 FASTENAL CO.</b>				
WIBEA111346	broom for mechanics	03/26/2020	30.48	100-70-5411-3-36
WIBEA111347	SPAS 1	03/26/2020	33.13	100-70-5411-3-36
WIBEA11430	credit	03/26/2020	33.13-	100-70-5411-3-36
Total 12760 FASTENAL CO.:			30.48	
<b>13354 FLEETPRIDE</b>				
48131554	oil fitting	03/26/2020	14.99	100-70-5411-3-36
Total 13354 FLEETPRIDE:			14.99	
<b>13450 SIGNARAMA</b>				
IN-F-32999	vehicle decals	03/26/2020	159.80	100-70-5411-3-36
Total 13450 SIGNARAMA:			159.80	

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>13495 FOND DU LAC COUNTY</b>				
20610152	salt	03/26/2020	11,292.37	100-70-5435-3-36
20610152	salt brine mix	03/26/2020	2,626.16	100-70-5435-3-36
Total 13495 FOND DU LAC COUNTY:			13,918.53	
<b>13850 FOX VALLEY TECHNICAL COLLEGE</b>				
EC67588	marketing session - Schlieve	03/26/2020	380.00	100-13850
Total 13850 FOX VALLEY TECHNICAL COLLEGE:			380.00	
<b>14160 GALLS, LLC</b>				
015068752	Clothing allowance	03/26/2020	155.74	100-12634
Total 14160 GALLS, LLC:			155.74	
<b>14641 GOODYEAR COMMERCIAL TIRE &amp; SER</b>				
132-1178782	tires - Police dept	03/26/2020	275.00	100-40-5212-3-36
132-1178990	tires - DPW	03/26/2020	879.02	100-70-5411-3-36
Total 14641 GOODYEAR COMMERCIAL TIRE & SER:			1,154.02	
<b>14791 GREMMER &amp; ASSOCIATES INC</b>				
12-12	Madison St Construction - Water/Sewer	03/26/2020	3,528.00	100-13850
9/9	Madison Eng Dsgn Ph 2-Water/Sewer	03/26/2020	280.00	100-13850
9/9	Madison Eng Dsgn Ph 2-Street	03/26/2020	1,538.55	400-70-5420-8-00
9/9	Madison Eng Dsgn Ph 2-Storm	03/26/2020	875.58	700-10-5192-8-00
Total 14791 GREMMER & ASSOCIATES INC:			6,222.13	
<b>15075 GUNDERSON, INC.</b>				
839867	Library Rugs - Mar 2020	03/26/2020	61.18	100-70-5410-3-38
837546	CITY HALL rugs - Mar 2020	03/26/2020	62.93	100-70-5410-3-38
835247	Senior center rugs - Mar 2020	03/26/2020	52.26	100-70-5410-3-38
835248	Library Rugs - Mar 2020	03/26/2020	61.18	100-70-5410-3-38
835253	fire Dept-Rugs - Mar 2020	03/26/2020	50.17	100-70-5410-3-38
842137	CITY HALL rugs - Mar 2020	03/26/2020	62.93	100-70-5410-3-38
841336	Uniform/charges - Mar 2020	03/26/2020	26.75	100-70-5411-3-38
841335	Garage supplies - Mar 2020	03/26/2020	42.84	100-70-5411-3-38
839056	Garage supplies - Mar 2020	03/26/2020	26.29	100-70-5411-3-38
839057	Uniform/charges - Mar 2020	03/26/2020	18.39	100-70-5411-3-38
836724	Uniform/charges - Mar 2020	03/26/2020	18.39	100-70-5411-3-38
836723	Garage supplies - Mar 2020	03/26/2020	42.84	100-70-5411-3-38
843577	Garage supplies - Mar 2020	03/26/2020	26.29	100-70-5411-3-38
843578	Uniform/charges - Mar 2020	03/26/2020	18.39	100-70-5411-3-38
Total 15075 GUNDERSON, INC.:			570.83	
<b>15297 H &amp; R SAFETY SOLUTIONS LLC</b>				
4729	first aid - city hall	03/26/2020	11.25	100-70-5410-3-36
4728	first aid - Senior Center	03/26/2020	33.25	100-70-5410-3-36
4733	first aid - Garage	03/26/2020	121.90	100-70-5412-3-38
4730	first aid - Garage	03/26/2020	24.25	100-70-5412-3-38
Total 15297 H & R SAFETY SOLUTIONS LLC:			190.65	
<b>15950 HOMAN AUTO -GATEWAY</b>				
1013094	cover/pad	03/26/2020	445.95	100-70-5411-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 15950 HOMAN AUTO -GATEWAY:			445.95	
<b>16001 HOME CONTRACTORS &amp; SUPPLY INC.</b>				
29505	supplies - city hall	03/26/2020	10.62	100-70-5410-3-36
Total 16001 HOME CONTRACTORS & SUPPLY INC.:			10.62	
<b>16440 INTER-QUEST</b>				
68946	remote support - FD	03/26/2020	124.95	100-50-5231-3-38
Total 16440 INTER-QUEST:			124.95	
<b>16663 JOHN FABICK TRACTOR CO</b>				
PIGB0021247	scanner equipment	03/26/2020	852.84	410-70-5412-4-00
Total 16663 JOHN FABICK TRACTOR CO:			852.84	
<b>17175 KWIK TRIP STORES</b>				
PD-FEB20	Police Dept monthly fuel	03/26/2020	1,733.70	100-40-5212-3-38
FD-FEB20	Fire dept monthly fuel	03/26/2020	203.97	100-50-5232-3-38
DPW-FEB20	DPW monthly fuel purchases	03/26/2020	4,861.53	100-70-5411-3-38
DPW-FEB20	DPW monthly fuel purchases	03/26/2020	92.50	700-10-5192-3-38
DPW-FEB20	DPW monthly fuel purchases	03/26/2020	91.11	700-10-5192-3-38
DPW-FEB20	DPW monthly fuel purchases	03/26/2020	73.03	700-10-5192-3-38
DPW-FEB20	DPW monthly fuel purchases	03/26/2020	14.25	700-10-5192-3-38
DPW-FEB20	DPW monthly fuel purchases	03/26/2020	15.31	700-10-5192-3-38
DPW-FEB20	DPW monthly fuel purchases	03/26/2020	255.72	700-10-5192-3-38
Total 17175 KWIK TRIP STORES:			7,341.12	
<b>17229 LAKE COUNTY MUNICIPAL COURT</b>				
3-26-20	Bond payment	03/26/2020	212.00	100-13850
Total 17229 LAKE COUNTY MUNICIPAL COURT:			212.00	
<b>17280 LANGE ENTERPRISES</b>				
71972	street sign posts	03/26/2020	204.00	100-70-5441-3-36
72012	Signs	03/26/2020	205.18	100-70-5441-3-36
Total 17280 LANGE ENTERPRISES:			409.18	
<b>17900 LUECK, FRED</b>				
3-26-20	Plan Commission Minutes - Mar 2020	03/26/2020	20.00	100-80-5632-1-10
Total 17900 LUECK, FRED:			20.00	
<b>18120 MADISON TRUCK EQUIPMENT</b>				
3-91717	truck hoist cylinder	03/26/2020	2,495.00	100-70-5411-3-36
Total 18120 MADISON TRUCK EQUIPMENT:			2,495.00	
<b>18459 MARCO TECHNOLOGIES LLC</b>				
INV7421920	Ricoh/MP CW2200SP	03/26/2020	1,955.62	100-70-5420-3-38
Total 18459 MARCO TECHNOLOGIES LLC:			1,955.62	

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>18961 MENARDS - BEAVER DAM</b>				
72283	supplies - tile floor - repair city garage	03/26/2020	170.84	100-70-5410-3-36
Total 18961 MENARDS - BEAVER DAM:			170.84	
<b>19287 MK CELLULAR</b>				
MKSMBIN12517	hotspot for Michelle to work from home	03/26/2020	80.00	100-10-5153-3-31
Total 19287 MK CELLULAR:			80.00	
<b>19390 MONROE TRUCK EQUIPMENT, INC</b>				
3-26-20	install new caution light	03/26/2020	310.92	100-70-5411-3-36
Total 19390 MONROE TRUCK EQUIPMENT, INC:			310.92	
<b>20252 NAVIS, MIKE</b>				
3-26-20	meal - training	03/26/2020	18.99	100-40-5215-3-37
Total 20252 NAVIS, MIKE:			18.99	
<b>20623 NORTHERN PIPE INC</b>				
1559	2020 Storm Sewer Televising & Cleaning	03/26/2020	9,652.20	700-10-5192-3-38
Total 20623 NORTHERN PIPE INC:			9,652.20	
<b>21245 PERKINS OIL</b>				
0079050-IN	Bulk oil	03/26/2020	1,485.50	100-70-5411-3-36
Total 21245 PERKINS OIL:			1,485.50	
<b>21356 PETERSEN, CLAIRE</b>				
3-26-20	Absentee voting assistance for 4-7-20 election	03/26/2020	53.48	100-10-5142-1-10
Total 21356 PETERSEN, CLAIRE:			53.48	
<b>21357 PETERSEN, JENNIFER</b>				
3-26-20	MILEAGE 3-5-20, 3-18-20, 3-26-20 - election supplies - F	03/26/2020	69.00	100-10-5142-3-38
3-26-20	MILEAGE 3-12-20, 3-16-20, 3-19-20, 3-26-20 - election s	03/26/2020	78.20	100-10-5142-3-38
Total 21357 PETERSEN, JENNIFER:			147.20	
<b>21557 PFALZGRAF, JOSEPH</b>				
3-26-20/1	clothing allowance	03/26/2020	49.99	100-12634
3-26-20	reimburse meals - training	03/26/2020	13.00	100-40-5211-3-37
Total 21557 PFALZGRAF, JOSEPH:			62.99	
<b>21665 PIGGLY WIGGLY DISCOUNT FOODS</b>				
9167	WPD Dodge Cty Law Execs meeting	03/26/2020	36.87	100-40-5211-3-38
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			36.87	
<b>21800 PITNEY BOWES, INC.</b>				
3-26-20	Reserve acct - PD	03/26/2020	500.00	100-40-5211-3-33
Total 21800 PITNEY BOWES, INC.:			500.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>21805 PITNEY BOWES</b>				
3310741822	lease for mail machine - PD	03/26/2020	171.60	100-40-5211-3-33
Total 21805 PITNEY BOWES :			171.60	
<b>22330 Q-TRONICS</b>				
10079893	cable	03/26/2020	11.98	100-40-5211-3-38
10079895	cable	03/26/2020	11.98	100-40-5211-3-38
10079865	computer cord	03/26/2020	9.99	100-70-5412-3-36
Total 22330 Q-TRONICS:			33.95	
<b>22626 RASMUSSEN, BRAD</b>				
3-26-20	clothing allowance	03/26/2020	151.33	100-12634
Total 22626 RASMUSSEN, BRAD:			151.33	
<b>22700 REINDERS INC.</b>				
1818126-00	new mower & snow blower	03/26/2020	50,469.00	410-70-5411-4-00
Total 22700 REINDERS INC.:			50,469.00	
<b>23188 SAFETY KLEEN</b>				
82549177	USED OIL Fee	03/26/2020	137.50	100-70-5411-3-36
82225990	USED OIL	03/26/2020	20.00	100-70-5411-3-36
Total 23188 SAFETY KLEEN:			157.50	
<b>23224 SAN-A-CARE, INC</b>				
512811	Cleaning supplies	03/26/2020	267.92	100-70-5410-3-36
512811-1	Cleaning supplies	03/26/2020	246.54	100-70-5410-3-36
513855	Cleaning supplies	03/26/2020	104.04	100-70-5410-3-36
Total 23224 SAN-A-CARE, INC:			618.50	
<b>23274 SCHNEIDER, RYAN</b>				
3-26-20	Meal reimbursement - K9 training	03/26/2020	116.73	100-40-5215-3-37
Total 23274 SCHNEIDER, RYAN:			116.73	
<b>23324 SCHRAUFNAGEL IMPLEMENT INC</b>				
IL01599	cable for little league UTV	03/26/2020	57.83	100-70-5411-3-36
Total 23324 SCHRAUFNAGEL IMPLEMENT INC:			57.83	
<b>23338 SCHROEDER, KAYLI</b>				
3-26-20	Refund - senior center rental	03/26/2020	75.00	100-46-4674-0-00
Total 23338 SCHROEDER, KAYLI:			75.00	
<b>23589 SHARE CORPORATION</b>				
123184	sanitizing supplies	03/26/2020	550.60	100-70-5410-3-36
123746	cleaning supplies - COVID 19	03/26/2020	170.16	100-70-5410-3-36
Total 23589 SHARE CORPORATION:			720.76	
<b>23599 SHERWIN INDUSTRIES</b>				
SS083196	concrete cold patch	03/26/2020	370.00	100-70-5431-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 23599 SHERWIN INDUSTRIES:			370.00	
<b>24108 STAPLES CREDIT PLAN</b>				
3-26-20	office supplies	03/26/2020	17.73	100-10-5141-3-30
3-26-20	office supplies	03/26/2020	3.99	100-70-5420-3-30
Total 24108 STAPLES CREDIT PLAN:			21.72	
<b>24400 STOBBS PLUMBING &amp; HEATING, INC.</b>				
10983	installed new furnace - safety building	03/26/2020	3,130.25	100-70-5410-3-36
10995	dampener oper	03/26/2020	121.25	100-70-5410-3-36
11013	library bubbler repair	03/26/2020	79.50	100-70-5410-3-36
11014	filters for buildings	03/26/2020	1,122.00	100-70-5410-3-36
Total 24400 STOBBS PLUMBING & HEATING, INC.:			4,453.00	
<b>25399 TRIPLE CROWN PRODUCTS</b>				
246328	safety t-shirts for DPW crew	03/26/2020	389.09	100-70-5412-3-38
Total 25399 TRIPLE CROWN PRODUCTS:			389.09	
<b>25482 UNIFORM SHOPPE</b>				
296759	clothing allowance	03/26/2020	223.90	100-12634
296516	clothing allowance	03/26/2020	156.95	100-12634
296801	name plate/tie bar/badge screw	03/26/2020	131.80	100-40-5211-3-38
Total 25482 UNIFORM SHOPPE:			512.65	
<b>25965 VAN BEVER, FRANK &amp;</b>				
3-26-20	TLE Madison St Phase 2	03/26/2020	200.00	400-70-5436-8-00
Total 25965 VAN BEVER, FRANK &:			200.00	
<b>26465 VON BRIESEN &amp; ROPER, S.C.</b>				
315757	Personnel	03/26/2020	1,624.50	100-10-5143-3-38
Total 26465 VON BRIESEN & ROPER, S.C.:			1,624.50	
<b>26540 WALMART COMMUNITY/GEMB</b>				
3-26-20	Senior center office supplies	03/26/2020	40.59	100-20-5513-3-30
3-26-20	Senior center supplies	03/26/2020	18.87	100-20-5513-3-38
3-26-20	credit	03/26/2020	9.52	100-20-5513-3-38
3-26-20	park program supplies	03/26/2020	14.97	100-20-5525-3-39
Total 26540 WALMART COMMUNITY/GEMB:			64.91	
<b>27450 WAUPUN UTILITIES</b>				
FEB2020	Monthly utility charges	03/26/2020	131.21	100-20-5512-3-32
FEB2020	Monthly utility charges	03/26/2020	620.47	100-20-5513-3-32
FEB2020	Monthly utility charges	03/26/2020	835.41	100-20-5523-3-32
FEB2020	Monthly utility charges	03/26/2020	2,260.32	100-20-5525-3-32
FEB2020	Monthly utility charges	03/26/2020	833.44	100-40-5211-3-32
FEB2020	Monthly utility charges	03/26/2020	468.81	100-50-5231-3-32
FEB2020	Monthly utility charges	03/26/2020	16.00	100-50-5251-3-32
FEB2020	Monthly utility charges	03/26/2020	5,549.22	100-70-5410-3-32
FEB2020	Monthly utility charges	03/26/2020	1,382.45	100-70-5412-3-32
FEB2020	Monthly utility charges	03/26/2020	283.74	100-70-5441-3-32



Invoice	Description	Invoice Date	Total Cost	GL Account
FEB2020	Monthly utility charges	03/26/2020	10,943.32	100-70-5442-3-32
FEB2020	Monthly utility charges	03/26/2020	1,446.26	210-60-5511-3-32
FEB2020	Monthly utility charges	03/26/2020	39.44	700-10-5192-3-32
4878	Stormwater Billing & Collection Fees	03/26/2020	862.75	700-10-5192-3-38
Total 27450 WAUPUN UTILITIES:			25,672.84	
<b>29497 WI SOCIETY OF EMERGENCY SERVICES INSTRUC</b>				
2020/1	Instructor renewal - Beer	03/26/2020	30.00	100-50-5234-3-34
Total 29497 WI SOCIETY OF EMERGENCY SERVICES INSTRUC:			30.00	
<b>300032 INSIGHT FS</b>				
50012266	pro league, mound clay, aerosol white, marking chalk	03/26/2020	1,449.60	100-20-5525-3-36
Total 300032 INSIGHT FS:			1,449.60	
<b>300187 TOP PACK DEFENSE LLC</b>				
3887	clothing allowance	03/26/2020	425.69	100-12634
Total 300187 TOP PACK DEFENSE LLC:			425.69	
<b>300229 CND SPECIALTIES INC</b>				
3-26-20	tax bill credit	03/26/2020	169.12	100-13850
Total 300229 CND SPECIALTIES INC:			169.12	
Grand Totals:			214,298.96	

## Report GL Period Summary

GL Period	Amount
03/20	214,298.96
Grand Totals:	214,298.96

Vendor number hash: 2745605  
Vendor number hash - split: 3405074  
Total number of invoices: 114  
Total number of transactions: 151

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	214,298.96	.00	214,298.96
Grand Totals:	214,298.96	.00	214,298.96

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

[Report], Invoice Date = 03/26/2020



## **MINUTES**

**CITY OF WAUPUN BOARD OF PUBLIC WORKS**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, February 11, 2020 at 4:30 PM**

### **CALL TO ORDER**

Chairman Mielke called the meeting of the Board of Public Works to Order at 4:30pm.

### **ROLL CALL**

Board members present on roll call are Chairman Mielke, Alderman Matoushek, Alderman Vossekui, Lt. Pfalzgraf, Chief Rasch, Public Works Director Daane, and City Clerk Hull. No members absent.

Common Council members in attendance are Mayor Nickel.

City Staff present is Administrator Kathy Schlieve.

No members in the audience are present.

### **PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS**

No member of the public appeared before the Board.

### **FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS**

The next regularly scheduled meeting of the Board of Public Works is March 10, 2020 at 4:30pm in the City Hall Council Chambers, if needed.

### **CLOSED SESSION**

Motion Matoushek, second Vossekui to adjourn in closed session under Section 19.85(1) (e) of the WI Statutes for land acquisition consideration for Monroe Street pond. Motion carried 6-0.

### **OPEN SESSION**

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

### **ACTION FROM CLOSED SESSION**

No action was taken.

### **CONSIDERATION - ACTION**

#### **2. Approve minutes of the January 14, 2020 meeting.**

Motion Daane, second Vossekui to approve the minutes of the January 14, 2020 meeting. Motion carried 6-0.

#### **3. Approve Spring yard waste pickup dates. (April 13 - May 3, 2020)**

Motion Matoushek, second Vossekui to approve spring yard waste pickup dates of April 13 - May 3, 2020. Motion carried 6-0.

#### **4. Zero Turn Riding Tractor Bid Results**

Motion Hull, second Matoushek to approve the bid from Toro for a zero turn riding tractor in the amount of \$50,469. Motion carried 6-0 on roll call.

#### **5. Monroe Street Pond Project - Soil Boring RFP Results**

Bid results for Monroe Street Pond Soil Boring were received from Giles Engineering Associates (\$3,342.50), Intertek PSI (\$3,975.00), Soils & Engineering Services (\$4,080.00), and Nummelin Testing Services (\$4,325.00).

Motion to approve the Giles Engineering Associates bid for Monroe Street Pond Soil Boring in the amount of \$3,342.50, contingent upon staff's ability to negotiate successful land acquisition to accommodate the pond and to obtain additional DNR grant funds to support the larger pond requirement as outlined. Motion carried 6-0 on roll call.

**6. Waupun Dam Bypass Concept Design Proposal- MSA - \$11,000**

Due to flooding issues surrounding the dam, Daane is looking for a future bypass in that area. MSA will provide a Initial study and conceptual design for the amount of \$11,000. Daane spoke with the DNR and they will be contacting all the communities in our area to see how they are coping with the flooding and their dams.

Motion Matoushek, second Vossekul to approve \$11,000 to MSA for a Waupun Dam Bypass Concept Design. Motion carried 6-0 on roll call.

**ADJOURNMENT**

Motion Matoushek, Pfalzgraf second to duly call the meeting adjourned at 5:06pm. Motion carried 6-0.

Angie Hull, Clerk



**MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Wednesday, February 19, 2020 at 4:45 PM**  
**(Approved 3/18/20)**

**CALL TO ORDER**

The Waupun Plan Commission met at 4:45 pm in the Council Chambers, City Hall, Waupun.

**ROLL CALL**

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

Member Excused: Derek Drews

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

**PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--**

Chairman Nickel asked if there were any persons wishing to address the committee on any items 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.

**FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION**

Chairman Nickel indicated the next meeting of the Plan Commission may be March 18, 2020, at 4:45 pm.

**CONSIDERATION - ACTION**

1. Approve minutes of the January 15, 2020 meeting.  
Motion by Medema, seconded by Matoushek to approve the minutes of the January 15, 2020 meeting as presented. Motion carried, unanimously.
2. Site Plan Review - 412 Shaler Dr - Dentistry of Wisconsin.  
Grant Duchac, engineer with Excel Engineering appeared and discussed the site plan for Dentistry of Wisconsin to be located at the intersection of Shaler Dr. and E. Lincoln St. The lot is approximately 1.5 acres in size. The proposed single story building would contain approximately 4,800 sq. ft. and meet all yard and setback requirements of the City's Zoning Ordinance. A sign is proposed at the intersection of Shaler Dr. and E. Lincoln St. The site would contain 41 parking stalls. The location of a future addition is also shown on the rear of the main structure. City Engineer Daane indicated that he has been working with MSA on a storm water agreement and a stormwater conveyance system as well as erosion control plans. A lighting layout has also been provided.

Robert Metzger, father of the owner and Martin Sell, architect also appeared to answer any questions. Lueck noted that they have made about two additions to their office in Beaver Dam and wondered if this building would be larger than that one. Mr. Metzger thought it might be slightly larger than their Beaver Dam office. It would be large enough for a two-person practice. He also noted that if everything falls in place, they hope to start construction around May 6th.

Hearing no further questions, Chairman Nickel called for a motion to act on the site plan.

Motion by Matoushek, seconded by TerBeest to approve the site plan for the construction of a new office building for Dentistry of Wisconsin at 412 Shaler Dr. in accordance with the plans submitted with their application and any approvals required by the City Engineer.

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

Motion carried, unanimously 6/0

3. Housing Study and Needs Analysis

Sarah VanBuren, Community & Economic Development Coordinator and Kathy Schlieve, City Administrator appeared to give a brief overview of the City's Housing study and needs analysis recently approved by the City Council on February 11, 2020. This study is intended to help elected officials and others to understand the City's housing needs and how to address these issues.

Some of the issues noted were affordable housing, community demographics, existing housing characteristics, economic factors, housing affordability gap, stake holder interviews, land use planning, municipal codes, housing needs and recommended actions. If a household spends more than 30% of their income on housing and related costs then the household is considered overburdened. The cost of construction is up 187%. TIF districts can make housing more affordable in their opinion.

In 2021 one of the City's TIF districts is going to close and the units in this district will lose their tax incentives which may result in the unit rents to skyrocket. They feel there is a lack of short-term housing in the City. What are the solutions? Possibly allow accessory dwelling units on lots, reduce lot widths, eliminate R-1 zoning district, revise the zoning ordinance and create a developers guide are some possibilities among others for the study.

#### **ADJOURNMENT**

Motion by Lueck, seconded by Nickel to adjourn the meeting. Motion carried, meeting adjourned at 5:11 pm

Fred Lueck  
Secretary

**Minutes of a Special Meeting of the  
Waupun Utilities Commission  
Thursday, March 5, 2020**

The meeting was called to order by President Heeringa at 4:30 p.m.

Commissioners Heeringa, Homan, Gerritson, Kaczmarski, Thurmer, and Westphal were present. Mielke was absent with notice. Mayor Julie Nickel and City Administrator Kathy Schlieve were also present.

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

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

On motion by Westphal, seconded by Homan and unanimously carried, the meeting was adjourned at 6:02 p.m.

Jared Oosterhouse  
Finance Director

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, March 9, 2020**

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

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

Motion made by Thurmer, seconded by Kaczmariski and unanimously carried, to approve the minutes from the February 10, 2020, regular meeting.

On motion by Westphal, seconded by Thurmer and unanimously carried, bills for the month of February 2020 were approved as presented.

On motion by Kaczmariski, seconded by Westphal and unanimously carried, the year-to-date financial reports through January 2020 were approved as presented. Electric operating income was \$2,600 or \$21,000 below budget on higher A&G expense from three payroll periods and employee retirement payout. Water operating income was \$52,000 or \$3,600 above budget on lower operating expenses. Sewer operating income was \$46,800 or \$31,900 above budget on higher revenues and lower operating expenses.

General Manager Oosterhouse reported that our auditors Baker Tilly will be coming Monday, April 13, 2020 to present the audit report during the commission meeting. Staff is currently working on completing the information for the PSC Annual Report and will have the report submitted by April 1, 2020.

Water & Sewer Maint/Treatment Supervisor reported that the water treatment facility is performing well. The inspection of Well #4 has been completed and no significant repairs were needed. Crew has identified a cracked main as a result of a sanitary main backup. Alternate methods are being looked into to see if the main can be lined before having to dig and replace. Staff continue to televise sanitary mains the month of March.

Water & Sewer Maint/Treatment Supervisor provided an update on the ABNR project at the WWTP. A CO2 quality and optimization study is being completed to determine the sizing of the cogen unit, gas clean up equipment and gas quality. A cogen unit works as a generator and can power the existing and new plant.

Electric Operations Supervisor reported on outages that had occurred and the repairs made. On March 2, 2020, Waupun Utilities took over the last area remaining under the Alliant Energy territorial agreement. An important 3-phase line was included with the Alliant Energy purchase which allowed the utility to loop the distribution system on the west side of the City and for continued voltage conversion work to 12.4 kV.

General Manager reported on the mutual desire to amend the Sewer Promissory Note with the City of Waupun due to the interest rate increasing from 2% to Prime Rate and to define repayment terms. Motion made by Kaczmariski, seconded by Mielke and unanimously carried, to recommend to Common Council for approval an amendment to the Sewer Promissory Note with the City of Waupun including the repayment schedule.

On motion by Thurmer, seconded by Kaczmariski, to approve and utilize the existing job description for the recruitment of the Business Finance Manager position with the modification to #6 by adding the statement under direction of the General Manager. Motion carried unanimously.

Discussion on the General Manager job description was informational and will be brought forward to the next meeting.

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

Motion made by Thurmer seconded by Homan, and unanimously carried to reconvene in open session under Section 19.85 (2) of WI Statutes. No further action in open session.

On motion by Thurmer, seconded by Mielke and unanimously carried, the meeting was adjourned at 7:16 p.m.



A special commission meeting is scheduled on Monday, March 16, 2020 at 5 p.m.

Jen Benson  
Office & Customer Service Lead



**MINUTES**  
**CITY OF WAUPUN POLICE & FIRE COMMISSION**  
**Waupun Safety Building – 16 E. Main Street, Waupun WI**  
**Wednesday, March 11, 2020 at 4:30pm**

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

**CALL TO ORDER**

Meeting convened at 4:30 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 BJ DeMaa, WPD Chief Scott Loudon

**MINUTES FROM PREVIOUS MEETING**

Minutes from the December 17, 2019 meetings were presented for approval. Motion to approve by John B. (John F. 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.**

WPD Chief Scott Loudon provided the following update(s):

- Recognition/Appreciation:
  - Grateful to a Waupun citizen who donated \$1000 to the K9 program.
  - Gappa Security Solutions (Waupun) graciously provides, at no cost, one free door with installment per year.
- Community:
  - Recent Citizen's Police Academy was a success- great attendance and positive feedback for six sessions which included topics such as K9 Program, Investigations, Fire Services, EMS services; will likely continue each year.
  - Working with City Attorney to review/update ordinance(s) related to loitering due to recent increase in complaints related to squealing tires, reckless driving, profanity at Tanner Park.
  - Have not had many complaints or issues with new ATV use within the city; anticipating a possible increase with warmer weather coming.
  - General increase in calls, usually related to those traveling through Waupun, or mental-health related.
- Staffing/Training:
  - Lt. Kreitzman has made decision to return to patrol, 2nd shift after having been an excellent 3rd shift Lieutenant. Lieutenant vacancy will be posted today (internal-only).
  - Hiring process is in-motion following Officer Schreiber vacancy. Currently have seven applicants who are advancing to testing.
  - PFC Interview process will occur in April timeframe.
  - General staffing shortages and lack of applicants for all police departments.
  - One officer continues on FMLA through March with return anticipated in early April; Patrol officers are filling in vacancies.
  - Lieutenant Detective Sullivan has been a great hire and very thorough in his work.
  - A letter requesting internal interest to participate in opportunities for additional training (EVOC, Cellebrite, etc.) was positively received by the staff and has generated a great response.
  - Assistant Chief Raasch is part of Fond du Lac county's CART (Child Abduction Response Team) Team (also a fire department representative).

- Operations:
  - New Cellebrite program will provide ability for department to download data from phones for investigations; equipment was purchased in coordination with Ripon Police Department and use will begin upon arrival.
  - Lieutenant Detective Sullivan has recommended purchase and implementation of BEAST (Bar coded Evidence Analysis Statistical Tracking) system which will help to efficiently/effectively organize pieces of evidence and related processes, such as holding periods or notification to owners. Chief Loudon noted that both County agencies have BEAST already and the department will be submitting to the City of Waupun during next budget cycle (approximately \$10-\$12K).
  - Five area counties participated in training related to providing peer-support following a critical incident. This was recently utilized for response team (police, EMS, Coroner, etc.) following a call in Lomira for a toddler death. WFD Chief DeMaa and Firefighter Williams also attended this training which is very beneficial.

WFD BJ DeMaa provided the following update(s):

- Community:
  - January and February were busy with calls.
  - Chief DeMaa and Assistant Chief Beer will be meeting to discuss long-term planning related to a sustainable department structure. Current staffing model was successful in the past, but over the years the significant increase in calls and a shift from firefighting to an “all-hazards” role necessitates a change in order to meet the community’s needs. Review of benchmarks and the realities of today’s society (i.e. active shootings) will be vital in discussions and recommendation.
  - Chief DeMaa lead one of the Citizen’s Police Academy sessions on Fire Department services. The audience was unaware the department is volunteer-based, that they respond to calls other than fire, and the related costs for calls. Thus, will be an increased effort to “tell our story” better.
  - If future fundraising efforts are needed (i.e. for showers at Safety Building, etc.), two members from the Facilities study group have expressed an interest.
- Staffing/Training:
  - Currently no openings; and May is typically the hiring process timeframe. Also, no medical leaves.
  - Cadet Rosales is doing very well.
  - Firefighters hired in 2019 are progressing very well through various training (Fire Fighter I and II, specialties, practical practice). Chief DeMaa noted that (number of staff who) complete Fire Fighter II is often a specific data request for grants (such as FEMA), thus very important achievement for the staff and department.
  - Four recently completed ice rescue (and train the trainer); trying to be proactive as it relates to a recognized increase in the number of retention ponds.
  - Pending changes in State of WI requirements for Driver-Pumper Operators (effective 10/1/2020) resulted in training which was/will be completed.
  - Chief DeMaa, in coordination with other agencies, is recommending MPTC consider working with the State of WI to offer related programs for college credit. EMS courses are on-track to become college-credited; however, fire courses are not as they are currently considered “community” courses and therefore not eligible for college-credit. If this would happen, credits can be then be transferred college-to-college and/or department-to-department. It is also important to provide these opportunities to the college audience to encourage pursuit in these types of jobs/careers.
  - The WFD side of the safety building is certified Dementia-Friendly after completing related training for staff and an inspection by ADRC. Just a few WPD staff need to complete training and then entire Safety Building will be certified as Dementia-Friendly.
- Operations:
  - Currently at a critical state of conversations related to Asset consolidation with the Township.
  - The State of WI is having a great deal of discussion around PFAS (per- and polyfluoroalkyl substances) which are chemical compounds found in nonstick cookware, waterproof clothing and in Class B Fire Fighting Foam (used on fuel fires). Water can be used on fuel fires but is less effective. Considered “forever chemicals”, PFAS do not ‘go away’ and enter the ground water.

Many departments have removed foams; WFD does currently have Class A, Class B and (combination) Class A/B on the vehicles. The Governor released a directive that the Class B Foam can no longer be used unless there is a life-safety situation. Chief DeMaa, who is on the State Board, is concerned with a last-minute change related to shifting the significant related costs (i.e. investigation, removal, clean-up) to be the responsibility of local governments; thus, Chief DeMaa will be discussing with the City of Waupun to fiscally prepare as much as possible.

- Local meeting with departments, schools, hospital and DOC related to planning for response to Coronavirus/COVID-19.

Recognition by both Chief DeMaa and Chief Loudon that the City's change to using Municode (communication platform) changed the process for distribution of Monthly reports. Going forward, Chief's will be emailing out reports.

PFC would like to recognize both the WPD and the WFD for their excellent support to the community (related to the 2019 list of accomplishments).

#### **FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION**

Staff Interview with PFC will be held April 22, 2020; start time to-be-determined based on applicants.

Next Commission meeting will be held May 13, 2020 at 4:30pm.

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

#### **ADJOURNMENT**

Motion to adjourn meeting at 5:17pm made by J. Forsythe (second by J. Bett; all in favor).

Respectfully submitted,  
Tara Rhodes, Secretary

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

**Minutes of a Special Meeting of the  
Waupun Utilities Commission  
Monday, March 16, 2020**

The meeting was called to order by President Heeringa at 5:00 p.m.

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

General Manager Oosterhouse gave an update on COVID-19 and adjustments being made by Waupun Utilities to prepare and limit the risk of infection to utility staff.

General Manager Oosterhouse presented two proposals from search firms to find and hire a business finance manager. Discussion held on the search firms experience in the industry. Motion made by Thurmer, seconded by Kaczmarski, to approve Baker Tilly Search and Staffing up to \$25,500 to complete the search for a business finance manager. Motion carried unanimously.

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

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

On motion by Homan, seconded by Mielke and unanimously carried, the meeting was adjourned at 6:52 p.m.

A special commission meeting is scheduled on Monday, March 30, 2020 at 5 p.m.

Jared Oosterhouse  
General Manager



**A G E N D A**  
**CITY OF WAUPUN SPECIAL COUNCIL MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, March 17, 2020 at 6:15 PM**

**CALL TO ORDER**

Mayor Nickel called the meeting to order at 6:15pm.

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

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, and Fire Chief Demaa.

**CONSIDERATION - ACTION**

**1. Resolution Declaring a State of Emergency - COVID 19 Pandemic**

The Common Council declares that a State of Emergency now exists in the City of Waupun due to the public health emergency arising from the COVID-19 pandemic, as defined in Section 323.02(16) of the Wisconsin Statutes.

Motion Matoushek, second Vanderkin to adopt Resolution 03-17-20-01 to Declare a State of Emergency in the City of Waupun Concerning the COVID 19 Pandemic. Motion carried 6-0.

Additional discussions relating to the Declaration were heard. Discussions consisted of the fourteen day self-quarantine for employees leaving the state and a policy directing administrative pay and use of employee accrued benefits.

**ADJOURNMENT**

Motion Vanderkin, second Vossekul to call the meeting adjourned at 7:32 pm. Motion carried 6-0.

## **Minutes of the Waupun Public Library Board Meeting March 23, 2020**

The meeting of the Waupun Public Library Board of Trustees was called to order by Claudia Waskow, President, at 4:45 p.m. on March 23, 2020. Also present were Sullivan, Westphal, Garcia, Jaeger, and Rohrer, virtually via Facetime. Hintze, Martens and Schultz were absent. Jaeger volunteered to take minutes.

ARTICLE I: Motion by Sullivan, supported by Westphal, to accept the minutes of the February 17, 2020 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Circulation/downloads through the end of February was 23,673 items.
2. Library visits through the end of February was 10,865 people.

ARTICLE IV: Current budget was discussed.

ARTICLE V: Motion by Sullivan, supported by Westphal, to pay the March bills. Motion carried 4-0 on roll call. Sullivan appointed to sign the list of bills.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarian's Report.

- a. Librarians Report was reviewed.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

- a. Motion by Rohrer, supported by Westphal, to close the library on Saturday, December 26, 2020. Motion carried.
- b. Motion by Sullivan, supported by Westphal, to become a fine free library for overdue materials effective immediately. Motion carried.
- c. Motion by Westphal, supported by Sullivan, to authorize the Library Director to release future expenses if the Library Board does not convene due to an emergency closing in the future, to include payments to part-time staff working from home during this emergency closure, with payment to part-time staff not to go past the pay period ending May 30, 2020, if the library is still closed. Motion carried 4-0 on roll call.

ARTICLE X: Motion by Westphal, supported by Sullivan, to adjourn at 5:23 p.m. Motion carried.

Next tentative meeting: April 20, 2020, at **4:45 p.m.**

Bret Jaeger, Acting Secretary

**Minutes of a Special Meeting of the  
Waupun Utilities Commission  
Monday, March 30, 2020**

The meeting was called to order by President Heeringa at 5:00 p.m.

Commissioners Heeringa, Homan, Gerritson, Kaczmarski, Mielke, Thurmer, and Westphal were present.

General Manager Oosterhouse gave an update on the search for the Finance Manager being performed by Baker Tilly Search and Staffing. There are several qualified candidates interested in the position. The interview committee will begin the interview process the week of April 6<sup>th</sup> through the use of videoconferencing.

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

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

On motion by Thurmer, seconded by Mielke and unanimously carried, the meeting was adjourned at 6:55 p.m.

The next regularly scheduled meeting is on Monday, April 13, 2020 at 4:00 p.m.

Jared Oosterhouse  
General Manager





**MINUTES**  
**CITY OF WAUPUN SPECIAL COUNCIL MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, March 31, 2020 at 6:00 PM**

**CALL TO ORDER**

Mayor called the virtual and teleconference meeting to order at 6:05pm.

**ROLL CALL**

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

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, General Utility Manager Brooks, Police Chief Loudon, Director of Public Works Daane, Library Director Jaeger, Recreation Director Kaczmarski, Fire Chief Demaa, and Finance Director Kast.

Audience in attendance is Tyler Sturzl.

Media in attendance is Ken Thomas of the Daily Citizen.

**CONSENT AGENDA**

Consent agenda consists of current expenses and licenses for approval.

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

**CONSIDERATION - ACTION**

- 1. Resolution Suspending Waupun Common Council Rules During the COVID-19 Public Health Emergency**  
The Waupun Common Council rules of order are outlined in Ordinance 2.02 (2) and 2.07. A Resolution is prepared due to COVID-19 which allows the suspension of these rules and allows us to conduct meetings virtually. This is intended for the duration of the emergency.

Motion Vossekuil, second Kaczmarski to approve Resolution 03-31-20-01 Suspending Waupun Common Council Rules During the COVID-19 Public Health Emergency. Motion carried 6-0 on roll call.

- 2. City of Waupun COVID-19 Plan**  
Following the declaration of COVID-19, the City prepared the City of Waupun COVID-19 Plan. The purpose of this plan is to state the guidelines under which the City of Waupun will operate in responding to the rapidly evolving coronavirus disease 2019 (COVID-19) public health emergency. This Plan will be included as an agenda item and reviewed by the Waupun Common Council every two (2) weeks or more frequently if needed, until the Public Health Emergency is declared concluded. The policy provides employment practices to our employees relating to social distancing and following CDC guidelines. Each department shares their safety procedures and practices they have put in place for their departments.

Motion Kaczmarski, second Vossekuil to adopt the City of Waupun COVID-19 Plan Policy. Motion carried 6-0 on roll call.

- 3. Families First Coronavirus Response Act Public Health Emergency Family & Medical Leave Policy addendum to the City of Waupun's FMLA Policy**  
Following the declaration of COVID-19, the City prepared a Families First Coronavirus Response Act Emergency Paid Sick Leave Policy which establishes a paid sick leave entitlement for eligible employees

during an absence for qualifying reasons. Under the law we are able to exempt those employees classified as emergency responders.

Motion Matoushek, second Westphal to approve the Families First Coronavirus Response Act Emergency Paid Sick Leave Policy. Motion carried 6-0 on roll call.

**4. Families First Coronavirus Response Act Paid Sick Leave Policy**

Tabled for a future meeting for consideration.

**5. Resolution Designation of "Emergency Responder" Employees**

Resolution is prepared for the purpose of this Resolution is to provide the process for identifying employees, categories of employment, positions and/or departments that are "emergency responders" under the FFCRA and, as a result, exempt from the provisions of the FFCRA.

Motion Vanderkin, second Matoushek to adopt Resolution 03-31-20-02 Designation of Emergency Responder Employees. Motion carried 6-0 on roll call.

**6. Authorize the Director of Public Works to administer and submit to the Department of Natural Resources for the transfer of the Monroe Street Pond site to Harmsen Avenue and Oak Lane site**

DNR informed Daane there are no grant funds available. Daane questioned if this could be moved to another pond in our top five, Harmsen and Oak Lane location, that we own that land and fits in our budget. Daane is working with MSA for the transfer of the Monroe Street Pond to the Harmsen Avenue/Oak Lane site and requests the authorization to administer and submit to the Department of Natural Resources for the transferring of these sites.

Motion Vanderkin, second Matoushek to Authorize the Director of Public Works to administer and submit to the Department of Natural Resources for the transfer of the Monroe Street Pond site to Harmsen Avenue and Oak Lane site. Motion carried 6-0 on roll call.

**7. Authorize the Director of Public Works to administer and submit the Department of Natural Resources Urban Non-Point Source (UNPS) Construction Grant on behalf of the City of Waupun**

Motion Matoushek, second Vossekul to authorize the Director of Public Works to administer and submit the Department of Natural Resources Urban Non-Point Source (UNPS) Construction Grant on behalf of the City of Waupun. Motion carried 6-0 on roll call.

**8. Authorize the release of future expenses and Licenses/Permits**

Motion Vossekul, second Vanderkin to authorize the Clerk to release future expenses and licenses/permits. Motion carried 6-0 on roll call.

**ADJOURNMENT**

Motion Vanderkin, second Matoushek to call the meeting adjourned at 7:19 pm. Motion carried 6-0.

# WAUPUN POLICE DEPARTMENT

## Monthly City Council Report

Dispatch Summary From 3/1/2020 To 3/31/2020

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

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Total Number of Calls for this reporting period: 940

72 HOUR DETENTION	8	LOST PROPERTY	1
911 CHECK	6	MISSING ADULT	2
911 MISDIAL	5	NEIGHBOR DISPUTE	1
ACCIDENT	7	NOISE COMPLAINT	7
ACCIDENT/INJURIES	1	NOTIFY MED EXAMINER	1
ALARM TEST	4	OCCUPIED DISABLED	3
ANIMAL ABUSE	2	OFFICER STAND BY	1
ANIMAL BITE COMP	1	PAPER SERVICE	4
ANIMAL COMPLAINT	12	PARKING ENFORCEMENT	15
ASSIST CITIZEN	26	PRISONER TRANSPORT	3
ASSIST MOTORIST	5	PUBLIC HEALTH ORDER	4
ASSIST OTHER AGENCY	10	RECKLESS DRIVER	9
ATTEMPT TO LOCATE	2	RESTRAIN ORDER VIOL	1
ATV COMPLAINT	1	RUNAWAY	3
BUILDING CHECK	16	SCAM	5
CAR FIRE	1	SEXUAL ASSAULT	4
CHECK WELFARE	16	SHOPLIFTER	1
CHILD ABUSE/NEGLECT	1	SPECIAL ASSIGNMENT	5
CHILD CUSTODY	3	SPEED GRANT	1
CIVIL PROBLEM	9	STALKING	1
CLICK IT GRANT	1	SUBJECT STOP	3
COMMUNITY POLICING	6	SUSP ACTIVITY	11
COUNTY AMBULANCE	40	SUSP PERSON	2
COURT ORDER VIOLAT	1	SUSPICIOUS VEHICLE	14
CR DAMAGE TO PROP	2	TALKS/TOURS	1
DEPARTMENT K9 DOG	1	TAVERN CHECKS	2
DIRECTED AREA PATROL	211	THEFT	8
DISORDERLY CONDUCT	9	THREAT COMPLAINT	4
DOMESTIC DISPUTE	11	TRAFFIC PROBLEM	3
DRUGS/NARCOTICS	4	TRAFFIC STOP	65
ESCORT FUNERAL	2	TRESPASSING	1
EXTRA PATROL	146	VANDALISM	1
FIRE ALARM	2	VEHICLE LOCKOUT	1
FIRE GENERIC	1	WARRANT	2
FLOODING	1	WARRANT OTHER AGENCY	3
FOLLOW UP	49	WATER UTILITY	2
FOOT PATROL	5	WAUPUN ORDINANCE	6
FOUND ANIMAL	2		
FOUND PROPERTY	2		
GAS DRIVE OFF	6		
GAS LEAK	2		
HARASSMENT	3		
HIT AND RUN	5		
HOUSE WATCH REQUEST	58		
INFO TO DOCUMENT	1		
INFORMATION	2		
INTOXICATED DRIVER	1		
INTOXICATED SUBJECT	2		
INTRUSION ALARM	10		
JUVENILE PROBLEM	16		
LITTERING	1		

## **Waupun Police Department Update – March Report**

**Meetings** – Most meetings were cancelled due to Covid 19. Several City Meetings (via zoom) and Internal Meetings (social distancing) in reference Covid 19.

**Senior Citizen Academy** – The PD held 4 sessions at the senior center in the following topics; PD Overview and Equipment, K9 Demo, Evidence and Investigations, and Use of Force. All participants received a certificate and a challenge coin was given to everyone that attended all the demonstrations.

**Department Training** – Cancelled due to Covid 19.

**Promotional Process** – Officer Williams was interviewed and selected to become 3<sup>rd</sup> shift Lieutenant. His promotion will start sometime in May in attempt to reduce Patrol Officer Overtime.

**Hiring Process**- Testing and Interviews were conducted for the Officer hiring process. We currently have two candidates remaining that will interview with the PFC on April 15<sup>th</sup>.

**Traffic Safety Grant** – Waupun is partnering with both Dodge and FDL County in the traffic safety campaign. We were only able to participate in one of the grants the rest were cancelled due to Covid 19.

### Complaints

**OWI** – Thursday at 2:02am, police conducted a traffic stop on N State St at W Franklin St. A 26-year-old Marshall man was taken into custody for Operating While Intoxicated, Possession of Controlled Substance, Resisting/Obstructing an Officer, Misdemeanor Bail Jumping and two counts of Felony Bail Jumping. The man was transported to the Fond du Lac County Jail.

**Welfare Checks**- We have been getting more of these types of complaints since Covid 19.

TO: Mayor & Common Council  
 FROM: Susan Leahy, Building Inspector  
 SUBJECT: Building Permits for MARCH 2020

**DODGE COUNTY**

NO	HOLDER	ADDRESS	TYPE	FEE	COST
20-	15 Jan Harmsen	101A S Harris St	Tub to Shower replacement	\$50.00	\$5,000.00
20-	16 Josh Brenholt	233 Walker St	Early Start - Slab for Detached Garage	\$100.00	
20-	17 Jessica Kraus	401 McKinley St	roofing/siding	\$50.00	\$5,500.00
20-	19 Kevin Lang	117 Bly St	Remodel Fire Damaged Home	\$600.00	\$100,000.00
20-	20 Chuck Munroe	402 Grace St	garage addition, roof & side house and garage	\$342.00	\$57,000.00
20-	22 Cami Torres	810 W Jefferson St	Reroof	\$50.00	\$7,400.00
20-	24 Paul Merhalski	300 W Brown St	Reroof	\$50.00	\$800.00
20-	26 Kimberly Held	6 Beverly Ct	6' High Vinyl Privacy Fence	\$100.00	\$11,062.00
20-	29 Gwen Vandergalien	524 W Jefferson St	Replace Doors	\$50.00	\$4,620.00
20-	32 Dan Williams	222 Walker St	Service Upgrade	\$80.00	
<b>TOTAL</b>				<b>\$1,472.00</b>	<b>\$191,382.00</b>

**FOND DU LAC COUNTY**

NO	HOLDER	ADDRESS	TYPE	FEE	COST
20-	13 Qemal (Kim) Alimi	400 E Main St	reconstruct front façade of building	\$180.00	\$30,000.00
20-	18 Glamour Shop	106 Gateway Dr	Construct Interior Partition Wall	\$50.00	
20-	21 Pat Stanton	605 Beske St	2-Family Dwelling w/ Attached Garages	\$2,801.24	\$300,000.00
20-	23 Stephanie Fletcher	907 Newton Ave	Remove Window and Replace with Bay Window	\$50.00	\$5,000.00
20-	27 Eloise Daane	11 Dogleg Ln	wiring and close off utility room add bathroom	\$50.00	\$1,400.00
20-	28 David Levey	429 Neevel Ave	roof shingle replacement	\$50.00	\$5,000.00
20-	30 Phyllis Hofman	15 Dogleg Ln	electrical at Basement	\$50.00	\$1,400.00
20-	33 Clifford Krantz	253 Rounsiville St	Panel Upgrade	\$80.00	
<b>TOTAL</b>				<b>\$3,311.24</b>	<b>\$342,800.00</b>

<b>GRAND TOTAL</b>	<b>\$4,783.24</b>	<b>\$534,182.00</b>
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Permits issued in Dodge County	10
Permits issued in Fond du Lac Cty	8
<b>Total Permits for the month</b>	<b>18</b>

**FEES**

Building Permit Fees	\$4,783.24
Site Plan Review	\$100.00
Special Assessment Letter Fees	\$250.00
<b>Grand Total</b>	<b>\$5,133.24</b>

**BUILDING PERMIT COMPARISON**

March 2019: Dodge County - 12 permits; Fond du Lac County - 12 permits	
Total estimated cost of construction	\$ 533,437.10

**THREE MONTH COMPARISON**

January - March 2017	estimated cost of construction	\$992,128.17
January - March 2018	estimated cost of construction	\$18,650,420.00
January - March 2019	estimated cost of construction	\$865,043.56
January - March 2020	estimated cost of construction	\$881,363.00

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

**April 2020**

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

**Re: Report to Common Council**

**A. Statistics**

Circulation/downloads through the end of March was 32,622 items.  
Library visits through the end of March was 14,726 people.

**B. Working during Covid-19**

At this time, the Library Director and Assistant Director are taking turns going to the library to empty book drops, answer phone calls, and taking care of other issues at the library while the other person works from home. We have a process to sanitize each item being returned in the book drops. Other full-time staff are cataloging and processing materials from home, planning youth and adult programming through the end of the year, posting fun and informational things on Facebook, and also answering questions from residents via Facebook messenger. Part-time staff have been attending many webinars, which is a silver lining since these are programs normally found at state library conferences and part-timers rarely have an opportunity to attend these conference programs.

Any questions, please contact Bret at 324-7925 or [bret@monarchlibraries.org](mailto:bret@monarchlibraries.org).

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April 9, 2020

1. **Current Projects:**

- Due to COVID 19 work schedules have changed at the City Garage. The crew is staggering start times with some starting at 6:00, 6:30 and 7:00. There are 8 guys working each week and 3 off each week.
- The pool at the Aquatic Center is being painted. They hope to complete this next week.
- Working on Monroe St. Pond with MSA and submitting to the DNR on switching the grant to the Oak Lane location.
- Working with DOT on the HWY 68 project for 2021
- Work to complete the S. Madison Street project started last week. They plan to have all of the concrete work done the week of April 13<sup>th</sup>. They have the landscape crew scheduled to come in on April 20<sup>th</sup>.
- Working with Gremmer, DOT and Highland group on S. Madison St. Project. They have started making offers. This has become a bit more challenging due to COVID 19.
- Bulk pick-up scheduled for April 6-8 has been postponed
- All play structures / tennis courts / basketball courts, etc have been closed at the parks for the time being.
- Going through the transition plan for updates to buildings and parks
- Met with contractors to get pricing on repairing the tennis courts at Westend and Dodge Parks.
- Working on wayfaring signs and locations.
- Received quotes for Micro-sealing streets. These will be on hold until further notice.
- Received quote for Crack filling. This will be on hold until further notice.
- Discussing budget items with Finance Director.
- Continue to keep up with ordering cleaning and safety supplies due to COVID 19
- Work with MSA on finalizing plans for Newton and Rock Ave. project.

2. **DPW Crew Projects**

- Prepping Gateway Dr. & Woodland Dr. for road work that will be done this year. –  
Repairing inlets / manholes
  - Prepping pool at Aquatic center to be painted
  - Building & Grounds building duties
  - Clean equipment and dpw garage
  - DOT Flagger Training
  - Diggers Hotline Locates
  - Fill Potholes
  - Haul Brush bins
  - Install barricades for restaurants offering pick-up services
  - Leaf/Brush pick-up
  - Repair storm sewer
  - Replace Signs
-

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- Street sweeping
  - Vehicle Maintenance

#### **Administrative Assistant**

- Completed and submitted MS4 Annual Report
- TLE reimbursement request for parcel acquisition on Fox Lake Rd was submitted to the state and funds were received.
- Plan Commission Minutes
- Sent invoices for site plan review and assessment letters
- Helped with elections – registration, in person absentee voting, mailing out absentee ballots and also worked at the election.
- Issued assessment letters.
- Created maps for multiple departments including the Clerk, DPW, Administrator, and Police Dept.
- Entered equipment invoices into Cartegraph.
- Updated website.
- Garbage/recycling container complaints
- Monthly building permit report
- Assign account #'s to bills.

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





TO: Waupun Utilities Commissioners  
FROM: Steve Brooks, General Manager  
DATE: April 13, 2020  
SUBJECT: General Manager Report

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COVID-19 update: At this time, Waupun Utilities continues to operate under the COVID-19 revised work plan. We continue to monitor the situation on a daily basis. Our goal remains the same. To keep staff healthy and safe while providing reliable services to all of our customers.

On March 22, 2020, Governor Evers issued Emergency Order #11, temporarily suspending certain provisions of Wis. Admin. Code chs. PSC 113, 134, and 185 relating to service rules for electric, natural gas, and water public utilities. The provisions that are suspended:

- Authorize public utilities to waive late fees
- Temporarily suspend disconnections, other than those needed for safety reasons
- Enable customers who are unable to make a cash deposit to obtain residential service
- Ensure that deferred payment agreements are available not only to residential customers but also commercial, farm, and industrial customers
- Streamline the process for customers to apply for utility service

Office Update: Office staff have been busy reaching out to those customers who are in arrears trying to work out a payment plan or a Deferred Payment Arrangement. Staff is also encouraging customers to reach out to Energy Services, as there has been a change in the requirements to the Public Benefits program to help assist more individuals and families. Commercial customers are encouraged to reach out to the City of Waupun Economic Development Department to learn about the various programs in place to help business customers.

In place of disconnect notices, Friendly Reminder letters were mailed out to customers with past due balances.

The Electronics Recycling Event scheduled for April 4, 2020 has been postponed. A new date is to be determined.

New sewer rates are in effect as of April 1, 2020.

This concludes my report for April 2020. Please contact me at 324-7920 or [sbrooks@wppienergy.org](mailto:sbrooks@wppienergy.org), with any questions or concerns.



TO: Waupun Utilities Commissioners  
FROM: Steve Brooks, Electric Operations Supervisor  
DATE: April 13, 2020  
SUBJECT: Electric Operations Report

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## **Electric Department Update:**

Two power outages to report

- March 25<sup>th</sup> at 12:20 p.m. a power outage was reported at W7291 HWY 68. The crew found a defective cutout. The cutout was replaced and power was restored at 1:05 p.m. This outage only affected one 3 phase customer.
- March 26<sup>th</sup> at 7:40 a.m. a contractor working on S. Madison St. hit a gas main. Alliant Energy requested the power to several homes be temporarily shut off. Alliant Energy was able to contain the leak and power was restored at 10:00 a.m.

New Electric Service

- 200-amp electric service installed at 305 N. Harris Ave.
- 400-amp electric service installed at 500 Fond du lac St. Waupun Self Storage added additional storage buildings and requested a second electric service.

Electric Service upgrades

- Several customers have upgraded electric services this month.

Line Clearance

- Makovsky Brush Service(MBS) was in town and started line clearance work. As things associated with the COVID-19 pandemic developed, the decision was made to release the contractor. Line Clearance work will resume in late December 2020 and continue into first quarter of 2021.

Electric Meter Update

- Per testing requirements established by the PSC, Meter Technician Owen Vande Kolk has been working to complete the testing of 74 self-contained polyphaser meters that Waupun Utilities has in our electric system. 28 of these meters were tested between 2016-2018 by WPPI with Owen assisting as Waupun Utilities did not own our own meter tester. With the purchase of our own portable meter test bench, Owen has tested 37 meters to date in 2020. The remaining 9 meters are unable to be tested at this time due to Covid-19 and the meters being located inside the customer's premise. Meters are tested at full load, light load, and at a 60-degree phase angle.

This concludes my report for April 2020. Please contact me at 324-7920 or [sbrooks@wppienergy.org](mailto:sbrooks@wppienergy.org) with any questions or concerns.



TO: Waupun Utilities Commissioners  
FROM: Steve Schramm  
DATE: April 8, 2020  
SUBJECT: Monthly Operation Report

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#### **Water Treatment Facility:**

There are no call-ins to report this month.

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

#### **Wastewater Treatment Facility:**

There are no call-ins to report this month.

Staff continues working on routine maintenance and pump repairs in preparation of the spring rains.

#### **Water/Sewer Crew:**

There was one water main break located on Monroe St. This was an 8 inch main, and the break was a 1.75" "blow hole". The break was leaking approximately 640 gallons per minute, for 3 hours, totaling 115,289 gallons. Repairs were made and service was restored.

There were two sections of sanitary main on West Franklin St. that had collapsed. Staff cleared the majority of the obstructions, which allowed flow to resume temporarily. Staff televised this section and reviewed footage with a lining contractor and demined the section un-lineable. Concluding the investigation, replacement of the damaged sections was completed by staff.

#### **ABNR Update:**

CO2 Study Results:

Control Reactor - Photobioreactors (PBRs) with or without NO and SO2 had similar specific phosphorus uptake rates during steady-state operation. In other words, the %P of the biomass was similar with or without NO and SO2.

Super Saturated Reactor – High concentrations of NO and SO2 (up to 10x-15x greater concentrations then observed in wwtp flue gas) did not inhibit algal growth. Algae grew to roughly the same density.

## **CO2 Study Results Continued:**

Simulated Waupun Reactor - Algae grown on simulated flue gas (matching wwtp volatile organic compounds) with high concentrations of NO and SO2 outperformed control reactor.

Conclusion - Overall, initial results suggest that elevated NO and SO2 are unlikely to be inhibitory for continuous operation at low concentrations (meaning CO2 produced from digester gas is sufficient).

This concludes my report. Please do not hesitate to contact me with your questions or concerns at 324-7920 or [sschramm@wppienergy.org](mailto:sschramm@wppienergy.org).



TO: Waupun Utilities Commissioners  
FROM: Jared Oosterhouse  
DATE: April 9, 2020  
SUBJECT: Finance Director Report

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### **Financial Report:**

1. Construction and Plant Additions Summary
  - a. Sewer incurred \$152,234 in engineering fees for the WWTP upgrade.
  - b. Water purchased \$4,000 in leak detection loggers.
  - c. The digester and blower building each had dehumidifier replaced.
  - d. No other significant items to note.
2. Sales and Revenue Dashboard
  - a. Electric kWh sales were 4.4% below budget due primarily to the prior year changes made to bill from mid-month to end of month. Historically, the February residential billing included 30-31 days based on January 16 to February 15 period. In 2020, the period was from February 1 to February 29 resulting in two less billing days in February sales. The 2020 budgeted kWh did not factor this.
  - b. Water sales were 0.2% below budget.
  - c. Sewer sales were 6.9% above budget on high volume treated from the public authority class.
3. Electric Utility – Income Statement & Budget Comparison
  - a. Operating revenues were \$66,000 below budget and purchased power expense \$58,400 below budget, resulting in gross margin \$7,700 below budget.
  - b. Operating expenses were \$7,000 over budget due primarily to front loaded expenses in the beginning of the year.
  - c. Operating income was \$16,200 below budget.
  - d. Capital contribution of \$15,835 was invoiced to ATC for line clearance work.
4. Water Utility – Income Statement & Budget Comparison
  - a. Operating revenues were \$1,000 below budget.
  - b. Operating expenses were \$19,500 below budget on lower water treatment expenses and distribution maintenance expenses due to less water main breaks than normal.
  - c. Operating income and net income are within expectations.

5. Sewer Utility – Income Statement & Budget Comparison
  - a. Operating revenues were \$25,100 above budget on strong public authority sales.
  - b. Operating expenses were \$14,100 below budget on lower WWTP operation expenses and maintenance expenses.
  - c. Operating income was \$33,200 above budget.
6. Balance Sheet
  - a. Water unrestricted cash decreased \$145,000 from \$162,000 in principal and interest payments made early on the 2014 and 2019 Revenue Bonds.
  - b. Water long-term debt decreased accordingly by \$147,000.
  - c. Sewer unrestricted cash decreased \$121,500 on payments made for the design engineering services performed for the WWTP upgrade.
7. Monthly Dashboard – Cash & Investments
  - a. Total cash and investments decreased \$89,100 from the payments made for the WWTP upgrade design engineering and on revenue bond payments made.



# *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: April 9, 2020  
To: Mayor, Council, City Administrator, and PFC  
From: Fire Chief, B.J. DeMaa  
Re: March Report

### Fire Calls:

There were nine (9) fire & rescue calls in the month of March for a total of forty-two (42) YTD.

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

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

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

\* 56% of fire calls came in during Monday-Friday work week.

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

Incident Type:		
Incident Type	Count	% of Incidents
Passenger vehicle fire (131)	1	11.11
Overpressure rupture (220)	1	11.11
Gas leak (412)	1	11.11
Dispatched and cancelled en route (611)	2	22.22
Smoke detector activation – no fire (743)	3	33.33
Alarm system activation – unintentional (745)	1	11.11

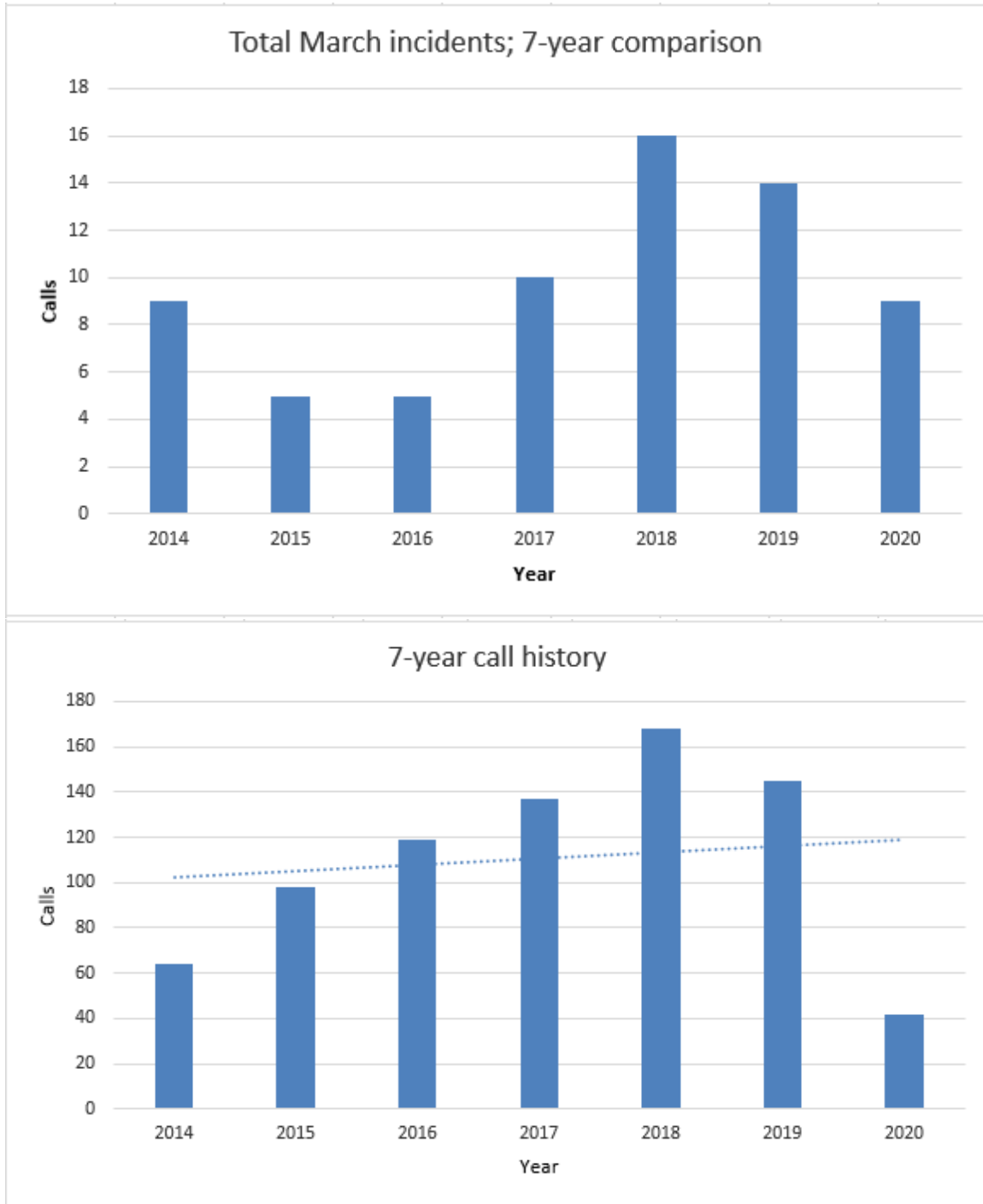
Average Personnel Response (excluding mutual aid):		
	Avg # of Responders	% of Total Department
4A – 8P	13	43%
8P – 4A	13	43%

\* Current roster is 30 members.

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



**Call Summary (7-year comparison):**



## **Projects/Special Events/Information:**

Met with Kathy, Jared, and Michelle to discuss fire consolidation. The next big discussion with the Townships will be what a potential asset merger looks like. Due to COVID-19 as well as pending management changes related to Jared's role in this discussion, the March meeting was cancelled.

Contract was signed with Strategic Management and Consulting (Dan Williams) to help guide our discussions through the following items:

- Development of an intergovernmental agreement with all the jurisdictions in the Waupun Ambulance District.
- Review of the draft EMS contract we have been working on for the past year.
- Negotiation of a contract with a 3<sup>rd</sup> party EMS provider (currently Lifestar).
- Direction and assessment of a 1<sup>st</sup> responder group in Waupun.

Work disturbance meetings were attended for DCI and WCI. Wardens Foster and Pollard indicated the DOC had pandemic plans in place to address the COVID-19 situation.

Participated in the Citizen's Police Academy at the Waupun Senior Center. We shared information on how the fire department is staffed, our equipment, and answered questions that folks had.

Currently serving as the fire department coordinator within the Fond du Lac County Emergency Operations Center (EOC). This role helps to coordinate information between the EOC and all fire departments within the county. This group has a conference call M-F at 10 a.m. and 5 p.m.

We were awarded a grant in the amount of \$4,851.50 from State Farm Insurance which will be used for fire prevention materials.

We submitted an Assistance to Firefighters Grant (AFG) in the amount of \$44,500. This grant application is intended 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:**

Tom O'Neill and Selena Rosales completed their Driver/Pumper Operator class. Both are now certified to operate vehicles within the department.

A number of firefighters are currently enrolled in continuing education classes.

- Joe Barnes – Firefighter 1
- Michelle Fenz, Erick Searvogel, Rick Searvogel, Rick Smith, Emily Truttmann, Mike Tuler – Firefighter 2

All classes are currently on hold as a result of COVID-19.

### **Inspections:**

All inspections, with the exception of complaint-based inspections, are presently on hold.

Work is being done on loading pre-plan information into our responding programs.

### **Training:**

Training for the March 2<sup>nd</sup> meeting consisted of facility work.

Training for the March 16<sup>th</sup> meeting was cancelled due to COVID-19.

Assistant Chief Beer and I are putting together a plan that would allow for the department to meet for training in smaller groups. This will be rolled out in April.

### **Emergency Government:**

COVID-19

We continue to await word on our Integrated Emergency Management Course (IEMC) application. The IEMC is a four day, exercise-based training activity for Emergency Operations personnel and community stakeholders to practice simulated, but realistic, crisis situations, within a structured learning environment. The jurisdiction selects the hazards and core capabilities it wishes to simulate in classroom and exercise components of the course. The design will reflect the jurisdiction's specific hazards and organizational structure included in its emergency plans.

April 9, 2020

**Code Enforcement – Mike Beer:**

**February:**

New Complaints: 4

Closed Complaints: 2

Open Complaints: 1

Total time committed to Code Enforcement: 12

Jan-20      Feb-20      Mar-20

**Monthly Breakdown:**

Pre-Hospital Calls	64%	71%	66%
DOC Calls	19%	23%	14%
Care Facility Calls	18%	6%	20%

**Annual Breakdown:**

Pre-Hospital Calls	67%
DOC Calls	19%
Care Facility Calls	14%

**Annual Call Type Breakdown:**

Allergic Reaction	0%
Altered Mental Status	4%
Bleeding	3%
Chest Pain	8%
Choking	0%
CO Poisoning	0%
Diabetic	1%
Dead on Arrival	2%
Dog Bite	0%
Fainting	4%
Falls	9%
Falls - no transport	5%
Fever	2%
Headache	0%
Heat/Cold Exposure	0%
Ingestion	1%
Laceration	0%
Medical Alarm	3%
Motor Vehicle Collision	5%
N/V	4%
Overdose	1%
Pain	7%
Pulseless, Non-breathing	1%
Psychiatric	5%
Shortness of Breath	13%
Stroke	1%
Seizure	5%
Suicide Attempt	2%
Trauma	2%
Unknown	5%
Unresponsive	0%
Weakness	5%
FD standby	1%
PD standby	1%

Paramedic Intercept	0%
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<b>Annual Call Disposition:</b>	
Medical Facility	78%
No transport	22%

<b>Annual Dept. of Corrections Usage:</b>	
DCI	47%
FLCI	19%
John Burke	6%
WCI	28%

<b>Annual Care Facility Usage:</b>	
Christian Home	24%
Christian Homestead	7%
Marvin's Manor	15%
Prairie Ridge	24%
Anchor Communities - Brandon	2%
Bethesda Lutheran - Brandon	27%

<b>Interfacility Transports out of WMH:</b>	
Total requests	44
Total accepted	35
Acceptance rate	80%

## AGENDA SUMMARY SHEET

**MEETING DATE:** 4/14/2020

**TITLE:** Resolution Providing for the Sale of  
Approximately \$3,460,000 General Obligation  
Refunding Bonds, Series 2020A

**AGENDA SECTION:** Resolutions & Ordinances

**PRESENTER:** Michelle Kast, Finance Director  
Phil Cosson, Ehlers

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
	TBD, current estimates are \$274,646 in interest savings for TID 5 over the next 11 years	

### ISSUE SUMMARY:

- The City issued bonds in 2011 to fund community development and took out a loan in 2019 to fund the construction of Seymour Street. This debt is attributed to TID 5.
- Interest rates are low now so it is a good time to evaluate outstanding debt.
- Bonds are different than other forms of debt, which can help municipalities obtain better interest rates but also makes early payoff (via new debt issuance) more challenging.
- Upon further evaluation, it was determined that we may have the opportunity to save a significant amount of interest on TID 5 debt.
- The 2011 bonds and 2019 loan can be paid off and new debt issued. It is estimated that the TID will save \$274,646 by doing so; however, actual amounts will not be known until the bond sale takes place on April 28.

**STAFF RECOMMENDATION:** Approve the resolution authorizing the sale of bonds.

### ATTACHMENTS:

- 1) Resolution
- 2) Pre-Sale Report

### **RECOMMENDED MOTION:**

Approve the Resolution Providing for the Sale of Approximately \$3,460,000 General Obligation Refunding Bonds, Series 2020A.

RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY  
\$3,460,000 GENERAL OBLIGATION REFUNDING BONDS, SERIES 2020A

WHEREAS, the City of Waupun, Dodge and Fond du Lac Counties, Wisconsin (the "City") is presently in need of approximately \$3,460,000 for the public purpose of refunding the General Obligation Community Development Bonds, dated August 17, 2011 and State Trust Fund Loan, dated January 18, 2019; 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 general obligation refunding bonds.

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

Section 1. Issuance of the Bonds. The City shall issue its General Obligation Refunding Bonds, Series 2020A in the amount of approximately \$3,460,000 (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 April 14, 2020.

\_\_\_\_\_  
Julie J. Nickel  
Mayor

ATTEST:

\_\_\_\_\_  
Angela J. Hull  
City Clerk



April 14, 2020

## Pre-Sale Report for

City of Waupun, Wisconsin

\$3,455,000 General Obligation Refunding Bonds,  
Series 2020A



**Prepared by:**

Philip Cosson, CIPMA  
Senior Municipal Advisor

David Ferris, CPA  
Municipal Advisor

## Executive Summary of Proposed Debt

Proposed Issue:	\$3,455,000 General Obligation Refunding Bonds, Series 2020A
Purposes:	<p>The proposed issue includes financing for the following purposes:</p> <ul style="list-style-type: none"> <li>Current Refunding of 2019 State Trust Fund Loan. Debt service will be paid from ad valorem property taxes.</li> </ul> <p>The interest rate on the obligations proposed to be refunded is 4.25%. The refunding is expected to reduce debt service expense by approximately \$26,106 over the next 8 years. The Net Present Value Benefit of the refunding is estimated to be \$25,482, equal to 7.981% of the refunded principal.</p> <p>This refunding is considered to be 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"> <li>Current Refunding of Series 2011 General Obligation Bonds. Debt service will be paid from ad valorem property taxes.</li> </ul> <p>Interest rates on the obligations proposed to be refunded are 2.75% to 4.00%. The refunding is expected to reduce debt service expense by approximately \$248,540 over the next 11 years. The Net Present Value Benefit of the refunding is estimated to be \$233,150, equal to 7.141% of the refunded principal.</p> <p>This refunding is considered to be 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"> <li>67.04</li> </ul> <p>The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged.</p> <p>The Bonds count against the City's General Obligation Debt Capacity Limit of 5% of total City Equalized Valuation. Following issuance of the Bonds, the City's total General Obligation debt principal outstanding will be \$13,424,527, which is 56% of its limit. Remaining General Obligation Borrowing Capacity will be approximately \$10,351,513.</p>
Term/Call Feature:	<p>The Bonds are being issued for a term of 11 years. Principal on the Bonds will be due on August 1 in the years 2021 through 2031. Interest is payable every six months beginning February 1, 2021.</p> <p>The Bonds will be subject to prepayment at the discretion of the City on August 1, 2029 or any date thereafter.</p>

Bank Qualification:	<p>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.</p>
Rating:	<p>The City’s most recent bond issues were rated by Moody’s Investors Service. The current ratings on those bonds are “A1”. The City will request a new rating for the Bonds.</p> <p>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 in the event that the bond rating of the insurer is higher than that of the City.</p>
Basis for Recommendation:	<p>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:</p> <ul style="list-style-type: none"> <li>• The expectation this form of financing will provide the overall lowest cost of funds while also meeting the City’s objectives for term, structure and optional redemption.</li> <li>• The existing General Obligation pledge securing the obligations to be refunded.</li> </ul>
Method of Sale/Placement:	<p>We will solicit competitive bids for the purchase of the Bonds from underwriters and banks.</p> <p>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.</p> <p>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.</p>
Premium Pricing:	<p>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.</p> <p>For this issue of Bonds, any premium amount received will be used to reduce the issue size. These adjustments may slightly change the true interest cost of the original bid, either up or down.</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</p>

	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.
Other Considerations:	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. In the event that 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.
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:	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.
Arbitrage Monitoring:	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 defined 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 contract with Ehlers to assist you.
Investment of Bond Proceeds:	To maximize interest earnings we recommend using an SEC registered investment advisor to assist with the investment of bond proceeds until they are needed to pay project costs. Ehlers is a registered investment advisor, and can assist the City in developing an appropriate investment strategy if needed.
Risk Factors:	<b>Current Refunding:</b> The Bonds are being issued to finance a current refunding of prior City debt obligations. Those prior debt obligations are "callable" on or

	<p>after January 18, 2019. Those prior debt obligations are “callable” on or after August 1, 2020. The new Bonds will not be pre-payable until August 1, 2029.</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><b>Bond Counsel:</b> Quarles &amp; Brady LLP</p> <p><b>Paying Agent:</b> Bond Trust Services Corporation</p> <p><b>Rating Agency:</b> Moody's Investors Service, Inc.</p>

## Proposed Debt Issuance Schedule

Pre-Sale Review by Common Council:	April 14, 2020
Due Diligence Call to review Official Statement:	To be determined
Distribute Official Statement:	Week of April 20, 2019
Conference with Rating Agency:	To be determined
Common Council Meeting to Award Sale of the Bonds:	April 28, 2020
Estimated Closing Date:	May 20, 2020
Redemption Date for Bonds Being Refunded:	August 1, 2020
Redemption Date for Bonds Being Refunded:	June 10, 2020

## Attachments

Estimated Sources and Uses of Funds

Estimated Proposed Debt Service Schedule

Estimated Debt Service Comparison

## Ehlers Contacts

Municipal Advisors:	Philip Cosson	(262) 796-6161
	David Ferris	(262) 796-6194
Disclosure Coordinator:	Peter Curtin	(262) 796-6187
Financial Analyst:	Beth Mueller	(651) 697-8553

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.

# City of Waupun, Wisconsin

\$3,455,000 General Obligation Refunding Bonds, Series 2020A

Issue Summary

Assuming Current GO BQ "A1" Market Rates

## Total Issue Sources And Uses

Dated 06/04/2020 | Delivered 06/04/2020

	Current Refunding of Series 2011	Current Refunding of 2019 STFL	Issue Summary
<b>Sources Of Funds</b>			
Par Amount of Bonds	\$3,130,000.00	\$325,000.00	\$3,455,000.00
Transfers from Prior Issue Debt Service Funds	271,316.25	3,234.36	274,550.61
Estimated Interest Earnings @ 1.0% for 2 months	5,083.00	-	5,083.00
Estimated Interest Earnings @ 1.0% for 6 days	-	50.00	50.00
<b>Total Sources</b>	<b>\$3,406,399.25</b>	<b>\$328,284.36</b>	<b>\$3,734,683.61</b>
<b>Uses Of Funds</b>			
Total Underwriter's Discount (1.100%)	34,430.00	3,575.00	38,005.00
Costs of Issuance	46,247.90	4,802.10	51,050.00
Deposit to Current Refunding Fund	3,321,316.25	322,515.67	3,643,831.92
Rounding Amount	4,405.10	(2,608.41)	1,796.69
<b>Total Uses</b>	<b>\$3,406,399.25</b>	<b>\$328,284.36</b>	<b>\$3,734,683.61</b>

# City of Waupun, Wisconsin

## \$3,455,000 General Obligation Refunding Bonds, Series 2020A

### Issue Summary

Assuming Current GO BQ "A1" Market Rates

### Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
06/04/2020	-	-	-	-	-
02/01/2021	-	-	40,365.71	40,365.71	-
08/01/2021	190,000.00	1.550%	30,657.50	220,657.50	-
12/31/2021	-	-	-	-	261,023.21
02/01/2022	-	-	29,185.00	29,185.00	-
08/01/2022	320,000.00	1.600%	29,185.00	349,185.00	-
12/31/2022	-	-	-	-	378,370.00
02/01/2023	-	-	26,625.00	26,625.00	-
08/01/2023	320,000.00	1.620%	26,625.00	346,625.00	-
12/31/2023	-	-	-	-	373,250.00
02/01/2024	-	-	24,033.00	24,033.00	-
08/01/2024	325,000.00	1.650%	24,033.00	349,033.00	-
12/31/2024	-	-	-	-	373,066.00
02/01/2025	-	-	21,351.75	21,351.75	-
08/01/2025	335,000.00	1.670%	21,351.75	356,351.75	-
12/31/2025	-	-	-	-	377,703.50
02/01/2026	-	-	18,554.50	18,554.50	-
08/01/2026	340,000.00	1.700%	18,554.50	358,554.50	-
12/31/2026	-	-	-	-	377,109.00
02/01/2027	-	-	15,664.50	15,664.50	-
08/01/2027	345,000.00	1.770%	15,664.50	360,664.50	-
12/31/2027	-	-	-	-	376,329.00
02/01/2028	-	-	12,611.25	12,611.25	-
08/01/2028	355,000.00	1.850%	12,611.25	367,611.25	-
12/31/2028	-	-	-	-	380,222.50
02/01/2029	-	-	9,327.50	9,327.50	-
08/01/2029	310,000.00	1.950%	9,327.50	319,327.50	-
12/31/2029	-	-	-	-	328,655.00
02/01/2030	-	-	6,305.00	6,305.00	-
08/01/2030	305,000.00	2.000%	6,305.00	311,305.00	-
12/31/2030	-	-	-	-	317,610.00
02/01/2031	-	-	3,255.00	3,255.00	-
08/01/2031	310,000.00	2.100%	3,255.00	313,255.00	-
12/31/2031	-	-	-	-	316,510.00
<b>Total</b>	<b>\$3,455,000.00</b>	<b>-</b>	<b>\$404,848.21</b>	<b>\$3,859,848.21</b>	<b>-</b>

### Yield Statistics

Bond Year Dollars	\$21,857.04
Average Life	6.326 Years
Average Coupon	1.8522553%
Net Interest Cost (NIC)	2.0261352%
True Interest Cost (TIC)	2.0364934%
Bond Yield for Arbitrage Purposes	1.8481190%
All Inclusive Cost (AIC)	2.2940252%

### IRS Form 8038

Net Interest Cost	1.8522553%
Weighted Average Maturity	6.326 Years



# City of Waupun, Wisconsin

\$325,000 General Obligation Refunding Bonds, Series 2020A

Current Refunding of 2019 STFL

## Debt Service Comparison

Date	Total P+I	Net New D/S	Old Net D/S	Savings
12/31/2020	-	2,608.41	(3,234.36)	(5,842.77)
12/31/2021	46,320.45	46,320.45	47,916.64	1,596.19
12/31/2022	44,836.50	44,836.50	47,916.64	3,080.14
12/31/2023	44,196.50	44,196.50	47,916.64	3,720.14
12/31/2024	43,548.50	43,548.50	47,916.64	4,368.14
12/31/2025	42,888.50	42,888.50	47,916.64	5,028.14
12/31/2026	42,220.50	42,220.50	47,916.63	5,696.13
12/31/2027	41,540.50	41,540.50	47,916.64	6,376.14
12/31/2028	45,832.50	45,832.50	47,916.64	2,084.14
<b>Total</b>	<b>\$351,383.95</b>	<b>\$353,992.36</b>	<b>\$380,098.75</b>	<b>\$26,106.39</b>

## PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	31,324.93
Net PV Cashflow Savings @ 2.308%(AIC).....	31,324.93
Transfers from Prior Issue Debt Service Fund.....	(3,234.36)
Contingency or Rounding Amount.....	(2,608.41)
Net Present Value Benefit	\$25,482.16
Net PV Benefit / \$354,619.74 PV Refunded Debt Service	7.186%
Net PV Benefit / \$319,281 Refunded Principal...	7.981%
Net PV Benefit / \$325,000 Refunding Principal..	7.841%

## Refunding Bond Information

Refunding Dated Date	6/04/2020
Refunding Delivery Date	6/04/2020

# City of Waupun, Wisconsin

\$3,130,000 General Obligation Refunding Bonds, Series 2020A

Current Refunding of Series 2011

## Debt Service Comparison

Date	Total P+I	Net New D/S	Old Net D/S	Savings
12/31/2020	-	-	-	-
12/31/2021	214,702.76	214,702.76	336,720.00	122,017.24
12/31/2022	333,533.50	333,533.50	345,280.00	11,746.50
12/31/2023	329,053.50	329,053.50	342,930.00	13,876.50
12/31/2024	329,517.50	329,517.50	345,055.00	15,537.50
12/31/2025	334,815.00	334,815.00	346,605.00	11,790.00
12/31/2026	334,888.50	334,888.50	347,425.00	12,536.50
12/31/2027	334,788.50	334,788.50	347,625.00	12,836.50
12/31/2028	334,390.00	334,390.00	347,185.00	12,795.00
12/31/2029	328,655.00	328,655.00	341,085.00	12,430.00
12/31/2030	317,610.00	317,610.00	329,495.00	11,885.00
12/31/2031	316,510.00	316,510.00	327,600.00	11,090.00
<b>Total</b>	<b>\$3,508,464.26</b>	<b>\$3,508,464.26</b>	<b>\$3,757,005.00</b>	<b>\$248,540.74</b>

## PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	500,061.89
Net PV Cashflow Savings @ 2.293%(AIC).....	500,061.89
Transfers from Prior Issue Debt Service Fund.....	(271,316.25)
Contingency or Rounding Amount.....	4,405.10
Net Present Value Benefit	\$233,150.74
Net PV Benefit / \$3,635,512.71 PV Refunded Debt Service	6.413%
Net PV Benefit / \$3,265,000 Refunded Principal...	7.141%
Net PV Benefit / \$3,130,000 Refunding Principal..	7.449%

## Refunding Bond Information

Refunding Dated Date	6/04/2020
Refunding Delivery Date	6/04/2020

**RESOLUTION # \_\_\_\_\_**

**A RESOLUTION TO RATIFY AND APPROVE THE DOWNTOWN BUSINESS SUPPORT PROGRAM  
INITIATED BY THE WAUPUN COMMUNITY DEVELOPMENT AUTHORITY IN RESPONSE TO THE  
CONVID-19 PANDEMIC AND SAFER AT HOME ORDER**

THIS RESOLUTION is made by the Common Council of the City of Waupun;

**FINDINGS AND DETERMINATION:**

The World Health Organization has designated the 2019 novel Coronavirus outbreak as a public health emergency of international concern. Also, the United States Health and Human Services Secretary has declared a public health emergency for the entire United States to aid the nation's healthcare community in responding to the 2019 novel Coronavirus ("COVID-19"). COVID-19 is a contagious, and at times fatal, respiratory disease.

The worldwide outbreak of COVID-19 and the effects of its extreme risk of person-to-person transmission throughout the United States, significantly affect the lives and health of our people, as well as the economy, and is a disaster that presents a serious risk to the health, security and safety of the public.

On March 12, 2020, Governor Tony Evers, on behalf of the State of Wisconsin, declared a State of Emergency under the provisions of Section 323.02(16) of the Wisconsin Statutes, on the basis of a public health emergency arising from the COVID-19 pandemic.

On March 13, 2020, President Donald J. Trump, on behalf of the federal government, also declared a State of Emergency due to the COVID-19 pandemic.

On March 24, 2020, the State of Wisconsin Department of Health Services issued Emergency Order #12 ("Safer at Home Order") in response to the COVID-19 pandemic.

While the provisions of the Safer at Home Order are considered essential to reduce further spread of the COVID-19 virus and save lives, the effect of this Order in restricting travel, business and social interactions has resulted in severe financial hardship to many businesses within the City of Waupun Tax Incremental District 3 ("TID #3").

The financial hardship imposed by the COVID-19 pandemic and Safer at Home Order may be disproportionately more severe with respect to businesses located within the boundaries of TID #3, as this District has been found to be in need of blight elimination under Section 66.1335(1) of the Wisconsin Statutes.

The Waupun Community Development Authority ("CDA") has proposed to modify its existing plan to establish and administer the proposed COVID-19 Downtown Business Support Program, to be made available exclusively for businesses located within the boundaries of TID #3 as required by law.

Under the provisions of Sections 66.1331(2) and 66.1335(1) of the Wisconsin Statutes, funding and administration of the COVID-19 Downtown Business Support Program as proposed is necessary and expedient for the express purpose of elimination of blight and in order to further community development programs and projects.

Funding and administration of this Program is also necessary and expedient to protect and advance the health, safety, welfare and good order of the City of Waupun.

THEREFORE, in consideration of these findings and determination of the Waupun Common Council,

IT IS RESOLVED, as follows:

1. The Waupun Common Council approves and ratifies the COVID-19 Downtown Business Support Program as proposed by the Waupun Community Development Authority, provided that this Program be available exclusively for businesses located within the boundaries of TID #3, as required by applicable law.

2. To the extent that the creation and funding of this Program requires a modification of the existing budget and operating plan of TID #3, the Common Council approves this modification in its entirety.

3. The Waupun Community Development Authority shall have full authority to administer this Program according to its terms, consistent with the existing authority of the Community Development Authority to administer TID #3 programs.

Dated this 14<sup>th</sup> day of April, 2020.

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Julie J. Nickel  
Mayor

ATTEST:

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Angela Hull  
City Clerk



## AGENDA SUMMARY SHEET

**MEETING DATE:** 4/14/20

**TITLE:** Families First Coronavirus Response Act Paid Sick Leave Policy

**AGENDA SECTION:** CONSIDERATION/ACTION

**PRESENTER:** Kathy Schlieve

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

Last week the DOL issued its Final FFCRA regulations and also formal corrections to those Regulations. The Regulations modified guidelines that we had relied upon in creating our initial policies. Our labor attorney believes that we will see no further changes. Nevertheless, the changes were substantive enough – including what documentation can be required from employees – that we updated policies. Revisions were required to ensure the policies are in line with the Final FFCRA Regulations that were issued last week. I have attached the revised policy. Please note that there are no noted changes to exempt positions as listed.

**STAFF RECOMMENDATION:**

Approve the policy as presented

**ATTACHMENTS:**

**RECOMMENDED MOTION:**

Motion to approve the Families First Coronavirus Act Paid Sick Leave Policy as updated and presented.

## **City of Waupun FFCRA Emergency Paid Sick Leave Policy**

In response to the public health crisis created by the pandemic spread of the COVID-19 virus (“coronavirus”), the Families First Coronavirus Response Act (“FFCRA”) was signed into law effective March 18, 2020. As part of the FFCRA, the Emergency Paid Sick Leave Act (“EPSLA”), established paid sick leave entitlement for eligible employees during an absence for qualifying reasons, as set forth below.

The City of Waupun desires to provide and maintain a safe and healthy workplace and is equally committed to complying with all applicable laws. Accordingly, the City of Waupun provides paid sick leave benefits to eligible employees in accordance with the EPSLA until December 31, 2020 (“EPSLA leave”). This Policy is intended to provide employees with information regarding your rights and responsibilities as they relate to the paid sick leave afforded under the EPSLA. Should you have any questions about this Policy, please contact Human Resources.

### **A. EMPLOYEE ELIGIBILITY FOR EPSLA LEAVE**

Eligible employees may receive EPSLA leave benefits, regardless of their length of employment with the City of Waupun, provided that a qualifying reason for leave exists and is adequately communicated to the City of Waupun as soon as practical. EPSLA leave under this Policy is available for immediate use for any of the qualifying reasons identified in Section B.

Employees who are classified as emergency responders are not eligible for EPSLA leave or benefits available under this policy or the FFCRA pursuant to Section 5102 of the FFCRA. The City of Waupun has classified the following positions as emergency responders for purposes of this policy:

- City of Waupun Administrator
- HR Director
- Economic Development Coordinator
- Police Chief
- Deputy Police Chief
- Police Lieutenants
- Police Officers
- Police Lieutenant Investigator
- All sworn law enforcement personnel
- All Police Administrative personnel
- Fire Chief
- Assistant Fire Chief
- All firefighting personnel
- Utility General Manager
- All Utility personnel
- Public Works Director
- Public Works Foreman
- Public Works Administrative Assistant
- All Public Works personnel
- Clerk

- Finance Director
- Accounting Specialist
- Clerk Secretary

The nature of the work performed by these employees, the possible need for additional staffing, and the exigent and dire circumstances that may exist when these employees are needed most necessitates their availability as emergency responders. The City of Waupun may amend this list of emergency responders at any time. This exemption does not impact an exempt employee's right to use earned or accrued paid leave under established policies of City of Waupun or under any current collective bargaining agreement.

#### **B. QUALIFYING REASONS FOR EPSLA LEAVE**

Employees may use EPSLA leave under this Policy and the FFCRA **if the employee is unable to work (or telework)** due to any of the following reasons:

- The employee is subject to a Federal, State, or local quarantine, isolation, or stay at home order related to COVID-19 and the City of Waupun would otherwise have work available;
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- The employee is unable to work or telework because the employee is caring for an individual who is subject to a Federal, State, or local quarantine, isolation, or stay at home order related to COVID-19 exposure, symptoms or at-risk status or has been advised by a health care provider to self-quarantine related to the same;
- The employee is unable to work or telework because the employee is required to care for the son(s) or daughter(s) of the employee because the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 and no other suitable person is available and providing such care; and
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

EPSLA leave available under this Policy and the FFCRA may only be used for reasons permitted by this policy and the law.

Under this policy the term "telework" means work the City of Waupun permits or allows an employee to perform while the employee is at home or at a location other than the employee's normal workplace. An employee will be considered to be able to telework if:



- (1) the City of Waupun has work for the employee;
- (2) the City of Waupun permits the employee to work from the employee's location; and,
- (3) there are no extenuating circumstances (such as serious COVID-19 symptoms) that prevent the employee from performing that work.

Telework may be performed during normal hours or at other times agreed by City of Waupun and the employee.

Under this policy and section b(iv) above, "individual" means an employee's immediate family member, a person who regularly resides in the employee's home, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she were quarantined or self-quarantined. For this purpose, "individual" does not include persons with whom the employee has no personal relationship.

### **C. REQUESTING EPSLA LEAVE**

Employees must request EPSLA under this Policy in writing, including email if forms for that purpose are unavailable. Requests for EPSLA leave should be directed to Human Resources. An employee seeking such leave should notify the City of the need for leave as soon as practical after the employee becomes aware of the need for paid sick leave but no later than the first workday (or portion of such workday) that the employee has need for EPSLA leave. Please note that leave will not be automatically granted because you make a request. Your request will be evaluated and you will be notified whether or not your leave is granted.

The notice to the City of Waupun and request for leave must contain the following information:

- (1) Employee's name;
- (2) Date(s) for which leave is requested;
- (3) Qualifying reason for the leave; and
- (4) Oral or written statement that the employee is unable to work because of the qualified reason for leave.

Additionally the employee must also provide the City of Waupun specific information for each reason specified above as follows:

- (1) For leave under B(i): the name of the government entity that issued the Order;
- (2) For leave under B(ii): the name and address of the health care provider who advised the employee to self-quarantine due to concerns related to COVID-19;
- (3) For leave under B(iii): either (1) the name of the government entity that issued the Order to which the individual being cared for is subject; or (2) the name and address of the health care provider who advised the individual being cared for to self-quarantine due to concerns related to COVID-19;
- (4) For leave under B(iv):
  - (a) the name and age of the child(ren) for whom the employee is needed to care,
  - (b) the name of the school, place of care, or child care provider that has closed or become unavailable; and

- (c) a representation that no other suitable person is available and caring for your son(s) or daughter(s) during the period.

The City of Waupun may follow up with an employee requesting such leave to obtain additional information and to advise you of other benefits available to you including FMLA and EFMLEA benefits. Your requesting leave does not mean it is automatically granted. The City of Waupun will evaluate each request and notify you whether the leave will be granted.

#### **D. DURATION AND USE OF EPSLA LEAVE**

Eligible full-time employees are entitled to no more than 80 hours of EPSLA leave under this Policy. Eligible part-time employees are entitled to a number of hours equal to the number of hours that they work, on average, over a 2-week period. If your hours of work are variable, the average bi-weekly hours you worked over the prior 6 months will be used. Unused EPSLA leave will not carryover from one year to the next and such leave expires no later than December 31, 2020. On an employee's separation from employment, any rights to unused EPSLA leave expires and will not be paid out to the employee.

EPSLA for qualifying reasons related to COVID-19 must be taken in full-day increments unless an intermittent schedule related to leave to care for a son or daughter has been agreed upon by the City of Waupun and the employee.

Except for that limited agreement, once an employee begins taking EPSLA leave the employee must continue to take paid sick leave each day until the employee either (1) uses the full amount of EPSLA leave or (2) the employee no longer has a qualifying reason for taking the leave. This limit is imposed because if the employee is sick or possibly sick with COVID-19, or caring for an individual who is sick or possibly sick with COVID-19, the intent of FFCRA is to provide such EPSLA leave as necessary to keep the employee from spreading the virus to others.

#### **E. COMPENSATION DURING LEAVE**

When taking EPSLA leave under sections B(i)-B(iii) above, employees are entitled to receive their regular rate of pay as compensation during a period of absence. However, in no event shall such paid sick time pay exceed \$511 per day and \$5,110 in the aggregate.

When taking EPSLA leave under Sections B(iv) - B(vi) above, employees are entitled to receive two-thirds of their regular rate of pay as compensation during such leave. However, in no event shall such paid sick time exceed \$200 per day and \$2,000 in the aggregate.

The eligible employee receives an aggregate maximum of 80 hours total if full-time (i.e. scheduled for 40 hours or more), and the aggregate maximum is prorated downward for employees working less than 40 hours per week.

#### **F. EFFECT ON EXISTING POLICIES**

This Policy is not intended to replace any existing leave or paid time off policies maintained by the City of Waupun. EPSLA leave provided under this Policy is made available to eligible employees in addition to any leave or paid time off benefits provided under any of the City of Waupun's existing policies.

Eligible employees may first use EPSLA leave for any of the qualifying reasons identified in Section B above before using other accrued paid leave which may be available to the employee under any of the City of Waupun's existing policies. The City of Waupun is prohibited by law from requiring employees to first use other unused and accrued paid time off benefits to which employees may be entitled under other existing policies prior to using EPSLA leave.

#### **G. NONDISCRIMINATION AND NO RETALIATION**

The City of Waupun strictly prohibits any form of discrimination or retaliation in the administration of this Policy. The requesting or taking of EPSLA leave will not be used against any employee in any employment decision, including in the determination of raises, employment opportunities, or discipline. Similarly, taking EPSLA will not serve as a negative factor or count against any employee for purposes of meeting the City of Waupun's attendance requirements.

It is unlawful for the City of Waupun to interfere with, restrain, or deny the exercise of, or the attempt to exercise, employees' rights established under the EPSLA, or this Policy. The City of Waupun will not retaliate against individuals because of their participation in or commencement of an action, proceeding, or investigation related to paid sick leave entitlement under the EPSLA, or this Policy or for opposing any practice made unlawful by the EPSLA.

#### **H. EXPIRATION OF BENEFIT**

In accordance with the EPSLA, the paid emergency sick leave benefits under the EPSLA, and in this Policy, expire on December 31, 2020.

#### **I. QUESTIONS**

If you have any questions regarding the operation or interpretation of this Policy, please contact Human Resources.



## AGENDA SUMMARY SHEET

**MEETING DATE:** 4/14/20

**AGENDA SECTION:** CONSIDERATION/ACTION

**PRESENTER:** Kathy Schlieve

**TITLE:** Families First Coronavirus Response Act Public Health Emergency Family & Medical Leave Policy addendum to the City of Waupun's FMLA Policy – Updated 4.12.20

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

Last week the DOL issued its Final FFCRA regulations and also formal corrections to those Regulations. The Regulations modified guidelines that we had relied upon in creating our initial policies. Our labor attorney believes that we will see no further changes. Nevertheless, the changes were substantive enough – including what documentation can be required from employees – that we updated policies. Revisions were required to ensure the policies are in line with the Final FFCRA Regulations that were issued last week. Specifically, the DOL has now clarified that an employer can require an employee to use accrued paid leave instead of the 2/3s paid time for the 10 weeks of EFMLEA leave and that is reflected in the EFMLEA policy. I have attached the revised policy. Please note that there are no noted changes to exempt positions as listed.

### STAFF RECOMMENDATION:

Approve the policy as presented

### ATTACHMENTS:

#### RECOMMENDED MOTION:

Motion to approve the Families First Coronavirus Act Public Health Emergency Family and Medical Leave Policy as updated and presented.

**CITY OF WAUPUN FFCRA EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT**  
**POLICY ADDENDUM TO THE**  
**CITY OF WAUPUN 'S FMLA POLICY**

The Emergency Family and Medical Leave Expansion Act (“EFMLEA”), an amendment to the federal Family and Medical Leave Act (“FMLA”), is part of the Families First Coronavirus Response Act (“FFCRA”). The goal of the EFMLEA is to allow for use of up to twelve weeks of federal FMLA leave during the COVID-19 crisis and until December 31, 2020. The law permits an eligible employee to take EFMLEA leave when the employee is unable to work (or telework) because the employee needs to care for the employee’s son or daughter (under 18 years of age) because the child’s school or place of care has been closed, or the child care provider of such son or daughter is unavailable due to a public health emergency.

The City of Waupun endeavors to provide and maintain a safe and healthy workplace and is equally committed to complying with all applicable laws. Accordingly, the City of Waupun has established this EFMLEA Policy Addendum to our FMLA policy to ensure that employees are informed of their rights and responsibilities as they relate to leave provided under the EFMLEA. Leave under the EFMLEA provides one additional reason for leave protected under the FMLA. There is variance between some provisions of the EFMLEA and the FMLA however, so we recommend careful review of this Policy. Should you have any questions about this Policy, please contact Human Resources.

**A. ELIGIBILITY AND REQUESTS FOR LEAVE**

Employees who have been employed by the City of Waupun for at least 30 calendar days and who are eligible under this Policy may be entitled to leave under this Policy. Eligible employees with a qualifying need related to a public health emergency, as described in Section B below, may be eligible for up to 12 weeks of EFMLEA leave. This 12-week entitlement, however, will be reduced by FMLA leave otherwise taken in the FMLA leave year by an employee under the City of Waupun’s FMLA Policy.

Eligible employees must provide the City of Waupun with notice of their need for leave under this Policy as soon as reasonably practicable but no later than the first day leave is required. Notice should be provided using the City’s required form and verification must be provided as indicated in Section D below. If the form is unavailable, then notice must be provided in writing, including via e-mail to Human Resources. The failure to provide notice of your need for leave may result in an unauthorized absence from work and leave may not be granted. Your requesting leave does not automatically mean it is granted. The City of Waupun will evaluate your request and notify you as to whether your leave is granted. Additional information may be required in evaluating your leave request if your initial request is not complete or adequate.

Employees who are classified as emergency responders are not eligible for leave or the benefits available under this policy, or the FFCRA pursuant to Section 3105 of the FFCRA. The City of Waupun has classified the following positions as emergency responders for purposes of this policy:

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- City of Waupun Administrator
- HR Director
- Economic Development Coordinator

- Police Chief
- Deputy Police Chief
- Police Lieutenants
- Police Officers
- Police Lieutenant Investigator
- All sworn law enforcement personnel
- All Police Administrative personnel
- Fire Chief
- Assistant Fire Chief
- All firefighting personnel
- Utility General Manager
- All Utility personnel
- Public Works Director
- Public Works Foreman
- Public Works Administrative Assistant
- All Public Works personnel
- Clerk
- Finance Director
- Accounting Specialist
- Clerk Secretary

The nature of the work performed by these employees, the possible need for additional staffing, and the exigent and dire circumstances that may exist when these employees are needed most necessitates their availability as emergency responders. The City of Waupun may amend this list of emergency responders at any time. This exemption does not impact an exempt employee's right to use earned or accrued paid leave under established policies of City of Waupun or under any current collective bargaining agreement.

#### **B. QUALIFYING NEED RELATED TO A PUBLIC HEALTH EMERGENCY**

The EFMLEA entitles an eligible employee to seek leave when the employee is **unable to work (or telework)** due to a need to care for the son or daughter (under 18 years of age) of the employee, if the child's school or place of care has been closed, or the child care provider of such son or daughter is unavailable due to a public health emergency related to COVID-19.

Under this policy the term "telework" means work the City of Waupun permits or allows an employee to perform while the employee is at home or at a location other than the employee's normal workplace. An employee will be considered to be able to telework if:

- (1) the City of Waupun has work for the employee;
- (2) the City of Waupun permits the employee to work from the employee's location; and,
- (3) there are no extenuating circumstances (such as serious COVID-19 symptoms) that prevent the employee from performing that work.

Telework may be performed during normal hours or at other times agreed by the City of Waupun and the employee.

### **C. COMPENSATION AND BENEFITS DURING LEAVE**

Protected leave under this Policy may consist of a combination of both unpaid and paid leave periods. The first two workweeks for which an employee takes leave under this Policy are unpaid. While not required, employees may elect to substitute any accrued paid leave benefits available to the employee to cover the first two workweeks of unpaid leave, including but not limited to, any paid sick leave to which the employee is entitled under the Emergency Paid Sick Leave Policy. To substitute paid leave for the otherwise unpaid period, the employee must satisfy all requirements for taking the accrued leave.

Any leave under this Policy taken after two workweeks is paid as required by law. For each day of leave the employee takes after two work weeks, the employee will be required to use any accrued paid leave allowed for under the City of Waupun policy, and will be compensated in an amount equal to two-thirds of the employee's regular rate of pay multiplied by the number of hours the employee would normally be scheduled to work for any period of leave for which accrued paid leave is not available for use. In no event shall statutory pay while on EFMLEA leave exceed \$200 per day, and \$10,000 in the aggregate.

During an approved leave of absence under this Policy, the City of Waupun will continue to make available to the employee the same insurance benefits which are available to similar employees who are not on leave. The employee on leave will continue to have a responsibility to contribute his or her portion of any employee-paid premium during leave. If the employee is paid during the leave period, then the premium will be deducted from the employee's pay. If the leave is unpaid, then the employee is responsible for arranging with Human Resources the payment of his or her share of the premium during the period of leave.

Upon termination from employment, any remaining premium amounts due from the employee for unpaid coverage will be deducted from the employee's final check, if permitted by law. The failure to make timely premium payments may result in the loss of benefits.

No employee will lose any accrued seniority or benefits while on this protected leave.



#### **D. VERIFICATION OF NEED**

To qualify for leave under the EFMLEA, an employee must provide information to the City of Waupun verifying the need for EFMLEA leave. This information must be provided in writing and include the following:

- (1) the name and age of your child for whom you are needed to care,
- (2) the name of the school, place of care, or child care provider that has closed or become unavailable; and
- (3) a representation that no other suitable person is available and caring for your son(s) or daughter(s) during the period.

Employees who wish to take a medical leave of absence for a serious health condition, for the employee or to provide needed care for an eligible family member, may seek leave under the City of Waupun's standard FMLA policy. This addendum would not be applicable to such leave. See the FMLA Policy for the procedures for requesting FMLA leave under the City of Waupun's policy including certification requirements for FMLA leave.

#### **E. RETURNING FROM EFMLEA LEAVE**

Where possible, employees on EFMLEA leave should provide the City of Waupun with at least 2 weeks' written notice of their intent to return to work. However under no circumstances may an employee provide fewer than 2 workdays' notice of their intent to return to work, if returning early. Any employee who returns from leave within 12 weeks, or the lesser amount of leave that was available to that employee due to other use of FMLA leave, will be reinstated to the same or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. The City of Waupun cannot guarantee reinstatement to employees whose leave extends beyond 12 weeks in any 12-month period, except to the extent necessary to comply with applicable state or federal laws. An employee will not have any greater right to employment than he/she would have if FMLA leave had not been taken.

If due to economic conditions or other changes in the operating conditions of the City of Waupun a position no longer exists, the City of Waupun will make a reasonable offer to restore employee to equivalent employment; or if no such position exists, the City of Waupun will continue to consider the employee for equivalent employment that may arise for one year following the conclusion of leave.

#### **F. NONDISCRIMINATION AND NO RETALIATION**

The City of Waupun strictly prohibits any form of discrimination or retaliation in the administration of this Policy. The requesting or taking of leave under this Policy will not be used against an employee in any employment decision, including in the determination of raises, employment opportunities, or discipline. Similarly, leave under this Policy will not serve as a negative factor or count against any employee for purposes of meeting the City of Waupun's attendance requirements.

It is unlawful for the City of Waupun to interfere with, restrain, or deny the exercise of, or the attempt to exercise, employees' rights established under the FFCRA, the EFMLEA, or this Policy. The City of Waupun will not retaliate against individuals because of their participation in or



commencement of an action, proceeding, or investigation related to leave entitlement under the FFCRA or this Policy or for opposing any practice made unlawful by the FFCRA. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer in such cases.

**G. EXPIRATION OF BENEFIT**

In accordance with the EFMLEA, benefits pursuant to the EFMLEA and this Policy expire on December 31, 2020.

**H. QUESTIONS**

If you have any questions regarding the operation or interpretation of this Policy, please contact Human Resources.



## AGENDA SUMMARY SHEET

**MEETING DATE:** 4/14/20

**TITLE:** COVID-19 BUSINESS RELIEF PROGRAM  
PROPOSAL

**AGENDA SECTION:** Actions - Updates

**PRESENTER:** Kathy Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
ECONOMIC VITALITY	TID 3 FUNDING	

Staff have been working on extensive outreach to the business community to understand the status of businesses and to determine what solutions are needed to promote business retention during this challenging time. We have had a number of businesses take advantage of a microloan program through Fond du Lac County and a large number of our businesses have applied for federal relief programs, however, no dollars have arrived in the market as of this writing. We have also examined local programs being launched by communities around the region/country to inform recommendations for a business relief program as drafted and attached. At present, TID 3, which encompasses our central business district and contains a large number of impacted businesses, has dollars that our currently earmarked for façade improvements, streetscaping and the like, that could be redirected to fund this program. Our proposal is a gap proposal that looks to provide some immediate relief to help retain businesses as they await the arrival of federal relief dollars. If approved, funds for this program could only be accessed by businesses within the TID 3 boundaries. This remains a very fluid situation and we are continuing to refine our recommendations. We have a CDA meeting to review the draft program on Tuesday, 4/14/20, morning. We have reviewed the attached with legal and with Ehlers, our TID consultant, to confirm that program parameters meet statutory rules and have approval of both of parties to advance this proposal.

**STAFF RECOMMENDATION:** Consider of recommendation for a business relief program

### ATTACHMENTS:

[TID 3 map](#)

Program overview

Program criteria

BRE Report and Resource Appendix

### RECOMMENDED MOTION:

Approve / Amend / Deny program for business relief in TID 3 as presented.

AGENDA ITEM: #

DATE: April 14, 2020

## Overview of Business Outreach Efforts:

In response to Governor Evers' Safer at Home order we began extensive business outreach efforts on March 23, 2020. This work is ongoing as we continue outreach and work to engage businesses with emergency relief programs, and more recently begin recovery conversations to deploy our action plan outlined below. Please note that we will provide regular updates on this data and that the data will continue to change as we are able to reach more business owners.

### Dashboard:

CATEGORY	COUNT
Businesses Reached: (as of 4/10/19)	140
Permanent Closures Identified:	1
Business Closed Under Safer At Home Order:	47
Business Restricted Under Safer At Home Order:	71
Essential Businesses Operating With Minimal Disruption:	21

### Analysis of Impact:

We completed an analysis of businesses reached to date to determine location (identified by TID) and impact to current operations. Overall 72% of businesses that we have connected with report disruption in business operations to varying degrees, ranging from complete closure to revenue reductions related to closure of primary revenue streams and/or declining customer demand due to Safer at Home order.

TID	Area	Count	% Businesses Contacted	% Complete Closure	% Restricted Revenue	% Reporting Risk of Closure
1	Industrial Park	9	6%	0%	50%	0%
3	Downtown	73	44%	58%	71%	52%
5	East Side South of Main	12	7%	25%	58%	17%
6	West Side	25	14%	25%	35%	27%
7	Heritage Ridge	1	1%	0%	100%	0%
8	West Side	5	3%	25%	50%	0%
None		15	25%	33%	48%	29%

*\*risk of closure assessment determined by data from Brookings Institute and owner interviews*

The largest impact of temporary complete closures exists within our central business district (downtown). Because of the nature of the number of non-essential businesses (as defined by WEDC) within that area, there is a large percentage experiencing complete closure. While many have taken steps to reduce their workforce, fixed costs continue and with no revenue these businesses face a high chance of long-term closure, particularly if the current Safer at Home order is extended and/or businesses are unable to adequately access funds need to sustain operations.

### Common Themes Identified:

The following themes highlight our findings from BRE discussions.

1. Concern for future operation due to loss of revenue with no/limited means to cover ongoing expenses
2. Lack of understanding of relief programs and how to secure needed resources
3. Employee layoffs / potential loss of talent

## COVID-19 BRE Analysis

As of 4/10/2020

4. Questions about interpretation of essential business definition
5. Alternative delivery/revenue stream opportunities
6. Understanding of local SBA lending capacity
7. Impact of Family First legislation
8. Business continuity plans / policies
9. Discussion about the future and what recovery will look like
10. Challenges with the supply chain that may negatively impact the business
11. Banking relationships and what will be required to access federal relief programs.
12. Most programs require the business to take on additional debt with no clear picture of when revenues will restore to be able to repay new debt.

## National Comparison:

On April 3, 2020, Metlife and the US Chamber of Commerce Small Business Index was released, indicating the following relative to the current state of business affairs in the midst of COVID-19:

- **One quarter of small businesses already shut down.** One in four (24%) small businesses have shut down temporarily in response to COVID-19.
- **More temporary shutdowns likely in coming weeks.** Among those who haven't temporarily shut down yet, 40% report it is likely they will do so within the next two weeks. This means a total of 54% of all small businesses report they are closed or could close within the coming weeks.
- **Clock ticking on permanent shutdowns.** Forty-three percent believe they have less than six months (including one in ten that say they have less than one month) until a *permanent* shutdown is unavoidable.
- **Seeking help.** Small businesses are most favorable toward direct cash payments (56%), SBA disaster loans (30%), and temporary cancellation of business payroll taxes (21%).
- **Seeking guidance.** Small business owners would like more guidance on how to keep their customers and employees safe (29%), how to respond to the crisis (26%), and how to understand the outbreak (25%).
- **Most concerned about virus.** More than 8 in 10 small businesses are concerned about the impact of COVID-19 on their business. Fifty-eight percent are very concerned.
- **Sentiment on economy plunges.** One in four believe the national economy is in good shape and 32% believe their local economy is doing well. Compared to last quarter<sup>2</sup>, these figures represent 35- and 20-percentage point drops, respectively.
- **Majority see poor national economy.** Fifty-four percent of small businesses rate the overall health of the U.S. economy as "poor."
- **Growing concern about cash flow.** 59% feel comfortable with their current cash flow, compared to 80% in Q1.
- **Retailers give themselves six months.** Fifty-one percent of retailers believe their business can continue operating for no more than six months without shutting down permanently.
- **Months before return to normalcy.** Almost half (46%) of small businesses believe it will take the U.S. economy six months to a year to return to normal.

## Action Plan:

These findings are reflective of the local business economy in Waupun with X in X businesses shuttered due to the COVID-19 crisis. A majority of businesses are working to overcome temporary cash flow issues resulting from forced closures and restrictions on business activity.

Strategically, we are working on a multi-pronged approach that includes the following:

1. Ongoing BRE activity to continually evaluate, connect business owners to ever-changing resources, and to inform resource deployment.
  - a. Work with state and regional resources to clarify essential business questions.
  - b. Assess current state of business.
  - c. Evaluate need for immediate temporary relief to bridge to federal relief programs.
2. Help businesses access relief programs that provide relief for working capital, payroll protection and understanding of regulatory compliance. See APPENDIX A COVID19 Business Relief Program for complete analysis
  - a. Fond du Lac County Microloan Program (11 awarded, \$51,500 in low-interest loans)
  - b. SBA Economic Injury Loan Program (EILP) with potential for forgivable advance (3+ weeks to access)
  - c. SBA Payroll Protection Program (PPP) with potential for payroll and other expenditure forgiveness with the balance (not applicable to all; 7-10 days to access through local SBA lenders).
  - d. Research solutions for sole proprietors and independent contractors.
  - e. Evaluate TID Performance and where possible recommend local relief program to infuse cash into local businesses to prevent possible closure and prevent future blight.
  - f. Identify alternative funding sources to establish a local RLF fund to support relief needs.
3. Deploy a back-to-business support network to aid business owners through this challenging time.
  - a. Align and help businesses access resources (Small Business Development Center (SBDC), SCORE, Technical Colleges, etc.) to support business needs.
  - b. Deliver educational programming through resource partners to the business community that help them move toward recovery and return to business (i.e., adapt business models, develop online presence sales solutions, develop/strengthen alternative revenue streams, etc.)
  - c. Collaborate with local groups (i.e., Chamber, Downtown Promotions, etc.) to plan reopening strategies to aid the business community.

## APPENDIX A: Business Relief Roadmap (as of April 11, 2020)

What	Type	Amount	Eligibility	Source	Strength	Constraints
Economic Injury Advance	Grant	Up to \$10,000	Business < 500 employees Independent Contractors	SBA Direct	No repayment Ease of application	Not immediate (weeks +) Amount may not be adequate
Economic Injury Loan	Loan	Up to \$2M	Business < 500 employees	SBA Direct	Interest 3.75% Up to 30 year with payment deferral	Not immediate (weeks to months); additional debt
Payroll Protection Plan	Loan – partial forgiveness	Up to \$10M	Business < 500 employees	SBA Lenders	Waives credit checks, collateral, portion forgivable; loan portion at 1%	Lack of clarity; 75% must be used for payroll – will not work for all businesses; Repayment 24 months; additional debt
WEDC 2020	Grant	Up to \$20K	Current CDFI loan client	WEDC	Grant – not repayable	No CDFI clients therefore no eligibility
KIVA	Loan – crowd sourced	Up to \$15K	Any	KIVA Lenders	0% Interest; potential for WEDC match	Requires private fundraising / dependent on individual lender response; added debt
Fond du Lac County Microloan	Loan	Up to \$5K	Any	County	1% interest, 90 day deferred payment; 30 month repayment	Fund depleted; Amount not adequate
SBA Loans	Loan Relief	6 months P&I	Existing SBA Loans	SBA	Time relief matches time of economic crisis	Very few small businesses have an SBA Loan in our area
Bank Loans	Deferral / Interest Only	N/A	Private negotiation	Lenders	Flexible, market responsive	May not be adequate relief
Landlord	Negotiated terms	N/A	Private negotiation	Landlords	Flexible, market responsive	Passes cost to real estate holding
Utilities	Repayment Plan	N/A	Any	Utilities	Flexibility for repayment	Passes cost to utilities

**Waupun Community Development Authority  
COVID-19 DOWNTOWN BUSINESS SUPPORT PROGRAM**

**PURPOSE**

In response to the economic hardships to small businesses resulting from the COVID-19 pandemic, the Waupun Community Development Authority (CDA) has established the COVID-19 Business Support Program.

**Downtown businesses that meet the criteria are eligible to apply for a loan up to \$2,500.** The primary purpose of the program is to retain jobs, stabilize local businesses and prevent blight in the Waupun central business district that may result from financial hardship in maintaining business operations or meeting business expenses as a result of the COVID-19 pandemic and/or the Safer at Home Order identified below. The program is designed to offset the immediate emergency of imminent business closures while business owners await larger lending approvals, grants or stimulus payments. The Downtown Business Support Program is available only to property owners and businesses within the City of Waupun's Tax Increment District 3 (TID 3), as this is a requirement of Wisconsin law in creating and funding this program.

**LOAN TERMS**

Loans in the amount of up to \$2500 will be provided for a term of 36 months at 1%. Payments may be deferred for six months from the date of the loan award. The full loan amount will be forgiven in its entirety for businesses that remain open for business for a continuous period of six months starting on the date of the loan award, or the date in which the business is released from restriction under the Wisconsin Department of Health Services Executive Order #12 as may be amended ("Safer at Home Order"), whichever is later.

**APPLICANT ELIGIBILITY**

1. Must be an operating for-profit business (not residential rental or use) with a physical storefront located within City of Waupun TID 3 boundaries (see attached map). Home occupations and non-profit organizations are not eligible.
2. Business must be in operation for a continuous period of six (6) months from the date of the application, or the release date for the business under Executive Order #12, whichever is later.
3. Businesses must be able to demonstrate a negative impact on business operations due to financial hardship in maintaining business operations or meeting business expenses as a result of the COVID-19 pandemic and/or the Safer at Home Order.
4. Businesses will not be eligible if any special assessments, real estate or personal property taxes, utility bills, or other city charges are unpaid or delinquent as of the application date, unless the delinquency is attributed to financial hardship resulting from the COVID-19 pandemic and/or the Safer at Home Order.
5. Applicants are eligible for only one loan award per assessed tax parcel located within the TID 3 boundaries. Any applicant who operates a single business located on more than one assessed tax parcel is eligible for only one loan.

**ELIGIBLE IMPROVEMENTS**

The purpose of this program is to provide working capital for businesses suffering financial hardship as a result of the COVID-19 pandemic and/or Safer at Home Order. Program funds may be used for business

expenses incurred on or after March 25, 2020 (the effective date of the Safer at Home Order), including commercial rent or mortgages, utilities, accounts payable, investments to adapt business model to meet changing economic conditions, etc. Ineligible expenditures are listed below.

## **INELIGIBLE IMPROVEMENTS**

Funds under this program may not be used to:

- Reimburse expenses incurred prior to March 25, 2020 (the effective date of the Safer at Home Order)
- Payment of non-business debt, such as personal credit card charges
- Owner's personal expenses including home mortgages and car payments
- Construction and/or physical property improvements to real estate, regardless of whether located within the TID 3 boundaries.

## **APPLICATION SUBMITTAL AND REVIEW PROCESS**

The program is designed for rapid response, using a competitive award process (application does not guarantee award) and will be governed by the following process:

- a. Applications are distributed and collected by the Waupun CDA.
- b. Completed applications will be reviewed by the CDA and scored based on a set of approved criteria made available to loan applicants.
- c. First round application deadline is April 22, 2020 at 4:30 p.m. If funds remain to fund additional applications, then applications received after this date will be received and processed based on the same criteria on a first-come, first-served basis until all funds are depleted.
- d. Appropriate documentation of invoices documenting expenses outlined in item 24 of the application must accompany submittal for an application to be considered. If on initial staff review, an application is found to be incomplete for failure to provide required documentation, then applicants will be given a reasonable time, not to exceed three (3) business days, to provide the required documentation. Failure to provide required documentation within this time period will mean that the application will not be considered as received until all required documentation has been provided to the CDA.
- e. Successful applicants must sign a written agreement with the CDA prior to disbursement of funds.

## **EVALUATION CRITERIA:**

To be eligible, all applications must meet the following minimum criteria:

1. For profit business operating in TID 3 Central Business district with storefront location	Yes or No
2. Business in good standing with special assessments, real estate or personal property taxes, utility bills, or other city charges are delinquent, unless attributed to COVID-19.	Yes or No

All applications meeting the above criteria will be evaluated by the CDA who will make final award decisions using the following scoring criteria:

3. Demonstrated need/severity of economic hardship resulting from COVID-19	30 Points
4. Business has taken steps to seek alternative funding	20 Points
5. Business has taken steps to adapt its business model to COVID-19	20 Points
6. Business has a reopening plan for when Safer at Home Order is lifted	30 Points



	TOTAL	100 Points
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**WAUPUN COMMUNITY DEVELOPMENT AUTHORITY  
COVID-19 DOWNTOWN BUSINESS SUPPORT PROGRAM**

1. Legal Business/Company Name: \_\_\_\_\_
2. Federal Employee Identification Number: \_\_\_\_\_
3. Business Address: \_\_\_\_\_
4. City, State, Zip: \_\_\_\_\_
5. Applicant Mailing Address (if different): \_\_\_\_\_
6. City, State, Zip: \_\_\_\_\_
7. Phone Number: \_\_\_\_\_
8. Email: \_\_\_\_\_
9. Business Type:
 

☐ Individual

☐ Partnership
   
☐ Corporation
   
☐ Other \_\_\_\_\_
10. Owner/Partner/CEO: \_\_\_\_\_
11. Person Preparing Application: \_\_\_\_\_
12. Property Owner (if different): \_\_\_\_\_
13. Property Owner Phone (if different); \_\_\_\_\_
14. Date Business Started: \_\_\_\_\_
15. How long under present ownership: \_\_\_\_\_
16. Names of Business Owners and percentage of ownership:
 

\_\_\_\_\_

\_\_\_\_\_%

\_\_\_\_\_

\_\_\_\_\_%

\_\_\_\_\_

\_\_\_\_\_%

\_\_\_\_\_

\_\_\_\_\_%

17. Number of Employees: Employees prior to COVID-19: \_\_\_\_\_

Number of current employees: \_\_\_\_\_

18. Which of the following best describe your current situation? *(select one)*

- ☐ Open, operating without interruption
- ☐ Open, operating with restricted revenue *(i.e., restaurant with only take-out/curb-side delivery; curb-side pickup, etc.)*
- ☐ Closed, non-essential business with no revenue

19. Demonstrated need or severity of economic hardship: Give a brief description of the hardship your business has endured due to the COVID-19 pandemic, and in particular, restrictions imposed under the Safer at Home Order (i.e., % loss in sales, canceled orders, employee layoffs, etc.):

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20. Steps taken to secure other funding: Describe your efforts to secure other sources of funding (i.e., SBA programs, Fond du Lac County Microloan, KIVA, etc.):

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21. Steps taken to adapt business model: Provide a description of how you have temporarily changed your business model and practices due to the COVID-19 pandemic, and in particular, restrictions imposed under the Safer at Home Order (i.e., online sales, delivery services, customer service cold calling, etc.):

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22. Reopening Plan: Describe your tentative plans for re-opening when the Safer at Home is lifted? (Grand reopening, advertising, customer notifications, etc.) How will customers know you are reopened?

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23. Amount of funds requested (maximum \$2,500): \$\_\_\_\_\_

24. Expenses incurred after March 25, 2020 for which funding is requested: *(Attach receipts or invoices)*

Rent/Mortgage	\$_____
Vendor – Accounts Payable	\$_____
Utilities	\$_____
Other _____	\$_____

25. Banking Lender Reference

Bank: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

26. *As an authorized representative of the organization listed above, I hereby certify that the information listed above and attached to this application is true and accurate and I am aware that any false information or intended omissions may subject me to civil or criminal penalties for filing of false public records and/or forfeiture of any grant funds approved through this program. I also authorize the Waupun CDA to complete the required credit check.*

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Signature

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Signature

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Name (Print)

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Name (Print)

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Social Security Number

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Social Security Number

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Title

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Title

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Date

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Date

**REQUIRED ATTACHMENTS:**

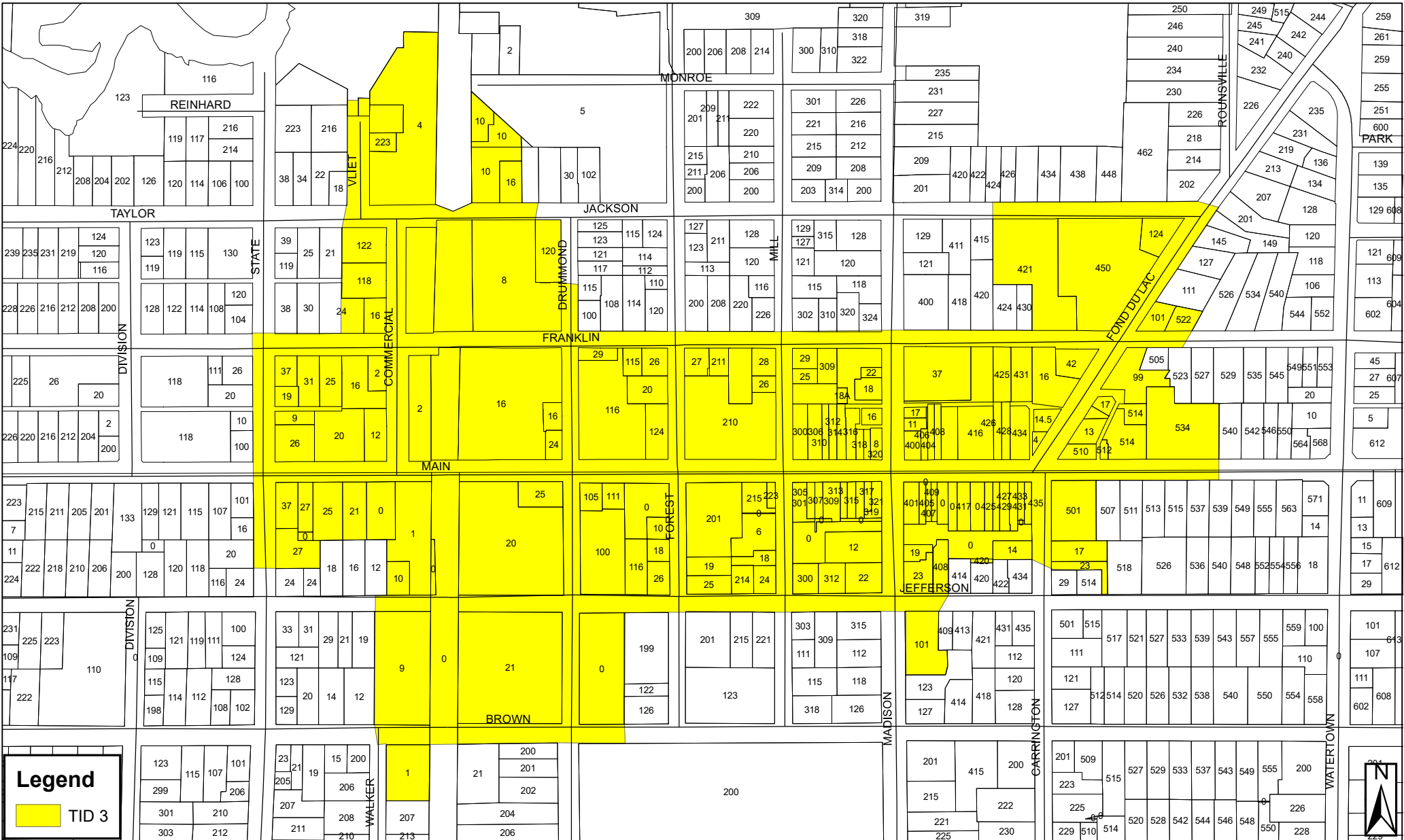
1. Most recent business tax return or annual financial statement
2. Copies of invoices related to line 24 on the grant application

**SUBMIT APPLICATION AND ATTACHMENTS TO:**

City of Waupun  
Attn: Sarah Van Buren  
201 E Main Street  
Waupun, WI 53963  
Phone: 920-324-7900  
[sarah@cityofwaupun.org](mailto:sarah@cityofwaupun.org)

**DUE FRIDAY, APRIL 22, 2020 AT 4:30 P.M.**

# City of Waupun TID #3 Boundary Map



## WAUPUN CDA COVID-19 LOAN EVALUATION CRITERIA

**NAME OF APPLICANT** \_\_\_\_\_

To be eligible, all applications must meet the following minimum criteria:

1. For profit business operating in TID 3 Central Business district with storefront location	YES	NO
2. Business in good standing with special assessments, real estate or personal property taxes, utility bills, or other city charges are delinquent, unless attributed to COVID-19.	YES	NO

All applications meeting the above criteria will be evaluated by the CDA who will make final award decisions using the following scoring criteria:

3. Demonstrated need/severity of economic hardship resulting from COVID-19	30 Points
4. Business has taken steps to seek alternative funding	20 Points
5. Business has taken steps to adapt its business model to COVID-19	20 Points
6. Business has a reopening plan for when the Safer at Home Order is lifted	30 Points
TOTAL	100 Points

<b>CRITERIA</b>	<b>0</b>	<b>10</b>	<b>20</b>	<b>30</b>
<b>Demonstrated need/severity of economic hardship resulting from COVID-19 and, in particular, from the Safer at Home Order</b>	No information or irrelevant description about % loss in sales, canceled orders, employee layoffs, etc.)	Description provided but lack detail about adequate and appropriate data about % loss in sales, canceled orders, employee layoffs, etc.	Generally well-developed description including adequate and appropriate and defined data about suggested expectations % loss in sales, canceled orders, employee layoffs, etc.	Detailed description including adequate and appropriate and well-defined data about % loss in sales, canceled orders, employee layoffs, which includes information beyond suggestions
<b>Business has taken steps to seek alternative funding</b>	No description or inappropriate efforts to secure other sources of funding	Generally well-developed efforts to secure other sources of funding (i.e., SBA programs, Fond du Lac County Microloan, KIVA, etc.)	Well-developed description of many efforts to secure other sources of funding (i.e., SBA programs, Fond du Lac County Microloan, KIVA, etc.)	
<b>Business has taken steps to adapt its business model to COVID-19 and Safer at Home Order restrictions</b>	No description or inappropriate steps taken of how business model has changed due to COVID-19 or Safer at Home restrictions	Generally well-developed description of temporary changes to business model due to COVID-19 (i.e., online sales, delivery services, customer service cold calling, etc.); or provides explanation on barriers that prevent adaption of business model	Provides a well-developed description of how business model has changed due to COVID-19 and Safer at Home Order; or provides well-defined explanation on barriers that prevent adaption of business model and plans to overcome barriers	
<b>Business has a reopening plan for when "Safer at Home" is lifted</b>	No description or inappropriate plans for re-opening	Description provided for tentative plans for re-opening, but lack detail; plan needs development.	General description and plans for re-opening General communication plan for how customers will know business is reopened.	Well-defined description and plans for re-opening when the "Safer at Home" order ends Clear communication plan for how customers will know business is reopened.
<b>Totals</b>				

## AGENDA SUMMARY SHEET

**MEETING DATE:** 4/14/2020

**TITLE:** Amendment to 2009 Business Park Promissory Note

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Michelle Kast, Finance Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	\$
N/A	\$104,522 for 2020, funded through Business Park fund balance	

### ISSUE SUMMARY:

- In 2009, the City purchased land located in the Business Park for \$428,440.
- The Sewer Utility advanced money to the City to fund the land purchase. Terms of this agreement are in the attached Promissory Note (dated 12/21/2009).
- No principal payments have been made and the City/Business Park owes the Sewer Utility \$428,440.
- The 2009 Promissory Note calls for interest rates to rise on the tenth anniversary of the note.
- An Amendment to the Promissory Note has been prepared to fix the interest at 2% and establish a repayment schedule.
- On March 10, 2020, the Utility Commission approved a motion to recommend the amendment and repayment schedule to Common Council for approval.

**STAFF RECOMMENDATION:** Approval of the Amendment to the 2009 Promissory Note and related repayment schedule is recommended.

### ATTACHMENTS:

- 1) 2009 Business Park Promissory Note
- 2) Amendment to Promissory Note
- 3) Repayment Schedule

### RECOMMENDED MOTION:

Approve the Amendment to the 2009 Business Park Promissory Note and Repayment Schedule.



## PROMISSORY NOTE

The City of Waupun, a Wisconsin municipal corporation ("**the debtor**"), for value received, promises to pay to the order of the Waupun Utilities ("**the lender**"), the principal sum of FOUR HUNDRED TWENTY-EIGHT THOUSAND FOUR HUNDRED FORTY DOLLARS AND 34/100 (\$428,440.34), together with interest through the date of payment on the terms set forth below.

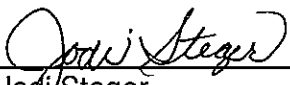
The term of this Note shall be for twenty (20) years. Interest shall accrue on the outstanding principal balance at the rate of two percent (2%) per annum through the tenth (10<sup>th</sup>) anniversary date of this Note. Interest shall thereafter accrue on the outstanding principal balance fixed for the remaining term of the Note at a rate that is equal to one and one-quarter percent (1.25%) less than the prime rate published by the Wall Street Journal on the tenth anniversary date of this Note (or the first published date thereafter if the Wall Street Journal is not published on this date). The debtor shall make payment of all accrued interest on each anniversary date of this Note. The debtor may make principal payments in any amount and at any time, provided that the entire principal balance shall be repaid no later than December 31, 2029.


All unpaid principal and accrued interest bear interest after maturity on this Note at the rate of eight percent (8%) per annum until paid. The debtor agrees to pay all costs of collection, including reasonable attorneys' fees, and waives presentment, protest and demand. This Note is unsecured.

This Note may be fully assigned by the City of Waupun to the Waupun Community Development Authority at any time, and the lender hereby consents to such assignment. In the event of such an assignment, the Waupun Utility shall have no further recourse on this Note against the City of Waupun except with respect to the Waupun Community Development Authority.

Dated this 21<sup>st</sup> day of December, 2009.

City of Waupun

By:   
Jodi Steger  
Mayor

  
Kyle Clark  
Clerk-Treasurer

## AMENDMENT TO PROMISSORY NOTE

This Amendment dated April 14<sup>th</sup>, 2020, is made by and between the City of Waupun, a Wisconsin Municipal Corporation ("the debtor") and Waupun Utilities ("the lender") and amends the Promissory Note in the amount of \$428,440.34 dated as of December 21, 2009.

WHEREAS, the debtor desires to amend the Promissory Note to fix the interest rate at two percent (2%) per annum for the years remaining on the term; and

WHEREAS, the lender desires to establish a repayment schedule ("Attachment A") beginning in the year 2020 and ending in the year 2029.

NOW, THEREFORE, for other good and valuable consideration, the parties hereby agree as follows:

1. The annual interest rate shall be fixed at two percent (2%) per annum for the years remaining on the term.
2. The debtor agrees to make minimum principal and accrued interest payments in accordance with Attachment A repayment schedule.
3. The debtor may continue to make principal payments in any amount at any time.
4. All other terms of the Promissory Note remain unchanged.

Dated this 14<sup>th</sup> day of April 2020.

City of Waupun

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Julie Nickel, Mayor

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Angie Hull, City Clerk

**ATTACHMENT A**

**City of Waupun  
Advance From Sewer Utility**

**Date of Loan:** 12/21/2019  
**Loan Amount:** \$ 428,440.00  
**Interest rate:** 2% per annum

Year	Interest Rate	Principal Payments	Principal Balance	Interest	Total P & I
12/21/2019	2.00%	-	428,440	8,568.80	8,568.80
7/1/2020	2.00%	100,000	328,440	4,522.42	104,522.42
7/1/2021	2.00%	36,494	291,946	6,568.80	43,062.80
7/1/2022	2.00%	36,494	255,452	5,838.92	42,332.92
7/1/2023	2.00%	36,494	218,958	5,109.04	41,603.04
7/1/2024	2.00%	36,493	182,465	4,379.16	40,872.16
7/1/2025	2.00%	36,493	145,972	3,649.30	40,142.30
7/1/2026	2.00%	36,493	109,479	2,919.44	39,412.44
7/1/2027	2.00%	36,493	72,986	2,189.58	38,682.58
7/1/2028	2.00%	36,493	36,493	1,459.72	37,952.72
7/1/2029	2.00%	36,493	-	729.86	37,222.86
<b>TOTAL</b>				<u>45,935.04</u>	<u>474,375.04</u>



## AGENDA SUMMARY SHEET

**MEETING DATE:** 4/14/20

**TITLE:** City of Waupun COVID-19 Update

**AGENDA SECTION:** ADMINISTRATORS  
CORRESPONDENCE/PRESENTATIONS

**PRESENTER:** Administrator Kathy Schlieve

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

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### SUMMARY ISSUE

Staff will provide an update on the current COVID-19 response.

### STAFF RECOMMENDATION:

Informational

### ATTACHMENTS:

<b><u>RECOMMENDED MOTION:</u></b>
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N/A
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AGENDA ITEM:	#
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DATE:	April 14, 2020
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## AGENDA SUMMARY SHEET

**MEETING DATE:** 4/14/20

**TITLE:** Boards and Commission Structure

**AGENDA SECTION:** ADMINISTRATORS  
CORRESPONDENCE/PRESENTATIONS

**PRESENTER:** Administrator Kathy Schlieve  
Mayor Julie Nickel

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

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### SUMMARY ISSUE

The Mayor is recommending some changes to the overall structure of Boards and Commissions.

The current structure is outdated in some cases no longer relevant to current operations. This will be a general discussion about proposed changes. Feedback will be used to inform revisions made at the reorganization meeting on April 21.

### STAFF RECOMMENDATION:

Informational

### ATTACHMENTS:

#### **RECOMMENDED MOTION:**

N/A

AGENDA ITEM: #

DATE: April 14, 2020