



**A G E N D A**  
**CITY OF WAUPUN SPECIAL COMMON COUNCIL**  
**Videoconference and Teleconference**  
**Tuesday, June 30, 2020 at 5:30 PM**

**VIDEO CONFERENCE AND TELECONFERENCE**

The Waupun Common Council will meet virtually at 5:30pm on June 30, 2020, 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://us02web.zoom.us/j/84777083691?pwd=K0lxMVo1SGdNN2t2eEJqSmNDbm0vQT09>

Meeting ID: 847 7708 3691

Password: 309705

**2. By Phone:**

312 626 6799

**CALL TO ORDER**

**ROLL CALL**

**CONSENT AGENDA**

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

**RECOMMENDATIONS FROM BOARDS, COMMITTEES, COMMISSIONS**

2. 06-09-20-04 Resolution Suspending Waupun Common Council Rules During the COVID-19 Public Health Pandemic

**ORDINANCES-RESOLUTIONS**

3. Ordinance to Amend Ch.11.12 Licenses & Permits-Outdoor Service, Sidewalk Cafes, and Beer Gardens

**CONSIDERATION - ACTION**

4. City of Waupun COVID-19 Employment Policies Updated
5. City of Waupun Work from Home Policy and Agreement
6. 2021 Budget Workshop 1

**CLOSED SESSION**

The Waupun Common Council will adjourn in closed session under Section 19.85 (1) (e) (g) of the WI Statutes for:  
*(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.*

*(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.*

**7. Developers Agreement for Tanager Development TID 8**

**OPEN SESSION**

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

**ANY 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:** 6/30/2020

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

**AGENDA SECTION:** CONSENT AGENDA

**PRESENTER:** Angela Hull, Clerk

DEPARMTENT GOAL(S) SUPPORTED (if applicable)	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/Gatherings (Due to certain circumstances- may be held in person at the City Hall or Virtually/Telephonically)**

Tuesday, July 14, 2020	Common Council	6:00pm
Tuesday, July 28, 2020	Committee of the Whole	5:30pm

### **License and Permit Applications**

#### **OPERATOR LICENSE:**

SEE LISTING ATTACHED

#### **SODA/DAIRY/AMUSEMENT/JUNK:**

<u>BUSINESS</u>	<u>SODA</u>	<u>DAIRY</u>	<u>TOBACCO</u>	<u>AMUSEMENT</u>	<u>JUNK DEALERSHIP</u>
Inn Town Motel	X				
Chang Jiang	X				
Redbox Automated Retail LLC				X	
Mateo's Café & Restaurant LLC	X	X			
Alter Metal Recycling	X				X

### **STAFF RECOMENDATION:**

Approve the Consent Agenda

### **ATTACHMENTS:**

Expense Report

### **RECOMENDED MOTION:**

Motion to approve the Consent Agenda. (Roll Call)

**2019-2020 Operator License**

LAST NAME	FIRST	MID	ADDRESS	CITY/STATE/ZIP
Armentrout	Margaret	D	220 Maple Ave	Waupun, WI 53963
Bartus	Lisa		110 S Division St #202	Waupun, WI 53963
Champion	Harrison	R	331 Bly St Apt 214	Waupun, WI 53963
Devries	Amanda	S	W8690 Lake Emily Rd	Waupun, WI 53963
Herringa	Sherry	L	915 E Main St	Waupun, WI 53963
Lugo	Katy		16 Wawa Ave	Ripon, WI 54971
Manke	Zoe	L	521 Bronson St	Waupun, WI 53963
Minnig	Abby	L	W10291 Cty Rd G	Beaver Dam, WI 53916
Qualmann	Toni	M	115 Taylor St	Waupun, WI 53963
Rahn	Lindsay	J	225 Doty St	Waupun, WI 53963
Ritschke	Elysia	M	231 S State St	Waupun, WI 53963
Rote	Linda	M	805 Seymour St	Waupun, WI 53963
Sansom-Friend	Trevor	J	418 W Lincoln St	Waupun, WI 53963
Waggener	Jarrett	A	N5003 Liner Rd	Brandon, WI 53919
Zirbel	Hannah	M	840 E Main St	Waupun, WI 53963

**2020-2021 Operator License Renewal**

LAST NAME	FIRST	MID	ADDRESS	CITY/STATE/ZIP
Acheson	Jill	A	19 Carrington St	Waupun, WI 53963
Armentrout	Margaret	D	220 Maple Ave	Waupun, WI 53963
Bartus	Lisa		110 S Division St #202	Waupun, WI 53963
Bertram	Michelle	L	N8315 Beachview Dr	Fond du Lac, WI 54937
Bille	Jordan	R	523 Pleasant Ave	Waupun, WI 53963
Bohn	Kathryn	A	N2621 Prairie Hill Cir	Waupun, WI 53963
Champion	Harrison	R	331 Bly St Apt 214	Waupun, WI 53963
Clemens	Barbara	L	N11139 Cty Rd M Lot 12	Waupun, WI 53963
Dahlke	Jacob	L	W12677 Sunny Knoll Rd	Brandon, WI 53919
DeVries	Amanda	S	W8690 Lake Emily Rd	Waupun, WI 53963
Drossart	Dana	M	W8919 Cty Rd AW	Waupun, WI 53963
Edmunds	Sandra	L	116 N Division St	Waupun, WI 53963
Flier	Pamela	B	N2971 E Rock River Rd	Waupun, WI 53963
Geisthardt	Cheyenne	E	W2537 Oaklane Rd	Brownsville, WI 53006
Golimowski	Janine	F	200 W Brown St #102	Waupun, WI 53963
Guenther Jr	Richard	R	N4518 Oak Grove Rd	Brandon, WI 53919
Harmsen	Adrian	J	N2990 Savage Rd	Waupun, WI 53963
Harmsen	Shyler	N	N2990 Savage Rd	Waupun, WI 53963
Hartgerink	Hale	F	N3286 Savage Rd	Waupun, WI 53963
Henning	Seth	J	16 Wawa Ave	Ripon, WI 54971
Herringa	Jody	L	347 Fond du Lac St	Waupun, WI 53963
Herringa	Sherry	L	915 E Main St	Waupun, WI 53963
Hilbert	Kari	A	604 N Madison St	Waupun, WI 53963
Homan	Melissa	A	713 Mapleview Drive	Waupun, WI 53963
Horvath	Abigail	I	N55155 State Rd 44-49	Brandon, WI 53919
Koehler	Heather	E	N11105 Buwalda Rd	Waupun, WI 53963
Komosa	Mary Beth	A	221 Beaver Dam St	Waupun, WI 53963
Laper	Matthew	J	299 S Division St	Waupun, WI 53963
Larson	Wanda	J	W10605 Blackhawk Tr	Fox Lake, WI 53933
Lawson	Kayla	J	19 Carrington St	Waupun, WI 53963
Lienhard	Beth	E	210 W Jefferson St	Waupun, WI 53963
Lugo	Katy		16 Wawa Ave	Ripon, WI 54971
Manke	Zoe	L	521 Bronson St	Waupun, WI 53963
Miller	Angela	R	W7225 State Rd 49	Waupun, WI 53963
Minnig	Abby	L	W10291 Cty Rd G	Beaver Dam, WI 53916
Moede	Jill	M	N11587 Lakeland Rd	Waupun, WI 53963
Morey	Pamela		410 S Finch St #104	Horicon, WI 53032
Muth	Sheryl	M	W1626 Mountain Rd	Theresa, WI 53091
Neuburg	Terri	L	W6071 State Rd 49	Waupun, WI 53963
Petersen	Brian	D	1108 Rock Ave Apt 16	Waupun, WI 53963
Pobanz	Alvin	L	631 Morse St	Waupun, WI 53963
Qualmann	Toni	M	115 Taylor St	Waupun, WI 53963
Rahn	Lindsay	J	225 Doty St	Waupun, WI 53963
Rahn	Nicholas	L	606 Grace St	Waupun, WI 53963
Ritschke	Elysia	M	231 S State St	Waupun, WI 53963
Rohde	Mary	T	W12906 Cty Rd AS	Waupun, WI 53963
Rote	Linda	M	805 Seymour St	Waupun, WI 53963
Sansom-Friend	Trevor	J	418 W Lincoln St	Waupun, WI 53963
Schlieve	Katlin	M	N3644 Heideman Rd	Waupun, WI 53963
Schoenick	Steven	G	100 S Harris Ave #202	Waupun, WI 53963
Schulz	Debra	J	N3188 Savage Rd	Waupun, WI 53963
Smith	Diane	K	422 Grandview Ave	Waupun, WI 53963
Smith	Megan	L	422 Grandview Ave	Waupun, WI 53963
Sperger	Ryan	M	718 Grace St	Waupun, WI 53963
Staniec	Angela	M	915 Rock Ave	Waupun, WI 53963
Stobb	Constance		707 E Franklin St	Waupun, WI 53963
Sullivan	Aubrey	A	521 Bronson St	Waupun, WI 53963
Taylor	Carol	A	827 Mayfair St	Waupun, WI 53963
Thone	Joshua	A	532 Grandview Ave	Waupun, WI 53963
Trauernicht	Zachary	J	543 E Jefferson St	Waupun, WI 53963
VanBuren	Wanda	J	W7153 Oakwood Rd	Waupun, WI 53963
VandeSlunt	Lisa	M	606 Morse St	Waupun, WI 53963
Waggener	Jarrett	A	N5003 Liner Rd	Brandon, WI 53919
Welch	Jessica	L	416 1/2 Grace St	Waupun, WI 53963
Yagler	Lori		N11278 Balsam Rd	Waupun, WI 53963
Zinke	Jodi	A	N3698 Cty Rd EE	Waupun, WI 53963
Zirbel	Hannah	M	840 E Main St	Waupun, WI 53963

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
06/24/2020	100147	ADVANCED DISPOSAL	43,561.03
06/24/2020	100148	AGNESIAN WORK & WELLNESS-	210.00
06/24/2020	100149	AIRGAS USA, LLC	673.83
06/24/2020	100150	ALLIANT ENERGY/WP&L	51.15
06/24/2020	100151	AT & T LONG DISTANCE	15.68
06/24/2020	100152	AYLESWORTH, BROOKE	250.00
06/24/2020	100153	BROWN CAB SERVICE INC	7,336.10
06/24/2020	100154	CAPITAL NEWSPAPERS	698.00
06/24/2020	100155	CAREW CONCRETE & SUPPLY INC	53.50
06/24/2020	100156	CHARTER COMMUNICATIONS	2,362.87
06/24/2020	100157	CONSULTANTS LABORATORY-FDL	80.00
06/24/2020	100158	FERGUSON WATERWORKS #1476	159.37
06/24/2020	100159	DESTINATION LAKE WINNEBAGO RE	578.34
06/24/2020	100160	DOBBRATZ, JON	75.00
06/24/2020	100161	EHLERS AND ASSOCIATES INC	4,000.00
06/24/2020	100162	FARMERS ELEVATOR CO.	1,387.57
06/24/2020	100163	FAULKS BROS. CONSTRUCTION, INC	1,535.64
06/24/2020	100164	FLEETPRIDE	24.70
06/24/2020	100165	FOND DU LAC COUNTY TREASURER	1,065.00
06/24/2020	100166	FOX COMPUTER & NETWORKING INC	176.20
06/24/2020	100167	FOX VALLEY TECHNICAL COLLEGE	555.00
06/24/2020	100168	GUNDERSON, INC.	111.53
06/24/2020	100169	H & R SAFETY SOLUTIONS LLC	308.40
06/24/2020	100170	HAMMES FIRE & SAFETY	2,260.00
06/24/2020	100171	HAWKINS INC	2,340.97
06/24/2020	100172	HOEPPNER, TRACY	75.00
06/24/2020	100173	HOMAN AUTO -GATEWAY	851.64
06/24/2020	100174	INFINITY TELECOMM	575.00
06/24/2020	100175	J & S CARWASH LLC	140.00
06/24/2020	100176	JIMMY JOHN'S FRANCHISE LLC	500.00
06/24/2020	100177	JP GRAPHICS INC	552.90
06/24/2020	100178	KWIK TRIP STORES	3,010.57
06/24/2020	100179	LIFESTAR EMERGENCY MEDICAL	3,500.00
06/24/2020	100180	MARCO TECHNOLOGIES LLC	51.78
06/24/2020	100181	MOLLIEN, FRED	75.00
06/24/2020	100182	NAPA AUTO PARTS-WAUPUN	19.68
06/24/2020	100183	NAVIS, MIKE	12.22
06/24/2020	100184	PETTY CASH-CITY HALL	42.55
06/24/2020	100185	PHC TRANSIT LLC	380.00
06/24/2020	100186	PIGGLY WIGGLY DISCOUNT FOODS	140.75
06/24/2020	100187	PITNEY BOWES	811.77
06/24/2020	100188	Q-TRONICS	19.99
06/24/2020	100189	QUALITY AGGREGATE LLC	933.48
06/24/2020	100190	RABEHL, CHERYL	90.00
06/24/2020	100191	SAN-A-CARE, INC	296.80
06/24/2020	100192	STEINBACH, RICHARD	75.00
06/24/2020	100193	STICKS AND STONES	460.00
06/24/2020	100194	STOBB PLUMBING & HEATING, INC.	27.60
06/24/2020	100195	TRACTOR SUPPLY CREDIT PLAN	43.51
06/24/2020	100196	TRAFFIC & PARKING CONTROL CO.	586.54

Check Issue Date	Check Number	Payee	Amount
06/24/2020	100197	TRUCK COUNTRY	1,945.63
06/24/2020	100198	UMR	375.00
06/24/2020	100199	UNEMPLOYMENT INSURANCE	1,052.22
06/24/2020	100200	UNIFORM SHOPPE	34.90
06/24/2020	100201	VANDE ZANDE & KAUFMAN, LLP	3,630.00
06/24/2020	100202	VERONA SAFETY SUPPLY INC	92.40
06/24/2020	100203	VON BRIESEN & ROPER, S.C.	684.00
06/24/2020	100204	W & D NAVIS	640.19
06/24/2020	100205	WAUPUN UTILITIES	132,437.19
06/24/2020	100206	WEBER, DYLAN	75.00
06/24/2020	100207	WESTPHAL	18.00
06/24/2020	100208	WI DEPT OF JUSTICE	77.00
06/24/2020	100209	WI DEPART OF TRANSPORTATION	572.98
06/24/2020	100210	WI MEDIA	122.41
06/24/2020	100211	INSIGHT FS	74.67
06/24/2020	100212	HARMSSEN, JAN	75.00
Grand Totals:			225,048.25

Report Criteria:

Report type: Summary

## Report Criteria:

[Report].Invoice Date = 06/24/2020

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>615 ADVANCED DISPOSAL</b>				
E10001422757	aquatic center	06/24/2020	152.00	100-20-5523-3-36
E10001422757	Recycle	06/24/2020	8,963.95	420-70-5436-3-38
E10001422757	Residential Trash	06/24/2020	34,445.08	425-70-5476-3-38
Total 615 ADVANCED DISPOSAL:			43,561.03	
<b>955 AGNESIAN WORK &amp; WELLNESS-</b>				
30883	Employee Physical - PD	06/24/2020	210.00	100-40-5215-3-37
Total 955 AGNESIAN WORK & WELLNESS:-			210.00	
<b>987 AIRGAS USA, LLC</b>				
9970985670	Gas cylinders/hazmat handling	06/24/2020	673.83	100-70-5411-3-36
Total 987 AIRGAS USA, LLC:			673.83	
<b>1174 ALLIANT ENERGY/WP&amp;L</b>				
3425110000-MAY20	MUSEUM monthly fuel charges	06/24/2020	13.75	100-20-5512-3-32
7255200000-MAY20	Senior Center monthly heat	06/24/2020	37.40	100-20-5513-3-32
Total 1174 ALLIANT ENERGY/WP&L:			51.15	
<b>1902 AT &amp; T LONG DISTANCE</b>				
JUNE20	Aquatic Center	06/24/2020	15.68	100-20-5523-3-31
Total 1902 AT & T LONG DISTANCE:			15.68	
<b>1992 AYLESWORTH, BROOKE</b>				
6-24-20	Refund Auditorium rental due to Covid	06/24/2020	250.00	100-48-4821-0-00
Total 1992 AYLESWORTH, BROOKE:			250.00	
<b>6252 BROWN CAB SERVICE INC</b>				
1868	May monthly taxi service 2020	06/24/2020	7,336.10	501-10-5154-3-38
Total 6252 BROWN CAB SERVICE INC:			7,336.10	
<b>7058 CAPITAL NEWSPAPERS</b>				
6-24-20	Accounting Specialist Ads	06/24/2020	698.00	100-10-5153-3-38
Total 7058 CAPITAL NEWSPAPERS:			698.00	
<b>7065 CAREW CONCRETE &amp; SUPPLY INC</b>				
1168636	Sumpline on Edgewood supplies	06/24/2020	53.50	700-10-5192-8-00
Total 7065 CAREW CONCRETE & SUPPLY INC:			53.50	
<b>10048 CHARTER COMMUNICATIONS</b>				
13430-JUNE20	city hall - tv, internet, voice	06/24/2020	405.68	100-10-5197-3-31
64276-JUNE20	city hall - voice	06/24/2020	119.97	100-10-5197-3-31
16011-JUNE20	senior center - tv, internet, voice	06/24/2020	39.99	100-20-5513-3-31
16011-JUNE20	senior center - tv, internet, voice	06/24/2020	178.20	100-20-5513-3-38
54053-JUNE20	aquatic center	06/24/2020	110.74	100-20-5523-3-38
41336-JUNE20	PD - voice	06/24/2020	175.24	100-40-5211-3-31

Invoice	Description	Invoice Date	Total Cost	GL Account
3194-MAY20	PD - Ethernet Intrastate MBPS	06/24/2020	490.00	100-40-5211-3-38
18615-JUNE20	PD - tv, internet, voice	06/24/2020	346.34	100-40-5211-3-38
41336-JUNE20	FD - voice	06/24/2020	23.90	100-50-5231-3-31
15199-JUNE20	garage - tv, internet, voice	06/24/2020	300.97	100-70-5412-3-38
JUNE20	library - internet, voice	06/24/2020	171.84	210-60-5511-3-31
Total 10048 CHARTER COMMUNICATIONS:			2,362.87	
<b>10468 CONSULTANTS LABORATORY-FDL</b>				
442000000117-MAY20	legal blood draws	06/24/2020	80.00	100-40-5213-3-38
Total 10468 CONSULTANTS LABORATORY-FDL:			80.00	
<b>11013 FERGUSON WATERWORKS #1476</b>				
0303012	parts/supplies - Edgewood Dr sump line	06/24/2020	147.64	700-10-5192-8-00
0302855	parts/supplies - Edgewood Dr sump line	06/24/2020	11.73	700-10-5192-8-00
Total 11013 FERGUSON WATERWORKS #1476:			159.37	
<b>11275 DESTINATION LAKE WINNEBAGO REGION</b>				
6-24-20	70% Of April Room Tax-Americlnn & Inn Town only (Bay	06/24/2020	578.34	430-70-5436-3-42
Total 11275 DESTINATION LAKE WINNEBAGO REGION:			578.34	
<b>11500 DOBBRATZ, JON</b>				
6-24-20	Board of Review 6-4-20	06/24/2020	75.00	100-30-5152-1-10
Total 11500 DOBBRATZ, JON:			75.00	
<b>12437 EHLERS AND ASSOCIATES INC</b>				
83603	TID 6 Project & Boundry Amendment	06/24/2020	4,000.00	408-70-5436-3-39
Total 12437 EHLERS AND ASSOCIATES INC:			4,000.00	
<b>12750 FARMERS ELEVATOR CO.</b>				
145472	grass seed	06/24/2020	270.00	100-70-5410-3-36
145724	grub control	06/24/2020	1,117.57	100-70-5410-3-36
Total 12750 FARMERS ELEVATOR CO.:			1,387.57	
<b>12765 FAULKS BROS. CONSTRUCTION, INC</b>				
335900	Red tread	06/24/2020	1,535.64	100-20-5525-3-36
Total 12765 FAULKS BROS. CONSTRUCTION, INC:			1,535.64	
<b>13354 FLEETPRIDE</b>				
51918580	pressure protection valve	06/24/2020	24.70	100-70-5411-3-36
Total 13354 FLEETPRIDE:			24.70	
<b>13700 FOND DU LAC COUNTY TREASURER</b>				
24119	April 2020 Election & machine maint	06/24/2020	1,065.00	100-10-5142-3-38
Total 13700 FOND DU LAC COUNTY TREASURER:			1,065.00	
<b>13820 FOX COMPUTER &amp; NETWORKING INC</b>				
337895	envelopes - city clerk	06/24/2020	176.20	100-10-5141-3-30



Invoice	Description	Invoice Date	Total Cost	GL Account
Total 13820 FOX COMPUTER & NETWORKING INC:			176.20	
<b>13850 FOX VALLEY TECHNICAL COLLEGE</b>				
EC67895	training - Navis - EVOC Driving Range - Facility Rental	06/24/2020	555.00	100-40-5215-3-37
Total 13850 FOX VALLEY TECHNICAL COLLEGE:			555.00	
<b>15075 GUNDERSON, INC.</b>				
869406	Uniform/charges - June 2020	06/24/2020	19.13	100-70-5411-3-38
869405	Garage supplies - June 2020	06/24/2020	45.24	100-70-5411-3-38
871947	Uniform/charges - June 2020	06/24/2020	19.13	100-70-5411-3-38
871946	Garage supplies - June 2020	06/24/2020	28.03	100-70-5411-3-38
Total 15075 GUNDERSON, INC.:			111.53	
<b>15297 H &amp; R SAFETY SOLUTIONS LLC</b>				
5053	election supplies	06/24/2020	129.90	100-10-5142-3-38
5053	sound out earmuffs	06/24/2020	37.50	100-70-5412-3-36
5010	gloves	06/24/2020	141.00	100-70-5412-3-38
Total 15297 H & R SAFETY SOLUTIONS LLC:			308.40	
<b>15452 HAMMES FIRE &amp; SAFETY</b>				
35763	service call/extinguisher inspec	06/24/2020	123.00	100-20-5523-3-36
35802	annual extinguisher maint - FD - city portion	06/24/2020	216.50	100-50-5232-3-36
35768	service call/extinguisher inspec	06/24/2020	195.00	100-70-5410-3-36
35769	service call/extinguisher inspec	06/24/2020	212.00	100-70-5410-3-36
35761	service call/extinguisher inspec	06/24/2020	193.50	100-70-5410-3-36
35764	service call/extinguisher inspec	06/24/2020	153.00	100-70-5410-3-36
35765	service call/extinguisher inspec	06/24/2020	174.00	100-70-5410-3-36
35766	service call/extinguisher inspec	06/24/2020	27.00	100-70-5410-3-36
35767	service call/extinguisher inspec	06/24/2020	9.00	100-70-5410-3-36
35762	service call/extinguisher inspec	06/24/2020	957.00	100-70-5412-3-38
Total 15452 HAMMES FIRE & SAFETY:			2,260.00	
<b>15657 HAWKINS INC</b>				
4732335	Pool Chemicals	06/24/2020	1,681.00	100-20-5523-3-40
4736734	Pool Chemicals	06/24/2020	659.97	100-20-5523-3-40
Total 15657 HAWKINS INC:			2,340.97	
<b>15840 HOEPPNER, TRACY</b>				
6-24-20	Refund - canceled	06/24/2020	75.00	100-46-4674-0-00
Total 15840 HOEPPNER, TRACY:			75.00	
<b>15950 HOMAN AUTO -GATEWAY</b>				
1013651	panel/trim - repair drivers door	06/24/2020	59.70	100-70-5411-3-36
1013629	panel	06/24/2020	791.94	100-70-5411-3-36
Total 15950 HOMAN AUTO -GATEWAY:			851.64	
<b>16107 INFINITY TELECOMM</b>				
62138	labor - add extension, create mailbox & reprogram auto at	06/24/2020	575.00	100-70-5410-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 16107 INFINITY TELECOMM:			575.00	
<b>16603 J &amp; S CARWASH LLC</b>				
6-24-20	Car Washes - PD	06/24/2020	140.00	100-40-5212-3-38
Total 16603 J & S CARWASH LLC:			140.00	
<b>16702 JIMMY JOHN'S FRANCHISE LLC</b>				
6-24-20	Refund Celebrate Waupun Sponsorship	06/24/2020	500.00	450-48-4861-0-00
Total 16702 JIMMY JOHN'S FRANCHISE LLC:			500.00	
<b>16799 JP GRAPHICS INC</b>				
1058979011	election envelopes	06/24/2020	336.60	100-10-5142-3-38
1058978011	election envelopes	06/24/2020	216.30	100-10-5142-3-38
Total 16799 JP GRAPHICS INC:			552.90	
<b>17175 KWIK TRIP STORES</b>				
PD-MAY20	Police Dept monthly fuel	06/24/2020	1,261.27	100-40-5212-3-38
FD-MAY20	Fire dept monthly fuel	06/24/2020	110.37	100-50-5232-3-38
DPW-MAY20	DPW monthly fuel purchases	06/24/2020	1,419.19	100-70-5411-3-38
DPW-MAY20	DPW monthly fuel purchases	06/24/2020	219.74	700-10-5192-3-38
Total 17175 KWIK TRIP STORES:			3,010.57	
<b>17759 LIFESTAR EMERGENCY MEDICAL</b>				
19-0965	ACLS Service May 2020	06/24/2020	3,500.00	100-10-5255-3-38
Total 17759 LIFESTAR EMERGENCY MEDICAL:			3,500.00	
<b>18459 MARCO TECHNOLOGIES LLC</b>				
INV7653039	Konica/A7PY011X001	06/24/2020	51.78	100-40-5211-3-38
Total 18459 MARCO TECHNOLOGIES LLC:			51.78	
<b>19300 MOLLIE, FRED</b>				
6-24-20	Board of Review 6-4-20	06/24/2020	75.00	100-30-5152-1-10
Total 19300 MOLLIE, FRED:			75.00	
<b>19802 NAPA AUTO PARTS-WAUPUN</b>				
280060	halogen sealed beams - FD	06/24/2020	7.99	100-50-5232-3-36
280077	LED lamp - FD	06/24/2020	11.69	100-50-5232-3-36
Total 19802 NAPA AUTO PARTS-WAUPUN:			19.68	
<b>20252 NAVIS, MIKE</b>				
6-24-20	meal - training	06/24/2020	12.22	100-40-5212-3-37
Total 20252 NAVIS, MIKE:			12.22	
<b>21450 PETTY CASH-CITY HALL</b>				
6-24-20	mileage - p/u absentee ballots - Dodge - Petersen	06/24/2020	19.55	100-10-5142-3-38
6-24-20	mileage - p/u absentee ballots - FDL - Hull	06/24/2020	23.00	100-10-5142-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 21450 PETTY CASH-CITY HALL:			42.55	
<b>21560 PHC TRANSIT LLC</b>				
2433	2 loads of clear stone	06/24/2020	380.00	700-10-5192-8-00
Total 21560 PHC TRANSIT LLC:			380.00	
<b>21665 PIGGLY WIGGLY DISCOUNT FOODS</b>				
1169	Bd of Review supplies	06/24/2020	14.76	100-10-5110-3-38
1457	supplies - Senior Center - participant appreciation day	06/24/2020	25.99	220-54-5460-3-38
6445	supplies - Senior Center - participant appreciation day	06/24/2020	50.00	220-54-5460-3-38
5218	supplies - Senior Center - participant appreciation day	06/24/2020	50.00	220-54-5460-3-38
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			140.75	
<b>21805 PITNEY BOWES</b>				
3311331217	lease for mail machine - City Hall	06/24/2020	640.17	100-10-5141-3-36
3311310133	lease for mail machine - PD	06/24/2020	171.60	100-40-5211-3-33
Total 21805 PITNEY BOWES :			811.77	
<b>22330 Q-TRONICS</b>				
10080170	wireless gel mouse	06/24/2020	19.99	100-50-5231-3-30
Total 22330 Q-TRONICS:			19.99	
<b>22350 QUALITY AGGREGATE LLC</b>				
2531	base/clear stone - inlet repair/storm sewer repair on State	06/24/2020	933.48	700-10-5192-3-36
Total 22350 QUALITY AGGREGATE LLC:			933.48	
<b>22549 RABEHL, CHERYL</b>				
6-24-20	refund 2 individual pool passes	06/24/2020	90.00	100-46-4676-0-00
Total 22549 RABEHL, CHERYL:			90.00	
<b>23224 SAN-A-CARE, INC</b>				
518387-1	spray end for washing down bathrooms	06/24/2020	109.52	100-70-5410-3-36
519723	Hand sanitizer	06/24/2020	187.28	100-70-5410-3-36
Total 23224 SAN-A-CARE, INC:			296.80	
<b>24291 STEINBACH, RICHARD</b>				
6-24-20	board of review 6-24-20	06/24/2020	75.00	100-30-5152-1-10
Total 24291 STEINBACH, RICHARD:			75.00	
<b>24350 STICKS AND STONES</b>				
11685	mowing & trimming - multiple addresses	06/24/2020	460.00	100-70-5613-3-38
Total 24350 STICKS AND STONES:			460.00	
<b>24400 STOBBS PLUMBING &amp; HEATING, INC.</b>				
11232	Armaflex 2 1/8" insul.	06/24/2020	27.60	100-20-5525-3-36
Total 24400 STOBBS PLUMBING & HEATING, INC.:			27.60	

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>25249 TRACTOR SUPPLY CREDIT PLAN</b>				
100039683 parts		06/24/2020	43.51	100-70-5411-3-36
Total 25249 TRACTOR SUPPLY CREDIT PLAN:			43.51	
<b>25250 TRAFFIC &amp; PARKING CONTROL CO.</b>				
670150 stop & go light repairs		06/24/2020	586.54	100-70-5441-3-36
Total 25250 TRAFFIC & PARKING CONTROL CO.:			586.54	
<b>25445 TRUCK COUNTRY</b>				
X202602107:01 radiator replacement - leaking		06/24/2020	1,917.68	100-70-5411-3-36
X202605476:01 repair fuel senso wiring		06/24/2020	27.95	100-70-5411-3-36
Total 25445 TRUCK COUNTRY:			1,945.63	
<b>25475 UMR</b>				
0009392446 Fix std contract		06/24/2020	375.00	100-10-5143-3-38
Total 25475 UMR:			375.00	
<b>25480 UNEMPLOYMENT INSURANCE</b>				
6-24-20 Monthly Unemployment Payment		06/24/2020	1,052.22	100-10-5177-3-38
Total 25480 UNEMPLOYMENT INSURANCE:			1,052.22	
<b>25482 UNIFORM SHOPPE</b>				
300160 clothing allowance		06/24/2020	34.90	100-12634
Total 25482 UNIFORM SHOPPE:			34.90	
<b>26042 VANDE ZANDE &amp; KAUFMAN, LLP</b>				
MAY2020 monthly City Attorney Fees - May 2020		06/24/2020	3,630.00	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			3,630.00	
<b>26242 VERONA SAFETY SUPPLY INC</b>				
31088 gloves		06/24/2020	92.40	100-70-5410-3-36
Total 26242 VERONA SAFETY SUPPLY INC:			92.40	
<b>26465 VON BRIESEN &amp; ROPER, S.C.</b>				
323760 Personnel		06/24/2020	684.00	100-10-5143-3-38
Total 26465 VON BRIESEN & ROPER, S.C.:			684.00	
<b>26494 W &amp; D NAVIS</b>				
45151 Stone		06/24/2020	640.19	700-10-5192-8-00
Total 26494 W & D NAVIS:			640.19	
<b>27450 WAUPUN UTILITIES</b>				
4934 Support Ticket - Angie		06/24/2020	336.00	100-10-5141-3-36
4934 WPPI monthly email user/archiving accts		06/24/2020	172.00	100-10-5197-3-38
4934 Member Network Assessment/Monitoring Service		06/24/2020	44.00	100-10-5197-3-38
MAY2020 Monthly utility charges		06/24/2020	121.29	100-20-5512-3-32
MAY2020 Monthly utility charges		06/24/2020	321.48	100-20-5513-3-32
MAY2020 Monthly utility charges		06/24/2020	4,718.64	100-20-5523-3-32

Invoice	Description	Invoice Date	Total Cost	GL Account
MAY2020	Monthly utility charges	06/24/2020	2,762.65	100-20-5525-3-32
MAY2020	Monthly utility charges	06/24/2020	849.84	100-40-5211-3-32
MAY2020	Monthly utility charges	06/24/2020	478.04	100-50-5231-3-32
MAY2020	Monthly utility charges	06/24/2020	16.00	100-50-5251-3-32
MAY2020	Monthly utility charges	06/24/2020	2,792.18	100-70-5410-3-32
4934	Support Ticket - Jeff	06/24/2020	14.00	100-70-5410-3-36
4934	Support Ticket - Trista	06/24/2020	14.00	100-70-5410-3-36
4934	Support Ticket - Trista	06/24/2020	14.00	100-70-5410-3-36
MAY2020	Monthly utility charges	06/24/2020	1,220.43	100-70-5412-3-32
MAY2020	Monthly utility charges	06/24/2020	237.14	100-70-5441-3-32
MAY2020	Monthly utility charges	06/24/2020	11,436.06	100-70-5442-3-32
MAY2020	Monthly utility charges	06/24/2020	1,456.11	210-60-5511-3-32
6-24-20	Interest Pmt on 2009 Bus Park/Sewer Util Prom Note	06/24/2020	4,522.42	404-10-5921-6-00
6-24-20	Principal Pmt on 2009 Bus Park/Sewer Util Prom Note	06/24/2020	100,000.00	404-25001
MAY2020	Monthly utility charges	06/24/2020	48.66	700-10-5192-3-32
4935	Stormwater Billing & Collection Fees	06/24/2020	862.25	700-10-5192-3-38
Total 27450 WAUPUN UTILITIES:			132,437.19	
<b>27907 WEBER, DYLAN</b>				
6-24-20	Board of Review 6-4-20	06/24/2020	75.00	100-30-5152-1-10
Total 27907 WEBER, DYLAN:			75.00	
<b>27987 WESTPHAL</b>				
52541	Decal for mailbox w/ install	06/24/2020	18.00	100-70-5410-3-36
Total 27987 WESTPHAL:			18.00	
<b>28600 WI DEPT OF JUSTICE</b>				
L1409T-MAY20	G3369 - background checks - May 2020	06/24/2020	7.00	100-40-5213-3-38
G3369-MAY20	G3369 - background checks - May 2020	06/24/2020	70.00	100-40-5213-3-38
Total 28600 WI DEPT OF JUSTICE:			77.00	
<b>28963 WI DEPART OF TRANSPORTATION</b>				
395-0000175395	Fox lake Street - Preliminary Engineering	06/24/2020	297.73	100-70-5420-3-38
395-0000175480	Madison Ph 2 Dsgn Review - Street	06/24/2020	175.42	400-70-5420-8-00
395-0000175480	Madison Ph 2 Dsgn Review - SW	06/24/2020	99.83	700-10-5192-8-00
Total 28963 WI DEPART OF TRANSPORTATION:			572.98	
<b>29699 WI MEDIA</b>				
0003375061	Open Book & Bd of Review 2020	06/24/2020	122.41	100-10-5110-3-35
Total 29699 WI MEDIA:			122.41	
<b>300032 INSIGHT FS</b>				
200030013	5 gallons bulizeye	06/24/2020	74.67	100-70-5613-3-38
Total 300032 INSIGHT FS:			74.67	
<b>300226 HARMSSEN, JAN</b>				
6-24-20	Board of Review 6-4-20	06/24/2020	75.00	100-30-5152-1-10
Total 300226 HARMSSEN, JAN:			75.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
Grand Totals:			<u>225,048.25</u>	

## Report GL Period Summary

GL Period	Amount
06/20	<u>225,048.25</u>
Grand Totals:	<u>225,048.25</u>

Vendor number hash: 2408522  
Vendor number hash - split: 3006833  
Total number of invoices: 107  
Total number of transactions: 133

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	<u>225,048.25</u>	<u>.00</u>	<u>225,048.25</u>
Grand Totals:	<u>225,048.25</u>	<u>.00</u>	<u>225,048.25</u>

## Report Criteria:

[Report].Invoice Date = 06/24/2020

**CITY OF WAUPUN  
COMMON COUNCIL**

**RESOLUTION NO. 06-09-20-04**

**RESOLUTION SUSPENDING WAUPUN COMMON COUNCIL RULES  
DURING THE COVID-19 PUBLIC HEALTH PANDEMIC**

**WHEREAS**, in December 2019, a novel strain of coronavirus known as COVID-19 was detected, and COVID-19 has continued to spread throughout the world, including to the United States and the state of Wisconsin, and

**WHEREAS**, the federal government, state governments, and local governments are working together to contain the further spread of the disease and treat existing cases, and

**WHEREAS**, on January 31, 2020, the U. S. Department of Health & Human Services declared a public health emergency; on March 11, 2020, the World Health Organization declared COVID-19 a pandemic; and on March 12, 2020, the Governor of the state of Wisconsin declared a health emergency in the state, and

**WHEREAS**, the City of Waupun has been working to protect the health and well-being of its residents from the spread of COVID-19 and to prepare for the impacts the disease is likely to have on the city, and

**WHEREAS**, the Waupun Common Council, on March 31, 2020, under the authority granted by Ordinance 2.07 passed Resolution No. 03-31-20-01 suspending the operation of Ordinance 2.02(2) to permit Waupun Common Council members and others to attend and conduct board and committee meetings remotely during the period of emergency, and

**WHEREAS**, the Waupun declaration of emergency has or will expire shortly.

**NOW, THEREFORE, BE IT RESOLVED** that in accordance with Waupun City Ordinance 2.07, the Waupun Common Council Rules as outlined in City of Waupun Ordinance 2.02(2) are hereby suspended until Monday, July 27, 2020.

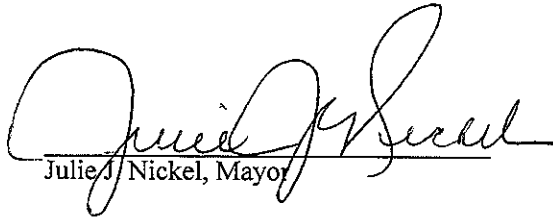
**FURTHER RESOLVED** that until Monday, July 27, 2020, Waupun Common Council members are hereby authorized to conduct and attend board and committee meetings remotely with all other meeting participants, including without limitation, remote roll-call, discussion and voting, subject to compliance with all applicable laws.

**FURTHER RESOLVED** that after July 27, 2020 and until further affirmative resolution of the Common Council, Department Heads and other municipal employees are hereby authorized to conduct and attend board and committee meetings remotely, including without limitation, remote roll-call, discussion and

voting, in compliance with all other applicable laws. During this period the Mayor or other presiding Officer shall have authority, on specific request, to permit Council Members or others to attend board and committee meetings remotely, including without limitation, remote roll-call, discussion and voting, subject to compliance with all applicable laws.

**FURTHER RESOLVED** that Waupun Common Council shall comply with all applicable requirements for remote meetings as required under the Wisconsin Open Meetings law.

Adoption by Common Council June 9, 2020.

  
Julie J. Nickel, Mayor

ATTEST:  
  
Angela J. Hull, City Clerk





## AGENDA SUMMARY SHEET

**MEETING DATE:** 6/30/2020

**TITLE:** Ordinance to Amend Ch.11.12 Licenses & Permits-Outdoor Service, Sidewalk Cafes, and Beer Gardens

**AGENDA SECTION:** ORDINANCES-RESOLUTIONS

**PRESENTER:** Kathy Schlieve

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

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We are introducing an ordinance that would allow restaurants and bars to expand outdoors to include seating space onto public sidewalks and privately owned spaces. The addition of this ordinance is intended help restaurants and bars struggling because of COVID-19 expand square footage so they can operate at greater capacity while keeping customers and servers from concentrating indoors, where COVID-19 transmits more easily. While that is the immediate need, long-term sidewalk cafes and beer gardens are an asset to the community that help promote use and enjoyment of the city's public spaces, enhances tourism, and increases handicap accessibility to businesses in Waupun.

**STAFF RECOMMENDATION:**

First Read

**ATTACHMENTS:**

Proposed ordinance

**RECOMMENDED MOTION:**

Motion to accept the first Reading of proposed Ordinance to amend Ch.11.12 Licenses & Permits-Outdoor Service, Sidewalk Cafes, and Beer Gardens

AGENDA ITEM: #

DATE: June 30, 2020

ORDINANCE # 20 - \_\_\_\_

AN ORDINANCE TO AMEND CHAPTER ELEVEN OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED "LICENCES AND PERMITS."

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 11.12 of the Municipal Code of the City of Waupun is created to provide as stated in the attached Addendum A.

SECTION 2: All ordinances or portions of ordinances inconsistent with the provisions of this ordinance are repealed.

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

Enacted this \_\_\_\_ day of \_\_\_\_\_, 2020.

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

ATTEST:

\_\_\_\_\_  
Angela Hull  
City Clerk

## **ORDINANCE ADDENDUM "A"**

### **11.12. OUTDOOR SERVICE, SIDEWALK CAFÉS AND BEER GARDENS.**

#### **(1) INTRODUCTION.**

(a) No holder of a "Class B," Class "B" and/or "Class C" license may permit the possession, sale or consumption of alcohol beverages on any part of the licensed premises not enclosed with a building, except under the terms of this Code Section 11.12 and in accordance with Wis. Stat. ch. 125, and as may be modified in the future. Approval by the Common Council shall result in the outdoor area becoming a part of the licensed premises for the term of the license only, and subject to all state and city laws, rules, regulations, and lawful orders governing "Class B," Class "B" and/or "Class C" premises.

(b) No person shall consume or have in his or her possession, alcohol beverages on any unenclosed part of a licensed premises which is not expressly permitted on a valid license approved by the Common Council pursuant to this Code Section 11.12 which license includes the outdoor area in a description of the premises.

#### **(2) DEFINITIONS. As used in this subsection:**

(a) "Alcohol beverage" has the same meaning as used in Wis. Stat. ch. 125 and includes, without limitation, beer, wine and other liquor products.

(b) "Outdoor area" means an area, whether or not enclosed by a roof or other structure, which is open to the elements, and which is not constructed for year-round use.

(c) "Outdoor premises" means licensed premises located in an outdoor area as defined here, whether a sidewalk café, a beer garden or otherwise.

(3) APPLICATION. Application for an outdoor extension of a "Class B," Class "B" and/or "Class C" license shall be made to the City Clerk in an application format provided by the Clerk, either at the time initial or renewal application is made for the licensed premises, or at any time during the license period. The application shall include a detailed map describing the outdoor area sought to be included within the description of the licensed premises. In the event that this map is omitted and the "Class B," Class "B" and/or "Class C" license is granted and issued, the license shall not be deemed to include an outdoor area within the description of the licensed premises.

(4) REQUIREMENTS. Outdoor premises approved under this section shall be subject to the following requirements:

(a) Outdoor premises may be permitted only on properties located in B-1 Business/Professional Office District; B-2 Central Business District; B-3 Shopping Center Business District; B-4 Interchange Business District; and PD Planned Development District; as those terms are defined in Code Chapter 16, Zoning Code, and shall be subject to the conditional use permit application and approval by the Plan Commission as required in Code Section 16.12.

(b) Outdoor premises shall not be located in any actual or required yard area that directly abuts an adjoining property used for residential purposes, unless the license holder establishes a twenty-foot buffer between the outdoor premises and the adjoining lot containing the residential use, and the license holder provides a privacy fence six feet in height completely surrounding the outdoor premises, where the privacy fence meets all other requirements of the Waupun municipal code.

(c) Outdoor premises shall be completely surrounded by an attractive wall, fence, or barrier at least four feet in height, except as otherwise required in subsection (b) above, or as may be waived by the Common Council on recommendation of the police department. The outdoor premises shall have flooring constructed of hard surface material, such as decking material, concrete or paver brick.

(d) If license holder does not derive more than fifty percent (50%) of its gross business revenue from the sale of food on the premises, then any access or entry to the outdoor premises shall only occur through the premises main building.

(f) The outdoor premises shall only be used for serving food and alcohol and no part of said area shall be used for recreational activities, including without limitation, volleyball, horseshoes, darts, or softball. This subsection shall not prohibit live music performance from the outdoor premises.

(g) Lighting of the outdoor premises shall be shielded and shall not be of intensity or brilliance so as to create glare which may be distracting to adjoining property owners or as might create a hazard or danger to vehicular traffic.

(h) Noise from any source that is emitted from the outdoor premises and measured at any border of the real property on which the licensed premises is located shall not exceed eighty-five decibels (85 dB) from 7 o'clock a.m. to 9 o'clock p.m. and shall not exceed seventy-five decibels (75 dB) from 9 o'clock p.m. until closing.

(i) The license holder shall ensure that the outdoor premises is maintained in a clean condition, and that adjoining property is cleared of all refuse and debris that originates from the outdoor premises on a daily basis.

(5) SIDEWALK CAFÉS. Outdoor premises may be located on public sidewalks, subject to approval by the common council. In addition to the requirements specified in this Code section 11.12, sidewalk cafés shall comply with the following requirements:

(a) Sidewalk cafés may be permitted only from May 1<sup>st</sup> through October 15<sup>th</sup> in any year, and on properties located in B-1 Business/Professional Offices and B-2 Central Business zoning districts as those terms are defined in the Code Chapter 16, Zoning Code. Notwithstanding the requirements of outdoor premises specified in this Code Section 11.12, the barrier surrounding the sidewalk café shall be no lower than two feet (2') nor higher than three feet (3'), and shall maintain a pedestrian walkway adjacent to the street or public right of way that is not less than three feet (3') in width, to permit the public to maintain unrestricted access to the sidewalk for travel.

(b) Sidewalk cafés shall be limited to those license holders who derive more than fifty percent (50%) of gross business revenue from the sale of food on the premises.

(c) Liability insurance naming the City as an unrestricted additional insured on the sidewalk café owner's insurance policy for the licensed sidewalk cafe site will be required, including insurance to cover liquor liability, to the extent specified on the license application approved by the Common Council.

(d) Each sidewalk café serving alcohol beverages shall be responsible for policing the area of the sidewalk café to be sure that customers are of the legal drinking age and that alcohol beverages are not removed from the premises. All service in the sidewalk café (beverage and food) shall stop no later than 10:30 o'clock p.m.

**(6) ENFORCEMENT.**

(a) Any person who shall violate any provision of this Code Section 11.12, or any order, rule or regulation made or otherwise adopted under this subsection shall be subject to the general enforcement and penalty provisions of this Code, including without limitation, the provisions identified in Code Section 11.01(9).

(b) In addition to any other penalties specified in this Code Section 11.12, three or more noise complaints filed against the holder of an outdoor premises license during any license period (July 1 to June 30), and verified by the police department, shall constitute sufficient grounds to revoke the outdoor premises permit granted under this Section, subject to hearing before the Review Committee established in Code Section 11.01(9)(a).



## AGENDA SUMMARY SHEET

**MEETING DATE:** 6/30/2020

**TITLE:** City of Waupun COVID-19 Employment Policies Updated

**AGENDA SECTION:** CONSIDERATION/ACTIONS

**PRESENTER:** Kathy Schlieve

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

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Employment policies initially adopted on 3/30/20 in response to COVID-19 have been updated to reflect our current operating practices during our initial reopening phase of COVID-19. We will continue to update as needed, however, we anticipate that the changes reflected in this updated document will be part of our standard operating procedures through the duration of the pandemic. Key changes include the following:

- **Assumed Global Community Spread:** We are no longer tracking assumed community spread as a criteria of travel. The CDC currently shows that all areas, domestic and international, have sustained community transmission as outlined on the following CDC map: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>. Areas with sustained community transmission are considered high-risk.
- **Travel Restriction Changes:** Employees who choose to travel are required to self-report travel plans to their supervisor prior to departure including their planned activities, contacts, modes of travel and lodging. The Department Head and Human Resources must review and approve the travel request prior to departure, and documentation of such must be filed with Human Resources.
- **Self-Quarantine Requirements Updated:** The city recognizes that vacation and time away is necessary and essential in helping to maintain a strong workforce. As such, specific changes to the policy have been made to provide for some flexibility to permit travel and determine steps for return to work that minimize potential exposure to the workforce to ensure continuity of operations.
- **School and Daycare closure** specifically directs staff to the City's Families First Coronavirus Response Act Public Health Emergency Family & Medical Leave Policy Addendum to the City of Waupun's FMLA Policy, and the Families First Coronavirus Response Act Paid Sick Leave Policy to determine eligible coverage.
- **Employee Screening** requirement is introduced to minimize risk of exposure in the workplace to ensure continuity of operations.
- **Temporary Vacation Carryover Adjustment:** Due to travel restrictions and the potential for workforce constraints due to COVID-19, a temporary provision is added to allow for carryover of up to five (5)



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days of vacation from 2020. Carry over days must be used in full day increments by April 30, 2021 or be forfeited.

- **Work from Home policy** is introduced and required for remote work arrangements.

**STAFF RECOMMENDATION:**

Approve policy as presented

**ATTACHMENTS:**

COVID-19 Employment Policy (updated 6/30/20)

**RECOMMENDED MOTION:**

Motion to approve the City of Waupun COVID-19 Employment Policies as presented.

**City of Waupun, WI**  
**COVID-19 Plan**  
**Updated 6.30.2020**

1. The following COVID-19 response employment policy is effective under State of Wisconsin Executive Order #72 declaring a health emergency in Wisconsin. This policy is subject to further change that may come as a result of federal and state legislation or through further modification by the Waupun Common Council.

1. **Purpose.** 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 periodically by the Waupun Common Council until the Public Health Emergency is declared concluded. The Plan includes protocols and procedures that must be followed by the City and its employees to best safeguard its workplaces and its citizens.

2. **Communication Plan**

The City's Director of Emergency Management or City Administrator shall serve as the liaison between department heads and the Public Health Officer.

At the department level, department heads may continue to provide information to their employees concerning the manner in which services will be provided to the public in light of COVID-19.

The City Administrator or a staff member appointed by the City Administrator will periodically post information on Facebook concerning COVID-19. City departments that have Facebook sites are encouraged to post links to the Waupun Municipal Government Facebook page.

3. **About COVID-19 and Its Spread**

3.01 On March 11, 2020, the World Health Organization declared that the new coronavirus outbreak, now identified as COVID-19 is a pandemic. This signaled the recognition that the health emergency from COVID-19 spread is at the highest level across the world.

3.02 COVID-19 is a new disease and the CDC is still learning how it spreads but it has resulted in the deaths of thousands and is continuing to result in an exponential number of fatalities in countries and regions where steps have not been taken to stem its spread. The severity of the illness and related risks cannot be understated. It is critical for Waupun employees to understand how the virus spreads and to take all possible action to prevent the spread of the virus. Currently, the virus is thought to spread: :

- A. Between people who are in close contact with one another (within about 6 feet);
- B. Through respiratory droplets produced when an infected person coughs or sneezes;
- C. By symptomatic and asymptomatic people;
- D. By an individual who has touched a surface or object that has the virus on it and then touched their own mouth, nose, or eyes.

Because of this transmission, the City has put policies in place to minimize risk of contagion for employees and citizens. The following practices are to be followed by all employees.

**4. Limiting Risk/Non-Pharmaceutical Interventions.** To slow the spread of COVID-19 the City will require employees to immediately do the following:

- 4.01 Stay home when sick, which will be subject to other City rules;
- 4.02 Cover coughs and sneezes using a tissue or sleeve, and disposing of the tissue properly immediately afterwards;
- 4.03 Wash your hands often using hot water and soap for 20 seconds or longer, and immediately wash your hands with soap and water for at least 20 seconds after coughing or sneezing;
- 4.04 Routinely clean frequently touched surfaces using a disinfectant bearing an EPA-approved emerging viral pathogens claims label;
- 4.05 Avoid touching your eyes, nose, and mouth;
- 4.06 Greet others without shaking their hands;
- 4.07 Avoid close contact with people who are sick, and keep a six-foot distance between yourself and other people;
- 4.08 Regularly clean and disinfect tables, doorknobs, light switches, countertops, desks, phones, keyboards, toilets, faucets, sinks and any other areas frequently touched by others;
- 4.09 Avoid travel to areas within the United States and abroad having verified COVID-19 infections (see Travel Restrictions below);
- 4.10 Avoid non-essential large gatherings of 10 or more people; and
- 4.11 Avoid non-essential visits to long-term care facilities.

**5. Social Distancing**

Social distancing must occur immediately to limit contact with others. This should be done in three ways:

*Limiting face-to-face meetings:* To the greatest extent possible, limit face-to-face meetings, including by using email, phone conferences, or videoconferencing. All non-essential meetings within departments or within the community, should be cancelled, rescheduled to a time later this year, or conducted remotely with the use of technology.

*Modifying work schedules:* Department Heads should immediately determine ways to modify work schedules to reduce overlap of staff in our non-24/7 operations.

*Working remotely:* Department Heads should consider whether and how staff may be able to work remotely. Not all departments and functions will be able to accommodate this, as many city services require direct client interaction. Limitations on technology and equipment may restrict the ability to implement this option. The Department Head and City Administrator must approve proposals for remote work.

**6. Employee Screening**

All employees reporting to work will be screened for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19. Every employee will be screened, including having his or her temperature taken, when reporting to work. Each employee will be screened using a touchless forehead thermometer. The employee's temperature and answers to respiratory symptom questions will be documented, and the record will be maintained confidential. Time spent waiting for the health screening should be recorded as time worked for nonexempt employees.

An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home and should follow the procedures outlined in this policy.

## **7. When to Stay Home from Work**

Anticipating the spread of COVID-19 to the City of Waupun, we will have staff who will need to stay home, either because they are ill, have been exposed, are caring for an ill family member, or are watching children due to school or daycare closures.

**The most important message we can send is to stay home if you have any symptoms or have any reason to believe you may have been exposed to COVID-19.** As we plan for ways to continue to provide necessary, and in some cases, life-saving services for our community at a time we anticipate potential staffing shortages, the last action we want you to take is to potentially spread COVID-19 to your co-workers and the community.

To help manage the distribution of staffing resources city-wide and plan for more significant interventions, we will be implementing a protocol so that we can centrally track which staff are out due to flu-like symptoms or potential COVID-19 exposure. Specifically, when you communicate to your normal department contact that you are sick or concerned about coming to work, you will be asked to report the following types of information:

- 1) Are you staying home because you are sick, or because you are caring for someone else who is sick?
- 2) Does the illness present flu-like symptoms (fever, cough, sore throat, headache/body aches), or something else?
- 3) If it is flu-like symptoms, do you have any reason to believe you may have contracted COVID-19?
- 4) Have you or a member of a party you have been traveling with come into contact with someone contagious with COVID-19?
- 5) Have you traveled to a state or country with "community spread/transmission" in the past 15 days (assumed to be everywhere)?

**If you are experiencing flu-like symptoms, please call and consult your medical provider. If you are exhibiting some symptoms but not sure whether you should stay home, please stay home and consult your physician via telephone for guidance. If you live with someone who has been confirmed with COVID-19, you should stay home and consult with your medical provider or public health officials for guidance.**

Given the potential seriousness and magnitude of the situation, our goal is to remove as many barriers as possible for staff to be able to stay home if they are exhibiting symptoms or otherwise

have reason to believe they may have been infected, or exposed to the virus. In addition, a Department Head, in consultation with the City Administrator, may send an employee home who reports to work exhibiting signs of illness as described below. Under some circumstances, an employee taken out of work may be eligible for paid leave under the Families First Coronavirus Response Act (“FFCRA”).

**An employee who has exhausted all available paid leave under City Policy or a collective bargaining agreement, or who is ineligible for paid leave under the FFCRA will be granted paid leaves of absence under the following circumstance:**

- The employee is exhibiting COVID-19 symptoms.
- Someone in the employee's household or family and with whom the employee has had contact is exhibiting COVID-19 symptoms.
- The employee has been exposed to someone who is being quarantined due to suspicion of or potential exposure to COVID-19.
- A diagnosed case of COVID-19 by receiving a positive test result. An employee diagnosed with COVID-19 should contact the Human Resources Department to determine FMLA eligibility.

Generally, an employee who has been diagnosed with COVID-19 will not be able to return to work unless the employee meets the following criteria:

- A. Non-Hospitalized Employees: An employee must wait 14 days, and have gone 72 hours without a fever (100.4° or greater) without the use of fever-reducing or other symptom-altering medicines;
- B. Hospitalized employees: An employee must wait 14 days, and have gone 72 hours without a fever (100.4° or greater) without the use of fever-reducing or other symptom-altering medicines; and must have 2 negative test results taken 24 hours apart.

This will be determined on a case-by-case basis. Employees who have been on leave for any of the above reasons may be required to provide verification of need for leave and in order to return.

## **8. Travel Restrictions**

- A. The CDC currently shows that all areas, domestic and international, have sustained community transmission as outlined on the following CDC map: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html>. Areas with sustained community transmission are considered high-risk. It is strongly recommended that employees postpone or cancel domestic and international personal travel. Employees who choose to travel are required to self-report travel plans to their supervisor prior to departure including their planned activities, contacts, modes of travel and lodging. The Department Head and Human Resources must review and approve the travel request prior to departure, and documentation of such must be filed with Human Resources.
- B. An employee returning to work after travel will be subject to the following requirements:
  - i. Normal return to work following travel:

- a. If upon return from travel (other than as outlined in 7(B)(2)), employee or any person traveling in an employee's group has no known exposure to COVID-19 and, no symptoms exist, the employee may return to work provided that they self-monitor daily and immediately report any symptoms and leave the workplace if symptoms present until further instruction. While at the workplace, the employee shall practice social distancing at all times and wear a mask for the 14-days following return from travel.
- ii. Self-Quarantine will be required under the following circumstances:
  - a. If the employee or a member of the employee's traveling party have come into contact with someone who has contracted COVID-19, or if the employee otherwise have reason to believe someone in their party may have contracted COVID-19 the employee will not be allowed to return to work and will be asked to self-quarantine for 14 days prior to being eligible to return to work.
  - b. If the employee chooses to travel internationally, to an area reporting community surge, or via a mode of travel that carries a higher risk as determined by CDC such as a plane or bus, the employee will be required to self-quarantine for 14-days prior to being eligible to return to work, and must remain symptom free without symptom-reducing medication for 72 hours prior to returning to work.
  - c. If, the employee has traveled to an area designated by the CDC as having a community surge, determined at time of departure and at any point during travel, the employee may be required to self-quarantine. Employees should keep in mind that the CDC is reporting states with community surge but that data is regularly changing. Due to the fluidity of the situation, community surge may be identified at your travel destination after your departure and before your return.

Each travel case will be evaluated for individual circumstances and level of risk to determine return to work protocols based on the details of employee travel, contacts and trip details. Whenever remote work is possible, the city will permit remote work during a period of self-quarantine under the city's work from home policy.

In this circumstance, self-quarantine means remaining away from work and other public areas, typically in one's home, for 14 calendar days.

- C. This quarantine will be without pay unless the employee uses available accrued paid leave. Use of paid leave for this purpose will require use of vacation followed by use of any available accrued time off except for those employees covered under the City's Families First Coronavirus Response Act Public Health Emergency Family & Medical Leave Policy Addendum to the City of Waupun's FMLA Policy, and the Families First Coronavirus Response Act Paid Sick Leave Policy.
- D. Travel for work shall be limited to essential purposes to conduct City business or

operations.

**9. School or Daycare Closure:**

The waiver outlined in the March 30, 2020 COVID-19 plan is automatically void with the adoption of the City's Families First Coronavirus Response Act Public Health Emergency Family & Medical Leave Policy Addendum to the City of Waupun's FMLA Policy, and the Families First Coronavirus Response Act Paid Sick Leave Policy. Staff should refer to those individual policies to determine eligibility and coverage.

**10. Temporary Vacation Carry Over:**

The city recognizes that COVID-19 has and may place strain on an employee's ability to utilize vacation, specifically restricting travel and causing potential workforce capacity constraints that require the employee to report to work to ensure continuity of operations. As such, prior to December 31, 2020, all non-represented employees may request up to five (5) days of vacation carryover from vacation earned but not used as of December 31, 2020. This vacation carry over provision is a temporary adjustment to current vacation policy as outlined in the City of Waupun Employee Handbook. Carry over time must be taken in full day increments and must be utilized by April 30, 2021. The request is subject to approval by the City Administrator. Unused vacation carry over will be forfeited after April 30, 2021.

**11. Office Closures:**

City facilities are open to varying degrees as outlined in the Safe Reopening COVID-19 Facility Plan presented to Common Council on June 9, 2020. City Administration will continue to monitor county metrics related to COVID-19 per websites listed subsequent to this paragraph. The strategy is designed to allow for loosening or tightening of facility and operating policies and procedures over the duration of the pandemic to maintain public health and to maintain continuity of operation. As such, facilities may close periodically in response to changing local conditions.

10. **Public Health Emergency Declaration:** Based upon the public health emergency, all department heads shall immediately begin tracking and recording eligible expenses relating to COVID-19 planning and preparedness until further notice.

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Julie Nickel  
Mayor of Waupun

Date

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Kathy Schlieve  
City Administrative

Date



## AGENDA SUMMARY SHEET

**MEETING DATE:** 6/30/2020

**TITLE:** City of Waupun Work from Home Policy and Agreement

**AGENDA SECTION:** CONSIDERATION/ACTIONS

**PRESENTER:** Kathy Schlieve

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

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Per CDC guidelines and in accordance with our updated operating guidelines and employment policy practices, remote work should continue to be permitted during the COVID-19 pandemic. As part of the updated COVID-19 employment policies we are introducing a remote work policy and agreement as outlined. The attached policy outlines expectations and protocols for staff who are permitted to work from home for business continuity purposes.

**STAFF RECOMMENDATION:**

Approve policy as presented

**ATTACHMENTS:**

**RECOMMENDED MOTION:**

Motion to approve the City of Waupun Work from Home Policy and Agreement as presented.



CITY OF WAUPUN  
COVID-19 Telecommuting Request & Agreement

- I. Definition: Telecommuting is a work arrangement in which some or all of the work is performed at an off-premise work site such as the home or in office space near home. Communication may be by one of several means, such as phone or laptop. Equipment must be owned and maintained by the City and only used for City business.
- II. Decision Factors: The following circumstance will be utilized for consideration.
- Employee must be able and available to do the vast majority, if not all, essential job functions remotely.
  - Necessary City equipment and technology must be available to the employee.
  - Employee must have a designated safe environment to perform work, high speed internet connection, telephone capabilities. Other requirements may be identified by position.
  - Work must be essential to the continuity of City operations.
  - Priority will be given to employees who are unable to physically come to work, but are otherwise able and available to do essential job functions.
- III. Authority: This is a temporary policy put in place through the duration of the COVID-19 pandemic. Department heads will recommend for approval. Requests will be approved by City Administrator. Arrangements may be discontinued at any time.

IV. Employee Information:

Employee Name: \_\_\_\_\_

Employee Department: \_\_\_\_\_

Employee Title: \_\_\_\_\_

Employee Supervisor: \_\_\_\_\_

Please describe the reason for the request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Acknowledge Yes or No:

\_\_\_\_\_ Employee is able and available to do the vast majority, if not all, essential job functions remotely.

\_\_\_\_\_ Necessary City equipment and technology is available to the employee.

\_\_\_\_\_ Employee has a designated safe environment to perform work, high speed internet connection, telephone capabilities. Other requirements may be identified by position. List if applicable: \_\_\_\_\_

\_\_\_\_\_ Work is essential to the continuity of City operations.

\_\_\_\_\_ Employee is unable to physically come to work, but is otherwise able and available to do essential job functions. If yes, please describe circumstances

CITY OF WAUPUN  
COVID-19 Telecommuting Request & Agreement

V. General Work Arrangement during Declaration of Emergency

VI. This is an agreement between the City of Waupun and \_\_\_\_\_  
("Employee") to establish the terms and conditions for performing work at an alternate work  
site on a regular basis (e.g., on the same day every week, or on some routine basis)

VII. This agreement begins on \_\_\_\_\_ and continues until \_\_\_\_\_.  
This agreement may be modified or cancelled by the City at any time.

The following conditions apply:

- a. Employee's telecommuting schedule is \_\_\_\_\_
- b. Employee's regular telecommuting site location is \_\_\_\_\_
- c. Employee's regular telecommuting phone number is \_\_\_\_\_

VIII. While telecommuting, Employee will:

- a. remain accessible during the telecommute work schedule by maintaining their existing work schedule.
- b. check in with the supervisor to discuss status and open issues and maintain their existing work schedule and productivity levels.
- c. maintain the safekeeping of all city documents, systems and equipment. Restricted access and confidential material may not be taken out of the office or remotely accessed without approval.
- d. be available for teleconferences, scheduled on an as-needed basis;
- e. be available to come into the office if a business need arises;
- f. request supervisor approval in advance of working any overtime hours (if employee is nonexempt); and,
- g. request supervisor approval to use vacation, sick, or other leave in the same manner as when working at Employee's regular work location.

IX. Employee's duties, obligations, responsibilities, and conditions of employment with the City remain unchanged except those obligations and responsibilities specifically addressed in this agreement. Job responsibilities and standards of performance remain the same as when working at the regular work site. The supervisor reserves the right to assign work as necessary at any work site.

X. The parties acknowledge that this agreement may be evaluated on an ongoing basis to ensure that Employee's work quality, efficiency, and productivity are not compromised by the telecommuting arrangement described herein.

V. Safety & Equipment; Information Security

- 1. Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work related injuries to Employee's supervisor at the earliest reasonable opportunity. Employee

CITY OF WAUPUN  
COVID-19 Telecommuting Request & Agreement

agrees to hold the City harmless for injury to others at the alternate work site. Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:

- a. Employee is responsible for providing space, telephone, printing, networking and/or high-speed Internet capabilities at the telecommute location, and shall not be reimbursed by the employer for these or related expenses.
  - a. Employee agrees to protect City-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
  - b. Employee agrees to report to Employee's supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
  - c. Employee understands that all equipment, records, and materials provided by the City shall remain the property of the City.
2. With reasonable notice and at a mutually agreed upon time, the City may make on-site visits to Employee's telecommute location to ensure that the designated work space is safe and free from hazards, provides adequate protection and security of City property, and to maintain, repair, inspect, or retrieve City property.
  3. Employee agrees to return City-owned equipment, records, and materials within upon request.
  4. The employee's remote work space will be considered an extension of the city's work space. The employee will continue to be covered by the worker's compensation laws for job-related accidents that occur in the employee's work space during the employee's work hours. The city assumes no liability for injuries occurring in the employee's remote work space outside the agreed upon work hours.
  5. The city accepts no responsibility for costs or damage to personal equipment as a result of remote work arrangements.
  6. The employee agrees to provide telephone access via landline or cellular telephone for communication with other employees, vendors, agents or the general public in accordance with their job responsibilities. In addition, internet connectivity at the employee's home is required. An employee's work phone may be forwarded to personal cell phone or land line. Employees will not be reimbursed for by the City for related expenses.
  7. Requests to use personal equipment will be considered on a case-by-case basis with further guidance and approval from the City's Information Technology consultant. In these cases, the Department Head should obtain approval prior to submitting this agreement to the City Administrator for final approval.

I hereby affirm by my signature that I have read this Telecommuting Agreement and understand and agree to all of its provisions.

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Employee (Signature)

Date

CITY OF WAUPUN  
COVID-19 Telecommuting Request & Agreement

**APPROVALS:**

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Department Head (Signature)	Date
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City Administrator (Signature)	Date
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Please send signed agreement to HR.



## AGENDA SUMMARY SHEET

**MEETING DATE:** 6/30/2020

**TITLE:** 2021 Budget Workshop 1

**AGENDA SECTION:** CONSIDERATION/ACTIONS

**PRESENTER:** Kathy Schlieve

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

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We are beginning our 2021 budget planning process. Given the constraints and challenges we're facing today, department heads would like to engage in a conversation around updating our strategic priorities. As resources become more constrained, we will need to prioritize spending within our budget planning process and it is important that we establish and confirm a shared vision to move this community forward. We will provide a high-level environmental scan as a basis for identifying strategic priorities for the community. Please come prepared to dialogue about opportunities, challenges, issues, problems or concerns that you hope to see addressed in future planning processes. We would also like to discuss how we can better leverage your role as elected officials to advance this vision.

**STAFF RECOMMENDATION:**

Discussion Item

**ATTACHMENTS:**

2021 Budget Planning Timeline

<p><b><u>RECOMMENDED MOTION:</u></b></p>
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<p>N/A</p>
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**CITY OF WAUPUN**  
**CALENDAR FOR ADOPTION OF 2021 BUDGET**

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<b>DATE</b>	<b>MAJOR STEPS IN BUDGET PREPARATION</b>
June	Finance Director issues capital budget forms for capital budget needs with instructions.
June 30	Committee of the Whole Overview of 2021 Budget Process
June-July	Department Heads work with committees/boards/commissions to establish budget priorities
July	Finance Director issues budget forms for compiling the details of department operating budgets.
July 31	Deadline for departments to submit five-year equipment and capital budget requests.
August 7	Deadline for departments to submit initial operating budget.
August 25	Committee of the Whole Budget Prioritization and Planning Session. Department Heads Present Goals / Discussion on New Initiatives.
Aug-Sept	Department heads meet with committees to approve budget submittals.
Aug-Sept	Department heads meet with Finance Director to go over budget submittals and requests.
September	Administrator and Finance Director review department budget submittals.
September 22	Committee of the Whole workshop on budget. City Administrator and Finance Director present proposed 2021 budget.
October 20	Budget review session. Council approves publishing the public hearing notice.
November 10	Public hearing on 2021 budget.
November 10	Adoption of the 2021 budget.