



A G E N D A
CITY OF WAUPUN COMMITTEE OF THE WHOLE
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, February 28, 2023 at 5:30 PM

The Waupun Committee of the Whole will meet In-person, virtual, and teleconference. Instructions to join the meeting are provided below:

Virtual: <https://us02web.zoom.us/j/89746634417?pwd=WVZqeDNQeStURmVtRGNwRFIqSkhTZz09>

Dial by your location: 1 312 626 6799

Meeting ID: 897 4663 4417

Passcode: 995651

CALL TO ORDER

ROLL CALL

PUBLIC APPEARANCE - ENVISION GREATER FOND DU LAC

- [1.](#) 2020 Census Data and Trends Impacting Our Community

CONSENT AGENDA

- [2.](#) Future Meetings & Gatherings, License and Permit Applications, Expenses

ORDINANCES-RESOLUTIONS

- [3.](#) Ordinance to amend Ch.16.01(10) entitled Zoning Map - Rezoning Request to PCD Planned Community Development District (2, 4, 6, 8 E.Franklin St., and 17 and 23 Jackson St.)
- [4.](#) Resolution Approving Assignment of General Fund Balances in Accordance with Governmental Accounting Standards
- [5.](#) Resolution Urging Legislature and Governor to Fix Broken System of Funding Critical Local Services

CONSIDERATION - ACTION

- [6.](#) Payoff of 2009 Business Park Sewer Utility Promissory Note
- [7.](#) Monthly Financial Report- January 2023
- [8.](#) Request to Expand Police Training Position as part of Workforce Planning Efforts
- [9.](#) Homan Semi Annual Benefit Event - REACH Donation

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: 2/28/23

TITLE: 2020 Census Data and Trends Impacting Our Community

AGENDA SECTION: PUBLIC APPEARANCE

PRESENTER: Kathy Schlieve, Administrator

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

ISSUE SUMMARY:

Sarah Van Buren, Director of Business Intelligence for Envision Greater Fond du Lac, will provide an overview of 2020 Census data and trends that will impact the future of our community.

STAFF RECOMENDATION:

ATTACHMENTS:

None

RECOMENDED MOTION:



AGENDA SUMMARY SHEET

MEETING DATE: 02/28/2023

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

ISSUE SUMMARY:

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

Future Meetings/Gatherings of the Body of the Common Council (All meetings begin at 6:00pm unless otherwise noticed)

Tuesday, March 14, 2023	Common Council	6:00PM
Tuesday, March 28, 2023	Committee of the Whole	6:00PM
Tuesday, April 11, 2023	Common Council	6:00PM
Tuesday, April 18, 2023	Re-Organizational Meeting	5:30PM
Tuesday, April 25, 2023	Committee of the Whole	TBD

License and Permit Applications

OPERATOR LICENSE:

Lore Bossenbroek

TEMPORARY CLASS B:

ATTACHMENTS:

Expense Report(s)

RECOMENDED MOTION:

Motion to approve the Consent Agenda *(Roll Call)*

Report Criteria:

Report type: Summary

Check.Type = "Calculated"

Invoice.Batch = "021323","021423","021523","022823"

Check Issue Date	Check Number	Payee	Amount
02/13/2023	105346	ALLIANT ENERGY/WP&L	3,380.10
02/13/2023	105347	CITY OF PORTAGE MUNICIPAL COUR	154.00
02/15/2023	105348	DCELEA	280.00
02/15/2023	105349	TRU CLEANERS LLC	4,052.81
02/23/2023	105350	AMAZON CAPITAL SERVICES	670.84
02/23/2023	105351	APPLIED CONCEPTS INC	4,860.00
02/23/2023	105352	ARCHIVESOCIAL	3,137.40
02/23/2023	105353	BALLWEG IMPLEMENT	702.95
02/23/2023	105354	BUCHHOLZ, BAMBI	40.00
02/23/2023	105355	CAPITAL NEWSPAPERS	41.06
02/23/2023	105356	CARTRIDGE WORLD	95.00
02/23/2023	105357	CHARTER COMMUNICATIONS	722.14
02/23/2023	105358	CITY OF WAUPUN	145.00
02/23/2023	105359	COUNTRY HILLS PET HOSPITAL	112.24
02/23/2023	105360	DEVRIES WELDING LLC	17.00
02/23/2023	105361	DETECTACHEM	738.07
02/23/2023	105362	DODGE CTY EXEC LAW ENFORCEME	60.00
02/23/2023	105363	EZ GLIDE GARAGE DOOR & OPENER	1,750.00
02/23/2023	105364	FASTENAL CO	262.94
02/23/2023	105365	FENRICH, ANDREA	197.52
02/23/2023	105366	SIGNARAMA	261.00
02/23/2023	105367	GOODYEAR COMMERCIAL TIRE & SE	968.72
02/23/2023	105368	GORDON FLESCH CO INC	200.54
02/23/2023	105369	GYSBERS JEWELRY	169.99
02/23/2023	105370	H & R SAFETY SOLUTIONS LLC	550.45
02/23/2023	105371	HEIDEMANN, TERESA	40.00
02/23/2023	105372	HILL, KRISTA	197.52
02/23/2023	105373	HOMAN AUTO -GATEWAY	284.30
02/23/2023	105374	INTER-QUEST	37.49
02/23/2023	105375	JOHN FABICK TRACTOR CO	77,150.26
02/23/2023	105376	MSA PROFESSIONAL SERVICES INC	23,372.90
02/23/2023	105377	MENARDS - BEAVER DAM	237.57
02/23/2023	105378	MORAIN PARK TECHNICAL COLLEG	3,221.17
02/23/2023	105379	NAPA AUTO PARTS-WAUPUN	1,057.62
02/23/2023	105380	NOVAK, DREW	65.84
02/23/2023	105381	O'REILLY AUTOMOTIVE INC	66.48
02/23/2023	105382	PETERSEN, JENNIFER	123.14
02/23/2023	105383	PETTY CASH-CITY HALL	26.20
02/23/2023	105384	REINDERS INC	896.45
02/23/2023	105385	RENNERTS	1,965.89
02/23/2023	105386	RHODES, TARA	40.00
02/23/2023	105387	SMITS & BLAZEL LAW OFFICE	40.00
02/23/2023	105388	STAPLES CREDIT PLAN	34.44
02/23/2023	105389	STICKS AND STONES	260.00
02/23/2023	105390	STOBB PLUMBING & HEATING INC	675.00
02/23/2023	105391	THOMAS, LANCE	255.15
02/23/2023	105392	THURMER, MIKE	40.00
02/23/2023	105393	TITAN PUBLIC SAFETY SOLUTIONS LL	812.00

Check Issue Date	Check Number	Payee	Amount
02/23/2023	105394	TRUCK EQUIPMENT INC	3,842.47
02/23/2023	105395	VANBUREN, KELLEY	197.52
02/23/2023	105396	C.VERHAGE.PHOTO	180.00
02/23/2023	105397	VON BRIESEN & ROPER, S.C.	65.00
02/23/2023	105398	WALMART COMMUNITY/CAPITAL ONE	176.24
02/23/2023	105399	WAUPUN UTILITIES	237,489.75
02/23/2023	105400	WHEALON TOWING & SERVICE	125.00
02/23/2023	105401	WI BUILDING SUPPLY	393.67
02/23/2023	105402	W.W. ELECTRIC MOTORS INC	1,638.00
02/23/2023	105403	MARCO TECHNOLOGIES LLC	361.79
02/23/2023	105404	BETT, JOHN	40.00
Grand Totals:			<u>378,978.63</u>

Report Criteria:

Report type: Summary

Check.Type = "Calculated"

Invoice.Batch = "021323","021423","021523","022823"

Report Criteria:

Report type: Invoice detail
 Check.Type = {<>} "Adjustment"
 Invoice.Batch = "021323","021523","022823"

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
ALLIANT ENERGYWP&L	COMMUNITY CENTER MONTHLY FUEL-JAN 2023 - CITY	02/13/2023	2831330000-J	100-70-5410-3-32	3,380.10	3,380.10
Total ALLIANT ENERGYWP&L:						3,380.10
AMAZON CAPITAL SERVICES	REPLACE HUMIDITY AND THERMOSTAT CONTROLLERS FOR ROOFTOP POWER VENTS	02/23/2023	1GWV-QXJG-	100-70-5410-3-36	266.21	266.21
AMAZON CAPITAL SERVICES	BROTHER P-TOUCH TAPE - LABELMAKER	02/23/2023	1GRN-QPKR-	100-10-5141-3-30	24.99	24.99
AMAZON CAPITAL SERVICES	LOCKOUT/TAGOUT EQUIPMENT FOR MECHANICS PER DSPS	02/23/2023	1TRK-YY9G-N	100-70-5412-3-38	131.90	131.90
AMAZON CAPITAL SERVICES	ANTISTATIC RESEALABLE BAGS FOR SSD HDD AND ELECTRONIC DEVICES	02/23/2023	1YWF-CGK7-	100-40-5213-3-38	185.54	185.54
AMAZON CAPITAL SERVICES	PADDED SHIPPING ENVELOPES & PENS	02/23/2023	1T93-M3CQ-1	100-40-5211-3-30	33.74	33.74
AMAZON CAPITAL SERVICES	FUEL PUMP TRANSFER HOSE	02/23/2023	117J-FVWW-4	100-70-5411-3-36	189.23	189.23
AMAZON CAPITAL SERVICES	RETURN - ANTISTATIC RESEALABLE BAGS	02/23/2023	134M-NNMJ-C	100-40-5213-3-38	20.97-	20.97-
AMAZON CAPITAL SERVICES	RETURN - ANTISTATIC RESEALABLE BAGS FOR SSD HDD AND ELECTRONIC DEVICES	02/23/2023	139V-LWHY-C	100-40-5213-3-38	125.82-	125.82-
AMAZON CAPITAL SERVICES	RETURN - ANTISTATIC RESEALABLE BAGS FOR SSD HDD AND ELECTRONIC DEVICES	02/23/2023	1P6P-C1R1-C	100-40-5213-3-38	13.98-	13.98-
Total AMAZON CAPITAL SERVICES:						670.84
APPLIED CONCEPTS INC	RADAR UNITS FOR 2 NEW SQUADS	02/23/2023	414580	410-40-5211-4-00	4,860.00	4,860.00
Total APPLIED CONCEPTS INC:						4,860.00
ARCHIVESOCIAL	ANNUAL SOCIAL MEDIA ARCHIVAL SOFTWARE	02/23/2023	27111	100-10-5197-3-38	3,137.40	3,137.40
Total ARCHIVESOCIAL:						3,137.40
BALLWEG IMPLEMENT	SERVICE #163-08	02/23/2023	P57320	100-70-5411-3-36	605.20	605.20
BALLWEG IMPLEMENT	REPAIR FUEL GAUGE #162-85	02/23/2023	P57431	100-70-5411-3-36	62.42	62.42
BALLWEG IMPLEMENT	REPAIR OIL LEAK #159-15	02/23/2023	P57637	100-70-5411-3-36	35.33	35.33
Total BALLWEG IMPLEMENT:						702.95
BETT, JOHN	2-15-23 PER DIEM - POLICE & FIRE COMMISSION	02/23/2023	02152023	100-10-5210-3-38	40.00	40.00
Total BETT, JOHN:						40.00
BUCHHOLZ, BAMBI	2-15-23 POLICE & FIRE COMMISSION PER DIEM	02/23/2023	02152023	100-10-5210-3-38	40.00	40.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total BUCHHOLZ, BAMBI:						40.00
C.VERHAGE.PHOTO						
C.VERHAGE.PHOTO	NEW HIRE PHOTOS	02/23/2023	4420790	100-10-5143-3-38	180.00	180.00
Total C.VERHAGE.PHOTO:						180.00
CAPITAL NEWSPAPERS						
CAPITAL NEWSPAPERS	FLOOD HAZARD INFO 2023	02/23/2023	142982	100-10-5110-3-35	41.06	41.06
Total CAPITAL NEWSPAPERS:						41.06
CARTRIDGE WORLD						
CARTRIDGE WORLD	INK CARTRIDGES	02/23/2023	90457	100-40-5211-3-38	95.00	95.00
Total CARTRIDGE WORLD:						95.00
CHARTER COMMUNICATIONS						
CHARTER COMMUNICATIONS	SENIOR CENTER - TV, INTERNET	02/23/2023	16011-FEB23	100-20-5513-3-38	162.46	162.46
CHARTER COMMUNICATIONS	AQUATIC CENTER	02/23/2023	54053-FEB23	100-20-5523-3-38	114.97	114.97
CHARTER COMMUNICATIONS	GARAGE - TV, INTERNET	02/23/2023	15199-FEB23	100-70-5412-3-38	204.74	204.74
CHARTER COMMUNICATIONS	MUSEUM - INTERNET - PD BY HISTORICAL SOCIETY	02/23/2023	84621-FEB23	100-13850	99.99	99.99
CHARTER COMMUNICATIONS	CITY HALL - INTERNET	02/23/2023	13430-FEB23	100-10-5197-3-31	139.98	139.98
Total CHARTER COMMUNICATIONS:						722.14
CITY OF PORTAGE MUNICIPAL COURT						
CITY OF PORTAGE MUNICIPAL COUR	WARRANT PAYMENT - HORNUNG	02/13/2023	2-13-23	100-13850	154.00	154.00
Total CITY OF PORTAGE MUNICIPAL COURT:						154.00
CITY OF WAUPUN						
CITY OF WAUPUN	BUILDING PERMIT - MEDEMA FIELD	02/23/2023	2023023	100-20-5525-3-36	145.00	145.00
Total CITY OF WAUPUN:						145.00
COUNTRY HILLS PET HOSPITAL						
COUNTRY HILLS PET HOSPITAL	K9 - AMOXICILLIN & CLAV PO	02/23/2023	212901	220-40-5212-3-38	112.24	112.24
Total COUNTRY HILLS PET HOSPITAL:						112.24
DCELEA						
DCELEA	2023 DODGE CO LE EXECS BANQUET - 2-23-23	02/15/2023	2-15-23	100-40-5211-3-38	280.00	280.00
Total DCELEA:						280.00
DETECTACHEM						
DETECTACHEM	DRUG TEST KITS-MULTI, OPIATES, CBD/THC, HEROIN, FENTANYL, COCAINE, METH	02/23/2023	INV10113	100-40-5213-3-38	738.07	738.07
Total DETECTACHEM:						738.07
DEVRIES WELDING LLC						
DEVRIES WELDING LLC	REBUILD SMOKERS STATION FOR CITY HALL	02/23/2023	02042	100-70-5410-3-36	17.00	17.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total DEVRIES WELDING LLC:						17.00
DODGE CTY EXEC LAW ENFORCEMENT ASSOC						
DODGE CTY EXEC LAW ENFORCEME	DUES - 2023	02/23/2023	02092023	100-40-5211-3-34	60.00	60.00
Total DODGE CTY EXEC LAW ENFORCEMENT ASSOC:						60.00
EZ GLIDE GARAGE DOOR & OPENERS						
EZ GLIDE GARAGE DOOR & OPENER	REPAIR 2 BOTTOM SECTIONS OF SE FIRE DEPT GARAGE DOOR	02/23/2023	0180453-IN	100-50-5232-3-36	1,750.00	1,750.00
Total EZ GLIDE GARAGE DOOR & OPENERS:						1,750.00
FASTENAL CO						
FASTENAL CO	SHOP SUPPLIES	02/23/2023	WIBEA123781	100-70-5411-3-36	262.94	262.94
Total FASTENAL CO:						262.94
FENRICH, ANDREA						
FENRICH, ANDREA	WI EMS CONF 2023 - HOTEL	02/23/2023	2-22-23	100-50-5230-3-37	197.52	197.52
Total FENRICH, ANDREA:						197.52
GOODYEAR COMMERCIAL TIRE & SER						
GOODYEAR COMMERCIAL TIRE & SE	TIRES - POLICE DEPT	02/23/2023	132-1195802	100-40-5212-3-36	968.72	968.72
Total GOODYEAR COMMERCIAL TIRE & SER:						968.72
GORDON FLESCH CO INC						
GORDON FLESCH CO INC	RICOH IMC4500 - CITY HALL COLOR COPIER - 1/15/23 - 2/15/23	02/23/2023	IN14089172	100-10-5141-3-36	200.54	200.54
Total GORDON FLESCH CO INC:						200.54
GYSBERS JEWELRY						
GYSBERS JEWELRY	YOHN RETIREMENT WATCH	02/23/2023	2-22-23	100-50-5231-3-38	169.99	169.99
Total GYSBERS JEWELRY:						169.99
H & R SAFETY SOLUTIONS LLC						
H & R SAFETY SOLUTIONS LLC	SAFETY CLOTHING & SUPPLIES	02/23/2023	7593	100-70-5411-3-38	386.50	386.50
H & R SAFETY SOLUTIONS LLC	MARKING PAINT	02/23/2023	7639	700-10-5192-3-36	126.00	126.00
H & R SAFETY SOLUTIONS LLC	FIRST AID SUPPLIES - DPW	02/23/2023	7640	100-70-5412-3-38	18.30	18.30
H & R SAFETY SOLUTIONS LLC	FIRST AID SUPPLIES	02/23/2023	7641	100-70-5410-3-38	5.90	5.90
H & R SAFETY SOLUTIONS LLC	FIRST AID SUPPLIES - SENIOR CENTER	02/23/2023	7642	100-70-5410-3-38	13.75	13.75
Total H & R SAFETY SOLUTIONS LLC:						550.45
HEIDEMANN, TERESA						
HEIDEMANN, TERESA	02-15-23 POLICE & FIRE COMM PER DIEM	02/23/2023	02152023	100-10-5210-3-38	40.00	40.00
Total HEIDEMANN, TERESA:						40.00
HILL, KRISTA						
HILL, KRISTA	WI EMS CONF 2023 - HOTEL	02/23/2023	2-22-23	100-50-5230-3-37	197.52	197.52

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total HILL, KRISTA:						197.52
HOMAN AUTO -GATEWAY	REPLACE KEY FOB FOR TAHOE	02/23/2023	162922	100-50-5231-3-36	229.00	229.00
HOMAN AUTO -GATEWAY	FUEL TANK STRAPS #30-06	02/23/2023	1020173	100-70-5411-3-36	55.30	55.30
Total HOMAN AUTO -GATEWAY:						284.30
INTER-QUEST	CHAD FROM FDL IT ADDED TO ORGANIZATION ADMIN	02/23/2023	91031	100-40-5212-3-38	37.49	37.49
Total INTER-QUEST:						37.49
JOHN FABICK TRACTOR CO	REPLACE HYDRAULIC HOSE	02/23/2023	PIMK0235658	100-70-5411-3-36	461.16	461.16
JOHN FABICK TRACTOR CO	CATERPILLAR SKID LOADER 259D3	02/23/2023	MIMK0000332	700-10-5192-8-00	76,600.00	76,600.00
JOHN FABICK TRACTOR CO	REPLACE RIGHT SIDE DOOR HANDLE #102-84	02/23/2023	PIMK026061	100-70-5411-3-36	89.10	89.10
Total JOHN FABICK TRACTOR CO:						77,150.26
MARCO TECHNOLOGIES LLC	KONICA MINOLTA C3001 COPIER - CONTRACT 2-1-23 TO 3-1-23, COLOR COPY OVERAGE 2-1-22 TO 2-1-23	02/23/2023	493798870	100-40-5211-3-38	361.79	361.79
Total MARCO TECHNOLOGIES LLC:						361.79
MENARDS - BEAVER DAM	MEDEMA CONCESSION	02/23/2023	29950	100-20-5525-3-36	125.76	125.76
MENARDS - BEAVER DAM	LED LIGHTS - CITY HALL	02/23/2023	30095	100-10-5142-3-38	49.47	49.47
MENARDS - BEAVER DAM	CITY HALL & BASEBALL COMPLEX	02/23/2023	30309	100-70-5410-3-36	62.34	62.34
Total MENARDS - BEAVER DAM:						237.57
MORAINÉ PARK TECHNICAL COLLEGE	EMR CLASS FEE FROM 2022	02/23/2023	S0090778	100-50-5230-3-38	3,221.17	3,221.17
Total MORAINÉ PARK TECHNICAL COLLEGE:						3,221.17
MSA PROFESSIONAL SERVICES INC	GATEWAY DRIVE POND	02/23/2023	R00212056.0-	700-10-5192-3-38	1,855.00	1,855.00
MSA PROFESSIONAL SERVICES INC	BAYBERRY LANE EXTENSION CONSTRUCTION ADMIN SERVICES	02/23/2023	R00212132.0-	419-70-5435-8-00	2,321.25	2,321.25
MSA PROFESSIONAL SERVICES INC	WILSON & SHALER DRIVE EXTENSION PROJECT ADDITIONAL SERVICES	02/23/2023	R00212130.0-	419-70-5436-8-00	15,696.65	15,696.65
MSA PROFESSIONAL SERVICES INC	DOWNTOWN EAST PLAZA PROJECT	02/23/2023	R00212140.0-	405-70-5436-3-38	3,500.00	3,500.00
Total MSA PROFESSIONAL SERVICES INC:						23,372.90
NAPA AUTO PARTS-WAUPUN	PLUGS	02/23/2023	368750	100-70-5411-3-36	8.26	8.26
NAPA AUTO PARTS-WAUPUN	PIPE COUPLING	02/23/2023	368882	100-70-5411-3-36	5.75	5.75
NAPA AUTO PARTS-WAUPUN	SAE 50 RACING/MOLY EP SYTH PLUS	02/23/2023	368901	100-70-5435-3-36	17.55	17.55
NAPA AUTO PARTS-WAUPUN	COUPLERS/ADAPTERS/THREAD SEALANT	02/23/2023	369170	100-70-5411-3-36	101.37	101.37
NAPA AUTO PARTS-WAUPUN	HYDRAULIC FILTER	02/23/2023	369279	100-70-5411-3-36	47.57	47.57

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
NAPA AUTO PARTS-WAUPUN	AIR FILTERS	02/23/2023	369318	100-70-5411-3-36	40.36	40.36
NAPA AUTO PARTS-WAUPUN	FUEL INJECTOR CONTROL MODULE - EMR AMBULANCE	02/23/2023	369353	100-50-5230-3-36	223.24	223.24
NAPA AUTO PARTS-WAUPUN	HYDRAULIC FILTER	02/23/2023	369391	100-70-5411-3-36	47.57	47.57
NAPA AUTO PARTS-WAUPUN	OIL FILTERS/FUEL FILTERS/ AIR FILTERS	02/23/2023	369459	100-70-5411-3-36	33.22	33.22
NAPA AUTO PARTS-WAUPUN	CREDIT	02/23/2023	369531	100-70-5411-3-36	47.57-	47.57-
NAPA AUTO PARTS-WAUPUN	AIR FILTERS/OIL FILTERS/FUEL FILTERS	02/23/2023	369538	700-10-5193-3-36	115.91	115.91
NAPA AUTO PARTS-WAUPUN	PIPE COUPLING	02/23/2023	369997	100-70-5411-3-36	3.91	3.91
NAPA AUTO PARTS-WAUPUN	FITTINGS	02/23/2023	370034	100-70-5411-3-36	14.62	14.62
NAPA AUTO PARTS-WAUPUN	WIPERBLADES	02/23/2023	370039	100-70-5411-3-36	29.74	29.74
NAPA AUTO PARTS-WAUPUN	BULB	02/23/2023	370084	100-70-5411-3-36	3.69	3.69
NAPA AUTO PARTS-WAUPUN	TIRE VAL	02/23/2023	370128	700-10-5193-3-36	4.74	4.74
NAPA AUTO PARTS-WAUPUN	EXH WRAP 2X50 BLK	02/23/2023	370620	100-70-5411-3-36	66.49	66.49
NAPA AUTO PARTS-WAUPUN	INCANDESCENT SLD BMS	02/23/2023	370674	100-70-5411-3-36	51.26	51.26
NAPA AUTO PARTS-WAUPUN	LIQUAD TAPE	02/23/2023	370728	100-70-5411-3-36	10.99	10.99
NAPA AUTO PARTS-WAUPUN	IGNITION COIL/SPARK PLUG BOOT/GASKET SET	02/23/2023	370736	100-40-5212-3-36	104.43	104.43
NAPA AUTO PARTS-WAUPUN	HYDRAULIC FILTER	02/23/2023	370795	100-70-5411-3-36	57.89	57.89
NAPA AUTO PARTS-WAUPUN	SWITCH	02/23/2023	371326	100-70-5411-3-36	19.04	19.04
NAPA AUTO PARTS-WAUPUN	FUSE HOLDER	02/23/2023	371328	100-70-5411-3-36	31.98	31.98
NAPA AUTO PARTS-WAUPUN	SWITCH/CREDIT SWITCH/MOLY EP SYTH	02/23/2023	371345	100-70-5411-3-36	21.91	21.91
NAPA AUTO PARTS-WAUPUN	SEALED BEAMS	02/23/2023	371380	100-70-5411-3-36	43.68	43.68
Total NAPA AUTO PARTS-WAUPUN:						1,057.62
NOVAK, DREW						
NOVAK, DREW	WI EMS CONF 2023 - HOTEL	02/23/2023	2-22-23	100-50-5230-3-37	65.84	65.84
Total NOVAK, DREW:						65.84
O'REILLY AUTOMOTIVE INC						
O'REILLY AUTOMOTIVE INC	WIPER BLADES	02/23/2023	2391-491314	100-40-5212-3-36	66.48	66.48
Total O'REILLY AUTOMOTIVE INC:						66.48
PETERSEN, JENNIFER						
PETERSEN, JENNIFER	MILEAGE - FDL - DROP OFF ELECITON DAY MATERIALS FOR 2-21-23 ELECTION	02/23/2023	2-22-23	100-10-5142-3-37	123.14	123.14
Total PETERSEN, JENNIFER:						123.14
PETTY CASH-CITY HALL						
PETTY CASH-CITY HALL	REIMBURSE HULL - PU ELECTION CARDS - FDL - MILEAGE	02/23/2023	2-22-23	100-10-5142-3-37	26.20	26.20
Total PETTY CASH-CITY HALL:						26.20
REINDERS INC						
REINDERS INC	REPLACE HUDRAULIC VALVE FOR BLADE	02/23/2023	6027111-00	100-70-5411-3-36	896.45	896.45
Total REINDERS INC:						896.45
RENNERTS						
RENNERTS	REPLACE CAB LIFT PUMP 593	02/23/2023	INV-116	100-50-5232-3-36	1,965.89	1,965.89

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total RENNERTS:						1,965.89
RHODES, TARA RHODES, TARA	2-15-23 POLICE & FIRE COMM PER DIEM	02/23/2023	02152023	100-10-5210-3-38	40.00	40.00
Total RHODES, TARA:						40.00
SIGNARAMA SIGNARAMA	EVENT SIGN REPAIR	02/23/2023	IN-F-43638	100-10-5534-3-36	261.00	261.00
Total SIGNARAMA:						261.00
SMITS & BLAZEL LAW OFFICE SMITS & BLAZEL LAW OFFICE	ATTORNEY FEES - JANZEN	02/23/2023	15135	100-10-5161-3-38	40.00	40.00
Total SMITS & BLAZEL LAW OFFICE:						40.00
STAPLES CREDIT PLAN STAPLES CREDIT PLAN	CARD STOCK - BUIDLING INSPECTOR	02/23/2023	2-22-23	230-30-5241-3-30	34.44	34.44
Total STAPLES CREDIT PLAN:						34.44
STICKS AND STONES STICKS AND STONES	SNOW REMOVAL / SALT - NUMEROUS ADDRESSES	02/23/2023	13745	100-70-5435-3-36	260.00	260.00
Total STICKS AND STONES:						260.00
STOBB PLUMBING & HEATING INC STOBB PLUMBING & HEATING INC STOBB PLUMBING & HEATING INC	SAFETY BUILDING - HEAT CALL LIBRARY TOILET REPAIR	02/23/2023 02/23/2023	14222 14260	100-70-5410-3-36 100-70-5410-3-36	225.00 450.00	225.00 450.00
Total STOBB PLUMBING & HEATING INC:						675.00
THOMAS, LANCE THOMAS, LANCE	WI EMS CONF 2023 - HOTEL/MEALS	02/23/2023	2-22-23	100-50-5230-3-37	255.15	255.15
Total THOMAS, LANCE:						255.15
THURMER, MIKE THURMER, MIKE	2-15-23 POLICE & FIRE COMMISSION PER DIEM	02/23/2023	02152023	100-10-5210-3-38	40.00	40.00
Total THURMER, MIKE:						40.00
TITAN PUBLIC SAFETY SOLUTIONS LLC TITAN PUBLIC SAFETY SOLUTIONS L	TIPSS COURTS - ANNUAL SUPPORT	02/23/2023	5605	100-40-5211-3-38	812.00	812.00
Total TITAN PUBLIC SAFETY SOLUTIONS LLC:						812.00
TRU CLEANERS LLC TRU CLEANERS LLC	CLEANING SERVICE FOR CITY OF WAUPUN - FOR JAN 2023	02/15/2023	CW020123	100-70-5410-3-38	4,052.81	4,052.81
Total TRU CLEANERS LLC:						4,052.81

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
TRUCK EQUIPMENT INC						
TRUCK EQUIPMENT INC	REPLACE DIESEL PARTICULATE FILTER #6-13	02/23/2023	1035958-00	100-70-5411-3-36	3,842.47	3,842.47
Total TRUCK EQUIPMENT INC:						3,842.47
VANBUREN, KELLEY						
VANBUREN, KELLEY	WI EMS CONF - HOTEL	02/23/2023	2-22-23	100-50-5230-3-37	197.52	197.52
Total VANBUREN, KELLEY:						197.52
VON BRIESEN & ROPER, S.C.						
VON BRIESEN & ROPER, S.C.	PD JUVENILE RECORDS RELEASE CORRESPONDENCE	02/23/2023	417905	100-10-5194-3-38	65.00	65.00
Total VON BRIESEN & ROPER, S.C.:						65.00
W.W. ELECTRIC MOTORS INC						
W.W. ELECTRIC MOTORS INC	REPLACE POER ROOF VENT FANS - SAFETY BUILDING	02/23/2023	WPN13056	100-70-5410-3-36	1,638.00	1,638.00
Total W.W. ELECTRIC MOTORS INC:						1,638.00
WALMART COMMUNITY/CAPITAL ONE						
WALMART COMMUNITY/CAPITAL ON	SENIOR CENTER OFFICE SUPPLIES	02/23/2023	2-14-23	100-20-5513-3-30	176.24	176.24
Total WALMART COMMUNITY/CAPITAL ONE:						176.24
WAUPUN UTILITIES						
WAUPUN UTILITIES	JOHNSON PROPERTY UTILITIES - FINAL	02/23/2023	JAN2023	404-10-5711-3-32	27,037.75	27,037.75
WAUPUN UTILITIES	PRINCIPAL PMT ON 2009 BUS PARK/SEWER UTIL PROM NOTE	02/23/2023	2282023A	404-25001	210,452.00	210,452.00
Total WAUPUN UTILITIES:						237,489.75
WHEALON TOWING & SERVICE						
WHEALON TOWING & SERVICE	SQAD 8 TIRE SERVICE - FLAT TIRE	02/23/2023	10878	100-40-5212-3-36	125.00	125.00
Total WHEALON TOWING & SERVICE:						125.00
WI BUILDING SUPPLY						
WI BUILDING SUPPLY	STOP SIGN POST REPAIR	02/23/2023	3544117	100-70-5441-3-36	393.67	393.67
Total WI BUILDING SUPPLY:						393.67
Grand Totals:						378,978.63

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5110-3-35	41.06	.00	41.06
100-10-5141-3-30	24.99	.00	24.99
100-10-5141-3-36	200.54	.00	200.54
100-10-5142-3-37	149.34	.00	149.34
100-10-5142-3-38	49.47	.00	49.47

GL Account	Debit	Credit	Proof
100-10-5143-3-38	180.00	.00	180.00
100-10-5161-3-38	40.00	.00	40.00
100-10-5194-3-38	65.00	.00	65.00
100-10-5197-3-31	139.98	.00	139.98
100-10-5197-3-38	3,137.40	.00	3,137.40
100-10-5210-3-38	200.00	.00	200.00
100-10-5534-3-36	261.00	.00	261.00
100-13850	253.99	.00	253.99
100-20-5512-3-32	106.62	.00	106.62
100-20-5513-3-30	176.24	.00	176.24
100-20-5513-3-32	892.52	.00	892.52
100-20-5513-3-38	162.46	.00	162.46
100-20-5523-3-32	921.99	.00	921.99
100-20-5523-3-38	114.97	.00	114.97
100-20-5525-3-32	2,209.08	.00	2,209.08
100-20-5525-3-36	650.83	.00	650.83
100-21100	208.34	61,749.60-	61,541.26-
100-40-5211-3-30	33.74	.00	33.74
100-40-5211-3-32	948.66	.00	948.66
100-40-5211-3-34	60.00	.00	60.00
100-40-5211-3-38	1,548.79	.00	1,548.79
100-40-5212-3-36	1,264.63	.00	1,264.63
100-40-5212-3-38	37.49	.00	37.49
100-40-5213-3-38	923.61	160.77-	762.84
100-50-5230-3-36	223.24	.00	223.24
100-50-5230-3-37	913.55	.00	913.55
100-50-5230-3-38	3,221.17	.00	3,221.17
100-50-5231-3-32	533.62	.00	533.62
100-50-5231-3-36	229.00	.00	229.00
100-50-5231-3-38	169.99	.00	169.99
100-50-5232-3-36	3,715.89	.00	3,715.89
100-50-5251-3-32	16.00	.00	16.00
100-70-5410-3-32	10,659.95	.00	10,659.95
100-70-5410-3-36	2,645.68	.00	2,645.68
100-70-5410-3-38	4,072.46	.00	4,072.46
100-70-5411-3-36	7,138.92	47.57-	7,091.35
100-70-5411-3-38	386.50	.00	386.50
100-70-5412-3-32	1,291.24	.00	1,291.24
100-70-5412-3-38	354.94	.00	354.94
100-70-5435-3-36	277.55	.00	277.55
100-70-5441-3-32	302.03	.00	302.03
100-70-5441-3-36	26.47	.00	26.47
100-70-5442-3-32	10,777.00	.00	10,777.00
210-21100	.00	1,644.60-	1,644.60-
210-60-5511-3-32	1,644.60	.00	1,644.60
220-21100	.00	112.24-	112.24-
220-40-5212-3-38	112.24	.00	112.24
230-21100	.00	34.44-	34.44-
230-30-5241-3-30	34.44	.00	34.44
404-10-5711-3-32	70.02	.00	70.02
404-21100	.00	210,522.02-	210,522.02-
404-25001	210,452.00	.00	210,452.00
405-21100	.00	3,500.00-	3,500.00-
405-70-5436-3-38	3,500.00	.00	3,500.00
410-21100	.00	62,310.00-	62,310.00-
410-40-5211-4-00	4,860.00	.00	4,860.00
410-70-5412-4-00	57,450.00	.00	57,450.00
419-21100	.00	18,017.90-	18,017.90-

GL Account	Debit	Credit	Proof
419-70-5435-8-00	2,321.25	.00	2,321.25
419-70-5436-8-00	15,696.65	.00	15,696.65
700-10-5192-3-32	44.52	.00	44.52
700-10-5192-3-36	126.00	.00	126.00
700-10-5192-3-38	1,855.00	.00	1,855.00
700-10-5192-8-00	19,150.00	.00	19,150.00
700-10-5193-3-36	120.65	.00	120.65
700-21100	.00	21,296.17-	21,296.17-
Grand Totals:	379,395.31	379,395.31-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail

Check.Type = {<-> "Adjustment"

Invoice.Batch = "021323","021523","022823"

ORDINANCE # 23 - ____

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

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 16.01 (10) of the Municipal Code of the City of Waupun entitled "Zoning Map" is amended so that real estate currently owned by Mr. Storage LLC with the following addresses 2 E. Franklin St, 4 E. Franklin St., 6 E Franklin St., 8 E. Franklin St., 17 Jackson St., and 23 Jackson St. presently zoned in the M-1 Closed Storage/Light Manufacturing District is rezoned to the PCD Planned Community Development District. The real estate to be rezoned is described as follows:

Parcel #: WPN-14-15-99-OV-076-03

S32 T14N R15E NORTH WARD OUTLOTS O.L. 79 80 81 & 82 EXC N 20' OF E 66' OF O.L. 81 & EXC V1136-496 & EXC V1305-712

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

Enacted this ____ day of _____, 2023.

Rohn W. Bishop, Mayor

ATTEST:

Angela J. Hull, City Clerk



AGENDA SUMMARY SHEET

MEETING DATE: 2-28-23

TITLE: Resolution Approving Assignment of General Fund Balances in Accordance with Governmental Accounting Standards

AGENDA SECTION: RESOLUTIONS AND ORDINANCES

PRESENTER: Casey Langenfeld, Finance Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
	Assignment of general fund balances will support future costs, while helping to stay within fund balance policy limits	

SUMMARY:

The 12/31/2022 unassigned general fund balance is projected to fall above the City’s financial policy of 30-40% of general fund revenues.

This resolution will allow for a portion of the fund balance to be set aside (“assigned”) for the payoff of the Utility Sewer debt due March 1, 2023, cost associated with the purchase of an ambulance, and capital projects.

This method of reserving funds will and help the City stay within fund balance policy limits, while providing support for future debt payments, the costs for the EMR program and future capital project costs.

ATTACHMENTS:

Resolution Approving Assignment of General Fund Balances in Accordance with Governmental Accounting Standards

RECOMMENDED MOTION:

Approve Resolution #02-28-23-__ Authorizing Assignment of General Fund Balance in Accordance with Governmental Accounting Standards

RESOLUTION APPROVING ASSIGNMENT OF GENERAL FUND BALANCES IN ACCORDANCE WITH
GOVERNMENTAL ACCOUNTING STANDARDS

WHEREAS, the Governmental Accounting Standards Board issued its Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions (“GASB 54”), and the City of Waupun was first required to adopt the provisions of GASB 54 for its financial statements for the year ending December 31, 2011; and

WHEREAS, GASB 54 requires legislative action by the governing body to recognize constraints for specific purposes of certain portions of the City’s general fund balance in order to classify such amounts as assigned, as defined in the accounting standard.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Waupun, that the general fund balance reported in the City’s financial statements include amounts assigned for (a) land acquisition and (b) park improvements, computed as of the end of the fiscal year.

Passed and adopted by the Common Council this 28th day of February, 2023.

Rohn W. Bishop
Mayor

ATTEST:

Angela J. Hull
City Clerk



AGENDA SUMMARY SHEET

MEETING DATE: 2/28/2023

TITLE: Resolution Urging Legislature and Governor to Fix Broken System of Funding Critical Local Services

AGENDA SECTION: ORDINANCES-RESOLUTIONS

PRESENTER: Kathy Schlieve, Administrator
Casey Langenfeld, Finance Director

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

SUMMARY:

The resolution as drafted requests legislative action to fix a broken funding model that limits local government’s ability to deliver local services.

ATTACHMENTS:

Resolution Urging Legislature and Governor to Fix Broken System of Funding Critical Local Services.

RECOMMENDED MOTIONS:

Approve the Resolution 2023-02-28-__ Urging Legislature and Governor to Fix Broken System of Funding Critical Local Services

Resolution No. 02-28-23-_____

RESOLUTION URGING LEGISLATURE AND GOVERNOR TO FIX BROKEN SYSTEM OF FUNDING CRITICAL LOCAL SERVICES

WHEREAS, Wisconsin's system for funding vital local services like police, fire protection, EMS, well maintained streets, parks and libraries is broken, unsustainable, and needs to be reformed; and

WHEREAS, communities are forced to rely on property taxes and flat or declining state aid to pay for critical local services that residents and businesses need; and

WHEREAS, state sales and income tax revenues have tripled in the last 30 years, but the share of those taxes going to support police, fire, EMS, and other local services has gone down; and

WHEREAS, over the last 20 years, state aid for police, fire, and other critical services has steadily declined in real dollars, while inflation has caused average prices to increase by 51 percent. (The funding level for County and Municipal Aid in 2003 was \$938,529,507. Today, it is \$753,032,613); and

WHEREAS, Municipal Aid payments to the City of Waupun have dropped from \$3,257,048 in 2003 to \$2,647,504 in 2022.

WHEREAS, the steady decline in the state's contribution to the cost of critical local services has forced communities to rely more heavily on property taxes to maintain police, fire, and EMS service levels; and

WHEREAS, the over reliance on property taxes to pay for critical local services must end; and

WHEREAS, to compete globally, Wisconsin needs to develop and maintain quality communities that can attract and retain talent and enterprise and spur job creation; and

WHEREAS, for local communities to flourish and the state's economy to grow, state and local leaders must work collaboratively; and

WHEREAS, Local governments need reliable, growing, sustainable, and diverse sources of revenue to continue to deliver police, fire protection, ambulance services and safe streets now and into the future.

NOW, THEREFORE, BE IT RESOLVED, that the City of Waupun urges the Legislature and the Governor to work collaboratively with the League of Wisconsin Municipalities, Wisconsin Counties Association, Wisconsin Towns Association, other local government leaders, and business leaders to create a better way of funding local governments that includes revenue options other than property taxes to continue delivering police, fire, EMS, and other critical services.

Passed and adopted by the Common Council this 28th day of February, 2023.

Rohn W. Bishop, Mayor

ATTEST:

Angela J. Hull, City Clerk



CITY OF

WAUPUN

municipal government

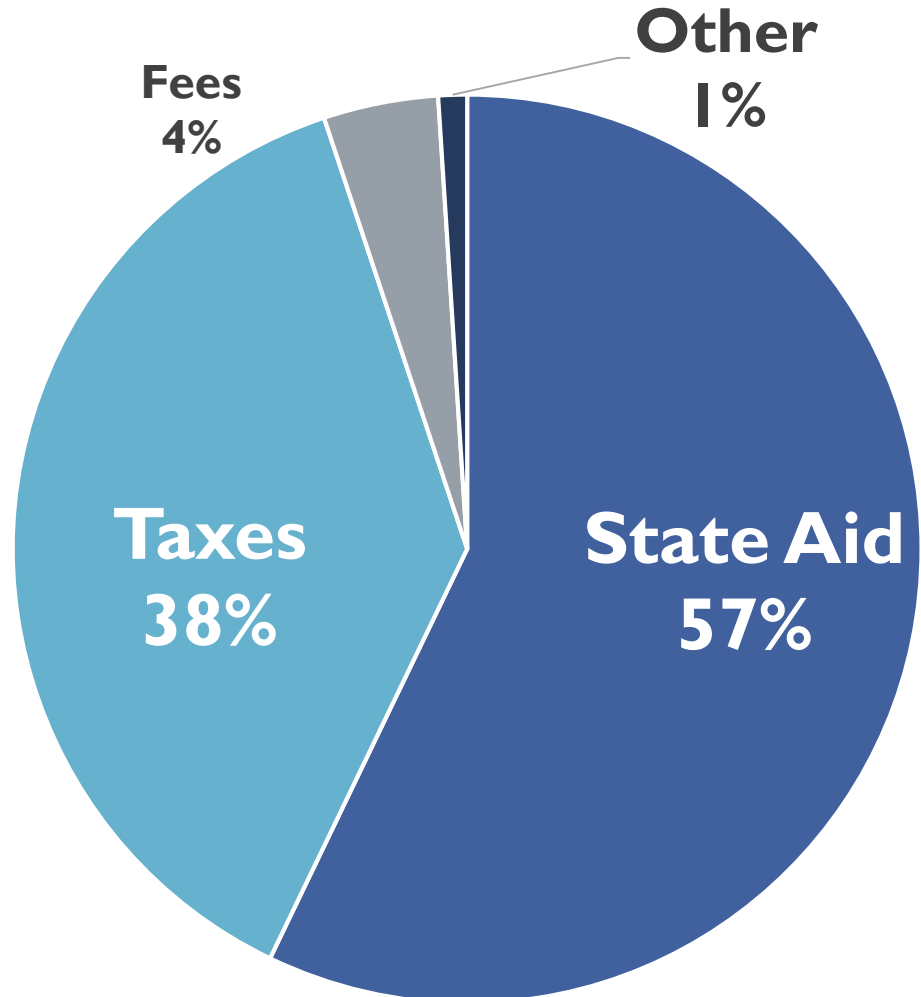
FINANCIAL UPDATE

MUNICIPAL REVENUE TRENDS

2/28/23

WAUPUN GENERAL FUND REVENUE SOURCES

Wisconsin municipalities currently receive most funding from two sources: property taxes and state aid.



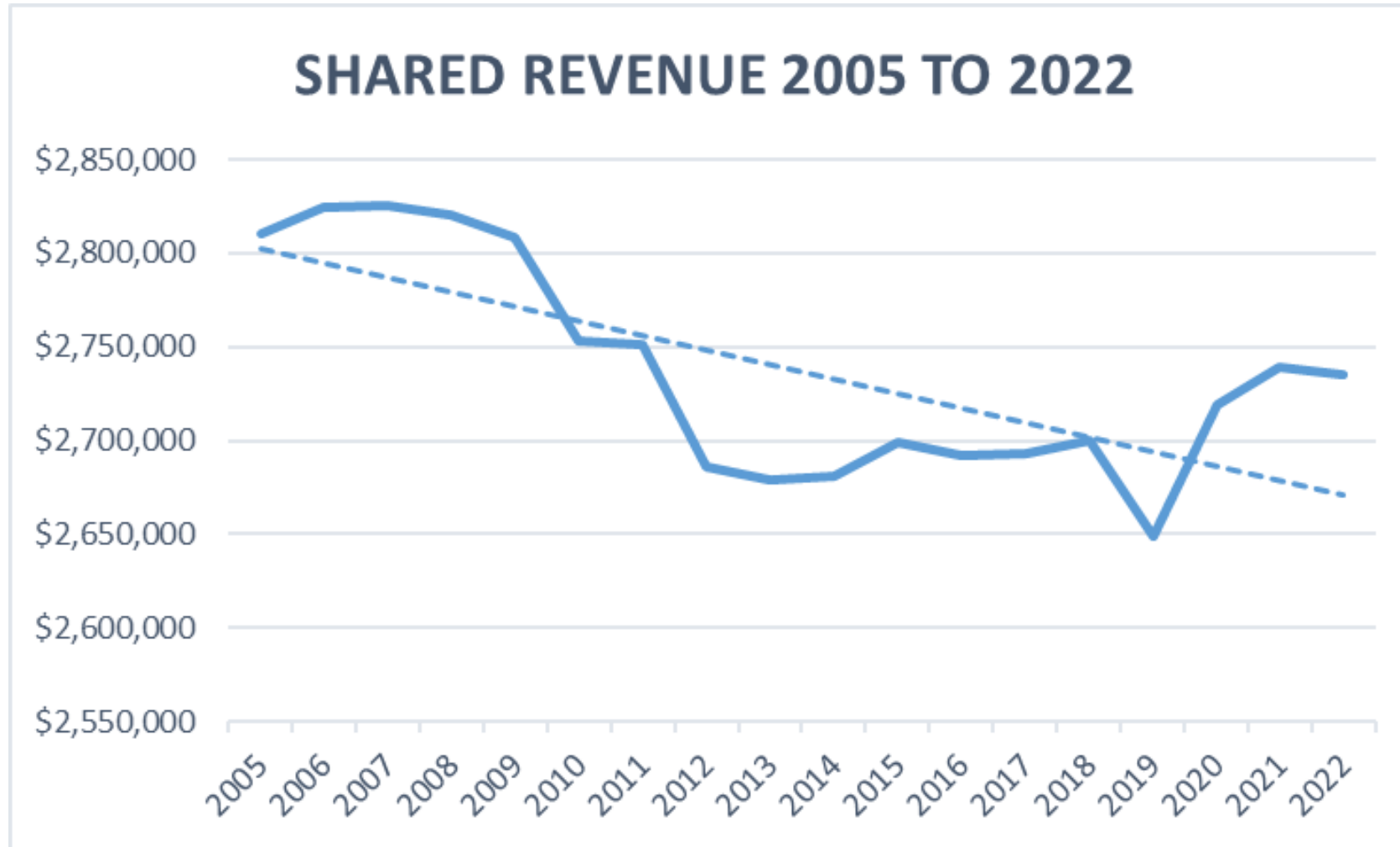
STATE AID	\$3,349,956
- Municipal Service Payment	
- Shared Revenue	
- Transportation Aids	
TAXES	\$2,235,122
FEES	\$286,766
OTHER	\$104,296

HISTORY OF SHARED REVENUE

- Shared Revenue was established to ensure that local residents do not bear the entire burden of providing services.
- Since 2002 payments have been distributed strictly on a historic basis.
- In the absence of any cuts in funding, communities receive roughly the same amount each year.

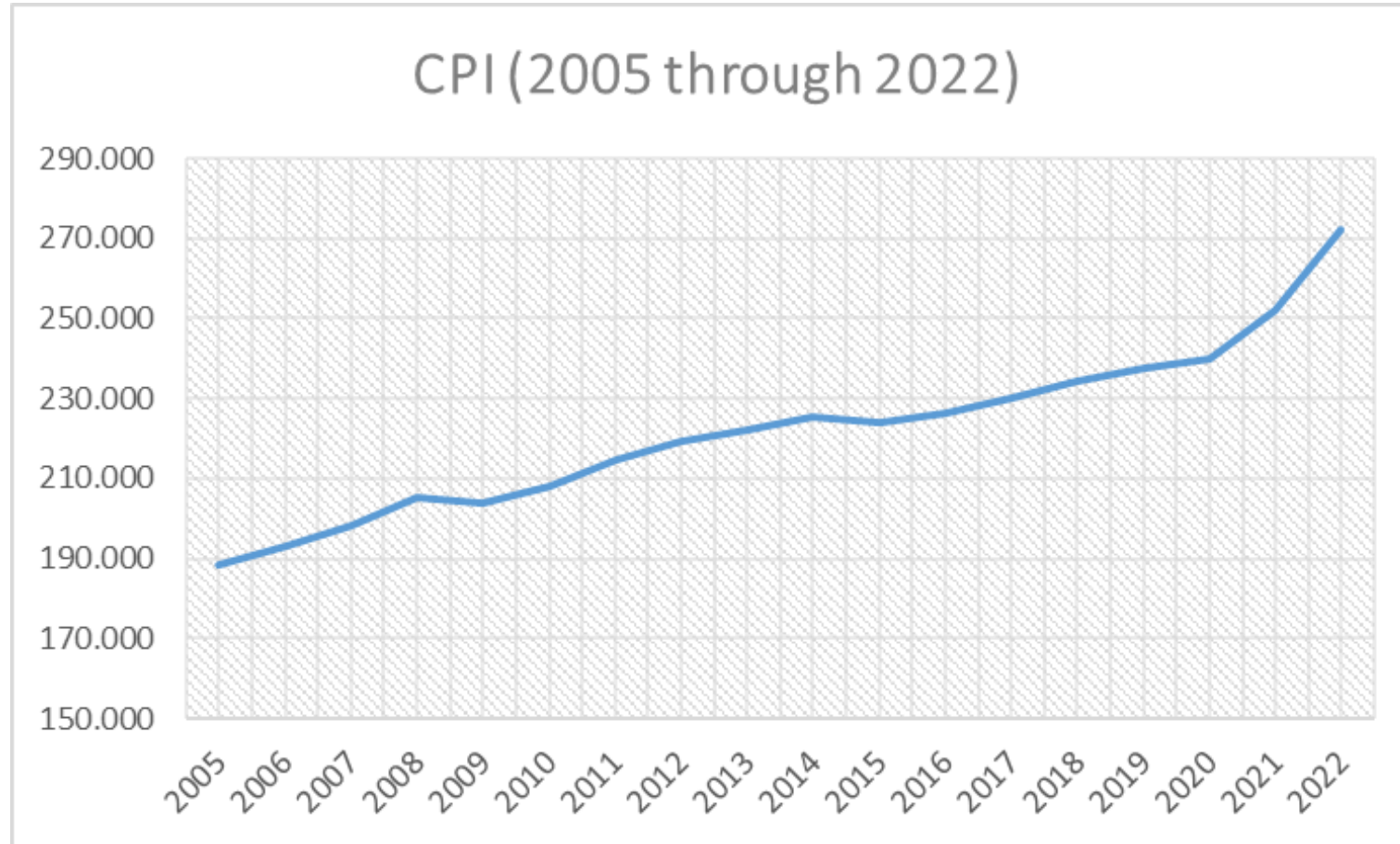
WAUPUN SHARED REVENUE HISTORY 2005-2022

Shared Revenues Have Trended Downward But Costs Have Not

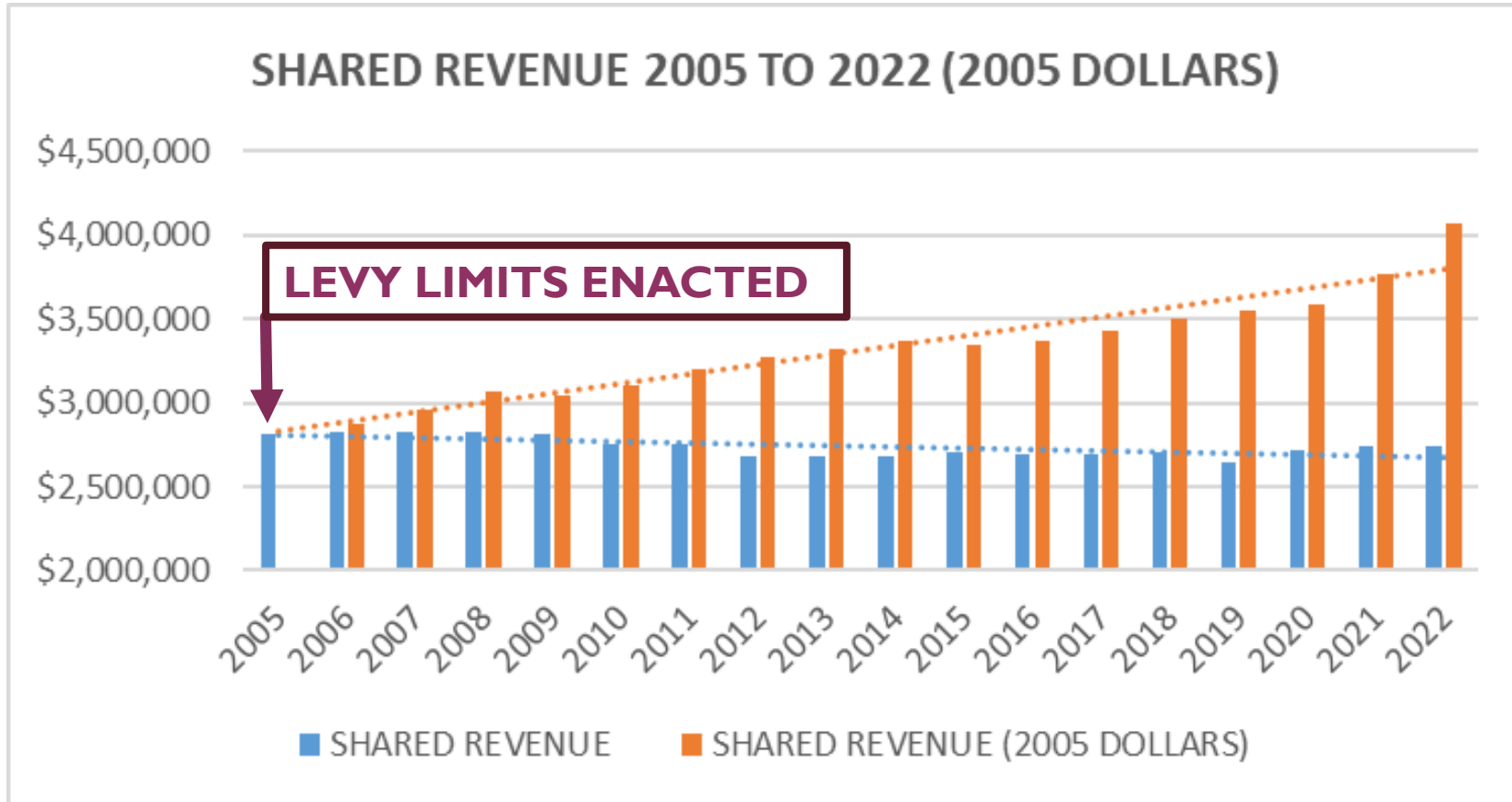


Time Value of Money (CPI 2005 – 2022)

CPI increased 45% over time period; Shared Revenues not indexed to inflation and costs are rising



WHAT WOULD WAUPUN'S SHARED REVENUE BE IF THE STATE HAD INCREASED THE ANNUAL PAYMENT WITH INFLATION?



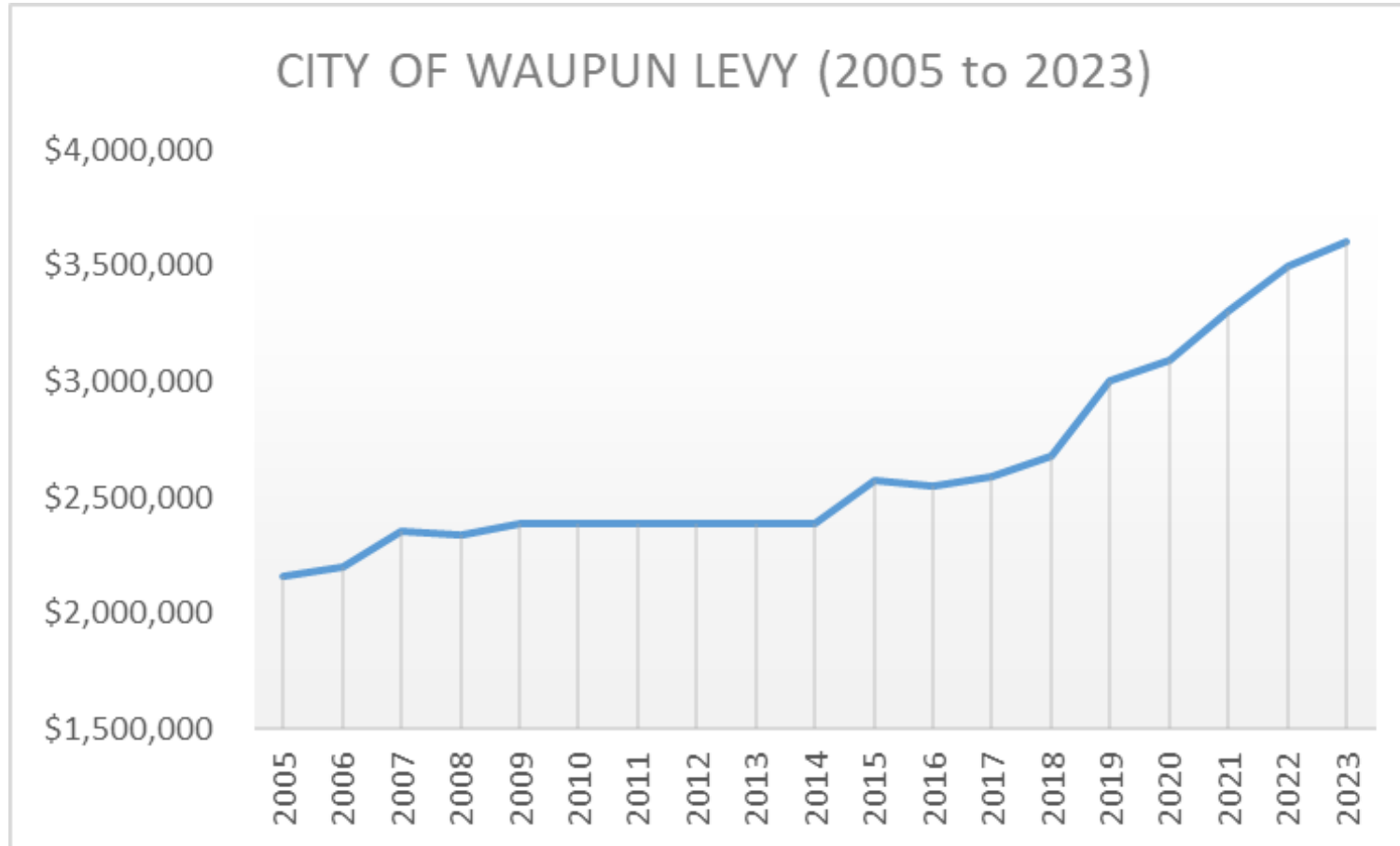
To keep pace with inflation, Shared Revenues would have needed to increase an additional **\$1,328,391** since 2005 levy limits were enacted

Source: Midwest Urban CPI https://data.bls.gov/pdq/SurveyOutputServlet?data_tool=dropmap&series_id=CUUR0200SA0,CUUS0200SA0

Source: WI Dept of Administration <https://www.revenue.wi.gov/Pages/RA/Shared-Revenue.aspx>

WAUPUN TAX LEVY HISTORY 2005-2023

As state aides shrink, more burden shifts to the local property tax payer.



Over same time period,
the City's Tax Levy
increased **67%**.

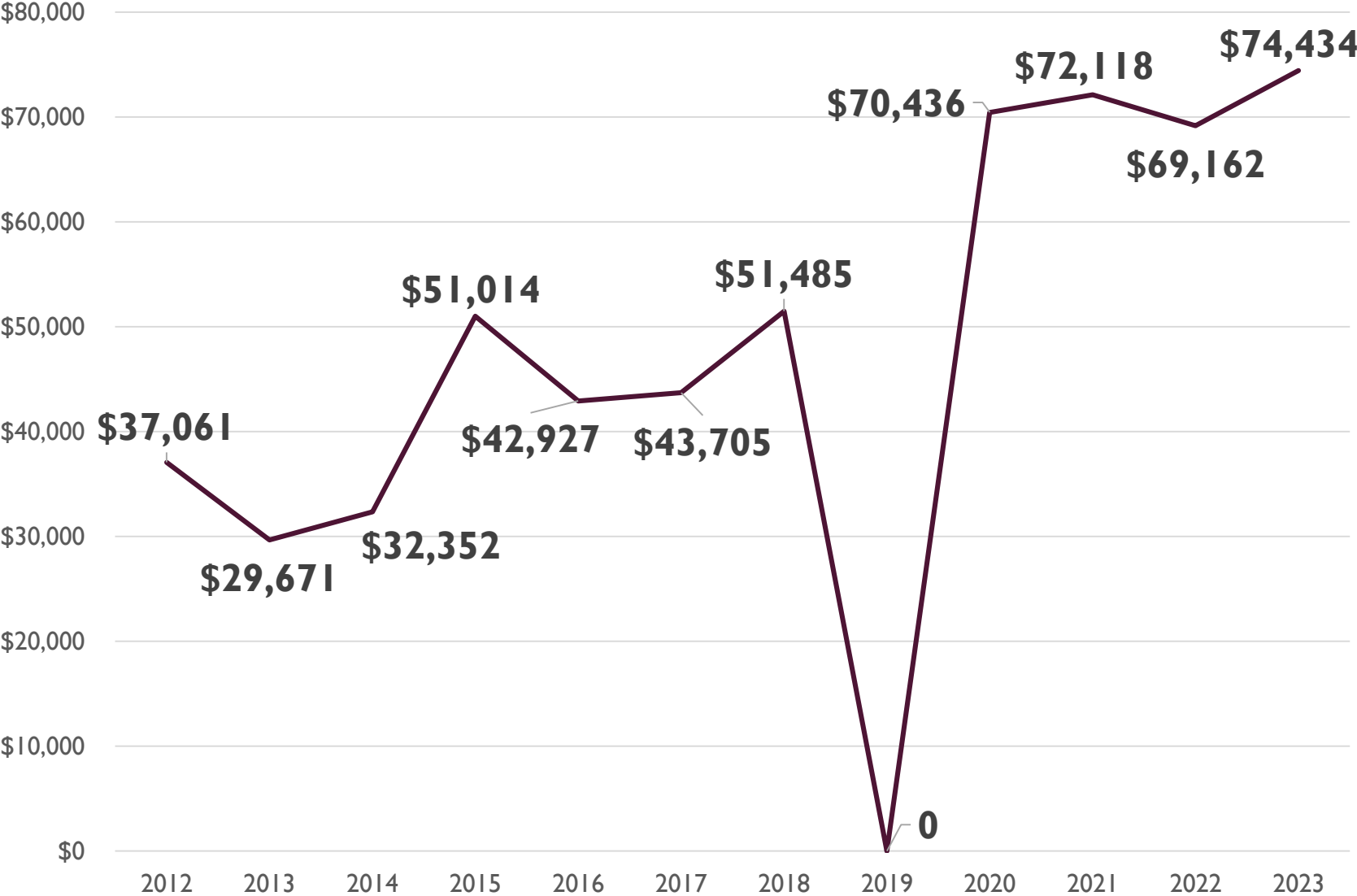
Budget Solutions:

- ✓ Positions Reduced (DPW & Police)
- ✓ Periodic – No Wage Adjustments
- ✓ Changes to Health Insurance
- ✓ Reduction in Services
- ✓ Municipal Court Introduction
- ✓ Full Cost Recovery PSLO
- ✓ User Fees
- ✓ Creation of OPEB Fund
- ✓ Increased Debt

EXPENDITURE RESTRAINT PAYMENT (ERP)

- To qualify, the city is required to increase their general expenses within a certain margin each year.
- At some point, a municipality may have to forgo the ERP payment in order to increase their base to allow for more expenses.
- Allowable increase is usually tied to a communities net new construction adjustment, however for the 2022-2023 budget the percentage was adjusted for CPI allowing communities to increase their expenses.

EXPENDITURE RESTRAINT PAYMENT 2012-2023



WHAT DO MUNICIPALITIES DO WHEN THEY DON'T HAVE ENOUGH AID FROM THE STATE?

- Incorporate new revenue streams into their community:
Wheel Tax, Increase Fees, Charge Fees that weren't charged previously
- Reduce expenses
- Referendum to increase levy limits
- Incur more debt

CURRENT DEBT SNAPSHOT

2023 DEBT PAYMENTS:

\$1,613,935 (2.9% increase)

TOTAL DEBT:

\$12.14M (53% of limit per city policy)

2023 DEBT LEVY:

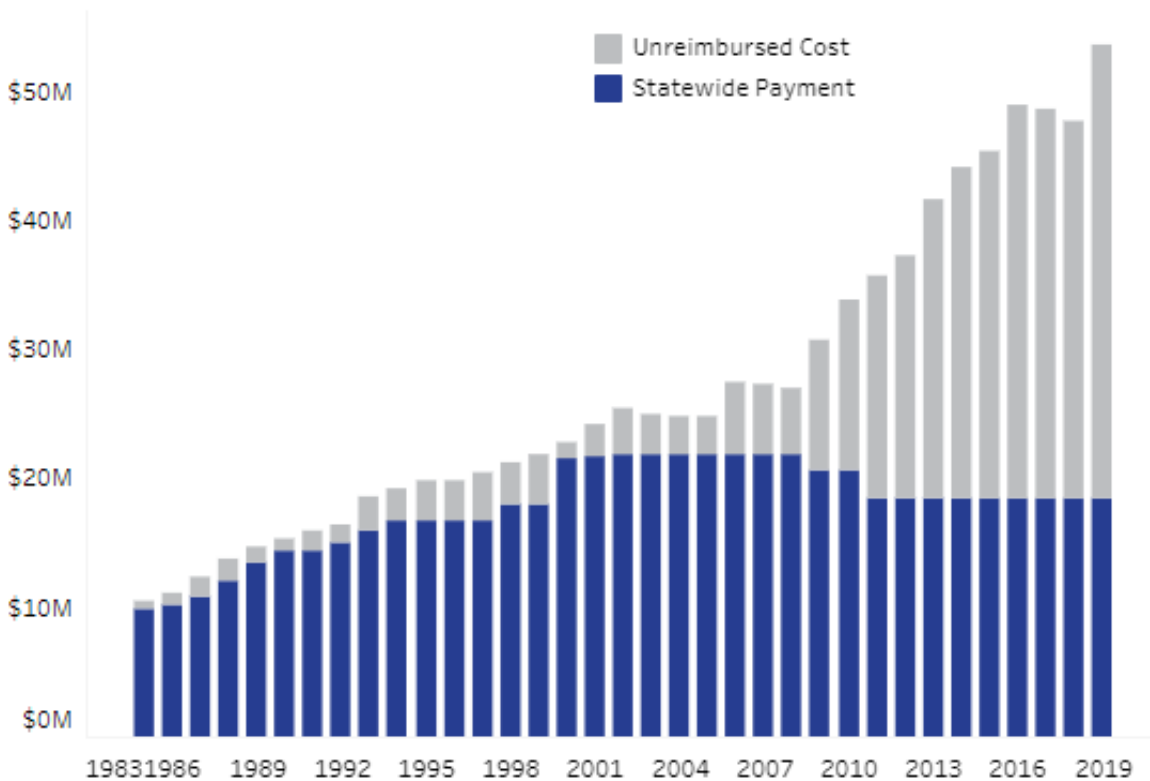
\$788,080 (.62% increase over prior year)

MUNICIPAL SERVICES PAYMENTS (MSP) PROGRAM

- Payment to a municipality in recognition of critical services directly provided to State Agencies located within a community.
- Intent is to aid in the reduction of local real property taxes by making a State contribution toward the cost of certain municipality-provided services financed out of the local property tax revenue.
- The services include: Fire, Police and Solid Waste pick-up / disposal costs.
- Many legislators believe that communities derive benefits from state facilities that justify the current level of funding (i.e., housing, jobs, economic stability, etc.)

TOTAL STATEWIDE MSP PAYMENTS CAPPED SINCE 2011 AS COSTS RISE

Figure 1: Municipal Costs Rise, State Payments Flat
Payments and unreimbursed costs



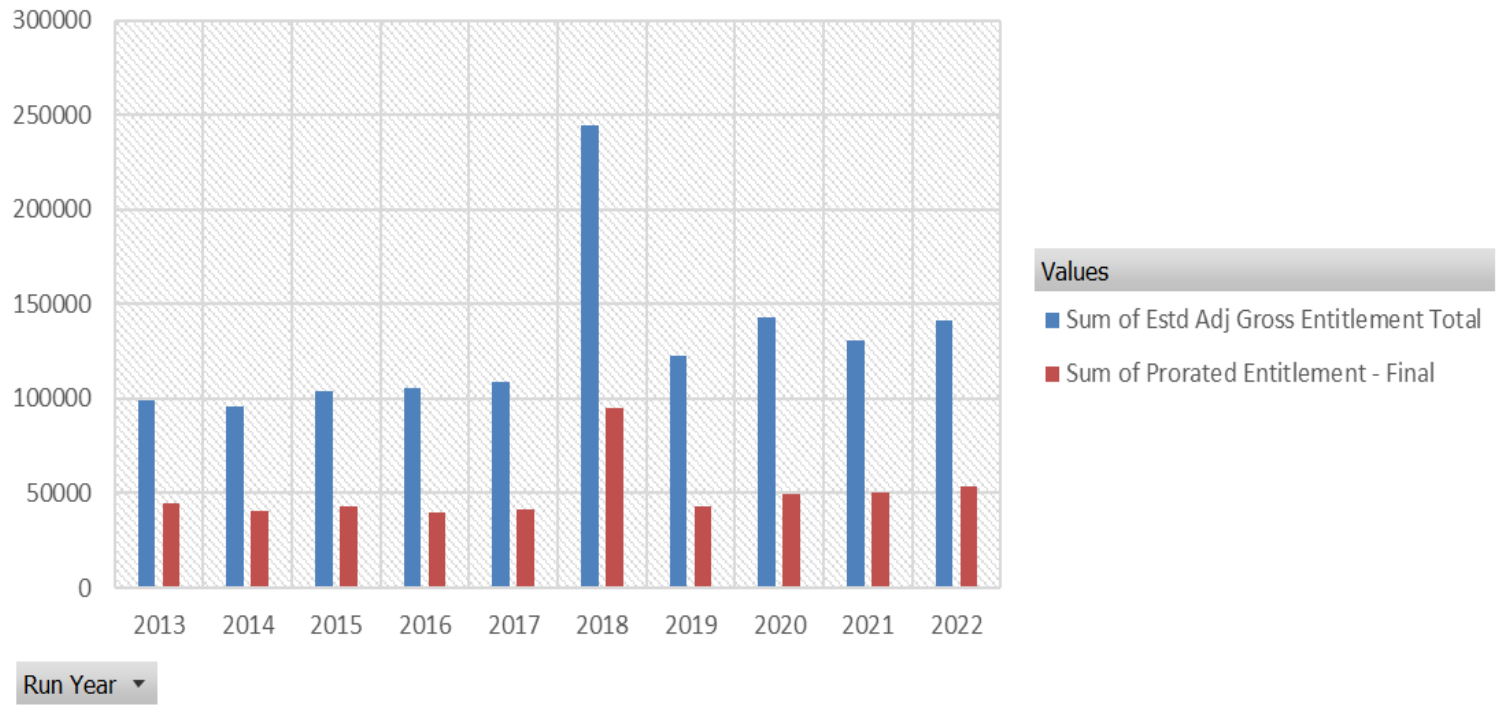
- Established in 1973.
- 1.5% of State Aid payments for Waupun
- State-wide MSP payments have been capped at \$18.6M since 2011 while costs have continued to rise.
- Governed by WI Stat. 70.119 allows for proration of payments when state funds are inadequate (increasing since 1983).
- In 2022, the state reimbursed 38.2% of costs statewide, leaving a gap of \$30.2M of unreimbursed costs in that year.

Source: Legislative Fiscal Bureau

Source: WI Policy Forum Serving State Facilities, September 2020

CITY OF WAUPUN MSP HISTORY (2013 – 2022)

MSP Gross Adj Entitlement v. Prorated Payment
(2013 through 2022)



Between 2013 and 2022:

- Estimated Adj Entitlements: \$1.3M
- Prorated Entitlements: \$501K
- Costs continue to rise, resulting in a drop in MSP funding coverage (44.6% in 2013; 38.12% in 2022)
- Average Annual Allocation: \$50,081

SNAPSHOT OF 2023 MSP FOR OTHER COMMUNITIES W/ DOC FACILITIES

County Name	Municipality Name	State Facility Value	Adjusted Police	Adjusted Fire	Adjusted Total	Prorated Total Paid	Unpaid Total
Columbia	C Portage	\$118,189,100	\$68,485.54	\$131,186.16	\$199,671.70	\$76,119.24	\$123,552.46
Dodge	T Fox Lake	\$100,492,000	\$2,090.30	\$47,919.42	\$50,009.72	\$19,064.80	\$30,944.92
Dodge	C Waupun	\$241,808,500	\$51,727.48	\$89,774.76	\$141,502.24	\$53,943.76	\$87,558.48
Fond du Lac	C Fond du Lac	\$114,707,100	\$158,425.39	\$275,168.33	\$433,593.72	\$165,295.45	\$268,298.27
Sheboygan	T Greenbush	\$79,862,800	\$0.00	\$10,591.89	\$10,591.89	\$4,037.86	\$6,554.03
Waushara	V Redgranite	\$90,240,900	\$24,947.39	\$42,045.49	\$66,992.88	\$25,539.16	\$41,453.72
Winnebago	C Oshkosh	\$869,286,900	\$1,040,731.98	\$1,727,707.60	\$2,768,439.58	\$1,055,389.96	\$1,713,049.62
TOTAL		\$1,614,587,300	\$1,346,408.08	\$2,324,393.65	\$3,670,801.73	\$1,399,390.23	\$2,271,411.50
COVERAGE						38.12%	

- *CY 2023 MSP funds 38.12% of Adjusted Total for each community (based on CY 2021 expenditures)*

2023 SERVICE REDUCTIONS RESULTING FROM FUNDING CHALLENGES

- Reduce a .5 economic development position within the City (\$35K).
- Reduce sealcoating budget for streets by 50% (\$15k).
- Reduce mill & overlay capital budget by 11% (\$30k).
- Postpone capital expenditures needed to maintain our museum (\$62K).
- Slower implementation of sidewalk replacement and ADA upgrades to sidewalk plan due to escalating costs.
- Delay street reconstruction (from an every-other-year capital project plan to one project every third year.)
- Delay numerous outdoor recreation improvements needed to enhance quality of life indefinitely.
- Maintain a flat library levy for the third year in a row.
- Delay purchase of a fire ladder truck (Estimated at \$1.7M) and construction of post-incident showers (\$400K) to mitigate health risks for our volunteer fire department.
- Street-line painting moved from an every year to an every-other-year expenditure (\$1,100).
- Cut \$19K from police/capital budget that delays Lexipole software implementation needed to mitigate risk and improve public safety within your communities.
- Delay payroll and licensing software (\$17K) needed to increase efficiency of administrative services.

ADVOCACY TO REFORM MUNICIPAL FUNDING MODELS

Current Funding Model Implications:

- Increases overreliance on property taxes
- Contributes to regional inequities
- Incentivizes short-term budget fixes (borrowing and/or differed maintenance)
- Incentivizes utilization of special fees
- Forces service cuts and staff reductions and eliminations of core services

Funding Reform Should Consider:

- Reduce overreliance on property taxes
- Produce a sustainable, growing sources of revenue for local governments
- Increased state support for public safety
- Address investment in local transportation needs
- Diversify of local revenue sources



AGENDA SUMMARY SHEET

MEETING DATE: 2/28/2023

TITLE: Payoff of 2009 Business Park Sewer Utility Promissory Note

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Casey Langenfeld

DEPARTMENT GOAL(S) SUPPORTED (if applicable)	FISCAL IMPACT

SUMMARY:

As agreed with Waupun Utilities, the City will pay off the outstanding 2009 Business Park Sewer Utility Promissory Note. The amount of the payoff was included in the 2023 Business Park Budget.

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
TOTAL				45,935.04	474,375.04
Debt payment of \$45,000 made 11/22 to Utilities. This is the second payment for the year 2022 and was authorized by the Council.					
					\$ 255,452
				payment 11/22/22	\$ (45,000)
				Payoff amount 1st Qtr 2023	\$ 210,452

ATTACHMENTS:

None

RECOMMENDED MOTIONS:

Approve the final payment to Waupun Utilities for the payoff of the 2009 Business Park Sewer Utility Promissory Note in the amount of \$210,452.



AGENDA SUMMARY SHEET

MEETING DATE: 2/28/2023

TITLE: Monthly Financial Report- January 2023

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Casey Langenfeld, Finance Director

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

SUMMARY:

Providing a monthly financial report review, along with a summary of any revenues or expenditures that should be brought to the Council's attention.

ATTACHMENTS:

January 2023 Monthly Financial Report

RECOMMENDED MOTIONS:

Motion to accept and recommend to the Common Council the approval of the January 2023 monthly financial report.



**MONTHLY FINANCIAL REPORT
2023**

January

Revenues	Expenses
\$22,215 - Library Board approved to move 2022 surplus from Library Fund to the Capital Project fund in 2023.	

MONTHLY FINANCIAL REPORT
JANUARY 31, 2023

A B C D E
% of Year Past
8%

FUND 100

General Operations Fund

1/31/2023 1/31/2023 1/31/2023 1/31/2023
Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE	1/31/2023 Month Activity	1/31/2023 YTD Actual	1/31/2023 Budget Amount	1/31/2023 Unearned	Percent
TAXES	1,207	1,207	2,405,770	2,404,563	0.05
SPECIAL ASSESSMENTS	-	-	100	100	0.00
INTERGOVERNMENTAL AIDS	2,867	2,867	3,340,523	3,337,656	0.09
LICENSES & PERMITS	286	286	58,160	57,874	0.49
PENALTIES, FOREFEITURES	1,275	1,275	45,500	44,225	2.80
PUBLIC CHARGES FOR SERVICE	34,256	34,256	266,368	232,112	12.86
INTERGOVERNMENTAL CHARGES	-	-	-	-	0.00
MISCELLANEOUS REVENUE	213	213	50,000	49,787	0.43
SPECIAL FUNDS ACTIVITY	-	-	710,046	710,046	0.00
TOTAL REVENUE	40,105	40,105	6,876,467	6,836,362	

EXPENDITURES	1/31/2023 Month Activity	1/31/2023 YTD Actual	1/31/2023 Budget Amount	1/31/2023 Unearned	Percent
GENERAL GOVERNMENT	193,486	193,486	1,880,661	1,687,175	10.29
ECO DVLP/ADMIN	18,209	18,209	37,161	18,952	49.00
RECREATION	10,811	10,811	385,944	375,133	2.80
ASSESSOR/INSPECTOR	3,186	3,186	39,875	36,689	7.99
POLICE	169,405	169,405	2,288,462	2,119,057	7.40
FIRE	28,567	28,567	522,597	494,030	5.47
PUBLIC WORKS	101,701	101,701	1,721,767	1,620,066	5.91
TOTAL EXPENDITURES	525,364	525,364	6,876,467	6,351,103	

NET REVENUE OVER EXPENDITURES	(485,260)	(485,260)	0	485,260	
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41 **FUND 200**

42 **Trust Fund**

	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
ST AID-WINNEFOX/MID-WISC	-	-	-	-	0.00
INTEREST/DIVIDEND/GRANT	-	-	75	75	0.00
UNREALIZED GAINS	-	-	-	-	0.00
TOTAL REVENUE	<u>-</u>	<u>-</u>	<u>75</u>	<u>75</u>	

EXPENDITURES					
OPERATING TRANSFER OUT	-	-	-	-	0.00
LIBRARY EXPENSES	-	-	-	-	0.00
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

NET REVENUE OVER EXPENDITURES	-	-	75	75	
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60 **FUND 210**

61 **Library Fund**

	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
GENERAL PROPERTY TAXES	-	-	516,792	516,792	0.00
INTEREST/DIVIDEND/GRANT	-	-	213,938	213,938	0.00
FEES	213	213	1,200	987	0.00
DIVIDEND/REVENUE/DONATIONS	-	-	11,000	11,000	0.00
TOTAL REVENUE	<u>213</u>	<u>213</u>	<u>742,930</u>	<u>742,717</u>	

EXPENDITURES					
LIBRARY EXPENSES	42,895	42,895	742,930	700,035	0.00
TRANSFER OUT - CAPITAL FUND	-	-	-	-	0.00
TOTAL EXPENDITURES	<u>42,895</u>	<u>42,895</u>	<u>742,930</u>	<u>700,035</u>	

NET REVENUE OVER EXPENDITURES	(42,683)	(42,683)	-	42,683	
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FUND 220

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Grants and Donations Fund

	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
PSC/FEDERAL GRANT	-	-	-	-	0.00
GRANTS	<u>553</u>	<u>553</u>	<u>6,010</u>	<u>5,457</u>	9.20
TOTAL REVENUE	<u>553</u>	<u>553</u>	<u>6,010</u>	<u>5,457</u>	
EXPENDITURES					
GEN GOVERNMENT	-	-	-	-	0.00
GRANT EXPENSES - RECREATION	-	-	-	-	0.00
GRANT EXPENSES - POLICE	310	310	5,000	4,690	0.00
GRANT EXPENSES - FIRE/EMR	-	-	-	-	0.00
GRANT EXPENSES - DPW	-	-	-	-	0.00
ECONOMIC DEVELOPMENT EXPENSES	<u>-</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>	0.00
TOTAL EXPENDITURES	<u>310</u>	<u>310</u>	<u>6,000</u>	<u>5,690</u>	
NET REVENUE OVER EXPENDITURES	243	243	10	(233)	

FUND 230

Building Inspection Fund

	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
GENERAL PROPERTY TAXES-BLDG IN	-	-	-	-	0.00
PERMITS-BUILDING	3,577	3,577	75,000	71,423	4.77
FEES	<u>835</u>	<u>835</u>	<u>9,150</u>	<u>8,315</u>	9.13
TOTAL REVENUE	<u>4,412</u>	<u>4,412</u>	<u>84,150</u>	<u>79,738</u>	
EXPENDITURES					
OPERATING SUPPLIES/WAGES	<u>1,129</u>	<u>1,129</u>	<u>86,816</u>	<u>85,687</u>	1.30
TOTAL EXPENDITURES	<u>1,129</u>	<u>1,129</u>	<u>86,816</u>	<u>85,687</u>	
NET REVENUE OVER EXPENDITURES	3,283	3,283	(2,666)	(5,948)	

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FUND 240
ARPA Fund

A **B** **C** **D** **E**
Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
FED GRANT (PD BY STATE)-ARPA	-	-	-	-	0.00
INTEREST INCOME-ARPA	-	-	7,500	7,500	0.00
TOTAL REVENUE	-	-	7,500	7,500	

EXPENDITURES					
ARPA POLICE OPERATING EXP	-	-	-	-	0.00
ARPA EXPENSES	-	-	-	-	0.00
TOTAL EXPENDITURES	-	-	-	-	

NET REVENUE OVER EXPENDITURES	-	-	7,500	7,500	
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FUND 300
Debt Fund

Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
PAID TO ESCROW AGENT	-	-	-	-	0.00
GENERAL PROPERTY TAXES	-	-	788,080	788,080	0.00
FUNDS APPLIED	-	-	375	375	0.00
DEBT SERVICE SURPLUS APPLIED	59,785	59,785	827,080	767,295	7.23
TOTAL REVENUE	59,785	59,785	1,615,535	1,555,750	3.70

EXPENDITURES					
ROCK NEWTON 2021 P&I	11,175	11,175	137,350	126,175	8.14
PRINCIPAL AND INTEREST PAYMENTS	72,350	72,350	1,478,185	1,405,835	4.89
TOTAL EXPENDITURES	83,525	83,525	1,615,535	1,532,010	

NET REVENUE OVER EXPENDITURES	(23,740)	(23,740)	-	23,740	
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FUND 400
Capital Fund

A **B** **C** **D** **E**
Month Activity YTD Actual Budget Amount Unearned Percent

	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
GENERAL PROPERTY TAXES-CIF	-	-	340,000	340,000	0.00
SIDEWALKS	-	-	100,000	100,000	0.00
STATE SHARED REVENUES-EXP REST	-	-	2,574,434	2,574,434	0.00
FEES-REC FACILITY MAINTENANCE	500	500	15,000	14,500	3.33
CO & MUNIC-STREET & HIGHWAYS	-	-	-	-	0.00
INTEREST AND MISC	220	220	8,000	7,780	2.75
TRANSFERS IN FROM OTHER FUNDS	-	-	680,000	680,000	0.00
TOTAL REVENUE	720	720	3,717,434	3,716,714	
EXPENDITURES					
CITY HALL	-	-	-	-	
RECREATION	12,931	12,931	2,530,000	2,517,069	0.51
PUBLIC SAFETY	-	-	255,095	255,095	0.00
LIBRARY AND DPW	-	-	-	-	0.00
STREETS	1,610	1,610	450,000	448,390	0.36
TRANSFER OUT	-	-	-	-	0.00
TOTAL EXPENDITURES	14,541	14,541	3,235,095	3,220,554	
NET REVENUE OVER EXPENDITURES	(13,821)	(13,821)	482,339	496,160	

FUND 401
TID 5 Fund

Month Activity YTD Actual Budget Amount Unearned Percent

	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	7,153	7,153	408,345	401,192	1.75
DEVELOPER GUARANTEES	-	-	-	-	0.00
FEES-MISCELLANEOUS	-	-	-	-	0.00
TIF 5 INTEREST REVENUE	-	-	-	-	0.00
PROCEEDS OF LONG-TERM DEBT	-	-	-	-	0.00
TOTAL REVENUE	7,153	7,153	408,345	401,192	
EXPENDITURES					
TID 5 OPERATING EXPENSES	52,025	52,025	381,050	329,025	13.65
TOTAL EXPENDITURES	52,025	52,025	381,050	329,025	
NET REVENUE OVER EXPENDITURES	(44,872)	(44,872)	27,295	72,167	

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FUND 404
Business Park Fund

A **B** **C** **D** **E**
Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
TAX INCREMENT	-	-	-	-	0.00
INTEREST INCOME	-	-	-	-	0.00
LEASES/FUND BALANCE	-	-	224,103	224,103	0.00
TOTAL REVENUE	<u>-</u>	<u>-</u>	<u>224,103</u>	<u>224,103</u>	

EXPENDITURES					
OPERATING EXPENSES	-	-	15,109	15,109	0.00
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>15,109</u>	<u>15,109</u>	

NET REVENUE OVER EXPENDITURES	-	-	208,994	208,994	
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FUND 405
TID 3 Fund

Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	-	150,598	150,598	0.00
PAYMENT IN LIEU OF TAX	-	-	9,000	9,000	0.00
STATE GRANT	-	-	-	-	0.00
PERMITS	-	-	-	-	0.00
DONATIONS	-	-	-	-	0.00
PROCEEDS LONG TERM DEBT	-	-	-	-	0.00
TOTAL REVENUE	<u>-</u>	<u>-</u>	<u>159,598</u>	<u>159,598</u>	

EXPENDITURES					
TID 3 OPERATING EXPENSES	1,623	1,623	159,083	157,460	1.02
TRANSFER TO A DIF FUND	-	-	-	-	0.00
TOTAL EXPENDITURES	<u>1,623</u>	<u>1,623</u>	<u>159,083</u>	<u>157,460</u>	

NET REVENUE OVER EXPENDITURES	(1,623)	(1,623)	515	2,138	
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FUND 407
TID 7 Fund

A **B** **C** **D** **E**
Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	-	45,000	45,000	0.00
PERMITS-BUILDING-TIF 7	-	-	-	-	0.00
STATE GRANT	-	-	-	-	0.00
PERMITS	-	-	-	-	0.00
DONATIONS	-	-	-	-	0.00
TOTAL REVENUE	<u>-</u>	<u>-</u>	<u>45,000</u>	<u>45,000</u>	

EXPENDITURES					
INTEREST ON ADVANCES OTHER FUNDS	-	-	131,138	131,138	0.00
TID 7 OPERATING EXPENSES	-	-	6,500	6,500	0.00
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>137,638</u>	<u>137,638</u>	

NET REVENUE OVER EXPENDITURES	-	-	(92,638)	(92,638)	
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FUND 408
TID 6 Fund

Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	-	98,488	98,488	0.00
STATE/FEDERAL GRANT-TIF 6	-	-	-	-	0.00
PERMITS	-	-	-	-	0.00
DONATIONS/TRANSFERS	-	-	-	-	0.00
TOTAL REVENUE	<u>-</u>	<u>-</u>	<u>98,488</u>	<u>98,488</u>	

EXPENDITURES					
INTEREST ON ADVANCES OTHER FUNDS	-	-	65,630	65,630	0.00
TID 6 OPERATING EXPENSES	355	355	30,266	29,911	1.17
TOTAL EXPENDITURES	<u>355</u>	<u>355</u>	<u>95,896</u>	<u>95,541</u>	

NET REVENUE OVER EXPENDITURES	(355)	(355)	2,592	2,947	
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FUND 410

Equipment Fund

A **B** **C** **D** **E**
 Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
GENERAL PROPERTY TAXES-ERF	-	-	225,000	225,000	0.00
GRANT REVENUE-ERF	-	-	-	-	0.00
MISCELLANEOUS	-	-	5,000	5,000	0.00
TRANSFERS	-	-	-	-	0.00
TOTAL REVENUE	<u>-</u>	<u>-</u>	<u>230,000</u>	<u>230,000</u>	

EXPENDITURES					
EQUIPMENT ADMINISTRATION	-	-	7,000	7,000	0.00
EQUIPMENT RECREATION	-	-	5,000	5,000	0.00
EQUIPMENT POLICE	76,793	76,793	130,187	53,394	58.99
EQUIPMENT FIRE	-	-	30,500	30,500	0.00
EQUIPMENT LIBRARY	-	-	-	-	0.00
EQUIPMENT DPW	-	-	141,500	141,500	0.00
TOTAL EXPENDITURES	<u>76,793</u>	<u>76,793</u>	<u>314,187</u>	<u>237,394</u>	

NET REVENUE OVER EXPENDITURES	(76,793)	(76,793)	(84,187)	(7,394)	
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FUND 418

TID 8 Fund

Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	-	125,000	125,000	0.00
PERMITS-BUILDING-TIF 8	-	-	-	-	0.00
FEES-MISCELLANEOUS	-	-	-	-	0.00
TIF 8 INTEREST REVENUE	-	-	-	-	0.00
PROCEEDS OF LONG-TERM DEBT	-	-	-	-	0.00
TOTAL REVENUE	<u>-</u>	<u>-</u>	<u>125,000</u>	<u>125,000</u>	

EXPENDITURES					
TRANSFER OUT	-	-	15,405	15,405	0.00
TID 8 OPERATING EXPENSES	130,000	130,000	131,150	1,150	0.00
TOTAL EXPENDITURES	<u>130,000</u>	<u>130,000</u>	<u>146,555</u>	<u>16,555</u>	

NET REVENUE OVER EXPENDITURES	(130,000)	(130,000)	(21,555)	108,445	
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FUND 419
TID 9 Fund

A **B** **C** **D** **E**
Month Activity **YTD Actual** **Budget Amount** **Unearned** **Percent**

REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	-	-	-	0.00
TIF 9 INTEREST REVENUE	-	-	-	-	0.00
TOTAL REVENUE	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

EXPENDITURES					
TRANSFER OUT	-	-	-	-	0.00
TID 9 OPERATING EXPENSES	822	822	115,116	114,294	0.00
TOTAL EXPENDITURES	<u>822</u>	<u>822</u>	<u>115,116</u>	<u>114,294</u>	

NET REVENUE OVER EXPENDITURES	(822)	(822)	(115,116)	(114,294)	
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FUND 420
Recycling Fund

Month Activity **YTD Actual** **Budget Amount** **Unearned** **Percent**

REVENUE					
STATE GRANT-RECYCLING	-	-	50,000	50,000	0.00
FEES-RECYCLING	-	-	99,561	99,561	0.00
INTEREST REVENUE	-	-	750	750	0.00
TOTAL REVENUE	<u>-</u>	<u>-</u>	<u>150,311</u>	<u>150,311</u>	

EXPENDITURES					
TRANSFER OUT	15,568	15,568	148,828	133,260	10.46
TOTAL EXPENDITURES	<u>15,568</u>	<u>15,568</u>	<u>148,828</u>	<u>133,260</u>	

NET REVENUE OVER EXPENDITURES	(15,568)	(15,568)	1,483	17,051	
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FUND 425
Solid Waste Fund

A **B** **C** **D** **E**
Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
FEES-SOLID WASTE	-	-	441,689	441,689	0.00
TOTAL REVENUE	-	-	441,689	441,689	

EXPENDITURES					
TRANSFER OUT	33,881	33,881	436,846	402,965	7.76
TOTAL EXPENDITURES	33,881	33,881	436,846	402,965	

NET REVENUE OVER EXPENDITURES	(33,881)	(33,881)	4,843	38,724	
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FUND 430
Tourism Fund

Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
LOCAL ROOM TAX-TOURISM FUND	-	-	60,000	60,000	0.00
MISCELLANEOUS REVENUE-TOURISM	-	-	10,000	10,000	0.00
TOTAL REVENUE	-	-	70,000	70,000	

EXPENDITURES					
OPERATING EXPENSES	-	-	70,000	70,000	0.00
TOTAL EXPENDITURES	-	-	70,000	70,000	

NET REVENUE OVER EXPENDITURES	-	-	-	-	
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FUND 501
Taxi Fund

A **B** **C** **D** **E**
Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
GENERAL PROPERTY TAXES	-	-	45,000	45,000	0.00
FED GRANT (PD BY ST)-TRANSPORT	-	-	109,930	109,930	0.00
SALE OF CITY PROPERTY-TAXI	-	-	-	-	0.00
OPERATING TRANSFER IN-GF	-	-	-	-	0.00
TOTAL REVENUE	<u>-</u>	<u>-</u>	<u>154,930</u>	<u>154,930</u>	

EXPENDITURES					
OPERATING EXPENSES	<u>233</u>	<u>233</u>	<u>163,303</u>	<u>163,070</u>	0.14
TOTAL EXPENDITURES	<u>233</u>	<u>233</u>	<u>163,303</u>	<u>163,070</u>	

NET REVENUE OVER EXPENDITURES	(233)	(233)	(8,373)	(8,140)	
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FUND 509
CDBG Fund

Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
INTEREST REVENUE	-	-	20	20	0.00
TOTAL REVENUE	<u>-</u>	<u>-</u>	<u>20</u>	<u>20</u>	

EXPENDITURES					
OPERATING EXPENSES	-	-	73,000	73,000	0.00
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>73,000</u>	<u>73,000</u>	

NET REVENUE OVER EXPENDITURES	-	-	(72,980)	(72,980)	
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FUND 700

StormWater Fund

A **B** **C** **D** **E**
 Month Activity YTD Actual Budget Amount Unearned Percent

	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
GRANT REVENUE-STORMWATER	-	-	-	-	0.00
FEES-MISCELLANEOUS	-	-	-	-	0.00
STORMWATER REVENUES	534	534	588,800	588,266	0.09
PROCEEDS FROM LONG-TERM NOTES	-	-	-	-	0.00
TOTAL REVENUE	<u>534</u>	<u>534</u>	<u>588,800</u>	<u>588,266</u>	
EXPENDITURES					
ADMIN WAGES/BENEFITS	3,458	3,458	42,815	39,358	8.08
STREET WAGES/BENEFITS	33	33	27,493	27,459	0.12
STREET OPERATING EXPENSES	-	-	3,200	3,200	0.00
REPAIR AND MAIN WAGES/BENEFITS	905	905	79,906	79,001	1.13
UTILITIES	1,556	1,556	141,900	140,344	1.10
LEAF PICK UP WAGES/BENEFITS	-	-	45,626	45,626	0.00
OPERATING EXPENSES	<u>7,875</u>	<u>7,875</u>	<u>196,020</u>	<u>188,145</u>	4.02
TOTAL EXPENDITURES	<u>13,826</u>	<u>13,826</u>	<u>536,960</u>	<u>523,134</u>	
NET REVENUE OVER EXPENDITURES	(13,292)	(13,292)	51,840	65,132	



AGENDA SUMMARY SHEET

MEETING DATE: 2/28/2023

TITLE: Request to Expand Police Training Position as part of Workforce Planning Efforts

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator
Scott Loudon, Police Chief

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	Contain within 2023 Budget	

SUMMARY:

Staff will provide an overview of the attached Policy Analysis on Police Staffing and Training Program recommendations. Challenges around police staffing are not unique to our community. Challenges filling open positions have impacted morale and retention. Using data, we will explore the idea of increasing a paid training position to address future gaps in the workforce pipeline that will occur through retirements and possible turnover.

Considerations:

1. Training lead time and implications to workforce planning efforts
2. Training wage structure
3. Current and Future budget implications

ATTACHMENTS:

Policy Analysis Document on Police Staff Training Expansion

RECOMMENDED MOTIONS:

Motion to request additional information and return discussion to Common Council Meeting on March 14, 2023.

OR

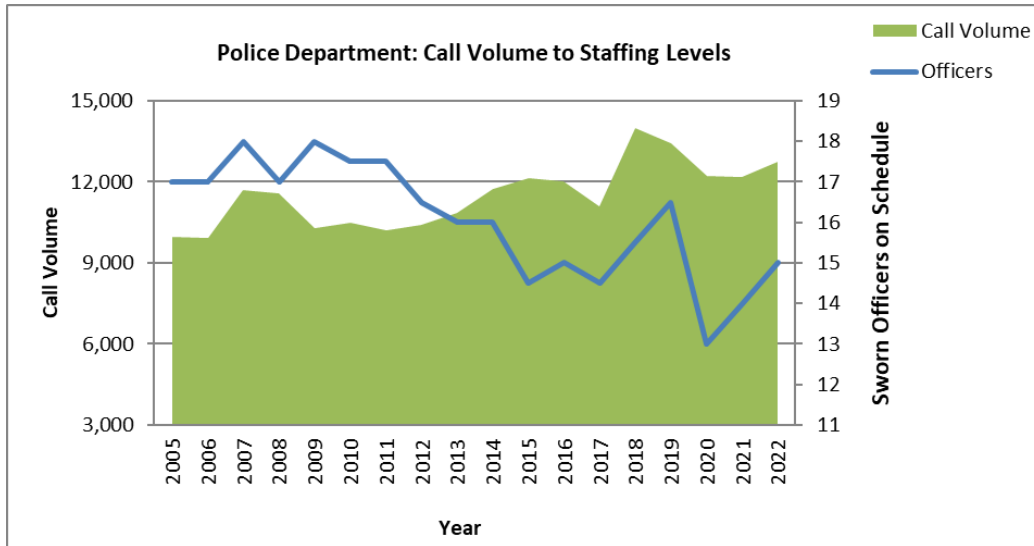
Motion to approve request to hire additional training position at an adjusted was of 80% of entry level wage for patrol officers as outlined in the policy document.

Waupun Police Department Staffing Recommendation

CALL VOLUME TRENDS FOR POLICE:

Chart 1 shows call volume over time compared to the average annual staffing level of sworn officers on schedule. Trends indicate increasing call volume with fewer sworn officers available to support demand for the service. In 2020, staffing levels dropped to their lowest level since 2016 with the onset of COVID-19. At that time, call volume dipped slightly and then began to rebound.

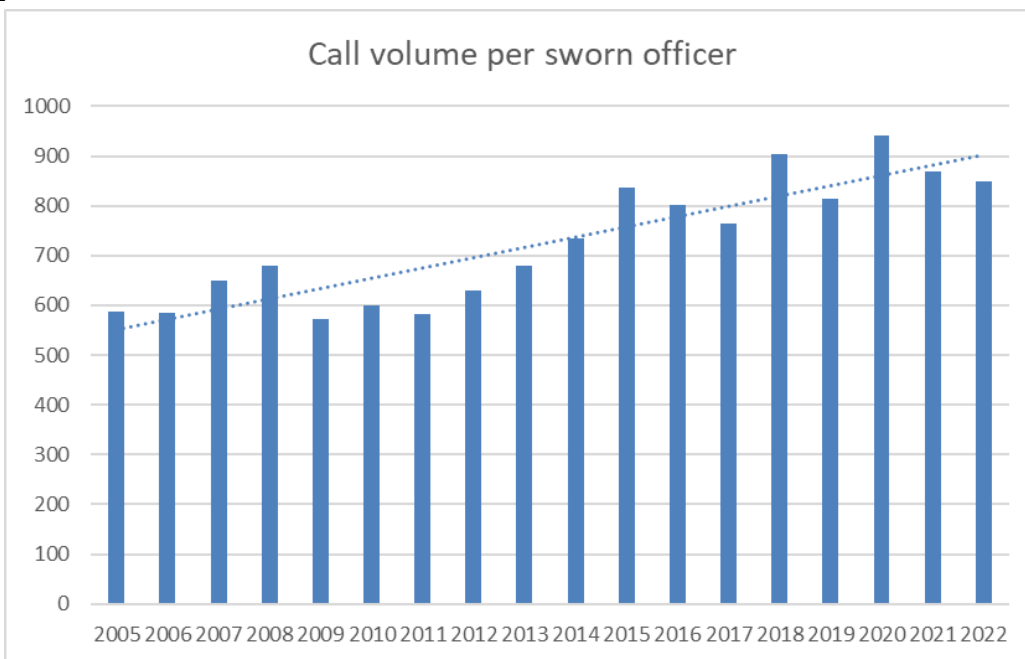
CHART 1



SOURCE: City of Waupun Dispatch data

Chart 2 reflects call volume per sworn officer, showing an increase of calls per officer in accordance with increasing demand for service.

CHART 2



City of Waupun Dispatch data

SOURCE:

Waupun Police Department Staffing Recommendation

HIRING TRENDS FOR POLICE OFFICERS:

Since 2020, the Police Department has run 12 recruitment processes and attracted 153 applicants. One out of every three hiring processes completed during this time period produced no qualified applicants. Nine (9) officers were hired with two-thirds of those individuals sponsored by the City to attend the Police Academy. The following statistics reflect our current hiring trends over this three-year period.

- Average Days to Hire & Train: 281 (9.4 months)
- Minimum Days to Hire & Train: 209 days (7 months) with No Academy Sponsorship
- Maximum Days to Hire & Train: 420 days (14 months) with Academy Sponsorship

As you would expect, Academy sponsorship extends the time to hire and train an officer. Research shows a majority of candidates currently graduating from the Academy are sponsored by agencies. The length of time to hire and train a sworn police officer is extends this period by 9.4 months on average but can take much longer dependent on the length of time required to find a qualified candidate. Workforce planning strategies should address time to recruitment and train new officers within 12 month of a possible retirement.

Also of significance, since 2020, the city experienced a 53% turnover in sworn police officers. Some turnover is due to retirement but voluntary separation is a leading factor with officers choosing to leave city employment for other agencies closer to home or for more pay during this time. A minority of officers chose to leave the field all together. Of the officers sponsored in the Academy during this time, the city has retained 67% of those hires. Additional planning effort should be placed on retention of existing staff. The City did address wage scale issues with the most recent union contract, ratified in 2022.

STAFFING LEVELS:

In 2017, the city completed a police staffing analysis to examine headcount and spending for communities with populations of 10,000 to 14,000 as well as those with populations from 7,000 to 10,000 residents. That study concluded that there were efficiencies to the Waupun staffing model at that time and no recommended changes were brought forward. While time did not permit a full update of that study, as part of this analysis, staff did evaluate numbers of sworn full-time officers for the two groups of communities to check status. With 17 FTE, Waupun is slightly below average for communities within the 7,000 to 10,000 range and far below average for communities in the 10,000 to 14,000 range. There are variabilities such as difference in shift structures, dependence of part-time officers not considered here, etc. and those factors would need to be studied further to understand how they impact overall staffing levels.

CHART 3

FTE of Sworn Officers for Similar Sized Communities (excluding Waupun)					
Population Size	Count of Communities	Average FTE	Mean FTE	Max FTE	Min FTE
7,000 - 10,000	18	17.1	17.5	21	14
10,000 - 14,000	21	24.1	21	31	20

Heavy reliance of part-time officers in populations of 7,000 to 10,000
Shift variability would need to be examined (i.e., 12, 10 or 8 hour shifts impact staffing)

Waupun Police Department Staffing Recommendation

RETIREMENT ELIGIBILITY:

Chart 4 reflects current staffing levels by position and shows retirement eligibility of our current workforce. While eligibility does not predict behavior, it is an indication as to where turnover could be anticipated. Workforce planning utilizes this data to assess gaps and determine strategies to build a talent pipeline.

CHART 4

Category	Years of Service	Eligible for Retirement	% of Workforce
Less than 1 Year to Retirement Eligibility			18.8%
Supervisor	26.25	2023	
Supervisor	22.50	2024	
Supervisor	19.67	2024	
5 or Fewer Years to Retirement Eligibility			12.5%
Supervisor	22.83	2028	
Patrol	19.08	2029	
8 or Fewer Years to Retirement Eligibility			12.5%
Supervisor	21.08	2030	
Patrol	20.25	2031	
12 or Fewer Years to Retirement Eligibility			6.3%
Supervisor	8.08	2035	
18 or More Years to Retirement Eligibility			50%
Patrol	6.25	2041	
Patrol	5.25	2045	
Patrol	4.08	2040	
Patrol	2.08	2043	
Patrol	1.08	2049	
Patrol	0.67	2042	
Patrol	0.33	2042	
Patrol	0.17	2047	

SOURCE: City of Waupun

- 19% of sworn officers are eligible for retirement within the next twelve months.
- 67% of department leadership is eligible for retirement within 5 or fewer years.
- 43.8% of the sworn officer roster is eligible for retirement within 8 or fewer years.
- Average Years of Service for Leaders/Supervisors: 20.1 years.
- Average Years of Service for Patrol: 5.9 years (60% of patrol staff have 5 or fewer years of experience).

Since 2000, as staffing levels declined, opportunities for training and development within the team also decreased. Workforce planning strategies should focus on ensuring development opportunities are in place to prepare the department for leadership transitions.

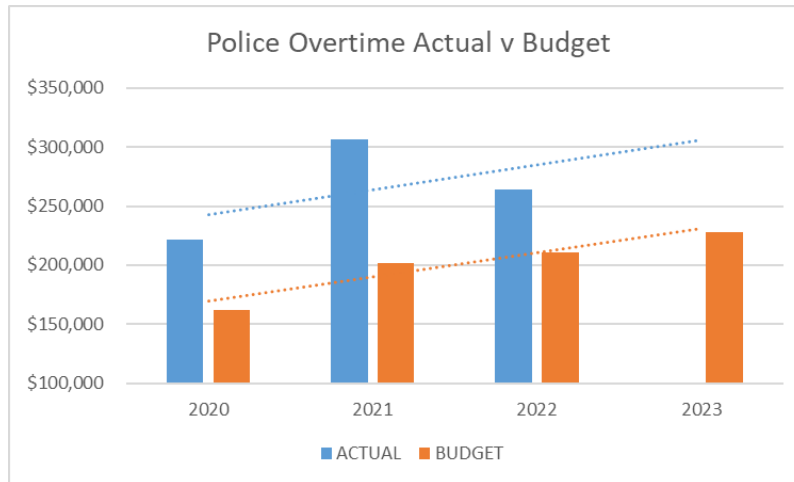
OVERTIME:

Chart 5 shows actual to budget for overtime patrol expenditures over the last three years. While not a perfect indicator of true overtime worked because of comp time and the use of Administrative time to cover open patrol shifts, it is clear that actual expenditures have exceeded budgeted expenditures for

Waupun Police Department Staffing Recommendation

overtime in each of the last three years. Reducing actual overtime to budgeted allocations would save the City \$50,000 or more annually. This savings could be applied to offset increased training wages.

CHART 5



SOURCE: City of Waupun Budget to Actual Reporting

TRAINING WAGE:

Currently the training wage for officers sponsored at the Academy is \$16 with no benefits. Since beginning the paid training program in 2018, a number of communities have followed suit with sponsorships similar to what we are doing. Currently the Cities of Beaver Dam, Ripon, Horicon and Mayville, as well as Fond du Lac County, are paying trainees entry-level officer wage plus benefits. WPPA indicates that it is increasingly common to have training wages set at 80% of the entry-level wage for a sworn officer. The City should consider increasing their rate of pay from \$16 to 80% of base rate (\$22.17 per hour as of 1/1/23) for training positions.

RECOMMENDATIONS:

The City recently completed a hiring process to fill one vacant position. Within that process, one conditional offer was extended and two training candidates were identified. One of those candidates has since accepted an offer from another department and the second is in a search process with another department but is still available. Given the length of time to hire and train, staff is recommending that you consider expanding a training position now with the goal of sponsoring a candidate in the June 2023 Academy. A candidate starting now would complete Academy by the end of October 2023. Field training would then begin with completion anticipated on or around February 1, 2024.

Identify training opportunities for existing staff to promote retention and to identify and develop future leaders who will be needed to support supervisory transitions over the next five years.

Identify additional steps needed to expand the pool of available qualified applicants.

BUDGET IMPLICATIONS:

How can we pay for training position within existing budget? At the end of 2022, the City's PSLO retired. The current search process works to fill that vacant position. 2023 budgeted to actual expenditures with this transition affords some opportunity to absorb a training position within the 2023 budget as follows:

- PSLO Retirement replaced with a .8 FTE for cost savings of ~ \$50,000.

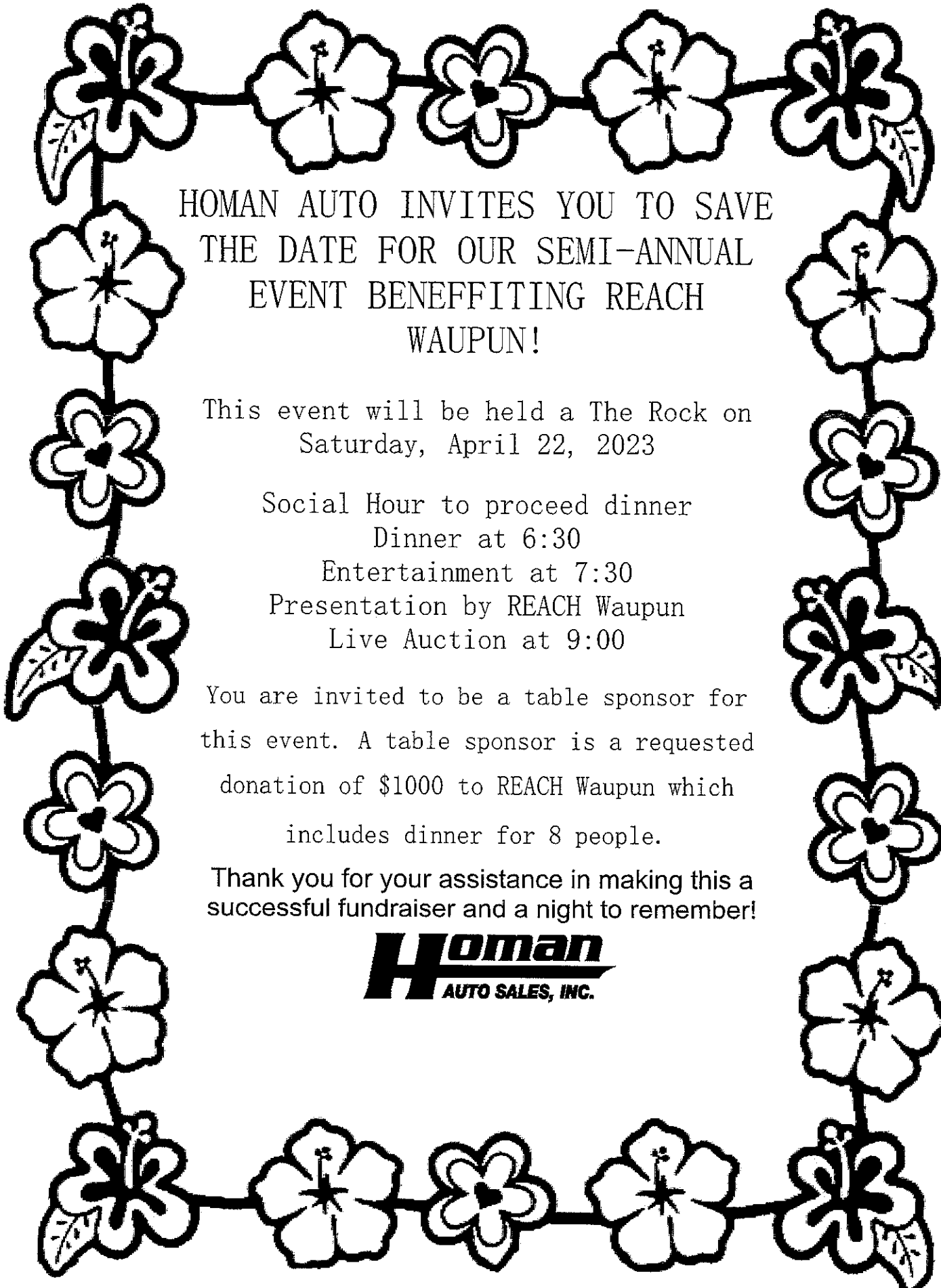
Waupun Police Department Staffing Recommendation

- Hold filling code enforcement position (absorb within existing staffing) cost savings \$5,000.

The estimated cost to train an officer through the balance of 2023 is \$45,000. Based on wage differentials, we could absorb the training position @ \$22.17 per hour within existing 2023 budget. However, in Year 2, if a retirement did not occur, the budget would not be able to absorb this ongoing cost without additional expense allocations. To address this, we would recommend the following considerations:

- 2024 costing to retain an 18th sworn officer would be an additional \$92,976 in year 2.
- However, by reducing overtime by an estimated \$50,000, total impact would be \$43,000 annually.
- Fully absorb Code Enforcement into police responsibilities at an ongoing cost savings of \$5K.
- ARPA Funds under public safety have been requested to reinstate an 18th officer and could be applied here.
- Consider including 18th officer in possible future public safety referendum discussions.
- Pending Biennium budget approval for 2023-2025, additional funds for public safety may be received that could support this request.

We would recommend a formal study of the department's organizational structure be completed that evaluates a variety of factors this analysis cannot account for and that that be done in advance of leadership transitions we would expect over the next five to seven years as a result of retirements.



HOMAN AUTO INVITES YOU TO SAVE
THE DATE FOR OUR SEMI-ANNUAL
EVENT BENEFITING REACH
WAUPUN!

This event will be held at The Rock on
Saturday, April 22, 2023

Social Hour to precede dinner
Dinner at 6:30
Entertainment at 7:30
Presentation by REACH Waupun
Live Auction at 9:00

You are invited to be a table sponsor for
this event. A table sponsor is a requested
donation of \$1000 to REACH Waupun which
includes dinner for 8 people.

Thank you for your assistance in making this a
successful fundraiser and a night to remember!

Homan
AUTO SALES, INC.