



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, March 08, 2022 at 6:00 PM

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

Join Zoom Meeting:

<https://us02web.zoom.us/j/87807374034?pwd=dEYydE5uV3hoTDRieml0SG5JbTVaQT09>

Meeting ID: 878 0737 4034

Passcode: 464890

Dial by your location: 312 626 6799

CALL TO ORDER

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

ROLL CALL--Mayor to excuse any absent members

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

No Public Participation after this point.

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

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

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

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

2. Board of Public Works and Facilities 12-14-21
3. Economic Development 12-28-21
4. Plan Commission 1-10-22
5. Recreation and Wellness 1-12-22
6. Common Council 2-8-22
7. Utility Commission 2-14-22
8. Special Common Council 2-15-22
9. Police and Fire Commission 2-16-21
10. Library Board 2-16-22
11. Committee of the Whole 2-22-22

DEPARTMENT REPORTS

12. Fire Department
13. Police Department
14. Library
15. Public Works
16. Building Inspector
17. Recreation
18. Utilities
19. Administrator-Economic Development

RESOLUTIONS AND ORDINANCES:

20. Review Ordinance 19-11 Providing for ATV/UTV use in the City Limits (*Discussion*)

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

21. 2021 Annual MS4 Report (Board of Public Works 3-8-22) (*Motion*)

22. Certified Survey Map- William & Mulder (Plan Commission 2-23-22) (*Motion*)

CONSIDERATION - ACTION

23. Authorization for Use of City Land - Hero's Hunt for Veterans (*Motion*)

24. 2022 City of Waupun Farmer's Market (*Motion*)

25. REACH Giving Tuesday Donation Request (*Motion*)

MAYORAL CORRESPONDENCE/PRESENTATIONS

26. 2022 National Library Week Proclamation (April 3-9)

CLOSED SESSION

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

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

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

(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.

27. Investing of Public Funds to Support Land Negotiations in TID 7

28. Investing public funds to develop land in Waupun Industrial Park

29. Consideration of Employment

OPEN SESSION

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

ACTION FROM CLOSED SESSION

ADJOURNMENT

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



AGENDA SUMMARY SHEET

MEETING DATE: 3-8-22

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 29, 2022	Committee of the Whole
Tuesday, April 12, 2022	Common Council
Tuesday, April 19, 2022	Special Council-Seating of the Council
Tuesday, April 26, 2022	Committee of the Whole

License and Permit Applications

OPERATOR LICENSE:

None

TEMPORARY CLASS B Fermented Malt Beverage License

None

ATTACHMENTS:

Expense Report(s)

RECOMENDED MOTION: Motion to approve the Consent Agenda. *(Roll Call)*

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount	
02/27/2022	71	CREXENDO	448.83	
02/27/2022	72	FAITH TECH, INC.	1,760.17	
02/27/2022	73	KWIK TRIP STORES	8,274.67	
02/27/2022	74	WELLS FARGO PAYMENT REMITT.	1,602.27	
02/28/2022	103313	FOND DU LAC COUNTY CLERK OF C	263.50	M
02/28/2022	103373	DODGE COUNTY TREASURER	19,302.11	M
02/28/2022	103378	DCELEA	140.00	M
02/28/2022	103379	PLUIM, JERRY	250.00	M
03/03/2022	103457	AMAZON CAPITAL SERVICES	729.98	
03/03/2022	103458	ADVANTAGE POLICE SUPPLY INC	1,586.54	
03/03/2022	103459	ALLIANT ENERGY/WP&L	9,613.06	
03/03/2022	103460	ASSOCIATED APPRAISAL CONSULTA	3,134.33	
03/03/2022	103461	AT & T	258.80	
03/03/2022	103462	BALLWEG IMPLEMENT	153.21	
03/03/2022	103463	BATTERIES PLUS LLC	70.20	
03/03/2022	103464	BENTZ AUTOMOTIVE INC	329.90	
03/03/2022	103465	BROWN CAB SERVICE INC	10,967.43	
03/03/2022	103466	CAPITAL NEWSPAPERS	107.08	
03/03/2022	103467	CHARTER COMMUNICATIONS	139.98	
03/03/2022	103468	CINTAS CORPORATION NO. 2	283.25	
03/03/2022	103469	CITIES & VILLAGES MUTUAL INS.	28,197.00	
03/03/2022	103470	DCELEA	55.00	
03/03/2022	103471	DESTINATION LAKE WINNEBAGO RE	4,365.13	
03/03/2022	103472	DEVRIES WELDING LLC	341.10	
03/03/2022	103473	EMERGENCY MEDICAL PRODUCTS	436.83	
03/03/2022	103474	EWALD'S HARTFORD FORD LLC	34,346.50	
03/03/2022	103475	FBINAA	110.00	
03/03/2022	103476	MARTENS ACE HARDWARE	1,161.17	
03/03/2022	103477	FIRE SAFETY USA INC	820.00	
03/03/2022	103478	SIGNARAMA	251.57	
03/03/2022	103479	FOND DU LAC COUNTY	1,793.94	
03/03/2022	103480	FDL COUNTY LE EXECUTIVE ASSOCI	40.00	
03/03/2022	103481	GALLS, LLC	47.06	
03/03/2022	103482	GAPPA SECURITY SOLUTIONS LLC	3,436.07	
03/03/2022	103483	GRAND VALLEY INSPECTION SERVIC	2,093.56	
03/03/2022	103484	H & R SAFETY SOLUTIONS LLC	200.00	
03/03/2022	103485	HAMMES FIRE & SAFETY	88.00	
03/03/2022	103486	HOMAN AUTO - RIPON	7,283.27	
03/03/2022	103487	HOPP, NATHAN E	30.60	
03/03/2022	103488	JOHN FABICK TRACTOR CO	1,022.56	
03/03/2022	103489	LEAGUE OF WI MUNICIPALITIES	270.00	
03/03/2022	103490	LITE 11 LLC	92.50	
03/03/2022	103491	MENARDS - BEAVER DAM	394.85	
03/03/2022	103492	NAPA AUTO PARTS-WAUPUN	1,608.65	
03/03/2022	103493	NAVIS, MIKE	150.00	
03/03/2022	103494	NEUMAN POOLS INC	3,213.40	
03/03/2022	103495	NICKEL, JULIE	40.00	
03/03/2022	103496	O'REILLY AUTOMOTIVE INC	229.99	
03/03/2022	103497	PFALZGRAF, JOSEPH	75.93	
03/03/2022	103498	PIGGLY WIGGLY DISCOUNT FOODS	67.30	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Amount
03/03/2022	103499	PITNEY BOWES	693.12
03/03/2022	103500	Q-TRONICS	13.98
03/03/2022	103501	REGISTRATION FEE TRUST	169.50
03/03/2022	103502	RELIANT FIRE APPARATUS INC	554.44
03/03/2022	103503	ROCK RIVER STORMWATER GROUP	5,000.00
03/03/2022	103504	SAN-A-CARE, INC	345.20
03/03/2022	103505	SHRM - DODGE COUNTY	225.00
03/03/2022	103506	STAPLES CREDIT PLAN	22.08
03/03/2022	103507	STAR CRANE & HOIST SERVICE - WI I	419.00
03/03/2022	103508	SIA INSURANCE SERVICES	1,692.32
03/03/2022	103509	STOBB PLUMBING & HEATING, INC.	20.00
03/03/2022	103510	STREET COP TRAINING	299.00
03/03/2022	103511	TOTAL BUSINESS PRODUCTS	129.00
03/03/2022	103512	TRUCK EQUIPMENT INC	10.92
03/03/2022	103513	TRU CLEANERS LLC	4,532.81
03/03/2022	103514	US CELLULAR	396.71
03/03/2022	103515	US PETROLEUM EQUIPMENT	275.00
03/03/2022	103516	VANDE ZANDE & KAUFMAN, LLP	5,149.20
03/03/2022	103517	C.VERHAGE.PHOTO	45.00
03/03/2022	103518	VON BRIESEN & ROPER, S.C.	2,394.00
03/03/2022	103519	WAUPUN AREA ANIMAL SHELTER, INC	1,000.00
03/03/2022	103520	WAUPUN UTILITIES	26,202.55
03/03/2022	103521	WERNER ELECTRIC SUPPLY	315.17
03/03/2022	103522	WI CHIEFS OF POLICE ASSN	150.00
03/03/2022	103523	WI DEPT OF JUSTICE	21.00
03/03/2022	103524	MARCO TECHNOLOGIES LLC	235.91
03/03/2022	103525	ENVISION GREATER FOND DU LAC IN	10,000.00
Grand Totals:			<u>211,988.20</u>

Report Criteria:

Report type: Summary

Report Criteria:

[Report].Invoice Date = 02/27/2022,02/28/2022,03/03/2022

Invoice	Description	Invoice Date	Total Cost	GL Account
48 AMAZON CAPITAL SERVICES				
1F37-K1GM-TNXX	thermostat - for exhaust fans at aquatic center	03/03/2022	96.99	100-20-5523-3-36
1DR4-G6KF-HGQ7	LED lights - aquatic center	03/03/2022	50.70	100-20-5523-3-36
1F9G-CKTM-NDCM	LED Wall Pack lights - replace @ Medema & McCune	03/03/2022	325.98	100-20-5525-3-36
1NKG-HRHT-GJYM	changing table lift support - ball complex	03/03/2022	69.88	100-20-5525-3-36
1WCJ-XKKW-HQN3	Fingerprint Ink Pad - PD	03/03/2022	32.18	100-40-5213-3-38
1D47-F3JF-7XCP	feet for generator/replace solenoid	03/03/2022	45.75	100-70-5411-3-36
1NKG-HRHT-VDJV	grab bars for Medema - mens bathroom ADA	03/03/2022	108.50	400-20-5525-8-00
Total 48 AMAZON CAPITAL SERVICES:			729.98	
629 ADVANTAGE POLICE SUPPLY INC				
22-0008	Clothing allowance - Halverson	03/03/2022	225.22	100-12634
22-0007	Clothing allowance - Kreitzman	03/03/2022	225.22	100-12634
22-0106	Clothing allowance - Pfalzgraf	03/03/2022	225.22	100-12634
22-0103	Clothing allowance - Hague	03/03/2022	225.22	100-12634
22-0102	Clothing allowance - Navis	03/03/2022	225.22	100-12634
22-0109	Clothing allowance - Pipia	03/03/2022	225.22	100-12634
22-0105	Clothing allowance - Williams	03/03/2022	235.22	100-12634
Total 629 ADVANTAGE POLICE SUPPLY INC:			1,586.54	
1174 ALLIANT ENERGY/WP&L				
3425110000-FEB22	MUSEUM monthly fuel charges - feb 2022	03/03/2022	625.36	100-20-5512-3-32
7255200000-FEB22	Senior Center - Feb 2022	03/03/2022	292.58	100-20-5513-3-32
5374820000-FEB22	Aquatic Center - Feb 2022	03/03/2022	225.46	100-20-5523-3-32
5946940000-FEB22	Police Dept - monthly fuel charges - Feb 2022	03/03/2022	950.57	100-40-5211-3-32
5946940000-FEB22	Fire Dept - monthly fuel charges -feb 2022	03/03/2022	534.70	100-50-5231-3-32
1780510000-FEB22	CITY HALL monthly fuel charges - Feb 2022	03/03/2022	2,231.55	100-70-5410-3-32
2831330000-FEB22	community center monthly fuel-Feb 2022 - city	03/03/2022	224.21	100-70-5410-3-32
2831330000-FEB22	community center monthly fuel-Feb 2022 - hockey	03/03/2022	896.86	100-70-5410-3-32
2831330000-FEB22	community center monthly fuel-Feb 2022 - School	03/03/2022	1,121.07	100-70-5410-3-32
3264610000-FEB22	Garage monthly fuel - Feb 2022	03/03/2022	2,510.70	100-70-5412-3-32
Total 1174 ALLIANT ENERGY/WP&L:			9,613.06	
1787 ASSOCIATED APPRAISAL CONSULTAN				
161223	Monthly services - March 2022	03/03/2022	3,134.33	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			3,134.33	
1904 AT & T				
DEC20-JAN19 2022	Police Dept monthly phone charges	03/03/2022	129.40	100-40-5211-3-31
JAN20-FEB19 2022	Police Dept monthly phone charges	03/03/2022	129.40	100-40-5211-3-31
Total 1904 AT & T:			258.80	
4015 BALLWEG IMPLEMENT				
P32088	steering arm/oil filter/filter/fuel filter	03/03/2022	153.21	100-70-5411-3-36
Total 4015 BALLWEG IMPLEMENT:			153.21	
4078 BATTERIES PLUS LLC				
P48960841	12v lead - replace in backup device	03/03/2022	70.20	100-20-5523-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 4078 BATTERIES PLUS LLC:			70.20	
5130 BENTZ AUTOMOTIVE INC				
21506	batteries	03/03/2022	329.90	100-70-5411-3-36
Total 5130 BENTZ AUTOMOTIVE INC:			329.90	
6252 BROWN CAB SERVICE INC				
2407	Jan monthly taxi service 2022	03/03/2022	10,967.43	501-10-5154-3-38
Total 6252 BROWN CAB SERVICE INC:			10,967.43	
7058 CAPITAL NEWSPAPERS				
90265	2022 Sidewalk Bid Program	03/03/2022	107.08	100-70-5420-3-35
Total 7058 CAPITAL NEWSPAPERS:			107.08	
10048 CHARTER COMMUNICATIONS				
13430-FEB22	city hall - internet	03/03/2022	139.98	100-10-5197-3-31
Total 10048 CHARTER COMMUNICATIONS:			139.98	
10218 CINTAS CORPORATION NO. 2				
4111664697	City Hall Rugs - Feb 2022	03/03/2022	68.28	100-70-5410-3-38
4111664789	Library Rugs - Feb 2022	03/03/2022	61.26	100-70-5410-3-38
4111664716	Safety Building Rugs - Feb 2022	03/03/2022	51.84	100-70-5410-3-38
4111664778	senior Center rugs - Feb 2022	03/03/2022	31.22	100-70-5410-3-38
4111664899	Garage Rugs/Uniforms - Feb 2022	03/03/2022	70.65	100-70-5411-3-38
Total 10218 CINTAS CORPORATION NO. 2:			283.25	
10226 CITIES & VILLAGES MUTUAL INS.				
WC-22-1072	2022 Worker's Com Prem 2nd QTR - City Portion	03/03/2022	21,842.00	100-10-5196-3-38
WC-22-1072	2022 Worker's Com Prem 2nd QTR - Utilities Portion	03/03/2022	6,355.00	100-13850
Total 10226 CITIES & VILLAGES MUTUAL INS.:			28,197.00	
10651 CREXENDO				
FEB2022	City Hall Phone Charges - Feb 2022	02/27/2022	330.85	100-10-5197-3-31
FEB2022	Senior Center Phone Charges - Feb 2022	02/27/2022	23.64	100-20-5513-3-31
FEB2022	Garage Phone Charges - Feb 2022	02/27/2022	94.34	100-70-5412-3-31
Total 10651 CREXENDO:			448.83	
11043 DCELEA				
3-3-22	Dodge County Law Enforcement Mem 2022	03/03/2022	55.00	100-40-5211-3-34
2-28-22	Awards Banq	02/28/2022	140.00	100-40-5211-3-37
Total 11043 DCELEA:			195.00	
11275 DESTINATION LAKE WINNEBAGO REGION				
3-3-22	70% Of Room Tax - Jan 2022	03/03/2022	4,365.13	430-70-5436-3-42
Total 11275 DESTINATION LAKE WINNEBAGO REGION:			4,365.13	
11276 DEVRIES WELDING LLC				
01703	metal for rebuilding hydraulic control box	03/03/2022	131.00	100-70-5411-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
01719	metal for various projects in shop	03/03/2022	210.10	100-70-5411-3-36
Total 11276 DEVRIES WELDING LLC:			341.10	
12000 DODGE COUNTY TREASURER				
2-28-22	Tax payment from Alter	02/28/2022	19,302.11	100-13850
Total 12000 DODGE COUNTY TREASURER:			19,302.11	
12530 EMERGENCY MEDICAL PRODUCTS				
2319925	EMR supplies	03/03/2022	61.00	100-50-5230-3-38
2320502	Narcan & Gloves	03/03/2022	375.83	100-50-5230-3-38
Total 12530 EMERGENCY MEDICAL PRODUCTS:			436.83	
12622 EWALD'S HARTFORD FORD LLC				
3-3-22	2022 Ford Explorer - PD	03/03/2022	34,346.50	410-40-5211-4-00
Total 12622 EWALD'S HARTFORD FORD LLC:			34,346.50	
12640 FBINAA				
54753	Dues - National & Wisconsin	03/03/2022	110.00	100-40-5211-3-34
Total 12640 FBINAA:			110.00	
12676 FAITH TECH, INC.				
FEB2022	energy efficiency ACH pmt 29 of 60	02/27/2022	1,760.17	300-10-5935-6-00
Total 12676 FAITH TECH, INC.:			1,760.17	
12700 MARTENS ACE HARDWARE				
FEB22	cable	03/03/2022	29.99	100-40-5212-3-38
FEB22	moto mix	03/03/2022	50.97	100-50-5232-3-36
FEB22	airline supplies	03/03/2022	32.99	100-50-5232-3-36
FEB22	parts/supplies for museum lights	03/03/2022	18.54	100-70-5410-3-36
FEB22	parts/supplies for museum lights	03/03/2022	34.97	100-70-5410-3-36
FEB22	parts/supplies for museum lights	03/03/2022	15.98	100-70-5410-3-36
FEB22	ball hex/hardware	03/03/2022	3.58	100-70-5410-3-36
FEB22	light bulbs	03/03/2022	3.59	100-70-5410-3-36
FEB22	crossbar kit/saw blade/brush flat/car freshener/C&K Int T	03/03/2022	48.14	100-70-5410-3-36
FEB22	parts/supplies for museum lights	03/03/2022	15.96	100-70-5410-3-36
FEB22	parts/supplies for museum lights	03/03/2022	24.51	100-70-5410-3-36
FEB22	parts/supplies for museum lights	03/03/2022	2.59	100-70-5410-3-36
FEB22	cement - patch hole at museum	03/03/2022	9.99	100-70-5410-3-36
FEB22	parts/supplies for museum lights	03/03/2022	21.99	100-70-5410-3-36
FEB22	paint - wall at comm center	03/03/2022	42.99	100-70-5410-3-36
FEB22	parts/supplies for museum lights	03/03/2022	27.98	100-70-5410-3-36
FEB22	parts/supplies for museum lights	03/03/2022	26.58	100-70-5410-3-36
FEB22	garage door remote	03/03/2022	44.99	100-70-5410-3-36
FEB22	battery smoke alarm/spring snap	03/03/2022	15.78	100-70-5410-3-36
FEB22	truss combo - garbage cans	03/03/2022	7.99	100-70-5410-3-36
FEB22	sawblade	03/03/2022	19.99	100-70-5410-3-36
FEB22	fasteners	03/03/2022	1.50	100-70-5410-3-36
FEB22	goo gone gel	03/03/2022	6.99	100-70-5410-3-36
FEB22	paint inside comm center	03/03/2022	7.18	100-70-5410-3-36
FEB22	garbage can handles	03/03/2022	17.98	100-70-5410-3-36
FEB22	paint supplies for buildings	03/03/2022	11.94	100-70-5410-3-36
FEB22	paint for shop garbage cans & comm center cans	03/03/2022	93.98	100-70-5410-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
FEB22	paint inside comm center	03/03/2022	19.98	100-70-5410-3-36
FEB22	replace lights under bleachers at comm center	03/03/2022	6.93	100-70-5410-3-36
FEB22	wax/mop head	03/03/2022	31.96	100-70-5410-3-36
FEB22	lube triflow	03/03/2022	12.99	100-70-5410-3-36
FEB22	replace lights under bleachers at comm center	03/03/2022	3.18	100-70-5410-3-36
FEB22	parts - repair hydraulic box	03/03/2022	4.59	100-70-5411-3-36
FEB22	paint for shop supplies	03/03/2022	13.98	100-70-5411-3-36
FEB22	paint for shop supplies	03/03/2022	11.98	100-70-5411-3-36
FEB22	socket adapter/suply hose/tiedown	03/03/2022	42.13	100-70-5411-3-36
FEB22	hoses	03/03/2022	8.58	100-70-5411-3-36
FEB22	fasteners	03/03/2022	9.78	100-70-5411-3-36
FEB22	pliers	03/03/2022	19.99	100-70-5411-3-38
FEB22	muriatic acid/paintbrush/power bits/paint tray	03/03/2022	90.24	100-70-5412-3-36
FEB22	parts - repair floor at city garage	03/03/2022	5.99	100-70-5412-3-36
FEB22	batteries - garage door openers	03/03/2022	15.98	100-70-5412-3-36
FEB22	maxfit power bit	03/03/2022	4.99	100-70-5412-3-36
FEB22	Ace Best RLR FRM/C&K EXT P&P	03/03/2022	71.96	100-70-5441-3-36
FEB22	spraypaint for barricades	03/03/2022	9.98	100-70-5441-3-36
FEB22	parts - install outlet for radio rep	03/03/2022	95.59	410-70-5412-4-00
FEB22	truckbed coating	03/03/2022	23.98	700-10-5192-3-36
FEB22	locknut conduit/fasteners	03/03/2022	5.15	700-10-5192-3-36
FEB22	replace remote control	03/03/2022	11.58	700-10-5192-3-36
Total 12700 MARTENS ACE HARDWARE:			1,161.17	
13011 FIRE SAFETY USA INC				
155843	adapters for fire engines	03/03/2022	820.00	220-50-5231-3-38
Total 13011 FIRE SAFETY USA INC:			820.00	
13450 SIGNARAMA				
IN-F-39736	event sign holder repair	03/03/2022	251.57	100-10-5534-3-36
Total 13450 SIGNARAMA:			251.57	
13495 FOND DU LAC COUNTY				
22610043	salt brine mix	03/03/2022	1,793.94	100-70-5435-3-36
Total 13495 FOND DU LAC COUNTY:			1,793.94	
13497 FOND DU LAC COUNTY CLERK OF COURTS				
2-28-22	Paid Warrant - Thomas	02/28/2022	263.50	100-13850
Total 13497 FOND DU LAC COUNTY CLERK OF COURTS:			263.50	
13635 FDL COUNTY LE EXECUTIVE ASSOCIATION				
2022	2022 FDL Law Enfor Exec Assoc Annual Dues	03/03/2022	40.00	100-40-5211-3-34
Total 13635 FDL COUNTY LE EXECUTIVE ASSOCIATION:			40.00	
14160 GALLS, LLC				
020374603	Custom collar brass	03/03/2022	47.06	100-40-5212-3-38
Total 14160 GALLS, LLC:			47.06	
14275 GAPPA SECURITY SOLUTIONS LLC				
24803	repair inside door at library	03/03/2022	263.89	100-70-5410-3-36
24824	ADA bathroom mens dividers - Medema	03/03/2022	3,172.18	400-20-5525-8-00

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 14275 GAPPA SECURITY SOLUTIONS LLC:			3,436.07	
14698 GRAND VALLEY INSPECTION SERVICES				
2022-42	Building Insp/Zoning Admin for Feb 2022	03/03/2022	2,093.56	230-30-5241-3-38
Total 14698 GRAND VALLEY INSPECTION SERVICES:			2,093.56	
15297 H & R SAFETY SOLUTIONS LLC				
6794	safety gear	03/03/2022	200.00	100-70-5412-3-38
Total 15297 H & R SAFETY SOLUTIONS LLC:			200.00	
15452 HAMMES FIRE & SAFETY				
38228	Service Call/fire exting recharge	03/03/2022	88.00	100-50-5232-3-36
Total 15452 HAMMES FIRE & SAFETY:			88.00	
15958 HOMAN AUTO - RIPON				
84233	Repairs to EMR vehicle	03/03/2022	7,283.27	410-50-5231-4-00
Total 15958 HOMAN AUTO - RIPON:			7,283.27	
16047 HOPP, NATHAN E				
3-3-22	CDL Permit - reimbursement	03/03/2022	30.60	100-70-5412-3-38
Total 16047 HOPP, NATHAN E:			30.60	
16663 JOHN FABICK TRACTOR CO				
PIMK0167958	ring - repair main shaft & cradle	03/03/2022	8.09	100-70-5411-3-36
PIMK0167956	seals/seal-o-ring - repair main shaft & cradle	03/03/2022	224.24	100-70-5411-3-36
PIML0167957	pinion/gasket - repair main shaft & cradle	03/03/2022	790.23	100-70-5411-3-36
Total 16663 JOHN FABICK TRACTOR CO:			1,022.56	
17175 KWIK TRIP STORES				
PD-JAN22	Police Dept monthly fuel - Jan 2022	02/27/2022	2,526.84	100-40-5212-3-38
FD-JAN2022	Fire dept monthly fuel - Jan 2022	02/27/2022	365.97	100-50-5232-3-38
DPW-JAN2022	DPW monthly fuel purchases - Jan 2022	02/27/2022	5,381.86	100-70-5411-3-38
Total 17175 KWIK TRIP STORES:			8,274.67	
17400 LEAGUE OF WI MUNICIPALITIES				
83591	Annual Conf - Schlieve 2021	03/03/2022	270.00	100-10-5191-3-37
Total 17400 LEAGUE OF WI MUNICIPALITIES:			270.00	
17827 LITE 11 LLC				
1527	install docking station	03/03/2022	92.50	100-40-5212-3-36
Total 17827 LITE 11 LLC :			92.50	
18961 MENARDS - BEAVER DAM				
11176	carpet - replace carpet on step for waterslide	03/03/2022	23.52	100-20-5523-3-36
11298	replace lights under bleachers @ comm center	03/03/2022	371.33	100-70-5410-3-36
Total 18961 MENARDS - BEAVER DAM:			394.85	

Invoice	Description	Invoice Date	Total Cost	GL Account
19802 NAPA AUTO PARTS-WAUPUN				
339050	oil filter - PD	03/03/2022	17.79	100-40-5212-3-36
337977	oil filter	03/03/2022	15.53	100-70-5411-3-36
338069	oil filter	03/03/2022	15.53	100-70-5411-3-36
338402	lift support/e-clip	03/03/2022	53.16	100-70-5411-3-36
338469	sensors	03/03/2022	131.94	100-70-5411-3-36
339165	fuel injector/fuel press reg/gasket set - FD	03/03/2022	214.17	100-70-5411-3-36
339312	ignition coil	03/03/2022	68.17	100-70-5411-3-36
339393	hydraulic filter	03/03/2022	51.51	100-70-5411-3-36
339667	seal	03/03/2022	182.16	100-70-5411-3-36
339783	replace wiper blades	03/03/2022	36.58	100-70-5411-3-36
339840	wiper blades	03/03/2022	36.58	100-70-5411-3-36
339891	credit	03/03/2022	84.69-	100-70-5411-3-36
339912	hydf fluid	03/03/2022	26.58	100-70-5411-3-36
339370	cutoff tool	03/03/2022	124.00	100-70-5411-3-38
337803	hydraulic filters/air filters/oil filters	03/03/2022	270.01	700-10-5192-3-36
337804	oil filter	03/03/2022	13.28	700-10-5192-3-36
337958	credit	03/03/2022	94.37-	700-10-5192-3-36
337959	sealer cartgun/right stuff	03/03/2022	36.28	700-10-5192-3-36
338326	air filters/oil filter/fuel filter	03/03/2022	77.44	700-10-5192-3-36
338397	hydraulic filter	03/03/2022	14.01	700-10-5192-3-36
338499	air filters/oil filter/fuel filter	03/03/2022	103.16	700-10-5192-3-36
339368	terminal	03/03/2022	9.38	700-10-5192-3-36
339643	fusehold	03/03/2022	3.19	700-10-5192-3-36
338500	air filters/oil filter/fuel filter	03/03/2022	127.58	700-10-5193-3-36
338611	replace wheel seals Leaf Vac	03/03/2022	57.60	700-10-5193-3-36
339812	seal	03/03/2022	102.08	700-10-5193-3-36
Total 19802 NAPA AUTO PARTS-WAUPUN:			1,608.65	
20252 NAVIS, MIKE				
3-3-22	eye glass allowance	03/03/2022	150.00	100-40-5212-3-38
Total 20252 NAVIS, MIKE:			150.00	
20349 NEUMAN POOLS INC				
5253	replace grates	03/03/2022	3,213.40	100-20-5523-3-36
Total 20349 NEUMAN POOLS INC:			3,213.40	
20480 NICKEL, JULIE				
3-3-22	Reimbursement for cell phone use - Mar 2022	03/03/2022	40.00	100-10-5131-3-31
Total 20480 NICKEL, JULIE:			40.00	
20800 O'REILLY AUTOMOTIVE INC				
2391-459339	air reel - FD	03/03/2022	229.99	100-50-5232-3-36
Total 20800 O'REILLY AUTOMOTIVE INC:			229.99	
21557 PFALZGRAF, JOSEPH				
3-3-22	clothing allowance	03/03/2022	75.93	100-12634
Total 21557 PFALZGRAF, JOSEPH:			75.93	
21665 PIGGLY WIGGLY DISCOUNT FOODS				
2380	DPW purchase	03/03/2022	67.30	100-70-5410-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			67.30	
21805 PITNEY BOWES				
3315249965	lease Jan 22-Mar22	03/03/2022	521.52	100-10-5141-3-36
3315252061	lease for mail machine - PD	03/03/2022	171.60	100-40-5211-3-33
Total 21805 PITNEY BOWES :			693.12	
21895 PLUIM, JERRY				
2-28-22	retirement gift	02/28/2022	250.00	100-10-5110-3-38
Total 21895 PLUIM, JERRY:			250.00	
22330 Q-TRONICS				
10082514	replace remote control	03/03/2022	13.98	700-10-5192-3-36
Total 22330 Q-TRONICS:			13.98	
22677 REGISTRATION FEE TRUST				
3-3-22	license plate application - PD 2022 Ford Explorer	03/03/2022	169.50	410-40-5211-4-00
Total 22677 REGISTRATION FEE TRUST:			169.50	
22726 RELIANT FIRE APPARATUS INC				
WI001149	cutter repairs - city portion	03/03/2022	554.44	100-50-5232-3-36
Total 22726 RELIANT FIRE APPARATUS INC:			554.44	
23042 ROCK RIVER STORMWATER GROUP				
3-3-22	2022 Stormwater Membership Dues	03/03/2022	5,000.00	700-10-5192-3-39
Total 23042 ROCK RIVER STORMWATER GROUP:			5,000.00	
23224 SAN-A-CARE, INC				
563086	Air Fresheners	03/03/2022	345.20	100-70-5410-3-36
Total 23224 SAN-A-CARE, INC:			345.20	
23611 SHRM - DODGE COUNTY				
3-3-22	2022 Membership Fees	03/03/2022	225.00	100-10-5141-3-34
Total 23611 SHRM - DODGE COUNTY:			225.00	
24108 STAPLES CREDIT PLAN				
3-3-22	Labels - election	03/03/2022	22.08	100-10-5142-3-38
Total 24108 STAPLES CREDIT PLAN:			22.08	
24114 STAR CRANE & HOIST SERVICE - WI INC				
2058-W	repair crane in old shop	03/03/2022	419.00	100-70-5411-3-36
Total 24114 STAR CRANE & HOIST SERVICE - WI INC:			419.00	
24300 SIA INSURANCE SERVICES				
1952	VFIS Accident & Sickness Renewal Firemens ins	03/03/2022	1,692.32	100-50-5231-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 24300 SIA INSURANCE SERVICES:			1,692.32	
24400 STOBBS PLUMBING & HEATING, INC.				
13183	drain cleaner	03/03/2022	20.00	100-70-5410-3-36
Total 24400 STOBBS PLUMBING & HEATING, INC.:			20.00	
24464 STREET COP TRAINING				
73741-671-1-D997	Training - PD - Kearns	03/03/2022	299.00	100-40-5215-3-38
Total 24464 STREET COP TRAINING:			299.00	
25143 TOTAL BUSINESS PRODUCTS				
90709	patient care worksheets	03/03/2022	129.00	100-50-5230-3-38
25143 TOTAL BUSINESS PRODUCTS:			129.00	
25446 TRUCK EQUIPMENT INC				
989784-00	parts - leaf vac repair	03/03/2022	10.92	700-10-5193-3-36
Total 25446 TRUCK EQUIPMENT INC:			10.92	
25450 TRU CLEANERS LLC				
CW030122	cleaning service for City of Waupun - for Feb 2022	03/03/2022	4,052.81	100-70-5410-3-38
CW030122-A	additional cleaning service due to Covid-19 - for Feb 2022	03/03/2022	480.00	100-70-5410-3-38
Total 25450 TRU CLEANERS LLC:			4,532.81	
25760 US CELLULAR				
0491756222	Clerk cell phone - Feb 2022	03/03/2022	68.21	100-10-5141-3-31
0491756222	Economic Developer/Administrator cell phone - Feb 2022	03/03/2022	44.92	100-10-5191-3-31
0491756222	Kast Hotspot #190 - Feb 2022	03/03/2022	68.93	100-10-5197-3-31
0491756222	Recreation cell phone - Feb 2022	03/03/2022	83.22	100-20-5513-3-31
0491756222	DPW Director/Foreman monthly cell phone - Feb 2022	03/03/2022	86.51	100-70-5420-3-31
0491756222	Library monthly cell - Feb 2022	03/03/2022	44.92	210-60-5511-3-31
Total 25760 US CELLULAR:			396.71	
25770 US PETROLEUM EQUIPMENT				
144061	Annual Inspection on rotary lifts	03/03/2022	275.00	100-70-5411-3-38
Total 25770 US PETROLEUM EQUIPMENT:			275.00	
26042 VANDE ZANDE & KAUFMAN, LLP				
FEB2022	monthly City Attorney Fees - Feb 2022	03/03/2022	4,275.00	100-10-5161-3-38
13435	Traffic monthly attorney fees - Feb 2022	03/03/2022	874.20	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			5,149.20	
26353 C.VERHAGE.PHOTO				
4420520	employee photo - Hopp	03/03/2022	45.00	100-10-5143-3-38
Total 26353 C.VERHAGE.PHOTO:			45.00	
26465 VON BRIESEN & ROPER, S.C.				
383539	Personnel Issues - Jan 2022	03/03/2022	2,394.00	100-10-5143-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 26465 VON BRIESEN & ROPER, S.C.:			2,394.00	
26790 WAUPUN AREA ANIMAL SHELTER,INC				
MAR2022	Monthly Contract - Mar 2022	03/03/2022	1,000.00	100-40-5343-3-38
Total 26790 WAUPUN AREA ANIMAL SHELTER,INC:			1,000.00	
27450 WAUPUN UTILITIES				
5463	WPPI support - Feb 2022	03/03/2022	166.00	100-10-5197-3-38
JAN2022	Monthly utility charges	03/03/2022	111.92	100-20-5512-3-32
JAN2022	Monthly utility charges	03/03/2022	1,055.45	100-20-5513-3-32
JAN2022	Monthly utility charges	03/03/2022	952.80	100-20-5523-3-32
JAN2022	Monthly utility charges	03/03/2022	2,276.31	100-20-5525-3-32
JAN2022	Monthly utility charges	03/03/2022	882.54	100-40-5211-3-32
JAN2022	Monthly utility charges	03/03/2022	496.43	100-50-5231-3-32
JAN2022	Monthly utility charges	03/03/2022	16.00	100-50-5251-3-32
JAN2022	Monthly utility charges	03/03/2022	6,532.82	100-70-5410-3-32
JAN2022	Monthly utility charges	03/03/2022	1,190.66	100-70-5412-3-32
5446	Verizon Charges - DPW I-pads - Feb 2022	03/03/2022	58.02	100-70-5420-3-31
JAN2022	Monthly utility charges	03/03/2022	282.83	100-70-5441-3-32
JAN2022	Monthly utility charges	03/03/2022	10,508.20	100-70-5442-3-32
JAN2022	Monthly utility charges	03/03/2022	1,551.62	210-60-5511-3-32
JAN2022	Monthly utility charges - McKinley Property	03/03/2022	84.98	408-70-5436-3-32
JAN2022	Monthly utility charges	03/03/2022	35.97	700-10-5192-3-32
Total 27450 WAUPUN UTILITIES:			26,202.55	
27935 WELLS FARGO PAYMENT REMITT.				
KATHY-DEC21/JAN22	Microsoft Online Services - monthly subscription	02/27/2022	184.00	100-10-5197-3-38
SCOTT-JAN22	Staples - office supplies	02/27/2022	47.96	100-40-5211-3-30
SCOTT-JAN22	meal - PD	02/27/2022	14.75	100-40-5211-3-37
SCOTT-JAN22	DOT - DMV - Registration Fees	02/27/2022	12.24	100-40-5211-3-38
SCOTT-JAN22	DOT - DMV - Registration Fees	02/27/2022	9.18	100-40-5211-3-38
BJ-DEC21/JAN22	IMS - EMR Accountability tags - FD	02/27/2022	66.50	100-50-5230-3-38
BJ-DEC21/JAN22	Facebook - Breakfast with Santa promo - FD	02/27/2022	30.95	100-50-5231-3-35
BJ-DEC21/JAN22	Adobe Export Lic - FD	02/27/2022	23.88	100-50-5231-3-38
JEFF-DEC21/JAN22	Filtration Services - hail guards for library roof	02/27/2022	418.12	100-70-5410-3-36
BRET-JAN22	Spectrum bill - library	02/27/2022	174.97	210-60-5511-3-31
BRET-JAN22	PLA 2022 Virtual Conf - Jaeger	02/27/2022	264.00	210-60-5511-3-37
BJ-DEC21/JAN22	Amazon - wheel kit for generator - FD	02/27/2022	355.72	220-50-5231-3-38
Total 27935 WELLS FARGO PAYMENT REMITT.:			1,602.27	
27948 WERNER ELECTRIC SUPPLY				
S6707117.001	Exit Emer lights replacements	03/03/2022	283.88	100-70-5410-3-36
S6620595.003	credit - wall switch	03/03/2022	44.33	100-70-5410-3-36
S6709095.001	Junction Box for remote control rec - vac trailer	03/03/2022	75.62	700-10-5192-3-36
Total 27948 WERNER ELECTRIC SUPPLY:			315.17	
28425 WI CHIEFS OF POLICE ASSN				
6587	2022 membership renewal	03/03/2022	150.00	100-40-5211-3-34
Total 28425 WI CHIEFS OF POLICE ASSN:			150.00	
28600 WI DEPT OF JUSTICE				
G3369-FEB22	G3369 - background checks - Feb 2022	03/03/2022	21.00	100-40-5213-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 28600 WI DEPT OF JUSTICE:			21.00	
300188 MARCO TECHNOLOGIES LLC				
465569416	KONICA MINOLTA C3001 Copier - Contract	03/03/2022	235.91	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			235.91	
300235 ENVISION GREATER FOND DU LAC INC				
1219457	Annual Economic Dev Investment 2022	03/03/2022	10,000.00	100-80-5670-3-38
Total 300235 ENVISION GREATER FOND DU LAC INC:			10,000.00	
Grand Totals:			211,988.20	

Report GL Period Summary

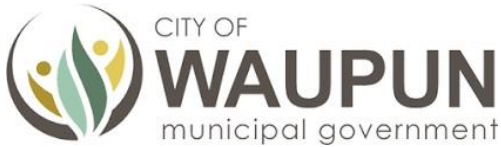
GL Period	Amount
03/22	179,946.65
02/22	32,041.55
Grand Totals:	211,988.20

Vendor number hash: 2845108
 Vendor number hash - split: 4170953
 Total number of invoices: 144
 Total number of transactions: 223

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	211,988.20	.00	211,988.20
Grand Totals:	211,988.20	.00	211,988.20

Report Criteria:

[Report].Invoice Date = 02/27/2022,02/28/2022,03/03/2022



MINUTES
CITY OF WAUPUN BOARD OF PUBLIC WORKS & FACILITIES
Tuesday, December 14, 2021
In-Person & Teleconference
CALL TO ORDER

Chairman Peter Kaczmariski called the meeting to order at 4:32 PM.

ROLL CALL

Roll call was taken members present:

Alders—Peter Kaczmariski, Mike Matoushek, Jason Westphal
Citizens—Dale Heeringa (absent), Ryan Mielke, Dave Rens (arrived at 4:50), Gregg Zonnefeld
Ex-officio—Mayor Julie Nickel (absent), City Administrator Kathy Schlieve (absent), DPW Director Jeff Daane,
Recreation Director Rachel Kaminski (absent)

PERSON WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS & FACILITIES COMMITTEE

There were no guests for public comment.

FUTURE MEETINGS AND GATHERINGS OF THE BOARD OF PUBLIC WORKS & FACILITIES COMMITTEE

Next meeting will be January 11th at 4:30 PM. Gregg Zonnefeld noted he will be absent for that meeting due to an event conflict.

CONSIDERATION - ACTION

1. Approve minutes of the November 9, 2021 Board of Public Works & Facilities Meeting.

Minutes of the November 9, 2021 meeting were presented. Motion (Matoushek/Zonnefeld) for approval.
MOTION CARRIED (5-0)

2. Closure of access to Visser Avenue

Dean Schultz (Excel Engineering) and Mark Buteyn (CWC Administrator) appeared on behalf of Central Wisconsin Christian School. Central Wisconsin Christian School is looking at a middle school building addition to the east. Goal is to provide better safety for students, and eliminating traffic onto the school property. The school is looking to install a barrier of grass and plantings at the property line of the school and Visser Avenue.

Motion (Westphal/Matoushek) to approve the purchase. MOTION CARRIED (4-0-1, Zonnefeld-abstention)

3. Waupun Closed Landfills Environmental Monitoring for Year 2022 – Project #R00212069

DPW Director Daane shared a task order from MSA to perform April & October environmental sampling, private well sampling, and to complete reporting to the Wisconsin DNR for old and new City of Waupun closed landfills. Cost is \$11,000 for 2022 – \$5,100 in April and \$5,900 in October.

Motion (Zonnefeld/Matoushek) to approve this task order. MOTION CARRIED (5-0)

4. Dodge Park Discussion ideas.

DPW Director Daane shared potential ideas for the tennis court area that is slated for removal. Ideas shared included concrete bag toss, gaga ball pit, game table. Recommendation was also to try to maintain lighting for evening use. Committee discussed potential for Building Trades to do the work. Director Daane will put together a plan with costs and also discuss with Lions Club.

ADJOURNMENT

Motion (Westphal/Matoushek) to adjourn the meeting of the BPW at 4:57 PM. MOTION CARRIED (5-0)

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gregg Zonnefeld", is written over a light blue horizontal line.

Gregg Zonnefeld, BPW Clerk

OPEN SESSION MINUTES
CITY OF WAUPUN ECONOMIC DEVELOPMENT COMMITTEE
Waupun City Hall (201 E Main Street, Waupun, WI) or Zoom
Tuesday, December 28, 2021 at 4:30 PM

Committee Members Present:

In attendance are Rohn Bishop, City Council; Pete Kaczmarski, City Council; Julie Nickel, Mayor; Jason Westphal, City Council. Absent and excused are Steve Brooks, Waupun Utilities, and Jim Cleveland, Envision Greater Fond du Lac.

Staff Present:

In attendance are Michelle Kast, Finance Director; Kathy Schlieve, Administrator; and Dan Vande Zande, City Attorney. Absent and excused are Jeff Daane, Director of Public Works, and Sarah Van Buren, Economic and Community Development Coordinator.

CALL TO ORDER

Mr. Kaczmarski called the meeting of the Economic Development Committee meeting to order at 4:34 p.m.

ROLL CALL

Roll call and quorum determined.

PUBLIC COMMENT --*State name, address, and subject of comments. (2 Minutes)*

None.

CONSIDERATION - ACTION

1. Approval of Agenda/Motion to Deviate

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

2. Approval of November 30, 2021 Economic Development Committee Open Session Minutes

A motion to approve the November 30, 2021 Economic Development Committee minutes was made by Mr. Bishop and seconded by Mr. Westphal, passing unanimously.

3. Approval of November 30, 2021 Economic Development Committee Closed Session Minutes

A motion to approve the November 30, 2021 Economic Development Committee Closed Session minutes was made by Mr. Bishop and seconded by Mr. Westphal, passing unanimously.

4. US Cellular Contract Extension

Discussion about the proposed contract renewal and timing was held. Mr. Kaczmarski indicated that Waupun Utilities hired a consultant to review previous cell tower lease agreements and believed that was advantageous and recommended considering that prior to signing this agreement. Administrator Schlieve indicated that she had placed calls to Waupun Utility administration to inquire about this but that inquiry is still pending response.

due to holiday vacations. Agenda item tabled until January when further information can be gathered.

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

5. Investing Public Funds in Waupun Industrial Park

6. Negotiating on City Owned Land in TID 7

RECONVENE TO OPEN SESSION

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

ACTION FROM CLOSED SESSION

None.

ADVANCED PLANNING

7. Potential Agenda Items

Determined as needed based on project schedules.

8. Date of Next Scheduled Meeting - January 25, 2022 at 4:30 p.m.

The next meeting will be January 25, 2022 at 4:30 p.m. Due to the pace of opportunities presented, the members are willing to be flexible with future meeting dates and times.

9. ADJOURNMENT

The motion to adjourn was made by Mr. Bishop and seconded by Mayor Nickel, passing unanimously. The meeting adjourned at 5:35 p.m.



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Monday, January 10, 2022 at 4:30 PM

The Waupun Plan Commission met at **4:30 pm on Monday, January 10, 2022.**

CALL TO ORDER

Chairman Nickel called the meeting to order at 4:30 pm

ROLL CALL

Members Present: Elton TerBeest, Jerry Medema, Jeff Daane, Jon Dobbratz, Julie Nickel, and Mike Matoushek,

Member Excused: Jill Vanderkin

Staff Present: Kathy Schlieve and Sue Leahy

Others Present: Jeff Butzke, Andy Soodsma, and Donald Martinsen

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

None

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

The next scheduled Plan Commission meeting is set for February 23, 2022 at 4:30 pm.

CONSIDERATION - ACTION

1. Approve minutes of the December 8, 2021 Plan Commission Meeting.
Motion by Medema, 2nd by Dobbratz to approve minutes of the December 8, 2021 meeting. Motion carried, unanimously.
2. Certified Survey Map - Soodsma Properties at 1 W Main St / 8 W Jefferson St / 5 W Main St
Jeff Butzke of Compass Survey, and Andy Soodsma (owner) appeared to discuss the CSM.

This lot currently has three building addresses on one lot. The proposal is to separate the northerly lot (1 W. Main St. and 5 W Main St.) and southerly lot (8 W. Jefferson St) into two lots. The buildings are separated by about 2 ½ feet. There are no setbacks in the B-2 Zoning District so that meets the requirements of this district. There is a proposed sale of 5 W. Main St. Mr. Soodsma's plans are to retain the property at 8 W. Jefferson St. Both of the buildings encroach onto the Railroad ROW. Mr. Soodsma stated the buildings were built prior to the railroad right of way being extended and that there is an easement for the buildings. If something were to happen to the buildings such as fire, wind damage, etc. the buildings would have to be rebuilt on the lot and not encroach into the railroad right of way. There is no need for address changes as all buildings currently have addresses assigned to them. No further questions were asked.

Motion by Dobbratz, 2nd by Medema to recommend approval to the Common Council the approval of the CSM for Soodsma properties at 1 W. Main St., 8 W. Jefferson St., and 5 W. Main St.

Roll Call Vote:

TerBeest, Medema, Daane, Nickel, Dobbratz, Matoushek – "AYE"

Motion carried, unanimously.

3. Home Occupation Application of Donald Martinsen at 1108 Rock Ave. to have office space for his business of residential/commercial construction and remodeling as well as insurance mitigation fire/water.

Mr. Martinsen appeared to discuss his proposal. He is getting a loan from the bank and the bank asked for proof of permits from the City. He runs a construction company, Craftsmen of Integrity & Rainbow International of Fond du Lac, and does estimates at his home. He has a small desk space in his bedroom with a computer, printer, modem, router, and phone. The only employees of the business at the home are him and his wife. No customers come to their home, all of the work is done over the phone or computer. Job trailers for the company are located outside of the city and it is only their personal vehicles that are stored at the property. There will be no signage on the property. If this permit is approved, it will need to be renewed annually. No further questions were asked.

Motion by TerBeest, 2nd by Matoushek to approve the home occupation of Donald Martinsen at 1108 Rock Ave. with no conditions.

Roll Call Vote:

TerBeest, Medema, Daane, Nickel, Dobbratz, Matoushek – “AYE”

Motion carried, unanimously.

ADJOURNMENT

Motion TerBeest, 2nd Matoushek to adjourn the meeting. Motion carried, meeting adjourned at 4:42 pm

Minutes prepared by Trista Steinbach, Administrative Assistant



MINUTES
CITY OF WAUPUN RECREATION & WELLNESS
BOARD MEETING
Waupun City Hall (201 E. Main St., Waupun, WI)
Wednesday, January 12, 2022 at 4:30 p.m.

Committee Members Present:

Rohn Bishop City Council
Sandy Buchholz..... Citizen
Karen Gibbs Church Health Services
Will Langford City Council
Scott Loudon (ex-officio)..... Waupun Police Department
Mike Matoushek City Council
Diane Posthuma (arrived at 4:33 p.m.) Waupun Memorial Hospital
Terri Respalje Waupun Food Pantry

Committee Members Absent:

BJ DeMaa, ex-officio Waupun Fired Department
Steve Hill, ex-officio (excused) Waupun School District
Julie Nickel, ex-officio (excused) Mayor
Linda Nickel Citizen
Darian Schmitz (excused) REACH Waupun

Guests:

Jeanne Ludjack Dimensional Learning Systems

Staff Present:

Rachel Kaminski Waupun Senior Center
Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator

CALL TO ORDER:

Chair Matoushek called the meeting to order at 4:31p.m.

ROLL CALL OF BOARD MEMBERS:

Roll call of board members determined a quorum of voting members was present

PUBLIC COMMENT:

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

1. Approval of Agenda/Motion to Deviate

A motion to approve the agenda was made by Ms. Gibbs and seconded by Ms. Buchholz, passing unanimously.

2. Approval of December 15, 2021 Recreation & Wellness Board Meeting Minutes

A motion to approve the December 15, 2021 Recreation & Wellness Board meeting minutes was made by Ms. Gibbs and seconded by Mr. Langford, passing unanimously.

Ms. Posthuma arrived at 4:33 p.m.

3. Approval of Committee Assignments

Prior to voting, Administrator Schlieve provided an overview as to how the subcommittee assignments were determined.

A motion to approve the committee assignments, as presented, was made by Ms. Gibbs and seconded by Chair Matoushek, passing unanimously.

COMMUNITY WELLNESS PLANNING WORKSHOP #5

4. Development of 2022 Committee Work Plans

Ms. Ludjack discussed expectations for tonight's subcommittee work. The objective is to look at the categories, subcommittee purpose statements, and start discussing what work can get the most traction to gain small wins. Ms. Ludjack asked that each group to answer the first two questions highlighted in the guidebook.

5. Committee Report Out

Upon reconvening, a spokesperson from each provided a summary of the discussion had and what efforts will be focused on.

Administrator Schlieve stated a summary of the breakout sessions held by each subcommittee will be provided in advance of the next meeting.

ADVANCED PLANNING:

6. Potential Agenda Items

- Subcommittee breakout to discuss specific tasks to focus on for 2022.

7. Date of Next Scheduled Meeting

- The next meeting will be February 9, 2022 – Diane and Scott will be gone for the next meeting.

ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Langford and seconded by Ms. Posthuma, passing unanimously. The meeting adjourned at 5:43 p.m.



MINUTES
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, February 08, 2022 at 6:00 PM

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

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

ROLL CALL

Council in attendance on roll call is:

Virtually: None

In-Person: Mayor Nickel, Alderman Vanderkin, Alderman Kaczmarek, Alderman Langford, Alderman Bishop, Alderman Matoushek, Alderman Westphal

Members absent and excused: None

Management Staff present is:

Virtually: Clerk Hull, Attorney VandeZande, Deputy Police Chief Rasch, Library Director Jaeger, Recreation Director Kaminski, Finance Director Kast, Fire Chief Demaa, General Utility Manager Brooks

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

Staff absent and excused: Utility Finance Director Stanek

City Staff present is:

Virtually: Community and Economic Development Coordinator VanBuren

Audience in attendance is:

Virtually: None

In-Person: Chuck Willinger, Cameron Pokorny, Norah Ganske

Media in attendance:

Virtually: Ken Thomas of the Daily Citizen

In-Person: Jaedon Buchholz

PERSONS WISHING TO ADDRESS COUNCIL

Cameron Pokorny and Norah Ganske, local Waupun FFA Chapter- Proclamation National FFA Week February 19-26, 2022

Proclamation is read aloud, supporting FFA and agricultural education and calling the week of February 19-26 as National FFA Week.

CONSENT AGENDA

A special council meeting will be held next Tuesday at February 15, 2022 at 430pm.

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

RESOLUTIONS AND ORDINANCES:

Resolution Amending the Articles of Organization and the By-Laws of East Central WI Regional Planning Commission

A resolution in support of the East Central Regional Planning Commission's proposed changes to their articles of organization and by-laws is before the Council for consideration.

Motion Matoushek, second Langford to adopt Resolution 02-08-21-01 Amending the Articles of Organization and the By-Laws of East Central WI Regional Planning Commission. Motion carried 6-0 on roll call.

Resolution Authorizing 2021 Budget Amendments in a Series of Funds

Kast provides 2021 budget amendments for consideration.

Motion Vanderkin, second Matoushek to approve Resolution 02-08-22-02 Authorizing 2021 Budget Amendments in a Series of Funds. Motion carried 6-0 on roll call.

Resolution Approving the Carry Forward of Unexpended 2021 Appropriations

A resolution for consideration is before the Council as unexpended appropriations as of December 31, 2021, in the amount of \$197,998, are requested to be carried forward to the 2022 budget year.

Motion Matoushek, second Vanderkin to approve Resolution 02-08-22-03 Approving the Carry Forward of Unexpended 2021 Appropriations. Motion carried 6-0 on roll call.

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

The 12/31/2021 unassigned general fund balance is projected to fall above the City's financial policy of 30-40% of general fund revenues. The resolution before the Council will allow for a portion of the fund balance to be set aside ("assigned") for land purchase and park improvements. This method of reserving funds will help the City stay within fund balance policy limits, while providing support for future land purchase and park improvement costs.

Motion Westphal, second Matoushek to approve Resolution 02-08-22-04 Approving Assignment of General Fund Balances in Accordance with Governmental Accounting Standards. Motion carried 6-0 on roll call.

BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

2022 City of Waupun Public Works Equipment Rates (*Board of Public Works 2-8-22*)

Daane provides the Department of Public Works equipment rates for 2022 for consideration. At the February 8, 2022 Public Works Board meeting, motion was made to recommend approval.

Motion Matoushek, second Kaczmariski to approve the 2022 Public Works Equipment Rates. Motion carried 6-0 on roll call.

2022 Asphalt Paving Contract Award of Bid (*Board of Public Works 2-8-22*)

Bids for the 2022 asphalt paving contract for mill and overlay of W. Lincoln St., Pioneer Ave., Edgewood Dr., Hawthorn Dr., Commercial St., Alley were received from Northeast Asphalt (\$132,154.80) and Kartechner Brothers (\$139,550.50). At the Board of Public Works and Facilities meeting on February 8, 2022, a motion to recommend to award the bid to the low bidder, Northeast Asphalt, was heard.

Motion Kaczmariski, second Langford to award the bid for the 2022 Asphalt Paving Contract to Northeast Asphalt in the amount of \$132,154.80. Motion carried 6-0 on roll call.

2022 Sidewalk Management Program Award of Bid

Bids for the 2022 sidewalk management program were received from Forward Contractors (\$1208,855.80) and Rennhack Constructions (\$272,361.50). At the Board of Public Works and Facilities meeting on February 8, 2022, a motion to recommend to award the bid to the low bidder, Forward Contractors, was heard.

Motion Matoushek, second Vanderkin to award the bid for the 2022 sidewalk management program to Forward Contractors in the amount of \$208,855.80. Motion carried 6-0 on roll call.

MAYORAL CORRESPONDENCE/PRESENTATIONS

2022 Waupun Chamber of Commerce Waupunies Event-Thursday, February 24, 2022

The Waupun Chamber of Commerce will hold the annual Waupunies event on Thursday, February 24, 2022 at the Rock Golf Club. Council and Department Staff are encouraged to attend.

CLOSED SESSION

At 6:19pm, motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (c) (g) of the WI Statutes for consideration of Employment for Light Equipment Operator and Koehler vs. City of Waupun. Motion carried 6-0.

OPEN SESSION

At 6:34pm, Motion Vanderkin, second Matoushek to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

ACTION FROM CLOSED SESSION

No action in open session.

ADJOURNMENT

At 6:36pm, Motion Vanderkin, second Matoushek to call the meeting adjourned. Motion carried 6-0.

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, February 14, 2022**

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

Commissioners Bishop, Daane, Heeringa, Homan, Kaczmarek, Thurmer and Vanderkin were present.

Motion made by Vanderkin, seconded by Daane and unanimously carried, to approve minutes from the December 13, 2021 meeting. Motion made by Thurmer, seconded by Homan and unanimously carried, to approve minutes from the December 20, 2021 special meeting.

On motion by Bishop, seconded by Homan and unanimously carried, bills for months of December 2021 and January 2022 were approved as presented.

On motion by Bishop, seconded by Thurmer and unanimously carried, year-to-date financial reports through December 2021 were approved as presented. Electric operating income was \$505,700 or \$321,500 above budget from higher than budgeted PCAC pass-through revenues and lower overall expenses / customer work. Water operating income was \$786,900 or \$168,300 above budget from lower than budgeted operating expenses. Sewer operating income (loss) was (\$141,600) or (\$378,600) below budget largely due to decrease in public authority consumption related to COVID-19 operational changes and increased expenses incurred during WWTP construction.

General Manager Brooks reported on a scheduled outage and routine electric work being completed. Electric crew is halfway complete with the annual line clearance program which helps to ensure continued reliability. Forster Engineering has submitted a proposal to complete a study of our electric distribution system which is needed due to added distribution lines and customers, voltage conversion work and potential load growth. The study will help identify areas in need and projects to address in future. Waupun Utilities recently received news that we earned the 2022 Reliable Public Power (RP3) Platinum designation by the American Public Power Association. The RP3 designation recognizes community-owned, not-for-profit public power utilities that exhibit operational excellence and demonstrate high proficiency in Reliability, Safety, Workforce Development and System Improvement.

Treatment Facilities and Operations Superintendent Schramm reported level 1 & 2 bleeders have been turned on due to cold weather and frost levels. Water/wastewater treatment facilities staff have been doing a great job weekly with operational changes at the treatment facility due to construction phasing for the WWTP ABNR construction project. Distribution/collection system crew repaired 2 water main breaks and have been focusing on large customer meter testing ranging in meter sizes from 1.5" to 6" using a portable test meter. A picture slideshow was presented of the progress being made on the ABNR construction project.

Utilities' Senior Energy Services Manager Eric Kostecki met virtually with the commission highlighting 2021 Energy Services provided and plans for 2022 Energy Services. Waupun Utilities customers received \$48,000 in Focus on Energy incentives during 2021, which comes out to 877,000 kWh savings per year. Plans for 2022 are to continue to work with commercial customers towards efficiency goals through our enhanced business incentive program, community relations, promotion of online customer tool MyAccount, and local scholarships. Residential customers will be receiving a Home Energy Report (HER) in the mail comparing the customer's total electric and water usage over the past year to a similar-sized home. The purpose of a HER is to help each customer understand and manage energy and water costs now and in the future.

On motion by Bishop, seconded by Daane and unanimously carried, meeting was adjourned at 5:13 p.m.

The next regular commission meeting is scheduled on March 14, 2022, at 4:00 p.m.

Jen Benson
Office & Customer Service Supervisor



MINUTES
CITY OF WAUPUN SPECIAL COMMON COUNCIL
Waupun City Hall 201 E Main Street, Waupun
Tuesday, February 15, 2022 at 4:30 PM

CALL TO ORDER

Mayor Nickel called the meeting to order at 4:30pm.

ROLL CALL

Council in attendance is Mayor Nickel, Alderman Vanderkin, Alderman Kaczmarski, Alderman Langford, Alderman Bishop, Alderman Matoushek, and Alderman Westphal. No members are absent.

Staff in attendance is Attorney VandeZande, Clerk Hull, and Administrator Schlieve.

CLOSED SESSION

At 4:32pm, motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (c) of the WI Statutes for consideration of employment. Motion carried 6-0.

OPEN SESSION

At 5:56pm, Motion Vanderkin, second Matoushek to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

ACTION FROM CLOSED SESSION

No action in open session.

ADJOURNMENT

At 5:58pm, Motion Vanderkin, second Matoushek to call the meeting adjourned. Motion carried 6-0.



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

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

CALL TO ORDER

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

ROLL CALL

Present: John Bett, Teresa Heidemann, Tara Rhodes, Michael Thurmer, Nancy Vanderkin (City Council Liaison), WFD Chief BJ DeMaa, WPD Chief Scott Louden

Guests: Mayor Julie Nickel

Member(s) absent (excused): Zak Dickhut

MINUTES FROM PREVIOUS MEETING

Minutes from the October 13, 2021 meeting were presented for approval. Motion to approve by J. Bett (second by T. Heidemann; all in favor). Minutes approved as presented.

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

WFD Update:

- Staffing:
 - Congratulations to the following who received milestone awards: Paul Beder (30yrs), Mike Beer (25yrs), Brad Schouten (25yrs) Rick Searvogel (5yrs) and Nate Schears (5yrs)
 - Brady Beer doing well in the cadet program; some Fox Valley Technical School timeline delays due to illness
 - All ten EMRs completed the Moraine Park program and have passed national registry test. Additionally, one firefighter planning to complete national registry test. In total, this will put WFD at 11 individuals who can/will be able to practice as EMRs; will continue to seek 4 additional candidates in 2022. For efficiency in onboarding/training, preference is to hire candidate who already have EMR license (without this licensure, would add on additional 6months).
- EMR Calls/Responding:
 - EMR go-live occurred on 2/1/2022. Two days post-go-live, the department experienced back-to-back calls where an ambulance response was going to be delayed by >20 minutes. In the first call, two EMRs responded and completed the patient assessment, communicated with LifeStar and experienced a seamless transition once ambulance arrived. In the second call, the EMRs responded to another 911 call with transition to FDL EMS. Prior to the EMR program, both of these calls would have experienced a delay in response/care. Other calls have experienced approximately the same arrival time for EMRs and EMS. EMRs have communication to hospital programed into portables.
 - EMRs do not respond to institutions (i.e. Dept of Corrections) or care facilities (i.e. Hospital) for calls that go directly to LifeStar. The City of Waupun is divided into four 911-call dispatch grids; pagers go out with location and EMRs respond to do assessment or to be an "extra set of hands" for LifeStar. Current volume is 1-2 calls per day for EMRs. EMR can do airway, administer oxygen, handle allergic reaction/administer EPI and carry Narcan; cannot start IVs.
- Equipment
 - Purchased a used Horicon ambulance as emergency response vehicle, currently undergoing repairs/preparations, then graphics will be added. Anticipate the vehicle will be in-use in the next

month or two; and will be stored at a nearby location. WFD does have an equipment box that contains needed supplies. When EMR program matures, a potential next step is to move from EMR-trained to EMT basic trained so the staff can act as a backup ambulance. To do this, there are many other considerations/requirements which need to be met, provide 24/7 scheduling, as an example. Additionally, in the future there may be an opportunity to cross-credentialing the staff by adding them to the ambulance service roster. Additional equipment needs/cost at this level.

- Commission recognized program as an excellent addition and coordinated very well.
- LifeStar:
 - Contract close to finalization after 2 years of work; now a 6mo amendment. Mike Krueger will be working with neighboring departments to meet requirements necessary for mutual aid (LifeStar, Beaver Dam, FDL)
- Other:
 - A project is underway to bring all policies up-to-date. The WFD is working with nationwide company that has legal expertise to help ensure policies align with current state laws, statutes.
 - Residential Lockbox program is going well (funded by Aging Coalition Grant) with 40 installed of the 100 purchased. This program is ideal for those who are elderly, one-resident homes, etc. WFD has a key that can access the residence in the case of an emergency. This program has been shared locally in Mayoral column, at Senior Expo, Senior Center. Information will be coordinated with WPD for possible use for police conducting welfare checks.
 - EMI class scheduled for April will be hosted locally and bring together city, county, DOC, private partners, schools and national instructors to talk about roles in major incidents via a full-day tabletop exercise. This is a great opportunity that will stress the importance of a collaborative approach necessary for a citywide event.
 - The Spittel court case has subpoenaed nine firefighters. This has caused some difficulties relative to the three day window required and scheduling and has raised some new question around how the time is paid.

WPD Update:

- Staffing:
 - Three newer staff expected to be on schedule in April/July pending successful completion of program for each. Continue to be short-staffed and officers working overtime.
 - Union contract negotiation will start in the next two months, which is earlier than usual, due to the anticipated extra-time needed for the focus on compensation.
 - K9 Position posted and Officer Halverson is interested. Expect interviews to occur in April; with fall-start timeframe.
 - Beginning to discuss succession planning as expect four to be retiring in the next five years.
- Cases:
 - Experiencing an increase in sexual assault case (consensual but with minor); these take weeks to investigate by Detective Sullivan.
 - Considerable time spent prepping for Spittel trial which is now delayed to May; not expecting a settlement.
- Equipment:
 - Expecting delivery of the new squad car next month, and will be in-use by May.
 - Body cameras were ordered, after a delay due to legacy vendor platform connection requirements. Expect officers to have cameras on within next two months. Policies and training will be developed and policy will be reviewed at next Commission meeting.
- Other:
 - Current fire arms short-range in basement works well; considering a new location for a new fire arms long-range. Currently use WCI location but has become very difficult to schedule. Considering a location near the city dump, conversations just starting and include DNR.
 - The county-wide new records management system is now in place and there has been a significant learning curve with a great deal of time and effort, some frustrations.

- ACT 82 is new legislation which requires information on certain roles, including officers, be shared with other agencies. Chief Louden recognizes sharing information between departments as a positive. There is a waiver which must be signed by the officer.
- WPD is considering using the policy consultant currently be used by the WFD.

CLOSED SESSION

The Waupun Police and Fire Commission adjourned to closed session under Section 19.85 (1)(c) of the WI Statutes to interview for one open EMR position and consideration of employment.

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

Motion to go into Closed Session at 5:16pm was made by T. Rhodes (second by J. Bett; all in favor).

OPEN SESSION

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

ACTION FROM CLOSED SESSION

Motion to recommend conditional offer to applicant V. Nelson made by T. Rhodes (second by T. Heidemann; all in favor).

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

Next Commission meeting is to-be-scheduled (the Commission meets quarterly, at minimum).

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

ADJOURNMENT

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

Respectfully submitted,
Tara Rhodes, Secretary

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

**Minutes of the Waupun Public Library Board Meeting
Wednesday, February 16, 2022**

The Waupun Public Library Board was called to order by Beverly Martens, President, at 4:30 p.m. on Wednesday, February 16, 2022. Present were, Schultz, Gehl, Langford, Garcia, and Jaeger. Also present via Zoom: Sullivan, and Rohrer. Hintze was absent.

ARTICLE I: Motion by Schultz, supported by Gehl, to accept the minutes of the January 19, 2022 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics continue to slowly improve.

- a. Circulated/downloaded/loaned: 9,827 items in January.
- b. Drive-thru window service: handled 111 transactions in January.

ARTICLE IV: The 2022 Budget was discussed with no concerns noted.

ARTICLE V:

- a. Motion by Sullivan, supported by Langford, to pay February bills. Motion carried 6-0 on roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. **Interior Signage:** Warrior Innovation class was at the library with different font sizes to see if the sizes were correct for various distances. The project continues to move forward.
- b. The Waupun Public Library Annual Report for the Department of Public Instruction has been completed, reviewed by the Monarch Library System for accuracy, and will be considered under New Business for Board approval.
- c. Buckstaff company installed new storage cabinets in the Carnegie and Shaler rooms. The popularity of Take and Make Kits resulted in a need for storage for supplies.
- d. **Virtual Programming:** Carol Shirk presented a program about "Phenology: (Study of life cycles of plants and animals and related environmental changes.).
March 22: Waupun Historical Society.
April 5: Carol Shirk will return to talk about Square Foot Gardening.
Staff will be offering a take and make craft at least once a month for kids and adults, dependent on available funds.
- e. **Staffing:** Doreen Lont will be leaving the Interlibrary Loan position on February 18 after twenty-one years of working in the library. Wayne Fix will be promoted to fill that

half-time Interlibrary Loan position, which includes a probationary period of up to six months. Thank you, Doreen, for your many years of service. You and your smile will be missed.

f. The Fond du Lac Health Department has asked that the Library be a distribution point for face masks. More information to come.

ARTICLE VIII: Old Business:

a. Meeting Room: Even though COVID numbers are coming down, after discussion of COVID data available, the Board members agreed with Jaeger's recommendation that the meeting rooms will continue to remain closed for the present.

b. No action required on Interior Signage at this time.

ARTICLE IX: New Business:

a. Motion by Rohrer, supported by Martens, stating that the Monarch Library System did provide effective leadership and adequately met the needs of the library in 2021. Motion carried.

b. Motion by Schultz, supported by Gehl, to accept the 2021 Waupun Public Library Annual Report for the DPI as presented. Motion carried.

ARTICLE IX: Motion by Sullivan, supported by Rohrer, to adjourn at 5:09 p.m. Motion carried.

***Next tentative meeting: Wednesday, March 16, 2022 at 4:30 p.m. The Board will meet face to face at the Library, with some members attending virutally. Efforts are being made to provide availability for those unable to attend in person.**

SANDRA ROHRER Secretary
SR/bkj



MINUTES
CITY OF WAUPUN COMMITTEE OF THE WHOLE
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, February 22, 2022 at 6:00 PM

CALL TO ORDER

Mayor Nickel called the meeting to order at 6:02pm.

ROLL CALL

Council in attendance on roll call is:

Virtually: Alderman Vanderkin

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

Members absent and excused: Alderman Langford

Management Staff present is:

Virtually: Clerk Hull, Attorney VandeZande, Police Chief Louden, Recreation Director Kaminski, Finance Director Kast, Fire Chief Demaa

In-Person: Administrator Schlieve

Staff absent and excused: General Utility Manager Brooks, Director of Public Works Daane, Library Director Jaeger

City Staff present is:

Virtually: Community and Economic Development Coordinator VanBuren

Audience in attendance is:

Virtually: Jaedon Buchholz

Media in attendance:

Virtually: Ken Thomas of the Daily Citizen

CONSENT AGENDA

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

Motion Kaczmarski, second Matoushek to accept the consent agenda. Motion carried 5-0 on roll call.

CONSIDERATION-ACTION

2. Childcare Issues and State of WI Workforce Innovation Grant Application (*Discussion*)

The lack of child care in the community has been a concern for some time. The City of Waupun is partnering with Dodge, Fond du Lac, Winnebago, and Outagamie Counties for possible ARPA funding opportunities through the State of WI. Applications are due April 15, 2022.

CLOSED SESSION

At 6:23pm, motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (c) of the WI Statutes for consideration of Employment. Motion carried 5-0.

OPEN SESSION

At 7:22pm, Motion Vanderkin, second Matoushek to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 5-0.

ACTION FROM CLOSED SESSION

No action in open session.

ADJOURNMENT

At 7:23pm, Motion Vanderkin, second Bishop to call the meeting adjourned. Motion carried 5-0.



Waupun Fire Department

16 E. Main Street Waupun, WI 53963

Non-emergency Number: 920-324-7910

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

Monthly Report

Date: March 4, 2022
 To: Mayor, Council, City Administrator, and PFC
 From: Fire Chief, B.J. DeMaa
 Re: February report

Fire Calls:

There were five (5) fire & rescue calls in the month of February for a total of nineteen (19) year-to-date. EMRs ran a total of fifty-nine (59) medical calls in the month of February.

Time of Day:						
12A – 4A	4A – 8A	8A – 12P	12P – 4P	4P – 8P	8P – 12A	Total
1	0	1	1	2	0	5

* 80% of fire calls came in during prime working hours.

Day of Week:							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
1	2	0	1	1	0	0	5

* 80% of fire calls came in during Monday-Friday work week.

Average Personnel Response (excluding mutual aid):		
	Avg # of Responders	% of Total Department
4A – 8P	11.6	37%
8P – 4A	5.0	16%

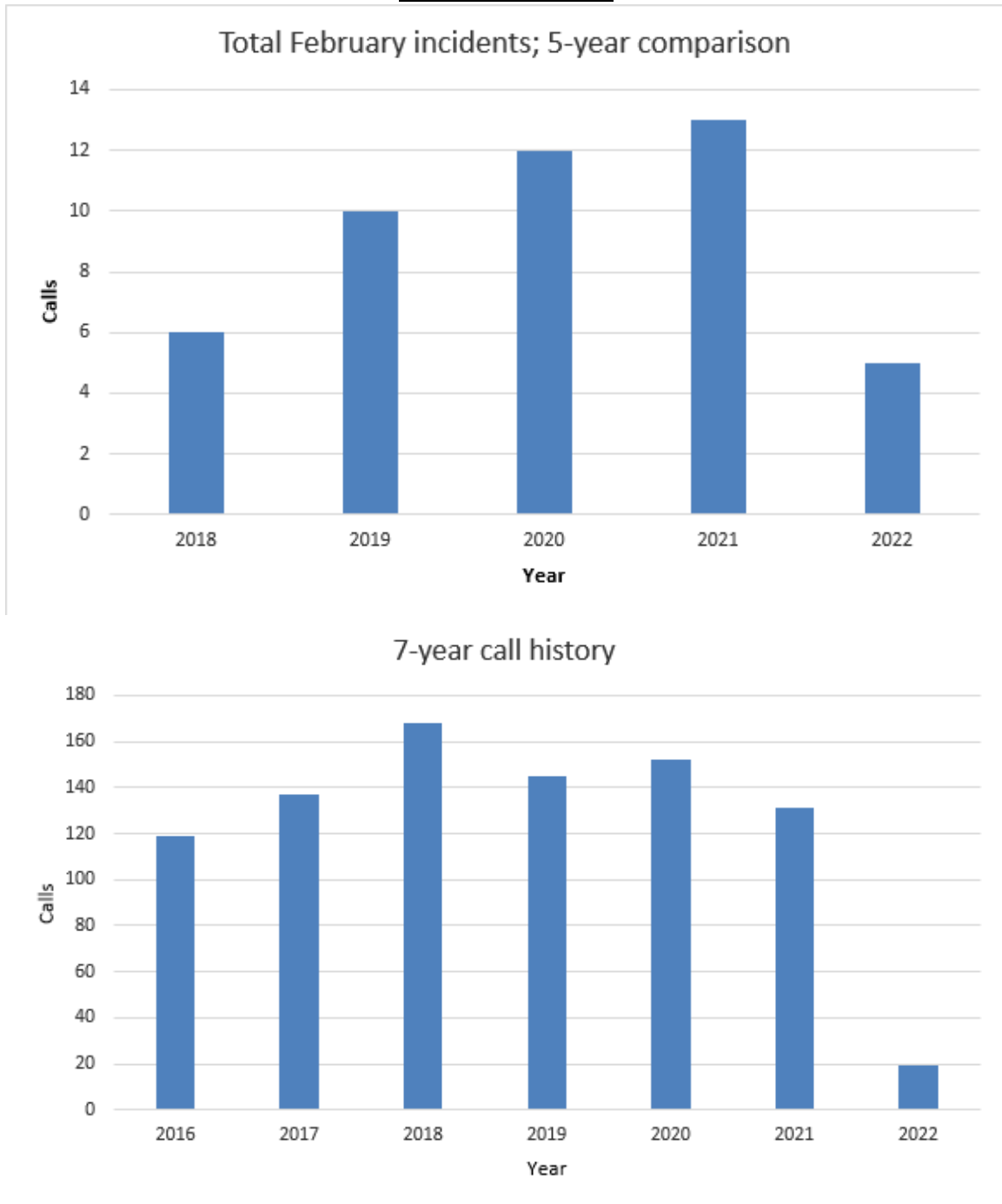
* Current roster is 31 members.

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

RED = below recommended industry best practices

GREEN = meets industry best practices

Call Summary:



2022 Fire Department Strategic Initiatives Update:

#1 – Start-up EMR group:	
By February 1, 2022	Complete
Within approved budget	Complete

#2 – Add EMR response vehicle:	
Purchase EMR response vehicle:	Complete
Within approved budget	On track – 90% complete

#3 – Establish back-up ambulance capabilities to mitigate service failures as call volume rises.	
Lifestar to secure mutual aid agreements	In progress
Increase EMR training to EMT-Basic level	No progress
Equip EMR unit with EMT-Basic equip.	Grant written

#4 – Secure solution for development and management of policies and procedures	
Sign agreement with Lexipol	Complete
Work through policy review and roll-out	Orientation meeting has been held

#5 – Conclude fire consolidation discussions with townships and define long-term strategy for cost containment by Q1 of 2022	
Set meeting with townships	No progress
Discuss long-term strategies	No progress

#6 – Complete staffing study and compensation assessment and establish staffing model by Q1 of 2022	
Staffing study and compensation assessment	Complete
Establish staffing model	In progress

#7 – Complete EMI public safety training	
EMI course and training	In progress

Legend:	
On track to meet deadline or already completed.	
Project is trending behind schedule.	
Project will not meet established timeline or no work completed.	

March 7, 2022

Staffing:

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

Inspections:

Preparations are being made to begin first-half fire inspections.

One complaint-based inspection was completed alongside the Building Inspector. Compliance notices were sent to the building owners.

Training:

February training consisted of pre-planning tours at Rock River Intermediate School and the Junior/Senior High School as well as annual ice rescue recertifications.

Emergency Government:

Finalizing all details related to the Integrated Emergency Management Course (IEMC) which will be hosted at The Rock Golf Club in April of 2022. Most material for the training packets will be going to print in early March.

EMS:

Continuing to work through a plan to bring on for 4 more EMRs. The PFC conducted an interview with 1 individual and a conditional job offer will be made.

EMRs responded to 59 incidents during the month. 3 of these calls resulted in EMRs waiting 20+ minutes for Lifestar to arrive with an ambulance or an ambulance to respond from another city (Fond du Lac). We also saw 1 instance where we had multiple calls running concurrently.

WAUPUN POLICE DEPARTMENT

Monthly City Council Report

Dispatch Summary From 2/1/22 to 2/28/22

Total Number of Calls for This Reporting Period:

598

911 CHECK	28	LOST ANIMAL	2
ABANDONED VEHICLE	5	LOST ANIMAL LOCATED	1
ACCIDENT	11	MINI DIRT/BIKE COMPLAINT	1
ACCIDENT W/BLOCKAGE	3	NEIGHBORHOOD POLICING	1
ACCIDENT W/INJURY	2	NOISE COMPLAINT	5
ALARM TEST	2	NOTIFY MED EXAMINER	1
AMBULANCE	51	OCCUPIED DISABLED	3
ANIMAL BITE	1	OFFICER STANDBY	2
ANIMAL COMPLAINT	8	OPEN DOOR	1
ASSIST AGENCY	11	ORDINANCE VIOLATION	4
ASSIST CITIZEN	21	PAPER SERVICE	3
ASSIST MOTORIST	4	PARKING ENFORCEMENT	32
BUILDING CHECK	47	PATROL ASSIST FIRE	2
CARCASS IN ROADWAY	1	PRISONER TRANSPORT	1
CHECK WELFARE	18	PROBATION HOLD VIOLATION	1
CHILD ABUSE/NEGLECT	1	RECKLESS DRIVER	1
CHILD CUSTODY	2	REPOSSESSION	2
CIVIL PROBLEM	2	RESTRAINING ORDER VIOLATION	1
COURT ORDER VIOLATION	3	RUNAWAY	1
DIRECTED AREA PATROL	198	SCAM COMPLAINT	3
DISORDERLY CONDUCT	8	SEXUAL ASSAULT	1
DOMESTIC	7	SPECIAL ASSIGNMENT	10
DRUGS/NARCOTICS	1	SUBJECT STOP	3
EXTRA PATROL	65	SUSPICIOUS ACTIVITY	10
FOLLOW UP	38	SUSPICIOUS VEHICLE	10
FOOT PATROL	13	TAVERN CHECK	3
FOUND ANIMAL	5	THEFT	3
FOUND PROPERTY	5	THREATS COMPLAINT	4
FUNERAL ESCORT	4	TRAFFIC PROBLEM	5
GAS DRIVE OFF	2	TRAFFIC STOP	83
HARASSMENT	5	TRESPASSING	3
HIT AND RUN	1	TRUANCY	2
HOUSE WATCH REQUEST	6	UNDERAGE POSSESSION	3
INFORMATION TO DOCUMENT	5	VANDALISM	2
INTOXICATED DRIVER	1	WARRANT	2
INTOXICATED SUBJECT	2	WARRANT OTHER AGENCY	3
INTRUSION ALARM	7		
JUVENILE PROBLEM	2		
LEWD/LACIVIOUS	1		
LOITERING	1		

Waupun Police Department Update –February Report

Meetings – Dodge and FDL County LEX Meeting, FDL Drug Unit Meeting, Firearms Range Meeting, School Safety Meeting to discuss current school safety training/duties/responsibilities, and Spillman Meeting.

Training –Spillman/Motorola RMS Training, PIX-4D training at PD with Dodge County S.O. – use photogrammetry to document crash or crime scenes, Standardized Field Sobriety Training refresher, and Firearms Training.

Evidence Room- continue purging, destroying and returning evidence.

Events/Reports – Dodge County Awards Banquet, High School and Meadowview Primary Lockdown Drill, FDL County Active Threat Response we are working with multiple agencies to develop a coordinated response, Waupun Memorial Hospital facility security tour, and Body Cameras Ordered.

Hiring process –Officer Papia and Hague started Field Training in January. Officer Giles continues the Police Academy.

Complaints

- | | |
|--------|---|
| 22-130 | Cont'd investigation into Child Sex. Asslt. Incident; charges forwarded to FDL DA's Office for Underage Sexual Activity (offender 17 yoa) |
| 22-223 | Child Abuse/Neglect Incident; incident under investigation and working with Am. Fam. Children's Hospital staff and Dodge County CPS |

Note: Received CODIS hit on blood evidence from WPD case 2021-1879. Offender resides in state of Michigan and is on probation – follow-up to be completed.

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

March 2022

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

Re: Report to Common Council

A. Statistics

Through the end of February, we circulated/downloaded/loaned 19,248 items, with drive thru window service handling 203 transactions.

B. Interior signage

Warrior Innovation class is getting close to submitting a proposal for ceiling-mounted signage on the 2nd floor. The scope of the project has pushed other aspects of it into the 2022-23 school year. The project continues to move forward.

C. N95 mask distribution

Fond du Lac County Health Department contacted all Fond du Lac County public libraries and asked if we could be pickup locations for a supply of N95 masks they received. All public libraries in the county agreed to be pickup locations. Our library was issued over 1,000 masks to hand out to area residents. Until all masks are gone, we will be handing out ten masks at a time to those who request them, either inside the library or at the drive-thru window.

D. Conference Room

On March 16, the Library Board will determine when to open the large Conference Room to public meetings now that new CDC guidelines are in place.

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

March 2, 2022

1. **Current Projects:**

- Oak Lane Pond is complete. The grant reimbursement was submitted and we are awaiting final approval from the DNR.
- Working with CWC on stormwater requirements for the addition project.
- Garbage RFP's were sent out in February to 4 different contractors. They are due back to the City on March 24th. We anticipate reviewing them and making a recommendation to the Council on April 13th.
- Update on S. Madison St. I did receive an email from the DOT. They passed on the contact information for the project. They will have a preconstruction meeting soon for the contractors, DOT and City staff.
- We had another employee let us know they will retire the end of April. This is another light equipment Operator position. We extended the opening on the City Website and worked with the current applications to fill that position. We did offer the position and they will start in early April.
- Stormwater Site Inspections
- Completed Saltwise Smart Salting training with the Public Works Crew
- Meeting with soda vendors as our 7-Up Contract has changed.
- Worked with Charter on issues at the Aquatic Center for the Security System.
- Changed rug / uniform company due to service issues.
- Attended Rock River Storm Water Group meeting, and working through final MS4 report information
- Energy Planning discussions with Utilities
- Attended Waupun Festivals Meeting
- Attended turf maintenance meeting. They talked about challenges with product shortages and cost increases.
- Working with DNR and MSA for stormwater and MS4 reporting.
- Working on Budget items, Capital Improvement Budget, and 5 Year Street Plan
- LAPWA Meeting
- Working with spring organizations to make sure facilities are setup and ready to go.
- Working with Cedar Corp on building/park improvements.
- Gathering information for grants.
- Looking over development plans working with MSA to insure stormwater requirements are met.
- Updating quotes for future projects
- Met with Enterprise to discuss leasing options for city vehicles
- Met with Waupun Police department to discuss the possibility of a shooting range for sworn staff at the City garage location. We have met with DNR onsite and have reached out to MSA on costs for designing a plan.

2. **DPW Crew Projects**

- ADA upgrades to Medema Fields
-

-
- BGMS Daily Duties
 - Burn Brush piles
 - Clean equipment
 - Deliver Garbage/recycle bins
 - Diggers Hotline Locates
 - Fill Potholes
 - Haul Brush Bins
 - Haul Snow
 - Load salt trucks
 - Maintain Vehicles
 - Plow Snow
 - Replaced signs
 - Salt Streets
 - Shovel Sidewalk
 - Spray Salt Brine
 - Stormwater Training

Administrative Assistant

- MS4 Annual Report – completed – waiting for MSA for final approval to send to the DNR
- Harmsen Ave. – stormwater pond reimbursement. Working with DNR to finalize reimbursement request.
- Sidewalk replacement – working with Omni on getting reports ready for property owners that will be required to replace sidewalk. Reports are expected to be mailed to property owners on March 15th.
- Updated building security system codes with new employee
- Updated TIF maps
- Updated equipment rates with 2022 DOT rates.
- Updated stormwater maps for MS4 Report
- Proposed Annexation Maps
- Review property files
- Scan property information including building permits, plans, occupancy permits, etc.
- Plan Commission Agenda
- Assessment Letters
- Garbage complaints
- Building Permit Reports
- Invoice for Special Assessment Letters
- Setup zoom meeting for Plan Commission, Zoning Board and Board of Public Works
- Assign account #'s to bills.

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

TO: Mayor & Common Council
 FROM: Building Inspector
 SUBJECT: Building Permits for FEBRUARY 2022

DODGE COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
22-	17 Green Collar Grooming	23 S Madison St	Cap pipe to Catch Basin & fill in basin	\$50.00	\$1,000.00
22-	18 Rita Caporale	103A S Harris Ave	Tub to Shower Replacement	\$35.00	\$14,761.00
22-	20 Megan & Sam Giebink	600 McKinley St	Kitchen Remodel	\$293.40	\$48,900.00
22-	22 City of Waupun	520 McKinley St	RAZE Former Christian School	\$300.00	
22-	23 DUSTIN M BRUNTJEN	427 E Main St	Install Walk door & Overhead Door	\$50.00	\$4,800.00
22-	24 John Phillips	627 Morse St	Install interior drain tile & Sump Crock w/ pump	\$50.00	\$6,605.00
22-	25 Michaela Best	517 Bronson St	Exhaust Fan/Remove Knob & Tube Wiring in Attic	\$50.00	\$950.00
22-	26 Dave Kottwitz	256 Walker St	Replace Furnace	\$50.00	\$5,272.66
22-	27 Penny Dentino	719 Country View Dr	Replace Water Heater	\$50.00	
22-	28 Ryan Seichter	517 Bronson St	Replace Furnace & Rewire	\$100.00	
22-	29 WCI	S Madison St	Raze Garage & Erosion Control for Parking Area	\$50.00	
22-	30 Cindy Gloeter	716 Claggett Ave	Install (2) exhaust Bath Fans	\$80.00	\$950.00
22-	31 Todd Cupery	7 W Main St	Install Interior dividing wall & Offices	\$140.00	\$10,000.00
TOTAL				\$1,298.40	\$93,238.66

FOND DU LAC COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
22-	19 Ann Clark	501 Brandon St	Tub to Shower Replacement	\$50.00	\$12,603.00
22-	21 Tim Vanderkin	12 W Main St	Reroof & Installing outlets/Lights at Garage	\$170.00	\$20,000.00
22-	32 Kwik Trip, LLC	800 W Main St	EROSION CONTROL	\$50.00	\$279,230.00
22-	33 Ryan & Ashley Gerber	550 W Spring St	Remodel Basement	\$280.00	\$30,000.00
22-	34 Justin Gahan	8 Chapman Pl	Add Bath	\$200.00	\$5,000.00
TOTAL				\$750.00	\$346,833.00

GRAND TOTAL				\$2,048.40	\$440,071.66
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Permits issued in Dodge County	13
Permits issued in Fond du Lac Cty	<u>5</u>
Total Permits for the month	18
Total Estimated Cost of Construction	\$440,071.66

FEES

Building Permit Fees	\$2,048.40
Special Assessment Letter Fees	\$100.00
Site Plan Review	\$100.00
Conditional Use Application	\$300.00
Variance	\$150.00
Grand Total	\$2,698.40

BUILDING PERMIT COMPARISON

February 2021: Dodge County - 1 permits; Fond du Lac County - 5 permits
 Total Estimated Cost of Construction: \$72,541.76

TWO MONTH COMPARISON

January - February 2019	estimated cost of construction	\$ 331,606.46
January - February 2020	estimated cost of construction	\$ 347,181.00
January - February 2021	estimated cost of construction	\$ 405,952.79
January - February 2022	estimated cost of construction	\$1,593,712.89

FEBRUARY SENIOR CENTER ACTIVITY ATTENDANCE: 1,209 participants (63 participants/day)

Closed on Tuesday, February 22 due to weather.

- **SIA Insurance Bingo:** 34 participants
- **Book Club:** 14 participants
- **Drug Repository:** 3 participants
- **Fitness Center:** 285 participants
- **Tech Support:** 4 participants
- **WCCA Bingo:** 29 participants
- **Foot Care Clinic:** 34 participants
- **Eyeglass Adjustments:** 6 participants
- **Craft Club:** 15 participants
- **Euchre:** 79 participants
- **Sheepshead:** 178 participants
- **Golf Cards:** 39 participants
- **Hand & Foot Cards:** 49 participants
- **Se7ens Cards:** 43 participants
- **Pool:** 26 participants
- **Knit-Wits:** 31 participants
- **Yoga:** 302 participants
- **Aerobics & Tone:** 110 participants
- **Board Games:** 46 participants
- **Curbside Lunch:** 46 participants
- **Mobile Meals:** 300 participants
- **Pickleball:** 128 participants
- **Drums:** 38 participants

MARCH ACTIVITY CALENDAR				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 8am Fitness Center 9am Hand & Foot Cards 10:30am Tone Noon Mardi Gras 2pm Drums	2 8am Fitness Center 9am Dice 10:30am Aerobics I 1pm Sheepshead 6:15pm Knit-Wits	3 8am Fitness Center 8:30am Foot Care 9am Dominoes 10:30am Yoga II 1pm Sheepshead	4 8am Fitness Center 9am Se7ens 10:30am Aerobics II
7 8am Fitness Center 9am Marbles 10:30am Yoga I 1pm Euchre 1pm Golf Cards 6pm Pickleball	8 8am Fitness Center 9am Hand & Foot Cards 10:30am Tone 11:30am Craft Club 2pm Drums	9 8am Fitness Center 9am Dice 10:30am Aerobics I 1pm Sheepshead 6:15pm Knit-Wits	10 8am Fitness Center 9am Dominoes 10:30am Yoga II 1pm Sheepshead	11 8am Fitness Center 9am Se7ens 10:30am Aerobics II 1pm SIA Bingo
14 8am Fitness Center 9am Marbles 10:30am Yoga I 1pm Euchre 1pm Golf Cards 6pm Pickleball	15 8am Fitness Center 9am Hand & Foot Cards 10:30am Tone 1pm City Interview 2pm Drums	16 8am Fitness Center 9am Dice 9am Bowling 10:30am Aerobics I 12:30pm Eyeglasses 1pm Sheepshead	17 8am Fitness Center 8:30am Foot Care 9am Dominoes 10:30am Yoga II 11:30am St. Pat's 1pm Sheepshead	18 8am Fitness Center 9am Se7ens 10:30am Aerobics
21 8am Fitness Center 9am Marbles 10:30am Yoga I 1pm Euchre 1pm Golf Cards 6pm Pickleball	22 8am Fitness Center 9am Hand & Foot Cards 10:30am Tone 11:30am Craft Club 2pm Drums	23 8am Fitness Center 9am Dice 10:30am Aerobics I 1pm Sheepshead 6:15pm Knit-Wits	24 8am Fitness Center 9am Dominoes 10:30am Yoga II 1pm Sheepshead	25 8am Fitness Center 9am Se7ens 9am Book Club 10:30am Aerobics II 1:45pm WCCA Bingo
28 8am Fitness Center 9am Marbles 10:30am Yoga I 1pm Euchre 1pm Golf Cards 6pm Pickleball	29 8am Fitness Center 9am Hand & Foot Cards 10:30am Tone 2pm Drums 3pm Movie Afternoon	30 8am Fitness Center 9am Dice 9am Bowling 10:30am Aerobics I 1pm Sheepshead 6:15pm Knit-Wits	31 8am Fitness Center 9am Dominoes 10:30am Yoga II 1pm Sheepshead	
SCHEDULE IS SUBJECT TO CHANGES				
Please 324-7930 to verify and register for activities and lunch curbside lunch.				



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: January 10, 2022
SUBJECT: General Manager Report

Electric Department Update:

Power Outages

- December 15th at 1:15 am, power outage was reported in the area of E. Spring St. and Nevel Ave. The crew found a broken disconnect switch at the corner of Nevel Ave and N. Madison St. Load was switched to the Comtech Sub Feeder #1 to move the open point and restore power at 2:15. After power was restored, the porcelain disconnect switches were replaced with new polomer switches. The outage affected 32 customers.
- December 16th we experenced a high wind event lasting several hours. At 12:00 am, a power outage was reported on the West end of town. A three-phase deadend pole with a 3 phase transformer bank on it broke at the ground line causing the West Substation braker to lock out. The crew was able to isolate the down lines and restore power to all customers except Anytime Fitness. The pole was replaced and new equipment installed. Power was restored to Anytime Fitness at 3:30 pm.

At 2:00 am, a power outage was reported on the North East side of town. The high winds caused debris to contact the power line and create a phase to phase fault. The primay condutors burned to the ground and caused the breaker in the Main Substation to lock out. The crew isalted the downed wires and restored power to most cusomers. The condutors were repaired power was restored to all customers on Feeder 6 at 2:50 am.

Tenneco (Federal Mogul)

- Tenneco shuts down production between Christmas and New Years for annual equipment maintenance. Completing this shutdown is always a concern, as we completely de-energize the 1,500 kva industrial size transformers that feed Federal Mogul. You may recall last year while re-energizing one of the units, the transformer had an internal fault occur which destroyed the unit. Replacement costs for the transformer alone is around \$27,000, not including our overtime labor or crane expenses.
- We have installed monitoring equipment several times over the last year on the new transformer feeding the service we have experienced problems with. All the testing shows normal load well under the manufactures ratings. We pulled oil samples from the transformers during the outage. The samples were sent into the testing laboratory. They can help determine the condition of the transformer. Checking for dissolved gases and break down in the insulation inside the transformers windings.

General Manager Update:

Customer Billing Representative

- I am pleased to report we are fully staffed. Madi DeBoer started Tuesday January 4th and Jen is working with Madi to learn the billing process, procedures and customer service systems. The Customer Billing Representative position requires training on several different software systems. Jen will be responsible for the majority of the training. Madi will also have the opportunity to attend training provided by WPPI.

WPPI Board of Directors Meeting

- During its meeting on Dec. 16, the WPPI Board of Directors voted to approve both the 2022 budget and our 2022-2026 business plan. The resulting 2022 budget includes a revenue requirement of \$368.1 million and energy sales to members of 4,884,397 megawatt-hours (MWh), translating to a budgeted average power cost to members of \$75.35/MWh. The 2022 WPPI budget should produce slight increases in power costs, largely due to overall higher market energy prices experienced in 2021 and forecasted for 2022.
- In the past several months our region has experienced a sharp rise in market energy prices, with resulting impacts for utility wholesale power costs. We will continue to monitor market energy conditions and keep you informed.

WPPI Scholarship

- I recently recieved a scholarship from WPPI to cover the cost of attending the American Public Power Association's annual conference. This years National Conference will be held in Nashville, Tennessee June 12 -15. This is a great oportunity to learn and network with colegues from around the country

This concludes my report for January 2022. Please contact me at 324-7920 or sbrooks@waupunutilities.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: January 5, 2022
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

Level 1 bleeders were turned on the week of January 3rd. "Bleeding" means the controlled wasting of water through an orifice (prior to meter). The orifice will maintain water flow in the service lines and prevent freezing.

Wastewater Treatment Facility:

There are no call-ins to report this month.

Crane Engineering has completed their annual preventative maintenance program for all pumps. This program includes setting pump clearances, seal adjustments, and laser alignment of the rotating assembly. This program identifies potential problems prior to a major mechanical failure, saving the Utilities costly repairs.

Staff has been limited this past month due to several vacations. With limited staff, operators worked on preventive maintenance items.

Distribution/Collection System Crew:

There are no call-ins to report this month.

Staff has been limited this past month due to several vacations. With limited staff, annual preventive maintenance of all equipment was completed.

Staff focus of the next couple of months will be televising sanitary sewers. This process allows staff to see "inside" of the sanitary sewer. The camera measures the exact distance in a pipe, so repairs to cracks, joints, or removing obstructions can be done easily and precisely. The pipe condition is recorded as the camera moves through the pipe. The pipe condition and its location are then used to establish a pipe priority grade. This allows staff to pinpoint areas within the gravity sanitary sewer pipes that need a more thorough investigation due to the critical nature of the location, physical attributes of a pipe section, the structural integrity of the pipe, and operation and maintenance needs of the pipe.

Wastewater Treatment Facility ABNR Update:

ABNR Mix Tank (Building 62) –

- Tank has passed leak testing, now all mechanical piping will be installed.

ABNR Pump Station (Building 63) –

- Masons have completed block walls and precast roof.
- Brick work and steel sheeting has begun.

ABNR Green House (Building 65) -

- The east, south, and west wall panels are installed, with the north side wrapped with weather barrier until spring.
- Racking and glass continues to be installed.
- Electrical and gas piping are in the process of installation.

ABNR Process (Building 68) –

- Roof and parapet wall is complete.
- Steel siding is delayed due to supply chain.
- Underground plumbing and electrical installation continues.

Biosolids Storage Building (Building 83) –

- Building has been approved for temp occupancy.
- Steel siding is installed.
- Mechanical HVAC equipment has been delayed until the end of January.

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



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: January 10, 2022
SUBJECT: November 2021 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

Electric utility construction activity consisted of outage repairs at the Main Sub due to wildlife disturbances, installing new services for Maple Tree Townhomes Development and several other infrastructure upgrades and new services billed to customers. Water and Sewer construction for the Rock / Newton street reconstruction project is complete for the Utilities and awaiting final billings from the contractor. Construction at the WWTP continues with monthly Disbursement Requests being processed through the USDA. Progression is being made on the ABNR mix tank, pump station, green house and process buildings including installation of racking and glass piping in the green house.

Plants additions consisted of the purchase of a new motor in the amount of \$429,300 to replace the existing, fully depreciated model. The cost was a 2021 budget item and is split 80% to the Sewer utility and 10% each to the Electric and Water utilities.

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

Sales

Electric

- Monthly kWh sales were **2.9% above** budget & **6.2% higher** than November 2020 on higher sales to Industrial and Large Industrial Power customers.
- YTD kWh sales were **2.4% above** budget & **3.6% higher** than November 2020 YTD actual sales.

Water

- Monthly sales units of 100 cubic feet were **0.4% below** budget & **0.6% lower** than November 2020 sales; usage decreases on a continued trend from three industrial water customers.
- YTD water sales were **0.6% above** budget & **1.0% lower** than November 2020 YTD actual sales.

Sewer

- Monthly sales units of 100 cubic feet were **20.2% below** budget & **11.5% lower** than November 2020 sales due to lower public authority volume. Sales to public authority customers continue to remain affected by the onset of COVID beginning in the spring of 2020 and have not returned to historical averages.
- YTD sewer sales were **14.2% below** budget & **14.5% lower** than November 2020 YTD actual sales.

Income Statement

Electric

- Operating revenues and purchased power expense were **above** budget \$571,500 and \$476,600, respectively, due to higher than budgeted in kWh's sold, primarily to Industrial and Large Industrial Power users.

- Gross margin was \$95,000 *above* budget.
- Operating expenses were \$89,900 *below* budget primarily due to continued labor hours and material being applied to billable construction work orders than operational expenses.
- Operating income was \$387,300 or \$231,800 *above* budget from increases kWh sales and lower overall expenses / customer work.
- Net income was \$410,000 or \$312,300 *above* budget primarily from the increase in operating revenues from kWh sale increases and lower operational expenses.

Water

- Operating revenues were \$17,500 *above* budget due to overall slightly higher consumption for residential, multi-family and commercial customers for the year.
- Operating expenses were \$170,500 *below* budget due to less maintenance and chemical-related costs from fewer main breaks experienced compared to prior years. The decrease is attributed to the water crew's leak detection and prevention program that has ramped up in recent years.
- Operating income was \$729,200 or \$157,700 *above* budget from lower than budgeted operating expenses.
- Net income was \$608,600 or \$157,900 *above* budget.

Sewer

- Operating revenues were \$310,600 *below* budget from continued lower public authority sales from the Department of Corrections facilities as a result of changes in operations due to COVID-19.
- Operating expenses were \$54,600 *above* budget due to costs associated with WWTF operations during construction. A temporary increase in sludge hauling and belt press rental costs will remain until December 2021 when the belt press building is completed during the WWTF upgrade.
- Operating loss was (\$186,500) or \$(403,500) *below* budget.
- Net (loss) was (\$267,300) or \$(427,000) *below* budget largely due to the decrease in public authority consumption related to COVID-19 operational changes and increased expenses incurred during WWTF construction.

Balance Sheets

Electric

- Balance sheet *increased* \$41,800 from October 2021 as a result of an increase in collections from customers that resulted from higher sales in the previous month.
- Unrestricted cash *increased* \$46,300 from the prior month largely due to an increase in collections from higher October 2021 billings and receivable balances.
- Net position *increased* \$38,400 as a result of the previously stated activity.

Water

- Balance sheet *increased* \$71,400 from October 2021 largely due to an increase in collections from the prior month.
- Total unrestricted and restricted cash *increased* \$89,700 from the change in monthly payment collections and payments associated with the Rock/Newton street reconstruction project.
- Net position *increased* by \$61,500 primarily due to the increases in cash position mentioned previously.

Sewer

- Balance sheet *increased* \$6,141,500 from October 2021 as a result of construction work in progress at the WWTF offset by Disbursement Reimbursements from the USDA (classified as debt) and plant associated with the Rock/Newton street reconstruction project. A new factor was also purchased during the month of which \$344,000 was allocated to the Sewer Utility.
- Unrestricted cash *decreased* \$286,900 primarily from payments associated with temporary WWTF expenses (sludge hauling & belt press rental), payments for the Rock/Newton project,

purchase of the new vector equipment and \$39,000 in total interest-only payments associated with the 2003 and 2020 Revenue Bonds.

- Long-term debt *increased* \$6,162,100 from the receipt of funds from the USDA for Disbursement Request #8 for the WWTF upgrade.
- Net position *increased* \$7,004 from a net of cash payments related to capital improvements with related debt offsets, debt payments and additional WWTF operating expenses during construction.

Cash and Investments

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

- Total cash and investments *decreased* \$196,000 or **1.5%** from October 2021 primarily the acquisition of the new vector asset and Sewer utility interest-only debt payments.
- Received interest and distributions of \$14,00 and recorded an unrealized *negative* market adjustment of (\$7,600), along with \$500 in management fees, resulting in a net portfolio *gain* of \$5,900 for the month.
- Total interest and investment income earned on all accounts for the month was \$6,700 and \$9,900 year-to-date.

OTHER FINANCIAL MATTERS

WWTP Upgrade – Construction Update and Progress

Listed below is a summary of the costs incurred and paid for with USDA loan proceeds requested to date:

Total Project Budget (As of 4/14/2021):	\$ 36,008,000
Total Project Costs to Date (Thru 1/5/2022):	\$ 17,485,886
Loan Draws – Project to Date: (Thru 12/22/2021):	\$ 17,305,797
Disburse Request #9 – Requested (12/7/2021):	\$ 1,977,263
Disburse Request #9 – Paid (12/22/2021):	\$ 1,977,263

2021 USDA Revenue Bond Closing – Final Loan

The Utilities hosted a loan pre-closing meeting with relevant parties on December 15, 2021 to sign documentation related to the fourth and final USDA loan in the amount of \$5,000,000. The official closing date was December 22, 2021. The 2022 Sewer utility budget forecasts the first three loans will be exhausted by the 2nd Quarter of 2022 and the addition of this fourth and final loan will be applied in 2022. Once all loans are exhausted our grant funding will be expended for the remainder of the project.

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



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: February 14, 2022
SUBJECT: General Manager Report

Electric Department Update:

Power Outages

- National Rivet requested a scheduled power outage on Saturday, February 5th at 12:00 pm, to replace a damaged main breaker. Waupun Utilities provided a 2-man crew to de-energize the 6 large transformers located on the roof of one of the National Rivet buildings. Waupun Utilities crew repaired the transformers secondary connection during the scheduled outage. The connections showed up “hot” on our annual infrared system inspection. All repairs were made and power was restored at 4:15 pm.

Line Clearance Maintenance

- The electric crew continues to work on line clearance maintenance. About 50% of the scheduled line clearance maintenance for this year has been completed. We plan to complete the cycle tree trimming without hiring a line clearance contractor in 2022.

Electric Distribution System Study / Long Range Plan

- With changes to the distribution system that have taken place, we feel the last system study is no longer accurate. The changes include customers acquired from the territory agreement with Alliant Energy (added miles of new line to the distribution system), voltage conversion work, and future potential for new development (load growth).
- We are reviewing a proposal provided by Forster Engineering. It will provide updated information to help our staff prioritize and budget for needed improvements to the distribution system.

General Manager Update:

MEUW Electric Operations Conference

- On January 11-14th, I attended the annual MEUW Electric Operations Conference where I had the opportunity to attend several meetings, breakout sessions, listen to guest speakers, and network with colleagues.
- Key events that I participated in were: Safety and Education Committee meeting, WPPI Joint Purchasing meeting, MEUW Board of Directors meeting, and breakout sessions 1) Impact of Solar

Interconnections on the Electric Distribution System, 2) Critical Infrastructure Protection Best Practices, 3) Distributed Energy Resources Interconnections Process Changes, 4) and Grid Impacts from Transitioning to Renewables.

Staff Training

- Waupun Utilities hosted a MEUW 3 phase transformer workshop on January 18th. The electric crew and 20 other linemen from the area attended the workshop. We also invited a Waupun High School senior to attend the workshop whom has plans to attend Northeast WI Technical College for Electric Power Distribution in Fall of 2022.
- MEUW Safety Coordinator Andrew Paulson led trainings on January 26th for operations crews on Flagger Certification and Fork Truck training at Waupun Utilities main building.
- Utility Billing Representative completed a two-day NorthStar new user training at WPPI.
- Three employees will attend Training Session D on February 16th in Wisconsin Dells as part of the MEUW Management Training Program series. The training program consists of six sessions that take place over a two-year period and has been a successful effort in providing education to create “home grown” management personnel.

Waupun Chamber of Commerce

- Thursday February 24th, I plan to attend the Waupun Area Chamber of Commerce “Waupunies” dinner at the Rock to help support the local businesses and organizations that strive to make Waupun a great place to live, work, and play. If anyone would like to join me in attending, please let me know by February 16th. Waupun Utilities will provide a ticket for the event.

Waupun Utilities Scholarship

- The 2022 Waupun Utilities scholarship information is now available on our website. Applications will be due in by April 8, 2022. Information has been shared with area schools and will be communicated to our customers on our Facebook page.

Reliable Public Power Provider (RP3) Platinum Designation – APPA

- After several months of staff working diligently to complete the demanding application we received news Waupun Utilities has received the 2022 Reliable Public Power Provider (RP3) designation by the American Public Power Association (APPA). Our utility will be honored during the APPA Engineering and Operations Conference in Austin, Texas on March 28, 2022.
- The RP3 designation recognizes community-owned, not-for-profit public power utilities that exhibit operational excellence and demonstrate high proficiency in four disciplines: Reliability, Safety, Workforce Development and System Improvement. Criteria within each of the four RP3 areas are based on sound business practices and recognized industry leading practices.
- All RP3 designations are valid for three years. Applications are reviewed by an 18-member panel of public power representatives nationwide. Through the RP3 program, utilities have a chance to learn, grow, and improve, as well as serve as an example for others striving for excellence.

This concludes my report for February 2022. Please contact me at 324-7920 or sbrooks@waupunutilities.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: February 10, 2022
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

Level 2 bleeders were turned on January 27th due to the forecasted below zero weather and current frost depths of 30 inches in the road. The total number of bleeders turned on is 41. "Bleeding" means the controlled wasting of water through an orifice (prior to meter). The orifice will maintain water flow in the service lines and prevent freezing.

Wastewater Treatment Facility:

There is one call-in to report this month. On January 26th, the digester heat exchanger failed to fire upon start up. After trouble shooting, a faulty contact relay was identified as the problem. The relay was replaced and the heat exchanger was returned to service.

Due to construction phasing, staff continues to make temporary operational process changes to the treatment facility, which takes considerable time and resources.

Distribution/Collection System Crew:

There are no call-ins to report this month.

There was a total of two water main breaks this past month. Details are as follows:

- The first break was located on Frontier Street. This was an 8 inch main, and the break was a 3" blow hole. The break was leaking approximately 1,880 gallons per minute, for 2.5 hours, totaling 282,340 gallons.
- The second break was located on Pleasant Avenue. This was a 6 inch main, and the break was a radial crack. The break was leaking approximately 104 gallons per minute, for 168 hours, totaling 1,056,834 gallons.

Staff focus has been large customer meter testing. With the use of a portable test meter, staff can efficiently and accurately test large water meters at high and low flow, without removing the meter from service. The testing accuracy of our large field meters confirms billing for accurate volume usage.

Wastewater Treatment Facility ABNR Update:

ABNR Mix Tank (Building 62) –

- Tank aluminum cover has been erected and scheduled for installation in the coming week.

ABNR Pump Station (Building 63) –

- Exterior brick and steel panel installation has been completed.
- Interior hoists installation and painting on going.

ABNR Green House (Building 65) –

- The east, south, and west wall panels are installed, with the north side approximately fifty percent sheeted.
- North wall exhaust fans are at fifty percent installation.
- Racking and glass continue to be installed.
- Electrical and gas piping continue to be installed.

ABNR Process (Building 68) –

- Exterior brick and steel continue to be installed.
- Interior subgrade mechanical and electrical are completed.
- Interior concrete floor and equipment pads are completed.

Biosolids Storage Building (Building 83) –

- Mechanical conveyor equipment delivery and installation delayed until end of February.

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



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: February 14, 2022
SUBJECT: December 2021 Financial Report

This month's report contains the December YTD 2021 financial report. The Utilities audit fieldwork was completed February 7-9 and the auditors have not communicated any audit adjustments as of the date of this report. We don't anticipate any material changes in the figures included in this report.

The December YTD 2021 financial report follows.

CONSTRUCTION AND PLANT ADDITION SUMMARY - 2021

The attached construction and plant additions summary shows activity for December and year-to-date 2021. Total construction activity for budgeted line items for the year was \$275,500 **over** budget largely due to the timing of WWTF construction disbursement draws. This has a zero cash-flow impact on the sewer utility as all construction costs are financed with USDA debt proceeds. The Electric Utility was \$84,000 **over** its construction budget, however, this was primarily the result of unbudgeted work completed for, and billed to customers which has a positive cash flow impact. The largest billable project for Electric was ATC upgrades for \$97,000. Water and Wastewater infrastructure associated with the partial Rock & Newton street improvement project was completed during the year under budget for both Utilities and equal to the contractor's bid price. The S. Madison Street improvement project budgeted for 2021 construction was delayed until 2022.

Plant additions were **under** budget in all three utilities during the year as a result of delaying several equipment / software purchases until future periods. The vector was replaced during the year at a budgeted cost of \$430,000 less trade-in value with the cost being allocated 80% to the wastewater utility and 10% each to electric and water. The attached schedule highlights budget to actual variances for each budgeted item.

2021 FINANCIAL HIGHLIGHTS

Sales

Total electric sales were 2,631,000 kWh or 2.60% **above** budget on higher sales to large power, industrial and large industrial power customer classes. Total electric kilowatt hours sold totaled 103,982,000 in 2021 compared to 100,462,000 in 2020. Revenues associated with the kWh sales **increases** generated an additional \$666,200 or 7.16% over 2020 revenues largely due to higher PCAC revenues that resulted from increasing market energy prices.

Total water sales revenue was 0.88% or \$15,000 **above** budget. The water utility sold 882 **fewer** units of 100 cubic feet compared to 2020. Sales revenue in 2021 **decreased** \$2,000 to \$1,730,100 from \$1,732,400 in 2020 on lower residential and industrial water sales.

Total sewer sales were 15.02% **below** budget on **lower** flows and loadings from the three Department of Corrections facilities that resulted from changes in their operations during COVID-19 protocol. Total volume from the three facilities **decreased** 6,390,000 gallons or 25.25% which resulted in a revenue **decrease** from 2020 of \$194,700 or 17.10%. Total sewer revenues from 2021 sales **decreased** \$147,100 from 2020 primarily from correctional facilities despite having a rate increase effect April 1, 2021.

Income Statement

Electric

The electric utility's regulatory operating income **increased** \$120,800 to \$532,100 in 2021 compared to \$411,400 in 2020 from the following:

- *Gross Margin* – **Increase** of \$105,300 from strong electric sales from large users returning to normal operations after COVID-19 operational changes
- *Other operating revenues* – **Increase** of \$28,000 from the prior year due to the timing of collections of pole contact revenues and the PSCW allowing the utility to bill for late payment penalties which were delayed in 2020 due to COVID-19
- *Distribution expense* – **Decrease** of \$88,600 as a result of working on the ATC transmission line rebuild billed to ATC which diverted time spent on overhead line construction

Net income was \$626,700 or \$503,900 **above** budget. Net income was **higher** than budget due to:

- \$133,800 in capital contributions from ATC and customers
- \$105,300 in higher gross margin
- \$150,200 reduction in operational expenses due to more work being completed and billed to customers and fewer storm events than budgeted

Electric's 2020 rate of return **increased** to 6.14 from 4.70 in 2020. The largest impact on the rate of return was the increase in billable customer work and higher operating margins.

Water

The water utility's regulatory operating income **increased** \$334,000 to \$789,200 in 2021 compared to \$755,200 in 2020. Operating expenses **decreased** \$60,000 in 2021 compared to 2020 on **lower** source of supply expenses from well maintenance in 2020 that did not occur in 2021. Overall, water net income was \$736,700 or \$250,000 **above** budget due to operational expenses being \$164,500 **below** budget and capital contributions associated with the Maple Tree Town Home contributions. The 2021 rate of return **increased** to 5.50 compared to 5.39 in 2020.

Sewer

The sewer utility's operating income (loss) (excluding GASB 68 & 75) **decreased** \$411,200 to a **loss** of (\$141,600) in 2021 compared to income of \$269,600 in 2020. Operating expenses **increased** \$211,100 from temporary equipment and operating costs incurred during WWTF construction. Operating revenues were \$335,600 **below** budget despite a rate increase effective April 1, 2021 on **lower** public authority revenues from the correctional facilities. Operating expenses were \$42,300 **above** budget on higher temporary WWTF operation expenses discussed previously. Net income (loss) was a loss of (\$126,300) or (\$300,900) **below** budget due to the loss in revenue from the correctional facilities and increase in temporary operating costs during WWTF construction.

Balance Sheets – Years Ended December 31, 2021 and 2020

The electric utility balance sheet **increased** \$760,000 to \$14,129,000 from \$13,369,000 in 2020. Unrestricted cash increased \$426,700 and restricted cash increased \$43,900. Receivables increased by \$156,500 compared to 2020 on higher construction receivables. Net plant decreased \$70,300 as a result of current year depreciation expense being higher than net plant additions. Accounts payable increased \$114,400 from a higher power bill payable at year-end. Net position **increased** by \$626,700 from operating results and capital contributions.

The water utility balance sheet **increased** \$418,000 to \$19,070,000 from \$18,652,000 in 2021. Unrestricted and designated cash and investments **increased** \$224,100. Restricted cash increased \$158,600 due to final contributions to the Commission designated equipment replacement fund. Net plant decreased \$58,800 on \$597,100 in additions and \$623,200 in retirements and depreciation. Net position **increased** \$736,700 from operating results and capital contributions.

The sewer utility balance sheet **increased** \$17,561,000 to \$39,153,000 from \$21,592,000 in 2020. Unrestricted cash and investments **decreased** \$1,188,000 from operating results and payments associated with the Rock/Newton street reconstruction and Harris lift station projects. Net plant increased \$18,456,000 on \$18,022,000 in additions to construction in progress associated with the WWTF upgrade, \$623,200 in plant additions for Rock/ Newton improvements and \$1,134,000 in retirements and depreciation. Net position **decreased** \$126,300 from operating results and capital contributions.

Cash and Investments

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

Total cash and investments **decreased** \$182,500 in 2021. Unrestricted and designated cash and investments **decreased** \$536,800 from operating results and payments of \$1,065,000 associated with water & sewer infrastructure improvements for the Rock/Newton project. The long-term investments portfolio included \$145,000 in net deposits, received interest and distributions of \$77,100, incurred portfolio management fees of \$7,000, and recorded an unrealized negative market adjustment of \$76,800 resulting in a net \$138,300 increase for the year.

OTHER FINANCIAL MATTERS

WWTP Upgrade – Construction Update and Progress

Listed below is a summary of the costs incurred and paid for with USDA loan proceeds requested to date:

Total Project Budget (As of 4/14/2021):	\$ 36,008,000
Total Project Costs to Date (Thru 2/10/2022):	\$ 19,076,696
Loan Draws – Project to Date: (Thru 2/10/2022):	\$ 18,949,083
Disburse Request #11 – Requested (2/8/2022):	\$ 442,407
Disburse Request #10 – Paid (1/1/2022):	\$ 1,643,286

2020 WPPI Benchmarking Results

Annually WPPI provides a benchmarking report for selected electric operating and financial ratios which provides a comparison of Waupun Utilities to its peers within the WPPI membership group. The 2020 report is included in this month's Commission packet and includes a 10-year comparison of 16 operational and financial ratios of Waupun Utilities compared to; 1) an average of the 51 member WPPI membership group, 2) the WP&L Control area and 3) four peer utilities of similar operational make-up to Waupun within WPPI's member group. Waupun ranks at or better than these three groups in 13 of the 16 ratios analyzed for 2020.

Potential 2022 Budget Amendments

Since the 2022 capital and operating budgets were created in the late summer of 2021 and approved by the Commission in November 2021, new information has been received which may require a budget amendment at future Commission meetings. Potential changes being analyzed by management include a capital asset addition for the replacement of the Utilities firewall which will no longer be supported in the 4th Qtr of 2022 and will require replacement. Management is working with WPPI staff to identify the hardware, software and equipment necessary for this replacement. Management anticipates a budget neutral effect as other capital budget items will be delayed to support the cost.

Of greater significance to the utility is substantial cost increases associated with the S. Madison Street reconstruction project budgeted for 2022. City personnel has notified the Utilities of recent project estimate updates from the DOT with additional cost increases to the water and sewer utilities. Final costs break-downs and bid allocations aren't known at this time, however, increases are expected and may require a 2022 budget amendment. Management is working with the City to determine options to address the anticipated additional costs.

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



AGENDA SUMMARY SHEET

MEETING DATE: 3-8-22

TITLE: Review Ordinance 19-11 Providing for ATV/UTV use in the City Limits

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Scott Loudon, Police Chief

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

ISSUE SUMMARY:

At the December 10, 2019 Common Council meeting, the ordinance allowing the use of ATV/UTV in the City limits was adopted. Comment was made during the meeting of reviewing this ordinance, of which may be done at any time.

The ordinance was reviewed last year, March 23, 2021, and comment was made to review again in one year.

STAFF RECOMENDATION:

Discussion only

ATTACHMENTS:

Ordinance 19-11

Police Department logs of Violations

MOTIONS FOR CONSIDERATION

Discussion only

COMMON COUNCIL
CITY OF WAUPUN

ORDINANCE # 19 -11

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

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 6.11 of the Municipal Code of the City of Waupun entitled

"Snowmobiles" is amended to add subsections (4), (5) and (6) as follows:

(4) No person shall operate a snowmobile on any street, alley, sidewalk or park in the City, except as set forth in subsection (5), below.

(5) The following route is hereby designated pursuant to the authority of §§ 350.02(2)(a) and 350.18, Wis. Stats., as a designated snowmobile route:

(a) From the west end of Reinhart St. to its intersection with N. State St.

(b) The entire length of Vliet St.

(c) Taylor St. from its intersection with Vliet St. to the railroad crossing.

(d) Jackson St. from the railroad crossing to a point 50 feet east thereof.

(e) Franklin St. from the railroad crossing to its intersection with Drummond St.

(6) Those snowmobiles using this route are subject to all provisions of this subsection 6.11 and, furthermore, must not exceed a speed of 10 mph when on such roadway. The operators of snowmobiles upon this route shall yield the right-of-way to all motor vehicles on this route, except when traveling through a controlled intersection, in which case, the traffic control sign or signal shall determine whether the snowmobile or motor vehicle has the right-of-way.

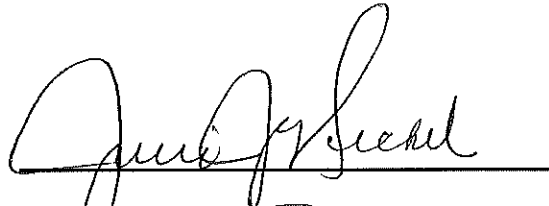
SECTION 2: Section 6.12 of the Municipal Code of the City of Waupun entitled

"Improper Use of Streets, Alleys, Sidewalks and Parks" is repealed and recreated as provided on the attached Ordinance, which is retitled, "Off Road Vehicles."

SECTION 3: All ordinances or portions of ordinances inconsistent with the provisions of this ordinance are repealed.

SECTION 4: This Ordinance shall be in full force and effect on its passage and publication as provided by law.

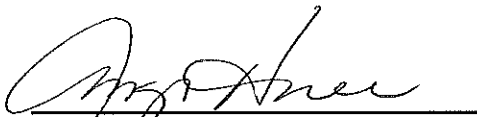
Enacted this 10th day of December, 2019.



Julie J. Nickel
Mayor



ATTEST:



Angela J. Hull
City Clerk

6.12 - OFF ROAD VEHICLES.

(1) Purpose and Intent. The City of Waupun adopts the following all-terrain vehicle trails and routes and restrictions for the operation of all-terrain vehicles (ATVs) and utility terrain vehicles (UTVs) on roadways and city-owned property throughout the City of Waupun. Following due consideration of the recreational value to connect trail opportunities, and weighed against the possible dangers, public health, liability issues, terrain, traffic density and history of vehicular traffic, these routes and trails have been established.

(2) State Laws Adopted. The statutory provisions of Section 23.33 and Chapters 340 to 348 of the Wisconsin Statutes, establishing definitions and regulations with respect to ATVs and UTVs and Chapter NR 64 of the Wisconsin Administrative Code are adopted here by reference. Unless otherwise specifically provided here, any act required to be performed or prohibited by any statute or administrative code provision incorporated here is required or prohibited by this ordinance. Any future amendments, revisions or modifications of the Wisconsin Statutes or Wisconsin Administrative Code incorporated here are made a part of this ordinance in order to secure uniform statewide regulation of ATVs and UTVs.

(3) Definitions. The following definitions shall apply with respect to this ordinance:

(a) "Off road vehicles" shall include, without limitation, off-highway motorcycles, minibikes, all-terrain vehicles (ATVs) and utility terrain vehicles (UTVs).

(b) "All-terrain vehicle" or "ATV" means a commercially designed and manufactured motor driven device that has a weight, without fluids, of 900 pounds or less, has a width of 50 inches or less, is equipped with a seat designed to be straddled by the operator, and travels on three or more low-pressure or non-pneumatic tires.

(c) "City" means the City of Waupun, a Wisconsin municipal corporation. All references to the City in this ordinance shall apply only within the jurisdictional limits of the City of Waupun, and the City makes no attempt to exercise authority outside of the jurisdictional limits of the City of Waupun.

(d) "Utility terrain vehicle" or "UTV" means any of the following:

1. A commercially designed and manufactured motor driven device that does not meet federal motor vehicle safety standards in effect on July 1, 2012, that is not a golf cart, low-speed vehicle, dune buggy, mini-truck or tracked vehicle, that is designed to be used primarily off of a highway, and that has, and was originally manufactured with all of the following: a weight, without fluids of 2,000 pounds or less; four or more low-pressure or non-pneumatic tires; a cargo box installed by the manufacturer; a steering wheel; a taillight; a brake light; two headlights; a width of not more than 65 inches; a system of seatbelts or a similar system for restraining each occupant of the device in the event of an accident; and a system of structural members designed to reduce the likelihood that an occupant would be crushed as a result of a rollover of the device.

2. A commercially designed and manufactured motor driven device that has all of the following: a weight, without fluids, of more than 900 pounds but not more than 2,000 pounds; a width of 50 inches or less; is equipped with a seat designed to be straddled by the operator; and travels on three or more low- pressure or non-pneumatic tires.

(d) All other applicable words and phrases defined in Section 23.33 and Section 340.01 of the Wisconsin Statutes are incorporated by reference in this ordinance.

(4) Designation of ATV and UTV Routes. No person shall operate an off road vehicle on any City street, alley, park or parking lot, on any public lands or parking lots held open to the public, or on any land within the City that is zoned residential, except as provided below:

(a) In accordance with Section 23.33(8)(b)2 of the Wisconsin Statutes and unless otherwise posted, all streets, roads and public alleys within the City are designated ATV and UTV routes, except all county highways, state trunk highways or connecting highways with a speed of 40 MPH or greater, unless the applicable County or State authority approves such a designation.

(b) In accordance with section 23.33(11)(am)(4) of the Wisconsin Statutes, the City authorizes the operation of ATVs and UTVs on all approved ATV and UTV routes within the City as identified in subsection (a) above, and on all county highways, state trunk highways or

connecting highways with a speed limit of 35 MPH or less where the applicable county or state authority approves such a designation.

(c) The City or its designee reserves the right to close or modify ATV and UTV routes within its jurisdiction at any time.

(d) All ATV and UTV routes shall be signed in accordance with NR 64.12 and NR 64.12(7)(c) of the Wisconsin Administrative Code. The City or its designee shall maintain all ATV route signs within the City, including without limitation, on state trunk highways within the City.

(5) Conditions and Restrictions on Operation. In addition to the provisions contained in section 23.33 and Chapters 340 to 348 of the Wisconsin Statutes, and as a condition for the use of ATV and UTV routes designated and authorized above, the following conditions and restrictions shall apply to all ATV and UTV operators and passengers, as applicable:

(a) All ATV and UTV units shall be registered for public use in accordance with Wisconsin Department of Natural Resources ("DNR") regulations, and proof of registration shall be displayed as required by statute during all times of operation.

(b) All ATV and UTV operators shall observe all applicable rules of the road governing motorized vehicles operating on municipal streets in accordance with section 23.33 and Chapter 346 of the Wisconsin Statutes.

(c) No person shall operate an ATV or UTV within the City from 10:00 p.m. to 6:00 a.m., except as permitted in section 23.33(4)(f) of the Wisconsin Statutes, or as otherwise authorized in writing by the City or its designee on a temporary basis.

(d) No ATV or UTV shall be operated at a speed greater than the maximum permitted speed limit within the City, except that where the posted limit is greater than 25 mph, no ATV or UTV shall be operated at a speed greater than 35 mph.

(e) All ATV and UTV operators are subject to and shall abide by applicable provisions of the Wisconsin Statutes and DNR regulations pertaining to age, safety and safety certificate requirements.

(f) No person shall operate an ATV or UTV on any trail or route without fully functional headlights, taillights and brake lights. All operators shall display a lighted headlight and taillight at all times while on the trail or route.

(g) No person shall operate an ATV or UTV on any trail or route where the vehicle does not meet state or municipal noise and exhaust restriction requirements.

(h) No person shall operate an ATV or UTV within any municipal park or on any sidewalk, designated bicycle or pedestrian lane, gravel shoulder, ditch or other area of any street right-of-way other than on the paved roadway, unless specifically designated and posted otherwise by the City or its designee.

(i) No person shall leave or allow any ATV or UTV owned or operated by that person to remain unattended on any public highway or public property while the motor is running or with the starting key left in the ignition.

(j) No person shall operate an ATV or UTV within the City unless the owner or operator has in effect at the time a liability policy insuring operation of the ATV or UTV which policy meets the carrier and coverage requirements specified in Section 344.61 of the Wisconsin Statutes. No person shall operate an ATV or UTV without having proof of such liability insurance coverage readily available.

(k) ATV and UTV operators or passengers under the age of 18 years of age shall wear protective headgear as required under Section 347.485(1)(a) of the Wisconsin Statutes, with a chin strap securely fastened, at all times of operation.

(l) No person shall operate an ATV or UTV unless the operator is 16 years of age or older and holds a valid driver's license issued by the Wisconsin Department of Transportation, or another state driver's licensing authority.

(m) No ATV or UTV operator or passenger shall be in possession of an open intoxicant while the ATV or UTV is in operation. No person shall operate an ATV or UTV while under the influence of an intoxicant, a restricted controlled substance, a controlled substance analog, or

any combination of these elements, to a degree which renders the person incapable of safely operating the ATV or UTV.

(6) Enforcement. The penalty for any violation identified in Section 23.33(13) or Chapters 340 through 347 of the Wisconsin Statutes shall be as set forth in the Wisconsin Statutes. Deposit amounts for such violations shall be as set forth in the current Revised Uniform State Traffic Deposit Schedule. The penalty for any violation of this ordinance not addressed in Section 23.33(13) or Chapters 340 through 347 of the Wisconsin Statutes shall be a forfeiture as set forth in Section 18.04 of the Waupun Municipal Code, together with all applicable costs, surcharges and assessments.



AGENDA SUMMARY SHEET

MEETING DATE: 3-8-22

TITLE: 2021 Annual MS4 Report (Board of Public Works 3-8-22) *(Motion)*

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

PRESENTER: Jeff Daane, Public Works Director

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

ISSUE SUMMARY:

Annually the city is required to submit an MS4 report in accordance with our MS4 permit issued under WI Statute NR 216.025. Under this legislation, the City is one of roughly 256 municipalities listed as a federally designated urbanized area with a population exceeding 10,000 as of the latest decennial census.

MS4 permits are effective for a period of up to five years and must be updated and reissued at that time. The City of Waupun’s 2021 MS4 report is attached and includes an extensive list of tactics that the City completes each year to meet the conditions of our MS4 permit which was issued May 1, 2019.

The Board of Public Works reviewed the MS4 Report at the March 8, 2022 meeting.

STAFF RECCOMENDATION:

Accept the 2021 Annual MS4 Report

ATTACHMENTS:

2021 Annual MS4 report

RECCOMENDED MOTION:

Motion to accept the 2021 Annual MS4 Report

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Annual Report Under Municipal Separate Storm Sewer System (MS4) Permit

Form 3400-224 (R 09/21)

Page 1 of 13

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Public Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted separately from this report to the Department.

Part I. Municipal Contact Information			
This form covers the activities during calendar year 2021			
Name of Municipality City of Waupun	Facility ID No. (FIN) 31437	<input type="checkbox"/> Check to update mailing address information	
Mailing Address	City	State	ZIP Code
Primary Municipal Contact Person (Authorized Representative for MS4 Permit) <input type="checkbox"/> Check to update contact information			
Name Jeff Daane	Title Director of Public Works		
Mailing Address 201 E Main St	City Waupun	State WI	ZIP Code 53963
Phone Number (include area code) (920) 324-7918	Email jeff@cityofwaupun.org		
[+] Additional Contact Information (optional)			
Individual with responsibility for (check all that apply):			
<input type="checkbox"/> I&E Program <input type="checkbox"/> IDDE Program <input type="checkbox"/> IDDE Response Procedure Manual <input type="checkbox"/> Municipal-wide Water Quality Plan <input type="checkbox"/> Ordinances <input type="checkbox"/> Pollution Prevention Program <input type="checkbox"/> Post-Construction Program <input type="checkbox"/> Winter Roadway Maintenance			
First & Last Name	Title		
Mailing Address	City	State	ZIP Code
Phone Number (include area code)	Email		
1. Does the municipality rely on another entity to satisfy any of the permit requirements? <input checked="" type="radio"/> Yes <input type="radio"/> No			
<input checked="" type="checkbox"/> Public Education and Outreach - <u>Protect Wisconsin Waterways</u>			
<input checked="" type="checkbox"/> Public Involvement and Participation - <u>Protect Wisconsin Waterways</u>			
<input type="checkbox"/> Illicit Discharge Detection and Elimination - _____			
<input type="checkbox"/> Construction Site Pollutant Control - _____			
<input checked="" type="checkbox"/> Post-Construction Storm Water Management - <u>MSA Professional Services</u>			
<input type="checkbox"/> Pollution Prevention			
2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)? <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unsure			

Annual Report Under Municipal Separate Storm Sewer System (MS4) Permit

Part II. Storm Water Program Evaluation – Minimum Control Measures

1. Public Education and Outreach

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Delivery Mechanism that best describes how the topics were conveyed to your population. Use the [+] to add multiple Mechanisms.

Delivery Mechanism * = Active	Project / Event Name	Event Start Date	Topics Covered	Target Audience	Estimated People Reached (optional)	Regional Effort? (optional)
Website	Website Information - Stormwater Management / Stormwater Around Your Home / Construction and Stormwater / Residential Infiltration	01/01/2021	<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input checked="" type="checkbox"/> Stream and shoreline management <input checked="" type="checkbox"/> Residential infiltration <input checked="" type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input checked="" type="checkbox"/> Green infrastructure/low impact development <input checked="" type="checkbox"/> Other: <u>Describe</u>	<input checked="" type="checkbox"/> General public <input checked="" type="checkbox"/> Public employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	51-100	<input checked="" type="radio"/> Yes <input type="radio"/> No
Government event*	Clean Sweep Program / Yard Waste Pick-up	04/12/2021	<input type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <u>Describe</u>	<input checked="" type="checkbox"/> General public <input type="checkbox"/> Public employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	100+	<input checked="" type="radio"/> Yes <input type="radio"/> No
Government event*	Community Open House	10/04/2021	<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input checked="" type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <u>Describe</u>	<input checked="" type="checkbox"/> General public <input type="checkbox"/> Public employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	100+	<input type="radio"/> Yes <input checked="" type="radio"/> No

Annual Report Under Municipal Separate Storm Sewer System (MS4) Permit

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Delivery Mechanism * = Active	Project / Event Name	Event Start Date	Topics Covered	Target Audience	Estimated People Reached (optional)	Regional Effort? (optional)
Distribution of print media	Maintenance reporting requirements for stormwater BMP's	04/22/2021	<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input checked="" type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <u>Describe</u>	<input type="checkbox"/> General public <input type="checkbox"/> Public employees <input type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No
Distribution of print media	Grass Clipping Door Hangers	05/01/2021	<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <u>Describe</u>	<input type="checkbox"/> General public <input type="checkbox"/> Public employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	1-10	<input type="radio"/> Yes <input checked="" type="radio"/> No

b. Brief explanation on Public Education and Outreach reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The City of Waupun is a paying member of the Rock River Stormwater Group. This group is responsible for stormwater education and outreach in Waupun. Their annual report is always submitted with the City's annual MS4 report. See attachments

2. Public Involvement and Participation

a. Permit Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how the permit and volunteer activities were conveyed to your population. Use the [+] to add multiple Mechanisms.

Annual Report Under Municipal Separate Storm Sewer System (MS4) Permit

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Delivery Mechanism Permit Activities	Project / Event Name	Event Start Date	Topics Covered	Target Audience	Estimated People Reached (optional)	Regional Effort? (optional)
Citizen committee meeting	Board of Public Works Meeting	03/08/2022	<input checked="" type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm water related ordinance adoption or amendment <input type="checkbox"/> Other: <u>Describe</u>	<input checked="" type="checkbox"/> General public <input type="checkbox"/> Public employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	1-10	<input type="radio"/> Yes <input checked="" type="radio"/> No
Citizen committee meeting	Plan Commission	01/20/2021	<input type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm water related ordinance adoption or amendment <input checked="" type="checkbox"/> Other: <u>Describe</u> Stormwater Site Plan Review	<input checked="" type="checkbox"/> General public <input type="checkbox"/> Public employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	1-10	<input type="radio"/> Yes <input checked="" type="radio"/> No
Citizen committee meeting	Plan Commission	04/28/2021	<input type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm water related ordinance adoption or amendment <input checked="" type="checkbox"/> Other: <u>Describe</u> Stormwater Site Plan Review	<input checked="" type="checkbox"/> General public <input type="checkbox"/> Public employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	1-10	<input type="radio"/> Yes <input checked="" type="radio"/> No
Citizen committee meeting	Plan Commission	07/28/2021	<input type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm water related ordinance adoption or amendment <input checked="" type="checkbox"/> Other: <u>Describe</u> Stormwater Site Plan Review	<input checked="" type="checkbox"/> General public <input type="checkbox"/> Public employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	1-10	<input type="radio"/> Yes <input checked="" type="radio"/> No
Citizen committee meeting	Plan Commission	12/08/2021	<input type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm water related ordinance adoption or amendment <input checked="" type="checkbox"/> Other: <u>Describe</u> Stormwater Site Plan Review	<input checked="" type="checkbox"/> General public <input type="checkbox"/> Public employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	1-10	<input type="radio"/> Yes <input checked="" type="radio"/> No

Annual Report Under Municipal Separate Storm Sewer System (MS4) Permit

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Delivery Mechanism Volunteer Activities	Project / Event Name	Event Start Date	Topics Covered	Target Audience	Estimated People Reached (optional)	Regional Effort? (optional)
Storm drain stenciling	Waupun High School SDS Class Storm Sewer Stencil Project	11/15/2021	<input checked="" type="checkbox"/> Volunteer Opportunity	<input checked="" type="checkbox"/> General public <input type="checkbox"/> Public employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No
Clean up event	Protect Wisconsin Waterways Rock River Clean-Up	09/11/2021	<input checked="" type="checkbox"/> Volunteer Opportunity	<input checked="" type="checkbox"/> General public <input checked="" type="checkbox"/> Public employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	11-50	<input checked="" type="radio"/> Yes <input type="radio"/> No
Other hands-on event	Protect Wisconsin Waterways Volunteer Activities	01/01/2021	<input checked="" type="checkbox"/> Volunteer Opportunity	<input checked="" type="checkbox"/> General public <input checked="" type="checkbox"/> Public employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other		<input checked="" type="radio"/> Yes <input type="radio"/> No

b. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The City of Waupun works with the Rock River Storm Water Group. This group does many volunteer activities each year. Their annual report is attached. See attachment.

3. Illicit Discharge Detection and Elimination

- a. How many total outfalls does the municipality have? 85 Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? 19 Unsure
- c. From the municipality's routine screening, how many were confirmed illicit discharges? 0 Unsure

d. How many illicit discharge complaints did the municipality receive?	0	<input type="checkbox"/> Unsure
e. From the complaints received, how many were confirmed illicit discharges?	0	<input type="checkbox"/> Unsure
f. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? (If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)	0	<input type="checkbox"/> Unsure
g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year.		
<input checked="" type="checkbox"/> Verbal Warning	0	
<input checked="" type="checkbox"/> Written Warning (including email)	0	
<input checked="" type="checkbox"/> Notice of Violation	0	
<input checked="" type="checkbox"/> Civil Penalty/Citation	0	
Additional information: _____		
h. Brief explanation on Illicit Discharge Detection and Elimination reporting. <i>If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.</i> See attachment		

4. Construction Site Pollutant Control		
a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year?	4	<input type="checkbox"/> Unsure
b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year?	3	<input type="checkbox"/> Unsure
c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)?	41	<input type="checkbox"/> Unsure
d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.		
<input type="checkbox"/> No Authority		
<input checked="" type="checkbox"/> Verbal Warning	0	
<input checked="" type="checkbox"/> Written Warning (including email)	0	
<input checked="" type="checkbox"/> Notice of Violation	0	
<input checked="" type="checkbox"/> Stop Work Order	0	
<input type="checkbox"/> Civil Penalty/Citation		
<input type="checkbox"/> Forfeiture of Deposit		
<input type="checkbox"/> Other – Describe _____ # _____		
Additional information: _____		

<p>Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) <input type="checkbox"/> Not Applicable</p>	
<p>g. How many municipal properties require a SWPPP? <u>1</u></p>	
<p>h. How many inspections of municipal properties have been conducted in the reporting year <u>1</u> <input type="checkbox"/> Unsure</p>	
<p>i. Have amendments to the SWPPPs been made? <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unsure</p>	
<p>j. If yes, describe what changes have been made: _____</p>	
<p>k. Brief explanation on Storm Water Pollution Prevention Plan reporting. <i>If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.</i> See attachment</p>	
<p>Collection Services (street sweeping, catch basin sumps, leaf collection)</p>	
<p><i>Street Sweeping/Cleaning Program</i> <input type="checkbox"/> Not Applicable</p>	
<p>l. Did the municipality conduct street sweeping/cleaning during the reporting year? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure</p>	
<p>m. If known, how many tons of material were collected? <u>1,029</u> <input type="checkbox"/> Unsure</p>	
<p>n. Does the municipality have a low hazard exemption for this material? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
<p>o. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency? <input checked="" type="radio"/> Yes - Explain frequency <u>Once per week for 4 weeks after snow melt in spring then every other week until late fall</u> <input type="radio"/> No- Explain _____ <input type="radio"/> Not Applicable _____</p>	
<p><i>Catch Basin Sump Cleaning Program</i> <input type="checkbox"/> Not Applicable</p>	
<p>p. Did the municipality conduct catch basin sump cleaning during the reporting year? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure</p>	
<p>q. How many catch basin sumps were cleaned in the reporting year? <u>66</u> <input type="checkbox"/> Unsure</p>	
<p>r. If known, how many tons of material were collected? <u>2,228</u> <input type="checkbox"/> Unsure</p>	
<p>s. Does the municipality have a low hazard exemption for this material? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>	
<p>t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency? <input checked="" type="radio"/> Yes - Explain frequency <u>Completed one section (per snow plow routes).</u> <input type="radio"/> No-Explain _____ <input type="radio"/> Not Applicable _____ <input type="radio"/> Unsure _____</p>	
<p><i>Leaf Collection Program</i> <input type="checkbox"/> Not Applicable</p>	
<p>u. Does the municipality conduct curbside leaf collection? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure</p>	
<p>v. Does the municipality notify homeowners about pickup? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure</p>	
<p>w. Where are the residents directed to store the leaves for collection? <input checked="" type="checkbox"/> Pile on terrace <input type="checkbox"/> Pile in street <input type="checkbox"/> Bags on terrace <input type="checkbox"/> Unsure <input type="checkbox"/> Other - Describe _____</p>	
<p>x. What is the frequency of collection? <u>Spring - 3 weeks / Fall - 5-6 weeks</u></p>	
<p>y. Is collection followed by street sweeping/cleaning? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure</p>	
<p>z. Brief explanation on Collection Services reporting. <i>If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.</i> See Attachment</p>	

Winter Road Management Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? 85 Unsure

ab. Provide amount of de-icing products used by month last winter season. Select the product used below and enter the quantity used each month.

Solids (tons)

Product	Oct	Nov	Dec	Jan	Feb	Mar*
Salt	0	0	87	60		

Liquids (gallons)

Product	Oct	Nov	Dec	Jan	Feb	Mar*
Brine	0	0	3,835	7,337		

ac. Was salt applying machinery calibrated in the reporting year? Yes No Unsure

ad. Have municipal personnel attended salt reduction strategy training in the reporting year? Yes No Unsure

Date	Training Name	How many attended

ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*
See Attachment

Internal (Staff) Education & Communication

af. Has training or education been held for municipal or other personnel involved in implementing each of the pollution prevention program elements? Yes No Unsure

If yes, describe what training was provided: Training Video - A Grate Concern / 2021 League WI Conference

When: 10/28/21 / 10/21/21

How many attended: 11 / 1

ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs and its requirements.

Elected officials: Elected officials are sent the agenda for the Board of Public Works meetings and are welcome to attend and offer comments or concerns

Other municipal officials: All municipal officials are sent the agenda for the Board of Public Works meetings and are welcome to attend and offer comments or concerns.

Appropriate staff (such as operators, Department heads, and those that interact with the public):
All Department Managers are notified of the Board of Public Works meetings and are welcome to attend and offer comments or concerns.

ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

7. Storm Sewer System Map

a. Did the municipality update their storm sewer map this year? Yes No Unsure
 If yes, check the areas the map items that got updated or changed:

- Storm water treatment facilities
- Storm pipes
- Vegetated swales
- Outfalls
- Other _____

b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The storm sewer map was updated with information from 2021 construction projects.

Part III. Final Evaluation

1. **Fiscal Analysis** Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Program Element	Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
Public Education and Outreach	\$3,331.00	\$3,331.00	\$3,331.00	
Public Involvement and Participation	\$2,500.00	\$2,500.00	\$2,500.00	Storm water utility
Illicit Discharge Detection and Elimination				
Construction Site Pollutant Control				Permit fee and/or deposit/escrow
Post-Construction Storm Water Management				Permit fee and/or deposit/escrow
Pollution Prevention	\$126,050.00	\$127,236.00	\$131,133.00	Storm water utility
Storm Water Quality Management	\$1,175,095.00	\$1,800,500.00	\$533,736.00	Storm water utility
Storm Sewer System Map				Storm water utility
Other: Diggers Hotline Locates, Projects, Salaries/Wages, Repairs/Maintenance	\$133,881.00	\$220,056.00	\$220,269.00	Storm water utility

Please provide a justification for any zeros ("0") entered in the Fiscal Analysis. *Limit response to 250 characters.*
 The City of Waupun does not budget according to Program Elements listed above. For preparation of the fiscal analysis for the 12/31/21 reporting year, city budget categories and Program Elements were reviewed and updated. Best estimates are provided.

2. Water Quality

- a. Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to? Yes No Unsure

If so, explain:

New stormwater pond installed at Oak Lane Park

- b. Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to? Yes No Unsure

If so, explain:

- c. Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year? Yes No Unsure

- d. Has the municipality evaluated their storm water practices to reduce the pollutants of concern? Yes No Unsure

3. Storm Water Quality Management

- a. Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? Yes No

- b. If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS) _____

Total phosphorus (TP) _____

4. Total Maximum Daily Loads

- a. For permittees covered under the MS4 individual permits only, does the municipality discharge to any of the following approved TMDLs? (Select all that apply.)

- Rock River Basin and/or Beaver Dam Lake
- Lower Fox River Basin and Lower Green Bay
- Lake St. Croix
- Tainter Lake and Lake Menomin Milwaukee River
- Wisconsin River
- Upper Fox and Wolf River Basin
- Other: _____
- Does not apply

- b. Status of TMDL implementation.
The permittee City of Waupun is subject to the following approved TMDLS: [autopopulated].
Auto-populates from DNR database based on past reporting.

The permittee intends to comply with the following permit requirements to show progress towards meeting the TMDL: [autopopulated]

Auto-populates from DNR database based on past reporting.

[A.2] The Permittee requested and received department concurrence that the TMDL pollutant reductions is currently being met in all applicable reachsheds.

The permittee is confirming that they are maintaining all storm water management facilities, continuing street sweeping, and any other actions to continue maintenance of pollution control. Agree Disagree

[A.3.1] The Permittee is following the TMDL Compliance Plan, which received department concurrence prior to April 30, 2019.

The permittee is confirming that all planned efforts are on schedule. Agree Disagree

[A.3.2] The Permittee is participating in an approved Adaptive Management Project.

Attach a summary of adaptive management implementation actions for the reporting year, including:

- Most recent estimated pollutant of concern percent reduction levels (i.e. total phosphorus and total suspended solids/ sediment), as compared to no controls by reachshed, within the permittee's MS4 permitted area.
- Pollutant of concern percent reduction levels, as compared to no controls by reachshed, which the permittee intends to ultimately achieve within its own MS4 permitted area (not associated with AM buy-in).
- The financial dollar value contributed to an AM program for the reporting year.
- Identify any additional storm water measures that were initially implemented in the reporting year, which reduce the discharge of pollutants of concern from its MS4 permitted area (not associated with AM buy-in). If available, identify the incremental percent reduction gained by such measures relative to the MS4 permitted area.

[A.4] The Permittee will demonstrate that the TMDL pollutant reductions will be met in all applicable reachsheds by October 31, 2023.

The permittee is confirming that all planned efforts are on schedule. Agree Disagree

[A.5.3] The Permittee will demonstrate an optimization of measures defined in the permit by October 31, 2023.

The permittee is confirming that all planned efforts are on schedule.

Agree Disagree

[A.6.3] Final Documentation.

The permittee is confirming that all planned efforts are on schedule to submit the final documentation materials [updates to mapping, modeling, tabular summary, and Implementation Plan] under section A.6.3 by October 31, 2023.

Agree Disagree

[B.3-4] The permittee is confirming that the appropriate documents, due March 31, 2022, has already been submitted or is being submitted with this annual report.

- For an Adaptive Management project, a plan is required.
- For TMDL Implementation, updates to mapping, modeling, tabular summary, and Implementation Plan documents are required.

Agree Disagree

[B.5.2] Bacteria sources map and inventory.

The permittee is confirming that the appropriate documents, due March 31, 2022, has already been submitted or is being submitted with this annual report.

Agree Disagree

[B.5.2.b] The Permittee will be submitting a bacteria source elimination plan.

The permittee is confirming that all planned efforts are on schedule to submit the required information by October 31, 2023.

Agree Disagree

[B.5.3] The Permittee will be adopting local ordinances to address potential sources of bacteria entering the MS4.

The permittee is confirming that all planned efforts are on schedule to submit the required information by March 31, 2023.

Agree Disagree

[B.6.3] Final Documentation.

The permittee is confirming that all planned efforts are on schedule to submit the required information by March 31, 2023.

Agree Disagree

[C.3-4] The Permittee is confirming that all planned efforts are on schedule to meet requirements due to the department.

- For an Adaptive Management project, a plan is required within 36 months of the TMDL approval date.
- For TMDL Implementation, updates to mapping, modeling, tabular summary, and Implementation Plan documents are required within 48 months of the TMDL approval date.)

Agree Disagree

5. Additional Information Based on the municipality's storm water program evaluation in Part II, describe any proposed changes to the municipality's storm water program. If your response exceeds 250 characters, attach supplemental information on the attachments page.

We are currently budgeting for an additional pond site. We have also started using IWorq for daily work orders and stormwater reporting.

Part IV. Request for Assistance on Understanding Permit Programs (optional)

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs? Please select from the options below.

- | | |
|--|---|
| <input type="checkbox"/> Public Education and Outreach | <input type="checkbox"/> Public Involvement and Participation |
| <input type="checkbox"/> Illicit Discharge Detection and Elimination | <input type="checkbox"/> Construction Site Pollutant Control |
| <input type="checkbox"/> Post-Construction Storm Water Management | <input type="checkbox"/> Pollution Prevention |
| <input type="checkbox"/> Storm Water Quality Management | <input type="checkbox"/> Water Quality Concerns |
| <input type="checkbox"/> Storm Sewer System Map | <input type="checkbox"/> Compliance Schedule Items Due |
| | <input type="checkbox"/> MS4 Program Evaluation |

Certification

I hereby certify that I am an authorized representative of the municipality covered under City of Waupun's MS4 Permit for which this annual report is being submitted and that the information contained in this document and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Authorized Representative Printed Name	Authorized Representative Printed Title
Jeff Daane	Director of Public Works
Email	Phone Number

Signature of Authorized Representative

Date Signed (mm/dd/yyyy)

Public Education and Outreach Summary - 2021

The City of Waupun covered the following topics in 2021.

1. Illicit Discharge Detection and Elimination
 - a. ([City of Waupun website](#))
 - b. The City issued 3 Ordinance violations to residents in 2021 for blowing grass clippings into the street
2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing ([City of Waupun Website](#) and [Protect Wisconsin Waterways website](#))

Dodge and Fond du Lac both held Clean Sweep programs in 2021. Dodge County's was held on August 28, 2021 in Beaver Dam and Fond du Lac's was held on August 7, 2021 in Fond du Lac. City of Waupun residents were allowed to bring items to either location. This was advertised on the City's website, the County's Websites, Facebook pages, newspaper articles, and on the Radio (97.7 FM)
3. Yard Waste Management / Pesticide and Fertilizer Application ([City of Waupun Website](#))

The City offers curb side pickup of yard waste materials twice a year. In the spring the pick-up is usually 3 weeks long and in the fall the pick-up is 5-6 weeks long (depending on the weather). We also offer a 24 hr/7 day a week drop off site for yard waste materials.
4. Stream and Shoreline Management ([Protect Wisconsin Waterways website](#))
5. Residential Infiltration ([Protect Wisconsin Waterways website](#))
6. Construction Site and Post Construction Stormwater Management.

Signage is posted on all new construction sites that are over 1 acre as well as single family home construction.

The City requires all private stormwater ponds to be inspected annually. This is part of a Long Term Maintenance Agreement that is recorded with the County for each pond. There were 20 letters sent to property owners in April of 2021. The property owners were given until August 1, 2021 to return their inspections or the City would inspect them and assess the cost of the inspections to the tax bill for that property. The City received 11 inspections back from property owners and the Director of Public Works completed the remaining inspections.

10/4/21 – Community Open House. The Public Works had an information booth at the Community Open House held on 10/4/21. At this event we distributed
200 Salt Wise Cups and flyers
148 – 10 Simple Ways to Keep our Waters Clean flyer

The City of Waupun is a paying member of the Rock River Stormwater Group/Protect Wisconsin Waterways. This group is responsible for a large portion of the stormwater education and outreach in Waupun. Their annual report is attached to the MS4 Annual Report.

Public Involvement and Participation Summary – 2021

1. Annual Report – The annual report was presented to the Board of Public Works Meeting on March 8, 2022. There were ??? council members and ?? department managers that attended the meeting.
2. Stormwater Management Program
The City's Stormwater Management Program was created in 2021. This program was approved by the Common Council at the March 23, 2021 meeting. There were 6 council members, and 10 department managers that attended the meeting.
3. Adoption or amendment of stormwater related ordinances.
There were no changes to any of the stormwater related ordinances in 2021.

Volunteer Activities:

1. The City of Waupun is a dues paying member of the Rock River Storm Water Group / Protect Wisconsin Waterways. This group does many volunteer activities each year. On September 11, 2021 the group held a Waupun Waterway Clean-up Event.
<https://www.facebook.com/events/843039836414771/?ref=newsfeed>
2. The City of Waupun works with the Waupun Area School District Senior Democratic Class each year to do storm drain stenciling projects. In 2021 the class stenciled 166 inlets.

Illicit Discharge Summary – 2021

The City of Waupun has 85 Outfalls. They range in diameter from 10" to 60". There are presently 14 Outfalls that are 36" or larger.

The City inspected 19 Outfalls in 2021, of those inspected 14 were major outfalls. The inspection reports for Outfalls are completed in the City's asset management software "IWorq".

The City's Stormwater Illicit Discharge and Connection Ordinance was adopted in 2009 and has been submitted to the DNR on previous MS4 reports. No changes were made to the ordinance in 2021. (Chapter 26 of the Waupun Municipal Code).

Construction Site Pollutant Control – Summary - 2021

Chapter 23 of the Waupun Municipal Code was created in 2005, amended in 2010, and 2018. There were no amendments made to the ordinance in 2021.

# of Building Permits Issued by the City	285
# of Land Disturbing Sites in 2021	22
# of Land Disturbing Sites over 1 acre in 2021	3
# of Site Inspection Visits Conducted (sites over 1 acre):	41
# of Violations Observed:	0
# of Stop Work Orders Issued:	0
Comments: When construction erosion problems are observed the contractors are given verbal instructions on the required corrections. These sites are re-inspected within one or two days. This approach has proven effective in achieving compliance with meeting erosions control requirements.	

Post Construction Storm Water Management Summary – 2021

# of Site Plan Reviews in 2021	7			
New Development	Project Size (acres)	Land Use	SWM Plan Required/Submitted	Completed in 2021?
Maple Tree Apartments 901-915 E Jefferson St	3.6 Acres	Commercial	Y	N
Brittain House Parking Lot S. Watertown St	<1 acre	Commercial	N	Y
Re-Development	Project Size (acres)	Land Use	SWM Plan Required/Submitted	Completed in 2021?
CWC Garage 301 Fox Lake Rd	<1	Commercial	N	N
Kwik Trip 800 W Main St	<1 Acre	Commercial	N	N
Veterans Memorial Wall Shaler Park	<1	Commercial	N	N
Tenneco Powertrain 401 Industrial Dr	<1	Commercial	N	Y
Waupun Utilities 501 Fond du Lac St	??	Commercial	Y???	N
Culver's 900 Kelly Ave	<1 Acre	Commercial	N	Y
A&E Storage 503 Industiral Dr	<1 Acre	Commercial	Y	Y

MSA reviewed and approved the stormwater plans for the following:

-

The rest of the projects did not require stormwater plans as they are smaller projects.

Existing Long Term Maintenance agreements / inspections and enforcement

The City owns 11 storm water ponds and those are inspected annually. The inspections were completed in July of 2021 and the findings are in the City's Asset Management Program (Iworq)

For privately owned ponds, the City requires Long Term Maintenance Agreements to be recorded with the appropriate County. Every spring, the City sends out a notice to all pond owners, that the annual inspection is to be completed by August 1 of that year. If it not completed, the City completed the inspections and the costs associated with that are assessed back to the property owner on the tax bill. In 2021, 18 letters were sent out for 27 privately owned ponds. We received 10 inspections back from the property owners and the City completed 17 inspections that were assessed to tax bills.

Pollution Prevention Summary – 2021

Storm Water Management Facilities

STORM WATER MANAGEMENT FACILITIES

TABLE 2

Map Key	Name	Type	Const. Year	Management Plan	Maintenance Agreement	Record Drawing
AE	A&E Storage	Private	2021	Y	Y	Y
BC1	Baseball Complex 1	Municipal	2011	Y	Y	Y
BC2	Baseball Complex 2	Municipal	2011	Y	Y	Y
BC3	Baseball Complex 3	Municipal	2011	Y	Y	Y
BD EYE	BD Eye Clinic	Private	2010	Y	Y	Y
CH1	Christian Home 1	Private	2019	Y	Y	Y
CH2	Christian Home 2	Private	2019	Y	Y	Y
CH3	Christian Home 3	Private	2019	Y	Y	Y
CHIRO	Waupun Chiropractic	Private	2005	Y	Y	Y
CHIRO	Waupun Chiropractic	Private	2005	Y	Y	Y
CWC	Central WI Christian School	Private	2020	Y	Y	Y
FEP 1	Fairway Estates Pond 1	Private	2004	Y	N (prior to Ordinance Development)	Y
FEP 2	Fairway Estates Pond 2	Private	2004	Y	N (prior to Ordinance Development)	Y
FEP 3	Fairway Estates Pond 3	Private	2004	Y	N (prior to Ordinance Development)	Y
FEP 4	Fairway Estates Pond 4	Private	2004	Y	N (prior to Ordinance Development)	Y
FEP 5	Fairway Estates Pond 5	Private	2004	Y	N (prior to Ordinance Development)	Y
FEP 6	Fairway Estates Pond 6	Private	2004	Y	N (prior to Ordinance Development)	Y
FEP 7	Fairway Estates Pond 7	Private	2004	Y	N (prior to Ordinance Development)	Y
FLEX	Flexographic	Private	2014	N	N	N
GRAND	Grand Central	Private	2005	Y	Y	Y
HOC	Hockey Association	Municipal	pre 1992	N	Y	N
IFS	Insight FS	Private	2020	Y	Y (Not recorded)	Y
IFS 2	Insight FS 2	Private	2020	Y	Y (Not recorded)	Y
LA	Lamers	Private	2014	Y	Y	Y
LS	Lincoln & Shaler	Municipal	2011	N	Y	Y
MAY	Mayfair & Watertown	Municipal	2013	N	Y	Y
MVP	Meadowview	Private	2018	Y	Y	Y
NA	Navis	Private	2019	N	Y (Not recorded)	Y
OAK	Oak Lane Pond	Municipal	2021	Y	Y	
PR	Prairie Ridge	Private	2008	Y	Y (Not recorded)	Y
PVA	Pine Valley Apartments	Private	2020	Y	Y	Y
SHALER	Shaler	Municipal	2014	N	Y	Y
STAN	Stanton Subdivision	Municipal	2006	N	Y	Y
TAN	Tanager Street	Municipal	2020	N	Y (to be done)	Y
TS	Truck Stop	Municipal	2018	N	Y	Y
WD	Waupun Dental	Private	2020	Y	Y	Y
WH	Waupun Hospital	Private	2016	Y	Y (Not recorded)	Y
WHS	High School	Private	2017	Y	Y	Y

WSA	Wilcox Street Apartments	Private	2003	Y	N (prior to Ordinance Development)	Y
WSS	Waupun Self Storage	Private	2020	Y	Y	Y

BMP Maintenance Plan

The City inspected ten (10) municipal owned BMP's in July 2021. The inspection reports are stored in the City's Asset Management Software (Iworq)

For privately owned ponds, the City requires Long Term Maintenance Agreements to be recorded with the appropriate County. Every spring, the City sends out a notice to all pond owners, that the annual inspection is to be completed by August 1 of that year. If it not completed, the City completed the inspections and the costs associated with that are assessed back to the property owner on the tax bill. In 2021, 18 letters were sent out for 27 privately owned ponds. . We received 10 inspections back from the property owners and the City completed 17 inspections that were assessed to tax bills.

Municipally Owned Public Works Facilities

The SWPPP for the Waupun Public Works garage was completed in 2017 and submitted with the 2017 MS4 Annual Report. No changes have been made to the plan.

Measures to reduce municipal sources of storm water contamination within source water protection areas

Vehicle Maintenance – The City washes all vehicles indoors where the water drains to the Sanitary Sewer and not the storm sewer system.

Routine Inspection and maintenance of municipal owned or operated structural stormwater management facilities:

In 2021 the following activities were completed:

- 176 Catch Basins Cleaned in 2021. Of those cleaned 66 of the inlets are catch basins with sumps.
- 189 Inlets were inspected
- 37 Catch basins were repaired
- 1 Storm Manhole was repaired
- 19 Outfalls were inspected
- 10 Outfalls were repaired
- 0 Storm sewer pipes were repaired

Routine Street Sweeping and Cleaning of catch basins with sumps where appropriate

The City operates one Global M4HSD Mechanical Street Sweeper. All streets are cleaned once per week during the first four weeks in spring as soon as snow has cleared enough to allow access to the street and curb area. After spring cleanup all streets are cleaned every other week until late fall. There are approximately lane miles that the street sweeper cleans. There are approximately 45 lane miles that the street sweeper cleans each round.

The City does not currently have an inventory of catch basins with sumps. In the coming years, during our annual inspection/cleaning process we will document whether the catch basins have sumps and will begin reporting on those. We currently have 1,435 catch basins and 40 miles of storm sewer. The City operates a Versa Vac Trailer to clean the catch basins.

Proper disposal of street sweeping and catch basin cleaning waste

Materials are disposed of on the City property near the City's Public Works yard. The material deposit site is cleaned for blowing trash every two weeks. If there is any contamination, the debris is hauled to a licensed landfill.

Leaf and grass clippings management

Grass clippings and yard waste can be delivered to the municipal garage drop off site 24 hours a day / 7 days a week. The Public Works Department also provides curb side pick up of leaves, grass clippings, and yard waste two times a year, approximately 4 weeks in the Spring of the year and approximately 7 weeks in the Fall. The City operated two Giant Leaf Vac's to complete curbside pickup.

Brush can be dropped off by residents at the Public Works Garage drop off site 24 hours a day / 7 days a week. The Public Works Department also provides curb side pick-up of branches in the spring and fall of the year. The brush is chipped into wood mulch curbside by a Brush Bandit chipper. This mulch is available free of charge to the public for use in their home gardens.

Winter Road Management

Road Salt is applied using load sensor hydraulics and ground speed control to allow a controlled application.

The City currently operates 5 pieces of equipment that is used for salting

Vehicle ID	Description	Salter Control	Calibrated
3-08	Tandem Axle Dump Truck	Force America 5100es	before each season and during if totals are off
5-09	Tandem Axle Dump Truck	Force America 5100es	before each season and during if totals are off
6-13	Single Axle Dump Truck	Force America 6100	before each season and during if totals are off
8-20	Tandem Axle Dump Truck	Force America 6100	before each season and during if totals are off
9-12	Tandem Axle Dump Truck	Monroe MPX448	before each season and during if totals are off

The amount used and land miles treated is included in the MS4 report every year.

Road salt is property stored in a covered building located east of the large heated building at 903 N. Madison St. Annual inspections of the storage shed are performed each year by the WI DOT Bureau of Highway Operations.

Main and secondary streets are completely salted and residential streets are only salted at intersections, curves, and hills.

Nutrient Management

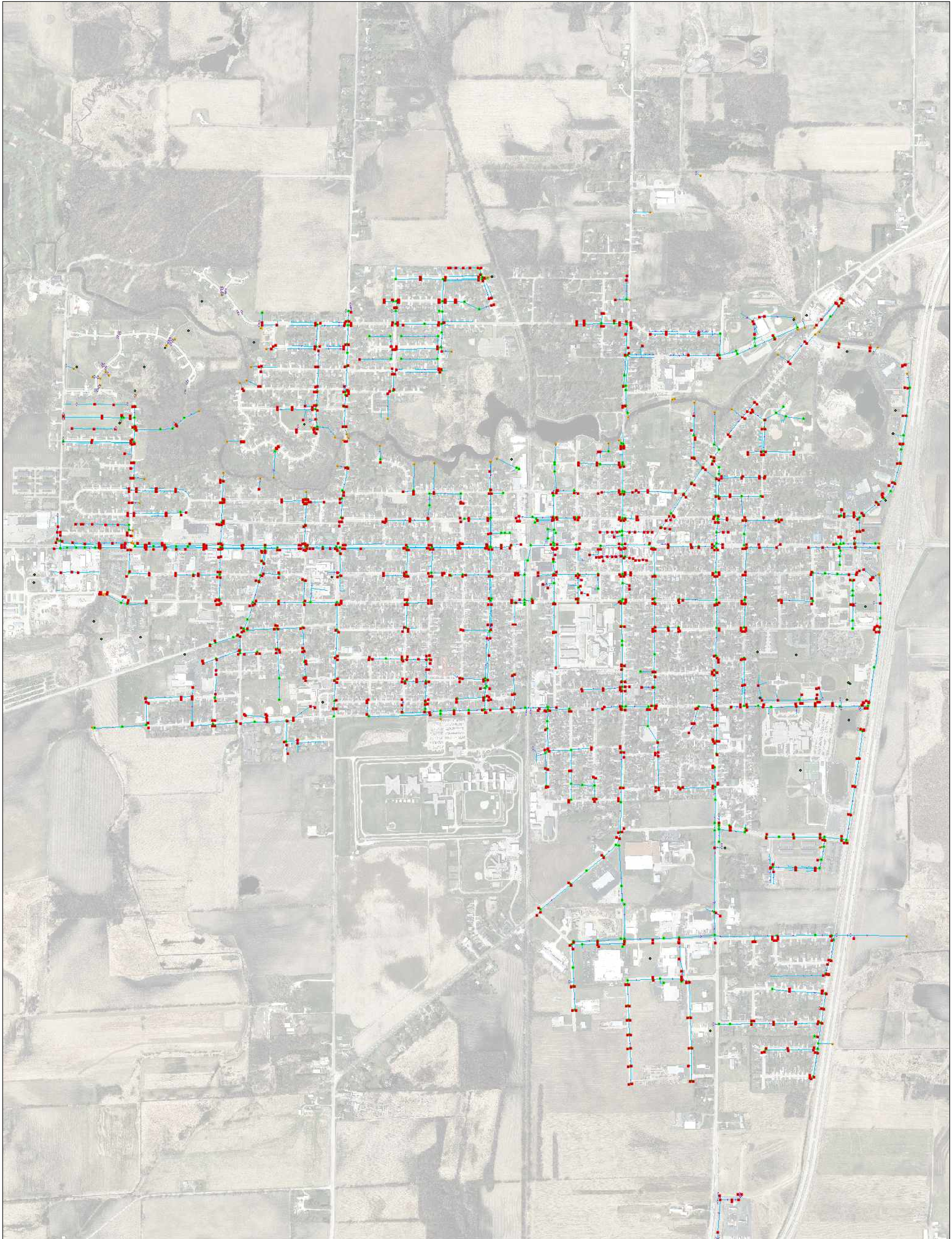
Application of lawn and garden fertilizers on municipally controlled properties, with pervious surfaces over five (5) acres each, in accordance with a site specific nutrient application schedule based on appropriate soil tests:

- a. The City's old landfill is annually monitored and reports are sent to the DNR.
- b. The majority of the City's municipally controlled properties with impervious areas more than five (5) acres are Parks.
- c. Turf Maintenance
Mow parks weekly, mow ballfields biweekly, fertilize ball fields in spring of each year, apply grub preventer in June of each year, soil testing as needed

Storm Water Quality Management Summary

The City of Waupun Storm Water Quality Plan Update was completed in 2017 and submitted with the 2017 MS4 Annual Report. No changes have been made to the Plan in 2021.

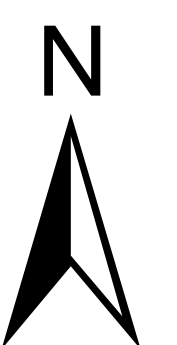
Waupun Storm Sewer Map

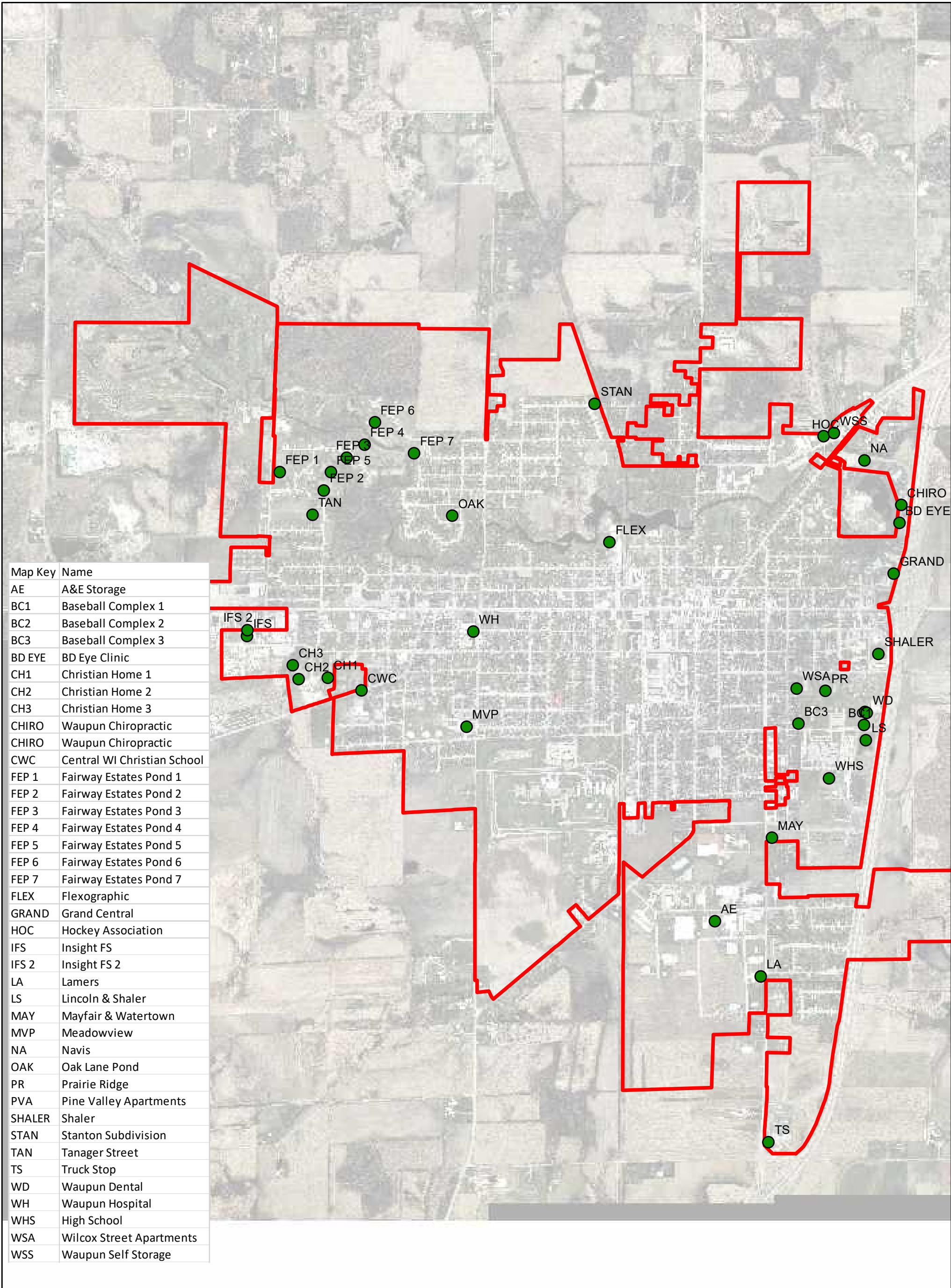


Legend

- Storm_Inlets
- Storm_Manholes
- Outfalls
- Detention_Basins
- Endwalls
- storm_lines

City of Waupun
Dodge and Fond du Lac Counties, WI





Existing Structural BMP's

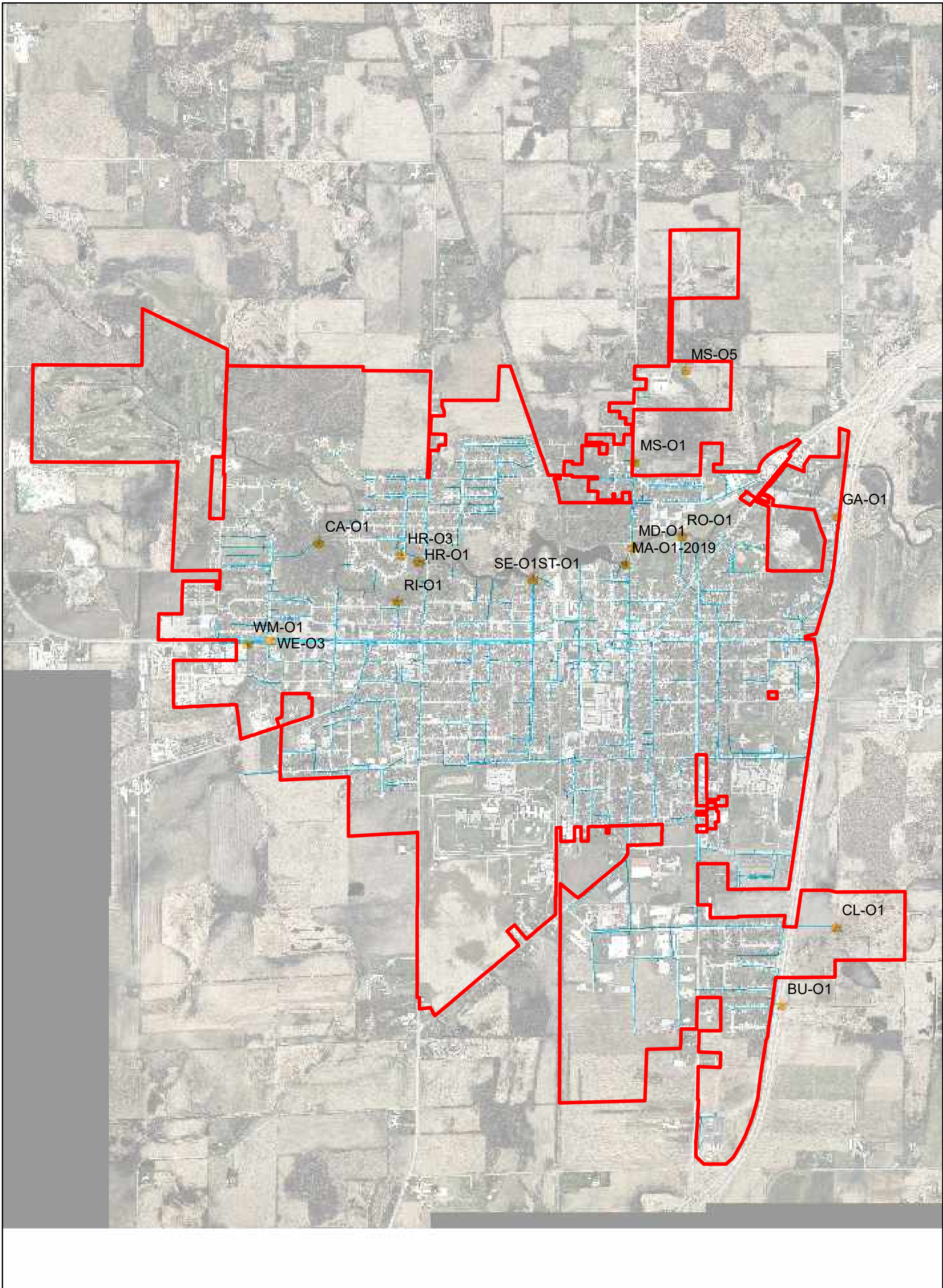
Legend

● Detention_Basins

□ City Limits

City of Waupun
Dodge and Fond du Lac Counties, WI





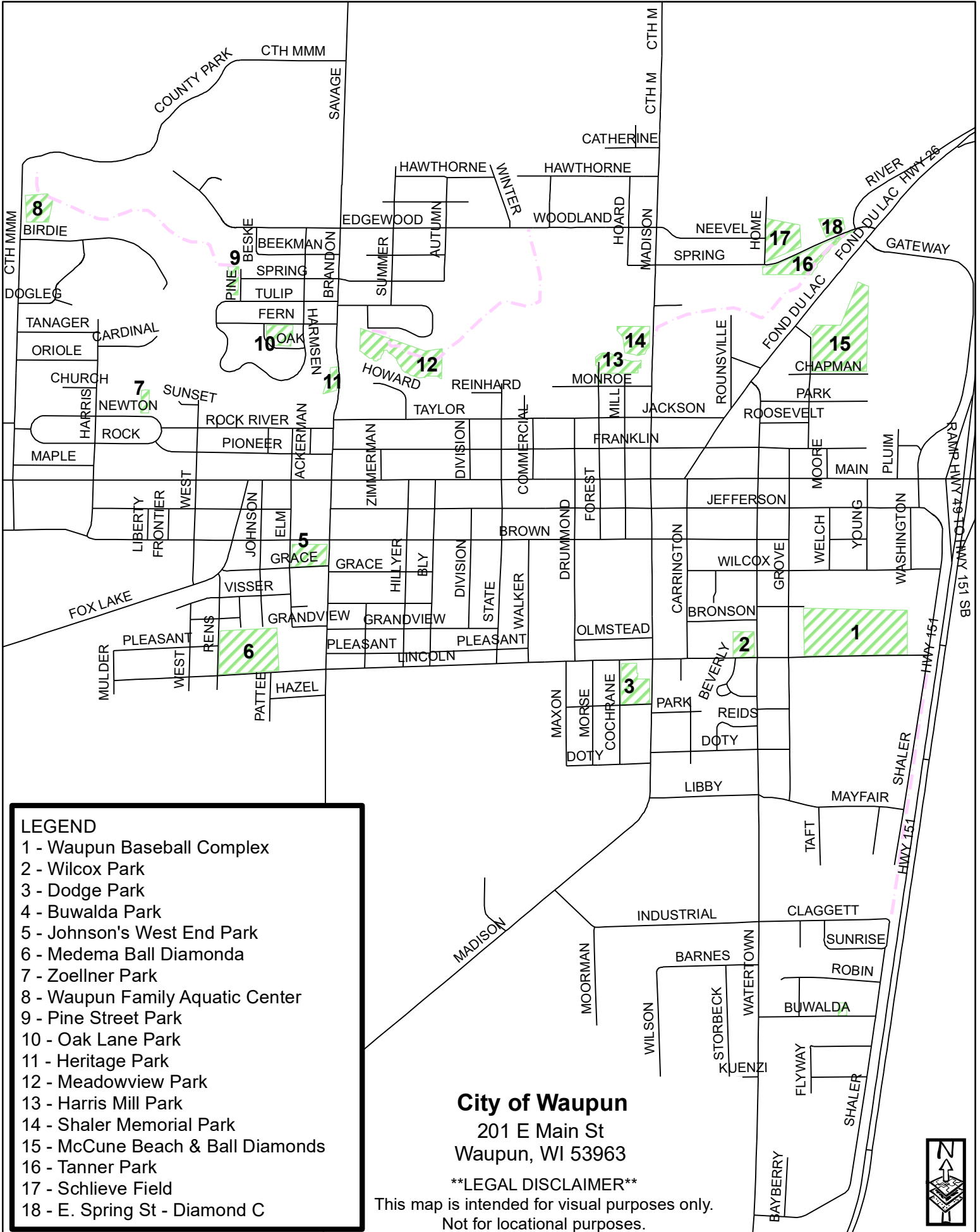
Major Outfalls

- Corporate Limits
- Outfalls - 36" or larger
- Storm Lines

City of Waupun
Dodge and Fond du Lac Counties, WI



Waupun Park Map



LEGEND

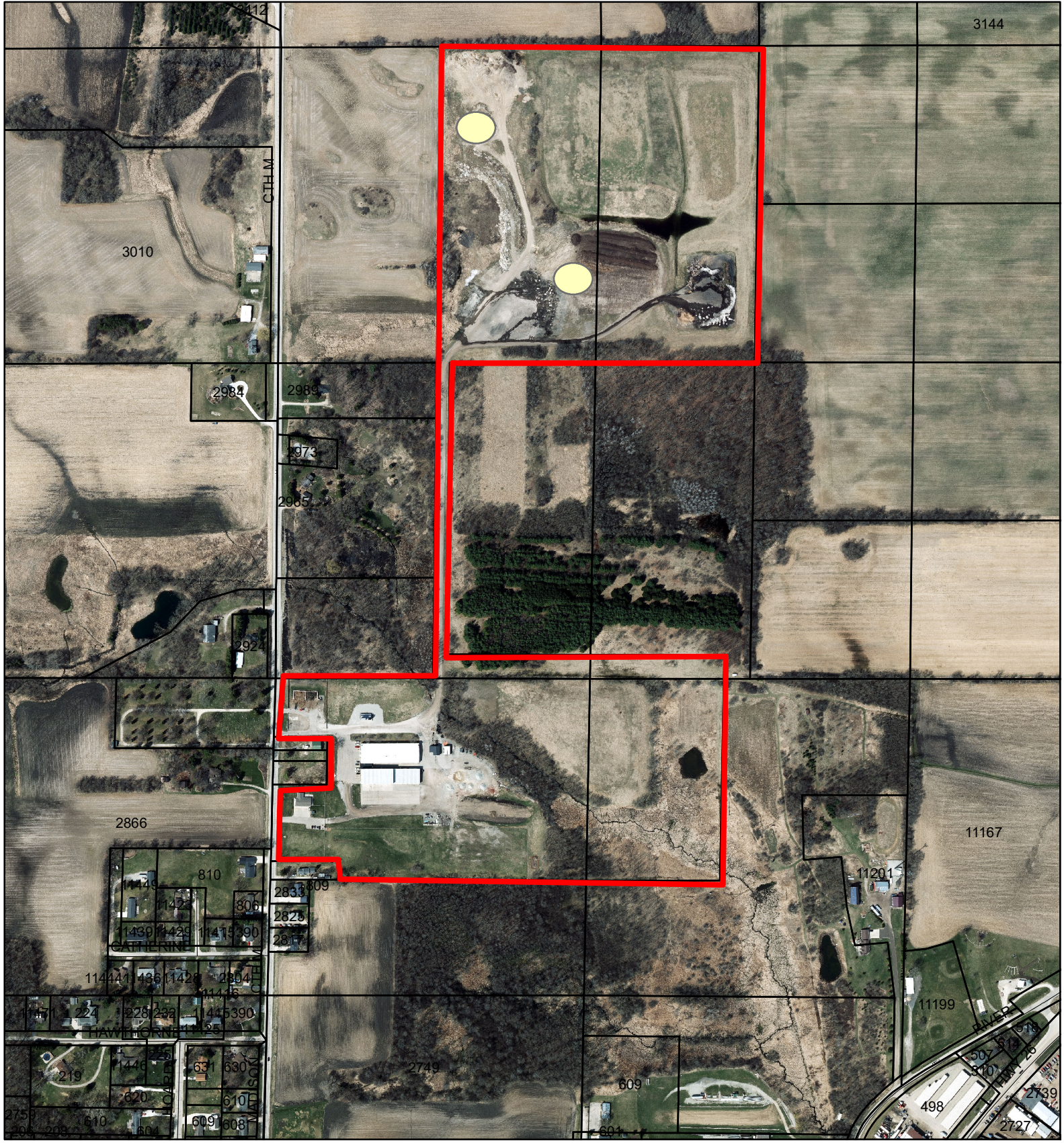
- 1 - Waupun Baseball Complex
- 2 - Wilcox Park
- 3 - Dodge Park
- 4 - Buwalda Park
- 5 - Johnson's West End Park
- 6 - Medema Ball Diamond
- 7 - Zoellner Park
- 8 - Waupun Family Aquatic Center
- 9 - Pine Street Park
- 10 - Oak Lane Park
- 11 - Heritage Park
- 12 - Meadowview Park
- 13 - Harris Mill Park
- 14 - Shaler Memorial Park
- 15 - McCune Beach & Ball Diamonds
- 16 - Tanner Park
- 17 - Schlieve Field
- 18 - E. Spring St - Diamond C

City of Waupun
 201 E Main St
 Waupun, WI 53963

****LEGAL DISCLAIMER****


This map is intended for visual purposes only.
 Not for locational purposes.





Waupun Public Works Garage - Snow Dumping Sites

City of Waupun
Fond du Lac County, WI

 City of Waupun Parcel

 Snow Dumping Site



1. January Theme

Event Start Date				January 1, 2021	
Project Event Name				Pollution Prevention	
Delivery Mechanism				Social Media, Website, Passive Print	
Topics Covered		Target Audience		Estimated People Reached	Regional Effort (Yes/No)
	Illicit Discharge detection and elimination	X	General Public	1,000+	Yes
	Household hazardous waste disposal/pet waste management/ vehicle washing	X	Public Employees		
	Yard waste management/pesticide and fertilizer application	X	Residents		
	Stream and shoreline management	X	Businesses		
	Residential infiltration		Contractors		
	Construction Sites and Post Construction Storm Water Management		Developers		
X	Pollution Prevention		Industries		
	Green Infrastructure/low impact development		Other		
	Other				
	Explain:				

2. February Theme

Event Start Date				February 1, 2021	
Project Event Name				Construction Sites and Post Construction Storm Water Management	
Delivery Mechanism				Social Media, Website, Passive Print	
Topics Covered		Target Audience		Estimated People Reached	Regional Effort (Yes/No)
	Illicit Discharge detection and elimination	X	General Public	1,000+	Yes
	Household hazardous waste disposal/pet waste management/ vehicle washing	X	Public Employees		
	Yard waste management/pesticide and fertilizer application	X	Residents		
	Stream and shoreline management	X	Businesses		
	Residential infiltration	X	Contractors		
X	Construction Sites and Post Construction Storm Water Management	X	Developers		
X	Pollution Prevention		Industries		
	Green Infrastructure/low impact development		Other		
	Other				

3. March Theme

Event Start Date				March 1, 2021	
Project Event Name				Snowmelt Runoff	
Delivery Mechanism				Social Media, Website, Passive Print	
Topics Covered		Target Audience		Estimated People Reached	Regional Effort (Yes/No)
	Illicit Discharge detection and elimination	X	General Public	1,000+	Yes
	Household hazardous waste disposal/pet waste management/ vehicle washing		Public Employees		
	Yard waste management/pesticide and fertilizer application	X	Residents		
	Stream and shoreline management	X	Businesses		
	Residential infiltration	X	Contractors		
	Construction Sites and Post Construction Storm Water Management		Developers		
X	Pollution Prevention		Industries		
	Green Infrastructure/low impact development		Other		
X	Other: Snowmelt Runoff				
	Explain:				

4. April Theme

Theme and Month				April 1, 2021	
Project Event Name				Fertilizer and Pesticide Application	
Delivery Mechanism				Social Media, Website, Passive Print	
Topics Covered		Target Audience		Estimated People Reached	Regional Effort (Yes/No)
	Illicit Discharge detection and elimination	X	General Public	1,000+	Yes
	Household hazardous waste disposal/pet waste management/ vehicle washing	X	Public Employees		
X	Yard waste management/pesticide and fertilizer application	X	Residents		
	Stream and shoreline management	X	Businesses		
	Residential infiltration	X	Contractors		
	Construction Sites and Post Construction Storm Water Management		Developers		
X	Pollution Prevention		Industries		
	Green Infrastructure/low impact development		Other		
	Other				
	Explain:				

5. May Theme

Event Start Date				May 1, 2021	
Project Event Name				Household Hazardous Waste Disposal	
Delivery Mechanism				Social Media, Website, Passive Print	
Topics Covered		Target Audience		Estimated People Reached	Regional Effort (Yes/No)
	Illicit Discharge detection and elimination	X	General Public	1,000+	Yes
X	Household hazardous waste disposal/pet waste management/ vehicle washing		Public Employees		
	Yard waste management/pesticide and fertilizer application	X	Residents		
	Stream and shoreline management		Businesses		
	Residential infiltration		Contractors		
	Construction Sites and Post Construction Storm Water Management		Developers		
X	Pollution Prevention		Industries		
	Green Infrastructure/low impact development		Other		
	Other				
	Explain:				

6. June Theme

Event Start Date				June 1, 2021	
Project Event Name				Yard and Pet Waste Management	
Delivery Mechanism				Social Media, Website, Passive Print	
Topics Covered		Target Audience		Estimated People Reached	Regional Effort (Yes/No)
	Illicit Discharge detection and elimination	X	General Public	1,000+	Yes
X	Household hazardous waste disposal/pet waste management/ vehicle washing	X	Public Employees		
X	Yard waste management/pesticide and fertilizer application	X	Residents		
	Stream and shoreline management		Businesses		
	Residential infiltration	X	Contractors		
	Construction Sites and Post Construction Storm Water Management		Developers		
X	Pollution Prevention		Industries		
	Green Infrastructure/low impact development		Other		
	Other				
	Explain:				

7. July Theme

Event Start Date				July 1, 2021	
Project Event Name				Stream and shoreline management	
Delivery Mechanism				Social Media, Website, Passive Print	
Topics Covered		Target Audience		Estimated People Reached	Regional Effort (Yes/No)
	Illicit Discharge detection and elimination	X	General Public	1000+	Yes
	Household hazardous waste disposal/pet waste management/ vehicle washing		Public Employees		
	Yard waste management/pesticide and fertilizer application	X	Residents		
X	Stream and shoreline management		Businesses		
	Residential infiltration		Contractors		
	Construction Sites and Post Construction Storm Water Management		Developers		
X	Pollution Prevention		Industries		
	Green Infrastructure/low impact development		Other		
	Other				
	Explain:				

8. August Theme

Event Start Date				August 1, 2021	
Project Event Name				Illicit Discharge Detection and Elimination	
Delivery Mechanism				Social Media, Website, Passive Print	
Topics Covered		Target Audience		Estimated People Reached	Regional Effort (Yes/No)
X	Illicit Discharge detection and elimination	X	General Public	1000+	Yes
	Household hazardous waste disposal/pet waste management/ vehicle washing	X	Public Employees		
	Yard waste management/pesticide and fertilizer application	X	Residents		
	Stream and shoreline management	X	Businesses		
	Residential infiltration		Contractors		
	Construction Sites and Post Construction Storm Water Management		Developers		
X	Pollution Prevention		Industries		
	Green Infrastructure/low impact development		Other		
	Other				
	Explain:				

9. September Theme

Event Start Date				September 1, 2021	
Project Event Name				Vehicle Washing	
Delivery Mechanism				Social Media, Website, Passive Print	
Topics Covered		Target Audience		Estimated People Reached	Regional Effort (Yes/No)
	Illicit Discharge detection and elimination	X	General Public	1000+	Yes
X	Household hazardous waste disposal/pet waste management/ vehicle washing		Public Employees		
	Yard waste management/pesticide and fertilizer application	X	Residents		
	Stream and shoreline management		Businesses		
	Residential infiltration		Contractors		
	Construction Sites and Post Construction Storm Water Management		Developers		
X	Pollution Prevention		Industries		
	Green Infrastructure/low impact development		Other		
	Other				
	Explain:				

10. Theme

Event Start Date				October 1, 2021	
Project Event Name				Green Infrastructure/low impact development	
Delivery Mechanism				Social Media, Website, Passive Print	
Topics Covered		Target Audience		Estimated People Reached	Regional Effort (Yes/No)
	Illicit Discharge detection and elimination	X	General Public	1000+	Yes
	Household hazardous waste disposal/pet waste management/ vehicle washing	X	Public Employees		
	Yard waste management/pesticide and fertilizer application	X	Residents		
	Stream and shoreline management		Businesses		
	Residential infiltration	X	Contractors		
	Construction Sites and Post Construction Storm Water Management	X	Developers		
X	Pollution Prevention		Industries		
X	Green Infrastructure/low impact development		Other		
	Other				
	Explain:				

11. November Theme

Event Start Date				November 1, 2021	
Project Event Name				Residential Infiltration	
Delivery Mechanism				Social Media, Website, Passive Print	
Topics Covered		Target Audience		Estimated People Reached	Regional Effort (Yes/No)
	Illicit Discharge detection and elimination	X	General Public	1,000+	Yes
	Household hazardous waste disposal/pet waste management/ vehicle washing	X	Public Employees		
	Yard waste management/pesticide and fertilizer application	X	Residents		
	Stream and shoreline management		Businesses		
X	Residential infiltration		Contractors		
	Construction Sites and Post Construction Storm Water Management	X	Developers		
X	Pollution Prevention		Industries		
	Green Infrastructure/low impact development		Other		
	Other				
	Explain:				

12. December Theme

Event Start Date				December 1, 2021	
Project Event Name				Salt Use	
Delivery Mechanism				Social Media, Website, Passive Print	
Topics Covered		Target Audience		Estimated People Reached	Regional Effort (Yes/No)
	Illicit Discharge detection and elimination	X	General Public	1,000+	Yes
	Household hazardous waste disposal/pet waste management/ vehicle washing	X	Public Employees		
	Yard waste management/pesticide and fertilizer application	X	Residents		
	Stream and shoreline management	X	Businesses		
	Residential infiltration	X	Contractors		
	Construction Sites and Post Construction Storm Water Management		Developers		
X	Pollution Prevention		Industries		
	Green Infrastructure/low impact development		Other		
X	Other: Salt Use				
	Explain:				

Event Start Date		9-11-2021					
Project/ Event Name		Schilberg Park Clean-Up					
Delivery Mechanism		Informational Booth					
Topics Covered		Target Audience	Estimated People Reached (Optional)		Regoinal Effort (Optional)		
X	Illicit discharge detection and elimination	X General Public		1 - 10	X	Yes	
X	household hazardous waste disposal/pet waste management/ vehicle washing	X Public Employees		11-50		No	
X	yard waste management/ pesticide and fertilizer application	X Residents		51-100			
X	stream and shoreline management	Businesses	X	101 +			
X	residential infiltration	Contractors					
	construction sites and post construction storm water management	Developers					
X	Pollution prevention	Industries					
X	green infrastructure/ low impact development	Other					
	Other:						

Event Start Date		9-11-2021					
Project/ Event Name		Cravath Lakefront Clean-Up					
Delivery Mechanism		Informational Booth					
Topics Covered		Target Audience	Estimated People Reached (Optional)		Regoinal Effort (Optional)		
X	Illicit discharge detection and elimination	X General Public	X	1 - 10	X	Yes	
X	household hazardous waste disposal/pet waste management/ vehicle washing	X Public Employees		11-50		No	
X	yard waste management/ pesticide and fertilizer application	X Residents		51-100			
X	stream and shoreline management	Businesses		101 +			
X	residential infiltration	Contractors					
	construction sites and post construction storm water management	Developers					
X	Pollution prevention	Industries					
X	green infrastructure/ low impact development	Other					
	Other:						

Event Start Date		9-11-2021					
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Project/ Event Name		Shaler Park/Rock River Clean-Up				
Delivery Mechanism		Informational Booth				
Topics Covered		Target Audience	Estimated People Reached (Optional)		Regoinal Effort (Optional)	
X	Illicit discharge detection and elimination	X General Public		1 - 10	X	Yes
X	household hazardous waste disposal/pet waste management/ vehicle washing	X Public Employees	X	11-50		No
X	yard waste management/ pesticide and fertilizer application	X Residents		51-100		
X	stream and shoreline management	Businesses		101 +		
X	residential infiltration	Contractors				
	construction sites and post construction storm water management	Developers				
X	Pollution prevention	Industries				
X	green infrastructure/ low impact development	Other				
	Other:					

Event Start Date		9-11-2021				
Project/ Event Name		Fort Atkinson/Rock River Clean-Up				
Delivery Mechanism		Informational Booth				
Topics Covered		Target Audience	Estimated People Reached (Optional)		Regoinal Effort (Optional)	
X	Illicit discharge detection and elimination	X General Public		1 - 10	X	Yes
X	household hazardous waste disposal/pet waste management/ vehicle washing	X Public Employees	X	11-50		No
X	yard waste management/ pesticide and fertilizer application	X Residents		51-100		
X	stream and shoreline management	Businesses		101 +		
X	residential infiltration	Contractors				
	construction sites and post construction storm water management	Developers				
X	Pollution prevention	Industries				
X	green infrastructure/ low impact development	Other				
	Other:					

1. Public Involvement and Participation | Volunteer Opportunities

Event Start Date		9-11-2021					
Project/ Event Name		Cotton Mill Park/Beaver Dam Lake Clean-Up					
Delivery Mechanism		Clean up event					
Topics Covered		Target Audience		Estimated People Reached (Optional)		Regoinal Effort (Optional)	
X	Volunteer Opportunity	X	General Public		1 - 10	X	Yes
		X	Public Employees	X	11-50		No
		X	Residents		51-100		
			Businesses		101 +		
			Contractors				
			Developers				
			Industries				
			Other				

Event Start Date		9-11-2021					
Project/ Event Name		Riverside Park/Beloit/Rock River Clean-Up					
Delivery Mechanism		Clean up event					
Topics Covered		Target Audience		Estimated People Reached (Optional)		Regoinal Effort (Optional)	
X	Volunteer Opportunity	X	General Public		1 - 10	X	Yes
		X	Public Employees	X	11-50		No
		X	Residents		51-100		
			Businesses		101 +		
			Contractors				
			Developers				
			Industries				
			Other				

Event Start Date		9-11-2021					
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Event Start Date	9-11-2021					
Project/ Event Name	Shaler Park/Rock River Clean-Up					
Delivery Mechanism	Clean up event					
Topics Covered	Target Audience	Estimated People Reached (Optional)			Regoinal Effort (Optional)	
X Volunteer Opportunity	X General Public		1 - 10	X	Yes	
	X Public Employees	X	11-50		No	
	X Residents		51-100			
	Businesses		101 +			
	Contractors					
	Developers					
	Industries					
	Other					

Event Start Date	9-11-2021					
Project/ Event Name	Fort Atkinson/Rock River Clean-Up					
Delivery Mechanism	Clean up event					
Topics Covered	Target Audience	Estimated People Reached (Optional)			Regoinal Effort (Optional)	
X Volunteer Opportunity	X General Public		1 - 10	X	Yes	
	X Public Employees	X	11-50		No	
	X Residents		51-100			
	Businesses		101 +			
	Contractors					
	Developers					
	Industries					
	Other					

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2021 Final Report

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2021 Highlights

Annual Report 2021 Metrics Highlight

Summary: In 2021, the Protect Wisconsin Waterways (Rock River Stormwater Group) focused on organic and partner-driven digital reach and re-established an **in-person active presence at 20 events**. Partner-driven digital outreach included establishing partnerships with chambers of commerce and other community-based organizations. Combined with Protect Wisconsin Waterways’ digital outreach efforts (website, email, social media), the RRSg + partner outreach resulted in over **228,733 digital impressions (+24% compared to 2020 efforts)**.

The group’s 2021 event participation remained restricted during the first five months of 2021 due to COVID-19. However, in-person attendance at events from May-December 2021 helped **actively engage 2,360+ individuals**. After canceling the 2020 waterway clean-up events, RRSg municipalities hosted the basin-wide annual clean-up event on September 11, 2021. The clean-up date garnered media attention in the Beloit Daily News, Daily Citizen, an on-air feature on WCLO, among other coverage. A total of **187 volunteers** showed up across the **nine clean-up locations**. Plans for 2022 will continue to ramp up in-person events and re-introduce door-to-door visits to recruit additional Storm Drain Protectors (adopt-a-storm drain program). The group plans to expand outreach via existing and new community partnerships. RRSg also intends to offer mini-grants to local community groups to implement additional stormwater-related projects in RRSg member communities.

Total Digital Outreach Summary Statistics – Year Over Year

Combined Digital Outreach	2021*	2020*	2019	2018
Total Impressions	228,733+	184,403+	161,016	81,432

**Note: Combined impressions include RRSg metrics + data provided by community partners related to specific Protect Wisconsin Waterways-related social media posts, email messages, etc. (i.e., chambers of commerce, partner alliances, and others)*

Website Summary Statistics – Year Over Year

Website Metrics	2021	2020	2019	2018
Total Visits	8,010	8,540	7,995	5,861
Unique Visitors	3,853	4,152	4,017	2,363
Storm Drain Protector Program *new	241	380	25*	n/a
Pledge forms completed online	53	78	n/a	n/a

**Note: Storm drain protector program sign-ups before 2020 occurred only via in-person, door-to-door canvassing that was not implemented during the COVID-19 pandemic. 2020 and 2021 numbers reflect online-only efforts. 2020 efforts included paid ads on Google that resulted in additional visitors.*



Facebook Summary Statistics – Year Over Year

	2021	2020*	2019	2018
	897 Page Likes 119 Posts	802 Page Likes 143 Posts	561 Page Likes 144 Posts	301 Page Likes 207 Posts
Engaged Page Users	3,152	3,749	2,969	1,501
Total Reach	64,642	74,708	18,719	15,541
Total Impressions	87,607	99,352	46,125	29,470

**Note: 2020 included more boosted (paid) posts than other years – including 2021.*

Instagram Summary Statistics – Year Over Year

	2021	2020	2019	2018
	1,019 Followers 89 Posts	901 Followers 82 Posts	438 Followers 113 Posts	216 Followers 103 Posts
Total Impressions	14,041	28,387	32,769	26,386
Total Likes	1,252	2,382	4,891	5,621
Average Engagement Rate	11.17%	8.39%	12.46%	21.3%

YouTube Summary Statistics

YouTube	2021	2020	2019	2018
Total Views on YouTube*	4,400+	1,600+	1,500+	500+

**Note: Additional views occur via distribution on other social platforms.*

Clean-Up Summary Statistics – Year Over Year

Clean-Up Metrics	2021	2020*	2019	2018	2017
Total Volunteers	187	-	196	130	34
Total Trash Collected	200+ bags + other items	-	151+ bags + other items	37+ bags + other items	N/A

**Note: The 2020 clean-up was canceled due to COVID. Other items include tires, large pieces of metal, or other debris that is too large or heavy to fit inside a trash bag.*



Event Summary Statistics – Year Over Year

Event Metrics	2021*	2020*	2019	2018
Total Events	20	-	41	28
Total Event Reach	2,360+	-	3,595	2,700
Total Community Events	20	-	35	25
Total Community Event Reach	2,360+	-	3,453	2,299
Total K-12 Educational Events	-	-	6	3
Total Educational Event Reach	-	-	142	401

**Note: All in-person events were canceled in 2020; in-person events resumed in May 2021. K-12 in-person visits remained on hold due to COVID.*

2021 Year-in-Review

Introduction

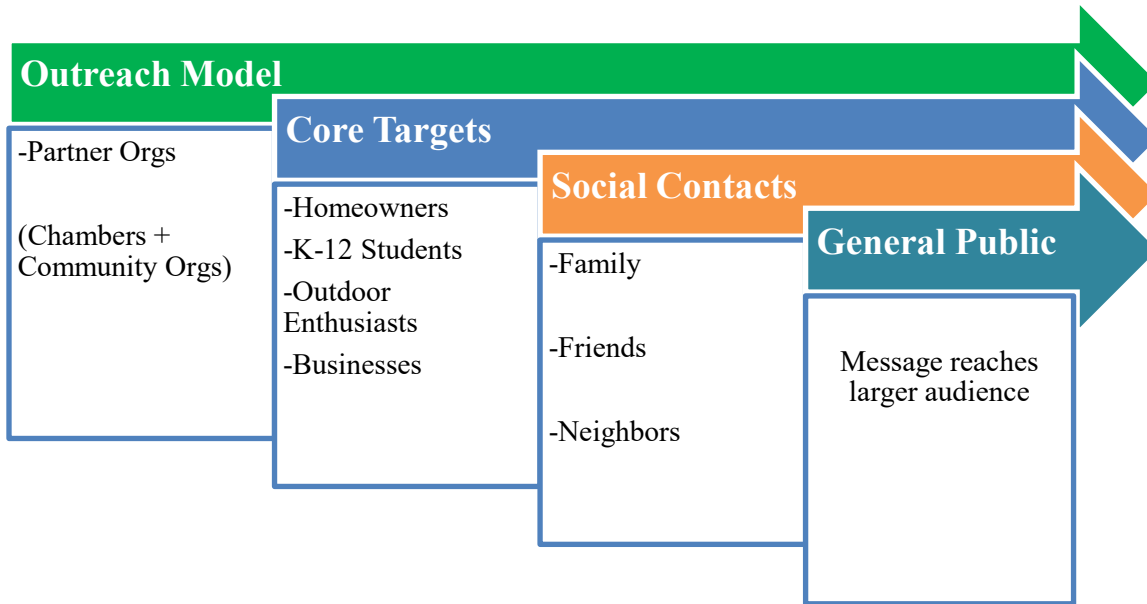
The following document provides an overview of the Rock River Stormwater Group's (RRSG) public education and outreach activities (branded as Protect Wisconsin Waterways) as part of regional stormwater public education and outreach during the 2021 calendar year.

After not participating in in-person events in 2020, the Protect Wisconsin Waterways regional stormwater public education efforts re-established a presence at over 20 in-person events between May and December 2021. Community-based events included farmer's markets, festivals near downtown areas or along waterways, and other events organized by community partners. Another key focus was relaunching our annual waterway clean-up events. Protect Wisconsin Waterways sponsored nine clean-up events in September 2021 that attracted 187 volunteers. The events also created additional exposure among community residents in the same area and via media coverage. The group also participated in another clean-up sponsored by the Rock River Coalition. Each event contributed to active education efforts to the general public, and some also led to interactions with elected/city officials in member communities. The City of Watertown joined the Rock River Stormwater Group during our "COVID" year in 2020. We emphasized additional visits to events in this location in 2021 and plan to relaunch our door-to-door in-person adopt-a-storm drain visits in spring 2022 in this city. On a digital front, we expanded partnership efforts through the chambers of commerce and other community-based organizations. Stormwater-focused communications shared through these organizations, plus our Protect Wisconsin Waterway's social media efforts resulted in over 228,733 digital impressions (+24% compared to 2020 efforts). In combination, the return to an in-person presence and expanded partnership opportunities with different community groups and social media helped the Protect Wisconsin Waterways brand increase public education efforts compared to 2020 efforts.



Target Audiences & Outreach Communication Model

Protect Wisconsin Waterways’ outreach and communication plan in 2021 focused on leveraging partnerships with community-based organizations to help engage our core targets, their social contacts, and by extension, the general public. The addition of chambers of commerce as partner organizations also opened up new outreach to the business community that will continue in 2022.



Initiative #1: Expand on Existing Brand Awareness via Establishing & Maintaining Community Partners

The RRSG’s efforts to increase brand awareness and educational outreach adapted to the COVID-19 pandemic by launching new and maintaining established community partnerships. We relied on social media and other digital marketing communications to expand on our existing brand awareness and promote our educational initiatives and programs through these partner organizations. We implemented new digital strategies to continue educating our current followers while engaging new audiences through various partner organizations and highlighting community members who were part of the storm drain protector program.



2021 Focal Partnerships

Humane Societies/Animal Rescues



Engaged Audience: Pet owners and other contacts across the RRSG area

Details: In June 2021, we repeated the popular pet/waterway photo contest established in 2020. While the engagement was not as high as 2020, the partnership with local animal shelters/rescue organizations still resulted in 30,000+ engagements via the partner organization platforms. We also increased reach via impressions of the user-generated photos and related educational messaging between partner sharing, individual consumer sharing, and RRSG media.

Chambers of Commerce in RRSG Communities

Engaged Audience: Businesses and their employees. Chambers also host different downtown events and thus also help reach residents/tourists to areas across the RRSG area.

Details: Starting in June 2021, Protect Wisconsin Waterways joined the chambers of commerce in the member communities. Chamber membership allowed for additional promotional opportunities at chamber events and outreach via chamber websites, email, and social media.



Plans are to leverage these memberships to better engage the business community in Salt Wise trainings and other efforts to get the downtown businesses in each RRSB municipality to adopt a storm drain near their business location. Digital outreach via the chambers on behalf of Protect Wisconsin Waterways includes 27,725+ impressions, with an additional 58,567+ impressions from RRSB municipal social media posts related to the clean-up events or other Protect Wisconsin Waterways' messaging. Of note, we also had mayors/city administrators share posts related to clean-up events or other messages tied to stormwater via their social media. Based on this, RRSB plans to develop a "Storm Water Awareness Week" in August 2022, including signed proclamations from local government officials. We have initiated conversations with other stormwater groups to create a more impactful awareness week across the state.

Wisconsin Salt Wise

In 2021, the RRSB established a partnership alliance with WI Salt Wise to help increase awareness of salt pollution and accelerate the adoption of best practices across the state. Salt Wise provides several municipal and private contractor training sessions. The group also offers a statewide database of Salt Wise-certified professionals, an interactive map of certified private contractors, a Story Map of Municipal Salt Reduction Champions, and a monthly webinar series to share voices and stories of salt reduction to a broader audience. Key metrics from Salt Wise that are otherwise not counted in metrics reported elsewhere in this report include:




- 1) Smart Salting training participants: 561
- 2) Equipment Open House participants: 313
- 3) Total reach of local, regional, and statewide presentations: 859 live and 2159 views
- 4) Social Media and Website metrics
 - a. Twitter: 361 followers; 146,143 impressions
 - b. Facebook: 31,871-page reach; 15,674 post reach
 - c. Website: 11,908 users; 45,109 page views
- 5) Over 20 newspaper/TV spotlights

Example Posts from Chambers/Other Community Partners on behalf of RRSg

City of Beaver Dam
August 24, 2021 · 🌐

Waterway Cleanup! September 11, 10AM-Noon
Register at: protectwiwaterways.org/2021cleanup and receive a FREE t-shirt! Get your picture taken with Splash and teach your children the importance of keeping our waterways clean! Will be held at: Beaver Dam Cotton Mill Park 200 Haskell St



SAT, SEP 11, 2021

Beaver Dam Waterway Clean-Up
200 Haskell Street, Beaver Dam, WI
You like Protect Wisconsin Waterways

Interested

👍 🥰 3

Jefferson Chamber of Commerce
July 5, 2021 · 🌐

The Jefferson Chamber of Commerce welcomed @Protect Wisconsin Waterways as a Chamber member. Protect Wisconsin Waterways is a stormwater education outreach initiative supported by the Rock River Stormwater Group, which includes the City of Jefferson. The Rock River Stormwater Group is a coalition of 11 municipalities from Waupun to Beloit committed to improving the health of the Rock River and other local waterways.

The group launched the Protect Wisconsin Waterways campaig... See more



👍 10 1 Share

Like Comment Share

 **GREATER BELOIT**
Chamber of Commerce

ABOUT MEMBERSHIP PROGRAMS RESOUR

PROTECT WISCONSIN WATERWAYS



800 W Main St
Whitewater, WI 53190

Phone: (262) 472-6950
Website
Hours:



The Rock River Stormwater Group (RRSG) is a coalition of 11 municipalities from Waupun to Beloit, including both the City of Beloit and Town of Beloit, committed to improving the health of the Rock River, Turtle Creek, and other local waterways.

The Protect Wisconsin Waterways campaign is part of the Rock River Stormwater Group's public

Whitewater Area Chamber of Commerce
September 10, 2021 · 🌐

Looks like its going to be a great day to do some clean-up.



2021 Waterways Clean-Up
Saturday
Sept. 11th
Whitewater
Cravath Park
341 S Fremont St
Whitewater, WI 53190
8 AM - 10 AM
ctiwiwaterways.org/2021cleanup

City of Whitewater
September 9, 2021 · 🌐

Help keep our waterways clean Saturday, September 11th at Whitewater Cravath Park from 8am to 10am. Register at protectwiwaterways.org/2021cleanup.


👍 Like 💬 Comment ➦ Share

PROTECT WATERWAYS

City of Janesville, WI
September 9, 2021 · 🌐


On Saturday, September 11, the City will join [Protect Wisconsin Waterways](#), the Rock River Stormwater Group, and students from UW-Whitewater in the annual Rock River Clean-Up!

Help us unite with communities across the Rock River Basin in enhancing one of our region's greatest natural resources! The Janesville Clean-Up will begin at 10 a.m. in Monterey Park. Register to volunteer now by visiting protectwiwaterways.org/2021cleanup.



ROCK RIVER CLEAN-UP

SATURDAY, SEPTEMBER 11



👍❤️ 8 2 Share

UW-Whitewater
@UWWhitewater

A great story from [@wclo1230](#) about UW-Whitewater participation in the Rock River clean-up.



wclo.com
Local communities participate in Rock River clean-up on Saturday
On Saturday, September 11, from 10:00 a.m. to 12:00 p.m., the City of Janesville will partner with the Rock River Stormwater Group, Protect Wisconsin

9:52 AM · Sep 9, 2021 · Twitter Web App

City of Watertown, WI - Government
September 11, 2021 · 🌐

Our 9/11 volunteer opportunity, Watertown's Rock River Clean-Up at Riverside Park, begins at 1 PM today!! We'll be picking up litter and debris along the Rock River shoreline, around the Park Island, and along Riverside Park Creek between 1:00 & 3:00. Sign up with the link, or just come and help! 💧❤️



PROTECTWIWATERWAYS.ORG
Protect Wisconsin Waterways 2021 Clean-Up - Protect Wisconsin Waterways

👍❤️ 19 2 Comments 1 Share

City of Watertown, WI - Government
September 14, 2021 · 🌐

Thanks to all the volunteers who made a "splash" at Saturday's [Protect Wisconsin Waterways](#) clean up at Riverside Park!



👍 24

Initiative #2: Content Calendar Related to Educational Topics

In 2021, we continued to follow a monthly themed content calendar to ensure our monthly outreach efforts covered each of the MS4 permit topical areas – plus additional topics deemed of value given past engagement efforts. The content calendar included new infographics and other digital content for our monthly e-newsletter, integration with our social media calendar, and leveraging of past animated and other video content.

Month	Theme
January	Pollution Prevention
February	Construction Sites and Post Construction Stormwater Management
March	Snow Melt Runoff
April	Fertilizer and Pesticide Application
May	Household Hazardous Waste Disposal
June	Yard and Pet Waste Management
July	Stream and Shoreline Management
August	Illicit Discharge Detection and Elimination
September	Vehicle Washing
October	Green Infrastructure and Low Impact Development
November	Residential Infiltration
December	Salt Use

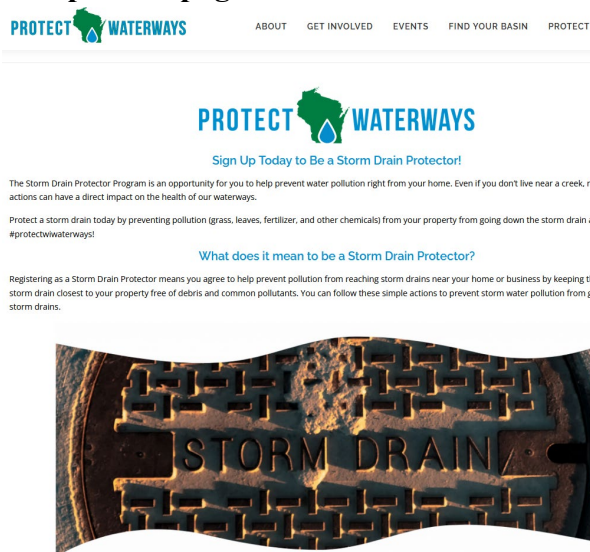
Website:

The group continued to update the website (protectwiwaterways.org) with additional information specific to each municipality. We created more informative pages to help increase search engine optimization and added “Splash Tips” to improve the pages visually. New HubSpot lead forms helped track engagement and sign-ups for the storm drain protector program, clean-up registration, and more. Total website visits for 2021 included 8,010 page visits from 3,853 visitors. Of note, total visitors in 2021 are lower than in 2019-2020 when we used extensive paid digital ads. Importantly the engagement on the site of this smaller audience shows that although fewer visitors engaged, they were more actively engaged with our content.

Website Summary Statistics – Year Over Year				
Website Metrics	2021	2020	2019	2018
Total Visits	8,010	8,540	7,995	5,861
New Visitors	3,853	4,152	4,017	2,363
Storm Drain Protector Program	241	380	25*	n/a
Pledge forms completed online	53	78	n/a	n/a

**Note: Storm drain protector program sign-ups before 2020 occurred only via in-person, door-to-door canvassing that was not implemented during the COVID-19 pandemic. 2020 and 2021 numbers reflect online-only efforts. 2019-2020 efforts included paid ads on Google that resulted in additional visitors (although most did not sign-up for the storm drain protector program, and we decided not to rerun those ads in 2021.*

Example Webpages



Protect Wisconsin Waterways 9-11-2021 Clean-Up

Meeting location details for each clean-up are highlighted below. While it is past the early registration deadline (8/21) to receive a free t-shirt. Please encourage friends to still register and show up to volunteer!

City of Beloit 8AM

City of Beloit volunteers will meet at the **Rotary River Center at Riverside Park** (see X on map below) at **8 AM and end by 10 AM**.



What other mowing tips will help Protect Wisconsin's Waterways and save me money?

Check out Splash's other tips for lawn care maintenance that not only help the environment and our waterways, but can also save you money as a homeowner!



"Mow it High & Let it Lie"
SPLASH

- **Mow High:** Set your mower at the highest possible setting, usually between 2.5" and 3". This does two things: first, taller grass plants have healthier roots, which leads to a better, thicker turf that can withstand drought, and second, the taller, thicker grass shades out weeds.
- **Mow Sharp:** Sharpen your mower's blades two to three times each year. Dull blades tear the grass instead of cutting it. The torn blades dry out, giving the grass jagged brown or white tips.
- **Let it Lie:** One popular lawn care misconception is that leaving clippings on the lawn after mowing causes thatch buildup. However, the truth is that thatch is caused at the root level, not from grass clippings. Instead of raking clippings into the street, leave them on your lawn where they are less likely to wash away. The pieces break down quickly and provide nitrogen when they decompose, doing the same job as the expensive fertilizers bought in stores. Letting grass clippings stay on the lawn will allow you to skip one fertilizer application and reduces the number of waste bags needed to collect and store the clippings.
- **Finally, become a stormdrain protector and learn more ways to prevent stormwater pollution around your home!**

Species Spotlight:

In 2021 we introduced a social media campaign highlighting different species in our watershed. A key focus of the "Species Spotlight" is to draw attention to common species and highlight how pollutants in the waterways impact the species. Visual infographics provide photos of the species, key facts, and a captioned post that ties the species back to Wisconsin waterways.

Example Species Spotlight Graphics from Social Media

Species Spotlight

Habitat: Marshes, ponds, slow streams, banks of larger rivers

Food: Roots of cattails, arrowheads, water lilies, rushes; periodically eats frogs, turtles, fish, crayfish, mussels




MUSKRAT



Species Spotlight

Habitat: Breeds in prairie ponds, marshes, kettle potholes, lakes, woodland ponds, farm ponds

Food: Earthworms, cricket nymphs, grasshoppers, moths, flies, spiders, beetles, cicadas



TIGER SALAMANDER





Social Media & Outreach:

In 2021, the Protect Wisconsin Waterways social media team prioritized its presence on Facebook and Instagram. Although we continue to maintain a Twitter presence, the audience size and engagement on that platform are minimal compared to the other social media efforts. Our Facebook audience is now over 800, and Instagram is over 1,000 followers. Social media content aligns with our monthly themes to address different MS4 permit topics. Compared to 2020, we decreased the number of boosted posts in 2021. While this lowered overall reach/impressions, we continued to see high engagement from our organic content. We placed additional focus in 2021 on providing content (graphics and captions) to partner organizations to have them directly share on our behalf. As noted earlier, partners’ digital outreach on our behalf contributed to a significant increase in our overall reach in 2021. In addition to RRSB municipality posts, chambers of commerce and other partner organizations helped share our message with their followers, thereby extending the total impact of digital outreach efforts. We plan to increase content sharing via these digital partners in 2022. We are also investigating the value of a TikTok presence (particularly for our mascot Splash), given the increasing popularity of that social platform. Below, we provide reach and engagement statistics for our Protect Wisconsin Waterways’ social media platforms.

Social Media Metrics 2021

Facebook Page Statistics					
2021: 897 Page Likes; 119 Posts					
	2021	2020	2019	2018	Definitions
Engaged Page Users	3,152	3,749	2,969	1,501	<i>The number of people who engaged with your Page. Engagement includes any click or story created. (Unique Users)</i>
Total Reach	64,642	74,708	18,719	15,541	<i>The number of people who have seen any content associated with your Page. (Unique Users)</i>
Total Impressions	87,607	99,352	46,125	29,470	<i>The number of impressions seen of any content associated with your Page. (Total Count)</i>
<i>Note: 2020 included more boosted (paid) posts than other years – including 2021.</i>					

Instagram Statistics

	2021	2020	2019	2018	Definitions
Total Impressions	14,041	28,387	32,769	26,386	<i>Number of times users saw the post on Instagram.</i>
Total Likes	1,252	2,382	4,891	5,621	<i>Total number of likes on each post.</i>
Average Engagement Rate	11.17%	8.39%	12.46%	21.3%	<i>The number of like divided by impressions</i>

Twitter Statistics

	2021	2020	2019	2018	Definitions
Impressions	2,783	48,124	74,127	19,715	<i>Number of times users see the tweet on Twitter</i>
Engagements	102	1,206	2,586	917	<i>Total number of interactions with a tweet. This includes all clicks, retweets, replies, follows, and likes</i>
Average Engagement Rate	3.0%	2.5%	2.4%	4.7%	<i>The number of engagements divided by impressions</i>

YouTube Summary Statistics


YouTube	2021	2020	2019	2018
Total Views on YouTube*	4,400+	1,600+	1,500+	500+

**Note: Additional views occur via distribution on other social platforms.*

Example Social Media Content:

Protect Wisconsin Waterways
 Posted by Madeline Newbury
 Nov 1, 2021 · 🌐

This month our theme is Residential Infiltration!
 Residential infiltration is all about the way that water is re-entering our lakes, rivers and streams and how YOU can help that water stay clean! #ProtectWIWaterways




Protect Wisconsin Waterw... · 5/18/21 · ...

This month our theme is household hazardous waste and we will be helping you identify what these are as well as ways to keep them out of our waterways!
 #protectwiwaterways




PROTECT  WATERWAYS

protectwisconsinwaterways

PROTECT  WATERWAYS

ROLL UP YOUR SLEEVES



PROPERLY DISPOSE OF YOUR LEAVES


View insights Boost Post

👍👍 Liked by [_iangrant](#) and 5 others

protectwisconsinwaterways Leaves are starting to fall, and that means it is proper disposal season! Keep your leaves out and away from storm drains to #ProtectWIWaterways! #LeafWise


October 15, 2021

protectwisconsinwaterways

PROTECT  WATERWAYS


YARD WASTE EFFECTS:

- GRASS AND LEAVES: WHEN THEY GET INTO STORM DRAINS, LAKES, AND RIVERS THEY CREATE ALGAE WHICH TAKES AWAY OXYGEN AND SUNLIGHT FROM FISH AND PLANTS THAT NEED THEM TO LIVE.



PET WASTE EFFECTS:

- IF PET WASTE IS NOT PICKED UP IT CAN GO DIRECTLY INTO STORM DRAINS WHEN IT RAINS
- IT ALSO PUTS HEALTH OF WATERWAYS AND YOURSELF AT RISK, EITHER YOUR PET GETS SICK OR YOU DO THROUGH DISEASES OR PARASITES



View insights Boost Post

👍👍 Liked by [_iangrant](#) and 16 others

protectwisconsinwaterways Here is how pet waste and yard waste affect our waterways. #protectwiwaterways

June 9, 2021

Initiative #3: Outreach & Engagement via Community Events

Like many other organizations, Protect Wisconsin Waterways had many aspects of in-person interactions significantly reduced due to the presence of COVID-19. In-person outreach has been a significant aspect of our work throughout the years. Although not all in-person events we were scheduled to attend ended up happening, we were able to relaunch an in-person presence starting in May 2021. We look forward to more in-person opportunities returning in 2022, including our door-to-door adopt-a-storm drain program.

Storm Drain Protector Program:

The Storm Drain Protector Program was initially launched in 2019 and included door-to-door visits to engage homeowners with storm drains adjacent to their property. The program’s goal is to raise awareness among municipal residents of the nature of stormwater and what things they should look for to preserve water quality. We ask homeowners to sign up to become “storm drain protectors” and pledge to keep their storm drains clear of leaves, grass clippings, and other debris. COVID-19 has restricted opportunities to canvas door-to-door, which significantly limited our reach for new Storm Drain Protectors. The 2021 efforts included only online sign-ups and interactions at our tabling events. In 2022, we have scheduled a return to in-person, at-home visits in the City of Watertown starting in April.

2021 sign-ups (all digital): 241



Annual Waterway Clean-Up: RRSg municipalities hosted nine waterway clean-up events in parks across the area on Saturday, September 11, 2021. Details of the different clean-up events are included in the event write-up reports. The Facebook events generated over 20,290 impressions, 200+ online registrations, and ultimately resulted in 187 volunteers participating in the clean-up events. Media coverage included articles in the Beloit Daily News, Daily Citizen, Whitewater Banner, an on-air radio interview on WCLO 1230 and online article, among other press coverage. Several city officials (mayors/city administrators) also participated in the clean-up events, thus extending the awareness to public officials within the municipalities.

Waupun	8-10 am	Shaler Park
Beaver Dam	10am-12pm	Cotton Mill Park
Watertown	1-3pm	Riverside Park
Fort Atkinson	8-11am	Fort Atkinson City Hall
Whitewater	8am-10am	Cravath Lakefront Park
Milton	8am-12pm	Schilberg Park
Janesville	10am-12pm	Monterey Park
Town of Beloit	10am-12pm	Preservation Park, Armstrong-Eddy Park
City of Beloit	8-10am	Riverside Park



Community Engagement Event Reports

The following section provides individual community engagement event details and metrics.

Date: February 15, 2021

Location: Virtual Zoom Meeting

Event Name: Rock Lake Improvement Association Monthly Meeting

Amount of People Engaged: 17 Rock Lake Community Members

Length: 6:30pm - 7:30pm

Style: Presentation

Number of Protect Wisconsin Waterways Representatives: 3

On Monday, February 15, the Protect Wisconsin Waterways team attended the Rock Lake Improvement Association (RLIA) Monthly Meeting via Zoom. At the meeting, we engaged with 17 community members that live around the Rock Lake area. The presentation covered the Storm Drain Protector Program and encouraged RLIA members to integrate new ideas into their storm stewardship program similar to our adopt-a-drain program.



Date: May 14, 2021

Location: Jefferson, Wisconsin (downtown)

Event Name: Jefferson Wine Walk

Amount of People Engaged: 300+ Community Members

Length: 10:00 am- 1:00 pm

Style: Event Sponsorship

Protect Wisconsin Waterways served as an event sponsor for the Jefferson Wine Walk. The downtown event had 300+ people in attendance (plus other vendors), and each participant received a brochure, storm drain protector postcard, and water stress droplet. The Jefferson Chamber of Commerce also provided several digital outreach communications via the event website, social media, and other PR.





Date: May 29, 2021

Location: Downtown Beloit

Event Name: City of Beloit Farmers Market

Amount of People Engaged: 160+ Community Members

Length: 9:00am-12:00pm

Style: Tabling Event and Enviroscape

Number of Protect Wisconsin Waterways Representatives: 2

Our first stop this past summer was in the City of Beloit at their downtown Farmer's Market. Over 160 community members walked past our table and engaged with the team. Protect Wisconsin Waterways' team members talked with community members about stormwater, demonstrated the enviroscape, and distributed brochures and other branded materials. Residents were encouraged to take the pledge and sign-up online as a storm drain protector.





Date: June 5, 2021

Location: Whitewater Municipal Building

Event Name: Whitewater Farmers Market

Amount of People Engaged: 50+ Community Members

Length: 9:00 am- 12:00 pm

Style: Tabling event

Number of Representatives: 3

On June 5, Protect Wisconsin Waterways attended the Whitewater Farmers Market. The team handed out informational brochures and merchandise. The enviroscape model was also used to demonstrate the effects of stormwater runoff pollution.





Date: June 27, 2021

Location: 5013 Wisconsin Trunk Hwy 11, Janesville, WI 53548 (Nature's Touch Garden Center)

Event Name: Rock County Farmers Market

Amount of People Engaged: 25+ community members

Length: 9:00am-12:00pm

Style: Tabling Event and Enviroscope

Number of Protect Wisconsin Waterways Representatives: 2

On June 27, Protect Wisconsin Waterways attended the Rock County Farmers Market at the Nature's Touch Garden Center outside Janesville. The team used the enviroscope model and handed out informational pamphlets to community members.



Date: July 17, 2021

Location: Whitewater Train Station

Event Name: Whitewater City Farmer's Market

Amount of People Engaged: 30+ community Members

Length: 9 am- 12pm

Style: Tabling Event

Number of Protect Wisconsin Waterways Representatives: 3

The Whitewater team returned to the Whitewater Farmers market on July 17. The team handed out informational brochures and branded merchandise similar to the previous visit. The enviroscape model was also used to demonstrate the effects of stormwater runoff pollution.



Date: August 3, 2021

Location: Watertown City Hall

Event Name: Watertown National Night Out

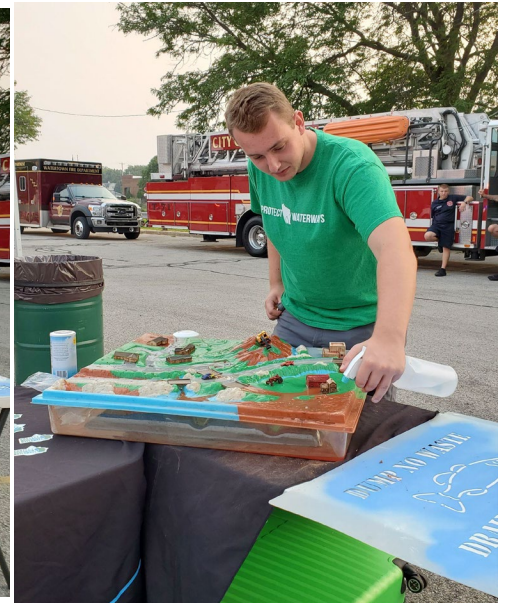
Amount of People Engaged: 30+ Community Members

Length: 4:00pm - 7:00pm

Style: Tabling Event and Enviroscape

Number of Protect Wisconsin Waterways Representatives: 1

A Protect Wisconsin Waterways representative attended Watertown's National Night Out. The tabling event distributed promotional items and children's activities (i.e., pencils, pens, bracelets, coloring sheets) and informational brochures to parents in attendance with their children. We also met with the Mayor of Watertown and discussed our message.



Date: August 14, 2021

Location: Watertown City Hall

Event Name: Watertown Riverfest

Amount of People Engaged: 500+ community members

Length: 10:00 am- 1:00 pm

Style: Splash and PWW representatives walked around the Riverfest event

Number of Protect Wisconsin Waterways Representatives: 2

Protect Wisconsin Waterways made its first appearance at Watertown’s Annual Riverfest. The group attended the Saturday portion of this multi-day event during children’s activities focused on the waterway. Splash walked around the event while another representative talked to community residents/visitors. Splash posed for several photos and was a popular hit with families. The reps handed out informational brochures and branded swag to raise awareness around stormwater issues. The number of engagements reflects that Splash was mobile throughout the event and engaged with residents attending the event.





Date: August 7, 2021

Location: Jones Park, Fort Atkinson Wisconsin

Event Name: Rock River Coalition Clean-up

Amount of People Engaged: 11+ community Members

Length: 9:00am-12:30pm

Style: Tabling Event at Rock River Coalition Clean-up

Number of Protect Wisconsin Waterways Representatives: 2

Two representatives provided an information table at the Rock River Coalition's clean-up at Jones Park in Fort Atkinson. The event was held in conjunction with the River Network and Ball Corporation in Fort Atkinson. Protect Wisconsin Waterways' representatives distributed informational pamphlets and branded materials to volunteers that participated in the clean-up. The RRC also helped promote our September clean-up event in Fort Atkinson.





Date: September 11, 2021

Location: Cotton Mill Park, Beaver Dam, WI

Event Name: 2021 Protect Wisconsin Waterways Clean-up

Amount of People Engaged: 27 Volunteers

Length: 10am - 12pm

Style: Clean-up/ environmental protection

Number of Protect Wisconsin Waterways Representatives: 6

The 2021 Protect Wisconsin Waterways Clean-Up in Beaver Dam had 27 total volunteers take over 20 bags of garbage, plus other debris from the waterway near Cotton Mill Park in Beaver Dam. The Mayor of Beaver Dam, Becky Glewen, also participated in the clean-up and helped promote the event on her social media. One of the most common items removed included fishing line. Individuals were also fishing along the river during the event, and Protect Wisconsin Waterways representatives engaged the fishing enthusiasts in conversations. The Wayland Academy Ecology group provided a key group of attendees and was very passionate about the cause. Wayland Academy also featured a blog article about their participation (see image included below). Other media coverage included an article in the Daily Citizen and a feature on the Daily Dodge.



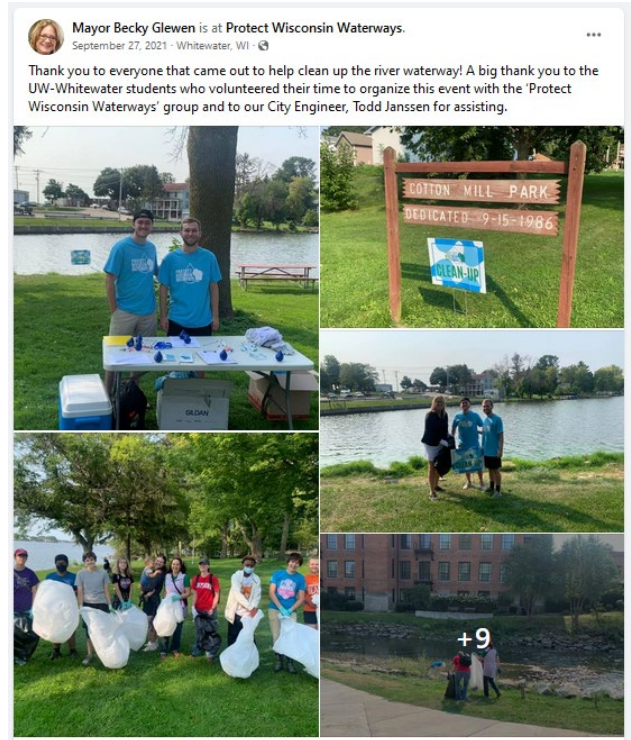
BEAVER DAM WATERWAYS CLEAN-UP EVENT SCHEDULED SATURDAY AT COTTON MILL PARK

SEPTEMBER 10, 2021 / DAILY DODGE / NEWS



(Beaver Dam) Beaver Dam residents are encouraged to take part in an up-coming event to help clean local waterways. The 2021 Waterways Clean-Up at Cotton Mill Park will be held on tomorrow (September 11th) between 10am and noon. The event is part of the Protect Wisconsin Waterways campaign to spread awareness of what people can do to protect the lakes and rivers that are right next door to them. Protect Wisconsin Waterways has run this event since 2016, and each year over fifty bags of trash and litter is removed from local waterways. The organization has removed various objects such as bottles, cans, and wrappers to larger items including tires, traffic cones, and PVC pipes. Beaver Dam Director of Engineering Todd Janssen says waterways are home to not only a bounty of wildlife, but are also the place where the community fishes, boats, kayaks, and swims. He says maintaining our waterways makes the area we live in even more enjoyable place for everyone. Click the following links for more information.

<https://protectwiswaterways.org/get-involved/events/2021cleanup/>



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Alert TOP STORY

Beaver Dam River cleanup event planned

Chris Higgins Aug 27, 2021

f t i y r

Residents will be able to take a part in keeping Beaver Dam River clean next month.

Protect Wisconsin Waterways is staging a cleanup at Cotton Mill Park, 200 Haskell St., Sept. 11 from 10 a.m. to noon to help clean up the river area of trash and litter, whether cans or traffic cones. There will be other cleanups in area communities that are part of the Rock River Stormwater Group, including Waupun and Watertown. Part of the goal is to educate people on how what goes down storm drains is not treated and ends up in the waterways.



A light rain falls on Cotton Mill Park and Beaver Dam River in August 2021. A cleanup event is planned for the area on Sept. 11. CHRIS HIGGINS Daily Citizen

This is one of our bigger efforts in terms of getting out into the communities and trying to clean up anything that might have already been placed in a waterway or

Ecology Club Assists with Beaver Dam River Clean-up



Wayland's Ecology Club participated in the Protect Wisconsin Waterways clean-up on Saturday, September 11.

Wayland's Ecology Club participated in the Protect Wisconsin Waterways clean-up on Saturday, September 11. Lori Bird and Catherine Mangonès, Ecology Club advisors, organized the outing to help clean up the river area of trash and litter. The cleanup served to not only clean up the riverfront but also to educate people on how what goes down storm drains is not treated and ends up in the waterways.

Way to go, Ecology Club!



Date: September 11, 2021

Location: Riverside Park, City of Beloit, WI

Event Name: 2021 Protect Wisconsin Waterways Clean-up

Amount of People Engaged: 16 Volunteers

Length: 8am - 10am

Style: Clean-up/ environmental protection

Number of Protect Wisconsin Waterways Representatives: 4

The 2021 Protect Wisconsin Waterways Clean-Up in the City of Beloit included 16 total volunteers. The volunteers helped remove 20 bags, plus other debris, from the Rock River near Riverside Park. City of Beloit officials also participated in the clean-up.





Date: September 11, 2021

Location: Schilberg Park, Milton, WI

Event Name: 2021 Protect Wisconsin Waterways Clean-Up

Amount of People Engaged: 13 Volunteers + >1,000 impressions of families attending youth sporting events throughout the morning at Schilberg Park

Length: 8am - 12pm

Style: Clean-up/ environmental protection

Number of Protect Wisconsin Waterways Representatives: 7

The 2021 Protect Wisconsin Waterways Clean-Up in Milton had 11 total volunteers pick up 13 bags and debris from around Schilberg Park. Milton Youth Football and Soccer events took place the morning of the clean-up, which provided additional engagement and awareness with individuals attending those events. **Of note, we did not include the 1,000+ impressions in our event outreach metrics.*



Date: September 11, 2021

Location: Whitewater, WI

Event Name: Protect Wisconsin Waterways Clean-Up

Amount of People Engaged: 9 Volunteers

Length: 8:00am-10:00am

Number of Protect Wisconsin Waterways Representatives: 7

The Whitewater clean-up event had nine volunteers. The group cleaned up near the Cravath Lake area in downtown Whitewater. The volunteers collected 11 garbage bags and other oversized miscellaneous items (common items included shoes, bottles, and other trash). The Whitewater Banner ran a pre-event story on August 18, and the UW-Whitewater campus paper (The Royal Purple) provided a post-event recap to the UWW student audience.




WhitewaterBanner.com
 Provided by WHITWATER COMMUNITY FOUNDATION

ROYAL PURPLE
 Founded 1901

2021 Waterways Clean-Up
 Saturday Sept. 11th
 Whitewater Cravath Park
 341 S Fremont St
 Whitewater, WI 53190
 8 AM - 10 AM
 Keep our local waterways clean!
 Register online by August 21st to reserve your t-shirt
 Scan the code below or go to: protectwisconsinwaterways.org/2021cleanup

A cleaner Whitewater
 Dauntae Green and Felicity Knabenbauer
 October 3, 2021
 Saving the environment makes a difference for Whitewater citizens. A group called Protect Whitewater Waterways along with the UW-W American Marketing Association (AMA) and many volunteers from town got together to clean up the local water. The organizations worked on the clean up of

Best of Whitewater 2022
 The Royal Purple's 67th annual list of "Bests" voted by the Whitewater & UWW community
 CLICK HERE TO VOTE!

ASSOCIATION FOR GRADUATE STUDENTS OF COLOR
 BLM meet!



Date: September 11, 2021

Location: Shaler Park, Waupun WI

Event Name: 2021 Protect Wisconsin Waterways Clean-up

Amount of People Engaged: 30 Volunteers

Length: 8:00am – 10:00am

Style: Clean-up/ environmental protection

Number of Protect Wisconsin Waterways Representatives: 3

The 2021 Protect Wisconsin Waterways Clean-up in Waupun had over 30 volunteers remove over 20 bags of garbage, plus other debris from the Rock River shoreline at Shaler Park in Waupun. Some significant items include a long piece of lumber and a kid-sized snowboard.





Date: September 11, 2021

Location: Fort Atkinson City Hall, Fort Atkinson, WI

Event Name: 2021 Protect Wisconsin Waterways Clean-up

Amount of People Engaged: 19 Volunteers

Length: 8am - 11am

Style: Clean-up/ environmental protection

Number of Protect Wisconsin Waterways Representatives: 4

The 2021 Protect Wisconsin Waterways Clean-up in Fort Atkinson had 19 volunteers remove 20+ garbage bags and debris from the Rock River near Fort Atkinson's City Hall. Unique items removed included a tire and a lawn chair.



Date: September 11, 2021

Location: Preservation Park, Armstrong-Eddy Park, Town of Beloit, WI

Event Name: 2021 Protect Wisconsin Waterways Clean-Up


Amount of People Engaged: 12 Volunteers

Length: 10am - 12pm

Style: Clean-up/ environmental protection

Number of Protect Wisconsin Waterways Representatives: 4

The 2021 Protect Wisconsin Waterways Clean-Up in the Town of Beloit had 12 volunteers remove 15+ garbage bags and debris from the Rock River shoreline and park areas at Preservation Park/ Armstrong-Eddy Park. The Beloit Daily News also provided a pre-event article about the clean-up event.

Town of Beloit plans Rock River volunteer cleanup
By BRAD ALLEN Staff writer Aug 18, 2021

The entrance to Preservation Park is seen in the Town of Beloit. Coming up in September is a volunteer event geared towards cleaning up the Rock River.

TOWN OF BELOIT—Cleaner waters means a healthier living environment for everyone in the area, said Town of Beloit Community Development Director Tim Kienbaum, as the township prepares for a Rock River cleanup event.

“We’re just trying to keep pollution out of our rivers, lakes and streams. In the end our water quality affects all of us,” Kienbaum said.

The 2021 Waterways Cleanup is scheduled for 10 a.m.—noon on Sept. 11 at Preservation Park, 3444 S. Riverside



Date: September 11, 2021

Location: Monterey Park, Janesville, WI

Event Name: 2021 Protect Wisconsin Waterways Clean-up

Amount of People Engaged: 43 Volunteers


Length: 10am - 12pm

Style: Clean-up/ environmental protection

Number of Protect Wisconsin Waterways Representatives: 6

The 2021 Protect Wisconsin Waterways Clean-up in Janesville had 43 volunteers (many children) in attendance and the Janesville City Administrator. In total, the volunteers removed over 40 bags of garbage, plus other oversized debris (tires and large metal pieces) from the Rock River, shoreline, and other areas near Monterey Park. The Rock River water levels were relatively low, allowing several individuals to go further into the river to clean exposed sandbars. We also captured some overhead drone footage to incorporate into future event recruitment videos and other communications. WCLO (radio station) provided an on-air pre-event interview and digital promotion of the clean-up event in Janesville and Beloit.





11:35
am
CST
Partly
sunny

SOUTHERN
WISCONSIN MIDDAY
NEWS

LISTEN LIVE

HOME NEWS PROGRAMS PODCASTS SPORTS ON-AIR PARTICIPATE INFORMATION ADVERTISE

search here ...



Calver's
BUTTERBURGERS & FROZEN CUSTARD

DOUBLE BUTTERBURGER WITH CHEESE
FRESH, NEVER FROZEN MIDWEST BEEF COOKED AFTER YOU ORDER.

Local communities participate in Rock River clean-up on Saturday

📅 SEPTEMBER 8, 2021 📍 NEWS LOCAL



On Saturday, September 11, from 10:00 a.m. to 12:00 p.m., the City of Janesville will partner with the Rock River Stormwater Group, Protect Wisconsin Waterways, and University of Wisconsin-Whitewater students to host a river clean-up event in conjunction with waterway clean-up efforts across the Rock River watershed. The Janesville clean-up will occur near Monterey Park, 501 Rockport Road.

The Rock River is an asset to the Janesville community. For a fourth year, the City of Janesville has partnered with the Rock River Clean-Up initiative for this one-day volunteer river clean-up.

Volunteers from as far north as Waupun, all the way south to Beloit, will partner to clean the section of the Rock River that flows through their community.

The Rock River is a 284-mile river encompassing many communities and has become a staple of Wisconsin's waterway system. The September 11 event is a vital group effort to revitalize the Rock River and will help leave a positive footprint on our environment.

The City of Janesville, as part of its involvement in the Rock River Stormwater Group, identified the clean-up event as the perfect way to combine common interests in protecting Wisconsin's natural resources that we value so much.




MORE FOR YOUR MONEY

9:06 am SATURDAYS
on WGLO 1230 AM & 92.7 FM

Insight and guidance on topics related to investing and building a strong financial plan.

The show is LIVE and your calls are welcome at 608-752-4000.

UNCOMMON CENTS
- INVESTING -

"More for Your Money" is a paid program produced in cooperation with WGLO, Janesville/Beloit.



Calver's
BUTTERBURGERS & FROZEN CUSTARD

Strawberry Shake



Date: September 11, 2021

Location: Riverside Park, Watertown WI

Event Name: 2021 Protect Wisconsin Waterways Clean-up

Amount of People Engaged: 18 Volunteers

Length: 1pm - 3pm

Style: Clean-up/ environmental protection

Number of Protect Wisconsin Waterways Representatives: 6

The City of Watertown was hosting events all day in remembrance of 9/11. We held the first Protect Wisconsin Waterways Clean-Up in Watertown in the afternoon to reduce conflicts with other events. We had 18 total volunteers remove approximately 20 bags of garbage plus other debris from the shoreline and other areas at Riverside Park in Watertown. Splash made an appearance and posed for photos with volunteers. The Mayor of Watertown also stopped by. Unique items removed included long pieces of lumber and a few softballs that may have been home runs based on the proximity of the field in relationship to the river.





Date: October 23, 2021

Location: University of Wisconsin - Whitewater: Rock County

Event Name: Super Science Saturday

Amount of People Engaged: 55

Length: 10:00 am-12:00 pm

Style: Tabling Event and Enviroscope

Number of Protect Wisconsin Waterways Representatives: 3

On Saturday, October 23, three Protect Wisconsin Waterways representatives traveled to the UW-Whitewater @ Rock County campus in Janesville for their annual Super Science Saturday event. Children (and their families) from the surrounding area came to see live demonstrations from various science disciplines. Splash and the Protect Wisconsin Waterways team presented our enviroscope model, demonstrating how runoff works and the adverse effects on our waterways. Parents stopped to ask questions, and we were happy to provide tips on responsible stormwater practices that they could do around their homes. Kids went home with wristbands, pens, pencils, and interactive worksheets. Parents received informational brochures, were asked to complete our pledge, and sign up to adopt-a-storm drain.



Date: October 30, 2021

Location: Main St. Whitewater, Wisconsin

Event Name: UW-Whitewater Homecoming Parade

Amount of People Engaged: 1,000+ estimated impressions with parade attendees

Length: 9:00am-12:00pm

Style: Parade float + walking volunteers

Number of Protect Wisconsin Waterways Representatives: Splash + 15 walking volunteers

Protect Wisconsin Waterways took part in the University of Wisconsin-Whitewater's Homecoming parade with a float. Splash made an appearance on a boat pulled behind a jeep. Swag was handed out to individuals along the parade route, along with informational brochures.



Initiative #4: Outreach & Engagement via K-12 Events

Due to COVID-19 restrictions and visitor policies in our targeted schools, the team did not conduct any in-school K-12 events in 2021. Instead, we continued to offer digital activities to instructors, including a digital interactive enviroscape video story. We plan to relaunch in-school visits in 2022. The RRSg is partnering with the Rock River Coalition and Water Resources to provide additional training to the Protect Wisconsin Waterways representative team. We are working with the Rock River Coalition to develop new event set-ups beyond the current enviroscape activities that will benefit both in-school and other community engagement activities.

Initiative #5: Municipal Worker & Other Trainings

The RRSg provides all members access to an online library of training resources (i.e., videos and other materials) on different stormwater topics. Each January, we encourage members to provide DPW and other employees with time to complete relevant training. Our new partnership with Salt Wise also offers additional training opportunities and workshops specific to salt use, equipment calibration, and related topics. We also promoted Salt Wise workshops to the business community through our chamber of commerce connections. Municipal members also send employees to other training. For example, three City of Whitewater staff attended the Sensible Salting and Salt Reduction Tactics – Salt and Brine Open House in October 2021.

Municipal training resources include coverage of the following topics.

- Spill Prevention Control Countermeasure (SPCC)
- Stormwater MS4 'Rain Check'
- Stormwater Construction 'Ground Control'
- Stormwater 'Storm Watch' Municipal
- IDDE 'A Grate Concern' Employee Training



2021 Activities & RRSB's Public Education & Outreach Goals

The following section outlines the relationship between RRSB's specific activities and accomplishments to the group's public education and outreach goals.

Goal 1 - Illicit Discharge Detection and Elimination: Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.

1. Illicit Discharge was the August monthly theme for social media and the e-newsletter, the Runoff Rundown. Posts were made identifying illicit discharge and what to do if they see it happening.
2. A "Report a Violations" tab was added to the website that allows website users to report illicit discharge violations in 2017. No violations were reported via the website in 2021.

Goal 2 - Household Hazardous Waste Disposal/Pet Waste/Management/Vehicle Washing: Inform and educate the public about the proper management of materials that may cause stormwater pollution from sources including automobiles, pet waste, household hazardous waste and household practices.

1. The social media and e-newsletter monthly themes in May, June, and September align with the discussion of proper management for automobiles, pet waste, and household practices. Most other monthly themes also included information on how community members could improve their household practices.
2. Our informational brochures for the Storm Drain Protector Program included information on how to protect the waterways from one's home. We have developed new "Be Wise" brochures and will launch a broader "Be Wise" messaging campaign in 2022.
3. Informational pages on the website were updated to include more tips and tricks for community members to follow, including "Splash Tips."
4. Clean-up events were held on September 11, 2021.

Goal 3 - Yard Waste Management/Pesticide and Fertilizer Application: Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.

1. Our monthly themes in April and June were fertilizer/pesticide application and pet/yard waste such as: lawn clippings, waste disposal, and leaves, respectively.
2. A "Lawn Wise" and "Yard Wise" brochure and related digital content were created to share key tips and best practices that help homeowners "Be Wise" and Protect Wisconsin Waterways.

Goal 4 - Stream and Shoreline Management: Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.

1. Our monthly theme in July was stream and shoreline management where we discussed the best practices to benefit and help stream and shorelines.
2. A “Shore Wise” brochure and related digital content were created to share key tips and best practices that help homeowners “Be Wise” and Protect Wisconsin Waterways.

Goal 5 - Residential Infiltration: Promote infiltration of residential stormwater runoff from rooftop downspouts, driveways and sidewalks.

1. The monthly theme in November promoted better systems to allow more infiltration of residential stormwater.
2. The “Yard Wise” brochure includes information about residential infiltration.

Goal 6 - Construction Sites and Post-Construction Storm Water Management: Inform and educate those responsible for the design, installation, and maintenance of construction site erosion control practices and stormwater management facilities on how to design, install and maintain the practices.

1. By working with municipal representatives, we were able to gather information about different erosion control practices.
2. Our monthly theme for February was Construction Sites and Post Construction Storm Water Management.

Goal 7 - Pollution Prevention: Identify businesses and activities that may pose a stormwater contamination concern, and educate those specific audiences on methods of stormwater pollution prevention.

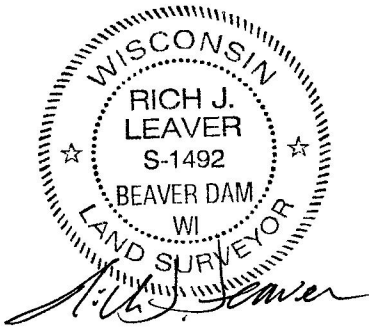
1. Pollution Prevention was our theme for January.
2. Educational efforts focused on community members and homeowners discussed various possible pollutants that they can help prevent from entering the waterways.
3. RRSB members had municipal/DPW employees complete online trainings via our Excel video library, Salt Wise, and Fortin virtual trainings.

Goal 8 - Green Infrastructure/Low Impact Development: Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development.

1. Green Infrastructure/Low Impact Development was October’s monthly theme.
2. By promoting things like rain gardens and educating people on erosion control, we promoted environmentally sensitive land development.

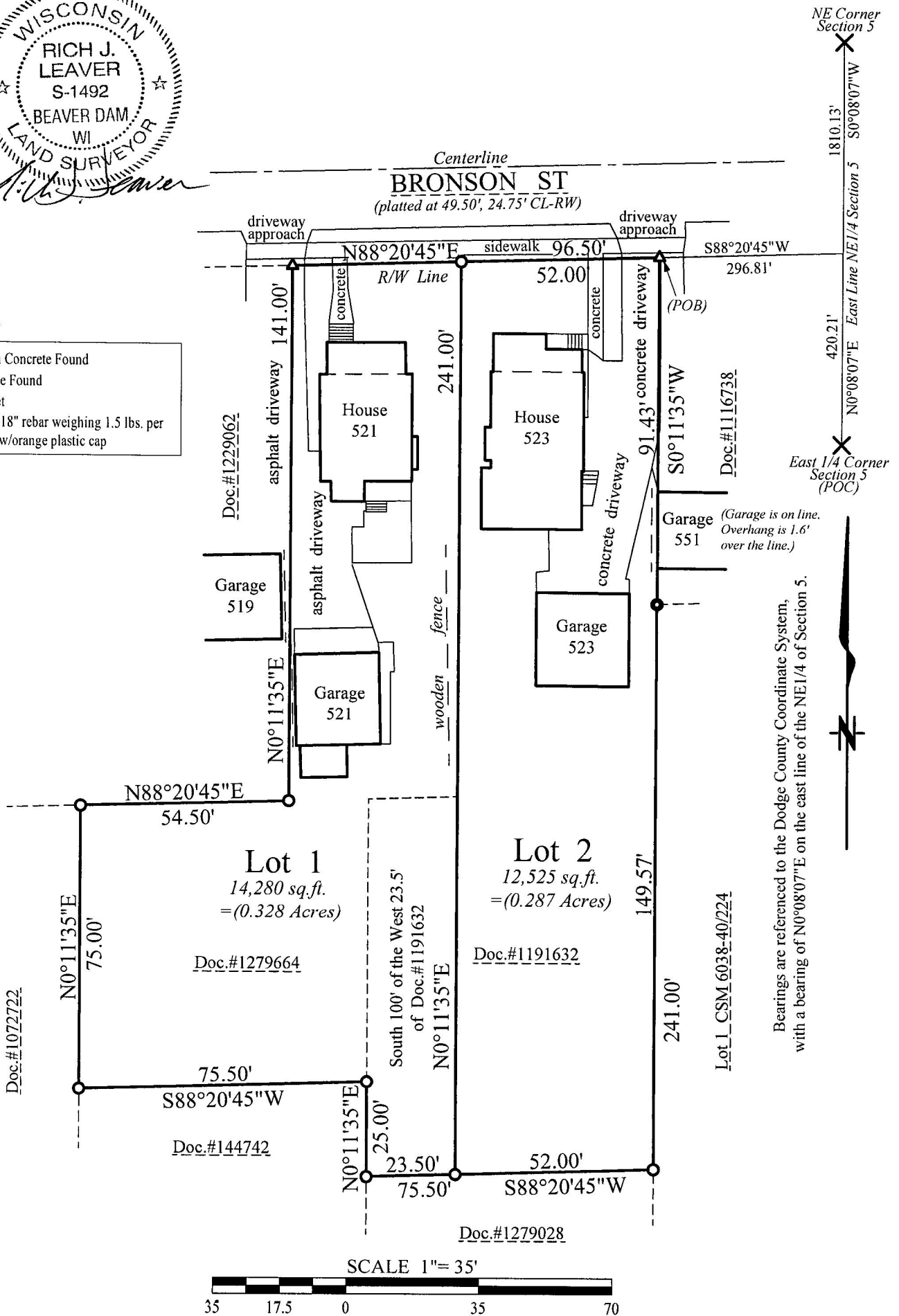
CERTIFIED SURVEY MAP NO. _____

For the William P. Wheeler
 Part of Outlot 65, South Ward as Described in Document #1191632
 And Document #1279664, Located in the SE1/4-NE1/4 of Section 5,
 T13N-R15E, City of Waupun, Dodge County, Wisconsin



LEGEND

✕	Saw Cut In Concrete Found
●	1" Iron Pipe Found
▲	PK Nail Set
○	Set 0.75"x 18" rebar weighing 1.5 lbs. per lineal foot w/orange plastic cap



CERTIFIED SURVEY MAP NO. _____

For the William P. Wheeler
Part of Outlot 65, South Ward as Described in Document #1191632
And Document #1279664, Located in the SE1/4-NE1/4 of Section 5,
T13N-R15E, City of Waupun, Dodge County, Wisconsin

Reason for the Survey

The owners, William P. Wheeler and Deborah L. Wheeler, are selling the South 100 feet of the West 23.5 feet of their property to the landowner west, Joshua L. Mulder. This becomes a sale of land to the adjacent landowner. The City of Waupun is requiring a 2-lot certified survey map of the resulting 2 properties to comply with their city subdivision ordinances.

SURVEYOR'S CERTIFICATE

I, Rich J. Leaver, Wisconsin Professional Land Surveyor, hereby certify that I have surveyed and mapped a parcel of land by the direction of William T. Wheeler, representing the owners. This parcel of land is described and located as indicated above, and more particularly described as the following:

Commencing at the East 1/4 Corner of Section 5, T13N-R15E
thence N0°08'07"E, 420.21 feet along the east line of the NE1/4 of Section 5;
thence S88°20'45"W, 296.81 feet to the point of beginning on the south right-of-way line of Bronson Street;
thence S0°11'35"W, 241.00 feet along a line partially bordering Lot 1 of Certified Survey Map No. 6038, Volume 40, page 224 of the Dodge County Register of Deeds to the NE corner of land described in Document #1279028 of said register;
thence S88°20'45"W, 75.50 feet to the NW corner of land described in Document #1279028 of said register;
thence N0°11'35"E, 25.00 feet to the NE corner of land described in Document #144742 of said register;
thence S88°20'45"W, 75.50 feet to the NW corner of land described in Document #144742 of said register;
thence N0°11'35"E, 75.00 feet to the NE corner of land described in Document #1072722 of said register;
thence N88°20'45"E, 54.50 feet to the SE corner of land described in Document #1229062 of said register;
thence N0°11'35"E, 141.00 feet along the east line of land described Document #1229062 to the south right-of-way line of Bronson Street;
thence N88°20'45"E, 96.50 feet along said south right-of-way line to the point of beginning.
Bearings are referenced to the Dodge County coordinate system.

The above-described parcel contains 26,805 square feet (0.615 acres) of land, and this parcel is subject to all easements and restrictions, either recorded or unrecorded, if any.

I further certify that the information contained herein is a correct representation of the boundaries of the land as surveyed and mapped, and that I have fully complied with the provisions of Chapter 236.34 of the revised Wisconsin State Statutes, and the subdivision ordinances of the City of Waupun, to the best of my knowledge and belief.



Rich J. Leaver, WI_LS-1492
Leaver Land Surveying LLC
W8871 Gossfeld Ln.
Beaver Dam, WI 53916
920-887-2401



CERTIFIED SURVEY MAP NO. _____

For the William P. Wheeler
Part of Outlot 65, South Ward as Described in Document #1191632
And Document #1279664, Located in the SE1/4-NE1/4 of Section 5,
T13N-R15E, City of Waupun, Dodge County, Wisconsin

Owners of Record
William P. Wheeler
Deborah L. Wheeler
523 Bronson St.
Waupun, WI 53963

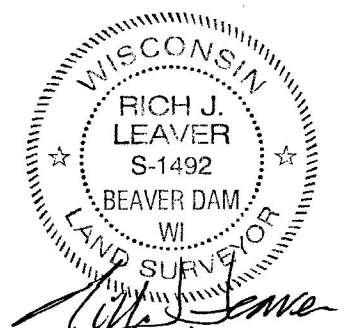
Joshua L. Mulder
521 Bronson St.
Waupun, WI 53963

CITY OF WAUPUN CERTIFICATE

Approved by the City of Waupun this _____ day of _____ 2022,

Julie Nickel, Mayor

Angela Hull, City Clerk/Treasurer and
Director of Human Resources





AGENDA SUMMARY SHEET

MEETING DATE: 3-8-22

TITLE: Authorization for Use of City Land - Hero's Hunt for Veterans

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane, Public Works Director

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

ISSUE SUMMARY

2022 provides for the 9th year the Hero's Hunt for Veterans have made request for the use of City land, located at the City Garage Landfill, for the hunting season.

Brian Ball requests to be able to hunt the land in September-November.

STAFF RECCOMENDATION:

Approve the request for hunting of City land.

ATTACHMENTS:

None

RECCOMENDED MOTION:

Motion to approve the Hero's Hunt for Veterans Program, the use of City land located at the City Garage Landfill, for hunting purposes

Waupun Downtown Promotions Inc.
PO Box 466
Waupun, WI 53963
920.948.4384
waupunfarmersmarket@gmail.com

February 23, 2021

Angie Hull, City Clerk City of Waupun

Dear Angie,

On behalf of the Waupun Downtown Promotions Inc., we are seeking council approval for the 2022 Downtown Farmers Market. Details are outlined below. Please let me know if you require additional information or have any questions.

Thank you for your time and consideration,

---Casey Koehler, Farmers Market Manager until NEW market manager is named.

2022 Downtown Farmers Market Information

Designated area: O'Connor, Wells, & Vander Werff LLC. Parking lot (111 E. Main St.) overflow onto Forest St and into City Halls parking lot if needed.

Dates: Saturdays: June 4th – September 24th, 2020

Time: 8am-12pm noon

Set up time: 7am – Take down 12pm clean up by 1pm

Fees:

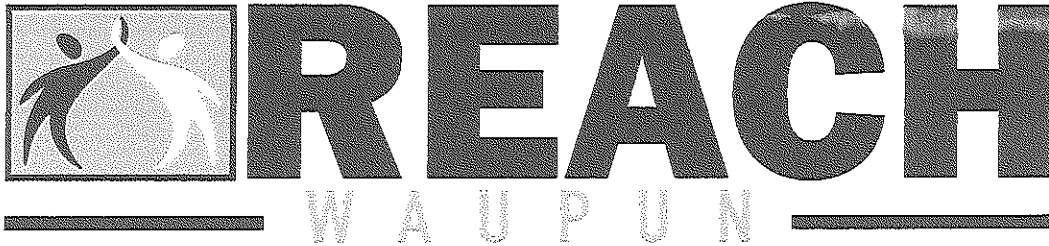
- Vendor, 17 ---week season pass, one stall: \$50
- Vendor, 17 --- week season pass, two stalls: \$85
- Vendor, weekly pass: \$10

Needs from the city (same as 2021):

- Access to City Hall (restrooms & electricity via interior outlet by west building entrance) via key issued to the Farmers Market Manager
- Barricades (four)
- Garbage can (two)
- Picnic table (one)
- Use of – access to – city storage building to house/store: barricades, garbage can, picnic table; as well as Farmers Market yard sign and tent.

Vendor List 2020:

Windy Hill Specialty Farm, LLC (beef); Highline Heritage Hogs (pork); R Sunny Arces LLC (eggs), Casey Despres: honey, syrup, canned goods & produce; Daybreak Gardens; Waunita Schlom: hand---made baby items; Liana Wagner: hand---made soaps & produce; Doris Trattles: hand---made dish cloths; Guth's Candy: coffee & popcorn; Beth Hull: crafts, Critters Inc (produce); Rueben Ruch (Garlic); Ren Floral LLC. (fresh flowers); Samantha Eachus (bakery); Howard & Shar TeBeest (flowers & produce); Lorna Patrouille (crafts); Don Pausma (pumpkins); Deborah Leser (crafts); Saputo Cheese USA - Sarah Post (cheese); Karla Ceman (jams & salsas); Leah Kielmann (crafts); Brenda Rilling (sewing items); Tom Dooley's Orchard - Sue Vande Slunt (bakery); Eric Schaver (asparagus); Engineered Organix LLC (CBD products); The Pickle Lady - Heidi Antoni (pickles), Sully's - Larry & Gail Sullivan (sporting goods & clothing); Jesalyn Casey (cupcakes); Terry Van Buren (woodworking); Kelly Pochant (paintings); Arlene Alecher (produce); Waupun High School Trap Team (Chicken Pot Pies); Waupun Kiwanis (produce – corns & beans).



February 16, 2022
REACH Waupun

Dear Angie,

In 2014, Waupun community members decided to **take action** when they saw students in the district with significant needs. In 2015, REACH was born as a nonprofit organization that would raise awareness of students' needs, while working to improve the physical, social, emotional, and economic health and well-being of Waupun area youth.

REACH continues to work towards our mission of making a positive and lasting impact on area youth. This is done through our programs, like REACH One youth mentoring, and partnerships, like providing taxi vouchers to the school district.

But in order to keep offering these services, we need your help!

Did you know that REACH Waupun is funded completely by the community? Funding comes through individual and business donations, a partnership with the Waupun Area School District, and three yearly fundraisers.

These fundraisers are a perfect opportunity for local businesses, such as yourself, to showcase your support for REACH and the youth in Waupun! Listed on the next pages are all the sponsorship opportunities for the 2022 fundraising events REACH is hosting. Businesses are welcome to sponsor as many events as they would like!

If you would like to claim one of these sponsorship opportunities, please contact Marketing Coordinator, Ellie Tenpas, at your earliest convenience at marketing@reachwaupun.org.

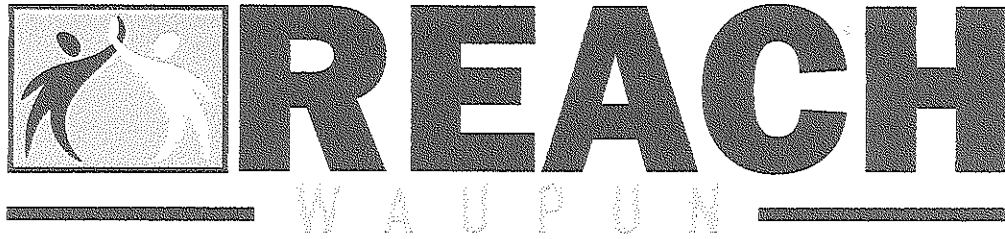
If interested, or looking for more information, we would love to talk more about what your sponsorship will go towards and how your business will be showcased at the sponsored event! We will be following up with you via email and phone over the next few weeks. We appreciate your past and continued support of REACH!

Sincerely,

REACH Waupun Marketing & Fundraising Committee

*Darian Schmitz
Grace Bruins*

*Ellie Tenpas
Terri Crisp*



The Spring Fling fundraiser takes place throughout April, and consists of a pancake breakfast on April 9, and a Craft and Sip night on April 30, as well as an online fundraiser.

Pancake Breakfast Sponsors - April 9

Gold Sponsor - \$1000

- Business name/logo included on all promotional materials
- 4 business recognition "shout-outs" on social media promotions
- Opportunity to have representation at the Event
- Business name/Logo on sponsor "thank you" cards at event
- Premier placement of logo on event website page

Silver Sponsors - \$500

- 2 business recognition "shout-outs" on social media promotions
- Opportunity to include promotional material at the event
- Business Name/Logo included on sponsor "thank you" cards at event
- Second tier placement of logo on event website

Bronze Sponsor - \$250

- 1 business recognition "shout-out" on social media promotions
- Business Name/Logo included on sponsor "thank you" cards at event
- Third tier placement of logo on event website

Craft and Sip Sponsors - April 30

Craft Sponsor - \$1000

- Business name/logo included on all promotional materials
- 4 business recognition "shout-outs" on social media promotions
- Opportunity to include promotional material at the event
- Business Name/Logo included on sponsor "thank you" cards at event
- Premier placement of logo on event website page

Sip Sponsor - \$500

- 2 business recognition "shout-outs" on social media promotions
- Opportunity to include promotional material at the event
- Business name/Logo on sponsor "thank you" cards at event
- Second tier placement of logo on event website

Dessert Sponsor - \$250

- 1 business recognition "shout-outs" on social media promotions
- Opportunity to include promotional material at the event
- Business name/Logo on sponsor "thank you" cards at event
- Third tier placement of logo on event website page



REACH Rally & Run Sponsorship Opportunities

Champion Sponsor - One available at \$3,000

To claim this sponsorship, please contact Ellie

Tenpas as soon as possible.

- ONLY business logo on participant giveaway bags
- Option to include promotional item in giveaway bags
- Recognition in all media promotions
- Business name and logo on event photo backdrop banner
- Premiere placement of logo on event website
- Premier placement of logo on event t-shirts
- Up to 5 free registration entries

Advocate Sponsors - \$1,500

- Business name and logo on event photo backdrop banner
- 5 business recognition "shout-outs" on social media promotions
- Option to include promotional item in giveaway bags
- Second tier placement of logo on event website
- Second tier placement of logo on event t-shirts
- 4 free registration entries

Partner Sponsors - \$1000

- Business name and logo on event photo backdrop banner
- 3 business recognition "shout-outs" on social media promotions
- Option to include promotional item in giveaway bags
- Third tier placement of logo on event website
- Third tier placement of logo on event t-shirts
- 3 free registration entries

Friend Sponsors - \$500

- Business name and logo on event photo backdrop banner
- 2 business recognition "shout outs" on social media promotions
- Option to include promotional item in giveaway bags
- Fourth tier placement of logo on event website
- Fourth tier placement of logo on event t-shirts
- 1 free registration entry

Supporter Sponsors - \$250

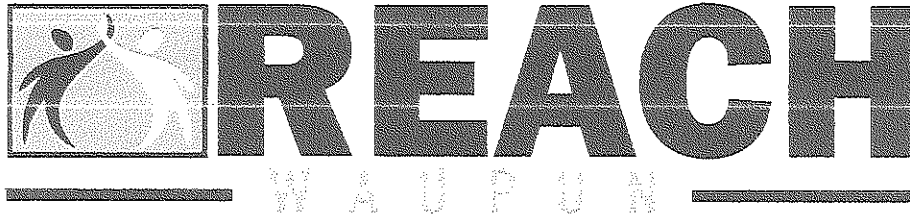
- Business name and logo on event photo backdrop banner
- Option to include promotional item in giveaway bags
- 1 business recognition "shout out" on social media promotions
- Fifth tier placement of logo on event website

NEW! Fun Run Sponsor - One available at \$1000

To claim this sponsorship, please contact Ellie

Tenpas as soon as possible.

- ONLY business name or logo on fun run t-shirts (separate from 5K shirts)
- 5 business recognition "shout-outs" on social media promotions
- Recognition on event website



Giving Tuesday Matched Donor Opportunities

November 29th, 2022 is Giving Tuesday, a global day of giving back. A one-day only matched donation fundraiser with an Open House at the REACH facility keeps this a simple, but effective, fundraiser! Matched Donor Sponsors for this event allow us to issue a challenge to the community to give back and have their donation go twice as far (or more!) Sponsors will receive website and social media recognition, and be able to showcase promotional materials of their businesses at the Open House.

As this event falls in our 2022-2023 fiscal year, sponsors for this event are asked to commit to the sponsorship, but to not send their donation until after July 1st, 2022.

Champion Sponsor - \$5000 (Only 2 available!)

- Business name/logo included on ALL promotional materials
- Opportunity to have representation at the Open House
- Business name/Logo on sponsor "thank you" cards at event
- Premier placement of logo on event website page

Advocate Sponsor - \$2500

- 6 business recognition "shout-outs" on social media promotions
- Opportunity to include promotional material at the Open House
- Business Name/Logo included on sponsor "thank you" cards at event
- Second tier placement of logo on event website

Partner Sponsor - \$1000

- 4 business recognition "shout-out" on social media promotions
- Opportunity to include promotional material at the Open House
- Business Name/Logo included on sponsor "thank you" cards at event
- Third tier placement of logo on event website

Friend Sponsor - \$500

- 2 business recognition "shout-out" on social media promotions
- Opportunity to include promotional material at the Open House
- Business Name/Logo included on sponsor "thank you" cards at event
- Fourth tier placement of logo on event website

Supporter Sponsor - \$250

- 1 business recognition "shout-out" on social media promotions
- Business Name/Logo included on sponsor "thank you" cards at event
- Fifth tier placement of logo on event website

**National Library Week 2022
Proclamation**

WHEREAS, libraries are accessible and inclusive places that foster a sense of connection and build community;

WHEREAS, libraries connect people to technology, providing access to broadband internet, computers, and training that are critical for accessing education and employment opportunities;

WHEREAS, libraries offer opportunities for everyone to connect with new ideas and become their best selves through access to multimedia content, programs, and classes – in addition to books;

WHEREAS, today’s libraries and their services extend far beyond the four walls of a building and everyone is welcome to use their resources;

WHEREAS, in times of crisis, libraries and library professionals play an invaluable role in supporting their communities both in person and virtually;

WHEREAS, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all;

WHEREAS, to adapt to our changing world, libraries are expanding their resources and continuing to meet the needs of their patrons;

WHEREAS, libraries have long served as trusted and treasured institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status;

WHEREAS, libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all;

WHEREAS, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week;

NOW, THEREFORE, be it resolved that I, Mayor Julie J. Nickel, proclaim **National Library Week, April 3-9, 2022**. During this week, I encourage all residents to connect with their library by visiting online or in person to access resources and services.

In recognition thereof, this Proclamation is presented this 8th day of
March, 2022

Julie J. Nickel, Mayor

Attest:

Angela J. Hull, City Clerk