



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

CALL TO ORDER

ROLL CALL

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

No Public Participation after this point.

CONSENT AGENDA

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

RECOMMENDATIONS FROM BOARDS, COMMISSIONS, COMMITTEES

- [2.](#) Certified Survey Map- Extraterritorial Zoning of W7587 Country Road AW (*Plan Commission 9/18/19*)
- [3.](#) Accept Retirement of Investigator Brian O'Donovan (*Fire & Police Commission 9-11-19*)
- [4.](#) Fill the Vacancy of the Waupun Police Department Local 317 WI Professional Police Association Investigator Position (*Fire & Police Commission 9-11-19*)
- [5.](#) Waupun Police Dept. Local 317 WI Professional Police Association 2020-2022 Employment Agreement (*Negotiations Committee 9-24-19*)
- [6.](#) Petition for annexation of land located at N2706 County Rd M. (*Plan Commission 9-18-19*)
- [7.](#) Sponsorship-Donations for Ash Tree Replacement in City Parks (*Recreation Board 9-23-19*)

CONSIDERATION - ACTION

- [8.](#) Approve Contract with Associated Appraisal for Contracted Services
- [9.](#) Lieutenant of Investigations Job Description
- [10.](#) Revised 2020 Budget Timeline (No Action)
- [11.](#) Review and Discuss 5-Year Capital Improvement and Equipment Plans (CIP)

CLOSED SESSION

The Waupun Common Council will adjourn in closed session under Section 19.85 (1) (c) (e) of the WI Statutes for:
(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

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

- [12.](#) Negotiating Land Sales from former MVP School Site
- [13.](#) Negotiating Land Sales for City Owned Lots at Oak and Fern Streets
- [14.](#) Negotiation of property located at 520 McKinley Street
- [15.](#) Consideration of 2020 total compensation adjustments for non-represented staff

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: 9/24/19

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

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

ISSUE SUMMARY:

The Consent Agenda consist of future meetings and gatherings of the Common Council and consideration of licenses and permits and payment of expenses.

Future Meetings and Gatherings

Monday, October 07, 2019	Community Services Open House	5:00pm-8:00p,	Waupun Safety Building
Tuesday, October 08, 2019	Common Council	6:00pm	Council Chambers-City Hall
Tuesday, October 29, 2019	Committee of the Whole	5:30pm	Council Chambers-City Hall
Tuesday, November 12, 2019	Common Council	6:00pm	Council Chambers-City Hall
Tuesday, November 26, 2019	Committee of the Whole	5:30pm	Council Chambers-City Hall
Tuesday, December 10, 2019	Common Council	6:00pm	Council Chambers-City Hall
TBD due to holiday	Committee of the Whole	5:30pm	Council Chambers-City Hall

License and Permit Applications

License: Temporary Class B
Applicant: Waupun Fine Arts
Date of Event: October 11-12, 2019
Location: Waupun City Hall, 201 E Main St., Waupun
Event Name: A Delightful Quarantine (Waupun Community Players)

License: Operator License
Applicant: Brianna Bohn, Dawn Dean, Klayton Gaumitz

STAFF RECOMENDATION:

Approve the Consent Agenda

ATTACHMENTS:

Expense Report

RECOMENDED MOTION:

Motion to approve the Consent Agenda. (Roll Call)

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
09/19/2019	98473	ADVANCED DISPOSAL	65,129.04
09/19/2019	98474	AGNESIAN WORK & WELLNESS-	1,048.00
09/19/2019	98475	AIRGAS USA, LLC	1,559.51
09/19/2019	98476	ALLIANT ENERGY/WP&L	683.84
09/19/2019	98477	BAYCOM	920.00
09/19/2019	98478	BAYCOM	1,512.00
09/19/2019	98479	BEAR GRAPHICS, INC.	387.33
09/19/2019	98480	BLACKSTONE TECHNOLOGIES LLC	1,208.70
09/19/2019	98481	BROKEN THREADS APPAREL & SCRE	612.00
09/19/2019	98482	BROWN CAB SERVICE INC	8,665.08
09/19/2019	98483	CAPITAL NEWSPAPERS	17.84
09/19/2019	98484	CAREW CONCRETE & SUPPLY INC	202.30
09/19/2019	98485	CHARTER COMMUNICATIONS	1,611.54
09/19/2019	98486	COTTINGHAM & BUTLER INSURANCE	62.00
09/19/2019	98487	COUSINEAU, MICHAEL J	325.00
09/19/2019	98488	DISPLAY SALES	425.00
09/19/2019	98489	ELECTION SYSTEMS & SOFTWARE	275.00
09/19/2019	98490	GUTH'S CANDY LLC	385.61
09/19/2019	98491	FIRE SAFETY USA INC	202.75
09/19/2019	98492	FIVE ALARM FIRE & SAFETY EQUIP	392.50
09/19/2019	98493	FLEETPRIDE	300.00
09/19/2019	98494	FOX VALLEY TECHNICAL COLLEGE	445.00
09/19/2019	98495	GUNDERSON, INC.	218.96
09/19/2019	98496	H & R SAFETY SOLUTIONS LLC	251.70
09/19/2019	98497	HANES GEO COMPONENTS	1,080.00
09/19/2019	98498	HOME CONTRACTORS & SUPPLY INC	35.06
09/19/2019	98499	KAST, MICHELLE	64.96
09/19/2019	98500	KWIK TRIP STORES	6,284.80
09/19/2019	98501	L & S TRUCK CENTER OF APPLETON	88.49
09/19/2019	98502	LAPPEN SECURITY PRODUCTS	38.00
09/19/2019	98503	LIFESTAR EMERGENCY MEDICAL	3,500.00
09/19/2019	98504	LYCON INC.	1,237.50
09/19/2019	98505	MARCO TECHNOLOGIES LLC	47.07
09/19/2019	98506	MENARDS - BEAVER DAM	549.99
09/19/2019	98507	MILTON PROPANE INC	145.17
09/19/2019	98508	MUNICIPAL CODE CORPORATION	10,300.00
09/19/2019	98509	NICKEL, JULIE	84.10
09/19/2019	98510	OSHKOSH OFFICE SYSTEMS	28.02
09/19/2019	98511	PTASCHINSKI CONSTRUCTION INC	294,147.60
09/19/2019	98512	PETTY CASH-POLICE DEPT.	40.00
09/19/2019	98513	PFALZGRAF, JOSEPH	21.00
09/19/2019	98514	PITNEY BOWES	159.60
09/19/2019	98515	PURCHASE POWER	1,005.00
09/19/2019	98516	RENNERTS	2,213.60
09/19/2019	98517	SCHNEIDER, RYAN	218.89
09/19/2019	98518	SCHWAAB INC.	560.00
09/19/2019	98519	SERVICE MOTOR COMPANY	82.53
09/19/2019	98520	SEVEN UP BOTTLING CO.-WATERTO	540.00
09/19/2019	98521	STARK PAVEMENT CORPORATION	144,694.50
09/19/2019	98522	STEALTH	870.00

Check Issue Date	Check Number	Payee	Amount
09/19/2019	98523	STICKS AND STONES	140.00
09/19/2019	98524	STOBB PLUMBING & HEATING, INC.	95.75
09/19/2019	98525	STREICHER'S	809.00
09/19/2019	98526	UMR	1,500.00
09/19/2019	98527	VANDE ZANDE & KAUFMAN, LLP	4,220.00
09/19/2019	98528	VON BRIESEN & ROPER, S.C.	357.50
09/19/2019	98529	WAUPUN EQUIPMENT COMPANY, INC.	68.79
09/19/2019	98530	WAUPUN UTILITIES	55,470.21
09/19/2019	98531	WI DEPT OF REVENUE	996.98
09/19/2019	98532	WI DEPARTMENT OF TRANSPORTATI	45.00
09/19/2019	98533	WPPI ENERGY	244.99
09/19/2019	98534	ZARNOTH BRUSH WORKS, INC.	864.60
09/19/2019	98535	WOLESKE CONSTRUCTION CO INC	33,634.00
Grand Totals:			<u>653,323.40</u>

Report Criteria:

Report type: Summary

Report Criteria:

[Report].Invoice Date = 09/19/2019

Invoice	Description	Invoice Date	Total Cost	GL Account
615 ADVANCED DISPOSAL				
E10001364657	Waupun Truck n Show 2019	09/19/2019	370.00	100-10-5534-3-38
E60000018029	Contaminated soil/rock - S Madison	09/19/2019	14,837.00	100-13850
E10001364657	aquatic center	09/19/2019	152.00	100-20-5523-3-36
E10001364657	Recycle	09/19/2019	8,752.26	420-70-5436-3-38
E10001364657	Residential Trash	09/19/2019	33,599.28	425-70-5476-3-38
E60000018029	Contaminated soil/rock - S Madison	09/19/2019	7,418.50	700-10-5192-8-00
Total 615 ADVANCED DISPOSAL:			65,129.04	
955 AGNESIAN WORK & WELLNESS-				
28602	Hearing Tests - PD	09/19/2019	484.00	100-40-5215-3-37
28769	Employee Physical - FD	09/19/2019	282.00	100-50-5231-3-38
28602	New Employee Physical - FD	09/19/2019	282.00	100-50-5231-3-38
Total 955 AGNESIAN WORK & WELLNESS:-			1,048.00	
987 AIRGAS USA, LLC				
9964119093	Chemicals - Pool	09/19/2019	917.45	100-20-5523-3-40
9964119092	Gas cylinders/hazmat handling	09/19/2019	642.06	100-70-5411-3-36
Total 987 AIRGAS USA, LLC:			1,559.51	
1174 ALLIANT ENERGY/WP&L				
3425110000-AUG19	MUSEUM monthly fuel charges	09/19/2019	15.65	100-20-5512-3-32
7255200000-AUG19	Senior Center monthly heat	09/19/2019	15.65	100-20-5513-3-32
5374620000-AUG19	Aquatic Center	09/19/2019	652.54	100-20-5523-3-32
Total 1174 ALLIANT ENERGY/WP&L:			683.84	
4088 BAYCOM				
SRVCE000000022758	repair damaged controller	09/19/2019	920.00	410-50-5231-4-00
Total 4088 BAYCOM:			920.00	
4089 BAYCOM				
022203	replace fire pagers that no longer work	09/19/2019	1,512.00	100-50-5232-3-36
Total 4089 BAYCOM:			1,512.00	
5009 BEAR GRAPHICS, INC.				
0830088	laser checks	09/19/2019	387.33	100-10-5141-3-38
Total 5009 BEAR GRAPHICS, INC.:			387.33	
5538 BLACKSTONE TECHNOLOGIES LLC				
191025	Performance Patch Mix	09/19/2019	1,208.70	100-70-5431-3-36
Total 5538 BLACKSTONE TECHNOLOGIES LLC:			1,208.70	
6143 BROKEN THREADS APPAREL & SCREE PINTING				
44177	K-9 supporter t-shirts	09/19/2019	612.00	410-48-4861-0-00
Total 6143 BROKEN THREADS APPAREL & SCREE PINTING:			612.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
6252 BROWN CAB SERVICE INC				
1769	August monthly taxi service 2019	09/19/2019	8,665.08	501-10-5154-3-38
Total 6252 BROWN CAB SERVICE INC:			8,665.08	
7058 CAPITAL NEWSPAPERS				
1660338	Public hearing - plan comm	09/19/2019	17.84	100-10-5110-3-35
Total 7058 CAPITAL NEWSPAPERS:			17.84	
7065 CAREW CONCRETE & SUPPLY INC				
1141896	storm sewer repair - Brandon St & Meadowview	09/19/2019	202.30	700-10-5192-3-36
Total 7065 CAREW CONCRETE & SUPPLY INC:			202.30	
10048 CHARTER COMMUNICATIONS				
64276-SEPT19	city hall - voice	09/19/2019	119.97	100-10-5197-3-31
13430-SEPT19	city hall - tv, internet, voice	09/19/2019	370.05	100-10-5197-3-31
16011-SEPT19	senior center - tv, internet, voice	09/19/2019	39.99	100-20-5513-3-31
16011-SEPT19	senior center - tv, internet, voice	09/19/2019	166.41	100-20-5513-3-38
54053-SEPT19	aquatic center	09/19/2019	100.23	100-20-5523-3-38
41336-SEPT19	PD - voice	09/19/2019	170.27	100-40-5211-3-31
18615-SEPT19	PD - tv, internet, voice	09/19/2019	334.08	100-40-5211-3-38
41336-SEPT19	FD - voice	09/19/2019	23.22	100-50-5231-3-31
15199-SEPT19	garage - tv, internet, voice	09/19/2019	287.32	100-70-5412-3-38
Total 10048 CHARTER COMMUNICATIONS:			1,611.54	
10555 COTTINGHAM & BUTLER INSURANCE SERVICES				
152767	travel expenses for Patrick	09/19/2019	62.00	100-10-5191-3-38
Total 10555 COTTINGHAM & BUTLER INSURANCE SERVICES:			62.00	
10582 COUSINEAU, MICHAEL J				
341724	curb work - 818 Taft Ln	09/19/2019	325.00	401-70-5436-8-00
Total 10582 COUSINEAU, MICHAEL J:			325.00	
11427 DISPLAY SALES				
INV-020280	flags for light poles downtown	09/19/2019	425.00	100-70-5410-3-36
Total 11427 DISPLAY SALES:			425.00	
12447 ELECTION SYSTEMS & SOFTWARE				
1097078	Dodge Cty - election machine modem	09/19/2019	275.00	100-10-5142-3-38
Total 12447 ELECTION SYSTEMS & SOFTWARE:			275.00	
12590 GUTH'S CANDY LLC				
21596	K-9 Brat Fry	09/19/2019	385.61	410-48-4861-0-00
Total 12590 GUTH'S CANDY LLC:			385.61	
13011 FIRE SAFETY USA INC				
126672	seat belt cutter - new firefighter's supplies	09/19/2019	90.00	100-50-5232-3-38
125420	gloves/res-q-me tool - new firefighter's supplies	09/19/2019	112.75	100-50-5232-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 13011 FIRE SAFETY USA INC:			202.75	
13261 FIVE ALARM FIRE & SAFETY EQUIP				
190157-1	Annual hurst jaws of life service	09/19/2019	392.50	100-50-5232-3-38
Total 13261 FIVE ALARM FIRE & SAFETY EQUIP:			392.50	
13354 FLEETPRIDE				
35484468	hydraulic cylinder repair	09/19/2019	460.80	100-70-5411-3-36
35527599	credit - hydraulic cylinder repair	09/19/2019	160.80-	100-70-5411-3-36
Total 13354 FLEETPRIDE:			300.00	
13850 FOX VALLEY TECHNICAL COLLEGE				
TPB0000545806	training - Gerritsen	09/19/2019	445.00	100-40-5215-3-37
Total 13850 FOX VALLEY TECHNICAL COLLEGE:			445.00	
15075 GUNDERSON, INC.				
777223	CITY HALL rugs	09/19/2019	62.93	100-70-5410-3-36
779345	Library Rugs	09/19/2019	61.18	100-70-5410-3-36
779351	fire Dept-Rugs	09/19/2019	50.17	100-70-5410-3-36
778492	Garage supplies	09/19/2019	26.29	100-70-5411-3-36
778493	Uniform/charges	09/19/2019	18.39	100-70-5412-3-38
Total 15075 GUNDERSON, INC.:			218.96	
15297 H & R SAFETY SOLUTIONS LLC				
4213	firefighter safety supplies	09/19/2019	251.70	100-50-5232-3-38
Total 15297 H & R SAFETY SOLUTIONS LLC:			251.70	
15465 HANES GEO COMPONENTS				
64-636945	Supplies - landscape work at Tanner Park	09/19/2019	1,080.00	100-70-5410-3-36
Total 15465 HANES GEO COMPONENTS:			1,080.00	
16001 HOME CONTRACTORS & SUPPLY INC.				
29370	horse shoe pit supplies - West End Park	09/19/2019	35.06	100-70-5410-3-36
Total 16001 HOME CONTRACTORS & SUPPLY INC.:			35.06	
16883 KAST, MICHELLE				
9-19-19	mileage reimb for WGFOA conf in Wi Dells	09/19/2019	64.96	100-10-5153-3-37
Total 16883 KAST, MICHELLE:			64.96	
17175 KWIK TRIP STORES				
PD-AUG19	Police Dept monthly fuel	09/19/2019	2,581.02	100-40-5212-3-38
FD-AUG19	Fire dept monthly fuel	09/19/2019	315.93	100-50-5232-3-38
DPW-AUG19	DPW monthly fuel purchases	09/19/2019	15.26	100-70-5410-3-36
DPW-AUG19	DPW monthly fuel purchases	09/19/2019	2,957.74	100-70-5411-3-38
DPW-AUG19	DPW monthly fuel purchases	09/19/2019	414.85	700-10-5192-3-38
Total 17175 KWIK TRIP STORES:			6,284.80	

Invoice	Description	Invoice Date	Total Cost	GL Account
17182 L & S TRUCK CENTER OF APPLETON				
255165	parts for new fuel tank - 7-03	09/19/2019	88.49	100-70-5411-3-36
Total 17182 L & S TRUCK CENTER OF APPLETON:			88.49	
17281 LAPPEN SECURITY PRODUCTS				
LSPQ41749	rekey cylinder - master key high sec cylinder	09/19/2019	38.00	100-70-5410-3-36
Total 17281 LAPPEN SECURITY PRODUCTS:			38.00	
17759 LIFESTAR EMERGENCY MEDICAL				
19-0903	ACLS Service August	09/19/2019	3,500.00	100-10-5255-3-38
Total 17759 LIFESTAR EMERGENCY MEDICAL:			3,500.00	
17912 LYCON INC.				
0881815-IN	concrete - Wilcox Park - ADA	09/19/2019	1,237.50	400-20-5525-8-00
Total 17912 LYCON INC.:			1,237.50	
18459 MARCO TECHNOLOGIES LLC				
INV6731505	Konica/A7PY011X001	09/19/2019	47.07	100-40-5211-3-38
Total 18459 MARCO TECHNOLOGIES LLC:			47.07	
18961 MENARDS - BEAVER DAM				
61749	refrigerator for city hall	09/19/2019	549.99	100-70-5410-3-36
Total 18961 MENARDS - BEAVER DAM:			549.99	
19169 MILTON PROPANE INC				
T403366	fork lift cylinders	09/19/2019	145.17	100-70-5411-3-36
Total 19169 MILTON PROPANE INC:			145.17	
19695 MUNICIPAL CODE CORPORATION				
00333138	municode meeting subscription 9/1/19-8/31/20	09/19/2019	2,750.00	100-10-5197-3-38
00333138	annual website hosting maint support	09/19/2019	4,300.00	100-10-5197-3-38
00331256	Website enhancement	09/19/2019	750.00	100-80-5670-3-38
00333138	Website enhancement	09/19/2019	2,500.00	100-80-5670-3-38
Total 19695 MUNICIPAL CODE CORPORATION:			10,300.00	
20480 NICKEL, JULIE				
9-19-19	mileage reimbursement - league of WI Munic meeting	09/19/2019	84.10	100-10-5110-3-37
Total 20480 NICKEL, JULIE:			84.10	
20900 OSHKOSH OFFICE SYSTEMS				
AR42421	copy machine MPC 3500 - fire dept	09/19/2019	28.02	100-50-5231-3-30
Total 20900 OSHKOSH OFFICE SYSTEMS:			28.02	
20996 PTASCHINSKI CONSTRUCTION INC				
6	128 N Madison Driveway Charges	09/19/2019	931.60	100-13850
6	Madison St Constr-Pmt 6	09/19/2019	68,237.07	400-70-5436-8-00
6	Madison St Constr-Pmt 6	09/19/2019	224,978.93	700-10-5192-8-00

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 20996 PTASCHINSKI CONSTRUCTION INC:			294,147.60	
21550 PETTY CASH-POLICE DEPT.				
9-19-19	FBI training/shoot for Scott & Jeremy	09/19/2019	40.00	100-40-5211-3-37
Total 21550 PETTY CASH-POLICE DEPT.:			40.00	
21557 PFALZGRAF, JOSEPH				
9-19-19	reimburse meals - training	09/19/2019	21.00	100-40-5211-3-37
Total 21557 PFALZGRAF, JOSEPH:			21.00	
21805 PITNEY BOWES				
3309572196	lease for mail machine - PD	09/19/2019	159.60	100-40-5211-3-33
Total 21805 PITNEY BOWES :			159.60	
22324 PURCHASE POWER				
9-19-19	refill postage machine	09/19/2019	1,000.00	100-10-5141-3-33
9-19-19	Postage overage fee	09/19/2019	5.00	100-16210
Total 22324 PURCHASE POWER:			1,005.00	
22750 RENNERTS				
41261	repair hose & failed valves found during pump testing	09/19/2019	1,237.56	100-50-5232-3-36
41248	repair valves that failed during vaccum test	09/19/2019	976.04	100-50-5232-3-36
Total 22750 RENNERTS:			2,213.60	
23274 SCHNEIDER, RYAN				
9-19-19	Meal reimbursement - WNOA Training/K9 training	09/19/2019	58.79	100-40-5215-3-37
9-19-19	reimbursement for K9 Expenses - Brat fry	09/19/2019	160.10	410-48-4861-0-00
Total 23274 SCHNEIDER, RYAN:			218.89	
23349 SCHWAAB INC.				
C061428	waste removal schedule magnets	09/19/2019	560.00	420-70-5436-3-38
Total 23349 SCHWAAB INC.:			560.00	
23550 SERVICE MOTOR COMPANY				
P09175	repair hydraulic leak	09/19/2019	119.79	100-70-5411-3-36
CREDIT	credit	09/19/2019	37.26-	100-70-5411-3-36
Total 23550 SERVICE MOTOR COMPANY:			82.53	
23573 SEVEN UP BOTTLING CO.-WATERTOW				
415990	aquatic center - concessions	09/19/2019	265.00	100-20-5523-3-39
416483	aquatic center - concessions	09/19/2019	325.00	100-20-5523-3-39
51514	credit-return	09/19/2019	50.00-	100-20-5523-3-39
Total 23573 SEVEN UP BOTTLING CO.-WATERTOW:			540.00	
24116 STARK PAVEMENT CORPORATION				
62124R	Mill & Overlay Brandon St & N Madison St	09/19/2019	3,617.36	400-70-5436-8-00
62124	Mill & Overlay Brandon St & N Madison St	09/19/2019	141,077.14	400-70-5436-8-00

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 24116 STARK PAVEMENT CORPORATION:			144,694.50	
24200 STEALTH				
4132	Pest control services - City Hall	09/19/2019	300.00	100-70-5410-3-36
4131	Pest control services - City Garage	09/19/2019	285.00	100-70-5410-3-36
4123	Pest control services - Library	09/19/2019	285.00	100-70-5410-3-36
Total 24200 STEALTH:			870.00	
24350 STICKS AND STONES				
10919	275 S Madison St - mowing, bagging, trimming	09/19/2019	140.00	100-70-5613-3-38
Total 24350 STICKS AND STONES:			140.00	
24400 STOBBS PLUMBING & HEATING, INC.				
10531	parts - repair urinal - city hall	09/19/2019	95.75	100-70-5410-3-36
Total 24400 STOBBS PLUMBING & HEATING, INC.:			95.75	
24470 STREICHER'S				
1387964	ball panel set/carrier/trauma plates	09/19/2019	809.00	100-40-5212-3-38
Total 24470 STREICHER'S:			809.00	
25475 UMR				
0007927535	2019 Short term disability renewal	09/19/2019	1,500.00	100-10-5143-3-38
Total 25475 UMR:			1,500.00	
26042 VANDE ZANDE & KAUFMAN, LLP				
AUG2019	monthly City Attorney Fees	09/19/2019	4,220.00	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			4,220.00	
26465 VON BRIESEN & ROPER, S.C.				
297559	Personnel	09/19/2019	357.50	100-10-5143-3-38
Total 26465 VON BRIESEN & ROPER, S.C.:			357.50	
27000 WAUPUN EQUIPMENT COMPANY, INC.				
76491W	coupler/fitting - oil leak	09/19/2019	66.06	100-70-5411-3-36
76914W	sensor	09/19/2019	65.78	100-70-5411-3-36
76068W	exchanger	09/19/2019	555.10	100-70-5411-3-36
68305W	credit	09/19/2019	833.15	100-70-5411-3-36
76972W	Plastic tarps for contaminated soil/rock	09/19/2019	215.00	400-70-5436-8-00
Total 27000 WAUPUN EQUIPMENT COMPANY, INC.:			68.79	
27450 WAUPUN UTILITIES				
4744	WPP1 monthly email user/archiving accts	09/19/2019	224.00	100-10-5197-3-38
AUG2019	Monthly utility charges	09/19/2019	271.26	100-20-5512-3-32
AUG2019	Monthly utility charges	09/19/2019	343.71	100-20-5513-3-32
AUG2019	Monthly utility charges	09/19/2019	5,240.07	100-20-5523-3-32
AUG2019	Monthly utility charges	09/19/2019	4,375.96	100-20-5525-3-32
AUG2019	Monthly utility charges	09/19/2019	1,226.90	100-40-5211-3-32
AUG2019	Monthly utility charges	09/19/2019	715.08	100-50-5231-3-32
AUG2019	Monthly utility charges	09/19/2019	16.00	100-50-5251-3-32

Invoice	Description	Invoice Date	Total Cost	GL Account
AUG2019	Monthly utility charges	09/19/2019	3,139.62	100-70-5410-3-32
AUG2019	Monthly utility charges	09/19/2019	1,331.19	100-70-5412-3-32
AUG2019	Monthly utility charges	09/19/2019	247.94	100-70-5441-3-32
AUG2019	Monthly utility charges	09/19/2019	11,884.12	100-70-5442-3-32
AUG2019	Monthly utility charges	09/19/2019	2,882.92	210-60-5511-3-32
4747	Walker St - Kopplin & Kinas	09/19/2019	22,667.55	400-70-5436-8-00
AUG2019	Monthly utility charges	09/19/2019	40.14	700-10-5192-3-32
4745	Stormwater Billing & Collection Fees	09/19/2019	863.75	700-10-5192-3-38
Total 27450 WAUPUN UTILITIES:			55,470.21	
28911 WI DEPT OF REVENUE				
9-19-19	manufacturing peoperty assessment - FDL	09/19/2019	59.22	100-30-5152-3-38
9-19-19	manufacturing peoperty assessment - Dodge	09/19/2019	937.76	100-30-5152-3-38
Total 28911 WI DEPT OF REVENUE:			996.98	
28963 WI DEPARTMENT OF TRANSPORTATION				
395-0000144137	Training - Master Train the Trainer - PD	09/19/2019	45.00	100-40-5215-3-37
Total 28963 WI DEPARTMENT OF TRANSPORTATION:			45.00	
29836 WPPI ENERGY				
INV12313	Docking station	09/19/2019	124.99	410-10-5140-4-00
INV12313	Docking station	09/19/2019	120.00	410-20-5513-4-00
Total 29836 WPPI ENERGY:			244.99	
29900 ZARNOTH BRUSH WORKS, INC.				
0176879-IN	brooms for sweeper	09/19/2019	864.60	700-10-5191-3-38
Total 29900 ZARNOTH BRUSH WORKS, INC.:			864.60	
300074 WOLESKE CONSTRUCTION CO INC				
4	Seymour St Utility & Roadway Ext	09/19/2019	33,634.00	401-70-5436-8-00
Total 300074 WOLESKE CONSTRUCTION CO INC:			33,634.00	
Grand Totals:			653,323.40	

Report GL Period Summary

GL Period	Amount
09/19	653,323.40
Grand Totals:	653,323.40

Vendor number hash: 1912387
Vendor number hash - split: 2485375
Total number of invoices: 97
Total number of transactions: 126

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	653,323.40	.00	653,323.40
Grand Totals:	653,323.40	.00	653,323.40

Report Criteria:

[Report].Invoice Date = 09/19/2019

CERTIFIED SURVEY MAP NO. _____

For Craig Slings

Part of the NE1/4-NW1/4 of Section 1, T13N-R14E,
Town of Trenton, Dodge County, Wisconsin

SURVEYOR'S CERTIFICATE

I, Rich J. Leaver, Wisconsin Licensed Land Surveyor, hereby certify that I have surveyed, divided and mapped a parcel of land by the direction of Craig Slings, representing the owner. This parcel is located and described as indicated above, and more particularly described as the following:

Commencing at the South 1/4 Corner of Section 36, T14N-R14E,
thence S89°38'10"W, 966.33 feet along the south line of the SW1/4 of Section 36;
thence S0°21'50"E, 63.02 feet to the point of beginning on the south right-of-way line of County Highway AW;
thence continuing S0°21'50"E, 261.19 feet;
thence S89°38'10"W, 326.00 feet;
thence N0°21'50"W, 269.02 feet to said south right-of-way line;
thence S87°59'53"E, 175.83 feet along said south right-of-way line to an angle point;
thence N89°51'20"E, 150.32 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 85,928 square feet (1.973 acres) of land, and is also subject to all easements, including utility 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 surveyed and mapped, and that I have fully complied with the provisions of Chapter 236.34 of the revised Wisconsin State Statutes, and the Dodge County Land Use Code, and the subdivision ordinances of the Town of Trenton in surveying and mapping the same, 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



Owner of Record

Greenfield Oaks LLC
W12493 County Road AW
Waupun, WI 53963

Dodge County
2019-0374

Dodge County Land Resources and Parks Committee restrictions placed on Lot 1:

Only one single family residential unit may be located on this lot, unless this lot is successfully rezoned into a zoning district which allows for additional residential units.

This lot shall not be further divided for the purpose of residential use until after 15 years from the recording date of this certified survey map, unless the Official Dodge County Zoning Map is amended so that the subject parcel is rezoned out of an agricultural zoning district, or this restriction has been released in accordance with the provisions of the Dodge County Land Use Code and the Town of Trenton.

The owner and subsequent owners of this non-farm residential lot hereby agree to comply with Subsection 9.1, Right to Farm provisions of the Dodge County Land Use Code, and that they will not cause unnecessary interference with adjoining farming operations producing agricultural products and using generally accepted agricultural practices, including access to active farming operations.

CERTIFIED SURVEY MAP NO. _____

For Craig Slings
Part of the NE1/4-NW1/4 of Section 1, T13N-R14E,
Town of Trenton, Dodge County, Wisconsin

Town Board Certificate

State of Wisconsin)
Dodge County) ^{SS}

This certified survey map and the resulting lot are hereby approved in accordance with the Town of Trenton subdivision ordinances.

Dated this 11 day of September, 2019

Russell Kottke
Russell Kottke, Chairman Town of Trenton

Dodge County
2019-0374

Extraterritorial Jurisdiction Approval City of Waupun

This certified survey map and the resulting lot are hereby approved in accordance with the City of Waupun, by its extraterritorial jurisdiction.

Julie Nickel, Mayor

Dated this _____ day of _____, 2019

Angela Hull, Clerk

Dated this _____ day of _____, 2019





AGENDA SUMMARY SHEET

MEETING DATE: September 24, 2019

TITLE: **Accept Retirement of Investigator Brian O'Donovan** (Motion)

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Scott Loudon, Police Chief

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

ISSUE SUMMARY:

Investigator Brian O'Donovan, who was hired with the Waupun Police Department on December 8, 1981, has submitted his retirement to be effective January 3, 2020.

At the September 11, 2019 Fire and Police Commission, motion was made to recommend to the Common Council to accept the retirement of Investigator O'Donovan.

STAFF RECCOMENDATION:

Accept the retirement of Investigator O'Donovan.

ATTACHMENTS:

Retirement letter from Investigator O'Donovan

RECCOMENDED MOTION:

Motion to accept the retirement of Investigator Brian O'Donovan, effective January 3, 2020.

AGENDA ITEM: #

DATE: [EnterDate]



WAUPUN POLICE DEPARTMENT

16 E. Main Street
Waupun, Wisconsin 53963
Phone (920) 324-7911 * Fax (920) 324-7902

Scott Loudon
Chief

Jeremy Rasch
Deputy Chief

08/28/2019

It is with a heavy heart and some regret that I, Brian O'Donovan am writing this letter. This letter is to state that as of January 3, 2020 I will be retiring from the only job that I have loved. That job was serving the fine City of Waupun as Police Officer for the last 38 years. It has been an honor and privilege to serve as a patrolman, police school liaison officer, juvenile officer and a detective for this police department.

I have gone through many trials and tribulations as a police officer for this fine community. I have seen the bad in people and I have seen the good in people. I have seen the positive that this community has to offer.

I have worked with a great group of people during my years at the Waupun Police Department. This group of people has been my family through thick and thin. My police family helped me with the untimely death of my first wife

I have worked with four Police Chiefs in my employment as City of Waupun Police Officer: Chief Robert Kindschuh, Chief Thomas Wincher, Chief Dale Heeringa and Chief Scott Loudon. I have been proud to serve with each and every one of them. Each has taught me how to become a better law enforcement officer.

This letter is confirming that on January 3, 2020 I, Detective Brian O'Donovan will be retiring from the Waupun Police Department at the rank of detective.

May God bless and protect the men and women in blue of the Waupun Police Department.

Sincerely,

A handwritten signature in black ink that reads "Brian O'Donovan". The signature is written in a cursive, flowing style.

Brian O'Donovan

09/18/19
1438

MV
09/18/19
2:41 p.m.

2:36 p.m.

September 18, 2019

**TENTATIVE AGREEMENT OF THE CITY OF WAUPUN AND
WAUPUN POLICE DEPARTMENT, LOCAL 318, WPPA
FOR A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT**

1. **Term.** Discuss duration of the successor agreement to be determined based on economic and non-economic provisions of agreement.
2. **Wages.** The City will offer a fair wage during the contract term and may propose to adjust the wage schedule based on economics.

- a. 2020: January 1, 2020 3.0%
- b. 2021:
 - i. First pay period after April 1, 2021 1.5%
 - ii. First pay period after October 1, 2021 1.0%
- c. 2022:
 - i. First pay period after April 1, 2022 1.5%
 - ii. First pay period after October 1, 2022 1.0%

3. **Article XII, Section 12.08 – Compensatory Time.** Change Section 12.08 to reflect that compensatory time not used by December 1 will be paid on a payroll in December. Comp. Modify the following paragraph to state as follows

Employees shall be allowed to carry-over up to forty-eight (48) hours, of compensatory time past December 1 of the prior year. Carry-over hours are to be used by April 1 of each year; or shall be paid out to the employee.

4. **Article XXI, Section 21.01 – Hospital and Medical Insurance.** Change the employer premium contribution from 92.5% as follows:

2020:	January 1, 2020	90.0%
2021:	January 1, 2021	89.0%
2022:	January 1, 2022	88.0%

5. **Article XXVIII, Section 28.01 Wisconsin Retirement Fund, Section 28.01.** Increase the employee share of the WRS contribution to the full employee contribution by adjusting the employer share of the employee contribution from 4.0% as follows:

2020:	January 1, 2020	3.0%
2021:	January 1, 2021	2.0%
2022:	January 1, 2022	1.0%
	December 31, 2022 (end of day)	0.0%

6. **Archaic language clean-up and clarification of errors.**

- a. **Article XV, Section 15.08.** Change XVII reference to XV in Section 15.08.
- b. **Article XXI, Section 21.05 –** Delete the sentence “Employees will be afforded the opportunity to participate in a 125K Plan.” Create the sentence “Employees will be afforded the opportunity to participate in a Section 125 Plan” and place it at the end of the first paragraph of Article XXI, Section 21.01

- c. Page 26: Section 1.06. The individual assigned responsibility for juvenile investigators Police School Liaison Officer will receive an additional fifty cents (\$0.50) per hour.

7. **Article II Negotiations. Section 2.01:** Negotiations shall proceed in the following manner: The party requesting negotiations shall notify the other party in writing of its requests by the 15th day of July of the year during which this contract shall expire. ~~Within thirty (30) days of the request for such meeting, the parties shall will meet to~~ exchange initial proposals by August 1 and may exchange written initial proposals prior to ~~and the first negotiations session.~~ Negotiations shall proceed pursuant to Wisconsin Statutes, Section 111.70.

8. **Article VI - FAIR SHARE AGREEMENT Dues Deduction.** Section 6.01 The Employer agrees to deduct monthly dues in the amount certified by the WPPA/LEER from the pay of employees who individually sign a dues deduction authorization form supplied by the WPPA/LEER affirmatively consenting to the deduction of dues from the employee's paycheck, including any Local Association dues which the employee has authorized to be deducted in conjunction with the WPPA/LEER dues.

Section 6.02 It shall be WPPA/LEER's responsibility to obtain dues authorization forms approved by the employer from new employees and provide them to employer no less than 30 days prior to the date in which dues deductions are to commence.

Section 6.03 The employer shall notify the local Association representative or WPPA of all new hires of the bargaining unit within 10 days of their start date.

Section 6.04 The Employer shall deduct the combined dues amount each month for each employee requesting such deduction, upon receipt of such form and shall remit the total of such deductions, with a list of employees from whom such sums have been deducted, to the WPPA/LEER or Local Association if applicable, in one lump sum not later than the 15th of each month.

Section 6.05 Authorization of dues deduction by a voluntary member may be revoked upon notice in writing to the Employer, WPPA or to the Local Association.

Section 6.06. No employee shall be required to join the Association, but membership in the Association shall be made available to all employees in the bargaining unit who apply consistently with the either the WPPA or local Association Constitution and By-Laws. No employee shall be denied membership because of race, creed, color, sex or other legally protected class status.

Section 6.07 It is expressly understood and agreed that WPPA/LEER will refund to the Employer any dues erroneously deducted by the Employer and paid to WPPA/LEER and/or the Local Association. WPPA/LEER shall indemnify, defend and hold harmless the Employer against any and all third party claims, demands, suits, orders, judgments or other forms of liability against or incurred by the Employer, including all costs of defense and attorney's fees, which may arise out of the action taken or not taken by the Employer's compliance with this Article, provided that the defense of such claims,

demands, suits or other forms of liability shall not be interpreted to preclude the Employer from participating in any legal proceedings challenging the application or interpretation of the Article through representatives of the Employer's own choosing and at its own expense.

9. **Article VIII – Seniority:** The City may hire external applicants and set initial compensation and vacation at a higher step than the lowest rate, as determined in the discretion of the City, but shall not exceed the applicant's actual prior years of full-time law enforcement service or the existing schedule in the applicable current collective bargaining agreement. The applicant's wage step shall determine the amount of vacation due the applicant. Lateral transfer hires may accrue one day of vacation for each full month worked and that vacation time may be used as earned during the first calendar year of employment. Then on January 1, the officer will be credited with the full amount of vacation that is in direct correlation with the pay step at which they were hired to then be accrued over the course of the year per Section 14.02. Employee seniority shall be determined by Article VIII. The lateral applicant shall be advanced twelve (12) days of sick leave on date of hire and, after completion of the first full year of employment, an additional twelve (12) days of sick leave, with the understanding that no further sick leave will accrue until the month of employment that follows the month in which the same number of sick hours would have accrued naturally. Thereafter, they will accrue sick leave in accordance with the provisions Article 15. Such sick leave provided herein is not considered earned until the month has passed and any leave used in excess of leave that would otherwise be earned shall be deducted from any final paychecks or repaid to the City in the event the employee leaves employment before such time is considered earned.

VANDE ZANDE & KAUFMAN, LLP
ATTORNEYS AT LAW

408 EAST MAIN STREET
POST OFFICE BOX 430
WAUPUN, WISCONSIN 53963-0430
(920) 324-2951
FACSIMILE (920) 324-2968

received
8/12/19 via mail
AK

DANIEL L. VANDE ZANDE, JD, PhD
COURT COMMISSIONER
dan@vklaw.us

CLARENCE VANDE ZANDE
1952 -1999

SAM KAUFMAN
COURT COMMISSIONER
sam@vklaw.us

August 8, 2019

Ms. Angela Hull
Waupun City Clerk
201 East Main Street
Waupun, WI 53963

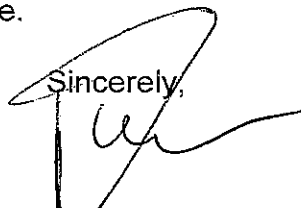
Re: Annexation Petition of Molly Gilbertson and Sydney Hintz

Dear Angie:

I enclose to you the original Petition for direct annexation to the City of Waupun of real estate owned by Molly Gilbertson, together with the appropriate municipal filing fee. This real estate is currently located in the Town of Waupun and I am therefore sending a copy of the petition to the Town Clerk on this date.

I am also sending a copy of the petition to the Wisconsin Department of Administration, together with a Request for Annexation Review, and the statutory review fee.

If you have any questions, please contact me.

Sincerely,


Daniel L. Vande Zande

DVZ/mb
enc.

cc: Wisconsin Department of Administration, w/ enc.
Clerk, Town of Waupun, w/ enc.
Molly Gilbertson and Sydney Hintz

PETITION FOR DIRECT ANNEXATION

TO: Waupun Common Council
Ms. Angela Hull, City Clerk
201 East Main Street
Waupun, WI 53963-0232

Molly Gilbertson and Sydney P. Hintz ("the petitioners") respectfully petition the City of Waupun for annexation by unanimous approval, in accordance with Chapter 66 of the Wisconsin Statutes, as follows:

1. The real estate to be annexed to the City of Waupun ("the real estate") is presently located in the Town of Waupun and is more particularly described on Exhibit "A" to this petition, which is attached and incorporated here by reference.

2. Molly Gilbertson is the sole owner of all of the real estate proposed for annexation. Molly Gilbertson and Sydney P. Hintz constitute all of the electors residing on the real estate proposed for annexation.

3. The real estate is contiguous to the City of Waupun, and is not presently served by any public sewer facility.

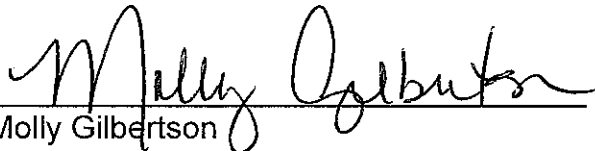
4. A scale map showing the real estate to be annexed and its proximity to the present corporate limits of the City of Waupun is included on Exhibit "B" to this petition, which is attached and incorporated here by reference.

5. Simultaneously with the filing of this petition the petitioners are filing a copy of the petition and map with the Clerk of the Town of Waupun, and the Department of Administration, 101 E. Wilson Street, PO Box 1645, Madison, Wisconsin, 53701.

WHEREFORE, the petitioners respectfully request the following:

- (a) The real estate be annexed to the City of Waupun.
- (b) The real estate be zoned R-1, Single Family Residential.
- (c) The real estate be provided with sewer service.
- (d) The real estate be placed in the Sixth Aldermanic District

Dated this 7 day of August, 2019.


Molly Gilbertson
Petitioner

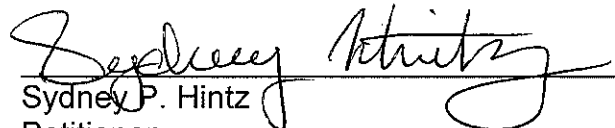

Sydney P. Hintz
Petitioner

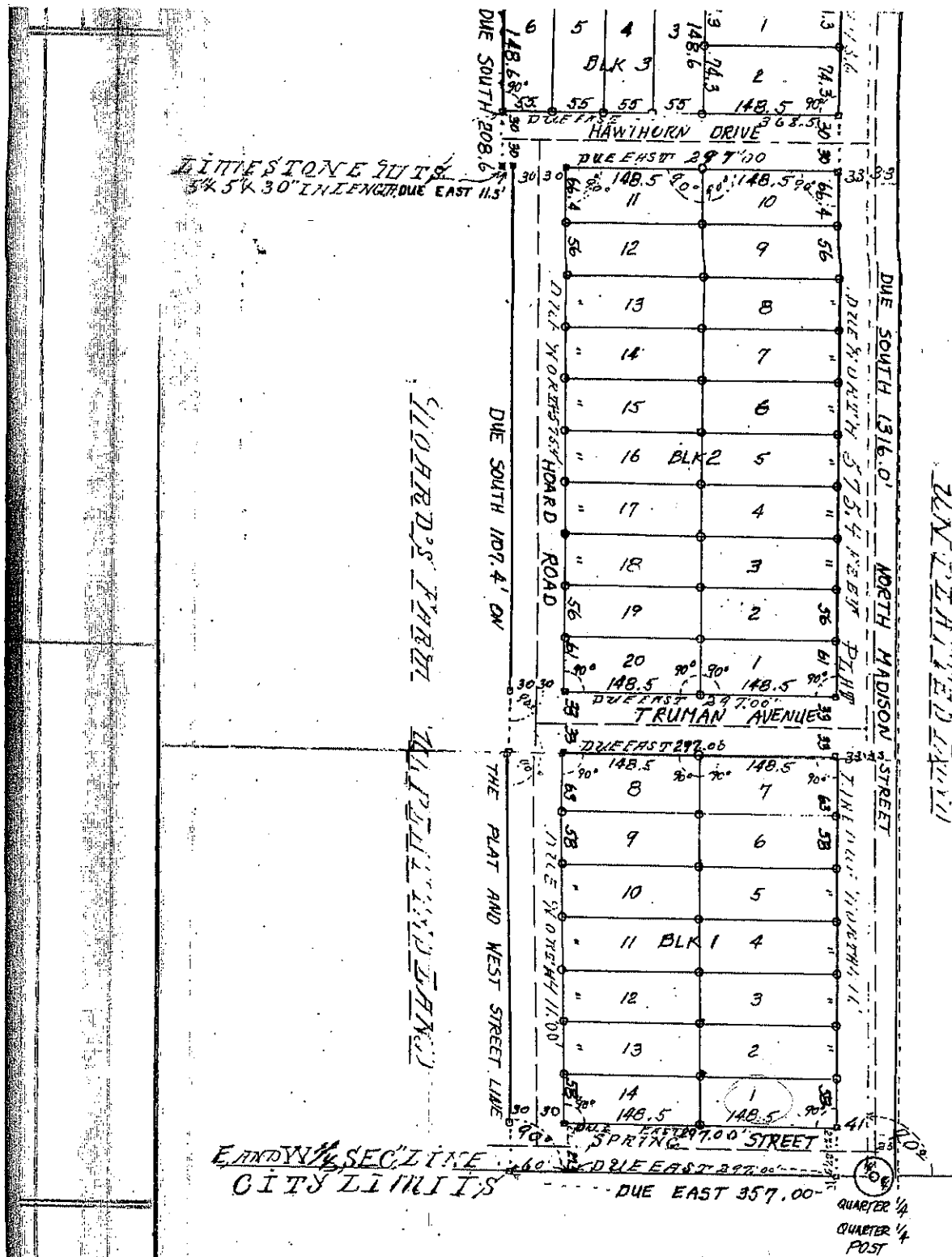
EXHIBIT "A"

ANNEXATION PROPERTY DESCRIPTION

Lot One (1) of Block One (1) of the Plat of Harry H. Hoard Hawthorne Park, situated in the Southwest Quarter (SW1/4) of the Northeast Quarter (NE1/4) of Section 32, Township 14 North of Range 15 East, Town of Waupun, Fond du Lac County, Wisconsin.

Property Address: N2706 County Road M, Waupun, WI 53963

Tax Parcel Number: T21-14-15-99-HA-010-00



LEGEND

- LARGE CIRCLES SHOW GOVERNMENT SURVEY CORNERS.
- SMALL CIRCLES SHOW POSITIONS OF GAS PIPES 30" LONG 1 1/4" IN DIAMETER FOR LOT CORNER MARKERS.
- FREE HAND SQUARES SHOW BLOCK CORNERS AND ROAD ANGLE LIMESTONE MARKERS

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EXHIBIT “B”

MAP LEGEND

1. White Area: Real estate located within the City of Waupun
2. Shaded Red Area: Real estate located within the Town of Waupun
3. Shaded Green Area: Real estate proposed for annexation



TONY EVERS

GOVERNOR

JOEL BRENNAN

SECRETARY

Municipal Boundary Review

PO Box 1645, Madison WI 53701

Voice (608) 264-6102 Fax (608) 264-6104

Email: wimunicipalboundaryreview@wi.gov

Web: <http://doa.wi.gov/municipalboundaryreview>

September 03, 2019

PETITION FILE NO. 14244

ANGELA J HULL, CLERK
CITY OF WAUPUN
201 E MAIN ST
WAUPUN, WI 53963

SUSAN ALSUM, CLERK
TOWN OF WAUPUN
N3359 LORI LANE
WAUPUN, WI 53963-8734

Subject: GILBERTSON ANNEXATION

The proposed annexation submitted to our office on August 14, 2019, has been reviewed and found to be against the public interest because annexation of this parcel will create an area of the Town of Waupun – Parcel # N2716 - that is surrounded by the City of Waupun and isolated from the rest of the Town. This is referred to as a 'town island' and is prohibited by s. 66.0221(1), Wis. Stats.

Section. 66.0217(6), Wis. Stats. also requires the Department to examine the shape of the proposed annexation and the homogeneity of the territory with the annexing village or city to ensure the resulting boundaries are rational and compact. The statute also requires the Department to consider whether the annexing city or village can provide needed municipal services to the territory. In this case, the proposed annexation is for territory that is reasonably shaped and contiguous to the **CITY OF WAUPUN**, which can provide needed municipal sewer and water service, police protection, and other City services.

However, to resolve the Town island issue, the landowner of the Town island Parcel #N2716 may wish to join in this annexation so there is no longer any Town island created. Alternatively, Petitioner could possibly utilize the non-unanimous method of annexation under s. 66.0217(3) Wis. Stats. to bring in Parcel #N2716 to avoid creating a Town island. Finally, the City and Town could develop a boundary agreement under either ss. 66.0301 or 66.0307 Wis. Stats. to transfer these parcels and possibly resolve other areas where the City-Town municipal boundary is fragmented and confusing and could be made more rational and compact. Because the Department reviews boundary agreements, staff is available to provide the Communities with technical assistance on the process and requirements for developing a boundary agreement.

Should the City choose to adopt an annexation ordinance for this petition, the Department reminds of the requirements of s. 66.0217 (9)(a), Wis. Stats., which states:

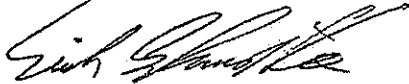
"The clerk of a city or village which has annexed shall file immediately with the secretary of administration a certified copy of the ordinance, certificate and plat, and shall send one copy to each company that provides any utility service in the area that is annexed. The clerk shall record the ordinance with the register of deeds and file a signed copy of the ordinance with the clerk of any affected school district..."

State and federal aids based on population and equalized value may be significantly affected through

failure to file with the Department of Administration. Please file a copy of your annexing ordinance, including a statement certifying the population of the annexed territory. **Please include your MBR number 14244 with your ordinance.** Ordinance filing checklist available at <http://mds.wi.gov/>, click on "Help on How to Submit Municipal Records". Email scanned copy of required materials (color scan maps with color) to mds@wi.gov or mail to: Wisconsin Department of Administration, Municipal Boundary Review, PO Box 1645, Madison WI 53701-1645.

The petition file is available for viewing at: <http://mds.wi.gov/View/Petition?ID=2318>
Please call me at (608) 264-6102, should you have any questions concerning this annexation review.

Sincerely,

A handwritten signature in black ink, appearing to read "Erich Schmidtke", with a stylized flourish at the end.

Erich Schmidtke, Municipal Boundary Review

cc: petitioner

Wisconsin Annexation/Attachment/Detachment Ordinance Filing Checklist

Please include the following information within the ordinance. Missing items may cause the ordinance to be returned.

☐ **List type of Land Transfer and associated statute number:**

Annexation by: Unanimous Approval (s. 66.0217 (2) Wis.Stats.),

One-half Approval (s. 66.0217 (3) (a) Wis.Stats.), or Referendum (s. 66.0217 (3) (b) Wis.Stats.)

Annexation of Territory Owned by a City or Village (s. 66.0223 Wis.Stats.)

Detachment (s. 66.0227 Wis. Stats.)

Annexation or Attachment resulting from s. 66.0307 Wis. Stats. Boundary Agreement

Annexation or Attachment resulting from s. 66.0301 Wis. Stats. Boundary Agreement

Annexation resulting from judicial stipulations and orders (s. 66.0225 Wis. Stats.)

Annexation by City or Village Initiated Referendum (s. 66.0219 Wis.Stats.) (rare)

Annexation of Town Islands (s. 66.0221 Wis. Stats.) (very rare)

☐ **Ordinance Effective Date** (Provide publication date if known in the ordinance)

☐ **Municipal Boundary Review (MBR) Number assigned when reviewed by DOA:**

Annexation Petitions by Unanimous or One-Half approval require review by the Wisconsin Department of Administration (DOA) for land in counties having a population greater than 50,000.

When requested DOA also reviews annexations in counties having a population less than 50,000.

Record the MBR number in the ordinance transmittal letter or within the clerk's certification of the ordinance.

☐ **Square feet or acres-** please list the area of the land transferred. If land comes from multiple municipalities show separate areas for each.

☐ **Parcel Number(s)**, if available (if only part of a tax parcel is being transferred, include the number of that parcel)

☐ **Clerk's certification** of documents with original signature

☐ **Population:** Include the number of all people living on the transferred land. If transferring from more than one municipality, include population for each affected municipality

☐ **Map**

☐ The map shall be an *accurate reflection* of the legal description of the parcel being transferred. As such, it must show:

-A tie line from the parcel to the monumented corner of the section or quarter-section, or the monumented end of a private claim or federal reservation, in which the parcel lies. The corner and monument must be identified.

-Bearings and distances along all parcel boundaries as described.

-All adjoining as referenced in the description.

☐ The map must include a **graphic scale**.

☐ The map must show and identify the existing municipal boundary, in relation to the parcel being transferred.

[It is beneficial to include a North arrow, and identify adjacent streets and parcels on the map.]

Continued on next page.

608-264-6102 mds@wi.gov <http://mds.wi.gov>

Wisconsin Annexation/Attachment/Detachment Ordinance Filing Checklist

☐ Complete Legal Description

☐ The ordinance must include a legal description of the land to be transferred. The land must be described by reference to the government lot, private claim, quarter-section, section, town and range in which the land lies. The land must be further described by metes and bounds commencing from a monumented corner of the section or quarter-section, or the monumented end of a private claim or federal reservation, in which the land lies; OR

☐ If the land is wholly and entirely within a lot or lots, or all of a block or blocks of a recorded subdivision plat or certified survey map, it must be described by reference to the lot (s) and/or block (s) therein, along with the name of the plat or the number, volume, page, and County of the certified survey map.

☐ The land may NOT be described only by:

- Aliquot part;
- Reference to any other document (plat of survey, deed, etc.);
- Exception or Inclusion;
- Parcel ID or tax number.

Wisconsin Elections Commission Requirements

☐ Will the annexation territory join an existing ward or necessitate creation of a new ward? For more information, please contact the Wisconsin Elections Commission at (608) 266-8005 or elections@wi.gov or see their annexation checklist here:

WEC Annexation Checklist <http://elections.wi.gov/forms/el-100>.

Email legible scanned copy of required materials to mds@wi.gov
Scan in color any page or map containing color. Scan large maps at full size.

OR mail one copy of required materials to:
Wisconsin Department of Administration
Municipal Boundary Review
PO Box 1645, Madison WI 53701-1645

608-264-6102 mds@wi.gov <http://mds.wi.gov>



AGENDA SUMMARY SHEET

MEETING DATE: 9/23/2019

TITLE: Sponsorship-Donations for Ash Tree
Replacement in City Parks

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane, Public Works Director

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

ISSUE SUMMARY:

At the Board of Public Works meeting September 12th 2017 an Emerald Ash Borer abatement plan was approved. On City property alone there is approximately 145 Ash Trees that will be removed. This fund raiser will help with replacing some of those trees with a variety of different species of trees.

STAFF RECOMENDATION:

None

ATTACHMENTS:

Ash Tree Inventory.

MOTIONS FOR CONSIDERATION:

Motion to approve the Recreation Board begin fundraising for Ash Tree replacement in city parks.

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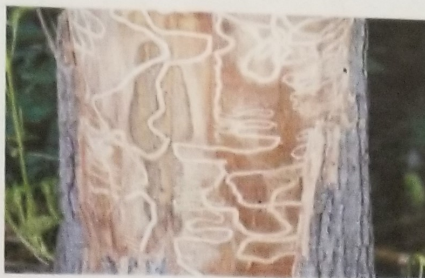
Ash Tree Inventory

Location	# of Trees
Schlieve Field	1
Tanner Park	9
Shaler Park	6
Pine Street Park	37
Meadow View Park	15
Heritage Park	5
Zoellner Park	3
West End Park	10
McKinely Ct.	2
Medema Fields	11
302 Grandview & Bly St Terrace	1
Buwalda Park	0
610 Sawyer St (Terrace)	3
45 N Watertown & E Franklin (Terrace)	2
730 E Franklin (terrace)	1
832 E. Franklin (Terrace)	1
719 E. Franklin (terrace)	1
38 Taylor St (Terrace)	1
10 N State St (Terrace)	1
Barnes Busines Park (terrace)	3
McCune Park	18
Wilcox Park	2
Dodge Park	8
Cochrane St (terrace)	2
Oak Lane	2
	145

There are numerous other Ash trees throughout the City on private property.
This does not include the land donated to the City by Holz-Pluim

Prepared 10-27-08

WE NEED YOUR HELP TO REPLACE TREES IN WAUPUN



Emerald ash borer (*Agrilus planipennis*) (EAB) is an invasive, wood-boring beetle that kills ash trees (*Fraxinus spp.*) by eating the tissues under the bark. Native to northeastern Asia, emerald ash borer (EAB) was first detected in the United States in 2002 and is thought to have been introduced from China via the wood from shipping crates.

In Wisconsin, the southeastern part of the state is generally infested. EAB has been found in pockets in much of the rest of the state. The entire state is under a quarantine. Although it may seem backward, the effect of the quarantine is to allow legal movement between counties of firewood and other regulated materials, such as timber. By limiting the transport of firewood and adhering to firewood regulations and federal and tribal quarantines, we can slow down artificial spread of EAB.

From Mayor's Community Update - 06/29/19: WI DNR confirmed the presence of the emerald ash borer in Waupun, indicating that dead and nearly dead large ash are common in the city and surrounding townships. In 2017, DPW Board members approved a plan to address the emerald ash borer that included the removal of all ash trees that grow on public property. The plan that group approved first examined the cost of treating the nearly 150 ash trees located on city property. Since regular treatment is required, that team determined treatment to be cost prohibitive and instead decided to remove and replace. In 2018, the city began ash tree removal. To date, DPW crews have removed approximately 50% of the ash trees on city property and work continues to complete removal and replacement.

___ \$50 (3-4 ft) ___ \$75 (4 - 6 ft) ___ \$150 (6-7 ft)

\$ _____ Any amount will be appreciated

City of Waupun ordinance requires property owners to treat or remove diseased trees. According to the WI DNR, property owners should not delay in making decisions about ash trees on their property, indicating that treatment costs will be greater and safety hazards will worsen if treatment is delayed

YES! I want to help by donating to Waupun's Parks and Rec Dept. All donations are tax deductible.

Name: _____

Address: _____

Phone: _____ Email: _____

Please make checks payable to City of Waupun Parks and Rec.

Mail to City of Waupun, 201 E. Main St., Waupun, WI 53963



AGENDA SUMMARY SHEET

MEETING DATE: 9/24/2019

TITLE: Approve Contract with Associated Appraisal for Contracted Services

AGENDA SECTION: Considerations - Actions

PRESENTER: Oosterhouse / Kast

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	Operating Budget - \$29,000 annually (2020-2022)	

Associated Appraisal has a long-standing relationship with the City of Waupun to provide assessment services. 2019 marks the end of a 3-year revaluation contract, which covered work to conduct a full revaluation and determine the current market value of all taxable property in the city. We now will move to a maintenance agreement for the next 3-year period. The proposed maintenance contract covers services for 2020 thru 2022 for annual maintenance, which provides updated assessments when there are significant changes to taxable property in the city (i.e., new construction, major improvements to existing buildings, or significant change in land use). Because maintenance work is considerably less than a full revaluation, this contract reduces service fees by \$27,918 over the 2019 contract. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the Wisconsin Property Assessment Manual and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue.

STAFF RECOMMENDATION: Approve proposed contract

ATTACHMENTS:

Associated Appraisal contract

RECOMMENDED MOTION:

Motion to approve the 2020-2022 service contract from Associated Appraisal as presented.

AGREEMENT FOR MAINTENANCE ASSESSMENT SERVICES

Prepared for the
City of Waupun
Dodge/Fond du Lac County(s)

By

***Associated Appraisal
Consultants, Inc.***

Appleton ■ Hurley ■ Lake Geneva



**1314 W. College Avenue | P.O. Box 2111
Appleton, WI 54912-2111
Phone (920) 749-1995/Fax (920) 731-4158**

Lake Geneva Office
Walworth County
P.O. Box 1114
Lake Geneva, WI 53147-1114

Ironwood, Michigan Office
N10257 Lake Road
Ironwood, MI 4993

Hurley Office
Iron County
P.O. Box 342
Hurley, WI 54534-0342

AGREEMENT FOR MAINTENANCE ASSESSMENT SERVICES

This Agreement is by and between the **City of Waupun, Dodge/Fond du Lac County(s), State of Wisconsin**, a municipal corporation (hereafter “Municipality”) and **ASSOCIATED APPRAISAL CONSULTANTS, INC.**, with its principal office at 1314 W. College Avenue, Appleton, WI 54914 (hereafter “Assessor”) as follows:

I. SCOPE OF SERVICES. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this agreement. This agreement is being provided under the assumption all property records are in a digital format. Digital property records include digital photographs, sketches and property record data compliant with Wisconsin Department of Revenue mandates. In the event the records are not digital, there shall be an additional cost for conversion and or collection of the required property data.

INSPECTIONS. The following inspection cycle is to be completed by the Assessor annually:

- 1) New construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed.
- 2) Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected.
- 3) Improved properties under construction over a period of years shall be re-inspected.
- 4) All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure a fair assessment.
- 5) Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.
- 6) A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forestland and undeveloped land.

A. PARCEL IDENTIFICATION. The legal description and size of each land parcel shall be contained in the existing property records. The drawings and measurements of each primary improvement shall be contained in the existing property records. For all new records, the Assessor shall provide digital drawings and digital photographs of each primary improvement. In the event of a discrepancy found in existing records, the Assessor shall investigate and correct the record.

B. PREPARATION OF RECORDS. Appropriate records shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. All information relating to the improvements shall be obtained and

shown as provided on the respective forms. The Assessor shall supply to the Municipality a complete set of property records in a computer readable format compatible with the Municipality's computer system and update records within fourteen (14) days of final adjournment of the Board of Review. Records shall be updated prior to open book and again to reflect any changes made at Board of Review.

C. **APPROACH TO VALUE.** Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise provided by law. Assessor shall consider the sales comparison approach, the cost approach and the income approach in the valuation of all property.

- 1) **Sales Comparison Approach.** Assessor will collect, compile and analyze all available sales data for the Municipality in order to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including a picture book of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.
- 2) **Cost Approach.** The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual*. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.
- 3) **Income Approach.** Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

D. **OPEN BOOK CONFERENCE.** Upon completion of the Assessor's review of assessments and prior to completion of the assessment roll, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall mail a notice of assessment for each taxable parcel of property whose assessed value has changed from the previous year. The notice form used shall be that prescribed by the Department of Revenue, and include the time and place the open book conference(s) will be held. Mailing shall not be less than fifteen days prior to the first day of the conference for the convenience of property owners. The Assessor shall take the phone calls to schedule appointments for the open book conference as needed. The assessor shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present at least two hours or as needed. Assessor shall provide the necessary staff to handle the projected attendance.

E. **COMPLETION OF ASSESSMENT ROLL AND REPORTS.** The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the *Wisconsin Property Assessment Manual*. The Assessor shall provide final assessment figures for each property to the Municipality, and the roll shall be totaled to exact balance. Assessor shall prepare and submit all reports required of the Assessor by the Wisconsin Department of Revenue including: Municipal Assessment Report (MAR) and The Annual Assessment Report (AAR). Assessor shall follow the Uniform Standards of Professional Appraisal Practice (USPAP) as required by the Wisconsin Property Assessment Manual; postage is at the Assessor's expense.

F. **BOARD OF REVIEW ATTENDANCE.** Assessor shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath regarding the values determined. In the event of appeal to the Wisconsin Department of Revenue, Assessor shall be available upon request of Municipality to furnish testimony in defense of the values determined for up to eight employee hours per parcel. Testimony in excess of eight employee hours will require an addendum to this agreement. Any outside counsel services shall be provided and paid for by the Municipality as agreed upon by both parties.

G. **PERSONAL PROPERTY ASSESSMENTS.** The Assessor shall prepare and distribute annual personal property statements to all businesses; postage is at the Assessor's expense. By May 1st each year the Assessor will review statements and follow up with un-filed or incorrect statements. The Assessor shall determine the appropriate assessment. The Assessor shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class.

H. **PUBLIC REQUESTS.** The Assessor shall timely respond to all open records requests received by the Assessor. In so doing, the Assessor shall comply with the confidentiality provisions of the law, including sec. 70.35(3), regarding the personal property return; sec. 70.47(7)(af), regarding income and expense information provided to the assessor and board of review; and sec. 77.265, the real estate transfer return.

I. **AVAILABILITY.** The Assessor shall maintain telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays and company paid time off. Internet communication is available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within two working days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor. Assessor shall be available to attend City meetings at the request of the Municipality for up to four (4) hours annually not including annual assessment required meetings. Any additional meetings the Assessor shall be asked to attend beyond four (4) hours shall be compensated at the customary rates charged by the Assessor.

J. **MUNICIPAL RECORDS.** The Municipality shall allow access and make available to the Assessor municipal records such as, but not limited to, previous assessment rolls and records, sewer and water layouts, permits, tax records, records of special assessments, plats, and any other maps currently in the possession of the Municipality at no cost.

K. **MAPS.** Municipality shall provide at no cost to Assessor any plat maps, zoning maps, cadastral maps, or other maps currently in the possession of the Municipality. If such maps

necessary for our work are not in the possession of the Municipality, Assessor shall obtain them from the County surveyor, Register of Deeds, or other sources at the Municipality's expense.

II. GENERAL REQUIREMENTS

A. OATH OF OFFICE. As the Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to Section 19.01, Wis. Stats. and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of City assessor as per Wisconsin Statutes 70.05 (1) for the duration of this contract and shall perform all statutory duties appertaining to such office. As such the Municipality shall hold harmless the Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under Statutes 74.35, 74.37 and circuit court claims, unless otherwise specified in this agreement and except for liabilities incurred pursuant to Wis. Stats. s. 70.501 relating to fraudulent valuations.

B. QUALIFICATIONS AND CONDUCT OF PERSONNEL. The Assessor shall provide at its own expense any personnel necessary and shall comply with the following:

- 1) All personnel providing services shall be currently certified in compliance with Sec. 70.05 and 73.09, Wis. Stats. and the administrative rules prescribed by the Wisconsin Department of Revenue.
- 2) Assessor's field representatives shall carry photo identification cards.
- 3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.
- 4) The Assessor shall review any complaint relative to the conduct of the Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality.

C. ASSESSOR PROVIDED INSURANCE AND INDEMNITY. The Assessor agrees as follows:

- 1) The Assessor shall obtain and maintain during the term of this contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include:

- (a) Workers Compensation State of Wisconsin requirements
- (b) General Liability

General Aggregate	\$ 2,000,000
Products/Completed Operations	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Personal & Advertising	\$ 1,000,000

Fire Damage	\$ 100,000
Medical Expense	\$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit	\$ 1,000,000
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- 2) The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums.
- 3) Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor.

D. OWNERSHIP OF RECORD. All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality, including (a) all records prepared in connection with assessments in the Municipality including, but not limited to property records, personal property forms, maps, and any other schedules or forms, (b) all records and materials obtained from the municipality and not previously returned to include maps, and Assessor's records, and (c) materials specifically obtained and/or used for performance of assessment work for the Municipality, to include aerial photos, maps, depth factor tables, copies of leases, correspondence with property owners, sales data, copies of real estate transfer returns, and operating statements of income property, and (d) if the record system is computerized, at a minimum, provide that the software be able to create an exportable text file of data.

III. TERM AND TERMINATION

A. TERM. The term of this Contract is for the **2020, 2021 and 2022** assessment year(s). The assessor shall have completed all work under this agreement on or before July 1 of each year, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this contract and by mutual consent.


B. TERMINATION. Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Contract. During the 60-day wind down period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records.

C. AUTOMATIC RENEWAL. This Agreement will automatically renew for successive annual assessment years unless either party, on or before July 1 of the preceding year, notifies the other party by certified mail of their desire to non-renew.

IV. COMPENSATION

- A. The Municipality shall pay the Assessor **Twenty-Nine Thousand Dollars (\$29,000.00)** for each of the 2020, 2021 and 2022 assessment year(s) for maintenance services through December 31, 2022.
- B. The compensation due the Assessor shall be paid in monthly installments throughout the 2020, 2021 and 2022 assessment year(s).
- C. The Municipality shall not be billed for postage, personal property, mobile homes, mileage or supplies unless otherwise specified in this agreement and/or addenda.
- D. Additional compensation that may be due to the Assessor as a result of services that are beyond the scope of this agreement will be invoiced in the month subsequent to the month in which the services were provided.
- E. **Optional Website Posting:** The Municipality shall have the option to post assessment data on our website for an additional cost of a penny and a half per parcel per month ($\$0.15 * 3,404 = \51.06) payable to a third party vendor. Should the parcel count change, this cost would increase or decrease at the rate of \$0.15 per parcel.
*** Please initial yes or no to post data to the website. ***
Yes _____ No _____

V. SIGNATURES



Mark Brown
President
Associated Appraisal Consultants, Inc.

07/08/2019

Date

Authorized Signature
City of Waupun

Date

**City of Waupun
Position Description**

JOB TITLE	Lieutenant of Investigations
REPORTS TO	Deputy Chief, Chief
DEPARTMENT	Police
TYPE	Nonrepresented
FLSA (overtime status)	Non-Exempt

GENERAL PURPOSE:

The Lieutenant of Investigations is a supervisory sworn law enforcement position of the police department and is a representative of the city of Waupun and the State of Wisconsin. The Lieutenant of Investigations is governed by not only legal but moral standards of the highest nature. The Lieutenant of Investigation's philosophy must be one of dedication to public service, setting aside their own personal interest for the common good. The Lieutenant of Investigations is under the direct supervision of Deputy Chief, but also reports to the Chief of Police.

The Lieutenant of Investigations is responsible for investigating and supervising the investigations of criminal offenses and follow up of serious incidents investigated by other officers. The Lieutenant of Investigations supervises the Police School Liaison Officer and the Canine Handler and programs. The Lieutenant of Investigations position is assigned to a flexible schedule necessary to accommodate investigations and assignments. The Lieutenant of Investigations performs a variety of complex administrative, supervisory and professional public safety work including planning, coordinating and directing the activities of the Police Department as a Shift Commander and supervisor. The Lieutenant exercises independent supervision over the Police Department's sworn law enforcement officers and nonsworn employees directly under the command of the Lieutenant. The Investigator is required to make decisions within the scope of assigned authority and shall accept responsibility for these decisions. The Investigator shall not abuse authority but be ready to shoulder given authority and exercise it judiciously.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

General, Supervisory and Managerial Responsibilities

- Assist in the planning, coordination, supervision, and evaluation of Police Department operations, and advise the Chief of Police through the Deputy Chief of recommendations for enhancing the efficiency and effectiveness of Department operations.
- Assist in the development of policies and procedures for the Department and implement directives from the Police Chief and Deputy Chief.
- Serve as Shift Commander when needed.

- Perform supervisory duties including supervising, evaluating, instructing, assigning, training, investigating, and developing and implementing recommendations regarding personnel management.
- Receive and investigate personnel complaints from citizens and personnel, involving personnel under the Lieutenant's direct supervision or as assigned, meets with personnel and citizens to receive complaints of misconduct, conducts investigations of misconduct, prepare reports and recommendations on all aspects of discipline to the Chief, subject to the review of the Deputy Chief. The Lieutenant may render disciplinary action up to a written warning and may make recommendations regarding administrative leave and serious disciplinary actions to the Deputy Chief and Chief of Police.
- Interview police candidates, make recommendations to the Chief for hiring, conduct background checks on prospective candidates, participate in recruitment activities, and make recommendations regarding the hiring process, development of hiring standards and designing questions for candidates.
- Conduct performance evaluations annually and as an on-going process each and every day. Evaluate personnel, advises personnel, and makes recommendations to the Chief for promotion or reduction in responsibilities. Designs and manages evaluation forms and processes. Meet often with subordinates and manage and provide guidance and correction as needed. Make recommendations directly to the Chief for probationary personnel as to the extension of probation or dismissal.
- Responsible for implementing community policing program, maintain and develop relationships with the community to work collaboratively, advise the Deputy Chief regarding changes to program, and preparing Department policy for approval by the Chief.
- Supervises and directs criminal investigations and assignment of cases, reviews reports and supervises cases. Confers daily with Investigators/Officers and performs case management review sessions.
- Develop and implement training programs, design training curriculums, schedule and assign training activities. Review and approve continuing education seminars, courses and testing. Maintain training records and officer certification records for the Wisconsin Training and Standards Bureau. Prepare Department policy regarding training.
- Communicate with the District Attorney, County Corporation Counsel, outside law enforcement and human services entities and has direct responsibility to supervise and assign police personnel to deliver reports, paperwork, referrals, evidence, or any other necessary materials to outside entities.
- Oversees the agencies assigned Drug Task Force Members.
- Supervises personnel engaged in drug investigations, directing criminal drug investigations and assignment of cases. Review and approve reports and supervises cases being sent to the District Attorney's office for prosecution.
- Supervises the school liaison officer, directs daily activities, assigns work, approve reports, assign additional officers when needed, perform evaluations of school liaison officer, and recommend assignment of officers applying for this position. Serve as liaison with school officials and meet with school officials to discuss school liaison performance and program.
- Assigns officers to shifts and hours, exercise discretion to fill vacancies, coordinate the information gathered and work accomplished by various officers, and assign officers to assignments and special assignments.
- Review, evaluate and approve reports and provide assistance and direction to officers.

- Advise the Chief in the preparation and presentation of the annual budget for the Department; assist the Chief in the implementation of the Department's budget and provide advice regarding modifications to meet the budget.
- Assist in planning for and reviewing specifications and making recommendations for the purchase of new or replacement equipment, and analyze and recommend improvements to equipment and facilities.
- Assist in the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of Police Department operations.
- Assist and advise the Deputy Chief regarding grant writing and other fund raising and revenue generation activities.
- Develop training for Department personnel to include cross training for public safety programs and logistical support.
- Assist with the development of programs and training aimed at inter-departmental support and operational efficiencies.
- Prepare and submit periodic reports as required by Department procedures or as directed by the Deputy Chief.
- Meet with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities within the responsibility of the Lieutenant.
- Attend conferences and meetings to keep abreast of current trends in law enforcement, personnel management, and operational issues.
- Cooperate with local, County, State and Federal law enforcement officers as appropriate where activities of the Police Department are involved.
- Participate in labor relations issues including, negotiations, contract management and administration, handling grievances, and compliance.
- Assist the Police Chief in ensuring that laws and City Ordinances are enforced and that the public peace and safety is maintained.
- Testifies, swears, and serves with credibility and in an unencumbered and complete manner.
- Maintains prompt predictable and reliable attendance.
- Maintains ability to lawfully operate a motor vehicle and City vehicle.
- Maintains ability to lawfully possess, carry, and use a firearm and other equipment.
- Perform the duties of the position at assigned times and for the assigned duration and also at times and for durations as the needs of the Department necessitate.
- Perform the duties of subordinate personnel as needed, including performing responsibilities performed by a patrol officer or civilian subordinate.
- Perform duties of the Deputy Chief in the absence of the Deputy Chief.
- Perform other duties as assigned, required or necessary.
- **Investigation Responsibilities:**
 - Investigate all complaints including those referred by supervisors.
 - Make all necessary arrests that are warranted as a result of investigations.
 - Shall respond to the scene of major crimes on or off duty and have the ability to conduct lengthy investigations into major crime incidents.
 - Plan and organize investigations independently.
 - Effectively interview and interrogate suspects of and/or witnesses to a crime.
 - Provide specialized technical skills at the scene of any major crime or incident.

- Collect, properly mark, and properly secure evidence of crime scenes, to assure the preservation of the chain of evidence.
- Effectively maintain all records required and shall prepare detailed reports completely, promptly, and in a form that can easily be understood.
- Cultivate positive and professional working relationships internally and externally.
- Responsible for evidence/property room organization and management.
- Attend specialized training required by the department.
- Maintain professional competence and stay abreast of investigative trends and innovations.
- Conduct annual investigative training updates for department personnel.
- Must be able to perform patrol officer duties, other duties and responsibilities as apparent or assigned.
- Attend countywide investigator meetings.

Program and Event Responsibilities:

- Oversee any programs and events assigned by a supervisor.

QUALIFICATIONS:

This position requires a high-level of technical and professional competency with a proven and verifiable track record of success. 60 college credits must be obtained prior to hire. Candidate must possess WI Law Enforcement Certification or must obtain certification within 12 months of hire. The candidate shall possess five (5) years of full-time progressively responsible experience in law enforcement with experience in investigating crimes. The candidate must have advanced training in leadership and criminal investigations.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable laws, ordinances, and department rules and regulations;
- Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with subordinates, peers and supervisors; ability to exercise sound judgment in evaluating situations and in making decisions; ability to give verbal and written instructions
- Ability to analyze operational and administrative procedures and problems, to evaluate and balance community needs and expectations as to the Police Department's activities and to modify organizational procedures to meet changing conditions.
- Ability to establish and maintain effective working relationships with other municipal officials, state and federal authorities, civic leaders and the general public.
- All of the knowledge and skills required of a Patrol Officer.
- Comprehensive knowledge of modern criminal investigations.
- Ability to work in high stress situations and maintain a professional calm demeanor.
- Knowledge of Department rules, regulations, and procedures.
- Knowledge of local, state and federal laws, regulations and codes relating to law enforcement.
- Thorough understanding of technology and systems related to law enforcement.

- Ability to lead others who may be assisting with an investigation.
- Possess unquestioned honesty and integrity and a high sense of personal and professional ethics.
- Professional maturity, self-confidence, and strength of conviction to provide administrative insights and leadership.
- Ability to firmly and diplomatically present professional views, concerns, and implications of proposed action which may be under consideration, with commitment to impartiality.
- Ability to work with appropriate local, regional, state and federal jurisdictions and agencies as well as the private sector in a constructive and cooperative manner.
- Strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.
- Excellent communication, interpersonal, and team building skills.
- Working knowledge of courtroom procedures.
- Ability to complete and maintain accurate police reports.
- Ability to maintain confidentiality.
- Must be able to legally possess a firearm.
- Must have ability to operate a motor vehicle and possess a valid WI Motor Vehicle Operator's License.
- Ability to make oral presentations to groups of various sizes and compositions.

Supervisory and Managerial Skills and Knowledge

- Ability to plan, assign and coordinate the work of a number of subordinate police officers and civilian subordinate employees;
- Ability to instruct, assign, and review the work of others;
- Ability to counsel, mediate and provide supervision;
- Ability to persuade, convince, and train others;
- Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations;
- Ability to apply knowledge of the principle of police administration and of accepted practices and procedures of police science;
- Ability to apply knowledge of proper and effective methods of deploying police officers in accordance with actual and anticipated emergencies;
- Ability to apply knowledge of criminal law with particular emphasis on the apprehension, arrest and prosecution of law violators;
- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria and standards;
- Ability to compare, count, differentiate, measure and sort data, as well as assemble, copy and record and transcribe data and information, and to classify, compute and tabulate data;
- Ability to establish and maintain positive lines of communication with personnel and City leaders and with external agencies, groups or citizens; and
- Ability to utilize, retain and oversee a variety of advisory data and information such as incident and accident reports, warrant information, criminal court documents, crime statistical reports, employee performance evaluations, photos, technical operating manuals, computer software operating manuals, municipal code, traffic code, equipment service manuals, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Skills

- Ability to add, subtract, multiply, and divide; perform calculations using decimals and percentages; and
- Ability to interpret basic descriptive statistical reports.

Communication Requirements

- Ability to comprehend and interpret a variety of technical and industry-specific documents;
- Ability to use and interpret legal terminology, statutes, codes, ordinances, rules, regulations, policy and procedure manuals, labor contracts and employee handbooks;
- Ability to communicate orally and in writing with Department personnel, other agency personnel, employees, civic groups, students, attorneys, Judges, Department of Corrections personnel, consultants, training personnel, physicians, news media representatives and the general public, and the ability to clearly convey assignments, orders and instructions both orally and in writing; and
- Ability to prepare a variety of documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Judgment and Reasoning Requirements

- Ability to exercise the judgment, decisiveness and creativity required in stressful, life threatening and dangerous situations involving the evaluation of information against sensory and judgmental criteria;
- Ability to use functional reasoning in performing diversified public safety work and influence functions such as supervising, managing, leading, teaching, directing and controlling; and
- Ability to handle complex oral and written instructions to create desired end result.

Tools and Equipment Used:

Required to use and maintain certifications with equipment that Police Officers would use, such as: firearms, a baton, pepper spray, motor vehicles, two way and squad radio, personal computer, including word processing and spreadsheet, motor vehicle, copy and fax machine, and telephone.

Work Environment:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. The noise level in the work environment may vary from quiet to moderately loud. The work may be indoors and outdoors; exposed to weather conditions typical of Wisconsin. Position requires the ability to perform in dangerous situations under high levels of stress.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Waupun is an Equal Opportunity Employer. In compliance with state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Prepared by: Chief of Police, September __, 2019

Approved by City Council: September __, 2019

Date received by employee performing duties of the Lieutenant of Investigations: _____



AGENDA SUMMARY SHEET

MEETING DATE: 9/24/2019

TITLE: Revised 2020 Budget Timeline

AGENDA SECTION: Considerations - Actions

PRESENTER: Schlieve

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

Staff is revising the 2020 Budget timeline as follows:

1. Move September 24, 2019 COW budget presentation to October 8, 2019 Council meeting.
2. September 24, 2019 budget agenda will include a review and discussion of Capital Improvement Plans (CIP).
3. Move Committee of the Whole meeting to review final budget draft from October 29 to October 22, 2019 to accommodate 15-day statutory requirement for notice publication of the budget hearing planned for November 12, 2019.

STAFF RECOMMENDATION: Informational Only

ATTACHMENTS:

Revised 2020 Budget Timeline

RECOMMENDED MOTION:

N/A

AGENDA ITEM: #

DATE: [9/24/2019]

CITY OF WAUPUN
CALENDAR FOR ADOPTION OF 2020 BUDGET

DATE	MAJOR STEPS IN BUDGET PREPARATION
June	Finance Director issues capital budget forms for capital budget needs with instructions.
June 25	Committee of the Whole Overview of 2020 Budget Process & Review of Major Initiatives
June-July	Department Heads work with committees/boards/commissions to establish budget priorities where appropriate
July	Finance Director issues budget forms for compiling the details of department operating budgets.
July 31	Deadline for departments to submit five-year equipment and capital budget requests.
August 9	Deadline for departments to submit initial operating budget.
August 27	Committee of the Whole Budget Prioritization and Planning Session. Department Heads Present Goals / Discussion on New Initiatives.
Aug-Sept	Department heads meet with committees to approve budget submittals.
Aug-Sept	Department heads meet with Finance Director to go over budget submittals and requests.
September	Administrator and Finance Director review department budget submittals.
September 24	Committee of the Whole workshop on budget. Review and discuss Capital Improvement Plans (CIP)
October 8 (added)	City Administrator and Finance Director present proposed 2020 budget.
October 29 22	Budget review session. Council approves publishing the public hearing notice.
November 12	Public hearing on 2020 budget.
November 12	Adoption of the 2020 budget.



AGENDA SUMMARY SHEET

MEETING DATE: 9/24/2019

TITLE: Review and Discuss 5-Year Capital Improvement Plans (CIP)

AGENDA SECTION: Considerations - Actions

PRESENTER: Oosterhouse / Kast

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

Over the last several weeks, staff have been busy finalizing CIP schedules and looking at capital requirements for the 2020 budget. The total of submittals shows more demand for capital than available dollars. Over the past week, department heads have been reviewing and working to cut roughly \$125K in capital equipment requests from the 2020 budget. During this presentation, staff will outline inclusions and reductions from the plan and you will have an opportunity to ask questions to guide policy as it relates to priorities for the final 2020 budget.

STAFF RECOMMENDATION: Discussion Only

ATTACHMENTS:

Capital Improvement Schedules

RECOMMENDED MOTION:

N/A

AGENDA ITEM: #

DATE: [9/24/2019]

Capital Projects

Fund/Department/Project	2020	2021	2022	2023	2024	Total
Project						
Capital Projects						
City Hall						
Office and Bathroom Remodel				175,000		175,000
Upgrade Electrical				300,000		300,000
Upgrade HVAC System				1,040,000		1,040,000
City Hall Total	-	-	-	1,515,000	-	1,515,000
Public Safety						-
Police						-
Safety Building Heating/Cooling System						-
Safety Building Workout Area Expansion						-
Police Total	-	-	-	-	-	-
Fire						-
Post Incident Showers		125,000				125,000
Fire Total	-	125,000	-	-	-	125,000
Public Safety Total	-	125,000	-	-	-	125,000
DPW						-
Street Design and Engineering	65,000	25,000	35,000	25,000	35,000	185,000
Facility Planning and Design	10,000					10,000
Lighting Energy Efficiency Upgrades	21,122	21,122	21,122	21,122	21,122	105,610
Elevator Replacement					70,000	70,000
Sidewalk Replacement		165,000	170,000	175,000	180,000	690,000
South Madison St Reconstruction		1,012,500				1,012,500
Rock/Newton Reconstruction		2,120,250				2,120,250
Forest/Grove/Mill Reconstruction				1,244,875		1,244,875
Streets - Mill and Overlay	175,000		175,000		200,000	550,000
DPW Total	271,122	3,343,872	401,122	1,465,997	506,122	5,988,235
Culture, Recreation, Education						-
Senior Center						-
Design Engineering		200,000				200,000
New Building			2,000,000			2,000,000
Recreation						-
Park ADA Upgrades	24,300	32,900	33,000	32,000	5,300	127,500
Resurface West End Park Tennis Court	24,512	25,000				49,512
Shaler Park Engineering/ Improvements	9,600	40,000				49,600
Veteran's Memorial ADA Upgrades	60,000					60,000
Paint Pool Surface	25,000				30,000	55,000
Pool Climbing Wall		18,000				18,000
Canoe/Kayak Launches	32,000	32,000				64,000
Culture, Recreation, Education Total	175,412	147,900	2,033,000	32,000	35,300	2,423,612
Capital Projects Total	446,534	3,616,772	2,434,122	3,012,997	541,422	10,051,847
Stormwater						-
Stormwater						-
South Madison St Reconstruction		405,000				405,000
Rock/Newton Ave Reconstruction		1,096,770				1,096,770
Edgewood Sump Pump Line	6,465					6,465
Claggett Storm Capacity Evaluation	9,200					9,200
Stormwater Pond				250,000		250,000
Forest/Grove/Mill Reconstruction				703,625		703,625
Unidentified Small Projects	-	-	25,000	25,000	25,000	75,000
Stormwater Total	15,665	1,501,770	25,000	978,625	25,000	2,546,060
Project Total	462,199	5,118,542	2,459,122	3,991,622	566,422	12,597,907

Funding

Debt financing	-	3,100,000	1,500,000	3,100,000	-	7,700,000
Grant funded	16,000	826,000	500,000	-	-	1,342,000
Special Assessments / Other		107,250	110,500	113,750	117,000	448,500
Pay-As-You-Go - Capital Projects	430,534	483,522	323,622	399,247	424,422	2,061,347
Pay-As-You-Go - TIFs	-	-	-	-	-	-
Pay-As-You-Go - Stormwater	15,665	601,770	25,000	378,625	25,000	1,046,060
Grand Total	462,199	5,118,542	2,459,122	3,991,622	566,422	12,597,907

Equipment Replacment Schedule

Fund/Category/Department/Item	2020	2021	2022	2023	2024	Total
Equipment Replacement						
General Government						
City Hall						
Computer & Device Updates	2,500	5,200	5,250	5,300	5,350	23,600
Accounting Software Upgrades	11,900					11,900
Server Upgrade	6,000					6,000
General Government Total	20,400	5,200	5,250	5,300	5,350	41,500
Public Safety						
Police						
AED	1,356	1,397	1,439	1,483		5,675
Radar System		2,258	2,326	2,396	2,450	9,430
Computer Updates	3,100	3,200	3,250	3,300	3,350	16,200
Cellebrite Program	8,240					8,240
Tasers	3,807	3,850	3,900	4,000	4,000	19,557
Mobile Data Computers	4,400	4,479	4,560	4,642		18,081
Squad Cameras	3,500	3,550	3,650	3,700		14,400
Portable Radios	4,100	8,250	8,300	8,350		29,000
Server Upgrade		15,000				15,000
Police Squads and Equipment	64,058	38,352	39,502	66,687	40,000	248,599
Thermal Imaging Camera				4,000		4,000
Interview Room Camera System			15,000			15,000
Radar Trailer					7,000	7,000
Police Total	92,561	80,336	81,927	98,558	56,800	410,182
Fire						
Computer Updates					4,250	4,250
Electronic Sign		18,500				18,500
Turnout Gear	12,000				19,800	31,800
Portable Radios		7,500	15,000			22,500
Mobile Radios				4,000	4,000	8,000
Gear Extractor		12,000				12,000
Ford F250	40,000					40,000
Fire Hose		15,000	15,000			30,000
Aerial Truck				1,500,000		1,500,000
4-Gas Meter				2,900	2,900	5,800
Fire Extinguisher Trainer					9,500	9,500
Fire Total	52,000	53,000	30,000	1,506,900	40,450	1,682,350
Public Safety Total	144,561	133,336	111,927	1,605,458	97,250	2,092,532
Public Works						
Riding Lawnmower and Snowblower	47,000					47,000
1-Ton Flatbed w/ hoist (75%)	35,250					35,250
Skidloader with Auger		55,000				55,000
Grapple Bucket		21,000				21,000
Scanner Equipment and Toughbook	10,604					10,604
Grader			170,000			170,000
Ball Diamond Tractor			20,000			20,000
Industrial Snowblower					141,000	141,000
Compactor			10,500			10,500
Pickup Truck (75%)			30,000		30,750	60,750
3 Tractors and attachments				95,600		95,600
Radar Speed Signs		5,933				5,933
Public Works Total	92,854	81,933	230,500	95,600	171,750	672,637
Culture, Recreation, Education						
Aquatic Facility						
Pool Furnishings and Safety Equipment	2,500	2,500	2,500	2,500	2,500	12,500
Recreation Total	2,500	2,500	2,500	2,500	2,500	12,500
Taxi						
ADA Minivan	7,000				9,000	16,000
Taxi Total	7,000	-	-	-	9,000	16,000
Stormwater						
3/4-Ton Pickup Truck (25%)			11,750		11,168	22,918
1-Ton Flatbed w/ hoist (25%)	11,750					11,750
Stormwater Total	11,750	-	11,750	-	11,168	34,668
Grand Total	272,065	222,969	361,927	1,708,858	288,018	2,869,837
Funding						
Pay-As-You-Go	250,815	207,969	325,177	201,358	270,850	1,263,169
Debt financed				1,500,000		1,500,000
Grant Funded	-	-	-	-	-	-
Stormwater Utility Funded	11,750	-	11,750	-	11,168	34,668
Trade In	9,500	15,000	25,000	7,500	6,000	72,000
Grand Total	272,065	222,969	361,927	1,708,858	288,018	2,869,837