



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, December 14, 2021 at 6:00 PM

The Waupun Common Council will meet In-person, virtual, and teleconference at **6:00pm on Tuesday, December 14, 2021**. Instructions to join the meeting are provided below:

Join Zoom Meeting: <https://us02web.zoom.us/j/82279403603?pwd=ZHZOWjZRM2FhKzR2ejhyVFR2TjJlZz09>

Meeting ID: 822 7940 3603

Passcode: 288619

Join Teleconference: 1-312-626-6799

CALL TO ORDER

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

ROLL CALL--Mayor to excuse any absent members

PUBLIC HEARING

1. City of Waupun 2022 Taxi Fares

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

2. Mark and Kim Bunkoske (928 Rock Avenue, Waupun) Contest Denial of Board of Public Works

No Public Participation after this point.

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

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

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

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

4. Community Development Authority 9-21-21
5. Transit Committee 9-22-21
6. Economic Development Committee 9-28-21
7. Zoning Board of Appeals 10-11-21
8. Public Works and Facilities Committee 10-12-21
9. Business Improvement District 10-13-21
10. Utility Commission 11-8-21
11. Common Council 11-9-21
12. Library 11-17-21

DEPARTMENT REPORTS

13. Fire Department
14. Police Department
15. Library
16. Recreation
17. Public Works
18. Building Inspector
19. Utility
20. Administrator

RESOLUTIONS AND ORDINANCES:

- [21.](#) Ordinance to Amend Ch.16.01 (10) Zoning Ordinance-Zoning Map
- [22.](#) Resolution to Close Accounting Fund 450 (Waupun Festivals Fund)

BOARD/COMMITTEE/COMMISSIONS *(Roll Call Motion)*

- 23. Accept Resignation from Business Improvement District Board - Terri Crisp

CONSIDERATION - ACTION

- [24.](#) 2021 Accomplishments
- [25.](#) Approve Tourism Request to Support Christmas Trolley Expenditure
- [26.](#) 2022 Fire Department Equipment and Personnel Billable Rates
- [27.](#) Approve Contract Addendum with Lifestar Ambulance
- [28.](#) Accept and Allocate Fond du Lac County Sales & Use Tax
- [29.](#) Establish the Waupun Community Fund in Partnership with the Fond du Lac Area Foundation
- [30.](#) Consideration of Holding Primary Election for Office of Mayor and Aldermanic Districts 2, 4, and 6 on February 15, 2022
- [31.](#) 2022-2023 Election Inspectors
- [32.](#) COVID-19 Policy Update - Law Enforcement Guidance

CLOSED SESSION

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

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

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

- 33. Investment in Waupun Industrial Park
- 34. Confer with Legal Counsel on possible litigation for property located at 331 Bly Street

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: 12-14-21

TITLE: City of Waupun 2022 Taxi Fares

AGENDA SECTION: PUBLIC HEARING

PRESENTER: Michelle Kast, Finance Director

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

ISSUE SUMMARY:

- The City completed the RFP process for shared-ride taxi service this fall
- A new contract with Brown Cab, Inc. will take effect on 1/1/2022
- 2022 contracted service expenses will rise by approximately \$45K over the current year as a result of the new contract
- Taxi expenses are covered by 3 sources: grant funding, fare revenue, city funding (tax levy/fund balance)
- State/federal grant funding is anticipated to cover approximately 59% of the expense increase; a fare increase is proposed to further offset the rising expenses
- The Transit Committee met on November 19th and recommends that Council adopt the proposed taxi fares:

Fare Category	Current Fare	Proposed Fare
Regular/Adult	\$3.50	\$3.75
Senior	\$2.50	\$2.75
Disabled	\$2.50	\$2.75
Student	\$2.50	\$2.75
Extra Passenger	\$2.50	\$2.50
Package Delivery	\$9.50	\$9.50
Late-Night	\$5.00	\$5.25
Agency	\$8.85	\$9.50
Outside Service Area	\$2.00/mile	\$2.25/mile

- The purpose of this agenda item is to take final action on the 2022 taxi fares

STAFF RECOMMENDATION:

Adoption of the proposed 2022 taxi fares.

ATTACHMENTS:

Notice of Public Hearing

RECOMMENDED MOTION:

Motion to adopt the proposed taxi fares effective 1/1/2022.

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City of Waupun Common Council will hold a public hearing on Tuesday, December 14, 2021 at 6:00 P.M. to receive public comments on the following:

Modification to the Waupun Taxi fares to become effective on January 1, 2022.

Fare Category	Current Fare	Proposed Fare
Regular/Adult	\$3.50	\$3.75
Senior	\$2.50	\$2.75
Disabled	\$2.50	\$2.75
Student	\$2.50	\$2.75
Extra Passenger	\$2.50	\$2.50
Package Delivery	\$9.50	\$9.50
Late-Night	\$5.00	\$5.25
Agency	\$8.85	\$9.50
Outside Service Area	\$2.00/mile	\$2.25/mile

The meeting will be held in-person at the Waupun City Hall, 201 E. Main Street, Waupun WI, and by Video and Teleconference. To join virtually:

<https://us02web.zoom.us/j/82279403603?pwd=ZHZOWjZRM2FhKzR2ejhyVFR2TjJlZz09> (Meeting ID: 822 7940 3603 and Passcode: 288619).

Dated: November 16, 2021

Michelle Kast, Finance Director

Waupun City Council

Mark and Kim Bunkoske

928 Rock Avenue, Waupun, WI

November 25, 2021

Mark and I are asking the city council to consider our request for a solution to making our property safe again after the significant changes and losses we have endured due to the Harris Creek reconstruction.

We have lost a significant amount of our property including land, trees, shrubs and decorative landscaping. In exchange we now have an extremely large double culvert pointing directly at our home which may prove more of a hazard to us than the previous creek situation. When signing on to the project we were under the thought that there would be a redi-rock wall then grass leading up the bank. The large riprap seems much more dangerous.

This project will more than likely make the homes in our surrounding neighborhood safer from flooding issues. The sacrifices we have made weren't designed to help us

personally since we never had flooding in our home including the huge flood in 2008. Our house is a raised ranch on the highest elevation in our neighborhood. The unexpected excess of water at times has never harmed us personally.

It has been brought to our attention that more water has been directed to Harris Creek from various origins including farmer's field tiling and new construction to the south of our home. We can surmise that the future demand on the creek will be greater. Which would explain the tremendous size and width of the double culvert and overall project. We had an erosion problem that we were eager to have assistance with, but that could have been managed with a project much smaller than this.

Again, we along with several neighbors along the creek feel our property has sacrificed this beautiful residential area for the future needs of the city. Along with the lower property value due to loss of land and more importantly the loss of feeling safe on our own residence. The bank of the creek is perilously close to our house and the grade of the rock is dangerous.

The safety of our property concerns us greatly. We have been advised to educate people around the creek. Our children are concerned for their kids, our grandbabies. Even the most diligent caretaker could at the turn of a head find kids to be in a dangerous situation. We went from a creek 4-6 feet wide, possibly 2-3 feet deep, covered by various vegetation on both sides to this barren landscape of large jagged rock and a 25 foot wide waterbed.

During this process we have asked Mr. Daane, Jay Schiefelbien from the Department of Natural Resources and Mayor Nickel if we would be held responsible if a personal injury occurs in the project. We requested in writing something that states we would not be held liable. Apparently we are responsible since we never got any confirmation stating otherwise. This alarms us greatly!

Even during construction we have tried calmly to redirect kids from adventuring down the rock bank. That attempt was answered with a rude gesture from the young teen. Shortly after that, the same boy's grandfather and mother were observed laying at the edge of the rock wall

trying to retrieve the boy's cell phone. He apparently dropped it while climbing on the rocks. The grandparent asked us why we didn't keep the boys out of the project? We can't educate people we don't even know or see.

We have discussed our two-fold concerns as residents along the Harris Creek with all our neighbors. We all agree the rail across the creek should be enhanced for more safety to all. The previous rail was a four foot cyclone railing. Whoever built the first project decades ago must have seen a need for safety over a much smaller culvert with no rock and a shorter distance from sidewalk to creek. We have included pictures of the railing that was installed on both sides of main street for Harris Creek. The safety is very secure. There is really no comparison to the bare railing we have across our creek and intruding into our front yard.

We also, pertaining mostly to our personal property, feel that our home is now sitting precariously on a steep and dangerous drop to the creek. A passerby mentioned that it looks like our house is going to fall off the cliff!

Because of the elevation of our property it makes everything more dangerous and the grade much steeper to the bottom of the creek especially right next to our home. Mr. Daane and MSA tried to give our property

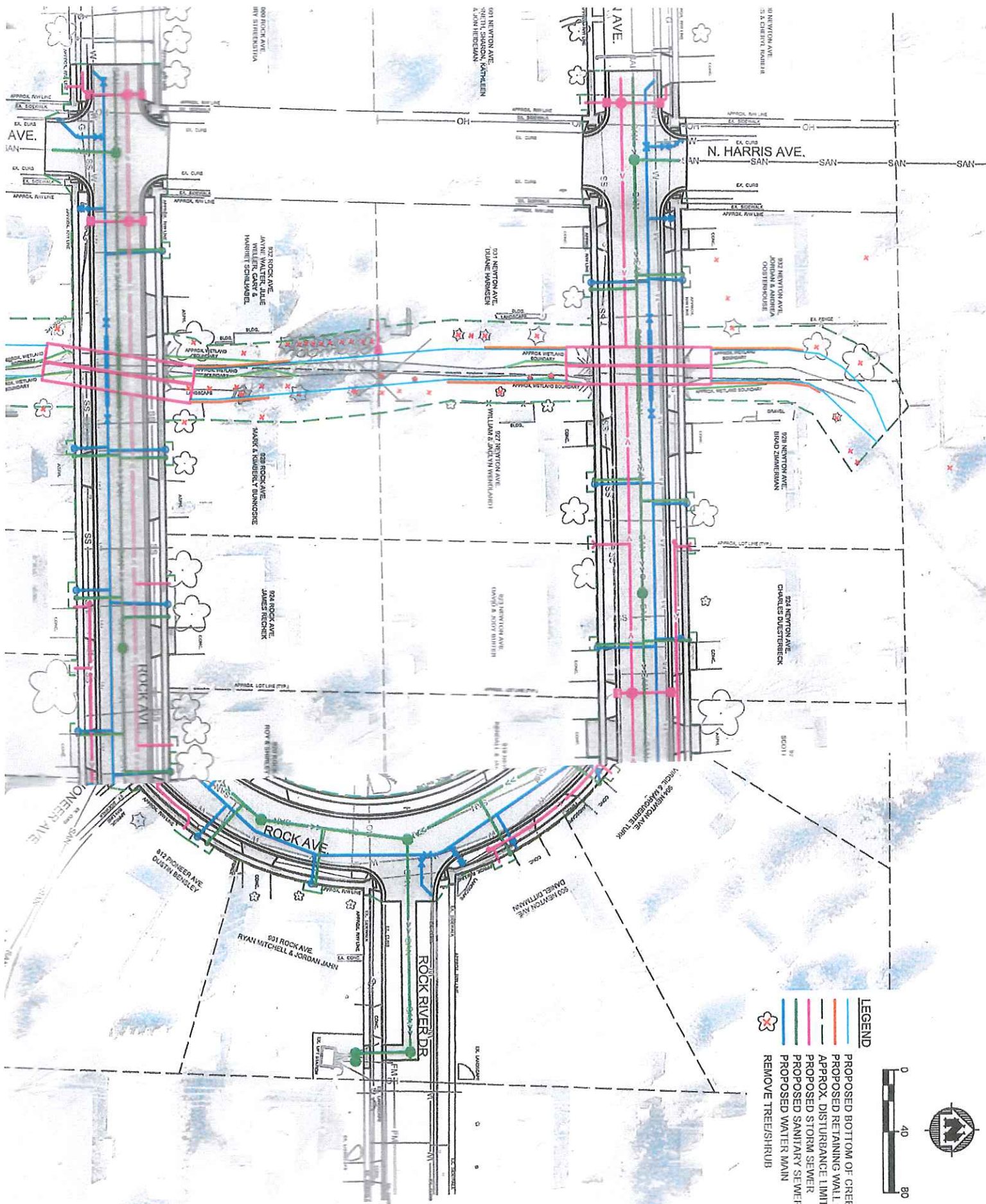
more separation by adding approximately 3 more feet of land next to our house, but the only way to do this was by pulling some of the rock back and putting new dirt on the rocks below. By pulling the rock back it added to the steepness of the grade and making it more dangerous. We do appreciate the effort.

Our hope is for a 4 foot cyclone mesh covered fence on our property between our yard and the rock bank from the railing to our shed in the back yard.

We have spent 30 years trying to create a beautiful and safe property. Now due to no fault of our own we have lost a tremendous amount of our property and don't feel safe. We are willing to spend the 1000's of dollars necessary to redo the landscaping on the west side and front of our property. We only ask that the city provide us with safety, separation and peace of mind that a cyclone fence would provide for us and our family. Nothing could ever replace all that we lost, but a safety fence would go a long way in helping us believe that the city of Waupun cares about it's residents

Thank you for your time and thoughtful consideration.

Mark and Kim Bunkoske





- Before -

- After -



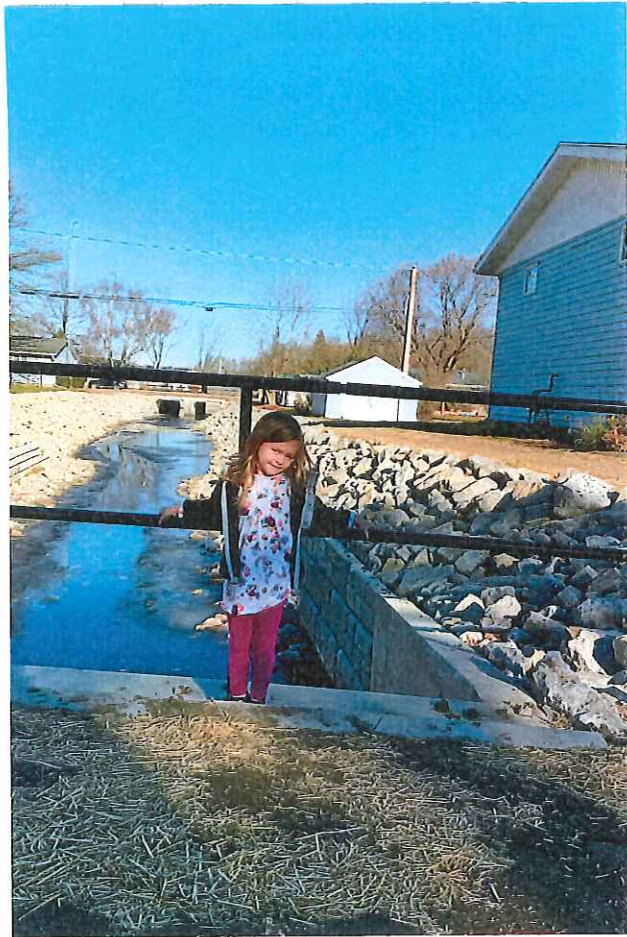
Original chain link Fence
for safety over culvert
← and creek



Present rail intruding into
front of property



Present rail with
dangerous gaps over
wider and deeper culverts



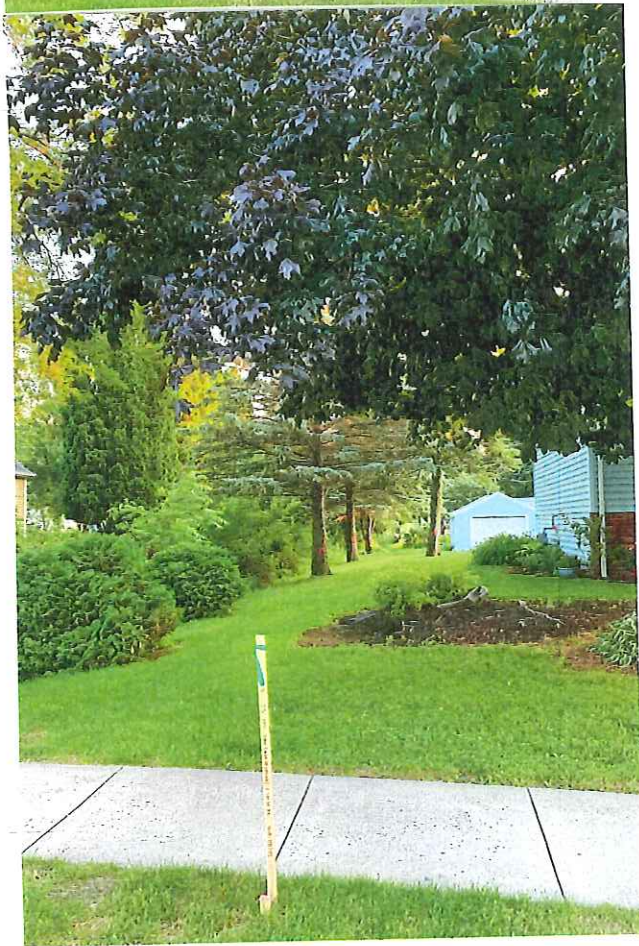


Railing installed
over creek
both sides of
Main & Harris

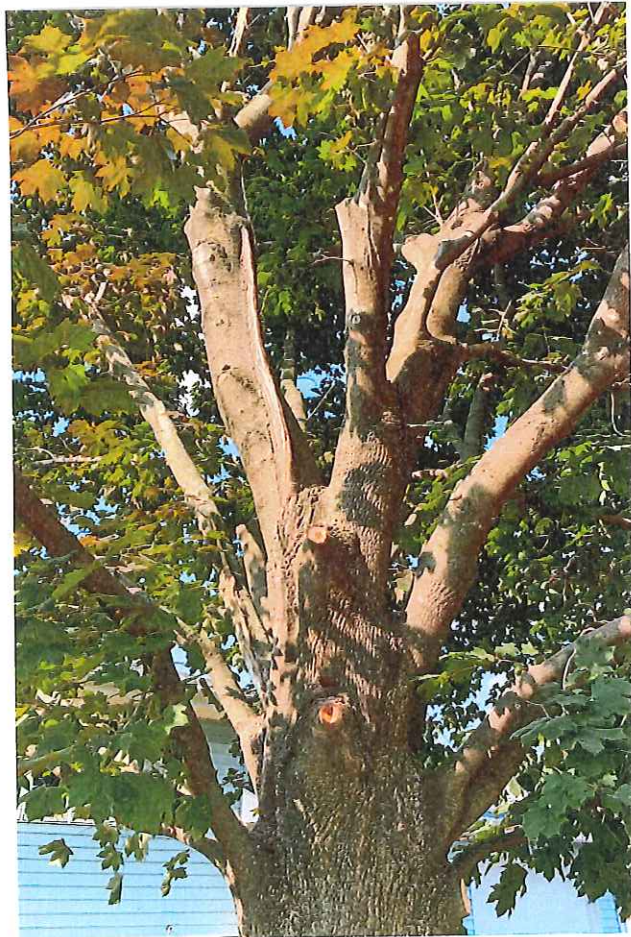




Prior to
← construction



Damage from construction
to only existing tree



Yard prior to construction
trees and shrubs removed.

932 Rock Ave received 10 junipers
to replace arborvitae's

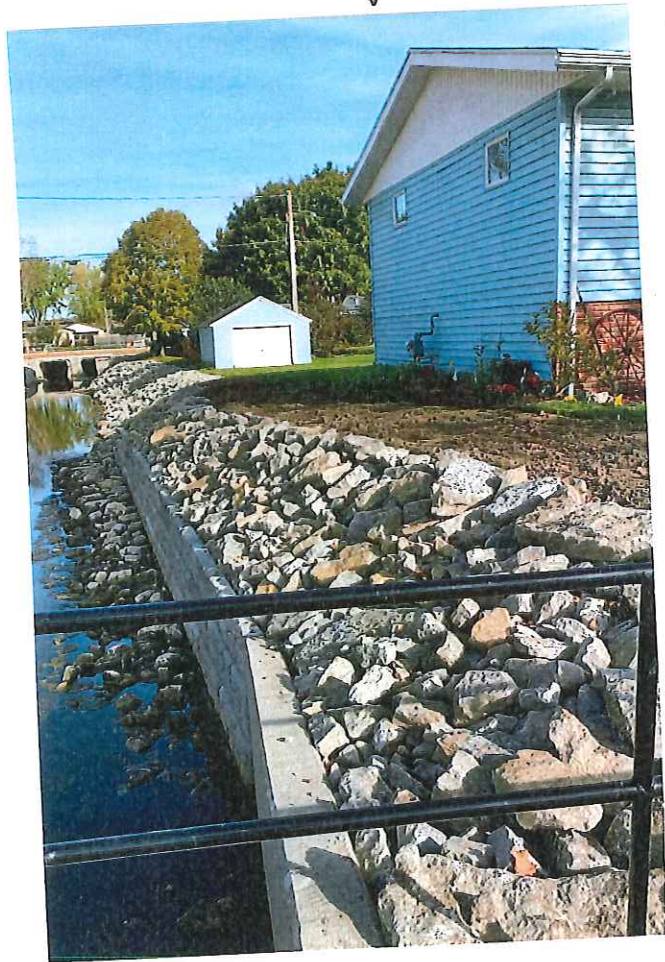


Proximity of
Rock bank to
← our home

Steep Grade
↓



Rock pulled back to
increase yard - making
grading of rock steeper
↓





MINUTES
CITY OF WAUPUN BOARD OF PUBLIC WORKS AND
FACILITIES COMMITTEE
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, October 12, 2021 at 4:30 PM

CALL TO ORDER

The Board of Public Works met virtually and in person at 4:30 pm on Tuesday, October 12, 2021.
Chairman Kaczmariski called the meeting to order at 4:30 pm

ROLL CALL

Members Present: Peter Kaczmariski, Mike Matoushek, Jason Westphal, Dale Heeringa, Ryan Mielke
Members Excused: Gregg Zonnefeld and Dave Rens
Staff Present: Jeff Daane - Public Works Director, Kathy Schlieve - City Administrator and Julie Nickel - Mayor
Guests: Jan White - Waupun Lions Club, Brad Bille - Waupun Area School District

PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS--

No one appeared

FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS

Next meeting will be Tuesday, November 9, 2021 at 4:30 pm.

CONSIDERATION - ACTION

1. Minutes of the September 14, 2021 meeting.
Motion by Matoushek, second by Westphal to approve the minutes of the September 14, 2021 meeting.
Motion carried, unanimously (5-0).
2. Recommend Request for Proposal to Raze Building and Restore Lot at Former Central WI Christian Grade School (520 McKinley Street, Waupun).
Motion by Matoushek, second by Mielke to recommend to the Council the proposal of WD Navis for \$102,885 to raze 520 McKinley St. Motion carried, unanimously (5-0).
3. Wayfinding sign locations and invoice approval.
Westphal questioned southbound signage for Beaver Dam St. and Watertown St. Jeff will consider this. Also S. Madison St. may need to be put up. Kathy believes we need more parking downtown signs. Gregg Zonnefeld asked that more of the signs include the CWC Campus and Mulder Field.

Motion by Matoushek, second by Westphal to not spend over \$5,000 for more signage. Motion carried, unanimously (5-0).
4. Traffic complaint at the intersection of Cochrane St. and Park Ave.
No action taken. Waupun Police Department will continue to monitor.
5. Tennis Courts at Dodge Park
Jan White representing the park sponsor, Waupun Lions Club, appeared. Jan suggested a GAGA ball court inside the fenced in area. She asked that Jeff get a quote on what a court would cost and the Lions Club would look at supporting the cost. Jeff suggested a band stand. Mike suggesdted an outdoor ice skating rink. Jason suggested a bag toss area. Jason is questioning if the WASD is charging to use the tennis courts at the high school. Brad Bille stated that he didn't believe so. Jeff will get some costs together on all of the ideas brought up and present at a future meeting.

6. School bus pickup on Wilcox street and Washington Ave.
Brad Bille is present representing the Waupun Area School District. They are looking for parking restrictions on Wilcox St. Discussion was made about moving the bus drop off to just Washington Ave. or use the ESC parking lot. This item was tabled. Jeff and Brad will talk to the bus company to possibly move the bus stop to Washington Ave.

Westphal left the meeting at 5:10 pm (excused).

7. Newton Ave and Rock Ave street reconstruction and Harris Creek safety improvements Update and Action
 1. Roadway Fence - Cost estimate is \$3,000. Discussion was addressed on possible flooding issues, and how high of fencing would be needed. Motion by Heeringa, second by Matoushek to deny the roadway fencing. Motion carried, unanimously (4-0).

2. Homeowner at 928 Rock Ave Fence - \$3,000. We are currently over budget by \$15,000 as of today on the Newton/Rock Ave. project. Motion by Matoushek to approve the fence at 928 Rock Ave., **no second, motion failed**. Motion by Heeringa, second by Mielke to deny fence at 928 Rock Ave. Motion carried (3-1).

8. Street Maintenance options for 2022.
Tabled due to time.

ADJOURNMENT

Motion by Matoushek, second by Mielke to adjourn the meeting. Motion carried, meeting adjourned at 5:59 pm

Angie Hull

From: Jeff Daane
Sent: Friday, December 10, 2021 10:09 AM
To: Angie Hull
Subject: FW: Fence quote for Bunkoske

Angie,

Below is the fence quotes from ACC construction.

The section for the Bunkoske's is the 115'.

The other section is for the 4 – 50' pipe rails that the girl is standing next to.

From: Jeff Daane [mailto:jeff@cityofwaupun.org]
Sent: Thursday, October 7, 2021 3:08 PM
To: Jeff Daane <jeff@cityofwaupun.org>
Subject: Fwd: Fence quote

----- Forwarded message -----

From: joe_westra@yahoo.com
Date: Oct 7, 2021 12:58 PM
Subject: Fence quote
To: Jeff Daane <jeff@cityofwaupun.org>
Cc:

Supply and install 200 ft of black chain link fence including bottom rail Onto existing railings. \$3000

Supply and install approximately 115 ft of black chain link fence along river . \$3000

Sent from my iPhone



AGENDA SUMMARY SHEET

MEETING DATE: 12-14-21

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

ISSUE SUMMARY:

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

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

Tuesday, December 28, 2021	Committee of the Whole
Tuesday, January 11, 2022	Common Council
Tuesday, January 25, 2022	Committee of the Whole
Tuesday, February 8, 2022	Common Council
Tuesday, February 22, 2022	Committee of the Whole
Tuesday, March 8, 2022	Common Council
Tuesday, March 29, 2022	Committee of the Whole
Tuesday, April 12, 2022	Common Council
Tuesday, April 19, 2022	Special Council-Seating of the Council
Tuesday, April 26, 2022	Committee of the Whole

License and Permit Applications

OPERATOR LICENSE:

Susan Hady, Lucas Dawson, April Miles, Justine Koehoorn, Jacob Miller, Brandy Halverson, Allyson Parrish

TEMPORARY CLASS B Fermented Malt Beverage License

Waupun Hockey Association – January 15, 2022 Alumni Game, located at the Waupun Community Center (510 E Spring St.)

PERMIT TO KEEP BACKYARD CHICKENS (renewal for 2022)

Kyle and Alicia Schweder – 506 W. Brown St.

TAXICAB LICENSE (renewal for 2022)

Brown Cab Services Inc – Justin Running, located at 101 Fond Du Lac Street.

TAXICAB DRIVER PERMIT (renewal for 2022)

William Donovan, Donna Donovan, Joseph Donovan, Kristi Donovan, Barbara Brautigam, Amanda Engel, Joseph Fuchs, Janine Golimowski

ATTACHMENTS:

Expense Report(s)

RECOMENDED MOTION: Motion to approve the Consent Agenda. <i>(Roll Call)</i>
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Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
11/29/2021	57	CREXENDO	488.57
11/29/2021	58	FAITH TECH, INC.	1,760.17
11/29/2021	59	KWIK TRIP STORES	6,208.04
11/29/2021	60	WELLS FARGO PAYMENT REMITT.	2,757.15
11/30/2021	102855	PREMIER CDL TESTING SERVICES	150.00 M
11/23/2021	102932	24 HOUR HOME COMFORT SERVICES	30.00
11/23/2021	102933	AMAZON CAPITAL SERVICES	59.90
11/23/2021	102934	AT&T MOBILITY	703.15
11/23/2021	102935	BAYCOM	14,141.00
11/23/2021	102936	BEER, MIKE	85.00
11/23/2021	102937	BROWN CAB SERVICE INC	8,306.42
11/23/2021	102938	CAPITAL NEWSPAPERS	403.28
11/23/2021	102939	CASPERS TRUCK EQUIPMENT	1,309.00
11/23/2021	102940	CHARTER COMMUNICATIONS	1,547.17
11/23/2021	102941	CONWAY SHIELD	60.00
11/23/2021	102942	DESTINATION LAKE WINNEBAGO RE	4,344.19
11/23/2021	102943	DODGE COUNTY REGISTER OF DEED	30.00
11/23/2021	102944	FENRICH, ANDREA	85.00
11/23/2021	102945	FOND DU LAC COUNTY TREASURER	147.00
11/23/2021	102946	GOODYEAR COMMERCIAL TIRE & SE	1,330.05
11/23/2021	102947	GRAND VALLEY INSPECTION SERVIC	10,752.30
11/23/2021	102948	H & R SAFETY SOLUTIONS LLC	950.60
11/23/2021	102949	HULL'S 151 IMPLEMENT, INC.	100.00
11/23/2021	102950	J & H CONTROLS, INC.	31,795.00
11/23/2021	102951	KIMBALL MIDWEST	128.25
11/23/2021	102952	L.F. GEORGE INC.	461.42
11/23/2021	102953	LITE 11 LLC	292.50
11/23/2021	102954	MSA PROFESSIONAL SERVICES INC.	17,993.13
11/23/2021	102955	MARCO TECHNOLOGIES LLC	56.95
11/23/2021	102956	PT TIRE & SERVICE CORP	252.50
11/23/2021	102957	PERKINS OIL	317.85
11/23/2021	102958	PETERSEN, JENNIFER	44.80
11/23/2021	102959	PIGGLY WIGGLY DISCOUNT FOODS	42.04
11/23/2021	102960	PIPIA, GINO	54.14
11/23/2021	102961	PITNEY BOWES, INC.	700.00
11/23/2021	102962	PITNEY BOWES INC	80.74
11/23/2021	102963	PRIME MEDIA	180.00
11/23/2021	102964	R BAUMAN & ASSOCIATES SC	495.00
11/23/2021	102965	RENNERTS	6,301.55
11/23/2021	102966	RENS FLORAL	53.95
11/23/2021	102967	RENS NURSERY RETAIL	2,999.50
11/23/2021	102968	SAN-A-CARE, INC	23.39
11/23/2021	102969	SCHLIEVE, NATE	50.00
11/23/2021	102970	SHERWIN INDUSTRIES	968.36
11/23/2021	102971	SIRCHIE FINGER PRINT-YOUNGSVIL	57.62
11/23/2021	102972	STICKS AND STONES	100.00
11/23/2021	102973	SURE FIRE, INC.	181.25
11/23/2021	102974	TELETZKE, KAREN	189.75
11/23/2021	102975	TRAFFIC & PARKING CONTROL CO.	868.35
11/23/2021	102976	TRUCK COUNTRY	426.60

Check Issue Date	Check Number	Payee	Amount
11/23/2021	102977	TRU CLEANERS LLC	3,292.50
11/23/2021	102978	UNIFORM SHOPPE	519.35
11/23/2021	102979	VANDE ZANDE & KAUFMAN, LLP	1,200.00
11/23/2021	102980	VON BRIESEN & ROPER, S.C.	2,360.00
11/23/2021	102981	WAUPUN UTILITIES	1,269.93
11/23/2021	102982	WERNER ELECTRIC SUPPLY	52.98
11/23/2021	102983	WINTERHACK, STEVE	150.00
11/23/2021	102984	WI DEPART OF TRANSPORTATION	1,831.49
11/23/2021	102985	INSIGHT FS	78.15
11/23/2021	102986	MARCO TECHNOLOGIES LLC	244.86
12/09/2021	102988	AGNESIAN WORK & WELLNESS-	499.00
12/09/2021	102989	ALLIANT ENERGY/WP&L	6,375.09
12/09/2021	102990	ALLIED 100	1,426.00
12/09/2021	102991	AMERICAN HYDRAULICS INC	1,546.00
12/09/2021	102992	ASSOCIATED APPRAISAL CONSULTA	2,467.66
12/09/2021	102993	AT & T	129.40
12/09/2021	102994	AXON ENTERPRISE INC	5,671.24
12/09/2021	102995	BUREAU OF CORRECTIONAL ENTER	143.53
12/09/2021	102996	BADGER TOYOTALIFT	2,995.43
12/09/2021	102997	BALLWEG IMPLEMENT	449.65
12/09/2021	102998	BATTERIES PLUS LLC	96.95
12/09/2021	102999	AIR ONE EQUIPMENT INC	900.00
12/09/2021	103000	CAPITAL NEWSPAPERS	44.21
12/09/2021	103001	CASPER'S TRUCK EQUIPMENT	550.01
12/09/2021	103002	CEDAR CORPORATION	4,290.50
12/09/2021	103003	CHARTER COMMUNICATIONS	145.77
12/09/2021	103004	CONSULTANTS LABORATORY-FDL	80.00
12/09/2021	103005	CONTREE	333.98
12/09/2021	103006	MARTENS ACE HARDWARE	377.20
12/09/2021	103007	FOND DU LAC COUNTY TREASURER	35,563.01
12/09/2021	103008	GOODYEAR COMMERCIAL TIRE & SE	1,127.80
12/09/2021	103009	GRAND VALLEY INSPECTION SERVIC	3,180.83
12/09/2021	103010	GUNDERSON, INC.	690.39
12/09/2021	103011	HRABAN, JASON	109.67
12/09/2021	103012	HOMAN AUTO -GATEWAY	72.39
12/09/2021	103013	INTER-QUEST	31.24
12/09/2021	103014	J & H CONTROLS, INC.	1,309.47
12/09/2021	103015	JEFFERSON FIRE & SAFETY, INC.	1,322.50
12/09/2021	103016	KARTECHNER BROTHERS LLC	437.32
12/09/2021	103017	LAKESIDE LEGAL SERVICES	5,000.00
12/09/2021	103018	LIFESTAR EMERGENCY MEDICAL	64,280.00
12/09/2021	103019	LITE 11 LLC	292.50
12/09/2021	103020	MARCO TECHNOLOGIES LLC	56.95
12/09/2021	103021	MICK FISCHER TROPHY & ENGRAVIN	312.20
12/09/2021	103022	MIDWEST SERVICE EQUIPMENT	253.54
12/09/2021	103023	NAPA AUTO PARTS-WAUPUN	791.09
12/09/2021	103024	NICKEL, JULIE	167.88
12/09/2021	103025	O'REILLY AUTOMOTIVE INC	49.99
12/09/2021	103026	OSHKOSH OFFICE SYSTEMS	207.63
12/09/2021	103027	PIGGLY WIGGLY DISCOUNT FOODS	13.38
12/09/2021	103028	PITNEY BOWES INC	140.03
12/09/2021	103029	PITNEY BOWES	693.12
12/09/2021	103030	POWERSPORTS COMPANY	2,299.00

Check Issue Date	Check Number	Payee	Amount
12/09/2021	103031	PURCHASE POWER	500.00
12/09/2021	103032	QUADMED INC	3,824.00
12/09/2021	103033	RWI PIPE FABRICATORS, INC	240.00
12/09/2021	103034	R BAUMAN & ASSOCIATES SC	495.00
12/09/2021	103035	RADIO PLUS	295.00
12/09/2021	103036	RASCH, JEREMY	141.35
12/09/2021	103037	REINDERS INC.	121.82
12/09/2021	103038	RENS FLORAL	127.90
12/09/2021	103039	SIRCHIE ACQUISITION COMPANY LLC	23.11
12/09/2021	103040	STAPLES CREDIT PLAN	374.99
12/09/2021	103041	STICKS AND STONES	1,600.00
12/09/2021	103042	STOBB PLUMBING & HEATING, INC.	525.00
12/09/2021	103043	STRATEGIC MANAGEMENT & CONSU	1,200.00
12/09/2021	103044	TRACTOR SUPPLY CREDIT PLAN	68.95
12/09/2021	103045	TRAFFIC & PARKING CONTROL CO.	3,735.10
12/09/2021	103046	TRU CLEANERS LLC	4,532.81
12/09/2021	103047	UNIFORM SHOPPE	34.90
12/09/2021	103048	UW MADISON ACCOUNING SERVICES	7,229.00
12/09/2021	103049	US CELLULAR	386.71
12/09/2021	103050	VANDE KOLK, ASHLEY	225.00
12/09/2021	103051	VANDE ZANDE & KAUFMAN, LLP	2,340.00
12/09/2021	103052	C.VERHAGE.PHOTO	1,849.83
12/09/2021	103053	WAUPUN AREA ANIMAL SHELTER,INC	1,000.00
12/09/2021	103054	WERNER ELECTRIC SUPPLY	58.47
12/09/2021	103055	WI DEPT OF JUSTICE	91.00
12/09/2021	103056	WI DEPART OF TRANSPORTATION	822.76
12/09/2021	103057	WM CORPORATE SERVICES INC	44,511.60
12/09/2021	103058	W.W. ELECTRIC MOTORS, INC.	137.00
12/09/2021	103059	PRECISIONCHEM LLC	380.00
Grand Totals:			355,656.74

Report Criteria:

Report type: Summary

Report Criteria:

[Report].Invoice Date = 11/23/2021,11/29/2021,11/30/2021,12/09/2021

Invoice	Description	Invoice Date	Total Cost	GL Account
10 24 HOUR HOME COMFORT SERVICES				
11-23-21	Reimbursement of Building Permit Overpayment	11/23/2021	30.00	230-44-4431-0-00
Total 10 24 HOUR HOME COMFORT SERVICES:			30.00	
48 AMAZON CAPITAL SERVICES				
1L1X-Q7LW-QKMR	burner torch - various projects	11/23/2021	59.90	100-70-5411-3-38
Total 48 AMAZON CAPITAL SERVICES:			59.90	
955 AGNESIAN WORK & WELLNESS-				
35445	Flu Shot	12/09/2021	24.00	100-10-5143-3-38
35445	Hague Physical	12/09/2021	290.00	100-40-5215-3-37
35349	Work Steps Eval - Gile	12/09/2021	185.00	100-40-5215-3-37
Total 955 AGNESIAN WORK & WELLNESS-:			499.00	
1174 ALLIANT ENERGY/WP&L				
3425110000-NOV21	MUSEUM monthly fuel charges - Nov 2021	12/09/2021	422.57	100-20-5512-3-32
5374620000-NOV21	Aquatic Center - Nov 2021	12/09/2021	136.87	100-20-5523-3-32
5946940000-NOV21	Police Dept - monthly fuel charges - Nov 2021	12/09/2021	514.32	100-40-5211-3-32
5946940000-NOV21	Fire Dept - monthly fuel charges - Nov 2021	12/09/2021	289.30	100-50-5231-3-32
1780510000-NOV21	CITY HALL monthly fuel charges - Nov 2021	12/09/2021	2,000.04	100-70-5410-3-32
2831330000-NOV21	community center monthly fuel-Nov 2021 - School	12/09/2021	756.60	100-70-5410-3-32
2831330000-NOV21	community center monthly fuel-Nov 2021 - hockey	12/09/2021	605.28	100-70-5410-3-32
2831330000-NOV21	community center monthly fuel-Nov 2021 - city	12/09/2021	151.31	100-70-5410-3-32
3264610000-NOV21	Garage monthly fuel - Nov 2021	12/09/2021	1,472.51	100-70-5412-3-32
3517989074-OCT21	TIF#6 - Utilities McKinley St. Building - Nov 2021	12/09/2021	26.29	408-70-5436-3-32
Total 1174 ALLIANT ENERGY/WP&L:			6,375.09	
1175 ALLIED 100				
2043329	AED supplies	12/09/2021	1,426.00	100-70-5410-3-36
Total 1175 ALLIED 100:			1,426.00	
1203 AMERICAN HYDRAULICS INC				
25712	reguild leaking hydraulic cylinder	12/09/2021	1,546.00	100-70-5411-3-36
Total 1203 AMERICAN HYDRAULICS INC:			1,546.00	
1787 ASSOCIATED APPRAISAL CONSULTAN				
157729	Monthly services - Dec 2021	12/09/2021	2,467.66	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			2,467.66	
1904 AT & T				
NOV19-DEC18 2021	Police Dept monthly phone charges - Nov 19-Dec 18 202	12/09/2021	129.40	100-40-5211-3-31
Total 1904 AT & T:			129.40	
1906 AT&T MOBILITY				
OCT2021	FirstNet Mobile Aircards - Oct 2021	11/23/2021	703.15	100-40-5211-3-31

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 1908 AT&T MOBILITY:			703.15	
1994 AXON ENTERPRISE INC				
INUS033007	tasers	12/09/2021	5,671.24	410-40-5211-4-00
Total 1994 AXON ENTERPRISE INC:			5,671.24	
3072 BUREAU OF CORRECTIONAL ENTERPRISES				
927-176079	tax bill stuffers - Dodge	12/09/2021	77.11	100-10-5141-3-38
927-176081	tax bill stuffers - FDL	12/09/2021	66.42	100-10-5141-3-38
Total 3072 BUREAU OF CORRECTIONAL ENTERPRISES:			143.53	
3075 BADGER TOYOTALIFT				
01P7806710	replace leaking hydraulic cylinder	12/09/2021	2,995.43	100-70-5411-3-36
Total 3075 BADGER TOYOTALIFT:			2,995.43	
4015 BALLWEG IMPLEMENT				
P28679	starter for leaf vac	12/09/2021	449.65	700-10-5193-3-36
Total 4015 BALLWEG IMPLEMENT:			449.65	
4078 BATTERIES PLUS LLC				
P45361972	Batteries - FD	12/09/2021	96.95	100-50-5232-3-36
Total 4078 BATTERIES PLUS LLC:			96.95	
4089 BAYCOM				
SRVCE000000035067	portable radios - FD - EMR payers	11/23/2021	5,200.00	100-50-5230-3-38
SRVCE000000035067	portable radios - FD - EMR grant/donation	11/23/2021	2,000.00	220-50-5230-3-38
SRVCE000000035067	portable radios - FD - portable radios	11/23/2021	6,941.00	410-50-5231-4-00
Total 4089 BAYCOM:			14,141.00	
5035 BEER, MIKE				
11-23-21	NREMT testing	11/23/2021	85.00	100-50-5230-3-38
Total 5035 BEER, MIKE:			85.00	
5070 AIR ONE EQUIPMENT INC				
174657	annual air mask flow testing	12/09/2021	900.00	100-50-5232-3-36
Total 5070 AIR ONE EQUIPMENT INC:			900.00	
6252 BROWN CAB SERVICE INC				
2154	Oct monthly taxi service 2021	11/23/2021	8,306.42	501-10-5154-3-38
Total 6252 BROWN CAB SERVICE INC:			8,306.42	
7058 CAPITAL NEWSPAPERS				
76986	2022 Budget - Public Hearing Notice	11/23/2021	374.95	100-10-5110-3-35
78127	Ordinance Number 21-10	11/23/2021	15.18	100-10-5110-3-35
78199	Summary Publication - change in time of meeting - Budge	11/23/2021	13.15	100-10-5110-3-35
78740	2021-2022 Snow Removal Notices	12/09/2021	44.21	100-70-5435-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 7058 CAPITAL NEWSPAPERS:			447.49	
7070 CASPERS TRUCK EQUIPMENT				
0050815-IN	parts - repairs to street sweeper	11/23/2021	634.00	700-10-5192-3-36
0050765-IN	street sweeper repair	11/23/2021	675.00	700-10-5192-3-36
0050850-IN	street sweeper dirt shoe replacement	12/09/2021	550.01	700-10-5192-3-36
Total 7070 CASPERS TRUCK EQUIPMENT:			1,859.01	
8046 CEDAR CORPORATION				
109555	Senior Center Design & Planning	12/09/2021	3,073.00	400-20-5513-8-00
109530	Professional Services - Safety Building - thru 11-13-21	12/09/2021	1,217.50	400-40-5211-8-00
Total 8046 CEDAR CORPORATION:			4,290.50	
10048 CHARTER COMMUNICATIONS				
13430-NOV21	city hall - internet	11/23/2021	134.98	100-10-5197-3-31
84621-NOV21	museum - internet - pd by Historical Society	11/23/2021	89.99	100-13850
16011-NOV21	senior center - tv, internet	11/23/2021	145.77	100-20-5513-3-38
16011-DEC21	senior center - tv, internet	12/09/2021	145.77	100-20-5513-3-38
54053-NOV21	aquatic center	11/23/2021	109.97	100-20-5523-3-38
18615-NOV21	PD - voice, internet, tv	11/23/2021	360.47	100-40-5211-3-38
3194-NOV21	ethernet intrastate MBPS	11/23/2021	490.00	100-40-5211-3-38
15199-NOV21	garage - tv, internet	11/23/2021	215.99	100-70-5412-3-38
Total 10048 CHARTER COMMUNICATIONS:			1,692.94	
10468 CONSULTANTS LABORATORY-FDL				
2618005	legal blood draws - Nov 2021	12/09/2021	80.00	100-40-5213-3-38
Total 10468 CONSULTANTS LABORATORY-FDL:			80.00	
10475 CONTREE				
69719	replace cover on brine tank	12/09/2021	19.13	100-70-5411-3-36
69720	replace couplers on hose tank	12/09/2021	40.75	100-70-5411-3-36
69599	replace check valves on spray bar for salt brine	12/09/2021	274.10	100-70-5435-3-36
Total 10475 CONTREE:			333.98	
10476 CONWAY SHIELD				
0475702	shield for Beder retirement plaque	11/23/2021	60.00	100-50-5231-3-38
Total 10476 CONWAY SHIELD:			60.00	
10651 CREXENDO				
2045277163	City Hall Phone Charges - Nov 2021	11/29/2021	360.15	100-10-5197-3-31
2045277163	Senior Center Phone Charges - Nov 2021	11/29/2021	25.73	100-20-5513-3-31
2045277163	Garage Phone Charges - Nov 2021	11/29/2021	102.69	100-70-5412-3-31
Total 10651 CREXENDO:			488.57	
11275 DESTINATION LAKE WINNEBAGO REGION				
11-23-21	70% Of Room Tax - Oct 2021	11/23/2021	4,344.19	430-70-5436-3-42
Total 11275 DESTINATION LAKE WINNEBAGO REGION:			4,344.19	

Invoice	Description	Invoice Date	Total Cost	GL Account
11951 DODGE COUNTY REGISTER OF DEEDS				
2	Stormwater Maint Agreement Recording - Maple Tree To	11/23/2021	30.00	700-10-5192-3-38
Total 11951 DODGE COUNTY REGISTER OF DEEDS:			30.00	
12676 FAITH TECH, INC.				
NOV2021	energy efficiency ACH pmt 26 of 60	11/29/2021	1,760.17	300-10-5935-6-00
Total 12676 FAITH TECH, INC.:			1,760.17	
12700 MARTENS ACE HARDWARE				
NOV2021/1	thermostat - pool pumphouse	12/09/2021	26.99	100-20-5523-3-36
NOV2021/1	varnish/brush - windows/trim @ museum	12/09/2021	21.98	100-70-5410-3-36
NOV2021/1	fuse/mouse bait - museum	12/09/2021	33.98	100-70-5410-3-36
NOV2021/1	replace light switches & fuses - museum	12/09/2021	39.75	100-70-5410-3-36
NOV2021/1	markers - shop	12/09/2021	8.99	100-70-5410-3-38
NOV2021/1	rakes for shop	12/09/2021	107.96	100-70-5411-3-38
NOV2021/1	couple flex - boiler pipe	12/09/2021	8.99	100-70-5412-3-36
NOV2021/1	timer for lights	12/09/2021	11.17	100-70-5412-3-36
NOV2021/1	clock - shop	12/09/2021	19.99	100-70-5412-3-36
NOV2021/1	parts for brine sprayer	12/09/2021	6.36	100-70-5435-3-36
NOV2021/1	washers for street signs	12/09/2021	51.49	100-70-5441-3-36
NOV2021/1	striping paint	12/09/2021	31.96	700-10-5192-3-38
NOV2021/1	snap bolt - repair handle	12/09/2021	7.59	700-10-5193-3-36
Total 12700 MARTENS ACE HARDWARE:			377.20	
12776 FENRICH, ANDREA				
11-23-21	EMT registry test	11/23/2021	85.00	100-50-5230-3-38
Total 12776 FENRICH, ANDREA:			85.00	
13700 FOND DU LAC COUNTY TREASURER				
24703	Tax bill envelopes 2021	11/23/2021	147.00	100-10-5141-3-38
24774	2021 Netmotion Software Maint	12/09/2021	750.00	100-40-5211-3-38
IS-2021-W01	IT security, netmotion, phone, etc	12/09/2021	3,956.00	100-40-5211-3-38
IS-2021-W02	Tech Support	12/09/2021	11,167.50	100-40-5211-3-38
IS-2021-W01	Fire Dept Netmotion	12/09/2021	300.00	100-50-5231-3-38
IS-2021-W02	Cisco Phones	12/09/2021	4,955.89	410-40-5211-4-00
IS-2021-W02	5 Dell Computers/docking stations, monitor, etc	12/09/2021	14,433.62	410-40-5211-4-00
Total 13700 FOND DU LAC COUNTY TREASURER:			35,710.01	
14641 GOODYEAR COMMERCIAL TIRE & SER				
132-1188913	tires - Police dept	11/23/2021	730.05	100-40-5212-3-36
132-1189203	tires - Police dept	11/23/2021	600.00	100-40-5212-3-36
132-1189505	tires - Police dept	12/09/2021	1,127.80	100-40-5212-3-36
Total 14641 GOODYEAR COMMERCIAL TIRE & SER:			2,457.85	
14698 GRAND VALLEY INSPECTION SERVICES				
2021-185	Building Insp/Zoning Admin for Oct 2021	11/23/2021	10,752.30	230-30-5241-3-38
2021-202	Building Insp/Zoning Admin for Nov 2021	12/09/2021	3,180.83	230-30-5241-3-38
Total 14698 GRAND VALLEY INSPECTION SERVICES:			13,933.13	
15075 GUNDERSON, INC.				
1046470	fire Dept-Rugs - Oct 2021	12/09/2021	54.27	100-70-5410-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
1049048	CITY HALL rugs - Oct 2021	12/09/2021	68.07	100-70-5410-3-38
1049049	Senior center rugs - Oct 2021	12/09/2021	56.53	100-70-5410-3-38
1059195	CITY HALL rugs - Nov 2021	12/09/2021	68.07	100-70-5410-3-38
1056972	fire Dept-Rugs - Nov 2021	12/09/2021	54.27	100-70-5410-3-38
1059603	Senior center rugs - Nov 2021	12/09/2021	56.53	100-70-5410-3-38
1059602	CITY HALL rugs - Nov 2021	12/09/2021	68.07	100-70-5410-3-38
1046463	Library Rugs - Oct 2021	12/09/2021	66.17	100-70-5410-3-38
1051656	Library Rugs - Oct 2021	12/09/2021	66.17	100-70-5410-3-38
1056964	Library Rugs - Nov 2021	12/09/2021	66.17	100-70-5410-3-38
1062180	Library Rugs - Nov 2021	12/09/2021	66.17	100-70-5410-3-38
1068579	Credit - Library	12/09/2021	397.08-	100-70-5410-3-38
1066588	Garage supplies - Dec 2021	12/09/2021	29.15	100-70-5410-3-38
1048273	Uniform/charges - Oct 2021	12/09/2021	19.89	100-70-5411-3-38
1048272	Garage supplies - Oct 2021	12/09/2021	47.05	100-70-5411-3-38
1050892	Uniform/charges - Oct 2021	12/09/2021	19.89	100-70-5411-3-38
1050891	Garage supplies - Oct 2021	12/09/2021	29.15	100-70-5411-3-38
1056180	Uniform/charges - Nov 2021	12/09/2021	19.89	100-70-5411-3-38
1056179	Garage supplies - Nov 2021	12/09/2021	29.15	100-70-5411-3-38
1058805	Garage supplies - Nov 2021	12/09/2021	47.05	100-70-5411-3-38
1058806	Uniform/charges - Nov 2021	12/09/2021	19.89	100-70-5411-3-38
1061429	Garage supplies - Nov 2021	12/09/2021	29.15	100-70-5411-3-38
1061430	Uniform/charges - Nov 2021	12/09/2021	19.89	100-70-5411-3-38
1063962	Garage supplies - Nov 2021	12/09/2021	47.05	100-70-5411-3-38
1063963	Uniform/charges - Nov 2021	12/09/2021	19.89	100-70-5411-3-38
1066589	Uniform/charges - Dec 2021	12/09/2021	19.89	100-70-5411-3-38
Total 15075 GUNDERSON, INC.:			690.39	
15257 HRABAN, JASON				
12-9-21	clothing allowance	12/09/2021	109.67	100-12634
Total 15257 HRABAN, JASON:			109.67	
15297 H & R SAFETY SOLUTIONS LLC				
6547	barricades	11/23/2021	950.60	100-70-5441-3-36
Total 15297 H & R SAFETY SOLUTIONS LLC:			950.60	
15950 HOMAN AUTO -GATEWAY				
409783	paint touch up brush	12/09/2021	17.20	100-40-5212-3-38
1017249	FILTER	12/09/2021	38.88	100-70-5411-3-36
1017256	pin for pulley removed during water pump replacement	12/09/2021	1.96	100-70-5411-3-36
1017250	replace water pump	12/09/2021	14.35	100-70-5411-3-36
Total 15950 HOMAN AUTO -GATEWAY:			72.39	
16068 HULL'S 151 IMPLEMENT, INC.				
336	lift rental - repair water leak @ city garage	11/23/2021	100.00	100-70-5411-3-38
Total 16068 HULL'S 151 IMPLEMENT, INC.:			100.00	
16440 INTER-QUEST				
79135	remote support - PD	12/09/2021	31.24	100-40-5212-3-38
Total 16440 INTER-QUEST:			31.24	
16600 J & H CONTROLS, INC.				
10000023405	replaced gas solenoid for the boiler	12/09/2021	1,069.47	100-70-5410-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
10000023406	exhaust fans not running - library	12/09/2021	240.00	100-70-5410-3-36
10000023322	City Hall - air handling unit digital control upgrade	11/23/2021	8,075.00	400-10-5140-8-00
10000023321	City Hall - air handling unit air cooled condensing unit repl	11/23/2021	23,720.00	400-10-5140-8-00
Total 16600 J & H CONTROLS, INC.:			33,104.47	
16659 JEFFERSON FIRE & SAFETY, INC.				
IN135297	hose/nozzle project	12/09/2021	1,322.50	410-50-5231-4-00
Total 16659 JEFFERSON FIRE & SAFETY, INC.:			1,322.50	
16843 KARTECHNER BROTHERS LLC				
2003	hot mix patches - various streets	12/09/2021	437.32	100-70-5431-3-36
Total 16843 KARTECHNER BROTHERS LLC:			437.32	
16987 KIMBALL MIDWEST				
9398806	nuts/washers/cap screws	11/23/2021	128.25	100-70-5411-3-36
Total 16987 KIMBALL MIDWEST:			128.25	
17175 KWIK TRIP STORES				
PD-OCT21	Police Dept monthly fuel - Oct 2021	11/29/2021	2,426.55	100-40-5212-3-38
FD-OCT21	Fire dept monthly fuel - Oct 2021	11/29/2021	343.08	100-50-5232-3-38
DPW-OCT21	DPW monthly fuel purchases - Oct 2021	11/29/2021	2,619.56	100-70-5411-3-38
DPW-OCT21	DPW monthly fuel purchases - Oct 2021	11/29/2021	629.44	700-10-5191-3-38
DPW-OCT21	DPW monthly fuel purchases - Oct 2021	11/29/2021	161.80	700-10-5192-3-38
DPW-OCT21	DPW monthly fuel purchases - Oct 2021	11/29/2021	27.61	700-10-5193-3-36
Total 17175 KWIK TRIP STORES:			6,208.04	
17183 L.F. GEORGE INC.				
IC81204	replace chipper knives	11/23/2021	461.42	100-70-5411-3-36
Total 17183 L.F. GEORGE INC.:			461.42	
17232 LAKESIDE LEGAL SERVICES				
12-9-21	Pausma vs Waupun Settlement	12/09/2021	5,000.00	100-10-5194-3-38
Total 17232 LAKESIDE LEGAL SERVICES:			5,000.00	
17759 LIFESTAR EMERGENCY MEDICAL				
12/2020-11/2021	Dec 2020 to Nov 2021 less pd expenses	12/09/2021	64,280.00	100-10-5255-3-38
Total 17759 LIFESTAR EMERGENCY MEDICAL:			64,280.00	
17827 LITE 11 LLC				
1519	install of firstnet data antenna - F-250	11/23/2021	292.50	410-50-5231-4-00
1521	HPUE install on 599	12/09/2021	292.50	410-50-5231-4-00
Total 17827 LITE 11 LLC :			585.00	
18009 MSA PROFESSIONAL SERVICES INC.				
R00212056.0-81	Grant Application Assist - Ph 2 Rock/Newton & McCune P	11/23/2021	1,141.00	100-70-5420-3-38
R00212096.0-29	Newton-Rock - Construction Admin	11/23/2021	278.26	400-70-5436-8-00
R00212096.0-29	Newton-Rock - Construction Staking	11/23/2021	1,538.31	400-70-5436-8-00
R00212096.0-29	Newton-Rock - Construction Observation	11/23/2021	3,664.48	400-70-5436-8-00
R00212056.0-81	Wilson Dr Extension Cost Estimate Bus Park	11/23/2021	326.00	404-10-5711-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
R00212056.0-81	310 & 312 Main St. CSM	11/23/2021	225.00	405-70-5436-3-38
R00212129.0-1	Claggett Ave Storm Sewer Eval	11/23/2021	1,002.50	700-10-5192-3-38
R00212056.0-81	Stam Auto Stormwater Review	11/23/2021	231.25	700-10-5192-8-00
R00212119.0-11	Harmsen Ave & Oak Lane Storm Pond	11/23/2021	4,726.02	700-10-5192-8-00
R00212096.0-29	Newton-Rock - Construction Admin	11/23/2021	504.24	700-10-5192-8-00
R00212096.0-29	Newton-Rock - Construction Staking	11/23/2021	2,787.57	700-10-5192-8-00
R00212096.0-29	Newton-Rock - Construction Observation	11/23/2021	1,568.50	700-10-5192-8-00
Total 18009 MSA PROFESSIONAL SERVICES INC.:			17,993.13	
18459 MARCO TECHNOLOGIES LLC				
INV9292538	Konica/A7PY011X001 contract - Nov 2021	11/23/2021	56.95	100-40-5211-3-38
INV9392602	Konica/A7PY011X001 contract - Dec 2021	12/09/2021	56.95	100-40-5211-3-38
Total 18459 MARCO TECHNOLOGIES LLC:			113.90	
19032 MICK FISCHER TROPHY & ENGRAVING				
22664	length of service plaques	12/09/2021	312.20	100-50-5231-3-38
Total 19032 MICK FISCHER TROPHY & ENGRAVING:			312.20	
19149 MIDWEST SERVICE EQUIPMENT				
24501	replace pressure washer hose	12/09/2021	253.54	100-70-5411-3-36
Total 19149 MIDWEST SERVICE EQUIPMENT:			253.54	
19802 NAPA AUTO PARTS-WAUPUN				
330172	brake pads/rotors	12/09/2021	242.77	100-40-5212-3-36
331698	oil filter - PD	12/09/2021	5.54	100-40-5212-3-36
331835	battery/core deposit	12/09/2021	171.99	100-40-5212-3-36
331839	credit	12/09/2021	255.57-	100-40-5212-3-36
330923	oil for compressors at buildings	12/09/2021	20.76	100-70-5410-3-36
329046	hydraulic filter	12/09/2021	51.59	100-70-5411-3-36
329373	air filters/hydraulic filter	12/09/2021	74.85	100-70-5411-3-36
329399	hydraulic filter	12/09/2021	51.59	100-70-5411-3-36
329404	fuel filters	12/09/2021	43.20	100-70-5411-3-36
329406	credit	12/09/2021	51.59-	100-70-5411-3-36
329534	wiper blade	12/09/2021	8.54	100-70-5411-3-36
330229	oil filters/shadow nitrile	12/09/2021	35.13	100-70-5411-3-36
330265	boxed capsules - replace light bulbs	12/09/2021	12.14	100-70-5411-3-36
330547	oil filter	12/09/2021	5.54	100-70-5411-3-36
330548	air filter	12/09/2021	36.07	100-70-5411-3-36
331697	oil filters	12/09/2021	17.81	100-70-5411-3-36
331698	tire pressure monitoring system	12/09/2021	24.30	100-70-5411-3-36
331836	replace water pump	12/09/2021	142.44	100-70-5411-3-36
330362	battery for leaf vac	12/09/2021	153.99	700-10-5193-3-36
Total 19802 NAPA AUTO PARTS-WAUPUN:			791.09	
20480 NICKEL, JULIE				
12-9-21	Reimbursement for cell phone use - Dec 2021	12/09/2021	40.00	100-10-5131-3-31
12-9-21/2	Candy for Christmas Parade 2021	12/09/2021	67.96	100-10-5534-3-38
12-9-21/1	Candy for Christmas Parade 2021	12/09/2021	59.92	100-10-5534-3-38
Total 20480 NICKEL, JULIE:			167.88	
20800 O'REILLY AUTOMOTIVE INC				
2391-452250	socket	12/09/2021	49.99	100-70-5411-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 20800 O'REILLY AUTOMOTIVE INC:			49.99	
20900 OSHKOSH OFFICE SYSTEMS				
AR69594	City Hall Color Copier 6333 - contract - Nov 2021	12/09/2021	207.63	100-10-5141-3-36
Total 20900 OSHKOSH OFFICE SYSTEMS:			207.63	
20997 PT TIRE & SERVICE CORP				
24070	repair leaking tire	11/23/2021	252.50	100-70-5411-3-36
Total 20997 PT TIRE & SERVICE CORP:			252.50	
21245 PERKINS OIL				
0136638-IN	Peak Blue DEF/Grease/Washer Deicr/Drum Deposit	11/23/2021	317.85	100-70-5411-3-36
Total 21245 PERKINS OIL:			317.85	
21357 PETERSEN, JENNIFER				
11-23-21	MILEAGE - FDL Cty - pick up tax supplies	11/23/2021	44.80	100-10-5141-3-37
Total 21357 PETERSEN, JENNIFER:			44.80	
21665 PIGGLY WIGGLY DISCOUNT FOODS				
7391	Inspectors meeting supplies	11/23/2021	42.04	100-50-5232-3-38
6588	water for rehab - FD	12/09/2021	13.38	100-50-5232-3-38
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			55.42	
21705 PIPIA, GINO				
11-23-21	Reimburse meals - Police Academy - 10/8/21-11/1/21	11/23/2021	54.14	100-40-5212-3-38
Total 21705 PIPIA, GINO:			54.14	
21800 PITNEY BOWES, INC.				
11-23-21	Reserve acct - PD	11/23/2021	700.00	100-40-5211-3-33
Total 21800 PITNEY BOWES, INC.:			700.00	
21801 PITNEY BOWES INC				
1019598349	Ink Cartridge	12/09/2021	140.03	100-10-5141-3-36
1019352739	Ink Cartridge	11/23/2021	80.74	100-40-5211-3-33
Total 21801 PITNEY BOWES INC:			220.77	
21805 PITNEY BOWES				
3314708679	city hall postage meter - Sept-Dec 2021	12/09/2021	521.52	100-10-5141-3-36
3314707587	lease for mail machine - PD	12/09/2021	171.60	100-40-5211-3-33
Total 21805 PITNEY BOWES :			693.12	
22110 POWERSPORTS COMPANY				
99012084	generator for 591	12/09/2021	2,299.00	220-50-5231-3-38
Total 22110 POWERSPORTS COMPANY:			2,299.00	
22117 PREMIER CDL TESTING SERVICES				
11-30-21	CDL Testing - Schlieve	11/30/2021	150.00	100-70-5412-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 22117 PREMIER CDL TESTING SERVICES:			150.00	
22144 PRIME MEDIA				
0231706-IN	citations	11/23/2021	180.00	100-40-5212-3-38
Total 22144 PRIME MEDIA:			180.00	
22324 PURCHASE POWER				
12-9-21	City hall postage refill 12/1/21	12/09/2021	500.00	100-16210
Total 22324 PURCHASE POWER:			500.00	
22341 QUADMED INC				
203104	16 EMR med bags	12/09/2021	3,824.00	220-50-5230-3-38
Total 22341 QUADMED INC:			3,824.00	
22455 RWI PIPE FABRICATORS, INC				
20552	pipe guard for AC unit	12/09/2021	240.00	100-70-5410-3-36
Total 22455 RWI PIPE FABRICATORS, INC:			240.00	
22509 R BAUMAN & ASSOCIATES SC				
1222	law enforcement assessments/testing	11/23/2021	495.00	100-40-5211-3-38
1240	law enforcement assessments/testing	12/09/2021	495.00	100-40-5211-3-38
Total 22509 R BAUMAN & ASSOCIATES SC:			990.00	
22570 RADIO PLUS				
714-00006-0000	Open House promotions	12/09/2021	295.00	100-50-5233-3-38
Total 22570 RADIO PLUS:			295.00	
22625 RASCH, JEREMY				
12-9-21	Clothing Allowance	12/09/2021	141.35	100-12634
Total 22625 RASCH, JEREMY:			141.35	
22700 REINDERS INC.				
6003479-00	Replace cracked air filter cover	12/09/2021	121.82	100-70-5411-3-36
Total 22700 REINDERS INC.:			121.82	
22750 RENNERTS				
44345	repairs to 593 - parts & labor	11/23/2021	6,272.98	100-50-5232-3-36
44344	replace cord end for 592	11/23/2021	28.57	100-50-5232-3-36
Total 22750 RENNERTS:			6,301.55	
22795 RENS FLORAL				
1921	Funeral flower vases - Hendricks/Bishop services	12/09/2021	127.90	100-10-5110-3-38
1896	Plant for Sullivan funeral	11/23/2021	53.95	100-40-5211-3-38
Total 22795 RENS FLORAL:			181.85	
22850 RENS NURSERY RETAIL				
11-23-21	replace trees removed during project - Junipers	11/23/2021	2,999.50	400-70-5436-8-00

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 22850 RENS NURSERY RETAIL:			2,999.50	
23224 SAN-A-CARE, INC				
558681	Supplies	11/23/2021	23.39	100-70-5410-3-36
Total 23224 SAN-A-CARE, INC:			23.39	
23248 SCHLIEVE, NATE				
11-23-21	CDL license reimbursement	11/23/2021	50.00	100-70-5412-3-38
Total 23248 SCHLIEVE, NATE:			50.00	
23599 SHERWIN INDUSTRIES				
SS091577	manhole protection rings	11/23/2021	968.36	100-70-5431-3-36
Total 23599 SHERWIN INDUSTRIES:			968.36	
23681 SIRCHIE ACQUISITION COMPANY LLC				
0519346-IN	evidence bags/DNA collection kit	11/23/2021	57.62	100-40-5213-3-38
0521947-IN	DNA specimen collectoin belt kit	12/09/2021	23.11	100-40-5213-3-38
Total 23681 SIRCHIE ACQUISITION COMPANY LLC:			80.73	
24108 STAPLES CREDIT PLAN				
12-9-21	Labels for tax envelopes	12/09/2021	176.54	100-10-5141-3-38
12-9-21	election supplies	12/09/2021	198.45	100-10-5142-3-38
Total 24108 STAPLES CREDIT PLAN:			374.99	
24350 STICKS AND STONES				
12534	mowing & trimming - 130 Brandon St	11/23/2021	50.00	100-70-5613-3-38
12534	mowing & trimming - 904 Pleasant	11/23/2021	50.00	100-70-5613-3-38
12544	repair driveway pavers - 923 Newton Ave	12/09/2021	1,600.00	400-70-5436-8-00
Total 24350 STICKS AND STONES:			1,700.00	
24400 STOBBS PLUMBING & HEATING, INC.				
12830	Check & clean boiler at museum	12/09/2021	180.00	100-70-5410-3-36
12843	ventor motor/transition assy - comm center	12/09/2021	345.00	100-70-5410-3-36
Total 24400 STOBBS PLUMBING & HEATING, INC.:			525.00	
24453 STRATEGIC MANAGEMENT & CONSULTING				
203-21	2021 EMS Consulting Services	12/09/2021	1,200.00	100-10-5255-3-38
Total 24453 STRATEGIC MANAGEMENT & CONSULTING:			1,200.00	
24650 SURE FIRE, INC.				
24904196	SERVICE at City Garage	11/23/2021	181.25	100-70-5412-3-36
Total 24650 SURE FIRE, INC.:			181.25	
24846 TELETZKE, KAREN				
11-23-21	reimbursement for purchase of new holiday lights for fire d	11/23/2021	189.75	100-50-5231-3-38
Total 24846 TELETZKE, KAREN:			189.75	

Invoice	Description	Invoice Date	Total Cost	GL Account
25249 TRACTOR SUPPLY CREDIT PLAN				
12-9-21/2	repairs to sleigh	12/09/2021	30.98	100-70-5410-3-36
12-9-21	air bl gun	12/09/2021	19.99	100-70-5411-3-36
12-9-21/2	slow moving vehicle sign	12/09/2021	12.99	100-70-5411-3-36
12-9-21	garden hose quick coupler	12/09/2021	4.99	100-70-5435-3-36
Total 25249 TRACTOR SUPPLY CREDIT PLAN:			68.95	
25250 TRAFFIC & PARKING CONTROL CO.				
SO688623A	Wayfair signage - BID expense	12/09/2021	200.00	100-13850
712245	parking lot wayfairing signs	11/23/2021	868.35	405-70-5436-3-38
SO688623A	Wayfair signage - BID expense	12/09/2021	3,535.10	405-70-5436-3-38
Total 25250 TRAFFIC & PARKING CONTROL CO.:			4,603.45	
25445 TRUCK COUNTRY				
X202676154:01	parts - replace broken mirror/replace fuel tank straps	11/23/2021	426.60	100-70-5411-3-36
Total 25445 TRUCK COUNTRY:			426.60	
25450 TRU CLEANERS LLC				
CW102721	clean up from water leak @ library - lower level bathroom	11/23/2021	3,292.50	100-70-5410-3-36
CW120121	cleaning service for City of Waupun - for Nov 2021	12/09/2021	4,052.81	100-70-5410-3-38
CW120121-A	additional cleaning service due to Covid-19 - for Nov 202	12/09/2021	480.00	100-70-5410-3-38
Total 25450 TRU CLEANERS LLC:			7,825.31	
25482 UNIFORM SHOPPE				
315745	clothing allowance	11/23/2021	519.35	100-12634
316386	clothing allowance	12/09/2021	34.90	100-12634
Total 25482 UNIFORM SHOPPE:			554.25	
25724 UW MADISON ACCOUNTING SERVICES				
AR0070252	Market Analysis - Downtown & Business Dist Market Anal	12/09/2021	1,132.19	100-13850
AR0070252	Market Analysis - Downtown & Business Dist Market Anal	12/09/2021	6,096.81	405-70-5436-3-38
Total 25724 UW MADISON ACCOUNTING SERVICES:			7,229.00	
25760 US CELLULAR				
0474363704	Clerk cell phone - Nov 2021	12/09/2021	66.21	100-10-5141-3-31
0474363704	Economic Developer/Administrator cell phone - Nov 2021	12/09/2021	42.92	100-10-5191-3-31
0474363704	Kast Hotspot #190 - Nov 2021	12/09/2021	68.93	100-10-5197-3-31
0474363704	Recreation cell phone - Nov 2021	12/09/2021	81.22	100-20-5513-3-31
0474363704	DPW Director/Foreman monthly cell phone - Nov 2021	12/09/2021	84.51	100-70-5420-3-31
0474363704	Library monthly cell - Nov 2021	12/09/2021	42.92	210-60-5511-3-31
Total 25760 US CELLULAR:			386.71	
25995 VANDE KOLK, ASHLEY				
12-9-21	CDA - Downtown Revitalization Grant	12/09/2021	225.00	405-70-5436-3-38
Total 25995 VANDE KOLK, ASHLEY:			225.00	
26042 VANDE ZANDE & KAUFMAN, LLP				
13068	Traffic monthly attorney fees - Oct 2021	11/23/2021	240.00	100-10-5161-3-38
OCT2021	monthly City Attorney Fees - Oct 2021	11/23/2021	960.00	100-10-5161-3-38
13157	Traffic monthly attorney fees - Nov 2021	12/09/2021	360.00	100-10-5161-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
NOV21	monthly City Attorney Fees - Nov 2021	12/09/2021	1,980.00	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			3,540.00	
26353 C.VERHAGE.PHOTO				
12-9-21	CDA - Downtown Revitalization Grant	12/09/2021	1,849.83	405-70-5436-3-38
Total 26353 C.VERHAGE.PHOTO:			1,849.83	
26465 VON BRIESEN & ROPER, S.C.				
374058	Personnel Issues - Oct 2021	11/23/2021	2,183.00	100-10-5143-3-38
374059	Waupun - Pausma Litigaton - Oct 2021	11/23/2021	177.00	100-10-5194-3-38
Total 26465 VON BRIESEN & ROPER, S.C.:			2,360.00	
26790 WAUPUN AREA ANIMAL SHELTER, INC				
DEC2021	Monthly Contract - Dec 2021	12/09/2021	1,000.00	100-40-5343-3-38
Total 26790 WAUPUN AREA ANIMAL SHELTER, INC:			1,000.00	
27450 WAUPUN UTILITIES				
5349	WPPI support - Oct 2021	11/23/2021	392.00	100-10-5197-3-38
5357	Bulb recycling 2021	11/23/2021	6.93	100-70-5410-3-36
5350	Stormwater Billing & Collection Fees - Oct 2021	11/23/2021	871.00	700-10-5192-3-38
Total 27450 WAUPUN UTILITIES:			1,269.93	
27935 WELLS FARGO PAYMENT REMITT.				
ANGIE-SEPT21/OCT21	USPS - mailing to Quarles & Brady	11/29/2021	27.15	100-10-5141-3-33
JEREMY-AUG21	Staples - office supplies - PD	11/29/2021	65.57	100-40-5211-3-30
JEREMY-SEPT21	Staples - office supplies - PD	11/29/2021	32.49	100-40-5211-3-30
JEREMY-OCT21	Staples - office supplies - PD	11/29/2021	30.88	100-40-5211-3-30
JEREMY-SEPT21	Meal - PD - Training	11/29/2021	43.80	100-40-5211-3-37
JEREMY-OCT21	Meal - PD - Training	11/29/2021	26.51	100-40-5211-3-37
JEREMY-OCT21	hote stay - WI Law Enforcement Exec Dev	11/29/2021	82.00	100-40-5211-3-37
SCOTT-OCT21	Microsoft Subscription - PD	11/29/2021	184.00	100-40-5211-3-38
SCOTT-OCT21	Meal - PD - Salvation Army meeting	11/29/2021	18.76	100-40-5211-3-38
SCOTT-OCT21	DOT - DMV - Registration Suspension Fee - Oct 2021	11/29/2021	3.06	100-40-5211-3-38
JEREMY-AUG21	Microsoft 365 Personal - PD	11/29/2021	73.84	100-40-5211-3-38
SCOTT-OCT21	WLEEDA Leadership Conf - Sullivan	11/29/2021	255.00	100-40-5215-3-37
JEREMY-AUG21	Chula Vista hotel credit	11/29/2021	62.05-	100-40-5215-3-37
JEREMY-SEPT21	Refund from WI Law Enforcement Canine Handler Assoc	11/29/2021	175.00-	100-40-5215-3-37
JEREMY-OCT21	credit from prev bill - hotel stay	11/29/2021	66.82-	100-40-5215-3-37
BJ-SEPT21/OCT21	NREMT test - DeMaa	11/29/2021	85.00	100-50-5230-3-38
BJ-SEPT21/OCT21	Amazon - phone case - Beer	11/29/2021	39.95	100-50-5231-3-38
BJ-SEPT21/OCT21	credit - phone case	11/29/2021	56.29-	100-50-5231-3-38
BJ-SEPT21/OCT21	Fire Inspector's Conf - Beer	11/29/2021	350.00	100-50-5233-3-37
BJ-SEPT21/OCT21	Fire Inspector's Conf - Beekman	11/29/2021	350.00	100-50-5233-3-37
JEFF-SEPT21/OCT21	Heritage Maint Products - Poly Scrub Brush	11/29/2021	114.90	100-70-5411-3-36
JEFF-SEPT21/OCT21	Hotel stay - League of WI Municipalities conf	11/29/2021	382.02	100-70-5420-3-37
KATHY-SEPT21/OCT21	2021 WEDA Best Practices Conf	11/29/2021	250.00	100-80-5670-3-37
KATHY-SEPT21/OCT21	Survey Monkey subscription	11/29/2021	384.00	100-80-5670-3-38
BRET-OCT21	Spectrum Bill - library	11/29/2021	174.97	210-60-5511-3-31
PAM-OCT21	Ancestry Database - library	11/29/2021	199.00	210-60-5511-3-42
PAM-OCT21	Wells Fargo Cash Back	11/29/2021	10.12-	400-48-4813-0-00
JEREMY-AUG21	Wells Fargo Cash Back	11/29/2021	8.39-	400-48-4813-0-00
JEREMY-SEPT21	Wells Fargo Cash Back	11/29/2021	37.08-	400-48-4813-0-00

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 27935 WELLS FARGO PAYMENT REMITT.:			2,757.15	
27948 WERNER ELECTRIC SUPPLY				
S6620595.001	light switches/timer for outdoor lights	11/23/2021	52.98	100-70-5410-3-36
S6620595.002	replace light switches & covers	12/09/2021	14.14	100-70-5410-3-36
S6643135.001	replace outside light timer at garage	12/09/2021	44.33	100-70-5412-3-36
Total 27948 WERNER ELECTRIC SUPPLY:			111.45	
28241 WINTERHACK, STEVE				
11-23-21	Open House promotions	11/23/2021	150.00	100-50-5233-3-38
Total 28241 WINTERHACK, STEVE:			150.00	
28600 WI DEPT OF JUSTICE				
G3369-NOV21	G3369 - background checks - Nov 2021	12/09/2021	91.00	100-40-5213-3-38
Total 28600 WI DEPT OF JUSTICE:			91.00	
28963 WI DEPART OF TRANSPORTATION				
395-0000239594	Watertown St. Preliminary Engineering	11/23/2021	1,831.49	100-70-5420-3-38
395-0000242778	Watertown St. Preliminary Engineering	12/09/2021	69.81	100-70-5420-3-38
395-0000242833	Madison Ph 2 Const - Street	12/09/2021	479.86	400-70-5420-8-00
395-0000242833	Madison Ph 2 Const - SW	12/09/2021	273.09	700-10-5192-8-00
Total 28963 WI DEPART OF TRANSPORTATION:			2,654.25	
29749 WM CORPORATE SERVICES INC				
0016795-2321-5	Residential Recycling - Nov 2021	12/09/2021	9,202.20	420-70-5436-3-38
0016795-2321-5	Residential Trash - Nov 2021	12/09/2021	35,309.40	425-70-5476-3-38
Total 29749 WM CORPORATE SERVICES INC:			44,511.60	
29875 W.W. ELECTRIC MOTORS, INC.				
WPN12155	repair motor on air compressor for boiler	12/09/2021	137.00	100-70-5410-3-36
Total 29875 W.W. ELECTRIC MOTORS, INC.:			137.00	
300032 INSIGHT FS				
220004623	triplet weed spray	11/23/2021	78.15	100-70-5613-3-38
Total 300032 INSIGHT FS:			78.15	
300073 PRECISIONCHEM LLC				
15135	Boiler chemicals - city hall	12/09/2021	380.00	100-70-5410-3-38
Total 300073 PRECISIONCHEM LLC:			380.00	
300188 MARCO TECHNOLOGIES LLC				
74318700	KONMIN/BHC308 - contract	11/23/2021	244.86	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			244.86	
Grand Totals:			355,656.74	

GL Period	Amount
11/21	131,861.89
12/21	223,794.85
Grand Totals:	355,656.74

Vendor number hash: 4839761
Vendor number hash - split: 6150824
Total number of invoices: 230
Total number of transactions: 297

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	355,656.74	.00	355,656.74
Grand Totals:	355,656.74	.00	355,656.74

Report Criteria:

[Report].Invoice Date = 11/23/2021,11/29/2021,11/30/2021,12/09/2021



MINUTES
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
In-Person & Teleconference
Tuesday, September 21, 2021 at 8:00 AM

Committee Members Present:

Gary DeJager
Julie Nickel
Sue VandeBerg
Nancy Vanderkin
Cassandra VerHage

Committee Members Absent:

Derek Drews
Jill Vanderkin (excused)

Staff Present:

Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator
Dan Vande Zande..... Attorney

Other:

Jamie Marwitz Jud-Sons Bowling Alley

CALL TO ORDER

Mayor Julie Nickel called the meeting of the Community Development Authority to order at 8:00 a.m.

ROLL CALL

Roll call and quorum determined.

PERSONS WISHING TO ADDRESS THE COMMUNITY DEVELOPMENT AUTHORITY

None.

CONSIDERATION - ACTION

1. Approval of Agenda/Motion to Deviate

Administrator Schlieve recommended the grant request for Jud-Sons be moved up.

A motion to approve the agenda, as amended, was made by Mr. DeJager and seconded by Ms. VandeBerg, passing unanimously.

2. Approval of July 20, 2021 Community Development Authority Open Session Minutes

A motion to approve the July 20, 2021 Community Development Authority open session minutes was made by Mr. DeJager and seconded by Ms. N. Vanderkin, passing unanimously.

3. Approval of July 20, 2021 Community Development Authority Closed Session Minutes

A motion to approve the July 20, 2021 Community Development Authority closed session minutes was made by Mr. DeJager and seconded by Mayor Nickel, passing unanimously.

4. Approval of July 2021 Financial Statement

A motion to approve the July 2021 financial statement was made by Mayor Nickel and seconded by Ms. VerHage, passing unanimously.

5. Approval of August 2021 Financial Statement

A motion to approve the August 2021 financial statement was made by Ms. VerHage and seconded by Ms. N. Vanderkin, passing unanimously.

A motion to approve the August 2021 financial statement was made by Ms. VerHage and seconded by Ms. N. Vanderkin, passing unanimously.

6. Funding for New Business Attraction Effort

At the September 8, 2021 BID meeting, due to the lack of applications, the board decided to freeze funds allocated for the 2021 Pop-Up program and upon year-end close out allocate unexpended funds toward the Façade Improvement Program in 2022. A special BID meeting was held on September 14, 2021 to discuss unfreezing the 2021 Pop-Up program funds, totally \$3,34845, and creating a new business attraction program. The idea for this program came from discussions with parties interested in 431 E. Main. To date, staff has shown the space five times, and all interested parties have expressed concern over flooring, needed electrical work, and the current condition of the air conditioning. Some estimates have shown new flooring alone could be over \$6,000.

To make this space viable, investment needs to be made and assistance from the City would be beneficial. The BID unanimously agreed to the proposal. If approved by the CDA, staff will develop program guidelines. It is envisioned that, like other grant opportunities offered by the BID and CDA, it will be a reimbursement-based program.

A motion to match the level of investment of the BID was made by Mr. DeJager and seconded by Ms. VandeBerg, passing unanimously.

DOWNTOWN SMALL BUSINESS COVID-19 TECHNOLOGY GRANT REQUEST

7. Jud-Sons (416 E. Main St.)

Jamie Marwitz, Jud-Sons Bowling Alley, submitted a Downtown Small Business COVID-19 Technology Grant application for the business located at 416 E. Main Street, for software upgrades needed to support programming capability and service delivery. The new system allows remote control of facility, tracking for improved financial oversight and management of open, league, and tournament play. The total project cost is \$15,880.07.

A motion to approve up to 75% of eligible project costs, not to exceed \$5,000, was made by Mayor Nickel and seconded by Ms. VandeBerg, passing unanimously.

DISCUSSION ITEMS

8. Administrator Report

Administrator Schlieve provided the following updates:

- Potential industrial park expansion projects continue.
- Staff is currently developing the 2022 budget for City and CDA

ADJOURN TO CLOSED SESSION

A motion was made by Mr. DeJager and seconded by Ms. N. Vanderkin to adjourn into closed session under Section 19.85 (1) of the WI Statutes for:

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

9. 417 E. Main Street

RECONVENE TO OPEN SESSION

A motion was made by Ms. VerHage and seconded by Ms. N. Vanderkin to reconvene in open session under Section 19.85(2) of the WI Statutes.

ACTION FROM CLOSED SESSION

None.

ADVANCED PLANNING

10. Potential Agenda Items

- Draft 2022 Budget
- Grant requests, if any
- Project updates

11. Date of Next Scheduled Meeting

The next meeting is scheduled for October 19, 2021 at 8:00 a.m.

ADJOURNMENT

A motion to adjourn was made by Ms. N. Vanderkin and seconded by Ms. Sue VerHage, passing unanimously.
The meeting adjourned at 8:49 a.m.



TALKING POINTS
CITY OF WAUPUN TRANSIT COMMITTEE MEETING
Waupun City Hall (201 E. Main Street) or Zoom
Wednesday, September 22, 2021 at 6:00 p.m.

Committee Members Present:

Pete KaczmariskiAlderman
Scott LoudonChief, Waupun Police Department
Julie Nickel (Chair)..... Mayor
Nancy VanderkinAlderman

Committee Members Absent:

Will Langford (excused)Alderman

Staff Present:

Sarah Van Buren Community & Economic Development Coordinator

CALL TO ORDER

Mayor Nickel called the meeting to order at 6:00 p.m. and noted staff has requested the addition of item #6 (next steps) to the agenda.

ROLL CALL

Roll call and quorum determined.

PERSONS WISHING TO ADDRESS THE TRANSIT COMMITTEE--State name, address, and subject of comments. (2 Minutes)

None.

DISCUSSION & POSSIBLE ACTION ON SHARED-RIDE TAXI PROPOSAL EVALUATION

1. Overview of Process & Responsibilities
 - a. Ms. Van Buren provided Committee members an overview of the process and their responsibilities for the evaluation of shared-ride taxi proposals. Much of the items discussed were provided in the September 7, 2021 and September 15, 2021 memos sent to Committee members, as well as DOA-3780 forms that were signed by all members.
2. Discussion of Technical Factors & Individual Evaluator Worksheets
 - a. Individually, members corrected mathematical errors prior to discussion and filled in information that was missing.
3. Completion of Consensus Rating of Technical Score
 - a. Upon completion of the technical review scores, Brown Cab Service, Inc. received a technical score of 294 and Mobility Transformation, Inc. received a technical score of 243.5
 - b. Committee members discussed the strengths and weaknesses of each proposal.
 - i. Brown Cab Strengths – Drug testing policy; Type of vehicles offered; Experience in Waupun and in the surrounding area; Training provided to employees; Not a lot of complaints and ones they received they followed through quickly; Riders are supported by the services; Strong dispatch capabilities.
 - ii. Brown Cab Weaknesses – Oil changes at 5k; No reference to HVAC checks; No listing of accidents; Cleaning protocol is not very clear/timely.
 - iii. Mobility Strengths – Cleaning protocol; Cameras in vehicles; Use of mobile app; Shorter oil change intervals; HVAC checks; Detailed listing of accidents
 - iv. Mobility Weakness – Electric vehicles that are currently recalled; Inconsistencies in the capabilities of the vehicle used; Target clientele is different from what Waupun has; Drug policy not as strict; Dispatch capabilities not as strong as Brown.
4. Opening of Price Proposals
 - a. Ms. Van Buren opened the price proposals from each respondent.

5. Completion of Consensus Rating of Price Score
 - a. Price proposal information was entered into the price component spreadsheet to determine the lowest cost proposal.
 - b. Upon completion of the price scores, Brown Cab received a price score of 150 and Mobility Transformation received a price score of 120.

A motion to do reference checks for Brown Cab Services, Inc. and recommend WisDOT allow the Common Council to award the 2022-2026 shared-ride taxi contract to Brown Cab Services, Inc. was made by Chief Loudon and seconded by Mayor Nickel, passing unanimously.

6. Next Steps
 - a. Ms. Van Buren summarized the next steps in the process
 - i. Determination of price reasonableness of the apparent successful offeror done using the format provided by WisDOT
 - ii. Determination of offeror “responsibility” and “responsiveness” of apparent successful offeror.
 - iii. Completion of Committee Report (signatures will be required).
 - iv. Send to WisDOT for approval before Council action.

ADJOURNMENT

The motion to adjourn was made by Ms. Vanderkin and seconded by Chief Loudon passing unanimously. The meeting adjourned at 6:27 p.m. N



MINUTES
CITY OF WAUPUN ECONOMIC DEVELOPMENT
COMMITTEE MEETING
Video, Teleconference, and In Person (Waupun City
Hall-201 E. Main Street, Waupun WI)
Tuesday, September 28, 2021 at 4:30 p.m.

Committee Members Present:

Steve Brooks	Waupun Utilities
Rohn Bishop	City Council
Jim Cleveland	Envision Great Fond du Lac
Pete Kaczmariski.....	City Council
Julie Nickel	Mayor
Jason Westphal	City Council

Staff Present:

Jeff Daane (left at 5:21 p.m.)	Public Works Director
Kathy Schlieve	Administrator
Sarah Van Buren	Community & Economic Development Coordinator
Dan VandeZande	City Attorney

Guest:

Gene Eggert

CALL TO ORDER:

Mr. Kaczmariski called the meeting of the Economic Development Committee meeting to order at 4:32 p.m.

ROLL CALL OF BOARD MEMBERS:

Roll call and quorum determined.

PUBLIC COMMENT:

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

1. Approval of Agenda/Motion to Deviate

Administrator Schlieve requested a revision to the order of the closed session items be made. Due to the presence of Mr. Eggert, the recommend order be item, 8, item 6, item 5, and then item 7.

A motion to approve the agenda, as modified, was made by Mayor Nickel and seconded by Mr. Bishop, passing unanimously.

2. Approval of July 27, 2021 Economic Development Committee Minutes

A motion to approve the July 27, 2021 Economic Development Committee minutes was made by Mayor Nickel and seconded by Mr. Bishop, passing unanimously.

3. Approval of July 27, 2021 Economic Development Committee Closed Session Minutes

A motion to approve the July 27, 2021 Economic Development Committee Closed Session minutes was made by Mayor Nickel and seconded by Mr. Bishop, passing unanimously.

DISCUSSION

4. Discuss Federal Grant Readiness and Public Infrastructure Facilities

With the amount of grant opportunities that have been announced, Administrator Schlieve discussed the important of being shovel ready. The City has identified numerous priorities but we need to move beyond that to determine what will actually be implemented. Since the City Council felt a top priority was the public safety building, staff is looking for concurrence regarding the recommendation to entire into a contract with Cedar Corporation for \$30,000 to conduct a space analysis of the current public safety building. Administrator Schlieve stated \$100,000 have been allocated to additional work in 2022.

Mr. Westphal asked if the design would be for a new building or a multi-use building. Administrator Schlieve

explained there is a process to go through to determine site and space needs. Once that the “what” and “where” are determined, design will be conducted.

Mayor Nickel asked about the timing of the grant opportunities the City is seeking. Staff stated the turnaround time is very quick, hence the need to be “shovel ready”.

The group agreed to the approach presented and recommends it proceed to Council for consideration.

ADJOURN TO CLOSED SESSION:

A motion was made by Mayor Nickel and seconded by Mr. Bishop to adjourn into closed session under Section 19.85 (1) of the WI Statutes for:

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

- 5. Investing Public Funds in Waupun Industrial Park**
- 6. Investing Public Funds at 103 Gateway Drive**
- 7. Investing Public Funds in TID 3 at 417 E. Main**
- 8. Investing Public Funds in TID 6 at 520 McKinley Street**

RECONVENE TO OPEN SESSION

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

ACTION FROM CLOSED SESSION

None

ADVANCED PLANNING:

9. Potential Agenda Items

- Will be determined, as needed.

10. Date of Next Scheduled Meeting

The next meeting will be August 31, 2021 at 4:30 p.m. Due to the pace of opportunities presented, the members are willing to be flexible with future meeting dates and times.

ADJOURNMENT

The motion to adjourn was made by Mr. Bishop and seconded by Mayor Nickel, passing unanimously. The meeting adjourned at 5:37 p.m.



MINUTES
CITY OF WAUPUN ZONING BOARD OF APPEALS
Waupun City Hall – 201 E. Main Street, Waupun WI
Monday, October 11, 2021 at 4:30 PM

CALL TO ORDER

Chairman Westphal called the In-house & Virtual Zoning Board of Appeals meeting at 4:35 p.m. via Zoom.

ROLL CALL

Members present: Jason Westphal, Mark Nickel, Patricia Beyer, Dylan Weber, and Rick Vanthoff (joined the meeting at 4:41 pm)

Absent: Derek Minnema

Also in attendance were Susan Leahy, Zoning Administrator & Kathy Schlieve, Administrator

PERSONS WISHING TO ADDRESS THE ZONING BOARD OF APPEAL--State name, address, and subject of comments. (2 Minutes)

No persons appeared.

CONSIDERATION - ACTION

1. Motion by Weber, second by Nickel to approve the October 4, 2021 Zoning Board of Appeals meeting minutes omitting bullet point "Motion by Weber to approve the garage addition with an 8' front yard setback along High Street. Beyer 2nd."
4 Ayes, 0 Nays. Motion carried unanimously
2. Public Hearing – Westphal read request to discuss/approve a variance request from Robert Mitchell, 301 West Main Street to construct a detached garage that will be 18" from the property line.
 - Leahy stated that she contacted Mitchell and he did have the drawing labeled wrong. The 18" should be on the west side of the new garage with the garage door facing Bly Street.
 - Beyer stated the plans are more clearly and does not have an issue with the request.
 - Nickel stated he does not have a problem with what has been submitted.
 - Weber went on to state that he doesn't object. This is an older neighborhood, and it will not provide a negative impact to the it.
 - Westphal asked if there were any questions.
 - Motion by Weber to approve the variance as written. Beyer 2nd.
5 Ayes, 0 Nays. Motion carried unanimously

ADJOURNMENT

Motion by Vanthoff, seconded by Nickel to adjourn the meeting. Motion carried, meeting adjourned at 4:44 pm.

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.



MINUTES
CITY OF WAUPUN BOARD OF PUBLIC WORKS AND
FACILITIES COMMITTEE
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, October 12, 2021 at 4:30 PM

CALL TO ORDER

The Board of Public Works met virtually and in person at 4:30 pm on Tuesday, October 12, 2021.
Chairman Kaczmariski called the meeting to order at 4:30 pm

ROLL CALL

Members Present: Peter Kaczmariski, Mike Matoushek, Jason Westphal, Dale Heeringa, Ryan Mielke
Members Excused: Gregg Zonnefeld and Dave Rens
Staff Present: Jeff Daane - Public Works Director, Kathy Schlieve - City Administrator and Julie Nickel - Mayor
Guests: Jan White - Waupun Lions Club, Brad Bille - Waupun Area School District

PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS--

No one appeared

FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS

Next meeting will be Tuesday, November 9, 2021 at 4:30 pm.

CONSIDERATION - ACTION

1. Minutes of the September 14, 2021 meeting.
Motion by Matoushek, second by Westphal to approve the minutes of the September 14, 2021 meeting.
Motion carried, unanimously (5-0).
2. Recommend Request for Proposal to Raze Building and Restore Lot at Former Central WI Christian Grade School (520 McKinley Street, Waupun).
Motion by Matoushek, second by Mielke to recommend to the Council the proposal of WD Navis for \$102,885 to raze 520 McKinley St. Motion carried, unanimously (5-0).
3. Wayfinding sign locations and invoice approval.
Westphal questioned southbound signage for Beaver Dam St. and Watertown St. Jeff will consider this. Also S. Madison St. may need to be put up. Kathy believes we need more parking downtown signs. Gregg Zonnefeld asked that more of the signs include the CWC Campus and Mulder Field.

Motion by Matoushek, second by Westphal to not spend over \$5,000 for more signage. Motion carried, unanimously (5-0).
4. Traffic complaint at the intersection of Cochrane St. and Park Ave.
No action taken. Waupun Police Department will continue to monitor.
5. Tennis Courts at Dodge Park
Jan White representing the park sponsor, Waupun Lions Club, appeared. Jan suggested a GAGA ball court inside the fenced in area. She asked that Jeff get a quote on what a court would cost and the Lions Club would look at supporting the cost. Jeff suggested a band stand. Mike suggesdted an outdoor ice skating rink. Jason suggested a bag toss area. Jason is questioning if the WASD is charging to use the tennis courts at the high school. Brad Bille stated that he didn't believe so. Jeff will get some costs together on all of the ideas brought up and present at a future meeting.

6. School bus pickup on Wilcox street and Washington Ave.
Brad Bille is present representing the Waupun Area School District. They are looking for parking restrictions on Wilcox St. Discussion was made about moving the bus drop off to just Washington Ave. or use the ESC parking lot. This item was tabled. Jeff and Brad will talk to the bus company to possibly move the bus stop to Washington Ave.

Westphal left the meeting at 5:10 pm (excused).

7. Newton Ave and Rock Ave street reconstruction and Harris Creek safety improvements Update and Action
 1. Roadway Fence - Cost estimate is \$3,000. Discussion was addressed on possible flooding issues, and how high of fencing would be needed. Motion by Heeringa, second by Matoushek to deny the roadway fencing. Motion carried, unanimously (4-0).
 2. Homeowner at 928 Rock Ave Fence - \$3,000. We are currently over budget by \$15,000 as of today on the Newton/Rock Ave. project. Motion by Matoushek to approve the fence at 928 Rock Ave., no second, motion failed. Motion by Heeringa, second by Mielke to deny fence at 928 Rock Ave. Motion carried (3-1).
8. Street Maintenance options for 2022.
Tabled due to time.

ADJOURNMENT

Motion by Matoushek, second by Mielke to adjourn the meeting. Motion carried, meeting adjourned at 5:59 pm



MINUTES
CITY OF WAUPUN – BUSINESS IMPROVEMENT
DISTRICT MEETING
In-Person & Teleconference
Wednesday, October 13, 2021 at 7:00 AM

Committee Members Present:

Krista Bishop
Kate Bresser
Terri Crisp
Gary DeJager
Rich Matravers
Teresa Ruch
Tyler Schulz

Committee Members Absent

Austin Armga
Jonathan Leonard
Jodi Mallas

Staff Present:

Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator

CALL TO ORDER:

Ms. Bishop called the meeting to order at 7:01 a.m.

ROLL CALL OF BOARD MEMBERS:

Roll call and quorum determined.

PUBLIC COMMENT:

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

- 1. Approval of Agenda/Motion to Deviate**
A motion to approve the agenda was made by Mr. Schulz and seconded by Mr. Matravers, passing unanimously.
- 2. Approval of September 8, 2021 Minutes**
A motion to approve the September 8, 2021 minutes was made by Mr. Schulz and seconded by Ms. Ruch passing unanimously.
- 3. Approval of September 14, 2021 Minutes**
A motion to approve the September 14, 2021 minutes was made by Mr. DeJager and seconded by Ms. Bresser passing unanimously.
- 4. Approval of the September 2021 Financial Statement**
A motion to approve the September 2021 financial statement was made by Mr. Schulz and seconded by Ms. Ruch, passing unanimously.
- 5. Adoption of 2022 Business Improvement District Operating Plan & Budget**
A motion to adopt the 2021 Business Improvement District Operating Plan & Budget was made by Mr. Schultz and seconded by Mr. DeJager, passing unanimously.

PRIOR OUTSTANDING APPLICATIONS:

- 6. The Parlor Hair Boutique (8 W. Main St.)**
Ms. Van Buren stated Ms. VandeKolk has continued working with Warrior Fabrication on signage color. As of October 12, 2021, the issues they have encountered seem to be rectified and hoping for the work to be

completed this month.

7. c.verhage.photo (426 E. Main St.)

Ms. Van Buren stated Ms. VerHage is working to find a new vendor to finish the work on the balcony since the current one is still dealing with health issues. Still waiting for the weather to cooperate for the installation of the sign.

8. Thrivent Financial (407 E. Main St.)

Mr. Leonard provided a status on the project. The project has been completed and copies of paid receipts are being sent to Ms. Van Buren for reimbursement.

DISCUSSION ITEMS:

9. Downtown Market Analysis Update

The small group continues to meet every other week. During the past few meetings, survey questions for business owners and visitors were narrowed down and are currently being beta tested. The group is hoping to have the survey out within the next few weeks. Recently members met with representatives of the City of Portage to prepare for a peer visit on October 25, 2021.

10. Marketing Materials Updates

Ms. Van Buren met with a marketing firm to discuss details of a recent meeting. Design work is estimated at \$1,600 and the printing of 7,500 brochures would be an additional \$1,600. The BID would be responsible for gathering needed information for the brochure and it is recommended updated annual. There would need to be a 4-week lead-time to get a final product. Administrator Schlieve said that due to staff capacity, she recommends carrying over the funds until 2022. The Board agreed to hold off on the activity until 2022.

11. Waupun Chamber of Commerce Update

No update.

12. Administrator Update

Administrator Schlieve provided the following updates:

- At the September meeting, the CDA voted to match the BID investment for new business attraction efforts. The property owner did agree to match the BID and CDA investments and is currently getting quotes. A business has already given a verbal commitment to the space if the work can be completed by January 2022.
- 417 E. Main Street has been sold and will be a service/retail business. Significant renovations are needed to bring the building up to code compliance. The CDA agreed to commit funds in the 2022 budget to assist with this project and staff will be working to complete a CDI grant from WEDC.
- Staff will be working with the CDA to develop the 2022 budget. Available programming will look different and be more targeted investments.
- Numerous federal and state funding opportunities have recently been announced surrounding infrastructure, community needs, facilities, and childcare. Staff is trying to understand all of the opportunities to determine what should be applied for.
- The 2022 is being presented to the Council next week, for approval in November. The primary cost drivers surround increased public safety needs.
- The City has been working with a consultant on a study regarding a transportation utility. This is one of many items being looked at to support community needs. The possibility of a referendum is also on the table. A presentation will be done in the future after financial forecasting is done in the first quarter of 2022.
- Continuing through due diligence process of the industrial park project, specifically with the DOT.

ADVANCED PLANNING:

13. Potential Agenda Items

- Grant updates

14. Date of Next Scheduled Meeting

The next meeting is scheduled for November 10, 2021 at 7:00 a.m.

ADJOURNMENT

The motion to adjourn was made by Mr. DeJager and seconded by Mr. Matravers passing unanimously. The meeting adjourned at 7:36 a.m.

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, November 8, 2021**

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

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

Motion made by Vanderkin, seconded by Homan and unanimously carried, to approve minutes from the October 11, 2021 meeting.

On motion by Thurmer, seconded by Daane and unanimously carried, bills for month of October 2021 were approved as presented.

On motion by Thurmer, seconded by Daane and unanimously carried, year-to-date financial reports through September 2021 were approved as presented. Electric operating income was \$365,500 or \$254,800 above budget from higher than budgeted PCAC pass-through revenues and lower overall expenses / customer work. Water operating income was \$608,300 or \$137,100 above budget from lower than budgeted operating expenses. Sewer operating income (loss) was (\$241,900) or (\$364,600) below budget largely due to decrease in public authority consumption related to COVID-19 closures and increased expenses incurred during WWTP construction.

General Manager Brooks reported on outages and routine electric work being completed. Lead times continue to increase significantly for new equipment and supplies purchased for maintenance and development projects, thus increasing the importance of advance notice and planning for upcoming projects and development. Utility management recently met with State Representative Michael Schraa and Senator Dan Feyen regarding the Department of Corrections and their plans to move forward with design and construction of their own water treatment facility for DOC facilities in Waupun. Management was told that the water treatment project and funding have already been approved and the DOC will be moving forward with the project.

Treatment Facilities and Operations Superintendent Schramm reported on routine maintenance, inspections of facility equipment and seasonal preparations taking place at the Water and Wastewater Treatment Facilities. Distribution/collection system crew has completed flushing and root sawing of sanitary sewer system and logging/correlating of water system and will begin televising the sanitary sewer lines. A slide presentation was shown of construction and progress made with the ABNR project.

Finance Director Stanek presented the 2022 budget for review. The overall budget is forecasted to decrease \$1.57 million compared to the 2021 budget amounts due to a delay in construction for the South Madison Street reconstruction project to 2022, timing of construction payments associated with the ABNR Upgrade at the wastewater treatment plant and purchase of a new factor in 2021. Major capital expenditures in the 2022 budget include Phase Two of the Madison Street reconstruction project and construction costs associated with the WWTP upgrade. 2022 budget also includes wage adjustments, health insurance costs increases, cost allocation shifts for wages and benefits due to staffing changes, inflationary increase of operation and maintenance expenses based on rising inflationary costs and forecasted revenues. The proposed overall budget would add \$105,300 in electric cash reserves and use \$714,000 in sewer cash reserves and \$125,000 in water cash reserves. Motion made by Homan and seconded by Thurmer, to approve the 2022 budget as presented. On roll call vote, motion passed 5-1. Homan, Daane, Bishop, Thurmer and Vanderkin voting yea. Kaczmariski voting nay.

Discussion held regarding USDA Loan Resolution for improvements to the wastewater treatment plant and facilities for the principal amount of \$5,000,000. This will be the final loan and as formal process; the utility commission needs to make a recommendation to send the loan resolution to city council. The resolutions presented are the exact same as previously approved in 2020, with the exception of interest rate. Motion made by Thurmer, seconded by Daane and unanimously carried, to make a recommendation to send the USDA Loan Resolution to the City of Waupun Common Council for approval.

Discussion held on resolution authorizing the issuance and sale of \$5,000,000 taxable sewerage system mortgage revenue bonds and payment of the bonds. Motion by Thurmer, seconded by Homan and unanimously carried, to make a recommendation for City of Waupun Common Council to approve resolution authorizing the issuance and sale of \$5,000,000 taxable sewerage system mortgage revenue bonds of the City of Waupun, Dodge and Fond du Lac Counties, WI and providing for the payment of the bonds and other details with respect to the bonds.

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

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

On motion by Homan, seconded by Vanderkin and unanimously carried, meeting was adjourned at 6:51 p.m.

The next commission meeting is scheduled on December 13, 2021, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead



MINUTES
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, November 09, 2021 at 6:00 PM

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

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

ROLL CALL

Council in attendance on roll call is:

Virtually: None

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

Members absent and excused: Alderman Westphal

Management Staff present is:

Virtually: Clerk Hull, Attorney VandeZande, Police Chief Loudon, Library Director Jaeger, Recreation Director Kaminski, Fire Chief Demaa, Utility Finance Director Stanek

In-Person: Director of Public Works Daane, Administrator Schlieve, General Utility Manager Brooks, Finance Director Kast

Staff absent and excused: None

City Staff present is:

Virtually: Community and Economic Development Coordinator VanBuren

In-Person: None

Audience in attendance is:

Virtually: Drew Novak, "Shirley"

In-Person: Commander Robert Patrouille, Commander Frank Mesa, Jason Whitford (201 Brandon St.), Mark and Kim Bunkoske (928 Rock Avenue)

Media in attendance:

Virtually: None

In-Person: Ken Thomas of the Daily Citizen

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

Commander Robert Patrouille and Commander Frank Mesa - Addition to Veteran's Wall located at Harris Mill Park, Waupun

Commanders Patrouille and Mesa are making request to add on to the Veteran's Wall, located at Harris Mill Park, as they are running out of room for additional names. Funds for this construction are being donated, however, the City will be responsible for moving of the flag spot lights and podium. Commanders Patrouille and Mesa have talked with Public Works Director Jeff Daane and Building Inspector Sue Leahy. This construction requires site plan approval from the Plan Commission. As the Plan Commission does not meet during the month of November, Council is requested to approve the construction of the addition pending site plan approval.

Motion Bishop, second Matoushek to approve the construction of an addition to the Veteran's Wall located at Harris Mill Park, Waupun, contingent upon site plan approval by the Plan Commission. Motion carried 5-0 on roll call.

PUBLIC HEARING

Public Hearing-2022 City of Waupun Budget and Tax Levy

Motion Vanderkin, second Matoushek to open the public hearing. Motion carried 5-0 on roll call.

The Public Hearing is held for the 2022 Waupun budget, tax levy, and tax rates. Schlieve and Kast provide information on the proposed budget. Resolution 11-09-21-01 Adopting the 2022 Budget and Tax Levy is provided for consideration. The Resolution provides a levy amount of \$3,501,531.

Close Public Hearing

No audience participation for the public hearing is heard.

Motion Matoushek, second Bishop to close the public hearing. Motion carried 5-0 on roll call.

Resolution Adopting the 2022 Budget and Tax Roll Levy

Motion Bishop, second Matoushek to adopt Resolution 11-09-21-01 Adopting the 2022 Budget and Tax Levy. Motion carried 5-0 on roll call.

CONSENT AGENDA

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

Alderman Westphal joins virtually at 6:45pm.

RESOLUTIONS AND ORDINANCES:

Resolution Authorizing & Providing for the Incurrence of Indebtedness for the Purpose of Providing a Portion of the Cost of Acquiring, Constructing, Enlarging, Improving, and/or Extending its Improvements to the City of Waupun Wastewater Treatment Plant & Facilities.

Motion Matoushek, second Bishop to adopt Resolution 11-09-21-02 Authorizing and Providing for the Incurrence of Indebtedness for the Purpose of Providing a Portion of the Cost of Acquiring, Constructing, Enlarging, Improving, and/or Extending its Improvements to the City of Waupun Wastewater Treatment Plant & Facilities. Motion carried 6-0 on roll call.

Resolution Authorizing the Issuance and Sale of \$5,000,000 Taxable Sewerage System Mortgage Revenue Bonds of the City of Waupun, Dodge and Fond Du Lac Counties, Wisconsin, and Providing for the Payment of the Bonds and Other Details with Respect to the Bonds

Motion Bishop, second Matoushek to adopt Resolution 11-09-21-03 Authorizing the Issuance and Sale of \$5,000,000 Taxable Sewerage System Mortgage Revenue Bonds of the City of Waupun, Dodge and Fond Du Lac Counties, Wisconsin, and Providing for the Payment of the Bonds and Other Details with Respect to the Bonds. Motion carried 6-0 on roll call.

BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

Board of Public Works Recommendation: Award Request for Proposal to Raze Building and Restore Lot at Former Central WI Christian Grade School -520 McKinley Street

The City of Waupun received three requests for proposals for razing the building and restoring the lot at the former Central WI Christian Grade School, located at 520 McKinley Street: W& D Navis \$102,885; Robinson Brothers \$125,200; LinnCo \$207,965.

Motion Bishop, second Matoushek to award the proposal for the lowest bid from W&D Navis for \$102,885 to raze the building and restore the lot at 520 McKinley Street, Waupun. Motion carried 6-0 on roll call.

CLOSED SESSION

At 6:52pm, Motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (e) of the WI Statutes for Investing Public Funds to Develop City Owned Land in Waupun Industrial Park. Motion carried 6-0.

OPEN SESSION

At 7:43pm, Motion Vanderkin, second Bishop to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

ACTION FROM CLOSED SESSION

No action is taken in open session.

ADJOURNMENT

At 7:44pm, Motion Vanderkin, second Bishop to call the meeting adjourned. Motion carried 6-0.

**Minutes of the Waupun Public Library Board Meeting
Wednesday, November 17, 2021**

The Waupun Public Library Board was called to order by Beverly Martens, President, at 4:30 p.m. on Wednesday, November 17, 2021. Present were, Garcia, Sullivan, Langford, Jaeger, and Rohrer. Also present were Gehl and Hintze via Zoom. Schultz was absent.

ARTICLE I: Motion by Rohrer, supported by Sullivan, to accept the minutes of the October 20, 2021, meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 96,125 items through the end of October.
- b. Curbside service: handled 1,716 transactions through the end of October.

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

ARTICLE V:

- a. Motion by Sullivan, supported by Gehl, to pay the November bills. Motion carried on 6-0 roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. Signage in the drive-thru window has been updated to include hours of operation.
- b. Bret is looking at replacing the 24-year-old bubbler on the first floor which would include a contact-less water bottle filler.
- c. Waiting to hear back from the Warrior Fabrication Class at the high school regarding interior signage options.
- d. Adult Programming: (a) November 9, Wisconsin mystery author, Beth Amos presented a program via Zoom. (b) Sixty people picked up the pumpkin craft for October.
UPCOMING: Plans in place for a weekly craft in December.
- e. Amity Quilt: The 1998 Amity School quilt will be on display on the second floor. Also, in storage is a quilt that was hanging at the old Jefferson School which could also be displayed at a later date.
- f. On November 8, Bret joined Kyle Clark and Hank Snyder as judges for the annual VFW Voices of Democracy (recorded) speeches and Patriot's (essays) student competition.

ARTICLE VIII: Old Business:

- a. Motion by Rohrer, supported by Sullivan, to accept the Library Personnel Policy revisions as presented. Motion carried.

ARTICLE IX: New Business:

- a. Motion by Hintze, supported Martens, to accept the By-laws revision as presented: Article IV Meetings; Quorum. "Quorum for the transaction of business at any meeting shall consist of three or more members of the Board present in person or virtually." Motion carried.
- b. Motion by Sullivan, supported by Rohrer, to accept the 2022 Budget revision as presented. Motion carried on 6-0 roll call.
- c. Motion by Rohrer, supported by Martens, to accept the 2022 Wage grid as presented, with the Library Director and Library Board Secretary working together to move and adjust each staff member to this new grid. Motion carried on 6-0 roll call.

ARTICLE X: Motion by Hintze, supported by Sullivan, to adjourn at 4:55 p.m. Motion carried.

***Next tentative meeting: Wednesday, December 15, 2021 at 4:30 p.m. The Board will meet face to face at the Library, with efforts made to provide availability for those unable to attend in person.**

SANDRA ROHRER Secretary
SR/bkj



Waupun Fire Department

16 E. Main Street Waupun, WI 53963

Non-emergency Number: 920-324-7910

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

Monthly Report

Date: December 9, 2021
To: Mayor, Council, City Administrator, and PFC
From: Fire Chief, B.J. DeMaa
Re: November report

Fire Calls:

There were ten (10) fire & rescue calls in the month of November for a total of one hundred twenty-one (121) in 2021.

Time of Day:						
12A – 4A	4A – 8A	8A – 12P	12P – 4P	4P – 8P	8P – 12A	Total
0	0	3	1	4	2	10

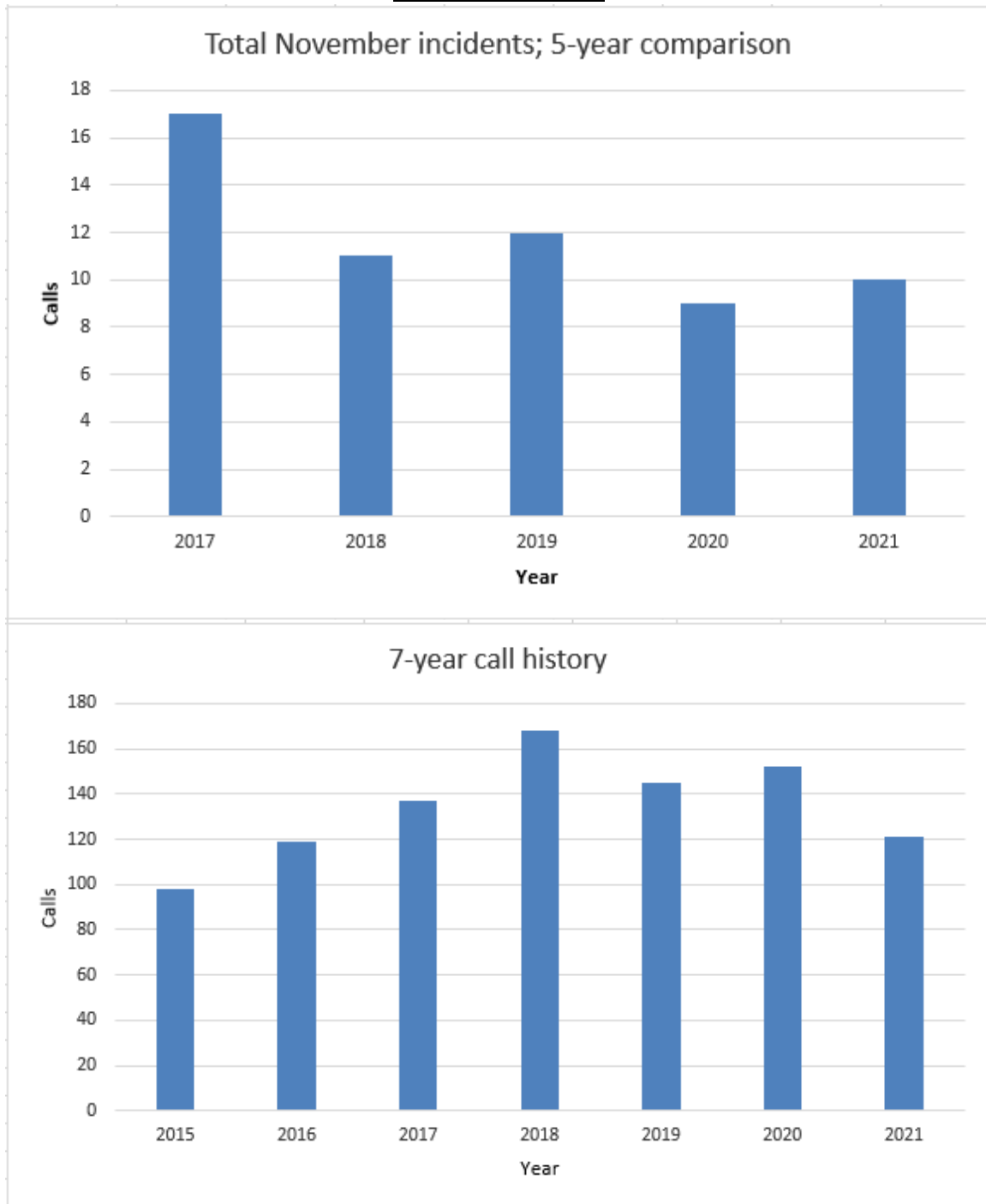
* 90% of fire calls came in during prime working hours.

Day of Week:							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
0	5	0	1	0	2	2	10

* 70% of fire calls came in during Monday-Friday work week.

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

Call Summary:



Department Information:

Moraine Park Technical College is working on finalizing a Fire Protection Technician degree program. This is great news for high school students as this will provide MPTC with an opportunity to go into the schools and for students to earn credits towards a degree in the fire/ems service.

Our residential lock box program continues to be well received. 25 boxes have currently been installed throughout the community. A formal roll-out of the program will take place in early December.

Work was completed on a healthcare grant totaling \$204,864.00 with the hopes of trying to recoup costs associated with the start-up and year 1 of our EMR program. Phase 2 equipment costs were also included in the application.

Annual flow testing was completed on all Self-Contained Breathing Apparatus (SCBA). Minor deficiencies were corrected at the time of testing.

Staffing:

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

Inspections:

Fire inspections for the second half of the year have are nearing completion. There are a number of follow-ups that need to take place.

Training:

November training consisted of ladder operations and our annual CVMIC training (Blood Borne Pathogens, Hazard Communications, and scene safety at roadway incidents).

Emergency Government:

We have received word that a change of venue request will be granted for in Integrated Emergency Management Course (IEMC). This course was originally scheduled to take place out in Emmitsburg, MD in April of 2022. Due to a policy change that required all attendees to be vaccinated for on-campus courses, we petitioned the Emergency Management Institute to move the course to WI.

December 9, 2021

EMS:

6 of the 7 EMRs have completed their National Registry test which is the final requirement before completing their schooling.

Bi-weekly training has begun and will continue, as the holidays allow, until we go live. At this time, we are targeting February 1, 2022.

Final touch-ups and signatures are being gathered for our operational plan. This should be submitted in the first week of December.

We will begin advertising for 4 more EMRs with an anticipated hire date of early 2022. This will bring us to our cap of 15 EMRs.

Kathy, Julie and I met with Mike Krueger of Lifestar Ambulance to finalize an addendum to the contract that was approved by the Council in 2020. This addendum will cover 6 month increments and has an auto-renew clause built in. During this time, Mike still needs to secure mutual aid agreements with neighboring agencies as required by state statute. Mike will be appearing before the Council in December to discuss rate increases as well.

WAUPUN POLICE DEPARTMENT

Monthly City Council Report

Dispatch Summary From 11/1/2021 To 11/30/2021

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

Total Number of Calls for this reporting period: 875

72 HOUR DETENTION	2	NOISE COMPLAINT	2
911 CHECK	8	OCCUPIED DISABLED	2
911 MISDIAL	4	OFFICER STAND BY	1
ABANDONED VEHICLE	2	OPEN DOOR	1
ACCIDENT	10	ORDINANCE VIOLATION	1
ACCIDENT/INJURIES	1	PAPER SERVICE	5
ALARM TEST	2	PARKING ENFORCEMENT	14
ANIMAL BITE COMP	3	PRISONER TRANSPORT	1
ANIMAL COMPLAINT	9	RECKLESS DRIVER	4
ASSIST CITIZEN	16	REPOSSESSED PROPERTY	1
ASSIST MOTORIST	6	SCAM	1
ASSIST OTHER AGENCY	12	SEXUAL ASSAULT	2
ATTEMPT TO LOCATE	3	SHOPLIFTER	1
AUTO THEFT	1	SPECIAL ASSIGNMENT	5
BATTERY	3	SUBJECT STOP	3
BUILDING CHECK	21	SUBJECT WITH WEAPON	1
CAR VS DEER	1	SUSP ACTIVITY	20
CHECK WELFARE	28	SUSPICIOUS VEHICLE	13
CHILD CUSTODY	2	TAVERN CHECKS	7
CIVIL PROBLEM	5	THEFT	4
COMMUNITY POLICING	2	THREAT COMPLAINT	3
COUNTY AMBULANCE	40	TRAFFIC ENFORC DAP	16
COURT ORDER VIOLAT	2	TRAFFIC PROBLEM	11
CR DAMAGE TO PROP	1	TRAFFIC STOP	126
DEPARTMENT K9 DOG	1	UNDERAGE POSSESSION	1
DIRECTED AREA PATROL	197	WARRANT	1
DISORDERLY CONDUCT	4	WARRANT OTHER AGENCY	1
DOMESTIC DISPUTE	6	WAUPUN ORDINANCE	5
DRUGS/NARCOTICS	5		
ESCORT FUNERAL	5		
EXTRA PATROL	108		
FIRE ALARM	2		
FOLLOW UP	50		
FOOT PATROL	3		
FOUND ANIMAL	2		
FOUND PROPERTY	6		
FRAUD/FORGERY	7		
GAS DRIVE OFF	2		
GAS LEAK	4		
HOUSE WATCH REQUEST	7		
INFORMATION	1		
INTOXICATED SUBJECT	1		
INTRUSION ALARM	10		
JA/UNDERAGE/ALCOHOL	1		
JUVENILE PROBLEM	7		
LAW ASSIST FIRE	1		
LOITERING	3		
LOST ANIMAL	2		
LOST PROPERTY	1		
MISSING ADULT	1		
NEIGHBOR DISPUTE	1		

Waupun Police Department Update –November Report

Meetings – Dodge and FDL County LEX Meeting, FDL Drug Unit Meeting, CART Meeting, Sex Offender Meeting, Transit Committee Meeting, Critical Incident Sub Committee Meeting.

Training – Spillman/Motorola RMS Meetings/Coding training. Online Drug Training.

Evidence Room- continue purging, destroying and returning evidence.

Events/Reports –

Hiring process –Officer Papia in the academy. Officer Giles started Field Training (needs academy). Officer Jackson Hague swore in November 8th. He is currently in the academy set to graduate in mid-December.

Complaints

2021-1845 Possible Child Abuse/Neglect of child complaint; allegations unsubstantiated, and burn to child appears to be accidental
2021-1879 Attempted burglary at Waupun ESC; blood evidence recovered and sent to WSCL for analysis; suspect(s) unknown but still under investigation
2021-1691 Child sexual assault allegations; charges referred to Dodge Co. juvenile intake for Sexual Assault of a Child
2021-1902 Elder financial abuse; report needed for info purposes- suspect deceased and no ability to charge
2021-0706 Search warrant follow-up; drugs sent to WSCL for analysis per request of D.A.'s office
2021-2040 Allegations of Sexual Assault of Child; delayed disclosure and allegedly occurred 4 yrs. Ago. Under investigation by WPD
2021-2047 Allegations of Sexual Assault of Child; delayed disclosure and allegedly occurred 4 yrs. Ago. Under investigation by WPD
2021-1961 Stolen Vehicle Recovery.

Strege Follow up:

11/02/2021 Conducted search of pond on Cty Road MM with cadaver dogs; no remains located, and determined draining and excavating next option
11/10/2021 Excavating completed at pond; sifted through sediment with no locate on human remains/evidence of crime

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

December 2021

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

Re: Report to Common Council

A. Statistics

Through the end of December we have circulated/downloaded/loaned 105,848 items, with curbside service handling 1,781 transactions.

B. Interior signage

Bret and Pam met with the Warrior Fabrication class as the interior signage project continues.

C. Programs

The library is offering weekly Take & Make projects for the month of December leading up to Christmas. Like last year, these Christmas projects have been very popular with the residents.

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

NOVEMBER 2021 SENIOR CENTER ACTIVITY ATTENDANCE: 1,397 participants (70 participants/day)

- **SIA Insurance Bingo:** 44 participants
- **Book Club:** 12 participants
- **Drug Repository:** 2 participants
- **Fitness Center:** 356
- **Tech Support:** 3 participants
- **Waupun Community Coalition on Aging Bingo:** 41 participants
- **Buddy Bingo:** 26 participants
- **Foot Care Clinic:** 34 participants
- **Eyeglass Adjustments:** 8 participants
- **Craft Club:** 13 participants
- **Euchre:** 121 participants
- **Sheepshead:** 211 participants
- **Golf Cards:** 40 participants
- **Hand & Foot Cards:** 60 participants
- **Se7ens Cards:** 54 participants
- **Historical Society Presentation:** 8 participants
- **Mayor Interview:** 15 participants
- **Knit-Wits:** 31 participants
- **Yoga:** 181 participants
- **Aerobics & Tone:** 129
- **Board Games:** 147
- **Movie Afternoon:** 20 participants
- **Curbside Lunch:** 77 participants
- **Mobile Meals:** 261 participants
- **Watch Party:** 10
- **Pickleball:** 128 participants

DECEMBER ACTIVITY CALENDAR				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 1pm Sheepshead 6:15pm Knit-Wits	2 8am Fitness Center 8:30am Foot Care 9am Dominoes 10am Lunch 10:30am Yoga II 1pm Sheepshead	3 8am Fitness Center 9am Se7ens 10am Lunch 10:30am Aerobics II
6 8am Fitness Center 9am Marbles 10am Lunch 10:30am Yoga I 1pm Euchre 1pm Golf Cards 6:00pm Pickleball	7 8am Fitness Center 9am Hand & Foot Cards 10am Lunch/ 10:30am Tone 11:30am Craft Club 2:00pm Drums	8 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 1pm Sheepshead 1pm Decorating 6:15pm Knit-Wits	9 8am Fitness Center 9am Dominoes 10am Lunch 10:30am Yoga II 11:30am Holiday Bags 1pm Sheepshead	10 8am Fitness Center 9am Se7ens 10am Lunch 10:30am Aerobics II 1pm SIA Bingo 6:30pm Parade
13 8am Fitness Center 9am Marbles 9am Santa's Helpers 10am Lunch 10:30am Yoga I 1pm Euchre 1pm Golf Cards 1:30pm Museum	14 8am Fitness Center 9am Hand & Foot Cards 10am Lunch 10:30am Tone 1pm Dementia Friends 2pm Drums 3pm Movie Afternoon	15 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 11:30am Craft Club 12:30pm Eyeglasses 1pm Sheepshead 6:15pm Knit-Wits	16 8am Fitness Center 8:30am Foot Care 9am Dominoes 10am Lunch 10:30am Yoga II 1pm Sheepshead	17 8am Fitness Center 9am Se7ens 9am Book Club 10:30am Aerobics II 1:30pm Buddy Bingo
20 8am Fitness Center 9am Marbles 10am Lunch 1pm Euchre 1pm Golf Cards 6:00pm Pickleball <i>Rachel Gone</i>	21 8am Fitness Center 9am Hand & Foot Cards 10am Lunch <i>Rachel Gone</i>	22 8am Fitness Center 9am Dice 10am Lunch 1pm Sheepshead 6:15pm Knit-Wits <i>Rachel Gone</i>	23 CLOSED Curbside and mobile meals only.	24 CLOSED Christmas Eve
27 8am Fitness Center 9am Marbles 10am Lunch 1pm Euchre 1pm Golf Cards 6:00pm Pickleball <i>Rachel Gone</i>	28 8am Fitness Center 9am Hand & Foot Cards 10am Lunch <i>Rachel Gone</i>	29 8am Fitness Center 9am Dice 10am Lunch 1pm Sheepshead 6:15pm Knit-Wits / <i>Rachel Gone</i>	30 8am Fitness Center 9am Dominoes 10am Lunch 1pm Sheepshead <i>Rachel Gone</i>	31 CLOSED New Year's Eve
SCHEDULE IS SUBJECT TO CHANGES				
Please 324-7930 to verify and register for activities and lunch curbside lunch.				

December 7, 2021

1. **Current Projects:**

- Newton/Rock Ave. project is complete for 2021. The final layer of blacktop will be completed in 2022.
- Oak Lane Pond is complete. We are waiting for invoices from the construction company to submit grand reimbursement paperwork.
- SDS Classes have finished their projects for the first Trimester.
- Working with IWorq on the conversion from Cartegraph. We are live with Iworq. The DPW employees are entering their work into the system.
- Working on Budget items, Capital Improvement Budget, and 5 Year Street Plan
- Attended Festivals Meeting
- Working with Airgas to purchase our own gas tanks for cutting and welding in the shop.
- Board of Public Works agenda.
- LAPWA Meeting
- Rock River Stormwater Group meeting
- Met with Slipstream to discuss an energy efficiency plan for the city. They are checking to see if they have capacity to help us write a grant to create a plan.
- Working on Wayfinding signs. The new signs should be delivered in December.
- Transportation Utility
- Working with Cedar Corp on building/park improvements.
- Gathering information for grants.
- Fall leaf and brush pick up are finished for the year.
- Looking over development plans working with MSA to insure stormwater requirements are met.
- Updating quotes for future projects
- Met with a representative of our insurance company. They looked at some of our buildings. Most areas were good. We are making a few repairs and changes per their request.
- Met with the YMCA on how the 2021 pool season went and where we can make improvements or changes for next year.

2. **DPW Crew Projects**

- Blow down boilers and boiler annual inspections
 - Buildings & Grounds daily duties
 - Brush Pick-up
 - Clean curb & gutter on Harris Ave. and Rock Ave and clean parking lot
 - Haul Brush Bins
 - Remove barricades from detour
 - Install Christmas decorations
 - Leaf pick-up
 - Load salt brine truck
 - Diggers Hotline Locates
 - Mow
-

-
- Patch streets
 - Replace signs
 - Salter Calibration
 - Street Sweeping
 - Tree removal
 - Vehicle Maintenance
 - Water Trees

Administrative Assistant

- Updated defibrillator inventory and ordered new batteries/pads for them.
- Assessment Letters
- Plan Commission agenda
- Conditional Use Public Hearing Notices and Letters to adjacent property owners
- Updated the Zoning Map with proposed changes that will take effect in December if passed by the Council.
- Zoning Board of Appeals Agenda and Public Hearing notice
- Scanned inspection reports and property files and put into Laserfiche
- Garbage complaints
- Completed the 2021 assessments for snow removal, weed control, and storm water maintenance agreements for the 2021 tax bills and submitted to Angie.
- Created reports in Iworq for stormwater reporting for things such as Pond Inspections, Outfall Inspections, Leaf and Brush Pick-up, Street Sweeping, Hauling Brush, Snow Plowing/Salting, etc.
- Updated storm sewer maps with new ponds.
- Building Permit Reports
- Invoice for Special Assessment Letters
- Verified addresses in WisVote
- Verified Personal Property assessment roll.
- Grant reimbursement was submitted for the Canoe/Kayak Launch
- Setup zoom meeting for Plan Commission, Zoning Board and Board of Public Works
- Assign account #'s to bills.

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

TO: Mayor & Common Council
 FROM: Susan Leahy
 SUBJECT: Building Permits for NOVEMBER 2021

DODGE COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
21-	245 Paul Heideman	609 Buwalda Dr	12x20 Portable Shed	\$100.00	
21-	247 Cal Hermann	1705 Shaler Dr	Canopy Signage	\$74.47	\$11,000.00
21-	249 Lanna Beloungy	307 S Grove St	Remodel Basement for Family Room	\$130.00	\$6,000.00
21-	253 Fox Valley Savings	409 E Jefferson St	Raze House & Garage	\$150.00	
21-	254 Aaron & Sara Westra	518 E Lincoln St	30x28 Garage w/ 12x8 Porch	\$261.04	\$32,000.00
21-	255 Barbara Nettesheim	500 S Grove St	Replace Windows	\$50.00	\$5,000.00
21-	256 Christine Giese	99 Fox Lake Rd	Replace Furnace	\$50.00	\$5,010.00
21-	259 Integrity Investments	600 Buwalda Dr	Replace Furnace	\$50.00	\$4,242.00
21-	260 Amber Sowers	301 Carrington	Electrical	\$60.00	\$10,000.00
21-	262 Kyle & Alicia Schweder	506 W Brown St	Above Ground 21' Diam Swimming Pool	\$200.00	
21-	266 Merlin Bowe	611 S Grove St	Foundation Repair	\$53.70	\$8,950.00
21-	267 Colin Eckerstorfer	320 Carrington St	Replace Furnace	\$50.00	
21-	268 SSM Health	620 W Brown St	Build-out of 2 Surgery Suite Offices	\$480.00	\$80,000.00
21-	269 Rita Caporale	103A S Harris Ave	Replace furnace & AC	\$50.00	
21-	271 Tenneco	401 Industrial Ave	Exterior Signage	\$355.04	
21-	272 Curtis DeBoer	415 S Watertown St	Repair west 1st floor damaged wall	\$197.00	\$19,500.00
Total				\$2,311.25	\$181,702.00

FOND DU LAC COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
21-	246 Chris Kempfer	318 W Main St	Reroof - Complete tear off	\$108.00	\$18,000.00
21-	248 Wayne Bauer	333 Fond du Lac St	Reside & Reroof Garage. Removed interior wa	\$50.00	\$2,100.00
21-	250 Nick Gurrath	219 Taylor St	Reroof Lower Flat Roof	\$50.00	
21-	251 Ronda Smit	720 Edgewood Dr	Garage Addition	\$308.36	\$62,000.00
21-	252 Christie Schumacher	607 E Franklin St	Reroof	\$99.98	\$16,664.00
21-	257 Doug Katsma	730 E Frnaklin St	Replace Furnace	\$50.00	\$8,020.14
21-	258 Robert Partgeter	22 Pluim Drive, #19	Replace Furnace	\$50.00	\$4,950.00
21-	261 David Greenfield	716 Edgewood Dr	Reroof	\$60.00	\$10,000.00
21-	263 Laura White	252 Rounsville St	replacement windows	\$50.00	\$7,000.00
21-	264 Carrie Rittenhouse	465 Neevel St	4' high chainlink fence	\$100.00	
21-	265 Mike Glamann	1013 Tanager St	Generator	\$80.00	\$4,609.00
21-	270 Kathleen Muckerheide	514 W Main St	Roof Repair	\$50.00	\$3,785.00
Total				\$1,056.34	\$137,128.14

GRAND TOTAL	\$3,367.59	\$318,830.14
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Permits issued in Dodge County	16
Permits issued in Fond du Lac Cty	12
Total Permits for the month	28

Building Permit Fees	\$3,367.59
Special Assessment Letter Fees	\$230.00
Conditional Use Permit	\$300.00
Variance	\$150.00
Grand Total	\$3,897.59

BUILDING PERMIT COMPARISON

November 2020: Dodge County - 3 permits; Fond du Lac County - 6 permits
 Estimated cost of construction: \$53,786.45

ELEVEN MONTH COMPARISON

January - November 2018	estimated cost of construction	\$27,115,364.12
January - November 2019	estimated cost of construction	\$12,180,172.84

January - November 2020	estimated cost of construction	\$9,114,715.75
January - November 2021	estimated cost of construction	\$34,868,761.09



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: December 13, 2021
SUBJECT: General Manager Report

Electric Department Update:

Power Outages

- On Saturday November 27th at approximately 1:27 pm, we received notice of a power outage. A squirrel made contact with one of the regulator bypass switches on the 12,470-volt side of the Main substation. This contact caused a phase to phase fault. The main breaker operated and locked out. It is designed to lock out and clear the fault to protect the substation power transformer. Circuits #5, #6, #7 all lost source power. The electric crew responded quickly. They assessed the damage and decided it was best to switch the load to the Comtech substation. Power was restored to all customers at 2:12 pm. The outage affected 1,354 electric customers.
- On Monday December 6th at 1:10 am a power outage was reported on Wilcox Ct. The lineman responded to the outage and found tree branches had fallen from a high wind event and contacted the secondary conductors causing the overcurrent device to operate. The branches were removed, conductors were repaired and power was restored at 2:25 am. The outage affected 12 electric customers.

Electric Services

- The customer at 5 Doty St requested an upgrade from their current single phase service to a 400 amp 3 phase service. Shortly thereafter the initial upgrade request, the customer modified their request to upgrade service size to an 800 amp 3 phase service. To accommodate the request, a pad mount transformer was installed. The new larger transformer also required a 3 phase primary line extension.

Maple Tree Townhomes Development

- The electric crew has started installation of new infrastructure necessary to provide service for the townhomes. New conduit and transformer pads have been installed. Crews will work to install primary cable and transformers needed to provide power to the first unit. The remainder of infrastructure will be installed spring of 2022. The 3 phase pole in conflict with the new driveways has been relocated.

Line Clearance

- Electric crew will start annual line clearance work early January 2022.

General Manager Update:

MEUW Board of Directors Meeting

- MEUW Board of Directors' Meeting was held Wednesday, December 8th. The meetings primary purpose was to review and approve the association's 2022 budget. MEUW remains on solid financial footing. The 2022 budget aligns with strategic priorities set by the Board of Directors and its members. Most members will be subject to a 3% increase for dues, with some smaller utilities seeing less of an increase.

WPPI Meetings

- Waupun Utilities had the opportunity to host the WPPI Executive Committee Meeting on November 18th. This was a great honor and provided excellent recognition to be selected to host an important event like this. In addition to attending the meeting, we used this opportunity to showcase our facilities, and hardworking staff. We shared information with Member delegates about the ongoing Waste Water Treatment Facility ABNR project and operation of our reverse osmosis Water Treatment Facility. We had several conversations about how unique Waupun Utilities is operating two state of the art treatment facilities and having the talented staff to maintain and operate them both. We received very positive feedback from all that attended the meeting.
- I had a conversation with the new General Manager from Kaukauna Utilities about our reverse osmosis Water Treatment Facility. He was extremely interested in the technology and brought a bottle of our water back to his Water Treatment Superintendent in Kaukauna and said "what do we need to do to make our water taste like this." This type of reaction is positive feedback from one of the largest public utilities in the State admiring our operations and wanting to provide the same level of service Waupun provides its customers.
- WPPI enjoyed our accommodations while hosting the November Executive Committee Meeting so much that they asked us to host the WPPI Energy Services Meeting here on Tuesday, December 14. We believe requests like this are a great compliment to our utility as WPPI could choose any other of its 50 other member locations to host these events. This type of exposure allows us to showcase our staff and facilities to other WPPI Members and be a leader in the industry.

Customer Billing Representative

- Due to the recent resignation of our Customer Billing Representative on November 10th, we are in the process of conducting interviews to fill the vacant position. We have received a large amount of applications and resumes from interested applicants for the position. We hope to extend an offer to fill the position before the end of December.

Electric Vehicle Charging Stations

- The Wisconsin Assembly Committee on Energy and Utilities met regarding a developing debate at the Wisconsin State Capitol to ban local governments (including public power utilities) from owning or operating electric vehicle charging stations. For background, Senator Rob Cowles and Representative Nancy VanderMeer introduced a bill, Assembly Bill 588, aimed at clarifying that an entity who owned and operated an electric vehicle charging station (owner) would not be considered a regulated utility as long

as the owner procured all power for said EV charger from the incumbent utility. The bill as introduced also contained language requiring a municipality looking to install an EV charger to obtain approval from a local governing body. That provision drew the attention of a number of powerful lobbying groups who are now insisting that an amendment be added to AB 588 that would ban local governments from owning and operating EV chargers in order to ensure no local taxpayer dollars are used to fund such efforts. Public power utilities are incorrectly being included as entities reliant upon taxpayer dollars.

- I am happy to report that we were able to secure an agreement with stakeholders and legislators regarding amendatory language to AB 588 that would allow a municipal electric utility to own and operate EV charging stations subject to a couple of basic requirements. As is often the case in these matters, not all stakeholders will support the amendment. Both the League of Wisconsin Municipalities and RENEW Wisconsin will likely oppose the bill as amended. While we completely understand their objections, WPPI Energy will be supporting the bill as amended by Assembly Substitute Amendment 1 because it allows our members to pursue their public charging goals.

This concludes my report for December 2021. Please contact me at 324-7920 or sbrooks@waupunutilities.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: December 8, 2021
SUBJECT: Monthly Water / Wastewater Operation Report

Water Treatment Facility:

There was one call-in to report this month for a power outage. Due to the power interruption, staff had to reset various equipment and processes. There were no service interruptions from this event.

Tower levels were lowered 3 ft. for winter operation. This procedure will result in a higher water turnover in the tank, more water movement, higher water temperatures, lower possibility of ice formation, and help prevent interior coating damage.

Wastewater Treatment Facility:

There was one call-in to report this month for the aforementioned power outage, which caused a brief interruption of operations. Once power was restored, staff brought the treatment facility online slowly, to prevent any sudden deluge of flow and slug loading to the treatment facility.

The temporary solids handling equipment will be decommissioned as temporary occupancy is gained by mid-December of building 60 and 83 (biosolids handling buildings). This will allow operations to gain a key process component operating at normal full capacity. Staff is doing a great job maintaining permit compliance with several modified process operations due to construction.

Distribution/Collection System Crew:

There are no call-ins to report this month.

Shaler and Harris lift station were both cleaned and inspected. The wet wells are pumped out and cleaned twice a year (or more often if necessary) to prevent solids and grease build-up. The build-up of solids can create gases that damage the pump or sink and get caught in the impeller.

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

Wastewater Treatment Facility ABNR Update:

ABNR Mix Tank (Building 62) –

- Tank is completely poured and currently in leak testing.

ABNR Pump Station (Building 63) –

- Footings and walls have been poured.

ABNR Green House (Building 65) -

- All greenhouse trusses are assembled and roof panels installed.
- All greenhouse girts are installed.
- Wall panels are being installed.

ABNR Process (Building 68) –

- Footing and frost walls are poured.
- Masonry walls are complete.
- Steel framing is complete.
- Roof and parapet wall is complete.
- Steel siding is delayed due to supply chain.

Biosolids Storage Building (Building 83) –

- Building will be ready for temp occupancy on December 14th.
- Steel siding is delayed due to supply chain.

A brief progress slide presentation will be presented at the commission meeting.

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



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: December 13, 2021
SUBJECT: October 2021 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

Electric utility construction activity consisted of continued infrastructure upgrades on West Jefferson and S. West Streets and work on ATC clearance upgrades in addition to several infrastructure upgrades for customers. The ATC project will be billed upon completion of the work in late 2021. Water and Sewer construction for the Rock / Newton street reconstruction project is substantially complete for the Utilities and awaiting final billings from the contractor.

Construction at the WWTP continues with monthly Disbursement Requests being processed through the USDA. Progression is being made on the ABNR mix tank, pump station, green house and process buildings including installation of racking and glass piping in the green house.

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

Sales

Electric

- Monthly kWh sales were **3.4% above** budget & **6.8% higher** than October 2020 on higher sales to Large and Industrial Power customers.
- YTD kWh sales were **2.4% above** budget & **3.3 % higher** than October 2020 YTD actual sales.

Water

- Monthly sales units of 100 cubic feet were **4.2% below** budget & **2.7% lower** than October 2020 sales; usage decreases on a continued trend from three industrial water customers.
- YTD water sales were **0.7% above** budget & **1.0% lower** than October 2020 YTD actual sales.

Sewer

- Monthly sales units of 100 cubic feet were **16.1% below** budget & **7.6% lower** than October 2020 sales due to lower public authority volume. Sales to public authority customers continue to remain affected by the onset of COVID beginning in the spring of 2020 and have not returned to historical averages.
- YTD sewer sales were **13.6% below** budget & **14.8% lower** than October 2020 YTD actual sales.

Income Statement

Electric

- Operating revenues and purchased power expense were **above** budget \$454,700 and \$360,900, respectively, due to higher than budgeted PCAC costs charged by WPPI and passed to customers through the monthly adjustment charge and a slight increase in kWh's sold.
- Gross margin was \$93,800 **above** budget.
- Operating expenses were \$81,700 **below** budget primarily due to continued labor hours and material being applied to billable construction work orders than operational expenses.

- Operating income was \$361,500 or \$221,800 **above** budget from higher than budgeted PCAC pass-through revenues and lower overall expenses / customer work.
- Net income was \$371,600 or \$286,100 **above** budget primarily from the increase in operating revenues from kWh sale increases, PCAC pass-through's and lower than budgeted operating expenses from billable customer work.

Water

- Operating revenues were \$17,500 **above** budget due to overall slightly higher consumption for residential, multi-family and commercial customers for the year.
- Operating expenses were \$145,700 **below** budget due to less maintenance and chemical-related costs from fewer main breaks experienced compared to prior years. The decrease is attributed to the water crew's leak detection and prevention program that has ramped up in recent years.
- Operating income was \$658,500 or \$135,100 **above** budget from lower than budgeted operating expenses.
- Net income was \$547,100 or \$133,500 **above** budget.

Sewer

- Operating revenues were \$275,600 **below** budget from continued lower public authority sales from the Department of Corrections facilities from changes in operations due to COVID-19.
- Operating expenses were \$76,100 **above** budget due to costs associated with WWTF operations during construction. A temporary increase in sludge hauling and belt press rental costs will remain until December 2021 when the belt press building is completed during the WWTF upgrade.
- Operating loss was (\$190,700) or \$(386,500) **below** budget.
- Net (loss) was (\$274,300) or \$(418,100) **below** budget largely due to the decrease in public authority consumption related to COVID-19 operational changes and increased expenses incurred during WWTF construction.

Balance Sheets

Electric

- Balance sheet **decreased** \$38,000 from September 2021 as a result of a decrease in sales and related receivables from all customers.
- Unrestricted cash **increased** \$90,500 from the prior month largely due to an increase in collections from higher September 2021 billings and receivable balances.
- Net position **decreased** \$6,400 from September 2021 from the lower receivables balances associated with higher revenues in the prior month.

Water

- Balance sheet **increased** \$46,900 from September 2021 largely due to an increase in collections offset by an equipment replacement fund cash transfer and street construction payments made during the month.
- Total unrestricted and restricted cash **increased** \$90,100 from the change in monthly payment collections and payments associated with the Rock/Newton street reconstruction project. The utility also completed its final cash transfer to the water equipment replacement fund in the amount of \$8,100. The Commission approved a Resolution in 2018 to fund the water equipment replacement fund at a max of \$500,000 for eventual replacement of R/O filter membranes at the treatment facility. The equipment replacement fund is fully funded.
- Net position **increased** by \$39,000 primarily due to the increases in cash position mentioned previously.

Sewer

- Balance sheet **increased** \$1,677,000 from September 2021 as a result of construction work in progress at the WWTF offset by Disbursement Reimbursements from the USDA (classified as debt) and plant associated with the Rock/Newton street reconstruction project.

- Unrestricted cash *decreased* \$3,100 primarily from payments associated with temporary WWTF expenses (sludge hauling & belt press rental) and payments for the Rock/Newton project.
- Long-term debt *increased* \$1,701,000 from the receipt of funds from you USDA for Disbursement Request #7 for the WWTP upgrade.
- Net position *decreased* \$32,400 from a net of cash payments related to capital improvements & operating expenses.

Cash and Investments

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

- Total cash and investments *increased* \$193,700 or **2.2%** from September 2021 primarily from increases in payment collections offset by payments related to the Rock/Newton street reconstruction project and temporary sewer operating costs incurred during WWTF upgrade construction.
- Received interest and distributions of \$9,400 and recorded an unrealized *negative* market adjustment of (\$10,400), along with \$500 in management fees, resulting in a net portfolio *loss* of \$1,500 for the month.
- Total interest and investment income earned (lost) on all accounts for the month was (\$4,800) and \$4,000 year-to-date.

OTHER FINANCIAL MATTERS

WWTP Upgrade – Construction Update and Progress

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

Total Project Budget (<i>As of 4/14/2021</i>):	\$ 36,008,000
Total Project Costs to Date (<i>Thru 12/8/2021</i>):	\$ 17,507,450
Loan Draws – Project to Date: (<i>Thru 12/8/2021</i>):	\$ 15,328,535
Disburse Request #9 – Requested (<i>12/7/2021</i>):	\$ 1,998,826
Disburse Request #8 – Paid (<i>11/17/2021</i>):	\$ 6,162,117

Tax Roll Process

The utility mailed tax roll notice letters to customers on October 15, 2021 notifying them of the tax roll timeline and process in accordance with Wisconsin State statutes. As of November 1, 2021, customers were assessed a 10% penalty on their outstanding balance. The outstanding balances (including penalty) were transferred to the tax roll on November 15, 2021 and will be remitted to the utility in late December 2021 or early January 2022.

2021 USDA Revenue Bond Closing – Final Loan

The USDA has given the direction to close our 4th and final loan in the amount of \$5,000,000 as was discussed during the November 2021 Commission meeting. The 2022 sewer budget forecasts the first three loans will be exhausted by the 2nd Quarter of 2022 and the addition of this 4th and final loan will be applied in 2022. Once all loans are exhausted our grant funding will be expended for the remainder of the project. Approval of the Loan Issuance Resolution was completed at the November Commission meeting and a loan pre-closing is scheduled for December 15, 2021.

Biomass Agreement Extension

Per the Utility Commission's request at the November 2021 Commission meeting, the utility provided a copy of the final draft of the "First Amended and Restated Biomass Sales Agency Agreement" to the City Attorney for review and input. The City Attorney posed several questions and clarifications within the agreement which were addressed through modified language within the contract. All final revisions were agreed upon by both parties and the City Attorney provided the authorization to proceed with contract signatures. The final version of the Agreement is dated December 1, 2021 and signatures from both parties were obtained signifying the completion of the Revised Agreement. Management and its Sales Agent will proceed with the development of a "Master Supply Agreement" as detailed in the First Amended contract to solidify general terms and conditions associated with biomass sales in all future sales contracts. Management anticipates the "Master Supply Agreement" template to be finalized by the Spring of 2022.

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

ORDINANCE # 21 - ____

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

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 16.01 (10) of the Municipal Code of the City of Waupun entitled "Zoning Map" is amended as follows:

All real estate in the City of Waupun Corporate Limits that is zoned R-5 Mixed Residential District is rezoned to the newly created R-4 Mixed Residential Zoning District.

All real estate in the City of Waupun Corporate Limits that is zoned in the R-6 Mobile Home District is rezoned to the R-5 Mobile Home District.

All real estate in the City of Waupun Corporate Limits that is zoned in the R-7 Single Family Manufactured Home District is rezoned to the R-6 Single-Family Manufactured Home District.

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

Enacted this ____ day of _____, 2021.

Julie J. Nickel
Mayor

ATTEST:

Angela J. Hull
City Clerk

CHAPTER 16 - ZONING CODE (Ord. 88-26)

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16.01 - GENERAL.

- (1) **AUTHORITY AND PURPOSE.** In accordance with the authority granted by §62.23, Wis. Stats., and for the purpose listed in said Section, the City Council of the City of Waupun, Wisconsin, repeals the Zoning Code Regulations under Chapter 16 of the Municipal Code and adopts this Comprehensive Zoning Ordinance effective as of December 13, 1988. The provisions of this Ordinance shall be held to be minimum requirements adopted to promote the health, safety, morals, comfort, prosperity, and general welfare of the City of Waupun.
- (2) **INTENT.** It is the general intent of the Ordinance to regulate and restrict the use and development of all structures, lands, and waters; to regulate and restrict lot coverage, population distribution and density, tree cutting, dredging, and lagooning in shoreland areas and the size and location of all structures, so as to: lessen congestion in, and promote the safety and efficiency of the streets and highways; secure safety from fire, flooding, panic, and other dangers; avoid undue population concentration; facilitate the adequate provision of public facilities and utilities; stabilize and protect property values; prevent water pollution; protect spawning grounds; fish and aquatic life and otherwise further the appropriate use of land and conservation of natural resources; preserve and promote the beauty of the City; and implement the City's Comprehensive Plan and plan components. It is further intended to provide penalties for its violation.
- (3) **ABROGATION AND GREATER RESTRICTIONS.** It is not intended by this Ordinance to repeal, abrogate, annul, impair, or interfere with any existing easement, covenants or agreements between parties or with any rules, regulations, or permits previously adopted or issued pursuant to laws; provided, that where this Ordinance imposes a greater restriction upon the use of buildings or premises, or upon the height of a building or requires larger open spaces than are required by other rules, regulations or permits or by easements, covenants or agreements, the provisions of this Ordinance shall govern.

- (4) **INTERPRETATION.** The provisions of this Ordinance shall be interpreted and applied as minimum requirements, shall be liberally construed in favor of the City, and shall not be deemed a limitation of appeal of any other power granted by the Wisconsin Statutes.
- (5) **SEVERABILITY.** If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, such judgment shall not affect the remainder of this Ordinance.
- (6) **REPEAL.** Chapter 16 of the Municipal Code and all other Ordinances or parts of Ordinances of the City inconsistent or conflicting with this Ordinance, to the extent of the inconsistency only, are hereby repealed.
- (7) **TITLE.** This Ordinance shall be known and referred to, or cited as the "Zoning Ordinance, City Of Waupun, Wisconsin."
- (8) **EFFECTIVE DATE.** This Ordinance shall be effective after a Public Hearing, adoption by the City Council and publication or posting as required by law.
- (9) **ZONING DISTRICTS.** (Ord. 94-13) Zoning Districts are provided as follows:

R-1	Single-Family Residential
R-2	Two-Family Residential
R-3	Multiple-Family Residential
R-4	Central Area Single-Family Residential
R-5-4	Mixed Residential
R-6-5	Mobile Home
R-7-6	Single-Family Manufactured Home
B-1	Business/Professional Offices
B-2	Central Business
B-3	Shopping Center Business
B-4	Interchange Business
B-5	Warehousing/Business
B-6	Neighborhood Commercial
M-1	Closed Storage/Light Industrial

M-2	Open Storage/Heavy Industrial
MHO	Manufactured Home Overlay
C	Conservancy
PD	Planned Development
A	Agricultural
IN	Institutional

- (10) **ZONING MAP.** The revised official Zoning Map is an integral part of this Ordinance. A copy of this map titled, "Zoning Map, Waupun, Wisconsin" together with a copy of this Ordinance, shall be available in the Building Inspector's office for public inspection during office hours. Any changes in zoning district boundaries shall be recorded on the Map. The district boundaries are the center lines of either streets or alleys unless otherwise shown, and where the designation on the Map indicates that the various districts are approximately bounded by a street or alley, the center line of the street or alley shall be construed to be the district boundary line. Where the district boundaries are not otherwise indicated and where the property has been or may hereafter be divided into blocks and lots, the district boundaries shall be construed to be lot lines, and where the designations on the Map are approximately bounded by lot lines, said lot line shall be construed to be the boundary of the district. In unsubdivided property, the district boundary shown on the Map shall be determined by Township or Range line, $\frac{1}{4}$ Sections, and divisions thereof, property lines, by scale, or by dimensions shown on said Map. (Ord. 92-2, 92-9, 92-33, 94-32, 95-09, 95-10, 95-14, 95-21, 95-22, 96-08, 96-09, 96-10, 96-11, 96-13, 96-20, 96-21, 97-18, 97-10, 98-19, 00-03, 01-11, 02-09, 03-07, 05-04, 05-12, 06-05, 06-12, 10-08, 10-10, 12-02, 12-07, 12-11; Ord. No. 14-07, § 1, 10-28-2014; Ord. No. 15-10, § 1, 9-8-2015; Ord. No. 17-07, § 1, 5-23-2017; Ord. No. 19-02, § 1, 6-11-2019; Ord. No. 19-07, § 1, 2019; Ord. No. 19-10, § 1, 12-3-2019)
- (11) **GENERAL PROVISIONS.** Excepted as otherwise provided:
- (a) **Nonconforming Uses and Structures.**
- (i) *Present Uses of Buildings and Premises.* Present uses of buildings and premises may be continued even though they do not conform to the restrictions of this Ordinance. However, structural repairs or alterations of such buildings or premises shall not exceed 50% of their equalized assessed value at the time they become nonconforming unless a building or premises conforming to this Ordinance results. Any nonconforming use that is abandoned for one year shall be discontinued permanently.
- (ii) *Existing Nonconforming Uses.* The lawful nonconforming use of structure, land, or water existing at the time of the adoption or amendment of this Ordinance may be continued although the use does not conform with the provisions of this Ordinance; however, only the portion of the land or water in actual use may be so continued and the structure may not be extended, enlarged, reconstructed, substituted, moved, or structurally altered except when required to do so by law or order or so as to comply with the provisions of this Ordinance. Total lifetime structural repairs or alterations, shall not exceed 50% of the municipality's current assessed value of the structure at the time of its becoming a nonconforming use unless it is permanently changed to conform to the use provisions of this Ordinance.

Substitution of new equipment may be permitted by the Board of Appeals if such equipment will reduce the incompatibility of the nonconforming use with the neighboring uses.

- (iii) *Abolishment or Replacement.* If such nonconforming use is discontinued or terminated for a period of 12 months, any future use of the structure, land, or water, shall conform to the provisions of this Ordinance. When a nonconforming use is damaged by fire, explosion, flood, public enemy, or other calamity to the extent of more than 50% of its current assessed value, it shall not be restored except so as to comply with the use provisions of this Ordinance.
- (iv) *Existing Nonconforming Structures.* The lawful nonconforming structure existing at the time of the adoption or amendment of this Ordinance may be continued although its size or location does not conform with the lot width, lot area, yard, height, setback, parking and loading, and access provisions of this Ordinance.

Additions and enlargements to existing nonconforming structures are permitted and shall conform with the required building setback lines along streets, water and highways and the yard, height, parking, loading and access provisions of this Ordinance. The provisions of this section with respect to additions or enlargements are applicable only if the lot or parcel conforms with the existing sanitary code requirements or is serviced by a public sanitary sewer.

Existing nonconforming structures which are damaged or destroyed by fire, explosion, flood or other calamity, may be reconstructed and insofar as is practicable shall conform with the required building setback lines along streets and highways and the yard, height, parking, loading, and access provisions of this Ordinance. The provisions of this section with respect to reconstruction are applicable only if the lot or parcel conforms with the existing sanitary code requirements or is serviced by public sanitary sewer.

Existing nonconforming structures may be moved and insofar as is practicable shall conform with the required building setback lines along streets or highways and the yard, height, parking, loading and access provisions of this section with respect to moving are applicable only if the lot or parcel conforms with the existing sanitary code requirements or is serviced by public sanitary sewer.

- (v) *Changes and Substitutions.* Once a nonconforming use or structure has been changed to conform, it shall not revert to a nonconforming use or structure. Once the Board of Adjustment has permitted the substitution of a more restrictive nonconforming use for an existing nonconforming use the substituted use shall lose its status as a legal nonconforming use and become subject to all the conditions required by the Board of Appeals.

(b) Amendments.

- (i) *Authority.* Pursuant to the provisions of §62.23(7), Wis. Stats., the City Council may, after first submitting the proposal to the Plan Commission for report and recommendation and after notice and public hearing as hereinafter provided, amend the regulation of this Ordinance or change the district boundaries.
- (ii) *Initiation of Petition.* A proposal to amend the text or change the district mapping of this Ordinance may be initiated by the City Council on its own motion, by recommendation of the Plan Commission, or by petition of one or more property owners.
- (iii) *Petitions.* Petitions for any change in the district boundaries of amendments to the regulations shall be filed with the Zoning Administrator, shall describe the premises to be rezoned or the regulations to be amended, shall list the reasons justifying the petition, and shall include the following:
 - a. Plot plan drawn to scale of 1" = 100' showing the area proposed to be rezoned, its location, its dimensions, the location and classification of adjacent zoning districts, and

the location and existing use of all properties within two hundred feet of the area proposed to be rezoned.

- b. Owners' names and addresses of all properties lying within 100 feet of the area proposed to be rezoned.
 - c. Additional information required by the Plan Commission or the City Council.
- (iv) *Official Public Hearing.* The Plan Commission shall hold a Public Hearing on such petition, after giving a Class 2 notice, under Ch. 985, Wis. Stats., of the proposed amendment, giving an opportunity to any person interested to be heard. Notice of the Public Hearing shall be mailed to the owners of all lands within 100 feet of any part of land included in such proposed change at least 10 days before such hearing. (Ord. 90-12)
 - (v) *Informal Hearings.* Nothing herein shall prevent the Plan Commission from scheduling and holding informal hearings as deemed necessary by the Plan Commission.
 - (vi) *Referral and Recommendations.* The petition shall be referred to the Plan Commission without delay. The Plan Commission shall conduct a study and investigation and where deemed desirable, an informal hearing, and report its recommendation to the City Council within 60 days, unless a longer period is stipulated by the City Council.
 - (vii) *Action.* As soon as possible after such Public Hearing the City Council shall act to approve, modify and approve or disapprove the proposed amendment. The City Council shall not take action without having first heard the recommendation of the Plan Commission provided said recommendations have been timely made.
 - (viii) *Protest.* In case of protest against such change duly signed and acknowledged by the owners of 20% or more of either of the areas of land included in such proposed amendment, supplement or change, or by the owners of 20% or more of the area of the land immediately adjacent extending 100 feet therefrom, or by the owners of 20% or more of the land directly opposite thereto extending 100 feet from the street frontage of such apposite land, such amendment, supplement or change shall not become effective except by the favorable vote of three-fourths of the members of the City Council.
 - (ix) *Fees.* A fee of \$150.00 shall be paid to the Zoning Administrator upon the filing of all petitions for amendment(s) of the Zoning Ordinance. (Am. #06-04)
- (c) Annexation. All territory annexed to the City shall become part of the R-1 District unless the petition for annexation requests the property become a part of another district in which case, recommendation for annexation by the Plan Commission shall specify the Zoning District to which that property will be annexed.
 - (d) Compliance.
 - (i) No lot shall be occupied by more than one permitted principal building, but in the case of public, institutional, industrial or commercial buildings, a group of principal buildings under the same ownership may be considered as occupying the same lot if in the opinion of the Plan Commission such buildings and uses are compatible.
 - (ii) No building or structure shall be erected, reconstructed, structurally altered, enlarged, or moved, nor shall any building, structure, or land be designed or designated for any use other than the uses permitted in the district in which such building, structure or land is located.
 - (iii) The provisions of this Ordinance shall not prohibit the erection of a single-family dwelling and customary accessory uses in any district in which single-family dwellings are so permitted, on a lot which is smaller than required, provided such a lot is separately recorded by deed in the Office of the Register of Deeds prior to date of adoption of December 13, 1988; and provided further that the owner of any such lot did not own sufficient adjoining land at the effective date of the adoption of this Ordinance to conform therewith. All structures erected on such lot must be designed and erected in conformance with the provisions of this Ordinance.

- (e) Reduction of Joint Use. No lot area shall be so reduced that the dimensions and yard requirements imposed by this Ordinance cannot be met. However, where existing lots do not satisfy such requirements, the Board of Appeals may grant a variance.
- (f) Modification.
 - (i) No part of yard or other open space provided about any building for the purpose of complying with the provisions of this Ordinance shall be included as a part of a yard or other open space required for another building.
 - (ii) Every part of the required area of a yard shall be open to the sky unobstructed, except for accessory buildings and the projection of sills, cornices, and ornamental features which shall not exceed 12 inches, except that in commercial areas a permanent awning and its accessory columns or struts may project not more than 5 feet into a required front or side yard. Fire escape may project in a yard area not more than 5 feet.
 - (iii) Chimneys, cooling towers, elevator bulkheads, fire towers, monuments, hospitals, smoke stacks, storage tanks, water towers, ornamental towers, communication towers, electric power transmission towers, masts, or aerials and necessary mechanical appurtenances are exempted from the height regulations of this Ordinance, but are subject to the provisions of the Building Code.
 - (iv) Any object which obstructs the vision clearance triangle as set forth in §16.02(46m) of the Zoning Code of the City of Waupun is prohibited. (Ord. 99-15)
 - (v) In required yards or other open areas in all residential districts, the parking or storage of trucks, machinery, unlicensed or junk automobiles, vehicles used for garbage collection or hauling livestock is prohibited. Licensed pick-up trucks or vans of less than a ton and a half capacity are excepted from this provision and may be parked in driveways.
 - (vi) Any property owner requesting a variance from the provisions of this Ordinance shall file with such request a written consent to such variance from the affected adjoining property owners, or a statement that such a consent was requested but could not be obtained.
- (g) Swimming Pools. Swimming pools shall be considered an accessory use and shall observe all side yard and rear yard setbacks as required by this Ordinance. All swimming pools with more than 12 inches of water and sides of more than 18 inches shall be fully enclosed by barrier sides or fencing or, in the alternative, shall be equipped with a lockable, powered safety cover that complies with the ASTM F1346-91 specifications, as may be amended from time to time. The safety cover must be fully closed at all times when the pool is not in use. Swimming pool barrier sides or fencing, where not exempt, shall fully surround the pool with a minimum height of 48 inches above ground level, constructed as not to have voids, holes or openings larger than 4 inches in one dimension, and all gates or doors shall be constructed so as to be capable of being locked, and shall be closed and secured so as to prevent unlatching by persons outside the pool at all times when the pool is not in use. Anyone wishing to install a swimming pool must submit a plan or sketch of the installation to the Building Inspector and obtain the appropriate permit(s) prior to proceeding with the installation.
- (h) Community Based Residential Facilities. Community-based residential facilities, formerly known as community living arrangements, must be located at least 2,000 feet from any existing community-based residential facilities, but said distance shall be measured along the center of the public right-of-way or rights-of-way between the community-based residential facilities, on the most direct route possible.
- (i) Storage and Parking of Recreational Vehicles. (Ord. 04-06)
 - (i) Parking of recreational vehicles in all residential zoning districts shall be permitted if said vehicles are stored or parked in the side and rear yard and shall not be located within any required front yard setback.
 - (ii) At no time shall a recreational vehicle be used for permanent living, sleeping, materials storage or other purpose.

- (iii) No recreational vehicle shall be permanently connected to water, gas electric, or sanitary sewer.
- (iv) The temporary parking of a recreational vehicle within a street front yard shall be allowed for the purpose of loading or unloading, washing or general maintenance, for a period not to exceed 48 consecutive hours.

(j) Fences. (Ord. 01-08)

- (i) A Building Permit for fences shall be required when any one section exceeds 20 feet in length.
- (ii) Rear or side yard fences may be placed immediately adjacent to, but not across the property lines, and shall be placed so that the most aesthetic side is facing adjoining lots.
- (iii) Fences shall not exceed 72 inches in height, in all but industrial districts. No fence shall be less than 30 inches in height.
- (iv) Fences may be placed or erected in the front yard building setback line provided they do not exceed 4 feet in height and are 90% see-through.
- (v) A fence may encroach upon a vision triangle provided it does not exceed 4 feet in height, is 90% see-through, and does not obstruct the vision of either pedestrians or motorists.
- (vi) Fences may be constructed of wood, wire, metal, stone, or a combination thereof. Wire fences shall be of a mesh or woven design. No single strand wire fences are permitted. No barbed wire shall be used in fence construction.
- (vii) All fences shall be kept in good repair and condition.
- (viii) All fences shall meet the structural and permit requirements of the Building Code.
- (ix) Any person constructing a fence shall be required to contact Digger's Hotline before placing fence posts.

(k) Accessory Dwelling Units (ADU).

- (i) An accessory dwelling unit is allowed on lots occupied by a single-family dwelling.
- (ii) Accessory dwelling units are subject to all applicable regulations of the zoning district in which it is located, unless otherwise expressly stated in this section.
- (iii) Only one accessory dwelling unit is allowed per lot.
- (iv) An accessory dwelling unit may be created by any one of the following methods.
 - a. Converting existing area within the interior of a principal dwelling unit (e.g., attic or basement) to an ADU;
 - b. Adding floor area to an existing dwelling unit to accommodate an ADU;
 - c. Converting existing area above an attached garage into an ADU;
 - d. Constructing a new principal dwelling unit and utilizing one of the options provided in a, b, or c.
- (v) The property owner shall occupy either the principal dwelling unit or the ADU;
- (vi) One off-street parking space shall be provided for the ADU;
- (vii) A Conditional Use Permit is required for an ADU;
- (viii) Only one entrance to a principal dwelling unit containing an accessory dwelling unit may be located on a façade that faces a street unless the principal dwelling unit contained an additional street-facing entrance before the accessory dwelling unit was created.

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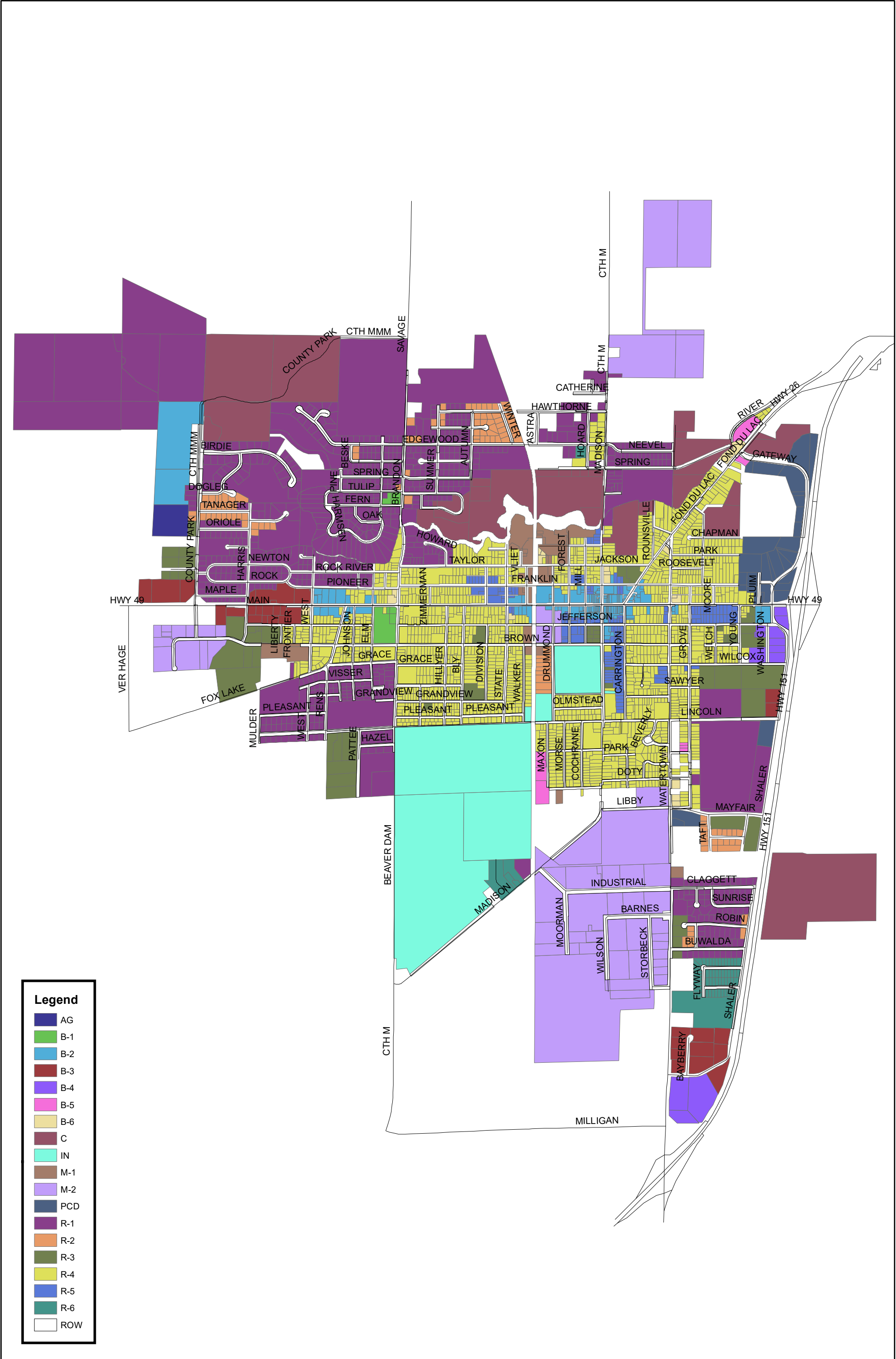
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- (ix) Any exterior changes or additions for an accessory dwelling unit shall be constructed of similar material and shall be architecturally compatible with the principal dwelling unit including but not limited to roof pitch and trim.
- (x) The floor area of an accessory dwelling unit may not exceed fifty percent of the gross floor area of the principal dwelling unit on the subject lot or six hundred fifty square feet, whichever is less. Gross floor area does not include garages, basements areas where the floor-to-ceiling height is less than seven feet, and any other areas of the building where the floor-to-ceiling height is less than five feet or not accessible by a stairway.
- (xi) Prior to establishment of an accessory dwelling unit, the building inspector shall certify that the principal dwelling unit meets applicable building codes, and the accessory dwelling unit shall comply with all applicable building codes.
- (xii) Both the principal dwelling unit and accessory dwelling unit shall be connected to municipal water and sanitary sewer.
- (xiii) Accessory dwelling units shall not be used for short term leases (less than 30 days) or vacation rentals.

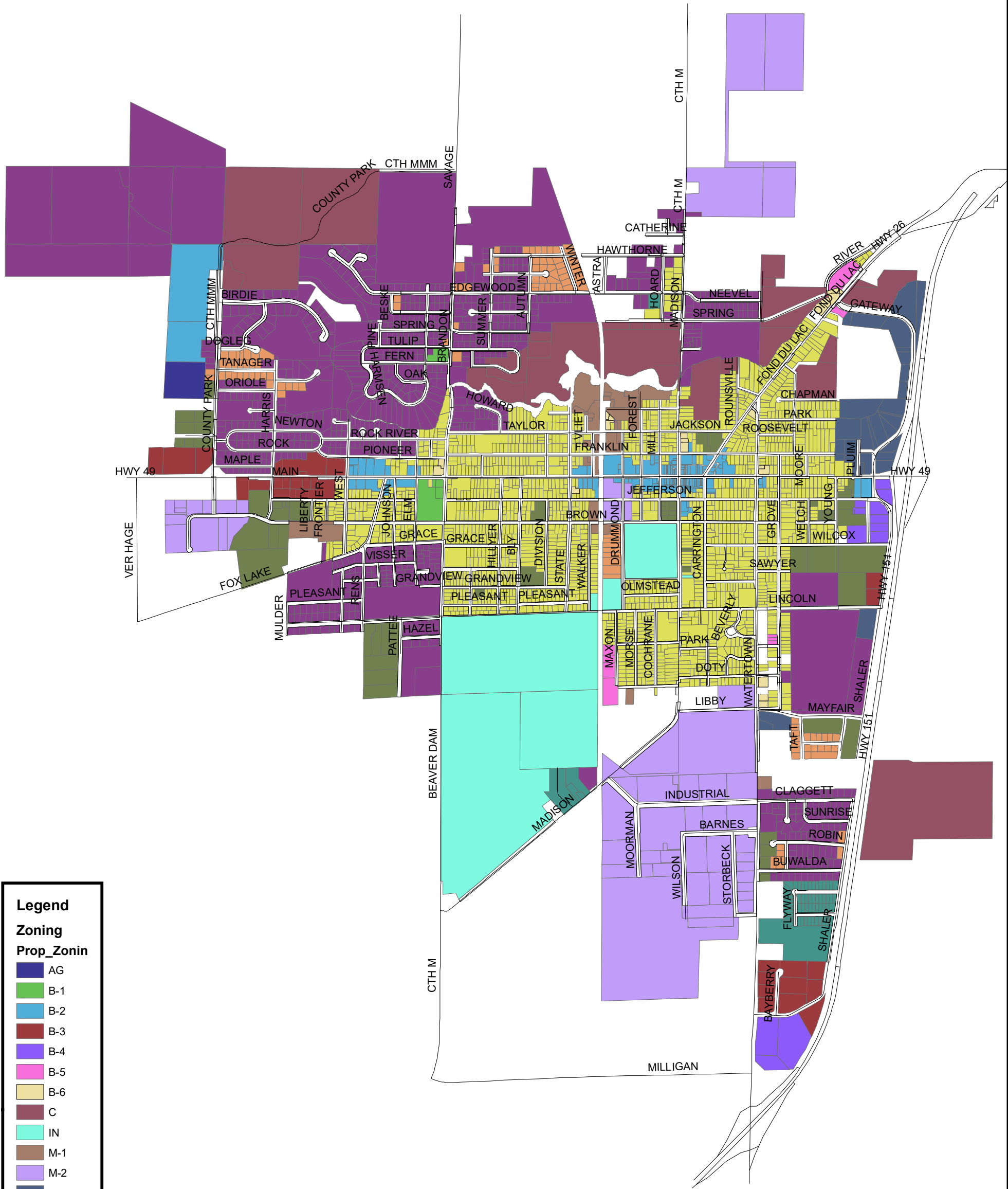
(Ord. No. 19-09, § 2, 11-12-2019)

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Zoning - Existing



Zoning - Proposed



Legend

Zoning

Prop_Zonin

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AGENDA SUMMARY SHEET

MEETING DATE: 12-14-21

TITLE: Resolution to Close Accounting Fund 450
(Waupun Festivals Fund)

AGENDA SECTION: RESOLUTIONS AND ORDINANCES

PRESENTER: Michelle Kast, Finance Director

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

ISSUE SUMMARY:

- In 2012, Council approved a resolution to create fund 450, known as the Waupun Festivals Fund
- This fund is used to account for transactions related to events held by Waupun Festivals, Inc. (which is a 501c3 non-profit organization), namely the Celebrate Waupun event
- Since the inception of Waupun Festivals, Inc., the City has provided administrative support for the organization including payment of invoices, billing sponsors, and contract management
- By the end of the year, these administrative responsibilities will transition from the City to Waupun Festivals, Inc.
 - Details of the transition are laid out in a separate Memorandum of Understanding
- Since Council passed a resolution to create fund 450, we are following a similar process to close fund 450

STAFF RECOMMENDATION:

Approve the resolution to close accounting fund 450, known as the Waupun Festivals Fund.

ATTACHMENTS:

Resolution to Close Accounting Fund 450 (Waupun Festivals Fund)

RECOMMENDED MOTION:

Motion to approve Resolution No. _____ to close accounting fund 450 (known as the Waupun Festivals Fund).

CITY OF WAUPUN
RESOLUTION NO. _____

RESOLUTION TO CLOSE ACCOUNTING FUND 450 (WAUPUN FESTIVALS FUND)

WHEREAS, the creation of Accounting Fund 450 (known as the Waupun Festivals Fund) was approved by Common Council resolution on October 9, 2012; and

WHEREAS, Waupun Festivals, Inc. was recognized as a 501c3 non-profit organization by the Internal Revenue Service on January 14, 2013 with a November 30, 2011 effective date concerning this designation; and

WHEREAS, since the inception of Waupun Festivals, Inc., the City of Waupun has performed administrative functions on the organization's behalf including but not limited to invoice payment, sponsorship invoicing, and contract management; and

WHEREAS, Waupun Festivals, Inc. has agreed to assume the aforementioned administrative functions in accordance with the mutually agreed upon terms laid out in a separate memorandum of understanding with the City of Waupun;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Waupun hereby authorizes the closure of Accounting Fund 450 (the Waupun Festival Fund), effective December 31, 2021.

This Resolution was adopted and approved by the Common Council of the City of Waupun on the ____ day of _____, 2021.

Julie J. Nickel, Mayor

ATTEST:

Angela J. Hull, City Clerk



AGENDA SUMMARY SHEET

MEETING DATE: 12/14/2021

TITLE: 2021 Accomplishments

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, City Administrator

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

SUMMARY ISSUE

Attached is a report that highlights 2021 accomplishments. While the year is not complete yet, you will see that staff have made great strides in serving the citizens of Waupun. We will have a general dialogue about the accomplishments and answer any questions you may have.

STAFF RECOMMENDATION:

ATTACHMENTS:

2021 Accomplishments Report

RECOMMENDED MOTION:

Informational

2021 Recognitions/Accomplishments

CITY OF WAUPUN DEPARTMENT HEAD REPORT

ADMINISTRATION

- Adapted COVID-19 operational plan and employment policy to normalize operations and adapt to changing local conditions related to ongoing prevalence of the virus.
- Returned the Waupun Aquatic Center to normal operations schedule, improving access for all residents and visitors.
- Enrolled in auto-pay to ensure timely payment and maximize discounts on fuel purchases.
- Enrolled in credit card rewards.
- Refunded pool bonds, resulting in interest savings while maintaining strong A1 bond rating.
- Significant cross-training completed to support staff leaves.
- Successful adoption of 2022 budget, with substantial work completed to support long-term financial forecasting and debt management planning in 2022.
- Completion of annual audit with no substantial findings.
- Implemented performance management tool for all non-represented staff, excluding library staff.
- Issued and currently in the process of reviewing RFPs in response to Contracted IT Services with vendor selection anticipated in early 2022.

LIBRARY

- Finished Drive-thru Window Project.
- The building reopened to the public on March 1 after being closed due to Covid-19.
- Received a \$5,000 grant from the Nelson G. and Vera C. Hicks Charitable Foundation.
- Staff answered 3,722 reference questions.*
- 1,781 curbside service transactions.*
- 16,725 website hits.*
- Circulated 95,000 physical items.*
- Local residents downloaded 10,848 electronic resources (eBooks, eAudio, etc).*
- Contact-less faucets were added to all public restrooms.
- Added a disc repair service for residents.
- Take & Make projects for both kids and adults were very successful, especially the summer craft series for adults.
- The number of virtual programs for both kids and adults increased, which included summer reading program performers.

**2021 statistics January through November with full year statistics available in January of 2022*

POLICE

- Waupun ranks #5 by Safewise as a safest city in Wisconsin.
- Safety Building is fully switched over and operating under Fond du Lac County IS services to enhance cybersecurity. CAT6 internet cable connection installed and moved to internet-based phone system.
- Squads equipped with new mobile data computers and GPS routers.
- DOJ Time System Audit successfully completed and WPD is in compliance.

2021 Recognitions/Accomplishments

CITY OF WAUPUN DEPARTMENT HEAD REPORT

- Police Chaplain Program implemented
- WPD staff participated in selection of new county-wide record's management system. Full implementation planned for 2022.
- CVMIC review of police policies related to use of force completed and recognized in 2021.
- Held a virtual Senior Citizen Police Academy.
- While the department saw the loss of two seasoned officers and K9 Boomer, five new hires were brought online and are currently in various phases of training.
- Implemented a retention bonus structure to slow the turnover of existing officers, with work being finalized a new recruitment and retention plan for the department to combat challenges with law enforcement staffing being felt across the country.

FIRE AND EMERGENCY MANAGEMENT

- Community Risk Reduction/Fire Prevention Week – we were back in the schools again this year speaking with over 1,100 kids. Open house was also held with 200-400 people attending. Fire Extinguisher training was also conducted at 2 local businesses = 50+ individuals trained in how to properly use a fire extinguisher.
- Annual Food Drive raised 4,000 pound of food and \$1,000 for the Waupun Food Pantry.
- Hosted our Breakfast with Santa event alongside the Waupun Police Department.
- Fire wives held a bake sale with the proceeds being used to purchase Christmas meals for 7 local families. This is our Families Helping Families campaign.
- Developed and rolled out our Residential Lock Box program. This program provides peace of mind for individuals that emergency help can quickly get into their home to render help if they cannot get to the door.
- Staff participated in more than 200 hours of training, including but not limited to becoming wat-rescue certified, Rapid Intervention Team(RIT)/firefighter rescue drills, below-grade rescues, and more.
- Over 200 batteries and 21 smoke alarms installed throughout the community.
- 674 fire safety inspections conducted.
- Emergency Medical Responder (EMR) group (hired personnel, completed schooling, operational plan completed) Go-live planned for 2/2022.
- Conducted tabletop exercise with City Departments, Dodge and Fond du Lac County Emergency Management Directors, and other Dodge and Fond du Lac County Departments simulating a mass casualty event as a result of an accident at the Waupun Truck-N-Show.
- Supported delivery of the Citizen's Police Academy.
- Plans are finalized for the Integrated Emergency Management Course (IEMC) through FEMA. The IEMC is a four day, exercise-based training activity for Emergency Operations personnel and community stakeholders to practice simulated, but realistic, crisis situations, within a structured learning environment.
- Developed and rolled out our High School Fire Intern program.

2021 Recognitions/Accomplishments

CITY OF WAUPUN DEPARTMENT HEAD REPORT

- Fire Cadet hired as part of Cadet Program. The Cadet Program provides college students an opportunity to gain hands-on experience while attending a fire/ems program through school.
- Policy and procedure management solution was completed with Lexipol.
- EMS Operations Management and Leadership course through WI Office of Rural Health was completed.
- All ground ladders and the aerial ladder underwent annual testing. Minor issues were identified and repaired.
- Self-contained Breathing Apparatus (SCBA) all underwent annual testing. No issues were identified.
- Pumps on all vehicles underwent annual testing. Deficiencies that were identified have been corrected.
- All fire hose underwent annual testing. Hoses that failed were removed from service and repaired where possible.
- 5-year hydrostatic testing of all air bottles was completed.
- Completed 5-year Insurance Services Office (ISO) audit. Results of the audit are still pending. Information out of this audit is used to assign a “class type” to fire departments across the country. The classification then helps to set residential and commercial insurance rates in the serviced area.
- Continue to dialogue with administrators from Moraine Park Technical College (MPTC) to urge MPTC to consider offering college credentialed courses for fire and ems. MPTC is currently requesting letters of support from local departments of which we are participating. Approval of this program opens the door for MPTC to go into high schools to offer fire/ems training and certifications.
- Completed wage and staffing study of WI fire departments to determine if our staffing and wage structure aligns with current markets and will complete an organizational assessment in 2022 to recommend needed changes.
- Responded to 126 calls for service in 2021.
- Applied for \$68,300 in total grants in 2021. Equipment that was being sought included: fire hose and nozzles, first responder bags and pagers for EMR group. To date, \$16,000 in awards are confirmed.

PUBLIC WORKS:

- Harmsen Ave and Oak Lane storm water pond construction completed to maintain compliance with MS4 permit. Also completed inlet cleaning, outfall inspection and storm pond inspection in compliance with storm water best practices.
- Phase 1 of Newton and Rock Avenue reconstruction complete with final layer of blacktop installation planned in 2022.
- Complete STH68 mill and overlay in partnership with WI-DOT.
- Completed repair to Madison St Bridge in partnership with Fond du Lac County.

2021 Recognitions/Accomplishments

CITY OF WAUPUN DEPARTMENT HEAD REPORT

- Installed ADA canoe launch at Shaler Park and replaced boards on bridge at Pine Street Park.
- Hung new backstop nets at ball complex.
- Installed ADA door handles at Safety Building and Community Center (In Progress).
- Installed ADA sink drain covers at parks and buildings.
- Installed new benches and garbage cans downtown along with 2 bike racks at Wind and Unwind.
- Installed bench at dog park. Additionally, installed benches at various locations across the City to support park improvements and aging in place initiative.
- Install new air compressor setup at Safety building.
- Epoxy shower room floors at Community Center.
- Mark sidewalks for 2022 replacement.
- Added ADA stall, ramp and signs at Buwalda and Heritage Parks.
- Support recreation needs in the community with the addition of concrete to batting cages at baseball complex, and grading and installation of infield mix at Medema Field.
- Successful conversion from Cartegraph to IWorQ to improve functionality and reduce costs.
- Installed Pedestrian Crosswalk lights at Main and Mill Streets.
- Installed new air conditioner and air handling unit at City Hall.
- In process – replacement of parking and wayfaring signage throughout city.

ECONOMIC & COMMUNITY DEVELOPMENT:

Waupun Community Coalition on Aging (WCCA):

- Completed work on the aging grant, presented at WIHA Conference on work of the coalition and participated in Fond du Lac County Health Department CHIP update.
 - Created WCCA resource hub
 - Creation and scheduling of **WCCA** content on City's Facebook page
 - Support delivery of new training opportunities for seniors and caregivers
 - Support delivery of intergenerational programming in partnership with Ms. Hull's 3rd Grade Class at Rock River.
 - \$2,000 grant to ADRC of Fond du Lac County to support the Music & Memories program for the new Dementia Care Specialist
 - Partnership with Habitat for Humanity of Fond du Lac County to help with home modifications for one resident
 - Creation of senior lock box program by the Waupun Fire Department and rolled out at Senior Fair in October 2021. As for 11/30/21, 24 of the 100 boxes have been installed with the help of ONE Waupun.
 - Placed 12 benches across the community to aid caregivers with drop offs and pick ups
 - Pedestrian crossing flags installed at 3 intersections
 - Pedestrian crossing beacon installed at Main and Mill Streets

Community Development:

2021 Recognitions/Accomplishments

CITY OF WAUPUN DEPARTMENT HEAD REPORT

- Grants Applications:
 - PSC Energy Efficiency Grant (not awarded)
 - 2021 COPS Hiring Grant (not awarded)
 - 3 Neighborhood Investment Grants totaling nearly \$8M (announcement anticipated December 2021)
 - Healthcare Infrastructure Capital Grant for new EMR Program totaling \$225K (announcement anticipated January 2022)
 - CDI grant in process to facilitate Rock Shop renovation and surrounding green space.
- 2020 new housing fee report approved by Council and posted to the City website prior to statutory deadline.

Economic Development:

- Main Street Bounce Back Grants: wrote 6 letters of support; to date 4 requests have been funded totaling \$40,000.
- Coordinated training regarding design/façade work with WEDC Main Street & Connect Communities; 4 property owners received one-on-one time with consultant to discuss façade improvement ideas for their buildings.
- BID awarded 6 façade improvement grants awarded totaling \$8,654.24
- CDA funded 6 façade improvement requests totaling \$31,905.14
- Created the COVID-19 Small Business Technology Grant. 3 businesses awarded a combined total of \$11,145.41 of funds to support improve technology integration to improve resiliency of their business model.
- Created the Targeted Investment Grant. 3 businesses awarded a combined total of \$45,249.83.
- Creation of New Business Attraction Fund in partnership with BID and CDA to improve available retail space and attract a retailer to the downtown. Improvements are in process with a retailer committed to a lease of space at 431 E Main Street.
- Continued implementation of the Streetscaping Plan with installation of new benches and trash receptacles through a partnership with the BID and CDA. The addition of new wayfaring signing is in process and will be completed in early 2022.
- Collaboration with BID and CDA to contract with UW-Extension for the completion of a Downtown Market Analysis.
- Completed work on a developer-led housing project that extended public infrastructure on Tanager Street.
- Net new construction increased 1.68% (~\$8.6 M) over prior year.
- Closed Tax Incremental District (TID) 1, which encompassed sections of the Waupun Industrial Park, adding an additional \$12.6M of increment value to the tax roll.
- The City's TID portfolio grew 12.4% in valuation over prior year, adding \$8.9M in valuation.

Taxi Program:

- Completed RFP and selected vendor for next 5-year contract per WI-DOT requirements.

2021 Recognitions/Accomplishments

CITY OF WAUPUN DEPARTMENT HEAD REPORT

RECREATION:

- Developed virtual programming to support needs of seniors during the COVID-19 pandemic, which included virtual fitness and education programming.
- Reopened the Waupun Senior Center on March 1, 2021 after closure due to COVID-19 pandemic. Activities and programs were modified for safety and cleaning schedules. At this time, all activities have resumed and new activities have formed.
- Developed intergenerational programming to strengthen community connections to senior and to combat isolation.
- Created a haunted house at the Senior Center as part of Halloween on Main event.
- In December, started a new fitness class called Drum Exercise with equipment purchased by the Aging Grant.
- Sponsoring a float in the Holiday parade.
- Maintain lunch program as curbside offering in 2021 and resumed indoor dining with prepackaged meals.
- Relation with One & Serve Waupun was established to help seniors with home care needs and repairs.
- ONE & Serve Waupun Relationship
- Park Program was moved to Tanner Park and the Community Center to partner with the school district.
- Swim lessons and concessions resumed in 2021.
- Friday Senior Center Senior Swim was held every week for the entire pool season paid for by the aging grant.

WAUPUN UTILITIES:

- March 24, 2021 – Earned the American Public Power Association’s Safety Award of Excellence for safe operating practices in 2020
- Received National Recognition from the USDA in honor of Earth Day for the USDA Loan and Grant funds received to construct the ABNR system which highlighted the environment friendly technology that will be used
- April 10, 2021 – Hosted an Earth Month Electronics Recycling Event – A total of 17,653 lbs. of electronic items were collected
- May 6, 2021 – Ribbon cutting event in honor of breaking ground at the Waste Water Treatment Facility for construction of the Advanced Biological Nutrient Recovery (ABNR) System.
- Smart Energy Provider Designation from American Public Power Association
- Continued sponsorship of local scholarships, community program and events
- Completion of the backyard rebuild project located in the south west area of town focusing on replacement of aging electric infrastructure as part of our ongoing commitment to ensure continued reliability of service to our customers and community

2021 Recognitions/Accomplishments

CITY OF WAUPUN DEPARTMENT HEAD REPORT

- Water loss has decreased significantly compared to prior years as a result of the Distribution/Collection System Crew's dedication and diligence in reducing water loss throughout the system through completion of leak detection surveys
- October 2021 – Partnered with Focus on Energy to provide our customers with energy efficient products at our pop-up event sale



AGENDA SUMMARY SHEET

MEETING DATE: 12-14-21

TITLE: Approve Tourism Request to Support
Christmas Trolley Expenditure

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, City Administrator

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

SUMMARY ISSUE

Alderperson Vanderkin has requested that the Council review and consider approval of funds from tourism to support the trolley that will be in Waupun the week of 12/13 to provide tours of Christmas lights. This is a promotion being sponsored by My Property Shoppe. Estimated cost for the service is \$1,150. The City has a small tourism promotion fund from annual room tax collections that could be used to cover this request if the Council wishes.

STAFF RECOMMENDATION:

Consideration of State of WI Statute 66.0615 that allows expenditures from tourism funds for promotion of events that are likely to generate overnight hotel stays should be considered in accordance with this request.

ATTACHMENTS:

None

RECOMMENDED MOTION:

Motion to approve/deny request to donate \$1,150 to the My Property Shoppe promotion for the purpose of covering expenses related to the Christmas light show trolley held during the week of December 13, 2021.



AGENDA SUMMARY SHEET

MEETING DATE: 12-14-21

TITLE: 2022 Fire Department Equipment and Personnel
Billable Rates

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: B.J. DeMaa, Fire Chief and
Emergency Management Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	\$0
High Performance Government		

ISSUE SUMMARY:

During the November or December Common Council meeting, equipment and personnel rates for the Fire Department are set for the upcoming year. These rates establish a schedule to use when larger events occur in the community and we have an opportunity to bill for the incurred costs.

STAFF RECOMMENDATION:

Approve 2022 equipment and personnel rates for billable calls

ATTACHMENTS:

2022 Fire Department equipment and personnel billable rate schedule

RECOMMENDED MOTION:

Motion to approve the 2022 Fire Department equipment and personnel billable rates.



Waupun Fire Department

16 E. Main Street Waupun, WI 53963

Non-emergency Number: 920-324-7910

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

To: Mayor and Council Members

From: B.J. DeMaa, Fire Chief

Subject: 2022 Equipment and Personnel Rates

Annually, we set the rates for billable calls at the November or December Council Meeting. It is recommended that we set equipment rates for 2022 at the rates listed below. These rates remain flat compared to 2021.

Engine / Pumper @ \$225.00 per hour (1-hour min.)

Aerial Ladder @ \$325.00 per hour (1-hour min.)

Squad / Command Post @ \$175.00 per hour (1-hour min.)

Mini Pumper / Rescue Tools @ \$175.00 per hour (1-hour min.)

One charge for Personnel @ \$360.00 per hour (1-hour min.)

Individual or small groups at \$18.00 per hour, per firefighter (1-hour min.)

Incidentals @ cost

If you have any questions, feel free to call me at 324-7910 or email at bjdema@waupunpd.org.



AGENDA SUMMARY SHEET

MEETING DATE: 12-14-21

TITLE: Approve Contract Addendum with Lifestar Ambulance

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, City Administrator
William DeMaa, Fire Chief

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

SUMMARY ISSUE

The Council adopted a 3-year contract with Lifestar ambulance on September 29, 2020, covering the service period of September 1, 2020 through August 31, 2023. Lifestar has not signed that contract and staff have been in ongoing discussion with Lifestar about noted gaps and interpretations of State Statute regarding mutual agreements and how they apply to the service territory. Staff have negotiated an addendum to the September 2020 contract that addresses noted gaps. This addendum requires your approval. Specific changes covered by this addendum include:

1. Lifestar is required to establish mutual aid agreements with neighboring service provides that are over and above the mutual aid agreements the city holds with other local governments for emergency response.
2. Confirms the city's right to withhold payments from the monthly service fee paid to Lifestar when it is determined that the mutual aid standard is not met and a neighboring jurisdiction is called to respond, prompting a charge from a neighboring jurisdiction to the city. Amount withheld will be equivalent to the charges incurred by the city from those outside jurisdictions.
3. Adds one-minute response time to Zone 1 (City of Waupun), moving the standard response from six minutes to seven minutes.
4. Relaxes the reporting window to monthly.
5. Adopts the 2021 user fee charge schedule as included in the packet.

Mike Krueger, President of Lifestar, will be present to discuss status of the ambulance district and answer any questions you may have.

STAFF RECOMMENDATION:

Approve the contract addendum as presented.

ATTACHMENTS:

- Lifestar Service Agreement Contract Addendum to City of Waupun Contract for Ambulance Service adopted September 29, 2020.
- Contract for Ambulance Service with Lifestar adopted September 29, 2020.

RECOMMENDED MOTION:

Motion to approve Lifestar Service Agreement Contract Addendum, dated December 14, 2021, amending the City of Waupun Contracted Ambulance Service Agreement with Lifestar adopted by the Council on September 29, 2020 as presented.

AGREEMENT

for

EMERGENCY AMBULANCE SERVICE

by and between

CITY OF WAUPUN

and

LIFESTAR EMERGENCY MEDICAL SERVICES, L.L.C.

September 1, 2020 to August 31, 2023

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INTRODUCTION AND RECITALS

THIS AGREEMENT is entered into this 1st day of September, 2020, by and between the CITY OF WAUPUN in the State of Wisconsin and LIFESTAR EMERGENCY MEDICAL SERVICES, L.L.C., a limited liability company (Contractor).

WITNESSETH:

WHEREAS, pursuant to the Wisconsin Statutes, The City of Waupun may contract with independent contractors for the furnishing of emergency medical transport services to or for The City of Waupun; and

WHEREAS, in Fond du Lac County the City of Waupun is considered the hub of the ambulance district for the City of Waupun, the Townships of Alto, Metomen, Oakfield, Springvale, and Waupun, and the Villages of Brandon and Oakfield, and receives Fond du Lac County funds to support district EMS operations within that territory; and

WHEREAS, in Dodge County the City of Waupun is considered the hub of the ambulance district for the City of Waupun and the Townships of Chester and Trenton, and Fond du Lac County funds do not support district EMS operations within that territory; and

WHEREAS, pursuant to the Wisconsin Statutes, the City of Waupun may contract with an ambulance provider through a process for the provision of such services as more specifically hereinafter set forth; and

WHEREAS, the City of Waupun has determined that the level of services prescribed herein is the most appropriate and efficient manner of exercising the authority contained in the Wisconsin Statutes; and

WHEREAS, the City of Waupun has set forth a process in light of satisfactory performance of the Contractor for the past five (5) years; and

WHEREAS, the City of Waupun has determined that all requests for emergency ambulance service shall be met by advanced life support (ALS) equipped and staffed ambulances; and

WHEREAS, the City of Waupun has complied with all the Wisconsin Statutes and regulations governing the designation for an exclusive provider of emergency ambulance services in the defined service territory; and

NOW, THEREFORE, THE PARTIES HERETO AGREE as follows:

SECTION 1: CONTRACT ADMINISTRATION

The City of Waupun's Emergency Management Director shall serve as the Contract Administrator, and shall represent the City of Waupun in all matters pertaining to this Agreement and shall administer this Agreement on behalf of the City of Waupun.

The Contract Administrator or her/his designee may:

- A. Audit and inspect the Contractor's operational and patient care records, except as limited by Health Insurance Portability and Accountability Act (HIPAA) rules and regulations, upon reasonable notice and at reasonable times.
- B. Monitor the Contractor's Emergency Medical Service (EMS) delivery for compliance with standard of care as defined through law, medical protocols, and policies.
- C. Provide advisory technical guidance, as the Contract Administrator deems appropriate.

SECTION 2: TERM OF AGREEMENT

- A. Term. The term of this Agreement shall commence at 12:00 a.m. (midnight) on September 1, 2020 and shall terminate at 11:59 p.m. on August 31, 2023. The period starting at 12:00 a.m. (midnight) on September 1, 2020 shall be known as the "Service Period".
- B. Automatic Renewal. This Agreement shall automatically renew for additional one (1) year periods on the same terms unless written notice is delivered by one party to the other no less than ninety (90) days before September 1st immediately prior to the end of the then-current Agreement term.

SECTION 3: COMPENSATION OF CONTRACTOR

- A. The City of Waupun shall pay Contractor the sum of \$66,000 in equal installments of \$5,500 per month due and payable on the fifth (5th) day of each month beginning September 5th, 2020. The City of Waupun intends to meet with surrounding townships and formulate a cooperative intergovernmental agreement in 2020 relative to EMS services and reserves the right to transfer responsibility for this contract to the entity designated as the agent for that group. If any community or correctional institution exits the Waupun Ambulance District, all parties agree to revisit the terms of the Agreement. Late payments shall accrue interest at the rate of 1.5% per month, 18% per annum.
- B. Contractor is hereby authorized to charge and collect user fees for services originating within the Contract Service Area as initially established and as adjusted from time to time according to the provisions of this Agreement. The initial schedule of user fees is set forth on Exhibit B attached hereto. Upon commencement of this Agreement, Contractor may employ and revise from time to time without approval from the City of Waupun, a schedule of user fees charges as attached and as may be amended by up to six percent (6%) once during the term of this Agreement; provided, however, that such limitation shall not apply to supplies. If a larger increase is needed, Contractor will need to appear before the Waupun Common Council to explain the reasoning behind the increase. Any increase exceeding six percent (6%) will need to be approved by the Waupun Common Council.
- C. The City of Waupun will assist Contractor in participating in the Wisconsin Tax Refund Intercept Program (TRIP) and Funding Assistance Program (FAP) for services provided under this Agreement, provided that the City of Waupun incurs no additional expense or significant expenditure of staff time or resources in this respect. Contractor shall prepare and submit all required TRIP and FAP documentation, subject to prior review and approval by the City of

Waupun. Contractor shall comply with all TRIP and FAP program requirements, including without limitation, compliance with procedures established by the Wisconsin Department of Revenue in WDOR Publication 238, as amended from time to time. Contractor shall fully indemnify the City of Waupun with respect to Contractor's full compliance with TRIP and FAP program requirements, such indemnification to be on terms specified in Section 8.1.A below. The City of Waupun shall forward to Contractor all TRIP and FAP funds received by the City of Waupun with respect to services provided under this Agreement.

SECTION 4: CONTRACT RESPONSE AREA

4.1 DESCRIPTION

Description of the Contract Response Area and Response Zones is attached hereto as Exhibit A.

4.2 COVERED TRANSPORTS

The following transports originating in the Contract Response Area shall be referred to the Contractor, and Contractor shall provide responses and ground transports as follows:

- A. Made in response to 9-1-1 Public Service Answering Point (PSAP) requests.
- B. Made in response to request for emergency ambulance service made directly to the ambulance service from a private telephone call without going through an authorized 9-1-1 Public Service Answering Point (PSAP).
- C. Any other request for service requiring an emergency ground ambulance response, as defined by the Fond du Lac County Fire/EMS Dispatch policies, procedures, protocols, and standards.

SECTION 5: NOTICES

All notices, demands, requests, consents, approvals, waivers, or communications (notices) that either party desires or is required to give to the other party or any other person shall be in writing and either personally delivered or sent by prepaid postage, first class mail. Notices shall be addressed as appears below for each party, provided that if either party gives notice of a change of name or address, notices to the giver of that notice shall thereafter be given as demanded in that notice.

To City: BJ DeMaa, Director of Emergency Management
City of Waupun
201 East Main Street
Waupun, WI 53963

To Contractor: Michael Krueger, President
Lifestar Emergency Medical Services, L.L.C.
Post Office Box 113
West Best, WI 53095

With a copy to: Schloemer Law Firm, S.C.

Attn: Attorney Amanda N. Follett
143 S. Main Street, Third Floor
West Bend WI 53095

SECTION 6: CONTRACTOR OBLIGATIONS AND PERFORMAMNCE STANDARDS

6.1 SUMMARY OF OBLIGATIONS

During the term of this Agreement, the Contractor shall:

- A. Provide two (2) 9-1-1 pre-hospital emergency medical care and transport services in response to emergency medical calls within the contract response area, twenty-four (24) hours each day, seven (7) days a week, without regard to the patient's financial status. Once the last available unit in the district is dispatched, the provider has thirty (30) minutes to relocate another ambulance to the district to resume 9-1-1 coverage. The ambulance relocation will be met at least 90% of the time.
 1. The first response ambulance shall be staffed by at least one Emergency Medical Technician (EMT)-Paramedic and by one EMT-Basic. The backup response ambulance shall be staffed by at least one EMT-Advanced and one EMT-Basic. Relocated ambulances shall be staffed at the EMT-Basic level. Lifestar will maintain performance and coverage to the Waupun Ambulance District while satisfying the requirements set forth in DHS 110.38.
 2. Ambulance response times must meet the response-time standards set forth in Section 6.2.1 of this Agreement, and every ambulance unit provided by the Contractor for emergency response must, at all times, except as authorized by this Agreement, be equipped and staffed to operate at the Advanced Life Support (paramedic) level on first ambulance responses, including immediate and urgent services. Clinical performance must be consistent with approved medical standards and protocols. The conduct and appearance of the Contractor's personnel must be professional and courteous at all times. Patient transportation and disposition will be according to the Contractor's policies and procedures, which may be amended at any time by the Contractor without further notice or approval.
- B. Provide all ambulances, as well as other vehicles and equipment that are necessary for the provision of services required under this Agreement.
- C. Furnish supplies and replacements for use by the Contractor's personnel.
- D. Establish a recruitment, hiring and retention system consistent with ensuring a quality workforce of clinically competent employees that are appropriately certified, licensed and/or accredited.
- E. Comply with all training requirements established by the State of Wisconsin.
- F. Comply with Fond du Lac County Fire/EMS Dispatch policies, procedures, protocols and standards.
- G. Maintain neat, clean, and professional appearance of all personnel, facilities, and equipment.

- H. Submit, in a timely manner as required by 6.2.1.G., reports which are supported by documentation or other verifiable information, as required by the City of Waupun, including report metrics as outlined in 6.2.1 (G), Performance Reports.
- I. Respond to the City of Waupun's inquiries about service and/or complaints within three (3) business days of notification.
- J. Contractor's representative will attend monthly, or as needed, meetings between the City of Waupun and Waupun Memorial Hospital to ensure ongoing service quality.

6.2 OPERATIONS

- A. Ambulance units shall notify Fond du Lac County Dispatch which units are in service or on duty at the start of every shift. Ambulance units shall also notify Fond du Lac County Dispatch any time they are assigned to a call (i.e. 9-1-1, direct line, or Inter-Facility Transfer).

6.2.1 Response Time

- A. Response Time Performance. Contractor's response times are a key measurement of performance. This measurement is the determining factor which drives the placement and redeployment of Contractor's resources throughout the Contract Response Area.
 - 1. Each incident will be counted as a single response regardless of the number of units that respond.
 - 2. The Contractor shall use commercially reasonable efforts to minimize variations or fluctuations in response time performance.
- B. Response Time Standards. Standards shall be based on the zone where the destination of an ambulance is located. Map of Zones is attached hereto as Exhibit A.
 - 1. Zone 1 (green): Response time for first response ambulance for all destinations within Zone A shall be no more than six (6) minutes. Response time for backup ambulance shall be no more than eight (8) minutes.
 - 2. Zone 2 (yellow): Response time for first response ambulance for all destinations within Zone B shall be no more than fourteen (14) minutes. Response time for backup ambulance shall be no more than seventeen (17) minutes.
 - 3. Zone 3 (red): Response time for first response ambulance for all destinations within Zone A shall be no more than twenty (20) minutes. Response time for backup ambulance shall be no more than twenty-four (24) minutes.
 - 4. Zone 4 (blue): Response time for first response ambulance for all destinations within Zone A shall be no more than twenty-four (24) minutes. Response time for backup ambulance shall be no more than twenty-nine (29) minutes.

Failure to maintain 90% compliance with the response times set forth above, when viewed from any 6-month period, shall constitute a breach of this Agreement and shall provide a basis for termination of this Agreement.

C. Response Time Exemptions. Failure to comply with response time standards shall be excused in the following situations:

1. Multiple units to the same scene.
2. Severe inclement weather conditions which impair visibility or create other unsafe driving conditions.
3. Call reduced from Code-3 (emergent) to Code-1 or 2 (non-emergent) response by on-scene responders or by the dispatcher in accordance with Contractor's Policies and Procedures.
4. Wrong address provided by the requesting party or non-contractor dispatcher.
5. Delay caused by unreported road construction.
6. Material change in dispatch location after the initial dispatch is recorded as dispatched.
7. Mutual Aid and paramedic-intercept requests.
8. Delay caused by the train or related rail equipment.

D. Response Time Calculations. Response times shall be calculated from the hour, minute and second the dispatch page is received by the Contractor on its pagers to the hour, minute and second the Contractor arrives on scene with a fully equipped and staffed Advanced Life Support (ALS) unit.

E. Applicable Calls. Response time standards shall apply to all emergency ambulance requests.

F. Quality Control. Contractor shall establish and maintain a system to identify response time performance problems in order to identify underlying causes and to mitigate them. The posting plan, ambulance schedules, and the number of hours deployed will be reviewed and adjusted as needed.

G. Performance Reports

1. Within fourteen (14) business days following the end of each month, the Contractor shall provide a monthly report that includes the following metrics:
 - a. Number of 9-1-1 pre-hospital calls and call type.
 - b. Breakdown of calls to each correctional institution (9-1-1 and direct line).
 - c. Breakdown of calls to elder-care facilities (9-1-1 and direct line).
 - d. Breakdown of Inter-facility transports by facility.
 - e. Average run response times by zone.
 - f. Longest response time by zone.
 - g. Percentage of 9-1-1 pre-hospital calls that met the response time standard in the past month (maintain 90% average).

- h. Any instance where an ALS ambulance was unable to respond to a 9-1-1 pre-hospital call along with an explanation of the circumstances surrounding the inability to respond. In this case any known resolution should be included in explanation.
 - h. Any call that failed to properly report times necessary to determine response time, on-scene time, and transport time.
- 2. Contractor shall identify causes of performance failures and shall document efforts to eliminate these problems. Within three (3) business days of an occurrence where standards are not met, the Contractor shall submit a written notification to the Contract Administrator identifying:
 - a. Nature of emergency situation and explanation of why standard as defined in 6.2.1 (B) was not met.
- 3. Within fourteen (14) business days of a performance failure as detailed in 6.2 (G) 2, the Contractor shall submit a written plan to prevent any future reoccurrences.
- 4. Within seven (7) business days of occurrence, the Contractor shall notify the Contract Administrator of any major regulatory actions or sanctions against the Contractor, including suspension or revocation of any operating license or permit, any sanctions under Medicare or Medicaid programs, revocation of a business permit, or any sanctions by other third-party payers, whether public, private, or non-profit.
- 5. Within twenty-one (21) days following the end of the year, the Contractor shall provide an annual report that includes the following metrics:
 - a. Number of 9-1-1 pre-hospital calls and call type.
 - b. Breakdown of calls to each correctional institution (9-1-1 and direct line).
 - c. Breakdown of calls to elder-care facilities (9-1-1 and direct line).
 - d. Breakdown of Inter-facility transports by facility.
 - e. Average run response times by zone.
 - f. Any instance where an ALS ambulance was unable to respond.
 - g. Percentage of 9-1-1 pre-hospital calls that met the response time standards.
 - h. An outline of all community standby activities.
 - i. An outline of community education and/or training participated in.
- H. Air Ambulance/Air Rescue Services. The City of Waupun reserves the right to allow helicopter air ambulance or helicopter air rescue services to operate in the Contract Response Area for the purpose of providing air ambulance/air rescue transportation services for both immediate and schedule responses. This includes flights and transportation within the Contract Response Area. Prehospital utilization of such services is based upon Contract's Policies and Procedures.
- I. Standbys. When requested by a public safety agency, the Contractor shall furnish standby coverage at emergency incidents within the Contract Response Area at the request of the on-scene Incident Commander (IC), if in the opinion of the IC, the situation poses significant potential danger to the personnel of the requesting agency or to the general public, and will be dedicated to the incident until released by Incident Commander
- J. Special events:

1. If the sponsor of a special event wants a dedicated standby emergency ambulance for the event, the Contractor may enter into a separate agreement with the sponsor for the provision and payment for such services, and will not be part of the number of ambulances to cover district.
2. Contractor shall not be precluded from performing other outside work, such as non-emergency medical transfers provided they do not interfere with the Contractor's ability to provide 9-1-1 pre-hospital coverage.
3. Nothing herein shall excuse Contractor from satisfying its obligations under the terms of this Agreement.

6.2.2 Dispatch Requirements

Contractor shall ensure that all communications with its ambulance units is conducted in a manner consistent with Fond du Lac County Fire/EMS Dispatch policies, procedures, protocols, and standards.

6.2.3 Equipment and Supplies

- A. Ambulances. Ambulances shall meet or exceed the Trans 309 standards at the time of the vehicles' original manufacture. All such ambulances shall meet or exceed the equipment standards of the State of Wisconsin. Contractor shall maintain, and provide to the Contract Administrator on an annual basis, a complete listing of all ambulances (including reserve ambulances) to be used in the performance of the Contract, including their license and vehicle identification numbers.
- B. Ambulance Equipment and Supplies. Each ambulance shall, at all times, maintain an equipment and supply inventory sufficient to meet federal, state, and local requirements for ALS level ambulances. Contractor shall be responsible for stocking all expendable supplies including medications. All medical equipment shall be in good repair and safe working order at all times. Contractor shall have sufficient medical equipment and expendable supplies, unless supplies are not available, so that there is sufficient backup to accommodate replacement during repair and for times of excessive demand in the system. In extra-ordinary circumstances, some supply chain disruptions should be expected and ordering should be done proactively. Contractor shall work with Waupun Memorial Hospital to ensure that compatible equipment and supplies are being used where it is fiscally responsible to do upon mutual agreement.
- C. Radio Communications. Contractor shall ensure that each ambulance is equipped with appropriate emergency communication and alerting devices. Every ambulance shall include the ability to communicate at all times and in all locations, unless in areas of known communication deficiencies, with City of Waupun receiving facilities, fire agencies, and public safety agencies. Contractor shall ensure that each ambulance unit utilized in the performance of services under this Agreement is equipped with emergency alerting devices capable of being used to notify ambulance personnel of response need and radio communications equipment compatible with communications equipment sufficient to meet or exceeds the requirements of Fond du Lac County Fire/EMS Fond du Lac County Dispatch policies, procedures, protocols, and standards.

Contractor shall have access to an internal radio communications system including a portable communications link between Contractor's ambulance crews and its dispatch center.

- D. Vehicle Maintenance Program. Contractor's vehicle maintenance program shall be designed and conducted so as to achieve the commercially reasonable standards of reliability appropriate to a modern emergency service. The Contractor, or its designee, shall maintain all ambulances. Vehicles shall be kept in commercially reasonable working condition at all times. Any ambulance with any deficiency that compromises, or may compromise, its performance shall be immediately removed from service. The Contractor shall submit a vehicle maintenance program and locations of maintenance services in writing to the Contract Administrator. Records of vehicle maintenance shall be submitted to the Contract Administrator within five (5) business days of request; Contract Administrator can make one request per quarter unless otherwise agreed. Interior and exterior appearance of vehicles shall be commercially reasonable. Quarterly reports of maintenance that is above and beyond routine oil changes, tire rotations, etc. shall be sent to the Contract Administrator within fourteen (14) days of the last completed quarter.

6.2.4 Disaster Preparedness

- A. Disaster Plan. Contractor shall have a plan for the immediate recall of personnel to staff units during Mass-Casualty Incidents (MCI), or declared disaster situations. This plan shall include the ability of the Contractor to contact and alert off-duty personnel. The Contractor shall participate in training programs and exercises designed to upgrade, evaluate, and maintain readiness of the Contractor's disaster and mass-casualty response system. The Federal Emergency Management Agency (FEMA) defines an MCI as one in which the number of people killed or injured in a single incident is large enough to strain or overwhelm the resources of local medical service providers. There are no other terms that are defined throughout the contract.
- B. Mutual Aid. To the extent that the Contractor has units available, but consistent with its primary responsibility to provide ambulance and emergency medical services in the Contract Response Area, the Contractor shall render immediate Mutual Aid to those providers of emergency medical services operating within adjacent areas in and out of the defined service area in order to ensure that timely emergency medical services are rendered to persons in need of such services within those areas.
- C. Disaster Planning. The Contractor shall actively participate with the City of Waupun in disaster planning. The Contractor shall designate a representative who shall regularly attend meetings and shall be the liaison for disaster activities with the City, County, and other agencies. The Contractor shall provide field personnel and transport resources for participation in any local disaster drill in which the City or County disaster/MCI plan is exercised.
- D. Disaster Response. If a disaster declaration is made, the City of Waupun, via the Emergency Management Director, may suspend normal operations and the Contractor shall respond in accordance with the disaster plan. The following provisions may apply, as determined by the Contract Administrator, during and after a disaster:

1. During such periods, the Contractor may be released, at the discretion of the Contract Administrator, from response time performance requirements for all responses, including response time penalties. At the scene of such disasters, Contractor personnel shall perform in accordance with the municipality's disaster plan.
 2. When disaster response has been terminated, the Contractor shall resume normal operations as rapidly as is practical considering exhaustion of personnel, need for restocking, and other relevant considerations and shall keep the Contract Administrator informed of factors that limit Contractor's ability to resume normal operations.
 3. During the course of a disaster, the Contractor shall use its commercially reasonable efforts to maintain emergency services throughout the Contract Response Area and shall suspend or ration non-emergency transport and inter-facility transport work as necessary.
 4. The municipality shall assist the Contractor in seeking reimbursement for its costs for any disaster relief monies. Such assistance shall be limited to processing claims for reimbursement equal to 100% of the direct cost of the services, or the allowable standby charge provided for herein, whichever is greater. The municipality shall have no financial responsibility for these costs or charges other than to provide assistance in processing the claim(s) for payment.
- E. At the scene of an accident, disaster, or similar incident, the Contractor's personnel shall perform as part of the Incident Command System (ICS) structure.

6.2.5 System Committee Participation

The Contractor shall designate appropriate personnel to participate in committees that have a direct impact on emergency medical services for the City of Waupun.

6.2.6 Community Education/Prevention

- A. Contractor shall participate in a public education and information program which may include but not be limited to: media relations, explanations regarding rates, regulations and system operations, increasing public awareness and knowledge of the EMS System, injury/mortality prevention/reduction and general health and safety promotion.
- B. Contractor shall offer four (4) public training programs per year. Public Education programs may include but not limited to: EMS system use, citizen Cardiopulmonary Resuscitation (CPR), disaster preparedness, injury prevention, seat belt and helmet use, infant/child care seats, and injury prevention for elders. Other appropriate activities might include: blood pressure screening, stop-the-bleed training, and programs for school children and adolescents. The Contractor shall work collaboratively with other public safety organizations such as the American Heart Association, the American Red Cross, and health care organizations to plan and provide public education programs. Contractor is encouraged to support child safety seat inspection programs with allied agencies.

6.2.7 EMS Training Programs

Contractor shall make a good faith effort to participate in a minimum of four (4) training programs alongside City of Waupun Police and/or Fire Departments. These may include, but not be limited to, joint training exercises, providing of instructors for training courses, evaluator for EMT and first responder testing, and similar activities.

6.2.8 Other Community Service Programs

- A. Contractor shall participate in other community service programs, as mutually agreed, such as providing free or discounted ambulance standbys at youth sporting events and community events.

6.3 PERSONNEL

6.3.1 Clinical Staffing Standards

The City of Waupun expects the provision of emergency medical services shall conform to the highest professional standards and shall comply with all applicable state and local laws and regulations. All persons employed by the Contractor in the performance of work shall be competent and shall hold appropriate and current valid certificate/licenses/accreditations in their respective trade or profession.

- A. Ambulance Staffing. The first response ambulance shall be staffed by at least one EMT-Paramedic and by one EMT-Basic personnel. The backup response ambulance shall be staffed by at least one EMT-Advanced and by one EMT-Basic personnel. Staffing for the first response and backup response ambulance shall be located at the ambulance facility on a 24/7 basis. When the 3rd ambulance is in service in Waupun, that staffing shall also be located at the ambulance facility in Waupun. Contractor shall issue to all ambulance staff and field interns a photo identification card. Contractor shall ensure that all on-duty ambulance personnel have in their possession a valid Contractor photo identification.
- B. Additional Certifications. All paramedic ambulance personnel shall be currently certified in:
 - 1. Advanced Cardiac Life Support (ACLS)
- C. In-Service Training, Continuing Education and Driver Training. Contractor shall have a program for ensuring personnel are prepared to respond to emergency requests through in-service training and continuing education.
- D. Management and Supervision. Contractor shall provide the management personnel necessary to administer and oversee all aspects of emergency ambulance service. There shall be one (1) shift supervisor on duty or on call at all times. The shift supervisor will supervise Contractor personnel, ambulance deployment and operations and will be available as a resource to subcontractors in the provision of their deployment and performance.

- E. Orientation of New Personnel. Contractor shall ensure that field personnel are properly oriented before being assigned to respond to emergency medical request. The orientation shall include, at a minimum, an EMS System overview; Contractor's policies and procedures including patient designation, trauma triage and patient treatment protocols; radio communications with and between the ambulance, base hospital, receiving facilities, and dispatch center; map reading skills, including key landmarks, routes to hospitals and other major receiving facilities; emergency response areas within the Contract Response Area and in surrounding areas; and ambulance equipment utilization and maintenance, in addition to the contractors policies and procedures. Contractor shall be responsible for ensuring that this standard is met.
- F. Preparation for Mass-Casualty Response. Contractor shall ensure that all ambulance personnel /supervisory staff are trained and prepared to assume their respective roles and responsibilities under the Fond du Lac County MABAS agreement. Contractor shall ensure that its Personnel are trained as follows:
 - 1. Hazardous materials first responder awareness training for all field employees.
 - 2. Hazardous materials first responder awareness training for field supervisors, alternative field supervisors, and field training officers.
 - 3. NIMS training for all field employees.
 - 4. Hazardous materials basic awareness weapons of mass destruction program for all field employees.
 - 5. ICS 100 and ICS 700 for all field employees.
 - 6. ICS 700 training for shift supervisors, alternates, and field training officers.

6.3.2 Compensation and Working Conditions for Ambulance Personnel.

- A. Work Schedules and Conditions. Contractor shall utilize reasonable work schedules and shift assignments to provide reasonable working conditions for ambulance personnel. Contractor shall ensure that ambulance personnel working extended shifts, and/or voluntary or mandatory overtime are not fatigued to an extent that might impair their judgement or motor skills.
- B. Contractor shall provide the Contract Administrator the process used to determine fatigue levels on employees as it relates to fitness for duty.
- C. Compensation/Fringe Benefits. The City of Waupun expects Contractor to provide reasonable compensation and benefits in order to attract and retain experienced and highly qualified personnel. The City of Waupun encourages Contractor to establish creative programs that result in successful recruitment and retention of personnel. Contractor shall demonstrate, initially and throughout the terms of this Agreement, that the compensation program provides the incentive to attract and retain skilled and motivated employees.
- D. New Employee Recruitment and Screening Process. The Contractor shall operate a comprehensive program of personnel recruitment and screening designed to attract and select field personnel.
- E. Critical Incident Stress Management. The nature of work in emergency medical services may produce stress in prehospital care personnel. Contractor should provide a

Critical Incident Stress Management program (CISM) and an Employee Assistance Program (EAP) for its employees.

6.3.3 Safety and Infection Control.

- A. Contractor shall provide personnel with training and equipment as necessary to protection from illness or injury when responding to an emergency medical requests.
- B. Contractor shall notify the City of Waupun within five (5) business days of any State of Wisconsin/Occupational Safety and Health Administration (OSHA) major enforcement actions, and of any litigation, or other legal or regulatory proceedings in progress against Contractor's City of Waupun operations.
- C. The Contractor shall have an Exposure Control Plan that complies with all OSHA requirements and other regulations related to prevention, reporting of exposure, and disposal of medical waste. All prehospital personnel shall be trained in prevention and universal precautions.

6.4 INQUIRIES AND COMPLAINTS

- A. Inquiries and Complaints. Contractor shall provide prompt response and follow-up to inquiries and complaints. Such responses shall be subject to the limitations imposed by patient confidentiality restrictions.
- B. Miscellaneous:
 - A. Contractor shall immediately notify the Contract Administrator of filed complaints or lawsuits for potential violations of state and local laws and regulations or any other event or set of circumstances which would create a likelihood of a cause of action against Contractor, the City of Waupun or a member municipality.
 - B. Contractor shall cooperate fully with the City of Waupun and/or the State of Wisconsin in the investigation of an incident or unusual occurrence.

6.5 DATA AND REPORTING

- A. Upon request, Contractor will submit required data elements in an electronic format mutually acceptable to the City of Waupun and the Contractor, except as limited by HIPAA rules and regulations.
- B. Use and Reporting Responsibilities:
 - 1. The information submitted shall contain all EMS 9-1-1 pre-hospital responses-
 - 2. Contractor shall maintain current records related to EMT licensing, accreditation, certification, and continuing education. Upon request, Contractor shall provide the City of Waupun with a list of EMTs currently employed by the Contractor. Information shall include, but not limited to, name and EMT certification number.

- C. The Contract Administrator shall provide to the City of Waupun on a monthly basis the Contractor's monthly report as outlined in 6.2.1 (G).
- D. Contractor shall complete, maintain, and upon request, make available to the City of Waupun within five (5) business days of request, copies of:
 - 1. Personnel records related to requirements hereunder (including current licensure and certification), subject to employee privacy rights and subject to redaction of privileged and confidential information.
 - 2. Equipment and vehicle maintenance reports.
- E. Audits and Inspections:
 - 1. Contractor shall retain and make available for inspection by the City of Waupun during the term of this Agreement and for at least a three-year period from expiration of this Agreement all documents and records required and described herein at reasonable times and with reasonable notice.
 - 2. At any time during normal business hours, and as often as may reasonably be deemed necessary, the Contract Administrator (or designee approved by Contractor), including Contractor's Medical Director, may observe the Contractor's operations. Additionally, the Contractor shall make available for the City of Waupun examination and audit, records of personnel (with the exception of confidential personnel records), daily logs, conditions of employment, and other data related to all matters covered by the contract provided release of liability waiver has been signed. Provided, however, that the obligations hereunder shall not interfere with Contractor's duties and shall not increase the duties or burden of Contractor hereunder; provided further that the City of Waupun acknowledges this requirement will be limited by HIPPA requirements; provided further, all observations shall be scheduled as mutually agreed, and Contractor reserves the right to refuse to allow any individual to observe if Contractor reasonably believes such observations would affect Contractor's ability to perform its duties hereunder or comply with HIPPA or other requirements.
 - 3. The Contract Administrator or designee may, at any time, and without notification, directly observe and inspect the Contractor's operation and ride as a "third person" on any of the Contractor's ambulance units; provided, however, that in exercising this right to inspection and observation, such representatives shall conduct themselves in a professional and courteous manner, shall not interfere in any way with the Contractor's employees in the performance of their duties, and shall, at all times, be respectful of the Contractor's employer/employee relationship, provided a release of liability waiver has been signed.
 - 4. The City of Waupun's right to observe and inspect the Contractor's business office operations or records shall be restricted to normal business hours, except as provided above.
- F. Health Insurance Portability and Accountability Act of 1996, Public Law 104-191:
 - 1. Patient's privacy and confidentiality shall be protected in compliance with Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other applicable laws

related to privacy. Employees shall not disclose patient medical information to any person not providing medical care to the patient or related to EMS operations.

2. During the term of this Agreement, each party may receive from the other party, or may receive or create on behalf of the other party, certain confidential health or medical information (Protected Health information “PHI”, as further defined below). This PHI is subject to protection under state and/or federal law, including the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (HIPAA) and regulations promulgated thereunder by the U.S. Department of Health and Human Services (HIPAA Regulations). Each party represents that it has in place policies and procedures that will adequately safeguard and PHI it receives or creates, and each party specifically agrees to safeguard and protect the confidentiality of PHI consistent with applicable law. Without limited the generality of the foregoing, each party agrees that it shall have in place all policies and procedures required to comply with HIPAA and the HIPAA Regulations prior to the date on which such compliance is required. Contractor shall require subcontractors to abide by the requirements of this section. For purposes of this section, Protected Health Information means any information, whether oral or recorded in any form or medium: (a) that related to the past, present, or future physical or mental health or condition of an individual; the provision of health care to any individual; or the past, present or future payment for the provision of health care to an individual, and (b) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual. This section shall be interpreted in a manner consistent with HIPAA, the HIPAA Regulations and other state or federal laws applicable to PHI. The Contractor shall produce a full HIPAA Risk Assessment on an annual basis at the beginning of each year.

6.6 SUBCONTRACTS

6.6.1 Relationships and Accountability

Should the Contractor utilize one or more subcontractors to provide any of the Contractor’s primary responsibilities, the Contractor shall seek and obtain approval of the subcontract(s) from the City of Waupun, and provide assurance to the City of Waupun that each of the subcontractor(s) is professionally prepared for and understands its role within the system.

- A. The Contractor shall provide clear evidence that the scope of service designed for the subcontractor(s) will enhance system performance capability and provide cost savings for the EMS System.
- B. If the subcontract(s) and associated scope of service is approved, the Contractor shall be accountable for the performance of the subcontractor(s).
- C. The inability or failure of any subcontractor to perform any duty or deliver contracted performance will not excuse the primary Contractor from any responsibility under this Agreement.
- D. The Contractor shall designate a management liaison to work with the City of Waupun in monitoring compliance of subcontractors with contractual and system standards.

6.6.2 General Subcontracting Provisions

All subcontracts of Contractor for provision of services under this Agreement shall be notified of Contractor's relationship to the City of Waupun.

- A. Contractor has legal responsibility for performance for all terms of this Agreement including those subcontracted.
- B. Nothing in this Agreement, or in any subcontract, shall preclude the City of Waupun from monitoring the EMS activity of any subcontractor.
- C. There shall be a section in each subcontract requiring prior approval from the City of Waupun before any subcontract may be modified.
- D. The Contractor shall assure that the subcontractors cooperate fully with the City of Waupun.
- E. In the event discrepancies or disputes arise between this Agreement and the subcontracts, the terms of this Agreement shall prevail in all cases.

6.6.3 Performance Criteria

All subcontractors will be held to the same performance criteria as the primary Contractor, with respect to the quality improvement activities, medical control, continuing education, and penalties for non-compliance. Subcontracts shall provide that paramedic and EMT first responders shall work cooperatively and supportively in the provision of care by the Contractor on-scene, and shall, if requested by Contractor personnel, assist in providing care en route to the receiving facility.

6.7 INSURANCE REQUIREMENTS

The EMT/ Paramedic/ Ambulance Service shall not commence work until proof of insurance required has been provided to the applicable department before the contract is considered for approval by the City of Waupun.

It is hereby agreed and understood that the insurance required by the City of Waupun is primary coverage and that any insurance or self-insurance maintained by the City of Waupun, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing work and remain in force until the work is completed and the length of time that is specified, if any, in the contract or listed below whichever is longer.

A. Insurance Requirements for EMT/ Paramedic/ Ambulance Service:

- 1. Commercial General Liability coverage at least as broad as Insurance Services Office Commercial General Liability Form, including coverage for Products Liability, Completed Operations, and Contractual Liability with the following minimum limits and coverage:
 - 1. Each Occurrence limit \$1,000,000
 - 2. Personal and Advertising Injury limit \$1,000,000

3. General aggregate limit (other than Products-Completed Operations) \$3,000,000
4. Products-Completed Operations aggregate \$2,000,000
5. Damage to premises rented to you \$50,000
6. Medical Expense limit – any one person \$5,000
7. Watercraft Liability, (Protection & Indemnity coverage) “if” the work includes the use of, or operation of any watercraft, then Watercraft Liability insurance must in in force with a limit of \$1,000,000 per occurrence for Bodily Injury and Property Damage.
8. Products – Completed Operations coverage must be carried for two (2) years after acceptance of completed work.

2. Automobile Liability coverage at least as broad as Insurance Services Office Business Automobile Form, with minimum limits of \$1,000,000 combines single limit per accident for Bodily Injury and Property Damage, provided on a Symbol #1 – “Any Auto” basis.

1. Must include coverage for loading and unloading.

3. Workers’ Compensation as required by the State of Wisconsin, and Employers Liability insurance with sufficient limits to meet underlying Umbrella Liability insurance requirements. If applicable for the work coverage must include Maritime (Jones Act) or Longshore & Harbor Workers Compensation Act coverage.

4. Medical Professional Liability (Medical Malpractice)

1. Limits

- a. Each professional incident or claim \$1,000,000
- b. Aggregate limit (per policy year) \$3,000,000

2. Prefer “occurrence” coverage. If coverage is “claims made” then an extended reporting period of coverage for at least two (2) years after work has been completed must be purchased.
3. Must include “defense” coverage
4. Must include coverage for employees, temporary staff, independent contractors and volunteers, if any.
5. Must include coverage for loading and unloading

5. EMT/ Paramedic/ Ambulance Service Equipment or Property – The EMT/ Paramedic/ Ambulance Service is responsible for loss and coverage for these exposures. The City of Waupun will not assume responsibility for loss, including loss of use, for damage to property, materials, tools, equipment, and items of a similar nature which are being used in the work being performed unless damage or losses are due to the neglect of the City of Waupun and its agents. This includes but not limited to property owned, leased, rented, borrowed, or otherwise in the care, custody or control of the EMT/ Paramedic/ Ambulance Service.

6. Also, see requirements under section C.

B. Insurance Requirements for all Subservice Providers:

1. This insurance shall be as broad and with the same limits and coverages (including waivers of subrogation) as those required per EMT/ Paramedic/ Ambulance Service Provider requirements.

C. Applicable to Service Provider & Subservice Providers:

1. Primary and Non-contributory requirement – all insurance must be primary and non-contributory to any insurance or self-insurance carried by the City of Waupun.
2. Acceptability of Insurers – insurance is to be placed with insurers who have an A.M. Best rating of no less than A- and a Financial Size Category of no less than Class VII, and who are authorized as an admitted insurance company in the State of Wisconsin.
3. Additional Insured Requirements – the following must be named as additional insureds on all Liability Policies for liability arising out of service work – the City of Waupun, and its officers, council members, agents, employees and authorized volunteers. This does not apply to Workers Compensation Policies.
4. Waivers of Subrogation in favor of the City of Waupun must be endorsed onto the service provider's Worker's Compensation, Commercial General Liability, Automobile Liability, Umbrella Liability coverage, and Property/Equipment coverages.
5. Deductibles and Self-Insured Retentions – any deductible or self-insured retention must be declared to the City of Waupun.
6. Evidences of Insurance – prior to execution of the agreement, the EMT/ Paramedic/ Ambulance Service shall file with the City of Waupun a certificate of insurance (Acord Form or equivalent for all coverages) signed by the insurer's representative evidencing the coverage required by this agreement.

6.8 PERFORMANCE SECURITY

There shall be no requirement for a performance security, performance bond, letter of credit or any other surety.

6.9 FISCAL REQUIREMENTS

6.9.1 General Provisions

- A. As compensation for services, labor, equipment, supplies and materials furnished under this Agreement, Contractor shall collect revenues as permitted in this section.
- B. All reports provided by Contractor shall be in accordance with generally accepted accounting principles and based on an accrual system.
- C. Fiscal year for reporting purposed for this Agreement will be January 1st to December 31st for each year of this Agreement period.
- D. Contractor shall maintain copies of all financial statements, records and receipts that support and identify operations for a minimum of three (3) years from the end of the

reporting period to which they pertain. Contractor will provide the Contract Administrator or his designee access to all records for audit purposes.

- E. Contractor shall provide an annual disclosure statement that all financial obligations have been satisfied for, insurance premiums, secured debt repayment, all State and Federal taxes.

6.9.2 Billing and Collections

Medicare/Medicaid – Contractor shall accept Medicare and other federal and state insurance assignment.

Federal OIG Exclusions. Contractor will provide either a list or certified statement that the Contractor does not employ ANYONE, that is currently on the OIG Exclusions list.

6.10 QUALITY CONTROL

- A. Quality Control Program. The Contractor shall establish a comprehensive emergency medical services system Quality Control (QC) Program. The program shall be an organized, coordinated, multi-disciplinary approach to the assessment of prehospital emergency medical response and patient care for the purpose of improving patient care service and outcome. The program should include methods to measure performance, identify areas for improvements, and how such improvements can be implemented and then evaluated. The program shall describe customer service practices, including how customer satisfaction is determined and how customer inquiries/complaints are handled. In addition, Contractor shall:

1. Review the QC program annually for appropriateness to the Contractor's operation and revise as needed.
2. Develop, in cooperation with appropriate personnel/agencies, a performance improvement action plan when the QC program identifies a need for improvement. If the area identified as needing improvement includes system clinical issues, collaboration is required with Contractor's Medical Director.
3. Contractor must comply with DHS 110.32 (14).
4. The Contract Administrator shall be provided a copy of the QC program policies and procedures.

If the State of Wisconsin EMS Section promulgates regulations or guidelines that address EMS quality control planning or activities, the Contractor shall amend its plan to comply with these requirements.

- B. Medical Director. Contractor shall retain a Medical Director who shall be a board-certified emergency physician in the State of Wisconsin and who shall monitor the activities of Contractor's training department, to include continuing education programs and the preceptor program and shall advise Contractor regarding field operations and prehospital medical care. Contractor's Medical Director shall cooperate with Fond du Lac County Health Department/Officer and the Waupun Memorial Hospital medical staff.

- C. Patient Preference Policy. It is the City of Waupun's understanding that, on the subject of patient hospital choice, the preference is to transport a patient to the hospital of their choice. There are times when transporting to the hospital of the patient's choice is not possible, practical, or in the patient's interest. Such circumstances are, but not limited to:
1. The patient is unstable and transport to the nearest hospital is necessary to stabilize the patient.
 2. The patient is combative and making the transport hazardous for the EMS crew.
 3. When only one ambulance is covering the 9-1-1 territory and the length of time to transport to a more distant hospital will keep the ambulance from the coverage area.
 4. Road conditions are hazardous.
 5. There are other circumstances when going to the hospital of further distance may be advisable. In the event of these circumstances, the patient will be consulted to obtain permission to transport to a more appropriate hospital. Such circumstances are, but not limited to:
 - (a) Traumatized patients that would be served going to a Level 1 Trauma Center.
 - (b) A patient with a diagnosed ST-Elevation Myocardial Infarction (STEMI) that will most likely need a cardiac catheterization procedure only available at cardiac centers.
 - (c) A stroke patient if policy dictates.
 6. Decision by medical doctor at receiving facility.

SECTION 7: DEFAULT AND TERMINATION OF CONTRACT

If either party is in default (Defaulting Party) under any term or condition of this Agreement, the other party (Non-Defaulting Party) may give the Defaulting Party written notice of said default and require the Defaulting Party to correct or cure the default within fifteen (15) days of receipt of such notice. In the event the Defaulting Party fails to correct or cure the default within said period, the Non-Defaulting Party may, at its election, terminate this Agreement upon written notice of termination delivered to the Defaulting Party; provided, however, that any such termination shall have no effect on amounts due for services performed prior to termination of this Agreement.

SECTION 8: MISCELLANEOUS

8.1 INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS

Contractor shall exonerate, indemnify, defend, and hold harmless the City of Waupun from and against:

- A. Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature, including without limitation, all attorney's fees and related expenses, whether before, at or after trial or on appeal, which the City of Waupun may sustain or incur or which may be imposed upon it for injury to or death of persons, or damages to property as a result of or arising out of excepting any liability arising out of the negligence of the Contractor, or its affiliates, and its directors, managers, employees, agents, representatives, successors and permitted assigns (collectively, "Contractor"). Such indemnification includes any damage to the person(s), or property(ies) of the City of Waupun and third persons. This indemnification shall be as broad as may be permitted under law.
- B. Any and all federal, state and local taxes, charges, fees, or contributions required to be paid with respect to Contractor and Contractor's officers, employees and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, and social security and payroll tax withholding).
- C. Contractor's breach of any provision in the Agreement, including, without limitation, any representation, warranty, covenant or obligation under the Agreement. The rights, remedies, powers and privileges provided to the City of Waupun in the Agreement are cumulative and not exclusive of any rights, remedies, powers and privileges otherwise provided by law or available at equity. The single or partial exercise of any right, remedy, power or privilege by the City of Waupun under the Agreement, at law or at equity shall not preclude any other or further exercise thereof or the exercise of any other right, remedy, power or privilege.

Nothing contained within this Agreement shall constitute a waiver or estoppel of the City of Waupun or its insurer to rely upon the limitations, defenses, and immunities contained within Wisconsin law, including those contained in Wisconsin Statutes Sections 5.893.80, 895.52 and 345.05.

In like manner, the City of Waupun shall exonerate, indemnify, defend, and hold harmless Contractor from and against:

- A. Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature, including without limitation, all attorney's fees and related expenses, whether before, at or after trial or on appeal, which the Contractor may sustain or incur or which may be imposed upon it for injury to or death of persons, or damages to property as a result of or arising out of excepting any liability arising out of the negligence of the City of Waupun, or its affiliates, and its directors, managers, employees, agents, representatives, successors and permitted assigns (collectively, "City of Waupun"). Such indemnification includes any damage to the person(s), or property(ies) of the Contractor and third persons. This indemnification shall be as broad as may be permitted under law.
- B. The City of Waupun's breach of any provision in the Agreement, including, without limitation, any representation, warranty, covenant or obligation under the Agreement. The rights, remedies, powers and privileges provided to the Contractor in the Agreement are cumulative and not exclusive of any rights, remedies, powers and privileges otherwise provided by law or available at equity. The single or partial exercise of any right, remedy, power or privilege by the Contractor under the Agreement, at law or at equity shall not preclude any other or further exercise thereof or the exercise of any other right, remedy, power or privilege.

8.2 EQUAL EMPLOYMENT OPPORTUNITY

During and in relation to the performance of this Agreement, Contractor agrees as follows:

- A. Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related), marital status, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. Such action shall include, but not limited to the following: recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause.
- B. Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related), marital status, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties, or a statement substantively similar thereto.

In the event of Contractor's non-compliance with the non-discrimination clauses of this Agreement or with any of the said rules, regulations, or orders Contractor may be declared ineligible for further agreements with the City of Waupun.

Contractor shall cause the foregoing provisions of this section to be inserted in all subcontracts for any work covered under this Agreement by a subcontractor compensated more than \$50,000 and employing than fifteen (15) employees, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

8.3 INDEPENDENT CONTRACTOR STATUS

Contractor is an independent contractor and not an employee of the City of Waupun. Contractor is responsible for all insurance (worker's compensation, unemployment, etc.) and all payment related taxes. Contractor is not entitled to any employee benefits. The City of Waupun agrees that Contractor shall have the right to control the manner and means of accomplishing the result contracted for herein.

8.4 NON-ASSIGNMENT AND NON-DELEGATION

Contractor shall not assign or delegate this Agreement without the prior written consent of the City of Waupun.

8.5 ENTIRE AGREEMENT

This Agreement and the exhibits attached hereto constitute the entire agreement between the City of Waupun and Contractor and supersede all prior discussion and negotiations, whether oral or written. Any amendment to this agreement, including an oral modification supported by new consideration, must be reduced to writing and signed by authorized representatives of both parties before it will be effective.

8.6 BINDING ON SUCCESSORS

This Agreement ensure that the benefit of, and is binding on, the parties and their respective heirs, personal representatives, successor and permitted assigns.

8.7 CAPTIONS

The captions heading the various sections of this Agreement are for the convenience and shall not be considered to limit, expand or define the contents of the respective sections. Masculine, feminine or neuter gender, and the singular and the plural number shall each be considered to include the other whenever the context so requires.

8.8 CONTROLLING LAW

This Agreement shall be interpreted under the laws of the State of Wisconsin and any disputes regarding this Agreement shall be decided in the courts of Dodge County, Wisconsin, unless otherwise specifically agreed to by the parties.

8.9 STRATEGIC PLANNING

Contractor shall produce a written plan within one (1) year of signing this agreement detailing metrics that will be used to determine when additional resources need to be added to the Waupun Ambulance District. This plan shall include costs that will be associated with such additions.

8.10 MUTUAL AID CHARGES

Charges received by jurisdictions within the Waupun Ambulance District will be passed along to the Contractor if they are in violation of DHS 110.38 which prohibits Inter-Facility Transports (IFTs) interfering with the provider's responsibility to provide 9-1-1 emergency response.

8.11 FORCE MAJEURE

No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations to make payments to the other party hereunder), when and to the extent such failure or delay is caused by or results from acts beyond the affected party's reasonable control, including, without limitation: (a) acts of God; (b) flood, fire, earthquake or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (d) government order or law; (e) actions, embargoes or blockades in effect on or after the date of this Agreement; (f) action by any governmental authority; (g) national or regional emergency; (h) strikes, labor stoppages or slowdowns or other industrial disturbances; (i) shortage of adequate power or transportation facilities; and (j) pandemics (including without limitation COVID-19). The party suffering a Force Majeure Event shall give notice within fifteen (15) days of the Force Majeure Event to the other party, stating the period of time the occurrence is expected to continue and shall use diligent efforts to end the failure or delay and ensure the effects of such Force Majeure Event are minimized.

IN WITNESS WHEREOF, the parties have executed this Agreement the date first written above:

CITY OF WAUPUN

By: _____
Julie J. Nickel, Mayor

By: _____
Angela J. Hull, Clerk

**LIFESTAR EMERGENCY MEDICAL
SERVICES, L.L.C.**

By: _____
Michael Krueger, President

EXHIBIT A: Description of Contract Response Area
Territory and Zone Maps for Lifestar EMS (see next page)

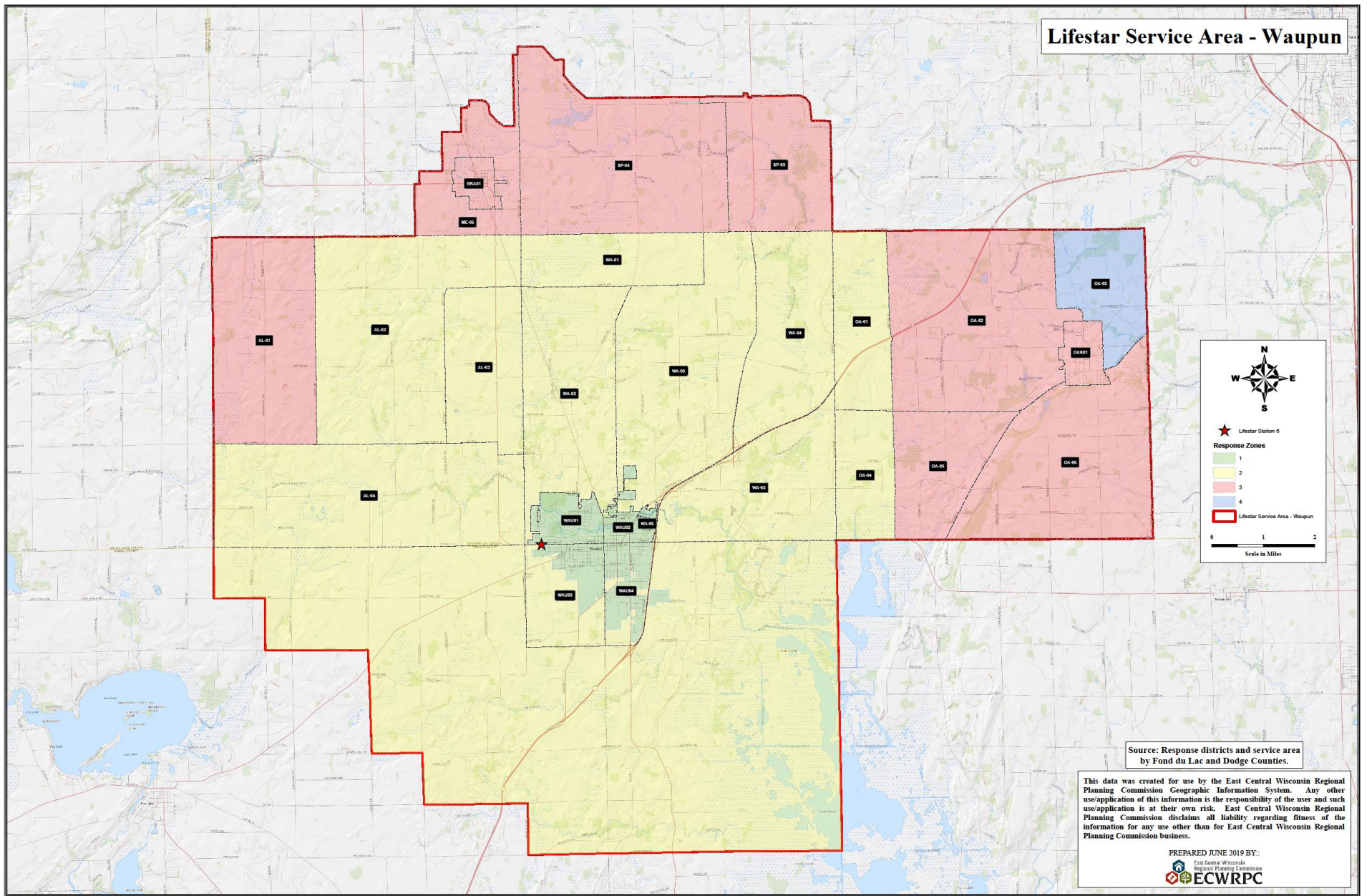


EXHIBIT B: User Fee Charge Schedule

Lifestar Emergency Medical Services, LLC. 2020 Rates (effective 7/1/2020)

Paratransit Base Rate	\$26.00 (includes first 5 miles)
Paratransit Base (discharge)	\$32.00 (includes first 5 miles)
Paratransit Mileage	\$3.00/mile
Paratransit Oxygen	\$5.00
Paratransit Wait Time	\$35.00/hour
BLS Ambulance Rate	\$650.00
ALS Ambulance Base (EMT-P)	\$875.00
ALS Ambulance Base (Level 2)	\$975.00
Critical Care Base	\$1,600.00
Ambulance Mileage	\$16.00/mile
Ambulance Wait Time	\$100.00/hour
Lift Assist/No Transport	\$200.00
FEMA BLS Rate	To be provided by Contractor
FEMA ALS Rate	To be provided by Contractor
Supplies	Cost plus markup based on standard fee schedule

PUBLIC HEALTH SERVICES / EMERGENCY MEDICAL SERVICES

KEY ACTION CHECKLISTS

Lifestar Ambulance Service will serve as EMS for the City of Waupun, and is responsible for EMS activities in City of Waupun. They will coordinate emergency activities with a representative from the Waupun Memorial Hospital. The following tasks represent a checklist of actions Lifestar Ambulance should consider in an emergency or disaster situation.

1. The Waupun Base Supervisor or designee shall report to the EOC.
2. Assist in evacuating nursing homes, hospitals, and other medical facilities as needed.
3. Coordinate emergency medical care to victims (hospitals and ambulances).
4. Assure that public health needs of disaster victims are met.
5. Assume primary operational control for health-related emergencies such as pollution, contaminations, diseases and epidemics in conjunction with the County Health Department.
6. Establish a triage area for victims.
7. Coordinate medical transportation for victims.
8. Establish a staging area for mutual aid ambulances when needed.

**Lifestar Service Agreement Contract Addendum
To City of Waupun Contract for Ambulance Service Adopted September 29, 2020**

WHEREAS, the City of Waupun (City) negotiated with Lifestar Emergency Medical Services, LLC (Lifestar) to establish a multi-year agreement for contracted ambulance services covering the Waupun Ambulance District in accordance with requirements set forth by the Fond du Lac County ambulance subsidy program, and

WHEREAS, the terms of that agreement were reviewed and adopted by the City of Waupun Common Council on September 29, 2020 to cover the service period of September 1, 2020 through August 31, 2023; an accurate copy of that agreement is attached and incorporated here by reference ("the Agreement"), and

WHEREAS, Lifestar Emergency Medical Services, LLC has since failed to sign the Agreement as negotiated due to conflicts that exist with mutual aid and coverage agreements between Lifestar and service providers adjacent to the Waupun Ambulance District, and as such the City of Waupun has withheld payment from Lifestar to resolve contract terms, and

WHEREAS, the City of Waupun requires Lifestar to maintain written mutual aid and coverage agreements with all service providers operating within or adjacent to the Waupun Area Ambulance District as required by administrative code DHS 110.34 (10), and

WHEREAS, in further negotiations with Lifestar and City representatives to resolve this matter, the following revisions have been agreed to between the City and Lifestar with respect to the Agreement.

NOW THEREFORE be it resolved that the Agreement is revised to reflect the terms as outlined below. Except as expressly revised in this Addendum, all remaining terms as defined in the Agreement shall remain unchanged.

Section 2: Terms of Agreement are amended to run from September 1, 2020 to April 30, 2022 (11:59 p.m.) During this period, Lifestar agrees to establish and provide evidence of written mutual aid and coverage agreements with all neighboring service providers in accordance with DHS 110.34(10). If Lifestar fails to provide documentation of said agreements by the expiration date of this Addendum, the Addendum will auto-renew for a six-month period and each subsequent renewal deadline thereafter until mutual aid agreements are verified, or until August 31, 2023, whichever comes first.

Section 3: Compensation of Contract Point A: The City of Waupun will pay Contractor the sum of \$5,500 per month due and payable on the fifth (5th) day of each month beginning January 1, 2021 as outlined in this section. Under DHS 110.38 (3) an ambulance service provider shall not use mutual aid agreements to cover its primary service area while providing interfacility transports. As such, the City of Waupun will pay neighboring jurisdictions for any EMS service fees charged to calls where it is determined that no legitimate mutual aid reason can be established for the service request, as determined by dispatch notes and verified by City of Waupun staff. Whenever this occurs and until mutual aid agreements define otherwise, the City of Waupun will pay the neighboring jurisdiction fee and deduct the total amount of

payments made to those jurisdictions within that month from the regular monthly payment made to Lifestar. In any one month, if the total payments the City makes to neighboring jurisdictions exceed the monthly payment due to Lifestar, deductions will be made from subsequent monthly payments due Lifestar until all charges that the city is authorized to withhold by this agreement have been reimbursed to the City in full. No changes will be made to language outlining steps taken if a community or correctional institution within the service territory withdraws. Late payments shall accrue interest at the rate of 1.5% per month, 18% per annum as outlined.

Section 6: Contractor Obligations and Performance Standards

- **6.2.1 (B) Response Times** B.1. Zone 1 (green): Response time for first response ambulance for all destinations within Zone A shall increase by one (1) minutes to a total of seven (7) minutes.
- **6.2.2 (G)** Reporting window for performance failures is amended from three (3) days to mirror the reporting window outlined for metrics in **6.2.1 G** which requires reporting of incident within fourteen (14) days following the end of each month.
- **EXHIBIT B:** User Fee Charge Schedule is updated to reflect 2021 rates as attached to this addendum.

Except for those revisions identified above, all remaining terms of the Agreement shall remain unchanged, and are incorporated here by reference. On execution of this Addendum by the City of Waupun and Lifestar Emergency Medical Services, LLC, the terms of the Agreement as revised here shall constitute the full and binding agreement of these parties as to the matters identified here.

City of Waupun

By:

Julie J. Nickel, Mayor

Date

By:

Angela J. Hull, Clerk

Date

Lifestar

By:

Michael Krueger, President

Date

Lifestar Emergency Medical Services, LLC.

2021 Rates (effective 10/15/21)

Paratransit Base Rate:	\$26.00 (includes first 5 miles)
Paratransit Base (discharge)	\$32.00 (includes first 5 miles)
Paratransit Mileage	\$3.00/mile
Paratransit Oxygen	\$5.00
Paratransit Wait Time	\$35.00/hour
Paratransit Lift Assist	\$200.00

BLS Ambulance Base	\$900.00
ALS1	\$1200.00
ALS2	\$1400.00
Critical Care Base	\$2100.00
Ambulance Mileage	\$19.00/mile
Ambulance Wait Time	\$110.00/hour
Lift Assist/No Transport	\$450.00
Supplies	Itemized



AGENDA SUMMARY SHEET

MEETING DATE: 12-14-21

TITLE: Accept and Allocate Fond du Lac County Sales & Use Tax

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, City Administrator

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

SUMMARY ISSUE

For 2022, the Fond du Lac County Board has voted to distribute a portion of the .5% sales tax proceeds to communities across the county per the formula outlined in the attached resolution. The allocation requires that the governing body vote to accept and authorize use of the funds. Waupun's allocations is \$30,899. As discussed and approved in the 2022 budget adoption, staff recommends that the funds be used to support a .5 FTE economic development position that will allow us to retain the Community and Economic Development Coordinator position full time. The position is critical to support grant work surrounding ARPA, EDA, Build Back Better and the latest infrastructure bill. A formal action specific to acceptance and use is required per the attached memo from County Executive Buechel to receive the funds.

STAFF RECOMMENDATION:

Approve agreement as presented.

ATTACHMENTS:

1. Fond du Lac County resolution establishing formula for distribution of sales and use tax
2. Sales and use tax memo

RECOMMENDED MOTION:

Motion to accept 2022 Fond du Lac County sales and use tax funds in the amount of \$30,899 and designate those funds to fund a portion of the Community and Economic Development Coordinator position as presented and previously approved in the 2022 budget adoption for the City of Waupun.

Memo

Fond du Lac County Executive's Office 920-929-3155 FAX: 920-929-3016

TO: All City Managers, Administrators and Clerks
 All Village Presidents, Administrators and Clerks
 All Town chairpersons and Clerks

FROM: Allen Buechel, County Executive 

DATE: December 2, 2021

SUBJECT: Sales and use tax dollars

Several weeks ago you received a copy of County Board Resolution 47-21 establishing the formula for sharing Fond du Lac County sales and use tax dollars with the cities, villages, and towns located within Fond du Lac County for budget year 2022. One of the requirements to receive the funds is that you must have a motion of your board or council identifying the planned use of those funds. A motion should be listed in the minutes, and we ask that you forward a copy of those minutes to office of County Clerk Lisa Freiberg by February 1, 2022. The county will then review those submissions and will process the checks so that you will receive them by the end of March, 2022. If we do not receive a copy of your minutes, we will not be able to issue your check.

Thank you.

RESOLUTION NO. 47-21

**RESOLUTION ESTABLISHING THE FORMULA FOR SHARING
FOND DU LAC COUNTY SALES AND USE TAX DOLLARS
WITH THE CITIES, VILLAGES, AND TOWNS
LOCATED WITHIN FOND DU LAC COUNTY
FOR BUDGET YEAR 2022**

WHEREAS, through Resolution No. 82-18, dated March 19, 2019, the Fond du Lac County Board of Supervisors expressed its general intent to use revenue generated by the county's sales and use tax to provide an allocation to each city, village, and town located within Fond du Lac County for budget year 2022, and

WHEREAS, the proposed appropriation for budget year 2022 is \$1,000,000 for this purpose.

NOW, THEREFORE, BE IT RESOLVED by the Fond du Lac County Board of Supervisors that in budget year 2022, Fond du Lac County will share those funds based on the following formula: each of the 33 cities, villages, and towns located within the county will receive the base of \$10,000, totaling \$330,000. The remaining \$670,000 shall be allocated using the following formula: 50 percent, or \$335,000, will be distributed to the cities, villages, and towns based on their percentage of the total county's overall equalized value, as published each year by the Department of Revenue. The other \$335,000 shall be allocated to the cities, villages, and towns using their 2020 census numbers as a percentage of the county's total population, as per the attached document.

BE IT FURTHER RESOLVED that each city, village, and town that accepts the funds shall determine the use of those funds in their annual budget through a separate public vote of their governing body.

BE IT FURTHER RESOLVED that the county shall disburse the allocated funds by the end of March.

BE IT KNOWN that this is an annual appropriation. For subsequent years, the county may increase or decrease the appropriation and alter the formula during the county's budget process.

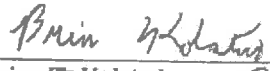
Dated November 2, 2021

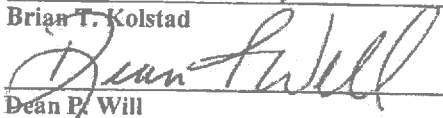
**SUBMITTED BY:
FINANCE, PERSONNEL AND
ECONOMIC DEVELOPMENT COMMITTEE**


Martin S. Ryan


Kenneth W. Depperman


Martin F. Farrell


Brian T. Kolstad



Dean P. Will

FISCAL NOTE: This resolution does not require an appropriation from the county general fund. This has been included in the proposed 2022 budget.

APPROVED BY:


Allen J. Buechel
COUNTY EXECUTIVE

APPROVED BY:


Meggin R. McNamara
CORPORATION COUNSEL

CERTIFICATION: I hereby certify this to be a true and exact copy of Resolution No. 47-21.

Ayes 20 Nays 0 Abstained Excused 3 Absent 1

☒ Approved and adopted this 2nd day of November 2021.

 Denied this day of .


Lisa Freiberg
COUNTY CLERK

ALLOCATION OF COUNTY SALES TAX

TOTAL
50% EQUALIZED
50% CENSUS
WITH \$10,000 BASE

TOWNS:

ALTO	17,939
ASHFORD	23,085
AUBURN	29,410
BYRON	22,616
CALUMET	23,075
EDEN	18,395
ELDORADO	19,802
EMPIRE	33,360
FOND DU LAC	39,052
FOREST	18,552
FRIENDSHIP	26,197
LAMARTINE	22,717
MARSHFIELD	19,085
METOMEN	15,139
OAKFIELD	15,062
OSCEOLA	26,268
RIPON	18,935
ROSENDALE	15,310
SPRINGVALE	14,944
TAYCHEEDAH	47,775
WAUPUN	20,251

TOWNS SUB-TOTAL 486,969

VILLAGES:

BRANDON	14,667
CAMPBELLSPORT	20,857
EDEN	14,961
FAIRWATER	11,890
MT. CALVARY	13,253
N. FOND DU LAC	34,860
OAKFIELD	15,959
ROSENDALE	16,121
ST. CLOUD	12,733

VILLAGES SUB-TOTAL 155,301

CITIES

FOND DU LAC	275,498
RIPON	51,333
WAUPUN	30,899

CITIES SUB-TOTAL 357,730

GRAND TOTALS 1,000,000



AGENDA SUMMARY SHEET

MEETING DATE: 12-14-21

TITLE: Establish the Waupun Community Fund in Partnership with the Fond du Lac Area Foundation

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, City Administrator

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

SUMMARY ISSUE

Staff periodically receive requests from individuals looking to give back to the community who are wondering whether the city has an endowment fund to accept cash donations. We do not currently have such a fund but staff have investigated options and identified the Fond du Lac Area Foundation (FAF) as a logical partner in creation and oversight of such a fund. FAF manages a portfolio of more than \$70M and provides similar oversight for community funds for Fond du Lac, Beaver Dam, Oakfield and various non-profits. Attached is an agreement with the Fond du Lac Area Foundation (FAF) to establish and manage the Waupun Community Fund. The fund will serve the city of Waupun by supporting programs and projects that improve quality of life and help to build a stronger community. As noted, there will be a local Advisory Board established to oversee fund management and utilization. Once established, the fund will allow individuals to make tax deductible donations to specific, community-based project. An initial gift from a local business is in discussion right now that would be used to start the fund.

STAFF RECOMMENDATION:

Approve agreement as presented.

ATTACHMENTS:

1. Agreement with FAF to establish Waupun Community Fund
2. List of potential projects that a Community Fund could support (not exhaustive)

RECOMMENDED MOTION:

Motion to approve the agreement with the Fond du Lac Area Foundation to start the Waupun Community Fund as presented.

Fond du Lac Area Foundation
1020 S. Main Street-Suite E
Fond du Lac, WI 54935
(920) 921-2215
www.fdlareafoundation.com

*From One Generation...
To The Next*



DONOR-ADVISED FUND AGREEMENT - Fond du Lac Area Foundation

\$40,000 has been received to establish and maintain a Component Fund under the administration of the Fond du Lac Area Foundation EIN #51-0181570 as follows:

1. The name of this Fund shall be the Waupun Community Fund and shall be identified as such by the Foundation and Trustees in the course of administration and distribution of the charitable grants made by the fund. This fund is established as a component fund by the City of Waupun.
2. This fund is established as a Donor Advised Fund with Waupun Community Fund Advisory Board serving as the donor advisors. At such time as Waupun Community Fund Advisory Board is no longer interested or available to serve as the donor advisor, the fund will become a Designated Fund to support Waupun, WI area nonprofit organizations.
3. This fund is established as a non-endowed fund. Distribution as provided above may be made from principal. The fund will exist until all funds have been expended.
4. Contributions in any amount may be made to this fund by anyone at anytime as a gift, memorial or bequest by will. As a component fund, it will share costs of operation of the Fond du Lac Area Foundation in relation to the amount of capital invested in the fund. Contributions to a community foundation represent irrevocable gifts subject to the legal and fiduciary control of the community foundation's governing body. The assets in this fund may not be returned to the donor and are not transferable to another charity.
5. Notwithstanding anything herein to the contrary, this fund shall at all times be held and administered in accordance with the provisions of the Fond du Lac Area Foundation Declaration of Trust as it exists on the date hereof or as it may hereafter be amended. The undersigned acknowledges that under the provisions of the Declaration and applicable tax regulations, the Board of Directors of the Foundation has the power and the duty to modify any restriction or condition on the distribution of funds for any specified charitable purpose or organization, if, in the sole judgment of the Foundation's Board of Directors (without the approval of any participating trustee, custodian or agent), such restriction or condition becomes, in effect, unnecessary, incapable of fulfillment or inconsistent with the charitable needs of the greater Fond du Lac community. The donor(s) received a copy of the Donor Advised Fund Guidelines prior to the establishment of this fund and by signing attest(s) they have read and agree to the terms within.

Date _____ Name _____

Kathy Schlieve, City of Waupun

Accepted Date _____ Name _____

Joseph J. Braun, Executive Director

Donor Advised Fund Guidelines

Adopted June 7, 2011

Donor Advised Funds give donors an unparalleled opportunity to:

- play an active, personal role in their charitable giving;
- enhance their understanding of community agencies and needs;
- benefit from the Foundation's extensive experience in fund and grant management;
- obtain immediate tax benefits; and
- build an enduring, permanent resource that ensures perpetuation of their charitable presence in the community.

In creating a Donor Advised Fund, donors retain the right during their lifetimes or during the lifetimes of other advisors they name, to recommend grants to specific organizations or program fields. Donors may consult with the Foundation's program staff about community needs, programs and agencies. Grant distributions and investment management are handled by the Foundation.

By establishing Donor Advised Funds, donors have the satisfaction of shaping philanthropic programs that reflect their special interests and concerns. Their giving patterns will guide the Foundation in managing their permanent endowment funds through the years.

The following policies and guidelines have been established to govern the handling of Donor Advised Funds in a manner consistent with the purposes of the Foundation and in keeping with applicable tax regulations.

1. Donor Advised Funds belong to the Foundation and are subject to the terms and conditions of its governing instruments. Contributions to a community foundation represent irrevocable gifts subject to exclusive legal and fiduciary control of the community foundation's governing body.
2. Donors or other advisors named by the donor when a fund is established are invited to submit recommendations for grants to be made from the fund. Such recommendations will be given careful attention. They must be advisory, however, and may not bind the Foundation, which, by law, must have the final authority to determine the use and distributions of all of its funds.
3. Suggestions made by donors will be evaluated to determine that they are consistent with the broad purpose of the Foundation and that recommended agencies are eligible to receive charitable distributions. Donor recommendations are then acted upon by the Foundation's Board, usually at a regular quarterly meeting. Recommendations also can be considered between meetings. Certain grants to organizations other than those described in section 170(b)(1)(A), type III supporting organizations that are not "functionally integrated", and any supporting organization if the grantee supporting organization is controlled by the donor or donor appointees will require the exercise of expenditure responsibility.
4. Donor Advised Fund grants are often made primarily to agencies and institutions within the Fond du Lac area, but can also be awarded to nonprofit agencies in other communities.
5. (Optional) Donors may choose to allocate a portion of the fund's annual distributions (25% or more) to the support of special projects identified by the Foundation's Board as critical to our community. Such allocations help the Foundation respond to new opportunities and emerging needs.
6. From time to time the Foundation will call advisors' attention to special community needs and programs and invite participation in special programs initiatives. Program staff is always available to consult with fund advisors.
7. In accordance with Treasury Department regulations, grants awarded from Donor Advised Funds may not be used to pay for memberships, dues or anything that might be perceived as giving material benefit to the donor, advisors, or related parties. In addition, grants may not be used to satisfy a previously committed personal pledge made to a charity by a donor, advisors, or related parties. However, recommendations for new commitments of up to five years will be considered by the Foundation's Board. Donors advisors, or

related parties may not receive grants, loans, compensation, or similar payments (including expense reimbursements) from donor advised funds.

8. Grants from Donor Advised Funds are made only to nonprofit organizations exempt from Federal taxation under section 501(c) 3 of the internal Revenue Code and may not be made to individuals or to an entity for the benefit of a specified individual. Most units of government, schools, churches, municipalities, etc. are eligible grant recipients since they fall under the 501©3 umbrella.

9. Unless the donor wishes to remain anonymous, the Foundation identifies for grant recipients the named funds from which grants are paid, and the grant recipients are encouraged to acknowledge the donor whose generosity made the grant possible.

10. Unless other arrangements are made at the time the fund is established, a Donor Advised Fund will be considered as a permanent endowment subject to the spending policy established by the board of directors. The amount available for grant recommendation will be sent to the donor each year.

11. Donors may recommend other living persons - children, friends or business associates - as successor advisors to suggest grants from the fund.

12. The Foundation encourages donors to leave funds as unrestricted as possible upon the termination of the role of the last advisor. Donors may identify areas of charitable interest for which the fund always will be used.

13. All donor advised funds must comply with the provisions within the Pension Protection Act of August 17, 2006. Distributions from donor advised funds that provide anything more than an incidental benefit to the donor, advisors, or related parties (i.e., making loans to the donor or reimbursing the donor for expenses) are prohibited.

14. Donor advised funds may not award scholarships. Charitable funds that make grants to individuals, such as scholarship funds, that were previously structured as donor advised funds must be reformed as a scholarship fund to have a governance structure that the donor does not control (i.e., a scholarship selection committee on which the donor and related parties represent a minority).

15. Contributions of closely-held business interests to donor advised funds are now limited by the same rules that apply to such gifts made to private foundations (known as the “excess business holdings rule”). Gifts that meet the definition must now be sold within a specific period after the donor’s contribution.

16. Should grant activity stop for more than a 3 year period, steps will be taken by the staff or the board to activate that fund.

17. All funds are subject to the terms and conditions of the Foundation’s governing instruments, as amended. Among other things, the governing instruments provide that the Foundation has the power to modify and vary any donor direction or restriction in the event it becomes unnecessary, incapable of fulfillment or inconsistent with the charitable needs of the greater Fond du Lac community.

Possible Project List for Waupun Community Fund (Not Exhaustive)

1. All-inclusive playground at Wilcox Park
 - a. Estimated Capital Costs: \$188,000
 - b. Identified grant funding of approximately \$40,000; Would be seeking to fundraise a minimum of \$100,000 to advance the project.
2. Second Canoe-Kayak Launch at Pine Street Park
 - a. Estimated Capital Costs: \$35,000
3. Renovate City-Owned Green Space in Downtown (either side of Rock Shop)
 - a. Estimated Capital Costs: \$100,000 - \$150,000 (state grant and TID could fund portion)
4. Aquatic Center Amenities (Rock Wall and other amenities)
 - a. Estimated Capital Costs: \$15,000 - \$20,000
5. Dodge Park Tennis Court Resurfacing
 - a. Estimated Capital Costs: \$30,000
6. Cemetery Driveway and Parking
 - a. Estimated Capital Costs: \$40,000
7. Veteran's Park Memorial ADA Improvements
 - a. Estimated Capital Costs: \$60,000
8. Turf Replacement at Waupun Baseball Complex
 - a. Estimated Capital Costs: \$436,000
9. Senior Center Relocation Project
 - a. Estimated Capital Costs: \$5M (amount sought in grant); Would need funds to address furniture & fixtures in the facility (amount TBD)



AGENDA SUMMARY SHEET

MEETING DATE: 12-14-21

TITLE: Consideration of Holding Primary Election for Office of Mayor and Aldermanic Districts 2, 4, and 6 on February 15, 2022

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Angela Hull, Clerk

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

ISSUE SUMMARY:

The City does not have an ordinance that requires a primary be held whenever the number of candidates who qualify for the ballot is more than twice the number of seats open for an office. Because of this, we will not hold a primary regardless of the number of candidates, unless the Council makes motion upon a spring primary not later than 3 days after the deadline for filing nomination papers or Electors of the City file a sufficient petition requesting a primary within 3 days after the deadline for filing nomination papers.

At this time, Declaration of Candidacy has been filed for the Mayoral race and each Aldermanic District race. I have been informed by the County Clerk's that at this time there are no contested races that would require a primary.

The filing deadline for Nomination Papers is Tuesday, January 4, 2022.

The due date for the Council's decision to hold a Primary or not is January 7, 2022.

If a motion was made today, we would not have to hold a Special meeting prior to January 7, 2022 to vote on this issue.

STAFF RECCOMENDATION:

If the City would vote to not hold a Primary Election, the City would then not share in the cost of that Election. As no other Citizens have stepped forward with interest in a Seat to cause a contested race and due to budget restraints, I would recommend denying placement of the 2022 location municipal races on the Primary Election ballot.

ATTACHMENTS:

WI Statute-Chapter 8

RECCOMENDED MOTION *OPTIONS*:

1. Motion to deny holding 2022 Primary Election for the local municipal races of Mayor and Aldermanic Districts 2, 4, and 6 if there is more than twice the number of candidates filing for these seats

OR

2. Motion to approve holding a 2022 Primary Election for the local municipal races of Mayor and Aldermanic Districts 2, 4, and 6 if there is more than twice the number of candidates filing for these seats

WI STATUTE – CH 8

Last day for governing body of a city or village to decide upon a primary, or for electors to petition for a primary, if not required by ordinance.

8.11(1)(a), (c), (1m)(a), (e) – 3rd day following deadline for nomination papers

8.11 Spring primary.

(1) CITY.

(a) A primary may be held in any city for the nomination of candidates for city office. When a majority of all the members of the governing body of a city decide upon a spring primary for any specific election, they shall so provide not later than 3 days after the deadline for filing nomination papers.

(b) Any city may provide by charter ordinance, under s. 66.0101, that whenever 3 or more candidates file nomination papers for a city office, a primary to nominate candidates for the office shall be held.

(c) Whenever electors, equal to at least 10 percent of the vote for governor in the city at the last general election, file a petition conforming to the requirements of s. 8.40 with the city clerk requesting a primary within 3 days after the deadline for filing nomination papers, there shall be a primary for any specific election.

(d) When the number of candidates for any city office does not exceed twice the number to be elected to the office, no primary may be held for the office and the candidates' names shall appear on the ballot for the ensuing election.



AGENDA SUMMARY SHEET

MEETING DATE: 12-14-21

TITLE: 2022-2023 Election Inspectors

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Angela Hull, Clerk

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

ISSUE SUMMARY:

As December 31, 2021 marks the end of the current two-year term for Election Inspectors, the City Clerk is required to have the municipal body appoint Election Inspectors for the next two-year term.

STAFF RECCOMENDATION:

Approve Election Inspectors for the 2022-2023 term.

ATTACHMENTS:

List of Election Inspectors

RECCOMENDED MOTION:

Motion to approve the 2022-2023 City of Waupun Election Inspectors.

2022-2023 Election Staff

Name	Address 1	Address 2
Ann Boerson	1021 Maple Ave	Waupun, WI 53963
Arlene Handshy	307 McKinley	Waupun WI 53963
Barb Armga	228 Hawthorne	Waupun WI 53963
Beth Vanderkin	700 Autumn Ave	Waupun, WI 53963
Betty Daane	20 Chapman Pl	Waupun WI 53963
Charlene Miller	916 S. Madison St	Waupun WI 53963
Claire Petersen	429 Edgewood Dr	Waupun, WI 53963
Darlene Bouwkamp	510 S Watertown St	Waupun WI 53963
Deb Coda	917 Fraser Ln Apt 11	Waupun WI 53963
Deloris Zastrow	701 Rock River Ave	Waupun, WI 53963
Frank Mesa	931 Rock Ave	Waupun WI 53963
Georgene Mulder	696 Rock River Ave	Waupun WI 53963
Jan Tamblin	315 W Brown St	Waupun WI 53963
Janah Monarch	PO Box 261	Waupun WI 53963
Joan Pluim	724 Fern	Waupun WI 53963
Jodie Tenpass	601 Robin Rd #4	Waupun WI 53963
Judy Mecklenberg	520 S Watertown St	Waupun, WI 53963
Karol Dille	25 S Forest St	Waupun WI 53963
Karol Dille	25 S Forest St	Waupun WI 53963
Katie VanHierden	618 Wilcox St.	Waupun, WI 53963
Lois Bos	920 W Brown St	Waupun, WI 53963
Lois Pausma	529 W Brown st	Waupun, WI 53963
Loretta Lechner	219 S Grove St	Waupun, WI 53963
Lorna Patrouille	396 S Watertown St	Waupun WI 53963
Marg Peachey	605 Beekman St	Waupun WI 53963
Marilyn Smits	906 Visser Ave	Waupun, WI 53963
Nancy Vanderkin	202 Woodland Dr	Waupun, WI 53963
Sandy Bowe	511 S Grove	Waupun, WI 53963
Sue Boda	201 S Watertown St	Waupun, WI 53963
Sue Stoffel	114 S Division #204	Waupun WI 53963
Wayne Fix	517 W Brown St	Waupun WI 53963

City of Waupun, WI COVID-19 Plan and Employment Policies

Adopted 5.24.2021 and Updated 12.07.2021

1. The following COVID-19 response employment policy is effective under US Health and Human Services declaration signed on January 21, 2021 citing a national public health emergency as a result of ongoing threats to public health posed by COVID-19. This policy references guidelines for COVID-19 safety as outlined by the Center for Disease Control (CDC) to slow the spread ([found here](#)), and considers local conditions as determined by both Fond du Lac and Dodge County Public Health along with recommended mitigation strategies based on county-phased reopening plans. The policy is subject to further change that may come as a result of federal and state legislation or through further modification by the Waupun Common Council.

1. **Purpose.** The purpose of this plan is to state the guidelines under which the City of Waupun will operate in responding to the ever-evolving coronavirus disease 2019 (COVID-19) public health emergency. This Plan will be included as an agenda item and reviewed periodically by the Waupun Common Council until the Public Health Emergency is declared concluded. The Plan includes protocols and procedures that must be followed by the City and its employees to best safeguard its workplaces and its citizens. Failure to follow safety protocols in the workplace or to come into or remain in the workplace while having COVID-19 symptoms or diagnosis may result in discipline up to and including termination.

2. Communication Plan

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

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

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

3. About COVID-19 and Its Spread

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

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

- A. Between people who are in close contact with one another (within about 6 feet);
- B. Through respiratory droplets produced when an infected person coughs or

sneezes;

C. By symptomatic and asymptomatic people;

D. By an individual who has touched a surface or object that has the virus on it and then touched their own mouth, nose, or eyes.

3.03 Known variants of the disease pose serious threat to public health and require continued vigilance of safety protocols, even among those vaccinated.

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

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

4.01 Stay home when sick, which will be subject to other City rules;

4.02 Cover coughs and sneezes using a tissue or sleeve, and disposing of the tissue properly immediately afterwards;

4.03 Wash your hands often using hot water and soap for 20 seconds or longer, and immediately wash your hands with soap and water for at least 20 seconds after coughing or sneezing;

4.04 Routinely clean frequently touched surfaces using a disinfectant bearing an EPA-approved emerging viral pathogens claims label;

4.05 Avoid touching your eyes, nose, and mouth;

4.06 Greet others without shaking their hands;

4.07 Avoid close contact with people who are sick, and keep a six-foot distance between yourself and other people;

4.08 Regularly clean and disinfect tables, doorknobs, light switches, countertops, desks, phones, keyboards, toilets, faucets, sinks and any other areas frequently touched by others;

4.09 Comply with COVID-19 Travel Restrictions as outlined in this policy;

4.10 Avoid non-essential large gatherings in accordance with Fond du Lac County Public Health Phased Reopening Plan guidelines. *It is important to note that guidelines are continually updated based on local conditions ([current guideline found here](#));* and

4.11 Avoid non-essential visits to long-term care facilities.

5. Social Distancing

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

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

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

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

6. Employee Screening

Employees should self-monitor for symptoms of COVID-19. Any employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home and should follow the procedures outlined in this policy.

7. Face-Covering Requirements

Based on CDC guidance ([found here](#)), employees who are fully vaccinated may resume activities that they did prior to the pandemic, without wearing a mask or physically distancing, except where required by federal, state, local, tribal or territorial laws, rules and regulations, including local business and workplace guidance.

Employees who are not vaccinated should continue mask wearing to prevent spread when indoors or in an enclosed space; and when another person or persons who are not members of an employee's household or living unit are present in the same room or enclosed space. Exceptions that permit removal of a face covering under this policy include but are not limited to:

- a. When communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.
- b. While swimming or on duty as a lifeguard.
- c. When engaging in work where wearing a face covering would create a risk to the individual, as determined by government safety guidelines.
- d. When federal or state law or regulations prohibit wearing a face covering.
- e. Individuals who have trouble breathing.

Employees who have trouble breathing or with medical or mental health conditions or other sensory sensitivities that prevent the individual from wearing face coverings are exempt from this section of the policy. Employees seeking exemption may be required to provide medical documentation supporting the need for exemption.

Employees are advised that the City of Waupun is a service organization and that the organization's core values include respect for all. As such, employees are asked to respect those entering our building by wearing a mask whenever interacting with a member of the public if that member is also wearing a mask, even if the employee is fully vaccinated.

Definition:

A face covering includes but is not limited to a piece of cloth or other material that is worn to cover the nose and mouth completely. A "face covering" includes but is not limited to a bandana, a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering. A "face covering" does not include face shields, mesh masks, masks with holes or openings, or masks with vents.

A confined space includes space open to the public where individuals congregate, including but not limited to outdoor bars, outdoor restaurants, taxis, public transit, ride-share vehicles, and outdoor park structures.

Employees are considered fully vaccinated 2 weeks after a second dose in a 2-dose series, or 2 weeks after a single-dose vaccine.

8. When to Stay Home from Work

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

The most important message we can send is to stay home if you have any symptoms or have any reason to believe you may have been exposed to COVID-19 and are not vaccinated. As we plan for ways to continue to provide necessary, and in some cases, life-saving services for our community at a time we anticipate potential staffing shortages, the last action we want you to take is to potentially spread COVID-19 to your co-workers and the community.

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

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

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

Given the potential seriousness and magnitude of the situation, our goal is to remove as many barriers as possible for staff to be able to stay home if they are exhibiting symptoms or otherwise have reason to believe they may have been infected, or exposed to the virus. In addition, a Department Head, in consultation with the City Administrator, may send an employee home who reports to work exhibiting signs of illness as described below. Immediate notification and proper documentation must be on file with the city's human resource department to claim paid leave benefits per the terms of this policy.

An employee who has been diagnosed with COVID-19 will be required to follow isolation protocol and will not be able to return to work until the employee meets the following criteria:

- A. Non-Hospitalized Employees: An employee must isolate for a period of 10 days from date of positive test, and have gone 24 hours without a fever (100.4° or greater) without the use of fever-reducing or other symptom-altering medicines;

- B. Hospitalized employees: An employee must isolate for a period of 10 days from date of positive test, be released from the hospital and have gone 24 hours without a fever (100.4° or greater) without the use of fever-reducing or other symptom-altering medicines, and must have a physician's release to return to work.

An employee who has had close contact with someone who has been diagnosed with COVID-19 must quarantine, following the protocol outlines below if not vaccinated. Close contact is defined as contact with someone confirmed with COVID-19, even if masks were worn and no symptoms are present, if one or more of the following conditions are met:

- A. Employee was within 6 feet of someone who has COVID-19 for a total of 15 minutes or more over the course of a day;
- B. Employee provides care at home to someone who is sick with COVID-19;
- C. Employee had direct physical contact with the person infected (kissing or hugging)
- D. Employee shared eating or drinking utensils.
- E. The infected person sneezed, coughed, or somehow spread respiratory droplets.

Employees previously confirmed with COVID-19 in the three months prior to exposure are exempt from this requirement, however, if at any time these individuals present symptoms consistent with COVID-19, they must isolate until well for at least 24 hours, or if an alternative diagnosis is made and until they can return to work according to that diagnosis.

Employees who have been fully vaccinated are no longer required to quarantine if exposed per CDC guidelines if it has been at least two weeks since receiving the second dose of a two-dose vaccine or one dose of a single-dose vaccine. However, if at any time these individuals present symptoms consistent with COVID-19, they must isolate until well for at least 24 hours, or if an alternative diagnosis is made and until they can return to work according to that diagnosis.

For all other employees not vaccinated with close contact exposure, a quarantine period of 14 days after the time of exposure remains the safest strategy for preventing asymptomatic transmission of COVID-19. As such, employees who are able to work from home are required to quarantine for the full 14 days unless authorized by the City Administrator to follow the alternative protocol outlined below. Additionally, if an employee has a confirmed household contact with COVID-19, and they are unable to completely separate from the positive case, they are required to quarantine for the full amount of time that the positive case is in isolation and an additional 7-14 days from the positive case's last day of isolation.

All employees subject to quarantine are required to conduct daily symptom monitoring through the duration of their quarantine period. If symptoms develop at any time, employees should follow CDC guidelines that require self-isolation and testing.

10-Day Quarantine: Quarantine can end after DAY 10 without testing and if no symptoms have been reported during daily monitoring.

7-10 Day Quarantine: Quarantine can end after DAY 7 with a negative rapid-antigen or PCR test result and if no symptoms were reported during daily monitoring. The employee

can be tested no sooner than DAY 6 of their quarantine and must remain in quarantine until a result comes back. If the test is negative and no symptoms have been reported during daily monitoring, the employee's last quarantine may be as early as DAY 7.

Law Enforcement Exemption

Due to a shortage of personnel, the CDC provides guidance for law enforcement personnel that may be exposed while on duty that allows them to continue to report to work as critical infrastructure workers if exposed but not sick ([guidance found here](#)). Unvaccinated law enforcement personnel who are exposed to the virus on duty are provided an exemption that permits them to report to work in accordance with the following guidelines, so long as those officers remain symptom-free and provided that the following prevention strategies are adhered to in the workplace through the normal quarantine period for each exposure. Note that an unvaccinated sworn-officer with a significant exposure must be able to quarantine from any continued household positive contacts to participate in this exemption, or the City's standard COVID-19 policy will apply.

Law Enforcement COVID-19 Protocols:

Unvaccinated, sworn police officers reporting for duty after significant exposure can continue to work so long as symptom free with careful monitoring that includes:

- Screen for symptoms of COVID-19 (fever, cough, or shortness of breath) before each work shift. Employees should conduct their own self-monitoring.
- Supervisors should regularly monitor the worker for symptoms.
- Employee must practice social distancing (remaining at least 6 feet away from others).
- Employee must wear a facemask (or cloth face covering if facemasks are unavailable) to protect others.

If an employee has a significant exposure and the worker develops symptoms of COVID-19 (fever, cough, or shortness of breath), and regardless of a COVID test result, the employee must:

- Avoid or leave the workplace immediately.
- Follow CDC guidance for [What to Do If You Are Sick](#).
- Work with leadership and follow CDC guidance to determine when they can return to work.

Additionally, the leadership of the police department must make certain that surfaces in the workspace impacted by an employee who becomes sick while on shift are [cleaned and disinfected](#) prior to use by any other staff member.

9. Paid Leave Provision

The City desires to provide and maintain a safe and healthy workplace and is equally committed to complying with all applicable laws. As of April 12, 2021, the COVID-19 vaccine has been made widely available to all employees. As such, additional paid sick leave provisions previously outlined under this policy expired on March 31, 2021 and are no longer included in this policy. In the event of an illness, an employee may use their own paid time under current City policies. Employees who are eligible to work from home will be required to work from home if medically possible and paid regular hours worked. Should you have any questions about this Policy, please contact Human Resources.

10. Travel Restrictions

- A. Employees who choose to travel are required to follow travel guidelines as issued by the CDC ([view here](#)). An employee returning to work after travel will be subject to normal safety protocols outlined in this policy.

11. Temporary Vacation Carry Over:

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

12. Office Closures:

City facilities are open with safety protocols in place, including sanitation, sneeze-guard or plexi-glass barriers, social distancing, and recommended masking for all visitors inside public buildings. City Administration will continue to monitor county metrics related to COVID-19 per County Reopening plans ([found here](#)) and recommend modifications to facility opening plans in response to changing conditions. This strategy is designed to allow for loosening or tightening of facility and operating policies and procedures over the duration of the pandemic to maintain public health and to maintain continuity of operation. As such, facilities may close periodically in response to changing local conditions.

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

Julie Nickel
Mayor of Waupun

Date

Kathy Schlieve
City Administrative

Date