



A G E N D A
CITY OF WAUPUN SPECIAL COMMON COUNCIL
VIRTUAL AND TELECONFERENCE
Tuesday, May 26, 2020 at 5:30 PM

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Common Council will meet virtually at 5:30pm on May 26, 2020, via Zoom. The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:

1. Join Zoom

<https://us02web.zoom.us/j/83595813225?pwd=bjlkV1NnVC9FcElvRHBsTWQ5N3J0Zz09>

Meeting ID: 835 9581 3225

Password: 625872

2. By Phone:

312-626-6799

CALL TO ORDER

ROLL CALL

CONSENT AGENDA

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

RECOMMENDATIONS FROM BOARDS, COMMITTEES, COMMISSIONS

2. Certified Survey Map-8 Lori Court (Plan Commission 5/20/20)
3. Certified Survey Map-216 Welch Street (Plan Commission 5/20/20)
4. Minor Land Division- Letter of Intent Form- Guell & Rens (*Plan Commission 5/20/20*)
5. Revisions to 2020 Business Improvement District Operating Budget (*BID Board 5-14-20*)

CITY OF WAUPUN COVID-19

6. City of Waupun COVID-19 Update
7. Waupun Park Rental Policy

ADJOURNMENT

CC

Waupun Common Council

Department Managers

News Media

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: 5/26/2020

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

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

ISSUE SUMMARY:

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

Future Meetings/Gatherings (Due to certain circumstances- may be held in person at the City Hall or Virtually/Telephonically)

Tuesday, June 9, 2020	Common Council	6:00pm
Tuesday, June 30, 2020	Committee of the Whole	5:30pm
Tuesday, July 14, 2020	Common Council	6:00pm
Tuesday, July 28, 2020	Committee of the Whole	5:30pm

License and Permit Applications

TEMPORARY OPERATOR LICENSE:

None

OPERATOR LICENSE:

Daniel Bleecker, Ryan VandeZande

TEMPOARY CLASS B LICENSE:

None

STAFF RECOMENDATION:

Approve the Consent Agenda

ATTACHMENTS:

Expense Report

RECOMENDED MOTION:

Motion to approve the Consent Agenda. (Roll Call)

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
05/21/2020	100018	ADVANCED DISPOSAL	43,477.61
05/21/2020	100019	AIRGAS USA, LLC	654.26
05/21/2020	100020	ALLIED 100	790.00
05/21/2020	100021	BALLWEG IMPLEMENT	1,569.75
05/21/2020	100022	BEER, MIKE	44.08
05/21/2020	100023	BROWN CAB SERVICE INC	8,171.53
05/21/2020	100024	CAPITAL NEWSPAPERS	290.17
05/21/2020	100025	CAREW CONCRETE & SUPPLY INC	236.25
05/21/2020	100026	CHARTER COMMUNICATIONS	1,819.16
05/21/2020	100027	CONSULTANTS LABORATORY-FDL	40.00
05/21/2020	100028	CONWAY SHIELD	44.72
05/21/2020	100029	DIAMOND SPEED PRODUCTS, INC.	539.04
05/21/2020	100030	DODGE COUNTY HIGHWAY DEPARTM	797.41
05/21/2020	100031	FIRE SAFETY USA INC	87.95
05/21/2020	100032	FDL COUNTY HEALTH DEPARTMENT	1,542.00
05/21/2020	100033	FRERIKS, JACKIE	30.00
05/21/2020	100034	GOODYEAR COMMERCIAL TIRE & SE	292.00
05/21/2020	100035	GREMMER & ASSOCIATES INC	16,567.12
05/21/2020	100036	GUNDERSON, INC.	115.80
05/21/2020	100037	HAMMES FIRE & SAFETY	194.00
05/21/2020	100038	HULL, JUSTIN A AND	1,100.00
05/21/2020	100039	HULL'S 151 IMPLEMENT, INC.	950.00
05/21/2020	100040	INTER-QUEST	379.83
05/21/2020	100041	JOHN KARSTEN REAL ESTATE LLC	2,334.45
05/21/2020	100042	KWIK TRIP STORES	2,145.73
05/21/2020	100043	LAPPEN SECURITY PRODUCTS	185.00
05/21/2020	100044	LEAGUE OF WI MUNICIPALITIES	2,000.00
05/21/2020	100045	MADISON TRUCK EQUIPMENT	58.50
05/21/2020	100046	MARCO TECHNOLOGIES LLC	51.78
05/21/2020	100047	MENARDS-FOND DU LAC	435.49
05/21/2020	100048	MENARDS - BEAVER DAM	179.91
05/21/2020	100049	NEUMAN POOLS INC	46.84
05/21/2020	100050	OSHKOSH OFFICE SYSTEMS	148.00
05/21/2020	100051	PTASCHINSKI CONSTRUCTION INC	184,950.73
05/21/2020	100052	PETTY CASH-CITY HALL	260.00
05/21/2020	100053	PETTY CASH-POLICE DEPT.	11.00
05/21/2020	100054	PHC TRANSIT LLC	475.00
05/21/2020	100055	PIGGLY WIGGLY DISCOUNT FOODS	125.18
05/21/2020	100056	PURCHASE POWER	2,014.73
05/21/2020	100057	Q-TRONICS	2.99
05/21/2020	100058	SAFETY KLEEN	410.00
05/21/2020	100059	SCHOOL OUTFITTERS	1,303.14
05/21/2020	100060	SHARE CORPORATION	145.47
05/21/2020	100061	SHRED-IT	88.77
05/21/2020	100062	TOTAL BUSINESS PRODUCTS	50.59
05/21/2020	100063	UNEMPLOYMENT INSURANCE	526.94
05/21/2020	100064	WAUPUN EQUIPMENT COMPANY, INC.	48.32
05/21/2020	100065	WAUPUN UTILITIES	22,894.53
05/21/2020	100066	WERNER ELECTRIC SUPPLY	.44
05/21/2020	100067	WEST BEND MUTUAL	864.00

Check Issue Date	Check Number	Payee	Amount
05/21/2020	100068	INSIGHT FS	58.00
05/21/2020	100069	VANDE ZANDE APPRAISAL LLC	525.00
Grand Totals:			302,073.21

Report Criteria:

Report type: Summary

Report Criteria:

[Report].Invoice Date = 05/21/2020

Invoice	Description	Invoice Date	Total Cost	GL Account
615 ADVANCED DISPOSAL				
E10001417347	aquatic center	05/21/2020	64.16	100-20-5523-3-36
E10001417347	aquatic center	05/21/2020	19.19	100-20-5523-3-36
E10001417347	Recycle	05/21/2020	8,960.90	420-70-5436-3-38
E10001417347	Residential Trash	05/21/2020	34,433.36	425-70-5476-3-38
Total 615 ADVANCED DISPOSAL:			43,477.61	
987 AIRGAS USA, LLC				
9970216147	Gas cylinders/hazmat handling	05/21/2020	654.26	100-70-5411-3-36
Total 987 AIRGAS USA, LLC:			654.26	
1175 ALLIED 100				
1587585	AED supplies	05/21/2020	790.00	100-40-5212-3-38
Total 1175 ALLIED 100:			790.00	
4015 BALLWEG IMPLEMENT				
P87386	repair broken seat assembly	05/21/2020	1,569.75	100-70-5411-3-36
Total 4015 BALLWEG IMPLEMENT:			1,569.75	
5035 BEER, MIKE				
5-21-20	repair zipper on turnout coat	05/21/2020	44.08	100-50-5232-3-36
Total 5035 BEER, MIKE:			44.08	
6252 BROWN CAB SERVICE INC				
1858	April monthly taxi service 2020	05/21/2020	8,171.53	501-10-5154-3-38
Total 6252 BROWN CAB SERVICE INC:			8,171.53	
7058 CAPITAL NEWSPAPERS				
1704247	Ordinance	05/21/2020	21.49	100-10-5110-3-35
1704249	Ordinance	05/21/2020	72.04	100-10-5110-3-35
1705329	Public notice	05/21/2020	127.88	100-10-5110-3-35
1705325	Notice - public hearing	05/21/2020	18.76	100-10-5110-3-35
5-20-20	employments ads	05/21/2020	50.00	100-10-5191-3-38
Total 7058 CAPITAL NEWSPAPERS:			290.17	
7065 CAREW CONCRETE & SUPPLY INC				
1164169	concrete - inlet repair - Woodland & Madison St ticket#53	05/21/2020	236.25	700-10-5192-3-36
Total 7065 CAREW CONCRETE & SUPPLY INC:			236.25	
10048 CHARTER COMMUNICATIONS				
64276-APRIL/MAY20	city hall - voice	05/21/2020	239.94	100-10-5197-3-31
13430-MAY20	city hall - tv, internet, voice	05/21/2020	396.04	100-10-5197-3-31
16011-MAY20	senior center - tv, internet, voice	05/21/2020	39.99	100-20-5513-3-31
16011-MAY20	senior center - tv, internet, voice	05/21/2020	178.20	100-20-5513-3-38
54053-MAY20	aquatic center	05/21/2020	110.74	100-20-5523-3-38
41336-MAY20	PD - voice	05/21/2020	182.11	100-40-5211-3-31
18615-MAY20	PD - tv, internet, voice	05/21/2020	346.34	100-40-5211-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
41336-MAY20	FD - voice	05/21/2020	24.83	100-50-5231-3-31
15199-MAY20	garage - tv, internet, voice	05/21/2020	300.97	100-70-5412-3-38
Total 10048 CHARTER COMMUNICATIONS:			1,819.16	
10468 CONSULTANTS LABORATORY-FDL				
442000000117-APRIL20	legal blood draws	05/21/2020	40.00	100-40-5213-3-38
Total 10468 CONSULTANTS LABORATORY-FDL:			40.00	
10476 CONWAY SHIELD				
0422830-IN	misc job shirt	05/21/2020	44.72	100-50-5232-3-38
Total 10476 CONWAY SHIELD:			44.72	
11283 DIAMOND SPEED PRODUCTS, INC.				
64308	saw blade to cut concrete sidewalk	05/21/2020	539.04	100-70-5444-3-36
Total 11283 DIAMOND SPEED PRODUCTS, INC.:			539.04	
11699 DODGE COUNTY HIGHWAY DEPARTMENT				
L20312	ATV Signage	05/21/2020	797.41	100-13850
Total 11699 DODGE COUNTY HIGHWAY DEPARTMENT:			797.41	
13011 FIRE SAFETY USA INC				
134428	flashlight repairs	05/21/2020	87.95	100-50-5232-3-36
Total 13011 FIRE SAFETY USA INC:			87.95	
13590 FDL COUNTY HEALTH DEPARTMENT				
138CKAN-9LUL68-2020	2020 Pool-Water Attraction	05/21/2020	367.00	100-20-5523-3-38
138CKAN-9LUK9J-2020	2020 Pool-Water Attraction w/ slide/waterslides	05/21/2020	392.00	100-20-5523-3-38
138CKAN-9LUJW9-2020	2020 Pool - Public Pool	05/21/2020	329.00	100-20-5523-3-38
138CKAN-9LTQDS-2020	2020 Restaurant - Moderate Complexity	05/21/2020	454.00	100-20-5523-3-38
Total 13590 FDL COUNTY HEALTH DEPARTMENT:			1,542.00	
13902 FRERIKS, JACKIE				
5-21-20	Refund Park Shelter Rental Fee due to COVID	05/21/2020	30.00	100-46-4672-0-00
Total 13902 FRERIKS, JACKIE:			30.00	
14641 GOODYEAR COMMERCIAL TIRE & SER				
132-1179939	tires - Police dept	05/21/2020	292.00	100-40-5212-3-36
Total 14641 GOODYEAR COMMERCIAL TIRE & SER:			292.00	
14791 GREMMER & ASSOCIATES INC				
11/11	Madison Eng Dsgn Ph 2-Water/Sewer	05/21/2020	600.00	100-13850
11/11	Madison Eng Dsgn Ph 2-Street	05/21/2020	3,296.89	400-70-5420-8-00
14	Madison St Construction - Street	05/21/2020	10,794.00	400-70-5436-8-00
11/11	Madison Eng Dsgn Ph 2-Storm	05/21/2020	1,876.23	700-10-5192-8-00
Total 14791 GREMMER & ASSOCIATES INC:			16,567.12	
15075 GUNDERSON, INC.				
855683	CITY HALL rugs - May 2020	05/21/2020	65.45	100-70-5410-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
0033020-PP credit		05/21/2020	61.18	100-70-5410-3-38
859512	Garage supplies - May 2020	05/21/2020	45.24	100-70-5411-3-38
859513	Uniform/charges - May 2020	05/21/2020	19.13	100-70-5411-3-38
857164	Garage supplies - May 2020	05/21/2020	28.03	100-70-5411-3-38
857165	Uniform/charges - May 2020	05/21/2020	19.13	100-70-5411-3-38
Total 15075 GUNDERSON, INC.:			115.80	
15452 HAMMES FIRE & SAFETY				
35700	annual extinguisher maint	05/21/2020	194.00	100-50-5232-3-36
Total 15452 HAMMES FIRE & SAFETY:			194.00	
16067 HULL, JUSTIN A AND				
5-21-20	S Madison St Phase 2	05/21/2020	1,100.00	400-70-5436-8-00
Total 16067 HULL, JUSTIN A AND:			1,100.00	
16068 HULL'S 151 IMPLEMENT, INC.				
89-1	roller rental for parks	05/21/2020	950.00	100-70-5411-3-38
Total 16068 HULL'S 151 IMPLEMENT, INC.:			950.00	
16440 INTER-QUEST				
69529	remote support - FD	05/21/2020	379.83	100-50-5232-3-36
Total 16440 INTER-QUEST:			379.83	
16724 JOHN KARSTEN REAL ESTATE LLC				
5-21-20	Covid-19 Downtown Business Program	05/21/2020	2,334.45	405-70-5436-3-38
Total 16724 JOHN KARSTEN REAL ESTATE LLC:			2,334.45	
17175 KWIK TRIP STORES				
PD-APRIL20	Police Dept monthly fuel	05/21/2020	866.98	100-40-5212-3-38
FD-APRIL20	Fire dept monthly fuel	05/21/2020	70.25	100-50-5232-3-38
DPW-APRIL20	DPW monthly fuel purchases	05/21/2020	997.04	100-70-5411-3-38
DPW-APRIL20	DPW monthly fuel purchases	05/21/2020	36.48	700-10-5192-3-38
DPW-APRIL20	DPW monthly fuel purchases	05/21/2020	174.98	700-10-5193-3-38
Total 17175 KWIK TRIP STORES:			2,145.73	
17281 LAPPEN SECURITY PRODUCTS				
LSPQ43189	service call library	05/21/2020	185.00	100-70-5410-3-36
Total 17281 LAPPEN SECURITY PRODUCTS:			185.00	
17400 LEAGUE OF WI MUNICIPALITIES				
81566	MS4 Communities Supporting Leaf Project	05/21/2020	2,000.00	700-10-5192-3-38
Total 17400 LEAGUE OF WI MUNICIPALITIES:			2,000.00	
18120 MADISON TRUCK EQUIPMENT				
4-92074	detent kit	05/21/2020	58.50	100-70-5411-3-36
Total 18120 MADISON TRUCK EQUIPMENT:			58.50	

Invoice	Description	Invoice Date	Total Cost	GL Account
18459 MARCO TECHNOLOGIES LLC				
INV7569544 Konica/A7PY011X001		05/21/2020	51.78	100-40-5211-3-38
Total 18459 MARCO TECHNOLOGIES LLC:			51.78	
18960 MENARDS-FOND DU LAC				
20047 Supplies - Library Sneeze guards		05/21/2020	405.52	100-70-5410-3-36
20047 handsplit cedar/cedar line post		05/21/2020	29.97	100-70-5410-3-36
Total 18960 MENARDS-FOND DU LAC:			435.49	
18961 MENARDS - BEAVER DAM				
76317 supplie for sneeze guards		05/21/2020	179.91	100-70-5410-3-36
Total 18961 MENARDS - BEAVER DAM:			179.91	
20349 NEUMAN POOLS INC				
0099436-IN Pool chemicals		05/21/2020	46.84	100-20-5523-3-40
Total 20349 NEUMAN POOLS INC:			46.84	
20900 OSHKOSH OFFICE SYSTEMS				
AR51236 trista's copier/printer - service		05/21/2020	148.00	100-70-5420-3-36
Total 20900 OSHKOSH OFFICE SYSTEMS:			148.00	
20996 PTASCHINSKI CONSTRUCTION INC				
11 Madison St Constr-Pmt 11		05/21/2020	146,457.24	400-70-5436-8-00
11 Madison St Constr-Pmt 11		05/21/2020	38,493.49	700-10-5192-8-00
Total 20996 PTASCHINSKI CONSTRUCTION INC:			184,950.73	
21450 PETTY CASH-CITY HALL				
5-21-20 Start up cash - aquatic center 2020		05/21/2020	260.00	100-11801
Total 21450 PETTY CASH-CITY HALL:			260.00	
21550 PETTY CASH-POLICE DEPT.				
5-21-20 Postage - PD		05/21/2020	11.00	100-40-5211-3-33
Total 21550 PETTY CASH-POLICE DEPT.:			11.00	
21560 PHC TRANSIT LLC				
2377 gravel - inlet repairs		05/21/2020	475.00	700-10-5192-3-36
Total 21560 PHC TRANSIT LLC:			475.00	
21665 PIGGLY WIGGLY DISCOUNT FOODS				
6939 rehab water - FD		05/21/2020	50.00	100-50-5232-3-38
7635 DPW purchase		05/21/2020	75.18	100-70-5410-3-36
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			125.18	
22324 PURCHASE POWER				
5-21-20 Postage overage fee		05/21/2020	14.73	100-10-5141-3-33
5-21-20 Postage fees		05/21/2020	2,000.00	100-16210

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 22324 PURCHASE POWER:			2,014.73	
22330 Q-TRONICS				
10080084	9V Battery Snap Clip Conn	05/21/2020	2.99	100-70-5410-3-36
Total 22330 Q-TRONICS:			2.99	
23188 SAFETY KLEEN				
83154698	Service/stop fee non-prequal crankcase oil/used oil recycl	05/21/2020	410.00	100-70-5411-3-36
Total 23188 SAFETY KLEEN:			410.00	
23301 SCHOOL OUTFITTERS				
INV13369901	Basketball hoop/backboard	05/21/2020	1,303.14	220-20-5520-3-38
Total 23301 SCHOOL OUTFITTERS:			1,303.14	
23589 SHARE CORPORATION				
130588	cleaning supplies - COVID 19	05/21/2020	145.47	100-70-5410-3-36
Total 23589 SHARE CORPORATION:			145.47	
23612 SHRED-IT				
8129697119	destruction of records	05/21/2020	88.77	100-40-5211-3-38
Total 23612 SHRED-IT:			88.77	
25143 TOTAL BUSINESS PRODUCTS				
89702	OFFICE SUPPLIES	05/21/2020	50.59	100-50-5231-3-30
25143 TOTAL BUSINESS PRODUCTS:			50.59	
25480 UNEMPLOYMENT INSURANCE				
5-21-20	Monthly Unemployment Payment	05/21/2020	526.94	100-10-5177-3-38
Total 25480 UNEMPLOYMENT INSURANCE:			526.94	
27000 WAUPUN EQUIPMENT COMPANY, INC.				
86928W	cylinder - repair safety bar	05/21/2020	48.32	100-70-5411-3-36
Total 27000 WAUPUN EQUIPMENT COMPANY, INC.:			48.32	
27450 WAUPUN UTILITIES				
4903	WPPI monthly email user/archiving accts	05/21/2020	176.00	100-10-5197-3-38
4903	Member Network Assessment/Monitoring Service	05/21/2020	44.00	100-10-5197-3-38
4903	Council iPad Support	05/21/2020	56.00	100-10-5197-3-38
4903	Phone line Support	05/21/2020	56.00	100-10-5197-3-38
APRIL2020	Monthly utility charges	05/21/2020	85.10	100-20-5512-3-32
APRIL2020	Monthly utility charges	05/21/2020	361.57	100-20-5513-3-32
APRIL2020	Monthly utility charges	05/21/2020	1,802.06	100-20-5523-3-32
APRIL2020	Monthly utility charges	05/21/2020	2,392.97	100-20-5525-3-32
APRIL2020	Monthly utility charges	05/21/2020	724.99	100-40-5211-3-32
APRIL2020	Monthly utility charges	05/21/2020	407.81	100-50-5231-3-32
APRIL2020	Monthly utility charges	05/21/2020	16.00	100-50-5251-3-32
APRIL2020	Monthly utility charges	05/21/2020	2,134.38	100-70-5410-3-32
APRIL2020	Monthly utility charges	05/21/2020	1,157.55	100-70-5412-3-32
APRIL2020	Monthly utility charges	05/21/2020	221.79	100-70-5441-3-32

Invoice	Description	Invoice Date	Total Cost	GL Account
APRIL2020	Monthly utility charges	05/21/2020	10,885.58	100-70-5442-3-32
APRIL2020	Monthly utility charges	05/21/2020	1,071.56	210-60-5511-3-32
4902	2020 Spring Bulk Pick-up Insertion Fee	05/21/2020	392.20	425-70-5476-3-38
APRIL2020	Monthly utility charges	05/21/2020	44.47	700-10-5192-3-32
4904	Stormwater Billing & Collection Fees	05/21/2020	864.50	700-10-5192-3-38
Total 27450 WAUPUN UTILITIES:			22,894.53	
27948 WERNER ELECTRIC SUPPLY				
S6143139.003	credit	05/21/2020	17.36-	100-70-5410-3-36
S6150467.001	coupling - repair fountain	05/21/2020	17.80	100-70-5411-3-36
Total 27948 WERNER ELECTRIC SUPPLY:			.44	
27986 WEST BEND MUTUAL				
5-21-20	Waupun Festivals policy	05/21/2020	864.00	450-70-5440-3-38
Total 27986 WEST BEND MUTUAL:			864.00	
300032 INSIGHT FS				
200028617	erosion control blanket	05/21/2020	58.00	100-70-5410-3-36
Total 300032 INSIGHT FS:			58.00	
300066 VANDE ZANDE APPRAISAL LLC				
TOT1009454	Land Appraisal - Monroe St Pond	05/21/2020	525.00	700-10-5192-8-00
Total 300066 VANDE ZANDE APPRAISAL LLC:			525.00	
Grand Totals:			302,073.21	

Report GL Period Summary

GL Period	Amount
05/20	302,073.21
Grand Totals:	302,073.21

Vendor number hash: 1811981
Vendor number hash - split: 2371884
Total number of invoices: 78
Total number of transactions: 105

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	302,073.21	.00	302,073.21
Grand Totals:	302,073.21	.00	302,073.21



AGENDA SUMMARY SHEET

MEETING DATE: 5/26/20

TITLE: Certified Survey Map-8 Lori Court

AGENDA SECTION: RECOMMENDATIONS FROM
BOARDS, COMMITTEES,
COMMISSIONS

PRESENTER: Julie Nickel, Chairman of Plan
Commission/Mayor

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

ISSUE SUMMARY:

Mark Tomashek of New Frontier Land Surveying submitted a Certified Survey Map for owner, Lorraine Stam for 8 Lori Court, to the Plan Commission for consideration.

Ms. Stam wishes to separate the lot into two parcels, as she wishes to sell one of the lots.

On 5/20/20, the Plan Commission made recommendation to the Council for approval.

STAFF RECCOMENDATION:

Approve Certified Survey Map

ATTACHMENTS:

Certified Survey Map of 8 Lori Court

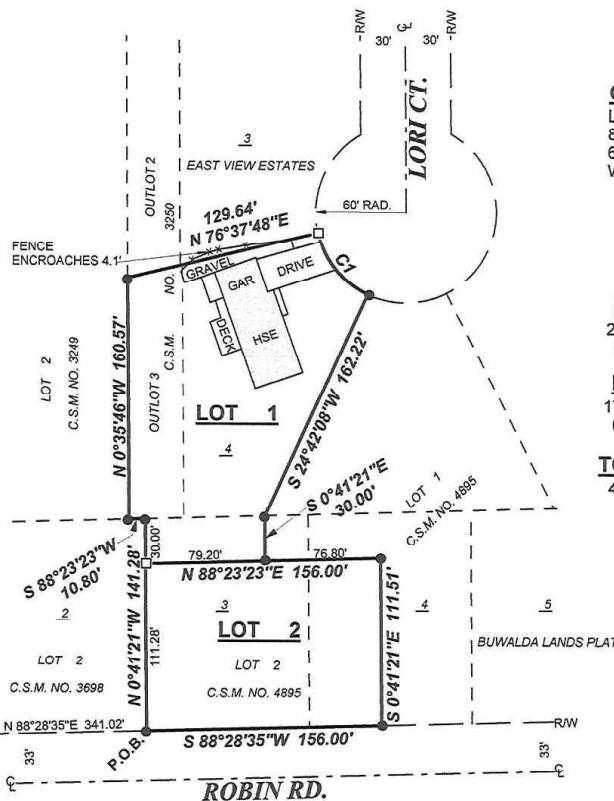
RECCOMENDED MOTION:

Motion to approve the Certified Survey Map of 8 Lori Court.

CERTIFIED SURVEY MAP NO. _____

A SURVEY OF LOT 4 OF EAST VIEW ESTATES AS RECORDED IN CABINET "A"
ON PAGE 123, OUTLOT 3 OF CERTIFIED SURVEY MAP NO. 3250 AS RECORDED
IN VOLUME 19 ON PAGES 134 AND 135 AND LOT 2 OF CERTIFIED SURVEY MAP
NO. 4895 AS RECORDED IN VOLUME 31 ON PAGES 236 AND 237, BEING PART
OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SECTION 9, TOWN 13 NORTH,
RANGE 15 EAST, CITY OF WAUPUN, DODGE COUNTY, WISCONSIN.

NW CORNER
SEC. 9-13-15
(ACCS. REF.)



OWNER

LORRAINE A. STAM
8 LORI CT. (PIN: 292-1315-0922-014)
608 ROBIN RD. (PIN: 292-1315-0922-045)
WAUPUN, WI 53963

LOT 1

24,557 +/- sq. ft.
0.564 acres

LOT 2

17,375 +/- sq. ft.
0.399 acres

TOTAL AREA

41,932 +/- sq. ft.
0.963 acres

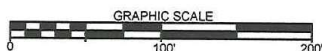
BEARINGS REFERENCED TO ASSUMED S.0°41'21"E.
ALONG THE W LINE OF THE NW 1/4 OF SEC. 9-13-15.



W 1/4 CORNER
SEC. 9-13-15
(ACCS. REF.)

LEGEND

- IRON PIPE FOUND
- 3/4" X 18" SOLID IRON ROD
SET WEIGHING 1.50 lbs/ft
- ⊙ DODGE COUNTY SURVEY
MONUMENT AS SHOWN



CURVE DATA

Curve	Delta Angle	Radius	Arc	Chord	Chord Bearing
1	51°55'35"	60.00	54.38	52.54	S 39°19'59"E



Dated this 21st day of April, 2020

Mark R. Tomashek WI RLS S-2340
New Frontier Land Surveying, LLC.
Beaver Dam, Wisconsin

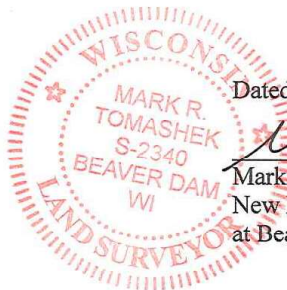
CERTIFIED SURVEY MAP NO. _____

SURVEYOR'S CERTIFICATE:

I, Mark R. Tomashek, Professional Land Surveyor of the State of Wisconsin, do hereby certify that I have made a survey for Lorraine A. Stam, owner, of Lot 4 of East View Estates as recorded in Cabinet "A" on Pages 123, Outlot 3 of Certified Survey Map No. 3250 as recorded in Volume 19 on Pages 134 and 135 and Lot 2 of Certified Survey Map No. 4895 as recorded in Volume 31 on Pages 236 and 237, being a part of the Northwest 1/4 of the Northwest 1/4 Section 9, Town 13 North, Range 15 East, City of Waupun, Dodge County, Wisconsin, being more particularly described as follows:

Beginning at the Southwest corner of Lot 2 of Certified Survey Map No. 4895, thence N.0°41'21"W. along the west line of said Lot 2 and the east line of Lot 1 of Certified Survey Map No. 3698, 141.28 feet to the northeast corner of said Lot 1 of Certified Survey Map No. 3698 and the south line of Outlot 3 of Certified Survey Map No. 3250; thence S.88°23'23"W. along said south line of said Outlot 3 of Certified Survey Map No. 3250 and the north line of Lot 1 of Certified Survey Map No. 3698, 10.80 feet to the southeast corner of Lot 2 of Certified Survey Map No. 3249 and the southwest corner said Outlot 3 of Certified Survey Map No. 3250; thence N.0°35'46"W. along the west line of said Outlot 3 of Certified Survey Map No. 3250 and the east line of said Lot 2 of Certified Survey Map No. 3249, 160.57 feet to the southwest corner of Outlot 2 of Certified Survey Map No. 3250; thence N.76°37'48"E. along the south line of said Outlot 2 of Certified Survey Map No. 3250 and the south line of Lot 3 of East View Estates, 129.64 feet to the westerly right-of-way line of Lori Court; thence along said westerly right-of-way line 54.38 feet along the arc of a curve to the left said curve having a radius of 60.00 feet and a chord which bears S.39°19'59"E., 52.54 feet to the northwest corner of Lot 1 of Certified Survey Map No. 4895; thence along the westerly line of said Lot 1 of Certified Survey Map No. 4895 the following courses: S.24°42'08"W., 162.22 feet; S.0°41'21"E., 30.00 feet; N.88°23'23"W., 76.80 feet; S.0°41'21"E., 111.51 feet to the north right-of-way line of Robin Road; thence S.88°28'35"W. along said north right-of-way line, 156.00 feet to Point of Beginning. Said parcel contains 41 932are feet or 0.963 acres more or less and is subject to easement and restrictions of record..

I further certify that this map is a correct representation of all exterior boundaries and interior divisions thereof according to official records and that I have complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes and the Subdivision Ordinance for the City of Waupun, Dodge County, Wisconsin in surveying and mapping the same to the best of my knowledge and belief.



Dated this 21ST day of APRIL, 2020

Mark R. Tomashek
Mark R. Tomashek WI PLS S-2340
New Frontier Land Surveying, LLC
at Beaver Dam, Wisconsin

CITY OF WAUPUN CERTIFICATE:

This survey is Approved by the City of Waupun

This _____ day of _____, 2020

Authorized Representative

Authorized Representative(If needed)



AGENDA SUMMARY SHEET

MEETING DATE: 5/26/20

TITLE: Certified Survey Map-216 Welch Street

AGENDA SECTION: RECOMMENDATIONS FROM
BOARDS, COMMITTEES,
COMMISSIONS

PRESENTER: Julie Nickel, Chairman of Plan
Commission/Mayor

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	\$ [Enter]

ISSUE SUMMARY:

Mark Tomashek of New Frontier Land Surveying submitted a Certified Survey Map for owner, Chad Rosenow for 216 Welch Street, to the Plan Commission for consideration.

Mr. Rosenow wishes to combine the two lots in order to place a shed on this area.

On 5/20/20, the Plan Commission made recommendation to the Council for approval.

TAFF RECCOMENDATION:

Approve Certified Survey Map

ATTACHMENTS:

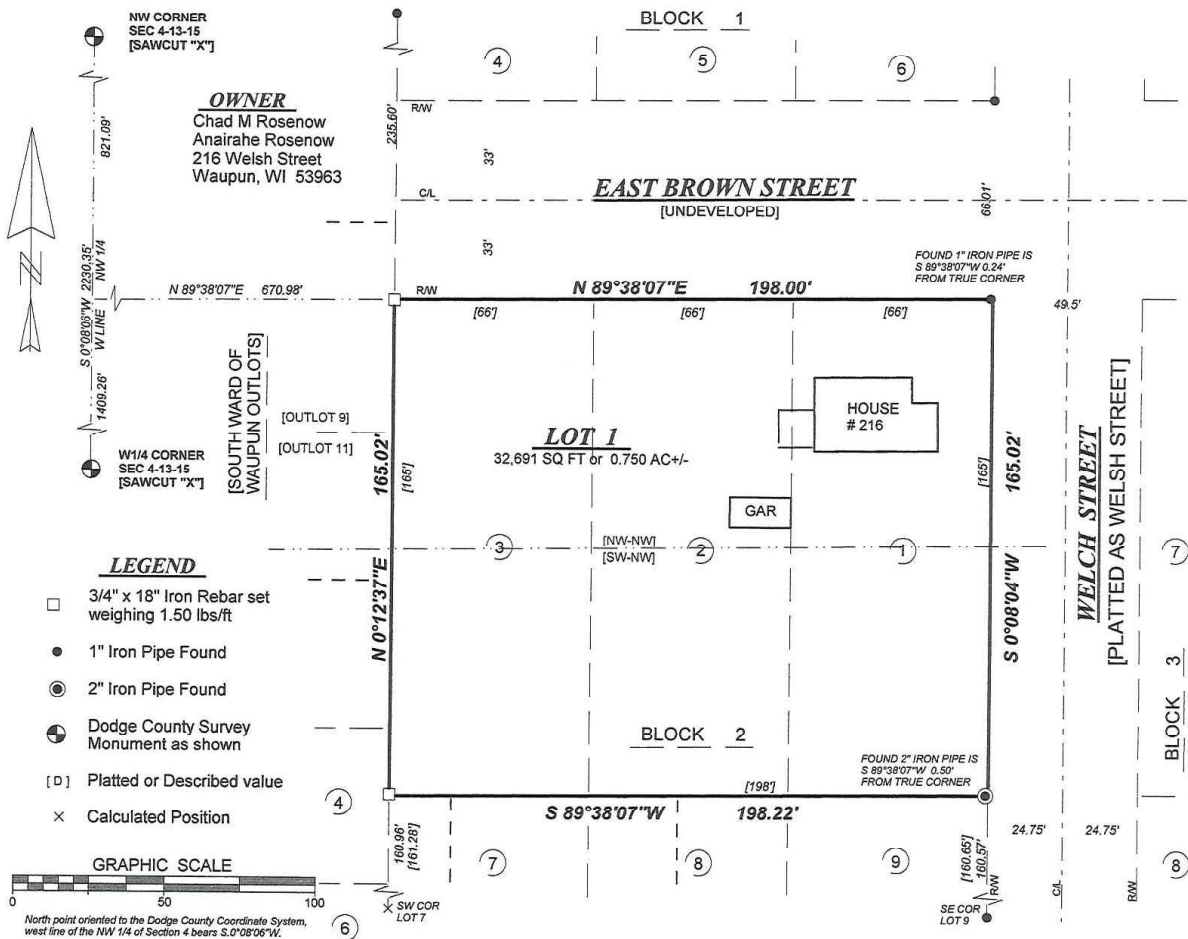
Certified Survey Map of 216 Welch Street

RECCOMENDED MOTION:

Motion to approve the Certified Survey Map of 216 Welch Street

DODGE COUNTY CERTIFIED SURVEY MAP NO. _____

LOTS 1, 2 AND 3 IN BLOCK 2 OF PLEASANT VIEW ADDITION, BEING A PART OF
THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 AND A PART OF THE SOUTHWEST
1/4 OF THE NORTHWEST 1/4 OF SECTION 4, TOWN 13 NORTH, RANGE 15 EAST,
CITY OF WAUPUN, DODGE COUNTY, WISCONSIN.



SURVEYOR'S CERTIFICATE:

I Mark R. Tomashek, Professional Land Surveyor of the State of Wisconsin, do hereby certify that I have made a survey for Chad Rosenow, of Lots 1, 2 and 3 in Block 2 of Pleasant View Addition, being a part of the Northwest 1/4 of the Northwest 1/4 and a part of the Southwest 1/4 of the Northwest 1/4 of Section 4, Town 13 North, Range 15 East, City of Waupun, Dodge County, Wisconsin, being more particularly described as follows:

Lots 1, 2 and 3 in Block 2 of Pleasant View Addition to the City of Waupun, Dodge County, Wisconsin recorded in Volume "H" of Plats on Page 4 as Document Number 250924 on the 10th day of April, 1914 in the Dodge County Register of Deeds office.

Said parcel contains 32,961 square feet or 0.750 acres more or less.
This survey is subject to any easements or restrictions of record.

I further certify that this map and description is a correct representation of all exterior boundaries and interior divisions thereof according to official records and that I have complied with the provisions of Chapter 236 of the Wisconsin State Statutes, the Subdivision Ordinance for the City of Waupun, Wisconsin in surveying and mapping the same to the best of my knowledge and belief.

Dated this 5 day of MAY, 2020
Mark R. Tomashek
Mark R. Tomashek WI RLS - 2340-008
New Frontier Land Surveying LLC
Beaver Dam Wisconsin



CITY OF WAUPUN CERTIFICATE:

This survey is Approved by the City of Waupun
Dated this _____ day of _____, 2020

Authorized Representative

Authorized Representative



AGENDA SUMMARY SHEET

MEETING DATE: 5/26/20

TITLE: Minor Land Division- Letter of Intent Form- Guell & Rens

AGENDA SECTION: RECOMMENDATIONS FROM
BOARDS, COMMITTEES,
COMMISSIONS

PRESENTER: Julie Nickel, Chairman of Plan
Commission/Mayor

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

ISSUE SUMMARY:

Jeff Butzke of Compass Surveying LLC, submitted a Minor Land Division- Letter of Intent Form to Dodge County Land Resources and Parks Department for consideration of land division on Cortes Road.

Due to the City's Subdivision Ordinance, when land to be subdivided lies within 1½ miles of the limits of the City of Waupun, approval is required by the City. This was provided to the Plan Commission on 5/20/20, of which a favorable recommendation to the Council was heard.

STAFF RECCOMENDATION:

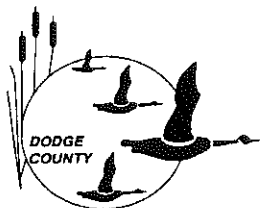
Approve the Minor Land Division- Letter of Intent Form

ATTACHMENTS:

Minor Land Division- Letter of Intent Form

RECCOMENDED MOTION:

Motion to approve the Minor Land Division- Letter of Intent Form for land subdivision on Cortes Road.



Dodge County Land Resources and Parks Department

127 East Oak Street · Juneau, WI 53039-1329
PHONE: (920) 386-3700 · FAX: (920) 386-3979
EMAIL: landresources@co.dodge.wi.us

DATE SENT TO CITY: **APRIL 28, 2020**

**DEADLINE FOR
CITY DENIAL:** **MAY 28, 2020**

LETTER OF INTENT NOTIFICATION

Please find attached a copy of the minor subdivision letter of intent(s) submitted to our department for approval.

<u>NAME</u>	<u>CITY</u>	<u>ACTIVITY NUMBER</u>
STEVEN GUELL & SUSAN RENS	WAUPUN	2020-0283

Please notify our department of your City's position on the enclosed letter(s) of intent. If your City does not return the completed form by the above deadline or file a request that the County review be delayed until a date after which your City has reviewed the proposal, we will assume that the City is in favor of the land division request and we will then proceed with scheduling County Planning Committee review at their next available meeting.

CONTACT: Land Resources and Parks Department
ATTN: Land Division
127 E. Oak Street
Juneau, WI 53039

Phone: (920) 386-3700
FAX: (920) 386-3979

Thank you!

CITY'S RECOMMENDATION

APPROVE ☐

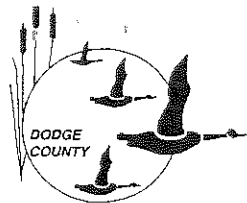
DENY ☐

NO RECOMMENDATION ☐

LAYOVER TO DATE: _____ ☐

COMMENTS: _____

CITY REPRESENTATIVE



DODGE COUNTY
LAND RESOURCES AND PARKS DEPARTMENT
127 E. OAK STREET • JUNEAU, WI 53039
PHONE: (920) 386-3700 • FAX: (920) 386-3979
E-MAIL: landresources@co.dodge.wi.us

MINOR LAND DIVISION LETTER OF INTENT FORM

THIS AREA FOR OFFICE USE ONLY	
Activity No. 200283	Expiration Date
Application Date: 4-28-2020	Receipt #: 669-0008

Application Fee: \$75 (Non-Refundable)

NAMES & MAILING ADDRESSES	PROPERTY DESCRIPTION
Applicant (Agent) Compass Surveying, LLC (Jeffrey S. Butzke)	Parcel Identification Number (PIN) 010-1315-0731-000, 010-1315-0732-000 & 010-1315-0742-000
Street Address N3756 Hickory Road	Town Chester
City • State • ZipCode Fond du Lac, WI 54937	Section 07
	Acreeage of Parent Parcel 13
	Acreeage of Proposed Lot(s) 15
Property Owner (If different from applicant) Steven Guell & Susan Rens	Subdivision (Name, lot and block) or CSM # (Volume/Page/Lot) Not Applicable
Street Address N11489 C.T.H. "M"	Site Address Of Property (DO NOT Include City/State/ZipCode) Vacant Property / No site address / Cortes Road
City • State • ZipCode Waupun, WI 53963	Is this property connected to public sewer? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

CONTACT PERSON

Name and daytime phone number (include area code) of a person we can contact if we have any questions about your application.

Name **Jeffrey S. Butzke**

Daytime Phone **(920) 517-1683**

CURRENT PROPERTY USE	PROPOSED USE
<input checked="" type="checkbox"/> Vacant Property <input type="checkbox"/> Single Family Residential <input type="checkbox"/> Duplex (Two-Family Residential) <input type="checkbox"/> Multi-Family Residential • Number of residential units: _____ <input checked="" type="checkbox"/> Active Working Farm Operation <input checked="" type="checkbox"/> Recreational / Wetlands / Wooded Parcel <input type="checkbox"/> Business / Industrial / Commercial Use (Describe Below) <input type="checkbox"/> Other (Describe Below)	<input type="checkbox"/> Single Family Residential <input type="checkbox"/> Duplex (Two-family Residential) <input type="checkbox"/> Multi-Family Residential • Number of residential units: _____ <input checked="" type="checkbox"/> Agricultural Use Only – No residential structures <input checked="" type="checkbox"/> Open Space Recreational / Wetlands - No residential structures <input type="checkbox"/> Business / Industrial / Commercial Use (Describe Below) <input type="checkbox"/> Other (Describe Below)

A SKETCH PLAN SHOWING THE PROPOSED LAND DIVISION IS REQUIRED TO BE SUBMITTED WITH THIS APPLICATION.

CERTIFICATE

I, the undersigned, hereby apply for Minor Land Division approval and certify that all the information both above and attached is true and correct to the best of my knowledge. I hereby authorize members of the Dodge County Land Resources and Parks Department to enter the above-described property for purposes of obtaining information pertinent to my request.

Signature

Date **April 28, 2020**

Daytime Contact Number **(920) 517-1683**

OFFICE USE ONLY

☐ CUP Required (App _____)

☐ REZONE Required (App _____)

☐ Restriction Release Required

Notes:

APPROVED

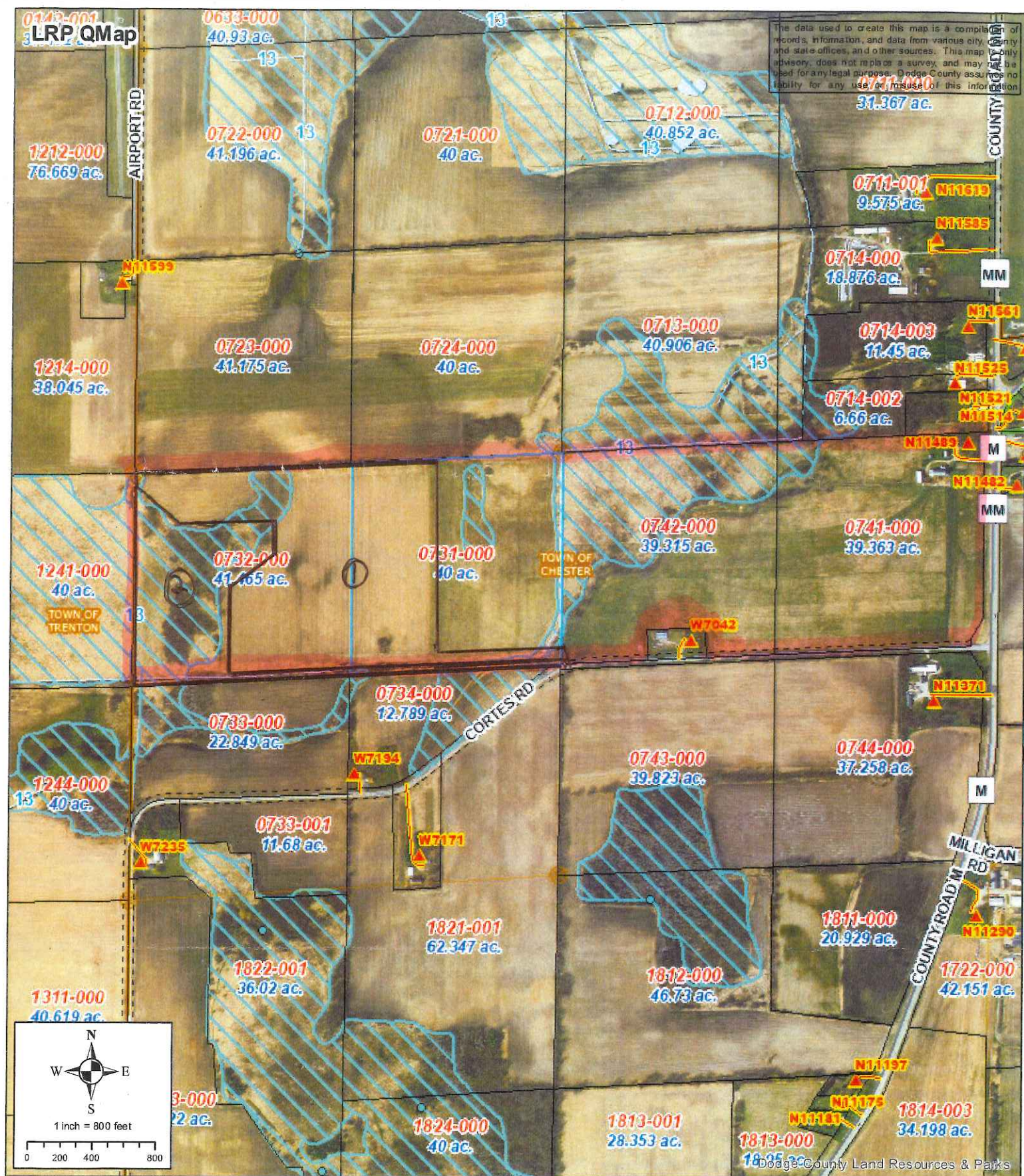


DENIED



LAND RESOURCES AND PARKS DEPARTMENT

Date _____



DODGE COUNTY CERTIFIED SURVEY MAP NO. _____

FOR

STEVEN R. GUELL & SUSAN D. RENS

THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4, AND A PART OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4, AND A PART OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 7, T. 13 N.-R. 15., TOWN OF CHESTER, DODGE COUNTY, WISCONSIN.

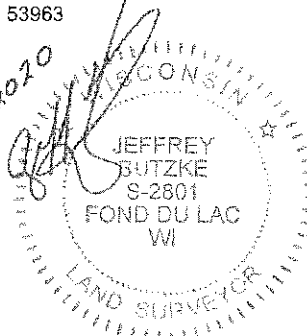
OWNERS:

STEVEN R. GUELL &
SUSAN D. RENS
N11489 C.T.H. "M"
WAUPUN, WI 53963

SURVEYOR:

JEFFREY S. BUTZKE
N3756 HICKORY ROAD
FOND DU LAC, WI 54937

7/12/2020



LEGEND

- - 3/4" x 18" REBAR SET WEIGHING 1.50 LBS/FT.
- ▲ - 1" IRON PIPE FOUND.
- - 3/4" IRON REBAR FOUND.
- △ - "P-K" NAIL FOUND.
- ⊙ - CAST ALUMINUM MONUMENT.



PROJECT NO. 190115

Surveying, LLC

N3756 Hickory Road | Fond du Lac, WI 54937

UNPLATTED LANDS
Owner: Mark A. Burk

P.O.B.

NW COR. - SW 1/4
SEC. 7-13-15
(CAST ALUMINUM
MONUMENT FOUND)

UNPLATTED LANDS
Owner: Mark A. Burk

UNPLATTED LANDS
Owner: Mark A. Burk

NE COR. - SW 1/4
SEC. 7-13-15
(CAST ALUMINUM
MONUMENT FOUND)

HATCHED AREA
REPRESENTS THAT AREA
OF MAPPED WETLANDS
PER THE WI WETLAND
INVENTORY MAPS

UNPLATTED LANDS
Owner: Steven Guell & Susan Rens

TOTAL AREA
56.922 acres
2,479,503 Sq. Ft.

****DETAIL****
(SEE SHEET 2 OF 6)

A PART OF TAX
PARCEL NUMBERS:
010-1315-0731-000,
010-1315-0732-00 &
010-1315-0742-000

SURVEY NOTE:

- SEE SHEET 2 OF 6 FOR THE
BREAKDOWN OF R/W & LOT AREAS

Dodge County

2020-0275

NORTH POINT REFERENCED TO THE WISCONSIN COUNTY COORDINATE
SYSTEM, DODGE COUNTY. THE NORTH LINE OF THE SOUTHWEST
QUARTER, SECTION 7, T. 13 N.-R. 15 E., HAS A BEARING OF N86°-57'-56"E.

1" = 400'
SCALE SHEET 1 OF 6 SHEETS FEET

DODGE COUNTY CERTIFIED SURVEY MAP NO. _____

FOR

STEVEN R. GUELL & SUSAN D. RENS

THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4, AND A PART OF THE NORTHEAST 1/4 OF THE NORTHWEST 1/4, AND A PART OF THE NORTHWEST 1/4 OF THE NORTHEAST 1/4, SECTION 7, T. 13 N.-R. 15., TOWN OF CHESTER, DODGE COUNTY, WISCONSIN.

OWNERS:

STEVEN R. GUELL &
SUSAN D. RENS
N11489 C.T.H. "M"
WAUPUN, WI 53963

SURVEYOR:

JEFFREY S. BUTZKE
N3756 HICKORY ROAD
FOND DU LAC, WI 54937

TOTAL AREA
56.922 acres
2,479,503 Sq. Ft.

LEGEND

- - 3/4" x 18" REBAR SET
WEIGHING 1.50 LBS/FT.
- △ - "P-K" NAIL SET.
- ⊙ - CAST ALUMINUM MONUMENT.



N3756 Hickory Road | Fond du Lac, WI 54937

PROJECT NO. 190115

**A PART OF TAX
PARCEL NUMBERS:**
010-1315-0731-000,
010-1315-0732-00 &
010-1315-0742-000

NE COR. - SW 1/4
SEC. 7-13-15
(CAST ALUMINUM
MONUMENT FOUND)

LOT 1

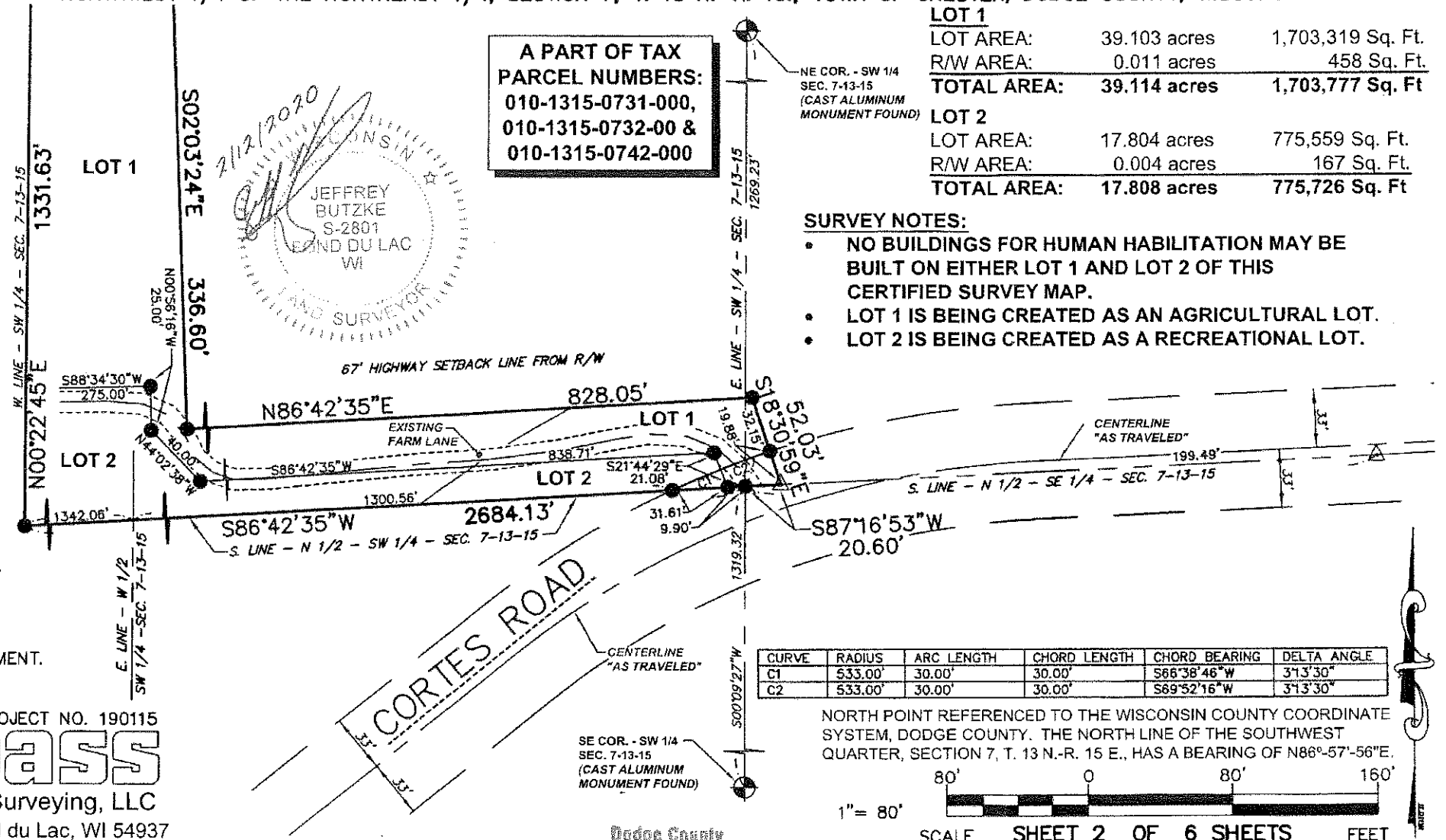
LOT AREA: 39.103 acres 1,703,319 Sq. Ft.
R/W AREA: 0.011 acres 458 Sq. Ft.
TOTAL AREA: 39.114 acres 1,703,777 Sq. Ft.

LOT 2

LOT AREA: 17.804 acres 775,559 Sq. Ft.
R/W AREA: 0.004 acres 167 Sq. Ft.
TOTAL AREA: 17.808 acres 775,726 Sq. Ft.

SURVEY NOTES:

- NO BUILDINGS FOR HUMAN HABITATION MAY BE BUILT ON EITHER LOT 1 AND LOT 2 OF THIS CERTIFIED SURVEY MAP.
- LOT 1 IS BEING CREATED AS AN AGRICULTURAL LOT.
- LOT 2 IS BEING CREATED AS A RECREATIONAL LOT.



DODGE COUNTY
CERTIFIED SURVEY MAP NO. _____

A PART OF NORTHWEST 1/4 OF THE SOUTHWEST 1/4, A PART OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 AND A PART OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 7, T. 13 N.-R. 15 E., TOWN OF CHESTER, DODGE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, Jeffrey S. Butzke, Professional Land Surveyor, hereby certify:

That I have surveyed, combined and mapped a parcel of land described below.

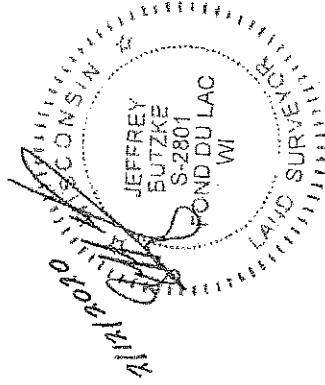
That I have made such Certified Survey under the direction of Steven R. Guell & Susan D. Rens of a parcel of land being bounded and described as follows:


A part of the Northwest 1/4 of the Southwest 1/4, a part of the Northeast 1/4 of the Southwest 1/4, and a part of the Northwest 1/4 of the Southeast 1/4, Section 7, T. 13 N.-R. 15 E., Town of Chester, Dodge County, Wisconsin and being more particularly described as follows:

Beginning at the Northwest corner of the Southwest 1/4, said Section 7; thence North 86°-57'-56" East along the North line of the Southwest 1/4, said Section 7, 1822.93 feet; thence South 00°-58'-07" East, 935.00 feet; thence South 02°-03'-24" East, 336.60 feet; thence North 86°-42'-35" East, 660.98 feet; thence North 02°-43'-07" West, 88.40 feet; thence North 87°-22'-38" East, 513.96 feet; thence South 02°-43'-07" East, 135.94 feet to a point on the South line of the Southeast 1/4, said Section 7; thence South 87°-16'-53" West along the South line of the Southeast 1/4, said Section 7, 353.33 feet to the Southeast corner of the North 1/2 of the Southwest 1/4, said Section 7; thence South 86°-42'-35" West along the South line of the North 1/2 of the Southwest 1/4, said Section 7, 2684.13 feet to the Southwest corner of the North 1/2 of the Southwest 1/4, said Section 7; thence North 00°-22'-45" East along the West line of the Southwest 1/4, said Section 7, 1331.63 feet to the point of beginning and containing 58.334 acres (2,541,014 Sq. Ft.) of land more or less and being subject to all easements and restrictions of record and further being subject to the rights of the public over and above those lands being used for highway right-of-way purposes.

That such is a correct representation of all the exterior boundaries of the land surveyed and the subdivision thereof made.

That I have fully complied with the provisions of Section 236.34 of the Wisconsin Statutes and the Subdivision Ordinance of the Town of Chester and Dodge County in surveying, mapping and dividing the same.




Jeffrey S. Butzke, P.L.S. No. S-2801

Compass Surveying, LLC
Fond du Lac, Wisconsin 54937

Project Number: 190115

Dodge County



**DODGE COUNTY
CERTIFIED SURVEY MAP NO. _____**

A PART OF NORTHWEST 1/4 OF THE SOUTHWEST 1/4, A PART OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 AND A PART OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 7, T. 13 N.-R. 15 E., TOWN OF CHESTER, DODGE COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

As owner, I hereby certify that I caused the land described on this plat to be surveyed, divided and mapped as represented on this plat. I also certify that this plat is required by s. 236.10 or s. 236.12 to be submitted to the following for approval or objection:

1. Town of Chester
2. Dodge County Planning, Development and Parks Committee

WITNESS the hand and seal of said owner this 24th day of Feb., 2020.

IN PRESENCE OF:

Steven R. Guell

Steven R. Guell

STATE OF WISCONSIN)
DODGE COUNTY)SS

Personally came before me this 24 day of February, 2020, the above named Steven R. Guell to me known to be the person who executed the foregoing instrument and acknowledged the same.

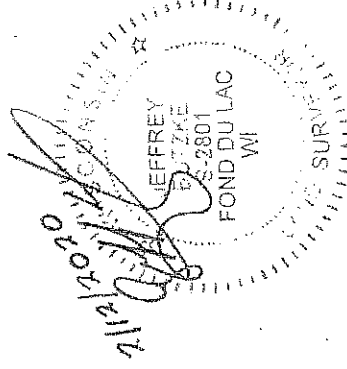
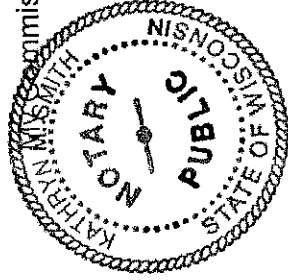
Dodge County

2020-02-25

Kathryn M Smith

Notary Public, Dodge County, WI

Commission Expires: 8/20/23



**DODGE COUNTY
CERTIFIED SURVEY MAP NO. _____**

A PART OF NORTHWEST 1/4 OF THE SOUTHWEST 1/4, A PART OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 AND A PART OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 7, T. 13 N.-R. 15 E., TOWN OF CHESTER, DODGE COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

As owner, I hereby certify that I caused the land described on this plat to be surveyed, divided and mapped as represented on this plat. I also certify that this plat is required by s. 236.10 or s. 236.12 to be submitted to the following for approval or objection:

1. Town of Chester
2. Dodge County Planning, Development and Parks Committee

WITNESS the hand and seal of said owner this 24th day of February, 2020.

IN PRESENCE OF:

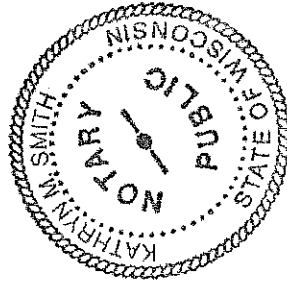
Susan D. Rens

Susan D. Rens

STATE OF WISCONSIN)
DODGE COUNTY)SS

Personally came before me this 24 day of February, 2020, the above named Susan D. Rens to me known to be the person who executed the foregoing instrument and acknowledged the same.

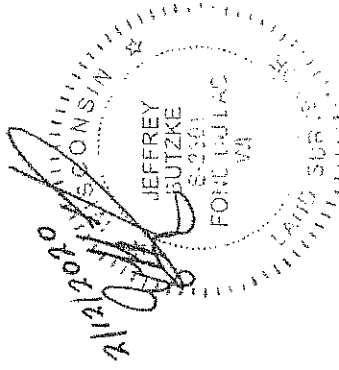
Dodge County
2020-02-25



Kathryn M. Smith

Notary Public, Dodge County, WI

My Commission Expires: 8/20/23



**DODGE COUNTY
CERTIFIED SURVEY MAP NO. _____**

A PART OF NORTHWEST 1/4 OF THE SOUTHWEST 1/4, A PART OF THE NORTHEAST 1/4 OF THE SOUTHWEST 1/4 AND A PART OF THE NORTHWEST 1/4 OF THE SOUTHEAST 1/4, SECTION 7, T. 13 N.-R. 15 E., TOWN OF CHESTER, DODGE COUNTY, WISCONSIN.

TOWN OF CHESTER TOWN BOARD CERTIFICATE

STATE OF WISCONSIN)
DODGE COUNTY) SS

This Certified Survey Map along with the resulting lot is approved by the Town Board of the Town of Chester this 17th day of APRIL, 2020.

Ronald L Hull

Ronald Hull, Chairman

Jane Figge Clark

Jane Figge, Clerk

DODGE COUNTY LAND RESOURCES & PARKS DEPARTMENT CERTIFICATE

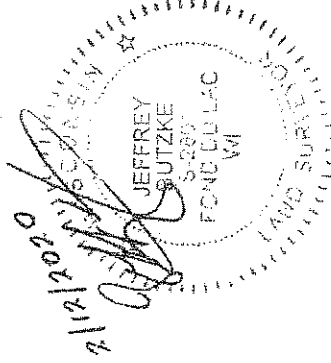
STATE OF WISCONSIN)
DODGE COUNTY) SS

This Certified Survey Map and the resulting lot is hereby approved by the Dodge County Planning, Development and Parks Committee.

Dated and approved this _____ day of _____, 2020.

Joseph Giebel
Manager of Code Administration

Dodge County
2020-0375





AGENDA SUMMARY SHEET

MEETING DATE: 5/26/20

TITLE: Revisions to 2020 Business Improvement District Operating Budget

AGENDA SECTION: RECOMMENDATIONS FROM BOARDS, COMMITTEES, COMMISSIONS

PRESENTER(S): Sarah Van Buren, Community and Economic Development Coordinator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality	0	

ISSUE SUMMARY:

As a result of COVID-19, staff has been working on extensive outreach to the business community to understand the status of businesses and to determine what solutions are needed to promote business retention during this challenging time. Such things as the need to build a website, exploring ways to sell online, take digital orders, or connect with customers online were common themes heard during these conversations. A review of the 2020 Business Improvement District (BID) Operating Plan was completed to help identify ways the current budget could assist in meeting the needs.

Volunteers from the BID board reviewed proposals submitted by Moraine Park Technical College (MPTC) and the Venture Center at Fox Valley Technical College (Venture Center). Based on the information received in the proposed scopes of work, and conversations that occurred between the technical colleges and city staff, the group endorsed the proposal from the Venture Center.

STAFF RECOMENDATION:

Business Improvement District Motion (made 5/14/20):

Motion by Ms. Harmsen and seconded by Ms. Ruch to reduce the Downtown Market Analysis line item by \$1,485 to fund three (3) educational programs, provided by the Venture Center at Fox Valley Technical College, for businesses located within the boundaries of the BID.

ATTACHMENTS:

- 2020 Operating Plan
- Proposed Scope of Work from the Venture Center at Fox Valley Technical College

RECOMENDED MOTION:

Motion to approve reducing the Downtown Market Analysis line item by \$1,485 to fund three (3) educational programs, provided by the Venture Center at Fox Valley Technical College, for businesses located within the boundaries of the BID.

CITY OF WAUPUN



2020 Business Improvement District Operational Plan

Final

Approved by BID
10/9/19; Approved
by Common
Council 10/15/19

THE WAUPUN BUSINESS IMPROVEMENT DISTRICT

2020 OPERATING PLAN

I. INTRODUCTION

In 1984, the Wisconsin legislature created Sec. 66.1109 of the Statutes enabling cities to establish Business Improvement Districts (BID) upon the petition of at least one property owner within the proposed district. The purpose of the law is “to allow businesses within those proposed district to develop, manage, and promote the districts and to establish an assessment method to fund these activities”. Upon petition from property owners within the Waupun Business Improvement District (hereafter “BID”), the City’s Common Council created the BID and adopted its initial operating plan in 1988.

Section 66.1109(3)(b), Wis. Stats., requires that a BID Board “shall annually consider and make changes to the operating plan. The board shall then submit the operating plan to the local legislative body for approval”. The Board of the Waupun BID submits this BID operating plan in fulfillment of the statutory requirement.

This plan proposes a continuation and expansion of the activities described in the initial 1988 BID operating plan. Therefore, it incorporates by reference the earlier plans as adopted by the City’s Common Council. In the interest of brevity, this plan emphasizes the elements, which are required by Sec. 66.1109, Wis. Stats. and the proposed changes for 2020. This plan does not repeat the background information that is contained in the initial operating plan.

II. DISTRICT BOUNDARIES

A calculation of the BID assessment and original map from the 1988 BID operating plan is provided in Appendix A and B.

III. 2020 OPERATING PLAN

A. Plan Objectives, Strategies, and Expenditures (see Appendix C)

The objectives, as well as activities and expenditures, of the BID for 2020 is provided in Appendix C.

IV. PROMOTION OF ORDERLY DEVELOPMENT OF THE CITY

Under §66.1109(1)(f)(4), the Operating Plan must specify how the BID promotes the orderly development of the municipality, including its relationship to any municipal master plan.

The Waupun Business Improvement District was created through private sector initiative to further city goals. The creation of the BID is consistent with the City’s plans and promotes the orderly development of the City in general and the business district in particular. This proposal is consistent with the City’s Comprehensive Plan and all other City Ordinances and Plans.

V. METHOD OF ASSESSMENT

A. Assessment Rate and Method

As of December 31, 2019, the properties in the district have estimated total BID assessable value of \$17,287.50. This plan proposes to assess the taxable property in the district at a rate of \$1.50 per \$1,000 of assessed value for the purposes of the BID. Appendix A shows the projected BID assessment for each property included in the district.

The principle behind the assessment methodology is that each property owner should contribute to the BID in proportion to the benefit derived from the BID. After consideration of the assessment methods, it was determined that the assessed value of a property was the characteristic most directly related to the potential benefit provided by the BID. Therefore, a uniform rate applied on the assessed value of each property was selected as the basic assessment method for the Waupun BID

Information on specific assessed values, budget amounts, and assessment amounts are based on 2019 conditions. Greater detail about subsequent years' activities will be provided in the required annual plan updates. Approval by the City Common Council of such operating plan updates shall be conclusive evidence of compliance with this operating plan and the BID law.

In later years, the BID operating plan will continue to apply the assessment formula, as adjusted, to raise funds to meet the next annual budget. The method of assessing shall not be materially altered, except with the consent of the City of Waupun.

B. Excluded and Exempt Property

Wisconsin law specifies certain properties, which are exempt from the assessment, and allows the municipality to determine whether businesses operating specifically for manufacturing purposes are exempt.

- Wisconsin Statutes § 66.1109(1)(f) 1m: This section details what must be included in a Standard Operating Plan. "Whether real property used exclusively for manufacturing purposes will be specially assessed." Property used exclusively for manufacturing purposes will not be assessed.
- Wisconsin Statutes §66.1109(5)(a): "Property used exclusively for residential purposes will not be assessed."
- Wisconsin Statutes § 66.1109(5)(a): "Real property that is exempted from general property taxes under §70.11 will not be assessed." Owners of property that is exempt from the special assessment may not receive the direct financial benefits of the Business Improvement District, such as in the case of a façade improvement grant or any other grant.

Owners of property that is exempt from the special assessment may not receive the direct financial benefits of the BID, such as in the case of the Façade Improvement

Program.

VI. CITY ROLE IN DISTRICT OPERATION

The City of Waupun is committed to helping private property owners in the district promote its development. To this end, the City has played a significant role in the creation of the BID and in the implementation of its operating plan. In particular, the City will continue to:

- Provide funding to the BID for administration and promotion of a Façade Improvement Grant program, business and development recruitment, and other initiatives. This is updated on an annual basis and is reviewed each budget year.
- Monitor and, when appropriate, apply for outside funds, which could be used in support of the district.
- Collect and disperse BID assessments to the district.
- Receive annual audits, as required per Sec. 66.1109(3)(c) of the BID law.
- Encourage partners to support the activities of the district.

VII. BOARD MEMBERS AND STAFF

A. Board Members

The Mayor shall appoint the members of the BID Board subject to confirmation by the Common Council. Upon confirmation, board members serve a 3-year term expiring April 30th.

The Board is comprised of six (6) representatives from the BID District and four (4) representatives at-large. The current BID Board and staff are comprised as follows:

Board Members

Type of Member	Name	Current Term Expires
BID Representative	Krista Bishop (Chair)	April 30, 2020
BID Representative	Gary DeJager	April 30, 2020
At-Large Representative	Jack Dunham	April 30, 2021
BID Representative	Jan Harmsen	April 30, 2021
BID Representative	John Karsten	April 30, 2020
BID Representative	Rich Matravers	April 30, 2022
BID Representative	Tyler Schulz	April 30, 2022
At-Large Representative	Teresa Ruch (Vice-Chair)	April 30, 2021
At-Large Representative	John Theune	April 30, 2022
At-Large Representative	Al Verhage	April 30, 2020

Staff/Other

Julie Nickel, *Mayor – Ex-Officio Member*

Kathy Schlieve, *City Administrator/Director of Economic Development*

Sarah Van Buren, *Community & Economic Development Coordinator*

Casey Despres, *Waupun Area Chamber of Commerce Executive Director*

Responsibilities of the Board include implementation of this operating plan and preparing annual reports of the District. The Board will also annually consider and make changes to the operating plan and submit the operating plan to the Common Council for approval. The Board will conduct its business consistent with the open meeting law and keep minutes as a matter of public record.

VIII. FUTURE YEARS' OPERATING PLANS

It is anticipated that the BID will continue to revise and develop the operating plan annually in response to changing development needs and opportunities in the district, in accordance with the purpose and goals in this operating plan.

Section 66.1109 (3)(a) of the BID law requires the BID Board and the City to annually review and make changes as appropriate in the operating plan. Therefore, while this document outlines in general terms the complete development project, it focuses upon 2020 activities. Information on specific assessed values, budget amounts, and assessment amounts are based on 2019 conditions. Greater detail about subsequent years' activities will be provided in the required annual plan updates. Approval by the City Common Council of such operating plan updates shall be conclusive evidence of compliance with this operating plan and the BID law.

In later years, the BID operating plan will continue to apply the assessment formula, as adjusted, to raise funds to meet the next annual budget. The method of assessing shall not be materially altered, except with the consent of the City of Waupun.

IX. AMENDMENT, SEVERABILITY, AND EXPANSION

The BID has been created under the authority of Section 66.1109 of the Statutes of the State of Wisconsin. Should any court find any portion of this statute invalid or unconstitutional, its decision will not invalidate or terminate the BID and this BID operating plan shall be amended to conform to the law without need of re-establishment.

Should the legislature amend the statute to narrow or broaden the process of a BID so as to exclude or include as assessable properties of a certain class or classes of properties, then this BID operating plan may be amended by the City of Waupun Common Council as and when it conducts its annual review and approval of the operating plan and without necessity to undertake any other act. This is specifically authorized under Sec. 66.1109(3)(b), Wis. Stats.

Appendix A – Calculation of 2020 Assessed Values

Appendix B – 1988 Original BID District Map

Appendix C – Plan Objectives, Strategies, and Expenditures (see Appendix C)

Appendix A – Calculation of 2020 Assessed Values

	Dodge	Fond du Lac	Total
2019 Assessed Value (Commercial Properties)	\$ 4,546,000	\$ 6,979,000	
divided by 1,000	4,546	6,979	
Assessment Rate	\$ 1.50	\$ 1.50	
2019 BID Assessment for 2020 BID Budget	\$ 6,819.00	\$ 10,468.50	\$ 17,287.50
2018 BID Assessment for 2019 BID Budget	\$ 6,672.00	\$ 10,543.50	\$ 17,215.50
Increase/(Decrease)	\$ 147.00	\$ (75.00)	\$ 72.00

Assessments by BID District

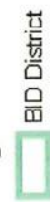
District / Category / Class or Use	Parcel Counts*		Acres	Market Values			Assessed Values		
	Land	Impts		Land	Improvements	Total	Land	Improvements	Total
BID	37	33	6.137	\$627,000	\$3,919,000	\$4,546,000	\$627,000	\$3,919,000	\$4,546,000
Commercial	34	33	5.814	\$627,000	\$3,919,000	\$4,546,000	\$627,000	\$3,919,000	\$4,546,000
Exempt	3	0	0.323	\$0	\$0	\$0	\$0	\$0	\$0
Exempt local	3	0	0.323	\$0	\$0	\$0	\$0	\$0	\$0
Total for all bid districts*	37	33	6.137	\$627,000	\$3,919,000	\$4,546,000	\$627,000	\$3,919,000	\$4,546,000

Assessments by BID District

District / Category / Class or Use	Parcel Counts*		Acres	Market Values			Assessed Values		
	Land	Impts		Land	Improvements	Total	Land	Improvements	Total
BID	47	46	10.049	\$1,009,000	\$6,020,000	\$7,029,000	\$1,009,000	\$6,020,000	\$7,029,000
Residential	1	1	0.043	\$4,500	\$45,500	\$50,000	\$4,500	\$45,500	\$50,000
Commercial	46	45	10.006	\$1,004,500	\$5,974,500	\$6,979,000	\$1,004,500	\$5,974,500	\$6,979,000
Total for all bid districts*	47	46	10.049	\$1,009,000	\$6,020,000	\$7,029,000	\$1,009,000	\$6,020,000	\$7,029,000

City of Wāupun
Bid District

Legend



Appendix C – Plan Objectives, Strategies, and Expenditures

Initiative	Timeframe	Cost	Assigned to	Other Involvement	Measurables
Objective 1: Be a voice for the Downtown Waupun community (Organization)					
Strategy 1: Communicate and solicit feedback from our members					
1 Review and update of Operational Plan	Summer	\$0.00	City	BID Board	Updated Plan
2 Serve as main contact for downtown concerns and solutions	ongoing	\$0.00	City	Bid Board	Complete as needed
Strategy 2: Staff and Board Development					
3 Recruit, develop, and engage board members	ongoing	\$0.00	City	BID Board	
4 Recruit, orient, and train new board members, when applicable	ongoing	\$0.00	City	BID Board	Complete training, as needed
5 Attend training workshops and seminars as appropriate and required	ongoing	\$500.00	City	BID Board	Completed courses; report to board new ideas learned.
Strategy 3: Raise the profile of the Business Improvement District					
6 Host an annual meeting and publish an annual report, as defined by state statute	February	\$0.00	City	BID Board	Number of attendees and feedback on report
Objective 2: Positively market Downtown Waupun (Promotion)					
Strategy 1: Utilize various marketing methods to attract customers with disposable income					
7 Implement the latest social media trends	ongoing	\$0.00	City	BID Board, Waupun Area Chamber of Commerce	Implementation
Strategy 2: Market special events that will be a regional tourist draw and will create local economic impact					
8 Saturday Farmer's Market, Halloween on Main, Wine Walk, Avenue of Angels.	ongoing	\$0.00	City	Various event committees	Increase in attendance, participation, and economic impact
9 Promote local events such as parades, concerts and classes which take place in the downtown district.	ongoing	\$500.00	City	BID Board	Improved open rate; Increase in Facebook reach
Objective 3: Improve the aesthetic/visual appeal of Downtown Waupun (Design)					
Strategy 1: Work to assist property owners in renovation projects					
10 Continue to educate property owners on various financial assistance programs to encourage property redevelopment.	ongoing	\$0.00	City	IGNITE	Usage of programs
Strategy 2: Assist with maintaining a downtown environment that is clean, safe, comfortable and welcoming					
11 Continue partnership with the Fond du Lac Police, the Building Inspector, and the Department of Public Works to manage safety, parking, and aesthetic issues	ongoing	\$0.00	City	Police, Building Inspector, DPW	Complete as issues arise
Strategy 3: Support the implementation of elements from the Streetscaping Plan, including amenities that are visually consistent and cohesive in design with the rest of the downtown district.					
12 Continue to support the Downtown Design Guidelines and the Community Development Authority to bring design consistency to the district	ongoing	\$0.00	City	BID Board and CDA	Current city ordinances to support
13 Continue the Main Street and Side Street Planter Program	May	\$1,500.00	City	City; Farm and Home, Rens, WAHS Horticulture Students	Beautiful planters
14 Installation of new banners, benches, and trash receptacles	Major push in spring, then ongoing	\$2,000.00	City	BID Board and CDA	New initiatives being implemented
Objective 4: Attract, retain, and facilitate development of a unique mix of sustainable businesses in coordination with the City and CDA (Economic Vitality)					
Strategy 1: Create, promote and implement financial assistance programs					
15 Work with property owners to apply, evaluate, and award Façade Improvement Grants	ongoing	\$8,000.00	City	BID Board	Number of inquiries and applications
16 Inform potential business and property owners on available incentive programs	ongoing	\$0.00	City	BID Board and Envision Greater Fond du Lac	Number of inquiries
17 Educate and keep relationships with realtors, lenders, property owners and other economic development agencies on financial programs	ongoing	\$0.00	City	Envision Greater Fond du Lac	Number of contacts
Strategy 2: Work to retain downtown businesses					
18 Maintain a business retention program meet with property/business owners. Identify businesses with expansion plans or succession planning needs.	ongoing	\$0.00	City	Waupun Area Chamber of Commerce and Envision Greater Fond du Lac	Meetings and follow thru reporting
Strategy 3: Work to attract new downtown businesses					
19 Develop a market analysis to actively pursue businesses in demand and recruit to fill current vacant properties.	ongoing	\$9,847.19	City	BID Board and CDA	Number of inquiries, vacancy rate
20 Follow up on leads of businesses looking to open, expand or relocate	ongoing	\$0.00	City	Envision Greater Fond du Lac	Number of contacts
21 Continue to be an organizational partner in IGNITE! Business Success	ongoing	\$1,500.00	City	IGNITE Partner organizations	
22 Develop and implement a pop-up grant program	ongoing	\$3,000.00	City	IGNITE Partner organizations	
		Total Expenses	\$26,847.19		

FVTC Venture Center

Marketing Tactics – Squarespace® 1.0: Let's get that website made. (\$495)

A website is a critical and powerful tool to share your startup and small business. Yet, too many businesses operate without an effective website. This hurts a business when you consider the fact that “70 to 80% of consumers research a business online before visiting in person or making a purchase,” (<https://fitsmallbusiness.com/website-statistics/>). This three-hour Marketing Tactics workshop is intended to help with the part of your business that involves taking action and doing things. It covers building a Squarespace website and setting it up for basic use. Squarespace is a powerful, easy-to-use, and affordable online tool you can use to meet your needs for a basic website.

Learn About:

- Why you need an online presence.
- How to create a simple and effective website for your business.
- What to do to drive awareness about your website.
- Elevating awareness about your business with your NEW website.

Take Action:

- Get online.
- See how it works.
- Create an account.
- Build your website.
- Account Information.

Marketing Tactics – Email Newsletters with Mailchimp (\$495)

Discover how to create engaging emails and newsletters using Mailchimp. In this workshop, learn the basics of how to use Mailchimp to design and send emails and why it is an important part of your overall marketing plan. You will learn how to define your marketing list, create an email and send it out. You will also learn some of the challenges and roadblocks you may encounter and how to avoid them. By the end of the seminar, you will have created a newsletter of your own and have a plan for next steps.

Learn About:

- Email newsletters and what they are
- Ways to grow and engage your audience
- Different services you can use for sending email newsletters
- Creating an email newsletter using Mailchimp

Benefits:

- Use Mailchimp to send your email newsletter to multiple recipients all at once.
- Optimize your time and budget with email marketing and drive increased traffic to your website

- Build credibility, brand recognition, stronger customer relationships and boost sales with email marketing.

Marketing Tactics – Create Your Online Store (\$495)

If you have something to sell you need to be selling it online. Creating and engaging your customers via a strong Direct-to-Consumer (D2C) channel is critical to your business' sustainability. Today, more than ever, people are choosing to shop online. Join the FVTC Venture Center and we'll help you create your online store.

Learn About:

- Why you need an online store
- Best practices in online store design
- How to create you online store.

Benefits:

- Create another channel to engage with your customers
- Online sales will increase your revenue
- Build your brand and gain more customers



AGENDA SUMMARY SHEET

MEETING DATE: 5/26/2020

TITLE: City of Waupun COVID-19 Update

AGENDA SECTION: CITY OF WAUPUN COVID-19

PRESENTER: Kathy Schlieve, Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	Informational unless included in specific updates	

ISSUE SUMMARY

Staff will provide an update on the current COVID-19 response.

- **Financial Impacts:** We will provide a revised financial update showing the impact of the opening of the aquatic center. We will also review specific spending holds to maintain a 2020-balanced budget.
- **Park Rental Policy:** After a call with CVMIC to review risk exposure, we are recommending that we develop a new Park Rental Policy. I will explain the rationale for this and present a policy for first reading.
- **Summer Park Program Operational Plan:** New CDC guidelines were just released on operation of day camps. This guidance is informing our plan for the Summer Park Program. Updates to that plan are being finalized. We will walk you through a framework for what the summer park program will need to look like and ask for action on how to proceed with summer park programming for 2020.
- **Baseball/Softball Operational Plan Update:** We will be meeting with youth softball and baseball on Tuesday, May 26, just prior to the COW Meeting. We will provide an update to you on outcomes of that meeting which will inform our operational plan for city ball diamonds through 2020.
- **City of Waupun COVID-19 Facility Reopening Plan:** We are targeting facility openings to begin June 8, 2020, 3 weeks following the overturn of the Safer at Home order. Department heads will be meeting the morning of May 26 and we will share an update on reopening plans that evening.

STAFF RECOMMENDATION:

N/A

ATTACHMENTS:

Waupun Park Rental Policy

RECOMMENDED MOTION:

N/A

5.26.2020

City of Waupun

2020 Projected Financial Impact of COVID-19

General Fund, Capital Improvement Fund, Equipment Replacement Fund

Revenue Loss Projections

2020 Budgeted Revenues \$ 6,690,071

Revenue Loss Scenarios	Projected Revenue Loss	% of Budget
Scenario 1 - no reduction in state aids	\$ 131,170	2%
Scenario 2 - 3% reduction in state aids	\$ 227,968	3%
Scenario 3 - 5% reduction in state aids	\$ 292,501	4%

Revenues that have the most impact on the projected loss for Scenario 1 include: Room Tax, Licenses, Tickets and Court Fees, Police Liaison Fees, and Interest Income
Revenue Scenarios 2-4 factor in reductions in state aids: Shared Revenues and Transportation Aids

Aquatic Facility

Aquatic Facility Scenarios	Projected Deficit	Budgeted Deficit	Difference
Scenario 1 - 25% reduction in revenue	\$ 114,525	\$ 111,611	● \$ 2,914
Scenario 2 - 50% reduction in revenue	\$ 133,900	\$ 111,611	● \$ 22,289
Scenario 3 - 75% reduction in revenue	\$ 153,275	\$ 111,611	● \$ 41,664

Unbudgeted COVID Expenditures

Unbudgeted Expenditures To Date \$ 8,390
Projected 2020 Unbudgeted Expenditures: \$ 40,000

Includes legal fees, cleaning supplies, elections supplies and postage, overtime pay

Notes:

Above projections pertain to the General Fund, Capital Improvement Fund, and Equipment Replacement Fund; the majority of city services are accounted for in these funds
Projections are for 2020, based on what we know now and what we anticipate; revisions will be made as the COVID situation evolves

Spending Holds

Spending Hold Scenarios	Total Spending Holds
Scenario 1	\$ 222,550
Scenario 2	\$ 279,550

Spending holds were identified by Department Managers and include delaying purchases or projects until later this year or possibly deferring to 2021 or beyond, where feasible

Federal Funding

FEMA Amount TBD
Stimulus Dollars directed to Local Gov't

Contingency Funds

2020 Contingency Budget \$ 40,000

5.26.2020

Summary of Spending Holds

Department	Spending Holds	Description of Spending Holds
Celeb/Entertainment	12,000	Fireworks
Common Council	1,500	Donations
DPW	64,900	Facility plan, sidewalk replacement program, savings from projects coming in under budget
Economic Development	2,500	Connect Communities
Finance	4,400	Accounting software, conference/travel
Fire	38,000	F250
Police	36,100	Squad, Community Service Officer, AED, tasers
Recreation	63,150	Park ADA scaled back, West End tennis court, kayak launch, pool equipment, Senior Center & Park supplies/trips
Grand Total	222,550	

City of Waupun

Park Shelter Rental Special Guidelines During COVID-19

Know before you go: City staff are doing their best to maintain current levels of service but please note that equipment and other surfaces in the parks are not being wiped down. Visitors are encouraged to bring hand sanitizer and disinfecting wipes with them.

Those individuals using park shelters are strongly encouraged to follow guidelines issued by the CDC in response to COVID-19.

Guidelines:

- Practice social distancing and avoid close contact with others outside your household. The CDC recommends maintaining a physical distance of six feet from others.
- Keep our parks safe; please stay home if you are feeling sick or were recently exposed to COVID-19.
- Visitors are encouraged to bring hand sanitizer and disinfecting wipes with them.
- Practice good personal hygiene. Wash or sanitize hands after touching surfaces. Avoid touching your face. Sneeze or cough into a tissue or the inside of your elbow.
- Review the most up-to-date guidelines at www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

City of Waupun
Waupun Park Rental Policy
May 26, 2020

Purpose

To provide a policy to authorize the Departments of Recreation and Public Works to equitably administer rules and regulations, policies, fees and charges and manage the use of park shelters for personal and/or community events. The Departments of Recreation and Public Works also recognizes that parks and open spaces allow for many quality of life uses for individuals, organizations and groups and bring certain benefits to the community. In addition, the Departments of Recreation and Public Works are aware that parks and facilities have certain use limitations due to size, available facilities, and location.

Policy

This policy authorizes the Departments of Recreation and Public Works to charge fees for the use of park shelters within the rate schedule established by the Board of Public Works and City Council. The Departments of Recreation and Public Works has also established normal and ordinary use guidelines for the preservation of the public's health, safety, welfare, and to promote the responsible use of publicly owned property and facilities. To effectively manage, protect facilities, and promote wise use of natural resources, this policy authorizes the Recreation Coordinator or Board of Public Works Director and/or designees to:

- Cancel and/or relocate any reservation that potentially threatens the integrity of the park and/or facility due to misrepresentation of information on the Facility Reservation Agreement, or if conditions of the facility or grounds would potentially create an unsafe situation.
- Limit the number of weekend reservations for facilities for anyone or any group, organization or individuals that would dominate the use of a facility and/or restrict equal opportunities to reserve facilities by members of the public at large.
- Deny any facility reservation application if the expected attendance would exceed the safe capacity of the facility so as to endanger public health and safety, or compromise the condition of facilities and/or natural resources.
- Enforce park rules, regulations, and policies.
- Require insurance coverage with limits established by the City Administrator, for activities or events that are beyond the scope of the "normal and ordinary use limits" established by the Departments of Recreation and Public Works and listed in the "Fee Schedule" at the end of this policy.

Definitions

- **Area Schools** - All elementary and secondary schools, both public and private, within the corporate boundaries of the City of Waupun.
- **Concessions/Sales/Exchange of Money** - The sale of food, beverage and other associated products or the exchange of any money at an event or program that is held in a city park and/or special area specifically reserved for that event or program.
- **Facility Reservation Policies and Procedures** - These policies and procedures are stated within this policy and on the back of the Facility Reservation Agreement that explain reservations, sales of concessions, cancellation/refund procedures, alcohol policies and damage policies.
- **Normal and Ordinary Use of City of Waupun Parks** - Is defined as parks and facilities being used in a manner that is consistent with the intent of the park and/or facility. (For example,

City of Waupun
Waupun Park Rental Policy
May 26, 2020

the ball diamond complex is used for softball/baseball games, tournaments, etc. Shelters are used for family gatherings, company picnics, etc.)

- **Normal and Ordinary Use Guidelines** – The recommended number of individuals allowed per facility reservation agreement as listed in the Fee Schedule.
- **Park Rules & Regulations** - Are formulated by the City Council and published by the Board of Public Works. These rules and regulations are included with every Facility Reservation Agreement packet.
- **Pavilion/Park Capacities** - Are established and published by the Department of Public Works.
- **Special Guidelines** – At certain times, special guidelines may be in place to protect public health and safety, or protect the condition of facilities and/or natural resources.

Rules, Regulations and Policies

This policy defines how park shelters shall be reserved by individuals, organizations and/or groups for normal and ordinary use of the facility.

Reservations:

1. All groups, individuals and organizations reserving park shelters will be charged in accordance with the established rate schedule.
2. Schools using the park shelters Monday through Friday as part of their normal classroom activities will not be charged a rental fee.
3. The reservation of park shelters and/or facilities that exceed the normal and ordinary use shall be referred to the City Administrator for review and approval, before a reservation is finalized.
4. All park shelters have maximum capacities and an application may be denied if the expected attendance will exceed the maximum capacity.
5. Dates and hours on the reservation form must include set-up, take-down, and cleaning time.
6. Organizations/groups that have reserved park shelters for special events shall have thirty (30) days after the date of the special event to reserve the park shelter for the same weekend and/or date for the following year. After thirty (30) days, the Departments of Recreation and Public Works will make the space available to other interested parties.
7. All other reservations for park shelters or facilities are on a first-come, first-served basis and may be made no more than one (1) year in advance.
8. The Departments of Recreation and Public Works reserves the right to require a security deposit for any reservations based on the type of event, number of participants, use of facility, etc. The security deposit will be returned within 10-14 business days after the event if all conditions of the reservation request were met, including, but not limited to: facility clean-up; proper vacation of the facilities; removal of personal equipment/supplies/etc.; and leaving the facility (s) in a clean and orderly condition.
9. Groups and/or organizations may be required to reserve multiple shelters if the Departments of Recreation and Public Works determines the event or activity warrants the additional reservations.
10. The fee schedule noted in this policy shall remain in effect until it is modified, changed, and/or repealed.
11. All reservation must be made by submitting the Park Rental Reservation agreement to the Waupun Recreation Department. Completed forms can be dropped off in person or mailed to Waupun Senior Center, 301 E Main, Waupun, WI 53963. Questions can be submitted via email to parks@cityofwaupun.org or by calling Waupun Senior Center at (920) 324-7930. If no one answers, please leave a message.

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12. Once your reservation form and payment are received, renters will receive a park reservation slip which serves as their receipt.
13. A restroom key must be checked out for Harris Mill Park shelter rentals. Renters will receive a phone call the week of their scheduled event to coordinate key pickup.

Cancellations / Refunds: Park rentals are nonrefundable a reservation is cancelled by the Departments of Recreation and/or Public Works due to park closings, construction activities, etc.

Alcohol: The possession and consumption of fermented malt beverages and wine is permitted in conjunction with a park shelter reservation so long as all applicable laws are followed at all times (example: lawful drinking age). No glass bottles are allowed in city parks at any time.

Hours of Operation: Waupun City Ordinance 8.02 (1)(c)(4) No person may enter or remain within any park of the City between the hours of 10:00 p.m. and 5:00 a.m., unless prior notice is given to the Police Department of an organized event which is anticipated to last beyond 10:00 p.m.

Sound Amplification: Waupun City Ordinance 8.02 (2) prohibits the use of any device, apparatus, or instrument for the amplification of the human voice or any sound or noise or other sound making or sound reproducing device in West End Park.

Damage Policy: The applicant is the duly authorized representative for any and all damaged and/or missing items and agrees to clean up the area after use. It is the applicant's responsibility to inspect the area upon arrival and report any problems. Charges will be assessed for any damages, cleaning or other services required and additional charges will be assessed based on time and material rates. Additions, alterations, or changes to the park grounds, structures, or buildings shall be considered damage unless prior written authority was provided by the Department Director or designee.

Prohibited Activities: The following activities are prohibited at all times: damage to property, littering, and the use of UTVs/ATVs/Snowmobiles. Patrons are asked to please not park cars on the grass by shelters. If you are required to drive up to the shelter to unload supplies, please move your vehicle to a proper parking spot as soon as possible. The following activities require the permission from the Department Director or designee or a permit: after-hours access, amplified sounds, archery (except as part of rec. program), camping, fires, fireworks, glass bottles, hunting, mechanical rides/dunk tanks/inflatables, model toys, pets (other than ADA animals and leashed dogs on approved trails), special events or activities beyond the normal and ordinary use of the park or facility, swimming (except at Waupun aquatic center), and weapons (except as allowed by law).

Indemnification: By signing the Park Rental Agreement, renters confirm that they are 18 years of age or older, that all information provided on the form is truthful, and that they have read and understand documents provided including the Facility Reservation Policies and Procedures. Furthermore, renters agree to indemnify, defend and hold harmless the City of Waupun and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs, including attorney's fees, arising from activities related to rental of a public park shelter or space, caused in whole or in part by any negligent act or omission of their group, anyone directly or indirectly employed by them, or anyone whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.

Special Guidelines: At certain times, special guidelines may be in place to protect public health and safety, or protect the condition of facilities and/or natural resources. If in place, special guidelines

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will be included in the rental packet and reservation holders will be asked to sign an acknowledgement form stating that they will comply with the guidelines as outlined.

FEE SCHEDULE

	<i>Current Fees (per day)</i>		
<i>Public Space</i>	<i>Resident</i>	<i>Non-Resident</i>	<i>Normal and Ordinary Use Limits</i>
Buwalda Park	\$30	\$35	Shelter Capacity: 2 picnic tables Basketball Court, Benches, Drinking Water, Picnic Tables, Playground, Street Parking
Dodge Park	\$30	\$35	Shelter Capacity: 6 picnic tables Backstop, Benches, Cooking Grills, Drinking Water, Picnic Tables, Playground, Street Parking
Harris Mill Park	\$30	\$35	Shelter Capacity: 17 picnic tables Benches, Bike & Walking Trails, Bike Racks, Drinking Water, Parking Spaces, Picnic Tables, Restrooms, Shore Fishing, Soda Machine
West End Park	\$30	\$35	Shelter Capacity: 12 picnic tables Backstop, Baseball Field, Basketball Court, Benches, Bike Racks, Cooking Grills, Drinking Water, Horseshoe Pits, Picnic Tables, Playground, Restrooms, Sandbox, Soda Machine, Street Parking, Tennis Court
McCune Park & Ball Diamond	\$30	\$35	Shelter Capacity: 12 picnic tables Backstop, Baseball Field, Benches, Basketball Court, Benches, Bike Racks, Concessions, Drinking Water, Parking Spaces, Picnic Tables, Play System Restrooms, Soda Machine, Street Parking, Volleyball Court
McCune Concession	\$45*	\$50*	Concession Stand Use
<i>*McCune Concession Stand requires \$50 security deposit fee required</i>			
Wilcox Park	\$30	\$35	Shelter Capacity: 4 picnic tables Backstop, Basketball Court, Benches, Drinking Water, Horseshoe Pits, Picnic Tables, Playground, Restrooms, Sandbox, Shelter, Soda Machine, Street Parking