



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall - 201 E. Main Street, Waupun
Monday, August 08, 2022 at 6:00 PM

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

Join Zoom Meeting: <https://us02web.zoom.us/j/87807374034?pwd=dEYydE5uV3hoTDRieml0SG5JbTVaQT09>
Dial by your location: 1 312 626 6799

Meeting ID: 878 0737 4034
Passcode: 464890

CALL TO ORDER

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

ROLL CALL--Mayor to excuse any absent members

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

No Public Participation after this point.

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

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

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

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

2. Zoning Board 5-16-22
3. Utility Commission 7-11-22
4. Plan Commission Special Meeting 7-12-22
5. Common Council 7-12-22
6. Police and Fire Commission 7-20-22
7. Library Board 7-20-22
8. Committee of the Whole 7-26-22

CITY AND UTILITY DEPARTMENT REPORTS

9. Police Department
10. Fire Department
11. Library
12. Recreation Department
13. Public Works
14. City Clerk-Treasurer
15. Utilities
16. Administrator-Economic Development

CONSIDERATION FOR ACTION (Motions)

17. Faith Technologies Lighting Lease Payoff
18. Award Bid for Asphalt Paving Contract Alley (400 block south side of E. Main St between S. Madison St. and Carrington St.)
19. Award Bid for Asphalt Paving Contract Shaler Park (400 N. Madison St. Shaler Park Drive and Parking Area)

MAYORAL CORRESPONDENCE/PRESENTATIONS

[20.](#) Wayfaring Signage and Branding

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: 8/8/22

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

ISSUE SUMMARY:

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

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

Tuesday, August 30, 2022	Committee of the Whole	6:00pm
Tuesday, September 13, 2022	Common Council	6:00pm
Tuesday, September 27, 2022	Committee of the Whole	6:00pm
Tuesday, October 11, 2022	Common Council	6:00pm
Tuesday, October 25, 2022	Committee of the Whole	6:00pm
<i>Tuesday, November 8, 2022</i>	<i>Common Council</i>	<i>6:00pm Election</i>
Tuesday, November 29, 2022	Committee of the Whole	6:00pm
Tuesday, December 13, 2022	Common Council	6:00pm
Tuesday, December 27, 2022	Committee of the Whole	6:00pm

License and Permit Applications

Operator License:

Benjamin Hendrix, Tara Lee, Joshua Donovan,

Temporary Class B

ATTACHMENTS:

Expense Report(s)

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

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount	
07/28/2022	98	CINTAS CORPORATION NO. 2	545.49	
07/28/2022	99	CREXENDO	455.06	
07/28/2022	100	FAITH TECH, INC.	1,760.17	
07/28/2022	101	KWIK TRIP STORES	11,376.38	
07/28/2022	102	WELLS FARGO PAYMENT REMITT.	3,509.79	
07/29/2022	104086	DODGE COUNTY REGISTER OF DEED	30.00	M
07/29/2022	104213	VANDE ZANDE, CHUCK	250.00	M
08/04/2022	104280	AMAZON CAPITAL SERVICES	819.64	
08/04/2022	104281	AIRGAS USA, LLC	578.77	
08/04/2022	104282	ALLIANT ENERGY/WP&L	1,597.63	
08/04/2022	104283	AMERICAN HYDRAULICS INC	2,532.00	
08/04/2022	104284	ASSOCIATED APPRAISAL CONSULTA	3,134.33	
08/04/2022	104285	AT & T	129.40	
08/04/2022	104286	AXON ENTERPRISE INC	4,742.55	
08/04/2022	104287	BUREAU OF CORRECTIONAL ENTER	667.95	
08/04/2022	104288	BATTERIES PLUS LLC	42.30	
08/04/2022	104289	AIR ONE EQUIPMENT INC	6,214.16	
08/04/2022	104290	BLACKSTONE TECHNOLOGIES LLC	1,288.17	
08/04/2022	104291	CAREW CONCRETE & SUPPLY INC	1,940.96	
08/04/2022	104292	CASPERS TRUCK EQUIPMENT	421.54	
08/04/2022	104293	CEDAR CORPORATION	1,545.00	
08/04/2022	104294	CFS INSPECTIONS	1,248.00	
08/04/2022	104295	CITIES DIGITAL	693.00	
08/04/2022	104296	CRETEX SPECIALTY PRODUCTS	6,481.62	
08/04/2022	104297	DEVRIES WELDING LLC	42.00	
08/04/2022	104298	MARTENS ACE HARDWARE	1,345.30	
08/04/2022	104299	GRAND VALLEY INSPECTION SERVIC	4,066.04	
08/04/2022	104300	HALRON LUBRICANTS INC	1,689.38	
08/04/2022	104301	HAWKINS INC	4,277.40	
08/04/2022	104302	HOLIDAY WHOLESALE	1,349.46	
08/04/2022	104303	INTER-QUEST	81.22	
08/04/2022	104304	LARSON TRUCKING INC	97.24	
08/04/2022	104305	LEAGUE OF WI MUNICIPALITIES	50.00	
08/04/2022	104306	MSA PROFESSIONAL SERVICES INC.	4,088.67	
08/04/2022	104307	MOTOROLA	4,830.48	
08/04/2022	104308	NATIONAL FIRE PROTECTION ASSOC	175.00	
08/04/2022	104309	OSHKOSH OFFICE SYSTEMS	1,387.83	
08/04/2022	104310	PT TIRE & SERVICE CORP	65.00	
08/04/2022	104311	PEPSI-COLA	697.43	
08/04/2022	104312	PIT-STOP PORTABLES	152.50	
08/04/2022	104313	RENS FLORAL	55.95	
08/04/2022	104314	RENS NURSERY RETAIL	1,739.40	
08/04/2022	104315	SSM HEALTH AT WORK	627.50	
08/04/2022	104316	SAN-A-CARE, INC	813.75	
08/04/2022	104317	STAPLES CREDIT PLAN	51.98	
08/04/2022	104318	STICKS AND STONES	180.00	
08/04/2022	104319	TRU CLEANERS LLC	4,532.81	
08/04/2022	104320	US CELLULAR	390.06	
08/04/2022	104321	VANDE ZANDE & KAUFMAN, LLP	240.00	
08/04/2022	104322	WAUPUN AREA ANIMAL SHELTER,INC	1,000.00	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Amount
08/04/2022	104323	WAUPUN UTILITIES	1,010.86
08/04/2022	104324	WI DEPT OF JUSTICE	70.00
08/04/2022	104325	YMCA OF DODGE COUNTY	14,811.72
08/04/2022	104326	ZARNOTH BRUSH WORKS, INC.	1,046.48
08/04/2022	104327	KAMINSKI, RACHEL	52.31
08/04/2022	104328	BISHOP, ROHN	40.00
Grand Totals:			<u>103,061.68</u>

Report Criteria:

Report type: Summary

Report Criteria:

Invoice Detail.Input date = 07/28/2022,07/29/2022,08/04/2022

Invoice	Description	Invoice Date	Total Cost	GL Account
48 AMAZON CAPITAL SERVICES				
16MJ-X9C7-RR41	copy paper	07/28/2022	19.70	100-10-5131-3-30
163V-T36V-NFJP	Receipt Book	07/31/2022	8.34	100-10-5141-3-30
16MJ-X9C7-RR41	copy paper	07/28/2022	19.99	100-10-5141-3-30
1YKG-YKD9-6FHY	pens - election supplies	08/03/2022	61.50	100-10-5142-3-38
1X77-R7MC-FQJ6	election supplies	08/02/2022	81.00	100-10-5142-3-38
16MJ-X9C7-RR41	copy paper	07/28/2022	19.99	100-10-5191-3-30
14GN-F11J-11KG	clothing allow - Louden	07/28/2022	56.75	100-12634
16MJ-X9C7-RR41	copy paper	07/28/2022	19.99	100-20-5513-3-30
176X-NGG1-WN7K	band-aids for med kits	07/24/2022	17.14	100-20-5523-3-38
1G4W-L6JY-TKRT	Remote control holder/coffee pods/file cabinet	07/17/2022	177.89	100-40-5211-3-30
197K-TDMP-WPPF	wall mounted hutch - PD	07/28/2022	130.88	100-40-5211-3-30
1G4W-L6JY-KY4D	wall clocks - PD	07/17/2022	30.18	100-40-5211-3-38
1P9R-J7JK-MTXT	2 way radios/walkie talkies - PD	07/17/2022	135.99	100-40-5215-3-38
16MJ-X9C7-RR41	copy paper	07/28/2022	19.99	100-70-5420-3-30
16MJ-X9C7-RR41	copy paper	07/28/2022	20.31	100-80-5670-3-30
Total 48 AMAZON CAPITAL SERVICES:			819.64	
987 AIRGAS USA, LLC				
9128136630	Chemicals - Pool	07/21/2022	578.77	100-20-5523-3-40
Total 987 AIRGAS USA, LLC:			578.77	
1174 ALLIANT ENERGY/WP&L				
3425110000-JULY22	MUSEUM monthly fuel charges - July 2022	07/29/2022	13.75	100-20-5512-3-32
7255200000-JULY22	Senior Center - July 2022	07/29/2022	13.27	100-20-5513-3-32
5374620000-JULY22	Aquatic Center - July 2022	07/29/2022	1,268.45	100-20-5523-3-32
5946940000-JULY22	Police Dept - monthly fuel charges - July 2022	07/29/2022	37.06	100-40-5211-3-32
5946940000-JULY22	Fire Dept - monthly fuel charges -July 2022	07/29/2022	20.84	100-50-5231-3-32
1780510000-JULY22	CITY HALL monthly fuel charges - July 2022	07/29/2022	54.82	100-70-5410-3-32
2831330000-JULY22	community center monthly fuel-July 2022 - city	07/29/2022	86.37	100-70-5410-3-32
3264610000-JULY22	Garage monthly fuel - July 2022	07/29/2022	103.07	100-70-5412-3-32
Total 1174 ALLIANT ENERGY/WP&L:			1,597.63	
1203 AMERICAN HYDRAULICS INC				
26254	rebuilt cyl on plow	07/26/2022	996.00	100-70-5411-3-36
26253	Repair lift cylinder on forklift	07/26/2022	1,536.00	100-70-5411-3-36
Total 1203 AMERICAN HYDRAULICS INC:			2,532.00	
1787 ASSOCIATED APPRAISAL CONSULTAN				
163731	Monthly services/Revaluation Program - Aug 2022	08/01/2022	3,134.33	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			3,134.33	
1904 AT & T				
JUNE20-JULY19 2022	Police Dept monthly phone charges	07/19/2022	129.40	100-40-5211-3-31
Total 1904 AT & T:			129.40	
1994 AXON ENTERPRISE INC				
INUS088168	Tasers	07/26/2022	4,742.55	410-40-5211-4-00

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 1994 AXON ENTERPRISE INC:			4,742.55	
3072 BUREAU OF CORRECTIONAL ENTERPRISES				
306-189632	can liners	07/20/2022	667.95	100-70-5410-3-38
Total 3072 BUREAU OF CORRECTIONAL ENTERPRISES:			667.95	
4078 BATTERIES PLUS LLC				
P53597419	6V batteries - replace in emergency lights at buildings	07/28/2022	42.30	100-50-5232-3-36
Total 4078 BATTERIES PLUS LLC:			42.30	
5070 AIR ONE EQUIPMENT INC				
183309	rescue struts	07/25/2022	6,214.16	220-50-5231-3-38
Total 5070 AIR ONE EQUIPMENT INC:			6,214.16	
5538 BLACKSTONE TECHNOLOGIES LLC				
221930	Performance Patch Mix	07/20/2022	1,288.17	100-70-5431-3-36
Total 5538 BLACKSTONE TECHNOLOGIES LLC:			1,288.17	
7065 CAREW CONCRETE & SUPPLY INC				
1244833	concrete - storm sewer inlet repair	07/20/2022	600.00	700-10-5192-3-36
1246047	concrete - inlet repairs	07/28/2022	831.00	700-10-5192-3-36
1246187	concrete - inlet repairs	07/29/2022	509.96	700-10-5192-3-36
Total 7065 CAREW CONCRETE & SUPPLY INC:			1,940.96	
7070 CASPERS TRUCK EQUIPMENT				
0053775-IN	street sweeper repair	07/26/2022	421.54	700-10-5192-3-36
Total 7070 CASPERS TRUCK EQUIPMENT:			421.54	
8046 CEDAR CORPORATION				
112241	City Hall Accessible Parking	07/27/2022	1,545.00	400-70-5420-8-00
Total 8046 CEDAR CORPORATION:			1,545.00	
9085 CFS INSPECTIONS				
2022MY0140	Annual Ladder testing/maintenance	07/21/2022	1,248.00	100-50-5232-3-36
Total 9085 CFS INSPECTIONS:			1,248.00	
10218 CINTAS CORPORATION NO. 2				
4124054991	Library Rugs - June 2022	07/28/2022	94.91	100-70-5410-3-38
4124055011	Safety Building Rugs - June 2022	07/28/2022	80.32	100-70-5410-3-38
4124055026	senior Center rugs - June 2022	07/28/2022	48.37	100-70-5410-3-38
4124055045	City Hall Rugs - June 2022	07/28/2022	105.79	100-70-5410-3-38
4122663900	Garage shop towels/Uniforms - June 2022	07/28/2022	36.54	100-70-5411-3-38
4123363245	Garage shop towels/Uniforms - June 2022	07/28/2022	36.54	100-70-5411-3-38
4124055227	Garage shop towels/Uniforms - June 2022	07/28/2022	67.75	100-70-5411-3-38
4124608854	Garage shop towels/Uniforms - July 2022	07/28/2022	37.63	100-70-5411-3-38
4125353159	Garage shop towels/Uniforms - July 2022	07/28/2022	37.64	100-70-5411-3-38
Total 10218 CINTAS CORPORATION NO. 2:			545.49	

Invoice	Description	Invoice Date	Total Cost	GL Account
10223 CITIES DIGITAL				
55063	Laserfiche Annual Support & Updates - PD 10-15-22 thru	07/19/2022	693.00	100-40-5211-3-38
Total 10223 CITIES DIGITAL:			693.00	
10649 CRETEX SPECIALTY PRODUCTS				
038981	Inlet & manhole rings	07/28/2022	6,481.62	700-10-5192-3-36
Total 10649 CRETEX SPECIALTY PRODUCTS:			6,481.62	
10651 CREXENDO				
JULY2022	City Hall Phone Charges - July 2022	07/28/2022	335.44	100-10-5197-3-31
JULY2022	Senior Center Phone Charges - July 2022	07/28/2022	23.97	100-20-5513-3-31
JULY2022	Garage Phone Charges - July 2022	07/28/2022	95.65	100-70-5412-3-31
Total 10651 CREXENDO:			455.06	
11276 DEVRIES WELDING LLC				
01853	tube-level ext for storm sewer work	07/22/2022	42.00	700-10-5192-3-36
Total 11276 DEVRIES WELDING LLC:			42.00	
11951 DODGE COUNTY REGISTER OF DEEDS				
7-29-22	Annexation - N11363 State Rd 26	07/29/2022	30.00	100-10-5110-3-38
Total 11951 DODGE COUNTY REGISTER OF DEEDS:			30.00	
12676 FAITH TECH, INC.				
JULY2022	energy efficiency ACH pmt 34 of 60	07/28/2022	1,760.17	300-10-5935-6-00
Total 12676 FAITH TECH, INC.:			1,760.17	
12700 MARTENS ACE HARDWARE				
JULY22	epoxy/gorilla glue	08/04/2022	13.98	100-20-5523-3-36
JULY22	sunscreen for aquatic center	08/04/2022	47.96	100-20-5523-3-36
JULY22	facet handle - womens bathroom - aquatic center	08/04/2022	4.99	100-20-5523-3-36
JULY22	wasp spray	08/04/2022	33.97	100-20-5523-3-36
JULY22	hand soap	08/04/2022	27.98	100-20-5523-3-38
JULY22	UPS - send in controller for repair	08/04/2022	24.95	100-20-5525-3-36
JULY22	supplies to repair sprinkler	08/04/2022	30.75	100-20-5525-3-36
JULY22	supplies to repair sprinkler	08/04/2022	5.58	100-20-5525-3-36
JULY22	supplies to repair sprinkler	08/04/2022	43.54	100-20-5525-3-36
JULY22	wire - replace on Field 1 irrigation system	08/04/2022	407.99	100-20-5525-3-36
JULY22	caulk - repair seam at Gus	08/04/2022	9.99	100-20-5525-3-36
JULY22	batteries for park cameras	08/04/2022	19.99	100-20-5525-3-36
JULY22	caulk - fix turf at complex	08/04/2022	39.96	100-20-5525-3-36
JULY22	sprinkler programable	08/04/2022	26.99	100-20-5525-3-38
JULY22	target stand/sanitize wipes/target silhouette/duct tape/spr	08/04/2022	162.85	100-40-5215-3-38
JULY22	replace rope on flag pole	08/04/2022	7.99	100-70-5410-3-36
JULY22	molding - concession stand repair	08/04/2022	11.99	100-70-5410-3-36
JULY22	batteries	08/04/2022	17.99	100-70-5410-3-36
JULY22	mouse trap	08/04/2022	6.99	100-70-5410-3-36
JULY22	fasteners	08/04/2022	9.96	100-70-5410-3-36
JULY22	supplies/batteries	08/04/2022	125.97	100-70-5410-3-36
JULY22	cut off wheel/weedeater string	08/04/2022	79.50	100-70-5411-3-36
JULY22	rain-x/plier 16" pump	08/04/2022	47.98	100-70-5411-3-36
JULY22	tap plug/drill bit	08/04/2022	9.58	100-70-5411-3-36
JULY22	post Maul rplc handle	08/04/2022	19.99	100-70-5411-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
JULY22	air filter	08/04/2022	13.99	100-70-5411-3-36
JULY22	marking paint - mark sidewalks	08/04/2022	39.96	100-70-5444-3-36
JULY22	spring snap link - vac trailer remote control clip	08/04/2022	3.99	700-10-5192-3-36
JULY22	chain	08/04/2022	14.97	700-10-5192-3-36
JULY22	pVC cement	08/04/2022	32.98	700-10-5192-3-36
Total 12700 MARTENS ACE HARDWARE:			1,345.30	
14698 GRAND VALLEY INSPECTION SERVICES				
2022-133	Building Insp/Zoning Admin for July 2022	08/03/2022	4,066.04	230-30-5241-3-38
Total 14698 GRAND VALLEY INSPECTION SERVICES:			4,066.04	
15442 HALRON LUBRICANTS INC				
0163867-IN	Bulk oil & supplies	07/29/2022	1,689.38	100-70-5411-3-36
Total 15442 HALRON LUBRICANTS INC:			1,689.38	
15657 HAWKINS INC				
6254885	Pool Chemicals	08/02/2022	4,277.40	100-20-5523-3-40
Total 15657 HAWKINS INC:			4,277.40	
15920 HOLIDAY WHOLESALE				
1133298	Aquatic Center Concession Stand	06/29/2022	261.27	100-20-5523-3-39
1155111	Aquatic Center Concession Stand	07/20/2022	588.25	100-20-5523-3-39
1163347	Aquatic Center Concession Stand	07/27/2022	499.94	100-20-5523-3-39
Total 15920 HOLIDAY WHOLESALE:			1,349.46	
16440 INTER-QUEST				
83400	phone support - voice over internet service	07/31/2022	81.22	100-10-5197-3-38
Total 16440 INTER-QUEST:			81.22	
17175 KWIK TRIP STORES				
PD-JUNE22	Police Dept monthly fuel - June 2022	07/28/2022	4,245.27	100-40-5212-3-38
FD-JUNE22	Fire dept monthly fuel - June 2022	07/28/2022	654.97	100-50-5232-3-38
DPW-JUNE22	DPW monthly fuel purchases - June 2022	07/28/2022	6,034.37	100-70-5411-3-38
DPW-JUNE22	DPW monthly fuel purchases - June 2022	07/28/2022	441.77	700-10-5192-3-38
Total 17175 KWIK TRIP STORES:			11,376.38	
17303 LARSON TRUCKING INC				
8635	Hauled gravel for storm sewer & inlet repairs	07/25/2022	97.24	700-10-5192-3-36
Total 17303 LARSON TRUCKING INC:			97.24	
17400 LEAGUE OF WI MUNICIPALITIES				
84784	Basics of Budgeting Webinar - Schlieve	07/20/2022	50.00	100-10-5191-3-37
Total 17400 LEAGUE OF WI MUNICIPALITIES:			50.00	
18009 MSA PROFESSIONAL SERVICES INC.				
R00212069.0-2022-2	Waupun Closed Landfill Monitoring May 15, 2022 to July	08/01/2022	4,088.67	100-70-5420-3-38
Total 18009 MSA PROFESSIONAL SERVICES INC.:			4,088.67	

Invoice	Description	Invoice Date	Total Cost	GL Account
19526 MOTOROLA				
8281416836	radio for 1st responder vehicle	07/13/2022	4,830.48	410-50-5231-4-00
Total 19526 MOTOROLA:			4,830.48	
20072 NATIONAL FIRE PROTECTION ASSOC				
8239847X	membership renewal	07/04/2022	175.00	100-50-5233-3-34
Total 20072 NATIONAL FIRE PROTECTION ASSOC:			175.00	
20900 OSHKOSH OFFICE SYSTEMS				
AR78017	Ricoh MP301SPF-city hall-contract base rate 8/1/22 - 7/3	08/01/2022	598.00	100-10-5141-3-36
AR78017	Ricoh MP301SPF-city hall-contract usage charge 8/1/21-	08/01/2022	33.36	100-10-5141-3-36
AR77889	service printer at garage-could not fix-ordered new one	07/27/2022	187.47	100-70-5412-3-36
AR77917	Ricoh Printer - Garage	07/28/2022	569.00	100-70-5412-3-38
Total 20900 OSHKOSH OFFICE SYSTEMS:			1,387.83	
20997 PT TIRE & SERVICE CORP				
25200	valve stem - tire repair	07/18/2022	65.00	100-70-5411-3-36
Total 20997 PT TIRE & SERVICE CORP:			65.00	
21238 PEPSI-COLA				
31108207	Pool Concessions	06/17/2022	359.53	100-20-5523-3-39
LF220718789671	Late Fee	07/18/2022	5.39	100-20-5523-3-39
28233959	Pool Concessions	07/22/2022	332.51	100-20-5523-3-39
Total 21238 PEPSI-COLA:			697.43	
21790 PIT-STOP PORTABLES				
A-131488	Pine Street Park Port a Potty 6/25/22-7/22/22	07/22/2022	152.50	100-20-5525-3-38
Total 21790 PIT-STOP PORTABLES:			152.50	
22795 RENS FLORAL				
2064	Vase to Rehrauer Service	08/01/2022	55.95	100-10-5110-3-38
Total 22795 RENS FLORAL:			55.95	
22850 RENS NURSERY RETAIL				
8-4-22	Maple trees - replacing ash trees	08/04/2022	457.65	100-70-5443-3-38
8-4-22	Maple trees - replacing ash trees	08/04/2022	1,281.75	220-20-5520-3-38
Total 22850 RENS NURSERY RETAIL:			1,739.40	
23173 SSM HEALTH AT WORK				
37472	Annual Employee Hearing Evaluations	08/01/2022	81.00	100-40-5215-3-37
37472	EMR Physicals	08/01/2022	137.00	100-50-5230-3-38
37506	Physical - Firefighter	08/01/2022	316.00	100-50-5231-3-38
37472	DOT Employee Drug Screen	08/01/2022	93.50	100-70-5412-3-38
Total 23173 SSM HEALTH AT WORK:			627.50	
23224 SAN-A-CARE, INC				
575796	Supplies	07/21/2022	813.75	100-70-5410-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 23224 SAN-A-CARE, INC:			813.75	
24108 STAPLES CREDIT PLAN				
8-4-22	sharpie markers - DPW	08/04/2022	51.98	100-70-5412-3-38
Total 24108 STAPLES CREDIT PLAN:			51.98	
24350 STICKS AND STONES				
13075	mowing & trimming - 904 Pleasant	06/20/2022	50.00	100-70-5613-3-38
13074	mowing & trimming - 15 W Brown/14 S Watertown	06/17/2022	130.00	100-70-5613-3-38
Total 24350 STICKS AND STONES:			180.00	
25450 TRU CLEANERS LLC				
CW080122	cleaning service for City of Waupun - for July 2022	08/04/2022	4,052.81	100-70-5410-3-38
CW080122-A	additional cleaning service due to Covid-19 - for July 202	08/04/2022	480.00	100-70-5410-3-38
Total 25450 TRU CLEANERS LLC:			4,532.81	
25760 US CELLULAR				
0520863640	Clerk cell phone - July 2022	07/16/2022	68.93	100-10-5141-3-31
0520863640	Economic Developer/Administrator cell phone - July 2022	07/16/2022	45.63	100-10-5191-3-31
0520863640	Kast Hotspot #190 - July 2022	07/16/2022	69.65	100-10-5197-3-31
0520863640	Recreation cell phone - July 2022	07/16/2022	83.94	100-20-5513-3-31
0520863640	DPW Director/Foreman monthly cell phone - July 2022	07/16/2022	76.28	100-70-5420-3-31
0520863640	Library monthly cell - July 2022	07/16/2022	45.63	210-60-5511-3-31
Total 25760 US CELLULAR:			390.06	
26025 VANDE ZANDE, CHUCK				
7-29-22	Retirement gift	07/29/2022	250.00	100-10-5110-3-38
Total 26025 VANDE ZANDE, CHUCK:			250.00	
26042 VANDE ZANDE & KAUFMAN, LLP				
13896	Traffic monthly attorney fees - July 2022	08/01/2022	240.00	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			240.00	
26790 WAUPUN AREA ANIMAL SHELTER,INC				
AUG2022	Monthly Contract - Aug 2022	08/04/2022	1,000.00	100-40-5343-3-38
Total 26790 WAUPUN AREA ANIMAL SHELTER,INC:			1,000.00	
27450 WAUPUN UTILITIES				
5593	WPPi support - July 2022	07/31/2022	78.50	100-10-5197-3-38
5582	Verizon Charges - DPW I-pads - July 2022	07/31/2022	58.11	100-70-5420-3-31
5594	Stormwater Billing & Collection Fees - July2022	07/31/2022	874.25	700-10-5192-3-38
Total 27450 WAUPUN UTILITIES:			1,010.86	
27935 WELLS FARGO PAYMENT REMITT.				
ANGIE-MAY22/JUNE22	meal - election 6-7-22	07/28/2022	45.00	100-10-5142-3-38
ANGIE-MAY22/JUNE22	meal - election 6-7-22	07/28/2022	40.93	100-10-5142-3-38
ANGIE-MAY22/JUNE22	Terri 2022 Treasurer Inst Year 1	07/28/2022	560.00	100-10-5153-3-37
KATHY-MAY22/JUNE22	Linkedin - posting of Dir of Fin/Assist City Admin	07/28/2022	162.00	100-10-5191-3-38
KATHY-MAY22/JUNE22	microsoft online services - May 2022	07/28/2022	200.00	100-10-5197-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
KATHY-MAY22/JUNE22	Oriental Trading - park program crafts	07/28/2022	328.30	100-20-5525-3-38
SCOTT-JUNE22	Staples - office supplies - PD	07/28/2022	156.32	100-40-5211-3-30
SCOTT-JUNE22	minocqua yacht club - meal - training - Rasch/Louden	07/28/2022	24.26	100-40-5211-3-37
SCOTT-JUNE22	meal - training	07/28/2022	8.75	100-40-5211-3-37
JEREMY-JUNE22	meal - training - PD	07/28/2022	33.76	100-40-5211-3-37
JEREMY-JUNE22	meal - training - PD	07/28/2022	5.46	100-40-5211-3-37
SCOTT-JUNE22	Pizza Ranch - meal - staff meeting	07/28/2022	78.84	100-40-5211-3-38
SCOTT-JUNE22	hotel stay - Hraban - training	07/28/2022	180.00	100-40-5212-3-37
SCOTT-JUNE22	DOT - DMV - Registration Fees	07/28/2022	3.06	100-40-5212-3-38
SCOTT-JUNE22	Fleet Farm - bike rodeo supplies	07/28/2022	126.88	100-40-5214-3-38
JEREMY-JUNE22	hotel stay - Cedarquist - training	07/28/2022	327.00	100-40-5215-3-37
JEREMY-JUNE22	streetcop - training - Pfalzgraf	07/28/2022	175.00	100-40-5215-3-37
BJ-MAY22/JUNE22	Amazon - duty shirts - FD	07/28/2022	380.96	100-50-5230-3-38
BJ-MAY22/JUNE22	gas - FD	07/28/2022	9.79	100-50-5232-3-38
JEFF-MAY22/JUNE22	Freedom USA - cases for cameras at parks	07/28/2022	55.96	100-70-5410-3-36
JEFF-MAY22/JUNE22	JenFab - replace heating element	07/28/2022	382.02	100-70-5411-3-36
BRET-JUNE22	Spectrum Bill - library - 5/18/22-6/17/22	07/28/2022	179.97	210-60-5511-3-31
PAM-JUNE22	Amazon - Prime membership fee	07/28/2022	139.00	210-60-5511-3-34
PAM-JUNE22	Heinemann - Leveled book Web Subs	07/28/2022	25.00	210-60-5511-3-42
JEREMY-JUNE22	Wells Fargo Cash Back Credit	07/28/2022	29.72-	400-48-4813-0-00
ANGIE-MAY22/JUNE22	Wells Fargo cash back credit	07/28/2022	88.75-	400-48-4813-0-00
Total 27935 WELLS FARGO PAYMENT REMITT.:			3,509.79	
28600 WI DEPT OF JUSTICE				
G3369-JULY22	G3369 - background checks - July 2022	08/01/2022	70.00	100-40-5213-3-38
Total 28600 WI DEPT OF JUSTICE:			70.00	
29893 YMCA OF DODGE COUNTY				
7282022	Concession/Pool Staff Wage & 25% Admin	07/29/2022	13,969.66	100-20-5523-1-10
7282022	Taxes	07/29/2022	842.06	100-20-5523-2-23
Total 29893 YMCA OF DODGE COUNTY:			14,811.72	
29900 ZARNOTH BRUSH WORKS, INC.				
0190261-IN	brooms for sweeper	07/13/2022	1,046.48	700-10-5192-3-36
Total 29900 ZARNOTH BRUSH WORKS, INC.:			1,046.48	
300054 KAMINSKI, RACHEL				
8-4-22	Mileage - July 2022	08/04/2022	52.31	100-20-5513-3-37
Total 300054 KAMINSKI, RACHEL:			52.31	
300119 BISHOP, ROHN				
8-4-22	Reimbursement for Cell Phone - August 2022	08/04/2022	40.00	100-10-5131-3-31
Total 300119 BISHOP, ROHN:			40.00	
Grand Totals:			103,061.68	

Report GL Period Summary

GL Period	Amount
07/22	17,926.89
08/22	85,134.79
Grand Totals:	103,061.68

Vendor number hash: 2013987
Vendor number hash - split: 3173797
Total number of invoices: 102
Total number of transactions: 168

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	103,061.68	.00	103,061.68
Grand Totals:	103,061.68	.00	103,061.68

Report Criteria:

Invoice Detail Input date = 07/28/2022,07/29/2022,08/04/2022



MINUTES
CITY OF WAUPUN ZONING BOARD OF APPEALS
Waupun City Hall – 201 E. Main Street, Waupun WI
Monday, May 16, 2022 at 4:30 PM

CALL TO ORDER

Jason Westphal Chairman, called the In-house & Virtual Zoning Board of Appeals meeting at 4:30 p.m.

ROLL CALL

Members present: Jason Westphal, Mark Nickel, Derek Minnema, Dylan Weber, Rick Vanthoff, & Patricia Beyer Alternate

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.

FUTURE MEETINGS AND GATHERING INVOLVING THE ZONING BOARD OF APPEAL

Leahy addressed the committee that there is an item for the June Meeting.

CONSIDERATION - ACTION

1. Recognition of Mayoral Appointment of Board Members

ALDERMAN	<i>Mayoral Appointed Chairman</i>		Jason Westphal
CITIZEN		4/30/2025	Mark Nickel
CITIZEN		4/30/2023	Derek Minnema
CITIZEN		4/30/2024	Rick Vanthoff
CITIZEN		4/30/2024	Dylan Weber
CITIZEN ALTERNATE		4/30/2023	Patricia Beyer

Motion by Weber to approve the appointed board members. Minnema 2nd.

5 Ayes, 0 Nays. Motion carried unanimously

2. Motion by Weber for meeting date and time to remain the same, the first Monday of the month at 4:30 pm on an as needed basis. Minnema 2nd.

5 Ayes, 0 Nays. Motion carried unanimously

3. Motion by Weber, second by Nickel to approve the December 6, 2021 Zoning Board of Appeals meeting minutes.

5 Ayes, 0 Nays. Motion carried unanimously

4. Public Hearing – Westphal read request to discuss/approve a variance request from Thomas Schoenfeldt, 415 Fond du Lac Street to construct a new garage. The new garage and the old garage combined exceed the 1400 SF for detached garage structures per the Municipal Code.

- Leahy explained the project to the board regarding the new detached garage and in the future the existing garage would be turned into a man cave (living area).
- Westphal closed the public hearing .
- Motion by Weber to approve the construction of the new detach garage exceeding the 1400 sf as written. Nickel 2nd.

Westphal – Aye, Nickel - Aye, Minnema – Aye, Weber – Aye, Vanthoff - Aye

5 Ayes, 0 Nays. Motion carried unanimously

ADJOURNMENT

Motion by Weber, seconded by Vanthoff to adjourn the meeting. Motion carried, meeting adjourned at 4:40 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 of a Regular Meeting of the
Waupun Utilities Commission
Monday, July 11, 2022**

Meeting called to order by President Heeringa at 4:00 p.m.

Commissioners Daane, Heeringa, Kaczmariski, and Thurmer were present. Mayor Bishop was present. Commissioners Homan, Vanderkin and Westphal were absent with notice.

Motion made by Kaczmariski, seconded by Daane and unanimously carried, to approve minutes from the May 17, 2022 meeting.

On motion by Thurmer, seconded by Kaczmariski and unanimously carried, bills for months of May and June 2022 approved as presented.

On motion by Kaczmariski, seconded by Daane and unanimously carried, year-to-date financial reports through May 2022 approved as presented. Electric operating income was \$177,500 or \$116,700 above budget from lower operating costs. Water operating income was \$330,200 or \$114,500 above budget from lower than budgeted operating expenses. Sewer operating income was \$29,900 or \$45,000 above budget largely due to controlling maintenance costs at the WWTF.

Finance Director Stanek provided a slide presentation analyzing actual 2020 and 2021 operating results for sewer revenues and expenses compared to those forecasted in the Test Year 2023 sewer rate study completed in 2019. Additionally, an analysis of projected sewer cash flows for the remainder of 2022 and 2023 were compared to those designed in the Test Year 2023 sewer rate case. Sewer sales decreased significantly in 2020 and 2021 from those forecasted in the Test Year 2023 rate case. Substantial changes in operations because of COVID were experienced from the utility's significant public authority customers that lead to the revenue decrease. The operational changes and revenue shortfalls have not returned to pre-pandemic levels and are projected to continue. Finance Director Stanek will continuously monitor sewer cash flows and provide monthly updates at each meeting.

General Manager Brooks reported on electric outages, new electric services and status of current projects. Waupun Utilities is working with City of Waupun on installation of an EV charger, which will be located in downtown business district. Grant funds were received from our local power provider, WPPI Energy, to help fund the project.

Treatment Facilities and Operations Superintendent Schramm reported on routine maintenance completed at Water and Wastewater Treatment Facilities. Treatment facility staff will continue maintenance and inspections of wells and tanks throughout the summer. Distribution/collection crew will continue preventative maintenance of valve exercising and flushing of sanitary main. Advance Construction has completed installation of sanitary main line on South Madison Street, with exception of Park and Doty Street. Water main line is installed from Lincoln to Park Street and has been pressure and bacti tested. Slide presentation shown of ABNR construction progress at the WWTF.

Bruce Beth & Eric Anthon were present from Forster Electrical Engineering to present their findings of recent investigation and study of Waupun Utilities' electric distribution system. They pointed out areas that are working well and items for future improvement. Mr. Anthon praised electric staff for running a sound system. Grant funds are anticipated to be available in future that would help finance needed upgrades to our electric distribution system.

Treatment Facilities and Operations Superintendent Schramm presented the 2021 Compliance Maintenance Annual Report (CMAR). The CMAR provides a review of the wastewater treatment facility to ensure there are no problems and deficiencies that would lead to violation of permits and water quality degradation. The plant finished with good results and received a grading of 3.92 GPA. On motion by Thurmer, seconded by Daane and unanimously carried, the 2021 CMAR Resolution 06132022 was approved as presented.

On motion by Daane, seconded by Thurmer and unanimously carried, meeting adjourned at 5:38 p.m.

The next regular commission meeting is scheduled on August 8, 2022, at 4:00 p.m.

Jen Benson
Office & Customer Service Supervisor



A G E N D A
CITY OF WAUPUN SPECIAL PLAN COMMISSION
MEETING MINUTES
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, July 12, 2022 at 4:00 PM

CALL TO ORDER

Mayor Bishop called the meeting to order at 4 p.m.

ROLL CALL

Plan Commission Members Present:

- Jeff Daane
- Jon Dobbratz
- Jerry Medema
- Rohn Bishop, Mayor
- Mike Matouschek
- Elton TerBeest
- Jill Vanderkin (arrived 4:03 p.m.)

Public Attendance

- Rich Leaver, Leaver Land Surveying
- Kari Pattee, Property Owner of 19 S. Madison St

Staff Present:

- Kathy Schlieve, Administrator

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Staff are planning to hold the regularly scheduled meeting of the Plan Commission on Tuesday, July 26, at 4:30 p.m.

CONSIDERATION - ACTION

1. Acceptance of prior Meeting Minutes from June 6, 2022.

Motion Dobbratz and second Medema to approve minutes as presented. Carried unanimously.

2. Certified Survey Map- Kari Pattee property at 19 S. Madison St.

Presentation of certified survey map by Rich Leaver. Administrator Schlieve and Jeff Daane presented information from Dodge County and Attorney Vande Zande about the proposed survey. As presented the survey proposes an overlap of property lines that encroach on city property on the Northern boundary. Attorney Vande Zande provided staff communication that indicates that the survey as proposed should not be approved and that the City should require the property owner to work with the surveyors on a remedy. Attorney Vande Zande indicated that the Plan Commission could discuss a quitclaim deed to clear up property boundary issues and recommend that as a possible solution to the Common Council. Jeff Daane reports that he has discussed with MSA the City's engineering firm and they affirmed this direction as needed before approval is given. Daane noted that there are issues with the northern and eastern property line boundaries and both should be resolved with this CSM. Motion Medema, second Dobbratz to recommend to the council that the proposed CSM be rejected but that the City approve a quitclaim deed to provide a resolution. Motion passes unanimously.

Kari Pattee communicated that drafting the additional quitclaim deeds will cost an additional \$1,000. She is requesting that the City pay the additional fee of \$1,000, or consider sharing the cost. Leaver indicates he will provide all his data to the City's engineer/surveyor if that firm would like to complete this final step. Staff responded that the request would be shared with the Council and further discussion with the City's surveyor will be had to determine cost.

ADJOURNMENT

Motion Matouschek, second Dobbratz to adjourn the meeting, passing unanimously. Meeting adjourned at 4:10 p.m.

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 COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, July 12, 2022 at 6:00 PM

CALL TO ORDER

Mayor Bishop 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-person: Mayor Bishop, Alderman Westphal, Alderman Kaczmariski, Alderman Langford, Alderman Matoushek, Alderman Siebers, and Alderman Vanderkin. No members are absent.

Management in-person: Attorney VandeZande, Administrator Schlieve, Director of Public Works Daane, Fire Chief Demaa; Recreation Director Kaminski, General Utility Manager Brooks, Police Chief Loudon, Library Director Jaeger

Management virtually: Clerk Hull

Management absent and excused: Finance Director Kast, Utility Finance Director Stanek

City Staff present: None

Audience in-person: Jaedon Buchholz, Tracie Nichols, Zac Dickhut, Steve Bieber, Valerie Kempen, Jason Whitford.

Media in-person: Ken Thomas of the Daily Citizen

PERSONS WISHING TO ADDRESS COUNCIL

Zak Dickhut, Tracy Nichols, Valerie Kempen and Jason Whitford appear for purposes of the End of the Trail logo.

MAYORAL CORRESPONDENCE/PRESENTATIONS

1. Mayoral Proclamation- Mike Werner

Mayor proclaims the pathway, entering Shaler Park, as Mike Werner Way for his generosity and commitment to the community.

CONSIDERATION - ACTION

2. Cedar Corporation Agreement for Professional Services outlined in Neighborhood Investment Fund Grant Award for Preliminary Design of Waupun Senior Center

An agreement between Cedar Corporation and the City of Waupun for the preliminary design of a newly constructed senior center is before the Council.

Motion Kaczmariski, second Matoushek to approve the agreement with Cedar Corp for preliminary design services for the Senior Center project. Motion carried 6-0.

3. Certified Survey Map - Kari Pattee property at 19 S. Madison St.

Plan Commission received a Certified Survey Map (CSM) for 19 S. Madison Street. Plan Commission did not grant the CSM as the survey proposes an overlap of property lines that encroach on city property on the Northern boundary. Attorney Vande Zande indicated a quitclaim deed may clear up the property boundary issues. Daane noted that there are issues with the northern and eastern property line boundaries and both should be resolved with this CSM.

Motion Kaczmariski, second Siebers to accept the Plan Commission's recommendation and deny the approval of the CSM and the City agrees to sign a quitclaim deed but would not authorize payment of the costs. Motion carried 6-0.

4. Appoint Adhoc Committee to Support Senior Center Preliminary Plan Design

Staff are requesting that they Mayor appoint up to two council members to participate in an ad-hoc planning committee for preliminary design services of the Waupun Senior Center. In addition, the committee will include three seniors who utilize the Senior Center regularly, and partner organizations and staff members.

Motion Kaczmariski, second Matoushek approve the Mayor to appoint the Adhoc Committee to support the Senior Center Preliminary Plan Design. Motion carried 6-0.

5. City of Waupun Wayfaring Sign Modifications

Mayor provides the current, purchased wayfaring signs. Mayor is requesting, he be allowed to purchase a sticker that would go over the logo on the wayfaring signs, at his cost.

Kaczmariski believes more needs to be considered in the modifying of the signage and public comment. Westphal believes these signs had been approved prior and does not feel any change needs to happen.

Motion Westphal to go forward with placement of the current signage. No second is heard.

BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

6. Selection of Date and Time of the August Council Meeting Due to Election

Due to the August 9, 2022 Election, the Council moved the Council meeting to Monday, August 8, 2022 at 6pm at the Waupun Utilities.

DEPARTMENTAL UPDATES

Department managers informed the Council of the happenings of their department.

CONSENT AGENDA

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

ADJOURN TO CLOSED SESSION

At 7:00pm, motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (c) of the WI Statutes for consideration of Employment for Light Equipment Operator and consideration of Employee Performance. Motion carried 6-0.

RECONVENE TO OPEN SESSION

At 7:20pm, Motion Vanderkin, second Matoushek to reconvene in open session under Section 19.85(2) of the WI Statutes.

ACTION FROM CLOSED SESSION

No action in open session.

ADJOURNMENT

At 7:21pm, Motion Vanderkin, second Siebers to call the meeting adjourned. Motion carried 6-0.



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION (PFC)
Waupun Safety Building – 16 E. Main Street, Waupun WI
Wednesday, July 20, 2022 at 4:30pm

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

CALL TO ORDER

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

ROLL CALL*

Present: John Bett, Bambi Buchholz, Teresa Heidemann, Mike Thurmer; Waupun Fire Department (WFD) Chief BJ DeMaa

Guests: N/A

Member(s) absent (excused): Tara Rhodes, Nancy Vanderkin (City Council Liaison)

***this meeting is a continuation of the interview process initiated on 6/9/22 as candidate was unavailable to attend on 6/9/22 (same Commissioners present to ensure consistency in interview process).**

CLOSED SESSION

The Waupun Police and Fire Commission adjourned into closed session under Section 19.85 (1) (c) of the WI Statutes to conduct an interview with a qualified applicant for a Firefighter position.

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

Motion to go into Closed Session at 4:32pm was made by T. Heidemann (second by B. Buchholz; all in favor).

OPEN SESSION

The Waupun Police and Fire Commission reconvened in open session under Section 19.85(2) of the WI Statutes at 4:55pm after motion from T. Heidemann (second by B. Buchholz; all in favor).

ACTION FROM CLOSED SESSION

A motion at 4:56pm by John Bett was made to recommend applicant K. Hoekstra, for hiring consideration for a Firefighter position (second by T. Heidemann; all in favor).

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

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

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

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.

ADJOURNMENT

Motion to adjourn meeting at 4:57pm made by T. Heidemann (second by J. Bett; all in favor).

Respectfully submitted,
John Bett, Vice President

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

**Minutes of the Waupun Public Library Board Meeting
Wednesday, July 20, 2022**

The Waupun Public Library Board was called to order by Beverly Martens, President, at 4:30 p.m. on Wednesday, July 20, 2022. Present were Gehl, Schultz, Sullivan, Siebers, Rohrer, Garcia, and Jaeger. Hintze absent.

ARTICLE I: Motion by Sullivan, supported by Schultz, to accept the minutes of the June 15, 2022 meeting as written. Motion carried.

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 61,869 items through the end of June.
- b. Drive-thru window service: handled 518 transactions through the end of June.

ARTICLE IV: June Budget Report was not received from the City for review.

ARTICLE V:

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

ARTICLE VI: Budget Committee met and reported that there are a number of unknowns yet to be worked through before a budget can be finalized and brought to the Board for a vote.

ARTICLE VII: Librarians' Report

- a. **Interior Signage:** Samples of signage from Warrior Innovation were received and on display.
- b. **A \$1,000 donation was received from Waupun Lions Club** and will be used to purchase large print books. The Board stated its appreciation for the donation.
- c. Attendance at the now, in-person **Summer Reading Program** has ranged from 153 to 174 through June, reaching pre-COVID numbers. Good news.
- d. Interns have finished re-organizing the last of the bound newspapers in the storage room shelving and will begin modifying the periodical shelving. Flat shelves will be added in their place to help with the growth of the fiction collection.
- e. **The library received a \$5,000 grant from the Nelson G. and Vera C. Hicks Charitable Foundation.** These funds will be used for the Summer Reading program and to enhance the children's area of the library.
- f. The **Jim Henderson memorial** donation is complete with the arrival of the chair which matches the loveseat on second floor.

g. **Volunteers from One Waupun** were recognized for their help in moving the display case and semi-trucks, donated by Don Schultz, to the library. The Board stated its appreciation for their time. DPW will install the collection as time permits.

h. Bret has registered for CVMIC's First Amendment audit program on August 10.

i. Bret spoke with the Paintworx representative concerning painting the weathered library name and address on the front of the building and is waiting for a quote.

j. The Board will be receiving a new Laminating Policy to be reviewed next month.

ARTICLE VIII: No Old Business .

ARTICLE IX: New Business:

a. The Bulletin Board Policy adopted on 2/17/2020 was reviewed. No changes required.

ARTICLE X: Motion by Rohrer, supported by Schultz, to adjourn at 5:00 p.m. Motion carried.

*Next tentative meeting: **Wednesday, August 17, 2022 at 4:30 p.m.**

SANDRA ROHRER Secretary
SR/bkj



MINUTES
CITY OF WAUPUN COMMITTEE OF THE WHOLE
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, July 26, 2022 at 6:00 PM

CALL TO ORDER

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

ROLL CALL

Council in-person: Mayor Bishop, Alderman Westphal, Alderman Kaczmariski, Alderman Langford, Alderman Siebers, and Alderman Vanderkin. Members absent and excused are Alderman Matoushek.

Management in-person: Attorney VandeZande, Administrator Schlieve, Director of Public Works Daane, Fire Chief Demaa; Recreation Director Kaminski, General Utility Manager Brooks, Police Chief Louden

Management virtually: Clerk Hull, Library Director Jaeger, and Utility Finance Director Stanek

Management absent and excused: Finance Director Kast

City Staff present: None

Audience in-person: Jaedon Buchholz,

Media in-person: Ken Thomas of the Daily Citizen

CONSENT AGENDA

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

ORDINANCES-RESOLUTIONS

2. Ordinance to Annex Real Estate Located in the Town of Chester to the City of Waupun (N11456 State Road 26)

The City of Waupun purchased land located at N11456 STH 26, Town of Chester, to expand TID 7 (Heritage Ridge). The annexation will annex the parcel to the City of Waupun and zone as PCD.

Attorney VandeZande requests to amend the Exhibit A description to include the property immediately adjacent to the east up to the mid-point of the road, Hwy 26, and also include the road right-of way, as requested by the State.

Motion Kaczmariski, second Westphal to waive the first reading and adopt Ordinance #22-04 to annex City owned real estate, known as N11456 St Rd 26, located in the Town of Chester to the City of Waupun with amending the description to include the road right-of-way immediately adjacent to the mid-point . Motion carried 5-0 on roll call.

CONSIDERATION - ACTION

3. 2023-2026 Agreement between the City of Waupun and Waupun Police Department Local 317

Negotiations for a successor bargaining agreement has concluded between the City and the WPPA Police Union and a tentative agreement is before the Council for consideration.

Motion Kaczmariski, second Vanderkin to adopt the Waupun Police Dept. Local 317 WI Professional Police Association 2023-2026 Employment Agreement. Motion carried 5-0 on roll call.

4. Approve Bids for Bayberry Lane Extension Project

Bids for the Bayberry Lane Extension were accepted by MSA Professional Services until 11am on July 21, 2022. There were two contracts for this project: Contract A, Storm Pond and Swale Grading and Contract B, Roadway and Storm Sewer Improvements. Separate bids were received for both projects from Soper Sewer & Water, R&R Wash Materials, and Kopplin & Kinas Co. Low bidder for Contract A is Soper Sewer & Water and low bidder for Contract B is R&R Wash Materials.

Motion Siebers, second Langford to award the Bayberry Lane Extension Project Contract A, Storm Pond and Swale Grading to low bidder Soper Sewer & Water and Contract B, Roadway and Storm Sewer Improvements to

R&R Wash Materials. Motion carried 5-0 on roll call.

5. 2023 Budget Workshop (Discussion)

Staff submitted preliminary estimates of their 2023 budgets. These estimates are providing an increase in the levy of our projected net new construction will not be enough to maintain essential services at their current level.

6. ARPA Project Prioritization (Discussion)

The City of Waupun's share of the ARPA funds is \$1,172,183.14. Staff previously presented a list of potential projects to Council and now asks Council to review the list of projects and select what is felt are top priorities for the community.

ADJOURNMENT

At 6:21pm, Motion Vanderkin, second Siebers to call the meeting adjourned. Motion carried 6-0.

Police Department	MONTHLY REPORT TO COMMON COUNCIL AUGUST 8, 2022	
July Report	Status	Other
Staffing	Currently have 1 in the academy (Alex Warner). Our staffing schedule has improved immensely since June. This has improved performance and reduced burn out.	
Mental Health Complaints	We are still responding to a high number of mental health complaints. Example: We have responded to 20 complaints with 2 specific individuals over the past couple of months.	
Scam Complaint	Microsoft looking alert popped up on computer. Victim contacted the phone number and a scammer informed someone had purchased \$15,000 worth of pornography from overseas using the victim's account. Victim was advised to go to the bank, remove \$15,000 in cash from account and then go to a specific Bitcoin machine in Oshkosh. The victim was instructed to purchase \$15,000 worth of Bitcoin and upon informing the scammer of the withdrawal the scammer texted a "QR code" and told the victim to put the QR code up to the lens on the Bitcoin machine. The scammer ultimately received the \$15,000 worth of Bitcoin along with other personal identification info from the victim.	
Body Worn Cameras	Process of implementing has been smooth and officers are thankful for receiving the cameras.	
Training	Staff are signed up to attend and have been attending specialized training outside of our agency more frequently since June. Internal training for DAAT, Firearms, and EVOC are scheduled for all personnel.	
Truck Parade	Scheduling and planning for this event has been completed.	

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Monthly Council Report

July 2022

Agency	Incident Type	Total Incidents	WP		
WP	911 CHECK	36		FIREWORKS COMPLAINT	8
	ABANDONED VEHICLE	5		FOLLOW UP	55
	ACCIDENT	6		FOOT PATROL	16
	ACCIDENT W/BLOCKAGE	3		FOUND ANIMAL	5
	AMBULANCE	60		FOUND ANIMAL CLAIMED	1
	ANIMAL ABUSE	1		FOUND PROPERTY	12
	ANIMAL BITE	4		FRAUD COMPLAINT	2
	ANIMAL COMPLAINT	7		FUNERAL ESCORT	2
	ANNOYING PHONE CALLS	1		GAS DRIVE OFF	1
	ASSIST AGENCY	19		HARASSMENT	3
	ASSIST CITIZEN	39		HIT AND RUN	3
	ASSIST MOTORIST	5		INFORMATION TO DOCUMENT	13
	ATTEMPT TO LOCATE	5		INTOXICATED	3
	BUILDING CHECK	29		INTOXICATED SUBJECT	5
	BURGLARY	1		INTRUSION ALARM	3
	CAR VS DEER	1		JUVENILE PROBLEM	7
	CARCASS IN ROADWAY	1		LOITERING	2
	CHECK WELFARE	29		LOST ANIMAL	2
	CHILD CUSTODY	1		LOST ANIMAL LOCATED	2
	CIVIL PROBLEM	5		LOST PROPERTY	3
	COURT ORDER VIOLATION	1		MISSING ADULT	2
	DEPARTMENT K9 DOG	1		MISSING JUVENILE	1
	DIRECTED AREA PATROL	161		NEIGHBOR DISPUTE	6
	DISABLED VEHICLE	2		NEIGHBORHOOD POLICING	1
	DISORDERLY CONDUCT	8		NOISE COMPLAINT	10
	DOMESTIC	8		NOTIFY MED EXAMINER	2
	DRUGS/NARCOTICS	2		OCCUPIED DISABLED	2
	EXTRA PATROL	126		OFFICER STANDBY	6
				OPEN DOOR	2
				ORDINANCE VIOLATION	4

Monthly Council Report

July 2022

WP	PARKING ENFORCEMENT	23
	PATROL ASSIST FIRE	8
	PRISONER TRANSPORT	1
	RECKLESS DRIVER	8
	REPOSSESSION	1
	RESTRAINING ORDER VIOLATION	1
	SCAM COMPLAINT	3
	SEXUAL ASSAULT	1
	SPECIAL ASSIGNMENT	13
	SUBJECT STOP	6
	SUSPICIOUS ACTIVITY	30
	SUSPICIOUS VEHICLE	13
	TAVERN CHECK	6
	THEFT	6
	THREATS COMPLAINT	3
	TRAFFIC COMPLAINT	1
	TRAFFIC PROBLEM	5
	TRAFFIC STOP	134
	TRESPASSING	4
	VANDALISM	2
	WARRANT OTHER AGENCY	1
	WEATHER RELATED INFO	1
	WRONG WAY	1
	Total	1023
Total		1023



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

Fire Calls:

There were ten (10) fire & rescue calls in the month of July for a total of seventy-five (75) year-to-date. EMRs ran a total of forty-eight (48) medical calls in the month of July for a total of three hundred (300) year-to-date.

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

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

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

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

Average Personnel Response (excluding mutual aid):		
	Avg # of Responders	% of Total Department
4A – 8P	9.8	34%
8P – 4A	8.0	28%

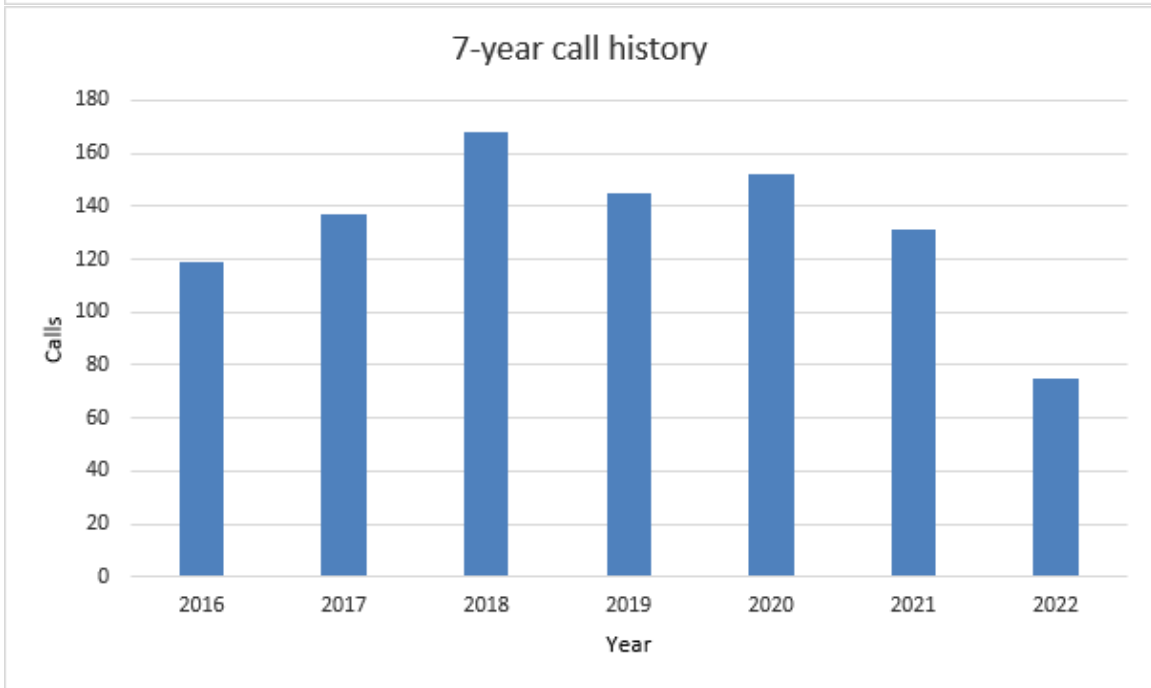
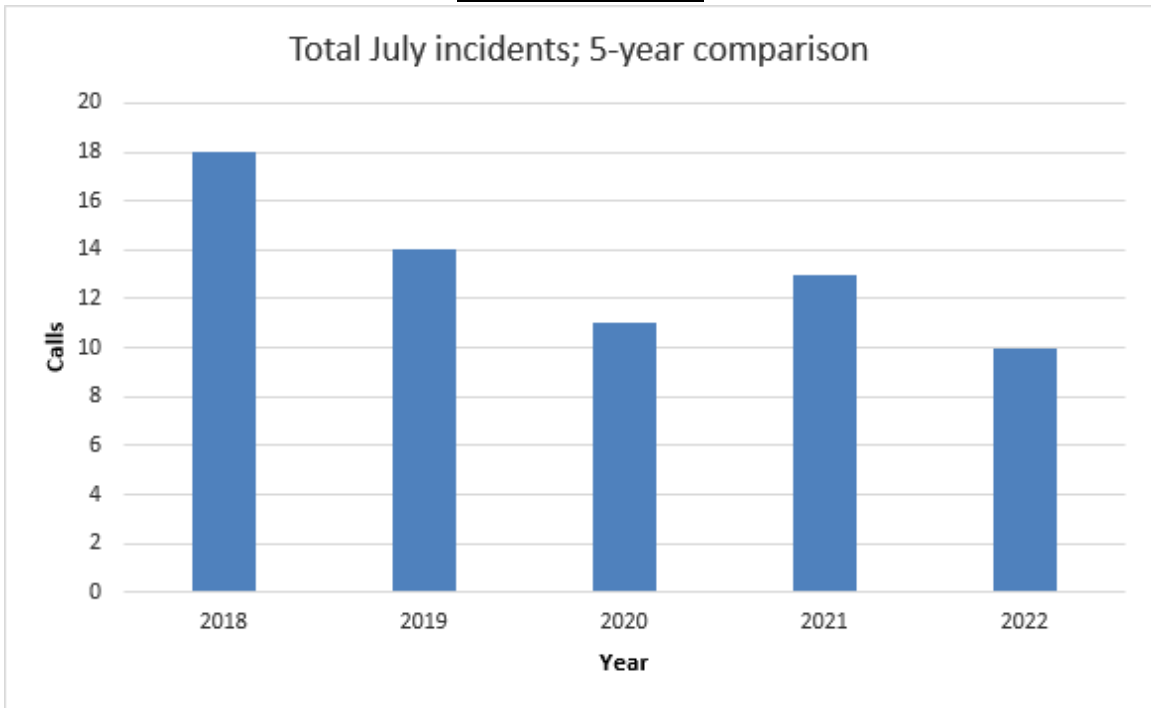
* Current roster is 29 members.

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

RED = below recommended industry best practices

GREEN = meets industry best practices

Call Summary:



2022 Fire Department Strategic Initiatives Update:

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

#2 – Add EMR response vehicle:	
Purchase EMR response vehicle:	Complete
Within approved budget	On track – 95% complete

#3 – Establish back-up ambulance capabilities to mitigate service failures as call volume rises.	
Lifestar to secure mutual aid agreements	No response from Lifestar on status update – amendment to contract auto-renewed
Increase EMR training to EMT-Basic level	In progress – 2 EMRs enrolled in EMT-B
Equip EMR unit with EMT-Basic equip.	Grant received; applied for 2 nd grant

#4 – Secure solution for development and management of policies and procedures	
Sign agreement with Lexipol	Complete
Work through policy review and roll-out	Policy revisions ongoing

#5 – Conclude fire consolidation discussions with townships and define long-term strategy for cost containment by Q1 of 2022	
Set meeting with townships	On hold – staff capacity
Discuss long-term strategies	On hold – staff capacity

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

#7 – Complete EMI public safety training	
EMI course and training	Complete – follow-ups ongoing

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

August 4, 2022

Code Enforcement:

Total time – 32 hours

New complaints – 16

Closed complaints – 19

Assigned to:

- Enforcement Officer – 3
- DPW – 9
- Building Dept. – 2
- PD – 2

General:

August 4, 2022

At the request of Mayor Bishop, Department Managers will now be providing highlights of department activities at the Council meetings. As such, department reports will be scaled back with more focus on metrics and work/progress on key strategic initiatives. The information contained on pages 1-4 of this document is what reports will look like moving forward.

Staffing:

Interviews were held for 2 EMRs and 1 Firefighter. We are trying to reschedule an interview for a second firefighter who was sick the day of interviews. The EMR candidates are going through the pre-employment checks (background, physical, psychiatric).

1 firefighter is out due to a non-work related injury.

Inspections:

First-half fire inspections are complete. Follow-ups will continue through July.

Training:

June training consisted of pumper operations and a station work night.

Emergency Government:

Working through follow-ups from the Emergency Management Institute training that we hosted in April.

EMS:

Weekday daytime staffing for EMRs is a major concern. We typically only have 1 available which results in BJ and/or Mike responding 1-3 times per day.

We have been awarded a Healthcare Infrastructure Grant in the amount of ~\$205,000.00. These monies will be used to further advance our EMR program.

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

August 2022

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

Re: Report to Common Council

A. Statistics

Through the end of July, we circulated/downloaded/loaned 73,974 items, with drive thru window service handling 616 transactions.

B. Interior signage

We received two mockups of the second floor signage from Warrior Innovation in order to confirm colors before they start production of all signs.

C. Front lettering

We are waiting for a quote regarding the re-painting or re-staining of the stone lettering on the front of the building.

D. Summer Reading Program

This year's Summer Reading Program resulted in 319 kids signing up, and a total of 19,140 minutes were spent reading.

E. Shelving projects

The interns finished converting some second floor periodical shelving into regular book shelving for the growing fiction section.

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

RECREATION DEPARTMENT	MONTHLY REPORT TO COMMON COUNCIL AUGUST 8, 2022	
Activity/Project	Status	Notes/Other
Aquatic Center Attendance - July	4,953 participants in 30 days open	Closed early due to weather on July 10, July 15 and July 23. Closed all day due to weather on July 4
Aquatic Center Mock Drill	On July 25, WFAC staff practiced a spinal cord drowning with back boarding and EMS call	
Aquatic Center Swimming Lessons	Session 2: July 5 – July 14 Session 3: July 18 – July 28	Each session had 3 time frames with a maximum capacity of 25 participants per time frame
Aquatic Center Senior Swim	July 1 – 50 participants July 8 – 36 participants July 22 – 39 participants July 29 – 43 participants	Did not have Senior Swim on July 15 due to weather. Lifeguards were trained to be substitute water aerobics instructors.
Park Program Attendance - July	Dodge Park – 304 participants in 19.5 days open Pine Street Park - 322 participants in 18.75 days open West End Park – 158 participants in 19 days open	20 days total open in July. Wee Care is participating in Park Program special events and scheduled activities
Park Program Special Events	July 8 Fishing Tournament and Waupun Rocks scavenger hunt at Harris Mill Park – 34 participants July 28 Wee Care Water Day – 33 participants July 29 Chalk Art at Dodge Park – 36 participants	Upcoming Special Events: August 4 – Wee Care Fishing Day at Pine Street Park August 5 – Art in the Park at West End Park August 12 – Field Trip to Beaver Dam Lake and Waterworks Park August 19 – Picnic and Dodge Park
Park Rentals - July	Dodge Park – 3 rentals Harris Mill Park – 4 rentals McCune Park – 2 rentals West End Park – 6 rentals Wilcox Park – 1 rental	
Senior Center Attendance - July	1,289 participants in 20 days	No exercise class on July 5, July 11, July 12, July 18 due to instructor absence due to Park Program subbing and vacation
Senior Center Park Activities Attendance - July	July 8 Fishing Tournament – 5 participants July 18 Yoga in the Park – 35 participants	Upcoming Park Activities: August 5 – Birthday Picnic at Harris Mill Park August 18 – Yoga in the Park at Harris Mill Park
Senior Center Rentals - July	3 rentals	

DEPARTMENT OF PUBLIC WORKS	MONTHLY REPORT TO COMMON COUNCIL AUGUST 8, 2022	
Project	Status	Other
S. Madison St Reconstruction	Sanitary Sewer complete / Water in-progress Storm Sewer just starting/ Excavation for roadway scheduled to start next week from E. Lincoln St. to the south. Pre pave meeting to take place August 4 with hopes to start a portion of the street Middle of August	The contractor is still hopeful to have the road portion open October 1 st .
Sidewalk program	The contractor is mobilizing equipment and plans to start some of the work August 4 th in the NE section of the city. Staff has marked the SE section of the City to plan for budgeting for 2023 replacement	
Energy Innovation Planning Grant	Staff had and Slipstream had a Kickoff meeting August 1 st . We discussed the scope of the project and information needed to begin the energy study. Staff will work on entering data into the shared file.	
New Senior Center Grant	Project committee had a kickoff meeting August 2 nd .	
2022 Mill and Overlay Streets	NEA milled the streets late July. The plan is to pave them August 10 th before the Truck n Show weekend.	W. Lincoln St (Bly to Beaver Dam) Pioneer Ave (Rock Ave. to N. West St.) Edgewood Dr. (Brandon St. to Beske St) Hawthorn Dr – (Astra Dr. to Madison St.) Commercial St (W. Franklin St. to Taylor St) Alley (Between N. Grove St. and Moore St) S. West St (Between W. Brown St. and W. Main St)
IWorQ	Staff continues to work on entering data into code enforcement. This has gone well and we will continue to get other staff involved. We have started with some plan entry into the permit management portion	
Shaler Park	Crews have moved the podium and excavated the base for the new memorial wall. R&D will be pouring the base in the next few weeks. The driveway base is done and ready for blacktop	
Alley 400 block on the South side of Main St. between S. Madison St. and Carrington St.	Crews continue to finish up work. The last pre-pave work will be to set pour the base and set bollards for the electric vehicle charging station.	The charging station is ordered and we should see this unit soon



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: August 8, 2022
SUBJECT: General Manager Report

Electric Department Update:

Power Outages

- On July 24 at 1:30 am, lightning contacted distribution Feeder #6 fed from the Main Substation north transformer causing the overcurrent equipment to lock out resulting in a power outage for 118 customers including the WWTP. The crew switched the WWTP load to Comtech Feeder #1. After inspection of Feeder #6, power was restored at 4:30 am.

Main Substation

- Previously we troubleshot Feeder #4 in Main Substation after the circuit breaker would not operate during routine circuit switching. With help from A.C. Engineering, we discovered the ED2.0 control module had failed in the ABB circuit breaker. While the newer versions of this control module have proven to be reliable, the versions from early to mid-2000 have been known to fail eventually. As Feeder #3 also had the older style control module, we ordered replacement control module's for both Feeder #4 and Feeder #3 with intent to replace both modules to repair/prevent future problems. On Tuesday August 2, we installed the replacement ED2.0 control board in both circuit breakers (Feeder #3 and Feeder #4). After installation, we tested the breakers to ensure they operated properly. Both breakers are back in service.

Maple Tree Townhomes

- Crew continues installation of electric infrastructure for Maple Tree Townhomes and the new 3-phase URD tie line from Young St. to Washington Ave.

Temporary Electric Service

- One of two temporary electric services have been installed at United Cooperative construction site.

Frontier Street

- Replacement of aging infrastructure in the area of Frontier St. is now complete. The project included installation of new URD primary conductors to replace the overhead primary and replacing poles and secondary conductors.

Crane Certification Training

- Electric department staff completed the classroom portion of Crane Certification Training. On-site hands on training will follow in next training session. This specific training is offered through MEUW and is included as part of the training program.

General Manager Update:

Waupun Utilities Peak Load Summary

- Waupun Utilities reached a peak demand of 20.9 Megawatts on July 18. Previous peak demand for June was 22.1 Megawatts.

Mitigating High Market Power Costs

- At the WPPI Executive Committee meeting – action was taken to approve the use of \$3.5 million from WPPI's Rate Stabilization Fund to mitigate a portion of the impact of WPPI's coal fired generation outages in June. The revenue recognized from the use of the Rate Stabilization Fund was applied to WPPI's ECA (energy related Revenue) based on the impact of the generator outages. The EC identified \$2.0 million of unbudgeted revenue from the MISO capacity auction that will be received monthly in the first half of 2023 to be deferred to replenish a portion of the Rate Stabilization Fund use. The repayment of the remaining \$1.5 million will be identified as a part of the 2023 budget process.

E.V. Charger

- Waupun Utilities has partnered with WPPI and City of Waupun to install an E.V. charger in the downtown block of 400 E. Main St.

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



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: August 3, 2022
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

Waste Management has completed interior washout of Tower 2 as part of our maintenance contract. Washouts are required to remove biofilm and inorganic residues that can collect on interior surfaces of the water tower which can lead to taste and odor complaints, regulatory compliance issues, and system function problems. Inspection report stated minimal residues present and interior structure and coatings are in great shape.

Wastewater Treatment Facility:

There was one call-in this past month for a power outage due to a lighting event. When power was restored, staff brought the treatment facility online to normal operations.

Staff's focus continues to be tank maintenance. The length of the schedule is due to a combination of vacations, and operational challenges with the ABNR construction project.

Distribution/Collection System Crew:

There are no call-ins to report this month.

There were two water main breaks this past month. The first one located on West Brown Street and South Harris Avenue. This break was a 3-inch blowhole on an 8-inch main leaking approximately 1,882 gallons per minute, for 1.0 hours, totaling 112,936 gallons. The second main break was located on North Madison Street and Hawthorne Drive. This break was a 1/4-inch hole on an 8-inch main leaking approximately 7 gallons per minute, for 24.0 hours, totaling 10,531 gallons.

Staff's focus continues to be preventative maintenance of the distribution and collection system over the next month that includes dead end hydrant flushing and sanitary main flushing.

Madison Street Update:

Advance Construction has completed all sanitary and water main line installation and tie-ins, north of Libby Street. All sanitary and water laterals have been installed with the exception of five laterals between West Doty Street and Libby Street.

Wastewater Treatment Facility ABNR Update:

There will be brief slide presentation to show progress of construction.

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: August 8, 2022
SUBJECT: June 2022 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

The electric utility construction activity consisted of rebuilding overhead line on Madison and Libby streets and continued ATC clearance work. The sewer and water utilities incurred \$15,100 in project costs for S. Madison Street reconstruction. Construction at the WWTF continues with monthly Disbursement Requests processed through the USDA.

There were no plant additions for the month.

MONTHLY OPERATING RESULTS – June 2022 Monthly and Year-To-Date (YTD)

Sales

Electric

- Monthly kWh sales were **3.8% below** budget & **4.7% lower** than June 2021 on lower sales to residential customers.
- YTD kWh sales were **3.5% above** budget & **2.4% higher** than June 2021 YTD actual sales.

Water

- Monthly sales units of 100 cubic feet were **2.7% below** budget & **7.7% lower** than June 2021.
- YTD water sales were **5.0% above** budget & **3.2% higher** than June 2021 YTD actual sales due to an industrial customer experiencing a leak in their production process during the 1st quarter of the current year.

Sewer

- Monthly sales units of 100 cubic feet were **4.1% below** budget & **4.5% lower** than June 2021 sales due to lower residential and public authority volume. Sales to the Department of Corrections facilities 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 **8.7% below** budget & **9.0% lower** than June 2021 YTD actual sales.

Income Statement

Electric

- Operating revenues and purchased power expense were **above** budget \$541,200 and \$498,900, respectively, due to overall higher purchased power costs from higher market energy prices passed through WPPI. This trend is expected through the summer months due to higher market volatility.
- Gross margin was \$42,200 **above** budget.
- Operating expenses were \$34,000 **below** budget primarily due to lower distribution maintenance costs than budgeted and the crews working on capital projects.

- Operating income was \$238,800 or \$139,600 *above* budget from lower operating costs and the annual billings for joint pole attachments to communication companies, which occur in January of every year and totaled \$76,500.
- Net income was \$224,500 or \$146,000 *above* budget primarily from increased sales and timing of the joint pole attachment billings to communications companies.

Water

- Operating revenues were \$22,500 *above* budget due to overall higher consumption for one industrial customer who had a water leak in their production line process during the 1st quarter of 2022.
- Operating expenses were \$114,300 *below* budget on lower treatment and distribution expenses.
- Operating income was \$416,100 or \$140,900 *above* budget from lower than budgeted operating expenses.
- Net income was \$343,400 or \$153,200 *above* budget.

Sewer

- Operating revenues were \$26,300 *above* budget despite continued lower consumption from the Department of Corrections facilities. High strength billings for the DOC facilities began to increase in April 2022. Trucked in waste revenues also increased from the prior months.
- Operating expenses were \$31,400 *below* budget due to lower laboratory and maintenance-related costs at the WWTF during the ABNR upgrade construction.
- Operating income was \$71,300 or \$62,400 *above* budget.
- Net (loss) was (\$103,600) or \$31,200 *above* budget largely due to controlling maintenance costs at the WWTF and increases in high-strength and trucked-in waste charges.

Balance Sheets

Electric

- Balance sheet *increased* \$147,900 from May 2022.
- Accounts receivable increased \$185,900 due to higher market energy costs passed through the monthly PCAC charge offset by an increase of \$87,000 in Accounts payable from the monthly purchased power billing.
- Net position *increased* \$57,200 from May 2022.

Water

- Balance sheet *increased* \$82,500 from May 2022.
- Total unrestricted cash *increased* \$102,200 due to increased collections of receivables from the previous month and a reduction in operating costs, which resulted in fewer cash outlays.
- Net position *increased* by \$74,100.

Sewer

- Balance sheet *increased* \$891,000 from May 2022 due to month-to-month fluctuations in payables associated with construction work in progress at the WWTF offset by Disbursement Reimbursements from the USDA (classified as debt).
- Unrestricted cash *increased* \$215,100 largely due to a \$225,000 transfer/re-allocation from the restricted Equipment Replacement Fund for equipment purchases made during 2020 and 2021. Eligible equipment was purchased during these years and was paid for with unrestricted operating funds.
- Long-term debt *increased* \$831,300 from the receipt of funds from USDA for Disbursement Request #15 for the WWTF.
- Net position *increased* \$11,700.

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. The Utility's investments are typically fixed-income and held to maturity unless they are called before maturity. Held to maturity investments recognize monthly mark to market adjustments that ultimately are not realized when the investment matures.

- Total cash and investments *increased* \$208,800 or **2.3%** from May 2022 largely from lower expenses incurred during the month.
- Received interest and distributions of \$3,500 and recorded an unrealized *negative* market adjustment of (\$12,200), along with \$500 in management fees, resulting in a net portfolio *loss* of (\$9,200) for the month.
- Total interest and investment income earned (lost) on all accounts for the month was (\$8,700) and (\$52,400) year-to-date.

OTHER FINANCIAL MATTERS

WWTP Upgrade – Construction Update and Progress

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

Total Project Budget (As of 4/14/2021):	\$ 36,008,000
Total Authorized Funding (As of 5/31/2022):	\$ 37,508,000
Total Project Costs to Date (Thru 8/3/2022):	\$ 26,971,782
Loan Draws – Project to Date: (Thru 8/3/2022):	\$ 25,906,733
Disburse Request #16 – Requested (7/6/2022):	\$ 856,167
Disburse Request #15 – Paid (6/28/2022):	\$ 831,300

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

Administrative Report for July 2022

Prepared by K Schlieve, 8/3/22

Personnel

- Jackson Stobb began employment with the City as a Light Equipment Operator. The position was vacated when Alex Schlieve assumed a Heavy Equipment Operator role that opened due to a retirement.
- Public Administration Associates (PAA) has begun the recruitment process for the Director of Finance/Assistant City Admin position. The posting closes Thursday, August 4. A meeting to review candidates is planned for August 23.
- Recruitment is underway for a part-time code enforcement officer.

Budget

- Preliminary net new construction needs are lower than projected at 1.04%. This equates to a levy increase of approximately \$28,000. Increased energy costs alone will consume this increase. Department Heads are working on reduction plans.
- Staff is evaluating current budgets and spending and may be recommending some reductions to current plan that could impact 2023.
- Preliminary renewals for Dean Health Insurance are in and we are currently working with the Taskforce to negotiate a reduction in costs.

Economic Development

- TID 9 creation is underway. The JRB will meet August 24 to review the plan. A Public Hearing for the proposed TID is planned immediately following with the Plan Commission.

Grants:

- Applied for a technical assistance grant with East Central WI Regional Planning Commission to support planning for improvements of public space on either side of 417 E Main Street.
- The kick off meeting for the Senior Center was held August 2. The Cedar Corp team will be in Waupun meeting with partner organizations to understand needs over the coming weeks. Next team meeting planned for August 30.
- Discuss underway with EDA on possible funding alternatives for Industrial Park. Also in discussion with WI-DOT on TEA Grant to support.

City of Waupun – Timeline for Branding Decisions and Implementation

I have received many questions regarding decisions made in accordance with the branding work authorized in 2016. The following timeline outlines a series of actions and decisions made by various boards and commissions over time as it pertains to brand implementation. Please note that references to the Streetscaping and web/communication plans are included because they are part of the broader implementation plan.

Date	Discussion/Action	Outcome
May 2016	Council and community partners participate in Economic Development 101 training. Discussion about what economic development is and what it is not. Beginning discussion on goals for development.	Full Council participation
April 2016	City Staff apply to WI Main Street Connect Community Program (application accepted). We move to a 4-pillars approach to redevelopment.	Awarded Connect Community Status by WEDC
August 30, 2016	Council – Committee of the Whole (COW) discussion about branding and communication gaps based on communication audit findings conducted by a marketing and communications intern. RFP is issued to evaluate tourism partners and committee of stakeholders formed to recommend solution.	Unanimous approval to begin development of strategy.
November 15, 2016	Budget hearing for 2017 budget. Non-routine operating expenditures approved to begin branding work.	Unanimous approval of proposed 2017 budget.
December 13, 2016	Council – Approve Ady Advantage as firm to assist with branding work.	Unanimous approval
December 13, 2016	Council – Approve Fond du Lac Area Convention and Visitor’s Bureau (now Destination Lake Winnebago Region) as tourism entity.	Unanimous approval
February 14 & 15, 2017	Ady Advantage in Waupun interviewing businesses, facilitating planning with approximately 50 community stakeholders. Conducted an audit of sites and community assets.	Public Participation
August 8, 2017	Council – Ady Advantage present at Council meeting to present branding project. Also invited are BID and CDA Boards.	Discussion. Questions about tourism v. economic development.

City Administrator Report
 Prepared for August 8, 2022 Council Meeting

August 29, 2017	Council Committee of the Whole – revisit of branding work and discussion about implementation plan. Discussion to integrate City of Sculpture for tourism purposes.	Discussion. No noted objections.
November 14, 2017	Budget hearing for 2018 budget. Non-routine operating expenditures and goals outlined. Approval given to advance branding work among other listed non-routine expenditures.	Unanimous approval
February 28, 2018	Community Development Authority discusses a project to develop a Streetscaping Plan to make needed improvements with funds for the project generated from TID 3 and/or grant sources.	Discussion
April 17, 2018	Community Development Authority – contracted for planning work to develop a streetscaping plan finalized. Work commences with community survey.	Discussion
June 2018	Waupun named site of state’s first soybean crush facility. Project later stalls due to global tariff disputes, however remains of interest and city continues to discuss with prospective developers to attract a project. Branding work is essential in interfaces with site selectors.	Routine updates to Council by ED team.
August 21, 2018	Community Development Authority hears MSA present Community Survey results on streetscaping and group brainstorms solutions for inclusion in Streetscape Plan.	Workshop with CDA members
November 13, 2018	Community Development Authority meets. Programs structured to support Streetscape implementation among ongoing façade improvement and blight elimination efforts (source of funds: TID 3).	Discussion
November 20, 2018	MSA presents final draft Streetscaping Plan to Community Development Authority.	Unanimously approved to recommend to Common Council for approval.
November 28, 2018	Staff provide an overview of new website/branding platform, including visuals of website and an overview of functionality. New logo is shown integrated into updated web platform.	Discussion. No noted objections.

City Administrator Report
 Prepared for August 8, 2022 Council Meeting

December 11, 2018	Destination Lake Winnebago Region presents tourism strategy “Naturally Waupun” which focuses on sculpture/outdoor art, recreation, festivals.	Discussion. No noted objection.
January 29, 2019	Council approves and adopts Streetscaping plan. Phase 1 calls for replacement of broken trash receptacles, seating, and addition of signage in accordance with plan.	Unanimous approval to adopt Streetscaping plan as presented.
February 19, 2019	Community Development Authority hears from students at Waupun High School on recommendations to implement elements of Streetscaping Plan. Students have been helping with benches, garbage receptacles, and planter upgrades. Green space improvement ideas are being worked on. Students presented banner designs. A group is working on a mural for downtown.	Discussion and feedback to students
June 18, 2019	Community Development Authority completes work with students – Banners and Mural installed showcasing City of Sculpture brand	Recognition of students at CDA mtg
March 10, 2020	Board of Public Works reviews wayfaring signage in accordance with Streetscaping Plan adopted in 2019.	Unanimous approval to approve signage design and bid. This work is later put on hold due to uncertainty of budget due to COVID-19 (funds redirected to business relief in later council action).
June 2020	Industrial Park certified Gold Shovel Ready	MadREP verifies site meets standards
October 12, 2021	Board of Public Works reviews wayfaring sign placement plan and approves updated bids to restart work approved but held in 2020 due to COVID.	Unanimous approval to approve sign placement with noted changes and bid.
June 14, 2022	City Council approves \$100M agribusiness attraction project in Waupun Industrial Park aligned with economic development strategic plan.	Approved unanimously

City Administrator Report
Prepared for August 8, 2022 Council Meeting

June 30, 2022	City obtains CDI grant to support improvements to greens spaces on either side of 417 E Main Street in accordance with TID blight elimination plan and Streetscaping Master Plan. Coordination of planning to occur in collaboration with BID and CDA.	Council authorized seeking of CDI grant at January 25, 2022.
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2022 CITY OF WAUPUN - GRANT FUNDING REPORT / ARPA ALLOCATION

Updated (July 5, 2022)

Grant	Purpose	*Status	Comments	Grant Period	Request	Award	City Match
Storm Water Study - 50% match	WI DNR UNPS planning grant for '22 Storm Water Study - 50% match	Approved	50% match	2022	\$ 24,100	\$ 24,100	\$ 24,100
PSC Energy Innovation Planning Grant	Energy Innovation Planning Grant	Approved	Agreement Executed Planning in process	2022	\$ 50,000	\$ 50,000	\$ 8,511
CEASE Program (Police)	Federal Funds passed through State	Pending		2022	\$ 1,370		\$ -
Federal American Rescue Plan Act - DOA Police Grant	DOA Law Enforcement Agency Grant	Automatic	Working to identify eligible project	2022		\$ 25,164	\$ -
WI-DOT Local Road Improvement Grant	Rock / Newton Avenues Phase 2	Approved	Working to update street plan to reflect award	2022-2023	\$ 400,000	\$ 400,000	\$ 488,260
DOA Healthcare Infrastructure Capital Grant	EMR Program Start Up Costs	Approved	Working with DOA to execute contracts	2022-2024	\$ 204,864	\$ 204,864	\$ -
DOA Neighborhood Investment Fund Grant	Senior Center Construction	Approved	Execute contracts	2022-2024	\$ 4,995,425	\$ 4,995,425	\$ 204,555
Community Development Investment (CDI) Grant	Stone + Suede Renovations/Public Infrastructure	Approved	Contract executed; Working with Stone+Suede to implement	2022	\$ 134,000	\$ 134,000	\$ 75,000
EDA Grant - COVID Relief	Infrastructure to Expand in Waupun Industrial Park	Denied	TID 9 creation underway to underwrite cost; Exploring alternative grant funding	2023-2024	\$ 2,400,000	\$ -	\$ 800,000
EMS Flex Grant	Advance EMR Services to EMT Basic Level	Pending	Due July 11, 2022	2022-2023	\$ 260,000	\$ -	\$ -
American Recovery Plan Act (ARPA) Non-Entitlement Community Funds	Pre-determined allocation based on population; prioritization plan needs to be determined	Automatic	2nd tranche received; Claimed lost revenue exemption in first reporting; Prioritization spending plan needs to be finalized.	2022-2024		\$ 1,172,183	
BIL / Road Improvement Grant	Federal Funds for local road improvements - submitting for Roosevelt, Park and Grace Streets	Pending	Submitted	2025-2026	\$ 1,619,290	\$ -	\$ 1,414,187
FDL Co Hwy Traffic Safety Grant	Seat belt / speed enforcement reimbursement	Automatic	January - March 2022	2022		\$ 756	\$ -
TOTAL					\$ 10,089,049	\$ 7,006,492	\$ 3,014,613



AGENDA SUMMARY SHEET

MEETING DATE: 8/8/2022

TITLE: Faith Technologies Lighting Lease Payoff

AGENDA SECTION: CONSIDERATION - ACTION

PRESENTER: Kathy Schlieve, City Administrator

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

ISSUE SUMMARY:

- In 2019, the lighting systems at City Hall, the Safety Building, Community Center, and Library were updated (to LED) for energy savings purposes
- A lease agreement with Faith Technologies was entered into, requiring the city to make monthly payments for the lighting upgrades over a 5 year period
- In effort to save staff time on monthly AP processing and annual lease accounting, approval for early payoff is requested
- Early payoff is allowed by Faith Technologies
- The balance of the lease (as of 8/9/22) is \$45,764.42
- The source of funds for the payoff will be fund balance (cash reserves) from the Debt Service Fund or Capital Improvement Fund

STAFF RECOMMENDATION:

Approve early payoff of the lighting lease

ATTACHMENTS:

N/A

RECOMMENDED MOTION:

Motion to approve early payoff of the Faith Technologies lighting lease.



AGENDA SUMMARY SHEET

MEETING DATE: 8/8/22 **TITLE:** Award Bid for Asphalt Paving Contract Alley
(400 block south side of E. Main St between S. Madison St. and Carrington St.)

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane, Public Works Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
	\$57,161.75	

ISSUE SUMMARY

We received two bids, Northeast Asphalt \$57,161.75 and Kartechner Brothers LLC \$133,542.75, for the project Asphalt Paving Contract Alley (400 block south side of E. Main St between S. Madison St. and Carrington St.).

Both bidders have done work for the City in the past. We have no issues working with either of them.

STAFF RECOMMENDATION:

Accept the low bid from Northeast Asphalt, in the amount of \$57,161.75.

ATTACHMENTS:

Bid Tab

RECOMMENDED MOTION:

Motion to award the Asphalt Paving Contract Alley Project to Northeast Asphalt for the amount of \$57,161.75

**CITY OF WAUPUN
 BID TAB FOR
 ASPHALT PAVING
 Alley (400 block south side of E. Main St. between S. Madison St. and Carrington St.)**

Northeast Asphalt 20 Camelot Dr Fond du Lac, WI 54935							
Item No	Item Description	Approx S.Y.	Mill Price	Surface Price	Total Price		
1	2" Profile Mill 2" Blacktop Surface (4LT 58-28S)	3175	\$7,302.50	\$38,893.75	\$46,196.25		
Item No	Item Description	Approx SY	Grade & Compact	Binder Price	Surface Price	Total Price	
2	Grade & Compact gravel area pave area 3" in two lifts 1 1/2" Binder (4LT 58-28s) 1 1/2" Surface (4LT 58-28s)	455	\$1,820.00	\$4,572.75	\$4,572.75	\$10,965.50	
Total Price (Item #1 & #2)			Grade & Compact \$1,820.00	Mill Price \$7,302.50	Binder Price \$4,572.75	Surface Price \$43,466.50	Total Price \$57,161.75

Kartechner Brothers LLC N11829 County Rd I Waupun, WI 53963							
Item No	Item Description	Approx S.Y.	Mill Price	Surface Price	Total Price		
1	2" Profile Mill 2" Blacktop Surface (4LT 58-28S)	3175	\$38,100.00	\$77,470.00	\$115,570.00		
Item No	Item Description	Approx SY	Grade & Compact	Binder Price	Surface Price	Total Price	
2	Grade & Compact gravel area pave area 3" in two lifts 1 1/2" Binder (4LT 58-28s) 1 1/2" Surface (4LT 58-28s)	455	\$4,026.75	\$6,973.00	\$6,973.00	\$17,972.75	
Total Price (Item #1 & #2)			Grade & Compact \$4,026.75	Mill Price \$38,100.00	Binder Price \$6,973.00	Surface Price \$84,443.00	Total Price \$133,542.75



CITY OF WAUPUN BUILDING INSPECTOR
Waupun City Hall – 201 E. Main Street, Waupun WI
P: 920-324-7917 * F: 920-324-7939
www.cityofwaupun.org

NOTICE OF BIDDING

The City of Waupun will receive sealed bids at the office of the City Clerk, located at 201 E. Main St., Waupun, Wisconsin 53963 for asphalt paving and mill and overlay projects until **Thursday, July 28, 2022 at 11:00 am**. All bids will be publicly opened and read aloud at that time.

PROJECT: ASPHALT PAVING CONTRACT ALLEY
Alley (400 block south side of E. Main St between S. Madison St. and Carrington St.

Project consists of bituminous milling, pulverizing, and bituminous paving of existing streets. Greater details will be given in construction specifications. Project consists of bituminous milling, pulverizing, and bituminous paving of existing streets. Greater details will be given in construction specifications.

All proposals must be made on blank forms furnished by the City of Waupun and in accordance with the General Instructions to Bidders. Plans, Specifications and Contract Documents may be examined and/or obtained at the Office of the Director of Public Works, 201 East Main Street, Waupun, WI. For bidding purposes, no deposit will be required for each set of plans, specifications, and contract documents. All proposal envelopes must be clearly marked **“BID – ASPHALT PAVING CONTRACT ALLEY”**

Each proposal shall be accompanied by a certified check or bid bond, equivalent to five percent (5%) of the minimum proposal base bid, either of the above to guarantee that, if a proposal is accepted by the City, a contract will be entered into, and its performance properly secured. If the successful bidder fails to execute the contract and furnish payment and performance bonds within 15 days after the award, the Check or Bid Bond shall be forfeited to the City of Waupun as liquidated damages, Section 62.15(3), Wisconsin Statutes.

No bid may be withdrawn for a period of 60 days after the opening date.

The letting of the work described herein is subject to the provisions of Section 66.0901 of the Wisconsin Statutes. The City reserves the right to reject any or all bids, waive or not waive formalities in the bids received, and to accept any proposal which the City deems most favorable to the interests of the City.

Construction time is of the essence. Completion delays are subject to liquidated damages.

BOARD OF PUBLIC WORKS
Jeff Daane
Director of Public Works

(Publish July 13 and July 20, 2022)



AGENDA SUMMARY SHEET

MEETING DATE: 8/8/22 **TITLE:** Award Bid for Asphalt Paving Contract Shaler Park (400 N. Madison St. Shaler Park Drive and Parking Area)

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane, Public Works Director

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
	\$15,577.20	

ISSUE SUMMARY

We received two bids, Northeast Asphalt \$18,558.00 and Kartechner Brothers LLC \$15,577.20, for the project Asphalt Paving Shaler Park (400 N. Madison St. Shaler Park Drive and Parking Area).

Both bidders have done work for the City in the past.

STAFF RECCOMENDATION:

Accept the low bid from Kartechner Brothers LLC, in the amount of \$15,577.20.

ATTACHMENTS:

Bid Tab

RECCOMENDED MOTION:

Motion to award the Asphalt Paving Contract Shaler Park Project to Kartechner Brothers LLC for the amount of \$15,577.20

**CITY OF WAUPUN
 BID TAB FOR
 ASPHALT PAVING
 400 N Madison St. Shaler Park Drive and Parking Area**

**Kartechner Brothers LLC
 N11829 County Rd I
 Waupun, WI 53963**

Item No	Item Description	Approx S.Y.	Approx Tons	Surface Price	Total Price
1	3" Blacktop surface single lift (4LT 58-28s)		120	\$111.00	\$13,320.00
2	Fine Grade	5940		\$0.38	\$2,257.20
TOTAL PRICE					\$15,577.20

**Northeast Asphalt
 20 Camelot Dr
 Fond du Lac, WI 54935**

Item No	Item Description	Approx S.Y.	Approx Tons	Surface Price	Total Price
1	3" Blacktop surface single lift (4LT 58-28s)		120	\$120.00	\$14,400.00
2	Fine Grade	5940		\$0.70	\$4,158.00
TOTAL PRICE					\$18,558.00



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**PROJECT: ASPHALT PAVING CONTRACT SHALER PARK
400 N. Madison St. Shaler Park Drive and Parking Area**

Project consists of bituminous milling, pulverizing, and bituminous paving of existing streets. Greater details will be given in construction specifications. Project consists of bituminous milling, pulverizing, and bituminous paving of existing streets. Greater details will be given in construction specifications.

All proposals must be made on blank forms furnished by the City of Waupun and in accordance with the General Instructions to Bidders. Plans, Specifications and Contract Documents may be examined and/or obtained at the Office of the Director of Public Works, 201 East Main Street, Waupun, WI. For bidding purposes, no deposit will be required for each set of plans, specifications, and contract documents. All proposal envelopes must be clearly marked **“BID – ASPHALT PAVING CONTRACT SHALER PARK”**

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Construction time is of the essence. Completion delays are subject to liquidated damages.

BOARD OF PUBLIC WORKS
Jeff Daane
Director of Public Works

(Publish July 13 and July 20, 2022)



AGENDA SUMMARY SHEET

MEETING DATE: 8/8/22

TITLE: Wayfaring Signage and Branding

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Rohn Bishop, Mayor

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

ISSUE SUMMARY

In previous discussions on wayfaring signage and branding, no vote occurred. The Mayor with some council support is requesting that the item be brought back for further discussion.

STAFF RECCOMENDATION:

ATTACHMENTS:

RECCOMENDED MOTION: