



**A G E N D A**  
**CITY OF WAUPUN COMMITTEE OF THE WHOLE**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, May 31, 2022 at 6:00 PM**

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

**Join Zoom Meeting:** <https://us02web.zoom.us/j/81277097303?pwd=MnNDRjV0UXFqdU9BL0doTWt4T245UT09>  
**Meeting ID: 812 7709 7303**  
**Passcode: 191527**  
**Dial by your location: 312 626 6799**

**CALL TO ORDER**

**ROLL CALL**

**FOND DU LAC COUNTY UPDATE- SUPERVISOR SAM KAUFMAN**

**ECONOMIC DEVELOPMENT**

1. Overview Project and Developer Agreement Terms for Proposed Project with United Cooperative in Waupun Industrial Park

**CONSENT AGENDA**

2. Future Meetings & Gatherings, License and Permit Applications, Expenses
3. Summer Recreation Program 2022

**CONSIDERATION - ACTION**

4. City of Waupun Flexible Work Policy
5. City of Waupun Police Department K-9 Purchase
6. Authorization to contract with a recruitment firm to support hiring of Director of Finance/Assistant City Administrator position
7. Part-Time Code Enforcement Job Description and Permission to Hire
8. Appointment to the Business Improvement District Board- Craig Much
9. 2023 City of Waupun Budget Planning Process Overview (*Discussion Only*)

**CLOSED SESSION**

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

- (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
10. Union Negotiations with Police Union, WPPI, for a 2023 Bargaining Agreement and Personnel (*Discussion*)

**RECONVENE TO OPEN SESSION**

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

**ACTION FROM CLOSED SESSION**

**ADJOURNMENT**

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



# AGENDA SUMMARY SHEET

**MEETING DATE:** 5-31-22

**TITLE:** Overview Project and Developer Agreement Terms for Proposed Project with United Cooperative in Waupun Industrial Park

**AGENDA SECTION:** ECONOMIC DEVELOPMENT

**PRESENTER:** Kathy Schlieve, Administrator

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality	Jobs (direct, indirect and induced) and growth of tax base; New Tax Increment District creation	

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**ISSUE SUMMARY:**

Since 2018, City Staff have been working on an economic diversification strategy for Waupun with the goal of expanding the Waupun Industrial Park to reduce the community's dependence on public sector employment and to grow the local tax base. With that goal in mind, the Waupun Common Council approved work in 2017 with Ady Advantage to examine the City's economic development strategy. Three industry sectors were identified as important to a diversification strategy, including value-added agribusiness, advanced manufacturing, and logistics. More than fifty community members were involved in this planning process. In 2018, land in the Waupun Industrial Park was selected for the State's first soybean processing facility, which was aligned with this plan. That project subsequently ran into hurdles with trade disputes and lacked needed capital to finalize development. City Staff continued to pursue opportunities to develop a similar project and began conversations with United Cooperative about a potential project in 2020. In 2021, United Cooperative secured an option on land in the Waupun Industrial Park and began a due diligence period to assess the site. Late last year, United concluded that the Waupun site was the most feasible site for their project and negotiations began in early 2022 to finalize details of a development project. City Staff and representatives from United Cooperative will present an overview of a proposed three-phase project to develop in the Waupun Industrial Park, including terms of a negotiated Developer's Agreement and next steps needed to advance a project.

**STAFF RECOMMENDATION:**

The proposed project aligns with the stated goals of the City's economic development project and extensive work has been put into negotiating the details of the development agreement that meets the needs of the City. Based on these facts, City staff support the project as presented.

**ATTACHMENTS:**

**MOTIONS FOR CONSIDERATION:**

Discussion Only



# AGENDA SUMMARY SHEET

**MEETING DATE:** 5-31-22

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

**AGENDA SECTION:** CONSENT AGENDA

**PRESENTER:** Angela Hull, Clerk

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**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, June 14, 2022	Common Council	6:00pm
Tuesday, June 28, 2022	Committee of the Whole	6:00pm
Tuesday, July 12, 2022	Common Council	6:00pm
Tuesday, July 26, 2022	Committee of the Whole	6:00pm

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**License and Permit Applications**

**Operator License:**

Windy Labrie, Dequincy Gordon, Jose Guimaraes, Carly Bronkhorst, Brianna Kast, Jake Pater, Trinity Phillips, Bruce Vanderbush, Elizabeth Grant, Ruben Betancourt, Justin Schroeder

**Temporary Class B Fermented Malt Beverage License:**

September 10, 2022 Volksfest by Waupun Hockey Association at the Waupun Community Center  
September 16-17, 2022 Softball Tournament by Waupun Hoopsters at McCune Park

**Backyard Chicken Permit:**

Jared Ramthun, 415 Jackson St., Waupun

**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
05/26/2022	103859	AMAZON CAPITAL SERVICES	930.08
05/26/2022	103860	ADVANTAGE POLICE SUPPLY INC	450.44
05/26/2022	103861	AIRGAS USA, LLC	1,224.91
05/26/2022	103862	ALLIANT ENERGY/WP&L	1,327.97
05/26/2022	103863	AQUATIC BIOLOGISTS, INC.	320.00
05/26/2022	103864	ASSOCIATED APPRAISAL CONSULTA	3,134.33
05/26/2022	103865	AT & T	129.40
05/26/2022	103866	AT&T MOBILITY	774.25
05/26/2022	103867	BALLWEG IMPLEMENT	728.53
05/26/2022	103868	BEER, MIKE	347.88
05/26/2022	103869	BROWN CAB SERVICE INC	11,066.85
05/26/2022	103870	CAPITAL NEWSPAPERS	89.68
05/26/2022	103871	CAREW CONCRETE & SUPPLY INC	777.90
05/26/2022	103872	CASPERS TRUCK EQUIPMENT	145.75
05/26/2022	103873	CEDARQUIST, ANNIE	11.97
05/26/2022	103874	CHARTER COMMUNICATIONS	806.11
05/26/2022	103875	CITY OF WAUPUN	5,000.00
05/26/2022	103876	COMMUNITY SECURITY SOLUTIONS	7,971.26
05/26/2022	103877	CONSULTANTS LABORATORY-FDL	120.00
05/26/2022	103878	DODGE COUNTY CLERK	461.53
05/26/2022	103879	EMERGENCY COMMUNICATION SYST	54.65
05/26/2022	103880	EMERGENCY MEDICAL PRODUCTS	18.75
05/26/2022	103881	EVERBRIDGE INC	4,000.00
05/26/2022	103882	WI BUILDING SUPPLY	95.76
05/26/2022	103883	FASTENAL CO.	68.00
05/26/2022	103884	FOND DU LAC COUNTY EMS ASSOC	50.00
05/26/2022	103885	FDL COUNTY HEALTH DEPARTMENT	1,499.00
05/26/2022	103886	GAPPA SECURITY SOLUTIONS LLC	240.00
05/26/2022	103887	GOODYEAR COMMERCIAL TIRE & SE	486.86
05/26/2022	103888	GRAND VALLEY INSPECTION SERVIC	20,723.65
05/26/2022	103889	GRAY'S	3,586.00
05/26/2022	103890	HALRON LUBRICANTS INC	529.00
05/26/2022	103891	HAMMES FIRE & SAFETY	491.00
05/26/2022	103892	HAWKINS INC	749.66
05/26/2022	103893	HEIDEMANN, TERESA	40.00
05/26/2022	103894	HERITAGE RIDGE TRAVEL PLAZA	35.81
05/26/2022	103895	KIMBALL MIDWEST	229.26
05/26/2022	103896	LAPPEN SECURITY PRODUCTS	389.86
05/26/2022	103897	LARSON TRUCKING INC	471.16
05/26/2022	103898	LEAGUE OF WI MUNICIPALITIES	110.00
05/26/2022	103899	LIFESTAR EMERGENCY MEDICAL	5,500.00
05/26/2022	103900	MSA PROFESSIONAL SERVICES INC.	8,806.64
05/26/2022	103901	MATOUSHEK JR., MICHAEL	19.66
05/26/2022	103902	MILTON PROPANE INC	170.99
05/26/2022	103903	MORAINES PARK TECHNICAL COLLEG	13,746.40
05/26/2022	103904	NAPA AUTO PARTS-WAUPUN	3,649.23
05/26/2022	103905	NEUMAN POOLS INC	370.54
05/26/2022	103906	OSHKOSH OFFICE SYSTEMS	93.01
05/26/2022	103907	PETERSEN, JENNIFER	23.40
05/26/2022	103908	PETTY CASH-POLICE DEPT.	34.75

Check Issue Date	Check Number	Payee	Amount
05/26/2022	103909	PIGGLY WIGGLY DISCOUNT FOODS	86.61
05/26/2022	103910	PITNEY BOWES, INC.	750.00
05/26/2022	103911	PURCHASE POWER	500.00
05/26/2022	103912	Q-TRONICS	72.96
05/26/2022	103913	REINDERS INC.	529.95
05/26/2022	103914	RHODES, TARA	40.00
05/26/2022	103915	SHARE CORPORATION	307.16
05/26/2022	103916	SHRED-IT	181.02
05/26/2022	103917	STOBB PLUMBING & HEATING, INC.	4,594.30
05/26/2022	103918	SUNBELT RENTALS	958.99
05/26/2022	103919	THURMER, MIKE	40.00
05/26/2022	103920	TRUCK COUNTRY	2,513.55
05/26/2022	103921	UNIFORM SHOPPE	429.00
05/26/2022	103922	WALMART COMMUNITY/CAPITAL ONE	61.86
05/26/2022	103923	WAUPUN AREA RECREATION PROJE	2,000.00
05/26/2022	103924	WAUPUN UTILITIES	25,605.51
05/26/2022	103925	WI DEPART OF TRANSPORTATION	17,102.89
05/26/2022	103926	WI DEPT OF NATURAL RESOURCES	1,665.00
05/26/2022	103927	WM CORPORATE SERVICES INC	48,336.94
05/26/2022	103928	YMCA OF DODGE COUNTY	1,500.00
05/26/2022	103929	HERO INDUSTRIES INC	1,165.00
05/26/2022	103930	INSIGHT FS	125.26
05/26/2022	103931	MARCO TECHNOLOGIES LLC	160.91
05/26/2022	103932	BETT, JOHN	40.00
Grand Totals:			<u>210,868.79</u>

Report Criteria:

Report type: Summary

## Report Criteria:

[Report]. Invoice Date = 05/26/2022

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>48 AMAZON CAPITAL SERVICES</b>				
1TMV-4F6G-6H49	notary stamp - Greenfield	05/26/2022	24.95	100-10-5153-3-38
1LH1-7MTK-JWD9	replace controller for lift chair at aquatic center	05/26/2022	160.06	100-20-5523-3-36
1GV1-QXC1-TDNV	Ram Mount - PD	05/26/2022	108.00	100-40-5212-3-36
19QX-1XNM-3WPD	magnetic mic/rechargable battery	05/26/2022	256.90	100-40-5212-3-36
1VNF-T6QW-7DCF	fidget toys/giltter sticky hands/sunglasses/bubble wands	05/26/2022	135.82	100-40-5214-3-38
1H34-MKLT-6749	fidget toys - PD	05/26/2022	32.88	100-40-5214-3-38
1QGF-NXRK-K33T	Rakes	05/26/2022	211.47	100-70-5411-3-38
Total 48 AMAZON CAPITAL SERVICES:			930.08	
<b>629 ADVANTAGE POLICE SUPPLY INC</b>				
22-0245	Clothing allowance - Dumke	05/26/2022	225.22	100-12634
22-0244	Clothing allowance - Hraban	05/26/2022	225.22	100-12634
Total 629 ADVANTAGE POLICE SUPPLY INC:			450.44	
<b>987 AIRGAS USA, LLC</b>				
9125779919	Chemicals - Pool	05/26/2022	1,224.91	100-20-5523-3-40
Total 987 AIRGAS USA, LLC:			1,224.91	
<b>1174 ALLIANT ENERGY/WP&amp;L</b>				
5374620000-APR22	Aquatic Center - April 2022	05/26/2022	104.04	100-20-5523-3-32
1780510000-APR22	CITY HALL monthly fuel charges - April 2022	05/26/2022	1,223.93	100-70-5410-3-32
Total 1174 ALLIANT ENERGY/WP&L:			1,327.97	
<b>1480 AQUATIC BIOLOGISTS, INC.</b>				
275747	Fountain - service	05/26/2022	320.00	100-70-5410-3-36
Total 1480 AQUATIC BIOLOGISTS, INC.:			320.00	
<b>1787 ASSOCIATED APPRAISAL CONSULTAN</b>				
162729	Monthly services/Revaluation Program - June 2022	05/26/2022	3,134.33	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			3,134.33	
<b>1904 AT &amp; T</b>				
ARP20-MAY19 2022	Police Dept monthly phone charges	05/26/2022	129.40	100-40-5211-3-31
Total 1904 AT & T:			129.40	
<b>1906 AT&amp;T MOBILITY</b>				
MAR24-APR23 2022	FirstNet Mobile Aircards - Mar 24-Apr 23 2022 PD	05/26/2022	774.25	100-40-5211-3-31
Total 1906 AT&T MOBILITY:			774.25	
<b>4015 BALLWEG IMPLEMENT</b>				
P39310	v-belt	05/26/2022	61.14	100-70-5411-3-36
P39449	bracket	05/26/2022	204.52	100-70-5411-3-36
P38766	cross & bearing assem/universal joint	05/26/2022	462.87	100-70-5411-3-36
Total 4015 BALLWEG IMPLEMENT:			728.53	

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>5035 BEER, MIKE</b>				
5-26-22	reimburse for supplies for rescue boat	05/26/2022	347.88	100-50-5232-3-38
Total 5035 BEER, MIKE:			347.88	
<b>6252 BROWN CAB SERVICE INC</b>				
2656	April monthly taxi service 2022	05/26/2022	11,066.85	501-10-5154-3-38
Total 6252 BROWN CAB SERVICE INC:			11,066.85	
<b>7058 CAPITAL NEWSPAPERS</b>				
103505	Conditional Use Notices - 9,11,13 Fond du Lac St	05/26/2022	26.70	100-10-5110-3-35
103507	Conditional Use Hearing-301 Fox Lake Rd	05/26/2022	25.28	100-10-5110-3-35
99205	Type D Notice Location & Hours Polling Place 2022	05/26/2022	29.56	100-10-5142-3-35
99211	Public Test 2022	05/26/2022	8.14	100-10-5142-3-35
Total 7058 CAPITAL NEWSPAPERS:			89.68	
<b>7065 CAREW CONCRETE &amp; SUPPLY INC</b>				
1236841	screenings around fire training tower	05/26/2022	130.03	100-70-5412-3-36
1236842	screenings - shop stock for street work	05/26/2022	262.69	100-70-5431-3-36
1236715	concrete - storm sewer - S alley - 400 block	05/26/2022	385.18	700-10-5192-3-36
Total 7065 CAREW CONCRETE & SUPPLY INC:			777.90	
<b>7070 CASPERS TRUCK EQUIPMENT</b>				
0053197-IN	air filter for street sweeper	05/26/2022	145.75	700-10-5192-3-36
Total 7070 CASPERS TRUCK EQUIPMENT:			145.75	
<b>8049 CEDARQUIST, ANNIE</b>				
5-26-22	Meal reimbursement - court	05/26/2022	11.97	100-40-5215-3-37
Total 8049 CEDARQUIST, ANNIE:			11.97	
<b>10048 CHARTER COMMUNICATIONS</b>				
13430-MAY22	city hall - internet	05/26/2022	139.98	100-10-5197-3-31
84621-MAY22	museum - internet - pd by Historical Society	05/26/2022	89.99	100-13850
16011-MAY22	senior center - tv, internet	05/26/2022	152.43	100-20-5513-3-38
54053-MAY22	aquatic center	05/26/2022	114.97	100-20-5523-3-38
18615-MAY22	PD - voice, tv	05/26/2022	82.62	100-40-5211-3-38
15199-MAY22	garage - tv, internet	05/26/2022	226.12	100-70-5412-3-38
Total 10048 CHARTER COMMUNICATIONS:			806.11	
<b>10270 CITY OF WAUPUN</b>				
5-26-22	Issue proceeds of 08/2021 K9 sale to PD auction acct	05/26/2022	5,000.00	410-48-4861-0-00
Total 10270 CITY OF WAUPUN:			5,000.00	
<b>10429 COMMUNITY SECURITY SOLUTIONS LLC</b>				
22-07	Internal Investigation 1-27-22 to 4-15-22	05/26/2022	7,971.26	100-10-5143-3-38
Total 10429 COMMUNITY SECURITY SOLUTIONS LLC:			7,971.26	
<b>10468 CONSULTANTS LABORATORY-FDL</b>				
3212049	legal blood draws - April 2022	05/26/2022	120.00	100-40-5213-3-38



Invoice	Description	Invoice Date	Total Cost	GL Account
Total 10466 CONSULTANTS LABORATORY-FDL:			120.00	
<b>11600 DODGE COUNTY CLERK</b>				
5887	4-5-22 election supplies/ballots	05/26/2022	461.53	100-10-5142-3-38
Total 11600 DODGE COUNTY CLERK:			461.53	
<b>12529 EMERGENCY COMMUNICATION SYSTEMS INC</b>				
3548	200 Amp - repair on West St siren	05/26/2022	54.65	100-50-5251-3-36
Total 12529 EMERGENCY COMMUNICATION SYSTEMS INC:			54.65	
<b>12530 EMERGENCY MEDICAL PRODUCTS</b>				
2323188	medical supplies	05/26/2022	18.75	100-50-5232-3-38
Total 12530 EMERGENCY MEDICAL PRODUCTS:			18.75	
<b>12617 EVERBRIDGE INC</b>				
M69715	Nixle Engage - 4/30/22 - 4-29-23	05/26/2022	4,000.00	100-10-5197-3-38
Total 12617 EVERBRIDGE INC:			4,000.00	
<b>12656 WI BUILDING SUPPLY</b>				
3541890	pine - horseshoe pit repair	05/26/2022	95.76	100-20-5525-3-36
Total 12656 WI BUILDING SUPPLY:			95.76	
<b>12760 FASTENAL CO.</b>				
WIBEA120746	beam repair at city garage	05/26/2022	68.00	400-70-5412-8-00
Total 12760 FASTENAL CO.:			68.00	
<b>13494 FOND DU LAC COUNTY EMS ASSOC</b>				
5-26-22	2022 EMS dues	05/26/2022	50.00	100-50-5230-3-34
Total 13494 FOND DU LAC COUNTY EMS ASSOC:			50.00	
<b>13590 FDL COUNTY HEALTH DEPARTMENT</b>				
138CKAN-9LUL68-2022	2022 Pool-Water Attraction	05/26/2022	378.00	100-20-5523-3-38
138CKAN-9LUK9J-2022	2022 Pool-Water Attraction w/ slide/waterslides	05/26/2022	404.00	100-20-5523-3-38
138CKAN-9LUJW9-2022	2022 Pool-Water Attraction	05/26/2022	339.00	100-20-5523-3-38
138CKAN-9LTQDS-2022	2022 Restaurant - Moderate Complexity	05/26/2022	378.00	100-20-5523-3-39
Total 13590 FDL COUNTY HEALTH DEPARTMENT:			1,499.00	
<b>14275 GAPPA SECURITY SOLUTIONS LLC</b>				
25235	Nabco entrance serviced - safety building	05/26/2022	240.00	100-70-5410-3-36
Total 14275 GAPPA SECURITY SOLUTIONS LLC:			240.00	
<b>14641 GOODYEAR COMMERCIAL TIRE &amp; SER</b>				
132-1191889	tires - Police dept	05/26/2022	486.86	100-40-5212-3-36
Total 14641 GOODYEAR COMMERCIAL TIRE & SER:			486.86	
<b>14698 GRAND VALLEY INSPECTION SERVICES</b>				
2022-76	Building Insp/Zoning Admin for April 2022	05/26/2022	20,723.65	230-30-5241-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 14698 GRAND VALLEY INSPECTION SERVICES:			20,723.65	
<b>14720 GRAY'S</b>				
37618	snow plow blades	05/26/2022	3,586.00	100-70-5435-3-36
Total 14720 GRAY'S:			3,586.00	
<b>15442 HALRON LUBRICANTS INC</b>				
0156730-IN	Bulk oil	05/26/2022	529.00	100-70-5411-3-36
Total 15442 HALRON LUBRICANTS INC:			529.00	
<b>15452 HAMMES FIRE &amp; SAFETY</b>				
38595	Annual extinguisher maint	05/26/2022	491.00	100-50-5232-3-36
Total 15452 HAMMES FIRE & SAFETY:			491.00	
<b>15657 HAWKINS INC</b>				
6191561	Pool Chemicals	05/26/2022	749.66	100-20-5523-3-40
Total 15657 HAWKINS INC:			749.66	
<b>15736 HEIDEMANN, TERESA</b>				
5-26-22	5-9-22 Police & Fire Comm per diem	05/26/2022	40.00	100-10-5210-3-38
Total 15736 HEIDEMANN, TERESA:			40.00	
<b>15763 HERITAGE RIDGE TRAVEL PLAZA</b>				
19641	FD - fuel	05/26/2022	35.81	100-50-5232-3-38
Total 15763 HERITAGE RIDGE TRAVEL PLAZA:			35.81	
<b>16987 KIMBALL MIDWEST</b>				
9913424	Shop supplies	05/26/2022	229.26	100-70-5411-3-36
Total 16987 KIMBALL MIDWEST:			229.26	
<b>17281 LAPPEN SECURITY PRODUCTS</b>				
LSPQ46953	change batteries - 12V's	05/26/2022	389.86	100-70-5410-3-36
Total 17281 LAPPEN SECURITY PRODUCTS:			389.86	
<b>17303 LARSON TRUCKING INC</b>				
8558	Hauling of gravel for stormwater repair projects	05/26/2022	471.16	700-10-5192-3-36
Total 17303 LARSON TRUCKING INC:			471.16	
<b>17400 LEAGUE OF WI MUNICIPALITIES</b>				
84506	Local Gov 101 - webinar	05/26/2022	110.00	100-10-5110-3-37
Total 17400 LEAGUE OF WI MUNICIPALITIES:			110.00	
<b>17759 LIFESTAR EMERGENCY MEDICAL</b>				
21-0095	ACLS Service April 2022	05/26/2022	5,500.00	100-10-5255-3-38
Total 17759 LIFESTAR EMERGENCY MEDICAL:			5,500.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>18009 MSA PROFESSIONAL SERVICES INC.</b>				
R00212056.0-86	2022 CWC Building Addition SWMP Review	05/26/2022	95.00	100-13840
R00212056.0-86	2022 CWC Master SWMP Review	05/26/2022	1,575.00	100-13840
R00212056.0-86	Grant Application Assistance per city staff	05/26/2022	510.00	100-70-5420-3-38
R00212056.0-86	Cost Estimate for Grove, Park, & Roosevelt St	05/26/2022	850.00	100-70-5420-3-38
R00212069.0-2022-1	Waupun Landfill Year 2022	05/26/2022	1,011.33	100-70-5420-3-38
R00212069.0-2022-1	Shooting range project	05/26/2022	82.93	100-70-5420-3-38
R00212096.0-32	Rock/Newton Final Site Walk-thru Inv 32	05/26/2022	816.38	400-70-5436-8-00
R00212132.0-1	Bayberry Lane Extension TID 9	05/26/2022	3,866.00	419-70-5436-8-00
Total 18009 MSA PROFESSIONAL SERVICES INC.:			8,806.64	
<b>18688 MATOUSHEK JR., MICHAEL</b>				
5-26-22	4-26-22 Envision Greater FDL Annual meeting mileage	05/26/2022	19.66	100-10-5110-3-37
Total 18688 MATOUSHEK JR., MICHAEL:			19.66	
<b>19169 MILTON PROPANE INC</b>				
U0162234	fork lift cylinders	05/26/2022	170.99	100-70-5411-3-36
Total 19169 MILTON PROPANE INC:			170.99	
<b>19450 MORAIN PARK TECHNICAL COLLEGE</b>				
S0088478	EMR class fee from 2021	05/26/2022	13,666.40	100-50-5230-3-38
S0088514	Fire Officer I state test	05/26/2022	80.00	100-50-5234-3-38
Total 19450 MORAIN PARK TECHNICAL COLLEGE:			13,746.40	
<b>19802 NAPA AUTO PARTS-WAUPUN</b>				
343619	oil filters - PD	05/26/2022	286.05	100-40-5212-3-36
345355	high/low beam lights - PD	05/26/2022	15.67	100-40-5212-3-36
343753	drill bits/gloves	05/26/2022	39.68	100-70-5411-3-36
343754	gloves	05/26/2022	19.99	100-70-5411-3-36
343755	drill bits	05/26/2022	22.90	100-70-5411-3-36
343864	seals/wheel hub dust caps/cones/cups for salter	05/26/2022	122.62	100-70-5411-3-36
343918	parts for salter gearbox	05/26/2022	7.62	100-70-5411-3-36
344144	seal for salter gear box	05/26/2022	13.64	100-70-5411-3-36
344167	oil filters	05/26/2022	5.93	100-70-5411-3-36
345164	stock filters for equipment	05/26/2022	3,094.74	100-70-5411-3-36
345244	socket	05/26/2022	7.49	100-70-5411-3-38
345695	hose clamp	05/26/2022	12.90	100-70-5441-3-36
Total 19802 NAPA AUTO PARTS-WAUPUN:			3,649.23	
<b>20349 NEUMAN POOLS INC</b>				
6166	replaced hydrostatic relief valves	05/26/2022	53.20	100-20-5523-3-36
6205	Pool chemicals	05/26/2022	317.34	100-20-5523-3-40
Total 20349 NEUMAN POOLS INC:			370.54	
<b>20900 OSHKOSH OFFICE SYSTEMS</b>				
AR75690	Ricoh IMC4500 Color Copier - city hall - contract 4/15/22-	05/26/2022	93.01	100-10-5141-3-36
Total 20900 OSHKOSH OFFICE SYSTEMS:			93.01	
<b>21357 PETERSEN, JENNIFER</b>				
5-26-22	MILEAGE - FDL - Picked up ballots/documents for 6-7-22	05/26/2022	23.40	100-10-5142-3-37

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 21357 PETERSEN, JENNIFER:			23.40	
<b>21550 PETTY CASH-POLICE DEPT.</b>				
5-26-22	UPS shipping at Fox Computer & Networking	05/26/2022	16.11	100-40-5211-3-38
5-26-22	UPS shipping at Fox Computer & Networking	05/26/2022	18.64	100-40-5211-3-38
Total 21550 PETTY CASH-POLICE DEPT.:			34.75	
<b>21665 PIGGLY WIGGLY DISCOUNT FOODS</b>				
5981	Supplies for PD - chiefs meeting	05/26/2022	25.00	100-40-5211-3-38
3597	Supplies for PD - chiefs meeting	05/26/2022	40.82	100-40-5211-3-38
4290-1	water for rehab - FD	05/26/2022	14.00	100-50-5232-3-38
2651	break room supplies - city hall	05/26/2022	6.79	100-70-5410-3-36
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			86.61	
<b>21800 PITNEY BOWES, INC.</b>				
5-26-22	Reserve acct - PD	05/26/2022	750.00	100-40-5211-3-33
Total 21800 PITNEY BOWES, INC.:			750.00	
<b>22324 PURCHASE POWER</b>				
5-26-22	Postage refill fee	05/26/2022	500.00	100-16210
Total 22324 PURCHASE POWER:			500.00	
<b>22330 Q-TRONICS</b>				
10082621	HDMI cable/wireless mouse	05/26/2022	42.98	100-10-5191-3-30
10082842	SD cards	05/26/2022	29.98	100-70-5410-3-36
Total 22330 Q-TRONICS:			72.96	
<b>22700 REINDERS INC.</b>				
6011176-00	brake calipers	05/26/2022	529.95	100-70-5411-3-36
Total 22700 REINDERS INC.:			529.95	
<b>22940 RHODES, TARA</b>				
5-26-22	5-9-22 Police & Fire Comm per diem	05/26/2022	40.00	100-10-5210-3-38
Total 22940 RHODES, TARA:			40.00	
<b>23589 SHARE CORPORATION</b>				
201991	Trounce	05/26/2022	307.16	100-70-5410-3-36
Total 23589 SHARE CORPORATION:			307.16	
<b>23612 SHRED-IT</b>				
8001478189	destruction of records	05/26/2022	75.25	100-40-5211-3-38
8001075118	destruction of records	05/26/2022	105.77	100-40-5211-3-38
Total 23612 SHRED-IT:			181.02	
<b>24400 STOBBS PLUMBING &amp; HEATING, INC.</b>				
13402	repair kit - toilet leaking - Zoellner Park	05/26/2022	36.75	100-20-5525-3-36
13382	Medema toilet,urinal,bubbler standard - lower to ADA heig	05/26/2022	4,557.55	400-20-5525-8-00

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 24400 STOBBS PLUMBING & HEATING, INC.:			4,594.30	
<b>24534 SUNBELT RENTALS</b>				
125722875	concrete planer - grind sidewalks	05/26/2022	958.99	100-70-5411-3-38
Total 24534 SUNBELT RENTALS:			958.99	
<b>25027 THURMER, MIKE</b>				
5-26-22	5-9-22 Police & Fire Commission per diem	05/26/2022	40.00	100-10-5210-3-38
Total 25027 THURMER, MIKE:			40.00	
<b>25445 TRUCK COUNTRY</b>				
X202700900:01	replace particulate filter	05/26/2022	119.76	100-70-5411-3-36
X202700900:02	replace particulate filler	05/26/2022	2,393.79	100-70-5411-3-36
Total 25445 TRUCK COUNTRY:			2,513.55	
<b>25482 UNIFORM SHOPPE</b>				
320528	uniform ties - FD	05/26/2022	201.95	220-50-5231-3-38
321494	uniform ties - FD	05/26/2022	227.05	220-50-5231-3-38
Total 25482 UNIFORM SHOPPE:			429.00	
<b>26540 WALMART COMMUNITY/CAPITAL ONE</b>				
5-26-22	Senior center coffee/treats	05/26/2022	61.86	220-20-5513-3-38
Total 26540 WALMART COMMUNITY/CAPITAL ONE:			61.86	
<b>26794 WAUPUN AREA RECREATION PROJECT</b>				
5-26-22	Donation for future course improvements	05/26/2022	2,000.00	100-20-5525-3-38
Total 26794 WAUPUN AREA RECREATION PROJECT:			2,000.00	
<b>27450 WAUPUN UTILITIES</b>				
APRIL2022	Monthly utility charges	05/26/2022	107.74	100-20-5512-3-32
APRIL2022	Monthly utility charges	05/26/2022	608.99	100-20-5513-3-32
APRIL2022	Monthly utility charges	05/26/2022	985.49	100-20-5523-3-32
APRIL2022	Monthly utility charges	05/26/2022	4,537.13	100-20-5525-3-32
APRIL2022	Monthly utility charges	05/26/2022	775.62	100-40-5211-3-32
APRIL2022	Monthly utility charges	05/26/2022	436.29	100-50-5231-3-32
APRIL2022	Monthly utility charges	05/26/2022	16.00	100-50-5251-3-32
APRIL2022	Monthly utility charges	05/26/2022	4,185.47	100-70-5410-3-32
5517	Bulb recycling 2022	05/26/2022	27.94	100-70-5410-3-36
APRIL2022	Monthly utility charges	05/26/2022	924.60	100-70-5412-3-32
APRIL2022	Monthly utility charges	05/26/2022	207.30	100-70-5441-3-32
APRIL2022	Monthly utility charges	05/26/2022	10,401.03	100-70-5442-3-32
APRIL2022	Monthly utility charges	05/26/2022	1,380.44	210-60-5511-3-32
APRIL2022	Monthly utility charges - McKinley Property	05/26/2022	84.98	408-70-5436-3-32
APRIL2022	Monthly utility charges	05/26/2022	55.24	700-10-5192-3-32
5507	Stormwater Billing & Collection Fees - April 2022	05/26/2022	871.25	700-10-5192-3-38
Total 27450 WAUPUN UTILITIES:			25,605.51	
<b>28963 WI DEPART OF TRANSPORTATION</b>				
395-0000259373	Madison St Ph 2 Pmt 1/Inv 9373	05/26/2022	17,102.89	400-70-5436-8-00

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 28963 WI DEPART OF TRANSPORTATION:			17,102.89	
<b>29080 WI DEPT OF NATURAL RESOURCES</b>				
420014100-2022-1	Woodburning Permit Renewal	05/26/2022	165.00	100-70-5443-3-38
114115540-2022-1	Stormwater fees	05/26/2022	1,500.00	700-10-5192-3-36
Total 29080 WI DEPT OF NATURAL RESOURCES:			1,665.00	
<b>29749 WM CORPORATE SERVICES INC</b>				
0022795-2321-7	Residential Recycling - May 2022 - including fuel/enviorn	05/26/2022	9,986.98	420-70-5436-3-38
0022795-2321-7	Residential Trash - May 2022 - including fuel/enviornment	05/26/2022	38,349.96	425-70-5476-3-38
Total 29749 WM CORPORATE SERVICES INC:			48,336.94	
<b>29893 YMCA OF DODGE COUNTY</b>				
1052022	2022 Contract Fee	05/26/2022	1,500.00	100-20-5523-1-10
Total 29893 YMCA OF DODGE COUNTY:			1,500.00	
<b>300024 HERO INDUSTRIES INC</b>				
12943	K-9 supplies	05/26/2022	1,165.00	410-48-4861-0-00
Total 300024 HERO INDUSTRIES INC:			1,165.00	
<b>300032 INSIGHT FS</b>				
220005840	Grass/Oats for McKinley demo site	05/26/2022	54.75	408-70-5436-8-00
220005841	Grass/Oats for McKinley demo site	05/26/2022	35.84	408-70-5436-8-00
220005643	Erosion control blanket - County Park/W Brown	05/26/2022	34.67	700-10-5192-3-36
Total 300032 INSIGHT FS:			125.26	
<b>300188 MARCO TECHNOLOGIES LLC</b>				
472071182	KONICA MINOLTA C3001 Copier - Contract	05/26/2022	160.91	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			160.91	
<b>300205 BETT, JOHN</b>				
5-26-22	5-9-22 Per Diem - Police & Fire Commission	05/26/2022	40.00	100-10-5210-3-38
Total 300205 BETT, JOHN:			40.00	
Grand Totals:			210,868.79	

## Report GL Period Summary

GL Period	Amount
05/22	210,868.79
Grand Totals:	210,868.79

Vendor number hash: 3622995  
Vendor number hash - split: 4103180  
Total number of invoices: 126

<u>Terms Description</u>	<u>Invoice Amount</u>	<u>Discount Amount</u>	<u>Net Invoice Amount</u>
Total number of transactions:	145		
<u>Terms Description</u>	<u>Invoice Amount</u>	<u>Discount Amount</u>	<u>Net Invoice Amount</u>
Open Terms	210,868.79	.00	210,868.79
Grand Totals:	<u>210,868.79</u>	<u>.00</u>	<u>210,868.79</u>

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Report Criteria:

[Report].Invoice Date = 05/26/2022

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# AGENDA SUMMARY SHEET

**MEETING DATE:** 5-31-22

**TITLE:** SUMMER RECREATION PROGRAM 2022

**AGENDA SECTION:** CONSENT AGENDA

**PRESENTER:** Rachel Kaminski, Recreation Director  
Kathy Schlieve, Administrator

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Quality of Life	As budgeted	

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**ISSUE SUMMARY**

Feedback received from a survey on the summer park drop in program pointed to need for changes to the program, including the need for more leader training and improvements to programming. City staff were able to connect with a local teacher/business person, Jeni Maly (owner of Imagine That! Art Studio) who has provided significant guidance to improve this summer’s program. With the wage adjustments to park leaders, we have been able to hire four park leaders who will work between three parks – Dodge, West End and Pine Street Parks. We will provide an update on changes to the program as part of this agenda item.

**STAFF RECOMMENDATION:**

None. Discussion only

**ATTACHMENTS:**

**RECOMMENDED MOTION:**

Discussion Only



CITY OF WAUPUN  
RECREATION DEPT

# KIDS PARK

## Summer

### DROP IN PROGRAM



**JUNE 7 -  
AUG 19**



Dodge Park  
West End Park  
Pine Street Park



**9 TO NOON  
1 TO 4  
MON - FRI**

## FUN & CREATIVE OUTDOOR ACTIVITIES

Outdoor games, arts and crafts, weekly themes, fun group activities and field trips



[cityofwaupun.org](http://cityofwaupun.org)



# Summer Park Drop-In Program Dodge Park |West End | Pine Street

June 13 – August 19, 2022  
Daily 9 a.m. to noon & 1 to 4 p.m.

## Summer Adventure Series

Are your kids ready for an adventure in the park? This year's summer park drop-in program will be filled with new adventures. From art exploration to interactive play to field trips, your kids won't want to miss this summer fun. Each week, we will explore a different theme and engage in fun learning activities that help kids explore their creative side.

We will maintain free activities at the scheduled parks (Dodge, West End and Pine Street). We will also have some fun creative activities that will require a small fee (\$1 to \$3 each) along with weekly group and field trips adventures, and special pop-up art events during the week.

## Summer Kick-Off

Week 1 will be all about getting to know one another. We will hold a special family event to kick off the summer, on **June 15, 2022, from 5 to 7 p.m. at West End Park**. Drop in for a sampling of our summer activities, pickup a parent information packet and meet our park leaders.

**We look forward to working with your kids this summer!**

## Weekly Themes:

- June 7 – 11 Get to Know One Another with Evening Kick-off Event June 15
- June 13 – 17 Under the Sea (Bike Rodeo June 17 at Community Center)
- June 20 – 21 Bugs are Rad! with swimming at the Waupun Aquatic Center
- June 27 – July 1 Imagination with a trip to Fond du Lac Children's Museum
- July 5 – 8 Rainbows Rock with a Waupun Rocks Scavenger Hunt
- July 11 – 15 Adventureland with a visit from Marsh Haven
- July 18 – 22 Zoo Fun with a trip to Menomonee Park in Oshkosh
- July 25 – 30 Fairies & Friends and a visit to a local art studio
- Aug 1 – 5 Little Picasso & Mini Matisse and a special art in the park event
- Aug 8 – 12 Splish Splash with a visit to Beaver Dam Waterworks Park
- Aug 15 – 19 Under the Stars and End of Summer Celebration



## Proper Playground Attire & Necessities

**Attire:** Please dress your children comfortably. Shorts and t-shirt are fine, but please dress to get messy! Your child will be active outdoors as well as participating in arts and crafts. We recommend shoes and socks.

**Personal Items:** Please label everything with your child's name. Do not send valuables to the Summer Playground. Send a backpack or other tote bag for their belongings.

**Sunscreen.** Children will be outdoors and exposed to sun. Please apply sunscreen and send sunscreen to be reapplied during the day. Park leaders are not allowed to apply sunscreen for participants but will remind children to reapply throughout the day.

**Stay Hydrated.** Please encourage your child to bring a water bottle and drink plenty of fluids throughout the day.

**Health.** Park leaders are CPR trained. We realize that some children might have medication needs. Please know that staff cannot administer or hold any medications.

**Playground Code of Conduct.** To ensure the enjoyment and a positive experience for everyone, the City of Waupun Recreation Department has established a "Code of Conduct" for the Summer Drop-in Park Program. Everyone is expected to be Safe, Responsible and Respectful by practicing the following:

- Be quiet and attentive when the playground leader is providing instruction.
- Be responsible with equipment, including using the equipment for its intended purpose and putting the equipment away when finished.
- Be respectful by avoiding hitting, kicking, pushing and like behavior.
- Be courteous and use appropriate language.
- Be safe. No squirt guns or any other weapon-like toy will be allowed.

Please take time to review the code of conduct with your child so everyone can have a safe and enjoyable summer! Note that the Summer Park Drop-in Program is not a substitute for daycare. If a child has a behavior problem during the day, a program supervisor will be reaching out to talk with you about ways to resolve concerns. This may be necessary before your child is permitted back into the park program.





# AGENDA SUMMARY SHEET

**MEETING DATE:** 5-31-22

**TITLE:** City of Waupun Flexible Work Policy

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Kathy Schlieve, Administrator

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

**ISSUE SUMMARY:**

Department Heads have been evaluating policies. The team in particularly interested in introducing or amending policies that have no budget impact but that enhance employee morale and promote retention. A policy for Flex work is one of the first policies being proposed. This policy would give Dept Heads the flexibility to work with their teams to create schedules that work and meet the needs of the City, while providing flexibility for staff (non-represented staff). As noted in the policy, this policy may not work for all departments of the City. A good deal of work was spent researching what surrounding communities are doing before establishing this draft language. Overall, there is a good deal of variability in how individual communities are addressing this need, but many have implemented some type of policy to provide flexible work arrangements and are doing so successfully with no disruption in service to the communities they serve.

**STAFF RECOMMENDATION:**

Approve drafted policy as supported by Department Heads.

**ATTACHMENTS:**

City of Waupun Flexible Work Policy-Draft

**MOTIONS FOR CONSIDERATION:**

Motion to approve/deny the City of Waupun Flexible Work Policy as presented

## City of Waupun Flexible Work Policy – (DRAFT May 3, 2022)

The City of Waupun is committed to helping employees face the demands of juggling work, family and personal obligations by offering a number of possible flexible work arrangements. These arrangements provide employees with increased flexibility with their work schedule while allowing the City to maintain a progressive and productive work environment. In allowing flexible work arrangements, Department Heads are responsible for ensuring coverage of all departmental responsibilities during normal business hours.

All City of Waupun employees will be considered for alternative work scheduling on a case-by-case basis in situations where creative work schedules have been shown to accomplish both work and personal goals, to provide coverage for individual department operations and to serve the City as a whole with increased productivity at no expense to quality output.

Several alternative work schedule options are available to employees:

- Compressed workweeks in which an employee works 10 hours per workday, reducing the workweek to four days a week.
- Compressed workweeks in which an employee works nine-hour workdays Monday through Thursday and four hours each Friday. (For exempt employees only, there may be the option of nine-hour days and one full day off every other week.)

The department director/manager is responsible for identifying if any of the aforementioned staffing options are workable within the department. This may include determining if the entire department or an entire shift must convert to one or more of the above alternative scheduling options. To determine whether an employee's request for an individual alternative work schedule is appropriate, the director/manager must assess the impact and the outcome in terms of production, quality and absenteeism, and if one or a combination of the above arrangements is in the best interests of the department, City and the employee.

Upon approval of a flexible work schedule, a six-month trial period will apply to assess the impact and effectiveness of the arrangement. After successful completion of the trial period, the work arrangement will be reviewed at least annually thereafter to ensure continued success. The arrangement may be canceled for any reason by management. An employee wishing to change or cancel an alternative work arrangement must obtain written approval from his or her director/manager.

Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit. In order for a flexible work schedule to be approved, the employee must have a satisfactory attendance record, meet all performance expectations in his or her current role and consistently demonstrate the ability to complete tasks and assignments on a timely basis. The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance and/or service delivery.



# AGENDA SUMMARY SHEET

**MEETING DATE:** 5-31-22

**TITLE:** City of Waupun Police Department K-9 Purchase

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Scott Loudon, Police Chief

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

**ISSUE SUMMARY**

The Police Department is looking to purchase a K-9 to replace Boomer. This is supported by the Police and Fire Commission and all funds that are being used for the purchase are donations made by the public.

**WPD K-9 Expense & Revenue Breakdown**

Expense	
Item	Cost
Purchase & Training One-time fee	\$15,000.00
Ongoing Training	\$500.00
Vet Cost	\$500.00 - 700.00
Miscellaneous Items	\$200.00 - 400.00
Average Total / Year :	\$1,400.00

Care for K-9 Officer Wage 1/2 hour per day

Yearly Revenue	
Item	Proceeds
Fundraising - Brat Fry	\$2,000.00 - 3,000.00

**STAFF RECCOMENDATION:**

Approve purchase of a K-9 for the Police department

**ATTACHMENTS:**

No attachments

**RECCOMENDED MOTION:**

Motion to approve purchase of a K-9 to replace Boomer at a cost not to exceed \$15,000. It is understood that all monies supporting the K-9 program are donated by the community and do not impact the levy.



## AGENDA SUMMARY SHEET

**MEETING DATE:** 5-31-22

**TITLE:** Authorization to contract with a recruitment firm to support hiring of Director of Finance/Assistant City Administrator position

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Kathy Schlieve, Administrator

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DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	Range \$10 - \$20K	

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**ISSUE SUMMARY:**

In talking with auditors, our financial advisers and public administration recruitment firms, the candidate pool for Directors of Finance is challenging, with several similar governmental positions remaining vacant for long periods of time. It is crucial that work to build a qualified applicant pool occurs to ensure hiring of the best possible candidate. We are recommending that the city contract with a recruitment firm who specializes in municipal services to support the hiring process for the Director of Finance/Assistant City Administrator position.

**STAFF RECOMMENDATION:**

Approve the hiring of a recruitment firm who specializes in municipal services to support the hiring process for the Director of Finance/Assistant City Administrator position

**ATTACHMENTS:**

**MOTIONS FOR CONSIDERATION:**

Motion to approve hiring of a specialized public administration HR firm to establish a qualified applicant pool for the Director of Finance/Assistant City Administrator position at a cost not to exceed \$20,000.



# AGENDA SUMMARY SHEET

**MEETING DATE:** 5-31-22

**TITLE:** Part-Time Code Enforcement Job Description and Permission to Hire

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** BJ Demaa, Fire Chief

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	\$0
Safe, Healthy, and Sustainable Community High Performance Government		

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**ISSUE SUMMARY**

As part of the 2022 City budget process, the Common Council approved reallocating approximately \$6,000 from the Police Department budget for the Community Service Officer position to the Fire Department budget to support a part-time Code Enforcement Officer position. As a result of continued increases in call volume (up 113% in 5 years) for the fire department, the capacity no longer exists for this work to be done effectively by the Assistant Chief/Fire Inspector.

Municipal code violations exist at varying levels throughout the community and due to the lack of capacity, our current enforcement program has become entirely complaint-based with most complaints being handled as time allows. This has resulted in highly inefficient process with some issues never being seen through to completion. The creation of this position will help dedicate time to this important city function along with closing gaps that currently exist.

As part of this process, we have created the attached job description which details the scope of work for this position.

**STAFF RECCOMENDATION:**

Approve job description for the Part-time Code Enforcement Officer position and grant permission to hire.

**ATTACHMENTS:**

Part-time Code Enforcement Officer job description

**RECCOMENDED MOTION:**

Approve the job description for the part-time Code Enforcement Officer and grant permission to hire.



**City of Waupun  
Position Description**

<b>JOB TITLE</b>	Code Enforcement Officer (Part Time)
<b>REPORTS TO</b>	Fire Chief
<b>DEPARTMENT</b>	Fire Department
<b>TYPE</b>	Non-Represented
<b>FLSA (overtime status)</b>	Non-Exempt
<b>Approved</b>	Tuesday, May 31, 2022
<b>Salary Range</b>	Salary Schedule

**GENERAL PURPOSE:**

Monitor and enforce a variety of applicable codes, ordinances and regulations of private and public properties related to zoning, land use, nuisance ordinances, health and sanitation, blight, water restrictions, junked vehicles, solid waste and other codes as assigned. The officer is responsible for investigating violations, initiating procedures to abate the violation, correspondence specifying necessary corrective action, compliance and compliance dates, and accurately documenting all work completed in the Records Management System (RMS). Serves as a resource and provides information on local and state regulations to property owners, residents, businesses, the general public and other City departments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- A. Responds to and investigates complaints from citizens, other agencies and city departments. Conduct interviews and investigations to provide guidance for resolution of the violation.
  
- B. Schedules and performs all follow-up necessary to gain compliance with codes and ordinances. Conduct inspections, issue letters, issue citations (as permitted by Waupun Municipal Code), conduct phone calls, meetings and negotiations related to the complaint.
  
- C. Interpret and explain municipal codes and ordinances to members of the general public, contractors, and business owners.
  
- D. Prepare a variety of written reports, memos and correspondence within the City's RMS, maintaining accurate documentation and case files on all investigations, inspections, enforcement actions and other job related activities. Substantiate violations by preparing evidence (draw diagrams or illustrations as necessary and take photographs) to support legal actions taken by the City; appear in court as necessary, testify at hearings and in court proceedings as required.
  
- E. Manage Stakeholder Relationships. Represent the Fire Department to other departments,

elected officials, and outside agencies. Coordinate assigned activities with those of other departments and outside agencies and organizations. Attend and participate in professional group meetings. Respond to and resolves difficult and sensitive citizen inquiries and complaints.

F. Conduct ordinance reviews. When required, conduct research on ordinances, make recommended changes, and present proposed draft to elected officials.

G. Other Duties and Responsibilities as Assigned.

**ESSENTIAL KNOWLEDGE, ABILITY AND QUALIFICATIONS:**

- A. Associates Degree in criminal justice, public administration, business administration or related field OR two years' work experience in a job requiring extensive public contact including some experience in dealing with the public in an enforcement, inspection, investigation or customer service capacity. Experience that includes the enforcement of municipal codes is highly desirable.
- B. Possession and maintenance of a valid Wisconsin Driver's License.
- C. Ability to plan, assign, coordinate and accurately document work.
- D. Effectively interact with the public displaying a high degree of courtesy, tact, compassion and poise.
- E. Ability to work independently and provide necessary updates to supervisor(s).
- F. Ability to advise and provide interpretation regarding the application of codes and ordinances to specific situations.

**PHYSICAL REQUIREMENTS:**

- A. Ability to maintain mental and physical condition appropriate to the performance of assigned duties and responsibilities.
- B. Work is performed in both an office and field environment and requires the ability to stand, stoop, reach, bend, kneel, squat, climb and walk on uneven surfaces, loose soil and sloped surfaces.

- C. Ability to operate a variety of equipment such as, but not limited to, mobile radio, portable radio, medical equipment such as an A.E.D.; camera, computer, typewriter, photocopying machine, dictaphone, tape recorder, dispatch radio, facsimile machine, and telephone.
- D. Ability to attend and react appropriately in a variety situations including those involving irate members of the public.
- E. Ability to see and have adequate close vision, distance vision, color vision, peripheral vision and depth vision, and the ability to adjust and focus.
- F. Ability to hear and smell and to perceive and discriminate smells and sounds.
- G. Ability to safely operate a motor vehicle through traffic.
- H. Work is performed indoors and outdoors in all forms of Wisconsin weather and in extreme heat and cold and under inclement situations.
- I. Noise level varies from quiet to loud depending on the location of duties performed.

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

**EQUAL OPPORTUNITY EMPLOYER:**

The City of Waupun is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



# AGENDA SUMMARY SHEET

**MEETING DATE:** 5-31-22

**TITLE:** 2023 City of Waupun Budget Planning Process Overview (*Discussion Only*)

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Kathy Schlieve, Administrator

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

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**ISSUE SUMMARY:**

The 2023 budget planning process is underway. We will provide an overview of the timeline, and provide a review of general fund and levy trends along with costs drivers that will impact our final budget.

**STAFF RECOMMENDATION:**

None. Discussion only

**ATTACHMENTS:**

Budget Timeline

**MOTIONS FOR CONSIDERATION:**

Discussion Only

**CITY OF WAUPUN**  
**CALENDAR FOR ADOPTION OF 2023 BUDGET**

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<b>DATE</b>	<b>MAJOR STEPS IN BUDGET PREPARATION</b>
May	Capital budget forms issued
May 31	<b>Committee of the Whole</b> Annual Budget Process, Trends Overview and Costing Workshop
May-June	Department Heads work with committees/boards/commissions to establish budget priorities
June	Departmental operating budget forms issued
June 28	<b>Committee of the Whole</b> Budget Workshop
June 30	Deadline for departments to submit 5 year equipment and capital budget requests
July 8	Deadline for departments to submit initial operating budget
July 26	<b>Committee of the Whole</b> Budget Workshop
July-Aug	Department heads meet with committees to approve budget submittals
July-Aug	Department heads meet with Finance Director to go over budget submittals and requests
August	Administrator and Finance Director review department budget submittals, hold Department Manager budget meeting
August 30	<b>Committee of the Whole</b> Budget Workshop – Present proposed 2023 capital and equipment budget
Sept 27	<b>Committee of the Whole</b> Budget Workshop – Present high level full budget
October 18	<b>Common Council</b> Budget Review Session – Presentation of full proposed budget, Council approves publishing the public hearing notice <i>(Note change in meeting date due to hearing notice requirements)</i>
Oct 19-21	Publish Notice of Public Hearing
October 31	Post Budget and Narrative online/social media
November 8	<b>Common Council</b> Public Hearing on 2023 budget
November 8	Adoption of the 2023 budget