



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, October 11, 2022 at 6:00 PM

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

Virtual: <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. Business Improvement District 7-13-22
3. Economic Development Authority 7-26-22
4. Board of Public Works & Facilities Committee 8-10-22
5. Plan Commission 8-31-22
6. Utility Commission 9-12-22
7. Common Council 9-13-22
8. Police and Fire Commission 9-21-22
9. Library Board 9-21-22
10. Special Council 9-22-22
11. Police and Fire Commission 9-23-22
12. Committee of the Whole 9-27-22
13. Police and Fire Commission 9-28-22
14. Joint Review Board 9-28-22

DEPARTMENT REPORTS

15. Police
16. Fire Department
17. Library
18. Recreation
19. Public Works
20. Clerk-Treasurer
21. Administration-Ec Development

[22.](#) Utilities

CONSIDERATION - ACTION

- [23.](#) Code Enforcement Officer Job Description (Motion)
- [24.](#) Certified Survey Map- VanBever (N. Madison) (Motion)

MAYORAL CORRESPONDENCE/PRESENTATIONS

- 25. Ad Hoc Committee - Rededication Ceremony of Recording Angel

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: 10/11/22

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, October 11, 2022	Common Council	6:00pm
Tuesday, October 18, 2022	Special Common Council	6:00pm
Tuesday, October 25, 2022	Committee of the Whole	6:00pm
Wednesday, November 9, 2022	Common Council	6:00pm
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:

Jenimae Maly

Temporary Class B

Soda License

Imaging That! Art Studio located at 409 E. Main Street, Waupun

ATTACHMENTS:

Expense Report(s)

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

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
09/29/2022	108	BAKER TILLY US LLP	1,650.00
09/29/2022	109	CINTAS CORPORATION NO 2	518.96
09/29/2022	110	CREXENDO	455.06
09/29/2022	111	KWIK TRIP STORES	9,372.42
09/29/2022	112	WELLS FARGO PAYMENT REMITT	3,643.91
09/30/2022	104450	DODGE COUNTY REGISTER OF DEED	30.00
10/06/2022	104593	AMAZON CAPITAL SERVICES	697.28
10/06/2022	104594	ADVANCE CONSTRUCTION INC	2,700.00
10/06/2022	104595	ALLIANT ENERGY/WP&L	879.39
10/06/2022	104596	ASSOCIATED APPRAISAL CONSULTA	3,134.33
10/06/2022	104597	AT & T	129.40
10/06/2022	104598	BUREAU OF CORRECTIONAL ENTER	445.32
10/06/2022	104599	CAPITAL AUTOBODY LLC	446.00
10/06/2022	104600	CAREW CONCRETE & SUPPLY INC	165.71
10/06/2022	104601	CASPERS TRUCK EQUIPMENT	684.74
10/06/2022	104602	CEDAR CORPORATION	15,784.70
10/06/2022	104603	CIVIC SYSTEMS	829.00
10/06/2022	104604	DETROIT INDUSTRIAL TOOL	581.31
10/06/2022	104605	DESTINATION LAKE WINNEBAGO RE	8,238.10
10/06/2022	104606	DODGE COUNTY TREASURER (LICEN	197.50
10/06/2022	104607	FAHRNER ASPHALT SEALERS LLC	28,669.00
10/06/2022	104608	MARTENS ACE HARDWARE	633.99
10/06/2022	104609	FORWARD CONTRACTORS LLC	246,955.10
10/06/2022	104610	GRAND VALLEY INSPECTION SERVIC	8,600.26
10/06/2022	104611	HALRON LUBRICANTS INC	23.42
10/06/2022	104612	HALVERSON, ANDREW	95.30
10/06/2022	104613	HEIDEMANN, TERESA	40.00
10/06/2022	104614	HOME CONTRACTORS & SUPPLY INC	38.52
10/06/2022	104615	IMAGINE THAT! ART STUDIO	3,000.00
10/06/2022	104616	JESSIFFANY CANINE SERVICES LLC	75.00
10/06/2022	104617	LIFESTAR EMERGENCY MEDICAL	5,500.00
10/06/2022	104618	M.W. TIGHE ROOFING	2,021.00
10/06/2022	104619	MSA PROFESSIONAL SERVICES INC	5,136.93
10/06/2022	104620	MACQUEEN EQUIPMENT	90.75
10/06/2022	104621	MENARDS - BEAVER DAM	536.70
10/06/2022	104622	MIDWEST SERVICE EQUIPMENT	879.58
10/06/2022	104623	MONROE TRUCK EQUIPMENT INC	376.22
10/06/2022	104624	NAPA AUTO PARTS-WAUPUN	2,856.04
10/06/2022	104625	NATIONAL FIRE PROTECTION ASSOC	175.00
10/06/2022	104626	OPERATION RUSH/KEIL ENTERPRISE	249.00
10/06/2022	104627	PETERSEN, JENNIFER	42.50
10/06/2022	104628	RHODES, TARA	40.00
10/06/2022	104629	SSM HEALTH AT WORK	450.00
10/06/2022	104630	SAN-A-CARE INC	521.06
10/06/2022	104631	SHERWIN INDUSTRIES	474.72
10/06/2022	104632	SIRCHIE ACQUISITION COMPANY LLC	31.50
10/06/2022	104633	SMITS & BLAZEL LAW OFFICE	2,547.00
10/06/2022	104634	STICKS AND STONES	187.50
10/06/2022	104635	THURMER, MIKE	40.00
10/06/2022	104636	TIPTON, ALEXANDRA	25.63

Check Issue Date	Check Number	Payee	Amount
10/06/2022	104637	TORRES TREE SERVICE	2,000.00
10/06/2022	104638	TRAFFIC & PARKING CONTROL CO	258.36
10/06/2022	104639	TRIPLE CROWN PRODUCTS	596.41
10/06/2022	104640	TRUCK EQUIPMENT INC	572.87
10/06/2022	104641	TRU CLEANERS LLC	4,532.81
10/06/2022	104642	UNIFORM SHOPPE	195.85
10/06/2022	104643	US CELLULAR	390.05
10/06/2022	104644	VANDEZANDE & KAUFMAN, LLP	3,355.00
10/06/2022	104645	WAUPUN AREA ANIMAL SHELTER INC	1,000.00
10/06/2022	104646	WAUPUN UTILITIES	4,238.11
10/06/2022	104647	WI DEPT OF JUSTICE	49.00
10/06/2022	104648	WI ECONOMIC DEVELOPMENT CORP	200.00
10/06/2022	104649	LEADSONLINE	2,261.00
10/06/2022	104650	BISHOP, ROHN	40.00
10/06/2022	104651	TRANSCENDENT TECHNOLOGIES	807.00
10/06/2022	104652	BETT, JOHN	40.00
10/06/2022	104653	CND SPECIALTIES INC	34.93
Grand Totals:			<u>381,466.24</u>

Report Criteria:
Report type: Summary

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
ADVANCE CONSTRUCTION INC						
ADVANCE CONSTRUCTION INC	GRAVEL STOCKPILE FOR STREET PROJECTS	10/06/2022	100	100-70-5431-3-36	2,700.00	2,700.00
Total ADVANCE CONSTRUCTION INC:						2,700.00
ALLIANT ENERGY/WP&L						
ALLIANT ENERGY/WP&L	CITY HALL MONTHLY FUEL CHARGES - SEPTEMBER 2022	10/06/2022	1780510000	100-70-5410-3-32	56.71	56.71
ALLIANT ENERGY/WP&L	COMMUNITY CENTER MONTHLY FUEL-SEPT 2022 - CITY	10/06/2022	2831330000-S	100-70-5410-3-32	490.87	490.87
ALLIANT ENERGY/WP&L	GARAGE MONTHLY FUEL - SEPTEMBER 2022	10/06/2022	3264610000-S	100-70-5412-3-32	150.68	150.68
ALLIANT ENERGY/WP&L	MUSEUM MONTHLY FUEL CHARGE - SEPTEMBER 2022	10/06/2022	3425110000-S	100-20-5512-3-32	14.22	14.22
ALLIANT ENERGY/WP&L	AQUATIC CENTER - SEPTEMBER 2022	10/06/2022	5374620000-S	100-20-5523-3-32	67.27	67.27
ALLIANT ENERGY/WP&L	FIRE DEPT - MONTHLY FUEL CHARGES - SEPTEMBER 2022	10/06/2022	5946940000-S	100-50-5231-3-32	85.42	85.42
ALLIANT ENERGY/WP&L	SENIOR CENTER - SEPTEMBER 2022	10/06/2022	7255200000-S	100-20-5513-3-32	14.22	14.22
Total ALLIANT ENERGY/WP&L:						879.39
AMAZON CAPITAL SERVICES						
AMAZON CAPITAL SERVICES	WINTER GLOVES	10/06/2022	1GC7-VHPH-F	100-70-5412-3-38	299.50	299.50
AMAZON CAPITAL SERVICES	CLOTHING ALLOWANCE - LOUDEN	10/06/2022	1QVD-YQM9-	100-12634	14.99	14.99
AMAZON CAPITAL SERVICES	REPLACE CIRCULATING PUMP ON BOILER AT CITY GARAGE	10/06/2022	149Q-RPHY-1	100-70-5412-3-36	357.51	357.51
AMAZON CAPITAL SERVICES	LAMINATING POUCHES AND FLOPPY DISK READER	10/06/2022	1FG9-G6YX-R	100-40-5211-3-30	40.27	40.27
AMAZON CAPITAL SERVICES	CLOTHING ALLOWANCE - LOUDEN	10/06/2022	1R1Q-T6V3-4	100-12634	14.99	14.99
Total AMAZON CAPITAL SERVICES:						697.28
ASSOCIATED APPRAISAL CONSULTAN						
ASSOCIATED APPRAISAL CONSULTA	MONTHLY SERVICES-REVAL PROGRAM OCT 2022	10/06/2022	164723	100-30-5152-3-38	3,134.33	3,134.33
Total ASSOCIATED APPRAISAL CONSULTAN:						3,134.33
AT & T						
AT & T	POLICE DEPT MONTHLY PHONE CHARGES	10/06/2022	AUG20-SEPT	100-40-5211-3-31	129.40	129.40
Total AT & T:						129.40
BAKER TILLY US LLP						
BAKER TILLY US LLP	12/31/21 BID F/S AUDIT	09/29/2022	BT2181663	100-10-5157-3-38	1,650.00	1,650.00
Total BAKER TILLY US LLP:						1,650.00
BETT, JOHN						
BETT, JOHN	9-23-22 PER DIEM - POLICE & FIRE COMMISSION	10/06/2022	10-6-22	100-10-5210-3-38	40.00	40.00
Total BETT, JOHN:						40.00
BISHOP, ROHN						
BISHOP, ROHN	REIMBURSEMENT FOR CELL PHONE					

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
	- OCTOBER 2022	10/06/2022	10-6-22	100-10-5131-3-31	40.00	40.00
Total BISHOP, ROHN:						40.00
BUREAU OF CORRECTIONAL ENTERPRISES						
BUREAU OF CORRECTIONAL ENTER	CAN LINERS	10/06/2022	306-190199	100-70-5410-3-38	445.32	445.32
Total BUREAU OF CORRECTIONAL ENTERPRISES:						445.32
CAPITAL AUTOBODY LLC						
CAPITAL AUTOBODY LLC	SANDBLAST/PAINT SPARE RIMS FOR DUMP TRUCKS	10/06/2022	9674	100-70-5411-3-36	226.00	226.00
CAPITAL AUTOBODY LLC	SANDBLAST/PAINT DIVING BOARD BASE - AQUATIC CENTER	10/06/2022	9677	100-20-5523-3-36	220.00	220.00
Total CAPITAL AUTOBODY LLC:						446.00
CAREW CONCRETE & SUPPLY INC						
CAREW CONCRETE & SUPPLY INC	REPAIR INLETS	10/06/2022	1252152	700-10-5192-3-36	165.71	165.71
Total CAREW CONCRETE & SUPPLY INC:						165.71
CASPERS TRUCK EQUIPMENT						
CASPERS TRUCK EQUIPMENT	REPLACE HYDRAULIC MOTOR ON DIRT ELEVATOR	10/06/2022	0054356	700-10-5192-3-36	684.74	684.74
Total CASPERS TRUCK EQUIPMENT:						684.74
CEDAR CORPORATION						
CEDAR CORPORATION	SENIOR CENTER DESIGN & PLANNING THRU 9/17/22	10/06/2022	112776	400-20-5513-8-00	15,784.70	15,784.70
Total CEDAR CORPORATION:						15,784.70
CINTAS CORPORATION NO 2						
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - AUG 2022	09/29/2022	4128764378	100-70-5411-3-38	38.40	38.40
CINTAS CORPORATION NO 2	LIBRARY RUGS - AUG 2022	09/29/2022	4129406350	100-70-5410-3-38	96.85	96.85
CINTAS CORPORATION NO 2	CITY HALL RUGS - AUG 2022	09/29/2022	4129406370	100-70-5410-3-38	107.95	107.95
CINTAS CORPORATION NO 2	SAFETY BUILDING RUGS - AUG 2022	09/29/2022	4129406389	100-70-5410-3-38	81.96	81.96
CINTAS CORPORATION NO 2	SENIOR CENTER RUGS - AUG 2022	09/29/2022	4129406401	100-70-5410-3-38	49.36	49.36
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - AUG 2022	09/29/2022	4129406596	100-70-5411-3-38	69.14	69.14
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - SEPT 2022	09/29/2022	4130119353	100-70-5411-3-38	37.65	37.65
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - SEPT 2022	09/29/2022	4130744413	100-70-5411-3-36	37.65	37.65
Total CINTAS CORPORATION NO 2:						518.96
CIVIC SYSTEMS						
CIVIC SYSTEMS	SEMI-ANNUAL SOFTWARE SUPPORT FEES - 9/1/22-12/31/22 - MIVIEWPOINT & AP WORKFLOW	10/06/2022	CVC22478	100-10-5141-3-38	829.00	829.00
Total CIVIC SYSTEMS:						829.00
CND SPECIALTIES INC						
CND SPECIALTIES INC	FOOD FOR EMPLOYEE PICNIC	10/06/2022	1855-1	100-10-5534-3-38	34.93	34.93

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total CND SPECIALTIES INC:						34.93
CREXENDO						
CREXENDO	SENIOR CENTER PHONE CHARGES - SEPT 2022	09/29/2022	SEPT2022	100-20-5513-3-31	455.06	455.06
Total CREXENDO:						455.06
DESTINATION LAKE WINNEBAGO REGION						
DESTINATION LAKE WINNEBAGO RE	70% OF ROOM TAX - AUGUST 2022	10/06/2022	August 22	430-70-5436-3-42	8,238.10	8,238.10
Total DESTINATION LAKE WINNEBAGO REGION:						8,238.10
DETROIT INDUSTRIAL TOOL						
DETROIT INDUSTRIAL TOOL	SAFETY GLASSES	10/06/2022	592847	100-70-5412-3-38	581.31	581.31
Total DETROIT INDUSTRIAL TOOL:						581.31
DODGE COUNTY REGISTER OF DEEDS						
DODGE COUNTY REGISTER OF DEED	CLAGGETT PROPERTY ANNEXATION RECORDING FEE	09/30/2022	9-30-22	419-70-5435-3-38	30.00	30.00
Total DODGE COUNTY REGISTER OF DEEDS:						30.00
DODGE COUNTY TREASURER (LICENSES)						
DODGE COUNTY TREASURER (LICEN	2022 DOG LICENSE FEB-OCT	10/06/2022	2022-Oct	100-44-4422-0-00	197.50	197.50
Total DODGE COUNTY TREASURER (LICENSES):						197.50
FAHRNER ASPHALT SEALERS LLC						
FAHRNER ASPHALT SEALERS LLC	MICRO SEAL BLY ST & OLMSTEAD ST	10/06/2022	8300013969	100-70-5431-3-36	28,669.00	28,669.00
Total FAHRNER ASPHALT SEALERS LLC:						28,669.00
FORWARD CONTRACTORS LLC						
FORWARD CONTRACTORS LLC	2022 SIDEWALK REPLACEMENT	10/06/2022	10032022	400-70-5444-8-00	246,955.10	246,955.10
Total FORWARD CONTRACTORS LLC:						246,955.10
GRAND VALLEY INSPECTION SERVICES						
GRAND VALLEY INSPECTION SERVIC	BUILDING INSP/ZONING ADMIN FOR SEPT 2022	10/06/2022	2022-173	230-30-5241-3-38	8,600.26	8,600.26
Total GRAND VALLEY INSPECTION SERVICES:						8,600.26
HALRON LUBRICANTS INC						
HALRON LUBRICANTS INC	WINDOW WASHER FLUID	10/06/2022	0168670-IN	100-70-5411-3-36	23.42	23.42
Total HALRON LUBRICANTS INC:						23.42
HALVERSON, ANDREW						
HALVERSON, ANDREW	MEAL REIMBURSEMENT - TRAINING	10/06/2022	09062022	100-40-5215-3-37	95.30	95.30
Total HALVERSON, ANDREW:						95.30
HEIDEMANN, TERESA						
HEIDEMANN, TERESA	9-23-22 POLICE & FIRE COMM PER DIEM	10/06/2022	10-6-22	100-10-5210-3-38	40.00	40.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total HEIDEMANN, TERESA:						40.00
HOME CONTRACTORS & SUPPLY INC						
HOME CONTRACTORS & SUPPLY INC	ACCIDENT - SIGN HIT ON E MAIN ST	10/06/2022	29953	100-70-5441-3-36	38.52	38.52
Total HOME CONTRACTORS & SUPPLY INC:						38.52
IMAGINE THAT! ART STUDIO						
IMAGINE THAT! ART STUDIO	CDA GRANT REIMBURSEMENT - NEW BUSINESS ATTRACTION GRANT	10/06/2022	10-6-22	405-70-5436-3-38	3,000.00	3,000.00
Total IMAGINE THAT! ART STUDIO:						3,000.00
JESSIFFANY CANINE SERVICES LLC						
JESSIFFANY CANINE SERVICES LLC	K9 APCA MEMBERSHIP AND INDEPENDENT CERTIFICATION	10/06/2022	22-163	220-40-5212-3-38	75.00	75.00
Total JESSIFFANY CANINE SERVICES LLC:						75.00
KWIK TRIP STORES						
KWIK TRIP STORES	DPW MONTHLY FUEL PURCHASES - AUG 2022	09/29/2022	DPW-AUG22	100-70-5411-3-38	5,522.83	5,522.83
KWIK TRIP STORES	FIRE DEPT MONTHLY FUEL - AUG 2022	09/29/2022	FD-AUG22	100-50-5232-3-38	366.27	366.27
KWIK TRIP STORES	POLICE DEPT MONTHLY FUEL - AUG 2022	09/29/2022	PD-AUG22	100-40-5212-3-38	3,483.32	3,483.32
Total KWIK TRIP STORES:						9,372.42
LEADSONLINE						
LEADSONLINE	LEADSONLINE TOTAL TRACK INVESTIGATION SYS SER PACKAGE - RENEWAL	10/06/2022	401051	100-40-5213-3-38	2,261.00	2,261.00
Total LEADSONLINE:						2,261.00
LIFESTAR EMERGENCY MEDICAL						
LIFESTAR EMERGENCY MEDICAL	ACLS SERVICE -SEPT	10/06/2022	21-0139	100-10-5255-3-38	5,500.00	5,500.00
Total LIFESTAR EMERGENCY MEDICAL:						5,500.00
M.W. TIGHE ROOFING						
M.W. TIGHE ROOFING	ROOF REPAIR - COMMUNITY CENTER	10/06/2022	16186	100-70-5410-3-36	2,021.00	2,021.00
Total M.W. TIGHE ROOFING:						2,021.00
MACQUEEN EQUIPMENT						
MACQUEEN EQUIPMENT	REPAIR/CLEAN CITY TURNOUT GEAR	10/06/2022	P06665	100-50-5232-3-36	90.75	90.75
Total MACQUEEN EQUIPMENT:						90.75
MARTENS ACE HARDWARE						
MARTENS ACE HARDWARE	ANTIFREEZE/MULTI-MIX CONTAINER/CHIP BRUSH/THREAD SEAL TAPE	10/06/2022	222830	100-20-5523-3-36	70.49	70.49
MARTENS ACE HARDWARE	PAINT CAN SPOUT/MULTI-MIX CONTAINER	10/06/2022	222899	100-20-5523-3-36	7.96	7.96
MARTENS ACE HARDWARE	SOD CUTTER RENTAL - SPOT REPAIR SOD	10/06/2022	222909	100-20-5525-3-36	50.00	50.00
MARTENS ACE HARDWARE	COBALT DRILL BIT	10/06/2022	222992	100-70-5411-3-36	19.98	19.98
MARTENS ACE HARDWARE	CONCRETE MIX - LIBBY ST & S					

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
MARTENS ACE HARDWARE	MADISON ST - INLET REPAIR	10/06/2022	222998	700-10-5192-3-36	82.35	82.35
MARTENS ACE HARDWARE	PARTS TO REPAIR OUTLET AT CITY GARAGE	10/06/2022	223044	100-70-5412-3-36	12.15	12.15
MARTENS ACE HARDWARE	BATTERIES	10/06/2022	223047	100-70-5410-3-36	16.99	16.99
MARTENS ACE HARDWARE	PARTS TO WIRE OUTLETS FOR RADIO AT SAFETY BUILDING	10/06/2022	223085	100-70-5410-3-36	38.52	38.52
MARTENS ACE HARDWARE	CONN WIRE AQUABL	10/06/2022	223112	100-20-5525-3-36	4.99	4.99
MARTENS ACE HARDWARE	COVER BOX/COVER SQ BLANK	10/06/2022	223160	100-70-5410-3-36	2.58	2.58
MARTENS ACE HARDWARE	DIGITAL THERMOSTAT	10/06/2022	223166	100-70-5410-3-36	34.99	34.99
MARTENS ACE HARDWARE	SUPPLIES TO REPLACE BROOM GUIDE SHAKLES	10/06/2022	223189	700-10-5192-3-36	24.12	24.12
MARTENS ACE HARDWARE	COUPLE FOR FURNACE REPAIR AT COMM C	10/06/2022	223197	100-70-5410-3-36	6.99	6.99
MARTENS ACE HARDWARE	DOOR LUBE FOR GARAGE DOORS	10/06/2022	223219	100-70-5410-3-36	42.96	42.96
MARTENS ACE HARDWARE	WEEDEATER HEAD REPLACEMENT	10/06/2022	223235	100-70-5411-3-36	41.99	41.99
MARTENS ACE HARDWARE	LUBE FOR GARAGE DOORS	10/06/2022	223241	100-70-5410-3-36	31.97	31.97
MARTENS ACE HARDWARE	SOLDER PLUMPING FLO-TEMP - REPAIR LEAK IN BOILER @ CITY GARAGE	10/06/2022	223307	100-70-5412-3-36	15.99	15.99
MARTENS ACE HARDWARE	SUPPLIES TO REPAIR LEAK IN BOILER ROOM @ CITY GARAGE	10/06/2022	223308	100-70-5412-3-36	15.58	15.58
MARTENS ACE HARDWARE	SPARK PLUG	10/06/2022	223360	100-70-5411-3-36	27.96	27.96
MARTENS ACE HARDWARE	CLIPBOARD FOLDER	10/06/2022	223381	100-70-5412-3-36	4.99	4.99
MARTENS ACE HARDWARE	Shop supplies - drill bit	10/06/2022	222995	100-70-5411-3-36	11.99	11.99
MARTENS ACE HARDWARE	basketball net/pulley/snap bolt	10/06/2022	223341	100-20-5525-3-36	68.45	68.45
Total MARTENS ACE HARDWARE:						633.99
MENARDS - BEAVER DAM						
MENARDS - BEAVER DAM	PARTS - REPAIR LEAK IN BOILER ROOM AT CITY GARAGE	10/06/2022	22627	100-70-5412-3-36	198.87	198.87
MENARDS - BEAVER DAM	BUILDING REPAIRS	10/06/2022	22990	100-70-5410-3-36	337.83	337.83
Total MENARDS - BEAVER DAM:						536.70
MIDWEST SERVICE EQUIPMENT						
MIDWEST SERVICE EQUIPMENT	SALT NEUTRALIZER SOAP FOR PRESSURE WASHER	10/06/2022	28481	100-70-5411-3-36	879.58	879.58
Total MIDWEST SERVICE EQUIPMENT:						879.58
MONROE TRUCK EQUIPMENT INC						
MONROE TRUCK EQUIPMENT INC	SALT SPINNER MOTOR REPLACEMENT	10/06/2022	17320	100-70-5411-3-36	376.22	376.22
Total MONROE TRUCK EQUIPMENT INC:						376.22
MSA PROFESSIONAL SERVICES INC						
MSA PROFESSIONAL SERVICES INC	CLAGGETT ANEXATION MAP & LEGAL - DRAFTING & LEGAL	10/06/2022	R00212056.0-	419-70-5435-3-38	1,282.50	1,282.50
MSA PROFESSIONAL SERVICES INC	ROCK NEWTON CONSTRUCTION ADMIN	10/06/2022	R00212096.0-	700-10-5192-8-00	510.00	510.00
MSA PROFESSIONAL SERVICES INC	BAYBERRY LANE EXTENSION	10/06/2022	R00212132.0-	419-70-5436-8-00	3,344.43	3,344.43
Total MSA PROFESSIONAL SERVICES INC:						5,136.93
NAPA AUTO PARTS-WAUPUN						
NAPA AUTO PARTS-WAUPUN	CARLYLE SOCKET	10/06/2022	359261	100-70-5411-3-38	26.99	26.99
NAPA AUTO PARTS-WAUPUN	OIL SEALS - RETURNED - CREDIT ON ANOTHER INVOICE	10/06/2022	357940	100-70-5411-3-36	112.12	112.12
NAPA AUTO PARTS-WAUPUN	CREDIT	10/06/2022	358088	100-70-5411-3-36	62.96	62.96
NAPA AUTO PARTS-WAUPUN	LIGHT BULBS	10/06/2022	358177	100-70-5411-3-36	21.49	21.49
NAPA AUTO PARTS-WAUPUN	SEAFOM FOR VEHICLES	10/06/2022	358542	100-70-5411-3-36	207.48	207.48

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
NAPA AUTO PARTS-WAUPUN	PENETRANT/TIRE BUFFER/CARB CHOKE	10/06/2022	358795	100-70-5411-3-36	30.06	30.06
NAPA AUTO PARTS-WAUPUN	TIRE REP PLUG PATCH	10/06/2022	358858	100-70-5411-3-36	44.00	44.00
NAPA AUTO PARTS-WAUPUN	FUEL FILTER	10/06/2022	359709	100-70-5411-3-36	10.55	10.55
NAPA AUTO PARTS-WAUPUN	AIR FILTER/OIL FILTER/HYDRAULIC FILTER	10/06/2022	359832	100-70-5411-3-36	175.83	175.83
NAPA AUTO PARTS-WAUPUN	TRANS FILTER/OIL FILTER/GLOVES	10/06/2022	359984	100-70-5411-3-36	62.56	62.56
NAPA AUTO PARTS-WAUPUN	ICE BLADES	10/06/2022	360038	100-40-5212-3-36	32.28	32.28
NAPA AUTO PARTS-WAUPUN	OIL FILTER	10/06/2022	360624	700-10-5192-3-36	14.93	14.93
NAPA AUTO PARTS-WAUPUN	BATTERY	10/06/2022	360667	100-70-5411-3-36	157.72	157.72
NAPA AUTO PARTS-WAUPUN	MS906 PRO TS TABLET - TRUCK SERVICE TOOL	10/06/2022	360539	100-70-5411-3-36	2,022.99	2,022.99
Total NAPA AUTO PARTS-WAUPUN:						2,856.04
NATIONAL FIRE PROTECTION ASSOC						
NATIONAL FIRE PROTECTION ASSOC	NFPA MEMBERSHIP	10/06/2022	10-6-22	100-50-5233-3-34	175.00	175.00
Total NATIONAL FIRE PROTECTION ASSOC:						175.00
OPERATION RUSH/KEIL ENTERPRISE						
OPERATION RUSH/KEIL ENTERPRISE	TRAINING - JACKSON HAGUE	10/06/2022	11102022	100-40-5215-3-37	249.00	249.00
Total OPERATION RUSH/KEIL ENTERPRISE:						249.00
PETERSEN, JENNIFER						
PETERSEN, JENNIFER	RECORD AMMENDED CLAGGETT ANNEXATION - JUNEAU	10/06/2022	10-6-22	419-70-5435-3-38	21.25	21.25
PETERSEN, JENNIFER	MILEAGE - DODGE CTY - PU ELECTION DAY BALLOTS 11-8-22	10/06/2022	10-6-22/1	100-10-5142-3-37	21.25	21.25
Total PETERSEN, JENNIFER:						42.50
RHODES, TARA						
RHODES, TARA	9-23-22 POLICE & FIRE COMM PER DIEM	10/06/2022	10-6-22	100-10-5210-3-38	40.00	40.00
Total RHODES, TARA:						40.00
SAN-A-CARE INC						
SAN-A-CARE INC	AIR FRESHENERS	10/06/2022	580671	100-70-5410-3-38	521.06	521.06
Total SAN-A-CARE INC:						521.06
SHERWIN INDUSTRIES						
SHERWIN INDUSTRIES	CONCRETE COLD PATCH	10/06/2022	SS095628	100-70-5431-3-36	474.72	474.72
Total SHERWIN INDUSTRIES:						474.72
SIRCHIE ACQUISITION COMPANY LLC						
SIRCHIE ACQUISITION COMPANY LL	DRUG TESTING EQUIPMENT	10/06/2022	0561758-IN	100-40-5213-3-38	31.50	31.50
Total SIRCHIE ACQUISITION COMPANY LLC:						31.50
SMITS & BLAZEL LAW OFFICE						
SMITS & BLAZEL LAW OFFICE	ATTORNEY FEES-TRAFFIC	10/06/2022	14854	100-10-5161-3-38	2,547.00	2,547.00
Total SMITS & BLAZEL LAW OFFICE:						2,547.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
SSM HEALTH AT WORK						
SSM HEALTH AT WORK	2022-4TH QTR EAP FEE	10/06/2022	37879	100-10-5143-3-38	450.00	450.00
Total SSM HEALTH AT WORK:						450.00
STICKS AND STONES						
STICKS AND STONES	MOW & TRIM (130 BRANDON ST)	10/06/2022	13148	100-70-5613-3-38	102.50	102.50
STICKS AND STONES	MOW & TRIM (15 W BROWN ST)	10/06/2022	13157	100-70-5613-3-38	85.00	85.00
Total STICKS AND STONES:						187.50
THURMER, MIKE						
THURMER, MIKE	9-23-22 POLICE & FIRE COMMISSION PER DIEM	10/06/2022	10-6-22	100-10-5210-3-38	40.00	40.00
Total THURMER, MIKE:						40.00
TIPTON, ALEXANDRA						
TIPTON, ALEXANDRA	MEAL REIMBURSEMENT - TRAINING	10/06/2022	09262022	100-40-5212-3-37	25.63	25.63
Total TIPTON, ALEXANDRA:						25.63
TORRES TREE SERVICE						
TORRES TREE SERVICE	REMOVE 2 TREES - WILCOX PARK	10/06/2022	1439	100-70-5443-3-38	2,000.00	2,000.00
Total TORRES TREE SERVICE:						2,000.00
TRAFFIC & PARKING CONTROL CO						
TRAFFIC & PARKING CONTROL CO	SIGNS FOR EV CHARGING STATION IN ALLEY BEHIND STONE & SUEDE	10/06/2022	1736641	405-70-5436-8-00	258.36	258.36
Total TRAFFIC & PARKING CONTROL CO:						258.36
TRANSCENDENT TECHNOLOGIES						
TRANSCENDENT TECHNOLOGIES	FDL CTY TAX SYSTEM ANNUAL MAINT	10/06/2022	m5840	100-10-5141-3-38	807.00	807.00
Total TRANSCENDENT TECHNOLOGIES:						807.00
TRIPLE CROWN PRODUCTS						
TRIPLE CROWN PRODUCTS	SAFETY CLOTHING	10/06/2022	308682	100-70-5412-3-38	596.41	596.41
Total TRIPLE CROWN PRODUCTS:						596.41
TRU CLEANERS LLC						
TRU CLEANERS LLC	CLEANING SERVICE FOR CITY OF WAUPUN - FOR SEPT 2022	10/06/2022	CW100122	100-70-5410-3-38	4,052.81	4,052.81
TRU CLEANERS LLC	ADDITIONAL CLEANING SERVICE DUE TO COVID-19 - FOR SEPT 2022	10/06/2022	CW100122-A	100-70-5410-3-38	480.00	480.00
Total TRU CLEANERS LLC:						4,532.81
TRUCK EQUIPMENT INC						
TRUCK EQUIPMENT INC	REPLACE AIRBAG	10/06/2022	1018151-00	100-70-5411-3-36	145.82	145.82
TRUCK EQUIPMENT INC	PARTS - REPAIR BRAKES - 9-12	10/06/2022	1018618-00	100-70-5411-3-36	384.34	384.34
TRUCK EQUIPMENT INC	SERVICE - 7-03	10/06/2022	1018724-00	100-70-5411-3-36	45.79	45.79
TRUCK EQUIPMENT INC	RETURN - BRAKE PARTS	10/06/2022	1018891-00	100-70-5411-3-36	215.80	215.80
TRUCK EQUIPMENT INC	PARTS - REPAIR BRAKES - 9-12	10/06/2022	1019186-00	100-70-5411-3-36	86.52	86.52
TRUCK EQUIPMENT INC	PARTS - REPAIR BRAKES - 9-12	10/06/2022	1019186-01	100-70-5411-3-36	235.14	235.14
TRUCK EQUIPMENT INC	RETURN - BRAKE PARTS	10/06/2022	1019465-00	100-70-5411-3-36	225.94	225.94

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
TRUCK EQUIPMENT INC	REPAIR BRAKES - 9-12	10/06/2022	1018097-00	100-70-5411-3-36	117.00	117.00
Total TRUCK EQUIPMENT INC:						572.87
UNIFORM SHOPPE	CLOTHING ALLOWANCE - WARNER	10/06/2022	325994	100-12634	195.85	195.85
Total UNIFORM SHOPPE:						195.85
US CELLULAR	KAST HOTSPOT #190 - SEPT 2022	10/06/2022	0532691979	100-10-5197-3-31	390.05	390.05
Total US CELLULAR:						390.05
VANDEZANDE & KAUFMAN, LLP	MONTHLY CITY ATTORNEY FEES - SEPTEMBER	10/06/2022	2022-Septemb	100-10-5161-3-38	3,355.00	3,355.00
Total VANDEZANDE & KAUFMAN, LLP:						3,355.00
WAUPUN UTILITIES	VERIZON CHARGES - DPW I-PADS - SEPTEMBER 2022	10/06/2022	5626	100-70-5420-3-31	58.11	58.11
WAUPUN UTILITIES	SHARE OF 2020 LIABILITY DIVIDEND (DECLARED IN 2021)	10/06/2022	10-6-22	100-10-5194-3-38	4,180.00	4,180.00
Total WAUPUN UTILITIES:						4,238.11
WAUPUN AREA ANIMAL SHELTER INC	MONTHLY CONTRACT - OCT 2022	10/06/2022	OCT2022	100-40-5343-3-38	1,000.00	1,000.00
Total WAUPUN AREA ANIMAL SHELTER INC:						1,000.00
WELLS FARGO PAYMENT REMITT	KWIK TRIP - ELECTION SUPPLIES - 8-9-22 ELECTION	09/29/2022	ANGIE-JULY2	100-10-5142-3-38	190.63	190.63
WELLS FARGO PAYMENT REMITT	AMAZON - FIREFIGHTER 1 BOOK	09/29/2022	BJ-JULY22/AU	100-50-5234-3-38	945.56	945.56
WELLS FARGO PAYMENT REMITT	SPECTRUM BILL - LIBRARY - 7/18/22-8/17/22	09/29/2022	BRET-AUG22	210-60-5511-3-31	179.97	179.97
WELLS FARGO PAYMENT REMITT	TRASHCANS UNLIMITED - REPLACE GARBAGE CAN LINER AT LIBRARY	09/29/2022	JEFF-JULY22/	100-70-5410-3-36	279.62	279.62
WELLS FARGO PAYMENT REMITT	HOTEL REFUND	09/29/2022	JEREMY-AUG	100-40-5215-3-37	1,677.98	1,677.98
WELLS FARGO PAYMENT REMITT	WIND & UNWIND - WORK LUNCH	09/29/2022	KATHY-JULY2	100-80-5670-3-37	281.01	281.01
WELLS FARGO PAYMENT REMITT	MICROSOFT SUBSCRIPTION CHARGES - 6-1-21 - 6-30-22	09/29/2022	SCOTT-AUG2	100-40-5211-3-38	89.14	89.14
Total WELLS FARGO PAYMENT REMITT:						3,643.91
WI DEPT OF JUSTICE	G3369 - BACKGROUND CHECKS - SEPT 2022	10/06/2022	G3369-SEPT2	100-40-5213-3-38	49.00	49.00
Total WI DEPT OF JUSTICE:						49.00
WI ECONOMIC DEVELOPMENT CORP	CONNECT COMMUNITIES FY23 PARTICIPATION FEE	10/06/2022	10-6-22	100-80-5670-3-38	200.00	200.00
Total WI ECONOMIC DEVELOPMENT CORP:						200.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Grand Totals:						<u>381,466.24</u>

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5131-3-31	40.00	.00	40.00
100-10-5141-3-31	68.93	.00	68.93
100-10-5141-3-38	1,636.00	.00	1,636.00
100-10-5142-3-37	21.25	.00	21.25
100-10-5142-3-38	190.63	.00	190.63
100-10-5143-3-38	450.00	.00	450.00
100-10-5157-3-38	1,650.00	.00	1,650.00
100-10-5161-3-38	5,902.00	.00	5,902.00
100-10-5191-3-31	45.63	.00	45.63
100-10-5194-3-38	4,180.00	.00	4,180.00
100-10-5197-3-31	405.09	.00	405.09
100-10-5197-3-38	200.00	.00	200.00
100-10-5210-3-38	160.00	.00	160.00
100-10-5255-3-38	5,500.00	.00	5,500.00
100-10-5534-3-38	34.93	.00	34.93
100-12634	210.84	14.99-	195.85
100-13840	190.00	.00	190.00
100-20-5512-3-32	14.22	.00	14.22
100-20-5513-3-31	107.90	.00	107.90
100-20-5513-3-32	14.22	.00	14.22
100-20-5523-3-32	67.27	.00	67.27
100-20-5523-3-36	298.45	.00	298.45
100-20-5525-3-36	123.44	.00	123.44
100-21100	559.19	91,465.82-	90,906.63-
100-30-5152-3-38	3,134.33	.00	3,134.33
100-40-5211-3-30	40.27	.00	40.27
100-40-5211-3-31	129.40	.00	129.40
100-40-5211-3-32	54.67	.00	54.67
100-40-5211-3-38	89.14	.00	89.14
100-40-5212-3-36	156.28	.00	156.28
100-40-5212-3-37	25.63	.00	25.63
100-40-5212-3-38	3,483.32	.00	3,483.32
100-40-5213-3-38	2,341.50	.00	2,341.50
100-40-5215-3-37	879.80	39.50-	840.30
100-40-5343-3-38	1,000.00	.00	1,000.00
100-44-4422-0-00	197.50	.00	197.50
100-50-5230-3-34	450.00	.00	450.00
100-50-5231-3-32	30.75	.00	30.75
100-50-5232-3-36	90.75	.00	90.75
100-50-5232-3-38	669.10	.00	669.10
100-50-5233-3-34	175.00	.00	175.00
100-50-5234-3-38	192.73	.00	192.73
100-70-5410-3-32	547.58	.00	547.58
100-70-5410-3-36	2,666.60	.00	2,666.60
100-70-5410-3-38	5,835.31	.00	5,835.31
100-70-5411-3-36	5,504.20	504.70-	4,999.50
100-70-5411-3-38	5,447.38	.00	5,447.38
100-70-5412-3-31	95.65	.00	95.65
100-70-5412-3-32	150.68	.00	150.68

GL Account	Debit	Credit	Proof
100-70-5412-3-38	605.09	.00	605.09
100-70-5412-3-38	1,112.42	.00	1,112.42
100-70-5420-3-31	134.39	.00	134.39
100-70-5431-3-36	32,208.52	.00	32,208.52
100-70-5441-3-36	38.52	.00	38.52
100-70-5443-3-38	2,000.00	.00	2,000.00
100-70-5613-3-38	187.50	.00	187.50
100-80-5670-3-37	81.01	.00	81.01
100-80-5670-3-38	200.00	.00	200.00
210-21100	.00	225.60-	225.60-
210-60-5511-3-31	225.60	.00	225.60
220-21100	1,054.98	2,187.96-	1,132.98-
220-40-5212-3-38	2,187.96	1,054.98-	1,132.98
230-21100	.00	8,600.26-	8,600.26-
230-30-5241-3-38	8,600.26	.00	8,600.26
400-20-5513-8-00	15,784.70	.00	15,784.70
400-21100	.00	262,921.16-	262,921.16-
400-70-5436-8-00	181.36	.00	181.36
400-70-5444-8-00	246,955.10	.00	246,955.10
405-21100	.00	3,258.36-	3,258.36-
405-70-5436-3-38	3,000.00	.00	3,000.00
405-70-5436-8-00	258.36	.00	258.36
419-21100	.00	4,345.68-	4,345.68-
419-70-5435-3-38	1,001.25	.00	1,001.25
419-70-5436-8-00	3,344.43	.00	3,344.43
430-21100	.00	8,238.10-	8,238.10-
430-70-5436-3-42	8,238.10	.00	8,238.10
700-10-5192-3-36	1,118.70	.00	1,118.70
700-10-5192-3-38	390.13	.00	390.13
700-10-5192-8-00	328.64	.00	328.64
700-21100	.00	1,837.47-	1,837.47-
Grand Totals:	384,694.58	384,694.58-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

GL Account	Debit	Credit	Proof
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Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"



MINUTES
CITY OF WAUPUN BUSINESS IMPROVEMENT
DISTRICT MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, July 13, 2022 at 7:00 AM

CALL TO ORDER:

Meeting called to order by Chair, Krista Bishop at 7 a.m.

ROLL CALL OF BOARD MEMBERS:

Committee Members Present:

Krista Bishop	Teresa Ruch
Gary DeJager	Craig Much
Jonathan Leonard	Tyler Schulz
Rich Matravers	Jodi Mallas
Mitch Greenfield	

Committee Members Absent:

Kate Bresser (excused)

All Present:

Kathy Schlieve, Administrator
Jeni Maly
BJ Yohn

PUBLIC COMMENT – State name, address, and subject of comments (2 minutes).

None present.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

1. Motion Schulz, second Much to approve Minutes from June 8, 2022 BID Meeting. Carried Unanimously.
2. Motion Schulz, second DeJager to approve June 2022 Financials for BID. Carried Unanimously.

NEW APPLICATIONS FOR REVIEW AND CONSIDERATION:

2. New Business Recruitment Matching Grant - Imagine That! Art Studio: Jeni Maly is present to discuss her grant request. Administrator Schlieve explains the process for assigning new business recruitment funds similar to what was done in 2021 and explains the request for a \$3000 matching grant to support the opening of Imagine That! Art Studio. Schlieve explains that the same request will be made of the CDA at their upcoming meeting. The proposed improvements are outlined in the grant application packet and support improvements to the physical space of the building to support business attraction. Schlieve explains that the overall budget supports this request but that the board will hear requests on applications today that will require a reallocation of the budget to support all requests. Schlieve notes that the City will not be promoting the Pop Up program in 2022 because no acceptable space has been identified to support the program and recommends utilization of the funds to support this request. Bishop requests that all grant applications are heard before the Board votes on the request.
3. Application for 409 E Main Street - Imagine That! Art Studio

Jeni Maly explains her application for signs under the standard façade improvement grant. DeJager asks about a projecting sign and placement. Per zoning code, the bottom of the sign must be '10 feet from the sidewalk.

4. Application for 307 E Main Street - Weaving It Up to You

Bishop recuses self from discussion as owner of 307 E Main Street and Weaving it Up to You. Vice-Chair Ruch assumes control of the meeting. Bishop explains the scope of her project, which is to restore the east wall of her building above BH Home. The masonry is currently crumbling and causing leaking into neighboring building.

6. Application for 20 W Main Street - B & B Plumbing Services

Chair person Bishop assumes control of meeting. BJ Yohn is present to present his grant application. B&B Plumbing recently acquired the building ad 20 W Main St and is moving the main business to the back of the building. The structure is being renovated to accommodate that move and will result in an additional retail space toward the front of that building.

After hearing all requests, the Board takes the following actions, authorizing reallocations of funds within the budget to accommodate the applications.

Motion DeJager, second to support a \$785 matching grant for signage for Imagine That! Art Studio. Carried unanimously. Much abstains.

Motion Schulz, second DeJager to support a \$3,000 matching New Business Recruitment Grant for Imagine That! Art Studio. Carried unanimously. Much abstains.

Motion Schulz, second Matravers to support a \$2,000 matching grant for Weaving It Up to You. Carried 7-1. Bishop abstains and DeJager votes No.

Motion DeJager, second Leonard to support a \$2,000 matching grant for B&B Plumbing. Carried unanimously.

DISCUSSION ITEMS:

7. Discuss Green Space Design Priorities

Administrator Schlieve shares a preliminary design for the downtown green space and the group discusses prioritization of the plan based on cost. Schlieve suggests applying for a planning grant with East Central WI Regional Planning Commission to help with design and planning and the group concurs. A fall planning discussion will be held with or without grant support.

8. Administrator Update

Schlieve provides general updates on grant work happening in the downtown and provides an update on the United Cooperative deal and TID creation happening in the Industrial Park. Schlieve notes that the city will focus on housing expansion on the east side as part of that overall project plan.

ADVANCED PLANNING:

ADJOURNMENT

Motion Schulz, second Ruch to adjourn the meeting. Meeting adjourns at 7:58 a.m.



DRAFT MINUTES
CITY OF WAUPUN ECONOMIC DEVELOPMENT
COMMITTEE
 Waupun City Hall – 201 E. Main Street, Waupun WI
 Tuesday, July 26, 2022 at 4:30 PM

CALL TO ORDER

Meeting called to order at 4:31 p.m. by Chairperson Pete Kaczmariski.

ROLL CALL

Name	Role	Attendance
Pete Kaczmariski	Council Member, Chairperson	Present
Dan Siebers	Council Member	Present
Jason Westphal	Council Member	Present
Rohn Bishop	Mayor, Member	Present
Steve Brooks	Waupun Utilities, Member	Present
Jim Cleveland	Envision Greater FDL, Member	Absent (excused)
Dan Vande Zande	City Attorney, Ex officio (non-voting)	Present
Kathy Schlieve	City Administrator, Ex officio (non-voting)	Present
Jeff Daane	Direct of DPW, Ex officio (non-voting)	Present

PUBLIC COMMENT --State name, address, and subject of comments. (2 Minutes)

None present.

CONSIDERATION - ACTION

1. Approve Minutes Open Session May 31, 2022
 Motion Westphal, second Siebers to approve minutes as presented. Carried unanimously.
2. Approve Minutes Closed Session May 31, 2022
 Motion Westphal, second Siebers to approve minutes as presented. Carried unanimously.

DISCUSSION

3. Update on TID 9 Creation
 Administrator Schlieve provided a general overview of TID 9 creation including boundaries and projects included in the TID. Alderman Westphal notes that the parcel to the north of Claggett in the Taft subdivision area should be included as a possible park site for proposed housing development.

ADJOURN TO CLOSED SESSION

The Waupun Common Council will adjourn in closed session under Section 19.85 (1) of the WI Statutes for: (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Motion Siebers, second Westphal to move into closed session. Carried unanimously.

RECONVENE TO OPEN SESSION

Motion Westphal, second Siebers to reconvene in open session under Section 19.85(2) of the WI Statutes. Carried unanimously.

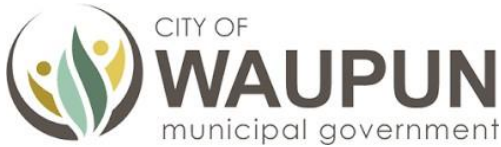
ACTION FROM CLOSED SESSION

No action from closed.

ADVANCED PLANNING

ADJOURNMENT

Motion Westphal, second Siebers to adjourn the meeting. Carried unanimously. Meeting adjourned at 5:35 p.m.



MINUTES—CITY OF WAUPUN BOARD OF PUBLIC WORKS & FACILITIES

Wednesday, 10-August-2022 – City Council Chambers

CALL TO ORDER

Chairman Peter Kaczmarki called the meeting to order at 4:30 PM

ROLL CALL

Roll call was taken:

Alders—Peter Kaczmarki, Mike Matoushek, William Langford

Citizens—Dale Heeringa, Ryan Mielke, Dave Rens, Gregg Zonnefeld

Ex-officio—DPW Director Jeff Daane, Recreation Director Rachel Kaminski, City Administrator Kathy Schlieve

PERSON WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS & FACILITIES COMMITTEE

There were no guests for public comment portion of the meeting.

FUTURE MEETINGS AND GATHERINGS OF THE BOARD OF PUBLIC WORKS & FACILITIES COMMITTEE

Next meeting will be on Tuesday, September 13 at 4:30PM.

CONSIDERATION - ACTION

1. Approve minutes of the July 12th, 2022 Board of Public Works & Facilities Meeting.
Minutes of the July 12 meeting were presented. Motion (Matoushek/Heeringa) to approve minutes as presented.
MOTION CARRIED (7-0)
2. Capital Improvement budget items for review, rating, and approval for 2023 budget
DPW Director Jeff Daane shared the results of the Capital project rankings as shared by the Board of Public Works. These have been forwarded to the Finance Committee for consideration in the budget. Motion (Matoushek/Rens) to approve the project rankings as presented. **MOTION CARRIED (7-0)**
3. Fallyard waste cleanup dates
Motion (Zonnefeld/Matoushek) to set fall clean up dates weather permitting for October 10-November 14.
MOTION CARRIED.
4. Lucas Dawson from the Waupun Hockey Association shared reports, schedule, goals, and information per annual agreement with the City. They are working toward a significant capital expense to replace the concrete and cooling system. Motion (Matoushek/Mielke) to accept the report. **MOTION CARRIED. (7-0)**
5. Storm System Problem Areas due to water entering the storm sewer from farmland
DPW Director Daane shared some challenges with the farmland watershed that create some flooding issues within the city. He passed around some pictures of examples of the high water, as well as some varied approaches to the challenge. Addressing these issues will require significant expense in the future.

ADJOURNMENT

Motion (Matoushek/Rens) to adjourn the meeting of the BPW at 5:16PM. **MOTION CARRIED (7-0)**

Respectfully submitted,

Gregg Zonnefeld, BPW Clerk



MINUTES
CITY OF WAUPUN PLAN COMMISSION MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, August 31, 2022 at 4:30 PM

CALL TO ORDER

Chairman Bishop called the Plan Commission meeting to order at 4:30 pm.

ROLL CALL

Members Present: Elton TerBeest, Jerry Medema, Jeff Daane, Chairman Rohn Bishop, and Jon Dobbratz

Members Excused: Mike Matoushek, Jill Vanderkin

Staff Present: Steve Brooks – Utility General Manager, Kathy Schlieve – City Administrator, Sue Leahy – Building Inspector

Public Present: None

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--

None

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

The next scheduled Plan Commission meeting is Wednesday, September 28, 2022.

CONSIDERATION - ACTION

1. Approve minutes of the August 24, 2022 meeting.
Motion by Dobbratz, 2nd by Medema to approve the August 24, 2022 meeting. Motion carried, unanimously.

2. Site Plan Review - 1804 Shaler Dr.
Kathy Schlieve discussed how the Council took action on Lot 6 on Shaler Dr. and sold the lot to All Phase. We did not receive the plans until late last week. In order for them to complete the project on time, they need to start excavation on September 1st or else they will get bumped to 2023. This will be an HVAC business with a large area that will possibly be rented to youth sports groups for indoor winter training

Jeff Daane discussed the stormwater plans. There will be regional stormwater pond to the north of the property. There is swale designed around this property so all of the water will drain off this site and go to the regional pond. The City will require a maintenance agreement for the swale and require that area never be filled in. We are waiting for final stormwater plan approval from MSA. The disruption area on the site is roughly 3 acres so that will require a NOI permit from the DNR. Jeff recommends that they can start footings and building as long as the disturbance area is under 1 acre and that no other site development can start until the final approval is received from MSA and they receive the NOI from the DNR.

Sue Leahy stated she did receive the State Approved Plans for the building.

Motion by Dobbratz, 2nd by TerBeest to approve the site plan for 1804 Shaler Dr. with the following conditions: (1) The stormwater long term maintenance is recorded with Dodge County (2) They can only start with the building portion of the project, keeping the disturbance under 1 acre until they receive the permit from the DNR.

Vote: TerBeest, Medema, Daane, Bishop, Dobbratz – “AYE”
Motion carried, unanimously.

3. Extraterritorial Certified Survey Map Review - N11534 CTH M

Sue discussed the Certified Survey Map. The City has extraterritorial review on CSM's within 1 ½ mile of the City Limits. This CSM meets the City's zoning requirements if this property is ever annexed to the City.

Motion by Daane, 2nd by Medema to recommend approval of the Certified Survey Map for N11534 CTH M to the Waupun Common Council.

Vote: TerBeest, Medema, Daane, Bishop, Dobbratz – "AYE"

Motion carried, unanimously.

ADJOURNMENT

Motion by Medema, 2nd by TerBeest to adjourn the meeting. Motion carried, unanimously, meeting adjourned at 4:38 p.m.

Minutes prepared by Trista Steinbach

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, September 12, 2022**

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

Commissioners Daane, Heeringa, Homan, Kaczmarski, Thurmer, Vanderkin and Westphal were present. Mayor Bishop was present.

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve minutes from the August 8, 2022 meeting.

On motion by Vanderkin, seconded by Daane and unanimously carried, bills for month of August 2022 approved as presented.

On motion by Thurmer, seconded by Westphal and unanimously carried, year-to-date financial reports through July 2022 approved as presented. Electric operating income was \$287,100 or \$165,600 above budget from lower operating costs. Water operating income was \$476,400 or \$142,800 above budget from lower than budgeted operating expenses. Sewer operating income was \$122,600 or \$90,500 above budget largely due to controlling maintenance costs at the WWTF and increases in high-strength and trucked-in waste charges.

General Manager Brooks reported on an electric outage, scheduled outages and maintenance completed. An update was provided regarding the Inflation Reduction Act (IRA), which is a major victory for Public Power providers. Public Power utilities will be able to directly own energy projects and pass the savings from the incentives to customers. Benefits received from incentives can help promote cleaner energy investments for renewables development and deployment, transmission projects and federal permitting.

Treatment Facilities and Operations Superintendent Schramm reported on operations at Water and Wastewater Treatment Facilities. Municipal Well and Pump has completed the abandonment of Well #1. Distribution/collection crew has been performing semi-annual inspection and testing of hydrants. Sanitary and water laterals are installed north of Libby St for the Madison Street construction project; installation south of Libby remains for completion. The Wastewater Treatment Facility ABNR construction project is progressing well.

Finance Director Stanek presented proposal of revisions to Chapter 12 of City of Waupun Code of Ordinances, sub section 12.06. The revisions proposed are to clean up language and definitions pertaining to customer classification, major contributing industry qualifications, TKN and Grease and/or Sand Interceptors. The revisions won't change any current customer classifications or billing processes. On motion by Thurmer, seconded by Homan and unanimously carried, recommendation was made to present revisions approved by Waupun Utilities Commission to Common Council for Chapter 12 of City of Waupun Coode of Ordinances, sub section 12.06.

Discussion held regarding proposed resolution approving sewer rate adjustments due to short-falls in revenues from previously designed rates. Finance Director Stanek presented three potential options of rate adjustments to Commissioners. Motion by Thurmer, seconded by Homan for recommendation by the Waupun Utilities Commission to Common Council of Option 3 - 15% of the forecasted revenue short-fall charged to Major Contributing Industries Minimum Monthly Fixed charge and a 4% increase to the Minimum Monthly Fixed Charge and Volume Charges for all Category A and Category B users authorized under Section 12.06(5)(c) of the Waupun Municipal Code in addition to a commitment from the City of Waupun to repay the remaining \$255,000 on the outstanding inter-governmental loan in 2023. Motion carried 5-1 on roll call vote. Westphal, Daane, Homan, Thurmer, Vanderkin voting yay. Kaczmarski voting nay.

Agenda item No. 8 Discuss Employee Evaluation for Manager Position is postponed until next meeting due to time constraints.

Meeting adjourned by President Heeringa at 5:56 p.m.

The next regular commission meeting is scheduled on October 10, 2022, at 4:00 p.m.

Jen Benson
Office & Customer Service Supervisor



MINUTES
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, September 13, 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 Matoushek, Alderman Siebers, and Alderman Vanderkin.

Council Absent/Excused: None

Management in-person: Attorney VandeZande, Administrator Schlieve, Director of Public Works Daane, Recreation Director Kaminski, General Utility Manager Brooks, Police Chief Loudon, Utility Finance Director Stanek

Management virtually: City Clerk Hull, Library Director Jaeger

Management absent and excused: Fire Chief Demaa, Finance Director Kast

City Staff present: None

Media present: Ken Thomas of the Daily Citizen

Audience in-person: Dr. Jim Eden & Lisa Pollard of Moraine Park Technical College; Harry Allen from Ehlers Inc.

Audience virtually: Jason Whitford

PERSONS WISHING TO ADDRESS COUNCIL

Dr. Jim Eden & Lisa Pollard - Moraine Park Technical College Overview of November 8, 2022 Referendum

Dr. Jim Eden & Lisa Pollard from MPTC provide an overview and answer questions on the referendum on the upcoming, November Election ballot

CONSENT AGENDA

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

MAYORAL CORRESPONDENCE/PRESENTATIONS

Proclamation Recognizing Public Power Week - October 2-8, 2022

A Mayoral Proclamation is read in recognition of Public Power Week, which is October 2-8, 2022.

RESOLUTIONS AND ORDINANCES:

Resolution Creating Tax Incremental District No. 9, Approving its Project Plan & Establishing its Boundaries

City Attorney may have a few minor revisions to the description of the TID but they will not affect the approval Process for this resolution and recommends approval.

Motion Westphal, second Matoushek to adopt Resolution #09-13-22-01 Creating Tax Incremental District No. 9, Approving its Project Plan & Establishing its Boundaries. Motion carried on Roll Call 6-0.

Ordinance to amend Ch. 6.05(3)(c) Traffic Code-Handicapped Parking Zones for Zoellner Park on Newton Avenue

Motion Siebers, second Langford to waive the first reading and adopt Ordinance 22-06 to amend Ch. 6.05(3)(c) Traffic Code-Handicapped Parking Zones for Zoellner Park on Newton Avenue. Motion carried on Roll Call 6-0.

Ordinance to amend Ch. 12.06 (Sect 1, 3, 6) Sanitary Sewer System

City Attorney may have a few minor revisions which will change nothing in relation to the actual ordinance.

Motion Westphal, second Matoushek to waive the first reading and adopt Ordinance 22-07 to amend Ch. 12.06 (Sect 1, 3, 6) Sanitary Sewer System. Motion carried on Roll Call 6-0.

Resolution Approving Sewer Rate Adjustments

Motion Vanderkin, second Langford to adopt Resolution #09-13-22-02 Approving Sewer Rate Adjustments, option 3, as recommended by the Waupun Utility Commission. Motion carried 5-1 with Kaczmariski voting nay.

CONSIDERATION - ACTION

Job Description for Fire Chief and Director of Emergency Management

Due to the upcoming vacancy of the Fire Chief-Director of Emergency Management, this position's job description is reviewed and updated for consideration.

Motion Matoushek, second Siebers to approve the updated job description for the position of Fire Chief Director of Emergency Management. Motion carried on roll call 6-0.

Extraterritorial Certified Survey Map - N11534 Cty M (Plan Commission 8-31-22)

The City has extraterritorial review on CSM's within 1 ½ mile of the City Limits. This CSM meets the City's zoning requirements if this property is ever annexed to the City. At the August 31, 2022 Plan Commission meeting, motion was made to recommend approval of the CSM for N11534 Cty M.

Motion Vanderkin, second Matoushek to approve the Certified Survey Map for N11534 Cty M as recommended by the Waupun Plan Commission. Motion carried 6-0 on roll call.

Use of Technology and Electronic Communications System Policy

Motion Westphal, second Matoushek to approve the Use of Technology and Electronic Communications System Policy. Motion carried 6-0.

Social Networking Policy

Motion Matoushek, second Westphal to approve the Social Networking Policy. Motion carried 6-0.

DISCUSSION FOR POSSIBLE FUTURE CONSIDERATION

Process to Fill Vacant Fire Chief & Emergency Management Director Position

Police and Fire Commission will be holding a meeting next week regarding the vacancy of this position and their options to fill. A recommendation to the Council will be provided for a future council meeting.

CLOSED SESSION *(Not noticed on the agenda- no action will be taken)*

At 7:52p, Motion Siebers, second Matoushek to adjourn to closed session under Section 19.85 (1) (g) of the WI Statutes for purposes of Mitchell vs City of Waupun. Motion carried 6-0.

OPEN SESSION

Motion Vanderkin, second Matoushek to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

ACTION FROM CLOSED SESSION

No action

ADJOURNMENT

At 7:55pm, 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, September 21, 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, Tara Rhodes, Mike Thurmer, Nancy Vanderkin (City Council Liaison), Waupun Fire Department (WFD) Chief BJ DeMaa

Guests: Rohn Bishop, Mayor; Tim Franz, Public Administration Associates LLC Recruitment Services; Kathy Schlieve, City Administrator

Member(s) absent (excused): N/A

MINUTES FROM PREVIOUS MEETINGS

Minutes from the July 20, 2022 meeting were presented for approval. Motion to approve by J. Bett (T. Heidemann second; all in favor). Minutes approved as presented.

AGENDA CHANGE

Motion to adjust agenda to move into closed session as first agenda item at 4:35pm made by T. Rhodes (J. Bett second; all in favor).

CLOSED SESSION

The Waupun Police and Fire Commission adjourned into closed session under Section 19.85 (1) (c) of the WI Statutes to consider Interim Fire Chief and Emergency Management Assignment.

(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 4:39pm was made by T. Rhodes (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 4:44pm after motion from T. Rhodes (second by J. Bett all in favor).

ACTION FROM CLOSED SESSION

No action from closed session.

Motion at 4:45pm to table items listed in the agenda under "General Discussion and Exchange of Information Concerning the Normal Operations of the Waupun Police Department and Waupun Fire Department" for future discussion at a later date was made by T. Heidemann (second by B. Buchholz; all in favor).

GENERAL DISCUSSION AND EXCHANGE OF INFORMATION CONCERNING THE NORMAL OPERATIONS OF THE WAUPUN POLICE DEPARTMENT AND WAUPUN FIRE DEPARTMENT

(Tabled) Discuss and approve Fire Chief & Emergency Management Director recruitment process

(Tabled) Approve recommendations to the Waupun Common Council to retain a professional service firm to support recruitment of Fire Chief and Emergency Management Director

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

Next Commission meeting is Wednesday, September 28th, 2022 (the Commission meets quarterly, at minimum). If necessary, please send any agenda requests to Chiefs BJ DeMaa or S. Louden 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 4:47pm made by J. Bett (second by T. Heidemann; all in favor).

Respectfully submitted,
Tara Rhodes, Secretary

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, September 21, 2022**

In the absence of Beverly Martens, President, the Waupun Public Library Board was called to order by Sadie Schultz, Vice-President at 4:30 p.m. on Wednesday, September 21, 2022. Present were Gehl, Sullivan, Siebers, Rohrer, Garcia, and Jaeger. Hintze present per Zoom.

ARTICLE I: Motion by Siebers, supported by Sullivan, to accept the minutes of the August 17, 2022 meeting as written. Motion carried.

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 85,795 items through the end of August.
- b. Drive-thru window service: handled 724 transactions through the end of August.

ARTICLE IV: Budget reviewed and in good shape. We are two thirds of the way through the year and have used 62% of the 2022 budget.

ARTICLE V:

- a. Motion by Hintz, supported by Rohrer, to pay September bills. Motion carried 6-0 on roll call.

ARTICLE VI: No committee reports.

ARTICLE VII: Librarians' Report.

- a. Students from Warrior Innovation have completed the installation of directional signage on the second floor, using a practical, creative method for hanging the signs.
- b. Paintworx has completed the re-staining of the front stone lettering.
- c. Buckstaff has completed the installation of locking storage cabinets for the Shaler Room. Questions about shelving size will be addressed by Buckstaff.

ARTICLE VIII: No Old Business.

ARTICLE IX: No New Business.

ARTICLE X: Motion by Sullivan, supported by Siebers, to adjourn at 4:45 p.m. Motion carried.

*Next tentative meeting: Wednesday, October 19, 2022 at 4:30 p.m.

SANDRA ROHRER Secretary
SR/bkj



MINUTES
CITY OF WAUPUN SPECIAL COUNCIL MEETING
201 E Main Street, Waupun WI 53963
Thursday, September 22, 2022 at 2:00 PM

CALL TO ORDER

Mayor Bishop called the meeting to order at 2:00pm.

ROLL CALL

Council in-person: Mayor Bishop, Alderman Kaczmarek, Alderman Langford, Alderman Matoushek, Alderman Siebers, and Alderman Vanderkin.

Council Absent/Excused: Alderman Westphal

Management in-person: City Clerk/Treasurer Hull, Administrator Schlieve

Management virtually: None

Management absent and excused: Attorney VandeZande, Fire Chief Demaa, Finance Director Kast Director of Public Works Daane, Recreation Director Kaminski, General Utility Manager Brooks, Police Chief Loudon, Utility Finance Director Stanek, Library Director Jaeger

City Staff present: None

Media present: None

Audience in-person/Virtually: None

CONSIDERATION - ACTION OF RECOMMENDATION FROM POLICE AND FIRE COMMISSION ON 9-21-22

- 1. Consideration to Retain a Professional Service Firm to Support Recruitment of Fire Chief and Emergency Management Director Position**
- 2. Consideration of Interim Fire Chief and Emergency Management Director Assignment**

Mayor Bishop informs the Council that due to no action taken on these items at the Fire and Police Commission meeting on September 21, 2022, these items will be tabled to a future date if recommended by the Fire and Police Commission

CONSIDERATION - ACTION

- 3. Ordinance 22-05 Amendment Annex Real Estate Located in the Town of Chester (Roll Call Motion)**

The Common Council approved Ordinance 22-05 at the August 30, 2022 meeting. The ordinance annexed parcel #010-1315-0922-000 from the Town of Chester, Dodge County. Due to revisions to the description and map requested by the Department of Administration and Dodge County Land Information Office, the amended ordinance is before the Council for consideration.

Motion Vanderkin, second Matoushek to waive the first reading and adopt the amended ordinance, #22-05 Amendment Annex Real Estate Located in the Town of Chester. Motion carried 5-0 on roll call.

ADJOURNMENT

At 2:01pm, Motion Vanderkin, second Matoushek to duly call the meeting adjourn. Motion carried 5-0.



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION (PFC)
Waupun Safety Building – 16 E. Main Street, Waupun WI
Friday, September 23, 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, Teresa Heidemann, Tara Rhodes, Mike Thurmer, Nancy Vanderkin (City Council Liaison)

Guests: Kathy Schlieve, City Administrator

Member(s) absent (excused): N/A

CONSIDERATION-ACTION

The Commission received a letter dated 9/22/22 from Chief BJ DeMaa addressed to the Police & Fire Commission included with the agenda. The Commission discussed consideration to reinstate Chief BJ DeMaa to role of Fire Chief and Director of Emergency Management.

Motion to reinstate Chief BJ DeMaa to role of Fire Chief and Director of Emergency Management at 4:33pm made by J. Bett (second by T. Heidemann all in favor).

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

Next Commission meeting is September 28, 2022 (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 4:35pm made by T. Rhodes (second by T. Heidemann all in favor).

Respectfully submitted,
Tara Rhodes, Secretary

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



MINUTES
CITY OF WAUPUN COMMITTEE OF THE WHOLE
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, September 27, 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 Matoushek, Alderman Siebers, and Alderman Vanderkin.

Council Absent/Excused: None

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

Management virtually: City Clerk Hull, Utility Finance Director Stanek

Management absent and excused: Finance Director Kast, Police Chief Louden

City Staff present: None

Media present: None

Audience in-person: Mike Thurmer, Teresa Heideman

CONSENT AGENDA

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

DISCUSSION FOR POSSIBLE FUTURE CONSIDERATION

2. 2023 Budget Workshop: High Level Overview of Operating Budget

Schlieve provides an overview of the 2023 budget in progress.

3. EMS Grant Award: Trends and Impact on Emergency Response Services

EMS providers in Wisconsin have been impacted by the COVID-19 pandemic by greater demand for EMS services, increased costs associated with providing those services, and limitations on public funding for those services created by the economic consequences of the pandemic. Therefore, all EMS services licensed in the State of Wisconsin were eligible to request funding, in which, the Fire Dept was awarded an EMS Flex Grant in the amount of \$268,600. Eligible costs consist of, but not limited to: Medical and personal protective equipment/protective supplies, Emergency operations including training required to maintain licensure or upgrade service level, Response equipment including training required to operate the equipment, Emergency response vehicles, Emergency medical devices/trauma stabilization/pediatric and neonatal transport equipment, and Staff recruitment and retention.

The flex grant funds used for additional supplies/equipment, emergency response vehicle, EMR training, and recruitment (WASD/MPTC). Schlieve suggests to review staffing models and return with a business plan and review the facility.

ADJOURNMENT

At 7:16pm, Motion Vanderkin, second Matoushek 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, September 28, 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 4:36pm by PFC President in the Waupun Safety Building.

ROLL CALL

Present: Bambi Buchholz, Teresa Heidemann, Tara Rhodes, Mike Thurmer, Nancy Vanderkin (City Council Liaison), Waupun Fire Department (WFD) Chief BJ DeMaa, Waupun Police Department (WPD) Chief Scott Loudon

Guests:

Member(s) absent (excused): John Bett

MINUTES FROM PREVIOUS MEETINGS

Minutes from the September 21 , 2022 meeting were presented for approval. Motion to approve by T. Heidemann (B. Buchholz second; all in favor). Minutes approved as presented.

Minutes from the September 23 , 2022 meeting were presented for approval. Motion to approve by T. Heidemann (B. Buchholz second; all in favor). Minutes approved as presented.

GENERAL DISCUSSION AND EXCHANGE OF INFORMATION CONCERNING THE NORMAL OPERATIONS OF THE WAUPUN POLICE DEPARTMENT AND WAUPUN FIRE DEPARTMENT

The Commissioners discussed the League of WI Municipalities for Police and Fire Commission training on November 4th from 9:00 am-3:15 pm. This will be offered virtually and is a great learning opportunity. Commissioners planning to attend will be coordination through Angie Hull, Waupun City Clerk/Treasurer. The City of Waupun pays the fees associated with this training and a per diem to those attending.

WPD Update:

- **Staffing:** September has been difficult staffing. A recent resignation has resulted in beginning a hiring process; currently ten applicants with varying levels of qualifications (Commissioners meeting will be held in October for interviews). Officer Warner graduates 10/7 from the academy then will begin field officer training; he is expected to be patrolling in February/March 2023. Discussion related to light-duty assignment with the PFC recommending the City of Waupun develop a policy for light duty; Chief Loudon shared he has discussed with the City and provided resources to support. Officer Halverson completes K9 training with graduation mid-October at which time will return to patrol. Union contract negotiation was completed resulting in a 3% increase over four year period and a increase for officers reaching 7 and 10 years of service; Chief Louden noted this puts WPD at a competitive market wage with surrounding agencies for tenured officers). Chief Louden held a cookout for officers and their families and it was well attended.
- **Drug Unit:** WPD belongs to both Fond du Lac (FDL) and Dodge county units. FDL Unit was awarded “Drug Unit of the Year” by the Wisconsin Narcotics Officers Association (WNOA). Chief Louden noted a recent significant drug-related arrest in Waupun.
- **Calls:** Responding to calls that required mental health resources continues to be an issue; a pilot underway in Fond du Lac offers a resource which was helpful in a recent call which resulted in less time for WPD response (mental health provider responded to scene, completed assessment, put safety plan in place). Seeing increase in pursuits in both counties; typically these situations are related to drug/alcohol use.

- Training: Officers participating in active shooter management; Officer Dumke is now an instructor. The WPD has received a \$2500 grant to be used for training supplies.
- Community: Recently completed safety checks at Waupun Junior/High School and Waupun Christian High; this includes rounding to identify possible issues. lockdown drills completed at Rock River Intermediate School, Waupun Junior/High School and Meadowview Primary. Dunkin' Donuts "Cops on the Roof" event was successful, the event supports Special Olympics. Citizen's Police Academy is underway; this is a 6-week program which focuses on general operational topics for Waupun Police and Fire departments.

In a response to the Commission asking about responsibility of Code Compliance, Chief Louden shared responsibility for this work is shifting from the WFD back to WPD, noting that historically it was with WPD and does align well with WPD as it relates to the role's requirements. This is a position funded by the City budget.

Chief Louden also shared that a squad vehicle was in an accident; while completing speed checks, the officer pulled out and hit another vehicle (both drivers had no injuries). The incident was objectively investigated by State Patrol (failure to yield ticket was issued to the officer) and the squad vehicle was sent for repairs.

WFD Update:

- Staffing: Department is short two paid-on-call firefighters and three EMR short. Moraine Park Technical College (MPTC) adjusted their program to be a fast-track program which is difficult for volunteer/on-call based departments like Waupun as the class cadence is much more frequent; Chief DeMaa has communicated concerns to MPTC as this has negatively impacted ability to recruit. Reminder that WFD has 2 full-time and all others are volunteers.
- Initiatives: Chief DeMaa noted gaps/opportunities in the hiring process and is working with legal resources (Von Briessen) to clearly define related processes and ensure alignment (i.e. at-will designation relative to hiring process). Chief DeMaa did confirm there is a probationary period for new hires. The policy & procedure project continues and is a priority for the department; this project involves utilizing a platform called Lexipol. WFD continues to partner with MPTC and Waupun High School to offer students an opportunity with Fire Department in an effort to try to encourage this career path. Related, the State of WI has designated \$200,000 to help technical college students gain certification in EMS and fire services (WFD has indicated support in partnering with MPTC with program development).
- Community: WFD also participated in the aforementioned Citizen's Police Academy. Within the next weeks, fire extinguisher training is planned for Tenneco and participation at the Senior Expo. The Expo often identifies community members who need help with new smoke alarms, battery replacement and those who may benefit from the residential lockbox program (just installed the 50th lockbox). Fire Prevention Week will connect the WFD with approximately 1200 children in our schools.
- EMS Flex Grant: A recent presentation was provided to the Waupun City Council on use of awarded approximately \$270,000 grant. Due to continued rise in call volume, we are seeing more instances where the City's contracted EMS provider has not been meeting key expectations (examples shared) such as response time exceeding 7min goal; and dependence on mutual aide from other services is very concerning. The EMR program helps to bridge this gap and was the initial phase of a 3-phase larger plan. The second phase focuses on expanding education level to EMRs (to EMT Basic Level, which would allow EMRs to be able to transport) and then exploring the potential to cross training Fire and EMS. Discussion included conversation around the usage needs by Department of Corrections and Waupun Memorial Hospital for interfacility transport needs.
- EMS Workgroup: An initial meeting has been held to discuss using American Rescue Plan Act (ARPA) funds to work on the idea of creating a county-wide EMS Program (Dodge). This program would use dispatch data to help develop coverage maps which are based on size (15 miles) and response time (15 minute); with funding source also being discussed.

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 5:36pm made by T. Rhodes (second by B. Buccholz ; all in favor).

Respectfully submitted,

Tara Rhodes, Secretary

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



MINUTES
CITY OF WAUPUN JOINT REVIEW BOARD
City Hall 201 E Main St, Waupun WI 53963
Wednesday, September 28, 2022 at 3:30 PM

CALL TO ORDER

Bishop called the meeting to order at 3:30pm.

ROLL CALL

In Person:

Technical College – Carrie Kasubaski, VP of Finance/Administration
Dodge County – Robert Boelk, District 14 Supervisor
Municipal – City of Waupun Mayor Rohn Bishop
Public Member – Nancy Vanderkin

Virtual:

Waupun School District – Carrie Hintze

Others in attendance In Person:

Ehlers Public Finance Advisors Philip Cosson, Senior Municipal Advisor
Kathy Schlieve, Administrator City of Waupun

Others in attendance Virtual:

Angela Hull, Clerk-Treasurer City of Waupun

APPROVAL OF PRIOR MEETING MINUTES

1. Joint Review Board - August 24, 2022 Minutes

Motion Vanderkin, second Boelk to approve the August 24, 2022 minutes of the Joint Review Board. Motion carried 5-0.

REVIEW THE PUBLIC RECORD, PLANNING DOCUMENTS AND RESOLUTIONS PASSED BY THE PLAN COMMISSION AND COMMON COUNCIL

- 2. 08-24-22-01 Resolution Establishing the Boundaries of and Approving the Project Plan for Tax Incremental District No. 9**
- 3. 09-13-22-01 Resolution Creating Tax Incremental District No. 9, Approving Its Project Plan and Establishing Its Boundaries**
- 4. Tax Incremental District No. 9 Project Plan (9-12-22)**

Documents from prior meetings were reviewed.

CONSIDERATION OF RESOLUTION APPROVING THE CREATION OF TAX INCREMENTAL DISTRICT NO. 9

5. Resolution Approving the Creation of Tax Incremental District No. 9

Motion Boelk, second Hintze to approve Resolution 09-28-22-01 Approving the Creation of Tax Incremental District No. 9. Motion carried 5-0.

ADJOURNMENT

Motion Vanderkin, second Boelk duly called the meeting adjourned at 3:40pm. Motion carried 5-0.

Monthly Council Report

September 2022

Agency	Incident Type	Total Incidents	WP		
WP	911 CHECK	23		GAS DRIVE OFF	2
	ACCIDENT	7		HARASSMENT	3
	AMBULANCE	45		HIT AND RUN	2
	ANIMAL ABUSE	1		INFORMATION TO DOCUMENT	7
	ANIMAL BITE	2		INTOXICATED DRIVER	3
	ANIMAL COMPLAINT	14		INTOXICATED SUBJECT	3
	ASSIST AGENCY	17		INTRUSION ALARM	8
	ASSIST CITIZEN	36		JUVENILE PROBLEM	11
	ASSIST MOTORIST	4		LOITERING	4
	ATTEMPT TO LOCATE	6		LOST ANIMAL	1
	BIKE STOP	1		LOST ANIMAL LOCATED	2
	BUILDING CHECK	45		LOST PROPERTY	1
	CAR IN DITCH	1		MISSING JUVENILE	1
	CHECK WELFARE	43		NEIGHBOR DISPUTE	7
	CHILD ABUSE/NEGLECT	3		NEIGHBORHOOD POLICING	2
	CHILD CUSTODY	3		NOISE COMPLAINT	2
	CIVIL PROBLEM	3		NOTIFY MED EXAMINER	2
	COURT ORDER VIOLATION	1		OCCUPIED DISABLED	1
	DEPARTMENT K9 DOG	1		OFFICER STANDBY	3
	DIRECTED AREA PATROL	225		OPEN DOOR	1
	DISORDERLY CONDUCT	15		ORDINANCE VIOLATION	5
	DOMESTIC	4		PAPER SERVICE	6
	DRUGS/NARCOTICS	4		PARKING ENFORCEMENT	10
	EXTRA PATROL	109		PATROL ASSIST FIRE	9
	FOLLOW UP	41		PRISONER TRANSPORT	2
	FOOT PATROL	16		PROBATION HOLD VIOLATION	1
	FOUND ANIMAL	3		RECKLESS DRIVER	9
	FOUND JUVENILE	1		REPOSSESSION	2
	FOUND PROPERTY	7			
	FRAUD COMPLAINT	3			
	FUNERAL ESCORT	4			

Monthly Council Report

September 2022

WP	SCAM COMPLAINT	2
	SEXUAL ASSAULT	1
	SPECIAL ASSIGNMENT	12
	STALKING COMPLAINT	1
	SUBJECT STOP	7
	SUSPICIOUS ACTIVITY	10
	SUSPICIOUS VEHICLE	5
	TAVERN CHECK	4
	THEFT	2
	THREATS COMPLAINT	7
	TRAFFIC ENFORCEMENT	7
	TRAFFIC PROBLEM	9
	TRAFFIC STOP	105
	TRESPASSING	3
	UNDERAGE POSSESSION	2
	VANDALISM	7
	WARRANT	1
	WARRANT OTHER AGENCY	3
	Total	986
Total		986

Waupun Police Department Update –September Report

Training – Department completed Emergency Vehicle Operation Training and Active Shooter Incident Management Training. Lt Williams and Pfalzgraf attended case law training in Watertown.

Events/Reports – K9 successfully passed certification and will be road ready on Oct. 7th. School Safety Checks at Waupun and Christian High school. Lock Down Drills were done at Rock River, Waupun High School, and Meadowview Primary School. Senior Academy conducted at the Senior Center.

Staffing/Hiring process – Officer out on FMLA. Officer Warner still in the academy and will graduate in the 6th of October. Started a new hiring process to fill one vacancy. Also recruiting at Tech colleges for this position.

Grant- We recieved a Risk Mitigation Grant from CVMIC in the amount of\$2500.

LIBRARY	MONTHLY REPORT TO COMMON COUNCIL October 2022
Subject	Summary
Statistics	Through the end of September, the library circulated/downloaded/loaned 97,374 items, and curbside/window service handled 808 transactions.
Staffing	We still have two staff out on medical leave, and hope to have them back soon.

RECREATION DEPARTMENT	MONTHLY REPORT TO COMMON COUNCIL OCTOBER 11, 2022	
Activity/Project	Status	Notes/Other
Park Rentals - September	Dodge Park – 4 rentals Harris Mill Park – 0 rentals McCune Park – 2 rentals West End Park – 7 rentals Wilcox Park – 0 rentals	Season Totals: May – 4 rentals June – 19 rentals July – 17 rentals August – 17 rentals September – 13 rentals October – 2 rentals (West End and Harris Mill) Dodge Park – 18 rentals Harris Mill Park – 11 rentals McCune Park – 7 rentals West End Park – 27 rentals Wilcox Park – 9 rentals
Senior Center Attendance - September	1,352 participants	Open 21 days Average daily attendance: 64 participants
Senior Center Rentals - September	0 rentals	
Senior Center Meals - September	86 curbside 316 mobile	
Senior Center Upcoming Special Activities/Events		September 14 – October 18: Police Academy October 25: Halloween Party October 29: Haunted House

DATE: October 11, 2022		
Project	Status	Other
S. Madison St. Reconstruction Project	Finishing up the last of the concrete work Finishing up restoration work and seeding Finishing up painting	We are working on final punch list items and gathering final totals for the project.
Sidewalk Replacement program	Contractor is completed. We are working on confirming totals and getting invoices sent out to property owners	
Fall leaf and brush pickup	October 10 th through November 14 th	
Bayberry Storm water pond Project	Pond construction continues on schedule.	
Crack filling	Sections of streets were completed again this year	
Park restrooms	Most of the park restrooms have been winterized for the year. The only ones that remain open are Baseball complex, Medema Field and McCune.	The remaining bathrooms will be shut down the week of October 17 th .
Senior Center	City Staff has met a couple times with Cedar Corp. on preliminary designs. We plan to have a facility committee meeting to discuss the designs and get feedback	
Flooding Concerns	City staff continue to work with property owners to see if there are solutions to flooding problems.	One issue has been repaired at E. Main and Watertown St. The pipes that were bored through the storm line have been removed and the pipe repaired. We will schedule that line to be cleaned.

2022 CITY OF WAUPUN - GRANT FUNDING REPORT / ARPA ALLOCATION

Updated (October 6, 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	2 squad cams (\$15K). Balance of funds must be spent by May 2023.	2022		\$ 25,164	\$ -
CVMIC Safety Grant	Support Safety Improvements to reduce risks	Approved	2 body cameras	2023	\$ 2,500	\$ 2,500	\$ -
WI-DOT Local Road Improvement Grant	Rock / Newton Avenues Phase 2	Approved	Working to update street plan to reflect award		\$ 400,000	\$ 400,000	\$ 488,260
DOA Healthcare Infrastructure Capital Grant	EMR Program Start Up Costs	Approved	Contracts executed and implementation underway.	2022-2024	\$ 204,864	\$ 204,864	\$ -
DOA Neighborhood Investment Fund Grant	Senior Center Construction	Approved	Contract executed; preliminary designs and budgets being created.	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	Awarded	Due July 11, 2022	2022-2023	\$ 268,599	\$ 268,600	\$ -
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	Denied	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	\$ -
Main Street Bounceback Grant	Support business starts and fill vacant buildings; 16 businesses supported to date.	Applications	June 2021 - April 2023	2021-2023	\$ 160,000	\$ 120,000	
TOTAL					\$ 10,260,148	\$ 7,397,592	\$ 3,014,613

Administrative Report for September 2022

Prepared by K Schlieve, 10/6/22

Personnel

- Casey Langenfeld accepted the position of Assistant City Administrator/Finance Director. Casey's first day with the City will be October 31, 2022.
- Michelle Kast has resigned her position as Finance Director effective December 30, 2022.
- Fire Chief and Emergency Management Director, BJ DeMaa, reconsidered his resignation and remains in his role with the City.
- Code enforcement position is being reassigned to the Police Department.

Budget

- Health Insurance Taskforce is finalizing their work. Dean Health will be the provider for 2022. Deductibles will move to \$2000/\$4000 (up from \$1,500/\$3,000) with a city-funded HSA.
- Staff have completed 2022 budget reduction recommendations and are reviewing with the Mayor. The full draft budget will be presented on October 18, 2022.

Grants Work:

- Preliminary designs of Senior Center will be introduced in October to the facilities advisory committee. At this point, we do expect some cost overruns and will be scheduling time with the full council to discuss, once the facilities advisory committee has a chance to provide input.
- We have begun implementation of the Healthcare Infrastructure Grant to reimburse work to date and plan future expenditures.
- We are working on reimbursements of the CDI grant obtained with Stone&Suede. The EV Charger has been installed and is operational. The back alleyway improvements will be completed yet this year.
- We are writing for a new Vibrant Spaces Grant to fund place-making improvements in the downtown green space in cooperation with CDA and BID. Applications are due January 31, 2023.
- Work is commencing on a grant obtained from UW Extension to support implementation of the City's Market Analysis completed in 2021.

Administration:

- The Team continues to work on implementation of the new AP system.



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: October 10, 2022
SUBJECT: General Manager Report

Electric Department Update:

Power Outages

- September 25th at 5:05 pm, a power outage was reported on Monroe Street. A transformer lead connection failed causing a power outage. The leads were replaced and power was restored at 6:05 pm. The outage affected 14 customers.
- September 25th at 5:15 pm, Waupun Fire Department reported high winds caused an object to strike and damage a street light pole on Seymour Street. The pole was removed and power de-energized. Installation of new light was completed on September 27th.
- September 28th at 10:11 am, a power outage was reported on the 200 block of South State Street. A tree limb fell and damaged the over-head service conductors. The conductors were repaired and power was restored at 10:35 am. One customer was without power.

Central Wisconsin Christian School

- Crews are working to relocate the service transformer and primary conductors in conflict with the school addition. This will require the installation of new primary conductors and CT cabinet. The 3 phase URD substation tie-line was in conflict with a new water shed plan for the project. Crews worked to lower the conductors and install conduit to protect the cables.

South Madison Street

- New streetlights, poles, and conductors have been installed on South Madison Street. The line was converted from over-head to URD during the street reconstruction project.

United Coop

- Crews completed an 800 foot, 5 pole, 3 phase line extension to provide power to a temporary 3 phase 277/480 volt service for United Coop construction project. We are working on load requirements, substation capacity and line design for the project.

Dunkin Donuts

- New 3 phase 120/208 volt 600 amp electric service was installed for the Dunkin Donuts building on Gateway Drive.

General Manager Update:

Public Power Week

- Every year during the first full week of October, the Public Power industry takes time to celebrate the advantages that come with community ownership of electric utilities. This year Waupun Utilities is giving away 15 bill credits to customers and offering free charging at the new EV charging station. Waupun Utilities and the City of Waupun collaborated to install an EV charger in the alleyway of the 400 block of East Main Street. The cost of the EV charger is split between two grant-funded programs.

Hurricane Ian

- With the anticipation of the destruction caused by Hurricane Ian, Florida's public power communities reached out to Wisconsin for help. MEUW coordinated mutual aid efforts to help restore power to customers in Florida's public power communities. Over 40 Line workers were dispatched Thursday, September 29th to help with mutual aid. Crews will be in Florida for approximately 2 weeks.

Tax Roll

- Staff is preparing for the 2022 tax roll process. Letters will be mailed to delinquent customers eligible for tax roll by October 14th. On November 1st, any delinquent account subject to tax roll that has an outstanding balance will be assessed a 10% penalty on the balanced owed. Any outstanding balances plus penalty, if unpaid by November 15th, will be transferred to the tax roll.

Electric Supply Chain Shortages

- Senator Marco Rubio introduced the bill "Facilitating the Reshoring of Energy Grid Component Manufacturing Act of 2022" to legislation addressing electric supply chain shortages. This bill would create a loan program through the Department of Energy for manufacturers of products and components used on the energy grid. The bill has been referred to the Senate Committee on Energy and Natural Resources. APPA and WPPI are supportive of any efforts that will increase domestic production of distribution transformers and other materials that are constrained by recent supply chain shortages.

WPPI Annual Meeting

- Jen Benson, Jeff Stanek and I attended the WPPI Annual Meeting in Madison October 15th and the Board of Directors Meeting on the 16th. Guest speakers included President and CEO of American Public Power Association Joy Ditto, CEO PhishFirewall Inc. Joshua Crumaugh and President and Chief Operation Officer Midcontinent Independent System Operator Clair Moeller. Joy spoke about public power's challenges and opportunities, Joshua presented Power Beware: safeguarding against cyber threats and Clair talked about challenges with power supply and the constraints within transmission grid.

The State of WPPI Energy in 2022

- WPPI CEO Mike Peters delivered the 2022 State of WPPI. The video can be viewed online at wppienergy.org/2022-state-of-wppi-video.

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



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

Water Treatment Facility:

There are no call-ins to report this month.

The water treatment facility is performing well and water quality continues to be consistent barring the varying weather temperature swings.

Wastewater Treatment Facility:

There are no call-ins to report this month.

Staff has been working on cleaning the digesters and sludge storage tank over the past three weeks. This labor intensive and time-consuming task is performed every 2-3 years. Over the years, buildup of grit and debris (hair, sand, rags etc.) can negatively affect the operation of a digester by reducing its solids retention time and not allowing the full proper digestion process to take place. The grit and debris is very harsh on pumping and heating equipment, causing higher maintenance costs.

Staff continues to have considerable time dedicated to temporary operational scenarios due to multiple scheduled power outages. These events allowed the treatment facility to shift temporary power and MCC controls to new MCC's and controls.

Distribution/Collection System Crew:

There are no call-ins to report this month.

Staff has performed several confined space entries in manholes making adjustments and modifications to clean outs. These modifications allow for non-entry access during main line televising and jetting maintenance.

Staff is in the middle of logging the entire community. The semi-annual leak audit is performed to identify non-surfacing water main leaks caused by construction and system maintenance over the course of the summer. Once logging is completed, correlating will begin to pinpoint the exact location of the leak, allowing for minimal excavation.

Wastewater Treatment Facility ABNR Update:

There will be a 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: October 10, 2022
SUBJECT: August 2022 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

The electric utility construction activity consisted of rebuilding overhead line in the back lot of Bly and Division streets in addition to continued work installing new infrastructure for customers. The water and sewer utilities incurred \$422,400 in project costs for South Madison Street reconstruction. Construction at the WWTF continues with monthly Disbursement Requests processed through the USDA.

Plant activity for the month was minimal.

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

Sales

Electric

- Monthly kWh sales were **0.5% above** budget & **2.9% lower** than August 2021 on slightly lower sales to Residential customers.
- YTD kWh sales were **2.6% above** budget & **1.6% higher** than August 2021 YTD actual sales.

Water

- Monthly sales units of 100 cubic feet were **3.6% above** budget & **8.8% higher** than August 2021 with increased sales to Industrial customers.
- YTD water sales were **4.1% above** budget & **4.3% higher** than August 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 **9.9% below** budget & **0.4% lower** than August 2021 sales due to lower Public Authority volume. Sales to the Department of Corrections facilities continue to remain lower beginning in the spring of 2020 and have not returned to historical averages.
- YTD sewer sales were **8.0% below** budget & **6.7% lower** than August 2021 YTD actual sales.

Income Statement

Electric

- Operating revenues and purchased power expenses were **above** budget \$1,012,975 and \$933,381, 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 energy market volatility.
- Gross margin was \$79,600 **above** budget.
- Operating expenses were \$46,100 **below** budget primarily due to lower distribution maintenance costs than budgeted and the crews working on capital projects.

- Operating income was \$339,800 or \$193,500 *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 \$327,500 or \$208,700 *above* budget primarily from increased sales and timing of the joint pole attachment billings to communications companies.

Water

- Operating revenues were \$24,700 *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 \$126,900 *below* budget on lower treatment and distribution expenses including the deferral of planned maintenance on Well #1 budgeted for \$60,000.
- Operating income was \$549,300 or \$142,800 *above* budget from lower than budgeted operating expenses.
- Net income was \$395,700 or \$157,000 *above* budget.

Sewer

- Operating revenues were \$73,800 *above* budget despite continued lower consumption from the Department of Corrections facilities. Trucked in waste revenues increased from the prior months, which led to the increase.
- Operating expenses were \$67,100 *below* budget due to lower laboratory and maintenance-related costs at the WWTF.
- Operating income was \$213,100 or \$147,100 *above* budget.
- Net income (loss) was \$1,603,800 or \$1,729,600 *above* budget as the utility received its first grant distribution from the USDA for \$1,619,000. Without this contribution, net income was \$15,200 for the month and a net (loss) of (\$110,600) compared to year-to-date budget.

Balance Sheets

Electric

- Balance sheet *increased* \$39,800 from July 2022.
- Accounts receivable increased \$16,500 due to higher market energy costs passed through the monthly PCAC charge offset by an increase of \$40,600 in Accounts Payable from the monthly purchased power billing.
- Unrestricted cash *decreased* \$159,900 due to the timing of payment of our monthly power bill and collections through the PCAC charge from customers.
- Net position *increased* \$51,400 from July 2022.

Water

- Balance sheet *increased* \$68,300 from July 2022.
- Total unrestricted cash *decreased* \$161,700 primarily due to payments associated with the South Madison street reconstruction project.
- Net position *increased* by \$61,800.

Sewer

- Balance sheet *increased* \$3,599,300 from July 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. Beginning in August 2022, the utility began receiving grant disbursements from the USDA to fund the remaining portion of the WWTF upgrades.
- Unrestricted cash *decreased* \$182,400 due to payments associated with the South Madison street reconstruction project and required monthly transfers for debt service.
- Net position *increased* \$1,679,100 largely from the USDA grant contribution.

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 *decreased* \$342,400 or **3.8%** from July 2022 due to payments associated with the South Madison street reconstruction project.
- Received interest and distributions of \$9,300 and recorded an unrealized *negative* market adjustment of (\$21,900), along with \$600 in management fees, resulting in a net portfolio *loss* of (\$13,200) for the month.
- Total interest and investment income earned (excluding market value adjustments) on all accounts for the month was \$13,700 and \$63,100 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 10/6/2022):	\$ 30,745,204
Loan Draws – Project to Date: (Thru 10/6/2022):	\$ 27,807,000
Grants Provided (Thru 10/6/2022):	\$ 1,619,000
Disburse Request #18 – Requested (9/13/2022):	\$ 1,110,588
Disburse Request #17 – Paid (8/29/2022):	\$ 2,663,066

2023 Utility Budget Process

See separate 2023 Budget Memo for summary analysis of the draft budget.

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

**City of Waupun
Position Description**

JOB TITLE	Code Enforcement Officer (Part Time)
REPORTS TO	Fire Chief Police Chief
DEPARTMENT	Fire Department Police Department
TYPE	Non-Represented
FLSA (overtime status)	Non-Exempt
Approved	DATE
Salary Range	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~~ Police 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. High School Diploma
- B. 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 **is preferred**. Experience that includes the enforcement of municipal codes is highly desirable.
- C. Possession and maintenance of a valid Wisconsin Driver's License.
- D. Ability to plan, assign, coordinate and accurately document work.
- E. Effectively interact with the public displaying a high degree of courtesy, tact, compassion and poise.
- F. Ability to work independently and provide necessary updates to supervisor(s).
- G. 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 confrontational** 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.

**City of Waupun
Position Description**

JOB TITLE	Code Enforcement Officer (Part Time)
REPORTS TO	Police Chief
DEPARTMENT	Police Department
TYPE	Non-Represented
FLSA (overtime status)	Non-Exempt
Approved	DATE
Salary Range	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.

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Fond du Lac County

LAND INFORMATION DEPARTMENT

160 S. Macy Street
Fond du Lac, WI 54935

Phone: (920) 929-3027
Email: land.information@fdlco.wi.gov

9/22/2022

Angie Hull
City of Waupun Clerk
201 E. Main St.
Waupun, WI 53963

Re: CSM/VAN BEVER-STUEBS

Dear Ms. Hull:

In accordance with the Fond du Lac County Subdivision Ordinance and Section 236 of Wisconsin Statutes, a copy of the (certified survey) plat is hereby submitted to the City of Waupun for your initial review.

TOWN OF WAUPUN HIGHWAY DEPARTMENT
 COUNTY PLANNING DEPARTMENT STATE HIGHWAY DEPARTMENT
 CITY OF WAUPUN

Upon County Planning Department receiving the original certified survey map back from the Town, we will then forward it to you for your approval or objection. Please return it to us as soon as possible. If you object to the CSM, notify this department immediately. If you approve the plat, have the certification signed.

Sincerely,

Terry Dietzel
Land Information Director

TD:kg
enc.

As prepared by:

G GROTHMAN & ASSOCIATES S.C.

PROFESSIONAL SERVICES
625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI. 53901
PHONE: PORTAGE: (808) 742-7788 SAUK: (808) 644-8877
FAX: (808) 742-0434 E-MAIL: surveying@grothman.com
(RED LOGO REPRESENTS THE ORIGINAL MAP)

SEAL:



G & A FILE NO. 522-265



DRAFTED BY: T. KASPER

CHECKED BY: RC

PROJ. 522-265

DWG. 522-265

SHEET 1 OF 3

FOND DU LAC COUNTY CERTIFIED SURVEY MAP NO. _____ GENERAL LOCATION

Volume _____, Page _____

BEING PART OF THE NE1/4 OF THE NE1/4 AND PART OF THE SE1/4 OF THE NE1/4, SECTION 32,
T. 14 N., R. 15 E., TOWN OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN

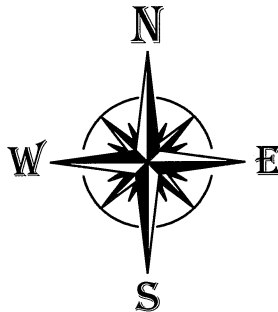
N1/4 COR. CONTAINING: 162,250 SQ.FT. - 3.73 ACRES
SEC. 32

BASIS OF BEARINGS:

IS THE NORTH LINE OF THE NE1/4, SECTION 32 WHICH BEARS S89°55'31"E AS REFERENCED TO GRID NORTH FOND DU LAC CO. COORDINATE SYSTEM NAD83(91).

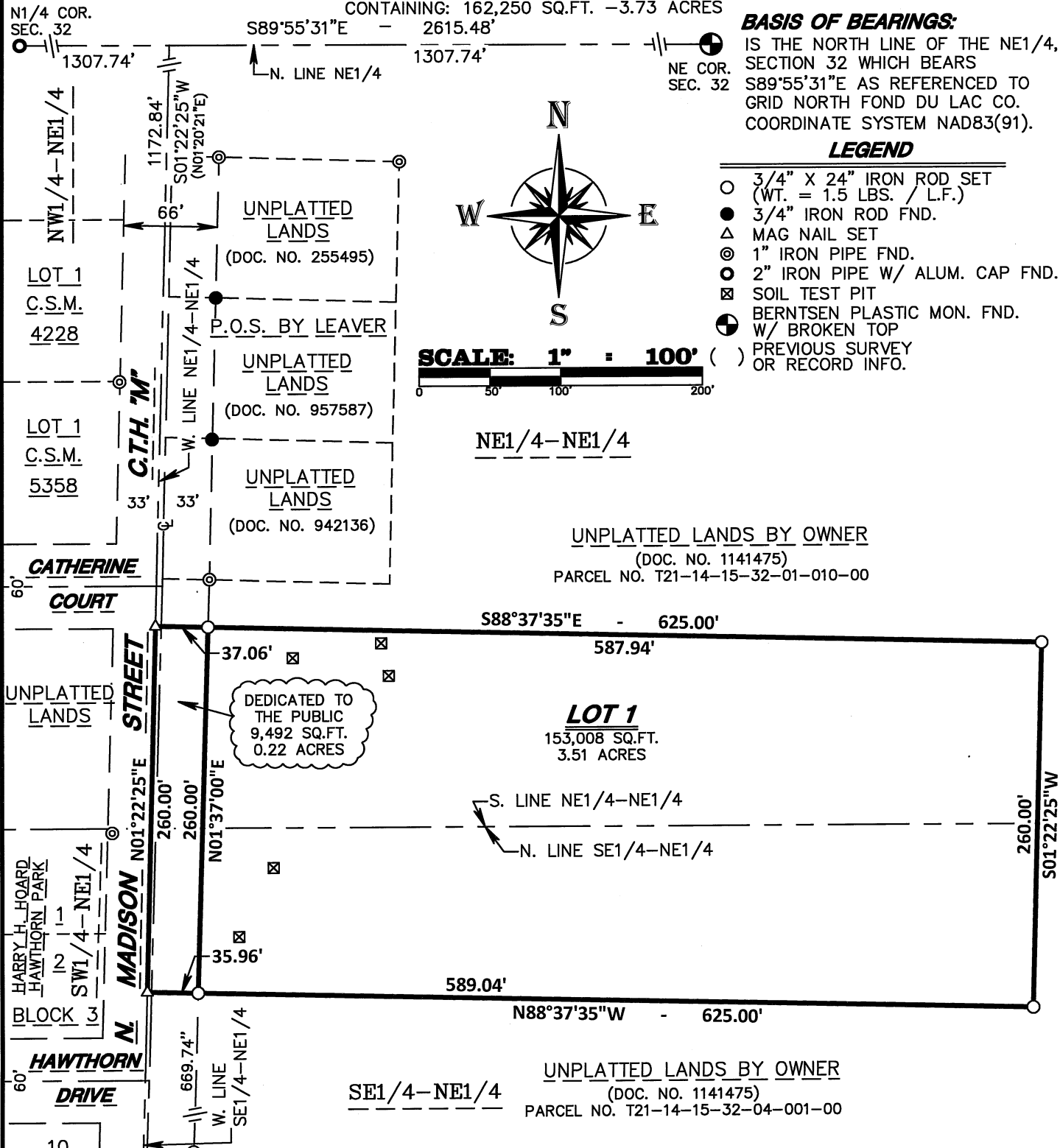
LEGEND

- 3/4" X 24" IRON ROD SET (WT. = 1.5 LBS. / L.F.)
- 3/4" IRON ROD FND.
- △ MAG NAIL SET
- ⊙ 1" IRON PIPE FND.
- ⊖ 2" IRON PIPE W/ ALUM. CAP FND.
- ⊠ SOIL TEST PIT
- ⊕ BERNTSEN PLASTIC MON. FND. W/ BROKEN TOP
- () PREVIOUS SURVEY OR RECORD INFO.



SCALE: 1" = 100'
0 50 100 200'

NE1/4-NE1/4



UNPLATTED LANDS BY OWNER
(DOC. NO. 1141475)
PARCEL NO. T21-14-15-32-01-010-00

UNPLATTED LANDS BY OWNER
(DOC. NO. 1141475)
PARCEL NO. T21-14-15-32-04-001-00

OWNER: FRANK T. VAN BEVER
W5953 S.T.H. "49"
WAUPUN, WI 53963

CLIENT: PAUL STUEBS
N8658 SUPERIOR STREET
BURNETTE, WI 53922

As prepared by:

GA GROTHMAN & ASSOCIATES S.C.

PROFESSIONAL SERVICES
625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI. 53901
PHONE: PORTAGE: (608) 742-7788 SAUK: (608) 644-8877
FAX: (608) 742-0434 E-MAIL: surveying@grothman.com
(RED LOGO REPRESENTS THE ORIGINAL MAP)

SEAL:



G & A FILE NO. 522-265



DRAFTED BY: T. KASPER

CHECKED BY: RC

PROJ. 522-265

DWG. 522-265 SHEET 2 OF 3

FOND DU LAC COUNTY CERTIFIED SURVEY MAP NO. _____

GENERAL LOCATION

Volume _____, Page _____

BEING PART OF THE NE1/4 OF THE NE1/4 AND PART OF THE SE1/4 OF THE NE1/4, SECTION 32, T. 14 N., R. 15 E., TOWN OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN

CONTAINING: 162,250 SQ.FT. - 3.73 ACRES

SURVEYOR'S CERTIFICATE

I, **SCOTT P. HEWITT**, Professional Land Surveyor, do hereby certify that by the order of **Paul Stuebs**, I have surveyed, monumented, mapped and divided part of the Northeast Quarter of the Northeast Quarter and part of the Southeast Quarter of the Northeast Quarter, Section 32, Town 14 North, Range 15 East, Town of Waupun, Fond Du Lac County, Wisconsin, described as follows:

Commencing at the North Quarter corner of said Section 32;
thence South 89°55'31" East along the North line of the Northeast Quarter, 1,307.74 feet to the Northwest corner of the Northeast Quarter of the Northeast Quarter;
thence South 01°22'25" West along the West line of the Northeast Quarter of the Northeast Quarter, 1,172.84 feet to the point of beginning;
thence South 88°37'35" East, 625.00 feet;
thence South 01°22'25" West, 260.00 feet;
thence North 88°37'35" West, 625.00 feet to a point in the West line of the Southeast Quarter of the Northeast Quarter;
thence North 01°22'25" East along said West line and the West line of the Northeast Quarter of the Northeast Quarter, 260.00 feet to the point of beginning.
Containing 162,500 square feet, (3.73 acres), more or less. Being subject to County Trunk Highway M (also known as North Madison Street) right-of-way along the Westerly side thereof. Being subject to servitudes and easements of use or record if any.

I DO FURTHER CERTIFY that this is a true and correct representation of the boundaries of the land surveyed and that I have fully complied with the Provisions of Chapter 236.34 of the Wisconsin State Statutes and the Fond Du Lac County Subdivision Ordinance to the best of my knowledge and belief.

SCOTT P. HEWITT
Professional Land Surveyor, No. 2229
Dated: July 11, 2022
File No: 522-265

OWNER: FRANK T. VAN BEVER
W5953 S.T.H. "49"
WAUPUN, WI 53963

CLIENT: PAUL STUEBS
N8658 SUPERIOR STREET
BURNETTE, WI 53922

As prepared by:

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PROFESSIONAL SERVICES
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SEAL:



G & A FILE NO. 522-265



DRAFTED BY: T. KASPER

CHECKED BY: RC

PROJ. 522-265

DWG. 522-265 SHEET 3 OF 3

FOND DU LAC COUNTY CERTIFIED SURVEY MAP NO. _____

GENERAL LOCATION

Volume _____, Page _____

**BEING PART OF THE NE1/4 OF THE NE1/4 AND PART OF THE SE1/4 OF THE NE1/4, SECTION 32,
T. 14 N, R. 15 E, TOWN OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN**
CONTAINING: 162,250 SQ.FT. -3.73 ACRES

CITY OF WAUPUN RESOLUTION

RESOLVED THAT this Certified Survey Map within the City of Waupun, extraterritorial jurisdiction is hereby approved and accepted by the City of Waupun Planning Commission.

Mayor

Date

City Clerk

Date

TOWN BOARD RESOLUTION

RESOLVED that this certified survey map in the Town of Waupun, _____, Owner, is hereby approved and dedication accepted by the Town Board.

Dated this _____ day of _____, 20_____.
Town Chairperson

I HEREBY CERTIFY that the foregoing is a copy of the Resolution adopted by the Town Board of Waupun.

Dated this _____ day of _____, 20_____.
Town Clerk

STATE of WISCONSIN)
SS)

COUNTY OF _____)

Approved in accordance with Section 236.12 Wisconsin Statutes _____, 20_____. Town of Waupun, Fond du Lac County Planning Agency by:

Director of Planning

OWNER'S CERTIFICATE of DEDICATION

As Owner(s), I/we hereby certify that I/we consented to the land described on this Certified Survey Map to be surveyed, dedicated, divided and mapped as represented on this Certified Survey Map. We also certify that this Certified Survey Map is required by S.236.10 or 236.12 to be submitted to the following for approval or objection.

- 1. Town of Waupun
- 2. Fond du Lac County Planning Agency
- 3. City of Waupun

Frank T. Van Bever

Witness the hand and seal of said Owner this _____ day of _____, 20_____.
STATE of WISCONSIN)

SS)
COUNTY OF FOND DU LAC)

Personally came before me this _____ day of _____, 20_____, the above named Frank T. Van Bever to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public My commission expires: _____

OWNER: FRANK T. VAN BEVER
W5953 S.T.H. "49"
WAUPUN, WI 53963

CLIENT: PAUL STUEBS
N8658 SUPERIOR STREET
BURNETTE, WI 53922