



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, July 14, 2020 at 6:00 PM

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Common Council will meet virtually at 6:00pm on July 14, 2020, via Zoom. The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:

1. Join Zoom Meeting

<https://us02web.zoom.us/j/82175225252?pwd=KzY1ZUZlZW5UdmwvRHh3OENiRmVUT09>

Meeting ID: 821 7522 5252

Password: 423203

2. By Phone:

312 626 6799

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. Waupun Business Improvement District 5-13-20
3. Recreation Board 5-18-20
4. Board of Review 6-4-20
5. Utility Commission 6-8-20
6. Common Council 6-9-20
7. Library Board 6-15-20
8. Police & Fire Commission 6-23-20
9. Joint Review Board 6-25-20
10. Special Council 6-30-20

DEPARTMENT REPORTS

11. Police Department
12. Fire Department
13. Library
14. Building Inspector
15. Public Works
16. Utility
17. Administrator

ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION/ACTION

RESOLUTIONS AND ORDINANCES:

- [18.](#) Second Reading-Ordinance to Amend Ch.11.12 Licenses & Permits-Outdoor Service, Sidewalk Cafes, and Beer Gardens

CONSIDERATION - ACTION

- [19.](#) Hero's Hunt for Veterans- Request for use of City land for Veteran's Hunt

ADMINISTRATOR'S COVID-19 UPDATE

- [20.](#) Consideration of Holding In-person & Remote Boards, Committee, and Commission Meetings

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: 7/14/2020

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

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

ISSUE SUMMARY:

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

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

Tuesday, July 28, 2020	Committee of the Whole	5:30pm
Tuesday, August 11, 2020	TO BE RESCHEDULED DUE TO ELECTION	
Tuesday, August 25, 2020	Committee of the Whole	5:30pm

License and Permit Applications

OPERATOR LICENSE:

Brielle Aylesworth, Teresa Garcia, Kaylee Large, Christine Levey, Barbara McCann, Rick Searvogel, Pamela Streekstra, Andrew Sullivan, Heather Sullivan, Whitney Welk, Michaela Best

STAFF RECOMENDATION:

Approve the Consent Agenda

ATTACHMENTS:

Expense Report(s)

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

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount	
06/30/2020	100134	WELLS FARGO PAYMENT REMITT.	1,871.51	M
06/30/2020	100146	YMCA OF DODGE COUNTY	6,399.60	M
07/08/2020	100216	ALLIANT ENERGY/WP&L	1,539.44	
07/08/2020	100217	ASSOCIATED APPRAISAL CONSULTA	2,467.66	
07/08/2020	100218	AT & T	159.40	
07/08/2020	100219	AXON ENTERPRISE INC	397.50	
07/08/2020	100220	BALLWEG IMPLEMENT	440.95	
07/08/2020	100221	BENTZ AUTOMOTIVE INC	135.81	
07/08/2020	100222	CAREW CONCRETE & SUPPLY INC	1,052.10	
07/08/2020	100223	CHARTER COMMUNICATIONS	346.34	
07/08/2020	100224	CIVIC SYSTEMS	5,290.00	
07/08/2020	100225	COBAN TECHNOLOGIES INC	280.50	
07/08/2020	100226	COUNTY MATERIALS CORP.	603.33	
07/08/2020	100227	DESTINATION LAKE WINNEBAGO RE	2,701.05	
07/08/2020	100228	DISPLAY SALES	452.00	
07/08/2020	100229	MARTENS ACE HARDWARE	1,228.63	
07/08/2020	100230	GALLS, LLC	68.61	
07/08/2020	100231	GRAND VALLEY INSPECTION SERVIC	13,323.59	
07/08/2020	100232	GUNDERSON, INC.	401.26	
07/08/2020	100233	H & R SAFETY SOLUTIONS LLC	141.00	
07/08/2020	100234	HOLIDAY WHOLESALE	67.75	
07/08/2020	100235	HOME CONTRACTORS & SUPPLY INC	36.66	
07/08/2020	100236	HOMETOWN GLASS & IMPROVEMENT	624.97	
07/08/2020	100237	LAPPEN SECURITY PRODUCTS	30.62	
07/08/2020	100238	LEAGUE OF WI MUNICIPALITIES	50.00	
07/08/2020	100239	LIFESTAR EMERGENCY MEDICAL	3,500.00	
07/08/2020	100240	M.W. TIGHE ROOFING	348.00	
07/08/2020	100241	MADISON TRUCK EQUIPMENT	5,859.26	
07/08/2020	100242	MENARDS - BEAVER DAM	109.09	
07/08/2020	100243	MICHELS COMMERCIAL AGGREGATE	494.56	
07/08/2020	100244	NICKEL, JULIE	40.00	
07/08/2020	100245	OLD WORLD ART GLASS	400.00	
07/08/2020	100246	OLSON EYECARE WAUPUN	136.20	
07/08/2020	100247	OSHKOSH OFFICE SYSTEMS	364.46	
07/08/2020	100248	PTASCHINSKI CONSTRUCTION INC	6,071.25	
07/08/2020	100249	PHC TRANSIT LLC	475.00	
07/08/2020	100250	PIGGLY WIGGLY DISCOUNT FOODS	53.49	
07/08/2020	100251	PIT-STOP PORTABLES	19.65	
07/08/2020	100252	PRIME MEDIA	174.25	
07/08/2020	100253	Q-TRONICS	39.99	
07/08/2020	100254	QUALITY AGGREGATE LLC	482.84	
07/08/2020	100255	RENS NURSERY RETAIL	3,748.50	
07/08/2020	100256	SHERWIN WILLIAMS	139.84	
07/08/2020	100257	STEINIG TAL KENNEL LLC	50.00	
07/08/2020	100258	SUMMIT AUTOMOTIVE	613.96	
07/08/2020	100259	SUPERIOR CHEMICAL CORP.	240.49	
07/08/2020	100260	TOTAL ENERGY SYSTEMS LLC	1,793.00	
07/08/2020	100261	TRUCK COUNTRY	586.54	
07/08/2020	100262	TRU CLEANERS LLC	4,052.81	
07/08/2020	100263	UNIFORM SHOPPE	534.45	

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Amount
07/08/2020	100264	US CELLULAR	1,288.35
07/08/2020	100265	VANDE ZANDE & KAUFMAN, LLP	1,127.60
07/08/2020	100266	WAUPUN AREA ANIMAL SHELTER, INC	1,000.00
07/08/2020	100267	WELLS FARGO PAYMENT REMITT.	328.20
07/08/2020	100268	WI DEPT OF JUSTICE	1,638.00
07/08/2020	100269	MARCO TECHNOLOGIES LLC	244.86
Grand Totals:			<u>76,064.92</u>

Report Criteria:

Report type: Summary

Report Criteria:

[Report].Invoice Date = 06/30/2020-07/08/2020

Invoice	Description	Invoice Date	Total Cost	GL Account
1174 ALLIANT ENERGY/WP&L				
3425110000-JUNE20	MUSEUM monthly fuel charges	07/08/2020	14.22	100-20-5512-3-32
7255200000-JUNE20	Senior Center monthly heat	07/08/2020	14.22	100-20-5513-3-32
5374620000-JUNE20	Aquatic Center	07/08/2020	1,234.79	100-20-5523-3-32
5946940000-JUNE20	SAFETY BUILDING monthly fuel charges	07/08/2020	39.14	100-40-5211-3-32
5946940000-JUNE20	SAFETY BUILDING monthly fuel charges	07/08/2020	22.02	100-50-5231-3-32
2831330000-JUNE20	community center monthly fuel	07/08/2020	70.33	100-70-5410-3-32
1780510000-JUNE20	CITY HALL monthly fuel charges	07/08/2020	60.49	100-70-5410-3-32
3264610000-JUNE20	Garage monthly fuel	07/08/2020	84.23	100-70-5412-3-32
Total 1174 ALLIANT ENERGY/WP&L:			1,539.44	
1787 ASSOCIATED APPRAISAL CONSULTAN				
149220	Monthly services - July 2020	07/08/2020	2,467.66	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			2,467.66	
1904 AT & T				
7924MAY/JUNE20	Police Dept monthly phone charges	07/08/2020	159.40	100-40-5211-3-31
Total 1904 AT & T:			159.40	
1994 AXON ENTERPRISE INC				
SI-1666418	spare cartridge battery packs	07/08/2020	397.50	100-40-5215-3-38
Total 1994 AXON ENTERPRISE INC:			397.50	
4015 BALLWEG IMPLEMENT				
P91193	weed eater heads	07/08/2020	74.85	100-70-5411-3-36
P90904	Hydraulic Cylinder	07/08/2020	366.10	100-70-5411-3-36
Total 4015 BALLWEG IMPLEMENT:			440.95	
5130 BENTZ AUTOMOTIVE INC				
13677	freon/ac service	07/08/2020	107.07	100-40-5211-3-36
13621	tube	07/08/2020	28.74	100-70-5411-3-36
Total 5130 BENTZ AUTOMOTIVE INC:			135.81	
7065 CAREW CONCRETE & SUPPLY INC				
1172372	concrete - N State St - ticket #535242 & #535245	07/08/2020	393.75	100-70-5433-3-36
1171965	rebar	07/08/2020	54.60	100-70-5433-3-36
1171793	concrete - state St curb repair - ticket #535218	07/08/2020	603.75	100-70-5433-3-36
Total 7065 CAREW CONCRETE & SUPPLY INC:			1,052.10	
10048 CHARTER COMMUNICATIONS				
18615-JULY20	PD - tv, internet, voice	07/08/2020	346.34	100-40-5211-3-38
Total 10048 CHARTER COMMUNICATIONS:			346.34	
10222 CIVIC SYSTEMS				
CVC19635	SEMI ANNUAL civic support fees-7-1-20 thru 12-31-20	07/08/2020	5,290.00	100-10-5141-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 10222 CIVIC SYSTEMS:			5,290.00	
10354 COBAN TECHNOLOGIES INC				
32144	Camera kit, rear seat IR 14ft ext.	07/08/2020	280.50	100-40-5212-3-36
Total 10354 COBAN TECHNOLOGIES INC:			280.50	
10600 COUNTY MATERIALS CORP.				
3433062	replace black manhole that was failing	07/08/2020	603.33	700-10-5192-3-36
Total 10600 COUNTY MATERIALS CORP.:			603.33	
11275 DESTINATION LAKE WINNEBAGO REGION				
7-8-20	70% Of May Room Tax-Baymonts Mar/April Room Tax	07/08/2020	2,701.05	430-70-5436-3-42
Total 11275 DESTINATION LAKE WINNEBAGO REGION:			2,701.05	
11427 DISPLAY SALES				
INV-024269	flags for light poles downtown	07/08/2020	452.00	100-70-5410-3-36
Total 11427 DISPLAY SALES:			452.00	
12700 MARTENS ACE HARDWARE				
JUNE2020	batteries	07/08/2020	7.18	100-10-5141-3-30
JUNE2020	bleach/shop towels/cableties	07/08/2020	30.71	100-20-5523-3-36
JUNE2020	wax - pool	07/08/2020	29.97	100-20-5523-3-36
JUNE2020	batteries/hand soap	07/08/2020	40.97	100-20-5523-3-36
JUNE2020	washers/hot water nozzle/hose flexogen	07/08/2020	33.57	100-20-5523-3-36
JUNE2020	nozzle/plant hanger	07/08/2020	17.17	100-20-5523-3-36
JUNE2020	brush	07/08/2020	13.98	100-20-5523-3-36
JUNE2020	pool supplies	07/08/2020	59.12	100-20-5523-3-38
JUNE2020	gloves/plug pvc/basketball net	07/08/2020	100.53	100-20-5525-3-36
JUNE2020	mouse glue trap	07/08/2020	4.99	100-40-5211-3-38
JUNE2020	foodsaver bags - PD	07/08/2020	23.99	100-40-5212-3-38
JUNE2020	steering fluid	07/08/2020	2.99	100-40-5212-3-38
JUNE2020	wipes/clay target	07/08/2020	33.96	100-40-5215-3-37
JUNE2020	trimmer line	07/08/2020	39.99	100-70-5410-3-36
JUNE2020	bleach/hole dozer/sprayer	07/08/2020	59.75	100-70-5410-3-36
JUNE2020	sprayer/batteries	07/08/2020	56.98	100-70-5410-3-36
JUNE2020	credit	07/08/2020	29.99-	100-70-5410-3-36
JUNE2020	basketball net	07/08/2020	15.96	100-70-5410-3-36
JUNE2020	toilet seat	07/08/2020	26.99	100-70-5410-3-36
JUNE2020	markers/strainer wire	07/08/2020	10.67	100-70-5410-3-36
JUNE2020	paint for bleachers	07/08/2020	35.99	100-70-5410-3-36
JUNE2020	paint - building doors	07/08/2020	39.99	100-70-5410-3-36
JUNE2020	mineral spirits	07/08/2020	13.99	100-70-5410-3-36
JUNE2020	push coupling	07/08/2020	4.59	100-70-5410-3-36
JUNE2020	batteries	07/08/2020	14.99	100-70-5410-3-36
JUNE2020	batteries	07/08/2020	33.98	100-70-5410-3-36
JUNE2020	repair outlets - supplies	07/08/2020	80.95	100-70-5410-3-36
JUNE2020	reat stuff	07/08/2020	4.99	100-70-5410-3-36
JUNE2020	fasteners	07/08/2020	46.59	100-70-5410-3-36
JUNE2020	hose menders/barrel bolt/single cut	07/08/2020	48.09	100-70-5411-3-36
JUNE2020	lynch pins/clip hitch pin	07/08/2020	13.95	100-70-5411-3-36
JUNE2020	screws - Library	07/08/2020	5.29	210-60-5504-3-38
JUNE2020	hooks - Library	07/08/2020	7.77	210-60-5504-3-38
JUNE2020	storm sewer tracer wire	07/08/2020	99.99	700-10-5192-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
JUNE2020	coupling flex/couple flex	07/08/2020	16.98	700-10-5192-8-00
JUNE2020	Edgewood Sump pump supplies	07/08/2020	119.75	700-10-5192-8-00
JUNE2020	elbows	07/08/2020	8.37	700-10-5192-8-00
JUNE2020	Edgewood Sump pump supplies	07/08/2020	47.32	700-10-5192-8-00
JUNE2020	Edgewood Sump pump supplies	07/08/2020	5.58	700-10-5192-8-00
Total 12700 MARTENS ACE HARDWARE:			1,228.63	
14160 GALLS, LLC				
015933056	Clothing allowance	07/08/2020	68.61	100-12634
Total 14160 GALLS, LLC:			68.61	
14698 GRAND VALLEY INSPECTION SERVICES				
2020-100	Building Insp/Zoning Admin for June 2020	07/08/2020	13,323.59	230-30-5241-3-38
Total 14698 GRAND VALLEY INSPECTION SERVICES:			13,323.59	
15075 GUNDERSON, INC.				
872878	Library Rugs - June 2020	07/08/2020	63.63	100-70-5410-3-36
872883	fire Dept-Rugs - June 2020	07/08/2020	52.18	100-70-5410-3-38
875402	CITY HALL rugs - July 2020	07/08/2020	65.45	100-70-5410-3-38
878886	Senior center rugs - July 2020	07/08/2020	54.35	100-70-5410-3-38
876950	Garage supplies - July 2020	07/08/2020	28.03	100-70-5411-3-36
876951	Uniform/charges - July 2020	07/08/2020	19.13	100-70-5411-3-38
874442	Garage supplies - June 2020	07/08/2020	45.24	100-70-5411-3-38
874443	Uniform/charges - June 2020	07/08/2020	22.61	100-70-5411-3-38
866832	Garage supplies - June 2020	07/08/2020	28.03	100-70-5411-3-38
866833	Uniform/charges - June 2020	07/08/2020	22.61	100-70-5411-3-38
Total 15075 GUNDERSON, INC.:			401.26	
15297 H & R SAFETY SOLUTIONS LLC				
5075	gloves	07/08/2020	141.00	100-70-5412-3-38
Total 15297 H & R SAFETY SOLUTIONS LLC:			141.00	
15920 HOLIDAY WHOLESALE				
9419861	vinyl gloves & 2 ply towels	07/08/2020	67.75	100-20-5523-3-38
Total 15920 HOLIDAY WHOLESALE:			67.75	
16001 HOME CONTRACTORS & SUPPLY INC.				
29545	supplies - curb & gutter	07/08/2020	36.66	100-70-5433-3-36
Total 16001 HOME CONTRACTORS & SUPPLY INC.:			36.66	
16020 HOMETOWN GLASS & IMPROVEMENT				
223617	replace cracked windshield	07/08/2020	624.97	100-70-5411-3-36
Total 16020 HOMETOWN GLASS & IMPROVEMENT:			624.97	
17281 LAPPEN SECURITY PRODUCTS				
LSPQ43504	replace battery in aux power supply	07/08/2020	30.62	100-70-5410-3-36
Total 17281 LAPPEN SECURITY PRODUCTS:			30.62	

Invoice	Description	Invoice Date	Total Cost	GL Account
17400 LEAGUE OF WI MUNICIPALITIES				
81762	Regional training webinar - Clerk	07/08/2020	50.00	100-10-5141-3-37
Total 17400 LEAGUE OF WI MUNICIPALITIES:			50.00	
17759 LIFESTAR EMERGENCY MEDICAL				
19-0969	ACLS Service June 2020	07/08/2020	3,500.00	100-10-5255-3-38
Total 17759 LIFESTAR EMERGENCY MEDICAL:			3,500.00	
17965 M.W. TIGHE ROOFING				
15310	inspect for roof leak/caulked joints at chimney - museum	07/08/2020	348.00	100-70-5410-3-36
Total 17965 M.W. TIGHE ROOFING:			348.00	
18120 MADISON TRUCK EQUIPMENT				
6-92561	sight gauges - repair leaking hydraulic	07/08/2020	53.26	100-70-5411-3-36
18930	bed for new flatbed	07/08/2020	4,354.50	410-70-5410-4-00
18930	bed for new flatbed	07/08/2020	1,451.50	700-10-5192-8-00
Total 18120 MADISON TRUCK EQUIPMENT:			5,859.26	
18961 MENARDS - BEAVER DAM				
78766	new sign mount - Medema Fields	07/08/2020	59.14	100-70-5410-3-36
78766	storm sewer supplies	07/08/2020	49.95	700-10-5192-3-36
Total 18961 MENARDS - BEAVER DAM:			109.09	
19030 MICHELS COMMERCIAL AGGREGATES				
393812	RIP Rap - Storm water pond	07/08/2020	494.56	700-10-5192-3-36
Total 19030 MICHELS COMMERCIAL AGGREGATES:			494.56	
20480 NICKEL, JULIE				
7-8-20	Reimbursement for cell phone use - July 2020	07/08/2020	40.00	100-10-5131-3-31
Total 20480 NICKEL, JULIE:			40.00	
20761 OLD WORLD ART GLASS				
7-8-20	Window repair - museum	07/08/2020	400.00	100-70-5410-3-36
Total 20761 OLD WORLD ART GLASS:			400.00	
20769 OLSON EYECARE WAUPUN				
131303987	pluim eye glass allow	07/08/2020	136.20	100-70-5412-3-38
Total 20769 OLSON EYECARE WAUPUN:			136.20	
20900 OSHKOSH OFFICE SYSTEMS				
AR52615	staples for the copy machine	07/08/2020	62.64	100-10-5141-3-36
AR52810	City Hall Color Copier 6333	07/08/2020	227.23	100-10-5141-3-36
AR52742	copy machine MPC 3500 - fire dept	07/08/2020	33.32	100-50-5231-3-30
AR52459	toner	07/08/2020	41.27	100-70-5412-3-36
Total 20900 OSHKOSH OFFICE SYSTEMS:			364.46	
20996 PTASCHINSKI CONSTRUCTION INC				
12	Madison St Constr-Pmt 12 FINAL	07/08/2020	6,071.25	400-70-5436-8-00

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 20996 PTASCHINSKI CONSTRUCTION INC:			6,071.25	
21560 PHC TRANSIT LLC				
2448	gravel del to shop	07/08/2020	475.00	700-10-5192-3-36
Total 21560 PHC TRANSIT LLC:			475.00	
21665 PIGGLY WIGGLY DISCOUNT FOODS				
0870	card - DPW	07/08/2020	3.49	100-70-5410-3-36
7172-1	supplies - Senior Center - participant appreciation day	07/08/2020	50.00	220-54-5460-3-38
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			53.49	
21790 PIT-STOP PORTABLES				
A-101863	Pine Street Park Port a Potty	07/08/2020	19.65	100-20-5525-3-38
Total 21790 PIT-STOP PORTABLES:			19.65	
22144 PRIME MEDIA				
0219837-IN	citations	07/08/2020	174.25	100-40-5212-3-38
Total 22144 PRIME MEDIA:			174.25	
22330 Q-TRONICS				
10080302	wifi extender for registration at pool	07/08/2020	39.99	100-20-5525-3-36
Total 22330 Q-TRONICS:			39.99	
22350 QUALITY AGGREGATE LLC				
2575	base/clear stone	07/08/2020	482.84	700-10-5192-3-36
Total 22350 QUALITY AGGREGATE LLC:			482.84	
22850 RENS NURSERY RETAIL				
7-8-20	Trees for parks	07/08/2020	3,748.50	220-20-5520-3-38
Total 22850 RENS NURSERY RETAIL:			3,748.50	
23598 SHERWIN WILLIAMS				
8272-2	Street painting supplies	07/08/2020	139.84	100-70-5441-3-38
Total 23598 SHERWIN WILLIAMS:			139.84	
24290 STEINIG TAL KENNEL LLC				
1528	K-9 Dog boarding	07/08/2020	50.00	410-48-4861-0-00
Total 24290 STEINIG TAL KENNEL LLC:			50.00	
24530 SUMMIT AUTOMOTIVE				
6065881	2016 Ford - air conditioning repairs	07/08/2020	613.96	100-40-5211-3-36
Total 24530 SUMMIT AUTOMOTIVE:			613.96	
24610 SUPERIOR CHEMICAL CORP.				
268757	hand sanitizer	07/08/2020	240.49	100-40-5211-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 24610 SUPERIOR CHEMICAL CORP.:			240.49	
25146 TOTAL ENERGY SYSTEMS LLC				
347635	Safety building generator maint	07/08/2020	1,793.00	100-70-5410-3-36
25146 TOTAL ENERGY SYSTEMS LLC:			1,793.00	
25444 TRUCK COUNTRY				
X202608774:01	repair exhaust	07/08/2020	586.54	100-70-5411-3-36
Total 25444 TRUCK COUNTRY:			586.54	
25450 TRU CLEANERS LLC				
CW070120	cleaning service for City of Waupun	07/08/2020	4,052.81	100-70-5410-3-38
Total 25450 TRU CLEANERS LLC:			4,052.81	
25482 UNIFORM SHOPPE				
300510	clothing allowance	07/08/2020	289.75	100-12634
300735	clothing allowance	07/08/2020	464.65	100-12634
300641	clothing allowance	07/08/2020	42.95	100-12634
300741	credit clothing allowance	07/08/2020	105.95-	100-12634
300742	credit clothing allowance	07/08/2020	156.95-	100-12634
Total 25482 UNIFORM SHOPPE:			534.45	
25760 US CELLULAR				
0379244683	Clerk cell phone	07/08/2020	38.94	100-10-5141-3-31
0379244683	Economic Developer/Administrator	07/08/2020	73.53	100-10-5191-3-31
0379244683	Kast Hotspot #190	07/08/2020	45.50	100-10-5197-3-31
0379244683	PARK-rec cell phone	07/08/2020	41.43	100-20-5513-3-31
0379548817	POLICE DEPT monthly cell phone charges	07/08/2020	734.43	100-40-5212-3-38
0379244683	FIRE DEPT monthly cell phone charges	07/08/2020	204.94	100-50-5231-3-31
0379244683	DPW Director/Foreman monthly cell phone	07/08/2020	89.54	100-70-5420-3-31
0379244683	Library monthly cell	07/08/2020	60.04	210-60-5511-3-31
Total 25760 US CELLULAR:			1,288.35	
26042 VANDE ZANDE & KAUFMAN, LLP				
11646	Traffic monthly attorney fees	07/08/2020	1,127.60	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			1,127.60	
26790 WAUPUN AREA ANIMAL SHELTER,INC				
JULY2020	Monthly Contract	07/08/2020	1,000.00	100-40-5343-3-38
Total 26790 WAUPUN AREA ANIMAL SHELTER,INC:			1,000.00	
27935 WELLS FARGO PAYMENT REMITT.				
ANGIE-APRIL/MAY20	Board of Rev training materials	06/30/2020	80.00	100-10-5141-3-37
ANGIE-APRIL/MAY20	Clerks Institute	06/30/2020	489.00	100-10-5141-3-37
KATHY-APRIL/MAY20	Zoom subscription - Schlieve	06/30/2020	15.81	100-10-5191-3-38
ANGIE-APRIL/MAY20	amazon - hog rings - repair at ball complex	06/30/2020	25.98	100-20-5525-3-36
SCOTT-MAY20	office supplies - staples - PD	06/30/2020	97.36	100-40-5211-3-30
SCOTT-JUNE20	office supplies - PD	07/08/2020	64.24	100-40-5211-3-30
SCOTT-MAY20	microsoft - PD	06/30/2020	184.00	100-40-5211-3-38
ANGIE-APRIL/MAY20	amazon - power adapter - PD	06/30/2020	22.99	100-40-5211-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
SCOTT-JUNE20	DOT Payment conf for auto payments	07/08/2020	3.06	100-40-5211-3-38
SCOTT-JUNE20	Microsoft - PD	07/08/2020	184.00	100-40-5211-3-38
SCOTT-JUNE20	DOT Payment conf for auto payments	07/08/2020	3.06	100-40-5211-3-38
SCOTT-JUNE20	Microsoft 365 Personal - PD	07/08/2020	73.84	100-40-5211-3-38
BJ-APRIL/MAY20	aed - battery - FD	06/30/2020	833.45	100-50-5232-3-36
BJ-APRIL/MAY20	credit - AED - FD	06/30/2020	43.45	100-50-5232-3-36
BJ-APRIL/MAY20	fuel - FD	06/30/2020	38.01	100-50-5232-3-38
BJ-APRIL/MAY20	fuel - FD	06/30/2020	42.19	100-50-5232-3-38
BJ-APRIL/MAY20	fuel - FD	06/30/2020	51.17	100-50-5232-3-38
BJ-APRIL/MAY20	officer training - FD	06/30/2020	20.00	100-50-5234-3-37
BJ-APRIL/MAY20	officer training - FD	06/30/2020	15.00	100-50-5234-3-37
Total 27935 WELLS FARGO PAYMENT REMITT.:			2,199.71	
28600 WI DEPT OF JUSTICE				
G3369-JUNE20	G3369 - background checks - June 2020	07/08/2020	924.00	100-40-5213-3-38
G3369-MAY20/1	G3369 - background checks - May 2020-2	07/08/2020	714.00	100-40-5213-3-38
Total 28600 WI DEPT OF JUSTICE:			1,638.00	
29893 YMCA OF DODGE COUNTY				
61620	Concession/Pool Staff Wage & 25% Admin	06/30/2020	6,035.78	100-20-5523-1-10
61620	Taxes	06/30/2020	363.82	100-20-5523-2-23
Total 29893 YMCA OF DODGE COUNTY:			6,399.60	
300188 MARCO TECHNOLOGIES LLC				
68503991	KONMIN/BHC308	07/08/2020	244.86	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			244.86	
Grand Totals:			76,064.92	

Report GL Period Summary

GL Period	Amount
07/20	67,793.81
06/20	8,271.11
Grand Totals:	76,064.92

Vendor number hash: 1792242
 Vendor number hash - split: 2888640
 Total number of invoices: 89
 Total number of transactions: 151

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	76,064.92	.00	76,064.92
Grand Totals:	76,064.92	.00	76,064.92



MINUTES
CITY OF WAUPUN AMENDED - BUSINESS
IMPROVEMENT DISTRICT MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, May 13, 2020 at 7:00 AM

Committee Members Present:

- Austin Armga
- Krista Bishop
- Kate Bresser
- Gary DeJaeger
- Jan Harmsen
- Jonathan Leonard
- Jodi Mallas
- Rich Matravers
- Teresa Ruch
- Tyler Schulz

Waupun Chamber of Commerce:

Casey Despres Executive Director

Staff Present:

Kathy Schlieve Administrator
Sarah Van BurenCommunity & Economic Development Coordinator

Call to order

Ms. Van Buren called the meeting to order at 7:03 a.m.

Roll Call of Board Members

Roll call and quorum determined

Public Comment

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

- 1. Approval of Agenda/Motion to Deviate**
A motion to approve the agenda was made by Ms. Harmsen and seconded by Mr. DeJager, passing unanimously.
- 2. Recognition of Mayoral Appointment of Members to the Business Improvement District Board**
Recognition of Mr. Armga, Ms. Bresser, Mr. Leonard, and Ms. Mallas to the BID Board is heard.
- 3. Nominations and Appointment of Chair of the Business Improvement District Board**
A motion to appointment of Ms. Bishop as Chair of the BID Board was made by Mr. DeJager and seconded by Mr. Leonard, passing unanimously.
- 4. Nominations and Appointment of Vice-Chair of the Business Improvement District Board**
A motion to appointment of Ms. Ruch as Vice-Chair of the BID Board was made by Ms. Bishop and seconded by Mr. DeJager, passing unanimously.
- 5. Selection of the Day of Month and Time of Business Improvement District Board**
A motion to continue with the second Wednesday at 7:00am for holding the monthly meeting was made by Ms. Ruch and seconded by Mr. DeJager, passing unanimously.
- 6. Approval of March 11, 2020 Minutes**

A motion to approve the March 11, 2019 minutes was made by Ms. Harmsen and seconded by Mr. DeJager, passing unanimously.

7. Approval of March 2020 Financial Statement

A motion to approve the March 2020 financial statement was made by Mr. Schulz and seconded by Ms. Harmsen, passing unanimously.

8. Approval of April 2020 Financial Statement

A motion to approve the April 2020 financial statement was made by Mr. Schulz and seconded by Mr. DeJager, passing unanimously.

9. Revisions to 2020 Operating Budget

Ms. Van Buren provided a summary of the information included in the agenda packet regarding the need to provide educational supports for our downtown businesses in response to COVID-19.

A motion to recommend City Council approve the reallocation of a portion of funds from the market analysis in the approved 2020 Operating Plan to allow for additional educational programming for business, located in the BID, provided by the Venture Center at Fox Valley Technical College was made by Ms. Harmsen and seconded by Ms. Ruch. Motion passed unanimously.

DISCUSSION ITEMS:

10. Waupun Area Chamber of Commerce Update

- a. Ms. Despres announced the City Council approved the dates and location for the 2020 outdoor farmers market season. Necessary precautions are being taken in light of COVID-19. Vendors and sponsors are still being sought.
- b. The annual golf outing has been rescheduled to July 28th.
- c. Despite COVID-19 membership renewals are still coming in and new businesses have joined the Chamber as a result of the Mother's Day Mashup event.

11. Administrator Update

Administrator Schlieve provided the following updates:

- a. Business outreach efforts
 - To date 178 businesses have been contacted. City staff will continue these efforts as we prepare for reopening of businesses.
- b. An updated on a variety of funding opportunities was given:
 - Federal – some businesses within the community have been successful in getting EIDL and PPP from the Small Business Administration (SBA)
 - Fond du Lac County Microloan Program – 15 business in Waupun were awarded funding equating to \$69,000.
 - City of Waupun Downtown Business Relief Program – \$100,000 made available by the CDA. To date 25 businesses have been awarded funds in the amount of \$55,000. If there is no further interest in the funds, the CDA may consider reinstating the Revitalization Grants.
- c. A reopening roundtable was held on May 13th.
- d. Streetscaping update
 - Downtown planters have been repainted and will be planted on May 19th, with a rain date of May 20th.
 - Looking to install new banners this year, replace benches, and trash receptacles.
- e. City staff is preparing plans on what reopening of city facilities may look like.
- f. New multifamily housing developments have started and one property is slated to be open in the fall.

ADVANCED PLANNING:

12. Possible Future Agenda Items

- a. New grant requests (if any are received).

13. Date of Next Scheduled Meeting

The next meeting is scheduled for June 10, 2020.

ADJOURNMENT

The motion to adjourn was made by Ms. Mallas and seconded by Mr. Schulz, passing unanimously. The meeting adjourned at 7:54.a.m.

Minutes of Meeting
Monday, May 18, 2020

The Waupun Recreation Board met on Monday, May 19, 2020 at 4:30pm, virtually via Zoom.

CALL TO ORDER – Rachel Kaminski called the meeting to order as president and vice president were unavailable.

ROLL CALL

Members present: Jan Harmsen, Mike Matoushek, Beth Lienhard, Bobbie Vossekuil, Jeff Daane

Others present: Kathy Schlieve, Rachel Kaminski, Julie Nickel, Ken Thomas, Rebekah Gaumitz, Liz Patrykus, Derk Langfoss

PERSONS WISHING TO ADDRESS THE RECREATION BOARD

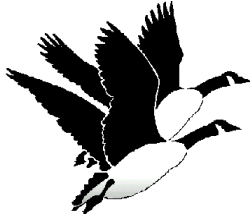
UPDATES

Recreation – Rachel Kaminski, City of Waupun – Senior Center is closed until further notice. Mobile meals will continue as normal. Future programming has been planned and will continue to plan for reopen. Park Leaders are still on board for the Park Program this year. They have been notified that the Park Program may or may not open. We are currently working with YMCA of Dodge County on pool related details for this summer.

Department of Public Works – Jeff Daane, City of Waupun – Pool and park bathrooms are still being addressed for opening and date of reopen. Pool is painted and in the process of getting ready to go. Gravel installed for ADA basketball court and waiting on black top finish.

Future of Recreation Board - Mayor Julie Nickel, City of Waupun – It was decided by Council to join committees, so moving forward the Recreation Board and Department of Public Works Board will be combined. All members of both boards did a great job getting things done. A new board has been developed. The first meeting will be in July. The new board consists of 3 Council members and 4 citizens. The new members are: Michael Matoushek, Ryan Mielke, Bobbie Vossekuil, Dale Heeringa, Brian Markus, Jessica Mueller, and Gregg Zonnefeld.

Minutes taken by Bobbi Vossekuil, Recreation Board Secretary
Submitted by Rachel Kaminski, Recreation Program Director



City of Waupun
201 E. Main Street
Waupun, Wisconsin 53963
Phone: 920-324-7900
Fax: 920-324-7939
www.cityofwaupun.org

"Wild Goose Center of Wisconsin"

Board of Review Minutes of Meeting- June 4, 2020

The Board of Review met in regular session on Thursday, June 4, 2020 at 9:00 a.m. in the City Hall Council Chambers located at 201 E. Main Street, Waupun.

Clerk Hull calls the meeting to order at 9:00am.

Clerk Hull takes roll call.

Board of Review members present on roll call are Richard Steinbach, Julie Nickel, Dylan Weber, Jon Dobbratz, Fred Mollien, and Jan Harmsen. No members are absent. A quorum is noted.

Also present is City Assessor Craig Olson of Associated Appraisal.

No audience is present.

Clerk calls for nominations for Board Chairman.

Motion Dobbratz, second Harmsen to appoint Steinbach as Board Chairman.

No other nominations are heard.

Motion Mollien, second Weber to close nominations.

Motion carried to appoint Steinbach as Chairman.

The Notice of the Board of Review was published 15 days prior to the meetings of Open Book and Board of Review. The notice was published as a Class 1 Notice on the May 20, 2020 and posted in 3 public places of the Waupun City Hall, Waupun Public Library, and Waupun Utilities

Open Book which was conducted by Craig Olson of Associated Appraisal on May 15 and 19, 2020 through virtual and teleconferencing due to COVID-19.

Affidavits of the Board members, Clerk and Assessor have been received.

The policy of Sworn Telephone or Written Testimony was previously adopted by the Board of Review.

At 9:03am the tape is turned off as there no individuals present to be heard.

At 9:10am the tape is turned on.

Craig Olson of Associated Appraisal provides the 2020 assessment roll to the Clerk and provides information on the open book happenings and process.

Olson provides the information on the submission of form PA-5/661 Corrections of Errors by Assessors:

205 Gateway Drive- Cee Media LLC (Parcel WPN00400)

This is a property (1.79 acres) with a billboard that was found to have received a real estate tax bill as well as a personal property tax bill, thus being double taxed. This will require a \$712.89 refund of taxes. He will continue as real estate and no longer receive a personal property statement.

Motion Harmsen, second Nickel to approve a refund of \$712.89 of personal property taxes to Cee Media LLC of 205 Gateway Drive, Waupun. Motion carried.

114 Washington Avenue-Second Century LLC (Parcel 292-1315-0421-022)

There was a calculation error of the percentage complete for this property. Building construction began in 2018. Associated staff was unable to get access to the interior of the building and based the applied assessment on the viewing of the exterior and what was thought to have been completed on the interior. Due to the reduction in the assessment, a refund of \$3,493.85 is requested.

Motion Nickel, second Mollien to approve a refund of \$3,493.85 of real estate property taxes to Second Century LLC of 114 Washington Avenue, Waupun. Motion carried.

804 Seymour Street-Bradley and Mades Lewin (292-1315-0433-043)

There was a calculation error of the percentage complete for this property. This was new construction and Associated staff was unable to get access to the interior. Associated had this property at 70% complete and it was only 10% complete. Due to the reduction in the assessment, a refund of \$1,943.88 is requested.

Motion Nickel, second Weber to approve a refund of \$1,943.88 of real estate property taxes to Bradley and Mades Lewin of 804 Seymour Street, Waupun. Motion carried.

102 Shaler Drive- Data Sales Co. Inc. (292-9901-3300-181)

This is a property that was found to have received a real estate tax bill as well as a personal property tax bill, thus being double taxed. This will require a \$59.94 refund of taxes. He will continue as real estate and no longer receive a personal property statement.

Motion Nickel, second Weber to approve a refund of \$59.94 of personal property taxes to Data Sales Co. Inc. of 102 Shaler Drive, Waupun. Motion carried.

Olson updates the Board on the overall points of interest from 2019:

City of Waupun is in compliance with an overall level of Assessment of 96%.

64 sales in 2019 which provided a median ratio of 90% level of assessment.

Open Book Issues:

Marshview Hospitality (204 Shaler Drive) DBA AmericInn Hotel received a reduction of \$1.3M in assessed value as they provided 3 years of operating statements and it was concluded they had been over assessed. Marshview Hospitality provided a downward trend of net income and expenses rising higher than revenue. The other hotel in Waupun was recently sold so it was used as a comparable as to how low the assessment would go.

As no objectors made request for a scheduled appointment to appear before the Board and no audience is present to be heard, the tape recording was turned off at 9:30am.

At 10:59am the Clerk turned on the tape recording.

No objections were heard.

Motion Harmsen, second Mollien to conclude the two-hour session at 11:01am and adjourn the Board of Review. Motion carried.

Angela J. Hull, Board of Review Clerk

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, June 8, 2020**

The meeting was called to order by General Manager Brooks at 4:00 p.m.

Commissioners Heeringa, Homan, Gerritson, Kaczmarski, Mielke, Thurmer, and Westphal were present.

Motion made by Thurmer, seconded by Mielke and unanimously carried, to approve minutes from the May 11, 2020 meeting.

On motion by Westphal, seconded by Homan and unanimously carried, bills for month of May 2020 were approved as presented.

On motion by Kaczmarski, seconded by Thurmer and unanimously carried, year-to-date financial reports through April 2020 were approved as presented. Electric operating income was \$50,800 or \$6,000 above budget on lower distribution expenses from fewer projects during COVID-19 stay-at-home policies. Water operating income was \$196,900 or \$10,000 above budget on lower operating expenses due to less project and material requirements during the COVID-19 period. Sewer operating income was \$142,400 or \$82,100 above budget on higher public authority revenues and lower operating expenses.

Finance Director Stanek reported on health of our utility due to Covid-19 pandemic. There was a decrease in electric kWh sold during April for all customer classes with industrial and commercial customers accounting for a majority of the decrease. The loss in electric sales balanced out as a result of the cost of purchased power decreasing due to the changing consumption patterns. There was not an overall noticeable impact on water consumption and the related revenue as usage shifted between our customer classes. Sewer sales increased as a result of the new sewer rates implemented beginning of April and increased high strength volumes in the public authority customer class. There was not much of an increase in uncollectable accounts in April due to the pandemic. Projects across all utilities were put on hold due to the pandemic in an attempt to offset unforeseen changes in revenues.

General Manager Brooks reported on outages and call ins that occurred. The relocation of a street light on Mayfair St has been completed to accommodate a new driveway for the apartment complex being constructed. Crews continue to work installing dual voltage transformers, new poles and conductors as part of our voltage conversion project plan. Waupun Utilities received funds provided by WPPI to help address the local health and economic impacts of Covid-19. To date, donations have been made to REACH and Waupun Area Food Pantry. Additional community outreach will be made in the near future utilizing these funds.

Treatment Facilities and Operations Superintendent reported interior washouts and inspections of Towers 1 and 2 have been completed. Inspection results were good and both towers are in good shape. Staff at water/wastewater treatment facilities have been working on routine maintenance and tank inspections. There was a large water main break on Pleasant Ave that water/sewer crew repaired. Water/sewer crew continue preventative maintenance of the distribution and collection system which includes jetting the sanitary sewer basin and fire hydrant maintenance.

Election of officers was held. On nomination by Thurmer, seconded by Homan, and unanimously carried, Joe Heeringa was elected Commission President. On nomination by Thurmer, seconded by Kaczmarski, and unanimously carried, Gerritson was elected Vice-President. General Manager Brooks was appointed Secretary, with the option to designate minute taker.

Discussion held on authorization of the USDA loans and acceptance of related grants for improvements to the City of Waupun Wastewater Treatment Plant and Facilities. Motion by Thurmer, seconded by Kaczmarski and unanimously carried to approve the resolution authorizing and providing for the incurrence of indebtedness for the purpose of providing a portion of the cost relating to improvements to the City of Waupun Wastewater Treatment Plant and Facilities.

Discussion held on authorization of loan provisions with Quarles & Brady Bond Council. On motion by Kaczmarski, seconded by Homan and unanimously carried to approve the resolution authorizing the issuance and sale of \$22,807,000 sewerage system mortgage rev bonds of the City of Waupun, Dodge and Fond Du Lac Counties, WI, and providing for the payment of the bonds and other details with respect to the bonds.

Review of the Compliance Maintenance Annual Report (CMAR) was presented. The CMAR provides a review of the wastewater treatment facility. The plant finished with good results, and a 3.35 rating out of 4 ranking. On motion by Westphal, seconded by Thurmer and unanimously carried, the 2019 CMAR was approved as presented.

Discussion was held in regards to Waupun Utilities website. Consent was given to add names of all commissioners and email addresses of elected officials.

On motion by Thurmer, seconded by Homan and unanimously carried, meeting was adjourned at 5:16 p.m.

In the event that no action items develop before the July meeting, the next commission meeting is scheduled on August 10, 2020, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead



MINUTES
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, June 09, 2020 at 6:00 PM

CALL TO ORDER

Mayor called the virtual and teleconference meeting to order at 6:00pm.

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

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

ROLL CALL

Council in attendance on roll call is Mayor Nickel, Alderman Vossekul, Alderman Westphal, Alderman Kaczmarski, Alderman Mielke, Alderman Matoushek, and Alderman Vanderkin. No members are absent.

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, General Utility Manager Brooks, Utility Finance Director Stanek, Police Chief Loudon, Director of Public Works Daane, Library Director Jaeger, Recreation Director Kaczmarski, Fire Chief Demaa, and Finance Director Kast.

Other City Staff present is Sarah Van Buren, Community & Economic Development Coordinator.

Audience in attendance is Phil Cosson of Ehlers and Bridgette Keating of Quarles & Brady.

Media present in attendance is Craig Warmbold.

PUBLIC HEARING

1. 2020-2021 City of Waupun Liquor and Fermented Malt Beverage Licenses

City Clerk Hull presents the 2020-2021 City of Waupun Liquor and Fermented Malt Beverage Licenses that are annually renewed on July 1. Some Fire and Police inspections need review and/or completion but are expected to meet the July 1st deadline.

Hearing no questions or comments from the Public, the hearing is closed.

Motion Matoushek, second Kaczmarski to approve the 2020-2021 Fermented Malt Beverage and Intoxicating Liquor License Renewal Applications effective July 1, 2020 contingent upon approval of inspections and all payments and delinquencies owed to the City be paid in full, not to exceed sixty (60) days. Motion carried 6-0 on roll call.

PERSONS WISHING TO ADDRESS COUNCIL

No persons address the Council.

CONSENT AGENDA

Consent agenda consists of future Meetings & Gatherings, License and Permit Applications, and expenses for discussion and approval.

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

ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION/ACTION

No items were removed for further discussion.

COMMUNICATIONS FROM BOARDS, COMMITTEES, COMMISSIONS

17. EMS Process and Contract update

Demaa states he continues to work with the other jurisdictions for EMS services. Dan Williams, a consultant, is assisting with negotiations and aid in construction of the contract. Williams suggests an additional ambulance in the District. Demaa makes consideration for first responders. Mike Krueger of Lifestar was issued the 3 year contract on June 1.

RESOLUTIONS AND ORDINANCES:

18. Resolution Authorizing & Providing for the Incurrence of Indebtedness for the Purpose of Providing a Portion of the Cost relating to Improvements to the City of Waupun Wastewater Treatment Plant & Facilities

The resolution before the Council is a requirement from USDA to allow for the 40 year/\$8.5M loan for the Wastewater Treatment Plan. Closing date is expected next week.

Motion Kaczmariski, second Matoushek to approve Resolution 06-09-20-01 Authorizing & Providing for the Incurrence of Indebtedness for the Purpose of Providing a Portion of the Cost relating to Improvements to the City of Waupun Wastewater Treatment Plant & Facilities. Motion carried 6-0 on roll call.

19. Resolution Authorizing the Issuance and Sale of \$22,807,000 Sewerage System Mortgage Rev Bonds of the City of Waupun, Dodge and Fond Du Lac Counties, WI, and Providing for the Payment of the Bonds and Other Details with Respect to the Bonds

Bridgette Keating of Quarles and Brady provides the resolution providing the terms and authorization of the bonds.

Motion Matoushek, second Vanderkin to approve Resolution 06-09-20-02 Authorizing the Issuance and Sale of \$22,807,000 Sewerage System Mortgage Rev Bonds of the City of Waupun, Dodge and Fond Du Lac Counties, WI, and Providing for the Payment of the Bonds and Other Details with Respect to the Bonds. Motion carried 6-0 on roll call.

20. Resolution Approving an Amendment to the Project Plan and Boundaries of Tax Incremental District NO. 6, City of Waupun, WI

Phil Cosson of Ehlers provides the resolution to amend TID 6 for the inclusion of the McKinley Street property.

Motion Westphal, second Matoushek to approve Resolution 06-09-20-03 amending the Project Plan and Boundaries of Tax Incremental District NO. 6, City of Waupun, WI. Motion carried 6-0 on roll call.

21. Resolution Suspending Waupun Common Council Rules During COVID-19 Public Health Pandemic

A resolution is provided to extend the ending date for the purpose of remote meetings (zoom meeting). Further discussion developed of coordinating in-person meetings with the openings of the library and senior center in July.

Motion Matoushek, second Vossekuil to approve Resolution 06-09-20-04 Suspending Waupun Common Council Rules During COVID-19 Public Health Pandemic to include an ending date of July 27, 2020. Motion carried 6-0 on roll call.

22. Ordinance to amend Ch.6.05(3) (c) entitled Traffic Code-Handicapped Parking Stalls

The Post Office on E. Franklin Street made request of a handicapped parking stall for customers. This ordinance change provides a handicapped parking stall on N. Madison Street on the east side of the road.

Motion Vossekuil, second Matoushek to adopt Ordinance 20-05 to amend Ch.6.05(3) (c) entitled Traffic Code Handicapped Parking Stalls. Motion carried 6-0 on roll call.

CONSIDERATION - ACTION

23. Request to fill Department of Public Works Light Equipment Operator Position

Due to the resignation of a Light Equipment Operator, effective June 19, 2020, a request is made to fill this vacancy.

Motion Matoushek, second Vossekui to fill the Light Equipment Operator vacancy. Motion carried 6-0 on roll call.

24. 2020 Micro Surfacing proposals

Two proposals were received for the micro surfacing of Franklin Street (N. Division to N. Madison) and Jackson/Taylor Street (N. Division to N. Madison) from Fahrner Asphalt Sealers LLC (\$45,339) and Struck & Irwin Paving Inc. (\$45,670.80). Both proposals exceeded the budget amount of \$41,000. Daane request Council, in the motion, to not exceed \$41,000 and Daane will negotiate with the chosen company to meet our budget amount.

Motion Kaczmariski, second Vossekui to grant the Director of Public Works the discretion of vendor selection for the 2020 micro surfacing of Franklin and Jackson/Taylor Streets, not to exceed \$41,000. Motion carried 6-0 on roll call.

25. 2020 Crack Sealing Proposal

One proposal was received for crack sealing of various city streets from Crack Filling Service Corp.

Motion Vanderkin, second Matoushek to accept the proposal from Crack Filling Service Corp for the crack filling services in 2020 in the amount not to exceed \$16,000. Motion carried 6-0 on roll call.

26. Newton Ave. & Rock Ave. Reconstruction Project Amendment NO. 1

An amendment to the agreement with MSA Professional services is provided to include reconstruction of Newton Avenue and Rock Avenue.

Motion Matoushek, second Vossekui to approve the Newton Ave. & Rock Ave. Reconstruction Project Amendment NO. 1. Motion carried 6-0 on roll call.

27. Telephone System Upgrade

Crexendo provided a 5-year proposal for internal telephone equipment and services, which is cloud based, for City Hall, Senior Center, and City Garage. US Cellular will provide a WIFI backup system.

Motion Matoushek, second Vanderkin to approve a telephone system with Crexendo for City Hall, Senior Center, and City Garage with a WIFI backup system through US Cellular. Motion carried 6-0 on roll call.

CITY OF WAUPUN COVID-19

28. City of Waupun COVID-19 Reopening Plan

The reopening plan is reviewed.

ADJOURN TO CLOSED SESSION

Motion Vossekui, second Matoushek to adjourn in closed session under Section 19.85 (1) (e) of the WI Statutes for Tanager Negotiations TID 8. Motion carried 6-0.

RECONVENE OPEN SESSION

Motion Matoushek, second Vanderkin 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

Motion Vossekui, second Vanderkin to duly call the meeting adjourned at 7:51pm. Motion carried 6-0.

**Minutes of the Waupun Public Library Board Meeting
June 15, 2020**

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:45 pm on June 15, 2020. Also present were Hintze, Schultz, Westphal, Sullivan, Gehl, Garcia, Jaeger, and Rohrer. Also present as guests: Wayne Fix, Doreen Lont, Jesse Kiehl, and Mayor Julie Nickel. Meeting was conducted via Zoom. Schultz left the meeting at approximately 5:15 pm, Westphal left the meeting at approximately 5:50 pm, and Hintze left the meeting at approximately 6 pm.

ARTICLE I: Motion by Westphal, supported by Hintze, to accept the minutes of the May 18, 2020 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: President Martens stated, "Due to time restrictions and Board members needing to leave, we will move to item #7 'Re-Opening Plan' under New Business."

- a. After a lengthy discussion with questions asked, questions answered, suggestions given, and with the recognition that because of Covid-19 life changes sometimes by the hour this motion followed:

Motion by Westphal, supported by Sullivan, to re-open the library with the target date of June 29, following the procedures as presented in the Waupun Public Library Re-Opening Plan, recognizing some changes may be necessary. Meeting rooms will be closed indefinitely. Motion carried unanimously.

ARTICLE IV: Meeting returned to original agenda items.

ARTICLE V: Monthly Statistics

- a. Due to the Covid-19 closure, most Circulation and Visits statistics are in the negative column.
- b. Downloads of eContent are up 24%.
- c. Curbside services: Began May 11, 2020. In just under three weeks in May, 379 people picked up 1,325 items.

ARTICLE VI: Current budget was discussed. Covid-19 will result in changes in spending as the year progresses.

ARTICLE VII: Motion by Hintze, supported by Rohrer, to pay the May bills. Motion carried. 6-0 on roll call. Because the meeting was a Zoom meeting, Rohrer was not available to sign the bills. Jaeger was given authorization to do so.

ARTICLE VIII: Evaluation Committee reported that Jaeger's evaluation was in progress.

ARTICLE IX: Librarian's Report

- a. Curbside services have gone well. With the opening of holds between Monarch libraries, which began May 26, we have received significantly more items for patrons. Delivery and availability of items are delayed as libraries are trying to catch up, coupled with 72-hour quarantine of items in most cases after the library receives them on the van. Monarch van delivery increased to 3 days per week on June 8. State-wide van service has not resumed to normal, and we have been asked to not yet request any materials via WISCAT (Interlibrary Loan).
- b. We are still working on setting up an Edward Jones account. According to our local Edward Jones representative, setting up this type of account for the library involves much more paperwork than setting one up for an individual. Bret updated the Board with the latest information that the library could not hold an Edward Jones account, but estate funds could be transferred in the future to a nonprofit organization which supports the library. Options could be a formal Friends group or an Endowment entity.
- c. The remaining plexiglass shields are installed including two staff work stations on the second floor.
- d. Bret was approached by a citizen inquiring about the process to make donations to the library in memory of a loved one. The individual who passed worked at the library many years ago.

ARTICLE X: New Business:

- a. Re-Opening: addressed in earlier portion of meeting, ARTICLE III.
- b. Westphal and Martens appointed to the Budget Committee.

ARTICLE XI: Motion by Rohrer, supported by Sullivan, to adjourn at 6:12 pm. Motion carried.

Next tentative meeting: **June 15, 2020, at 4:45 p.m.**

SANDRA ROHRER Secretary
SR/bkj



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION
Waupun Safety Building – 16 E. Main Street, Waupun WI
Tuesday, June 23, 2020 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 4:30 p.m. by PFC President in the Waupun Safety Building.

ROLL CALL

Members present: John Bett, Carole Cronin, Zak Dickhut, Tara Rhodes, Michael Thurmer, Nancy Vanderkin (City Council Liaison).

Members absent (excused): N/A

Also present: WPD Chief Scott Loudon, WFD Chief BJ DeMaa.

RECOGNITION OF MAYORAL APPOINTMENT AND NOMINATION OF APPOINTMENTS

The following annual Commission Nomination and Appointments were recognized:

- Recognition of Mayoral Appointment of Citizen Zack Dickhut.
- Recognition of Mayoral Appointment of Council Member Liaison N. Vanderkin.
- Nomination and motion by J. Bett and C. Cronin for M. Thurmer for President; all in favor, motion passed.
- Nomination and motion by C. Cronin and T. Rhodes for J. Bett for Vice President; all in favor, motion passed.
- Nomination and motion by J. Bett and C. Cronin for T. Rhodes for Secretary; all in favor, motion passed.

The PFC would like to recognize John Forsythe; in great appreciation of serving on the Commission for many years.

Commission confirmed meetings will be held quarterly and date of next meeting will be set at each meeting. Recognized need to be flexible due to hiring needs of Fire and Police Departments.

MINUTES FROM PREVIOUS MEETING

Minutes from the March 11, 2020 meetings were presented for approval. Motion to approve by John B. (Carol C. second; all in favor). Minutes approved as presented.

Minutes from the April 15, 2020 meetings were presented for approval. Motion to approve by John B. (Carol C. second; all in favor). Minutes approved as presented. (*Note: Invites to 4/15/2020 meeting were held to quorum minimum due to COVID19 "Safer at Home" order.*)

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

WPD Chief Scott Loudon provided the following update(s):

Staffing

- Alyssa Keller sworn in this morning as an officer. Committed to the department and the Waupun Community. Next: 12-week field training (she has graduated). This brings department to full staff.
- Source of funding for Police School Liaison position is under review/in discussion due to unknowns for 2020-2021 school year (contracted position, decision will be made by School Board).
- Grateful Waupun officers are respected and supported; morale is down and officers are worried. Concern with future hiring needs.
- Training: restarting as much as possible with social distancing guidelines. All officers recently attended sessions at FVTC and WCI.

- New lieutenant on 3rd shift doing well.

Operations

- Lobby plans to open July 6th unless spike in COVID19; still social distancing.
- Governor published new legislation, WPD already complies with it: i.e. no choke-holding, documentation of use-of-force, standardized procedures, training, etc.
- Officers have a body microphone which feeds to the vehicle, which has a camera. Body cameras not in the current budget and are expensive.
- Officers were ready for voluntary deployment to Madison protests; but were called off. Possible protest last week at WCI did not occur but WPD was prepared to assist to ensure nonviolent approach and safety for all involved and for those traveling in the area.
- WPD checking/reviewing policies to ensure they are up-to-date.
- Suggestion for Chief Loudon to connect with Mayor Nickel; consider contacting Legislators proactively regarding changes in related laws (such as what has been enacted recently in Colorado).

Calls/Complaints

- Traffic enforcement is still active as-usual. Not going into residences for complaints; not as involved as in past on EMS calls; due to social distancing guidelines.
- ATV pursuit; charges sent to DA. The laws/ordinances do not align with ATV use/licensure which causes issues. Will be voted upon again in January (was a one-year trial period).

WFD BJ DeMaa provided the following update(s):

Staffing

- Probationary firefighter completed all requirements; will reach one year in a couple of months.
- Six firefighters completed firefighters 2 certification; 2 completed driver-operator training.
- State has made some changes recently related to fire officer training and driver/operator training. Operator training will require a state-approved course through technical college to be able to operate a vehicle in an emergency situation (used to be able to provide internally). As of 10/2018, individuals will need to take an officer's course to qualify for a fire officer position. Both of these changes mean training will need to occur
- For April/May: group divided into smaller groups and did same training multiple times to get everyone through.

Operations

- Small COVID19 outbreak at DCI; 5-6 inmates tested positive as well as an employee. Two firefighters work at DCI; one, who was in contact with a positive, is not working at/for WFD for 14-days.
- City of Waupun is working on EMS contact renewal. Waupun is part of larger district (ten jurisdictions). Lifestar reviewing drafted 3-year contract renewal. Difficult when third 911 call comes in (two ambulances onsite in Waupun are already dispatched). Advisor recommending creating a first-responder group who can fill gap in this situation (while waiting for response from FDL or Beaver Dam). Anticipating contract finalization by end-of-July.
- Two water boats for rescues: one went to Watertown; second to be stored in Waupun and applicable training will occur. USF&W will help with training.
- Grant submitted to AFG (Federal Government) for ~\$40,000 to replace ~9,000ft of suppression hose (ours is 15-20years old which is 5-10 years beyond expected life-span).

Calls/Services

- Practicing social distancing whenever possible when called.
- COVID19 put a hold on fire inspections, however all do need to be made up before end of year. Annually, approximately 700 are completed in 12months; now will be fit into 6-8 months. Prioritizing needs; and have reduced inspector resources. Recommendation to consider a suggestion to City Council that time

spent during class training (two weeks) be paid time (class is reimbursed; there is a two-year on-the-job training to become inspector).

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

Next Commission meeting will be held September 16, 2020 at 4:30pm.

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

ADJOURNMENT

Motion to adjourn meeting at 5:35pm made by T. Rhodes (second by C. Cronin; 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 TAX INCREMENTAL DISTRICT 6
AMENDMENT & ANNUAL MEETING OF THE
WAUPUN JOINT REVIEW BOARD
VIDEO CONFERENCE AND TELECONFERENCE
Thursday, June 25, 2020 at 3:30 PM

CALL TO ORDER

Mayor Nickel called the virtual and teleconference meeting to order at 3:30pm.

ROLL CALL

Members in attendance on roll call is City Representative Mayor Julie Nickel, Fond Du Lac County Representative Erin Gerred, Waupun School Representative Carrie Hintze, Moraine Park Technical College Representative Laura Schelter, and Dodge County Representative Russell Kottke. Those absent and excused are Public Member Nancy Vanderkin.

City Management Staff present is Clerk Hull, Administrator Schlieve, and Finance Director Kast.

Others present are Phil Cosson of Ehlers Public Finance Advisors.

REVIEW AND CONSIDERATION OF PRIOR MEETING MINUTES

1. May 20, 2020 Joint Review Board Meeting Minutes

Motion Gerred, second Hintze to approve the May 20, 2020 Joint Review Board Meeting Minutes. Motion carried.

REVIEW OF DOCUMENTS AND RESOLUTIONS OF THE PUBLIC RECORD

2. Notice of Joint Review Board Meeting

The Notice of publication was reviewed.

3. Project Plan for the Territory & Project Plan Amendment of Tax Incremental District No. 6

The Project Plan, which includes the signed opinion of Dan VandeZande, City Attorney, advising that Plan is complete and complies with WI Statutes 66.1105, was reviewed.

4. Resolution 05-20-20-01 Designating Proposed Amended Boundaries and Approving a Project Plan Amendment for TID No. 6 (Plan Commission 5-20-20)

Resolution 05-20-20-01 Designating Proposed Amended Boundaries and Approving a Project Plan Amendment for TID No. 6 which was previously adopted by the Plan Commission was reviewed.

5. Resolution 06-09-20-03 Approving an Amendment to the Project Plan and Boundaries of TID No. 6 (Council 6-9-20)

Resolution 06-09-20-03 Approving an Amendment to the Project Plan and Boundaries of TID No. 6, which was previously adopted by the Common Council was reviewed.

RESOLUTION CONSIDERATION

6. Resolution Approving the Project Plan and Boundary Amendment of TID No. 6

Motion Hintze, second Schelter to approve Resolution 06-25-20-01 approving the Project Plan and Boundary Amendment of TID No. 6. Motion carried.

REVIEW AND CONSIDERATION OF PRIOR ANNUAL MEETING MINUTES

7. June 25, 2019 Annual Meeting Minutes of the Joint Review Board

Motion Kottke, second Gerred to approve the June 25, 2019 Annual Meeting Minutes of the Joint Review Board. Motion carried.

REVIEW ANNUAL PE-300 REPORTS AND PERFORMANCE STATUS OF TAX INCREMENTAL DISTRICTS

8. Tax Incremental District No. 8 (2/13/2018 – 2/13/2039; Fond du Lac County)

Created 2018 as mixed use area. This TID is set to expire 2033. This TID lies on the west side in Fond Du Lac County and partially shares with TID 6. Improvements consist of Country Club and Waupun Tractor Supply in the west shopping center. Future projects provide R1/R2 housing development, storm water infrastructure, and Utility and Street Infrastructure. 2019 beginning fund balance provides (\$590,501), revenues of \$14,073, expenses of \$150, and year-end fund balance of \$(302,753). Estimates for future projects, prior to closure of the TID, provides revenue of \$2,010,882, expenses of \$1,706,350, and a surplus of \$1,779.

9. Tax Incremental District No. 3 (5/31/2005 - 5/31/2032; Dodge & Fond du Lac County)

Created 2005 as mixed use/blighted area and amended in 2012 to extend boundaries. This TID is set to expire 2027. This TID lies in our downtown central business district in both Dodge and Fond Du Lac Counties and shares with TID 6. Future projects provide CDA business relief grants, opportunity to leverage tax credits through historic district preservation, streetscaping, building renovations and façade improvements, and industrial and commercial development. 2019 beginning fund balance provides (\$495,849), revenues of \$108,176, expenses of \$81,417, and year-end fund balance of \$(469,090). Estimates for future projects, prior to closure of the TID, provides revenue of \$2,192,104, expenses of \$1,661,539, and a surplus of \$61,475.

10. Tax Incremental District No. 6 (8/21/2012 - 8/21/2039; Dodge & Fond du Lac County)

Created 2012 as mixed use/blighted area and amended in 2012. This TID is set to expire 2034. This TID lies on the west side of the City in both Fond du Lac and Dodge County and shares with TID 3 and 8. Improvements consist of Waupun Tractor Supply in the west shopping center. 2019 beginning fund balance provides (\$476,832), revenues of \$115,166, expenses of \$71,643, and year-end balance of \$(433,309). Estimates for future projects, prior to closure of the TID, provides revenue of \$4,414,777, expenses of \$3,791,830, and a surplus of \$189,638.

11. Tax Incremental District No. 1 (9/30/1987 - 9/30/2024; Dodge County)

Created 1987 as industrial/distressed area and amended in 2011. This TID is set to expire in 2024, but expected early closure in 2021. However, the City is considering an extension due to housing. This TIF lies in the industrial park in Dodge County. As distressed, this TID cannot incur expenses; only earn revenue to pay back outstanding debt. 2019 beginning fund balance provides (\$530,191), revenues of \$261,274 expenses of \$12,476 and year-end balance of \$(281,393). Estimates for future projects, prior to closure of the TID, provides revenue of \$7523,838, expenses of \$12,400, and a surplus of \$230,045.

12. Tax Incremental District No. 5 (9/16/2008 - 9/16/2034; Dodge County)

Created 2008 as mixed use, amended in 2012, and extended in 2018. This TID is set to expire in 2023. This TID lies on the east side in Dodge County for commercial development and includes the baseball complex. Future projects consist of the construction of a multi-family development which may provide \$1.5M in assessed value, Summit Credit Union which provides a minimum guarantee of \$1.5M in assessed value, and a dental office which may provide \$1.5M in assessed value. 2019 beginning fund balance provides (\$1,824,236), revenues of \$730,357, expenses of \$599,996, and year-end fund balance of \$(1,693,875). Estimates for future projects, prior to closure of the TID, provides revenue of \$6,623,965, expenses of \$4,924,208, and a surplus of \$5,882.

13. Tax Incremental District No. 7 (3/14/2017 - 3/14/2038; Dodge County)

Created 2017 as mixed use. This TID is set to expire in 2038. This TID lies on the southeast side of the City (Hwy 151 and 26). This TID consists of the travel plaza. 2019 beginning fund balance provides (\$136,509), revenues of \$77,087, expenses of \$66,921, and year-end fund balance of \$(126,343). Estimates for future projects, prior to closure of the TID, provides revenue of \$4,169,021, expenses of \$4,070,864, and a surplus of (\$28,186).

ACCEPTANCE OF THE ANNUAL REPORTS

Motion Kottke, second Schelter to accept the 2019 TID Reports. Motion carried.

ADJOURNMENT

Motion Nickel, second Hintze to duly call the meeting adjourned at 4:01pm. Motion carried.



MINUTES
CITY OF WAUPUN SPECIAL COMMON COUNCIL
Videoconference and Teleconference
Tuesday, June 30, 2020 at 5:30 PM

CALL TO ORDER

Mayor called the virtual and teleconference meeting to order at 6:00pm.

ROLL CALL

Council in attendance on roll call is Mayor Nickel, Alderman Vossekul, Alderman Westphal, Alderman Kaczmarski, Alderman Mielke, Alderman Matoushek, and Alderman Vanderkin. No members are absent.

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, General Utility Manager Brooks, Utility Finance Director Stanek, Deputy Chief Rasch, Director of Public Works Daane, Library Director Jaeger, Recreation Director Kaczmarski, Fire Chief Demaa, and Finance Director Kast. Police Chief Loudon is absent and excused.

Other City Staff present is Sarah Van Buren, Community & Economic Development Coordinator.

No audience is in attendance.

Media present in attendance is Ken Thomas of Daily Citizen and Kevin Haugen of WBEV.

CONSENT AGENDA

Consent agenda consists of future Meetings & Gatherings, License and Permit Applications, and expenses for discussion and approval.

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

RECOMMENDATIONS FROM BOARDS, COMMITTEES, COMMISSIONS

2. 06-09-20-04 Resolution Suspending Waupun Common Council Rules During the COVID-19 Public Health Pandemic

At the June 9, 2020 Council meeting, Resolution 06-09-20-04 was approved with the inclusion of an ending date of July 27, 2020. This resolution is again before the Council as language is included to allow the Mayor to have discretion in waiving public appearance by a Council member and City Staff.

Motion Matoushek, second Vossekul to approve the revised Resolution 06-09-20-04 Suspending Waupun Common Council Rules During the COVID-19 Public Health Pandemic. Motion carried 6-0 on roll call.

ORDINANCES-RESOLUTIONS

3. Ordinance to Amend Ch.11.12 Licenses & Permits-Outdoor Service, Sidewalk Cafes, and Beer Gardens

Due to the pandemic, this ordinance would allow businesses to extend to the outdoors of their business, to provide social distancing. This is provided as a first reading and will return in the future for consideration.

CONSIDERATION - ACTION

4. City of Waupun COVID-19 Employment Policies Updated

This policy provides clarity and consideration for travel decisions of employees and their reporting requirements to their supervisor, provides an employee screening, and a one week /5-day roll over of vacation for non-represented employees to be used by April 30, 2021.

Motion Kaczmarski, second Matoushek to adopt the updated City of Waupun COVID-19 Employment Policies. Motion carried 6-0 on roll call.

5. City of Waupun Work from Home Policy and Agreement

To continue the safety and good health of our employees, this policy would provide the ability and guidelines to continue to work from home.

Motion Vossekul, second Vanderkin to adopt the City of Waupun Work from Home Policy and Agreement.
Motion carried 6-0 on roll call.

6. 2021 Budget Workshop 1

Early discussions of the 2021 City of Waupun is heard. Council shares their concerns of budget restraints and the impact on the City's funds.

ADJOURN TO CLOSED SESSION

Motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (e) (g) of the WI Statutes for consideration of a developer's agreement for Tanager Development TID 8. Motion carried 6-0.

RECONVENE OPEN SESSION

Motion Matoushek, second Vossekul 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

Motion Vanderkin, second Vossekul to duly call the meeting adjourned at 7:42pm. Motion carried 6-0.

WAUPUN POLICE DEPARTMENT

Monthly City Council Report

Dispatch Summary From 6/1/2020 To 6/30/2020

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

Total Number of Calls for this reporting period: 1,116

72 HOUR DETENTION	6	JUVENILE PROBLEM	11
911 CHECK	9	LAW ASSIST FIRE	3
911 MISDIAL	7	LOITERING	1
ABANDONED VEHICLE	6	LOST PROPERTY	1
ACCIDENT	6	MISSING ADULT	1
ACCIDENT W/BLOCKAGE	1	MISSING JUVENILE	1
ALARM TEST	2	NEIGHBOR DISPUTE	2
ANIMAL BITE COMP	4	NOISE COMPLAINT	9
ANIMAL COMPLAINT	12	OCCUPIED DISABLED	1
ASSIST CITIZEN	35	OFFICER STAND BY	6
ASSIST MOTORIST	7	OPEN DOOR	5
ASSIST OTHER AGENCY	5	PAPER SERVICE	3
ATTEMPT TO LOCATE	7	PARKING ENFORCEMENT	24
ATV COMPLAINT	3	PORNOGRAPHY	1
AUTO THEFT	3	PRISONER TRANSPORT	2
BIKE STOP	2	RECKLESS DRIVER	9
BUILDING CHECK	19	ROAD CLOSE/REPAIR	1
BURGLARY	2	SEX OFFE. COMP. TEAM	1
CHECK WELFARE	15	SPECIAL ASSIGNMENT	10
CHILD ABUSE/NEGLECT	1	SPEED GRANT	5
CHILD CUSTODY	3	STALKING	1
CIVIL PROBLEM	7	SUBJECT STOP	12
CLICK IT GRANT	5	SUSP ACTIVITY	23
COMMUNITY POLICING	1	SUSP PERSON	6
COUNTY AMBULANCE	37	SUSPICIOUS VEHICLE	22
CR DAMAGE TO PROP	2	TAVERN CHECKS	8
CRIMES W/CHILDREN	2	THEFT	8
DEATH INVESTIGATION	1	THREAT COMPLAINT	2
DIRECTED AREA PATROL	198	TRAFFIC ENFORC DAP	10
DISORDERLY CONDUCT	8	TRAFFIC PROBLEM	12
DOMESTIC DISPUTE	10	TRAFFIC STOP	161
DRUGS/NARCOTICS	1	TRESPASSING	4
ESCORT FUNERAL	5	VANDALISM	5
EXTRA PATROL	151	WARRANT	1
FIRE ALARM	2	WATER UTILITY	1
FIRE WORKS COMPLAINT	4	WAUPUN ORDINANCE	12
FOLLOW UP	77	WEATHER RELATED INFO	5
FOOT PATROL	7	WRONG WAY DRIVER	2
FOUND ANIMAL	4		
FOUND ANIMAL CLAIMED	1		
FOUND PROPERTY	13		
FRAUD/FORGERY	2		
GAS DRIVE OFF	6		
HARASSMENT	5		
HIGH SPEED CHASE	1		
HIT AND RUN	1		
HOUSE WATCH REQUEST	2		
INFO TO DOCUMENT	1		
INTOXICATED DRIVER	2		
INTOXICATED SUBJECT	1		
INTRUSION ALARM	12		

Waupun Police Department Update –June Report

Meetings – Emergency Management Exercise planning meetings, Dodge County LEX Meeting, Motorcycle ride planning meeting, Dept. training meeting, Charity motorcycle ride planning meeting, Police and Fire Commission Meeting, Several Emergency Police Services Meetings.

Department Training – Department wide EVOC training at FVTC, Department Firearms Training (June and July)

Hiring Process- Officer Alyssa Keller was sworn in June 23rd. She will start her Field Training for Patrol Officer.

Evidence Room- continue purging, destroying and returning evidence.

Complaints

Records Management Upgrade – Fond du Lac County Communications is updating their records management/computer aided dispatch/Jail/Mobile computer software. At the June 16th county board meeting the board members approved (25-0) the Motorola (Spillman) product over Central Square. The Motorola product was recommended by every Fire, EMS, and Law Enforcement agency head in the county according to Bobbi Hicken. The Motorola product is great for our department and city as it will not only provide a quality product but it allows us to information share with well over 50% of the counties in Wisconsin. Motorola is providing 10 years of service without a requirement to upgrade and the maintenance fees will remain the same for 5 years prior to any increases. Locally, we had 3 city of Waupun employees involved in the steering committee for this project that began in 2018. Mike Beer, Dawn Greenfield, and Jeremy Rasch have attended numerous meetings, demos, and site visits during the past 2 years learning about both of these projects and assisting with making decisions that will best benefit the entire county. The city of Waupun is paying \$0 for implementation of this system. This product is costing the county approx. \$2.5 million along with a \$135,000 annual maintenance fee. If we were with Dodge County Communications, we would be charged yearly user/maintenance fees of approx. \$5,000. Since the Waupun 911 dispatch center was disbanded in late 2003, the city has saved a conservatively estimated \$5 million in wages and benefits and multiple millions in equipment and software upgrades.

Auto Theft – June 1st at 8:52pm, police responded to the 900 block of E Main St for a report of a stolen vehicle. A 38-year-old Appleton man reported that he was giving a 26 year Menasha woman ride when he stopped at a local store. Upon returning to the parking lot he noticed his vehicle and the woman were gone. The vehicle was located on Tuesday in Milwaukee, but the woman has not been located. A Motor Vehicle Larceny Charge will be forwarded to the Dodge County DA's Office upon completion of the investigation.

Intoxicated Driver – June 14th at 2:10pm, police received a complaint of a possible intoxicated driver. At 2:26pm, police conducted a traffic stop on E Main St at Plum Dr. A 55-year-old

Waupun man was taken into custody for Operating While Intoxicated – 7th Offense. The man was transported to the Fond du Lac County Jail.

Protest – June 18th at 9:00am, police were assigned to a mobile protest that was planned to come to WCI for prison reform and COVID-19 reasons. The protest did not occur as the group from Appleton protested in Madison.

Disturbance – June 28th at 5:24am, police responded to a residence in the 300 block of Bly St for a report of a domestic disturbance. A 32-year-old Waupun man was taken into custody for Disorderly Conduct and seven counts of Bail Jumping. The man was transported to the Dodge County Jail.



Waupun Fire Department

16 E. Main Street Waupun, WI 53963

Non-emergency Number: 920-324-7910

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

Monthly Report

Date: July 8, 2020
 To: Mayor, Council, City Administrator, and PFC
 From: Fire Chief, B.J. DeMaa
 Re: June Report

Fire Calls:

There were twelve (12) fire & rescue calls in the month of June for a total of eighty-six (86) YTD.

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

* 58% of fire calls came in during prime working hours.

Day of Week:							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
1	1	6	1	1	2	0	12

* 92% of fire calls came in during Monday-Friday work week.

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

July 8, 2020

Incident Type:		
Incident Type	Count	% of Incidents
Building fire (111)	1	8.33
Construction or demolition landfill fire (153)	1	8.33
Medical assist, assisted EMS crew (311)	1	8.33
Gasoline or other flammable liquid spill (411)	1	8.33
Oil or other combustible liquid spill (413)	1	8.33
Power line down (444)	2	16.66
Service call (500)	1	8.33
Smoke or odor removal (531)	1	8.33
Dispatched and cancelled en route (611)	1	8.33
Alarm system sounded due to malfunction (735)	1	8.33
CO detector activation due to malfunction (736)	1	8.33

Average Personnel Response (excluding mutual aid):		
	Avg # of Responders	% of Total Department
4A – 8P	8.8	29%
8P – 4A	19.3	64%

July 8, 2020

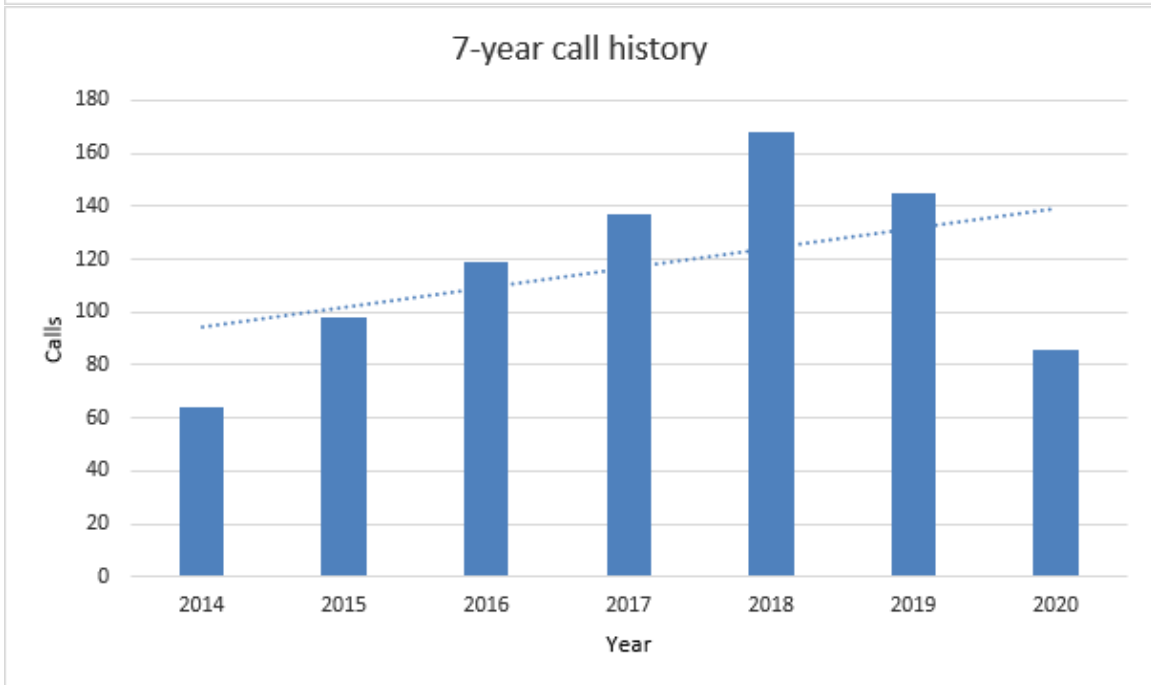
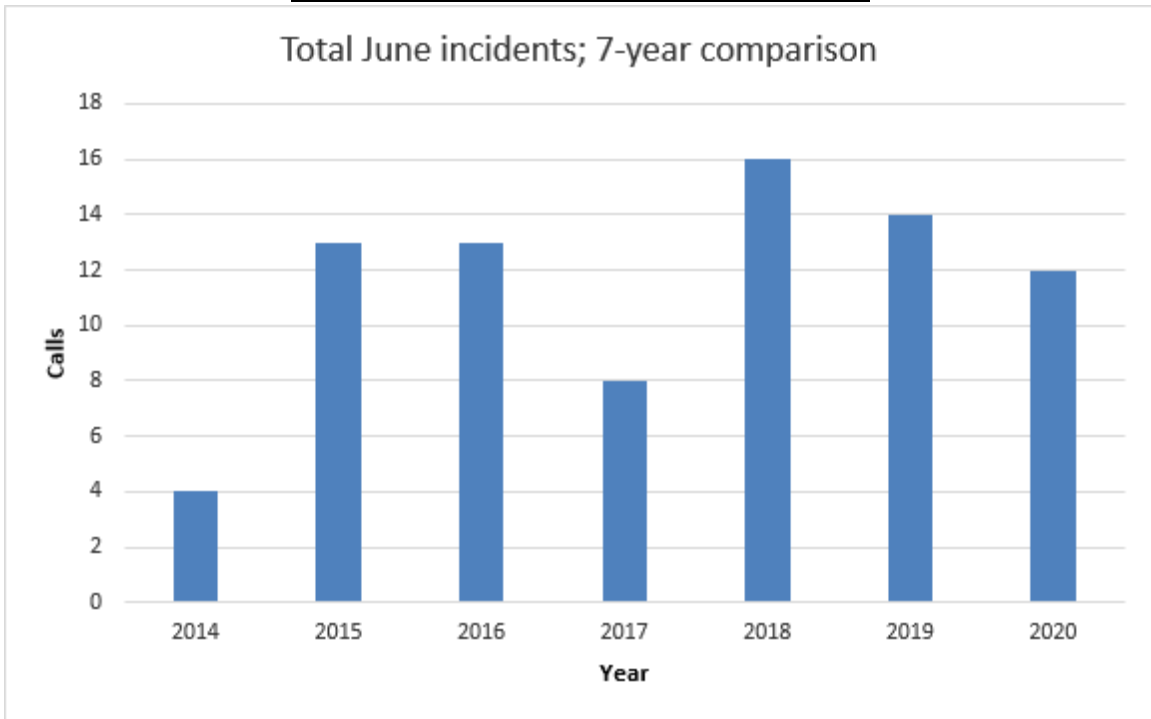
* Current roster is 30 members.

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

RED = below recommended industry best practices

GREEN = meets industry best practices

Call Summary (7-year comparison):



July 8, 2020

Department Information:

Negotiations of the 3-year contract with Lifestar are ongoing.

Discussions surrounding a first responder group were held with Dan Williams of Strategic Management and Consulting. The discussion focused on gaining knowledge of key considerations for the creation of such a group and the benefits to the city.

Budget work for equipment/vehicle replacement and major capital expenditures are ongoing.

We continue to await word on our Assistance to Firefighters Grant (AFG) in the amount of \$44,500. This grant application is intended to replace all of our fire suppression hose and a number of our hose nozzles. A significant portion of our hose exceeds the 10-year replacement recommendation from the National Fire Protection Association (NFPA) and a higher number of failures were seen during this year's hose testing. The AFG grants are a 95%/5% split. If awarded, our cost would be covered through our operational budget.

Staffing:

One firefighter was placed on self-quarantine as a result of COVID cases at their place of employment.

Inspections:

The re-opening plan specific to fire inspections has been implemented. Focus is currently on apartment complexes. Once complete, focus will shift to industrial/commercial occupancies followed by general business inspections. Despite the hold on inspections, the WI Department of Safety and Professional Services (DSPS) has indicated that all inspections held as a result of COVID-19 will need to be made up. Concerns exist over staffing as we lost significant capacity with one of our inspectors as a result of the Silgan closing and two other inspectors fall into a high risk category due to pre-existing medical conditions. Contact will be made with a retired inspector from Beaver Dam Fire Department to gauge interest in assisting with the balance of our 2020 inspections.

Work continues on loading pre-plan information into our responding programs.

July 8, 2020

Training:

Full-department training resumed in June. A pre-planning exercise was completed at the Rensway Apartments.

Emergency Government:

We continue to troubleshoot the polygon activation of our outdoor warning sirens. Discussions continue with Federal Signal, American Signal, Baycom, and Fond du Lac County to determine the root cause. A recorder was set up in the radio room at the Public Safety Building to record the signal coming from the County. Meetings will continue until resolved. In addition to our ability to activate locally, Dispatchers in Fond du Lac also have the ability to activate our sirens from their dispatch consoles.

Invitations were sent out for our Mass Casualty Incident on July 21. This meeting will be the tabletop exercise which will set us up for a full scale exercise sometime this fall. This exercise series was made possible through a state grant and focuses on an incident that takes place during one of the festivals we host in town.

We received word that our Integrated Emergency Management Course (IEMC) dates have been scheduled for April 12-15, 2021. Travel days will be April 11 and 16. Next steps will include a course manager and exercise director coming onsite to work on the development of our exercise. The IEMC is a four day, exercise-based training activity for Emergency Operations personnel and community stakeholders to practice simulated, but realistic, crisis situations, within a structured learning environment. The jurisdiction selects the hazards and core capabilities it wishes to simulate in classroom and exercise components of the course. The design will reflect the jurisdiction's specific hazards and organizational structure included in its emergency plans. Our application was 1 of 12 selected from throughout the US and will be a once-in-a-career opportunity.

Code Enforcement – Mike Beer:

June: 6 new complaints were received. 8 hours total spent on code issues.

EMS report

Jan-20 Feb-20 Mar-20 Apr-20 May-20 Jun-20

Monthly Breakdown:						
Pre-Hospital Calls	64%	71%	66%	79%	72%	67%
DOC Calls	19%	23%	14%	11%	14%	23%
Care Facility Calls	18%	6%	20%	10%	15%	10%

Annual Breakdown:	
Pre-Hospital Calls	70%
DOC Calls	17%
Care Facility Calls	13%

Annual Call Type Breakdown:	
Allergic Reaction	0%
Altered Mental Status	3%
Bleeding	3%
Chest Pain	7%
Choking	0%
CO Poisoning	0%
Diabetic	1%
Dead on Arrival	2%
Dog Bite	0%
Fainting	3%
Falls	9%
Falls - no transport	7%
Fever	3%
Headache	0%
Heat/Cold Exposure	0%
Ingestion	0%
Laceration	2%
Medical Alarm	3%
Motor Vehicle Collision	3%
N/V	3%
Obstetrical	0%
Overdose	2%
Pain	8%
Pulseless, Non-breathing	2%
Psychiatric	3%
Shortness of Breath	10%
Stroke	2%
Seizure	4%
Suicide Attempt	2%
Trauma	1%
Unknown	5%
Unresponsive	1%
Weakness	6%
FD standby	3%

EMS report

PD standby	1%
Paramedic Intercept	0%

Annual Call Disposition:	
Medical Facility	77%
No transport	23%

Annual Dept. of Corrections Usage:	
DCI	50%
FLCI	14%
John Burke	3%
WCI	33%

Annual Care Facility Usage:	
Christian Home	33%
Christian Homestead	9%
Marvin's Manor	11%
Prairie Ridge	26%
Anchor Communities - Brandon	3%
Bethesda Lutheran - Brandon	19%

Interfacility Transports out of WMH:	
Total requests	120
Total accepted	108
Acceptance rate	90%

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

July 2020

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

Re: Report to Common Council

A. Library now open

As of June 29th the library has been open. So far residents are understanding of the steps taken by the library in order to open, which includes fewer seating options, limits on Internet use, no interlibrary loan service, and meeting rooms closed. Curbside service, which had begun May 11, is now a regular service at the library for people who do not feel comfortable coming into the library, have physical issues which make it difficult for them to walk, or simply want to place their items on hold and drive by to pick them up.

B. Clarice Braatz Memorial Donations

We have received several donations in memory of former library staff member Clarice Braatz. Donors have requested that the funds be used for the Large Print collection. At this time, we have received \$225 in memorial donations.

C. Carbon Monoxide alarms

After one of the library's carbon monoxide alarms starting beeping, Fire Chief DeMaa was called in to check the air in the Conference Room. His tester did not detect carbon monoxide, but he did let us know that our carbon monoxide alarms were more than 5 years old and needed to be replaced. The library purchased replacement alarms and DPW will be installing them soon.

D. Monarch Library System Director search

With the resignation of the Monarch Library System Director last month, who took over as Director at WiLS (Wisconsin Library Service), the system has been interviewing candidates and we will hopefully have a new director soon.

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

TO: Mayor & Common Council
 FROM: Susan Leahy
 SUBJECT: Building Permits for JUNE 2020

DODGE COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST	
20-	84	Christal Bruesch	526 Waubun Ave	reroof	\$50.00	\$8,000.00
20-	85	Neil Johnson	110 S Watertown St	12x12/12x18 Deck	\$100.00	
20-	88	Joshua & Heather Thone	532 Grandview Ave	16x8 Deck	\$150.00	\$2,000.00
20-	90	Guy & Donna Posthuma	701 Buwalda Dr	20x24 Detached Garage	\$230.00	
20-	91	Dentistry of Wisconsin	412 Shaler Dr	5,917 SF Dentistry Office Building	\$2,878.46	\$1,000,000.00
20-	92	The River Church	200 Fox Lake Rd	Install Mini-Split AC	\$50.00	\$5,368.48
20-	96	Jayne Groenewold	904 W Lincoln St	Reroof	\$50.00	\$7,800.00
20-	97	M & M Contracting	677 Mayfair St	6-Unit Multi-Family Apartment Building	\$4,586.88	
20-	98	Howard Minnema	1033 W Lincoln St	Reroof	\$90.00	\$15,000.00
20-	99	Karen Brown	515 Morse St	18x20 Detached Grage	\$200.00	\$8,800.00
20-	101	Mary Lamberson	118 W Jefferson St	4' chainlink fence at rear yard	\$100.00	\$1,000.00
20-	103	Anthony & Michelle Prado	218 Fox Lake Rd	6' High Privacy Vinyl Fence	\$100.00	\$4,850.00
20-	104	Insight FS,	1208 W Brown St	Grain Bin, Dump Pit, and Surge Bin	\$2,086.92	\$1,200,000.00
20-	107	COREY W MUELLER	305 Elm Ave	20x14 Concrete Paitio	\$50.00	\$5,300.00
20-	109	Linda Aalsma	109 Bly St	Replace AC	\$50.00	\$2,473.00
TOTAL					\$10,772.26	\$2,260,591.48

FOND DU LAC COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST	
20-	86	Anthony Checki	18 Dogleg Ln	SFD w/ Attached Garage	\$2,039.20	\$329,700.00
20-	87	Joseph Joo	707 Pioneer Ave	Replace decking & railing	\$50.00	\$3,000.00
20-	89	W & D Navis	425 Fond du Lac St	Reroof	\$125.09	\$20,848.00
20-	93	Charlie Mulder	512 County Park Rd	Replace AC	\$50.00	\$3,820.22
20-	94	Joel Rigueur	626 East Main St	24x48 Garage & 2nd Floor Addition	\$719.72	\$95,000.00
20-	95	Robert Marsh	218 Howard St	Remove & replace Windows	\$72.00	\$12,000.00
20-	100	Jeannie Hanson	408 W Franklin St	Remove & Replace Front Porch, 8x24	\$175.00	\$13,000.00
20-	102	Matthew Dickhut	307 Brandon St	Replace Windows	\$78.60	\$13,100.00
20-	105	Danah Rosenmeier	424 W Hawthorne Dr	6' High Privacy Fence	\$100.00	\$4,000.00
20-	106	Brandon Olsen	19 N State St	Fence & Replace Front Steps	\$50.00	
20-	108	NEBT	210 E Main St	Reroof low slopw roof, 6,850 SF	\$556.56	\$92,760.00
TOTAL					\$4,016.17	\$587,228.22

GRAND TOTAL		\$14,788.43	\$2,847,819.70
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Permits issued in Dodge County 15
 Permits issued in Fond du Lac Cty 11
Total Permits for the month 26

Building Permit Fees \$14,788.43
 Special Assessment Letter Fees (PAID) \$190.00
 Conditional Use Permit \$150.00
 Site Plan Review \$100.00
Grand Total \$15,228.43

BUILDING PERMIT COMPARISON

June 2019: Dodge County - 21 permits; Fond du Lac County - 11 permits
 Total estimated cost of construction: \$ 992,849.37

SIX MONTH COMPARISON

January - June 2017	estimated cost of construction	\$5,152,110.64
January - June 2018	estimated cost of construction	\$19,699,015.00
January - June 2019	estimated cost of construction	\$7,172,545.20
January - June 2020	estimated cost of construction	\$6,441,341.25

July 8, 2020

1. **Current Projects:**

- Working on new phone system at City Hall, Garage and Senior Center
- Pool walkthrough and go through daily duties
- LAPWA meeting
- Rock River Storm Water Group meeting
- Interviews for Light Equipment Operator
- Generator inspections at Safety Building
- Asbestos study agreement for McKinley St. school
- Working on 2021 budget for street projects, equipment replacement, capital projects.
- Met with owners of 331 Bly St.
- Met with Terry Dietzel at Fond du Lac County park.
- Working with MSA on Harris Creek improvements.
- DOT meeting for parcel acquisition on S. Madison St.
- Department Head meeting.
- Worked with the YMCA to install WIFI extender for registrations
- Working with DOT on HWY 26 Mill and overlay tentatively scheduled for 2023
- Working with Gemmer on S. Madison St. phase 2 plans
- Working with MSA on Rock Ave and Newton Ave plans
- Mill and Overlays are complete along with Park ADA paths
- Met with the County to look at zoom meeting platforms. We ordered one and will be set up before July COW meeting
- Repaired sprinklers at Ball complex

2. **DPW Crew Projects**

- Annual pool / park inspection
 - Aquatic Center daily duties
 - Bulk Drop Off
 - Buildings & Grounds daily duties
 - Clean equipment
 - Curb replacement
 - Cut ditches
 - Diggers Hotline Locates
 - Fill Potholes
 - Haul brush bins
 - Install barricades
 - Install signs
 - Install flags
 - Mow parks and buildings
-

-
- Pour concrete
 - Deliver garbage / recycle bins
 - Repair inlets
 - Spray weeds
 - Sump pump line on Edgewood Drive
 - Storm cleanup
 - Street sweeping
 - Vehicle Maintenance

Administrative Assistant

- Sent out weed notices
- Issued assessment letters
- Harris Creek drainage letters
- Updated storm sewer maps for sump pump line on Edgewood Dr
- Updated ATV Map
- Budget requests for capital projects and equipment
- Helped with Bulk drop off
- Updated 5 year street plan
- Updated equipment replacement plan
- Property Maintenance letters
- Compile information for park repairs
- Phone system setup
- Conditional Use Permit public hearing
- Sent out absentee ballots
- TID 6 maps
- Updated contact lists for buildings
- Updated security systems with new employee codes
- Invoices for Madison St. project
- Entered Diggers Hotline located into database
- Street Opening Permits
- Entered equipment invoices into Cartegraph.
- Updated website.
- Garbage/recycling container complaints
- Monthly building permit report
- Assign account #'s to bills.

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



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: July 13th, 2020
SUBJECT: General Manager Report

Electric Department Update:

Power Outages

- On June 18th at 10:38 a.m., a power outage was reported in the 500 block of Fond du Lac St. The crew found the cause of the outage to be a defective porcelain cutout. The equipment was replaced and power was restored at 10:48 a.m.
- On June 22nd at 4:00 p.m., a power outage was reported at 401 Grace St. A tree damaged the overhead electric service. The service was repaired and power was restored at 5:30 p.m.

Pine View Apartments

- The electric crew started installing electric infrastructure for the Pine View Apartments. I anticipate the new lines and transformers to be energized in the next few weeks.

Voltage Conversion

- New dual voltage transformers were installed on Autumn Ave. Main Substation Feeder #1.
- Work on Grace St. is complete.
- Crews will focus on replacing transformers on Feeder #1 Main Substation. Working in the area north of the river from the railroad tracks west to the Hendricks subdivision.

Electric Sales

- We continue to see above normal temperatures with high humidity this summer. Electric sales have been strong for the end of June and the beginning of July. The electric utility set a peak for 2020 of 21.4 megawatts on Tuesday, July, 7th. I anticipate the trend to continue looking at future weather forecasts. The system has been holding up well through the hot and humid weather. We have no outages to report due to overloading equipment.

General Manager Update:

Public Service Commission Disconnection Policy

- Utilities can issue disconnection notices on July 15, 2020.
- First disconnections can occur on or after July 25, 2020.
- Utilities are given some leeway to decide to either pursue disconnections right away or use a phased approach based on thresholds, as long as the approach is nondiscriminatory.

Public Service Commission Disconnection Policy Continued

- Utilities must allow a 21-day medical extension of service when the customer or member of household in the home has been diagnosed with Covid-19.
- 21-day extension must be extended if person or member of household is still under a Covid-19 quarantine (as documented by a medical professional).
- Utilities can collect deposits after July 31, 2020.
- Late fees can be assessed on amounts incurred on or after July 15, 2020.
- Utilities can waive late fees until December 31, 2020 if they choose to do so. If waiving fees, utility must notify the Public Service Commission of their plans.
- Utilities must offer a DPA to any customer class until August 15, 2020.
- After August 15, 2020, utilities can revert back to service rules in regards to tenants and DPA's.
- Utilities need to file a disconnection plan with Commission Consumer Affairs staff at least five business days prior to implementing plans. Plan must include:
 - Amount past due that will trigger the issuance of a disconnection notice
 - DPA requirements
 - Amount required to be paid to avoid disconnection of service
 - Estimated number of customers who would be subject for disconnection under disconnect amount threshold

USDA Loan Update

- We are scheduled to close on the USDA loan on August 18th. We were able to extend the closing date into the 3rd quarter to take advantage of an even lower interest rate of 1.125%. This lower rate will save the Sewer Utility \$1,300,000.00 over the life of the loan.

2021 Budget Prep

- Planning for 2021 project year is starting to take shape. Every year around this time, management has the discussion regarding prioritizing for potential construction projects and equipment needs for the following year.
- In the coming months, we will be providing preliminary budget information at our meetings in order to keep you informed on plans for 2021.

This concludes my report for July 2020. Please contact me at 324-7920 or sbrooks@wppienergy.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: July 8, 2020
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There is one call-in to report this month.

The call-in was for a Filter 2 valve failure. This caused an uncontrolled shut down to the treatment facility. An operator troubleshot the valve, made repairs, and the system was restored to normal operation.

Wastewater Treatment Facility:

There are no call-ins to report this month.

The main focus of staff has been tank maintenance. This maintenance will continue throughout the remainder of the summer and into the early fall. The length of the schedule is due to a combination of vacations, and the total number of tanks to be inspected. Currently the aerated grit tanks and two primary clarifiers have been completed.

Water/Sewer Crew:

Staff's focus will be preventative maintenance of the distribution and collection system over the next month. These tedious tasks are identified below.

- Valve exercising will continue through the end of the month. By regular surveying and valve exercising, we will have detailed records to ensure the operability of our distribution system. Knowing the condition of the valves helps eliminate higher costs associated with water main breaks, lost time digging up buried valves.
- Staff continues jetting the entire sanitary sewer basin and will continue until the end of August. Jetting is the use of a high-pressure jet/vac truck to clean the sanitary sewer system. To clean sanitary sewers, high-pressure water is propelled through a jet nozzle at the end of a specialized hose through the sewer pipeline, breaking through obstructions and blockages.

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



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: July 13, 2020
SUBJECT: May 2020 Financial Report

MONTHLY OPERATING RESULTS – May 2020 Monthly and YTD

Sales

Electric

- Monthly kWh sales were **6.6% below** budget & **10.2% lower** than May 2019 sales on lower large power and large industrial power sales
- YTD kWh sales were **0.6% above** budget & **9.0% lower** than May 2019 YTD actual sales

Water

- Monthly sales units of 100 cubic feet were **9.4% above** budget & **9.5% higher** than May 2019 sales; usage increase in residential and industrial with decreases in commercial and public authority
- YTD water sales were **2.7% above** budget & **0.9% higher** than May 2019 YTD actual sales

Sewer

- Monthly sales units of 100 cubic feet were **12.0% above** budget & **9.5% higher** than May 2019 sales due to higher public authority volume.

Income Statement

Electric

- Operating revenues and purchased power expense were **below** budget \$148,300 and \$157,400 respectively, due to decreased demand and overall lower purchased power costs
- Gross margin was \$9,200 **above** budget
- Operating expenses were \$29,300 **below** budget primarily due to lower distribution expenses attributed cut-backs from COVID-19 project delays.
- Operating income was \$77,100 or \$29,900 **above** budget from the reduction in distribution expenses
- Net income was \$38,300 or \$17,000 **above** budget primarily from an acquisition adjustment of \$62,000 associated with the Alliant Energy asset purchase for area 4 and decreases in operating expenses

Water

- Operating revenues were \$10,700 **above** budget
- Operating expenses were \$39,600 **below** budget due to less project and material requirements during the COVID-19 period
- Operating income was \$278,000 or \$37,100 **above** budget
- Net income was \$224,900 or \$69,000 **above** budget

Sewer

- Operating revenues were \$102,200 *above* budget on strong public authority treatment charges
- Operating expenses were \$8,200 *above* budget on higher admin and general expenses
- Operating income was \$168,900 or \$79,100 *above* budget
- Net income was \$208,300 or \$119,100 *above* budget on higher operating revenues and investment income

Balance Sheets

Electric

- Balance sheet *increased* \$159,500 from April 2020
- Unrestricted cash *increased* \$3,400
- Accounts receivable *increased* \$141,500 due to an increase in collections from April 2020
- Accounts payable *increased* \$136,126 on higher purchased power expenses

Water

- Balance sheet *increased* \$79,400 from April 2020
- Total unrestricted and restricted cash *increased* \$110,800
- Net position *increased* by \$69,800

Sewer

- Balance sheet *decreased* \$348,100 from April 2020
- Unrestricted cash *decreased* \$570,200 from payments made for engineering work completed for the WWTP upgrade
- Plant *increased* by \$219,400 for engineering work completed for the WWTP upgrade less monthly depreciation expense

CONSTRUCTION AND PLANT ADDITIONS

The electric utility construction and plant activity included of its portion of SCADA upgrades and the replacement of aging or broken poles. The water utility's only outlay related to the SCADA upgrade and the sewer utility paid \$202,276 in engineering fees for the WWTP upgrade, the SCADA upgrade allocation and \$41,383 for pipe lining along Brown Street and the interceptor north of the baseball complex.

Cash and Investments

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

- Total cash and investments *decreased* \$439,600 from April 2020
- Received interest and distributions of \$4,900 and recorded an unrealized positive market adjustment of \$8,700, along with \$400 in management fees, resulting in a net portfolio gain of \$13,100 for the month.
- Total interest and investment income earned on all accounts for the month was \$14,700 and \$86,800 year-to-date

OTHER FINANCIAL MATTERS

USDA Loan – WWTP Upgrades

In late June 2020, the USDA notified management of a change in loan interest rates for the third quarter of 2020 to a rate of **1.125%**, reduced from the second quarter rate of 1.375%. The change of 25 basis points will yield an approximate savings of \$1.3 million in interest expense over the life of the 40-year loan. Management anticipates taking advantage of this rate and closing the loan in August 2020.

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



AGENDA SUMMARY SHEET

MEETING DATE: 7/14/2020

TITLE: Second Reading-Ordinance to Amend Ch.11.12 Licenses & Permits-Outdoor Service, Sidewalk Cafes, and Beer Gardens

AGENDA SECTION: RESOLUTIONS-ORDINANCES

PRESENTER: Kathy Schlieve,
Administrator

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

ISSUE SUMMARY:

We have updated this draft ordinance to incorporate your feedback after discussion at the June 30, 2020 COW meeting. The purpose of this ordinance to provide a means to allow restaurants and bars to expand outdoors to include seating space onto public sidewalks and privately owned spaces. The addition of this ordinance is intended help restaurants and bars struggling because of COVID-19 expand square footage so they can operate at greater capacity while keeping customers and servers from concentrating indoors, where COVID-19 transmits more easily. While that is the immediate need, long-term sidewalk cafes and beer gardens are an asset to the community that help promote use and enjoyment of the city's public spaces, enhances tourism, and increases handicap accessibility to businesses in Waupun.

STAFF RECOMMENDATION:

This is second and final read; adopt ordinance as presented

ATTACHMENTS:

- Proposed ordinance – Striked
- Proposed ordinance
- Noise Chart

RECOMMENDED MOTION:

Motion to waive the second reading and adopt Ordinance #___ to amend Chapter 11.12 Licenses & Permits to include Outdoor Service, Sidewalk Cafes, and Beer Gardens

ORDINANCE ADDENDUM "A"

11.12. OUTDOOR SERVICE, SIDEWALK CAFÉS AND BEER GARDENS.

(1) INTRODUCTION.

(a) No holder of a "Class B," Class "B" and/or "Class C" license may permit the possession, sale or consumption of alcohol beverages on any part of the licensed premises not enclosed with a building, except under the terms of this Code Section 11.12 and in accordance with Wis. Stat. ch. 125, and as may be modified in the future. Approval by the Common Council shall result in the outdoor area becoming a part of the licensed premises for the term of the license only, and subject to all state and city laws, rules, regulations, and lawful orders governing "Class B," Class "B" and/or "Class C" premises.

(b) No person shall consume or have in his or her possession, alcohol beverages on any unenclosed part of a licensed premises which is not expressly permitted on a valid license approved by the Common Council pursuant to this Code Section 11.12 which license includes the outdoor area in a description of the premises.

(c) This Code Section 11.12 shall not apply to Picnic licenses issued as provided in Code Section 11.01(3)(b) 2. and § 125.26(6), Wis. Stats.

(2) DEFINITIONS. As used in this subsection:

(a) "Alcohol beverage" has the same meaning as used in Wis. Stat. ch. 125 and includes, without limitation, beer, wine and other liquor products.

(b) "Outdoor area" means an area, whether or not enclosed by a roof or other structure, which is open to the elements, and which is not constructed for year-round use.

(c) "Outdoor premises" means licensed premises located in an outdoor area as defined here, whether a sidewalk café, a beer garden or otherwise.

(3) APPLICATION. Application for an outdoor extension of a "Class B," Class "B" and/or "Class C" license shall be made to the City Clerk in an application format provided by the Clerk, either at the time initial or renewal application is made for the licensed premises, or at any time during the license period. The application shall include a detailed map describing the outdoor area sought to be included within the description of the licensed premises. In the case of sidewalk cafés, the map shall also identify the number and location of tables, chairs and other furniture, fixtures and equipment to be installed or used, and their location and dimensions in relation to the pedestrian walkway identified in subsection (5)(a) below. In the event that this map is omitted and the "Class B," Class "B" and/or "Class C" license is granted and issued, the license shall not be deemed to include an outdoor area within the description of the licensed premises.

(4) REQUIREMENTS. Outdoor premises approved under this section shall be subject to the following requirements:

(a) Outdoor premises may be permitted only on properties located in B-1 Business/Professional Office District; B-2 Central Business District; B-3 Shopping Center Business District; B-4 Interchange Business District; and PD Planned Development District; as those terms are defined in Code Chapter 16, Zoning Code, and shall be subject to the conditional use permit application and approval by the Plan Commission as required in Code Section 16.12. Review by the Plan Commission may include, without limitation, the following requirements for issuance and maintenance of the conditional use permit: installation of a locking

gate or gates for fenced areas; approval of specific planned recreational activities as limited under subsection (4)(f) below; minimum signage specifications for the outdoor premises; and any requirements considered necessary or appropriate to ensure that use of the outdoor premises does not encroach on neighboring properties or create unreasonable congestion or obstruction of traffic in adjoining alleys, sidewalks or walkways. A conditional use permit granted by the Plan Commission need not be resubmitted for review when the license holder submits a renewal application for the license premises, unless the Police Chief, Building Inspector or City Clerk requests Plan Commission review of the conditional use permit for reasons stated in the request, in which case the Plan Commission may review and revoke the permit or revise the permit conditions as it considers appropriate.

(b) Outdoor premises shall not be located in any actual or required yard area that directly abuts an adjoining property used for residential purposes, unless the license holder establishes a twenty-foot buffer between the outdoor premises and the adjoining lot containing the residential use, and the license holder provides a privacy fence ~~six~~four (4) feet in height completely surrounding the outdoor premises, where the privacy fence meets all other requirements of the Waupun municipal code-, and has been constructed and installed in accordance with an approved building permit.

(c) Outdoor premises shall be completely surrounded by an attractive wall, fence, or barrier at least four feet in height, except as otherwise required in subsection (b) above, or as may be waived by the Common Council on

recommendation of the police department. The outdoor premises shall have flooring constructed of hard surface material, such as decking material, concrete or paver brick.

(d) If license holder does not derive more than fifty percent (50%) of its gross business revenue from the sale of food on the premises, then any access or entry to the outdoor premises shall only occur through the ~~premises~~-main building located on the premises.

(f) The outdoor premises shall only be used for serving food and alcohol and ~~no~~related activities. No part of ~~said area~~the outdoor premises shall be used for recreational activities involving flying objects, including without limitation, volleyball, horseshoes, darts, or softball. This subsection shall not prohibit live music performance from the outdoor premises-as otherwise permitted in this Code Section 11.12.

(g) Lighting of the outdoor premises shall be shielded and shall not be of intensity or brilliance so as to create glare which may be distracting to adjoining property owners or as might create a hazard or danger to vehicular traffic.

(h) Noise from any source that is emitted from the outdoor premises ~~and~~shall not be in violation of the noise restrictions contained in § 8.02(2) or § 8.06 of this Code. For the purpose of this restriction, noise when measured ~~at~~from any border of the real property on which the licensed premises is located ~~shall not exceed eighty-five decibels (85 dB) from 7 o'clock a.m. to 9 o'clock p.m. and shall not exceed~~that is greater than seventy-five decibels (75 dB) from 7 o'clock a.m. to

9 o'clock p.m., or greater than sixty decibels (60 dB) from 9 o'clock p.m. until closing, shall be presumed to be in violation of this restriction.

(i) The license holder shall ensure that the outdoor premises is maintained in a clean condition, and that adjoining property is cleared of all refuse and debris that originates from the outdoor premises on a daily basis. In addition, the license holder shall ensure that no glass or tableware that may shatter and cause injury when broken is used in the outdoor premises.

(5) SIDEWALK CAFÉS. Outdoor premises may be located on public sidewalks, subject to approval by the common council. In addition to the requirements specified in this Code section 11.12, sidewalk cafés shall comply with the following requirements:

(a) Sidewalk cafés may be permitted only from May 1st through October 15th in any year, and on properties located in B-1 Business/Professional Offices and B-2 Central Business zoning districts as those terms are defined in the Code Chapter 16, Zoning Code. Notwithstanding the requirements of outdoor premises specified in this Code Section 11.12, the barrier surrounding the sidewalk café shall be no lower than two feet (2') nor higher than three feet (3'), and shall maintain aan unobstructed pedestrian walkway adjacent to the street or public right of way that is not less than ~~three~~four feet (~~3'~~4') in width, to permit the public to maintain unrestricted access to the sidewalk for travel.

(b) Sidewalk cafés shall be limited to those license holders who derive more than fifty percent (50%) of gross business revenue from the sale of food on the premises.

(c) Liability insurance naming the City as an unrestricted additional insured on the sidewalk café owner's insurance policy for the licensed sidewalk cafe site will be required, including insurance to cover liquor liability, to the extent specified on the license application approved by the Common Council.

(d) Each sidewalk café serving alcohol beverages shall be responsible for policing the area of the sidewalk café to be sure that customers are of the legal drinking age and that alcohol beverages are not removed from the premises. All service in the sidewalk café (beverage and food) shall stop no later than 10:~~30~~00 o'clock p.m.

(6) ENFORCEMENT.

(a) Any person who shall violate any provision of this Code Section 11.12, or any order, rule or regulation made or otherwise adopted under this subsection shall be subject to the general enforcement and penalty provisions of this Code, including without limitation, the provisions identified in Code Section 11.01(9).

(b) In addition to any other penalties specified in this Code Section 11.12, three or more noise complaints filed against the holder of an outdoor premises license during any license period (July 1 to June 30), and verified by the police department, shall constitute sufficient grounds to revoke the outdoor premises permit granted under this Section, subject to hearing before the Review Committee established in Code Section 11.01(9)(a).

ORDINANCE # 20 - ____

AN ORDINANCE TO AMEND CHAPTER ELEVEN OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED "LICENCES AND PERMITS."

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 11.12 of the Municipal Code of the City of Waupun is created to provide as stated in the attached Addendum A.

SECTION 2: All ordinances or portions of ordinances inconsistent with the provisions of this ordinance are repealed.

SECTION 3: This Ordinance shall be in full force and effect on its passage and publication as provided by law.

Enacted this ____ day of _____, 2020.

Julie J. Nickel
Mayor

ATTEST:

Angela Hull
City Clerk

ORDINANCE ADDENDUM "A"

11.12. OUTDOOR SERVICE, SIDEWALK CAFÉS AND BEER GARDENS.

(1) INTRODUCTION.

(a) No holder of a "Class B," Class "B" and/or "Class C" license may permit the possession, sale or consumption of alcohol beverages on any part of the licensed premises not enclosed with a building, except under the terms of this Code Section 11.12 and in accordance with Wis. Stat. ch. 125, and as may be modified in the future. Approval by the Common Council shall result in the outdoor area becoming a part of the licensed premises for the term of the license only, and subject to all state and city laws, rules, regulations, and lawful orders governing "Class B," Class "B" and/or "Class C" premises.

(b) No person shall consume or have in his or her possession, alcohol beverages on any unenclosed part of a licensed premises which is not expressly permitted on a valid license approved by the Common Council pursuant to this Code Section 11.12 which license includes the outdoor area in a description of the premises.

(c) This Code Section 11.12 shall not apply to Picnic licenses issued as provided in Code Section 11.01(3)(b) 2. and § 125.26(6), Wis. Stats.

(2) DEFINITIONS. As used in this subsection:

(a) "Alcohol beverage" has the same meaning as used in Wis. Stat. ch. 125 and includes, without limitation, beer, wine and other liquor products.

(b) "Outdoor area" means an area, whether or not enclosed by a roof or other structure, which is open to the elements, and which is not constructed for year-round use.

(c) "Outdoor premises" means licensed premises located in an outdoor area as defined here, whether a sidewalk café, a beer garden or otherwise.

(3) APPLICATION. Application for an outdoor extension of a "Class B," Class "B" and/or "Class C" license shall be made to the City Clerk in an application format provided by the Clerk, either at the time initial or renewal application is made for the licensed premises, or at any time during the license period. The application shall include a detailed map describing the outdoor area sought to be included within the description of the licensed premises. In the case of sidewalk cafés, the map shall also identify the number and location of tables, chairs and other furniture, fixtures and equipment to be installed or used, and their location and dimensions in relation to the pedestrian walkway identified in subsection (5)(a) below. In the event that this map is omitted and the "Class B," Class "B" and/or "Class C" license is granted and issued, the license shall not be deemed to include an outdoor area within the description of the licensed premises.

(4) REQUIREMENTS. Outdoor premises approved under this section shall be subject to the following requirements:

(a) Outdoor premises may be permitted only on properties located in B-1 Business/Professional Office District; B-2 Central Business District; B-3 Shopping Center Business District; B-4 Interchange Business District; and PD Planned Development District; as those terms are defined in Code Chapter 16, Zoning Code, and shall be subject to the conditional use permit application and approval by the Plan Commission as required in Code Section 16.12. Review by the Plan Commission may include, without limitation, the following requirements for

issuance and maintenance of the conditional use permit: installation of a locking gate or gates for fenced areas; approval of specific planned recreational activities as limited under subsection (4)(f) below; minimum signage specifications for the outdoor premises; and any requirements considered necessary or appropriate to ensure that use of the outdoor premises does not encroach on neighboring properties or create unreasonable congestion or obstruction of traffic in adjoining alleys, sidewalks or walkways. A conditional use permit granted by the Plan Commission need not be resubmitted for review when the license holder submits a renewal application for the license premises, unless the Police Chief, Building Inspector or City Clerk requests Plan Commission review of the conditional use permit for reasons stated in the request, in which case the Plan Commission may review and revoke the permit or revise the permit conditions as it considers appropriate.

(b) Outdoor premises shall not be located in any actual or required yard area that directly abuts an adjoining property used for residential purposes, unless the license holder establishes a twenty-foot buffer between the outdoor premises and the adjoining lot containing the residential use, and the license holder provides a privacy fence four (4) feet in height completely surrounding the outdoor premises, where the privacy fence meets all other requirements of the Waupun municipal code, and has been constructed and installed in accordance with an approved building permit.

(c) Outdoor premises shall be completely surrounded by an attractive wall, fence, or barrier at least four feet in height, except as otherwise required in

subsection (b) above, or as may be waived by the Common Council on recommendation of the police department. The outdoor premises shall have flooring constructed of hard surface material, such as decking material, concrete or paver brick.

(d) If license holder does not derive more than fifty percent (50%) of its gross business revenue from the sale of food on the premises, then any access or entry to the outdoor premises shall only occur through the main building located on the premises.

(f) The outdoor premises shall only be used for serving food and alcohol and related activities. No part of the outdoor premises shall be used for recreational activities involving flying objects, including without limitation, volleyball, horseshoes, darts, or softball. This subsection shall not prohibit live music performance from the outdoor premises as otherwise permitted in this Code Section 11.12.

(g) Lighting of the outdoor premises shall be shielded and shall not be of intensity or brilliance so as to create glare which may be distracting to adjoining property owners or as might create a hazard or danger to vehicular traffic.

(h) Noise from any source that is emitted from the outdoor premises shall not be in violation of the noise restrictions contained in § 8.02(2) or § 8.06 of this Code. For the purpose of this restriction, noise when measured from any border of the real property on which the licensed premises is located that is greater than seventy-five decibels (75 dB) from 7 o'clock a.m. to 9 o'clock p.m., or greater

than sixty decibels (60 dB) from 9 o'clock p.m. until closing, shall be presumed to be in violation of this restriction.

(i) The license holder shall ensure that the outdoor premises is maintained in a clean condition, and that adjoining property is cleared of all refuse and debris that originates from the outdoor premises on a daily basis. In addition, the license holder shall ensure that no glass or tableware that may shatter and cause injury when broken is used in the outdoor premises.

(5) SIDEWALK CAFÉS. Outdoor premises may be located on public sidewalks, subject to approval by the common council. In addition to the requirements specified in this Code section 11.12, sidewalk cafés shall comply with the following requirements:

(a) Sidewalk cafés may be permitted only from May 1st through October 15th in any year, and on properties located in B-1 Business/Professional Offices and B-2 Central Business zoning districts as those terms are defined in the Code Chapter 16, Zoning Code. Notwithstanding the requirements of outdoor premises specified in this Code Section 11.12, the barrier surrounding the sidewalk café shall be no lower than two feet (2') nor higher than three feet (3'), and shall maintain an unobstructed pedestrian walkway adjacent to the street or public right of way that is not less than four feet (4') in width, to permit the public to maintain unrestricted access to the sidewalk for travel.

(b) Sidewalk cafés shall be limited to those license holders who derive more than fifty percent (50%) of gross business revenue from the sale of food on the premises.

(c) Liability insurance naming the City as an unrestricted additional insured on the sidewalk café owner's insurance policy for the licensed sidewalk café site will be required, including insurance to cover liquor liability, to the extent specified on the license application approved by the Common Council.

(d) Each sidewalk café serving alcohol beverages shall be responsible for policing the area of the sidewalk café to be sure that customers are of the legal drinking age and that alcohol beverages are not removed from the premises. All service in the sidewalk café (beverage and food) shall stop no later than 10:00 o'clock p.m.

(6) ENFORCEMENT.

(a) Any person who shall violate any provision of this Code Section 11.12, or any order, rule or regulation made or otherwise adopted under this subsection shall be subject to the general enforcement and penalty provisions of this Code, including without limitation, the provisions identified in Code Section 11.01(9).

(b) In addition to any other penalties specified in this Code Section 11.12, three or more noise complaints filed against the holder of an outdoor premises license during any license period (July 1 to June 30), and verified by the police department, shall constitute sufficient grounds to revoke the outdoor premises permit granted under this Section, subject to hearing before the Review Committee established in Code Section 11.01(9)(a).

LEVELS OF NOISE In decibels (dB)

PAINFUL & DANGEROUS		
Use hearing protection or avoid	140	<ul style="list-style-type: none"> • Fireworks • Gun shots • Custom car stereos (at full volume)
	130	<ul style="list-style-type: none"> • Jackhammers • Ambulances
UNCOMFORTABLE		
Dangerous over 30 seconds	120	<ul style="list-style-type: none"> • Jet planes (during take off)
VERY LOUD		
Dangerous over 30 minutes	110	<ul style="list-style-type: none"> • Concerts (any genre of music) • Car horns • Sporting events
	100	<ul style="list-style-type: none"> • Snowmobiles • MP3 players (at full volume)
	90	<ul style="list-style-type: none"> • Lawnmowers • Power tools • Blenders • Hair dryers
Over 85 dB for extended periods can cause permanent hearing loss.		
LOUD		
	80	<ul style="list-style-type: none"> • Alarm clocks
	70	<ul style="list-style-type: none"> • Traffic • Vacuums
MODERATE		
	60	<ul style="list-style-type: none"> • Normal conversation • Dishwashers
	50	<ul style="list-style-type: none"> • Moderate rainfall
SOFT		
	40	<ul style="list-style-type: none"> • Quiet library
	30	<ul style="list-style-type: none"> • Whisper
FAINT		
	20	<ul style="list-style-type: none"> • Leaves rustling

OCTOBER IS NATIONAL AUDIOLOGY AWARENESS MONTH AND NATIONAL PROTECT YOUR HEARING MONTH

Visit www.HowsYourHearing.org to learn more about audiology and hearing loss.

Think you may have a hearing loss? Click on the "Find an Audiologist" link of the Web site to locate and set up an appointment with an audiologist in your area to get your hearing tested.

Angie Hull

From: Heroes' Hunts <hhforvets@gmail.com>
Sent: Thursday, March 12, 2020 9:11 AM
To: Angie Hull
Subject: Heroes Hunt for Veterans

Dear Council Members, Heroes Hunt for Veterans is again asking your permission to take Veterans hunting on City of Waupun property. This is to take place in established blinds located in the retired landfill. This is HHV's 7th year of putting smiles on Veterans faces, 258 Vets have come to Waupun from all over the country since we started this, they all say what a Awesome community we have here, everyone is so friendly. Thank you for your consideration.

--

Brian Ball
Heroes Hunt For Veterans
920-583-0616
www.heroeshuntforvets.org
hhforvets@gmail.com



AGENDA SUMMARY SHEET

MEETING DATE: 7/14/2020

TITLE: Consideration of Holding In-person & Remote Boards, Committee, and Commission Meetings

AGENDA SECTION: ADMINISTRATOR'S COVID-19 UPDATE

PRESENTER: Kathy Schlieve, Administrator

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Informational Only	N/A	

SUMMARY ISSUE:

In response to Resolution 06-09-20-04 Suspending Waupun Common Council Rules during COVID-19 Public Health Pandemic, council meetings will return to in person meetings on July 28, 2020.

Council members are strongly encouraged to wear masks during in-person meetings to ensure continuity of governance through the duration of the health pandemic. This same resolution permits Department Heads and other municipal employees to conduct and attend board and committee meetings remotely.

Technology is being added to the Council Chambers to facilitate both in-person and remote attendance. Department Heads are instructed to work with their individual Boards and Commissions to determine whether they wish to move from fully on line-meetings to in-person meetings with the option for members to attend remotely. Remote work and meetings continue to be an essential aspect of our business continuity plan as outlined in the latest COVID-19 employment policies adopted June 30, 2020. Anyone attending meetings in person will be strongly encouraged to wear a mask. This provision will remain in effect until the Council affirms changes by resolution.

STAFF RECOMMENDATION:

Discussion

ATTACHMENTS:

06-09-20-04 Resolution Suspending Waupun Common Council Rules During the COVID-19 Public Health Pandemic

RECOMMENDED MOTION:

N/A

**CITY OF WAUPUN
COMMON COUNCIL**

RESOLUTION NO. 06-09-20-04

**RESOLUTION SUSPENDING WAUPUN COMMON COUNCIL RULES
DURING THE COVID-19 PUBLIC HEALTH PANDEMIC**

WHEREAS, in December 2019, a novel strain of coronavirus known as COVID-19 was detected, and COVID-19 has continued to spread throughout the world, including to the United States and the state of Wisconsin, and

WHEREAS, the federal government, state governments, and local governments are working together to contain the further spread of the disease and treat existing cases, and

WHEREAS, on January 31, 2020, the U. S. Department of Health & Human Services declared a public health emergency; on March 11, 2020, the World Health Organization declared COVID-19 a pandemic; and on March 12, 2020, the Governor of the state of Wisconsin declared a health emergency in the state, and

WHEREAS, the City of Waupun has been working to protect the health and well-being of its residents from the spread of COVID-19 and to prepare for the impacts the disease is likely to have on the city, and

WHEREAS, the Waupun Common Council, on March 31, 2020, under the authority granted by Ordinance 2.07 passed Resolution No. 03-31-20-01 suspending the operation of Ordinance 2.02(2) to permit Waupun Common Council members and others to attend and conduct board and committee meetings remotely during the period of emergency, and

WHEREAS, the Waupun declaration of emergency has or will expire shortly.

NOW, THEREFORE, BE IT RESOLVED that in accordance with Waupun City Ordinance 2.07, the Waupun Common Council Rules as outlined in City of Waupun Ordinance 2.02(2) are hereby suspended until Monday, July 27, 2020.

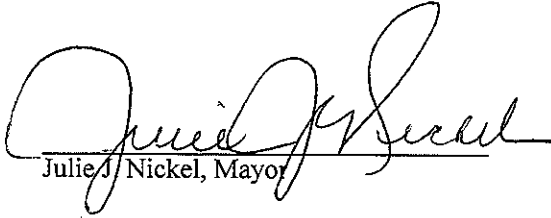
FURTHER RESOLVED that until Monday, July 27, 2020, Waupun Common Council members are hereby authorized to conduct and attend board and committee meetings remotely with all other meeting participants, including without limitation, remote roll-call, discussion and voting, subject to compliance with all applicable laws.

FURTHER RESOLVED that after July 27, 2020 and until further affirmative resolution of the Common Council, Department Heads and other municipal employees are hereby authorized to conduct and attend board and committee meetings remotely, including without limitation, remote roll-call, discussion and

voting, in compliance with all other applicable laws. During this period the Mayor or other presiding Officer shall have authority, on specific request, to permit Council Members or others to attend board and committee meetings remotely, including without limitation, remote roll-call, discussion and voting, subject to compliance with all applicable laws.

FURTHER RESOLVED that Waupun Common Council shall comply with all applicable requirements for remote meetings as required under the Wisconsin Open Meetings law.

Adoption by Common Council June 9, 2020.


Julie J. Nickel, Mayor

ATTEST:

Angela J. Hull, City Clerk