



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, July 13, 2021 at 6:00 PM

The Waupun Common Council will meet in person and via video/teleconference at **6:00pm on Tuesday, July 13, 2021**. Instructions to join the meeting are provided below:

Join Zoom Meeting: <https://us02web.zoom.us/j/82279403603?pwd=ZHZOWjZRM2FhKzR2ejhyVFR2TjJlZz09>
Meeting ID: 822 7940 3603
Passcode: 288619

Join Teleconference: 1-312-626-6799

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)*

1. Recognition of Years of Service due to Retirement – Captain Paul Beder

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.

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

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

3. Plan Commission 4-28-21
4. Board of Public Works and Facilities Committee 5-11-21
5. Business Improvement District 5-12-21
6. Community Development Authority 5-18-21
7. Utility Commission 6-14-21
8. Common Council 6-15-21
9. Library Board 6-16-21
10. Joint Review Board 6-16-21
11. Common Council 6-29-21
12. Police and Fire Commission 6-30-21

DEPARTMENT REPORTS

13. Library
14. Police Department
15. Building Inspector
16. Recreation
17. Administrator
18. Fire Department

RESOLUTIONS AND ORDINANCES:

19. Resolution 3-9-10-01 Council Approval for Vacant Positions

CONSIDERATION - ACTION

[20.](#) Establish City of Waupun 2021 Halloween Trick or Treating Date and Hours

CLOSED SESSION

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

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

(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

21. Negotiating and investing of public funds for a potential project at 505 Libby Street
22. Negotiating and investing of public funds for a potential project on city owned land in the Waupun Industrial Park
23. Sworn Officer Retainment, Employment, and Compensation

OPEN SESSION

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

ACTION FROM CLOSED SESSION

ADJOURNMENT

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

AGENDA SUMMARY SHEET

MEETING DATE: 7/13/2021

TITLE: Recognition of Years of Service due to Retirement – Captain Paul Beder

AGENDA SECTION: PERSONS WISHING TO ADDRESS COUNCIL

PRESENTER: B.J. DeMaa, Fire Chief and
Emergency Management Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	\$0
Quality of Place High Performance Government		

ISSUE SUMMARY:

After 30 years of service, Paul Beder completed his service with the Waupun Fire Department on May 31, 2021.

Paul began his career in the fire service with the St. Cloud Fire Department serving as a firefighter from 1975-1978. In June of 1990, Paul joined the Waupun Fire Department filling the role of firefighter and eventually driver of the aerial ladder truck. In 2010, Paul became a certified Fire Inspector and has assisted with fire inspections over the past 11 years. In 2015, he was promoted to Lieutenant and received another promotion to Captain in 2017. Paul has been an amazing asset and influence on this department and his leadership and friendship will be missed. We are grateful to Paul's wife, Diana, and daughters Robyn, Kellie, and Nikki, who have stood by Paul's side throughout his career. Without strong family support and many sacrifices made along the way, the job of a firefighter would be next to impossible.

STAFF RECOMMENDATION:

Acknowledgement of service

ATTACHMENTS:

None

RECOMMENDED MOTION:

N/A



AGENDA SUMMARY SHEET

MEETING DATE: 07/13/21

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

ISSUE SUMMARY:

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

Future Meetings/Gatherings

Tuesday, July 27, 2021	Committee of the Whole	6:00pm
Tuesday, August 10, 2021	Common Council	6:00pm
Tuesday, August 31, 2021	Committee of the Whole	6:00pm
Tuesday, September 14, 2021	Common Council	6:00pm
Tuesday, September 28, 2021	Committee of the Whole	6:00pm
Tuesday, October 12, 2021	Common Council	6:00pm
Tuesday, October 26, 2021	Committee of the Whole	6:00pm
Tuesday, November 9, 2021	Common Council	6:00pm
Tuesday, November 30, 2021	Committee of the Whole	6:00pm
Tuesday, December 14, 2021	Common Council	6:00pm
Tuesday, December 28, 2021	Committee of the Whole	6:00pm

License and Permit Applications

OPERATOR LICENSE:

Richard Kielmann, Selena Parramore, Brielle Aylesworth, Stephen Farr, Pamela Streekstra, Amy Bradley

TEMPORARY OPERATOR LICENSE:

Victoria Tripp, Andrea Oosterhouse, Stephanie Starker, Katherine Bresser, Thomas Kulczewski

TEMPORARY CLASS B Fermented Malt Beverage / Wine

Waupun Hockey Association- August 7, 2021 Corn Hole Tournament at the Community Center

ATTACHMENTS:

Expense Report(s)

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

Report type: Summary

Check issue date = 06/28/2021,06/30/2021,07/08/2021

Check Issue Date	Check Number	Payee	Amount
06/28/2021	35	CREXENDO	499.27
06/28/2021	36	FAITH TECH, INC.	1,760.17
06/28/2021	37	KWIK TRIP STORES	4,984.51
06/28/2021	38	WELLS FARGO PAYMENT REMITT.	2,385.29
07/08/2021	101362	LIFESTAR EMERGENCY MEDICAL	5,500.00- V
06/30/2021	102250	AMAZON	1,645.45 M
06/30/2021	102251	YMCA OF DODGE COUNTY	9,805.26 M
06/30/2021	102252	SAUK COUNTY CLERK OF COURTS	450.00 M
06/30/2021	102307	A & P ENTERPRISE SHOWS	16,400.00 M
07/08/2021	102313	WOLVERINE FIREWORKS DISPLAY IN	300.00
07/08/2021	102314	WARRIOR FABRICATION	174.00
07/08/2021	102315	BETT, JOHN	40.00
07/08/2021	102316	MARCO TECHNOLOGIES LLC	244.86
07/08/2021	102317	YMCA OF DODGE COUNTY	12,518.30
07/08/2021	102318	WI DEPT OF JUSTICE	497.00
07/08/2021	102319	WI BUILDING SUPPLY	589.87
07/08/2021	102320	WESTPHAL	1,363.00
07/08/2021	102321	WAUPUN UTILITIES	1,192.86
07/08/2021	102322	WAUPUN EQUIPMENT COMPANY, INC.	259.30
07/08/2021	102323	WAUPUN AREA ANIMAL SHELTER, INC	1,000.00
07/08/2021	102324	VON BRIESEN & ROPER, S.C.	1,416.00
07/08/2021	102325	VANDE ZANDE & KAUFMAN, LLP	2,367.50
07/08/2021	102326	US CELLULAR	1,379.97
07/08/2021	102327	TRU CLEANERS LLC	4,532.81
07/08/2021	102328	TRACTOR SUPPLY CREDIT PLAN	248.57
07/08/2021	102329	THURMER, MIKE	40.00
07/08/2021	102330	STOBB PLUMBING & HEATING, INC.	57.25
07/08/2021	102331	STICKS AND STONES	75.00
07/08/2021	102332	SIRCHIE FINGER PRINT-YOUNGSVIL	47.25
07/08/2021	102333	SHERWIN INDUSTRIES	468.88
07/08/2021	102334	SHERWIN WILLIAMS	54.35
07/08/2021	102335	SEVEN UP BOTTLING CO.-WATERTO	2,793.42
07/08/2021	102336	SCHNEIDER, RYAN	119.15
07/08/2021	102337	SAN-A-CARE, INC	99.88
07/08/2021	102338	RHODES, TARA	40.00
07/08/2021	102339	RENS FLORAL	38.95
07/08/2021	102340	RADIO PLUS	2,500.00
07/08/2021	102341	QUALITY AGGREGATE LLC	329.35
07/08/2021	102342	Q-TRONICS	48.97
07/08/2021	102343	PIT-STOP PORTABLES	137.50
07/08/2021	102344	PIGGLY WIGGLY DISCOUNT FOODS	319.53
07/08/2021	102345	PHC TRANSIT LLC	213.75
07/08/2021	102346	PADRON, TAMMY	50.00
07/08/2021	102347	OSHKOSH OFFICE SYSTEMS	365.62
07/08/2021	102348	NICKEL, JULIE	40.00
07/08/2021	102349	NAPA AUTO PARTS-WAUPUN	821.16
07/08/2021	102350	MORaine PARK TECHNICAL COLLEG	603.78
07/08/2021	102351	MICK FISCHER TROPHY & ENGRAVIN	164.80
07/08/2021	102352	MARCO TECHNOLOGIES LLC	56.95

Check Issue Date	Check Number	Payee	Amount
07/08/2021	102353	LIDTKE MOTORS INC.	859.26
07/08/2021	102354	LEROY MEATS OF HORICON INC	5,684.45
07/08/2021	102355	KARTECHNER BROTHERS LLC	1,660.00
07/08/2021	102356	INTERNET CORPORATION LISTING	40.00
07/08/2021	102357	HOLIDAY WHOLESALE	3,176.48
07/08/2021	102358	HEIDEMANN, TERESA	40.00
07/08/2021	102359	HAWKINS INC	1,783.32
07/08/2021	102360	GUNDERSON, INC.	362.97
07/08/2021	102361	GRAND VALLEY INSPECTION SERVIC	8,300.15
07/08/2021	102362	GOOD KARMA BROADCASTING	500.00
07/08/2021	102363	GENERAL COMMUNICATIONS	2,696.35
07/08/2021	102364	FRANK BEER DISTRIBUTORS, INC	11,659.90
07/08/2021	102365	FOX COMPUTER & NETWORKING INC	80.00
07/08/2021	102366	FOND DU LAC COUNTY	11,272.97
07/08/2021	102367	MARTENS ACE HARDWARE	1,099.55
07/08/2021	102368	DISPLAY SALES	285.00
07/08/2021	102369	DIGGERS HOTLINE	736.00
07/08/2021	102370	DICKHUT, ZAK	40.00
07/08/2021	102371	DALE MARKS	195.00
07/08/2021	102372	CONSULTANTS LABORATORY-FDL	160.00
07/08/2021	102373	CHARTER COMMUNICATIONS	848.90
07/08/2021	102374	CAREW CONCRETE & SUPPLY INC	507.00
07/08/2021	102375	CAPITAL NEWSPAPERS	295.73
07/08/2021	102376	BATTERIES PLUS LLC	87.23
07/08/2021	102377	BUREAU OF CORRECTIONAL ENTER	355.90
07/08/2021	102378	ASSOCIATED APPRAISAL CONSULTA	2,467.66
07/08/2021	102379	ALLIANT ENERGY/WP&L	1,909.25
07/08/2021	102380	AGNESIAN WORK & WELLNESS-	816.00
Grand Totals:			127,958.60

Report Criteria:

Report type: Summary

Check.Check issue date = 06/28/2021,06/30/2021,07/08/2021

Invoice	Description	Invoice Date	Total Cost	GL Account
22 A & P ENTERPRISE SHOWS				
102307	Celebrate Waupun 2021 Carnival	06/30/2021	16,400.00	450-70-5440-3-41
Total 22 A & P ENTERPRISE SHOWS:			16,400.00	
47 AMAZON				
JUNE2021-1	COLORED PAPERS, TAPES, MISC.	06/30/2021	141.61	210-60-5511-3-30
JUNE2021-2	Books	06/30/2021	513.61	210-60-5511-3-39
JUNE2021-3	AV materials	06/30/2021	312.82	210-60-5511-3-40
JUNE2021-4	Youth programming supplies	06/30/2021	677.41	210-60-5511-3-44
Total 47 AMAZON:			1,645.45	
955 AGNESIAN WORK & WELLNESS-				
34069	EAP Quarterly Fee	07/08/2021	441.00	100-10-5143-3-38
34111	EmR Employee physical	07/08/2021	350.00	100-10-5255-3-38
34111	Annual Hearing Eval	07/08/2021	25.00	100-40-5215-3-37
Total 955 AGNESIAN WORK & WELLNESS-:			816.00	
1174 ALLIANT ENERGY/WP&L				
3425110000-JUNE21	MUSEUM monthly fuel charges - June 2021	07/08/2021	14.22	100-20-5512-3-32
5374620000-JUNE21	Aquatic Center - June 2021	07/08/2021	1,558.15	100-20-5523-3-32
5946940000-JUNE 21	Police Dept - monthly fuel charges - June 2021	07/08/2021	46.89	100-40-5211-3-32
5946940000-JUNE 21	Fire Dept - monthly fuel charges - June 2021	07/08/2021	26.37	100-50-5231-3-32
2831330000-JUNE21	community center monthly fuel-June 2021	07/08/2021	91.14	100-70-5410-3-32
1780510000-JUNE21	CITY HALL monthly fuel charges - June 2021	07/08/2021	62.38	100-70-5410-3-32
3264610000-JUNE21	Garage monthly fuel - June 2021	07/08/2021	110.10	100-70-5412-3-32
Total 1174 ALLIANT ENERGY/WP&L:			1,909.25	
1787 ASSOCIATED APPRAISAL CONSULTAN				
155223	Monthly services - July 2021	07/08/2021	2,467.66	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			2,467.66	
3072 BUREAU OF CORRECTIONAL ENTERPRISES				
306-186180	can liners	07/08/2021	355.90	100-70-5410-3-36
Total 3072 BUREAU OF CORRECTIONAL ENTERPRISES:			355.90	
4078 BATTERIES PLUS LLC				
P41028651	repair emergency lights buidlings	07/08/2021	87.23	100-70-5410-3-36
Total 4078 BATTERIES PLUS LLC:			87.23	
7058 CAPITAL NEWSPAPERS				
55717	Notice - public hearing	07/08/2021	24.63	100-10-5110-3-35
55713	Notice - public hearing	07/08/2021	23.96	100-10-5110-3-35
56094	Notice - public hearing	07/08/2021	23.96	100-10-5110-3-35
54069	Notice - joint rev bd	07/08/2021	16.53	100-10-5110-3-35
54788	2021-2022 Liquor License app	07/08/2021	206.65	100-10-5110-3-35
Total 7058 CAPITAL NEWSPAPERS:			295.73	
7065 CAREW CONCRETE & SUPPLY INC				
1208591	Bridge concrete sealer	07/08/2021	507.00	400-70-5436-8-00

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 7065 CAREW CONCRETE & SUPPLY INC:			507.00	
10048 CHARTER COMMUNICATIONS				
0018615070121	PD - voice, internet, tv	07/08/2021	358.90	100-40-5211-3-38
0003194070121	ethernet intrastate MBPS	07/08/2021	490.00	100-40-5211-3-38
Total 10048 CHARTER COMMUNICATIONS:			848.90	
10468 CONSULTANTS LABORATORY-FDL				
2617725	legal blood draws	07/08/2021	160.00	100-40-5213-3-38
Total 10468 CONSULTANTS LABORATORY-FDL:			160.00	
10651 CREXENDO				
2038007708	City Hall Phone Charges - June 2021	06/28/2021	368.04	100-10-5197-3-31
2038007708	Senior Center Phone Charges - June 2021	06/28/2021	26.29	100-20-5513-3-31
2038007708	Garage Phone Charges - June 2021	06/28/2021	104.94	100-70-5412-3-31
Total 10651 CREXENDO:			499.27	
10927 DALE MARKS				
3553	CK VEHICLES - NOISE BLOCKING RADIO RECEPTION	07/08/2021	195.00	100-70-5411-3-36
Total 10927 DALE MARKS:			195.00	
11293 DICKHUT, ZAK				
7-8-21	6-30-21 Police & Fire Commission meeting	07/08/2021	40.00	100-10-5210-3-38
Total 11293 DICKHUT, ZAK:			40.00	
11297 DIGGERS HOTLINE				
210650101PP2	2nd prepayment 2021	07/08/2021	736.00	700-10-5192-3-38
Total 11297 DIGGERS HOTLINE:			736.00	
11427 DISPLAY SALES				
INV-029491	US Flags	07/08/2021	285.00	100-70-5410-3-36
Total 11427 DISPLAY SALES:			285.00	
12676 FAITH TECH, INC.				
JUNE2021	energy efficiency ACH pmt 21 of 60	06/28/2021	1,760.17	300-10-5935-6-00
Total 12676 FAITH TECH, INC.:			1,760.17	
12700 MARTENS ACE HARDWARE				
212579	pool - soap & brushes	07/08/2021	35.96	100-20-5523-3-36
212592	rags for cleaning	07/08/2021	19.96	100-20-5523-3-36
213263	Soap - pool supplies	07/08/2021	47.96	100-20-5523-3-36
213318	Bleach - pool supplies	07/08/2021	19.53	100-20-5523-3-40
212915	turf repair Gus complex - caulk & piston	07/08/2021	29.97	100-20-5525-3-36
212928	Fuse- Sprinkler repair	07/08/2021	9.18	100-20-5525-3-36
212991	splice sprinkler - complex	07/08/2021	53.96	100-20-5525-3-36
212840	BGMS - pruner, miracle-gro, hose end	07/08/2021	49.56	100-70-5410-3-36
212998	shop - garden sprayer 2 gal.	07/08/2021	17.99	100-70-5410-3-36
213000	Sealer - Harris Mill Path Sealing	07/08/2021	107.94	100-70-5410-3-36
213123	supplies to fix safety building air line	07/08/2021	71.85	100-70-5410-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
213095	Mike Beer list for buildings	07/08/2021	86.70	100-70-5410-3-36
212695	cleaner/polish	07/08/2021	9.18	100-70-5411-3-36
212772	shop - bypass lopper steel	07/08/2021	43.98	100-70-5411-3-36
212774	replacement blades	07/08/2021	57.97	100-70-5411-3-36
212982	Chainsaw parts - ash trees	07/08/2021	107.93	100-70-5411-3-36
213030	Weed eater string	07/08/2021	39.99	100-70-5411-3-36
212805	paint	07/08/2021	27.96	100-70-5412-3-36
212807	shop - nozzle	07/08/2021	9.99	100-70-5412-3-36
212946	paint	07/08/2021	12.00	100-70-5412-3-36
213213	rain guage - shop	07/08/2021	3.99	100-70-5412-3-36
213304	Parts for Air Compressor	07/08/2021	42.79	100-70-5412-3-36
213309	air compressor conduit	07/08/2021	6.59	100-70-5412-3-36
213302	Garden sprayer	07/08/2021	39.98	400-70-5436-8-00
213176	Celebrate supplies	07/08/2021	33.96	450-70-5440-3-38
213177	Celebrate supplies	07/08/2021	49.97	450-70-5440-3-38
213208	Celebrate supplies - tapes for bar/signs for tent	07/08/2021	62.71	450-70-5440-3-38
Total 12700 MARTENS ACE HARDWARE:			1,099.55	
13495 FOND DU LAC COUNTY				
21610329	Mill, chip, hammer & repour Madison St. Bridge w/ city cr	07/08/2021	11,272.97	400-70-5436-8-00
Total 13495 FOND DU LAC COUNTY:			11,272.97	
13820 FOX COMPUTER & NETWORKING INC				
338315	POOL - MENU UPDATE	07/08/2021	80.00	100-20-5523-3-39
Total 13820 FOX COMPUTER & NETWORKING INC:			80.00	
13876 FRANK BEER DISTRIBUTORS, INC				
1000771	CELEBRATE 2021 BEER	07/08/2021	11,659.90	450-70-5440-3-39
Total 13876 FRANK BEER DISTRIBUTORS, INC:			11,659.90	
14553 GENERAL COMMUNICATIONS				
294526	New vehicle equipment - '21 Charger	07/08/2021	705.00	410-40-5211-4-00
295212	New vehicle equipment-'21 charger	07/08/2021	773.25	410-40-5211-4-00
295139	New vehicle equipment - '21 Durango	07/08/2021	1,218.10	410-40-5211-4-00
Total 14553 GENERAL COMMUNICATIONS:			2,696.35	
14634 GOOD KARMA BROADCASTING				
490933-1	Celebrate Waupun ads 2021-1430WBEV	07/08/2021	250.00	450-70-5440-3-40
490934-1	Celebrate Waupun ads 2021 - 95X	07/08/2021	250.00	450-70-5440-3-40
Total 14634 GOOD KARMA BROADCASTING:			500.00	
14698 GRAND VALLEY INSPECTION SERVICES				
2021-112	Building Insp/Zoning Admin for June 2021	07/08/2021	8,300.15	230-30-5241-3-38
Total 14698 GRAND VALLEY INSPECTION SERVICES:			8,300.15	
15075 GUNDERSON, INC.				
1006488	Library Rugs - June 2021	07/08/2021	66.17	100-70-5410-3-38
1006549	fire Dept-Rugs - June 2021	07/08/2021	54.27	100-70-5410-3-38
1009039	CITY HALL rugs - June 2021	07/08/2021	68.07	100-70-5410-3-38
1009041	Senior center rugs - June 2021	07/08/2021	56.53	100-70-5410-3-38
1006543	Garage supplies - June 2021	07/08/2021	47.05	100-70-5411-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
1006544	Uniform/charges - June 2021	07/08/2021	19.89	100-70-5411-3-38
1009120	Uniform/charges - June 2021	07/08/2021	21.84	100-70-5411-3-38
1009119	Garage supplies - June 2021	07/08/2021	29.15	100-70-5411-3-38
Total 15075 GUNDERSON, INC.:			362.97	
15657 HAWKINS INC				
4968677	Pool Chemicals	07/08/2021	1,783.32	100-20-5523-3-40
Total 15657 HAWKINS INC:			1,783.32	
15736 HEIDEMANN, TERESA				
7-8-21	6-30-21 Police & Fire Comm per diem	07/08/2021	40.00	100-10-5210-3-38
Total 15736 HEIDEMANN, TERESA:			40.00	
15920 HOLIDAY WHOLESALE				
9775598	Aquatic Center Concession Stand	07/08/2021	744.84	100-20-5523-3-39
9781951	Aquatic Center Concession Stand	07/08/2021	891.93	100-20-5523-3-39
9762510	Aquatic Center Concession Stand	07/08/2021	1,539.71	100-20-5523-3-39
Total 15920 HOLIDAY WHOLESALE:			3,176.48	
16523 INTERNET CORPORATION LISTING				
7/1/21-7/1/22	annual website search engine 7/1/21-7/1/22	07/08/2021	40.00	100-10-5197-3-38
Total 16523 INTERNET CORPORATION LISTING:			40.00	
16843 KARTECHNER BROTHERS LLC				
1813	Repair Patch over storm sewer pipe E. Lincoln & Shaler	07/08/2021	1,660.00	700-10-5192-3-36
Total 16843 KARTECHNER BROTHERS LLC:			1,660.00	
17175 KWIK TRIP STORES				
PD-MAY21	Police Dept monthly fuel - May 2021	06/28/2021	2,630.16	100-40-5212-3-38
FD-MAY21	Fire dept monthly fuel - May 2021	06/28/2021	168.40	100-50-5232-3-38
DPW - MAY21	DPW monthly fuel purchases - May 2021	06/28/2021	1,520.27	100-70-5411-3-38
DPW - MAY21	DPW monthly fuel purchases - May 2021	06/28/2021	327.17	700-10-5191-3-38
DPW - MAY21	DPW monthly fuel purchases - May 2021	06/28/2021	338.51	700-10-5192-3-38
Total 17175 KWIK TRIP STORES:			4,984.51	
17471 LEROY MEATS OF HORICON INC				
1667	Celebrate Waupun 2021 fish fry	07/08/2021	5,684.45	450-70-5440-3-39
Total 17471 LEROY MEATS OF HORICON INC:			5,684.45	
17740 LIDTKE MOTORS INC.				
C160336	2017 Ford cooling fan repair	07/08/2021	558.82	100-40-5212-3-36
C160356	2016 Ford replace sensor	07/08/2021	300.44	100-40-5212-3-36
Total 17740 LIDTKE MOTORS INC.:			859.26	
17759 LIFESTAR EMERGENCY MEDICAL				
21-0003	ACLS Service Dec 2020	01/07/2021	5,500.00-	100-10-5255-3-38
Total 17759 LIFESTAR EMERGENCY MEDICAL:			5,500.00-	

Invoice	Description	Invoice Date	Total Cost	GL Account
18459 MARCO TECHNOLOGIES LLC				
INV8896578	Konica/A7PY011X001 contract - July 2021	07/08/2021	56.95	100-40-5211-3-38
Total 18459 MARCO TECHNOLOGIES LLC:			56.95	
19032 MICK FISCHER TROPHY & ENGRAVING				
22408	PLATE FOR RETIREMENT PLAQUE	07/08/2021	20.00	100-50-5231-3-38
22377	BEDER RETIREMENT PLAQUE	07/08/2021	144.80	100-50-5231-3-38
Total 19032 MICK FISCHER TROPHY & ENGRAVING:			164.80	
19450 MORAIN PARK TECHNICAL COLLEGE				
S0083594	Performance Management course	07/08/2021	603.78	100-10-5191-3-38
Total 19450 MORAIN PARK TECHNICAL COLLEGE:			603.78	
19802 NAPA AUTO PARTS-WAUPUN				
314127	Dodge Durango turn light bulb	07/08/2021	5.49	100-40-5212-3-36
314141	Front brake pads and rotor	07/08/2021	273.13	100-40-5212-3-36
314690	silicone ceramic Brake	07/08/2021	19.49	100-40-5212-3-36
315819	battery	07/08/2021	162.99	100-40-5212-3-36
314377	batteries for sinks at safety building	07/08/2021	18.24	100-70-5410-3-36
315344	cable tie	07/08/2021	10.65	100-70-5410-3-36
315828	AAA batteries	07/08/2021	13.12	100-70-5410-3-36
315207	country FD	07/08/2021	29.31	100-70-5411-3-36
315506	spark plug	07/08/2021	3.05	100-70-5411-3-36
315840	hose end fitting	07/08/2021	48.44	100-70-5411-3-36
315895	credit on core deposit	07/08/2021	10.00-	100-70-5411-3-36
316116	credit on core deposit invoice 144750	07/08/2021	5.00-	100-70-5411-3-36
316328	oil filter - '18 Ford F350	07/08/2021	10.12	100-70-5411-3-36
316397	synthetic oil	07/08/2021	37.98	100-70-5411-3-36
316562	battery	07/08/2021	52.34	100-70-5411-3-36
316562	core deposit	07/08/2021	10.00	100-70-5411-3-36
316562	core deposit	07/08/2021	10.00-	100-70-5411-3-36
316562	clamps	07/08/2021	2.46	100-70-5411-3-36
316649	shop supplies - blue threadlocker	07/08/2021	7.29	100-70-5411-3-36
314690	shop tire guage	07/08/2021	71.99	100-70-5411-3-36
315423	street sweeper main broom bearing	07/08/2021	70.07	700-10-5192-3-36
Total 19802 NAPA AUTO PARTS-WAUPUN:			821.16	
20480 NICKEL, JULIE				
7-8-21	Reimbursement for cell phone use - July 2021	07/08/2021	40.00	100-10-5131-3-31
Total 20480 NICKEL, JULIE:			40.00	
20900 OSHKOSH OFFICE SYSTEMS				
AR64491	City Hall Color Copier 6333 - contract - June 2021	07/08/2021	365.62	100-10-5141-3-36
Total 20900 OSHKOSH OFFICE SYSTEMS:			365.62	
21010 PADRON, TAMMY				
7-8-21	REFUND SECURITY DEPOSIT FOR PARK RENTAL	07/08/2021	50.00	100-46-4672-0-00
Total 21010 PADRON, TAMMY:			50.00	
21560 PHC TRANSIT LLC				
2949	2 loads of screenings & 1 load of gravel	07/08/2021	213.75	100-70-5431-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 21560 PHC TRANSIT LLC:			213.75	
21665 PIGGLY WIGGLY DISCOUNT FOODS				
7-8-21	pool	07/08/2021	172.12	100-20-5523-3-39
3206	pool - ice cream	07/08/2021	62.28	100-20-5523-3-39
6632	3 5 gal Nicolet Water	07/08/2021	20.07	100-50-5231-3-38
7715	DPW purchase	07/08/2021	65.06	100-70-5410-3-38
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			319.53	
21790 PIT-STOP PORTABLES				
A-116038	Pine Street Park Port a Potty 5/29-6/25	07/08/2021	137.50	100-20-5525-3-38
Total 21790 PIT-STOP PORTABLES:			137.50	
22330 Q-TRONICS				
10081637	stop watch, mouse, dust-off	07/08/2021	48.97	100-50-5231-3-30
Total 22330 Q-TRONICS:			48.97	
22350 QUALITY AGGREGATE LLC				
2925	3/4 base & screenings	07/08/2021	329.35	100-70-5431-3-36
Total 22350 QUALITY AGGREGATE LLC:			329.35	
22570 RADIO PLUS				
6276-00133-000	Celebrate Waupun 2021 - WMDC FM	07/08/2021	500.00	450-70-5440-3-40
6276-00134-0000	Celebrate Waupun 2021 - WTCX FM	07/08/2021	500.00	450-70-5440-3-40
6276-00132-0000	Celebrate Waupun 2021 - WFDL FM	07/08/2021	750.00	450-70-5440-3-40
6276-00131-0000	Celebrate Waupun 2021 - WFDL AM	07/08/2021	750.00	450-70-5440-3-40
Total 22570 RADIO PLUS:			2,500.00	
22795 RENS FLORAL				
1808	flowers to Bentz Service (Elaine Bentz)	07/08/2021	38.95	100-40-5211-3-38
Total 22795 RENS FLORAL:			38.95	
22940 RHODES, TARA				
7-8-21	6-30-21 Police & Fire Comm per diem	07/08/2021	40.00	100-10-5210-3-38
Total 22940 RHODES, TARA:			40.00	
23224 SAN-A-CARE, INC				
547898	Glisten Bowl Cleaner	07/08/2021	99.88	100-70-5410-3-36
Total 23224 SAN-A-CARE, INC:			99.88	
23231 SAUK COUNTY CLERK OF COURTS				
6-30-21	Warrant Payment	06/30/2021	450.00	100-13850
Total 23231 SAUK COUNTY CLERK OF COURTS:			450.00	
23274 SCHNEIDER, RYAN				
7.8.21	Clothing allowance- rapid auto knife	07/08/2021	119.15	100-12634

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 23274 SCHNEIDER, RYAN:			119.15	
23573 SEVEN UP BOTTLING CO.-WATERTOW				
483628	aquatic center - concessions	07/08/2021	389.91	100-20-5523-3-39
486300	Celebrate Waupun 2021 Credit	07/08/2021	1,687.12-	450-70-5440-3-39
485911	Celebrate Waupun 2021	07/08/2021	383.13	450-70-5440-3-39
486062	Celebrate Waupun 2021	07/08/2021	3,083.38	450-70-5440-3-39
486299	Celebrate Waupun 2021 - Saturday	07/08/2021	624.12	450-70-5440-3-39
Total 23573 SEVEN UP BOTTLING CO.-WATERTOW:			2,793.42	
23598 SHERWIN WILLIAMS				
4022-6	Paint filters	07/08/2021	22.35	100-70-5441-3-36
4222-2	Kit Filter60 Mesh	07/08/2021	32.00	100-70-5441-3-36
Total 23598 SHERWIN WILLIAMS:			54.35	
23599 SHERWIN INDUSTRIES				
SS089414	concrete cold patch	07/08/2021	468.88	100-70-5431-3-36
Total 23599 SHERWIN INDUSTRIES:			468.88	
23681 SIRCHIE FINGER PRINT-YOUNGSVIL				
0501165-IN	drug testing equipment	07/08/2021	47.25	100-40-5213-3-38
Total 23681 SIRCHIE FINGER PRINT-YOUNGSVIL:			47.25	
24350 STICKS AND STONES				
12428	619 Morse st. mow, bag, trip 6/28	07/08/2021	75.00	100-70-5613-3-38
Total 24350 STICKS AND STONES:			75.00	
24400 STOBBS PLUMBING & HEATING, INC.				
12358	Senior Center - Sloan Diaphragm Kit	07/08/2021	35.25	100-70-5410-3-36
12359	Harris Mill - Sloan UR Repair Kit	07/08/2021	22.00	100-70-5410-3-36
Total 24400 STOBBS PLUMBING & HEATING, INC.:			57.25	
25027 THURMER, MIKE				
7-8-21	6-30-21 Police & Fire Commission per diem	07/08/2021	40.00	100-10-5210-3-38
Total 25027 THURMER, MIKE:			40.00	
25249 TRACTOR SUPPLY CREDIT PLAN				
7-8-21	repair tire - tube	07/08/2021	21.99	100-70-5411-3-36
7-8-21	add chain lift arms	07/08/2021	37.96	100-70-5411-3-36
7-8-21	celebrate waupun (tpost, cable ties, cutters)	07/08/2021	188.62	450-70-5440-3-38
Total 25249 TRACTOR SUPPLY CREDIT PLAN:			248.57	
25450 TRU CLEANERS LLC				
CW070121-A	additional cleaning service due to Covid-19 - for June 202	07/08/2021	480.00	100-70-5410-3-38
CW070121	cleaning service for City of Waupun - for June 2021	07/08/2021	4,052.81	100-70-5410-3-38
Total 25450 TRU CLEANERS LLC:			4,532.81	

Invoice	Description	Invoice Date	Total Cost	GL Account
25760 US CELLULAR				
0445740646	Clerk cell phone - June 2021	07/08/2021	83.56	100-10-5141-3-31
0445740646	Economic Developer/Administrator cell phone - June 202	07/08/2021	42.44	100-10-5191-3-31
0445740646	Kast Hotspot #190 - June 2021	07/08/2021	39.00	100-10-5197-3-31
0445740646	Recreation cell phone - June 2021	07/08/2021	121.04	100-20-5513-3-31
0445975894	POLICE DEPT monthly cell phone charges - June 2021	07/08/2021	818.35	100-40-5211-3-31
0445740646	FIRE DEPT monthly cell phone charges - June 2021	07/08/2021	141.38	100-50-5231-3-31
0445740646	DPW Director/Foreman monthly cell phone - June 2021	07/08/2021	97.24	100-70-5420-3-31
0445740646	Library monthly cell - June 2021	07/08/2021	36.96	210-60-5511-3-31
Total 25760 US CELLULAR:			1,379.97	
26042 VANDE ZANDE & KAUFMAN, LLP				
12726	Traffic monthly attorney fees - June 2021	07/08/2021	712.50	100-10-5161-3-38
JUNE2021	monthly City Attorney Fees - June 2021	07/08/2021	1,655.00	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			2,367.50	
26465 VON BRIESEN & ROPER, S.C.				
359568	Personnel Issues - May 2021	07/08/2021	1,416.00	100-10-5143-3-38
Total 26465 VON BRIESEN & ROPER, S.C.:			1,416.00	
26790 WAUPUN AREA ANIMAL SHELTER, INC				
JULY2021	Monthly Contract - July 2021	07/08/2021	1,000.00	100-40-5343-3-38
Total 26790 WAUPUN AREA ANIMAL SHELTER, INC:			1,000.00	
27000 WAUPUN EQUIPMENT COMPANY, INC.				
2794W	equipment rental	07/08/2021	259.30	100-70-5411-3-36
Total 27000 WAUPUN EQUIPMENT COMPANY, INC.:			259.30	
27450 WAUPUN UTILITIES				
5261	WPPI support - June 2021	07/08/2021	263.75	100-10-5197-3-38
5262	Verizon Charges - DPW I-pads - June 2021	07/08/2021	58.11	100-70-5420-3-31
5263	Stormwater Billing & Collection Fees - June 2021	07/08/2021	871.00	700-10-5192-3-38
Total 27450 WAUPUN UTILITIES:			1,192.86	
27935 WELLS FARGO PAYMENT REMITT.				
ANGIE-APRIL21/MAY21	AMAZON - TIMECARD PAPER	06/28/2021	64.99	100-10-5141-3-38
SCOTT-APRIL21/MAY21	FBI NATIONAL ACADEMY CLOTHING ALLOWANCE SC	06/28/2021	26.00	100-12634
SCOTT-APRIL21/MAY21	CONFERENCE THE POINT HOTEL & SUITES MINOCQ	06/28/2021	327.00	100-40-5211-3-37
SCOTT-APRIL21/MAY21	MICROSOFT SUBSCRIPTION	06/28/2021	184.00	100-40-5211-3-38
SCOTT-APRIL21/MAY21	DOT DMV - Registration Suspension Fee May 2021	06/28/2021	18.36	100-40-5211-3-38
JEREMY - MAY21	TRAINING LUNCH - RASCH, BRZEZINSKI, GREENFIEL	06/28/2021	31.20	100-40-5212-3-37
JEREMY - MAY21	TRAINING LUNCH - RASCH, BRZEZINSKI, GREENFIEL	06/28/2021	38.88	100-40-5212-3-37
SCOTT-APRIL21/MAY21	BATTERY - WALGREENS	06/28/2021	9.48	100-40-5212-3-38
JEREMY - MAY21	WI LAW ENFORCEMENT CANINE HANDLER ASSOC.	06/28/2021	175.00	100-40-5215-3-37
JEREMY - MAY21	LAW ENFORCEMENT CANINE HANDLERS ASSOC. CH	06/28/2021	92.05	100-40-5215-3-37
JEREMY - MAY21	CONFERENCE THE POINT HOTEL & SUITES MINOCQ	06/28/2021	327.00	100-40-5215-3-37
BJ - APRIL 21-MAY21	Replacement pen for surface pro	06/28/2021	34.99	100-50-5231-3-36
BJ - APRIL 21-MAY21	Lunch for PFC during interviews - Jimmy Johns	06/28/2021	73.30	100-50-5231-3-38
BJ - APRIL 21-MAY21	Fuel	06/28/2021	4.00	100-50-5232-3-38
BJ - APRIL 21-MAY21	Fuel - Heritage Ridge	06/28/2021	59.00	100-50-5232-3-38
BJ - APRIL 21-MAY21	Scale Fee - Heritage Ridge	06/28/2021	12.50	100-50-5232-3-38
JEFF APRIL21/MAY21	BRADY WORLDWIDE -REPLACE MISSING DECALS O	06/28/2021	96.60	100-70-5410-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
BRETT-MAY21	Spectrum bill - library	06/28/2021	180.47	210-60-5511-3-31
PAM-MAY21	ZOOM	06/28/2021	158.15	210-60-5511-3-38
PAM-MAY21	WELLS FARGO CASH BACK	06/28/2021	13.49	400-48-4813-0-00
SCOTT-APRIL21/MAY21	ELITE K-9/SUPPLIES	06/28/2021	92.55	410-48-4861-0-00
JEFF APRIL21/MAY21	FACE MASKS FOR TAXI - AMAZON	06/28/2021	159.84	501-10-5154-3-38
ANGIE-APRIL21/MAY21	ROWE ELECTRONICS - TRANSMITTER	06/28/2021	158.43	700-10-5192-3-36
JEFF APRIL21/MAY21	TRACTOR SUPPLY - JACK FOR MOVING SHED	06/28/2021	74.99	700-10-5192-8-00
Total 27935 WELLS FARGO PAYMENT REMITT.:			2,385.29	
27987 WESTPHAL				
56409	Banners and signs	07/08/2021	1,363.00	450-70-5440-3-40
Total 27987 WESTPHAL:			1,363.00	
28247 WI BUILDING SUPPLY				
3538849	Pine for Meadowview Park Trail repair	07/08/2021	183.30	100-70-5410-3-36
3538697	Newton Rock - wood to move sheds	07/08/2021	406.57	400-70-5436-8-00
Total 28247 WI BUILDING SUPPLY:			589.87	
28600 WI DEPT OF JUSTICE				
G3369-JUNE21	G3369 - background checks - June 2021	07/08/2021	497.00	100-40-5213-3-38
Total 28600 WI DEPT OF JUSTICE:			497.00	
29893 YMCA OF DODGE COUNTY				
6162021	Manage/Lifeguard/Admin/Concessions	06/30/2021	9,247.82	100-20-5523-1-10
6302021	Manage/Lifeguard/Admin/Concessions	07/08/2021	11,806.62	100-20-5523-1-10
6162021	Taxes	06/30/2021	557.44	100-20-5523-2-23
6302021	Taxes	07/08/2021	711.68	100-20-5523-2-23
Total 29893 YMCA OF DODGE COUNTY:			22,323.56	
300188 MARCO TECHNOLOGIES LLC				
73019531	KONMIN/BHC308	07/08/2021	244.86	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			244.86	
300205 BETT, JOHN				
7-8-21	6-30-21 Per Diem - Police & Fire Commission	07/08/2021	40.00	100-10-5210-3-38
Total 300205 BETT, JOHN:			40.00	
300208 WARRIOR FABRICATION				
F2651623-0001	Celebrate Waupun 2021 signage	07/08/2021	174.00	450-70-5440-3-40
Total 300208 WARRIOR FABRICATION:			174.00	
300213 WOLVERINE FIREWORKS DISPLAY INC				
W1684-IN	Celebrate Waupun 2021	07/08/2021	300.00	100-10-5534-3-38
Total 300213 WOLVERINE FIREWORKS DISPLAY INC:			300.00	
Grand Totals:			127,958.60	

GL Period	Amount
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GL Period	Amount
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07/21 90,028.65

06/21 37,929.95

Grand Totals: 127,958.60

Vendor number hash: 4063894

Vendor number hash - split: 4940622

Total number of invoices: 173

Total number of transactions: 210

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	127,958.60	.00	127,958.60
Grand Totals:	127,958.60	.00	127,958.60



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, April 28, 2021 at 4:45 PM
(Approved 6/16/21)

CALL TO ORDER

The Waupun Plan Commission met virtually at 4:45 pm via Zoom.

ROLL CALL

Members Present: Julie Nickel, Fred Lueck, Jerry Medema, Jill Vanderkin, Jeff Daane, and Mike Matoushek

Member Excused: Elton TerBeest

Staff Present: Sarah VanBuren, Kathy Schlieve, Susan Leahy, and Steve Brooks

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--

Chairman Nickel asked if there were any persons wishing to address the committee on any items not included on today's agenda. Hearing nothing, Chairman Nickel proceeded to address the items listed for consideration and action on today's committee agenda.

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Chairman Nickel indicated the next meeting of the Plan Commission will be on Wednesday, May 19, 2021 at 4:45 pm.

CONSIDERATION - ACTION

1. Approve minutes of the March 17, 2021 meeting.

Chairman Nickel asked for a motion to act on the Plan Commission minutes of the March 17, 2021 meeting. Motion by Matoushek, seconded by Medema to approve the minutes of the March 17, 2021 meeting as presented. Motion carried, unanimously.

2. Public Hearing - Rezoning Petition of Pella Lutheran Church to rezone Lot 85 of Assessor's Plat No. 5. Parcel #292-1315-0514-103

Petition to rezone land owned by Pella Lutheran Church from the R-4 Central Area Single Family Residential Zoning District to the IN - Institutional Zoning District. Chairman Nickel read the call of the hearing and its purpose. George Baumann, agent for the church said they had purchased the lot north of the church about 20 years ago for a possible parking lot expansion. The home was removed and a garage is presently located on the property. Linda Meisner, State Department of Corrections said they want to purchase the lot for off street parking for prison employees.

City Zoning Administrator, Susan Leahy noted that the IN Zoning District will abut the IN zoning district across the street so it will not be considered spot zoning. Lueck noted that the minimum required lot size in the IN Zoning District is 5 acres with a minimum width of 100'. This lot is a small residential lot or would now be a substandard lot in the IN Zoning District. To establish a new land use on this substandard lot it probably should go to the Board of Appeals for a variance. The State is looking at approximately 30 parking stalls on this lot. Jeff Daane, City Engineer said that the street opening and approach may have to be relocated which is ashame as this is a brand new street.

No further facts were presented for or against this rezoning request so Chairman Nickel declared the hearing closed and asked for a motion to act on the rezoning request.

Motion by Matoushek, seconded by Vanderkin to send a favorable recommendation to the City Council on the rezoning petition of Pella Lutheran Church to rezone Parcel 292-1315-0514-103, Lot 85 Assessors Plat #5,

City of Waupun, Dodge County, Wisconsin from the R-4 Central Area Single Family Residential Zoning District to the IN - Institutional Zoning District for the purpose of creating an off street parking lot.

Vote: Matoushek, Daane, Vanderkin, Medema, Lueck, and Nickel - "AYE".

Motion carried, unanimously, 6/0

3. Public Hearing - Conditional Use Permit Application of Trent Ehlert at 417 E Main St. to operate a woodworking and finishing business.

Chairman Nickel read the call of the hearing and its purpose. Trent and Lindsey Ehlert appeared to discuss their proposed business at 417 E Main St (The old Rock Shop building). It would consist of a retail business on the 1st floor and a woodworking and finishing area and a dust collection system and ventilation unit as part of their heating, ventilation, and air conditioning system in the basement. A majority of the business will be retail and fit in with the existing B-2 Central Business Zoning District. They would be making major renovations to the building. Lueck questioned whether the Fire Department has reviewed this proposal as these types of workshops have highly combustible dust and therefore it is a common woodshop fire hazard. Kathy Schlieve indicated the fire department will be reviewing their site plan shortly to determine any potential hazards. Neighbor Cassandra Verhage of Verhage Photo said it would be nice to have a close neighbor. No further facts were presented for or against this proposed Conditional Use Permit so Chairman Nickel declared the hearing closed and called for a motion to act on the Conditional Use Permit Application.

Motion by Matoushek, seconded by Lueck to grant a Conditional Use Permit to Trent Ehlert to establish a retail business and woodworking shop at 417 E Main St. located in a B-2 Central Business District as we find the proposed use will not be detrimental to the adjacent business as it will be an appropriate use, will not create a traffic hazard, will not hinder future development in the area, will not create undesirable levels of noise or light in the immediate area and will not cause property values to measurable decline.

Vote: Matoushek, Daane, Vanderkin, Medema, Lueck, and Nickel - "AYE"

Motion carried, unanimously 6/0.

4. Site Plan Review - Maple Tree Townhomes

Kathy Schlieve said this proposal is another multi-family project located at the intersection of E. Jefferson St, Young St and a portion of Washington Ave. (the old Washington School Site). The proposal calls for five (5) buildings, and twenty-eight (28) units. It will also include two (2), twelve (12) unit garages. There will be two accesses onto Young St. Lueck questioned the term townhouse as the definition of a townhouse usually means zero lot line units where the owner owns the land below the unit. Kathy said these units will be like the ones over by the Brittain House restaurant on the southeast side of the City. Lueck said he has heard concerns from some of these renters that in order to use their patios, friends and guests have to walk thru their bedrooms to get to their patio. Sue Leahy, Zoning Administrator said this is a state requirement to have the two accesses, unfortunately these unit designs have to go thru their bedrooms to meet state code. Daane, City Engineer said he has reviewed the stormwater plans for the project and they look OK to him. Lueck said he realizes the City's zoning map was just amended to place these lands in a multi-family zoning district but questioned if the City's Comprehensive Plan Map has actually been amended and if a public hearing was ever held for the plan amendment? Kathy said she has spoken with City Attorney VandeZande and he feels the Public Hearing for the City's Zoning Map change could suffice for the Public Hearing on the Comprehensive Plan Map. The question then is have both maps, the City Zoning Map and the Comprehensive Zoning Map both been approved by the Council.

Chairman Nickel called for a motion to act on the Site Plan Review of Maple Tree Townhomes.

Motion by Medema, seconded by Matoushek to approve the site plan for Maple Tree Townhomes as presented.

Vote: Matoushek, Daane, Medema, Vanderkin, Lueck, and Nickel - "AYE"
Motion carried, unanimously.

5. Site Plan Review - 503 Industrial Dr.

Bryan Yohn said they are proposing a new set of storage units in addition to what they already have on site. They are looking at 10 more units for larger boats and campers. Daane said a condition of approval should include a review of stormwater plans by MSA and the City. Sue Leahy said the units will meet all yard and setback requirements of the City's Zoning Ordinance and lighting on the site will also be OK. Chairman Nickel called for a motion to act on this site plan review.

Motion by Matoushek, seconded by Vanderkin to approve the site plan for 503 Industrial Dr. for additional storage units on the condition that storm water plans are submitted and reviewed by MSA and the City Engineer.

Vote: Matoushek, Daane, Vanderkin, Medema, Lueck, and Nickel - "AYE"
Motion carried, unanimously 6/1

ADJOURNMENT

Chairman Nickel wanted to report to the committee that Fred Lueck would be retiring from the committee and this would be his last meeting. He began his service with the City in or around 1980 on the Board of Appeals. He has been a member of the City Plan Commission and/or the Board of Appeals for about 41 years. He said he enjoyed every minute of his service to the City and he worked with a lot of great staff, citizen committees and board members and he will miss that. The committee members all thanked him for his service to the City.

Motion by Lueck, seconded by Nickel to adjourn the meeting. Motion carried, meeting adjourned at 5:15 pm.

Fred Lueck
Secretary



MINUTES CITY OF WAUPUN BOARD OF PUBLIC WORKS

Tuesday, 11-May-2021 – via Video Conference & Teleconference - Zoom

CALL TO ORDER

Chairman Ryan Mielke called the meeting to order at 4:30 PM

ROLL CALL

Roll call was taken members present:

Alderpersons—Peter Kaczmariski, Mike Matoushek, Jason Westphal

Citizens—Dale Heeringa, Ryan Mielke, Gregg Zonnefeld

Ex-officio—Mayor Julie Nickel, City Administrator Kathy Schlieve (absent with notification), DPW Director Jeff Daane, Recreation

Director Rachel Kaminski

Guest—Dave Rens

PERSON WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS

There were no guests for public comment.

FUTURE MEETINGS AND GATHERINGS OF THE BOARD OF PUBLIC WORKS

Next meeting will be June 8 at 4:30 PM.

CONSIDERATION - ACTION

1. Recognition of Mayoral Appointment of Board Members

Peter Kaczmariski (Chairman), Jason Westphal (Alderman), Ryan Mielke (Citizen)

Motion (Zonnefeld/Matoushek) for approval. **MOTION CARRIED (6-0)** Pete Kaczmariski took over leadership of the meeting at 4:34PM.

2. Nominations and Appointment of Clerk

Motion (Matoushek/Heeringa) for Gregg Zonnefeld to continue as clerk. **MOTION CARRIED (5-0, Zonnefeld abstention)**

3. Establish Day of Month and Time of Board Meeting

Motion (Matoushek/Westphal) to continue to meet at 4:30PM on the second Tuesday of the month. **MOTION CARRIED (6-0)**

4. Approve minutes of the April 13, 2021 Board of Public Works Meeting.

Minutes of the April 13th meeting were presented. Motion (Matoushek/Heeringa) for approval. **MOTION CARRIED (6-0)**

5. IWORQ Service Agreement

DPW Director Jeff Daane shared the history of using Cartograph for maintenance monitoring of equipment. After searching for other systems, they recommend that we convert to using IWORQ, which includes facility maintenance, road mapping, and other capabilities as well. Motion (Zonnefeld/Matoushek) to contract with IWORQ at a cost of \$4,750 for year one and \$9,500 annually in the future. **MOTION CARRIED (6-0)**

6. Trail from Beske Street to Pine Street

DPW Director Daane shared on frequent feedback from citizens about responsibilities to maintain this path of screenings. Developer Kathy Hendricks (Front Edge) has an easement with the property owner, and it is not city property. BPW discussed and determined no action is necessary.

7. Design services-Contract Amendment No. 1 Madison Street STP-Urban (Doty Street to Lincoln Street) Project

Due to delays, DPW Director Daane shared the need for an updated proposal with Gremmer & Associates. The DOT did say they will limit plan review costs in the project restart and allow the City to apply for more grant dollars in 2022 toward this project. Motion (Matoushek/Mielke) to recommend to the Council acceptance of the amendment at a cost of \$5,970. **MOTION CARRIED (6-0)**

8. Wilcox Park Playground Equipment

DPW Director Daane presented three proposals for updated playground systems at Wilcox Park. Last year's playground insurance inspection recommended replacement of the equipment at the park. Mayor Nickel shared that silent auction of the old downtown benches will have those funds go toward this project. It was discussed to do a sponsorship/fundraising program to raise awareness of this project and perhaps raise funds to support it. Motion (Westphal/Matoushek) to move forward with the full poured in place option, with final costs and details. **MOTION CARRIED (5-1 - Mielke)**

9. April 2021 Recreation Report

Recreation Director Rachel Kaminski reported that YMCA Aquatic Director Drew Buteyn told her that over 200 students have signed up for swimming lessons, which makes it profitable – just 25 open seats remain. The Health Inspector approved the plan for the menu and layout for concessions this year. Inservicing for 26 new employees will take place later this month.

All Senior Center programming is in place, with Fond du Lac County discussing the missing piece of onsite meals this coming week. Kaminski is very pleased with how things are going. Park leaders will all be located at Tanner Park this year in partnership with the School District's Summer School Program, thus giving full day support to kids and families. Curbside lunch will be provided by the School District.

ADJOURNMENT

Motion (Matoushek/Heeringa) to adjourn the meeting of the BPW at 5:28PM. **MOTION CARRIED (5-0)**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gregg Zonnefeld", with a horizontal line extending from the end of the signature.

Gregg Zonnefeld, BPW Clerk



MINUTES
CITY OF WAUPUN – BUSINESS IMPROVEMENT
DISTRICT MEETING
In-Person & Teleconference
Wednesday, May 12, 2021 at 7:00 AM

Committee Members Present:

Krista Bishop
Kate Bresser
Terri Crisp
Gary DeJager (arrived 7:07 a.m.)
Jonathan Leonard
Rich Matravers (left at 7:45 a.m.)
Teresa Ruch (arrived at 7:05 a.m.)
Tyler Schulz

Committee Members Absent:

Austin Armga
Jodi Mallas

Waupun Area Chamber of Commerce

Zac Dickhut (arrived at 7:04 a.m.) Interim Executive Director

Staff Present:

Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator

Other:

Andrea Oosterhouse The Clothing Pallet

CALL TO ORDER:

Ms. Van Buren called the meeting to order at 7:00 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

Ms. Van Buren informed the group that item 5 on the agenda should read "Selection of the Day of Month and Time of Business Improvement District Board Meetings".

A motion to approve the agenda, as amended, was made by Mr. Matravers and seconded by Ms. Bishop, passing unanimously.

2. Recognition of Mayoral Appointment of Members of the Business Improvement District

Recognition of Ms. Crisp to the BID Board is heard.

3. Nominations and Appointment of Chair of the Business Improvement District

A motion to appoint Ms. Bishop as Chair of the BID Board was made by Ms. Bishop and seconded by Ms. Bressar. A motion to appoint Mr. DeJager as Chair was made by Mr. Schulz and seconded by Mr. Leonard. Through a roll call vote, Ms. Bishop was appointed Chair by a 4-2 vote.

4. Nominations and Appointment of Vice-Chair of the Business Improvement District

A motion to appoint 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 Meetings

A motion to continue with the second Wednesday at 7:00 a.m. for holding the monthly meeting was made by Mr. Schulz and seconded by Mr. DeJager, passing unanimously.

6. Approval of March 10, 2021 Minutes

A motion to approve the March 10, 2021 minutes was made by Mr. Matravers and seconded by Mr. Schulz passing unanimously.

7. Approval of the March 2021 Financial Statement

A motion to approve the March 2021 financial statement was made by Mr. DeJager and seconded by Mr. Leonard, passing unanimously.

8. Approval of April 2021 Financial Statement

A motion to approve the April 2021 financial statement was made by Mr. DeJager and seconded by Mr. Leonard, passing unanimously.

9. 2021 Business Improvement District Audit

As required by Wisconsin Statutes regulating Business Improvement Districts, Baker Tilly completed the 2020 Waupun Business Improvement District audit, as part of the City's annual audit process. No material modifications to the financial statements were needed in order to comply with accounting principles.

A motion accepting the 2020 audit was made by Mr. DeJager and seconded by Mr. Schulz, passing unanimously.

NEW APPLICATIONS FOR REVIEW AND CONSIDERATION:

10. Maria Ruissen – The Clothing Pallet (18 N. Madison St.)

In the absence of Maria Ruissen, co-owner of The Clothing Pallet, Andrea Oosterhouse presented their request for funding from the Façade Improvement Program application for the property located at 18 N. Madison St. The project will be installing new windows, painting the exterior of the building, and installing a new sign and new lighting. The total project cost is \$11,438.56. Staff recommends approval. Motion made by Mr. Leonard and seconded by Mr. Schulz to approve 50% of the total project cost, not to exceed \$2,000, passing unanimously.

DISCUSSION ITEMS:

11. 2021 Operational Plan Updates

- Design
 - Adopt-A-Planter participants will receive their planters the morning of May 25th.
 - After working with the Terri Costello, the Main Street Planters will contain grass, petunias, and sweet potato vines. High school students will once again be able to do the plantings. Planting day will be the afternoon of May 25th.
- Economic Vitality
 - Still looking for space to be able to hold the 2021 Pop-Up program.
 - Three proposals were received, and interviews were conducted, for the Downtown Market Analysis. Through this process, staff feels the proposal from UW-Extension best aligns with the goal of this activity. Administrator Schlieve shared an example of their work that was done for Sauk Prairie. The group feels the work is important and looks forward to working on this effort with UW-Extension staff.
- Organization
 - 2022 Operating Plan will need to start being worked on this summer so will be engaging the small working group.
- Promotions
 - The Waupun Downtown Promotions Committee have the following upcoming events:
 - Farmers Market will start June 5th. Casey has been hired as the Farmers Market manager.
 - Wine Walk is being planned for August 20th
 - Group has been brainstorming ideas on how to bring more family friendly activities to the downtown.
 - Discussion with Nancy Vanderkin regarding 2021 Winter Wonderland. Currently the event is scheduled for November 12-14.
 - Work has started on the Discover Waupun website. Every downtown business will be listed with links to their respective websites. There will also

be a section for specials being offered and job opportunities.

12. Waupun Chamber of Commerce Update

Mr. Dickhut provided the following updates:

- Open house yesterday – descent participation and to get a feel as to what the chamber members are looking for in 2021
- Board currently has 5 vacancies.
- Annually meeting will be planned soon and will hopefully be able to get more board members.
- New chamber space has been updated. Fine Arts group is interested in also interested in sharing the space with monthly artist highlighting their art. Hope this is a start of more collaboration between entities that have shared goals
- Idea – also of businesses/spaces used to be two store fronts and might be something to take into consideration for future

13. Administrator Update

Administrator Schlieve provided the following updates:

- At the April CDA meeting, the board approved one Downtown Small Business COVID-19 Technology Grant, one Downtown Revitalization Grant, and three Downtown Targeted Reinvestment Grants All of the proposed projects will be bringing big, positive changes to our Downtown
- Continue to look at broader state programs to facilitate work in our downtown.
- Wayfinding signage was put on hold in 2020 due to COVID. The goal for 2021 is to design and install the new signage throughout the City.
- Our tourism partner, Destination Lake Winnebago Region, will be coming back to our community to film more tourism videos to help market our assets.
- Staff is reaching out and collaborating with eligible entities on the Restaurant Revitalization Fund and continues to research other opportunities identified in the ARPA legislation.
- Working on several industrial attraction projects and there will be continue to be a workforce issue and housing issue.

ADVANCED PLANNING:

14. Potential Agenda Items

- Grant Requests, if any

15. Date of Next Scheduled Meeting

The next meeting is scheduled for June 9, 2021 at 7:00 a.m.

ADJOURNMENT

The motion to adjourn was made by Mr. DeJager and seconded by Ms. Bishop passing unanimously. The meeting adjourned at 7:50 a.m.



A G E N D A
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
In-Person & Teleconference
Tuesday, May 18, 2021 at 8:00 AM

Committee Members Present:

Gary DeJager
Julie Nickel
Sue VandeBerg
Jill Vanderkin
Cassandra VerHage

Committee Members Absent:

Derek Drews
Nancy Vanderkin

Staff Present:

Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator
Dan VandeZande City Attorney

CALL TO ORDER

Mayor Julie Nickel called the meeting of the Community Development Authority to order at 8:00 a.m.

ROLL CALL

Roll call and quorum determine.

PERSONS WISHING TO ADDRESS THE COMMUNITY DEVELOPMENT AUTHORITY

None.

CONSIDERATION - ACTION

1. Approval of Agenda/Motion to Deviate

A motion to approve the agenda was made by Mr. DeJager and seconded by Ms. VandeBerg, passing unanimously.

2. Recognition of Mayoral Appointment of Members to the Community Development Authority

Recognition of Mr. DeJager for his reappointment to the CDA.

3. Nominations and Appointment of Vice-Chair of the Community Development Authority

A motion to appoint Mr. DeJager as Vice-Chair was made by Ms. VandeBerg seconded by Mayor Nickel, passing unanimously.

4. Selection of Day of Month and Time of Community Development Authority

A motion to continue with the third Tuesday at 8:00 a.m. for the holding of the monthly meeting was made by Mr. DeJager and seconded by Ms. J. Vanderkin, passing unanimously.

5. Approval of April 20, 2021 Community Development Authority Minutes

A motion to approve the April 20, 2021 Community Development Authority minutes was made by Ms. J. Vanderkin and seconded by Ms. VandeBerg, passing unanimously.

6. Approval of April 20, 2021 Community Development Authority Meeting Closed Session Minutes

A motion to approve April 20, 2021 Community Development Authority closed session minutes was made by Mr. DeJager and seconded by Ms. VandeBerg, passing unanimously.

7. Approval of April 2021 Financial Statement

A motion to approve the April 2021 financial statement was made by Mr. DeJager and seconded by Ms. VandeBerg, passing unanimously.

DOWNTOWN REVITALIZATION GRANT REQUEST

8. The Clothing Pallet (18 N. Madison Street)

In the absence of a representative from The Clothing Pallet, Ms. Van Buren provided a summary of the Downtown Revitalization grant application for the property located at 18 N. Madison St. The project will install new windows, paint the exterior of the building, and install a new sign and new lighting. The total project cost is \$11,438.56. The BID approved the request for a Façade Improvement Program grant at their May 2021 meeting for 50% of the total project cost not to exceed \$2,000. Staff recommends approval.

A motion to approve up to 50% of eligible non-BID funded expenses, not to exceed \$4,744.28 was made by Mr. DeJager and seconded by Mayor Nickel, passing unanimously.

DISCUSSION ITEMS

9. Administrator Report

- At the May BID meeting, the board approved to proceed with UW-Extension to work on the downtown market analysis.
- Will need to make a decision on the pop-up program soon since staff is still having difficulty finding an available space.
- The distribution of Adopt-a-Planter pots and the planting of the Main Street planters will occur on May 5, 2021. If it is raining, the make-up date will be May 26, 2021. The horticulture students from the High School will be assisting with the planting.
- The Rock Shop has a very significant contingency that needs to be decided. The sale is in a holding pattern for the next 120 days to determine what is available in terms of grants to assist fill the gap.
- Wayfinding signage was put on hold in 2020 due to COVID. The goal for 2021 is to design and install the new signage throughout the City.
- Our tourism partner, Destination Lake Winnebago Region, will be coming back to our community to film more tourism videos to help market our assets.
- Working on several industrial attraction projects and there will be continue to be a workforce issue and housing issue.
- Staff is reaching out and collaborating with eligible entities on the Restaurant Revitalization Fund and continues to research other opportunities identified in the ARPA legislation.
- The Chamber has five vacancies on the board. If you are interested in filling a position, please reach out to Mr. Dickhut.

ADVANCED PLANNING

14. Possible Future Agenda Items

- Grant Requests, if any.

15. Date of Next Scheduled Meeting

The next meeting is scheduled for June 15, 2021 at 8:00 a.m.

ADJOURNMENT

A motion to adjourn was made by Ms. VandeBerg and seconded by Ms. Vanderkin, passing unanimously. The meeting adjourned at 8:26 a.m.

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, June 14, 2021**

The meeting was called to order by President Heeringa at 4:00 p.m.

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

Motion made by Thurmer, seconded by Bishop and unanimously carried, to approve minutes from the May 10, 2021 meeting.

On motion by Kaczmarski, seconded by Homan and unanimously carried, bills for month of May 2021 were approved as presented.

On motion by Daane, seconded by Kaczmarski and unanimously carried, year-to-date financial reports through April 2021 were approved as presented. Electric operating income was \$146,800 or \$94,300 above budget from higher than budgeted revenues and lower overall expenses. Water operating income was \$262,100 or \$84,500 above budget from lower than budgeted operating expenses. Sewer operating income (loss) was (\$31,900) or (\$66,300) below budget on decrease in public authority consumption related to COVID-19 closures.

General Manager Brooks reported on outages and work being completed as part of the overhead line rebuild and voltage conversion project. Street lighting fixtures have been updated to LED located in the downtown business district. A data request from the DOA has been received, filled out, and submitted back as part of the process to obtain grant funding made available to cover electric utility arrearages for qualifying customers.

Treatment Facilities and Operations Superintendent Schramm reported on annual preventative maintenance and inspections that were completed for the treatment facilities to ensure equipment is in proper working order to avoid costly repairs down the road. Water/sewer distribution crew completed the annual leak detection audit, identifying and fixing leaks found during the process. Crew will continue work of exercising valves and jetting the sanitary sewer. Construction work has begun this week for the ABNR project at the WWTP as well as Rock and Newton Ave.

Alderman Nancy Vanderkin was received by Mayoral Appointment to the Waupun Utilities commission in place of Alderman William Langford.

Mike Peters, WPPI Energy President & CFO was present to speak about WPPI and their partnership with our utility and its' 50 other member utilities. WPPI Energy serves as Waupun's power supplier, provider and support of several programs and services, in addition to being an advocate to promote and protect energy policy interests.

Treatment Facilities and Operations Superintendent Schramm presented a draft of the 2020 Compliance Maintenance Annual Report (CMAR). The CMAR provides a review of the wastewater treatment facility to ensure there are no problems and deficiencies that would lead to violation of permits and water quality degradation. The plant finished with good results and received a grading of 3.68 GPA. On motion by Bishop, seconded by Thurmer and unanimously carried, the 2020 CMAR Resolution 06142021 was approved as presented.

On motion by Thurmer, seconded by Homan and unanimously carried, updates were approved to the Waupun Utilities COVID-19 Plan and Employment Policies. The updates made are based on more recent information provided by the CDC pertaining to vaccinations, face coverings and travel. The approved updates mirror the City of Waupun's COVID-19 Plan and Employment Policy most recently updated and approved on May 25, 2021 by the Common Council.

Discussion was held regarding a performance review of General Manager Brooks. General Manager Brooks discussed his goals and business plan with the commissioners. On motion by Homan, seconded by Daane and unanimously carried, to adjourn into closed session under Section 19.85(1)(c) of the Wisconsin State Statutes.

Motion by Bishop, seconded by Vanderkin and unanimously carried, to adjourn into open session under Section 19.85(2) of the Wisconsin State Statutes. No further action in open session.

On motion by Vanderkin, seconded by Bishop and unanimously carried, meeting was adjourned at 6:26 p.m.

In the event that no action items develop before the July meeting, the next commission meeting is scheduled on August 9, 2021, 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 15, 2021 at 6:00 PM

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

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

ROLL CALL

Council in attendance on roll call is Mayor Nickel, Alderman Kaczmariski, Alderman Langford, Alderman Bishop, and Alderman Vanderkin. Members absent and excused are Alderman Westphal and Alderman Matoushek.

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

City Staff present is Community and Economic Development Coordinator VanBuren.

Audience in attendance is Dan Kohl of 38 Taylor St. Waupun and Ember Wylesky of 514 Fond Du Lac St., Waupun.

Media present is Ken Thomas of the Daily Citizen and Justin Wylesky of WBEV.

PUBLIC HEARING

1. 2021-2022 City of Waupun Liquor and Fermented Malt Beverage Licenses

City Clerk Hull presents the 2021-2022 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 Vanderkin, second Bishop to approve the 2021-2022 Fermented Malt Beverage and Intoxicating Liquor License Renewal Applications effective July 1, 2021 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 4-0 on roll call.

ADJOURN TO CLOSED SESSION

Motion Vanderkin, second Bishop to adjourn in closed session under Section 19.85 (1) (g) of the WI Statutes for consideration of Pausma vs. City of Waupun. Motion carried 4-0.

RECONVENE TO OPEN SESSION

Motion Bishop, second Langford to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 4-0.

ACTION FROM CLOSED SESSION

No action.

PERSONS WISHING TO ADDRESS COUNCIL

No persons appeared before the Council.

CONSENT AGENDA

Mayor informed Council the June 29th Council meeting will be held at 430pm. Daane informed Council of the sidewalk program which is currently in affect.

Motion Bishop, second Vanderkin to approve the consent agenda. Motion carried 4-0 on roll call.

RESOLUTIONS AND ORDINANCES

24. Resolution Authorizing Application of 2021 U.S. Department of Justice Office of Community Oriented Policing Services (COPS) Grant

Resolution is brought before the Council to allow the Police Department to apply for the 2021 Community Oriented Policing Services (COPS) Hiring Program Grant that is provided through the US Dept. of Justice. The grant, if received, would partially fund the 18th officer position for a three-year period. The grant awards cover up to 75% of an entry-level officer's salary and fringe benefits, capped at \$125,000. The reporting period of the grant is five years during which time the position funded must be retained.

Motion Kaczmariski, second Bishop adopting Resolution # 06-15-21-01 Authorizing Application of 2021 U.S. Department of Justice Office of Community Oriented Policing Services (COPS) Grant. Motion carried 4-0 on roll call.

25. Resolution Establishing an American Rescue Plan Act (ARPA) Grant Fund

The Federal Government made \$1.9 trillion dollars available to states, counties, municipalities, tribes and territories, including \$130 billion for local governments split evenly between municipalities and counties, through the American Rescue Plan Act (ARPA) signed into law on March 11, 2021. The City of Waupun's share of the ARPA funds is estimated to be \$1,172,183.14.

Because of the reporting requirements on ARPA funds, potential audit implications, and to avoid impact on Expenditure Restraint and Levy Limits, a best practice recommended by the League and the Dept of Treasury is to maintain ARPA dollars in a separate fund. The attached resolution directs creation of such a fund.

Motion Kaczmariski, second Vanderkin to adopt Resolution # 06-15-21-02 Establishing an American Rescue Plan Act (ARPA) Grant Fund. Motion carried 4-0 on roll call.

BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

26. Sign-on Bonus for Patrol Officers

The Waupun Police Department (WPD) is having difficulties recruiting officer candidates. There are currently two open officer positions: one vacancy and the recent 18th officer position which was approved for reopening by the Waupun Common Council. Waupun Police & Fire Commission supports recruitment strategies to aid staffing difficulties and wishes to explore a sign-on bonus structure.

Motion Kaczmariski, second Vanderkin to approve the Waupun Police Department to explore sign-on bonus Structure as part of the research for recruitment and retention of Patrol Officers. Motion carried 4-0 on roll call.

27. Sidewalk Relocation Request on N. State St. (from Taylor St. to Dead End)

The City received a request asking to relocate the sidewalk on the East side of N. State St. from Taylor St. to the dead end as the current sidewalk is about 4' from the home and when parked in the driveway, the vehicle extends into the sidewalk. The sidewalk needs a few repairs and before he makes those repairs he has asked if this could be moved to the west a few feet at no cost to the city. The current sidewalk runs close to the property line and this is typically how the city would install the sidewalk street reconstructs. If relocated, work done near the sidewalk on the home owners side would be in the city right of way.

Motion Kaczmariski, second Vanderkin to approve the relocation of the sidewalk on the East side of N. State St. from Taylor St. to the dead end, contingent upon property owners consent of which will be effected by the reconstruction. Motion carried 4-0 on roll call.

CONSIDERATION - ACTION

28. REACH Donation Request

The City received a request for funds for a Spring Fling Fundraising Campaign.

Motion Vanderkin, second Bishop to donate \$500 to REACH for the Spring Fling Fundraising Campaign. Motion carried 4-0 on roll call.

29. Construction in City Right of Way at property located at 307 E Pleasant Avenue.

The property owner located at 307 E Pleasant Avenue would like to make improvements to his property front yard. In planning for said improvements, the property owner realized that City Right of Way (ROW) extends into his front yard. The planned improvements would occur within the City's ROW and the property is seeking approval from the City to make planned improvements in the ROW.

Alderman Westphal appeared at 719pm.

Motion Kaczmariski, second Vanderkin to approve the property owner located at 307 E Pleasant Avenue to make planned improvement within the City right of way. Motion carried 4-1 on roll call with Westphal abstain.

2022 BUDGETARY DISCUSSIONS

30. 2022 Budget Timeline

Administrator Schlieve reviewed the budget timeline.

ADJOURNMENT

Motion Vanderkin, second Bishop to call the meeting adjourned at 724pm. Motion carried 5-0.

**Minutes of the Waupun Public Library Board Meeting
Wednesday, June 16, 2021**

The first “Face to Face,” 2021 meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:36 pm on Wednesday, June 16, 2021. Also present were, Schultz, Gehl, Sullivan, Garcia, Jaeger, and Rohrer. Hintze was present per Zoom. William Langford was absent, but welcomed to the Library Board as the Mayoral Appointee representing the City.

ARTICLE I: Motion by Sullivan, supported by Schultz, to accept the minutes of the May 19, 2021 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics will continue to be affected by COVID.

- a. Circulated/downloaded/loaned: 45,061 items through the end of May.
- b. Curbside service: handled 1,518 transactions through the end of May.

ARTICLE IV: The Budget was discussed with no concerns noted.

ARTICLE V:

- a. Motion by Rohrer, supported by Schultz, to pay the June bills. Motion carried on 6-0 roll call.

ARTICLE VI: Committee Reports.

Evaluation Committee: The Library Director Evaluation Committee has developed a new evaluation form and has completed their portion of the form. Bret will complete his portion after which the committee will meet with Bret to discuss the evaluation and his 2022 Goals.

ARTICLE VII: Librarians’ Report.

- a. A delay continues at the manufacturer’s plant, so the delivery of the drive-thru window/drawer unit is not expected until late July.
- b. Summer Reading Program theme is “Tails and Tales.” Virtual events are scheduled for June 16, 23, 30, and July 7. Further details are available at the library or on the library’s Facebook page and website.
- c. Staffing: With recent resignations staffing changes are as follows:
 - Emma Sanders will become Library 4 Circulation Librarian.
 - Lisa Bille will take over the Library 3 Processing/ Repair position.
 - Bryce Greenfield and Winston Grimes were promoted from Library 1 Library Pages to Library 2 Desk Assistants.
- d. An adult craft series is being offered during June, July, and August. June’s craft is a teacup planter. The packet includes a blank teacup, paint, paintbrush, two plants and extra soil. This has become an extremely popular series.
- e. Donations: \$100 was received in memory of Doug Shireman.
 \$200 was received on behalf of Elizabeth Buchholz.

f. A discussion was held concerning the appropriate signage for the Library's public restrooms. No decisions were made at this time.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

- a. Budget Committee appointed: Sadie Schultz and Janet Gehl.
- b. Library Personnel Policy revision: No action was taken at this time.

ARTICLE X: Motion by Sullivan, supported by Gehl, to adjourn at 5:12 p.m. Motion carried.

***Next tentative meeting: Wednesday, July 21, 2021 at 4:30 p.m. The Board will meet in-person at the Library, with efforts being made to provide availability for those unable to attend in person.**

SANDRA ROHRER Secretary
SR/bkj



MINUTES
CITY OF WAUPUN ANNUAL MEETING OF THE JOINT
REVIEW BOARD
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, June 16, 2021 at 1:00 PM

Call to Order

City Clerk Hull called the in person, virtual and teleconference meeting to order at 1:00pm.

Reaffirmation of the Joint Review Board's Public Member Appointment

The Board accepts Nancy Vanderkin as the public member.

Election of Joint Review Board Chairperson

Motion Nickel, second Kottke to appoint Vanderkin as Chairman. Motion carried 6-0.

Roll Call

Members in attendance on roll call is City Representative Mayor Julie Nickel, Fond Du Lac County Representative Erin Gerred (virtual), Waupun School Representative Carrie Hintze, Moraine Park Technical College Representative Laura Schelter, Public Member Nancy Vanderkin, and Dodge County Representative Russell Kottke. No members are absent.

City Management Staff present is Clerk Hull and Administrator Schlieve.

No audience is present.

Review and Consideration of Prior Annual Meeting Minutes

1. June 25, 2020 Joint Review Board Meeting Minutes

Motion Nickel, second Schelter to approve the June 25, 2020 Annual Meeting Minutes of the Joint Review Board. Motion carried 6-0.

Review the Performance Status of Tax Incremental Districts and Acceptance of the Annual PE-300 Reports

8. Tax Incremental District No. 8 (2/3/2018 – 2/3/2039; Fond du Lac County)

Created 2018 as mixed use area. This TID is set to expire 2034. 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 and developer-led housing development on Tanager Street. Future projects provide housing development, storm water infrastructure, and developer reimbursement/incentives. 2020 beginning fund balance provides (\$302,753), revenues of \$54,413, expenses of \$981, and year-end fund balance of \$(249,321). Estimates for future projects, prior to closure of the TID, provides revenue of \$2,810,379, expenses of \$2,478,550, and a surplus of \$82,508.

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, streetscaping, signage, and targeted reinvestment. 2020 beginning fund balance provides (\$469,090), revenues of \$132,613, expenses of \$88,144, and year-end fund balance of \$(424,621). Estimates for future projects, prior to closure of the TID, provides revenue of \$2,471,072, expenses of \$1,996,496, and a surplus of \$49,995.

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 and 2020. 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. Improvements consist of Waupun Tractor Supply in the west shopping center. Future projects provide public infrastructure and redevelopment of McKinley Street. 2020 beginning fund balance provides (\$433,309), revenues of \$124,815

expenses of \$112,808, and year-end balance of \$(421,302). Estimates for future projects, prior to closure of the TID, provides revenue of \$3,169,145, expenses of \$2,720,588, and a surplus of \$27,255.

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 early closure anticipated in 2021. Resolution was passed to extend one year. 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. 2020 beginning fund balance provides (\$281,393), revenues of \$264,843 expenses of \$1,419 and year-end balance of \$(17,969). Estimates for future projects, prior to closure of the TID, provides revenue of \$271,505, expenses of \$5,050, and a surplus of \$248,486.

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. 2020 beginning fund balance provides (\$1,693,875), revenues of \$3,947,967, expenses of \$4,045,455, and year-end fund balance of \$(1,791,363). Estimates for future projects, Prior to closure of the TID, provides revenue of \$6,008,881, expenses of \$4,217,518, and a surplus of (\$0).

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. Future expenditures provide marketing/feasibility plan, extension of Shaler Drive and commercial/residential projects. 2020 beginning fund balance provides (\$126,343), revenues of \$59,690, expenses of \$110,994, and year-end fund balance of (\$177,647). Estimates for future projects, Prior to TID closure, provides revenue of \$2,804,748, expenses of \$2,627,101, and a surplus of (\$0).

Motion Hintze, second Schelter to accept the 2020 TID Reports. Motion carried 6-0.

Adjournment

Motion Nickel, second Hintze to duly call the meeting adjourned at 1:18pm. Motion carried 6-0.



MINUTES
CITY OF WAUPUN COMMITTEE OF THE WHOLE
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, June 29, 2021 at 4:30 PM

CALL TO ORDER

Mayor Nickel called the meeting to order at 4:30pm.

ROLL CALL

Council in attendance on roll call is Mayor Nickel, Alderman Matoushek, Alderman Kaczmariski, Alderman Langford, Alderman Bishop, and Alderman Vanderkin. Members absent are Alderman Westphal.

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

City Staff present is Community and Economic Development Coordinator VanBuren.

Audience in attendance is Cory Schindler of Cedar Corp.

Media present is Ken Thomas of the Daily Citizen.

CONSENT AGENDA

Motion Matoushek, second Bishop to approve the consent agenda. Motion carried 5-0 on roll call.

Westphal appears at 4:31pm.

CITY OF WAUPUN FACILITY TOURS

Common Council, Staff, and media toured the City facilities of City Hall, Safety Building, Senior Center, Public Works Garage, and the Community Center. Cedar Corp. completed a facility condition assessment of these facilities. Although the report found most city facilities to be in good order, deficiencies included ADA and code compliance, IT needs, interior/exterior structure maintenance, parking lot resurfacing, and parking challenges.

Council, Staff, and media returned to City Hall at 6:10pm. Alderman Bishop was excused. Discussion of the tour was heard.

CONSIDERATION - ACTION

7. City of Waupun Capital Improvement Plan Implications

The Capital Improvement Plan was reviewed. Council was informed that a survey will be issued for them to prioritize the needs.

8. Request to fill Patrol Officer Vacancy

Due to a resignation of a Patrol Officer, a request to fill that vacancy is before the Council.

Motion Matoushek, second Westphal to approve filling the Patrol Officer vacancy. Motion carried 5-0 on roll call.

CLOSED SESSION

At 7:00pm, Motion Vanderkin, second Westphal to adjourn in closed session under Section 19.85 (1) (e) of the WI Statutes for consideration of Investment of Public Funds for proposed project at 505 Libby Street and City Owned Land in the Waupun Industrial Park. Motion carried 5-0.

OPEN SESSION

Motion Vanderkin, second Matoushek to reconvene to open session under Section 19.85(2) of the WI Statutes.
Motion carried 5-0.

ACTION FROM CLOSED SESSION

No action.

ADJOURNMENT

Motion Vanderkin, second Matoushek to call the meeting adjourned at 7:12pm. Motion carried 5-0.



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION
Waupun Safety Building – 16 E. Main Street, Waupun WI
Wednesday, June 30, 2021 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 4:40pm by PFC President in the Waupun Safety Building.

ROLL CALL

Present: John Bett, Zak Dickhut, Teresa Heidemann, Tara Rhodes, Michael Thurmer, Nancy Vanderkin (City Council Liaison); WPD Chief Scott Loudon, WPD Deputy Chief Jeremy Rasch

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

MINUTES FROM PREVIOUS MEETINGS

Minutes from the May 26, 2021 meeting were presented for approval. Motion to approve by J. Bett (Z. Dickhut second; all in favor). Minutes approved as presented.

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

WPD Update from Chief Loudon:

- Significant staffing issues for WPD having new officers and scheduling needs are impacting moral; working with City to address via a market salary study and other options. Chief Loudon noting that no applicants have come to PFC since December 2020. Many Police departments struggling to get qualified candidates as the market is very competitive between police departments and also with the private sector.
- PFC recognizing the importance of this issue - appreciation for all officers working additional hours as well as Lieutenants picking up officer duties.

CLOSED SESSION

The Waupun Police and Fire Commission adjourned to closed session under Section 19.85 (1)(c) of the WI Statutes to conduct interview(s) with qualified applicant(s) for employment for Patrol Officer(s).

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

Motion to go into Closed Session at 4:47pm was made by Z. Dickhut (second by J. Bett; all in favor).

OPEN SESSION

The Waupun Police and Fire Commission reconvened in open session under Section 19.85(2) of the WI Statutes at 5:10pm after motion from T. Rhodes (second by Z. Dickhut; all in favor).

ACTION FROM CLOSED SESSION

Motion to recommend hire of applicant G. Pipia, Patrol Officer candidate, was made by Z. Dickhut (second by T. Heidemann; all in favor).

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

Next Commission meeting is not yet scheduled (the Commission meets quarterly, at minimum).

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

ADJOURNMENT

Motion to adjourn meeting at 5:15pm made by J. Bett (second by Z. Dickhut; 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.

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

July 2021

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

Re: Report to Common Council

A. Statistics

Through the end of June we have circulated/downloaded/loaned 56,362 items, with curbside service handling 1,544 transactions.

B. Grant received

A grant of \$5000 was received from the Nelson G. and Vera C. Hicks Charitable Foundation. As in past years of receiving this grant, these funds are used for our annual Summer Reading Program as well as enhancing the youth area of our library. Normally these funds are sent out near the end of the year so we were a bit surprised to receive it this early.

C. Summer Reading Program

The virtual programs have been very successful, with 886 viewing the programs online. The last program, which was scheduled as an outdoor program at a park, has been postponed due to the weather forecast. We are currently looking for an alternate date for this program.

D. Drive-thru Window Project update

Still waiting to hear when the window/drawer unit arrives from manufacturer.

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

WAUPUN POLICE DEPARTMENT

Monthly City Council Report

Dispatch Summary From 6/1/2021 To 6/30/2021

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

Total Number of Calls for this reporting period: 1,056

72 HOUR DETENTION	2	JUVENILE PROBLEM	6
911 CHECK	7	LAW ASSIST FIRE	2
911 MISDIAL	3	LEWD/LACIVIOUS	1
ABANDONED VEHICLE	1	LITTERING	2
ACCIDENT	6	MINI/DIRT BIKE COMP	1
ACCIDENT/INJURIES	2	MISSING ADULT	1
ALARM TEST	2	MISSING JUVENILE	1
ANIMAL BITE COMP	1	NEIGHBOR DISPUTE	1
ANIMAL COMPLAINT	6	NOISE COMPLAINT	7
ASSIST CITIZEN	26	OCCUPIED DISABLED	2
ASSIST MOTORIST	7	OD POISON ABN BREATH	1
ASSIST OTHER AGENCY	12	OFFICER STAND BY	4
ATTEMPT TO LOCATE	5	OPEN DOOR	1
AUTO THEFT	2	PAPER SERVICE	4
BATTERY	1	PARKING ENFORCEMENT	34
BIKE STOP	1	PHONE CO TESTING	2
BUILDING CHECK	32	PRISONER TRANSPORT	3
CHARLIE	2	RAILROAD COMP/INFO	1
CHECK WELFARE	21	RECKLESS DRIVER	7
CHILD CUSTODY	5	REPOSSESSED PROPERTY	3
CIVIL PROBLEM	2	RUNAWAY	2
COMMUNITY POLICING	8	SCAM	3
COUNTY AMBULANCE	54	SEXUAL ASSAULT	3
COURT ORDER VIOLAT	2	SPECIAL ASSIGNMENT	8
DEPARTMENT K9 DOG	1	SUBJECT STOP	12
DEPUTY RESERVE	5	SUSP ACTIVITY	10
DIRECTED AREA PATROL	289	SUSP PERSON	4
DISORDERLY CONDUCT	10	SUSPICIOUS VEHICLE	9
DOMESTIC DISPUTE	5	TAVERN CHECKS	4
DRUGS/NARCOTICS	5	THEFT	11
ESCORT FUNERAL	9	THREAT COMPLAINT	2
EXTRA PATROL	140	TRAFFIC ENFORC DAP	17
FIRE ALARM	1	TRAFFIC PROBLEM	7
FIRE WORKS COMPLAINT	3	TRAFFIC STOP	84
FOLLOW UP	37	TRESPASSING	1
FOOT PATROL	11	VANDALISM	2
FOOT PURSUIT	1	VEHICLE LOCKOUT	1
FOUND ANIMAL	4	WARRANT	1
FOUND JUVENILE	1	WARRANT OTHER AGENCY	4
FOUND PROPERTY	13	WAUPUN ORDINANCE	4
FRAUD/FORGERY	4	WRONG WAY DRIVER	2
GAS DRIVE OFF	6		
GAS LEAK	1		
HARASSMENT	5		
HIT & RUN W/INJURY	1		
HIT AND RUN	4		
HOUSE WATCH REQUEST	2		
INFO TO DOCUMENT	2		
INTOXICATED DRIVER	1		
INTOXICATED SUBJECT	4		
INTRUSION ALARM	6		

Waupun Police Department Update –June Report

Meetings – Dodge and FDL County LEX Meeting, FDL Drug Unit Meeting, Wellness Meeting, Meetings with School Administrator, Recruitment and retention meeting.

Training – Spillman/Motorola RMS Meetings/Coding training, Emergency Management Exercise, Chief and D.C attended FBI Training.

Evidence Room- continue purging, destroying and returning evidence. All weapons and ammunition were taken to the Wisconsin State Crime for destruction that were no longer needed for evidentiary purposes

Events – Celebrate Waupun, Bike Rodeo

Hiring process –Officer Kerns in Field Training. Conditional Offer made to one applicant.

Complaints

2020-0236 Additional follow-up for Dodge County DA (2nd & 3rd memorandums for same case); conducted multiple interviews and completed two reports for upcoming trial

2021-0876 Suspicious package received at WPD; led to investigation into drugs purchased through mail (not scheduled); LWAM now handling case with LT. Williams

2021-0880 Harassment between students; death threats made. No charges filed or citations issued

2021-0933 OWI arrest; assisted with warrant return to DA's office and audio recording for our record

2021-0958 OWI arrest; assisted with warrant return to DA's office

2019-1313 Drug case- drug transport to lab for testing and receipt of drug testing results; completed all reports

2021-0264 Completed evidence/safekeeping property release for multiple items that were no longer needed as evidence- will be placed on surplus website

2021-0969 Investigation that resulted in OWI 1st charge and charges of Neglecting a Child against actor

2021-0980 Child sexual assault investigation; CPS report received and interviews to be conducted

2021-0920 Fake bill received at local gas station; bill will be sent to Secret Service per procedure as bank would not handle bill

Lewd Act – Sunday June 6th at 2:39pm, police responded to the 100 block of Fond du Lac St for a report of a naked man walking his dog. Police made contact with a 30 year old Waupun man and placed him into protective custody. The man was later transported to a mental health facility. Charges of Lewd and Lascivious and Disorderly Conduct are being referred to the Fond du Lac County DA's Office against the man.

TO: Mayor & Common Council
 FROM: Susan Leahy
 SUBJECT: Building Permits for JUNE 2021

DODGE COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
21-	124 Chad Bernabei	390 South Watertown St	Bath Remodel	\$100.00	\$4,500.00
21-	126 Chad & Pam Garcia	420 East Lincoln Street	400 SF Additionw/ 16x16 Deck	\$505.00	\$96,500.00
21-	127 Trinity Reformed Church	524 Carrington Street	Repair Bell Tower Roof & Reroof Sanctuary	\$270.00	\$45,000.00
21-	129 Bryce Daane	436 Doty Street	Install Garage door/Header at Rear of Gara	\$50.00	\$650.00
21-	130 Conner Carpenter	20 South State Street	Complete Removal of Knob & Tube Wiring,	\$80.00	\$6,500.00
21-	132 Kyle Whitman	724 Claggett Avenue	6' High Chainlink Fence	\$100.00	\$2,200.00
21-	135 Leroy Dolgner	315 South Division Stree	Service Upgrade	\$80.00	
21-	138 Integrity Investments	600 Buwalda Drive	Replace Furnace & AC Unit	\$50.00	\$3,996.00
21-	140 Jeff Manske	705 Robin Road	Replace Boiler	\$50.00	\$6,538.21
21-	144 Becky Panzer	95 South West Street	Replace (10) Windows	\$51.60	\$8,600.00
21-	146 Mark Hansen	28 Reids Drive	6' High Wood Privacy Fence	\$100.00	\$1,400.00
21-	148 Jim Teachout	504 Cochrane Street	Reside	\$50.00	\$7,700.00
TOTAL				\$1,486.60	\$183,584.21

FOND DU LAC COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
21-	119 Don Mielke	1013 Church Street	29x7'6 garage addition to street, 9x26 garaç	\$440.00	\$20,000.00
21-	120 Luke & Beth Anton	120 Taylor Street	10x16 Swimming Pool w/ 48" Sidewall	\$100.00	\$500.00
21-	121 Brian & Tonya Lont	521 Bittersweet Lane	21' Diam Swimming Pool w/ 54" Sidewall	\$100.00	
21-	122 Matthew & Donna Graff	440 West Spring Street	Replace AC	\$50.00	\$2,986.18
21-	123 Matt Breselow	202 Fond du Lac	Plumbing Upgrades	\$50.00	
21-	125 Waupun School District	451 Spring Street	Office Space Remodel	\$600.00	\$100,000.00
21-	128 Nickolas Flasch	244 Fond du Lac	Replace AC	\$50.00	
21-	131 Andrew Nefstead	496 East Spring Street	Install Mini-Split AC Unit	\$50.00	\$4,914.94
21-	133 Luke Marwitz	489 Neevel Avenue	14x20 Shed	\$150.00	\$10,000.00
21-	134 Derek Larson	911 Newton Avenue	24' Diam. with 52" sidewall	\$150.00	
21-	136 Jordan Oostehouse	932 Newton Avenue	Service Upgrade	\$80.00	
21-	137 Clarice Rabe	424 Rosewood Drive	Replace Furnace & AC	\$50.00	
21-	139 Michael Haines	129 North Watertown St	Replace (9) Windows	\$50.00	\$6,100.00
21-	141 Church Health Services	451 East Spring Street	Build-out for Church Health Services - Furn	\$141.12	\$19,569.00
21-	142 ACS RBHS, LLC	1025/1027 Tanager Stre	2-Family Dwelling	\$2,623.28	\$380,000.00
21-	143 ACS RBHS, LLC	1029/1031 Tanager Stre	2-Family Dwelling	\$2,623.28	\$380,000.00
21-	145 Dennis Overlien	420 East Franklin Street	6' High Vinyl Fence	\$100.00	\$14,000.00
21-	147 Christie Schumacher	607 East Franklin Street	6' high wood privacy Fence	\$100.00	\$2,000.00
21-	149 Doug & Peggy Katsma	730 East Franklin Street	Remove wall & Install Header & Replace Ki	\$72.00	\$12,000.00
TOTAL				\$7,579.68	\$952,070.12

GRAND TOTAL	\$9,066.28	\$1,135,654.33
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Permits issued in Dodge County	12
Permits issued in Fond du Lac Cty	19
Total Permits for the month	31

Building Permit Fees	\$9,066.28
Special Assessment Letter Fees	\$210.00
Conditional Use Permit	\$450.00
Copies of House Plans	\$2.00
Grand Total	\$9,728.28

BUILDING PERMIT COMPARISON

June 2020: Dodge County - 15 permits; Fond du Lac County - 11 permits

Total estimated cost of construction:

\$2,847,819.70

SIX MONTH COMPARISON

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
January - June 2021	estimated cost of construction	\$3,455,993.41

JUNE 2021 SENIOR CENTER ACTIVITY ATTENDANCE: 1,144 participants (52 participants/day)

- SIA Insurance Bingo: 32 participants
- Book Club: 8 participants
- Waupun Community Coalition on Aging Bingo: 31 participants
- Foot Care Clinic: 34 participants
- Eyeglass Adjustments: 8 participants
- Craft Club: 14 participants
- Drug Repository: 4 participants
- Euchre: 101 participants
- Sheepshead: 261 participants
- Golf Cards: 38 participants
- Knit-Wits: 23 participants
- Yoga: 206 participants
- Aerobics & Tone: 169
- Board Games: 159
- Movie Afternoon: 15 participants
- Tech Support: 6 participants
- Senior Swim: 122 participants
- Caregiver Presentation: 5 participants
- Garden Club: 4 participants
- Curbside Lunch: 82 participants
- Mobile Meals: 361 participants

JUNE 2021 TANNER PARK PROGRAM

Park Leaders:

- Alexa Kuhn
- Destenee Abel
- Julia Loomans
- Haley Huenink
- Tray Adams

Park Leader training at the Waupun Senior Center was on June 9 and 10. Park Program runs from June 14 – August 20, 2021.

Park Leaders share a key to the Community Center and storage room.

Participants will need to complete a registration form prior to attending. Rock River Intermediate School will be accepting the one-page form or the form can be dropped off at the Waupun Senior Center drop box located by the front door of the Senior Center, 301 E. Main Street. Participants can also register for the Tanner Park Program at Tanner Park/Community Center.

Free school lunch is provided to all registered participants of the Tanner Park Program.

Park Leaders escort registered participants from Rock River Intermediate School to Tanner Park after summer school at 11:30am. Registered participants will meet the Park Leaders at the flagpole at Rock River Intermediate School or at Tanner Park/Community Center. The Community Center will be used for restrooms and indoor activities.

Park Leaders work from 10:30am – 5:30pm. This allows 30 minutes for preparation and 30 minutes for cleanup, if needed. Park Program participation hours will be 11:00am – 5:00pm.

Fridays are special event days. Program hours and location vary on Fridays.

June registered participants: 65 participants

June 18 Bike Rodeo: 40 participants

SENIOR CENTER

JULY ACTIVITY CALENDAR ₇

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 8am Fitness Center 8:30am Foot Care 9am Dominoes 10am Lunch 10:30am Yoga II 1pm Sheephead	2 8am Fitness Center 9am Sevens 10am Lunch 11am Senior Swim
5 CLOSED	6 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone 6pm Pickleball	7 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 1pm Sheephead 6:15pm Knit-Wits	8 8am Fitness Center 9am Dominoes 9am Chess 10am Lunch 10:30am Yoga II 1pm Sheephead	9 8am Fitness Center 9am Sevens 10am Lunch 11am Senior Swim 1pm SIA Bingo
12 8am Fitness Center 8:30am Garden Club 9am Marbles 10am Lunch 10:30am Yoga I 1pm Euchre 1pm Golf Cards	13 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone 11:30am Craft Club 3:00pm Movie 6pm Pickleball	14 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 1pm Sheephead 6:15pm Knit-Wits	15 8am Fitness Center 8:30am Foot Care 9:00am Manicures 9am Dominoes 10am Lunch 10:30am Park Yoga 1pm Sheephead	16 8am Fitness Center 9am Sevens 9am Fishing 10am Lunch 11am Senior Swim
19 8am Fitness Center 9am Marbles 10am Lunch 10:30am Yoga I 1pm Euchre 1pm Golf Cards	20 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone 2:00pm Marty Schreiber 6pm Pickleball	21 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 12:30pm Eyeglasses 1pm Sheephead 6:15pm Knit-Wits	22 8am Fitness Center 9am Dominoes 9am Chess 10am Lunch 10:30am Yoga II 1pm Sheephead	23 8am Fitness Center 9am Sevens 10am Lunch 11am Senior Swim 1pm WCCA Bingo
26 8am Fitness Center 8:30am Garden Club 9am Marbles 10am Lunch 10:30am Yoga I 1pm Euchre 1pm Golf Cards	27 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone 1:00pm Bingo 6pm Pickleball	28 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 1pm Sheephead 6:15pm Knit-Wits	29 8am Fitness Center 9am Dominocs 10am Lunch 10:30am Yoga II 1pm Sheephead	30 8am Fitness Center 9am Book Club 9am Sevens 10am Lunch 11am Senior Swim

SCHEDULE IS SUBJECT TO CHANGES

Please 324-7930 to verify and register for activities and lunch curbside lunch.

JUNE 2021 AQUATIC CENTER REPORT

Date	High Temp	Total Attendance	Admissions (Cash/Check)	Admissions (Square)	Concessions (Cash/Check)	Concessions (Square)	Time of Open	Time of Close	Special Events
5	91	408	\$5,317	\$0	\$404	\$0	Noon	7pm	Opening Day
6	89	435	\$3,364	\$0	\$150	\$0	Noon	7pm	
7	88	295	\$2,209	\$0	\$161	\$0	1pm	5pm	SOS
8	90	423	\$909	\$1,065	\$86	\$0	1pm	5pm	SOS
9	88	399	\$2,371	\$836	\$282	\$0	1pm	5pm	SOS
10	91	432	\$1,455	\$720	\$325	\$8	1pm	5pm	SOS
11	93	454	\$1,215	\$1,173	\$240	\$50.75	1pm	5pm	Senior Swim
12	91	376	\$1,188	\$621	\$286	\$22.75	Noon	7pm	
13	88	500	\$1,107	\$735	\$375	\$16.50	Noon	7pm	
14	81	208	\$306	\$322	\$161	\$10	1pm	6pm	
15	80	195	\$261	\$465	\$75	\$0	1pm	6pm	
16	81	220	\$594	\$435	\$189	\$0	1pm	6pm	
17	90	262	\$443	\$355	\$152	\$9	1pm	6pm	
18	85	363	\$789	\$621	\$268	\$25.75	1pm	6pm	Senior Swim
19	81	248	\$569	\$625	\$121	\$20.75	Noon	7pm	
20	77	14	\$21	\$0	\$0	\$0	Noon	4pm	Father's Day
21	63	0	\$0	\$0	\$0	\$0	1pm	3pm	
22	70.0	81	\$241	\$10	\$41	\$0	1pm	6pm	FYI Group
23	72.0	92	\$140	\$55	\$12	\$0	1pm	6pm	Birthday Party
24	72.0	4	\$0	\$0	\$0	\$0	3pm	6pm	Thunderstorms
25	77.0	126	\$167	\$115	\$86.25	\$0	1pm	6pm	Senior Swim
26	75.0	7	\$10	\$25	\$0	\$0	Noon	3:30pm	
27	74.0	13	\$25	\$0	\$6.50	\$0	Noon	4pm	
28	81.0	141	\$111.00	\$35	\$95	\$0	Noon	7pm	
29	75.0	30	\$21	\$0	\$4.75	\$0	1pm	6pm	
30	84.0	423	\$794	\$295	\$279.50	\$0	1pm	6pm	
	Average 81.8	Average 236.5	\$23,627	\$8,509	\$3,799	\$164			
	Total Attendance	5232							



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, 2021
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 sixty-eight (68) in 2021.

Time of Day:						
12A – 4A	4A – 8A	8A – 12P	12P – 4P	4P – 8P	8P – 12A	Total
1	2	2	3	3	1	12

* 83% of fire calls came in during prime working hours.

Day of Week:							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
1	1	3	2	3	0	2	12

* 75% of fire calls came in during Monday-Friday work week.

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

July 8, 2021

Incident Type:		
Incident Type	Count	% of Incidents
Building fire (111)	1	8.33
Medical assist, assist EMS crew (311)	1	8.33
Motor vehicle accident with injuries (322)	1	8.33
Gas leak (natural gas or LPG) (412)	1	8.33
Oil or other combustible liquid spill (413)	1	8.33
Power lines down (444)	1	8.33
Lock out (511)	1	8.33
Smoke or odor removal (531)	1	8.33
No incident found on arrival at dispatch address (622)	2	16.66
False alarm or false call, other (700)	1	8.33
Alarm system sounded due to malfunction (735)	1	8.33

Average Personnel Response (excluding mutual aid):		
	Avg # of Responders	% of Total Department
4A – 8P	11	37%
8P – 4A	12.5	42%

* Current roster is 30 members.

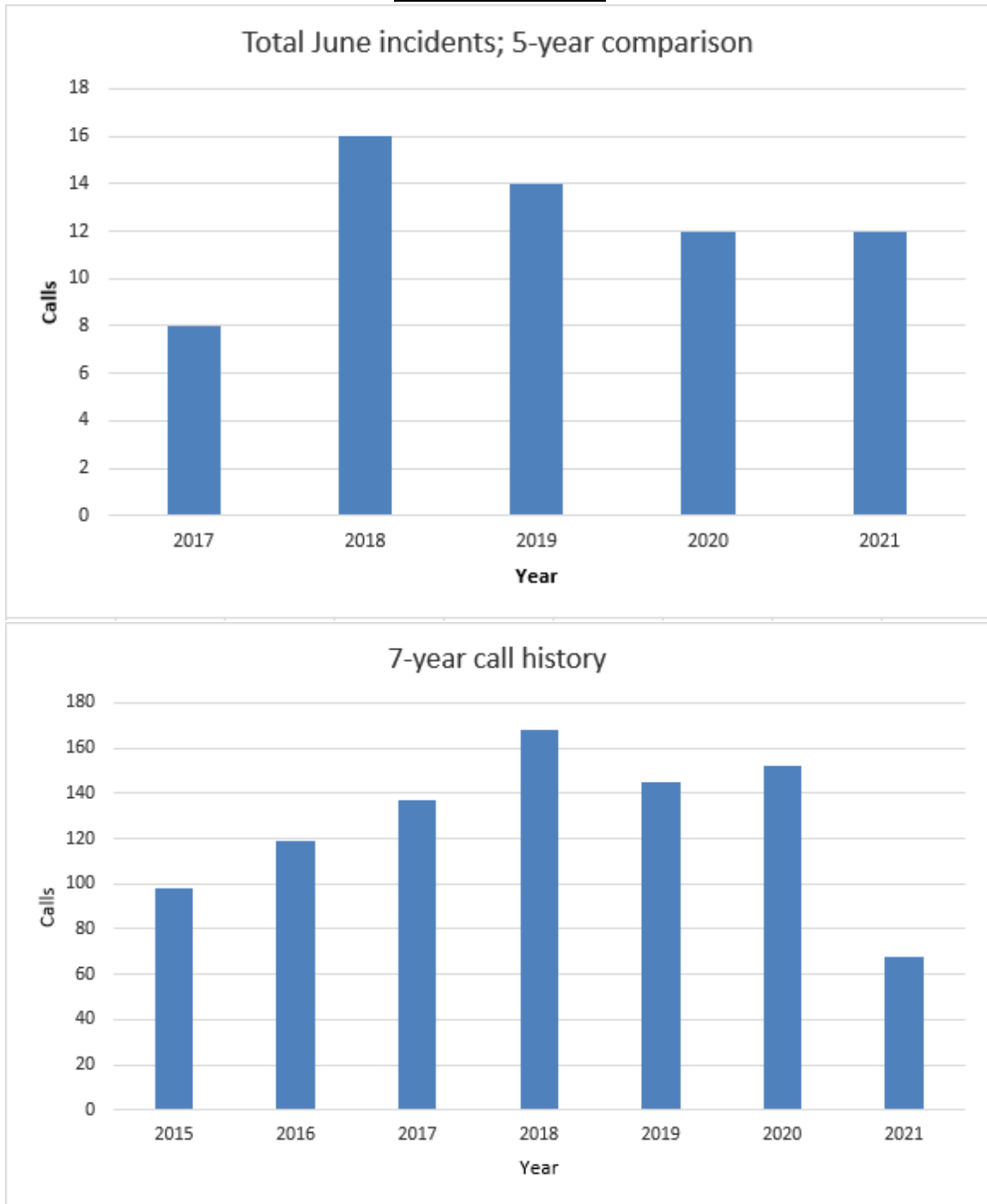
July 8, 2021

** 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:



Department Information:

Work continues on an overview of all department policies and revised job descriptions.

Annual hose testing was conducted in accordance with NFPA 1962. In total, 10,785' of hose was tested with 650' being condemned due to old age (older than 1987) and another 200' being removed due to test failure.

Met with FirstNet (AT&T) for additional information on their nationwide phone system. FirstNet's mission is to improve the high-speed nationwide broadband network which is dedicated to public safety. FirstNet has been conducting a significant build-out in this area which includes new towers and enhancements to existing towers. FirstNet provides dedicated bandwidth to first responders when systems are overloaded as a result of an emergency.

Met with Dan Williams, Drew Novak (EMR) and Bobbie Vossekul (EMR) to define work that needs to be completed to ensure our First Responder group is ready for an October 1 go-live date.

Attended the WI State Fire Chief's Conference. Classes of note included information on consolidations happening around the state as well as referendum information (Grand Chute, Beaver Dam, and Fond du Lac are 3 local cities which recently completed referendums).

Participated in the 100th anniversary celebration at Guth's Candy. We had a truck on location for people to look at and to answer questions.

We continue to await word on the status of our Assistance to Firefighters Grant (AFG) in the amount of ~\$49,500. This grant application is intended to replace a majority of our fire suppression hose and some of our hose nozzles. We have chosen not to exceed \$50,000 so our grant retains "micro grant" status which provides higher scoring when placed against peer departments. 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:

There is 1 firefighter out on medical leave with non-work related injuries.

July 8, 2021

Inspections:

Follow-ups from the spring inspections are starting to wrap up.

Training:

June training focused on pump operations, hoseline deployment/advancement, ladders and ladder rescues.

Emergency Government:

We held a functional exercise which focused on moving patients from the scene to the hospital and then tracking family reunification back at the Family Assistance Center. All this information was then relayed to the Emergency Operations Center for tracking and ensuring all patients were accounted for and reunified with family. This training provided insight into how to properly track patients through the system in addition to the need for additional help in a Multiple Casualty Incident (MCI).

Code Enforcement – Mike Beer:

No report

EMS:

EMR classes began on June 2nd at the Waupun Fire House. We have a total of 8 taking the class.

The onboarding process continues for all EMRs.

Kathy continues to try and make contact with Mike Krueger of Lifestar Ambulance to finalize a short-term (6 mo.) service agreement so that mutual aid agreements with neighboring agencies can be completed. This was a term that was agreed to by all parties the last time we met in April.

There were 3 occurrences in June in which an ambulance from another community needed to cover a 9-1-1 call. 1 of these took place in the city, 1 in the Township of Trenton and 1 in the Township of Chester.

July 8, 2021

Kyle

RESOLUTION #3-9-10-01

WHEREAS, it is the intention of the City Council and city management staff to provide municipal services to the residents and business of Waupun in an effective and efficient manner; and

WHEREAS, it is also the intention of the Council to provide oversight and encourage each department to continually improve its operation and delivery of services; and

WHEREAS, the Council annually authorizes the number of full time City of Waupun employees to provide City services through its approval of the City Budget; and

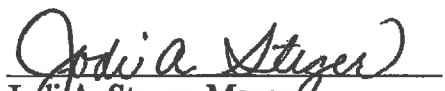
WHEREAS, vacancies occur in full time positions, most commonly through resignation, retirement and promotion; and

WHEREAS, a vacancy provides an opportunity to examine and potentially revise the position and the department's operation.

NOW THEREFORE BE IT RESOLVED by the City Council that:

1. Council approval is necessary before a vacant full time position may be filled.
2. The City Administrator or appropriate department manager as designated by the City Administrator will provide to the Council a recommendation on the position to include a review of the following:
 - A. The effect the elimination of the position would have on the operation of the department and its ability to provide services; and
 - B. whether there are alternative ways of providing the service(s); and
 - C. whether there are modifications or restructuring that could be made in the department's operation to improve the delivery of services; and
 - D. any other relevant recommendations regarding the position or department.
3. The above criteria may be used by the City Administrator or appropriate department manager as designated by the City Administrator when recommending a new position as part of the annual budget process.
4. The Utilities Commission and the Library Board are requested to implement the same or similar policy regarding the filling of vacant full time positions.

Dated this ninth day of March, 2010


Jodi A. Steger, Mayor

March 9, 2010

The Waupun Common Council met in regular session Tuesday, March 9, 2010 at 6:30 P.M. in the Council Chambers with Mayor Jodi Steger presiding. A pledge to the flag was said by all in attendance followed with a moment of silence. On roll call Alderpersons Bastian, Hickmann, Kaczmarski, Johnson, and Schmidt are present. Alderperson Van Buren is absent.

Motion Schmidt, second Johnson to approve the minutes of the February 9, 2010 regular meeting of the Common Council as published in the official city newspaper. Motion carried.

Discussed: Information on the City Administrator recruitment process was presented by interim City Administrator Ed Madere. The Common Council will seek the services of a consultant in the recruitment of the City Administrator.

Motion Johnson, second Schmidt to approve the Department Manager consent agenda reports. Motion carried.

Motion Hickman, second Schmidt to approve the sale of additional City property located adjacent to 431 E. Main Street to Jeff Riel for \$1,194.58 plus the cost of all expenses associated with this transaction as a survey, recording fees, signage, etc. with final review and approval by the City Attorney. The Common Council directs staff to contact the property owners at 433 E. Main Street and 435 E. Main Street to determine their interest in purchasing additional property from the City. Motion carried.

Motion Bastian, second Schmidt to approve the use of the City Hall auditorium for Prom on April 24, 2010 with set-up/decorating beginning April 18, 2010. Motion carried.

Motion Schmidt, second Kaczmarski to designate E. Spring Street across from the Waupun Community Center as the location for the Farmer's Market effective May 13, 2010 through October 14, 2010. Motion carried.

Motion Kaczmarski, second Hickmann to approve Resolution #3-9-10-01, a Resolution authorizing Common Council approval prior to filling any full time employee positions. Alderpersons Kaczmarski, Bastian, Johnson, and Hickmann vote aye. Alderperson Schmidt votes nay. Motion carried 4-1.

Motion Schmidt, second Johnson to waive the first reading and adopt Ordinance #10-01, an Ordinance to amend Chapter 19 of the Municipal Code of the City of Waupun entitled Floodplain Zoning Ordinance. All Alderpersons answer aye on roll call.

Motion Schmidt, second Hickmann to authorize the City Clerk-Treasurer to pay the bills of the month as audited by the Common Council. All Alderpersons answer aye on roll call.

Motion Schmidt, second Bastian to approve the operator's licenses for: Matthew Zingsheim, Wendy Lichtenwald, Sheri Hansen, Patricia Mackyol, Anthony Ball, Scott Love, Monica Mendez, Robert Bock, Anne Tjepkema, Carrie Ordonez, Ryan Witthun, Holly Tidyman, Jerad Sayles, Mark Mueller, Donna Burkholder, Nathan Flagel, Melody Beckler, Lisa Luebke, Patricia Cunningham, Nancy White, Jonathan Leonard, Jackie Westra. Motion carried.

Motion Kaczmariski, second Schmidt to adjourn to closed session under Section 19.85(1)(e) of the Wisconsin Statutes. Motion carried.

Motion Schmidt, second Johnson to reconvene in open session under Section 19.85(2) of the Wisconsin Statutes. Motion carried.

Motion Johnson, second Schmidt duly carried the Council adjourned.

Kyle J. Clark
City Clerk-Treasurer



AGENDA SUMMARY SHEET

MEETING DATE: 7/13/21

TITLE: Establish City of Waupun 2021 Halloween Trick or Treating Date and Hours

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Mayor Nickel

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

ISSUE SUMMARY

The Downtown Promotions Committee wishes to hold "Halloween on Main" for Saturday, October 30th from 2pm-4pm.

STAFF RECCOMENDATION:

Establish City of Waupun 2021 City Wide Trick or Treating on Saturday, October 30th from 4pm-6pm.

ATTACHMENTS:

None

RECOMMENDED MOTION:

Motion to establish City of Waupun 2021 City Wide celebration of Trick or Treating on Saturday, October 30th from 4pm-6pm.