



**A G E N D A**  
**CITY OF WAUPUN COMMON COUNCIL**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, April 12, 2022 at 6:00 PM

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

**Join Zoom Meeting:** <https://us02web.zoom.us/j/87807374034?pwd=dEYydE5uV3hoTDRieml0SG5JbTVaQT09>

**Meeting ID: 878 0737 4034**

**Passcode: 464890**

**Dial by your location:** 312 626 6799

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION**

**ROLL CALL**--Mayor to excuse any absent members

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

***No Public Participation after this point.***

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

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

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

**BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES**

- 2.** Community Development Authority 12-21-21
- 3.** Board of Public Works and Facilities Committee 2-8-22
- 4.** Recreation and Wellness 2-9-22
- 5.** Plan Commission 2-23-22
- 6.** Common Council 3-8-22
- 7.** Utility Commission 3-14-22
- 8.** Library Board 3-16-22
- 9.** Common Council 3-22-22
- 10.** Committee of the Whole 3-29-22

**DEPARTMENT REPORTS**

- 11.** Utilities
- 12.** Utilities
- 13.** Library
- 14.** Building Inspector
- 15.** Public Works
- 16.** Police
- 17.** Fire Department
- 18.** Administrator

**MAYORAL CORRESPONDENCE/PRESENTATIONS**

- 19.** Proclamation - Waupun Area High School Girls Basketball Day April 14, 2022
- 20.** Recognition of Municipal Treasurer's Week - April 17-23
- 21.** Recognition of Municipal Clerk's Week May 1-7

22. Recognition of International Firefighters Day - May 4, 2022

**RESOLUTIONS AND ORDINANCES:**

- [23.](#) Resolution Demanding Wisconsin & Southern Railroad (WSOR) Substantially Rehab or Replace the Railroad Crossing at Main St. In The City of Waupun in Accordance with Wisconsin Statute 86.12
- [24.](#) Resolution to Commit Fund Balance to the Building Inspection Fund
- [25.](#) Resolution Authorizing Borrowing \$860,000 for Repayment of TID 3 Advances and TID 8 Advances and Developer Payments

**BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS** *(Roll Call Motion)*

- [26.](#) Bayberry Lane Extension Agreement with MSA Professional Services
- [27.](#) Request for Proposal-Municipal Solid Waste Collection, Disposal and Recycling Services for the City of Waupun

**CLOSED SESSION**

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

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

(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

- 28. Negotiation of Funds to Invest in Waupun Industrial Park
- 29. Records of Employee

**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:** 4-12-22

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

**AGENDA SECTION:** CONSENT AGENDA

**PRESENTER:** Angela Hull, Clerk

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**ISSUE SUMMARY:**

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

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

Tuesday, April 19, 2022	Special Council-Seating of the Council	<b>5:30pm</b>
Tuesday, April 26, 2022	Committee of the Whole	6:00pm
<b>May, TBD due to Election</b>	Common Council	6:00pm
Tuesday, May 31, 2022	Committee of the Whole	6:00pm
Tuesday, June 14, 2022	Common Council	6:00pm
Tuesday, June 28, 2022	Committee of the Whole	6:00pm
Tuesday, July 12, 2022	Common Council	6:00pm
Tuesday, July 26, 2022	Committee of the Whole	6:00pm

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**License and Permit Applications**

**OPERATOR LICENSE:**

Mark Schoenick, Audrey Mier, Lori Jaeger, Holly Jones

**TEMPORARY CLASS B Fermented Malt Beverage License**

Waupun Hockey Association- April 29-30, 2022 Waupun Youth Hockey Association Softball Tournament at McCune Park

Waupun FFA Alumni- April 23-24, 2022 Waupun Toy Show at Community Center

**ATTACHMENTS:**

Expense Report(s)

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

## Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
03/29/2022	75	BAKER TILLY US, LLP	23,438.00
03/29/2022	76	CREXENDO	448.83
03/29/2022	77	FAITH TECH, INC.	1,760.17
03/29/2022	78	KWIK TRIP STORES	7,193.65
03/29/2022	79	WELLS FARGO PAYMENT REMITT.	2,640.74
03/29/2022	80	WI DEPT OF REVENUE	750.00
03/31/2022	660	LANGFORD, WILLIAM	448.00 M
03/31/2022	103554	FOND DU LAC COUNTY CLERK OF C	263.50 M
04/07/2022	103623	AMAZON CAPITAL SERVICES	858.54
04/07/2022	103624	AGNESIAN WORK & WELLNESS-	780.00
04/07/2022	103625	ALLIANT ENERGY/WP&L	6,672.81
04/07/2022	103626	ASSOCIATED APPRAISAL CONSULTA	3,134.33
04/07/2022	103627	AT & T	129.40
04/07/2022	103628	AT&T MOBILITY	800.87
04/07/2022	103629	ATLAS FIRE & SECURITY	572.00
04/07/2022	103630	BAYCOM	115.00
04/07/2022	103631	BEAR GRAPHICS, INC.	190.28
04/07/2022	103632	BLACKSTONE TECHNOLOGIES LLC	1,226.40
04/07/2022	103633	CAPITAL NEWSPAPERS	1,180.00
04/07/2022	103634	CARTRIDGE WORLD	149.99
04/07/2022	103635	CEDAR CORPORATION	15,020.00
04/07/2022	103636	CIVIC SYSTEMS	10,600.00
04/07/2022	103637	DALE MARKS	90.00
04/07/2022	103638	DESTINATION LAKE WINNEBAGO RE	4,837.76
04/07/2022	103639	DEVRIES WELDING LLC	325.00
04/07/2022	103640	DULTMEIER SALES LLC	102.86
04/07/2022	103641	FAMILY OF ALLEN BUECHEL	50.00
04/07/2022	103642	MARTENS ACE HARDWARE	2,269.90
04/07/2022	103643	FASSE DECORATING CENTER	1,890.00
04/07/2022	103644	FIVE ALARM FIRE & SAFETY EQUIP	420.00
04/07/2022	103645	FOND DU LAC COUNTY	18,598.84
04/07/2022	103646	HOMAN AUTO -GATEWAY	856.95
04/07/2022	103647	HOME CONTRACTORS & SUPPLY INC	96.24
04/07/2022	103648	JOHN FABICK TRACTOR CO	1,325.00
04/07/2022	103649	KATHY'S KUSTOM EMBROIDERY	56.00
04/07/2022	103650	KIMBALL MIDWEST	210.89
04/07/2022	103651	KREITZMAN, TREVOR	150.00
04/07/2022	103652	LIFESTAR EMERGENCY MEDICAL	5,500.00
04/07/2022	103653	MARCO TECHNOLOGIES LLC	545.65
04/07/2022	103654	MUNICIPAL CODE CORPORATION	1,240.00
04/07/2022	103655	NAPA AUTO PARTS-WAUPUN	1,376.47
04/07/2022	103656	NICKEL, JULIE	40.00
04/07/2022	103657	PETERSEN, JENNIFER	66.69
04/07/2022	103658	PIGGLY WIGGLY DISCOUNT FOODS	86.13
04/07/2022	103659	PIONEER SUPPLY LLC	12,360.00
04/07/2022	103660	PIT-STOP PORTABLES	179.00
04/07/2022	103661	ROET'S HOME HEATING	484.80
04/07/2022	103662	STOBB PLUMBING & HEATING, INC.	36.75
04/07/2022	103663	SULLIVAN, GARY	250.00
04/07/2022	103664	SULLIVAN, TED	84.39

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Amount
04/07/2022	103665	SURE FIRE, INC.	940.12
04/07/2022	103666	SYMBOLARTS	299.75
04/07/2022	103667	TRACTOR SUPPLY CREDIT PLAN	709.92
04/07/2022	103668	TRU CLEANERS LLC	4,532.81
04/07/2022	103669	US CELLULAR	396.71
04/07/2022	103670	VANDE ZANDE & KAUFMAN, LLP	3,212.81
04/07/2022	103671	VON BRIESEN & ROPER, S.C.	1,890.00
04/07/2022	103672	W & D NAVIS	102,885.00
04/07/2022	103673	WAUPUN AREA ANIMAL SHELTER, INC	1,000.00
04/07/2022	103674	WAUPUN UTILITIES	58.02
04/07/2022	103675	WERNER ELECTRIC SUPPLY	383.40
04/07/2022	103676	WI BUILDING SUPPLY	1,846.31
04/07/2022	103677	CND SPECIALTIES INC	95.88
Grand Totals:			<u>250,152.56</u>

Report Criteria:

Report type: Summary

## Report Criteria:

[Report].Invoice Date = 03/29/2022,03/31/2022,04/07/2022

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>48 AMAZON CAPITAL SERVICES</b>				
1KMR-V19Q-7Y3F	business card holder - mayor	04/07/2022	16.88	100-10-5110-3-38
1PJM-RPWN-3FMM	breakroom supplies	04/07/2022	42.99	100-10-5110-3-38
1PJM-RPWN-3FMM	bulk paper	04/07/2022	29.98	100-10-5131-3-30
1PJM-RPWN-3FMM	bulk paper	04/07/2022	29.98	100-10-5141-3-30
1PJM-RPWN-3FMM	bulk paper	04/07/2022	29.98	100-10-5191-3-30
1PJM-RPWN-3FMM	bulk paper	04/07/2022	29.98	100-20-5513-3-30
16VM-9RPP-3G7M	Dewalt Concrete Vibrator	04/07/2022	439.99	100-70-5411-3-38
1PJM-RPWN-3FMM	bulk paper	04/07/2022	29.98	100-70-5420-3-30
1PJM-RPWN-3FMM	bulk paper	04/07/2022	29.98	100-80-5670-3-30
1DJY-HCLC-MRFR	anchoring adhesive - beam repair @ city garage	04/07/2022	71.22	400-70-5412-8-00
1LM6-YCP3-XGVL	USB Hub/cable - Schlieve	04/07/2022	107.58	410-10-5140-4-00
Total 48 AMAZON CAPITAL SERVICES:			858.54	
<b>955 AGNESIAN WORK &amp; WELLNESS-</b>				
36403	EAP Quarterly Fee	04/07/2022	450.00	100-10-5143-3-38
36491	Employee testing	04/07/2022	330.00	100-50-5230-3-38
Total 955 AGNESIAN WORK & WELLNESS-:			780.00	
<b>1174 ALLIANT ENERGY/WP&amp;L</b>				
3425110000-MAR22	MUSEUM monthly fuel charges - Mar 2022	04/07/2022	452.93	100-20-5512-3-32
7255200000-MAR22	Senior Center - Mar 2022	04/07/2022	185.62	100-20-5513-3-32
5374620000-MAR22	Aquatic Center - Mar 2022	04/07/2022	167.42	100-20-5523-3-32
5946940000-MAR22	Police Dept - monthly fuel charges - Mar 2022	04/07/2022	584.76	100-40-5211-3-32
5946940000-MAR22	Fire Dept - monthly fuel charges -Mar 2022	04/07/2022	328.92	100-50-5231-3-32
2831330000-MAR22	community center monthly fuel-Mar 2022 - hockey	04/07/2022	638.42	100-70-5410-3-32
2831330000-MAR22	community center monthly fuel-Mar 2022 - School	04/07/2022	798.03	100-70-5410-3-32
2831330000-MAR22	community center monthly fuel-Mar 2022 - city	04/07/2022	159.61	100-70-5410-3-32
1780510000-MAR22	CITY HALL monthly fuel charges - Mar 2022	04/07/2022	1,652.93	100-70-5410-3-32
3264610000-MAR22	Garage monthly fuel - Mar 2022	04/07/2022	1,704.17	100-70-5412-3-32
Total 1174 ALLIANT ENERGY/WP&L:			6,672.81	
<b>1787 ASSOCIATED APPRAISAL CONSULTAN</b>				
161731	Monthly services - April 2022	04/07/2022	3,134.33	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			3,134.33	
<b>1904 AT &amp; T</b>				
FEB20-MAR19 2022	Police Dept monthly phone charges	04/07/2022	129.40	100-40-5211-3-31
Total 1904 AT & T:			129.40	
<b>1906 AT&amp;T MOBILITY</b>				
FEB24-MAR23 2022	FirstNet Mobile Aircards - Feb 24-Mar 23 2022 PD	04/07/2022	800.87	100-40-5211-3-31
Total 1906 AT&T MOBILITY:			800.87	
<b>1936 ATLAS FIRE &amp; SECURITY</b>				
67746	annual fire alarm inspection	04/07/2022	572.00	100-70-5410-3-38
Total 1936 ATLAS FIRE & SECURITY:			572.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>4005 BAKER TILLY US, LLP</b>				
BT2011354	12/31/21 City F/S Audit Fees	03/29/2022	22,742.00	100-10-5157-3-38
BT2011354	12/31/21 TID Compilation Fees-TID 5	03/29/2022	139.20	401-70-5436-3-39
BT2011354	12/31/21 TID Compilation Fees-TID 3	03/29/2022	139.20	405-70-5436-3-39
BT2011354	12/31/21 TID Compilation Fees-TID 7	03/29/2022	139.20	407-70-5436-3-39
BT2011354	12/31/21 TID Compilation Fees-TID 6	03/29/2022	139.20	408-70-5436-3-39
BT2011354	12/31/21 TID Compilation Fees-TID 8	03/29/2022	139.20	418-70-5436-3-39
Total 4005 BAKER TILLY US, LLP:			23,438.00	
<b>4089 BAYCOM</b>				
PB2462	Dodge Cty-PD radio reprogram	04/07/2022	115.00	100-40-5212-3-38
Total 4089 BAYCOM:			115.00	
<b>5009 BEAR GRAPHICS, INC.</b>				
0892070	4-5-22 election voter tally slips	04/07/2022	190.28	100-10-5141-3-38
Total 5009 BEAR GRAPHICS, INC.:			190.28	
<b>5538 BLACKSTONE TECHNOLOGIES LLC</b>				
221778	Cold Patch for streets	04/07/2022	1,226.40	100-70-5431-3-36
Total 5538 BLACKSTONE TECHNOLOGIES LLC:			1,226.40	
<b>7058 CAPITAL NEWSPAPERS</b>				
96224-1	2022 Waupun Visitor's Guide	04/07/2022	365.00	100-10-5534-3-36
92467-1	2022 Dodge Cty Tourism	04/07/2022	815.00	430-70-5436-3-38
Total 7058 CAPITAL NEWSPAPERS:			1,180.00	
<b>7075 CARTRIDGE WORLD</b>				
86910	Inkjet Cartridge	04/07/2022	149.99	100-40-5211-3-38
Total 7075 CARTRIDGE WORLD:			149.99	
<b>8046 CEDAR CORPORATION</b>				
110656	Professional Services - Safety Building - thru 3-19-22	04/07/2022	15,020.00	400-40-5211-8-00
Total 8046 CEDAR CORPORATION:			15,020.00	
<b>10222 CIVIC SYSTEMS</b>				
CVC21822	Clarity to Connect Conversion/Setup	04/07/2022	7,800.00	410-10-5140-4-00
CVC21822	Payroll Software Upgrade	04/07/2022	2,800.00	410-10-5140-4-00
Total 10222 CIVIC SYSTEMS:			10,600.00	
<b>10651 CREXENDO</b>				
18613	City Hall Phone Charges - March 2022	03/29/2022	330.85	100-10-5197-3-31
18613	Senior Center Phone Charges - March 2022	03/29/2022	23.64	100-20-5513-3-31
18613	Garage Phone Charges - March 2022	03/29/2022	94.34	100-70-5412-3-31
Total 10651 CREXENDO:			448.83	
<b>10927 DALE MARKS</b>				
3558	repair antenna for 2 way radio	04/07/2022	90.00	100-70-5411-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 10927 DALE MARKS:			90.00	
<b>11275 DESTINATION LAKE WINNEBAGO REGION</b>				
4-7-22	70% Of Room Tax - Feb 2022	04/07/2022	4,837.76	430-70-5436-3-42
Total 11275 DESTINATION LAKE WINNEBAGO REGION:			4,837.76	
<b>11276 DEVRIES WELDING LLC</b>				
01763	angle - beam repair @ city garage	04/07/2022	325.00	400-70-5412-8-00
Total 11276 DEVRIES WELDING LLC:			325.00	
<b>12170 DULTMEIER SALES LLC</b>				
3914661	replace nozzle	04/07/2022	102.86	700-10-5192-3-36
Total 12170 DULTMEIER SALES LLC:			102.86	
<b>12676 FAITH TECH, INC.</b>				
MAR2022	energy efficiency ACH pmt 30 of 60	03/29/2022	1,760.17	300-10-5935-6-00
Total 12676 FAITH TECH, INC.:			1,760.17	
<b>12681 FAMILY OF ALLEN BUECHEL</b>				
4-7-22	Memorial Fund for Al Buechel	04/07/2022	50.00	100-10-5110-3-38
Total 12681 FAMILY OF ALLEN BUECHEL:			50.00	
<b>12700 MARTENS ACE HARDWARE</b>				
MAR22	address numbers on aquatic center	04/07/2022	5.18	100-20-5523-3-36
MAR22	Binder - pool test results	04/07/2022	4.59	100-20-5523-3-38
MAR22	link chain quick/chain coil	04/07/2022	58.24	100-20-5525-3-36
MAR22	parts/supplies - install lights under pavilion	04/07/2022	43.96	100-20-5525-3-36
MAR22	parts/supplies - install lights under pavilion	04/07/2022	46.96	100-20-5525-3-36
MAR22	pipe cap - cap waterline	04/07/2022	13.98	100-20-5525-3-36
MAR22	couple	04/07/2022	11.98	100-20-5525-3-36
MAR22	trap	04/07/2022	24.99	100-20-5525-3-36
MAR22	battery	04/07/2022	19.99	100-20-5525-3-36
MAR22	parts/supplies - repair conduit	04/07/2022	26.54	100-20-5525-3-36
MAR22	parts/supplies - replace faulty breaker box - McCune scor	04/07/2022	59.98	100-20-5525-3-38
MAR22	cap line for icemaker - Medema Fields	04/07/2022	6.38	100-20-5525-3-36
MAR22	parts/supplies - replace faulty breaker box - McCune scor	04/07/2022	12.14	100-20-5525-3-36
MAR22	batteries	04/07/2022	28.98	100-40-5212-3-38
MAR22	concrete for Medema Field	04/07/2022	19.96	100-70-5410-3-36
MAR22	ant bait	04/07/2022	15.98	100-70-5410-3-36
MAR22	parts/supplies - hook up lights - clerks office	04/07/2022	25.97	100-70-5410-3-36
MAR22	paint for buildings	04/07/2022	94.98	100-70-5410-3-36
MAR22	hose reel - safety building	04/07/2022	11.98	100-70-5410-3-36
MAR22	parts/supplies - library shelf	04/07/2022	27.29	100-70-5410-3-36
MAR22	parts/supplies - Terris wires at desk	04/07/2022	214.50	100-70-5410-3-36
MAR22	parts/supplies - library shelf	04/07/2022	23.98	100-70-5410-3-36
MAR22	parts/supplies - library shelf	04/07/2022	6.83	100-70-5410-3-36
MAR22	battery	04/07/2022	16.99	100-70-5410-3-36
MAR22	gasoline guard	04/07/2022	6.49	100-70-5410-3-36
MAR22	fasteners	04/07/2022	4.80	100-70-5410-3-36
MAR22	paint	04/07/2022	49.99	100-70-5410-3-36
MAR22	pine sol	04/07/2022	25.98	100-70-5410-3-36
MAR22	air filter/spark plug	04/07/2022	27.97	100-70-5411-3-36



Invoice	Description	Invoice Date	Total Cost	GL Account
MAR22	batteries	04/07/2022	175.17	100-70-5411-3-36
MAR22	water for batteries	04/07/2022	5.58	100-70-5411-3-36
MAR22	cutoff wheel/scissors	04/07/2022	27.15	100-70-5411-3-36
MAR22	parts/supplies	04/07/2022	3.99	100-70-5411-3-36
MAR22	plug 3 wire	04/07/2022	14.99	100-70-5411-3-36
MAR22	clip hitch	04/07/2022	3.99	100-70-5411-3-36
MAR22	UPS/tape measure/screwdriver	04/07/2022	87.28	100-70-5411-3-36
MAR22	plug/adaptor/cap	04/07/2022	8.37	100-70-5411-3-36
MAR22	snap fasteners	04/07/2022	9.98	100-70-5411-3-36
MAR22	valve check/sledge/spray gun	04/07/2022	127.96	100-70-5411-3-36
MAR22	supplies for job trailer	04/07/2022	107.95	100-70-5411-3-38
MAR22	paint tray/paint brushes - city garage bathroom	04/07/2022	15.35	100-70-5412-3-36
MAR22	parts/supplies - install hook up for generator	04/07/2022	29.52	100-70-5412-3-36
MAR22	parts/supplies - install hook up for generator	04/07/2022	6.99	100-70-5412-3-36
MAR22	salt for sidewalks	04/07/2022	685.51	100-70-5435-3-36
MAR22	multi-mix container/paintbrush	04/07/2022	8.56	100-70-5441-3-36
MAR22	parts/supplies - leaf vac arm repair	04/07/2022	13.98	700-10-5193-3-36
Total 12700 MARTENS ACE HARDWARE:			2,269.90	
<b>12759 FASSE DECORATING CENTER</b>				
1-154250	street paint	04/07/2022	1,890.00	100-70-5441-3-36
Total 12759 FASSE DECORATING CENTER:			1,890.00	
<b>13261 FIVE ALARM FIRE &amp; SAFETY EQUIP</b>				
P02905	Annual hurst jaws of life service	04/07/2022	420.00	100-50-5232-3-36
Total 13261 FIVE ALARM FIRE & SAFETY EQUIP:			420.00	
<b>13495 FOND DU LAC COUNTY</b>				
22610109	salt brine mix	04/07/2022	2,199.64	100-70-5435-3-36
22610109	salt	04/07/2022	16,399.20	100-70-5435-3-36
Total 13495 FOND DU LAC COUNTY:			18,598.84	
<b>13497 FOND DU LAC COUNTY CLERK OF COURTS</b>				
3-31-22	Paid Warrant-Bryan	03/31/2022	263.50	100-13850
Total 13497 FOND DU LAC COUNTY CLERK OF COURTS:			263.50	
<b>15950 HOMAN AUTO -GATEWAY</b>				
741686	service on Durango - PD	04/07/2022	183.02	100-40-5212-3-36
741832	service on Durango - PD	04/07/2022	673.93	100-40-5212-3-36
Total 15950 HOMAN AUTO -GATEWAY:			856.95	
<b>16001 HOME CONTRACTORS &amp; SUPPLY INC.</b>				
29877	PARTS/supplies - McCune Park dugout	04/07/2022	96.24	100-20-5525-3-36
Total 16001 HOME CONTRACTORS & SUPPLY INC.:			96.24	
<b>16663 JOHN FABICK TRACTOR CO</b>				
P1MK0173059	ET Subscription	04/07/2022	1,325.00	100-70-5411-3-38
Total 16663 JOHN FABICK TRACTOR CO:			1,325.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>16910 KATHY'S KUSTOM EMBROIDERY</b>				
8052	embroidery - PD	04/07/2022	58.00	100-40-5211-3-38
Total 16910 KATHY'S KUSTOM EMBROIDERY:			56.00	
<b>16987 KIMBALL MIDWEST</b>				
9748959	cap screws/nuts/hex nuts/paint	04/07/2022	210.89	100-70-5411-3-38
Total 16987 KIMBALL MIDWEST:			210.89	
<b>17139 KREITZMAN, TREVOR</b>				
4-7-22	eye glasses allowance	04/07/2022	150.00	100-40-5211-3-38
Total 17139 KREITZMAN, TREVOR:			150.00	
<b>17175 KWIK TRIP STORES</b>				
PD-FEB2022	PD monthly fuel purchases - Feb 2022	03/29/2022	2,473.93	100-40-5212-3-38
FD-FEB2022	Ambulance monthly fuel - Feb 2022	03/29/2022	31.15	100-50-5230-3-38
FD-FEB2022	Fire dept monthly fuel - Feb 2022	03/29/2022	272.31	100-50-5232-3-38
DPW-FEB2022	DPW monthly fuel purchases - Feb 2022	03/29/2022	4,416.26	100-70-5411-3-38
Total 17175 KWIK TRIP STORES:			7,193.65	
<b>17277 LANGFORD, WILLIAM</b>				
3-31-22	returned ACH 3.25.22	03/31/2022	448.00	100-13850
Total 17277 LANGFORD, WILLIAM:			448.00	
<b>17759 LIFESTAR EMERGENCY MEDICAL</b>				
21-0094	ACLS Service Mar 2022	04/07/2022	5,500.00	100-10-5255-3-38
Total 17759 LIFESTAR EMERGENCY MEDICAL:			5,500.00	
<b>18459 MARCO TECHNOLOGIES LLC</b>				
INV9789300	Toner for MPCW2200	04/07/2022	545.65	100-70-5420-3-38
Total 18459 MARCO TECHNOLOGIES LLC:			545.65	
<b>19695 MUNICIPAL CODE CORPORATION</b>				
00371198	PDF of supplement 17 to the code of ordinances	04/07/2022	1,240.00	100-10-5163-3-38
Total 19695 MUNICIPAL CODE CORPORATION:			1,240.00	
<b>19802 NAPA AUTO PARTS-WAUPUN</b>				
340451	oil seals	04/07/2022	25.52	100-70-5411-3-36
340562	battery	04/07/2022	36.86	100-70-5411-3-36
340607	adapter	04/07/2022	8.60	100-70-5411-3-36
341240	air filter	04/07/2022	22.22	100-70-5411-3-36
341254	tail light	04/07/2022	21.55	100-70-5411-3-36
341401	power steering filter/oil filter	04/07/2022	48.28	100-70-5411-3-36
341558	credit	04/07/2022	60.00	100-70-5411-3-36
342983	assorted filters purchased on sale	04/07/2022	323.84	100-70-5411-3-36
343371	assorted filters purchased on sale	04/07/2022	629.60	100-70-5411-3-36
341095	cleaner degreaser	04/07/2022	320.00	100-70-5411-3-36
Total 19802 NAPA AUTO PARTS-WAUPUN:			1,376.47	

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>20480 NICKEL, JULIE</b>				
4-7-22	Reimbursement for cell phone use - April 2022	04/07/2022	40.00	100-10-5131-3-31
Total 20480 NICKEL, JULIE:			40.00	
<b>21357 PETERSEN, JENNIFER</b>				
4-7-22	MILEAGE - FDL Cty - pick up election day ballots for 4-5-	04/07/2022	23.40	100-10-5142-3-37
4-7-22-1	MILEAGE - Juneau - Dropped of 4-5-22 election day ballo	04/07/2022	19.89	100-10-5142-3-37
4-7-22-1	MILEAGE - FDL - Dropped of 4-5-22 election day ballots/	04/07/2022	23.40	100-10-5142-3-37
Total 21357 PETERSEN, JENNIFER:			66.69	
<b>21665 PIGGLY WIGGLY DISCOUNT FOODS</b>				
4283	Election 4-5-22	04/07/2022	86.13	100-10-5142-3-38
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			86.13	
<b>21700 PIONEER SUPPLY LLC</b>				
21997	24x30 Cast-DWD Cast Truncated Warning Field Plain - Si	04/07/2022	12,360.00	400-70-5444-8-00
Total 21700 PIONEER SUPPLY LLC:			12,360.00	
<b>21790 PIT-STOP PORTABLES</b>				
A-126917	Pine Street Park Port a Potty	04/07/2022	179.00	100-20-5525-3-38
Total 21790 PIT-STOP PORTABLES:			179.00	
<b>23062 ROET'S HOME HEATING</b>				
2367	air filters	04/07/2022	484.80	100-70-5410-3-36
Total 23062 ROET'S HOME HEATING:			484.80	
<b>24400 STOBBS PLUMBING &amp; HEATING, INC.</b>				
13234	Sloan Closet repair kit - Safety Building	04/07/2022	36.75	100-70-5410-3-36
Total 24400 STOBBS PLUMBING & HEATING, INC.:			36.75	
<b>24522 SULLIVAN, GARY</b>				
4-7-22	retirement Gift	04/07/2022	250.00	100-10-5110-3-38
Total 24522 SULLIVAN, GARY:			250.00	
<b>24523 SULLIVAN, TED</b>				
4-7-22	Clothing allowance	04/07/2022	84.39	100-12634
Total 24523 SULLIVAN, TED:			84.39	
<b>24650 SURE FIRE, INC.</b>				
27568899	valves - city hall repair	04/07/2022	940.12	100-70-5410-3-36
Total 24650 SURE FIRE, INC.:			940.12	
<b>24780 SYMBOLARTS</b>				
0425567-IN	BADGES	04/07/2022	299.75	100-40-5212-3-38
Total 24780 SYMBOLARTS:			299.75	

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>25249 TRACTOR SUPPLY CREDIT PLAN</b>				
4-7-22	grass seed for summer projects	04/07/2022	374.97	100-70-5410-3-36
4-7-22	grass seed for buildings	04/07/2022	199.98	100-70-5410-3-36
4-7-22	tubes for tires/lunette ring	04/07/2022	134.97	100-70-5411-3-36
Total 25249 TRACTOR SUPPLY CREDIT PLAN:			709.92	
<b>25450 TRU CLEANERS LLC</b>				
CW040122	cleaning service for City of Waupun - for Mar 2022	04/07/2022	4,052.81	100-70-5410-3-38
CW040122-A	additional cleaning service due to Covid-19 - for Mar 2022	04/07/2022	480.00	100-70-5410-3-38
Total 25450 TRU CLEANERS LLC:			4,532.81	
<b>25760 US CELLULAR</b>				
0497519390	Clerk cell phone - Mar 2022	04/07/2022	68.21	100-10-5141-3-31
0497519390	Economic Developer/Administrator cell phone - Mar 2022	04/07/2022	44.92	100-10-5191-3-31
0497519390	Kast Hotspot #190 - Mar 2022	04/07/2022	68.93	100-10-5197-3-31
0497519390	Recreation cell phone - Mar 2022	04/07/2022	83.22	100-20-5513-3-31
0497519390	DPW Director/Foreman monthly cell phone - Mar 2022	04/07/2022	86.51	100-70-5420-3-31
0497519390	Library monthly cell - Mar 2022	04/07/2022	44.92	210-60-5511-3-31
Total 25760 US CELLULAR:			396.71	
<b>26042 VANDE ZANDE &amp; KAUFMAN, LLP</b>				
MAR2022	monthly City Attorney Fees - Mar 2022	04/07/2022	2,685.00	100-10-5161-3-38
13586	Traffic monthly attorney fees - Mar 2022	04/07/2022	527.81	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			3,212.81	
<b>26465 VON BRIESEN &amp; ROPER, S.C.</b>				
386691	Personnel Issues - Feb 2022	04/07/2022	1,354.50	100-10-5143-3-38
386552	Vande Zande Records Request	04/07/2022	535.50	100-10-5161-3-38
Total 26465 VON BRIESEN & ROPER, S.C.:			1,890.00	
<b>26494 W &amp; D NAVIS</b>				
48878	Former Grade School Demo	04/07/2022	102,885.00	408-70-5436-8-00
Total 26494 W & D NAVIS:			102,885.00	
<b>26790 WAUPUN AREA ANIMAL SHELTER, INC</b>				
APRIL2022	Monthly Contract - April 2022	04/07/2022	1,000.00	100-40-5343-3-38
Total 26790 WAUPUN AREA ANIMAL SHELTER, INC:			1,000.00	
<b>27450 WAUPUN UTILITIES</b>				
5473	Verizon Charges - DPW I-pads - Mar 2022	04/07/2022	58.02	100-70-5420-3-31
Total 27450 WAUPUN UTILITIES:			58.02	
<b>27935 WELLS FARGO PAYMENT REMITT.</b>				
ANGIE-JAN22/FEB22	Walgreens_retirement party supplies & sympathy card	03/29/2022	15.07	100-10-5110-3-38
ANGIE-JAN22/FEB22	Walgreens_retirement party supplies	03/29/2022	18.32	100-10-5110-3-38
ANGIE-JAN22/FEB22	Leroy Meats_Retirement Party	03/29/2022	64.07	100-10-5110-3-38
ANGIE-JAN22/FEB22	Leroy Meats_Retirement Party	03/29/2022	36.66	100-10-5110-3-38
ANGIE-DEC21/JAN21	2022 WGFOA Active Membership Dues-Terri	03/29/2022	25.00	100-10-5153-3-34
ANGIE-DEC21/JAN21	2022 WGFOA Active Membership Dues-Michelle	03/29/2022	25.00	100-10-5153-3-34
ANGIE-DEC21/JAN21	Doister Domain Privacy & Protection	03/29/2022	89.90	100-10-5197-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
KATHY-FEB22	Microsoft Online Services Jan 2022	03/29/2022	184.00	100-10-5197-3-38
SCOTT-FEB22	FBI NI Acadamy dues	03/29/2022	110.00	100-40-5211-3-34
SCOTT-FEB22	Annual Membership Dues_Wisconsin LA	03/29/2022	20.00	100-40-5211-3-34
SCOTT-FEB22	WAI Membership Renewal_Sullivan	03/29/2022	20.00	100-40-5211-3-34
SCOTT-FEB22	WI Chiefs of Police Conf Reg. Fee_Scott	03/29/2022	225.00	100-40-5211-3-37
SCOTT-FEB22	Cellebrite training	03/29/2022	289.00	100-40-5211-3-37
SCOTT-FEB22	Kalahari Resort_WI Police Leadership Foundation	03/29/2022	91.00	100-40-5211-3-37
SCOTT-FEB22	Kalahari Resort_WI Police Leadership Foundation Meal	03/29/2022	17.08	100-40-5211-3-37
SCOTT-FEB22	WAI annual conferencel_Sullivan	03/29/2022	150.00	100-40-5211-3-37
SCOTT-FEB22	WI DOT TVRP	03/29/2022	6.12	100-40-5211-3-38
BJ-JAN22/FEB22	Amazon_Presentation harware	03/29/2022	334.90	100-50-5231-3-38
BJ-JAN22/FEB22	Amazon_Presentation harware	03/29/2022	24.72	100-50-5231-3-38
BJ-JAN22/FEB22	Amazon_Presentation harware	03/29/2022	67.31	100-50-5231-3-38
BJ-JAN22/FEB22	WI St. Fire Insp. Assoc._O'Neill Inspector Membership re	03/29/2022	45.00	100-50-5233-3-34
BJ-JAN22/FEB22	WI St. Fire Insp. Assoc._DeMaa Inspector Membership re	03/29/2022	45.00	100-50-5233-3-34
BJ-JAN22/FEB22	WI St. Fire Insp. Assoc._Beekman Inspector Membership	03/29/2022	45.00	100-50-5233-3-34
BJ-JAN22/FEB22	WI St. Fire Insp. Assoc._Schears Inspector Membership r	03/29/2022	45.00	100-50-5233-3-34
BJ-JAN22/FEB22	WI St. Fire Insp. Assoc._Beer Inspector Membership rene	03/29/2022	45.00	100-50-5233-3-34
BJ-JAN22/FEB22	Amazon_Fire Officer class book	03/29/2022	90.47	100-50-5234-3-38
BJ-JAN22/FEB22	Amazon_Fire Officer class book	03/29/2022	93.48	100-50-5234-3-38
JEFF-JAN22/FEB22	Max_Light fixture pads to hang lights Museum	03/29/2022	186.87	100-70-5410-3-36
JEFF-JAN22/FEB22	DK Hardware_Replace lock on Trista's window counter	03/29/2022	21.82	100-70-5410-3-36
JEFF-JAN22/FEB22	Electric Generators Direct_Generator Plug for Overhead	03/29/2022	82.88	100-70-5412-3-36
BRET-FEB22	Library Spectrum Internet & Voice	03/29/2022	174.97	210-60-5511-3-31
ANGIE-NOV21/DEC21	Wells Fargo Cash Back Credit	03/29/2022	147.90-	400-48-4813-0-00
JEFF-JAN22/FEB22	Badger Trailer_Utility Traier	03/29/2022	100.00	410-70-5412-4-00
Total 27935 WELLS FARGO PAYMENT REMITT.:			2,640.74	
<b>27948 WERNER ELECTRIC SUPPLY</b>				
S6733605.001	flood lights - replace on slide/pavilion	04/07/2022	222.00	100-20-5523-3-36
S6742248.001	port connector - repair wire at pavilion	04/07/2022	161.40	100-20-5523-3-36
Total 27948 WERNER ELECTRIC SUPPLY:			383.40	
<b>28247 WI BUILDING SUPPLY</b>				
3541218	supplies/parts - Schlieve dug-outs/McCune Scorebooth	04/07/2022	1,520.03	100-20-5525-3-36
3541308	supplies for library shelves	04/07/2022	326.28	100-70-5410-3-36
Total 28247 WI BUILDING SUPPLY:			1,846.31	
<b>28855 WI DEPT OF REVENUE</b>				
L1736703824	Annual TID 5 Fee	03/29/2022	150.00	401-70-5436-3-38
L1736703824	Annual TID 3 Fee	03/29/2022	150.00	405-70-5436-3-38
L1736703824	Annual TID 7 Fee	03/29/2022	150.00	407-70-5436-3-38
L1736703824	Annual TID 6 Fee	03/29/2022	150.00	408-70-5436-3-38
L1736703824	Annual TID 8 Fee	03/29/2022	150.00	418-70-5436-3-38
Total 28855 WI DEPT OF REVENUE:			750.00	
<b>300229 CND SPECIALTIES INC</b>				
117-1	Election food 4-5-22	04/07/2022	95.88	100-10-5142-3-38
Total 300229 CND SPECIALTIES INC:			95.88	
Grand Totals:			250,152.56	

GL Period	Amount
04/22	213,209.67
03/22	36,942.89
<b>Grand Totals:</b>	<b>250,152.56</b>

Vendor number hash: 1888601  
Vendor number hash - split: 3560580  
Total number of invoices: 100  
Total number of transactions: 201

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	250,152.56	.00	250,152.56
<b>Grand Totals:</b>	<b>250,152.56</b>	<b>.00</b>	<b>250,152.56</b>

Report Criteria:  
[Report]. Invoice Date = 03/29/2022,03/31/2022,04/07/2022



**MINUTES**  
**CITY OF WAUPUN COMMUNITY DEVELOPMENT**  
**AUTHORITY MEETING**  
**In-Person & Teleconference**  
**Tuesday, December 21, 2021 at 8:00 AM**

Committee Members Present:

Gary DeJager  
Derek Drews  
Julie Nickel  
Sue VandeBerg  
Jill Vanderkin  
Nancy Vanderkin  
Cassandra VerHage

Staff Present:

Kathy Schlieve ..... Administrator  
Sarah Van Buren ..... Community & Economic Development Coordinator  
Dan Vande Zande (arrived 8:01) ..... Attorney

Other:

Lauren Tillema ..... Stone + Suede

**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 determined.

**PERSONS WISHING TO ADDRESS THE COMMUNITY DEVELOPMENT AUTHORITY**

None.

**CONSIDERATION - ACTION**

**1. Approval of Agenda/Motion to Deviate**

Administrator Schlieve would like the closed session item removed from the agenda, as it is no longer needed. A motion to approve the agenda, as amended, was made by Mr. DeJager and seconded by Ms. N. Vanderkin, passing unanimously.

**2. Approval of October 19, 2021 Community Development Authority Minutes**

A motion to approve the October 19, 2021 Community Development Authority minutes was made by Ms. N. Vanderkin and seconded by Ms. VandeBerg, passing unanimously.

**3. Approval of October 2021 Financial Statement**

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

**4. Approval of November 2021 Financial Statement**

A motion to approve the November 2021 financial statement was made by Ms. N. Vanderkin and seconded by Ms. J. Vanderkin, passing unanimously.

**5. Approval of 2022 CDA Budget**

Administrator Schlieve provided an overview of the draft 2022 CDA budget that was included in the meeting packet. Due to commitments made to projects within the district occurring in 2022, the only grant opportunity that will be available will be the Revitalization grant.

A motion to approve the 2022 CDA budget was made by Ms. J. Vanderkin and seconded by Mr. DeJager, passing unanimously.

**6. Design for Façade Improvements – Stone + Suede (417 E. Main St.)**

Ms. Tillema provided an overview of the proposed design improvements to the front façade, as well as desired paint colors. Extensive research of other historic building has been done and they would like to have black trim and use Sherwin William Stucco to complement the existing brickwork

A motion to approve the proposed design for façade improvements at 417 E. Main St. was made by Ms. VandeBerg and seconded by Ms. VerHage, passing unanimously.

## **DISCUSSION**

### **7. Downtown Market Analysis Draft Recommendations**

Ms. Van Buren provided an update on the draft downtown market analysis document being finalized by UW-Extension. Administrator Schlieve felt the document has the right elements and that as a community; we need to do better at collaborating among partners. At times, this is done well but other times, relationships are fractured. With limited resources, better collaboration will have a bigger collective impact.

The final report will all include a summary of the survey results, will be used for recruitment and guide the work of staff on grants, and implementation of the streetscaping plan but it will be important for everyone to help carry the message.

### **8. CDI Grant Update**

Staff continues to work with the owners of Stone + Suede on business planning. Work also continues on a CDI grant request. As a reminder, the CDA has committed to making an investment to help support the work that needs to be done to the site, specifically when it comes to the two green spaces.

### **9. Administrator Update**

Administrator Schlieve provided the following updates:

- Continue to work with owner of 431 E. Main St. regarding the needed improvements to the space. The owner of 0638 The Clothing Collection has signed a lease for January 1, 2022. The owner of 431 E. Main St. is interested in working with the City to do additional improvements to the buildings he owns in the 400 block.
- Staff continues to respond to grant opportunities.
- Continuing through due diligence process of the industrial park project.
- Work has begun for the creation on a new TID on the east side.

Ms. VandeBerg asked if the CDA could support improvements at the Senior Center, like new flooring. Administrator Schlieve stated improvements to the Senior Center could not be paid for by the funds generated by the TID, as it is not an eligible building. In addition, Administrator Schlieve reminded the group that staff recently submitted a grant application for the construction of a new Senior Center.

Ms. N. Vanderkin asked if the Goose Shot has been sold. Administrator Schlieve stated there is an offer on the building. Mayor Nickel reminded members of the CDA that private sales do not usually involved the City unless something specific is needed.

Mr. DeJager inquired about the timing of grant announcements for the Neighborhood Investment Grant and the Healthcare Innovation Grant. Ms. Van Buren informed the group the state was anticipating making announcements in December.

## **ADVANCED PLANNING**

### **11. Potential Agenda Items**

### **12. Date of Next Scheduled Meeting**

The next meeting is scheduled for January 18, 2022 at 8:00 a.m.

## **ADJOURNMENT**

A motion to adjourn was made by Ms. N. Vanderkin and seconded by Ms. J. Vanderkin passing unanimously. The meeting adjourned at 8:45 a.m.





A G E N D A  
CITY OF WAUPUN BOARD OF PUBLIC WORKS AND  
FACILITIES COMMITTEE  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, February 08, 2022 at 4:30 PM

**CALL TO ORDER**

Chairman Kaczmarek called the meeting to order at 4:30pm.

**ROLL CALL**

Members in attendance on roll call is:

**In-Person:** Alderman Kaczmarek, Alderman Matoushek, Alderman Westphal, Ryan Mielke, Dave Rens

**Virtually:** Dale Heeringa

**Members absent and excused:** Gregg Zonnefeld

Ex officio, Non-Voting Members present is:

**In-Person:** Mayor Nickel, Public Works Director Daane, Recreation Director Kaminski,

**Members absent and excused:** Utility Manager Brooks, City Clerk Hull, Police Chief Loudon

City Staff in attendance is:

**In-Person:** Administrator Schlieve

Audience in attendance is:

**In-Person:** Mike Thurmer

Media in attendance:

**In-Person:** Jaedon Buchholz

**PERSONS WISHING TO ADDRESS COUNCIL**

Mike Thurmer provides his concerns and frustration regarding the permit fees for dumping grass, leaves, and debris.

**FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS**

The next scheduled meeting will be held on Tuesday, March 8, 2022 at 4:30pm in the City Hall Council Chambers.

**CONSIDERATION - ACTION**

**1. Approve Minutes of the December 14, 2021 Meeting**

Motion Westphal, second Rens to approve the December 14, 2021 Board of Public Works and Facilities Meeting minutes. Motion carried 6-0.

**2. 2022 Equipment Rates**

Motion Matoushek, second Heeringa to make recommendation to the Common Council, the adoption of the 2022 Public Works Equipment Rates. Motion carried 6-0.

**3. Recap of the first year contractors permit required for only dumping grass, leaves and chipped debris**

Providing for a permit fee for the dumping of grass, leaves, and chipped debris provided a savings of \$20,000, year one. Discussions were heard on possible avenues to limit those that abuse the system in place. No recommendations to return this item at a future for action is heard.

**4. Dodge Park Improvement Plan**

Dodge Park plan includes black top and gravel paths and game /tables for ADA compliance. The removal of the tennis courts and grass placement is recommended until future funds permit for the remainder of the plan. Repositioning may need to happen to make place for an ice rink.

Motion Matoushek, second Westphal to approve the Dodge Park Improvement Plan contingent upon future budgeting and remove tennis courts when time permits. Motion carried 5-1 with Rens voting Nay.

**5. Approve and Recommend 2022 Asphalt Paving contract**

Bids for the 2022 asphalt paving contract for mill and overlay of W. Lincoln St., Pioneer Ave., Edgewood Dr., Hawthorn Dr., Commercial St., Alley were received from Northeast Asphalt (\$132,154.80) and Kartechner Brothers (\$139,550.50).

Motion Matoushek, second Mielke to recommend to the Common Council to award the bid for the 2022 Asphalt Paving Contract to Northeast Asphalt in the amount of \$132,154.80. Motion carried 6-0.

**6. Approve and Recommend 2022 Sidewalk management program bid to Council**

Bids for the 2022 sidewalk management program were received from Forward Contractors (\$208,855.80) and Rennhack Constructions (\$272,361.50).

Motion Matoushek, second Rens to recommend to the Common Council to award the bid for the 2022 sidewalk management program to Forward Contractors in the amount of \$208,855.80. Motion carried 6-0.

**7. 2022 Waupun Aquatic Center Rates**

Rates for the Waupun Aquatic Center swimming passes and swimming lessons are presented for consideration. Proposal includes a \$150 residential family pass; \$75 residential individual pass; \$175 non residential family pass, and \$85 non-residential individual pass. These prices are established to be carried through the end of the 2022 year.

Motion Matoushek, second Westphal to accept the 2022 Waupun Aquatic Center rates as proposed. Motion carried 6-0.

**8. 2022 Park Rental fees**

Rates for City of Waupun park rentals are discussed. Rates are comparable with surrounding communities. Daane asks for consideration of lowering or removing the fee to Buwalda Park as the space is small and limited.

Motion Matoushek, second Heeringa to accept the 2022 City of Waupun park rental rates and eliminate a fee for the use of Buwalda Park. Motion carried 6-0.

**9. Radio Repeater system quotes**

With the City continuing to expand, the two-way radios are not reaching across the City which is an issue if there was a safety event or just communicating with coworkers on a project. Daane had a couple companies onsite to see if adding a repeater to the roof area of City Hall would help this issue. The results of this test were successful. This is a budgeted item for 2022 and quotes were received from General Communications (\$7,500) and Baycom (\$10,400).

Motion Westphal, second Matoushek to accept the quote from General Communications, not to exceed \$7,500, for radio repeater system. Motion carried 6-0.

**10. Estimate for outdoor ice rink at a City Park**

An inquiry was provided to Daane of the possibility of placement of an outdoor ice skating rink. Consideration of Dodge and West End Park locations.

Motion Matoushek, second Rens to approve an outdoor skating ice rink, contingent upon budget funds available.

**ADJOURNMENT**

At 5:48pm, motion Matoushek, second Westphal to duly call the meeting adjourned. Motion carried 6-0.



MINUTES  
CITY OF WAUPUN RECREATION & WELLNESS  
BOARD MEETING  
Waupun City Hall (201 E. Main St., Waupun, WI)  
Wednesday, February 9, 2022 at 4:30 p.m.

Committee Members Present:

Sandy Buchholz..... Citizen  
B.J. DeMaa (arrived 4:32 p.m.) ..... Waupun Fire Department  
Karen Gibbs ..... Church Health Services  
Steve Hill (arrived at 4:35 p.m.) ..... Waupun School District  
Will Langford ..... City Council  
Mike Matoushek ..... City Council  
Julie Nickel ..... Mayor  
Linda Nickel ..... Citizen  
Terri Respalje (arrived 4:31 p.m.) ..... Waupun Food Pantry  
Darian Schmitz ..... REACH Waupun

Committee Members Absent:

Rohn Bishop (unexcused) ..... City Council  
Scott Loudon, ex-officio (excused) ..... Waupun Police Department  
Diane Posthuma (excused) ..... Waupun Memorial Hospital

Guests:

Jeanne Ludjack ..... Dimensional Learning Systems

Staff Present:

Rachel Kaminski ..... Waupun Senior Center  
Kathy Schlieve ..... Administrator  
Sarah Van Buren ..... Community & Economic Development Coordinator

**CALL TO ORDER:**

Chair Matoushek called the meeting to order at 4:31 p.m.

**ROLL CALL OF BOARD MEMBERS:**

Roll call of board members determined a quorum of voting members was present.

*Ms. Respalje arrived at 4:31 p.m.*

**PUBLIC COMMENT:**

None.

**CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:**

**1. Approval of Agenda/Motion to Deviate**

A request was made to move the 2022 AARP Community Challenge discussion up to the beginning of the Community Wellness Planning Workshop.

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

*Chief DeMaa arrived at 4:32 p.m.*

**2. Approval of January 12, 2022 Recreation & Wellness Board Meeting Minutes**

A motion to approve the January 12, 2022 Recreation & Wellness Board meeting minutes was made by Ms. Gibbs and seconded by Ms. Buchholz, passing unanimously.

**COMMUNITY WELLNESS PLANNING WORKSHOP #6**

**3. Refinement of 2022 Subcommittee Work Plans**

Ms. Ludjack provided guidance on the purpose of the work being done tonight within the subcommittees.

#### **4. Subcommittee Report Out**

Upon reconvening, a spokesperson from each provided a summary of the discussion had regarding potential projects to consider for the AARP Community Challenge Grant:

- Administrator Schlieve – need for addressing social isolation across the age spectrum and the need for a programmatic approach to reaching a solution.
- Ms. Ludjack – senior volunteer driver program; better advertisement of the taxi service; activation of the green space downtown (senior gardens on one side and entertainment on the other).

#### **5. 2022 AARP Community Challenge Grant**

Administrator Schlieve provided an overview of the funding opportunity. A handout was provided to help groups identify and refine ideas that could be submitted that would support the work of this board.

*Mr. Hill arrived at 4:35pm*

#### **ADVANCED PLANNING:**

##### **6. Potential Agenda Items**

- AARP Community Challenge Grant Update
- Subcommittee Work Plan Development

##### **7. Date of Next Scheduled Meeting**

- The next meeting will be March 9, 2022 at 4:30 p.m.

#### **ADJOURNMENT**

A motion to adjourn the meeting was made by Ms. Gibbs and seconded by Chair Matoushek, passing unanimously. The meeting adjourned at 5:27 p.m.



**MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Wednesday, February 23, 2022 at 4:30 PM

The Waupun Plan Commission met at 4:30 pm on Wednesday, February 23, 2022.

**CALL TO ORDER**

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

**ROLL CALL**

Members Present: Elton TerBeest, Jerry Medema, Jeff Daane, Julie Nickel, and Jon Dobbratz

Members Excused: Mike Matoushek and Jill Vanderkin

Staff Present: Susan Leahy - Zoning Administrator

Others Present: Devin Winter - Excel Engineering, Roxanne Johnson – WCI, and Bill Wheeler

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

None

**FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION**

There was a request to move the March meeting up by 2-3 weeks. The next meeting will be on Wednesday, March 23, 2022 at 4:30 pm.

**CONSIDERATION - ACTION**

1. Approve minutes of the January 10, 2022 Plan Commission meeting.  
Motion by Dobbratz, 2nd by Medema to approve the minutes of the January 10, 2022 meeting. Motion carried, unanimously.
2. Public Hearing - Conditional Use Permit application of Central Wisconsin Christian School for a proposed addition to the middle school. Per Municipal Code Section 16.03(1)(d)(i) of the Waupun Municipal Code.

Mayor Julie opened the public hearing. The Central Wisconsin Christian School property at 301 Fox Lake Rd. is zoned in the R-1 Single Family Residential District. Schools are listed as a conditional use in that district. They are proposing a 4,000+ sq. ft. addition. There were no questions asked in the public hearing, so Chairman Nickel closed the public hearing and asked for a motion.

Motion by Daane, 2<sup>nd</sup> by Medema to approve the Conditional Use Permit of Central Wisconsin Christian School for an addition onto the existing school building.

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

3. Site Plan Review for Central Wisconsin Christian Schools at 301 Fox Lake Rd.  
Devin with Excel Engineering appeared and discussed site plan for Central Wisconsin Christian School at 301 Fox Lake Rd. for a 4000+ sq. ft. addition. They will be closing the access to the property from Visser Ave. MSA has not completed the final review of the stormwater plans yet. There was a concern from 910 Visser Ave. about stormwater during rain events. Jeff stated that the inlet near the school had inlet protection in yet restricting some flow, this has been removed. Landscaping plans have been approved. No further questions or comments were asked so Chairman Nickel called for a motion.

Motion Nickel, 2nd Dobbratz to approve the Site Plan for Central Wisconsin Christian School at 301 Fox Lake on the condition that the City receives the final approval on the stormwater plans from MSA.

Vote: TerBeest, Medema, Daane, Nickel, Dobbratz – “AYE”

Motion carried, unanimously.

4. Site Plan Review - Waupun Correctional Institution - Off Street Parking  
Roxanne presented for WCI. They acquired the property from Pella Church that is located across the street from the prison on S. Madison St. They are taking down the garage, widening the approach. There are 20 proposed parking stalls. The project will be completed in September of 2022. This was submitted to MSA for stormwater review. With size of the site being small and if they would install any stormwater facilities it would drastically decrease the number of parking stalls that could be installed, MSA suggested we forgo the requirement. Storm water will be running to inlets to the north and tying into inlet on Madison St. The driveway approach was just installed during road construction project. They want to move the driveway approach and instead of moving it, they will go to the board of public works to receive approval to make driveway approach larger. Landscaping was discussed. They had initially proposed native grasses, however have since changed the plan to lawn grass now. The City would prefer regular lawn and not native grasses as we could receive complaints about that in the natural habitat because it grows longer than the 6” stated in our Noxious Weed Ordinance.

No other comments or questions were asked so Chairman Nickel called for a motion on the Site Plan.

Motion by Dobbratz, 2<sup>nd</sup> by Nickel to approve the site plan for the parking lot for Waupun Correctional Institution as presented.

Vote: TerBeest, Medema, Daane, Nickel, Dobbratz – “AYE”

Motion carried, unanimously. .

5. Certified Survey Map Review - 523 & 521 Bronson St  
CSM Review - Bill Wheeler from 523 Bronson St. appeared and discussed the Certified Survey Map. They are proposing to sell the south 100 feet of the west 23.5 feet of their property to the landowner to the west at 521 Bronson St. to square up the lots. There were no concerns from the Board so Chairman Nickel called for a motion.

Motion by Medema, 2<sup>nd</sup> by TerBeest to recommend approval by the Common Council of the Certified Survey Map of 523 and 521 Bronson St.

Vote: TerBeest, Medema, Daane, Nickel, Dobbratz – “AYE”

Motion carried, unanimously.

#### **ADJOURNMENT**

Motion by Daane, 2nd by Nickel to adjourn meeting. Meeting adjourned at 4:49 pm.



**MINUTES**  
**CITY OF WAUPUN COMMON COUNCIL**  
Waupun City Hall – 201 E. Main Street, Waupun WI  
Tuesday, March 08, 2022 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:

**Virtually:** None

**In-Person:** Mayor Nickel, Alderman Vanderkin, Alderman Kaczmarski, Alderman Langford, Alderman Bishop, Alderman Matoushek, Alderman Westphal

**Members absent and excused:** None

Management Staff present is:

**Virtually:** Clerk Hull, Attorney VandeZande, Police Chief Loudon, Library Director Jaeger, Finance Director Kast

**In-Person:** Director of Public Works Daane, Administrator Schlieve, Recreation Director Kaminski, Fire Chief Demaa, General Utility Manager Brooks

**Staff absent and excused:** Utility Finance Director Stanek

City Staff present is:

**Virtually:** Community and Economic Development Coordinator VanBuren

Audience in attendance is:

**Virtually:** Jason Whitford

**In-Person:** Mike Beer, Jaedon Buchholz

Media in attendance:

**Virtually:** Ken Thomas of the Daily Citizen

**In-Person:** None

**PERSONS WISHING TO ADDRESS COUNCIL**

No persons addressed the Council.

**CONSENT AGENDA**

The Special Council meeting on April 19, 2022 will begin at 5:30pm.

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

**RESOLUTIONS AND ORDINANCES:**

**20. Review Ordinance 19-11 Providing for ATV/UTV use in the City Limits (*Discussion*)**

At the December 10, 2019 Common Council meeting, the ordinance allowing the use of ATV/UTV in the City limits was adopted with the statement it could be reviewed in one year. At the March 23, 2021 Council meeting, the ordinance was reviewed and comment was made to review again in one year. The ordinance is before the Council for review. Chief Loudon states very little concerns this past year. Matoushek and Westphal state they do not believe we need to return this ordinance as an annual review.

## **BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS**

### **21. 2021 Annual MS4 Report**

As we have more than 10,000 in population we are required to complete the MS4 report and submit to the DNR.

Motion Matoushek, second Westphal to approve the City of Waupun 2021 Annual MS4 Report. Motion carried 6-0 on roll.

### **22. Certified Survey Map- Wheeler & Mulder**

William and Deborah Wheeler are selling the south 100 feet of the west 23.5 feet of their property to the land owner west of them, Joshua Mulder. The City requires a 2-lot certified survey map of the resulting two properties to comply with the subdivision ordinance.

Motion Matoushek, second Bishop to approve the certified survey map for William and Deborah Wheeler. Motion carried 6-0 on roll call.

## **CONSIDERATION - ACTION**

### **23. Authorization for Use of City Land - Hero's Hunt for Veterans**

Brian Ball is requesting the use of the City garage landfill land for hunting purposes for Veterans.

Motion Matoushek, second Bishop the Hero's Hunt for Veterans to hunt on City land. Motion carried 6-0 on roll call.

### **24. 2022 City of Waupun Farmer's Market**

Waupun Downtown Promotions makes request of the annual farmer's market to be held on Saturdays, June to September, 2022 from 8a-12p.

Motion Vanderkin, second Matoushek to approve the 2022 City of Waupun Farmer's Market. Motion carried 6-0 on roll call.

### **25. REACH Giving Tuesday Donation Request**

City budgets approximately \$1500 for donation requests.

Motion Kaczmariski, second Matoushek to approve \$500 to REACH for Giving Tuesday and holding the remaining budgeted funds for future donation requests. Motion carried 6-0 on roll call.

## **MAYORAL CORRESPONDENCE/PRESENTATIONS**

### **26. 2022 National Library Week Proclamation (April 3-9)**

Mayor Nickel provides a proclamation to celebrate National Library Week which is April 3-9, 2022.

## **CLOSED SESSION**

At 6:20pm, motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (c) (e) (g) of the WI Statutes for Investing of Public Funds to Support Land Negotiations in TID 7, Investing public funds to develop land in Waupun Industrial Park, and consideration of Employment. Motion carried 6-0.

## **OPEN SESSION**

At 7:47pm, Motion Vanderkin, second Bishop to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

## **ACTION FROM CLOSED SESSION**

No action in open session.

## **ADJOURNMENT**

At 7:47pm, Motion Vanderkin, second Matoushek to call the meeting adjourned. Motion carried 6-0.



**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, March 14, 2022**

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

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

Motion made by Bishop, seconded by Thurmer and unanimously carried, to approve minutes from the February 14, 2022 meeting.

On motion by Bishop, seconded by Thurmer and unanimously carried, bills for month of February 2022 were approved as presented.

On motion by Kaczmariski, seconded by Daane and unanimously carried, year-to-date financial reports through January 2022 were approved as presented. Electric operating income was \$107,800 or \$101,900 above budget from lower operating costs and the annual billing for joint pole attachments to communication companies which occurs in January of each year. Water operating income was \$76,300 or \$35,300 above budget from lower than budgeted operating expenses. Sewer operating income was \$9,100 or 17,400 above budget largely due to the increase in high strength revenues from the DOC facilities.

General Manager Brooks reported on annual routine maintenance being completed. Electric staff is working to compile the necessary information needed for Forster Engineering to provide a system study and long range plan of our distribution system. Residential customers will be receiving their Home Energy Reports (HER) via mail this week. The HER compares the customer's electric and water usage to homes of similar size in hopes of helping customers to understand and manage their usage/costs promoting smarter energy use and water conservation efforts. General Manager Brooks attended the APPA Legislative Rally held in Washington, D.C., along with Mayor Nickel. While in Washington, D.C., they were able to speak with other members of APPA whom are facing the same industrywide issues, lobby for Public Power, and meet with Senators and Congressman to discuss the direct impact of federal action at local levels.

Treatment Facilities and Operations Superintendent Schramm reported on annual inspection of wells and stated that no deficiencies were found, attributing the findings a result of staff doing a great job on preventative maintenance. The main breaker had tripped a couple times at the WWTP and treatment facilities crew were able to troubleshoot the issue and identify the problem. Crew found a contractor had nicked some underground wires causing a ground fault. Contractor will replace the lines at their expense. Distribution/collection crew have completed the televising of sanitary Basins H & I, looking for infiltration of inflow. No deficiencies were found. A slide presentation was shown on progress of the ABNR WWTP construction project. The project is progressing nicely and on schedule. Contactors have been doing a good job as far as logistics and materials during these trying economic times of supply chain issues and increasing prices.

Finance Director Stanek presented an overview of PSCW rate making and how our electric and water utility rates are designed. Finance Director Stanek's presentation focused on the water utility because of upcoming street infrastructure projects, however the same PSCW design principles apply to the electric utility as well with variations for the sewer utility rate design as it is not governed by the PSCW. The presentation explained how our annual capital and operations budgets are developed to support operational and construction needs while balancing the revenues required for rate recovery within our current rate tariffs. Waupun Water Utility has been operating within the rate design effective in 2007 and has been able to adequately operate to present time based on that structure and design without a need for a rate review or increase. The water utility has not had to review rates since 2007 due to Waupun Utilities' strategic preventative maintenance programs, leak detection and routine maintenance of equipment and infrastructure. These programs have maintained or extended the useful life of our assets allowing for better control of operating expenses despite inflation and rising industry costs since 2007. A detailed review of financing and rate impact is conducted on all infrastructure projects.

On motion by Vanderkin, seconded by Homan and unanimously carried, meeting was adjourned at 5:21 p.m.

The next regular commission meeting is scheduled on April 11, 2022, at 4:00 p.m.

Jen Benson  
Office & Customer Service Supervisor

**Minutes of the Waupun Public Library Board Meeting  
Wednesday, March 16, 2022**

The Waupun Public Library Board was called to order by Sadie Schultz, Vice-President, at 4:30 p.m. on Wednesday, March 16, 2022. Present were Langford, Gehl, Garcia, and Jaeger. Also present via Zoom: Sullivan and Hintze. Rohrer and Martens were absent. With the absence of the Secretary, Jaeger volunteered to record the minutes.

ARTICLE I: Motion by Gehl, supported by Langford, to accept the minutes of the February 16, 2022 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics continue to improve.

- a. Circulated/downloaded/loaned: 19,248 items through the end of February.
- b. Curbside/drive-thru window service: 203 transactions through the end of February.

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

ARTICLE V:

- a. Motion by Hintze, supported by Schultz, to pay the bills as presented. Motion carried 5-0 on roll call. Langford was appointed to sign the list of bills.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. Interior Signage: Moving forward.
- b. Fond du Lac County Health Department issued boxes of N95 masks to all county public libraries for distribution to area residents.
- c. All county payments for rural service in 2020 have been received.
- d. Interns for this summer will be Logan Wobschall and Brooke Vander Galien
- e. Sensory boards and children's furniture has started to arrive from the Sullivan memorial donation.
- f. DPW has finished building new storage shelves for our bound newspaper volumes.
- g. Department of Public Instruction has approved the Library Grade 1 Certification renewal for Jaeger.

- h. Upcoming programs are scheduled for March 22 and April 5.
- i. FOWL book sales will start again in May.
- j. National Library Week is scheduled for April 3 – 9 this year.
- k. Staff evaluations have started. Jaeger and Garcia will be meeting with all staff over the next few weeks.
- l. Jaeger was contacted to see if the Library Board would like to hear a school update from school administrator Dr. Hill. Jaeger will be adding him to the April agenda.
- m. Public Library Association National Conference is being held in Portland, Oregon, this year. Jaeger will be attending virtually from March 23 – 25.

ARTICLE VIII: Old Business:

- a. Motion by Sullivan, supported by Schultz, to open the meeting rooms for public use and reservations on Monday, April 4, beginning with the Conference Room and Carnegie Room when ready. Motion carried.

ARTICLE IX: No New Business.

ARTICLE X: Motion by Hintze, supported by Sullivan, to adjourn at 4:58 p.m. Motion carried.

**\*Next tentative meeting: Wednesday, April 20, 2022 at 4:30 p.m. The Board will meet in person at the Library, with some members attending virtually. Efforts will be made to provide availability for those unable to attend in person.**

Bret Jaeger, Acting Secretary



**MINUTES**  
**CITY OF WAUPUN SPECIAL COMMON COUNCIL**  
**201 E Main Street, Waupun**  
**Tuesday, March 22, 2022 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:

**Virtually:** None

**In-Person:** Mayor Nickel, Alderman Vanderkin, Alderman Kaczmarski, Alderman Langford, Alderman Bishop, Alderman Matoushek

**Members absent and excused:** Alderman Westphal

Management Staff present is:

**Virtually:** Clerk Hull, Attorney VandeZande

**In-Person:** Administrator Schlieve

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

City Staff present is: None

Audience in attendance is:

**In-Person:** Jim Cleveland of Envision

Media in attendance: None

**CLOSED SESSION**

At 4:30pm, motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (c) (e) (g) of the WI Statutes for Negotiation of Funds to Invest in Waupun Industrial Park, Acquire Land for Future Street Access to Waupun Industrial Park, and Employment Consideration due to Vacancy. Motion carried 6-0.

**OPEN SESSION**

At 5:43pm, Motion Vanderkin, second Matoushek to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

**ACTION FROM CLOSED SESSION**

Motion Matoushek, second Langford to approve the hiring rate for the seasonal recreation leaders to \$10.00/hr. Motion carried 6-0 on roll call.

**ADJOURNMENT**

At 5:44pm, Motion Vanderkin, second Bishop to call the meeting adjourned. Motion carried 6-0.



**MINUTES**  
**CITY OF WAUPUN COMMITTEE OF THE WHOLE**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, March 29, 2022 at 6:00 PM**

**CALL TO ORDER**

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

**ROLL CALL**

Council in attendance on roll call is:

**Virtually:** None

**In-Person:** Mayor Nickel, Alderman Kaczmariski, Alderman Langford, Alderman Bishop, Alderman Matoushek, Alderman Westphal

**Members absent and excused:** Alderman Vanderkin

Management Staff present is:

**Virtually:** Clerk Hull, Attorney VandeZande, Library Director Jaeger, Police Chief Loudon

**In-Person:** Administrator Schlieve, Director of Public Works Daane, General Utility Manager Brooks, Fire Chief Demaa, Recreation Director Kaminski

**Staff absent and excused:** Utility Finance Director Stanek, Finance Director Kast

City Staff present is:

**Virtually:** Community and Economic Development Coordinator Sarah Vanburen

Audience in attendance is:

**In-Person:** Rick and Laurie Vant Hoff, Sgt. Charles Hensen

Media in attendance: Ken Thomas of the Daily Citizen

**CONSENT AGENDA**

**2. City of Waupun and Dodge County Emergency Management-Integrated Emergency Management Course April 25-28, 2022**

Demaa provides an update on the Integrated Emergency Management Course which will be held April 25-28, 2022.

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

**MAYORAL PRESENTATIONS**

**3. 2022 Mayoral Service Recognition**

Mayor Nickel recognizes Rick Vant Hoff with the Mayoral Service award for his dedication and contributions to the City of Waupun.

**ORDINANCES-RESOLUTIONS**

**4. Resolution Authorizing the City to Submit an Economic Development Administration (EDA) American Rescue Plan Act (ARPA) Economic Adjustment Assistance (EAA) Grant**

The U.S. Department of Commerce's Economic Development Administration (EDA) has announced funding availability under the American Rescue Plan Act Economic Adjustment Assistance (ARPA-EAA) Grant Program for construction and non-construction projects in communities impacted by the coronavirus pandemic. Staff provides a resolution of approval to apply for funding under this program for infrastructure improvements to the Waupun Industrial Park.

Motion Matoushek, second Bishop to adopt Resolution 03-29-22-01 Authorizing the City to Submit an Economic Development Administration (EDA) American Rescue Plan Act (ARPA) Economic Adjustment Assistance (EAA)

Grant. Motion carried 5-0 on roll call.

**CONSIDERATION - ACTION**

**5. National Guard Request for Army Aviation Support**

Sgt. Charles Hensen is before the council to request for landing a helicopter on city-owned land near the Armory for the purpose of training.

Motion Westphal, second Matoushek to allow the National Guard to land their helicopter on City-owned land near the armory, indefinitely, with the approval by the Public Works Director. Motion carried 5-0 on roll call.

**6. Status of Childcare Research and Grants**

Discussion is heard on the need of child day care and possible grants. Dodge County communities are pursuing a planning grant regarding child care issues.

**7. ARPA Public Engagement Process and Allocation for Childcare Grant Request**

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). The City of Waupun's share of the ARPA funds is estimated to be \$1,172,183.14, payable in two tranches (half at end of June of 2021 and half 12 months later). A preliminary list of options are provided. Discussions of preparing a survey for public input. Schlieve will return this t

**CLOSED SESSION**

At 6:55pm, motion Matoushek, second Bishop to adjourn in closed session under Section 19.85 (1) (c) (e) (g) of the WI Statutes for negotiations of funds to invest in Waupun Industrial Park. Motion carried 5-0.

**OPEN SESSION**

At 7:11pm, Motion Langford, second Westphal to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 5-0.

**ACTION FROM CLOSED SESSION**

No action in open session.

**ADJOURNMENT**

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



TO: Waupun Utilities Commissioners  
FROM: Steve Brooks, General Manager  
DATE: March 14, 2022  
SUBJECT: General Manager Report

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## **Electric Department Update:**

### Power Outages

- No power outages to report.

### Line Clearance Maintenance

- Line clearance work will be complete before the end of March. With the ground frozen and little snow on the ground, the conditions were favorable to complete line clearance work in the back yard right-of-ways. Work is ahead of schedule.

### Substation Testing / Maintenance

- A.C. Engineering Company recently completed maintenance on circuit breakers and relays at the South, West, and Prison Substations. Each relay was cleaned, re-lubricated, and tested according to their set protective settings. Each relay picked up near or at the pickups and all tripped within the time allowed for their respective trip curves.
- The Main and Comtech Substation equipment is scheduled for maintenance in 2023.

### Electric Distribution System Study / Long Range Plan

- We have decided to work with Forster Engineering to provide a system study and long range plan. It will provide updated information to help our staff prioritize and budget for needed improvements to the distribution system. We are working to provide detailed system information such as: relay settings, conductor sizes, transformer sizes, fault currents, feeder loads, capacitor sizes, and substation switching procedures.

## **General Manager Update:**

### Home Energy Report

- The Home Energy Report (HER) has been mailed to residential customers and should be hitting their mailboxes this week. The HER includes each customer's total electric and water usage for the past year in comparison of usage to a similar sized home. The intent is to help each customer understand and manage their electric and water usage/costs promoting smarter energy use and water conservation efforts.

## APPA Legislative Rally

- Mayor Julie Nickel and I attended the APPA Legislative Rally in Washington DC. We had the opportunity to meet in person with Senator Ron Johnson, Congressman Glenn Grothman, and Senator Joe Manchin who also serves as Chairman on the Senate Energy and Natural Resources Committee. Some of the key messages we discussed were:
  - Public Power is reducing its CO2 emissions to address Climate Change
  - Electric Grid Equipment Supply Chain Delays
  - Reinstating the advance refunding of Municipal Bonds
  - Support Smart Investments in Energy Infrastructure
  - Maintain Local Control Over Public Power Poles
  - Strengthen Partnerships for a Secure Grid. The electric sector, including public power utilities, has strong mandatory and enforceable cyber and physical security standards currently in place.

## Staff Training

- The Waupun Public Library offers Gale Courses that are free online trainings to any member that has a library card. Office staff have signed up for some Microsoft courses and will be completing the selected courses over the next six weeks.
- Customer Service & Customer Billing Representatives attended NorthStar and EnergyIP (metering) training held at WPPI.

This concludes my report for March 2022. Please contact me at 324-7920 or [sbrooks@waupunutilities.org](mailto:sbrooks@waupunutilities.org) with any questions or concerns.





TO: Waupun Utilities Commissioners  
FROM: Steve Schramm  
DATE: March 9, 2022  
SUBJECT: Monthly Operation Report

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### **Water Treatment Facility:**

There are no call-ins to report this month.

Municipal Well and Pump completed their annual inspections of all wells. No deficiencies were identified during these inspections. This is a direct result of the ongoing preventative maintenance performed by the operators.

### **Wastewater Treatment Facility:**

There were two call-ins to report this month. Both were related to main breaker trip, which dropped power to the entire wastewater treatment facility. These events occurred at the same time of day, but on random days. Further investigation staff identified energizing of exterior lighting coincided with each outage. To confirm staff changed the time (normal work hours) of exterior lighting and the main breaker trip followed. After further investigation, a contractor damaged underground wiring, which was causing a ground fault. This section of exterior lighting has been disconnected and will be replaced by the contractor.

### **Distribution/Collection System Crew:**

There are no call-ins to report this month.

Staff has completed large meter verification for 2022. All meters are within accuracy parameters, as set forth by the PSC.

Staff has completed televising sanitary Basin H and Basin I. Televising sanitary basins is the most effective methods to inspect the internal condition of a sanitary sewer. The main purpose of these inspections is to determine the condition of the pipe and if any blockages are present that may require cleaning, replacement or a repair may be necessary.

### **Wastewater Treatment Facility ABNR Update:**

#### Filter and Dewatering (Building 60) –

- PLC (process logic controller) installation is delayed due to extended lead time.
- Removal of post aeration and backwash blowers is completed.

ABNR Mix Tank (Building 62) –

- Tank aluminum cover has been installed.

ABNR Pump Station (Building 63) –

- Exterior brick and steel panel installation has been completed.
- Equipment pads poured.
- Electrical and HVAC installation is ongoing.

ABNR CO2 Storage Tank (Building 64) –

- Concrete base and containment is poured.
- Tank set in place.

ABNR Green House (Building 65) -

- All exterior wall panels/sheets are installed.
- All exterior exhaust fans are installed.
- Racking and glass continues to be installed, approximately 80% complete.
- Pigging assemblies continues to be installed, approximately 50% complete.
- Electrical and gas piping continue to be installed.

ABNR Process (Building 68) –

- Exterior brick and steel has been completed.
- Exterior translucent panels are 80% installed.
- Interior concrete floor and equipment pads are completed.

Biosolids Storage Building (Building 83) –

- The mechanical conveyor equipment has been delivered, installed, and completed start-up.

This concludes my report. Please do not hesitate to contact me with your questions or concerns at 324-7920 or [sschramm@waupunutilities.org](mailto:sschramm@waupunutilities.org).



TO: Waupun Utilities Commissioners  
FROM: Jeff Stanek, CPA, Finance Director  
DATE: March 14, 2022  
SUBJECT: January 2022 Financial Report

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## CONSTRUCTION AND PLANT ADDITIONS

Construction for all three utilities was minimal as is typical for the winter months. The water and sewer utilities upgraded their SCADA software and hardware systems at each of the treatment facilities. Construction at the WWTP continues with monthly Disbursement Requests being processed through the USDA.

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

### Sales

#### Electric

- Monthly kWh sales were **5.8% above** budget & **6.9% higher** than January 2021 on higher sales to Residential, General Service and Industrial Power customers.
- YTD kWh sales were **5.8% above** budget & **6.9% higher** than January 2021 YTD actual sales.

#### Water

- Monthly sales units of 100 cubic feet were **7.7% above** budget & **6.2% higher** than January 2021 sales on higher sales to Commercial and Industrial customers.
- YTD water sales were **7.7% above** budget & **6.2% higher** than January 2021 YTD actual sales.

#### Sewer

- Monthly sales units of 100 cubic feet were **12.7% below** budget & **13.2% lower** than January 2021 sales due to lower public authority volume. Sales to public authority customers continue to remain affected by the onset of COVID beginning in the spring of 2021 and have not returned to historical averages.
- YTD sewer sales were **12.7% below** budget & **13.2% lower** than January 2021 YTD actual sales.

### Income Statement

#### Electric

- Operating revenues and purchased power expense were **above** budget \$122,100 and \$112,400, respectively, due to servicing new Residential and General Service customers.
- Gross margin was \$9,800 **above** budget.
- Operating expenses were \$23,400 **below** budget primarily due to crews conducting line maintenance and clearance which doesn't require use of materials & equipment that construction activity does.
- Operating income was \$107,800 or \$101,900 **above** budget from lower operating costs and the annual billing for joint pole attachments to communication companies which occurs in January of every year which totaled \$76,500.

- Net income was \$102,100 or \$99,600 *above* budget primarily from the joint pole attachment billings to communications companies during the month.

#### Water

- Operating revenues were \$5,600 *above* budget due to overall slightly higher consumption for commercial and industrial customers for the month.
- Operating expenses were \$28,800 *below* budget due to less maintenance and chemical-related costs from fewer main breaks experienced compared to prior years. The decrease is attributed to the water crew's leak detection and prevention program that has ramped up in recent years.
- Operating income was \$76,300 or \$35,300 *above* budget from lower than budgeted operating expenses.
- Net income was \$62,400 or \$35,500 *above* budget.

#### Sewer

- Operating revenues were \$2,000 *above* budget despite lower consumption from the Department of Corrections facilities from changes in operations due to COVID-19. High-strength treatment charges for the DOC facilities lead to the slight increase in revenues.
- Operating expenses were \$14,700 *below* budget due to fewer maintenance-related costs at the WWTF during the ABNR upgrade construction.
- Operating income was 9,100 or 17,400 *above* budget.
- Net (loss) was (\$19,200) or \$13,000 *above* budget largely due to the increase in high-strength revenues from the DOC facilities.

### **Balance Sheets**

#### Electric

- Balance sheet *increased* \$23,800 from December 2021 as a result of an increase in sales and related receivables from new customers.
- Unrestricted cash *increased* \$165,600 from the prior month largely due to an increase in collections from higher January 2021 billings and receivable balances.
- Net position *increased* \$102,100 from December 2021 from the lower receivables balances associated with higher revenues in the prior month.

#### Water

- Balance sheet *increased* \$14,300 from December 2021 largely due to a decrease in outstanding payables paid in December 2021.
- Total unrestricted and restricted cash *increased* \$42,900 from monthly restricted cash transfers set aside for the March 1, 2022 principal and interest debt payments.
- Accounts payable *decreased* \$52,700 from a decrease in year-end payables associated with the Rock & Newton street reconstruction project which was closed at the end of 2021.
- Net position *increased* by \$62,400 primarily due to the decrease in outstanding payables at the end of the month.

#### Sewer

- Balance sheet *decreased* \$868,600 from December 2021 as a result of month-to-month fluctuations in payables associated with construction work in progress at the WWTF offset by Disbursement Reimbursements from the USDA (classified as debt).
- Unrestricted cash *increased* \$67,900 primarily from a *decrease* in year-end payables associated with the Rock & Newton street reconstruction project which was closed at the end of 2021.
- Advance to the City of Waupun was reduced \$36,500 from the receipt of the annual principal & interest payment during the month.
- Long-term debt *increased* \$1,643,300 from the receipt of funds from you USDA for Disbursement Request #9 for the WWTF upgrade.
- Net position *decreased* \$4,300 from a net of cash payments related to capital improvements & operating expenses.

## Cash and Investments

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

- Total cash and investments *increased* \$292,700 or **3.2%** from December 2021 primarily from increases in electric receipts from higher sales, electric pole contact revenue and receipt of the annual installment payment on the advance of funds to the City of Waupun.
- Received interest and distributions of \$4,600 and recorded an unrealized *negative* market adjustment of (\$21,300), along with \$500 in management fees, resulting in a net portfolio *loss* of (\$17,200) for the month.
- Total interest and investment income earned (lost) on all accounts for the month was (\$10,700) and (\$10,700) year-to-date.

## OTHER FINANCIAL MATTERS

### WWTP Upgrade – Construction Update and Progress

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

<b>Total Project Budget</b> ( <i>As of 4/14/2021</i> ):	<b>\$ 36,008,000</b>
<b>Total Project Costs to Date</b> ( <i>Thru 3/9/2022</i> ):	<b>\$ 20,997,699</b>
<b>Loan Draws – Project to Date:</b> ( <i>Thru 12/8/2021</i> ):	<b>\$ 19,391,429</b>
<b>Disburse Request #12 – Requested</b> ( <i>3/7/2022</i> ):	<b>\$ 1,437,393</b>
<b>Disburse Request #11 – Paid</b> ( <i>2/17/2022</i> ):	<b>\$ 442,345</b>

### Electric Disconnection Moratorium Ends April 15, 2022

The electric utility is permitted to resume electric service disconnections effective April 15, 2022 per Wisconsin State Statutes and PSCW operating rules. Any customers meeting the disconnection criteria could be disconnected as of April 20, 2022.

### PSCW Rate Design and Construction Financing Presentation

An overview of the PSCW rate design, rate of return and its effect on project financing will be presented to provide an understanding of capital and project planning for the Commission members.

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



TO: Waupun Utilities Commissioners  
FROM: Steve Brooks, General Manager  
DATE: April 11, 2022  
SUBJECT: General Manager Report

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### **Electric Department Update:**

#### Power Outages

- No power outages to report.

#### ATC Y-306 Re-Rate Project

- The Y-306 re-rate project started in 2021. To date, Waupun Utilities electric crew have completed work in several locations on the transmission under build throughout town. The electric crew recently completed work in two locations to meet new clearance requirements. Only one area remains to be completed and presents a conflict with the new clearance requirements. This location will require installation of a new riser pole and pad-mounted switchgear. Work will start when materials needed for the project are received.

#### South Madison Street

- The electric crew will focus on replacing electric and street light poles in conflict with the South Madison Street re-construction project. The secondary poles east of the project in the backyard right-of-way will also be replaced.

### **General Manager Update:**

#### Waupun Utilities Electric Bill Comparison

- WPPI recently provided a bill comparison of Waupun Utilities' current electric rates to those of investor-owned utilities for standard usage of residential, commercial and large power/industrial customers. The comparison shows that our rates are very competitive.

#### APPA Recognition for Reliable Service

- Waupun Utilities has received national recognition for achieving exceptional electric reliability in 2021. The recognition comes from the American Public Power Association (APPA). The APPA helps electric utilities track power outage and restoration data through its subscription-based eReliability tracker service. Once a year, APPA's Reliability Team compares this data to national statistics tracked by the U.S. Energy Information Administration for all types of electric utilities.

## Winter Moratorium

- Waupun Utilities is urging electric customers who are behind on their bills to make payment arrangements with the utility and avoid service disconnection. Wisconsin's moratorium on residential service disconnection ends April 15. After that date, utilities state wide may begin to disconnect service to customers who are past due on payments of their electric bills.
- Customer service staff have been working with customers in arrears to provide information about assistance programs available and establish payment arrangement plans as needed.

## Sewer Rate Increase

- Sewer rate increases are in affect as of April 1, 2022. This is the 3<sup>rd</sup> sewer rate increase that was part of the resolution approving sewer rate increases to cover costs associated with the WWTP upgrades. The last of the rate increases with go into effect April 1, 2023.

## 2021 Safety Awards of Excellence

- Waupun Utilities has achieved First in Group A of the American Public Power Association's (APPA) 2021 Safety Awards of Excellence for safe operating practices in 2021. 318 utilities from across the country entered the annual Safety Awards. Entrants were placed in categories according to their number of worker-hours and ranked based on the most incident-free records during 2021.

## Employee Reviews

- Employee self-evaluation forms will be sent out to staff in April as part of our annual performance review process.

This concludes my report for April 2022. Please contact me at 324-7920 or [sbrooks@waupunutilities.org](mailto:sbrooks@waupunutilities.org) with any questions or concerns.



TO: Waupun Utilities Commissioners  
FROM: Steve Schramm  
DATE: April 6, 2022  
SUBJECT: Monthly Operation Report

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### **Water Treatment Facility:**

There are no call-ins to report this month.

Well # 1 scheduled inspection and preventative maintenance review has been completed by Municipal Well and Pump. Items requiring repair or replacement are noted below:

1. Pump castings are seriously washed out and need replacement
2. Pump volute needs replacement
3. Four sections of column pipe needs replacement
4. Video logging identified there is approximately 50 ft. of fill or obstruction at 879 ft. mark of well.

Staff is having an internal review and discussion to determine if repairs are justifiable.

### **Wastewater Treatment Facility:**

There are no call-ins to report this month.

Due to construction phasing, staff continues to make temporary operational process changes to the treatment facility, which takes considerable time and resources.

### **Distribution/Collection System Crew:**

There are no call-ins to report this month.

One water main break this past month. Details are as follows:

- The break was located on Morse Street. This was an 8 inch main, and the break was a radial crack. The break was leaking approximately 105 gallons per minute, for 24 days, totaling 3,628,800 gallons.

Staff has completed hydrant flushing at specific locations throughout the city. During the flushing data (static and residual pressure and gpm flows) was collected at these locations and will be incorporated into the unidirectional hydraulic modeling program, which is being developed by Ruckert and Mielke.



## What is Unidirectional Flushing?

- Unidirectional Flushing (UDF) is a method of cleaning the inside of water mains within the distribution system. This UDF technique allows high flow velocities of water by isolating certain sections of water mains. This higher velocity water flow allows for better scouring of the inside wall of the water mains. The UDF program is completed by closing water valves in a specific manner to create water movement in one direction while opening fire hydrants at the end of that section. Maintaining this flushing sequence is important so that the water used during flushing remains clean.

## Why Unidirectional Flushing?

- Slow-moving water in the distribution system allows sediment and bacterial growth to accumulate over time. These deposits can result in water quality problems and contribute to the corrosion of some of the water distribution systems. UDF inactivates bacterial growth, increases disinfectant residual, improves color, removes turbidity and restores flow in the water distribution system.

## What are the Benefits of Unidirectional Flushing?

- The benefits are improving water quality, color, and flow of clean water through the distribution system. A preventative maintenance program is also implemented on valves and hydrants in conjunction with the UDF program.

## **Madison Street Update:**

Advance Construction, Inc. is authorized to begin work as of April 5, 2022, on the items related to traffic control, surveying, erosion control, and clearing and grubbing.

## **Wastewater Treatment Facility ABNR Update:**

All exterior structure construction has been completed. Mechanical and electrical installation continues and will be the main focus for the next several months.

This concludes my report. Please do not hesitate to contact me with your questions or concerns at 324-7920 or [sschramm@waupunutilities.org](mailto:sschramm@waupunutilities.org).



TO: Waupun Utilities Commissioners  
FROM: Jeff Stanek, CPA, Finance Director  
DATE: April 11, 2022  
SUBJECT: February 2022 Financial Report

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## CONSTRUCTION AND PLANT ADDITIONS

Construction and plant for all three utilities was minimal as is typical for the winter months. Construction at the WWTF continues with monthly Disbursement Requests being processed through the USDA.

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

### Sales

#### Electric

- Monthly kWh sales were **2.7% above** budget & **2.5% higher** than February 2021 on higher sales to General Service and Industrial Power customers.
- YTD kWh sales were **4.4% above** budget & **4.8% higher** than February 2021 YTD actual sales.

#### Water

- Monthly sales units of 100 cubic feet were **5.9% above** budget & **7.7% higher** than February 2021 sales on higher sales to Industrial customers. One large Industrial customer experienced a significant leak in their production process which increased their consumption for the month.
- YTD water sales were **6.8% above** budget & **6.9% higher** than February 2021 YTD actual sales.

#### Sewer

- Monthly sales units of 100 cubic feet were **12.4% below** budget & **11.7% lower** than February 2021 sales due to lower public authority volume. Sales to public authority customers continue to remain affected by the onset of COVID beginning in the spring of 2020 and have not returned to historical averages. High strength volumes increased slightly from the prior month.
- YTD sewer sales were **12.5% below** budget & **12.4% lower** than February 2021 YTD actual sales.

### Income Statement

#### Electric

- Operating revenues and purchased power expense were **above** budget \$176,800 and \$165,200, respectively, due to overall higher purchased power costs from increased sales.
- Gross margin was \$11,500 **above** budget.
- Operating expenses were \$16,900 **below** budget primarily due to lower tree trimming costs than expected.
- Operating income was \$121,200 or \$97,200 **above** budget from lower operating costs and the annual billing for joint pole attachments to communication companies which occurs in February of every year which totaled \$76,500.
- Net income was \$109,500 or \$92,400 **above** budget primarily from increased sales and the joint pole attachment billings to communications companies from the prior month.

## Water

- Operating revenues were \$9,200 *above* budget due to overall higher consumption for one industrial customer that had a water leak in their production line process.
- Operating expenses were \$52,900 *below* budget on lower treatment and distribution expenses.
- Operating income was \$142,200 or \$63,700 *above* budget from lower than budgeted operating expenses.
- Net income was \$114,500 or \$64,500 *above* budget.

## Sewer

- Operating revenues were \$10,000 *above* budget despite lower consumption from the Department of Corrections facilities from changes in operations due to COVID-19. High-strength treatment charges for the DOC facilities lead to the slight increase in revenues.
- Operating expenses were \$35,700 *below* budget due to fewer maintenance-related costs at the WWTF during the ABNR upgrade construction.
- Operating income was 28,900 or 47,300 *above* budget.
- Net (loss) was (\$32,600) or \$33,800 *above* budget largely due to the increase in high-strength revenues from the DOC facilities.

## **Balance Sheets**

### Electric

- Balance sheet *decreased* \$84,200 from January 2022 as a result of a reduction in receivables from prior month sales.
- Unrestricted cash *increased* \$80,300 from the prior month largely due to an increase in collections from higher January 2022 billings and receivable balances.
- Net position *increased* \$7,400 from January 2022.

### Water

- Balance sheet *increased* \$62,100 from January 2022 largely due to an increase in sales and related collections from the prior month as well as lower than anticipated expenses YTD.
- Total unrestricted cash *increased* \$67,500.
- Net position *increased* by \$52,200.

### Sewer

- Balance sheet *increased* \$438,800 from January 2022 as a result of month-to-month fluctuations in payables associated with construction work in progress at the WWTF offset by Disbursement Reimbursements from the USDA (classified as debt).
- Unrestricted cash *decreased* \$48,700.
- Long-term debt *increased* \$442,300 from the receipt of funds from you USDA for Disbursement Request #11 for the WWTF upgrade.
- Net position *decreased* \$13,300

## **Cash and Investments**

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

- Total cash and investments *increased* \$217,700 or **2.3%** from January 2022 primarily from increases in receipts from higher electric and water sales.
- Received interest and distributions of \$1,850 and recorded an unrealized *negative* market adjustment of (\$16,800), along with \$500 in management fees, resulting in a net portfolio *loss* of (\$15,450) for the month.
- Total interest and investment income earned (lost) on all accounts for the month was (\$14,800) and (\$25,500) year-to-date.

## OTHER FINANCIAL MATTERS

### WWTP Upgrade – Construction Update and Progress

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

<b>Total Project Budget</b> <i>(As of 4/14/2021):</i>	<b>\$ 36,008,000</b>
<b>Total Project Costs to Date</b> <i>(Thru 4/4/2022):</i>	<b>\$ 21,035,114</b>
<b>Loan Draws – Project to Date:</b> <i>(Thru 4/4/2022):</i>	<b>\$ 20,828,818</b>
<b>Disburse Request #12 – Requested</b> <i>(3/7/2022):</i>	<b>\$ 1,437,393</b>
<b>Disburse Request #12 – Paid</b> <i>(3/17/2022):</i>	<b>\$ 1,437,393</b>

### Electric Disconnection Moratorium Ends April 15, 2022

The electric utility is permitted to resume electric service disconnections effective April 15, 2022 per Wisconsin State Statutes and PSCW operating rules. Any customers meeting the disconnection criteria could be disconnected as of April 20, 2022.

### 2022 Budget Amendment

A budget amendment is proposed to adjust the 2022 utility budgets. The amendment consists of \$150,943 in cost increases for the water and sewer utilities as result of the bid award for the South Madison Street re-construction. Additionally, \$9,000 split equally between the three utilities is being proposed to replace our network firewall to increase security and protection for the utilities.

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

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

**April 2022**

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

**Re: Report to Common Council**

**A. Statistics**

Through the end of March, we circulated/downloaded/loaned 30,133 items, with drive thru window service handling 304 transactions.

**B. Interior signage**

Due to various school scheduling, including Spring Break, we haven't heard anything lately regarding a cost estimate for interior signage. This project likely will spill into the next school year.

**C. Jan Sullivan Memorial Donations**

Donations reaching \$5000 in memory of Jan Sullivan have been received, and new furnishings for the children's area have been purchased. We are still waiting for required mounting rails to arrive so we can install nine sensory panels that have already been received. Manufacturing and shipping are still issues due to the pandemic.

**D. Conference Room**

Reservations for, and public use of, the Conference Room began April 4. The next room to open will be the Carnegie Room when it is ready. During the pandemic, the Carnegie Room was one of two small rooms to store and prepare Take and Make kits for residents.

**E. Summer Reading Program**

Registration for the annual Summer Reading Program will begin June 7. Programs are still being organized.

Any questions, please contact Bret at 324-7925 or [bret@monarchlibraries.org](mailto:bret@monarchlibraries.org).

TO: Mayor & Common Council  
 FROM: Susan Leahy, Building Inspector  
 SUBJECT: Building Permits for MARCH 2022

**DODGE COUNTY**

NO	HOLDER	ADDRESS	TYPE	FEE	COST
22-	36 Huizenga Construction	416 Grace Street	Install new Electrical Panel	\$80.00	\$300.00
22-	37 Russell Miescke	724 Robin Road	30x45 Detached Garage	\$319.00	\$70,000.00
22-	40 Joyce Riel	217 Walker St	Replace Water Heater	\$100.00	
22-	41 Cindy Floeter	716 Claggett Ave	Replace Water Heater	\$100.00	
22-	43 Chad Rosenow	216 Welch St	30x32 Detached Garage & Reroof, Reside	\$264.40	\$45,000.00
22-	44 Jim Lidtke	916 S Madison St	Reroof - Complete Tear-off	\$60.00	\$10,000.00
22-	45 Timothy Hilt	236 Pleasant Ave	Remodel Kitchen, Reroof & Fence	\$500.00	\$80,000.00
22-	47 Laura Leu	407 McKinley St	Replace Ceiling in 3-Season Room	\$50.00	\$3,000.00
22-	48 Nathaniel Luck	717 Buwalda Dr	Replace 18x14 Deck	\$150.00	\$6,000.00
22-	49 Jen Freriks	21 S Grove St	Kitchen Remodel	\$292.00	\$32,000.00
22-	50 Nick Pharo	229 Walker St	Reroof, Complete Tear Off	\$90.00	\$15,000.00
22-	51 Bryce Daane	426 Doty St	Fence	\$100.00	\$3,000.00
22-	52 Nathaniel Johnston	555 S Madison St	Reroof - Complete Tear off	\$94.00	\$15,680.00
22-	53 Clarissa Stockwell	416 Grandview Ave	4' High Black Chainlink Fence	\$100.00	\$2,400.00
22-	55 SSM Health	620 W Brown St	Signage	\$864.44	\$85,000.00
22-	56 CWC	301 Fox Lake Rd	Addition - HVAC	\$304.08	
22-	58 CWC	301 Fox Lake Rd	4,216 SF Classroom Addition	\$1,919.12	\$950,000.00
22-	59 Jose Areliano	300 W Lincoln St	Replace Windows	\$52.52	\$8,700.00
22-	60 Branden Lynch	318 S Grove St	Foundation for Garage Addition	\$200.00	\$2,000.00
22-	61 Nikki Elgersma	107 Welch Street	Reroof House - Complete Tear Off	\$62.50	\$10,356.00
<b>TOTAL</b>				<b>\$5,702.06</b>	<b>\$1,338,436.00</b>

**FOND DU LAC COUNTY**

NO	HOLDER	ADDRESS	TYPE	FEE	COST
22-	38 Adam Vande Zande	737 Edgewood Dr	SFD w/ Attached Grage	\$2,365.68	\$500,000.00
22-	39 Angelo Scholten	172 Harmsen Ave	Replace Garage Doors	\$50.00	\$3,800.00
22-	46 Deb Leu	116 Reinhardt St	Remodel kitchen	\$180.00	\$30,000.00
22-	54 Mark Glamann	1013 Tanager St	Fence & Extend patio	\$150.00	\$10,882.00
22-	57 Ryan Stiteley	421 Bittersweet Ln	Remodel Basement, Reside	\$588.48	\$130,000.00
22-	62 Robert Pluim	6 Meadow View Cir	Remodel Kitchen & Living Room	\$210.00	\$35,000.00
22-	63 Ben Van Buren	45 N Watertown St	Service	\$80.00	
<b>TOTAL</b>				<b>\$3,624.16</b>	<b>\$709,682.00</b>

**GRAND TOTAL** **\$9,326.22** **\$2,048,118.00**

Permits issued in Dodge County	20
Permits issued in Fond du Lac Cty	7
<b>Total Permits for the month</b>	<b>27</b>

FEES

Building Permit Fees	\$9,326.22
Copies of House Plans	\$37.00
Site Plan Review	\$200.00
State Plan Review	\$350.00
Special Assessment Letter Fees	\$200.00
Zoning Review (chicken permit)	\$50.00
<b>Grand Total</b>	<b>\$10,163.22</b>

**BUILDING PERMIT COMPARISON**

March 2021: Dodge County - 21 permits; Fond du Lac County - 11 permits  
 Total estimated cost of construction \$ 503,756.00

THREE MONTH COMPARISON

January - March 2019	estimated cost of construction	\$865,043.56
January - March 2020	estimated cost of construction	\$881,363.00
January - March 2021	estimated cost of construction	\$909,708.79
January - March 2022	estimated cost of construction	\$3,641,830.89

April 7, 2022

1. **Current Projects:**

- Oak Lane Pond is complete. The grant reimbursement was approved by the DNR and payment was received.
- With the retirement of an employee coming late April. A new employee started Monday training.
- We will be submitting a BIL grant for western loop of Newton and Rock. The funding year we are looking at is 2025.
- Working with CWC on stormwater requirements for the addition project and master plan.
- Garbage RFP's were returned on March 24<sup>th</sup>. RFP results will be presented to the Council on April 12<sup>th</sup>.
- Continue to order supplies for summer projects. The cost of materials and services continues to rise.
- Received quotes for Seal coating parking lots and Micro sealing/surfacing streets.
- Update on S. Madison St. The reconstruction project started from Lincoln St. to Doty St. The contractor has removed and grubbed trees.
- Pepsi is the new soda vendor for City buildings.
- Energy Planning discussions with Utilities
- Attended Waupun Festivals Meeting
- Working on Budget items, Capital Improvement Budget, and 5 Year Street Plan
- LAPWA Meeting
- Spring projects have started. Curb and gutter repair work on the streets that will be getting mill and overlay is first.
- Working with spring organizations to make sure facilities are setup and ready to go.
- Park bathrooms are open.
- Working with Cedar Corp on building/park improvements.
- Gathering information for grants.
- Looking over development plans working with MSA to insure stormwater requirements are met.
- Updating quotes for future projects
- Met with Waupun Police department to discuss the possibility of a shooting range for sworn staff at the City garage location. We have met with DNR onsite and have reached out to MSA on costs for designing a plan.

2. **DPW Crew Projects**

- ADA upgrades to Medema Fields
  - BGMS Daily Duties
  - Burn Brush piles
  - Clean equipment
  - Curb and gutter replacement
  - Deliver Garbage/recycle bins
  - Diggers Hotline Locates
-



- 
- Dugouts for McCune ball diamonds
  - Fill Potholes
  - Haul Snow
  - Sign Inventory
  - Install new lights at multiple buildings
  - Turned water on at City Parks
  - Patch streets
  - Repair inlets
  - Load salt trucks
  - Maintain Vehicles
  - Salt Streets
  - Street sweeping

### **Administrative Assistant**

- MS4 Report was submitted to the DNR.
- Harmsen Ave. – stormwater pond reimbursement. Reimbursement request was completed and grant money was received.
- Sidewalk replacement – sent out sidewalk repair notices on March 15<sup>th</sup>. Property owners have 3 options for repairing the sidewalk. Their response for the repair orders are due back to the City on April 15<sup>th</sup>. We have received quite a few back already.
- Started the Annual Report for the Recycling Grant
- Garbage/Recycling Complaints
- Bulk Pick up flyers and notifications on the City Website
- Yard Waste Pick-up notifications on the City Website
- Completed BIL Grant application for the west side of Newton and Rock Ave.
- Sent out a couple of tree notices.
- Sent out letter to property owners and residents about the upcoming S. Madison St. reconstruction project.
- Updated website with 2022 Aquatic Center information for swimming lessons and pool passes.
- Conditional Use Public Hearing notices for three different properties
- Review property files
- Scan property information including building permits, plans, occupancy permits, etc.
- Plan Commission Agenda
- Assessment Letters
- Building Permit Reports
- Invoice for Special Assessment Letters
- Setup zoom meeting for Plan Commission, Zoning Board and Board of Public Works
- Assign account #'s to bills.

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

# Monthly Council Report

March 2022

Agency	Incident Type	Total Incidents	WP		
WP	911 CHECK	37		FOOT PATROL	5
	ABANDONED VEHICLE	4		FOUND ANIMAL CLAIMED	1
	ACCIDENT	8		FOUND PROPERTY	5
	ACCIDENT W/BLOCKAGE	1		FRAUD COMPLAINT	4
	ACCIDENT W/INJURY	3		FUNERAL ESCORT	2
	ALARM TEST	8		GAS DRIVE OFF	1
	AMBULANCE	54		HARASSMENT	5
	ANIMAL COMPLAINT	6		HIT AND RUN	3
	ASSIST AGENCY	14		HOUSE WATCH REQUEST	33
	ASSIST CITIZEN	28		INFORMATION TO DOCUMENT	6
	ASSIST MOTORIST	1		INTOXICATED DRIVER	2
	ATTEMPT TO LOCATE	2		INTRUSION ALARM	2
	AUTO THEFT	1		JUVENILE PROBLEM	4
	BATTERY	1		LOITERING	7
	BUILDING CHECK	36		LOST ANIMAL	1
	BURGLARY	1		LOST ANIMAL LOCATED	3
	CAR IN DITCH	1		LOST PROPERTY	3
	CHECK WELFARE	24		NEIGHBOR DISPUTE	2
	CHILD ABUSE/NEGLECT	1		NEIGHBORHOOD POLICING	1
	CHILD CUSTODY	3		NOISE COMPLAINT	1
	CIVIL PROBLEM	4		NOTIFY MED EXAMINER	2
	CRIMES WITH CHILDREN	1		OCCUPIED DISABLED	2
	DIRECTED AREA PATROL	141		OFFICER STANDBY	5
	DISABLED VEHICLE	3		OPEN DOOR	1
	DISORDERLY CONDUCT	7		PAPER SERVICE	2
	DOMESTIC	8		PARKING ENFORCEMENT	16
	DRUGS/NARCOTICS	2		PATROL ASSIST FIRE	8
	EXTRA PATROL	79		PORNOGRAPHY	1
	FIGHT	1		RECKLESS DRIVER	2
	FOLLOW UP	70			

# Monthly Council Report

March 2022

WP	REPOSSESSION	3
	RUNAWAY	2
	SCAM COMPLAINT	1
	SEXUAL ASSAULT	3
	SPECIAL ASSIGNMENT	15
	SUBJECT STOP	1
	SUBJECT WITH A WEAPON	1
	SUSPICIOUS ACTIVITY	28
	SUSPICIOUS VEHICLE	14
	TAVERN CHECK	7
	THEFT	8
	THREATS COMPLAINT	1
	TRAFFIC PROBLEM	5
	TRAFFIC STOP	77
	TRESPASSING	1
	TRUANCY	1
	UNDERAGE POSSESSION	1
	VANDALISM	2
	WARRANT	1
	Total	854
<b>Total</b>		<b>854</b>

## Waupun Police Department Update –March Report

**Meetings** – Dodge and FDL County LEX Meeting, FDL Drug Unit Meeting, Firearms Range Meeting, Facility Study Meeting, and Spillman Meeting.

**Training** – Legal Update Dodge County

**Evidence Room-** continue purging, destroying and returning evidence.

**Events/Reports** – Fond du Lac County Awards Recognition Event, Rock River Intermediate School Lockdown Drill,

**Hiring process** –Officer Hague will be on the schedule in April. Accepting application for one vacancy. Officer Giles continues the Police Academy.

### Complaints

- 2022-0353      Child Sexual assault allegations; suspect ID'd and he denied contact.  
Case Under Investigation
- 2022-0393      Drug overdose death/follow-up; suspected delivery causing death  
Case Under Investigation
- 2022-0467      Child Pornography case from DCI  
Case Under Inv.
- 2022-0484      Fraudulent check/uttering case at Horicon Bank (multiple counties  
involved).      Case under inv.

On Wednesday, March 16<sup>th</sup> 2022 at approximately 10:15pm, Officers Hague, Kreitzman, and Halverson responded to Hwy 151 and Hwy 49 to assist the Dodge County Sheriff's Office with a vehicle pursuit. Waupun officers Kreitzman and Hague were able to successfully deploy their spike strips and deflate the offending vehicle's tires. Upon making contact with the operator, a 36 year old Columbus man, made comments wanting officers to shoot him. The man was not complying with officers' and he was subsequently tased by Officer Halverson and taken into custody without injury. Custody of the man was transferred to Columbus Police Department as they had numerous initial criminal charges. The man will also be charged in both Dodge and Fond du Lac County for Felony Eluding an Officer.





# 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: April 8, 2022  
 To: Mayor, Council, City Administrator, and PFC  
 From: Fire Chief, B.J. DeMaa  
 Re: March report

### Fire Calls:

There were twelve (12) fire & rescue calls in the month of March for a total of thirty-one (31) year-to-date. EMRs ran a total of forty-five (45) medical calls in the month of March for a total of one hundred four (104) year-to-date.

Time of Day:						
12A – 4A	4A – 8A	8A – 12P	12P – 4P	4P – 8P	8P – 12A	Total
0	1	3	4	2	2	12

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

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

\* 66% of fire calls came in during Monday-Friday work week.

Average Personnel Response (excluding mutual aid):		
	Avg # of Responders	% of Total Department
4A – 8P	11.5	37%
8P – 4A	11.6	37%

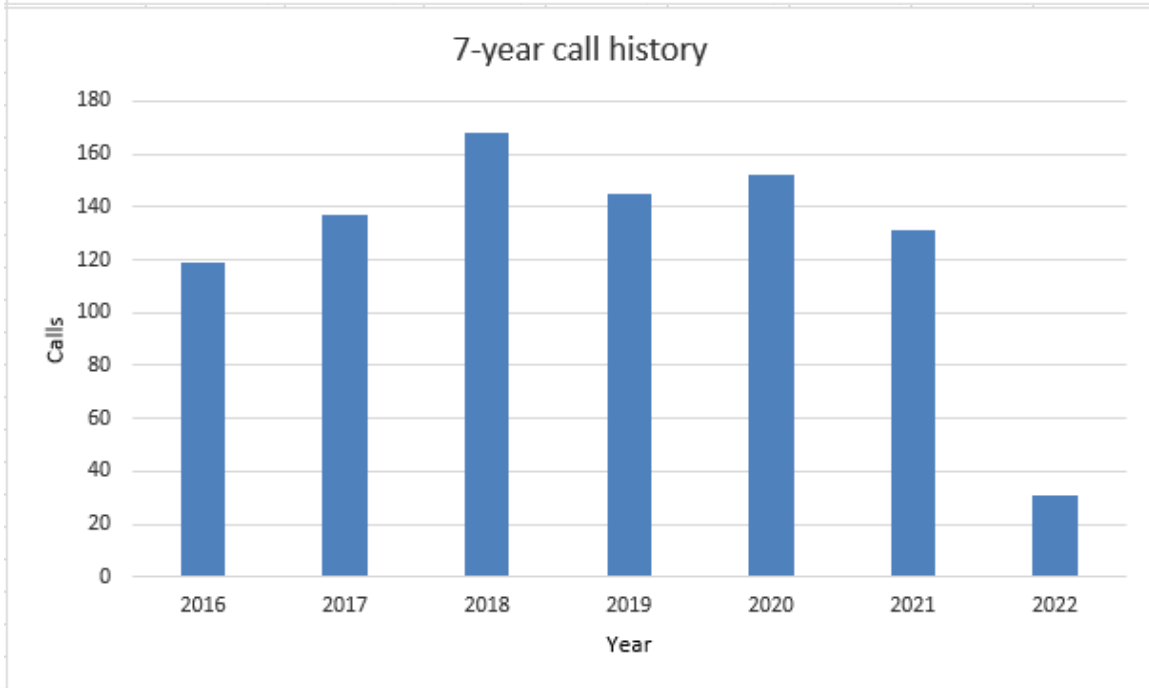
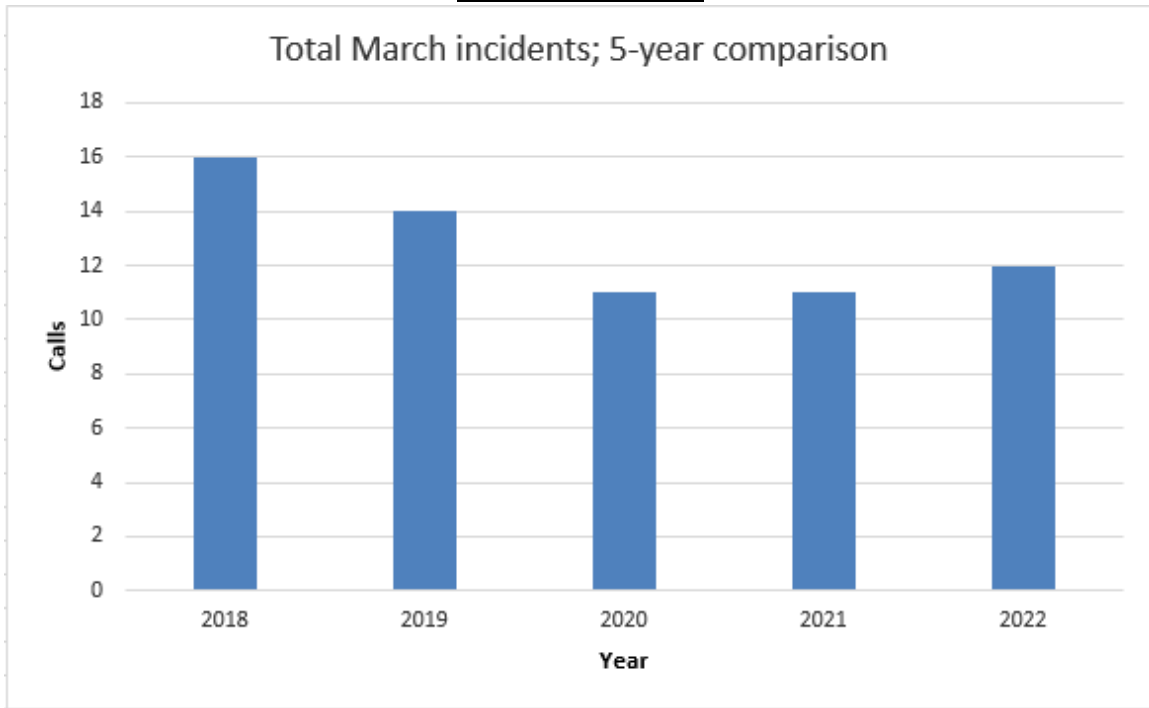
\* Current roster is 31 members.

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

**RED** = below recommended industry best practices

**GREEN** = meets industry best practices

**Call Summary:**



**2022 Fire Department Strategic Initiatives Update:**

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

<b>#2 – Add EMR response vehicle:</b>	
Purchase EMR response vehicle:	Complete
Within approved budget	On track – 90% complete

<b>#3 – Establish back-up ambulance capabilities to mitigate service failures as call volume rises.</b>	
Lifestar to secure mutual aid agreements	In progress
Increase EMR training to EMT-Basic level	In progress
Equip EMR unit with EMT-Basic equip.	Grant written

<b>#4 – Secure solution for development and management of policies and procedures</b>	
Sign agreement with Lexipol	Complete
Work through policy review and roll-out	Orientation meeting has been held

<b>#5 – Conclude fire consolidation discussions with townships and define long-term strategy for cost containment by Q1 of 2022</b>	
Set meeting with townships	No progress
Discuss long-term strategies	No progress

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

<b>#7 – Complete EMI public safety training</b>	
EMI course and training	In progress

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



April 8, 2022

### **Staffing:**

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

### **Inspections:**

First-half fire inspections are underway. Due to a glitch in the CAD changeover, some of the business contact information was lost. Inspectors are handing out new forms to every business and having them sent over to Fond du Lac County Dispatch so they can be added back into the system.

### **Training:**

March training consisted of pre-planning tours at King Manufacturing and Eagle Flexible Packaging as well as search-and-rescue/hoseline advancement out at the training tower.

### **Emergency Government:**

Finalizing all details related to the Integrated Emergency Management Course (IEMC) which will be hosted at The Rock Golf Club in April of 2022.

### **EMS:**

One additional EMR was hired bringing our total up to 12. We will look to bring on 3 more EMRs during our May hiring process.

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

**PROCLAMATION  
WAUPUN AREA HIGH SCHOOL GIRLS BASKETBALL  
WIAA DIVISION 3 STATE CHAMPIONSHIP TITLE**

**WHEREAS**, the Waupun High School Girls Basketball team has not participated in a State Girls Basketball tournament game since the year 1996; and

**WHEREAS**, on Saturday, March 12th, 2022, the Waupun Area High School Girls Basketball team, led by Coach Tim Aalsma, defeated Freedom by a score of 63-42 at the Resch Center, Green Bay, Wisconsin, and became the WIAA Division 3 State Basketball Champions; and

**WHEREAS**, the dedication of the team to practice, teamwork, sportsmanship, and achievement of goals serves as a great example to all our youth; and

**WHEREAS**, the achievements of Waupun High School students are valued and cherished by the Waupun community to be recognized;

**THEREFORE**, I Julie J. Nickel, Mayor along with the Common Council of the City of Waupun, do hereby recognize and honor our Waupun High School Girls Basketball State Championship team and proclaim and dedicate the day of Thursday, April 14th, 2022 as "Waupun High School Girls Basketball Day in the City of Waupun."

Signed this 12<sup>th</sup> day of April, 2022

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Julie J. Nickel, Mayor

ATTEST:

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Angela J. Hull, City Clerk



# AGENDA SUMMARY SHEET

**MEETING DATE:** 4-12-22

**TITLE:** Resolution Demanding Wisconsin & Southern Railroad (WSOR) Substantially Rehab or Replace the Railroad Crossing at Main St. In The City of Waupun in Accordance with Wisconsin Statute 86.12

**AGENDA SECTION:** RESOLUTIONS AND ORDINANCES

**PRESENTER:** Jeff Daane, Director of Public Works

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

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**ISSUE SUMMARY:**

We have been in contact with Wisconsin & Southern Railroad for many years now asking they do repairs to the tracks on Main St. crossing 387614F. If you look at the pictures from 2017 to present you can see the area has deteriorated over time. They have done some very minor repairs in the past, but nothing that has repaired the area making it safe for traffic, bicycles and pedestrians.

This resolution will give the railroad 30 days to make the needed repairs to the crossing.

**STAFF RECOMENDATION:**

Approve the resolution

**ATTACHMENTS:**

Proposed Resolution  
Photos

**MOTIONS FOR CONSIDERATION:**

Approve Resolution # \_\_\_\_\_ Demanding Wisconsin & Southern Railroad (WSOR) Substantially Rehab or Replace the Railroad Crossing at Main St. In The City of Waupun in Accordance with Wisconsin Statute 86.12

**CITY OF WAUPUN, WI**  
**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION DEMANDING WISCONSIN & SOUTHERN RAILROAD (WSOR) SUBSTANTIALLY REHAB OR REPLACE THE RAILROAD CROSSING AT MAIN ST. IN THE CITY OF WAUPUN IN ACCORDANCE WITH WISCONSIN STATUTE 86.12**

**WHEREAS**, Wisconsin & Southern Railroad operates rail lines throughout the City of Waupun; and

**WHEREAS**, Wisconsin Statute 86.12 requires railroads to maintain all at-grade crossings in good condition for travel.

**WHEREAS**, the rail crossing has not been maintained as required by Wisconsin Statute 86.12; the at-grade rail crossing at Main St, STH 49 (crossing number 387614F); and

**WHEREAS**, City staff has received numerous complaints about the unrepaired at-grade crossing; and

**WHEREAS**, specifically at crossing 387614F, the concrete and metal frame have deteriorated creating a hazard for vehicle and bicycle traffic; and

**WHEREAS**, pictures of the unrepaired at-grade crossing as of 2017 to present are attached to this resolution; and

**WHEREAS**, the condition of the unrepaired at-grade crossing has not meaningfully improved since 2017; and

**WHEREAS**, the unrepaired at-grade crossing has not been maintained in good condition and repaired for public travel; and

**WHEREAS**, City staff has attempted to work with Wisconsin & Southern Railroad since at least 2017 with respect to this crossing; and

**WHEREAS**, the City of Waupun demands that Wisconsin & Southern Railroad pave, plank, repair or otherwise improve the unrepaired at-grade crossing so that it complies with the requirements of Wisconsin Statutes 86.12.

**NOW, THEREFORE, BE IT RESOLVED** The Common Council of the City of Waupun hereby directs City staff to serve a copy of this resolution upon Wisconsin & Southern Railroad requiring the substantial rehab or replacement of the unrepaired at-grade crossing.

**BE IT FURTHER RESOLVED** that in the event Wisconsin & Southern Railroad fails to substantially rehab or replace the unrepaired at-grade crossing within 30 days after service of the resolution upon Wisconsin & Southern Railroad's registered agent as designated by Wisconsin Statute 190.03, the Common Council of the City of Waupun hereby directs City Staff to take all necessary steps to petition the Office of the Commissioners of Railroads for an investigation, and order for the repair of the unrepaired at-grade crossing in the City of Waupun, Dodge County, Wisconsin.

Approved this 12<sup>th</sup> day of April, 2022.

\_\_\_\_\_  
Julie J. Nickel, Mayor, City of Waupun

ATTEST:

\_\_\_\_\_  
Angela J Hull, Clerk, City of Waupun

2017



2018



1202





2022



2022





# AGENDA SUMMARY SHEET

**MEETING DATE:** 4-12-22

**TITLE:** Resolution to Commit Fund Balance to the Building Inspection Fund

**AGENDA SECTION:** RESOLUTIONS AND ORDINANCES

**PRESENTER:** Michelle Kast, Finance Director

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

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**ISSUE SUMMARY:**

- In 2020, the Building Inspection Special Revenue Fund 230 was created
- This separate accounting fund provides for financial oversight of this contracted service
- The Building Inspection Fund is self-supporting through fees and does not require assistance from the general fund/tax levy
- During the annual audit, we learned that no formal action was taken to ‘commit’ (reserve) revenues and resources from the building inspection fund for building inspection expense purposes
- This resolution is being requested as a formality – to commit the Building Inspection Funds’ revenues for building inspection purposes and not use them for other purposes

**STAFF RECOMMENDATION:**

Approve the resolution to commit fund balance to the Building Inspection Fund.

**ATTACHMENTS:**

Resolution

**RECOMMENDED MOTION:**

Motion to approve Resolution No. \_\_\_\_\_ to commit fund balance to the Building Inspection Fund.

**CITY OF WAUPUN**  
**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION TO COMMIT FUND BALANCE TO THE BUILDING INSPECTION FUND**

**WHEREAS**, Building Inspection Special Revenue Fund 230 was created in 2020, to provide financial oversight of this contracted service; and

**WHEREAS**, the Building Inspection Fund is self-supporting through fees and does not require assistance from the general fund.

**NOW, THEREFORE, BE IT RESOLVED** that the Common Council of the City of Waupun hereby approves that building inspection fees and other resources of the Building Inspection Special Revenue Fund be committed for wages, fringe benefits, contracted services, supplies, and other operating expenses of the Building Inspection Fund.

This Resolution was adopted and approved by the Common Council of the City of Waupun on the 12<sup>th</sup> day of April, 2022.

\_\_\_\_\_  
Julie J. Nickel, Mayor

ATTEST:

\_\_\_\_\_  
Angela J. Hull, City Clerk



# AGENDA SUMMARY SHEET

**MEETING DATE:** 4-12-22

**TITLE:** Resolution Authorizing Borrowing \$860,000 for Repayment of TID 3 Advances and TID 8 Advances and Developer Payments

**AGENDA SECTION:** RESOLUTIONS AND ORDINANCES

**PRESENTER:** Michelle Kast, Finance Director

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

- In prior years, the city advanced funds (lent money) to various TIF Districts, including TID 3 (downtown, CDA oversees) and TID 8 (includes Tanager Street Development & Country Club).
- The current balance of funds advanced by the General Fund to these TID's is shown below.
  - TID 3 \$442,825
  - TID 8 \$306,676
- Loans to these TID's will allow the TID's to repay city advances, providing the city with funds for recently acquired land.
- The city entered into a developer's agreement for the Tanager Housing Development in TID 8, which calls for annual incentive payments and infrastructure reimbursement payments. These payments exceed increment currently generated by the development. Additional loan funds of \$103K are recommended to cover this gap.
  - Please note this gap is for the short term only, due to the ~2 year delay between new construction taking place and the collection of property tax revenue resulting from the new construction.
- Anticipated loan amounts are \$440K for TID 3 and \$410K for TID 8, for a total of \$850K.
  - Please note that the attached Resolution allows for an additional \$5K for each loan.
- Both of these TID's have sufficient annual revenue from tax increment to support loan payments.
- Loan terms are:
  - 10 year loan with fixed interest rate
  - Annual payments and no prepayment penalty
  - No fees
  - Interest rates
    - Horicon Bank – 2.9475%
    - NEBAT – 3.42%
    - State Trust Fund 4%

**STAFF RECOMMENDATION:**

Approve the resolution authorizing borrowing.

**ATTACHMENTS:**

- 1) Bank Loan Proposal Letters
- 2) Resolution Authorizing Borrowing

**RECOMMENDED MOTION:**

Motion to approve Resolution No. 04-12-22-\_\_\_ Authorizing Borrowing \$860,000 For Repayment of TID 3 Advances and TID 8 Advances and Developer Payments

**CITY OF WAUPUN  
RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AUTHORIZING BORROWING \$860,000 FOR REPAYMENT OF TID 3  
ADVANCES AND TID 8 ADVANCES AND DEVELOPER PAYMENTS**

**WHEREAS**, The City of Waupun General Fund advanced \$442,825 to Tax Increment District #3 and \$306,676 to Tax Increment District #8 to support development projects; and

**WHEREAS**, bank loans will allow the TID's to repay city advances, providing the city with funds for recently acquired land; and

**WHEREAS**, on August 13, 2020, the City entered into a developer's agreement for the Tanager Housing Development, requiring incentives and infrastructure reimbursement payments; and

**WHEREAS**, incentive and reimbursement payments made to date exceed the increment generated from the Development; and

**WHEREAS**, TID 3 and TID 8 have sufficient annual revenue from tax increment to support loan payments.

**NOW, THEREFORE, BE IT RESOLVED** that the Common Council of the City of Waupun hereby approves the Finance Director to arrange for borrowing from Horicon Bank subject to the following terms:

1. The maximum amount that shall be borrowed will not exceed \$445,000 for TID 3 and \$415,000 for TID 8, for a total of \$860,000
2. The rate of interest shall be fixed at 2.9475%
3. The term of repayment shall be 10 years, with annual payments and no prepayment penalty

This Resolution was adopted and approved by the Common Council of the City of Waupun on the 12<sup>th</sup> day of April, 2022.

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Julie J. Nickel, Mayor

ATTEST: \_\_\_\_\_  
Angela J.Hull, Clerk/Treasurer



April 7, 2022

City of Waupun  
Attn: Michelle Kast  
201 East Main St  
Waupun WI 53963

Re: TID #8 and TID #3 Financing

Dear Michelle:

Please accept this letter as Horicon Bank's bid for the above referenced loan request(s).

**Term Loan – TID #8:**

**Amount:** Not to exceed \$410,000  
**Rate:** 2.9475% fixed for term of loan  
**Term:** Ten years  
**Repayment Schedule:** 10 Annual Payments  
**Prepayment Penalty:** None  
**Loan Documentation:** Standard  
**Fees:** No Bank administration or origination fees to be charged

**Term Loan – TID #3:**

**Amount:** Not to exceed \$440,000  
**Rate:** 2.9475% fixed for term of loan  
**Term:** Ten years  
**Repayment Schedule:** 10 Annual Payments  
**Prepayment Penalty:** None  
**Loan Documentation:** Standard  
**Fees:** No Bank administration or origination fees to be charged

Horicon Bank looks forward to working with you on this project and future projects. The terms and conditions outlined in this bid proposal are valid for 15-days from today's date.

Sincerely,

Craig Much  
Vice President

## Michelle Kast

---

**From:** Hintze, Dan <Daniel.Hintze@nebat.com>  
**Sent:** Thursday, April 7, 2022 12:25 PM  
**To:** Michelle Kast  
**Cc:** Buteyn, Ben  
**Subject:** RE: City of Waupun

Michelle,

Right now we would do a 10 year, fully-amortizing loan at 3.42%, based on the borrowing being a GO of the City.

The borrowing would not be subject to any prepayment penalties, and have no additional fees.

We can structure annual payments as you had described.

We would have our attorney review the process and documentation prior to closing, and we would need a copy of the City's last annual financial statements.

Typically after receiving information from the meeting where the borrowing was authorized we can close these loans within a week.

There is upward pressure on the rate environment right now, so we would hold this rate for 40 days. Anything longer than that will need to be reviewed again.

Let me know if you have any questions.

We love to work with the City on these projects, or any other needs that may arise.

As a note, I am out next week, but if there are any questions you can talk to Ben.

Thanks.

Dan

Daniel J. Hintze  
Vice President | National Exchange Bank & Trust  
p 920.924.2205 | f 920.923.7013 | daniel.hintze@nebat.com | nebat.com  
NMLS ID# 879510





# AGENDA SUMMARY SHEET

**MEETING DATE:** 4-12-22

**TITLE:** Bayberry Lane Extension Agreement with MSA Professional Services

**AGENDA SECTION:** BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

**PRESENTER:** Jeff Daane, Director of Public Works

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
	\$21,190 and additional fees if project moves forward	

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**ISSUE SUMMARY:**

We have been discussing finishing the extension of Bayberry Lane. The sanitary and water are already installed. Storm sewer and street improvements curb, gravel base, asphalt paving along Bayberry Lane as well as the installation of a regional storm water management pond are needed. This agreement also covers the new property the city recently purchased to North of future Bayberry Lane.

The extension of Bayberry is needed to support any new development along HWY 26 and Bayberry Lane.

This is not a budgeted item, but an eligible expense against TID 7.

**STAFF RECOMENDATION:**

Approve agreement with MSA

**ATTACHMENTS:**

MSA agreement

**MOTIONS FOR CONSIDERATION:**

Approve the Bayberry Lane Extension Project agreement with MSA Professional Services.



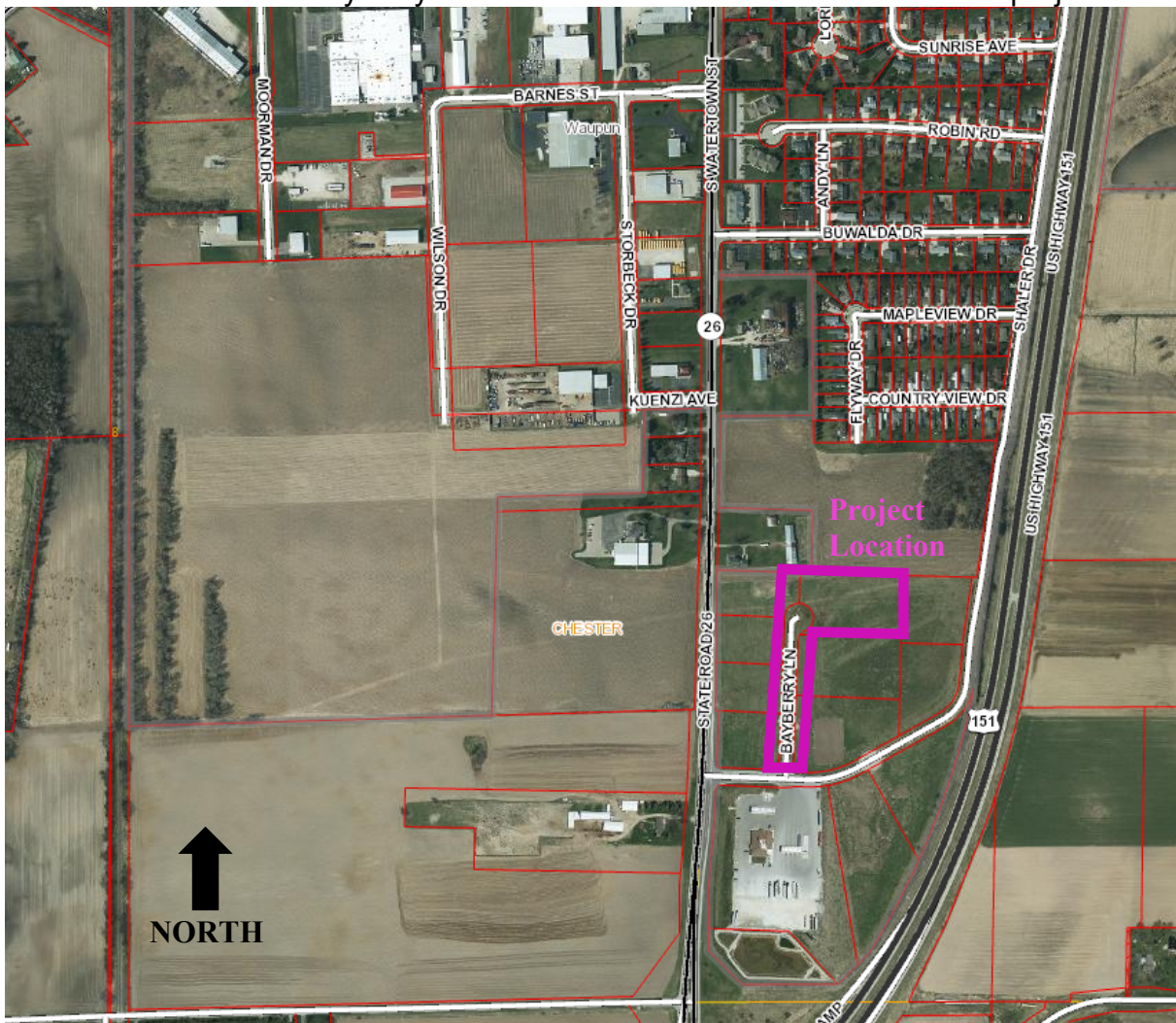


# Professional Services Agreement

This AGREEMENT (Agreement) is made today March 29, 2022 by and between CITY OF WAUPUN, WI (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

**PROJECT NAME:** Bayberry Lane Extension Project  
City of Waupun, Dodge County, Wisconsin

**PROJECT UNDERSTANDING:** The project includes the design/construction of public storm sewer utilities (sanitary and water already installed) and the extension of street improvements (curb, gravel base, asphalt paving) along Bayberry Lane (Shaler Drive to northern termini) as well as the installation of a regional storm water management pond at the northeast end of Bayberry Lane. See below for an illustration of the project area.



**PROPOSED SCOPE OF SERVICES:** MSA proposes to provide the following scope of services. When Client or Owner is mentioned herein, it shall mean the City of Waupun, WI or its designated representative. When Consultant, MSA, or Engineer is mentioned, it shall mean MSA Professional Services, Inc. or its designated representative.

The Owner shall provide MSA with all criteria and full information as to project requirements including design objectives, constraints, budgetary limitations, and other available information pertinent to the project. The Owner shall also furnish any available pertinent project information for use by MSA. This may include reports, investigations, property descriptions, land use restrictions, development agreements, permits/approvals, easements, data from previous designs, concept maps, wetland delineations, architectural building plans, and any other information relative to the design and construction of the proposed improvements.

## **1. LIMITED TOPOGRAPHIC SURVEY AND BASE MAPPING**

Topographic data collection was performed onsite in 2017 for this project area. It is assumed that most of this previous information can be used for this project. MSA will perform limited topographic data collection within the proposed project limits to confirm that the previous topographic survey work still represents the existing site conditions. MSA will also topographically locate the existing sanitary and water utility structures within the project area to confirm that these structures will not need to be adjusted for the new street paving work.

Using the topographic data information (old and new), MSA will prepare a base map of the existing site conditions, which will be used for the subsequent design work. This work shall also include conversion of the old design files/plans for the subsequent design work.

## **2. CONSTRUCTION PLAN PREPARATION**

MSA proposes to complete the following construction plan preparation services.

- Based upon a preliminary review of the WDNR's Wetland Inventory Maps plus the Federal Emergency Management Agency (FEMA) Floodplain Maps it appears that no wetland or floodplain disturbance or impact is anticipated with this project; therefore, no wetland or floodplain impact permits with the City, County, the WDNR, or Army Corps. of Engineers are anticipated or included in this work effort. If needed, the details of this work effort shall be provided by others or provided by MSA as additional services.
- Using the previously prepared plans, MSA will prepare design plans as follows:
  - i. Erosion Control Plan depicting proposed erosion control measures required by the applicable approval agencies.
  - ii. Storm Water Pond Plan depicting location, site grading, size, and elevation of the proposed regional storm water management pond improvements.

- iii. Storm Sewer & Street Paving Plan depicting location, size, and elevation of the proposed storm sewer and roadway improvements along Bayberry Lane, including a typical street section.
  - iv. Construction Details Plan depicting various details for construction clarification purposes.
- Submit the preliminary construction plan set into the City staff for review and comments.
  - Revise the construction plans based on the City staff comments.
  - Provide overall project management of the design team and maintain communication with the client.
  - Provide quality control reviews on all project documents.
  - Submit final construction documents to the Owner for review and final approval as well as to the applicable private utilities. Based upon Owner's approval, MSA shall submit the documents for agency approvals and permits.

Deliverables: One electronic (PDF format) version of the preliminary plan set.  
One electronic (PDF format) version of the final design plan set.

### **3. STORM WATER MANAGEMENT PLAN UPDATE**

The City of Waupun has acquired the existing parcel (#0101315093200) to the northwest of the Bayberry Lane cul-de-sac, which the City would like to incorporate into the project. This parcel is anticipated to be combined with Lot #4 of the Heritage Ridge plat and the City desires that the project storm water management report to be updated to include this parcel into the overall design. MSA will update the previously prepared storm water management plan (SWMP) for this project site to include this addition parcel owned by the City of Waupun. It is assumed that the original regional storm water management pond design will be utilized as much as possible and only an expansion to the size of the pond will be needed to account for the additional parcel added to the project.

Deliverables: One electronic (PDF format) version of the project SWMP report.

### **4. CERTIFIED SURVEY MAP**

MSA shall make arrangements to have a 60-year title search commitment performed for the project area, which shall be paid directly by the City and is not included in the fees shown herein. Using the title search commitment information, the previously prepare Heritage Ridge plat information, as well as any necessary field topographic survey data, MSA shall prepare a certified survey map thru consultation with the City staff to adjust the size of Lots #1, #2, and #3 as well as combine Lot #4 with a new parcel (#0101315093200) at the northwest corner of the Bayberry Lane cul-de-sac that was recently purchased by the City.

Services shall include research at the county register of deeds, field survey to locate existing property monuments, preparing the certified survey map document, and setting property monuments at all changed corners to identify the new parcel boundary. The final “recordable” certified survey map shall be submitted by MSA to the City and Dodge County for their review and approval. It is assumed that the certified survey map will not include any new easement creation and that the City will make arrangements to annex the additional parcel into the City limits prior to recording of the certified survey document. Agency review fees and recording fees shall be the responsibility of the client and are not included in this contract.

Deliverables: A recordable certified survey map document.

## **5. PROJECT SPECIFICATIONS**

MSA will prepare project specifications to local requirements and reference the current State of Wisconsin Specifications for Sewer and Water Main Construction as well as the State of Wisconsin Specifications for Highway and Structure Construction. The specifications will also include work items and estimated quantities for the site improvements, which shall be used for bidding purposes.

Deliverables: One electronic (PDF format) version of the project specifications.

## **6. PROJECT PERMITTING**

MSA proposes to complete the following permitting related services that are anticipated for this project.

- a. Submit permit applications on behalf of the Owner to the applicable review agencies. Anticipated permits are as follows:
  - i. WDNR Notice of Intent permit for land disturbance over 1-acre.

All permit and review fees shall be the responsibility of the client and are not included in the fees shown herein. MSA will request a check from the client for the fee amount when it has been determined prior to submittal. Any other permits not specifically listed as included within this contract are assumed to be by others or can be performed by MSA as an extra to this contract.

Deliverables: Permit applications filled out on behalf of the Owner for the permits listed above.

## **7. BIDDING RELATED SERVICES**

Assist the Owner during the bidding process as follows.

- a. Prepare an advertisement for bid and provide to Owner for publication in official newspaper.
- b. Assist Owner in advertising for and obtaining bids or proposals for the Work and, where applicable, maintain a record of prospective bidders to whom Bidding Documents have been issued, attend pre-bid conferences, if any, and

- receive and process contractor deposits or charges for the bidding documents.
- c. Coordinate the distribution of the bid documents to perspective bidders, subcontractors and suppliers.
- d. Answer bidder's questions and issue addenda as appropriate to clarify, correct, or change the bidding documents.
- e. Conduct a public online bid opening at MSA's Beaver Dam office, compile the bid results and make a recommendation for the award of the construction contract to the Owner.
- f. Assist the Owner with the preparation and execution of a construction contract (including performance bonds, payment bonds, and insurance certificates).

Deliverables: One electronic (PDF format) version of the ad for bid.  
One electronic (PDF format) version of the bid summary and the recommendation for award of the construction contract.

## **8. CONSTRUCTION ADMINISTRATION SERVICES**

Provide construction administration services as directed by the City staff, which may include (but is not limited to) the following:

- a. Conduct a preconstruction conference with the contractor(s), representatives of the Owner, resident field engineer, project manager, and other affected service utilities as applicable.
- b. Review and approve shop drawings and submittals as applicable.
- c. Confer with the Owner in preparing, administering and accepting change orders and field modifications.
- d. Review the contractor's periodic payment requests and make a recommendation to the Owner for payment.
- e. Provide a periodic review of the construction progress and overall work schedule.
- f. Assist the Owner with the construction contract closeout documentation.
- g. Prepare construction record drawings of the completed utility improvements.

## **9. CONSTRUCTION STAKING SERVICES**

Provide construction staking for alignment and grade of the proposed site improvements as directed by the City staff on a time and expense basis. Additional staking required because of lost or damaged stakes during construction or staking in addition to what is described within the project specifications can be provided as an additional cost. Staking will require a 72-hour prior notice.

## **10. CONSTRUCTION OBSERVATION SERVICES**

As directed by the City staff, MSA shall provide the services of a Resident Project Representative (RPR) to observe the activities of the construction contractor, attend construction meetings, provide quality assurance testing, etc. as directed

by the City staff on a time and expense basis. Services include travel time to/from the site, onsite observation time, documentation, record keeping, and reimbursable expenses). Also conduct a final site visit with the Contractor and the Owner. Prepare a punch list of items to be corrected and/or completed. Provide a follow-up check to see that all punch list items are successfully completed.

### **ASSUMPTIONS & CONDITIONS OF SERVICE:**

1. MSA is not responsible for the timeliness or outcome of agency reviews or approvals.
2. Fees charged by agencies for plan review, inspection, or other purposes are the sole responsibility of the client including fees for bid advertisement and public notices, if required.
3. Payment is expected in accordance with the "Prices and Terms of Payment" section of our standard contract. In addition to the provisions set forth therein, MSA Professional Services, Inc. reserves the right to stop work any time after balances are more than 30 days past due and all other efforts are exhausted to resolve any conflicts or disputes.
4. If work is requested of MSA that is not included in the Scope of Services herein, or is a change to work in progress, MSA shall notify the Owner of the change in scope and the Owner shall provide written (letter, email, contract amendment, etc.) authorization to proceed prior to starting the work.
5. All work will be done in accordance with the terms and conditions set forth in the contract. Items not specifically mentioned in the scope of services are not a part of this contract.
6. Additional meetings not mentioned in the enclosed scope of services will be attended by MSA staff when requested by the client on a time and expense basis as additional work.
7. Lump sum costs include the cost of reimbursable expenses such as: fax, telephone, mileage, computers and equipment, photocopying, and plan reproduction.
8. It is assumed that MSA will not be involved in acquisition of any additional property from adjacent land owners and that the project area does not impact any wetlands, floodplains, environmentally sensitive areas, contaminated soils, hazardous materials, endangered species habitat, cultural/historical sensitive areas, or involve high bedrock, and/or groundwater issues unless specifically indicated in the scope of work. If additional investigation into any of these items or if testing performed by a sub-consultant is required, it shall be provided by others or provided by MSA as additional services.
9. MSA assumes no liability for the project's compliance with local zoning, land use, and shoreland ordinances. No platting or parcel subdividing description preparation is included in this contract. These items shall be provided by others or provided by MSA as additional services.
10. This proposal assumes that the layout and location of the improvements will be adhered to throughout the project once provided (or approved) by the Owner and that no major changes will be made during the course of the work. If changes are

made, MSA will provide the client with an estimated fee for inclusion of the changes into the plans and will require the client's authorization of the additional fee prior to making any change.

11. This scope of service is premised upon one prime contract for the construction. If more than one prime contract is awarded, or the work phased or segmented somehow, MSA shall be entitled to an equitable increase in compensation.

**FEE SCHEDULE SUMMARY:**

1. Limited Topographic Survey & Base Mapping	\$ 2,870	
2. Construction Plan Preparation	\$ 4,980	
3. Storm Water Management Plan Update	\$ 4,110	
4. Certified Survey Map	\$ 3,890	
5. Project Specifications	\$ 2,460	
6. Project Permitting	\$ 930	
7. Bidding Related Services	\$ 1,950	
=====		
<b>TOTAL</b>	<b>\$ 21,190</b>	<b>(Lump Sum)</b>
8. Construction Administration Services	Per Diem as directed by City	
9. Construction Staking Services	Per Diem as directed by City	
10. Construction Observation Services	Per Diem as directed by City	

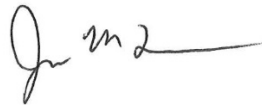
**The retainer amount required is:** None

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum basis as well as a time and expense basis as noted herein and as per the attached MSA rate schedule.

**Approval:** Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

**CITY OF WAUPUN, WI**

**MSA PROFESSIONAL SERVICES, INC.**



\_\_\_\_\_  
Kathy Schlieve  
City Administrator

\_\_\_\_\_  
Jason M. Laue  
MSA Project Manager

Date: \_\_\_\_\_

Date: March 29, 2022

201 E. Main Street  
Waupun, WI 53963  
Phone: 920-324-7912

201 Corporate Drive  
Beaver Dam, WI 53916  
Phone: 920-887-4242

**ATTACHMENT A:  
RATE SCHEDULE**

<u>CLASSIFICATION</u>	<u>LABOR RATE</u>
Administrative .....	\$ 80 – \$140/hr.
Architects .....	\$ 65 – \$190/hr.
Community Development Specialists .....	\$125 – \$150/hr.
Digital Design.....	\$150 – \$170/hr.
Environmental Scientists/Hydrogeologists.....	\$100 – \$150/hr.
Geographic Information Systems (GIS).....	\$ 80 – \$170/hr.
Housing Administration .....	\$ 80 – \$140/hr.
Inspectors/Zoning Administrators .....	\$ 95 – \$120/hr.
IT Support .....	\$150 – \$170/hr.
Land Surveying .....	\$ 85 – \$170/hr.
Landscape Designers & Architects.....	\$ 85 – \$190/hr.
Municipal Advisor .....	\$150 – \$190/hr.
Planners.....	\$ 90 – \$150/hr.
Principals .....	\$170 – \$300/hr.
Professional Engineers/Designers of Engineering Systems .....	\$130 – \$170/hr.
Project Managers.....	\$135 – \$230/hr.
Real Estate Professionals .....	\$120 – \$130/hr.
Staff Engineers .....	\$ 65 – \$120/hr.
Technicians.....	\$ 85 – \$130/hr.
Wastewater Treatment Plant Operator.....	\$ 75 – \$ 90/hr.

REIMBURSABLE EXPENSES

Copies/Prints .....	Rate based on volume
Specs/Reports.....	\$10
Copies .....	\$0.20/page
Plots .....	\$0.015/sq.in.
Flash Drive .....	\$10
GPS Equipment .....	\$30/hour
Laser Level .....	\$10/per day
Mailing/UPS .....	At cost
Mileage – Reimbursement .....	IRS Rate – IRS Rate + \$5/day
Mileage – MSA Vehicle .....	\$0.70 mile
Nuclear Density Testing .....	\$25.00/day + \$10/test
Organic Vapor Field Meter .....	\$100/day
PC/CADD Machine .....	Included in labor rates
Robotic Survey Equipment.....	\$40/hour
Stakes/Lath/Rods.....	At cost
Travel Expenses, Lodging, & Meals.....	At cost
Traffic Counting Equipment & Data Processing.....	At cost
Geodimeter .....	\$30/hour
Drone Flight .....	\$390/flight

Labor rates represent an average or range for a particular job classification. These rates are in effect until December 31, 2022.



**MSA PROFESSIONAL SERVICES, INC. (MSA)  
GENERAL TERMS AND CONDITIONS OF SERVICES (PUBLIC)**

1. **Scope and Fee.** The quoted fees and scope of services constitute the best estimate of the fees and tasks required to perform the services as defined. This agreement upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction which may alter the scope. MSA will promptly inform the OWNER in writing of such situations so that changes in this agreement can be made as required. The OWNER agrees to clarify and define project requirements and to provide such legal, accounting and insurance counseling services as may be required for the project

2. **Billing.** MSA will bill the OWNER monthly with net payment due upon receipt. Past due balances shall be subject to an interest charge at a rate of 12% per year from said thirtieth day. In addition, MSA may, after giving seven days written notice, suspend service under any agreement until the OWNER has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices.

3. **Costs and Schedules.** Costs and schedule commitments shall be subject to change for delays caused by the OWNER's failure to provide specified facilities or information or for delays caused by unpredictable occurrences including, without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults, by suppliers of materials or services, process shutdowns, acts of God or the public enemy, or acts of regulations of any governmental agency. Temporary delays of services caused by any of the above which result in additional costs beyond those outlined may require renegotiation of this agreement.

4. **Access to Site.** Owner shall furnish right-of-entry on the project site for MSA and, if the site is not owned by Owner, warrants that permission has been granted to make planned explorations pursuant to the scope of services. MSA will take reasonable precautions to minimize damage to the site from use of equipment, but has not included costs for restoration of damage that may result and shall not be responsible for such costs.

5. **Location of Utilities.** Consultant shall use reasonable means to identify the location of buried utilities in the areas of subsurface exploration and shall take reasonable precautions to avoid any damage to the utilities noted. However, Owner agrees to indemnify and defend Consultant in the event of damage or injury arising from damage to or interference with subsurface structures or utilities which result from inaccuracies in information of instructions which have been furnished to Consultant by others.

6. **Professional Representative.** MSA intends to serve as the OWNER's professional representative for those services as defined in this agreement, and to provide advice and consultation to the OWNER as a professional. Any opinions of probable project costs, reviews and observations, and other decisions made by MSA for the OWNER are rendered on the basis of experience and qualifications and represents the professional judgment of MSA. However, MSA cannot and does not guarantee that proposals, bid or actual project or construction costs will not vary from the opinion of probable cost prepared by it.

7. **Construction.** This agreement shall not be construed as giving MSA, the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by the contractors or subcontractors or the safety precautions and programs incident to the work of the contractors or subcontractors.

8. **Standard of Care.** In conducting the services, MSA will apply present professional, engineering and/or scientific judgment, and use a level of effort consistent with current professional standards in the same or similar locality under similar circumstances in performing the Services. The OWNER acknowledges that "current professional standards" shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later standards, if such later standards purport to impose a higher degree of care upon MSA.

MSA does not make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, MSA will not accept those terms and conditions offered by the OWNER in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt, or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

9. **Construction Site Visits.** MSA shall make visits to the site at intervals appropriate to the various stages of construction as MSA deems necessary in order to observe, as an experienced and qualified design professional, the progress and quality of the various aspects of Contractor's work.

The purpose of MSA's visits to, and representation at the site, will be to enable MSA to better carry out the duties and responsibilities assigned to and undertaken by MSA during the Construction Phase, and in addition, by the exercise of MSA's efforts as an experienced and qualified design professional, to provide for OWNER a greater degree of confidence that the completed work of Contractor will conform in general to the Contract Documents and that the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents has been implemented and preserved by Contractor. On the other hand, MSA shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct or have control over Contractor's work nor shall MSA have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by Contractor, for safety precautions and programs incident to the work of Contractor or for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to Contractor's furnishing and performing the work. Accordingly, MSA neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

10. **Termination.** This Agreement shall commence upon execution and shall remain in effect until terminated by either party, at such party's discretion, on not less than thirty (30) days' advance written notice. The effective date of the termination is the thirtieth day after the non-terminating party's receipt of the notice of termination. If MSA terminates the Agreement, the OWNER may, at its option, extend the terms of this Agreement to the extent necessary for MSA to complete any services that were ordered prior to the effective date of termination. If OWNER terminates this Agreement, OWNER shall pay MSA for all services performed prior to MSA's receipt of the notice of termination and for all work performed and/or expenses incurred by MSA in terminating Services begun after MSA's receipt of the termination notice. Termination hereunder shall operate to discharge only those obligations which are executory by either party on and after the effective date of termination. These General Terms and Conditions shall survive the completion of the services performed hereunder or the Termination of this Agreement for any cause.

This agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof should be effective unless agreed in writing and duly executed by the parties hereto.

11. **Betterment.** If, due to MSA's error, any required or necessary item or component of the project is omitted from the construction documents, MSA's liability shall be limited to the reasonable costs of correction of the construction, less what OWNER'S cost of including the omitted item or component in the original construction would have been had the item or component not been omitted. It is intended by this provision that MSA will not be responsible for any cost or expense that provides betterment, upgrade, or enhancement of the project.

12. **Hazardous Substances.** OWNER acknowledges and agrees that MSA has had no role in generating, treating, storing, or disposing of hazardous substances or materials which may be present at the project site, and MSA has not benefited from the processes that produced such hazardous substances or materials. Any hazardous substances or materials encountered by or associated with Services provided by MSA on the project shall at no time be or become the property of MSA. MSA shall not be deemed to possess or control any hazardous substance or material at any time; arrangements for the treatment, storage, transport, or disposal of any hazardous substances or materials, which shall be made by MSA, are made solely and exclusively on OWNER's behalf for OWNER's benefit and at OWNER's direction. Nothing contained within this Agreement shall be construed or interpreted as requiring MSA to assume the status of a generator, storer, treater, or disposal facility as defined in any federal, state, or local statute, regulation, or rule governing treatment, storage, transport, and/or disposal of hazardous substances or materials.

All samples of hazardous substances, materials or contaminants are the property and responsibility of OWNER and shall be returned to OWNER at the end of a project for proper disposal. Alternate arrangements to ship such samples directly to a licensed disposal facility may be made at OWNER's request and expense and subject to this subparagraph.

13. **Insurance.** MSA will maintain insurance coverage for: Worker's Compensation, General Liability, and Professional Liability. MSA will provide information as to specific limits upon written request. If the OWNER requires coverages or limits in addition to those in effect as of the date of the agreement, premiums for additional insurance shall be paid by the OWNER. The liability of MSA to the OWNER for any indemnity commitments, or for any damages arising in any way out of performance of this contract is limited to such insurance coverages and amount which MSA has in effect.

14. **Reuse of Documents.** Reuse of any documents and/or services pertaining to this project by the OWNER or extensions of this project or on any other project shall be at the OWNER's sole risk. The OWNER agrees to defend, indemnify, and hold harmless MSA for all claims, damages, and expenses including attorneys' fees and costs arising out of such reuse of the documents and/or services by the OWNER or by others acting through the OWNER.

15. **Indemnification.** To the fullest extent permitted by law, MSA shall indemnify and hold harmless, OWNER, and OWNER's officers, directors, members, partners, agents, consultants, and employees (hereinafter "OWNER") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of MSA or MSA's officers, directors, members, partners, agents, employees, or Consultants (hereinafter "MSA"). In no event shall this indemnity agreement apply to claims between the OWNER and MSA. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that MSA is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of MSA to defend the OWNER on any claim arising under this agreement.

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless, MSA, and MSA's officers, directors, members, partners, agents, consultants, and employees (hereinafter "MSA") from reasonable claims, costs, losses, and damages arising out of or relating to the PROJECT, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of the OWNER or the OWNER's officers, directors, members, partners, agents, employees, or Consultants (hereinafter "OWNER"). In no event shall this indemnity agreement apply to claims between MSA and the OWNER. This indemnity agreement applies solely to claims of third parties. Furthermore, in no event shall this indemnity agreement apply to claims that the OWNER is responsible for attorneys' fees. This agreement does not give rise to any duty on the part of the OWNER to defend MSA on any claim arising under this agreement.

To the fullest extent permitted by law, MSA's total liability to OWNER and anyone claiming by, through, or under OWNER for any cost, loss or damages caused in part or by the negligence of MSA and in part by the negligence of OWNER or any other negligent entity or individual, shall not exceed the percentage share that MSA's negligence bears to the total negligence of OWNER, MSA, and all other negligent entities and individuals.

16. **Dispute Resolution.** OWNER and MSA desire to resolve any disputes or areas of disagreement involving the subject matter of this Agreement by a mechanism that facilitates resolution of disputes by negotiation rather than by litigation. OWNER and MSA also acknowledge that issues and problems may arise after execution of this Agreement which were not anticipated or are not resolved by specific provisions in this Agreement. Accordingly, both OWNER and MSA will endeavor to settle all controversies, claims, counterclaims, disputes, and other matters in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect, unless OWNER and MSA mutually agree otherwise. Demand for mediation shall be filed in writing with the other party to this Agreement. A demand for mediation shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Neither demand for mediation nor any term of this Dispute Resolution clause shall prevent the filing of a legal action where failing to do so may bar the action because of the applicable statute of limitations. If despite the good faith efforts of OWNER and MSA any controversy, claim, counterclaim, dispute, or other matter is not resolved through negotiation or mediation, OWNER and MSA agree and consent that such matter may be resolved through legal action in any state or federal court having jurisdiction.

17. **Exclusion of Special, Indirect, Consequential and Liquidated Damages.** Consultant shall not be liable, in contract or tort or otherwise, for any special, indirect, consequential, or liquidated damages including specifically, but without limitation, loss of profit or revenue, loss of capital, delay damages, loss of goodwill, claim of third parties, or similar damages arising out of or connected in any way to the project or this contract.

18. **State Law.** This agreement shall be construed and interpreted in accordance with the laws of the State of Wisconsin.

19. **Jurisdiction.** OWNER hereby irrevocably submits to the jurisdiction of the state courts of the State of Wisconsin for the purpose of any suit, action or other proceeding arising out of or based upon this Agreement. OWNER further consents that the venue for any legal proceedings related to this Agreement shall be, at MSA's option, Sauk County, Wisconsin, or any county in which MSA has an office.

20. **Understanding.** This agreement contains the entire understanding between the parties on the subject matter hereof and no representations, inducements, promises or agreements not embodied herein (unless agreed in writing duly executed) shall be of any force or effect, and this agreement supersedes any other prior understanding entered into between the parties on the subject matter hereto.



# AGENDA SUMMARY SHEET

**MEETING DATE:** 4-12-22

**TITLE:** Request for Proposal-Municipal Solid Waste Collection, Disposal and Recycling Services for the City of Waupun

**AGENDA SECTION:** BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

**PRESENTER:** Jeff Daane, Director of Public Works

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

**ISSUE SUMMARY:**

The City of Waupun’s 10-year Garbage and Recycling contract will be up December 31, 2022. The City received 3 Request for Proposals (RFP’s) for the next 5-year contract: GFL Environmental Services, Waste Management and Harter’s Lakeside Disposal all put in competitive RFP’s.

We did have a couple options in the RFP as we do get some calls for additional recycling with more online orders.

Option 1 is what we currently have Trash weekly and EOW Recycling

Option 2 would be Weekly Trash and Recycling

**STAFF RECOMENDATION:**

Lowest RFP GFL Environmental Services

**ATTACHMENTS:**

2022 Garbage/Recycling RFP Results

**MOTIONS FOR CONSIDERATION:**

1. Approve GFL Environmental Services weekly trash/EOW recycling **OR**
2. Approve GFL Environmental Services weekly trash and recycling **OR**
3. Approve Harter’s Lakeside disposal weekly trash/EOW recycling plus additional bulk fees **OR**
4. Approve Harter’s Lakeside disposal weekly trash and recycling plus additional bulk fees **OR**
5. Approve Waste Management weekly trash/EOW recycling plus additional bulk fees

**2022 Garbage/Recycling RFP Results**

	<b>GFL Environmental Services N7296 County V Horicon, WI 53032</b>	Harter's Lakeside Disposal W2578 Holland-Lima Rd Oostburg, WI 53070	Waste Management 301 Thomas St Fond du Lac, WI 54935
Weekly Trash Pickup / EOW Recycling	<b>\$14.99</b>	\$15.15	\$16.45
Bulk P/U	Included	\$165/hr + \$76.00/ton	\$225 per truck hr + \$65.00/ton
Dumpsters for Bulk PU	Included	\$190/haul + \$76.00/ton	Included
<b>Alternate</b>			
Weekly Trash Pickup / Weekly Recycling	\$17.92	\$18.15	No Price Included