



A G E N D A
CITY OF WAUPUN COMMITTEE OF THE WHOLE
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, July 26, 2022 at 6:00 PM

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

Virtual Link: <https://us02web.zoom.us/j/85074066674?pwd=TWc3U2tRSmg4c0czc2F4V2lrb1VOdz09>

Teleconference: 1 312 626 6799

Meeting ID: 850 7406 6674

Passcode: 587774

CALL TO ORDER

ROLL CALL

CONSENT AGENDA

- [1.](#) Future Meetings & Gatherings, License and Permit Applications, Expenses

ORDINANCES-RESOLUTIONS

- [2.](#) Ordinance to Annex Real Estate Located in the Town of Chester to the City of Waupun (N11456 State Road 26)

CONSIDERATION - ACTION

- [3.](#) 2023-2026 Agreement between the City of Waupun and Waupun Police Department Local 317
- [4.](#) Approve Bids for Bayberry Lane Extension Project
- [5.](#) 2023 Budget Workshop (Discussion)
- [6.](#) ARPA Project Prioritization (Discussion)

ADJOURNMENT

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



AGENDA SUMMARY SHEET

MEETING DATE: 7/26/22

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

ISSUE SUMMARY:

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

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

Monday, August 8, 2022	Common Council	6:00pm
Tuesday, August 30, 2022	Committee of the Whole	6:00pm
Tuesday, September 13, 2022	Common Council	6:00pm
Tuesday, September 27, 2022	Committee of the Whole	6:00pm
Tuesday, October 11, 2022	Common Council	6:00pm
Tuesday, October 25, 2022	Committee of the Whole	6:00pm
Tuesday, November 8, 2022	Common Council	6:00pm Election
Tuesday, November 29, 2022	Committee of the Whole	6:00pm
Tuesday, December 13, 2022	Common Council	6:00pm
Tuesday, December 27, 2022	Committee of the Whole	6:00pm

License and Permit Applications

Operator License:

Trena Rhodes, Drew Behling, Jennifer Krajenka

Temporary Class B

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
07/21/2022	104233	AMAZON CAPITAL SERVICES	550.58
07/21/2022	104234	AIRGAS USA, LLC	1,125.22
07/21/2022	104235	ARMGA, BARB	395.84
07/21/2022	104236	BROWN CAB SERVICE INC	11,579.37
07/21/2022	104237	BUCHHOLZ, BAMBI	40.00
07/21/2022	104238	CAREW CONCRETE & SUPPLY INC	103.84
07/21/2022	104239	CARTRIDGE WORLD	168.00
07/21/2022	104240	CEDARQUIST, ANNIE	88.94
07/21/2022	104241	CHARTER COMMUNICATIONS	1,298.39
07/21/2022	104242	SSM HEALTH LABORATORIES	80.00
07/21/2022	104243	DODGE COUNTY REGISTER OF DEED	30.00
07/21/2022	104244	HEIDEMANN, TERESA	40.00
07/21/2022	104245	HERITAGE RIDGE TRAVEL PLAZA	80.87
07/21/2022	104246	HOLIDAY WHOLESALE	194.36
07/21/2022	104247	HOMAN AUTO -GATEWAY	21.26
07/21/2022	104248	MSA PROFESSIONAL SERVICES INC.	19,824.40
07/21/2022	104249	NEENAH FOUNDRY COMPANY	459.00
07/21/2022	104250	NEUMAN POOLS INC	13.08
07/21/2022	104251	NEVCO, INC	145.89
07/21/2022	104252	OSHKOSH FIRE & POLICE EQUIPMNT	212.50
07/21/2022	104253	OSHKOSH OFFICE SYSTEMS	136.31
07/21/2022	104254	PT TIRE & SERVICE CORP	295.00
07/21/2022	104255	PETERSEN, JENNIFER	46.25
07/21/2022	104256	PETTY CASH-CITY HALL	40.00
07/21/2022	104257	PINES BACH LLP	380.25
07/21/2022	104258	PIT-STOP PORTABLES	205.00
07/21/2022	104259	PIZZA RANCH	100.00
07/21/2022	104260	PURCHASE POWER	500.00
07/21/2022	104261	R BAUMAN & ASSOCIATES SC	495.00
07/21/2022	104262	RENNERTS	4,186.44
07/21/2022	104263	SHINY WASH	300.00
07/21/2022	104264	STICKS AND STONES	85.00
07/21/2022	104265	STOBB PLUMBING & HEATING, INC.	662.00
07/21/2022	104266	STREICHER'S	576.93
07/21/2022	104267	THURMER, MIKE	40.00
07/21/2022	104268	C.VERHAGE.PHOTO	255.00
07/21/2022	104269	WALMART COMMUNITY/CAPITAL ONE	353.99
07/21/2022	104270	WAUPUN UTILITIES	30,838.42
07/21/2022	104271	WI DEPART OF JUSTICE	358.50
07/21/2022	104272	YMCA OF DODGE COUNTY	14,052.42
07/21/2022	104273	BISHOP, ROHN	19.75
07/21/2022	104274	TOP PACK DEFENSE LLC	163.80
07/21/2022	104275	MARCO TECHNOLOGIES LLC	160.91
07/21/2022	104276	SALAMONE SUPPLIES	491.25
07/21/2022	104277	BETT, JOHN	40.00
07/21/2022	104278	EISEN'S LED'S LLC	438.81
07/21/2022	104279	CND SPECIALTIES INC	556.12
Grand Totals:			92,228.69

Report Criteria:

Report type: Summary

Invoice	Description	Invoice Date	Total Cost	GL Account
48 AMAZON CAPITAL SERVICES				
1J7J-CCNH-RJM4	binder clips	07/13/2022	11.63	100-10-5141-3-30
176T-GQH3-1D9R	banner/vinyl tape	07/11/2022	60.56	100-40-5211-3-30
1YQH-NLQM-3D4R	Outdoor light supplies for Shaler Park Veterans Memorial	07/11/2022	478.39	220-20-5560-3-38
Total 48 AMAZON CAPITAL SERVICES:			550.58	
987 AIRGAS USA, LLC				
9989215019	Chemicals - Pool	06/30/2022	1,125.22	100-20-5523-3-40
Total 987 AIRGAS USA, LLC:			1,125.22	
1565 ARMGA, BARB				
7-21-22	Hours worked July 5-8 2022	07/21/2022	395.84	100-10-5142-1-10
Total 1565 ARMGA, BARB:			395.84	
6252 BROWN CAB SERVICE INC				
2815	June monthly taxi service 2022	07/12/2022	11,579.37	501-10-5154-3-38
Total 6252 BROWN CAB SERVICE INC:			11,579.37	
6444 BUCHHOLZ, BAMBI				
7-21-22	7-20-22 Police & Fire Commission per diem	07/21/2022	40.00	100-10-5210-3-38
Total 6444 BUCHHOLZ, BAMBI:			40.00	
7065 CAREW CONCRETE & SUPPLY INC				
1243071	concrete - storm sewer inlet repair	07/06/2022	103.84	700-10-5192-3-36
Total 7065 CAREW CONCRETE & SUPPLY INC:			103.84	
7075 CARTRIDGE WORLD				
88284	Cartridges	07/15/2022	168.00	100-40-5211-3-38
Total 7075 CARTRIDGE WORLD:			168.00	
8049 CEDARQUIST, ANNIE				
7-21-22	clothing allowance	07/21/2022	88.94	100-12634
Total 8049 CEDARQUIST, ANNIE:			88.94	
10048 CHARTER COMMUNICATIONS				
13430-JULY22	city hall - internet	07/15/2022	139.98	100-10-5197-3-31
84621-JULY22	museum - internet - pd by Historical Society	07/10/2022	89.99	100-13850
16011-JULY22	senior center - tv, internet	07/03/2022	154.71	100-20-5513-3-38
54053-JULY22	aquatic center	07/06/2022	114.97	100-20-5523-3-38
3194-JULY22	Ethernet Intrastate MBPS	07/01/2022	490.00	100-40-5211-3-38
18615-JULY22	PD - voice, tv	07/01/2022	82.62	100-40-5211-3-38
15199-JULY22	garage - tv, internet	07/09/2022	226.12	100-70-5412-3-38
Total 10048 CHARTER COMMUNICATIONS:			1,298.39	
10468 SSM HEALTH LABORATORIES				
3583954	legal blood draws - June 2022	07/01/2022	80.00	100-40-5213-3-38
Total 10468 SSM HEALTH LABORATORIES:			80.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
11951 DODGE COUNTY REGISTER OF DEEDS				
7-21-22	Johnson property annexation recording fee	07/21/2022	30.00	419-70-5435-3-38
Total 11951 DODGE COUNTY REGISTER OF DEEDS:			30.00	
15736 HEIDEMANN, TERESA				
7-21-22	7-20-22 Police & Fire Comm per diem	07/21/2022	40.00	100-10-5210-3-38
Total 15736 HEIDEMANN, TERESA:			40.00	
15763 HERITAGE RIDGE TRAVEL PLAZA				
19385	FD - fuel	07/18/2022	80.87	100-50-5232-3-38
Total 15763 HERITAGE RIDGE TRAVEL PLAZA:			80.87	
15920 HOLIDAY WHOLESALE				
1140598	Aquatic Center Concession Stand	07/06/2022	194.36	100-20-5523-3-39
Total 15920 HOLIDAY WHOLESALE:			194.36	
15950 HOMAN AUTO -GATEWAY				
410629	cleaner EGR system	07/14/2022	21.26	700-10-5192-3-36
Total 15950 HOMAN AUTO -GATEWAY:			21.26	
18009 MSA PROFESSIONAL SERVICES INC.				
R00212096.0-34	Rock Newton Pay Request Review Costs	07/07/2022	390.00	400-70-5436-8-00
R00212130.0-5	Wilson & Shaler Drive Extension Project	07/07/2022	6,400.00	419-70-5436-8-00
R00212132.0-3	Bayberry Lane Extension	07/08/2022	12,022.00	419-70-5436-8-00
R00212056.0-88	Storm Sewer Re-Routing Evaluation-Franklin, Roosevelt,	07/07/2022	1,012.40	700-10-5192-3-38
Total 18009 MSA PROFESSIONAL SERVICES INC.:			19,824.40	
20300 NEENAH FOUNDRY COMPANY				
459685	inlet frame	07/08/2022	459.00	700-10-5192-3-36
Total 20300 NEENAH FOUNDRY COMPANY:			459.00	
20349 NEUMAN POOLS INC				
7022	Pool chemicals	07/11/2022	13.08	100-20-5523-3-40
Total 20349 NEUMAN POOLS INC:			13.08	
20353 NEVCO, INC				
0000201906	transformer/labor/clip/battery door	07/13/2022	145.89	100-20-5525-3-36
Total 20353 NEVCO, INC:			145.89	
20825 OSHKOSH FIRE & POLICE EQUIPMNT				
187892	NFPA, Grade D, Annual air test renewal	07/08/2022	212.50	100-50-5232-3-36
Total 20825 OSHKOSH FIRE & POLICE EQUIPMNT:			212.50	
20900 OSHKOSH OFFICE SYSTEMS				
AR77602	Ricoh IMC4500 Color Copier - city hall - contract 6/15/22-	07/15/2022	136.31	100-10-5141-3-36
Total 20900 OSHKOSH OFFICE SYSTEMS:			136.31	

Invoice	Description	Invoice Date	Total Cost	GL Account
20997 PT TIRE & SERVICE CORP				
25178	repair tire on loader	07/11/2022	295.00	100-70-5411-3-36
Total 20997 PT TIRE & SERVICE CORP:			295.00	
21357 PETERSEN, JENNIFER				
7-21-22	MILEAGE - FDL & Juneau - annexation recording/pick em	07/21/2022	46.25	100-10-5110-3-37
Total 21357 PETERSEN, JENNIFER:			46.25	
21450 PETTY CASH-CITY HALL				
7-21-22	Employee recog supplies	07/21/2022	40.00	100-10-5110-3-38
Total 21450 PETTY CASH-CITY HALL:			40.00	
21689 PINES BACH LLP				
221998	Development Agreement	07/01/2022	380.25	419-70-5436-8-00
Total 21689 PINES BACH LLP:			380.25	
21790 PIT-STOP PORTABLES				
A-131192	Johnson Property Hwy 26 - Service septic tank	06/24/2022	205.00	407-70-5436-3-38
Total 21790 PIT-STOP PORTABLES:			205.00	
21825 PIZZA RANCH				
7-21-22	Fish with Me Tournament	07/08/2022	100.00	100-20-5525-3-39
Total 21825 PIZZA RANCH:			100.00	
22324 PURCHASE POWER				
7-21-22	Postage refill fee	07/06/2022	500.00	100-16210
Total 22324 PURCHASE POWER:			500.00	
22509 R BAUMAN & ASSOCIATES SC				
1393	law enforcement assessments/testing	05/31/2022	495.00	100-40-5211-3-38
Total 22509 R BAUMAN & ASSOCIATES SC:			495.00	
22750 RENNERTS				
45329	Aerial repairs	07/07/2022	2,569.89	100-50-5232-3-36
45344	Annual pump maint.	07/12/2022	1,616.55	100-50-5232-3-36
Total 22750 RENNERTS:			4,186.44	
23607 SHINY WASH				
140436	VIP Car Wash card for PD	07/15/2022	300.00	100-40-5212-3-36
Total 23607 SHINY WASH:			300.00	
24350 STICKS AND STONES				
13100	mowing & trimming - 904 Pleasant	07/14/2022	85.00	100-70-5613-3-38
Total 24350 STICKS AND STONES:			85.00	
24400 STOBBS PLUMBING & HEATING, INC.				
13576	repairs - womens toilet/mens shower button - aquatic cent	07/12/2022	662.00	100-20-5523-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 24400 STOBBS PLUMBING & HEATING, INC.:			662.00	
24470 STREICHER'S				
1577189	flashlights/vertical grips	07/01/2022	576.93	100-40-5212-3-38
Total 24470 STREICHER'S:			576.93	
25027 THURMER, MIKE				
7-21-22	7-20-22 Police & Fire Commission per diem	07/21/2022	40.00	100-10-5210-3-38
Total 25027 THURMER, MIKE:			40.00	
26353 C.VERHAGE.PHOTO				
4420511	Police Dept Pictures	07/21/2022	255.00	100-40-5211-3-38
Total 26353 C.VERHAGE.PHOTO:			255.00	
26540 WALMART COMMUNITY/CAPITAL ONE				
7-21-22	pool concessions	07/07/2022	38.90	100-20-5523-3-39
7-21-22	park program picnic	07/07/2022	60.12	100-20-5525-3-39
7-21-22	park program crafts	07/07/2022	21.48	100-20-5525-3-39
7-21-22	fish with me supplies	07/07/2022	182.81	100-20-5525-3-39
7-21-22	park program supplies	07/07/2022	50.68	100-20-5525-3-39
Total 26540 WALMART COMMUNITY/CAPITAL ONE:			353.99	
27450 WAUPUN UTILITIES				
JUNE2022	Monthly utility charges	07/05/2022	214.28	100-20-5512-3-32
JUNE2022	Monthly utility charges	07/05/2022	308.92	100-20-5513-3-32
JUNE2022	Monthly utility charges	07/05/2022	6,582.35	100-20-5523-3-32
JUNE2022	Monthly utility charges	07/05/2022	4,369.05	100-20-5525-3-32
JUNE2022	Monthly utility charges	07/05/2022	1,061.44	100-40-5211-3-32
JUNE2022	Monthly utility charges	07/05/2022	597.06	100-50-5231-3-32
JUNE2022	Monthly utility charges	07/05/2022	16.00	100-50-5251-3-32
JUNE2022	Monthly utility charges	07/05/2022	2,652.97	100-70-5410-3-32
JUNE2022	Monthly utility charges	07/05/2022	1,097.16	100-70-5412-3-32
JUNE2022	Monthly utility charges	07/05/2022	230.20	100-70-5441-3-32
JUNE2022	Monthly utility charges	07/05/2022	11,198.34	100-70-5442-3-32
JUNE2022	Monthly utility charges	07/05/2022	2,446.86	210-60-5511-3-32
JUNE2022	Monthly utility charges	07/05/2022	63.79	700-10-5192-3-32
Total 27450 WAUPUN UTILITIES:			30,838.42	
28650 WI DEPART OF JUSTICE				
455TIME-0000012648	Time System-quarterly billing/Office Support	07/10/2022	358.50	100-40-5212-3-38
Total 28650 WI DEPART OF JUSTICE:			358.50	
29893 YMCA OF DODGE COUNTY				
7142022	Concession/Pool Staff Wage & 25% Admin	07/14/2022	13,253.53	100-20-5523-1-10
7142022	Taxes	07/14/2022	798.89	100-20-5523-2-23
Total 29893 YMCA OF DODGE COUNTY:			14,052.42	
300119 BISHOP, ROHN				
7-21-22	Mileage - Church Health Serv meeting in Beaver Dam	07/21/2022	19.75	100-10-5131-3-37

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 300119 BISHOP, ROHN:			19.75	
300187 TOP PACK DEFENSE LLC				
8561	clothing allowance - Kreitzman	06/21/2022	163.80	100-12634
Total 300187 TOP PACK DEFENSE LLC:			163.80	
300188 MARCO TECHNOLOGIES LLC				
476905419	KONMIN/BHC308 - contract	07/21/2022	160.91	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			160.91	
300193 SALAMONE SUPPLIES				
161871	Building Supplies	07/19/2022	491.25	100-70-5410-3-38
Total 300193 SALAMONE SUPPLIES:			491.25	
300205 BETT, JOHN				
7-21-22	7-20-22 Per Diem - Police & Fire Commission	07/21/2022	40.00	100-10-5210-3-38
Total 300205 BETT, JOHN:			40.00	
300216 EISEN'S LED'S LLC				
4044	Contoller	03/07/2022	438.81	410-40-5211-4-00
Total 300216 EISEN'S LED'S LLC:			438.81	
300229 CND SPECIALTIES INC				
175356	K9 Brat Fry	06/29/2022	556.12	410-48-4861-0-00
Total 300229 CND SPECIALTIES INC:			556.12	
Grand Totals:			92,228.69	

Report GL Period Summary

GL Period	Amount
07/22	92,228.69
Grand Totals:	92,228.69

Vendor number hash: 2949986
 Vendor number hash - split: 3415439
 Total number of invoices: 59
 Total number of transactions: 76

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	92,228.69	.00	92,228.69
Grand Totals:	92,228.69	.00	92,228.69



AGENDA SUMMARY SHEET

MEETING DATE: 7/26/22

TITLE: Ordinance to Annex Real Estate Located in the Town of Chester to the City of Waupun (N11456 State Road 26)

AGENDA SECTION: ORDINANCES-RESOLUTIONS

PRESENTER: Administrator Kathy Schlieve

DEPARMTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
Economic Vitality	N/A

ISSUE SUMMARY:

As part of work to expand the Heritage Ridge (TID 7), the City of Waupun acquired land located at N11456 STH 26. The Annexation ordinance as outlined annexes the parcel (010-1315-0932-000) to the City of Waupun and designates the land as PCD Zoning. Wis. Stats 66.0223 (1) permits municipalities to annex municipal-owned land as follows:

- Owned by and initiated by City
- Municipality must enact ordinance to annex property (attached)
- No noticing is required and not subject to review by the Dept of Administration

STAFF RECOMMENDATION:

Waive first reading and adopt annexation ordinance

ATTACHMENTS:

- Annexation Ordinance
- Exhibit A
- Scale Map

MOTIONS FOR CONSIDERATION:

Motion to waive the first reading and adopt Ordinance #_____ to annex City owned real estate, known as N11456 St Rd 26, located in the Town of Chester to the City of Waupun

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ORDINANCE # _____

**AN ORDINANCE TO ANNEX REAL ESTATE LOCATED IN THE TOWN OF
CHESTER TO THE CITY OF WAUPUN**

THE COMMON COUNCIL OF THE CITY OF WAUPUN, DO ORDAIN:

SECTION 1: Real Estate identified on the attached Exhibit "A," currently owned by the City of Waupun, is detached from the Township of Chester and annexed to the City of Waupun, all in accordance with Wis. Stat. § 66.0223(1).

SECTION 2: The real estate shall be zoned PCD Planned Community Development for zoning purposes until the zoning map may otherwise be amended.

SECTION 3: The real estate shall be placed in Ward 14 of the First Aldermanic District.

Effective this ____ day of _____, 2022

Rohn Bishop
Mayor

ATTEST:

Angela Hull
Waupun City Clerk

EXHIBIT "A"

PROPERTY DESCRIPTION

Lot 1 of Certified Survey Map No. 547, being part of the Northwest 1/4 of the Southwest 1/4 of Section 9, Township 13 North, Range 15 East, Town of Chester, Dodge County, Wisconsin as recorded in Volume 6 of Surveys at page 376 as Document No. 609273. Except premises conveyed for highway purposes recorded in Volume 602 of Records at page 748.

Property Address: N11456 State Road 26, Waupun, WI 53963

Tax Parcel Number: 010-1315-0932-000

Central Engineers & Surveyors.

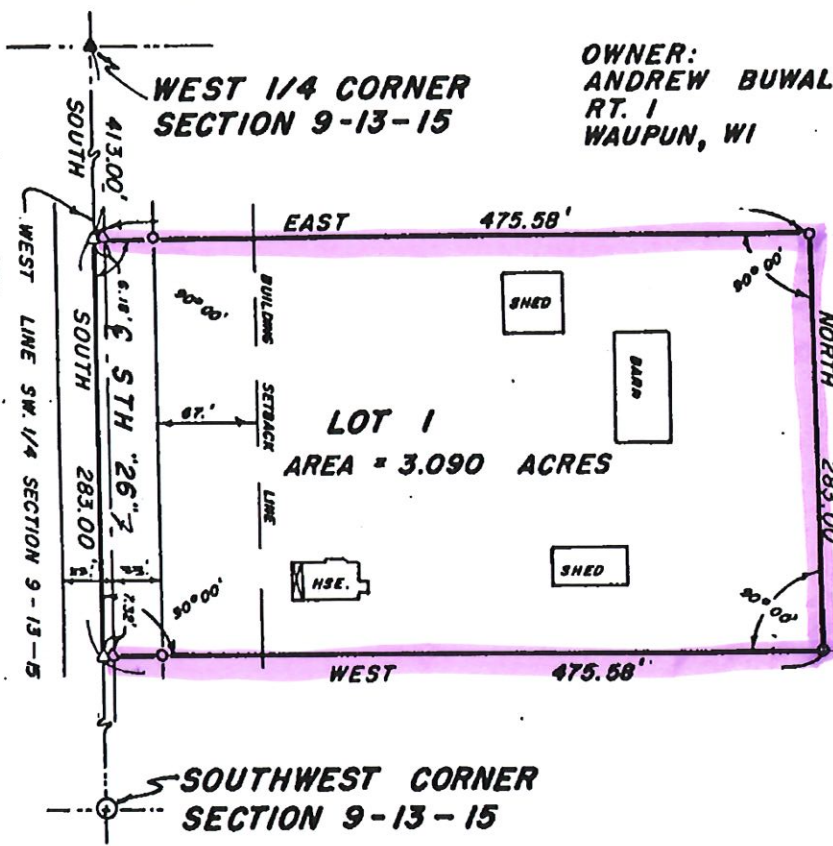
Engineers — Surveyors
Beaver Dam, Wisconsin

DEC 2 11 41 AM '77

CERTIFIED SURVEY MAP NO. 532

547

Document # 609273
Received this 22nd day of
Dec. 1977 at 9:30 A. M.
and recorded in Vol. 6
of Cedarburg Page 376
REGISTER OF DEEDS, DODGE CO.



OWNER:
ANDREW BUWALDA
RT. 1
WAUPUN, WI

BEARINGS REFERENCE TO ASSUMED SOUTH
ALONG WEST LINE SW. 1/4 SECTION 9-13-15

I, John A. Prunuske, Registered Land Surveyor of the State of Wisconsin, do hereby certify that by order of Mr. Gary Hanna, I have made a survey of part of the NW. 1/4 of the SW. 1/4 of Section 9, T.13 N., R.15 E., Town of Chester, Dodge County, Wisconsin, and being described as follows:

Commencing at the West 1/4 corner of said Section 9; thence South, along the West line of said SW. 1/4, 413.00 feet to the point of beginning; thence continuing, South, along said West line of the SW. 1/4, 283.00 feet; thence East, at right angles to said West line of the SW. 1/4, 475.58 feet; thence North, 283.00 feet; thence West, at right angles to said West line of the SW. 1/4, 475.58 feet to the point of beginning.

Said parcel contains 3.090 acres, more or less.

I further certify that I have complied with the provisions of Chapter 236 of the Wisconsin State Statutes and with the Subdivision Control Ordinance of Dodge County in surveying and mapping the same.



Document # 608733
Received this 2nd day of
Dec. 1977 at 11:41 A. M.
and recorded in Vol. 6
of Cedarburg Page 352
REGISTER OF DEEDS, DODGE CO.

Approved by the Dodge County
Planning and Development Committee
Certified this 2nd day of Dec. 1977
Howard H. Richtenberg
Dodge County Clerk
-BP-

Scale of Map: 1 inch = 100'

STATE OF WISCONSIN }
COUNTY OF DODGE }

- LEGEND
- Iron Pipes Found
 - 1" x 24" Iron Pipes Set, 1.13 lb./ft.
 - Stone Mon. Found
 - △ Iron Pins Set
 - 2" x 30" Iron Pipes Set, 3.65 lb./ft.
 - ⊙ Soil Tests
 - ⊕ STEEL PLATE WITH "X"

I have surveyed the above-described property, and the above map is a true representation thereof and shows the size and location of the property, its exterior boundaries, the location of all visible structures thereon, fences, apparent easements and roadways and visible encroachments, if any. This survey is made for the exclusive use of the present owners of the property, and also those who purchase, mortgage, or guarantee the title thereto, within one year from date hereof, and as to them I certify the accuracy of said survey and map.

Dated at BEAVER DAM, WI, this 23 day of NOVEMBER 1977.

HANNA, GARY
SW. 1/4 SECTION 9-13-15

VOL 6 PAGE 376 VOL 6 PAGE 352

[Signature]
Registered Land Surveyor
Revised this 20th day of December, 1977

June 15, 2022

TENTATIVE AGREEMENT OF
CITY OF WAUPUN AND
WAUPUN PROFESSIONAL POLICE ASSOCIATION, LOCAL 317, PPA/LEER
FOR A 2023-2026 COLLECTIVE BARGAINING AGREEMENT

1. **Term.** January 1, 2023 – December 31, 2026.
 2. **Appendix A – Wages and Other Conditions of Employment.**
 - a. **Wage schedules.**
 1. First full payroll period after April 1, 2023: 1% across the board
First full payroll period after October 1, 2023: 2% across the board
(except for the new Step 7 and Step 10 rates)

First full payroll period after April 1, 2024: 1% across the board
First full payroll period after October 1, 2024: 2% across the board

First full payroll period after April 1, 2025: 1% across the board
First full payroll period after October 1, 2025: 2% across the board

First full payroll period after April 1, 2026: 1% across the board
First full payroll period after October 1, 2026: 2% across the board
 2. First full payroll period after October 1, 2023:

Create new step 7-year wage rate of \$34.00 per hour
Create new step 10-year wage rate of \$35.01 per hour
 - b. **Section 1.07.** Amend as follows:

An Officer assigned as the Field Training Officer will receive ~~an additional \$.75 per hour worked while~~ one (1) hour of compensatory time for every eight (8) hours of time spent conducting field training of an Officer.
3. **Article XII – Workday & Workweek - Overtime.**
 - a. **Section 12.01:** Add new language to read as follows, and re-number succeeding Sections accordingly:

Overtime Posting. Employees desiring to fill schedule vacancies creating overtime

shifts shall sign the postings for same with a minimum of seven (7) days (168 hours) advance notice. Such vacancies shall be filled per the current mutual agreement between the Association and the Chief of Police. Exceptions to this procedure include approved overtime generated within the seven (7) day time period, which shall be filled immediately unless otherwise set forth in this Agreement.

- b. **Section 12.15:** Revise as follows:

Police officers who do not receive twenty-four (24) hours-notice of a cancelled court appearance shall, ~~at the employee's option, receive two hours of work~~ one (1) hour of pay at the overtime rate in lieu of any other compensation. ~~The two hours will be worked at a time mutually agreeable to the employee and the Department.~~

4. **Article XIV – Vacations, Section 14.01.** Revise as follows:

- a. All employees, after one (1) continuous year of employment, shall be entitled to vacation leaves with pay and said vacation shall be taken during each calendar year and shall be based upon continuous service accruing for their anniversary date of employment occurring during any such calendar year based upon the following schedule:

1 year service - 96 hours pay

7 years service - 3 weeks vacation leave (~~136~~ 144 hours pay)

15 years service - 4 weeks vacation leave (~~176~~ 192 hours pay)

20 years service - 4 weeks vacation leave (~~176~~ 192 hours pay)

Plus an additional day (8 hours of pay) for each year of service over 20 years, with a maximum additional vacation leave of five days (40 hours of pay).

5. **Article XV – Sick Leave, Section 15.01.** Amend as follows:

- a. ~~The Employer agrees that all regular employees shall be entitled to a sick leave of twelve (12) days per year with pay.~~ Sick leave shall accumulate for all regular employees at the rate of ~~one (1) day~~ seven (7) hours per month. Employees may accumulate unused sick leave, however, the maximum accumulation shall be 180 days.

6. **Article XVI – Holidays, Section 16.02.** Revise as follows:

- a. When an officer works a calendar holiday, he shall have the option of receiving pay or holiday time off at the rate of time and one-half (1½), and if that officer chooses holiday time, he shall have until December 31 of the year in which the holiday is worked to use such holiday time. When an officer works a scheduled holiday, the employee shall have the option of combining four (4) hours of the holiday time

earned with four (4) hours of compensatory time to provide eight (8) hours of paid time off. If the time is not used, he shall receive equivalent pay. However, employees will be allowed to anticipate and take holiday time off during the calendar year. For example, if an officer is scheduled to work on Christmas, he may take the equivalent holiday time off at any time during the calendar year. The Officer and the Chief of Police shall mutually agree to the holiday time off, except that an Officer may schedule up to four (4) days of holiday time per year, at his own discretion, whether or not the absence creates an overtime situation, as long as the Officer gives at least ninety-six (96) hours' notice, and no other Officer has already scheduled a holiday on that day. After the four (4) days of holiday time are scheduled, the officer may schedule up to five (5) additional days of holiday time per year to be used at the discretion of the Chief of Police. In the event an employee resigns, is laid off or discharged after having taken holiday time off as yet unearned, the value of the holiday that would have been worked shall be deducted from the employee's paycheck. Not more than one (1) employee shall take holiday time on the same day. If the schedule permits and no call-in is necessitated, more than one (1) officer may take a holiday off; such holiday may be taken in a block of eight (8) hours or less.

7. **Article XXI – Hospital & Medical Insurance.** Revise Article title to read “INSURANCE” and revise Sections 21.01 and 21.05 as follows:

- a. **Section 21.01.** Change the employer health insurance premium contribution by amending first paragraph as follows:

~~Effective January 1, 2020 the employer shall pay not more than 90% of the premium of the lowest cost qualified plan. Effective January 1, 2021 the employer shall pay not more than 89% of the premium of the lowest cost qualified plan.~~ Effective January 1, ~~2022~~ 2023, the employer shall pay not more than ~~88%~~ 85% of the premium of the lowest-cost qualified plan. Employees who decide to choose a plan with a monthly premium in excess of ~~90% in 2020, 89% in 2021, and 88% in 2022~~ 85% of the lowest-cost qualified plan will pay the difference via payroll deduction.

- b. **Section 21.05.** Amend as follows:

Employees will be afforded the opportunity to participate in an income continuation program. The Employer shall contribute up to a maximum premium payment of not more than twelve dollars (\$12.00) per month per employee. The Employer may change the income continuation program in its discretion.

8. **Article XXVI – Longevity.** Delete in its entirety, as follows:

- a. ~~Section 26.01: Longevity bonuses shall be annual and will be paid in the first payroll period of December of each year with the eligibility date being December.~~

1. ~~Upon completion of five (5) years of service with the Employer, the employee shall be granted a longevity bonus of four hundred dollars (\$400.00).~~
2. ~~Upon completion of ten (10) years of service with the Employer, the employee shall be granted a longevity bonus of four hundred fifty dollars (\$450.00).~~
3. ~~Upon completion of fifteen (15) years of service with the Employer, the employee shall be granted a longevity bonus of five hundred dollars (\$500.00).~~
4. ~~Upon completion of twenty (20) years of service with the Employer, the employee shall be granted a longevity bonus of five hundred fifty dollars (\$550.00).~~

9. **Article XXVIII – Wisconsin Retirement Fund, Sections 28.01 and 28.02.** Update Article title to “**WISCONSIN RETIREMENT FUND SYSTEM**” and amend Sections 28.01 and 28.02 to reflect full employee payment of the employee share of WRS contributions for all employees, as follows:

- a. **Section 28.01:** ~~The Employer will pay the full amount of the employer’s required contributions to the Wisconsin Retirement System. The Employer agrees that with respect to participating employees initially employed by the City of Waupun before July 1, 2011, the Employer Effective January 1, 2023, all employees shall pay to the Wisconsin Retirement Fund System the full amount of the employee’s required contribution, in an amount up to and not to exceed 3% for January 1, 2020, 2% for January 1, 2021, 1% for January 1, 2022, and 0% for December 31, 2022 (end of day) of reported wages for the employee contribution rate established as defined by the Wisconsin Retirement System, and the employee shall contribute the residual amount, if any, through payroll deduction. Such payments by the Employer shall be reported to the Wisconsin Retirement Fund in the same manner as though deducted from the earnings of participating employees, and all such payments by the Employer shall be available for all Retirement Fund benefit purposes to the same extent as normal contributions which were deducted from the earnings of participating employees, it being understood that such payments made by the Employer shall not be considered municipality contributions.~~
- b. **Section 28.02:** ~~Any employee initially employed after July 1, 2011, will pay the full amount of the employee’s contributions as defined by the Wisconsin Retirement System (WRS).~~

10. **Archaic language clean-up and clarification of errors.**

- a. **Eliminate old and archaic language.** Eliminate old and archaic language as mutually agreed to by the parties.

The City of Waupun reserves its right to modify, amend, delete or add to its proposals at any time and for any reason during negotiations. All tentative agreements, if any are reached, remain subject to acceptance of the collective bargaining agreement as a whole by the City of Waupun Common Council and correction of any errors or omissions.



AGENDA SUMMARY SHEET

MEETING DATE: 7/26/22

TITLE: Approve Bids for Bayberry Lane Extension Project

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane, Public Works Director

DEPARMTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
Economic Vitality	N/A

ISSUE SUMMARY:

The City recently bid work related to the Bayberry Lane Extension Project. As shown, Soper Sewer and Water was the apparent low bidder for the Contract A work (storm pond) and R&R Wash Materials was the apparent low bidder for the Contract B work (Street extension). The City does have the right to award the work to separate contractors or to just one contractor based on bid specifications. Contract B is priority to support the All Phase development in this area. It is understood that Contract A will only proceed if conditions are favorable for the City to support the extension. The deadline to proceed on that second phase is November 18, 2022.

STAFF RECOMMENDATION:

Approval of contract A to Soper Sewer & Water, LLC for \$598,471 and contract B to R & R Wash Materials for \$364,674.20.

ATTACHMENTS:

- MSA Bid Opening for contract A
- MSA Bid Opening for contract B
- Affidavit of Publication

MOTIONS FOR CONSIDERATION:

Motion to approve contract A to Soper Sewer & Water, LLC for \$598,471 to construct a storm pond and swale grading, and contract B to R & R Wash Materials for \$364,674.20 to construct roadway with storm sewer improvements based on lowest qualified bids.



July 21, 2022

Rohn Bishop, Mayor
City of Waupun
201 E. Main Street
Waupun, WI 53963

Re: Bayberry Lane Extension Project
City of Waupun

Dear Mr. Bishop:

Upon review of the bids received on July 21, 2022 for the above-referenced project, it was found that they were submitted by qualified contractors. It is our recommendation that the low responsive bidder listed below be accepted and award made at your next meeting.

R and R Wash Materials, Inc.
1110 Dartford Rd.
Ripon, WI 54971

Bid Amount \$364,674.20 (**Contract B only**)

Please execute the enclosed Notice of Award for the contract. Once the form is signed, please email a copy back to jlaue@msa-ps.com or msmith@msa-ps.com. After receiving the executed copy, we will forward one copy of the Notice of Award and the remaining contract package to the Contractor.

Sincerely,

MSA Professional Services, Inc.

A handwritten signature in black ink, appearing to read "Jason Laue". The signature is written in a cursive style with a large initial "J" and "L".

Jason Laue
Team Leader - Engineering

m.s.
Enc.

NOTICE OF AWARD

Date: July 21, 2022

Project:

Bayberry Lane Extension Project

Owner:

City of Waupun

Owner's Contract No.:

Contract:

City of Waupun - Bayberry Lane Extension Project

Engineer's Project No.:

00212132

Bidder:

R and R Wash Materials, Inc.

Bidder's Address: *[send Notice of Award Certified Mail, Return Receipt Requested]*

1110 Dartford Rd

Ripon, WI 54971

You are notified that your Bid dated July 21, 2022 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for Bayberry Lane Extension Project
(Contract B only) Items #24 - 54

The Contract Price of your Contract is Three Hundred and Sixty Four Thousand, Six Hundred Seventy Four Dollars and Twenty Cents (\$364,674.20) (Contract B only).

[1] copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award.

[1] sets of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within [15] days of the date you receive this Notice of Award.

1. Deliver to the Owner [1] fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract security [Bonds] as specified in the Instructions to Bidders (Article 20), General Conditions (Paragraph 5.01), and Supplementary Conditions (Paragraph SC-5.01).
3. Other conditions precedent:

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

City of Waupun
Owner
By: _____
Authorized Signature

Title

Copy to Engineer

Waupun - Bayberry Lane Extension Project (#8220374)

Owner: City of Waupun

Solicitor: MSA Professional Services - Beaver Dam

07/21/2022 11:00 AM CDT

MSA #00212132

Line Item	Item Description	UNIT	QTY	Soper Sewer & Water, LLC.		R&R Wash Materials, Inc.		Kopplin & Kinas Co., Inc.	
				Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
CONTRACT A (STORM POND AND SWALE GRADING)									
1	Mobilization, Bonds, & Insurance	LS	1	\$13,000.00	\$13,000.00	\$65,300.00	\$65,300.00	\$126,525.00	\$126,525.00
2	Erosion and Sedimentation Controls (Pond & Drainage Swale)	LS	1	\$3,483.00	\$3,483.00	\$2,200.00	\$2,200.00	\$3,140.00	\$3,140.00
3	Unclassified Excavation (Pond & Drainage Swale)	LS	1	\$383,440.00	\$383,440.00	\$556,000.00	\$556,000.00	\$379,350.00	\$379,350.00
4	Clay Pond Liner (Complete)	LS	1	\$45,611.00	\$45,611.00	\$198,000.00	\$198,000.00	\$176,940.00	\$176,940.00
5	Erosion Matting	S.Y.	5800	\$1.25	\$7,250.00	\$2.20	\$12,760.00	\$1.65	\$9,570.00
6	Topsoil Placement & Grading	S.Y.	8600	\$2.00	\$17,200.00	\$3.80	\$32,680.00	\$2.40	\$20,640.00
7	Seeding, Fertilizing, & Mulching	S.Y.	8600	\$0.90	\$7,740.00	\$1.03	\$8,858.00	\$3.85	\$33,110.00
8	Adjust Existing Sanitary Manhole Casting (Complete)	EA.	1	\$1,002.00	\$1,002.00	\$950.00	\$950.00	\$900.00	\$900.00
9	Adjust Existing Sanitary Manhole Structure & Casting (Complete)	EA.	1	\$1,914.00	\$1,914.00	\$3,000.00	\$3,000.00	\$2,800.00	\$2,800.00
10	Rock Excavation	C.Y.	4700	\$0.01	\$47.00	\$1.00	\$4,700.00	\$25.80	\$121,260.00
11	Storm Manhole (4 Foot I.D.)	EA.	1	\$3,457.00	\$3,457.00	\$3,500.00	\$3,500.00	\$4,625.00	\$4,625.00
12	Pond Outlet Structure (2 Foot x 3 Foot I.D.) (Complete)	EA.	1	\$3,741.00	\$3,741.00	\$4,800.00	\$4,800.00	\$4,180.00	\$4,180.00
13	H.E.R.C.P. Storm Sewer (24 Inch by 38 Inch)	L.F.	40	\$179.00	\$7,160.00	\$175.00	\$7,000.00	\$375.00	\$15,000.00
14	H.D.P.E. Storm Sewer (10 Inch I.D.)	L.F.	15	\$45.00	\$675.00	\$68.00	\$1,020.00	\$87.00	\$1,305.00
15	H.D.P.E. Storm Sewer (18 Inch I.D.)	L.F.	105	\$55.00	\$5,775.00	\$79.00	\$8,295.00	\$63.45	\$6,662.25
16	Storm Sewer Plug (18 Inch I.D.) (H.D.P.E.)	EA.	1	\$389.00	\$389.00	\$400.00	\$400.00	\$400.00	\$400.00
17	Storm Sewer Plug (24 Inch by 38 Inch I.D.) (R.C.P.)	EA.	1	\$465.00	\$465.00	\$850.00	\$850.00	\$1,250.00	\$1,250.00
18	H.E.R.C.P. Endwall (24 Inch by 38 Inch w/ Pipe Gate)	EA.	1	\$3,664.00	\$3,664.00	\$2,900.00	\$2,900.00	\$1,400.00	\$1,400.00
19	C.M.P. Endwall (10 Inch I.D.)	EA.	1	\$514.00	\$514.00	\$330.00	\$330.00	\$250.00	\$250.00
20	C.M.P. Endwall (18 Inch I.D. w/ Pipe Gate)	EA.	2	\$562.00	\$1,124.00	\$900.00	\$1,800.00	\$960.00	\$1,920.00
21	Riprap (d50=6") w/ Geotextile Fabric	S.Y.	1460	\$21.00	\$30,660.00	\$23.30	\$34,018.00	\$15.00	\$21,900.00
22	Riprap (d50=9") w/ Geotextile Fabric	S.Y.	2000	\$29.00	\$58,000.00	\$33.00	\$66,000.00	\$22.05	\$44,100.00
23	Imported Granular Backfill	TON	120	\$18.00	\$2,160.00	\$3.50	\$420.00	\$15.00	\$1,800.00
TOTAL - CONTRACT A (STORM POND AND SWALE GRADING)				\$598,471.00		\$1,015,781.00		\$979,027.25	
CONTRACT B (ROADWAY & STORM SEWER IMPROVEMENTS)									
24	Mobilization, Bonds, & Insurance	LS	1	\$11,500.00	\$11,500.00	\$65,300.00	\$65,300.00	\$53,579.00	\$53,579.00
25	Erosion and Sedimentation Controls (Bayberry Lane)	LS	1	\$2,655.00	\$2,655.00	\$2,600.00	\$2,600.00	\$1,680.00	\$1,680.00
26	Traffic Control	LS	1	\$2,000.00	\$2,000.00	\$400.00	\$400.00	\$2,500.00	\$2,500.00
27	Unclassified Excavation (Bayberry Lane)	LS	1	\$7,400.00	\$7,400.00	\$13,000.00	\$13,000.00	\$4,720.00	\$4,720.00
28	Topsoil Placement & Grading	S.Y.	3100	\$4.00	\$12,400.00	\$4.20	\$13,020.00	\$3.15	\$9,765.00
29	Seeding, Fertilizing, & Mulching	S.Y.	3100	\$1.45	\$4,495.00	\$1.53	\$4,743.00	\$4.80	\$14,880.00
30	Concrete Curb/Gutter	L.F.	1490	\$16.99	\$25,315.10	\$19.33	\$28,801.70	\$18.95	\$28,235.50
31	Concrete Sidewalk (4 Inch Thick & 4 Inch Base)	S.F.	3580	\$5.37	\$19,224.60	\$6.55	\$23,449.00	\$5.85	\$20,943.00
32	Detectable Warning Fields	S.F.	10	\$34.99	\$349.90	\$80.00	\$800.00	\$75.00	\$750.00
33	Dense Graded Base (6 Inch Thick)	S.Y.	3590	\$5.00	\$17,950.00	\$5.15	\$18,488.50	\$6.20	\$22,258.00
34	Breaker Run (8 Inch Thick)	S.Y.	3590	\$6.50	\$23,335.00	\$6.75	\$24,232.50	\$6.70	\$24,053.00

Line Item	Item Description	UNIT	QTY	Soper Sewer & Water, LLC.		R&R Wash Materials, Inc.		Kopplin & Kinas Co., Inc.	
				Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
35	Asphaltic Binder (3 Inch Thick)	S.Y.	3000	\$14.95	\$44,850.00	\$16.00	\$48,000.00	\$14.95	\$44,850.00
36	Excavation Below Subgrade (E.B.S.)	C.Y.	3590	\$37.00	\$132,830.00	\$1.00	\$3,590.00	\$27.40	\$98,366.00
37	Stabilization Fabric (Type SAS)	S.Y.	3590	\$3.50	\$12,565.00	\$2.05	\$7,359.50	\$2.60	\$9,334.00
38	Adjust Existing Sanitary Manhole Casting (Complete)	EA.	2	\$953.00	\$1,906.00	\$950.00	\$1,900.00	\$750.00	\$1,500.00
39	Existing Water Valve Box Adjustment (Complete)	EA.	10	\$214.00	\$2,140.00	\$475.00	\$4,750.00	\$625.00	\$6,250.00
40	Existing Hydrant Adjustment (Complete)	EA.	2	\$1,720.00	\$3,440.00	\$1,900.00	\$3,800.00	\$2,410.00	\$4,820.00
41	Existing Sanitary Lateral Terminal Box Adjustment (Complete)	EA.	6	\$802.00	\$4,812.00	\$275.00	\$1,650.00	\$525.00	\$3,150.00
42	Styrofoam Pipe Insulation	S.F.	100	\$4.00	\$400.00	\$4.50	\$450.00	\$50.00	\$5,000.00
43	Street Inlet (2 Foot x 3 Foot I.D.)	EA.	4	\$3,738.00	\$14,952.00	\$3,500.00	\$14,000.00	\$3,890.00	\$15,560.00
44	Storm Manhole (4 Foot I.D.)	EA.	2	\$3,500.00	\$7,000.00	\$3,300.00	\$6,600.00	\$4,625.00	\$9,250.00
45	Storm Manhole (5 Foot I.D.)	EA.	1	\$5,236.00	\$5,236.00	\$4,750.00	\$4,750.00	\$5,960.00	\$5,960.00
46	Storm Manhole (6 Foot I.D.)	EA.	1	\$7,420.00	\$7,420.00	\$6,450.00	\$6,450.00	\$7,740.00	\$7,740.00
47	R.C.P. Storm Sewer (12 Inch I.D.)	L.F.	20	\$60.00	\$1,200.00	\$61.00	\$1,220.00	\$87.00	\$1,740.00
48	R.C.P. Storm Sewer (18 Inch I.D.)	L.F.	305	\$70.00	\$21,350.00	\$66.00	\$20,130.00	\$210.00	\$64,050.00
49	R.C.P. Storm Sewer (24 Inch I.D.)	L.F.	175	\$98.00	\$17,150.00	\$98.00	\$17,150.00	\$339.00	\$59,325.00
50	H.D.P.E. Storm Sewer (18 Inch I.D.)	L.F.	85	\$48.00	\$4,080.00	\$50.00	\$4,250.00	\$63.45	\$5,393.25
51	H.E.R.C.P. Storm Sewer (24 Inch by 38 Inch)	L.F.	140	\$150.00	\$21,000.00	\$144.00	\$20,160.00	\$375.00	\$52,500.00
52	Storm Sewer Plug (18 Inch I.D.) (R.C.P.)	EA.	1	\$489.00	\$489.00	\$575.00	\$575.00	\$870.00	\$870.00
53	Storm Sewer Plug (18 Inch I.D.) (H.D.P.E.)	EA.	3	\$489.00	\$1,467.00	\$400.00	\$1,200.00	\$800.00	\$2,400.00
54	Imported Granular Backfill	TON	530	\$13.00	\$6,890.00	\$3.50	\$1,855.00	\$15.00	\$7,950.00
TOTAL - CONTRACT B (ROADWAY & STORM SEWER IMPROVEMENTS)					\$437,801.60		\$364,674.20		\$589,371.75
TOTAL BOTH CONTRACT A & B ITEMS #1-54					\$1,036,272.60		\$1,380,455.20		\$1,568,399.00



July 21, 2022

Rohn Bishop, Mayor
City of Waupun
201 E. Main Street
Waupun, WI 53963

Re: Bayberry Lane Extension Project
City of Waupun

Dear Mr. Bishop:

Upon review of the bids received on July 21, 2022 for the above-referenced project, it was found that they were submitted by qualified contractors. It is our recommendation that the low responsive bidder listed below be accepted and award made at your next meeting.

Soper Sewer and Water LLC
3420 Jackson St. Suite A
Oshkosh, WI 54901

Bid Amount \$598,471.00 (**Contract A only**)

Please execute the enclosed Notice of Award for the contract. Once the form is signed, please email a copy back to jlaue@msa-ps.com or msmith@msa-ps.com. After receiving the executed copy, we will forward one copy of the Notice of Award and the remaining contract package to the Contractor.

Sincerely,

MSA Professional Services, Inc.

A handwritten signature in black ink, appearing to read "Jason Laue", written in a cursive style.

Jason Laue
Team Leader - Engineering

m.s.
Enc.

NOTICE OF AWARD

Date: July 21, 2022

Project: <u>Bayberry Lane Extension Project</u>	
Owner: <u>City of Waupun</u>	Owner's Contract No.:
Contract: <u>City of Waupun - Bayberry Lane Extension Project</u>	Engineer's Project No.: <u>00212132</u>
Bidder: <u>Soper Sewer and Water LLC</u>	
Bidder's Address: <i>[send Notice of Award Certified Mail, Return Receipt Requested]</i> <u>3420 Jackson St. Suite A</u>	
<u>Oshkosh, WI 54901</u>	

You are notified that your Bid dated July 21, 2022 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for Bayberry Lane Extension Project **(Contract A only) Items #1-23**

The Contract Price of your Contract is Five Hundred Ninety Eight Thousand, Four Hundred and Seventy One Dollars (\$598,471.00). **(Contract A only)**

[1] Copy of the proposed Contract Documents (except Drawings) accompany this Notice of Award.

[1] sets of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within [15] days of the date you receive this Notice of Award.

1. Deliver to the Owner [1] fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract security [Bonds] as specified in the Instructions to Bidders (Article 20), General Conditions (Paragraph 5.01), and Supplementary Conditions (Paragraph SC-5.01).
3. Other conditions precedent:

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

City of Waupun
Owner
By: _____
Authorized Signature

Title

Copy to Engineer

Waupun - Bayberry Lane Extension Project (#8220374)

Owner: City of Waupun

Solicitor: MSA Professional Services - Beaver Dam

07/21/2022 11:00 AM CDT

MSA #00212132

Line Item	Item Description	UNIT	QTY	Soper Sewer & Water, LLC.		R&R Wash Materials, Inc.		Kopplin & Kinas Co., Inc.	
				Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
CONTRACT A (STORM POND AND SWALE GRADING)									
1	Mobilization, Bonds, & Insurance	LS	1	\$13,000.00	\$13,000.00	\$65,300.00	\$65,300.00	\$126,525.00	\$126,525.00
2	Erosion and Sedimentation Controls (Pond & Drainage Swale)	LS	1	\$3,483.00	\$3,483.00	\$2,200.00	\$2,200.00	\$3,140.00	\$3,140.00
3	Unclassified Excavation (Pond & Drainage Swale)	LS	1	\$383,440.00	\$383,440.00	\$556,000.00	\$556,000.00	\$379,350.00	\$379,350.00
4	Clay Pond Liner (Complete)	LS	1	\$45,611.00	\$45,611.00	\$198,000.00	\$198,000.00	\$176,940.00	\$176,940.00
5	Erosion Matting	S.Y.	5800	\$1.25	\$7,250.00	\$2.20	\$12,760.00	\$1.65	\$9,570.00
6	Topsoil Placement & Grading	S.Y.	8600	\$2.00	\$17,200.00	\$3.80	\$32,680.00	\$2.40	\$20,640.00
7	Seeding, Fertilizing, & Mulching	S.Y.	8600	\$0.90	\$7,740.00	\$1.03	\$8,858.00	\$3.85	\$33,110.00
8	Adjust Existing Sanitary Manhole Casting (Complete)	EA.	1	\$1,002.00	\$1,002.00	\$950.00	\$950.00	\$900.00	\$900.00
9	Adjust Existing Sanitary Manhole Structure & Casting (Complete)	EA.	1	\$1,914.00	\$1,914.00	\$3,000.00	\$3,000.00	\$2,800.00	\$2,800.00
10	Rock Excavation	C.Y.	4700	\$0.01	\$47.00	\$1.00	\$4,700.00	\$25.80	\$121,260.00
11	Storm Manhole (4 Foot I.D.)	EA.	1	\$3,457.00	\$3,457.00	\$3,500.00	\$3,500.00	\$4,625.00	\$4,625.00
12	Pond Outlet Structure (2 Foot x 3 Foot I.D.) (Complete)	EA.	1	\$3,741.00	\$3,741.00	\$4,800.00	\$4,800.00	\$4,180.00	\$4,180.00
13	H.E.R.C.P. Storm Sewer (24 Inch by 38 Inch)	L.F.	40	\$179.00	\$7,160.00	\$175.00	\$7,000.00	\$375.00	\$15,000.00
14	H.D.P.E. Storm Sewer (10 Inch I.D.)	L.F.	15	\$45.00	\$675.00	\$68.00	\$1,020.00	\$87.00	\$1,305.00
15	H.D.P.E. Storm Sewer (18 Inch I.D.)	L.F.	105	\$55.00	\$5,775.00	\$79.00	\$8,295.00	\$63.45	\$6,662.25
16	Storm Sewer Plug (18 Inch I.D.) (H.D.P.E.)	EA.	1	\$389.00	\$389.00	\$400.00	\$400.00	\$400.00	\$400.00
17	Storm Sewer Plug (24 Inch by 38 Inch I.D.) (R.C.P.)	EA.	1	\$465.00	\$465.00	\$850.00	\$850.00	\$1,250.00	\$1,250.00
18	H.E.R.C.P. Endwall (24 Inch by 38 Inch w/ Pipe Gate)	EA.	1	\$3,664.00	\$3,664.00	\$2,900.00	\$2,900.00	\$1,400.00	\$1,400.00
19	C.M.P. Endwall (10 Inch I.D.)	EA.	1	\$514.00	\$514.00	\$330.00	\$330.00	\$250.00	\$250.00
20	C.M.P. Endwall (18 Inch I.D. w/ Pipe Gate)	EA.	2	\$562.00	\$1,124.00	\$900.00	\$1,800.00	\$960.00	\$1,920.00
21	Riprap (d50=6") w/ Geotextile Fabric	S.Y.	1460	\$21.00	\$30,660.00	\$23.30	\$34,018.00	\$15.00	\$21,900.00
22	Riprap (d50=9") w/ Geotextile Fabric	S.Y.	2000	\$29.00	\$58,000.00	\$33.00	\$66,000.00	\$22.05	\$44,100.00
23	Imported Granular Backfill	TON	120	\$18.00	\$2,160.00	\$3.50	\$420.00	\$15.00	\$1,800.00
TOTAL - CONTRACT A (STORM POND AND SWALE GRADING)				\$598,471.00		\$1,015,781.00		\$979,027.25	
CONTRACT B (ROADWAY & STORM SEWER IMPROVEMENTS)									
24	Mobilization, Bonds, & Insurance	LS	1	\$11,500.00	\$11,500.00	\$65,300.00	\$65,300.00	\$53,579.00	\$53,579.00
25	Erosion and Sedimentation Controls (Bayberry Lane)	LS	1	\$2,655.00	\$2,655.00	\$2,600.00	\$2,600.00	\$1,680.00	\$1,680.00
26	Traffic Control	LS	1	\$2,000.00	\$2,000.00	\$400.00	\$400.00	\$2,500.00	\$2,500.00
27	Unclassified Excavation (Bayberry Lane)	LS	1	\$7,400.00	\$7,400.00	\$13,000.00	\$13,000.00	\$4,720.00	\$4,720.00
28	Topsoil Placement & Grading	S.Y.	3100	\$4.00	\$12,400.00	\$4.20	\$13,020.00	\$3.15	\$9,765.00
29	Seeding, Fertilizing, & Mulching	S.Y.	3100	\$1.45	\$4,495.00	\$1.53	\$4,743.00	\$4.80	\$14,880.00
30	Concrete Curb/Gutter	L.F.	1490	\$16.99	\$25,315.10	\$19.33	\$28,801.70	\$18.95	\$28,235.50
31	Concrete Sidewalk (4 Inch Thick & 4 Inch Base)	S.F.	3580	\$5.37	\$19,224.60	\$6.55	\$23,449.00	\$5.85	\$20,943.00
32	Detectable Warning Fields	S.F.	10	\$34.99	\$349.90	\$80.00	\$800.00	\$75.00	\$750.00
33	Dense Graded Base (6 Inch Thick)	S.Y.	3590	\$5.00	\$17,950.00	\$5.15	\$18,488.50	\$6.20	\$22,258.00
34	Breaker Run (8 Inch Thick)	S.Y.	3590	\$6.50	\$23,335.00	\$6.75	\$24,232.50	\$6.70	\$24,053.00

Line Item	Item Description	UNIT	QTY	Soper Sewer & Water, LLC.		R&R Wash Materials, Inc.		Kopplin & Kinas Co., Inc.	
				Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
35	Asphaltic Binder (3 Inch Thick)	S.Y.	3000	\$14.95	\$44,850.00	\$16.00	\$48,000.00	\$14.95	\$44,850.00
36	Excavation Below Subgrade (E.B.S.)	C.Y.	3590	\$37.00	\$132,830.00	\$1.00	\$3,590.00	\$27.40	\$98,366.00
37	Stabilization Fabric (Type SAS)	S.Y.	3590	\$3.50	\$12,565.00	\$2.05	\$7,359.50	\$2.60	\$9,334.00
38	Adjust Existing Sanitary Manhole Casting (Complete)	EA.	2	\$953.00	\$1,906.00	\$950.00	\$1,900.00	\$750.00	\$1,500.00
39	Existing Water Valve Box Adjustment (Complete)	EA.	10	\$214.00	\$2,140.00	\$475.00	\$4,750.00	\$625.00	\$6,250.00
40	Existing Hydrant Adjustment (Complete)	EA.	2	\$1,720.00	\$3,440.00	\$1,900.00	\$3,800.00	\$2,410.00	\$4,820.00
41	Existing Sanitary Lateral Terminal Box Adjustment (Complete)	EA.	6	\$802.00	\$4,812.00	\$275.00	\$1,650.00	\$525.00	\$3,150.00
42	Styrofoam Pipe Insulation	S.F.	100	\$4.00	\$400.00	\$4.50	\$450.00	\$50.00	\$5,000.00
43	Street Inlet (2 Foot x 3 Foot I.D.)	EA.	4	\$3,738.00	\$14,952.00	\$3,500.00	\$14,000.00	\$3,890.00	\$15,560.00
44	Storm Manhole (4 Foot I.D.)	EA.	2	\$3,500.00	\$7,000.00	\$3,300.00	\$6,600.00	\$4,625.00	\$9,250.00
45	Storm Manhole (5 Foot I.D.)	EA.	1	\$5,236.00	\$5,236.00	\$4,750.00	\$4,750.00	\$5,960.00	\$5,960.00
46	Storm Manhole (6 Foot I.D.)	EA.	1	\$7,420.00	\$7,420.00	\$6,450.00	\$6,450.00	\$7,740.00	\$7,740.00
47	R.C.P. Storm Sewer (12 Inch I.D.)	L.F.	20	\$60.00	\$1,200.00	\$61.00	\$1,220.00	\$87.00	\$1,740.00
48	R.C.P. Storm Sewer (18 Inch I.D.)	L.F.	305	\$70.00	\$21,350.00	\$66.00	\$20,130.00	\$210.00	\$64,050.00
49	R.C.P. Storm Sewer (24 Inch I.D.)	L.F.	175	\$98.00	\$17,150.00	\$98.00	\$17,150.00	\$339.00	\$59,325.00
50	H.D.P.E. Storm Sewer (18 Inch I.D.)	L.F.	85	\$48.00	\$4,080.00	\$50.00	\$4,250.00	\$63.45	\$5,393.25
51	H.E.R.C.P. Storm Sewer (24 Inch by 38 Inch)	L.F.	140	\$150.00	\$21,000.00	\$144.00	\$20,160.00	\$375.00	\$52,500.00
52	Storm Sewer Plug (18 Inch I.D.) (R.C.P.)	EA.	1	\$489.00	\$489.00	\$575.00	\$575.00	\$870.00	\$870.00
53	Storm Sewer Plug (18 Inch I.D.) (H.D.P.E.)	EA.	3	\$489.00	\$1,467.00	\$400.00	\$1,200.00	\$800.00	\$2,400.00
54	Imported Granular Backfill	TON	530	\$13.00	\$6,890.00	\$3.50	\$1,855.00	\$15.00	\$7,950.00
TOTAL - CONTRACT B (ROADWAY & STORM SEWER IMPROVEMENTS)					\$437,801.60		\$364,674.20		\$589,371.75
TOTAL BOTH CONTRACT A & B ITEMS #1-54					\$1,036,272.60		\$1,380,455.20		\$1,568,399.00

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(Signed) *Arlene Staff*
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Section: Legals

Category: 0100 LEGAL NOTICE

PUBLISHED ON: 07/07/2022, 07/14/2022

ADVERTISEMENT FOR BIDS
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PROJECT
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The City Of Waupun will receive and accept bids ONLY through QuestCDN.com via the online electronic bid service (QuestvBid) for the construction of Bayberry Lane Extension Project until 11:00 AM on July 21, 2022. All bids will be downloaded and publicly read aloud during a virtual public bid opening that will be held at the day and time of the bid closing. All planholders will receive information via Quest on how to join the virtual meeting prior to the bid opening.

The work for which bids are asked includes the following: 880 LF of storm sewer (10" thru 24" RCP and HDPE) and associated storm structure work; 3,450 S.Y. aggregate base; 2,880 S.Y. of asphalt pavement; 3,550 S.F. of concrete sidewalk; 1,475 L.F. concrete curb and gutter; as well as all related work including erosion control, traffic control, unclassified excavation, site grading, and site restoration.

Planholders list will be updated interactively on our web address at <http://www.msa-ps.com> under Bidding.

Copies of the BIDDING DOCUMENTS are available at www.questcdn.com. QuestCDN vbid system requires Bidders to purchase BIDDING DOCUMENTS from QuestCDN. You may download the digital plan documents for \$40.00 by inputting Quest eBidDoc #8220374 on the website's Project Search page. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in free membership registration, downloading, and working with the digital project information.

No proposal will be accepted unless accompanied by a certified check or bid bond equal to at least 5% of the amount bid, payable to the OWNER as a guarantee that, if the bid is accepted, the bidder will execute and file the proper contract and bond within 15 days after the award of the contract. The certified check or bid bond will be returned to the bidder as soon as the contract is signed, and if after 15 days the bidder shall fail to do so, the certified check or bid bond shall be forfeited to the OWNER as liquidated damages.

No bid may be withdrawn within 120 days after the actual date of the opening thereof.

OWNER reserves the right to waive any informalities or to reject any or all bids. Published by the authority of the City Of Waupun.

CONSULTING ENGINEER:
MSA Professional Services, Inc.
201 Corporate Drive
Beaver Dam, WI 53916
Jason Laue, P.E.
920-887-4242

BDC: July 7, 14, 2022 115808 WNAXLP

TOTAL AD COST: 93.03

FILED ON: 7/18/2022



AGENDA SUMMARY SHEET

MEETING DATE: 7/26/22

TITLE: 2023 Budget Workshop (Discussion)

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	2023 BUDGET PLANNING	

ISSUE SUMMARY

The attached discussion guide provides a high-level overview of where staff are with 2023 budget preparation. In May, Department Heads provided an overview of the needs of their respective departments. Preliminary operating and capital budgets are coming together based on those needs. While this is still a work in process, preliminary estimates suggest that, given current levels of inflation, an increase in the levy of our projected net new construction will not be enough to maintain essential services at their current level. The guide outlines policy-level discussions that the council will need to evaluate in setting of the final 2023 and beyond budget.

STAFF RECCOMENDATION:

I am recommending that the Council work to evaluate the various policy-level alternatives outlined and provide input to establish priorities. Furthermore, I am recommending that each department head develop a structural deficit mitigation plan for their respective departments to identify areas for possible reduction and potential cost containment opportunities.

ATTACHMENTS:

2023 Budget Workshop Discussion Guide
League of WI Municipalities Budget Articles

RECCOMENDED MOTION:

Discussion Only

July 26, 2022 COW

Budget Priorities Discussion

1. TAX LEVY AND RATE OBJECTIVES

a. Trend Data – Historical Levy Allocations

Tax Levy	Budget Year			
	2019	2020	2021	2022
General Fund	\$ 1,157,652	\$ 1,220,251	\$ 1,427,156	\$ 1,560,495
Debt Service Fund	625,983	760,983	768,233	783,244
Library Fund	541,000	519,150	516,792	516,792
Capital Improvements	536,799	441,554	420,000	390,000
Equipment Replacement	205,000	225,000	169,350	225,000
Taxi Fund	26,000	26,000	-	26,000
TOTAL	\$ 3,092,434	\$ 3,192,938	\$ 3,301,531	\$ 3,501,531
Percentage Change		3.2%	3.4%	6.1%

b. Fiscal Health Indicators remain constant – city is experiencing declining revenues with general fund expenditures flat when adjusted for inflation (made possible through cost containment efforts).

c. 2023 Operating Budget Cost Drivers (forecasting a 2.9% increase in levy at this time)

i. Talent (Total Compensation)

ii. General Operating Expenses (fuel, energy, insurance, etc.)

iii. New Initiatives are Public Safety Related

1. Police – Lexipol Technology

2. EMR program advancement to EMT Basic

d. 2023 and Beyond Capital Budget Implications

i. Escalating costs tied to capital needs

ii. Operating Increases mean we anticipate reductions in Capital Budgets for 2023

iii. May recommend short-term borrowing strategies to address critical needs

iv. Potential delays of less essential projects

2. OVERALL BUDGET STRATEGY

a. Increase tax levy maximum allowed by levy limits (~roughly \$44K) + debt assumed

b. Our costs are projected to exceed the allowable increase

c. Prioritization of both operating and capital needs will be essential

3. POLICY DISCUSSION

- a. Levy limits will challenge our ability to fund current services and prohibit adoption of new services. Alternatives to consider:
 - i. Erosion of capital budgets (One time fix / Not sustainable)
 - ii. Focus on cost containment / continuous improvement projects
 - iii. Prioritization of spending and targeted service reductions (what is the acceptable level of service?)
 - iv. Consideration of alternative revenues
 - v. Consideration of an operating referendum
 - vi. Growth (current level translates into ~\$44K levy increase annually)

- b. Recommendations:
 - i. Facilitate policy-level discussions on alternatives outlined in 3a.
 - ii. Creation of Dept-Level Structural Deficit Mitigation Plans

Municipal Budget Cycle Tips and Milestones

Jonathan Schatz, Municipal Advisor, Ehlers



As part of the Budgeting & Financial Oversight session provided at the League’s Local Government 101 Workshops, we discuss a typical budget preparation timeline. A well-planned and organized budgeting cycle that starts early in the year can provide for a smoother consideration and approval process.

Here are some tips from that session along with some important milestones:

- The first half of the year is a great time to update your Capital Improvement Plan, Financial Management Plan (long-range forecast), and other plans and documents that support the budgeting and decision-making process. Using forward-looking longer-term planning tools can help develop consensus on large projects, staffing and service levels, and other key variables that can have significant budget impacts over the long term.
- Early in the year is also a good time to evaluate any enterprise funds you may have such as a water or sanitary sewer utility. Is a rate increase needed? Evaluating the financial health of utilities in advance of the budget process provides the lead time needed to approve and implement any needed rate increases, especially if PSC approval is needed.
- Timing varies by municipality, but the prior year’s audited financial statements are generally presented to the Board or

Council in late spring or early summer. Some key data points that may inform the budgeting process include cash reserve levels and utility financial health (as noted above).

- Prior to beginning the budget process, the council or board should provide clear direction as to priorities for the budget. Some important areas to consider are:
 - Tax levy and rate objectives (impact on taxpayers)
 - New services or initiatives
 - Permissible decreases in services levels
 - Capital project prioritization
 - Acceptable debt financing levels
 - Use of fund balances
- If the budget proposes to use fund balance it should be for the purpose of paying the cost of capital improvements, equipment purchase, debt reduction, or other non-recurring type expenses. Using fund balance to pay for ongoing operating expenses will create long-term budget issues when fund balance is no longer available. Also consider the impact of fund balance use on your municipality’s overall financial position. The Governmental Finance Officers Associations recommends maintaining an unassigned fund

balances equal to at least two months of operating expenses, but many municipalities choose to maintain a greater level of fund balance to provide financial flexibility. Communities with rated debt also need to consider how the use of fund balance might impact their credit profile.

- It is important to establish early in the budget preparation process how levy limits or a desire to qualify for expenditure restraint payments may impact the budget. If a levy limit referendum is to be considered,

Budget Preparation: Typical Timeline

January	February	March	April	May	June
< - - - - - Prior year audit complete - - - - - >					
< - Update supporting documents: Capital Improvement Plans, Financial Management Plans, Policies - >					
				Council/Board budget guidance to staff	Staff preparation of budget
July	August	September	October	November	December
Staff preparation of budget	Staff preparation of budget January 1 equalized values certified	Draft budget presented Budget workshops	Budget workshops Budget finalized	Public hearing Budget & tax levy approved	Tax bills mailed

that decision needs to be made well in advance to meet the statutory requirements for placing a referendum question on a ballot.

- On August 15, the Department of Revenue certifies equalized value for the year along with related data impacting municipal budgets:
 - Net new construction figures become available which allow for a final calculation of your allowable levy limit
 - TID incremental values are certified which is important to projecting TID revenues
 - Estimates of Shared Revenue payments, which incorporate equalized values, are published by September 15
- Preliminary estimates of General Transportation Aids are provided in October. Shared Revenue payments and transportation aids are generally the largest sources of revenue in a municipal budget after the property tax levy.

- Notices of Budget Limit to qualify for an Expenditure Restraint Payment are provided by DOR in late September.

Rather than an annual exercise that takes place in the closing months of the year, budgeting is ideally an ongoing cycle enhanced by development of supporting plans that help a municipality not only make wise decisions about the next year, but into the future as well.

About the Author:

Jonathan joined Ehlers in 2018 to help Wisconsin municipalities solve financial challenges and bolster economic development. He came to Ehlers from Milwaukee County where he modeled revenue options, assisted in the creation of a long-term financial plan, and collaborated with stakeholders to develop the strategic framework for performance-based budgeting. Jonathan has a B.A. in Political Science from DePaul University and a Master of Arts in Public Policy and Administration from Northwestern University. Contact Jonathon at jschatz@ehlers-inc.com



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In Search of a Better Way

Jerry Deschane, Executive Director, League of Wisconsin Municipalities

“There’s got to be a better way!” July is when you hear that comment from local leaders as they face the Wisconsin reality: our system of financing local government is broken. As local governments prepare budgets, they realize quickly that restrictions outnumber options at every turn.

In a 2017 presentation to municipal leaders, League Deputy Director Curt Witynski cataloged the options. Space does not allow us to repeat that presentation here, but it is a useful checklist.¹

Every financial carrot comes with sticks. Levies are capped at the rate of new construction, which has been well-shy of the rate of inflation in most recent years. Plus, an over reliance on property taxes to pay for schools, county, and municipal services places too much of a burden on residential property owners and small businesses.

An inflationary “safety valve” was removed from levy limits in 2011, pushing levies below inflation for most of the post-recession era. The Expenditure Restraint Program is meant to reward economy, but it speaks an entirely different financial language than levy limits and as a result offers as much frustration as relief. Shared Revenue has been heading downward in real dollars for three decades. Municipalities that host state offices, universities, or prisons receive 34 cents for every dollar of services they provide to the state.

Service fees are an option, but fee increases for snow plowing, stormwater, garbage collection, fire protection, and street sweeping require an offsetting reduction in levies. And finally, the ultimate pressure relief valve – a local referendum – allows the last thing everyone wants – an increase in property taxes. What’s a local leader to do? There are alternatives, although they are limited.

Most states allow local governments to diversify funding sources. Property taxes are paired with a local sales tax or other general purpose revenue. In Wisconsin, no such option exists for most communities. Other states also do not “pile on” the overwhelming majority of local government and school funding needs onto property taxes. In fact, according

to a February 2019 report by the Wisconsin Policy Forum, Wisconsin municipalities rank seventh nationally for being most reliant on property taxes to pay for local services.²

Wisconsin *has* allowed a local sales tax to be imposed for general government operations. Four cities and four villages have successfully petitioned the Wisconsin Legislature for special permission to enact a Premier Resort Area Tax. The tax option was enacted in the 1990s for the benefit of tourism-dependent economies, and all eight fit that definition.

In recent years, several municipalities have considered or adopted a transportation utility fee. This fee has the advantage of collecting from all transportation users, rather than laying the burden of the transportation system onto the backs of residential property taxpayers. Business groups have pushed back against the fee locally and in court.

Municipalities can levy a room tax on hotels and other temporary lodging facilities. When adopted by the Legislature in the 1960s, the room tax law was considered a new but minor revenue stream, and more recent history has limited its utility even more. Under current law, 70% of room tax revenues must be dedicated to tourism promotion.

What’s the “Right” Answer?

The ultimate right answer, of course, is for Wisconsin to follow the lead of virtually every other state in the country and pass legislation allowing local governments to have access to a more balanced system of funding. But this is July of an even numbered year and that means the Legislature is not in session this summer. For one more year at least, local governments will have to solve this puzzle alone. And that means evaluating all of the options currently allowed. An illustration of what one city is doing may offer some insight.

West Allis has been through years of budget cuts, efficiency measures, bold ideas, and old-fashioned belt-tightening. The city of 60,000 has limited options for “net new construction,” and has struggled to keep services on par with citizen expectations. The 2022 municipal budget reduced city staffing by 16 positions from the year before, which saw a cutback

1. For a copy, visit www.lwm-info.org and search for “2017 Urban Policy Forum Presentation.”

2. To learn more: <https://lwm-info.org/1543/Creating-Wisconsin-Future>

of 14 positions. But don't let all of this budgetary doom and gloom give you the impression that West Allis is dying.

The city's 2022-2026 Strategic Plan sets forth an aggressive vision: "West Allis will be the preferred city for visitors, residents, and businesses." The city is home to State Fair Park (think cream puffs), adjacent to American Family Field (think Brewers), and brags of an impressive array of unique restaurants (think fried PB&Js...I'm serious!). The city has thrived by being both frugal and creative, innovative, and fiscally conservative at the same time.

This year the city is putting all options on the table to maintain its fire department. A document prepared for the West Allis City Council titled "Structural Deficit Mitigation Option Rankings" lists five options for staving off service cutbacks. The options include:

- Transitioning to a fire protection fee
- Creating a joint fire department with other municipalities
- Relying on FEMA SAFER Grants
- Adopting a Wheel Tax
- Cutting city programs

The options have been ranked based on impact on the citizens of West Allis. By that ranking, a fire protection fee lands in first place among the options being considered. A fire protection fee would be assessed to all properties, versus just those paying property taxes. It would operate outside property tax levy limits, and the city council would have a variety of options on which to base the fee calculation. Since such a fee would track more closely to the economy than the property tax – it would be sustainable.

While such a new concept sounds complicated, it pales in comparison to the complexities of the second option: merging two or more fire departments. West Allis has had conversations with its neighbors, exploring whether a merged fire department would be more efficient or sustainable. On the one hand, a joint fire department is more fiscally sustainable because it operates outside the statutory levy limit. On the other, that levy relief does not come until the year following the first year of operation. West Allis and its unnamed partner(s) would have to find the resources to get the department operating within existing levy restraints. Future year funding increases would require approval by all governing bodies involved in the partnership. Those increases could not exceed a cap of inflation plus 2% annually. (And then there is the politics of combining fire departments, a challenge that most municipalities avoid at all costs.)

Relying on federal grants to sustain the fire department is a third option. State aid for police, fire, and other critical services has been steadily declining in real dollars, while inflation has caused average prices to increase by 51% over the last 20 years. Fire department budgets are often supplemented by federal SAFER grants, administered by the Federal Emergency Management Agency (FEMA). SAFER, which stands for Staffing for Adequate Fire and Emergency Response, is a competitive grant program, funded at roughly \$50 million annually. The program supports the hiring of new firefighters or retention of existing firefighters who could otherwise be laid off. In addition to the uncertainty of a competitive grant program, the city would need to make a three-year commitment not to lay off firefighters in exchange for a one-year SAFER grant.

West Allis could adopt a municipal vehicle registration fee (wheel tax). A \$40 wheel tax would generate about \$1.3 million annually. However, a wheel tax is only assessed on vehicles registered in the city; meaning, once again, residents would bear the greatest burden. In addition, Milwaukee County already has a \$30 wheel tax.

The final option is to make deeper service cuts. West Allis, as we stated earlier in this article, has been steadily reducing its costs, through efficiency, greater use of modern technologies, etc., but also by reducing its staffing levels year after year. Long-term elimination of West Allis's Levy Limit/Shared Revenue-driven deficit will require even more radical service reductions. In a community that prides itself on a high degree of "customer service," such cuts would not be popular and may not be feasible.

The West Allis City Council will ponder these options as it works through its budget process.

The League's highest legislative priority is to press for a modernized, diversified, and sustainable system of supporting firefighters, police, libraries, and all the other services demanded by citizens. There are signs that lawmakers and candidates for governor recognize the need for solutions. But the legislative session is months away. The 2023 city budget needs to be prepared now. Options exist, and now is the time to be considering all of them.

About the Author:

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AGENDA SUMMARY SHEET

MEETING DATE: 7/26/22

TITLE: ARPA Project Prioritization

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator

DEPARMTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
Economic Vitality	Planning

ISSUE SUMMARY:

The Federal Government made \$1.9 trillion dollars available to states, counties, municipalities, tribes and territories, including \$130 billion for local governments split evenly between municipalities and counties, through the American Rescue Plan Act (ARPA) signed into law on March 11, 2021. The City of Waupun’s share of the ARPA funds is \$1,172,183.14. In our initial reporting, the City claimed all funds under a lost revenue exemption to provide for the greatest level of flexibility in spending the funds. Per Council direction from spring, we are working to prioritize a spending plan for these one-time funds and need your input to narrow our list. Staff previously presented a list of potential projects, totaling \$11.3M. We are asking you to review the list of projects and select what you feel are top priorities for the community. Note that your selected priorities should total no more than \$1.2M and be aligned with the eligibility objectives outlined as follows:

Objectives:

- Provide support to the community to encourage economic recovery and resiliency.
- Continue to fund costs and revenue loss related to the COVID-19 pandemic.
- Leverage this one-time funding to provide long-term benefits to the City.

Key Considerations:

- Avoid funding items that could be funded by other state or federal sources
- Be strategic as we have a longer time period to spend the dollars (2026)
- Remain flexible, as City needs may evolve over time.

Eligible Expenditures:

- Premium Pay for Essential Workers
- Investment in Water, Sewer, or Broadband Infrastructure
- Respond to Public Health Emergency or its Negative Economic Impacts
- Address lost Revenue due to COVID-19

Following are the steps I am asking you to take:

1. Identify by order of priority projects from this list that you feel are top priorities for the community. Questions about any project, please contact the appropriate Dept Head to request more info. If there is something that you feel is a priority for the community that is not on the list, please contact the appropriate Dept Head and ask that more information be gathered to consider the project on this list.
2. Email / or communicate verbally your top priorities to me by August 23, 2022 (note I am on vacation and unavailable Aug 13 through 21).

3. At the August 30 COW, we will review the input you have provided and discuss next steps for determining our spending plan.

ATTACHMENTS:

Proposed list of projects for ARPA consideration

RECOMENDED MOTION:

Discussion Only

Item #	Name of Proposed Project	Project Description (general purpose of project, who projects serves, timeline to complete, what additional resources are needed/other departments impacted, etc.)	Estimated project cost:	What need within the community is being met/How will this project help the community?
1	Facility/Operational Consolidation	<p>Purpose: consolidation of city/utilities administration (though other areas could be researched), reduce/eliminate duplication of work efforts, produce cost savings (by going to 1 facility, through staff consolidation [achieved through attrition], etc), provide greater level of customer service to community (fewer staff coverage issues with centralized staff)</p> <p>Who project serves: taxpayers and utility customers</p> <p>Timeline: roughly 2-3 years to from conceptualization through completion</p> <p>Resources needed/other departments impacted: temporary project manager to lead project (as well as any smaller, sub-projects) from conceptualization through completion, at a minimum City Hall staff and Waupun Utilities staff would be impacted</p>	\$ 350,000.00	the project will provide cost savings and greater level of customer service to taxpayers and utility customers
2	Establish Internal (TID) RLF	<p>Purpose - reduce current/eliminate new GF advances to TID's (positive for bond rating), fund small TID projects and cover short-term cash flow shortfalls eliminating the need to borrow or advance from the GF (continue to borrow for large projects), RLF funds would be replenished as TID increment becomes available (could be within a year for some TID's), creates flexibility for implementation of TID projects, if used for repayment of current advances this would immediately free up dollars to be put towards capital improvement plan/LR financial plan, (Note - if pursued, this project would be done in a round-about way per auditor recommendation in order to comply with ARPA requirements)</p> <p>Who projects serves - taxpayers through potential interest savings, provides flexibility to city</p> <p>Timeline - roughly 2-3 months (auditor consultation, new fund creation, council approval)</p> <p>Resources needed/departments impacted - Admin-ED/Finance staff time, Council approval</p>	\$ 400,000.00	potential interest savings will benefit the community

3	Funding of lost sewer utility revenues from the DOC facilities during COVID shut-downs	Revenues from the three Department of Corrections facilities account for 45% of the sewer utilities annual revenues. As a result of COVID-19 lock-downs and operational changes, the three facilities modified their food distribution operations from serving inmates in "mess-halls" to locking-down cells and serving food to each cell as opposed to one communal location to prevent close-contact exposures. Because of this change, the facilities began disposing of food waste in the garbage vs dumping it into the sewer systems to be treated at the WWTF. Beginning in 2020, sewer revenues began a downward trend largely due to the decreases from the three DOC facilities. Actual, realized revenue losses/decreases were \$194,707 and \$66,351 in 2021 and 2020, respectively (\$261,057 for both years). These losses INCLUDED two, seven-percent rate increases (effective April 1 of each year) which "softened" the loss in revenue, however, had the rate increases not been implemented the revenue losses from the three facilities would have been an estimated \$331,900 combined for 2021 and 2020. The sewer utility's rates approved in 2019 were designed to recover additional costs associated with the WWTF upgrade currently being undertaken and did not account for this large loss of revenue the sewer utility experienced during the COVID shut-down period. The loss of revenue continues into our post-pandemic operating world without clarity if it will recover.	\$ 332,000.00	Any funding for lost sewer revenues will reduce the need / impact of reviewing and raises sewer rates in the future. Rate recovery for the sewer utility has been below the forecasts and expectations outlined in the 2019 sewer rate study and short-falls like those experienced with the DOC's may impact future sewer ratepayers.
4	South Madison Street Water/Sewer Re-construction Cost Increases	Material and construction costs for the water/sewer utilities portions of the South Madison Street re-construction project have increased an estimated \$248,679 or 23.3% since the original DOT cost estimate dated 5/29/2020. The City delayed the original project construction timing to obtain a substantial funding grant from the WDOT. The project was subsequently delayed from 2021 until 2022 due to the bidders not meeting State/Federal contracting requirements required for the WDOT grant funding. As a result of these delays, the bid awarded in January 2022 included significant increases in the water and sewer utilities portions of the project from the original WDOT estimates. The water utility's portion of the increases is estimated at \$123,443 or 19.4% and the sewer utility's increase is estimated at \$125,236 or 29.1% higher than original engineered estimates. These increased costs do not include an increase of 11% in inspection-related costs for the project as well. The utility's are still awaiting confirmation from the WDOT of the actual final cost break-down's. Upon receipt of these values (if at all), the water and sewer utility will need to complete a budget amendment to address the cost increases if other funding sources are not available. These cost increases are currently not supported in our 2022 budget or our water and sewer rate structures and place a significant strain on our cash reserves, resources available to fund operations and planning for future projects.	\$ 248,679.00	The water and sewer infrastructure along the planned South Madison Street re-construction site is old and in need of replacement. The water utility re-financed outstanding debt and incurred additional debt to pay for the North portion of the Madison Street re-construction project in 2019 and assist in funding the South portion of the project. Since 2019, costs for South portion of the project have risen significantly for both utilities which places a significant strain on finances for current and future operations/projects. Funding these construction cost increases with an additional funding source will reduce need to increase water and sewer rates in the near future.
5	Essential Worker Pay	In an effort to retain critical staff, essential to maintain operations, consider premium pay.	\$ 250,000.00	Continuity of business operations/delivery of essential services.
6	Stormwater Pond Installation	Allocate funds to purchase future stormwater pond locations per MS4 permit and agreements with WI-DNR.	\$ 300,000.00	Proactive acquire land needed to fulfill requirements of MS4 permit and reduce overall burden on capital budgets in future years.
7	Stop and Go Light Cabinets	The Stop and Go light cabinets are approaching end of life at Main and Madison and Main and Watertown Streets.	\$ 34,000.00	Proactively support capital replacement to reduce overall burden on capital budgets in future years.
8	Dodge Park	Replace tennis courts and add outdoor play equipment/elements	\$ 35,000.00	Proactively support capital replacement to reduce overall burden on capital budgets in future years.

9	Shaler ADA Improvement	ADA landscape around ware memorial wall and driveway	\$ 125,000.00	Proactively support capital replacement to reduce overall burden on capital budgets in future years.
10	Ball Diamond	Turf Replacement	\$ 500,000.00	Proactively support capital replacement to reduce overall burden on capital budgets in future years.
11	Aquatic Center	Climbing Wall	\$ 30,000.00	Proactively support capital replacement to reduce overall burden on capital budgets in future years.
12	Wilcox Park	ADA accessible playground	\$ 200,000.00	Proactively support capital replacement to reduce overall burden on capital budgets in future years.
13	Zoellner Park	Playground equipment replacement	\$ 50,000.00	Proactively support capital replacement to reduce overall burden on capital budgets in future years.
14	Buwalda Park	Playground equipment replacement	\$ 50,000.00	Proactively support capital replacement to reduce overall burden on capital budgets in future years.
15	Downtown Green Space	Develop a gathering space in the downtown to support community building as well as downtown revitalization efforts	\$ 750,000.00	Proactively support capital replacement to reduce overall burden on capital budgets in future years.
16	Shaler Drive	Install Shaler Drive to improve expand access to commerical and residential lots within the community and support growth of jobs and Tax Increment Districts.	\$ 1,600,000.00	Proactively support capital replacement to reduce overall burden on capital budgets in future years.
17	City Hall Boiler	Install/upgrade HVAC systems at City Hall to ensure longevity of building	\$ 1,100,000.00	Proactively support capital replacement to reduce overall burden on capital budgets in future years.
18	Ladder Truck	Replace ~30 year old ladder truck	\$ 2,000,000.00	Proactively support capital replacement to reduce overall burden on capital budgets in future years.
19	Childcare	Support renovations and expansion of daycare facilities in the community	\$ 250,000.00	Expand capacity of daycare services to strengthen workforce development in community.
20	Childcare Planning	Work with Dodge County communities on a Dream Up grant to plan sustainable childcare solutions in the community	\$ 25,000.00	Expand capacity of daycare services to strengthen workforce development in community.
21	Communication - Electronic Signage	Replace the digital signage in front of the public safety building.	\$ 30,000.00	Improve overall communication in the community essential to support community public safety needs/build community.
22	Communication - Meeting Solutions	Increase overall virtual meeting capabilities by upgrading technology to enhance presentation; consider ditigal recording/streaming capabilities.	\$ 25,000.00	Improve overall communication in the community to increase public engagement.
23	Generator - City Hall	Add a generator to City Hall to support emergency response capabilities and sustain basic services during EM events.	\$ 130,000.00	Improve service delivery and proactively support capital replacement to reduce burden on capital budget in future years.
24	EMR Program	Cover the costs associated with EMR start up and operation - established in response to COVID and workforce challenges associated with that to ensure appropriate levels of emergency response.	\$ 250,000.00	Improved Emergency Management Response / mitigate delays in ambulance service delivery.
25	Small Business Grants	Small business grants to offset revenue losses through pandemic - design in such a way that we encourage retention of business (similar to downtown C19 relief program but community wide)	\$ 500,000.00	Business retention
26	EV Charging Station	Add EV charging station in downtown	\$ 50,000.00	Future energy alignment/downtown traffic
27	City Hall Remodel	Address ADA improvements and renovation needs at City Hall	\$ 920,000.00	Public access for meetings and voting as well as general government services
28	Affordable Housing	Develop an affordable housing solution utilizing affordable housing funds.	\$ 750,000.00	Increase access to affordable housing solutions in the community.