



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, July 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>

Dial by your location: 1 312 626 6799

Meeting ID: 878 0737 4034

Passcode: 464890

CALL TO ORDER

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

ROLL CALL--Mayor to excuse any absent members

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

No Public Participation after this point

MAYORAL CORRESPONDENCE/PRESENTATIONS

1. Mayoral Proclamation- Mike Werner

CONSIDERATION - ACTION

- 2.** Cedar Corporation Agreement for Professional Services outlined in Neighborhood Investment Fund Grant Award for Preliminary Design of Waupun Senior Center
- 3.** Certified Survey Map - Kari Pattee property at 19 S. Madison St.
- 4.** Appoint Adhoc Committee to Support Senior Center Preliminary Plan Design
- 5.** City of Waupun Wayfaring Sign Modifications

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

6. Selection of Date and Time of the August Council Meeting Due to Election

DEPARTMENTAL UPDATES

- 7.** Fire Department
- 8.** Police Department
- 9.** Utilities (June)
- 10.** Utilities (July)
- 11.** Library
- 12.** Recreation
- 13.** Public Works
- 14.** Adminiistrator
- 15.** Building Inspector

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.

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

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

- [17.](#) Business Improvement Authority 12-21-21
- [18.](#) Community Development Authority 3-15-22
- [19.](#) Board of Public Works and Facilities 4-12-22
- [20.](#) Recreation and Wellness 4-13-22
- [21.](#) Plan Commission 4-27-22
- [22.](#) Economic Development 5-31-22
- [23.](#) Special Council 6-6-22
- [24.](#) Plan Commission 6-6-22
- [25.](#) Business Improvement District 6-8-22
- [26.](#) Police and Fire Commission 6-9-21
- [27.](#) Common Council 6-14-22
- [28.](#) Board of Public Works and Facilities 6-14-22
- [29.](#) Joint Review Board 6-15-22
- [30.](#) Library Board 6-15-22
- [31.](#) Community Development Authority 6-21-22
- [32.](#) Committee of the Whole 6-28-22

ADJOURN TO CLOSED SESSION

The Waupun Common Council will adjourn in closed session under Section 19.85 (1) (c) of the WI Statutes for:
(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- 33. Consideration of Employment for Light Equipment Operator
- 34. Consideration of Employee Performance

RECONVENE TO 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.

Mayoral Proclamation

WHEREAS, for more than fifty years, Mike Werner has been instrumental in shaping the economic landscape of Waupun by growing and diversifying his business interests within the community; and

WHEREAS, under Mike Werner's leadership, the Werner Harmsen team has contributed to the economic development success of the City of Waupun through building renovations and expansions; and

WHEREAS, Mike Werner served the City of Waupun in a number of important roles, including operating an ambulance service and serving on various boards and committees, including his time as a Board Member for the National Bank of Waupun; and,

WHEREAS, over the years, Mike Werner has supported the community through donations to an untold number of local charity efforts, and

WHEREAS, Mike Werner's generosity to this day has resulted in the creation of the Waupun Community Fund to encourage philanthropy focused on building the Waupun community and improving the quality of life for all residents,

NOW, THEREFORE, BE IT PROCLAIMED, that I, Mayor Rohn Bishop, the Common Council of the City of Waupun, and its citizens, recognize and honor Mike Werner for his generous and ongoing commitment to the City of Waupun; and

BE IT FURTHER PROCLAIMED that in honor of the inaugural event planned for July 14, 2022 to celebrate the Waupun Community Fund creation, that I , Mayor Rohn Bishop, hereby declare the pathway entering Shaler Park as Mike Werner Way in recognition of this gift and the creation of the Waupun Community Fund that will benefit City of Waupun residents for generations to come.

Signed and dated this 12th day of July, 2022

Rohn Bishop, Mayor of Waupun



AGENDA SUMMARY SHEET

MEETING DATE: 7/12/22
AGENDA SECTION: CONSIDERATION-ACTION
PRESENTER: Kathy Schlieve, Administrator

TITLE: Cedar Corporation Agreement for Professional Services outlined in Neighborhood Investment Fund Grant Award for Preliminary Design of Waupun Senior Center

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Community Vitality	\$4.9M NIF Grant	

ISSUE SUMMARY

Staff have been working with DOA and are executing contracts to begin work on the Senior Center building project, funded through the Neighborhood Investment Fund Grant. This agreement with Cedar Corp will provide preliminary design service. A separate agreement will be done for final design and construction management services. The timeline as been amended as follows:

- December 2022 – preliminary design completed
- April 2023 – final design completed
- June 2023 – Bidding
- October 2023 – Construction commences
- December 2024 – Estimate project completion

STAFF RECCOMENDATION:

Approve agreement as presented

ATTACHMENTS:

Cedar Corp Agreement for Preliminary Design Services

RECOMMENDED MOTION:

Motion to approve the agreement with Cedar Corp for preliminary design services for the Senior Center project as presented. It is understood that this agreement will be funded by the Neighborhood Investment Fund (NIF) Grant.



**Confirmation of Client Request for Services
between Cedar Corporation (ARCHITECT / ENGINEER)
and City of Waupun (CLIENT)**

Authorization to Perform Professional Engineering Services

ARCHITECT/ENGINEER is hereby authorized to proceed with the project listed below. The services are to be completed in a timely manner mutually agreeable with the CLIENT and ARCHITECT/ENGINEER.

Project: Waupun Senior Center

Scope of Work: ARCHITECT/ENGINEER will complete design services as outlined in Attachment A

Method of Compensation: Work will be compensated as outlined in Attachments B

Payments are due and payable thirty (30) days from the date of the ARCHITECT / ENGINEER's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of one percent (1%) per month from invoice date.

Timetable: Work will be completed as outlined in Attachments B

THIS AGREEMENT is hereby approved and executed this ____ day of _____, 2022.

CITY OF WAUPUN

CEDAR CORPORATION

By: _____

By:  _____


Name: Kath Schlieve

Name: Cory A Scheidler, AIA

Title: Administrator

Title: Director of Architecture

By: _____

By:  _____

Name: Jeff Daane

Name: Kris Dressler

Title: Director of Public Works

Title: Project Manager

Attachment A

Scope of Work

Project Understanding

The project will consist of a 28,782 square foot Senior Center located at the site of the former McKinley School. The building is understood to include a main level with a primary entrance / lobby, meeting rooms, small library area, health room, classrooms, kitchenette, and multipurpose spaces; the lower level is anticipated to include a storm shelter area, mechanical and utility space, storage space, and space for future growth.

The building is understood to have concrete foundations bearing on suitable soils, a precast concrete floor system, structural steel framed wall and roof system, traditional building finishes, warming kitchen (non-commercial), a membrane roofing system, brick, masonry, or other durable exterior cladding.

The mechanical systems are understood to be a combination of rooftop units to maximize efficiency for the large open floor spaces, electrical system will include general purpose convenience outlets, lighting, site lighting and emergency power. The plumbing system will consist of commercial grade fixtures, with no gray water or roof water re-use systems and no water treatment systems. The building will include a fire suppression and fire alarm system, cabling, and infrastructure for a phone and computer system.

The site is understood to include general site development for the building, parking area, and open greenspace. No remedial work is anticipated to improve the site for the building or parking areas. The site will include stormwater treatment systems for the building and parking area. The site will include foundation landscaping, boulevard plantings, and general restoration.

Scope of Work

Cedar Corporation is pleased to submit this proposal to provide professional Architectural and Engineering services for your building project. Based on the needs of your project, our Team will provide Professional Design and Contract Administration Services for the construction of a new Senior Center.

Our process will begin with a kick-off meeting with shareholders to discuss the project. We will then begin with preliminary design and preconstruction services, followed by final design, bidding, and construction. Our design process includes focused discussions and follows a well-defined process. This allows us to efficiently gather and review the available information and ideas, to complete a thorough evaluation of the facility and community needs. Our approach to your project is a six-step process that includes:

1. A project kick-off meeting to review findings of original analysis and refine a plan and review needs with shareholders
2. Preparation of preliminary design, cost verification, and grant coordination
3. Preparation of final design, cost verification, constructability review, and regulatory approvals
4. Preparation of bidding documents and grant requirements and solicitation of competitive bids
5. Construction administration and management, grant administration assistance.
6. Project closeout and warranty support.

STEP 1 Project Kick-Off Meeting

We will schedule a kick-off meeting with the City and other appropriate staff to review the project, desired outcomes, and establish project milestones. We will also conduct a preliminary review of the existing facility and proposed site. We will develop a future meeting schedule so that everyone can plan in advance.

Cedar Corporation will then:

- Conduct a review of information we have gathered during the meeting
- Meet with Department heads, as needed, to clarify information
- Gather available site information, previous studies, and previous project plans
- Discuss facility tours in neighboring communities

Upon completion of our review of the current study and all of the data provided, we will begin our evaluation of the current facility and continue with preliminary design.

STEP 2 Preliminary Design and Preconstruction Services

Preliminary Design sets the tone for the project. During this phase, we will facilitate design meetings, establish the needs of the community, and develop conceptual designs. This phase will include Preconstruction Services and Schematic Design.

We will also begin to establish additional details for the facility. The next phase of design and preconstruction services will include the following services:

- Prepare architectural and structural schematic design
- Prepare primary building systems, including plumbing, fire protection, HVAC, electrical, and technology
- Prepare preliminary site design
- Preconstruction services/constructability review
- Obtain quotations for geotechnical investigation and documentation
- Review construction schedule and sequencing
- Prepare updated opinion of construction cost and cost/value enhancements

As we progress through the design phases, we will present the following data for the City's approval:

- Updated layouts, sections, and renderings
- Sequencing concept plan and conceptual future layouts
- Geotechnical quotations
- Updated site layout
- Updated construction schedule
- Constructability review
- Construction estimates and outline of allowances and contingencies
- Review of alternatives and value enhancement

STEP 3 Final Design

During this stage, our team will continue design, coordination, reviews, and estimating. This phase will consist of the following services:

- Coordination and final design of architectural components
 - Equipment furnishings and system designs
 - Casework layouts and details
 - Building envelope design and details
 - Interior details, finishes, and schedules
- Coordination and final design of structural systems and detailing
- Coordination of building PMET systems and specific equipment needs
 - Electrical systems and fixtures
 - Lighting fixtures
 - Mechanical systems, layout, and components
 - Plumbing systems, components, and fixtures
 - Technology systems, phones, and security
- Implementation of sustainable design measures
- Incorporation of constructability review findings
- Preparation of specifications, general conditions, and bid documents
- Prepare bid packages to take advantage of market conditions
- Update the construction estimate and schedule
- Prepare submittals to obtain regulatory agency approval

Upon completion of the design, we will present the City with the final design and regulatory approvals for their approval. During this presentation, we will present the following information:

- Final plans, layouts, and details
- Final finishes and materials
- Final building systems and fixtures
- Constructability review
- Regulatory reviews
- Updated construction cost and contingency
- Construction schedule
- Final bid documents

STEP 4 Bidding

Upon approval of the final plan, our Team will prepare bid packages to take advantage of market conditions, local skill, and labor forces. This process provides the City with the highest level of competition. The Bidding Phase efforts will include:

- Preparation of bid documents and maintain a bidders list
- Address bidding questions and provide clarification
- Review substitution request
- Host a bidder's pre-bid conference
- Host bid opening for the City
- Review, qualify, and recommend bidder for project
- Prepare construction contracts
- Provide regulatory approved plans

STEP 5 Contract Administration

Upon award of the contract, our team will provide Contract Administration services including project management. Through this process, we will be the point of contact with the City and manage all aspect of the project as the owner representative.

The Contract Administration Services will include the following:

- Quality assurance
- Preconstruction meeting
- Schedule review
- Submittal and shop drawing review
- Regular site visits, construction meetings, and site visits by designers and engineers
- Coordination and review construction questions and request for information
- Preparation of construction bulletins, field orders, and other instruments of communication
- Review of project schedule, milestones, and updates
- Review and mitigate disputes and change orders
- Review pay requests and related submittals

STEP 6 Project Completion & Warranty Support

Upon completion of the construction, our team will continue to provide the City with project support services. During the project closeout and warranty period our team will complete the following items:

- Review startup and testing for building systems
- Prepare a punch list of items that need to be completed prior to occupancy
- Complete the Certificate of Substantial Completion and Certificate of Compliance
- Review and recommend Certificate of Final Payment
- Review O&M manuals, record drawings, and provide to owner
- Post-Project 11th Month Walk-Thru
 - Within 11 months of Substantial Completion, our team will review the facility to evaluate items that need attention under the project contract. This will address items that were covered under the typical one-year warranty.

Attachment B
METHOD OF COMPENSATION

SECTION 2 - COMPENSATION

2.1 PRELIMINARY DESIGN, steps 1-2

Whereas the CLIENT has elected to compensate the ARCHITECT/ENGINEER for services to provide preliminary design on a "LUMP SUM" basis, estimated at \$95,310.

2.2 FINAL DESIGN & BIDDING, Step 3-4

Whereas the CLIENT has elected to compensate the ARCHITECT/ENGINEER for services to provide final design and bidding the fees will be established at the completion of the preliminary design.

2.2 CONTRACT ADMINISTRATION & PROJECT CLOSEOUT, Step 5-6

Whereas the CLIENT has elected to compensate the ARCHITECT/ENGINEER for services to contract administration on will be established at the completion of the preliminary design.

Other Compensation: It is understood that when requested by the OWNER, the ARCHITECT/ENGINEER shall procure the services of independent inspection bureaus, laboratories, soil exploration firms, etc. However, this is for the convenience of the OWNER and the ARCHITECT/ENGINEER shall provide coordination only of these services at the labor rates determined below.

2.3 ADDITIONAL SERVICES

Additional Services that may be required and provided upon request.

- Audio/Visual systems
- Furniture selection
- Security systems
- Commercial kitchen

Direct Expenses: Reimbursement of direct expenses incurred in connection with the PROJECT, including but not limited to the following:

DSPS review fees (allowance)	\$5,000
WDNR fee (allowance)	\$ 500
Geotechnical Investigation	\$8,000

SECTION 3 - TIMETABLE

Design is anticipated to commence in late summer of 2022, with construction starting in the summer of 2023 and project completion in late 2024.

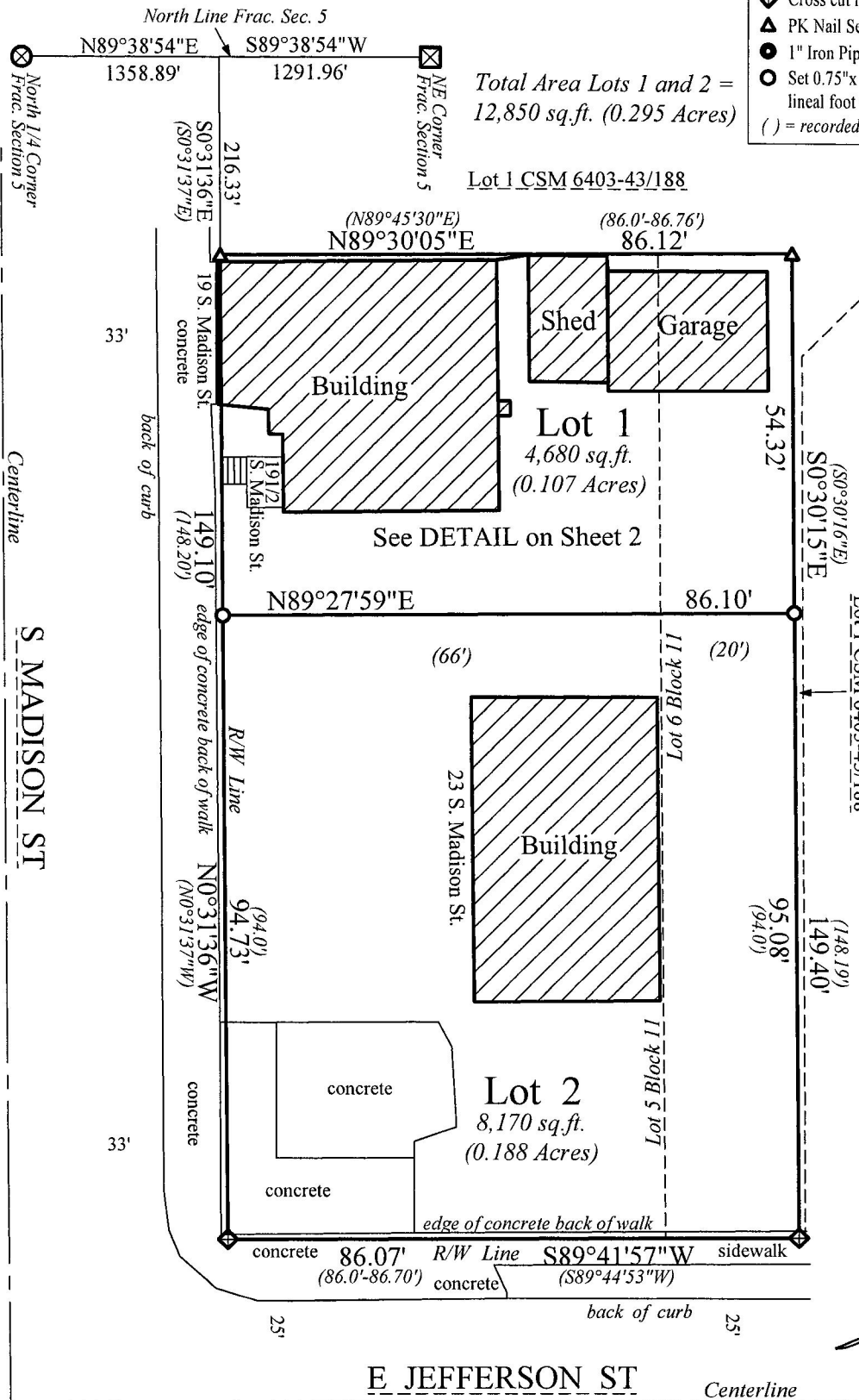
CERTIFIED SURVEY MAP NO. _____

For Kari A. Pattee
 Part of Lots 5 and 6 of Block 11, Plat of East Waupun, Located in the
 NE1/4-NE1/4 of Fractional Section 5, T13N-R15E, City of Waupun,
 Dodge County, Wisconsin

These lots are in the Zoning B2 Central Business District.

LEGEND

- Found Cross Cut in Concrete
- Found Accessory Referenced
- Cross cut in Concrete
- PK Nail Set
- 1" Iron Pipe Found
- Set 0.75"x 18" rebar weighing 1.5 lbs. per lineal foot w/orange plastic ID cap
- () = recorded bearings and/or distances



Total Area Lots 1 and 2 =
 12,850 sq.ft. (0.295 Acres)

Lot 1 CSM 6403-43/188

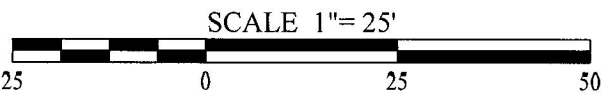
Lot 1
 4,680 sq.ft.
 (0.107 Acres)

Lot 2
 8,170 sq.ft.
 (0.188 Acres)

Doc #784702



Bearings are referenced to the Dodge County Coordinate System, with a bearing of S89°38'54"W on the north line of the NE1/4 of Section 5. Previously recorded bearings and/or distances are indicated in parentheses.

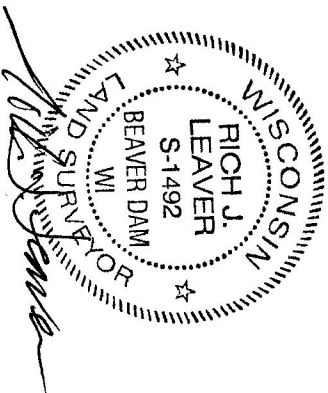
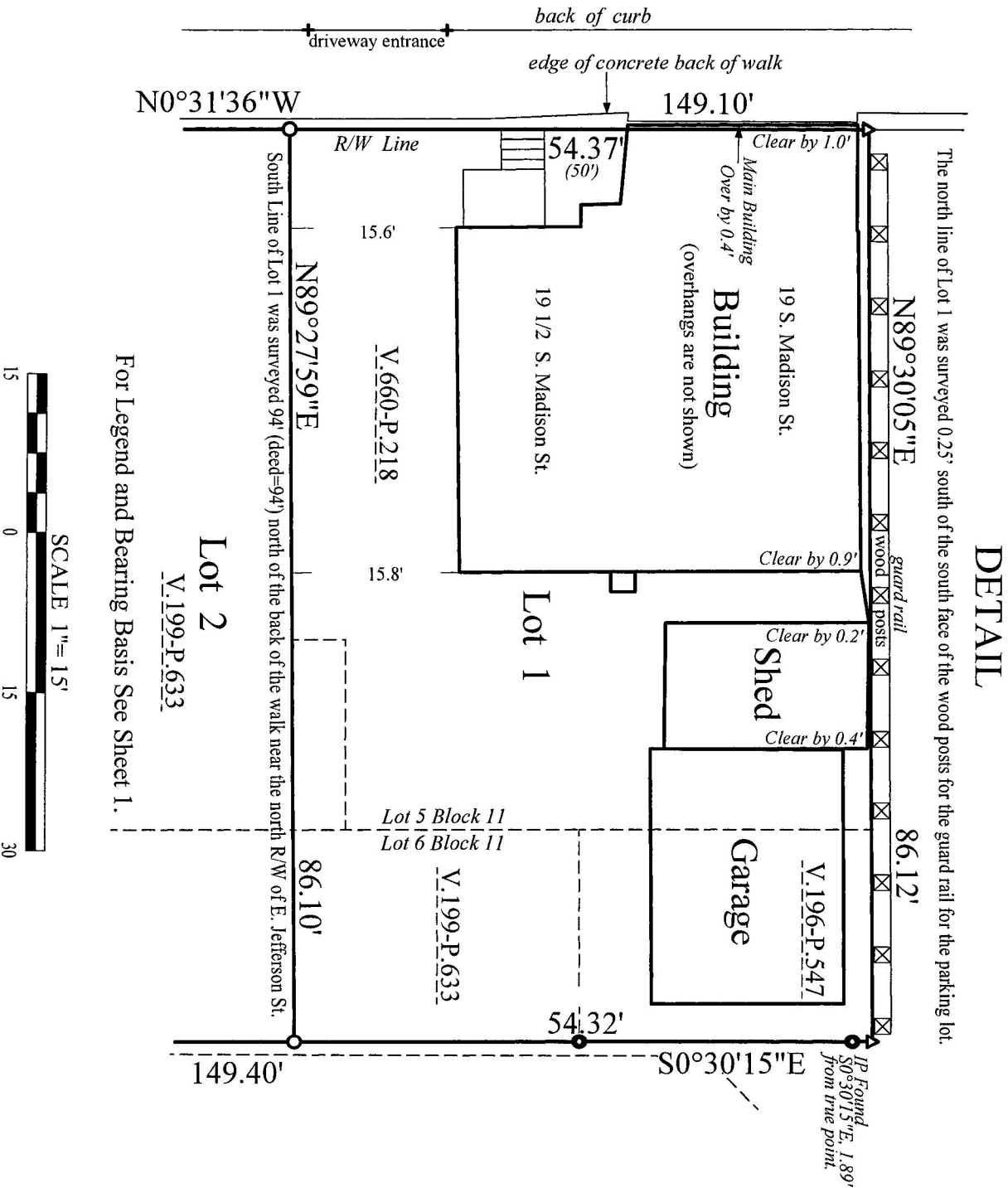


CERTIFIED SURVEY MAP NO. _____

For Kari A. Pattee

Part of Lots 5 and 6 of Block 11, Plat of East Waupun, Located in the NE1/4-NE1/4 of Fractional Section 5, T13N-R15E, City of Waupun, Dodge County, Wisconsin

S MADISON ST



CERTIFIED SURVEY MAP NO. _____

For Kari A. Pattee

Part of Lots 5 and 6 of Block 11, Plat of East Waupun, Located in the NE1/4-NE1/4 of Fractional Section 5, T13N-R15E, City of Waupun, Dodge County, Wisconsin

Reason for the Survey

The agents for Shermco LLC, Sherman Lackey and Amber Lackey, are selling part of their property to the landowner north, Kari A. Pattee. This becomes a sale of land to the adjacent landowner. The City of Waupun is requiring a 2-lot certified survey map of the resulting 2 properties to comply with their city subdivision ordinances.

SURVEYOR’S CERTIFICATE

I, Rich J. Leaver, Wisconsin Professional Land Surveyor, hereby certify that I have surveyed, divided and mapped a parcel of land by the direction of Kari A. Pattee, representing the owners. This parcel of land is described and located as indicated above, and more particularly described as the following:

Commencing at the NE Corner of Fractional Section 5, T13N-R15E,
thence S89°38'54"W, 1291.96 feet along the north line of the NE1/4 of fractional Section 5;
thence S0°31'36"E, 216.33 feet along the east right-of-way line of S. Madison St. to the point of beginning;
thence N89°30'05"E, 86.12 feet along the south line of the City of Waupun parking lot, this line being determined 0.25' south of the south face of the wooden posts supporting a guard rail for the parking lot;
thence S0°30'15"E, 149.40 feet along a west line of Lot 1 of Certified Survey Map No. 6403, recorded in Volume 43, page 188 of the Dodge County Register of Deeds to the north right-of-way line of E. Jefferson St., this right-of-way line being determined in said Certified Survey Map No. 6403;
thence S89°41'57"W, 86.07 feet along this north right-of-way line of E. Jefferson St. to the east right-of-way line of S. Madison St.;

thence N0°31'36"W, 149.10 feet along this east right-of-way line of S. Madison St. to the point of beginning.
Bearings are referenced to the Dodge County coordinate system.

The above-described parcel contains 12,850 square feet (0.295 acres) of land. This parcel is subject to all easements including utility easements, setbacks and restrictions, either recorded or unrecorded, if any.

I further certify that the information contained herein is a correct representation of the boundaries of the land as surveyed and mapped, and that I have fully complied with the provisions of Chapter 236.34 of the revised Wisconsin State Statutes, and the subdivision ordinances of the City of Waupun, to the best of my knowledge and belief.



Rich J. Leaver, WI_LS-1492
Leaver Land Surveying LLC
W8871 Gossfeld Ln.
Beaver Dam, WI 53916
920-887-2401



OWNERS OF RECORD

Kari A. Pattee (will be owning Lot 1)
N4198 Dehring Rd.
Oakfield, WI 53065

Shermco LLC (will be owning Lot 2)
Agents Sherman Lackey and Amber Lackey
23 S. Madison St.
Waupun, WI 53963

CITY OF WAUPUN CERTIFICATE

Approved by the City of Waupun this _____ day of _____ 2022,

Rohn W. Bishop, Mayor

Angela Hull, City Clerk/Treasurer and
Director of Human Resources



AGENDA SUMMARY SHEET

MEETING DATE: 7/12/22

TITLE: Appoint Adhoc Committee to Support Senior Center Preliminary Plan Design

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Community Vitality	\$4.9M NIF Grant	

ISSUE SUMMARY

Staff are requesting that they Mayor appoint up to two council members to participate in an adhoc planning committee for preliminary design services of the Waupun Senior Center. In addition, the committee will include three seniors who utilize the Senior Center regularly, and partner organizations and staff members.

Additional members identified include:

- Members who utilize the Senior Center, including Ann Smits, Mary Jo Kearley and Lori Steenbergen. Other members may participate in committee discussions from time to time.
- Staff, including Jeff Daane, Rachel Kaminski, and Kathy Schlieve.
- Partner organizations, including an appointed person from REACH and the Food Pantry.

STAFF RECCOMENDATION:

ATTACHMENTS:

RECCOMENDED MOTION:

August						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8 Util 4p	9 ELECTION	10 BID 7a Rec 430	11	12	13
14	15	16 CDA 8a	17 Lib 430	18	19	20
21	22	23	24	25	26	27
28	29	30 Ec Dev 430p COW 6p	31 Plan Com 430			

DPW	2nd Tues	430
EcDev	Last Tues	430
Util	2nd Mon	4
Plan Com	Last Wed	430
Lib	3rd Wed	430
Rec	2nd Wed	430
BID	2nd Wed	7a
CDA	3rd Tues	8a
CC	2nd Tues	6p
COW	Last Tues	6p



Waupun Fire Department

16 E. Main Street Waupun, WI 53963

Non-emergency Number: 920-324-7910

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

Monthly Report

Date: July 8, 2022
 To: Mayor, Council, City Administrator, and PFC
 From: Fire Chief, B.J. DeMaa
 Re: May report

Fire Calls:

There were twelve (12) fire & rescue calls in the month of June for a total of sixty-five (65) year-to-date. EMRs ran a total of fifty (50) medical calls in the month of June for a total of two hundred fifty-two (252) year-to-date.

Time of Day:						
12A – 4A	4A – 8A	8A – 12P	12P – 4P	4P – 8P	8P – 12A	Total
0	0	2	4	1	5	12

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

Day of Week:							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
2	0	1	4	2	3	0	12

* 83% of fire calls came in during Monday-Friday work week.

Average Personnel Response (excluding mutual aid):		
	Avg # of Responders	% of Total Department
4A – 8P	11.0	38%
8P – 4A	12.3	42%

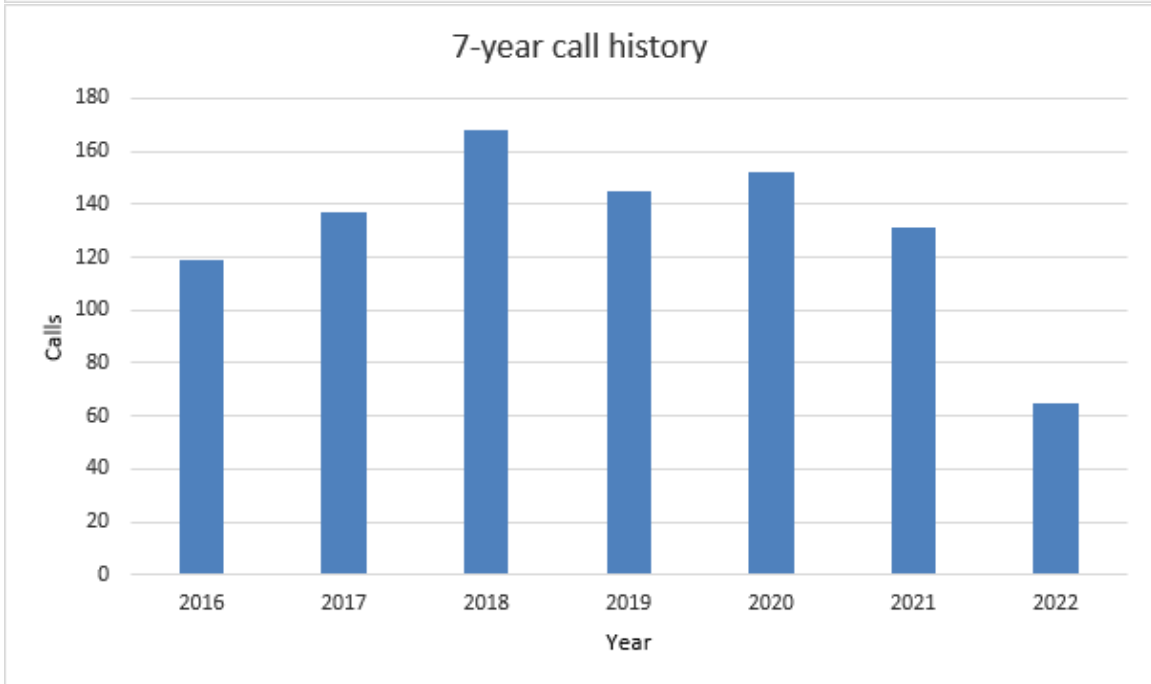
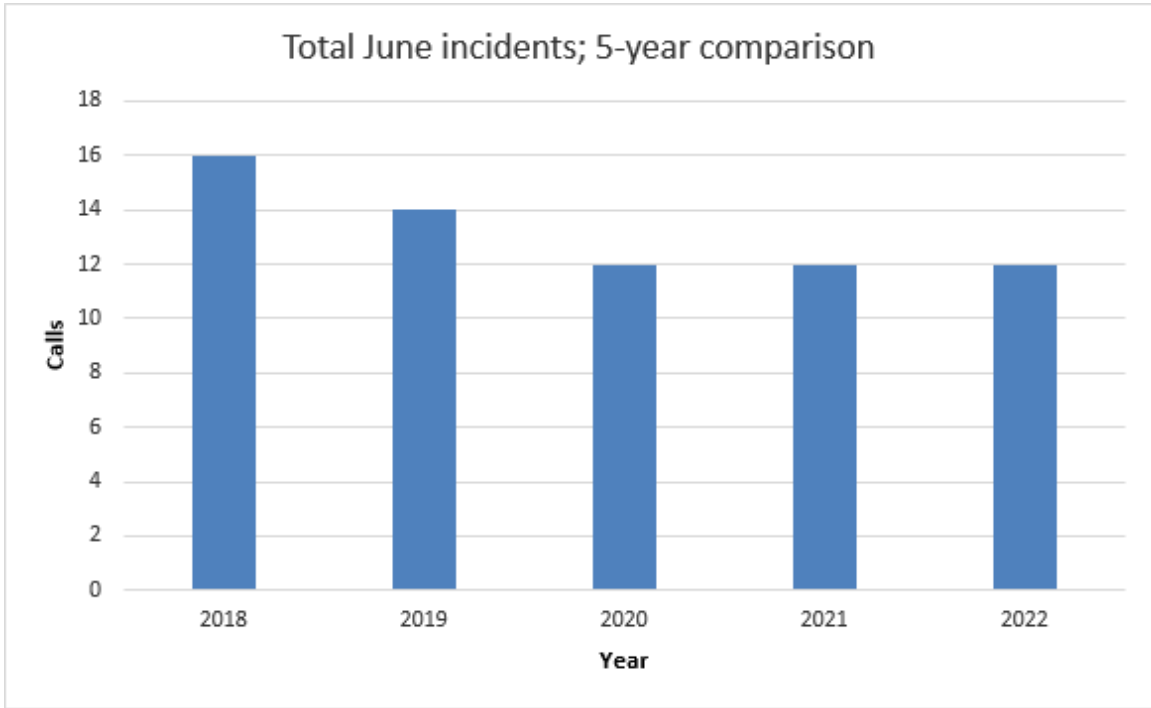
* Current roster is 29 members.

** 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:

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

#2 – Add EMR response vehicle:	
Purchase EMR response vehicle:	Complete
Within approved budget	On track – 95% complete

#3 – Establish back-up ambulance capabilities to mitigate service failures as call volume rises.	
Lifestar to secure mutual aid agreements	No response from Lifestar on status update – amendment to contract auto-renewed
Increase EMR training to EMT-Basic level	In progress
Equip EMR unit with EMT-Basic equip.	Grant received; applying for 2 nd grant

#4 – Secure solution for development and management of policies and procedures	
Sign agreement with Lexipol	Complete
Work through policy review and roll-out	Policy revisions ongoing

#5 – Conclude fire consolidation discussions with townships and define long-term strategy for cost containment by Q1 of 2022	
Set meeting with townships	On hold – staff capacity
Discuss long-term strategies	On hold – staff capacity

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

#7 – Complete EMI public safety training	
EMI course and training	Complete – follow-ups ongoing

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

July 8, 2022

Code Enforcement:

As we onboard iWorQ, we will continue to fine tune how this report looks. There may be some duplications with numbers reported in May, but we now have set the benchmark moving forward.

Total time – 33 hours

New complaints – 22

Closed complaints – 2

Assigned to:

- Enforcement Officer – 9
- DPW – 7
- Building Dept. – 4
- PD – 2

July 8, 2022

General:

Our High School Fire Intern, Kaden Swann, completed his internship. Kaden was a great addition and was able to see and experience a number tasks that are worked on throughout the course of a day.

Participated in the Multi-Lingual Learner Family night at Rock River Intermediate School. This provided a great opportunity to hand out multi-lingual fire safety material.

Staffing:

We were accepting applications for 1 firefighter position and 3 EMR positions. A total of 4 applications were received, 2 firefighter and 2 EMR.

Inspections:

First-half fire inspections are underway.

Training:

May training consisted of search-and-rescue, hose-line advancement, radio communications and pumper operations out at the training tower.

Emergency Government:

July 8, 2022

Working through follow-ups from the Emergency Management Institute training that we hosted in April.

EMS:

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.

At the December 14, 2021 Common Council meeting, Mike Krueger (Lifestar Ambulance) and the City of Waupun agreed to an addendum to the service agreement that the Council had approved in September of 2020. Within Section 2, the addendum stated “Terms of agreement are amended to run from September 1, 2020 to April 30, 2022 (11:59 p.m.). During this period, Lifestar agrees to establish and provide evidence of written mutual aid and coverage agreements with all neighboring service providers in accordance with DHS 110.34(10). If Lifestar fails to provide documentation of said agreements by the expiration date of this Addendum, the Addendum will auto-renew for a six-month period and each subsequent renewal deadline thereafter until mutual aid agreements are verified, or until August 23, 2023, whichever comes first.” Mike was asked to provide an update on where he was at with the mutual aid and coverage agreements. Since we received no response, the addendum auto-renewed for another 6 months.

Code Enforcement:

July 8, 2022

Total Time	Total Complaints	Breakdown of Complaints	Assigned to	Complaint Type
33 hrs.	59	7	DPW	Dead Ash Tree notice
		20	DPW	Weed notice
		11	DPW	Yard waste notice
		1	DPW	Sump line trenched through private property
		1	Mike	Animal complaint
		1	Mike	Pile of cement in driveway
		2	Mike	Junk in yard
		1	Mike	Junk/rodents/grass
		1	Mike	Junk and weeds
		1	Mike & Sue	Junk and fence falling over
		1	Mike & Sue	Yard junk and house needs repairs
		1	Mike & Sue	Burned out house
		1	Sue	Pool water discharge
		1	Sue	Building deterioration
		1	Sue	Missing siding
		1	Mike & PD	Unregistered/broke down vehicles
		3	PD	Vehicle complaints
		1	PD	Illegal burning
		2	PD	Junk
1	PD (Mike requested asst)	Junk in terrace		

Monthly Council Report

June 2022

Agency	Incident Type	Total Incidents	WP		
WP	911 CHECK	32		FRAUD COMPLAINT	3
	ABANDONED VEHICLE	4		FUNERAL ESCORT	5
	ACCIDENT	5		HARASSMENT	2
	ACCIDENT W/BLOCKAGE	1		HIT AND RUN	5
	ACCIDENT W/INJURY	4		INFORMATION TO DOCUMENT	8
	ALARM TEST	2		INTOXICATED SUBJECT	1
	AMBULANCE	52		INTRUSION ALARM	12
	ANIMAL ABUSE	1		JUVENILE PROBLEM	9
	ANIMAL COMPLAINT	12		LITTERING	1
	ASSIST AGENCY	14		LOST ANIMAL	1
	ASSIST CITIZEN	34		LOST ANIMAL LOCATED	1
	ASSIST MOTORIST	4		LOST PROPERTY	2
	ATTEMPT TO LOCATE	6		MINI DIRT/BIKE COMPLAINT	1
	BUILDING CHECK	48		NEIGHBOR DISPUTE	3
	CHECK WELFARE	24		NEIGHBORHOOD POLICING	2
	CHILD CUSTODY	2		NOISE COMPLAINT	4
	CIVIL PROBLEM	5		OFFICER STANDBY	5
	COURT ORDER VIOLATION	3		OPEN DOOR	2
	DIRECTED AREA PATROL	144		ORDINANCE VIOLATION	11
	DISABLED VEHICLE	1		PAPER SERVICE	2
	DISORDERLY CONDUCT	6		PARKING ENFORCEMENT	30
	DOMESTIC	9		PATROL ASSIST FIRE	5
	DRUGS/NARCOTICS	3		RECKLESS DRIVER	8
	EXTRA PATROL	79		RUNAWAY	3
	FIREWORKS COMPLAINT	2		SCAM COMPLAINT	4
	FOLLOW UP	46		SEXUAL ASSAULT	2
	FOOT PATROL	19		SPECIAL ASSIGNMENT	9
	FOOT PURSUIT	1		SUBJECT STOP	8
	FOUND JUVENILE	2		SUBJECT WITH A WEAPON	1
	FOUND PROPERTY	9			

Monthly Council Report

June 2022

WP	SUSPICIOUS ACTIVITY	20
	SUSPICIOUS VEHICLE	17
	TAVERN CHECK	7
	THEFT	3
	THREATS COMPLAINT	4
	TRAFFIC ENFORCEMENT	2
	TRAFFIC PROBLEM	9
	TRAFFIC STOP	77
	TRESPASSING	2
	VANDALISM	10
	VEHICLE LOCKOUT	2
	WARRANT OTHER AGENCY	3
	WATER UTILITY	2
	WEATHER RELATED INFO	1
	Total	883
Total		883

Waupun Police Department Update –June Report

Training – Department Narcan, Evidence and Firearms Training. Officer Cedarquist attended Criminal Investigation Interview Training. Chief Louden and D.C attended FBI Conference. Lt. Brzezinski and Officer Hraban Attended Active Threat Integrated Response Conference. Officer Hraban also attended SRO Conference.

Events/Reports –

Body Worn Cameras are now being used by all Uniformed Officers.

Bike Rodeo was another successful event with about 50 participants.

K9 was purchased and the Police Department had a successful Brat Fry for the program.

Staffing/Hiring process – Officer Dumke completed probation. Officer Giles completed FTO and is now on the schedule. Officer Warner started the academy in June and will graduate in September.

Complaints

22-0861	Child abuse/sexual abuse complaint investigated
22-0481	Two search warrants for bank documents for elder financial abuse case
22-0975	Child abuse/sexual abuse complaint investigated
22-0467	ICAC case follow-up; still under investigation



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: June 13, 2022
SUBJECT: General Manager Report

Electric Department Update:

Power Outages

- Saturday May 14th at 4:27 pm, power outages reported on Home and Neevel Ave. Crew found a broken porcelain cutout. The overcurrent device replaced with a new polymer cutout, re-fused and restored power at 5:30 pm. The outage affected three customers.

South Madison Street

- Electric poles north of Libby Street replaced and conductors transferred. New secondary conductors installed and customers transferred to the new line.

Maple Tree Townhomes

- Work continues on Maple Tree Townhomes project and 3-phase line extension.

Y-306 Re-Rate Project

- The new pad mounted switchgear is installed and energized. Crew will install a new 3 phase dead-end arm and move the circuit to allow greater clearances between the transmission conductors and the distribution underbuild.

General Manager Update:

MEUW Annual Conference

- Jeff Stanek and I attended the MEUW Annual Conference in Madison May 11-13th. Commissioner Ellen Nowak from the Wisconsin Public Service Commission spoke about challenges the Commission faces with workload and staffing shortages. Ellen also discussed the changes in power generation, shifting from coal and natural gas generating plants to clean energy options and the need to make this transition slow to insure we meet customers load requirements.
- Jim Weikert from Power System Engineering provided information on Accessing Grant Funds for Municipal Utility Projects. Kristin Ruesch Gilkes from Customers First Coalition presented Behind the Headlines: Exploring Hot Topics and Policy Impacting Electric Utilities. Anita Gallucci, from Boardman and Clack talked about Understanding Territorial Right to serve Challenges.

- State Senator Julian Bradley Chair of the Senate Committee of Utilities, Technology, and Telecommunication met with our group of utility leaders to discuss topics affecting public power communities.

Midcontinent Independent System Operator (MISO) Capacity Shortfalls

- Electric reliability in MISO is at high risk because of capacity shortfalls and parts of western North America face an elevated or high risk of energy shortfalls this summer because of predicted above normal temperatures and drought conditions, according to the 2022 summer reliability assessment released by the North American Electric Reliability Corp. (NERC)
- With the prediction of capacity shortfalls, Waupun Utilities staff is working to update the Emergency Response Plan. Items included in the plan:
 - Develop an Emergency Response Team
 - Update list of available standby generation on our system
 - Update list of critical needs customers
 - Update list of actions that can be used to shed load during mandatory load reductions
 - Annual staff training on Emergency Response Plan

WPPI Regional Power Dinner

- Waupun Utilities management and Mayor Rohn Bishop attended the June WPPI Regional Power Dinner. The dinner provided a great opportunity to network with other member community leaders and learn more about electric industry issues and key initiatives within the organization.

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



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

Water Treatment Facility:

There are no call-ins to report this month.

Water quality and operations remain stable this past month.

Wastewater Treatment Facility:

The community experienced a deluge rain event on 5/26/22, receiving 1.47 inches in twenty-five minutes, for a two-day total of 3.2 inches of rain. There was localized flooding, but this event had no effect on the treatment facility. Flows increased from 1100 gallons per minute to 1625 gallons per minute, for increased daily total flow from 1.4 million gallons per day to 3.87 million gallons per day.

Xylem Sanitaire completed annual cleaning of the aeration diffusers. Regular cleaning and maintenance of the diffusers will ensure optimal equipment performance, consistently effective treatment of wastewater and substantial energy savings

Staff's focus has been tank maintenance. This maintenance will continue throughout the remainder of the summer. The length of the schedule is due to a combination of vacations and operational challenges with the ABNR construction project.

Distribution/Collection System Crew:

There are no call-ins to report this month.

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

- Valve exercising will continue over the next month. By regular surveying and valve exercising, we will have detailed records to ensure the operability of our distribution system. Surveying helps identify the condition and location of all our valves. Knowing the condition of the valves and having an updated GIS system helps eliminate; higher costs associated with water main breaks, lost time digging up buried valves, and congested traffic due to excavating roadways.
- Jetting the entire sanitary sewer basin will continue throughout the summer. Jetting is the use of a high-pressure jet/vac truck to clean the sanitary sewer system. To clean sanitary sewers, high-pressure water is propelled through a jet nozzle at the end of a specialized hose through the sewer pipeline, breaking through obstructions and blockages. A flushing nozzle installed on the end of the jet truck's hose is lowered into the downstream manhole of the sewer section being cleaned.

Madison Street Update:

Advance Construction continues to encounter considerable bedrock depths. They continue to use Rock Resources for grinding sanitary mains and laterals. The contractor should increase daily footages, due to bedrock getting deeper requiring less grinding.

Wastewater Treatment Facility ABNR Update:

The bricks and mortar portions of the project has been completed. The current work revolves around equipment delivery and staging of installation by subcontractors.

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



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: June 13, 2022
SUBJECT: April 2022 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

The electric utility began construction in April for overhead and underground services, continued ATC clearance work and rebuilding overhead line on Madison Street. The electric utility also purchased \$7,900 in transformers. Construction at the WWTF continues with monthly Disbursement Requests processed through the USDA.

Plant addition activity for the month consisted of continued SCADA hardware and software upgrades for the water (\$4,300) and sewer (\$8,400) utilities. The sewer utility also replaced multiple valves in the blower building for \$10,000 as routine maintenance.

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

Sales

Electric

- Monthly kWh sales were **4.5% above** budget & **1.5% higher** than April 2021 on higher sales to Residential and General Service customers.
- YTD kWh sales were **4.7% above** budget & **3.7% higher** than April 2021 YTD actual sales.

Water

- Monthly sales units of 100 cubic feet were **0.3% above** budget & **0.1% higher** than April 2021.
- YTD water sales were **7.2% above** budget & **6.5% higher** than April 2021 YTD actual sales due to an industrial customer experiencing a leak in their production process during the 1st quarter of the current year.

Sewer

- Monthly sales units of 100 cubic feet were **5.0% below** budget & **4.7% lower** than April 2021 sales due to lower public authority volume. Sales to the Department of Corrections facilities continue to remain affected by the onset of COVID beginning in the spring of 2020 and have not returned to historical averages. YTD sewer sales were **11.1% below** budget & **11.2% lower** than April 2021 YTD actual sales.

Income Statement

Electric

- Operating revenues and purchased power expense were **above** budget \$267,200 and \$246,000, respectively, due to overall higher purchased power costs from higher market energy prices passed through WPPI. This trend is expected through the summer months due to higher market volatility.
- Gross margin was \$21,200 **above** budget.

- Operating expenses were \$11,200 *below* budget primarily due to lower distribution maintenance costs than budgeted.
- Operating income was \$163,300 or \$119,900 *above* budget from lower operating costs and the annual billings for joint pole attachments to communication companies, which occurs in April of every year and totaled \$76,500.
- Net income was \$150,400 or \$120,800 *above* budget primarily from increased sales and timing of the joint pole attachment billings to communications companies.

Water

- Operating revenues were \$20,400 *above* budget due to overall higher consumption for one industrial customer who had a water leak in their production line process during the 1st quarter of 2022.
- Operating expenses were \$79,100 *below* budget on lower treatment and distribution expenses.
- Operating income was \$294,200 or \$132,500 *above* budget from lower than budgeted operating expenses.
- Net income was \$239,500 or \$134,500 *above* budget.

Sewer

- Operating revenues were \$13,000 *above* budget despite continued lower consumption from the Department of Corrections facilities. High strength billings for the DOC facilities are beginning to increase and a 7.2% rate increase for all rate tiers was effective 4/1/2022. This is the third of four increases scheduled from the 2019 sewer rate study.
- Operating expenses were \$51,700 *below* budget due to fewer maintenance-related costs at the WWTF during the ABNR upgrade construction.
- Operating income was 41,000 or 67,800 *above* budget.
- Net (loss) was (\$91,900) or \$30,800 *above* budget largely due to controlling maintenance costs at the WWTF.

Balance Sheets

Electric

- Balance sheet *increased* \$52,000 from March 202.
- Unrestricted cash *increased* \$38,200 due to increased collections from higher prior month sales.
- Net position *increased* \$31,400 from March 2022.

Water

- Balance sheet *increased* \$78,800 from March 2022 due to an increase in collections from higher prior month sales.
- Total unrestricted cash *increased* \$92,100.
- Net position *increased* by \$72,200.

Sewer

- Balance sheet *increased* \$3,593,000 from March 2022 because 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* \$52,500.
- Long-term debt *increased* \$3,582,100 from the receipt of funds from USDA for Disbursement Request #13 for the WWTF upgrade.
- Net position *decreased* \$15,200.

Cash and Investments

The monthly metrics dashboard for cash and investments provide a monthly comparison of cash and investment balances, and graphs that present long-term investments by maturity, type, and rating. The Utility's investments are typically fixed-income and held to maturity unless they are called before maturity. Held to maturity, investments recognize monthly mark to market adjustments that ultimately are not realized when the investment matures.

- Total cash and investments *increased* \$199,900 or **2.2%** from March 2022 from slightly higher electric & water sales.
- Received interest and distributions of \$9,400 and recorded an unrealized *negative* market adjustment of (\$18,100), along with \$500 in management fees, resulting in a net portfolio *loss* of (\$9,200) for the month.
- Total interest and investment income earned (lost) on all accounts for the month was (\$8,200) and (\$63,200) year-to-date.

OTHER FINANCIAL MATTERS

WWTP Upgrade – Construction Update and Progress

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

Total Project Budget (As of 4/14/2021):	\$ 36,008,000
Total Authorized Funding (As of 5/31/2021):	\$ 37,508,000
Total Project Costs to Date (Thru 6/6/2022):	\$ 25,284,048
Loan Draws – Project to Date: (Thru 6/6/2022):	\$ 25,075,433
Disburse Request #14 – Requested (5/9/2022):	\$ 664,381
Disburse Request #14 – Paid (5/26/2022):	\$ 664,500

Sewer Rate Increase

Effective April 1, 2022, the sewer utility implemented a 7.2% average rate increase across all rate tiers as approved in the Test Year 2019 sewer rate study. This increase is the third of four step increases approved in January 2020 to support the WWTF upgrades.

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



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

Electric Department Update:

Power Outages

- June 10, 2022 at approximately 3:00 pm, Waupun Utilities received a call to report a gas leak on South Madison Street. A contractor working on the South Madison Street road project hit a gas main between Doty and Libby Street causing a large gas leak. Alliant Energy crews responded and requested power in the area be turned off. WU electric staff worked quickly to de-energize Feeder #1 from the South substation. The outage affected approximately 350 electric customers. Office staff worked to communicate with our customers on why the power was off. After the gas leak was contained, Alliant Energy monitored the air. When Alliant Energy crews said conditions were safe, power was restored to all but two customers at approximately 5:00 pm. Crews worked to ventilate the last two homes and power was restored at 6:15 pm. WU worked together with the Waupun Fire Department to check on electric customers on the critical needs list. WU staff and Waupun Police and Fire did a great job responding and working together to keep residents safe.
- June 12, 2022 at 3:41 am, a large power outage was reported. The circuit breaker in the Comtech substation tripped and locked out causing a power outage on Feeder #2. The crew determined an animal came in contact with the power line causing a phase to phase fault. The feeder was re-energized at 5:20 am. The power outage affected 349 customers in the South West area of the city.
- July 5, 2022 at 8:26 am, a power outage was reported at The Rock Golf Club. An animal contacted the primary conductors on the riser pole. The crew installed wildlife protection and re-energized the riser. Power was restored at 10:00 am.

Main Substation

- On June 26th, Circuit #4 breaker in the Main substation failed to operate during routine switching. The breaker was de-energized for testing. A.C. Engineering tested the breaker. A bad circuit board is preventing the breaker from operating. Parts needed to repair the breaker are on order. Lead-time for parts is 26 weeks.

Scheduled Outages

- Tenneco requested a scheduled power outage on July 5th to install new metering equipment on all five electric services. Crews worked with the Tenneco maintenance department and an outside contractor to de-energize the electric services. With the distribution transformers de-energized, oil samples were taken. Oil samples will be sent to the testing lab to help identify any problems within the transformer.

- National Rivet requested a scheduled power outage on July 7th. A roofing contractor was working near the main electrical feed for the building, which allowed work to be safely completed while the service was de-energized.

New Electric Services

- Four new electric services installed on Tanager Street.
- Temporary electric service installed at the Dunkin Donuts construction site.

Y-306 Re-Rate Project

- The ATC Y-306 Re-Rate project is complete.

General Manager Update:

American Public Power Association (APPA) Conference

- I attended the APPA National Conference in June. Some keynote speakers at the conference included: PBS Chief Washington Correspondent Geoff Bennett, Expert Economic Forecaster Marci Rossell, and Global Authority on Supply Chain Management Will Shih. Several breakout sessions were also available. I participated in the APPA Business meeting as a voting delegate.

Employee Performance Reviews

- Management team completed performance reviews for all staff.

Office Staff

- The office staff is doing a great job working with customers to limit the number of disconnections each month.

Community Outreach

- Waupun Utilities team is working to increase involvement within our community. Staff recently volunteered at Celebrate Waupun. We are also serving lunch at the Community Table this Friday, July 8th.

EV Charger

- Waupun Utilities is partnering with City of Waupun to install an EV charger in the downtown area to increase traffic and help promote local downtown business. We received a grant from WPPI to help fund the project.

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



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: July 7, 2022
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

Waste Management has completed interior washout of Tower 1 as part of our maintenance contract. Washouts are required to remove biofilm and inorganic residues that can collect on interior surfaces of the water tower that can lead to taste and odor complaints, regulatory compliance issues, and system function problems. Inspection report stated minimal residues present and interior structure and coatings are in great shape.

Cummings Generation has completed routine preventative maintenance on the standby capacity generator, which is a requirement of WPPI. Preventive maintenance on a diesel engine generator plays a critical role in maximizing reliability, minimizing repairs and reducing long-term costs.

Wastewater Treatment Facility:

There was one call-in this past month for over temperature failure of aeration blower # 4. Building HVAC intake was excessively plugged with debris from construction activities.

Mulcahy Shaw Water has completed installation of new YSI total suspended solids, optical DO, and flow meters.

Staff's focus has been tank maintenance. Inspections of influent wet well, grit tanks, and primary clarifiers have been completed thus far. This maintenance will continue throughout the remainder of the summer. The length of the schedule is due to a combination of vacations and operational challenges with the ABNR construction project.

Distribution/Collection System Crew:

There was one call-in this past month for a water main break, which was located at the intersection of Maple and Harris Avenue. It was a 4-inch blowhole on an 8-inch main and was leaking approximately 3346 gallons per minute, for 2.0 hours, totaling 401,551 gallons.

Staff's focus will continue to be preventative maintenance of the distribution and collection system over the next month that includes valve exercising and sanitary main flushing.

Madison Street Update:

Advance Construction has completed sanitary main line installation with the exception of tie-ins at Park and Doty Street. Water main line is installed from Lincoln to Park and has been pressure tested and bacti tested. All lateral trenches have been ground.

Wastewater Treatment Facility ABNR Update:

There will be brief slide presentation to show progress of construction.

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



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

CONSTRUCTION AND PLANT ADDITIONS

The electric utility construction activity consisted of rebuilding overhead line on Madison and Libby streets and continued ATC clearance work. The sewer and water utilities incurred \$17,116 in project costs for S. Madison Street reconstruction. Construction at the WWTF continues with monthly Disbursement Requests processed through the USDA.

Sewer plant additions for the month consisted of the replacement of pH probes & sensors at the WWTF for \$21,593.

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

Sales

Electric

- Monthly kWh sales were **7.8% above** budget & **5.9% higher** than May 2021 on higher sales across all customer classes due to warmer than average temperatures.
- YTD kWh sales were **5.3% above** budget & **4.2% higher** than May 2021 YTD actual sales.

Water

- Monthly sales units of 100 cubic feet were **5.5% above** budget & **4.0% higher** than May 2021.
- YTD water sales were **6.8% above** budget & **5.9% higher** than May 2021 YTD actual sales due to an industrial customer experiencing a leak in their production process during the 1st quarter of the current year.

Sewer

- Monthly sales units of 100 cubic feet were **4.5% below** budget & **5.2% lower** than May 2021 sales due to lower public authority volume. Sales to the Department of Corrections facilities continue to remain affected by the onset of COVID beginning in the spring of 2020 and have not returned to historical averages.
- YTD sewer sales were **9.7% below** budget & **9.9% lower** than May 2021 YTD actual sales.

Income Statement

Electric

- Operating revenues and purchased power expense were **above** budget \$407,300 and \$373,200, respectively, due to overall higher purchased power costs from higher unit sales during a warmer than average month and higher market energy prices passed through WPPI. This trend is expected through the summer months due to higher market volatility.
- Gross margin was \$34,100 **above** budget.

- Operating expenses were \$19,900 *below* budget primarily due to lower distribution maintenance costs than budgeted.
- Operating income was \$177,500 or \$116,700 *above* budget from lower operating costs and the annual billings for joint pole attachments to communication companies, which occurs in January of every year and totaled \$76,500.
- Net income was \$164,100 or \$120,700 *above* budget primarily from increased sales and timing of the joint pole attachment billings to communications companies.

Water

- Operating revenues were \$25,800 *above* budget due to overall higher consumption for one industrial customer who had a water leak in their production line process during the 1st quarter of 2022.
- Operating expenses were \$85,400 *below* budget on lower treatment and distribution expenses.
- Operating income was \$330,203 or \$114,500 *above* budget from lower than budgeted operating expenses.
- Net income was \$266,000 or \$121,100 *above* budget.

Sewer

- Operating revenues were \$28,400 *above* budget despite continued lower consumption from the Department of Corrections facilities. High strength billings for the DOC facilities began to increase in April 2022.
- Operating expenses were \$12,700 *below* budget due to lower laboratory and maintenance-related costs at the WWTF during the ABNR upgrade construction.
- Operating income was \$29,900 or \$45,000 *above* budget.
- Net (loss) was (\$126,900) or \$8,000 *above* budget largely due to controlling maintenance costs at the WWTF.

Balance Sheets

Electric

- Balance sheet *increased* \$226,700 from April 2022.
- Unrestricted cash *increased* \$1,400.
- Accounts receivable increased \$223,800 due to higher unit sales from warmer than average temperatures offset by an increase of \$208,500 in Accounts payable through the monthly purchased power billing.
- Net position *increased* \$13,700 from April 2022.

Water

- Balance sheet *increased* \$36,600 from April 2022.
- Total unrestricted cash *increased* \$20,700 due to increased collections of receivables from the previous month.
- Accounts receivable increased \$19,000 from higher unit sales in the previous month.
- Net position *increased* by \$26,400.

Sewer

- Balance sheet *increased* \$58,000 from April 2022 due to month-to-month fluctuations in payables associated with construction work in progress at the WWTF offset by Disbursement Reimbursements from the USDA (classified as debt). Included in this change is \$601,541 in debt payments for the 2003 Clean Water Fund Loan and 2020/21 USDA loans.
- Unrestricted cash *decreased* \$112,046 due to monthly funding requirements associated with the utility's debt.
- Long-term debt *increased* \$175,800 from the receipt of funds from USDA for Disbursement Request #14 for the WWTF upgrade less scheduled debt payments. Debt payments consisted of \$400,969 (\$388,712 principal & \$12,257 interest) for the 2003 Clean Water Fund Loan and \$200,572 (\$100,000 principal & \$100,572 interest) for the 2020/21 USDA Loan
- Net position *decreased* \$35,000.

Cash and Investments

The monthly metrics dashboard for cash and investments provide a monthly comparison of cash and investment balances, and graphs that present long-term investments by maturity, type, and rating. The Utility's investments are typically fixed-income and held to maturity unless they are called before maturity. Held to maturity investments recognize monthly mark to market adjustments that ultimately are not realized when the investment matures.

- Total cash and investments *decreased* \$504,600 or **5.4%** from April 2022 largely from \$601,541 in sewer principal and interest debt payments.
- Received interest and distributions of \$6,100 and recorded an unrealized *negative* market adjustment of (\$5,300), along with \$600 in management fees, resulting in a net portfolio *gain* of \$200 for the month.
- Total interest and investment income earned (lost) on all accounts for the month was \$1,350 and (\$61,880) year-to-date.

OTHER FINANCIAL MATTERS

WWTP Upgrade – Construction Update and Progress

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

Total Project Budget <i>(As of 4/14/2021):</i>	\$ 36,008,000
Total Authorized Funding <i>(As of 5/31/2022):</i>	\$ 37,508,000
Total Project Costs to Date <i>(Thru 7/6/2022):</i>	\$ 26,115,615
Loan Draws – Project to Date: <i>(Thru 7/6/2022):</i>	\$ 25,906,733
Disburse Request #15 – Requested <i>(6/7/2022):</i>	\$ 831,296
Disburse Request #15 – Paid <i>(6/28/2022):</i>	\$ 831,300

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

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

July 2022

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

Re: Report to Common Council

A. Statistics

Through the end of June, we circulated/downloaded/loaned 61,869 items, with drive thru window service handling 518 transactions.

B. Interior signage

Still waiting to hear from the summer class of Warrior Innovation for these signs.

C. Sensory Wall

The sensory wall has been installed in the children's area thanks to the donations in memory of former Library Board member Jan Sullivan.

D. Summer Reading Program

With in-person performers returning for the Summer Reading Program, we have seen attendance range from 153 to 174 people for the June programs.

E. Shelving projects

The interns have finished re-organizing the last of the bound newspapers in the storage room shelving, and they will begin modifying the periodical shelving by removing units not being used and replacing with flat book shelves. The additional flat shelves will help with the growth of the fiction collection.

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

SENIOR CENTER	JUNE 2021	JUNE 2022
Attendance	1,144 participants	1,503 participants
Days Open	22 days	22 days
Average Daily Attendance	52 participants	68 participants

AQUATIC CENTER	JUNE 2021	JUNE 2022
Attendance	6,149 patrons	5,173 patrons
Days Open	25 days	24 days
Average Daily Attendance	245 patrons	215 patrons

JUNE 2022 PARK PROGRAM	ATTENDANCE	AVERAGE DAILY ATTENDANCE
Dodge Park	116 participants (open 12.5 days)	9 participants
Pine Street Park	145 participants (open 13 days)	11 participants
West End Park	114 participants (open 11.5 days)	10 participants
Special Event – Bike Rodeo	44 participants	
Special Event – Summer Kick-Off	120 participants	
Special Event – Swimming	9 participants	

PARK RENTALS	JUNE 2021	JUNE 2022
Dodge Park	4	2
Harris Mill Park	3	4
McCune Park	2	2
West End Park	5	5
Wilcox Park	4	3

SENIOR CENTER RENTALS	JUNE 2021	JUNE 2022
	0	0

JUNE ACTIVITY CALENDAR ⁷

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SENIOR CENTER		1	2	3
		8am Fitness Center 9am Dice 10:30am Aerobics I 1pm Sheepshead 6:15pm Knit-Wits	8am Fitness Center 8:30am Foot Care 9am Dominoes 10:30am Yoga II 1pm Sheepshead	8am Fitness Center 9am Se7ens 10:30am Aerobics II SATURDAY, JUNE 4 Noon Aquatic Center Opens
6	7	8	9	10
8am Fitness Center 9am Marbles 10:30am Yoga I 1pm Euchre 1pm Golf Cards 6pm Pickleball	8am Fitness Center 9am Hand & Foot Cards 10:30am Tone 2pm Drums	8am Fitness Center 9am Dice 10:30am Aerobics I 1pm Sheepshead 6:15pm Knit-Wits	8am Fitness Center 9am Dominoes 10:30am Yoga II 1pm Sheepshead	8am Fitness Center 9am Se7ens 9am Book Club 11am Senior Swim 1pm SIA Bingo
13	14	15	16	17
8am Fitness Center 9am Marbles 10:30am Yoga I 1pm Euchre 1pm Golf Cards 6pm Pickleball	8am Fitness Center 9am Hand & Foot Cards 10:30am Tone 2pm Drums	8am Fitness Center 9am Dice 10:30am Aerobics I 12:30pm Eyeglasses 1pm Sheepshead 6:15pm Knit-Wits	8am Fitness Center 9am Dominoes 8:30am Foot Care 10:30am Yoga II 1pm Sheepshead	8am Fitness Center 9am Se7ens 11am Senior Swim 1pm Prairie Ridge Bingo
20	21	22	23	24
8am Fitness Center 9am Marbles 10:30am Yoga in the Park 1pm Euchre 1pm Golf Cards 6pm Pickleball	8am Fitness Center 9am Hand & Foot Cards 10:30am Tone 11:30am Craft Club 1pm City Interview 2pm Drums	8am Fitness Center 9am Dice 10:30am Aerobics I 11:30am Craft Club 1pm Sheepshead 6:15pm Knit-Wits	8am Fitness Center 9am Dominoes 10:30am Yoga II 1pm Sheepshead	8am Fitness Center 9am Se7ens 9am Book Club 11am Senior Swim 1pm WCCA Bingo
27	28	29	30	
8am Fitness Center 9am Marbles 10:30am Yoga I 1pm Euchre 1pm Golf Cards 6pm Pickleball	8am Fitness Center 9am Hand & Foot Cards 10:30am Tone 2pm Drums 2:30pm Movie Afternoon	8am Fitness Center 9am Dice 10:30am Aerobics I 11:30am Craft Club 1pm Sheepshead 6:15pm Knit-Wits	8am Fitness Center 9am Dominoes 10:30am Yoga II 1pm Sheepshead	

SCHEDULE IS SUBJECT TO CHANGES

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

DATE: July 7, 2022			
Project	Status		Other
S. Madison St. Reconstruction Project	Rock removal continues to be the issue. Sanitary sewer is complete. The crews are working on water installation. As of right now we are on the concrete contractor list to start the middle of August on the road.		They hope to have the road portion of the project open October 1 st .
2022 Sidewalk Program	Crews have gone around to verify sidewalks and mark any that have not been repaired with a pink X. We are finalizing this information and sending to the contractor.		No date has been set yet for the repairs.
IWorQ code enforcement and plan review	Staff continue with training. Staff has been entering data into the system and started generating letters.		
Newton Ave and Rock Ave	We are working with our engineer to closeout this project.		
2022 Mill and Overlay Streets	I spoke with the contractor. The plan is to come in the week of July 18 th .		W. Lincoln St (Bly to Beaver Dam) Pioneer Ave (Rock Ave. to N. West St.) Edgewood Dr. (Brandon St. to Beske St) Hawthorn Dr – (Astra Dr. to Madison St.) Commercial St (W. Franklin St. to Taylor St) Alley (Between N. Grove St. and Moore St) S. West St (Between W. Brown St. and W. Main St)
Alley 400 block of E. Main St. between S. Madison St. and Carrington St.	Crews have installed storm sewer and electrical conduit to open lots for future use. Crews will continue to finish-up some electrical underground work. We did receive a grant and we are working on bid documents to have alley black topped.		The City and Utilities are also looking into adding a car charging station in this area
City portion of Shaler Park driveway and podium/flag pole work	Working on bid documentation for the City portion of the driveway to blacktop. City crew will dig out and gravel. City staff will install new flagpole and move podium for new wall that will be installed this fall.		Memorial wall will be installed by others and taken care of by VFW and Legion

2022 CITY OF WAUPUN - GRANT FUNDING REPORT / ARPA ALLOCATION

Updated (July 5, 2022)

Grant	Purpose	*Status	Comments	Grant Period	Request	Award	City Match
Storm Water Study - 50% match	WI DNR UNPS planning grant for '22 Storm Water Study - 50% match	Approved	50% match	2022	\$ 24,100	\$ 24,100	\$ 24,100
PSC Energy Innovation Planning Grant	Energy Innovation Planning Grant	Approved	Agreement Executed Planning in process	2022	\$ 50,000	\$ 50,000	\$ 8,511
CEASE Program (Police)	Federal Funds passed through State	Pending		2022	\$ 1,370		\$ -
Federal American Rescue Plan Act - DOA Police Grant	DOA Law Enforcement Agency Grant	Automatic	Working to identify eligible project	2022		\$ 25,164	\$ -
WI-DOT Local Road Improvement Grant	Rock / Newton Avenues Phase 2	Approved	Working to update street plan to reflect award	2022-2023	\$ 400,000	\$ 400,000	\$ 488,260
DOA Healthcare Infrastructure Capital Grant	EMR Program Start Up Costs	Approved	Working with DOA to execute contracts	2022-2024	\$ 204,864	\$ 204,864	\$ -
DOA Neighborhood Investment Fund Grant	Senior Center Construction	Approved	Execute contracts	2022-2024	\$ 4,995,425	\$ 4,995,425	\$ 204,555
Community Development Investment (CDI) Grant	Stone + Suede Renovations/Public Infrastructure	Approved	Contract executed; Working with Stone+Suede to implement	2022	\$ 134,000	\$ 134,000	\$ 75,000
EDA Grant - COVID Relief	Infrastructure to Expand in Waupun Industrial Park	Denied	TID 9 creation underway to underwrite cost; Exploring alternative grant funding	2023-2024	\$ 2,400,000	\$ -	\$ 800,000
EMS Flex Grant	Advance EMR Services to EMT Basic Level	Pending	Due July 11, 2022	2022-2023	\$ 260,000	\$ -	\$ -
American Recovery Plan Act (ARPA) Non-Entitlement Community Funds	Pre-determined allocation based on population; prioritization plan needs to be determined	Automatic	2nd tranche received; Claimed lost revenue exemption in first reporting; Prioritization spending plan needs to be finalized.	2022-2024		\$ 1,172,183	
BIL / Road Improvement Grant	Federal Funds for local road improvements - submitting for Roosevelt, Park and Grace Streets	Pending	Submitted	2025-2026	\$ 1,619,290	\$ -	\$ 1,414,187
FDL Co Hwy Traffic Safety Grant	Seat belt / speed enforcement reimbursement	Automatic	January - March 2022	2022		\$ 756	\$ -
TOTAL					\$ 10,089,049	\$ 7,006,492	\$ 3,014,613

TO: Mayor & Common Council
 FROM: Susan Leahy
 SUBJECT: Building Permits for JUNE 2022

DODGE COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
22-	149 Ben Turnquist	408 Pleasant Avenue	4' High Chainlink Fence	\$100.00	\$1,800.00
22-	152 Waupun School District	801 Lincoln Street	Reroof Gym, Band Chorus & Mechanical	\$1,492.00	\$248,669.00
22-	157 Todd & Kristine Snow	505 South West Street	Foundation Repair	\$222.00	\$37,000.00
22-	160 Sherry Bengsch	429 Doty Street	Roof Top Solar Array	\$236.00	\$26,000.00
22-	162 United Cooperative	1236 Wilson Drive	Footings & Foundation Only of Pit, (2) Tem	\$360.00	\$3,800,000.00
22-	165 Leslie Mitchell	710 Maple View Drive	8x10 Deck	\$150.00	\$2,800.00
22-	168 Kayla Laper	299 South Division Street	Renovate 2nd Floor Bath	\$150.00	\$7,500.00
22-	169 Sherry Bengsch	429 Doty Street	ADA Accessible Ramp	\$150.00	\$3,000.00
22-	171 Virginia Procise	226 South Watertown St	8x24 Garage Addition	\$230.00	\$20,000.00
TOTAL				\$3,090.00	\$4,146,769.00

FOND DU LAC COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
22-	150 Keren Derksen	309 Rounsville Street	Reside	\$60.00	\$10,000.00
22-	151 David TeBeest	436 Neevel Avenue	12x12 Deck w/11x22 Patio	\$200.00	\$3,000.00
22-	153 Aaron Van Ruiswyk	14 Birdie Blvd	SFD w/ Attached Garage	\$2,146.16	\$360,276.00
22-	154 Wesley & Jennifer McLinn	518 West Main Street	Above Ground Swimming Pool	\$100.00	
22-	155 Jeremy Bagley	197 Brandon Street	Replace (2) Windows & Door	\$50.00	\$2,900.00
22-	156 Jeff & Veronica Nicla	520 Bittersweet Lane	Install Wall & Gas Fireplace	\$50.00	
22-	158 Thomas Hintz	14 Plum Drive, #38	Replace Furnace & AC	\$50.00	\$5,282.00
22-	159 Cornerstone UPCI	324 East Franklin Street	Install Exterior Drain Tile	\$60.00	\$10,000.00
22-	161 Daniel Broadway	715 Rock River Avenue	21' Diameter Swimming Pool w/ 52" Sidewall	\$250.00	\$12,500.00
22-	163 Waupun Self Storage	500 Fond du Lac Street	6' High Chain Link Fence w/ Privacy Screer	\$100.00	\$3,000.00
22-	164 Steve & Tammy Ristow	510 Fond du Lac Street	Demo Garage & 6' High Chainlink Fence w/	\$150.00	\$8,000.00
22-	166 Mike Mead - Dunkin Donuts	103 Gateway Drive	New 1894 SF Dunkin' Donuts Building	\$1,370.92	\$900,000.00
22-	167 Shirley Williams	920 Rock Avenue	Reroof	\$72.00	\$12,000.00
22-	170 Jacob Ludeman & Janelle H	1029 Oriole Street	4' High Vinyl Fence	\$100.00	\$16,900.00
22-	172 Dylan & Hallie Erdman	302 West Main Street	6' High Privacy Fence	\$100.00	\$12,000.00
22-	173 Cheyanne Steinle	18 Chapman Place	Replace AC	\$50.00	\$4,827.34
22-	174 Susan Harmsen	931 Newton Avenue	Replace AC	\$50.00	\$2,800.00
TOTAL				\$4,959.08	\$1,363,485.34

GRAND TOTAL	\$8,049.08	\$5,510,254.34
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Permits issued in Dodge County	9
Permits issued in Fond du Lac Cty	17
Total Permits for the month	26

Building Permit Fees	\$8,049.08
Special Assessment Letter Fees	\$0.00
Conditional Use Permit	\$0.00
Copies of House Plans	\$0.00
Grand Total	\$8,049.08

BUILDING PERMIT COMPARISON

June 2021: Dodge County - 12 permits; Fond du Lac County - 19 permits
 Total estimated cost of construction: \$1,135,654.33

SIX MONTH COMPARISON

January - June 2018	estimated cost of construction	\$19,699,015.00
January - June 2019	estimated cost of construction	\$7,172,545.20
January - June 2020	estimated cost of construction	\$6,441,341.25
January - June 2021	estimated cost of construction	\$3,455,993.41



AGENDA SUMMARY SHEET

MEETING DATE: 7/12/22

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

ISSUE SUMMARY:

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

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

Tuesday, July 26, 2022	Committee of the Whole	6:00pm
<i>Tuesday, August 9, 2022</i>	<i>Common Council</i>	<i>6:00pm Election</i>
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
<i>Tuesday, November 8, 2022</i>	<i>Common Council</i>	<i>6:00pm Election</i>
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:

Abigail Lane, Sheryl Bille, Richard Guenther, Maria Gomez Patino, Iracen Servin Sanchez, Daniel Bleecker, Kristen Bleecker

Temporary Class B

August 12-13, 2022: Waupun Drift Jumpers for Waupun Truck N Show (510 E Spring Street, Waupun)

September 3, 2022: Waupun Drift Jumpers for Waupun Super Pull (510 E Spring Street, Waupun)

September 24, 2022: Waupun Rotary for 100 Years of Waupun Rotary Celebration (201 E Main Street, Waupun)

ATTACHMENTS:

Expense Report(s)

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

Report Criteria:

Report type: Summary

Check.Check Number = 103934,104085,104150-104212

Check Issue Date	Check Number	Payee	Amount	
06/30/2022	103934	FOND DU LAC COUNTY CLERK OF C	181.50	M
06/30/2022	104085	PETTY CASH-POLICE DEPT.	575.00	M
07/08/2022	104150	AMAZON CAPITAL SERVICES	279.96	
07/08/2022	104151	AIRGAS USA, LLC	1,238.95	
07/08/2022	104152	ALLIANT ENERGY/WP&L	3,256.87	
07/08/2022	104153	ASSOCIATED APPRAISAL CONSULTA	3,134.33	
07/08/2022	104154	AT & T	129.40	
07/08/2022	104155	AT&T MOBILITY	1,625.87	
07/08/2022	104156	BUREAU OF CORRECTIONAL ENTER	874.55	
07/08/2022	104157	BALLWEG IMPLEMENT	151.66	
07/08/2022	104158	BATTERIES PLUS LLC	90.00	
07/08/2022	104159	BEAR GRAPHICS, INC.	499.45	
07/08/2022	104160	BEACON ATHLETICS	270.00	
07/08/2022	104161	Bunkoske, Mark	2,500.00	
07/08/2022	104162	CAPITAL NEWSPAPERS	692.98	
07/08/2022	104163	CEDAR CORPORATION	5,651.89	
07/08/2022	104164	CIVIC SYSTEMS	5,651.00	
07/08/2022	104165	COBAN TECHNOLOGIES INC	1,795.00	
07/08/2022	104166	DCEMSA	50.00	
07/08/2022	104167	DODGE COUNTY LAND RESOURCES	15.00	
07/08/2022	104168	EMERGENCY MEDICAL PRODUCTS	459.86	
07/08/2022	104169	WI BUILDING SUPPLY	31.58	
07/08/2022	104170	MARTENS ACE HARDWARE	2,463.65	
07/08/2022	104171	GOODYEAR COMMERCIAL TIRE & SE	647.48	
07/08/2022	104172	GRAND VALLEY INSPECTION SERVIC	7,933.17	
07/08/2022	104173	HRABAN, JASON	24.00	
07/08/2022	104174	H & R SAFETY SOLUTIONS LLC	568.00	
07/08/2022	104175	HALRON LUBRICANTS INC	41.84	
07/08/2022	104176	HAMMES FIRE & SAFETY	138.00	
07/08/2022	104177	HAWKINS INC	491.50	
07/08/2022	104178	HOLIDAY WHOLESALE	466.70	
07/08/2022	104179	Horicon Bank	3,385.78	
07/08/2022	104180	Jessiffany Canine Services, LLC	15,000.00	
07/08/2022	104181	KARTECHNER BROTHERS LLC	5,859.48	
07/08/2022	104182	LARSON TRUCKING INC	299.03	
07/08/2022	104183	LIFESTAR EMERGENCY MEDICAL	5,500.00	
07/08/2022	104184	NAPA AUTO PARTS-WAUPUN	1,898.81	
07/08/2022	104185	NORTHERN PIPE INC	3,828.91	
07/08/2022	104186	PETTY CASH-CITY HALL	24.98	
07/08/2022	104187	PIGGLY WIGGLY DISCOUNT FOODS	74.87	
07/08/2022	104188	PIT-STOP PORTABLES	152.50	
07/08/2022	104189	REINDERS INC.	114.74	
07/08/2022	104190	RENS FLORAL	55.90	
07/08/2022	104191	ROET'S HOME HEATING	140.40	
07/08/2022	104192	SSM HEALTH AT WORK	904.00	
07/08/2022	104193	SAFETY KLEEN	410.00	
07/08/2022	104194	TIPTON, ALEXANDRA	22.50	
07/08/2022	104195	TRACTOR SUPPLY CREDIT PLAN	263.49	
07/08/2022	104196	TRUCK COUNTRY	446.47	

Check Issue Date	Check Number	Payee	Amount
07/08/2022	104197	TRU CLEANERS LLC	4,532.81
07/08/2022	104198	US CELLULAR	390.05
07/08/2022	104199	VANDE ZANDE & KAUFMAN, LLP	9,170.00
07/08/2022	104200	WAUPUN AREA ANIMAL SHELTER, INC	1,000.00
07/08/2022	104201	WAUPUN UTILITIES	977.99
07/08/2022	104202	WAUSAU EQUIPMENT COMPANY INC	6,295.56
07/08/2022	104203	WI BUILDING SUPPLY	31.58
07/08/2022	104204	WI DEPT OF JUSTICE	525.00
07/08/2022	104205	WI DEPART OF TRANSPORTATION	1,727.24
07/08/2022	104206	WM CORPORATE SERVICES INC	50,096.45
07/08/2022	104207	W.W. ELECTRIC MOTORS, INC.	12.00
07/08/2022	104208	YMCA OF DODGE COUNTY	14,032.82
07/08/2022	104209	INSIGHT FS	371.78
07/08/2022	104210	KAMINSKI, RACHEL	92.25
07/08/2022	104211	BISHOP, ROHN	40.00
07/08/2022	104212	SENSIT TECHNOLOGIES LLC	197.33
Grand Totals:			<u>169,803.91</u>

Report Criteria:

Report type: Summary

Check.Check Number = 103934,104085,104150-104212

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

GL Account and Title	Vendor Name	Invoice Number	Description	Net Invoice Amount	Activity
100-10-5110-3-35					
100-10-5110-3-35 COMMON COUNCIL-NEWSPAPER PUB.	CAPITAL NEWSPAPERS	107119	Board of Appeals 5-16-22	20.28	0
100-10-5110-3-35 COMMON COUNCIL-NEWSPAPER PUB.	CAPITAL NEWSPAPERS	109213	2022 Joint Review	23.85	0
100-10-5110-3-35 COMMON COUNCIL-NEWSPAPER PUB.	CAPITAL NEWSPAPERS	110141	Notice 2022-2023 Liquor Lic. Application	211.02	0
100-10-5110-3-35 COMMON COUNCIL-NEWSPAPER PUB.	CAPITAL NEWSPAPERS	111858	Ord #22-03	57.41	0
Total 100-10-5110-3-35:				312.56	
100-10-5131-3-31					
100-10-5131-3-31 MAYOR-TELEPHONE	BISHOP, ROHN	7-7-22	Reimbursement for Cell Phone - July 2022	40.00	0
Total 100-10-5131-3-31:				40.00	
100-10-5141-3-31					
100-10-5141-3-31 CLERK-TELEPHONE	US CELLULAR	0515101838	Clerk cell phone - June 2022	68.93	0
Total 100-10-5141-3-31:				68.93	
100-10-5141-3-38					
100-10-5141-3-38 CLERK-OPERATING EXP	BEAR GRAPHICS, INC.	897524	laser checks for AP	499.45	0
100-10-5141-3-38 CLERK-OPERATING EXP	CIVIC SYSTEMS	CVC22353	Semi-annual software support fees - 7/1/22-12/31/22	5,651.00	0
Total 100-10-5141-3-38:				6,150.45	
100-10-5142-3-33					
100-10-5142-3-33 ELECTIONS-POSTAGE	PETTY CASH-CITY HALL	7-7-22	mail ballot to Australia	3.73	0
Total 100-10-5142-3-33:				3.73	
100-10-5142-3-35					
100-10-5142-3-35 ELECTIONS-NEWSPAPER PUB.	CAPITAL NEWSPAPERS	108681	Type D Notice 2022	27.42	0
Total 100-10-5142-3-35:				27.42	
100-10-5142-3-37					
100-10-5142-3-37 ELECTIONS-TRAVEL/CONFERENCE	PETTY CASH-CITY HALL	7-7-2/2	Pick up Election Day ballots/documents for 8/9/22 election-Dodge	21.25	0
Total 100-10-5142-3-37:				21.25	
100-10-5143-3-38					
100-10-5143-3-38 HUMAN RESOURCES-OPERATING EXP	SSM HEALTH AT WORK	37140	EAP Quarterly Fee	450.00	0
Total 100-10-5143-3-38:				450.00	
100-10-5161-3-38					
100-10-5161-3-38 CITY ATTORNEY-OPERATING EXP	VANDE ZANDE & KAUFMAN, LL	13871	Traffic monthly attorney fees - June 2022	240.00	0
100-10-5161-3-38 CITY ATTORNEY-OPERATING EXP	VANDE ZANDE & KAUFMAN, LL	JUNE2022	monthly City Attorney Fees - June 2022	4,460.00	0

GL Account and Title	Vendor Name	Invoice Number	Description	Net Invoice Amount	Activity
Total 100-10-5161-3-38:				4,700.00	
100-10-5191-3-31					
100-10-5191-3-31 ADMINISTRATOR-TELEPHONE	US CELLULAR	0515101838	Economic Developer/Administrator cell phone - June 2022	45.63	0
Total 100-10-5191-3-31:				45.63	
100-10-5191-3-38					
100-10-5191-3-38 ADMINISTRATOR-OPERATING EXP	CAPITAL NEWSPAPERS	1078761	employments ads	100.00	0
Total 100-10-5191-3-38:				100.00	
100-10-5197-3-31					
100-10-5197-3-31 COMMUNICATIONS	US CELLULAR	0515101838	Kast Hotspot #190 - June 2022	69.64	0
Total 100-10-5197-3-31:				69.64	
100-10-5197-3-38					
100-10-5197-3-38 INFO TECHNOLOGY-OPERATING EXP	WAUPUN UTILITIES	5555	June 2022 WPPI support	49.00	0
Total 100-10-5197-3-38:				49.00	
100-10-5255-3-38					
100-10-5255-3-38 AMBULANCE-OPERATING EXP	LIFESTAR EMERGENCY MEDIC	21-0119	ACLS Service June 2022	5,500.00	0
Total 100-10-5255-3-38:				5,500.00	
100-10-5534-3-38					
100-10-5534-3-38 CELEB/ENTERTAIN-OPERATING	TRACTOR SUPPLY CREDIT PLA	120499	Fence posts for Celebrate Waupun	89.80	0
100-10-5534-3-38 CELEB/ENTERTAIN-OPERATING	TRACTOR SUPPLY CREDIT PLA	120500	Fence posts for Celebrate Waupun	4.00	0
100-10-5534-3-38 CELEB/ENTERTAIN-OPERATING	TRACTOR SUPPLY CREDIT PLA	120551	Fence posts for Celebrate Waupun	140.70	0
100-10-5534-3-38 CELEB/ENTERTAIN-OPERATING	WM CORPORATE SERVICES IN	24913-2321-4-	Celebrate Waupun 2022 Trash	467.96	0
Total 100-10-5534-3-38:				702.46	
100-12634					
100-12634 A/R-ADVANCE FOR GUNS/UNIFORMS	MARTENS ACE HARDWARE	221066	Kreitzman - gun purchase	999.99	0
100-12634 A/R-ADVANCE FOR GUNS/UNIFORMS	MARTENS ACE HARDWARE	221096	sullivan - gun purchase	834.98	0
Total 100-12634:				1,834.97	
100-13850					
100-13850 CLEARING-OTHER	FOND DU LAC COUNTY CLERK	6-29-22	Paid Warrant - Hoeft	181.50	0
100-13850 CLEARING-OTHER	PETTY CASH-POLICE DEPT.	6-30-22	start up cash for K-9 Brat Fry	575.00	0
Total 100-13850:				756.50	
100-20-5512-3-32					
100-20-5512-3-32 MUSEUM-UTILITIES	ALLIANT ENERGY/WP&L	3425110000-J	MUSEUM monthly fuel charges - June 2022	14.22	0
Total 100-20-5512-3-32:				14.22	

GL Account and Title	Vendor Name	Invoice Number	Description	Net Invoice Amount	Activity
100-20-5513-3-31					
100-20-5513-3-31 SENIOR CENTER-TELEPHONE	US CELLULAR	0515101838	Recreation cell phone - June 2022	83.94	0
Total 100-20-5513-3-31:				83.94	
100-20-5513-3-32					
100-20-5513-3-32 SENIOR CENTER-UTILITIES	ALLIANT ENERGY/WP&L	7255200000-J	Senior Center - June 2022	14.22	0
Total 100-20-5513-3-32:				14.22	
100-20-5513-3-37					
100-20-5513-3-37 SENIOR CENTER-TRAV/CONFERENCE	KAMINSKI, RACHEL	7-7-22	Mileage - June 2022	92.25	0
Total 100-20-5513-3-37:				92.25	
100-20-5523-1-10					
100-20-5523-1-10 AQUATIC FACILITY-SALARIES/WAGE	YMCA OF DODGE COUNTY	6302022	Concession/Pool Staff Wage & 25% Admin	13,235.04	0
Total 100-20-5523-1-10:				13,235.04	
100-20-5523-2-23					
100-20-5523-2-23 AQUATIC FACILITY-SOCIAL SECURI	YMCA OF DODGE COUNTY	6302022	Taxes	797.78	0
Total 100-20-5523-2-23:				797.78	
100-20-5523-3-32					
100-20-5523-3-32 AQUATIC FACILITY-UTILITIES	ALLIANT ENERGY/WP&L	5374620000-J	Aquatic Center - JUNE 2022	2,847.57	0
Total 100-20-5523-3-32:				2,847.57	
100-20-5523-3-36					
100-20-5523-3-36 AQUATIC FACILITY-REPAIRS/MAINT	MARTENS ACE HARDWARE	220643	inflating needles for pump	2.59	0
100-20-5523-3-36 AQUATIC FACILITY-REPAIRS/MAINT	MARTENS ACE HARDWARE	221159	pool cleaning supplies	42.93	0
100-20-5523-3-36 AQUATIC FACILITY-REPAIRS/MAINT	MARTENS ACE HARDWARE	221183	skimmer	32.98	0
100-20-5523-3-36 AQUATIC FACILITY-REPAIRS/MAINT	MARTENS ACE HARDWARE	221286	shepherd's hooks	14.36	0
100-20-5523-3-36 AQUATIC FACILITY-REPAIRS/MAINT	WM CORPORATE SERVICES IN	24913-2321-4-	Aquatic Center Trash - July 2022	117.00	0
100-20-5523-3-36 AQUATIC FACILITY-REPAIRS/MAINT	WM CORPORATE SERVICES IN	24913-2321-4-	Aquatic Center Recycling - July 2022	35.00	0
Total 100-20-5523-3-36:				244.86	
100-20-5523-3-38					
100-20-5523-3-38 AQUATIC FACILITY-OPERATING EXP	MARTENS ACE HARDWARE	220663	pool supplies	41.94	0
Total 100-20-5523-3-38:				41.94	
100-20-5523-3-39					
100-20-5523-3-39 AQUATIC FACILITY-CONCESSION EX	HOLIDAY WHOLESAL	1125971	Aquatic Center Concession Stand	466.70	0
100-20-5523-3-39 AQUATIC FACILITY-CONCESSION EX	PIGGLY WIGGLY DISCOUNT FO	4898	pool concessions	61.49	0
Total 100-20-5523-3-39:				528.19	
100-20-5523-3-40					
100-20-5523-3-40 AQUATIC FACILITY-CHEMICALS	AIRGAS USA, LLC	9127202568	Carbon dioxide	1,005.39	0
100-20-5523-3-40 AQUATIC FACILITY-CHEMICALS	HAWKINS INC	6219004	Pool Chemicals	491.50	0

GL Account and Title	Vendor Name	Invoice Number	Description	Net Invoice Amount	Activity
Total 100-20-5523-3-40:				1,496.89	
100-20-5525-3-36					
100-20-5525-3-36 RECREATION-REPAIRS/MAINTENANCE	BEACON ATHLETICS	0553873-IN	replace 2 home plates at baceball complex	270.00	0
100-20-5525-3-36 RECREATION-REPAIRS/MAINTENANCE	MARTENS ACE HARDWARE	220767	replace basketball nets in park	20.97	0
100-20-5525-3-36 RECREATION-REPAIRS/MAINTENANCE	MARTENS ACE HARDWARE	221159	pool repair turf supplies	29.97	0
100-20-5525-3-36 RECREATION-REPAIRS/MAINTENANCE	MARTENS ACE HARDWARE	221273	spraypaint - vandalism complex	8.99	0
100-20-5525-3-36 RECREATION-REPAIRS/MAINTENANCE	MARTENS ACE HARDWARE	221291	batteries - Dodge park camera	17.99	0
100-20-5525-3-36 RECREATION-REPAIRS/MAINTENANCE	MARTENS ACE HARDWARE	221306	repair leaking bubbler at Schlieve field	9.99	0
100-20-5525-3-36 RECREATION-REPAIRS/MAINTENANCE	NAPA AUTO PARTS-WAUPUN	349600	camera wilcox install - hose clamps	10.96	0
100-20-5525-3-36 RECREATION-REPAIRS/MAINTENANCE	W.W. ELECTRIC MOTORS, INC.	WPN12522	Harris Mill Fountail Repair	12.00	0
100-20-5525-3-36 RECREATION-REPAIRS/MAINTENANCE	WI BUILDING SUPPLY	3542211	shingles McCune	31.58	0
100-20-5525-3-36 RECREATION-REPAIRS/MAINTENANCE	WI BUILDING SUPPLY	3542211	shingle McCune Scorebooth	31.58	0
Total 100-20-5525-3-36:				444.03	
100-20-5525-3-38					
100-20-5525-3-38 RECREATION-OPERATING EXPENSES	PIT-STOP PORTABLES	A-130254	Pine Street Park Port a Potty 5/28/22-6/24/22	152.50	0
Total 100-20-5525-3-38:				152.50	
100-30-5152-3-38					
100-30-5152-3-38 ASSESSMENT-OPERATING EXPENSES	ASSOCIATED APPRAISAL CON	163223	Monthly services/Revaluation Program - July 2022	3,134.33	0
Total 100-30-5152-3-38:				3,134.33	
100-40-5211-3-31					
100-40-5211-3-31 POLICE ADM-TELEPHONE	AT & T	MAY20-JUNE1	Police Dept monthly phone charges	129.40	0
100-40-5211-3-31 POLICE ADM-TELEPHONE	AT&T MOBILITY	FEB24-MAR23	FirstNet Mobile Aircards - Feb 24-Mar 23 2022 PD (reissue ck lost in mail)	800.87	0
100-40-5211-3-31 POLICE ADM-TELEPHONE	AT&T MOBILITY	MAY24-JUNE2	FirstNet Mobile Aircards - MAY 24 -JUNE 23 2022 PD	825.00	0
Total 100-40-5211-3-31:				1,755.27	
100-40-5211-3-32					
100-40-5211-3-32 POLICE ADM-UTILITIES	ALLIANT ENERGY/WP&L	5946940000-J	Police Dept - monthly fuel charges - June 2022	39.92	0
Total 100-40-5211-3-32:				39.92	
100-40-5211-3-36					
100-40-5211-3-36 POLICE ADM-REPAIRS/MAINTENANCE	NAPA AUTO PARTS-WAUPUN	351603	'22 Ford Police interceptor - new squad oil filter	6.28	0
100-40-5211-3-36 POLICE ADM-REPAIRS/MAINTENANCE	NAPA AUTO PARTS-WAUPUN	351715	PD Impala Battery	133.49	0
100-40-5211-3-36 POLICE ADM-REPAIRS/MAINTENANCE	NAPA AUTO PARTS-WAUPUN	351966	2016 Ford Police Interceptor utility	195.69	0
Total 100-40-5211-3-36:				335.46	
100-40-5211-3-38					
100-40-5211-3-38 POLICE ADM-OPERATING EXPENSES	RENS FLORAL	2049	Plant to Gary Flier Service	55.90	0
Total 100-40-5211-3-38:				55.90	

GL Account and Title	Vendor Name	Invoice Number	Description	Net Invoice Amount	Activity
100-40-5212-3-36					
100-40-5212-3-36 POLICE PATROL-REPAIRS/MAINT	GOODYEAR COMMERCIAL TIR	132-1192367	tires - police dept	647.48	0
Total 100-40-5212-3-36:				647.48	
100-40-5213-3-38					
100-40-5213-3-38 CRIMINAL INVEST-OPERATING EXP	WI DEPT OF JUSTICE	G3369-JUNE2	G3369 - background checks - June 2022	525.00	0
Total 100-40-5213-3-38:				525.00	
100-40-5215-3-37					
100-40-5215-3-37 TRAINING-TRAVEL/CONFERENCE	HRABAN, JASON	7-7-22	Parking Reimbursement PSLO Training	24.00	0
100-40-5215-3-37 TRAINING-TRAVEL/CONFERENCE	SSM HEALTH AT WORK	37209	Annual Employee Hearing Evaluations	81.00	0
100-40-5215-3-37 TRAINING-TRAVEL/CONFERENCE	TIPTON, ALEXANDRA	7-7-22	meal reimbursement - trial	22.50	0
Total 100-40-5215-3-37:				127.50	
100-40-5215-3-38					
100-40-5215-3-38 TRAINING-OPERATING EXPENSES	AMAZON CAPITAL SERVICES	1HRH-HVKH-M	cloud defensive LCS for firearms	279.96	0
Total 100-40-5215-3-38:				279.96	
100-40-5343-3-38					
100-40-5343-3-38 ANIMAL POUND-OPERATING EXP	WAUPUN AREA ANIMAL SHEL	JULY2022	Monthly Contract - JuLY 2022	1,000.00	0
Total 100-40-5343-3-38:				1,000.00	
100-50-5230-3-34					
100-50-5230-3-34 EMR-MEMBERSHIP DUES	DCEMSA	2022-23	Dodge County EMS Association Dues 2022	50.00	0
Total 100-50-5230-3-34:				50.00	
100-50-5230-3-36					
100-50-5230-3-36 EMR-REPAIRS/MAINTENANCE	NAPA AUTO PARTS-WAUPUN	351212	Lift support/ball jt std. Ambulance	36.97	0
100-50-5230-3-36 EMR-REPAIRS/MAINTENANCE	NAPA AUTO PARTS-WAUPUN	351719	lift support Ambulance	41.99	0
100-50-5230-3-36 EMR-REPAIRS/MAINTENANCE	NAPA AUTO PARTS-WAUPUN	351775	ambulance lift support	28.99	0
Total 100-50-5230-3-36:				49.97	
100-50-5230-3-38					
100-50-5230-3-38 EMR-OPERATING EXPENSES	EMERGENCY MEDICAL PRODU	2453998	2xl gloves	24.60	0
100-50-5230-3-38 EMR-OPERATING EXPENSES	EMERGENCY MEDICAL PRODU	2456045	ems supplies (gloves, wipes, airway, bp mon)	296.48	0
100-50-5230-3-38 EMR-OPERATING EXPENSES	EMERGENCY MEDICAL PRODU	2456960	Surgical face masks	138.78	0
100-50-5230-3-38 EMR-OPERATING EXPENSES	SSM HEALTH AT WORK	37209	EMR Physicals	296.00	0
100-50-5230-3-38 EMR-OPERATING EXPENSES	SSM HEALTH AT WORK	37377	EMR Physical-Thomas	50.00	0
Total 100-50-5230-3-38:				805.86	
100-50-5231-3-32					
100-50-5231-3-32 FIRE ADM-UTILITIES	ALLIANT ENERGY/WP&L	5946940000-J	Fire Dept - monthly fuel charges - June 2022	22.45	0
Total 100-50-5231-3-32:				22.45	

GL Account and Title	Vendor Name	Invoice Number	Description	Net Invoice Amount	Activity
100-50-5232-3-36					
100-50-5232-3-36 FIRE SUPPRESSION-REPAIRS/MAINT	MARTENS ACE HARDWARE	221120	batteries for SCBA	81.95	0
100-50-5232-3-36 FIRE SUPPRESSION-REPAIRS/MAINT	SENSIT TECHNOLOGIES LLC	0329264-IN	sensor & repair	197.33	0
Total 100-50-5232-3-36:				279.28	
100-50-5232-3-38					
100-50-5232-3-38 FIRE SUPPRESSION-OPERATING EXP	PIGGLY WIGGLY DISCOUNT FO	9259	bottled water - FD	13.38	0
Total 100-50-5232-3-38:				13.38	
100-70-5410-3-32					
100-70-5410-3-32 BGMS-UTILITIES	ALLIANT ENERGY/WP&L	1780510000-J	CITY HALL monthly fuel charges - JUNE 2022	56.71	0
100-70-5410-3-32 BGMS-UTILITIES	ALLIANT ENERGY/WP&L	2831330000-J	community center monthly fuel-June 2022 - city	137.18	0
Total 100-70-5410-3-32:				193.89	
100-70-5410-3-36					
100-70-5410-3-36 BGMS-REPAIRS/MAINTENANCE	BATTERIES PLUS LLC	P52963555	Battery supplies	90.00	0
100-70-5410-3-36 BGMS-REPAIRS/MAINTENANCE	HAMMES FIRE & SAFETY	38839	deep fryer inspection at baseball complex	138.00	0
100-70-5410-3-36 BGMS-REPAIRS/MAINTENANCE	MARTENS ACE HARDWARE	220776	sanding supplies	11.97	0
100-70-5410-3-36 BGMS-REPAIRS/MAINTENANCE	MARTENS ACE HARDWARE	220822	library shelves	45.99	0
100-70-5410-3-36 BGMS-REPAIRS/MAINTENANCE	MARTENS ACE HARDWARE	220831	returned library shelves	45.99	0
100-70-5410-3-36 BGMS-REPAIRS/MAINTENANCE	MARTENS ACE HARDWARE	220869	shaler flag pole	14.17	0
100-70-5410-3-36 BGMS-REPAIRS/MAINTENANCE	MARTENS ACE HARDWARE	220998	spray paint for buildings	55.96	0
100-70-5410-3-36 BGMS-REPAIRS/MAINTENANCE	MARTENS ACE HARDWARE	221053	Fastners (159-15) & air filter (201)	2.49	0
100-70-5410-3-36 BGMS-REPAIRS/MAINTENANCE	MARTENS ACE HARDWARE	221161	no smoking signs	39.87	0
100-70-5410-3-36 BGMS-REPAIRS/MAINTENANCE	MARTENS ACE HARDWARE	221219	hose end & box tape	26.76	0
100-70-5410-3-36 BGMS-REPAIRS/MAINTENANCE	ROET'S HOME HEATING	2504	furnace filters	140.40	0
100-70-5410-3-36 BGMS-REPAIRS/MAINTENANCE	TRUCK COUNTRY	X202707366:0	rebuild air compressor	446.47	0
Total 100-70-5410-3-36:				966.09	
100-70-5410-3-38					
100-70-5410-3-38 BGMS-OPERATING EXPENSES	BUREAU OF CORRECTIONAL E	306-189439	toilet tissue/can liners	874.55	0
100-70-5410-3-38 BGMS-OPERATING EXPENSES	TRU CLEANERS LLC	CW070122	cleaning service for City of Waupun - for June 2022	4,052.81	0
100-70-5410-3-38 BGMS-OPERATING EXPENSES	TRU CLEANERS LLC	CW070122-A	additional cleaning service due to Covid-19 - for June 2022	480.00	0
Total 100-70-5410-3-38:				5,407.36	
100-70-5411-3-36					
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	AIRGAS USA, LLC	9127202567	Gas for cutting & welding	233.56	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	BALLWEG IMPLEMENT	P42318	replace throttle cable	151.66	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	HALRON LUBRICANTS INC	0161247-IN	window washer fluid	41.84	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	MARTENS ACE HARDWARE	220920	Fastners (159-15) & air filter (201)	28.86	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	NAPA AUTO PARTS-WAUPUN	349581	F250's service for FD	277.13	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	NAPA AUTO PARTS-WAUPUN	349582	credit invoice 302741 2/17/21 battery core deposit	10.00	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	NAPA AUTO PARTS-WAUPUN	350237	antifreeze - shop	27.98	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	NAPA AUTO PARTS-WAUPUN	350521	spark plugs - toro	5.59	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	NAPA AUTO PARTS-WAUPUN	350686	disp. gloves - shop	19.99	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	NAPA AUTO PARTS-WAUPUN	350754	brake line kit - '03 chev. silv.	113.04	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	NAPA AUTO PARTS-WAUPUN	350755	disp. gloves - shop	79.96	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	NAPA AUTO PARTS-WAUPUN	350916	Fittings to fix air lines	10.77	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	NAPA AUTO PARTS-WAUPUN	351164	carb - choke cleaner	8.98	0

GL Account and Title	Vendor Name	Invoice Number	Description	Net Invoice Amount	Activity
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	NAPA AUTO PARTS-WAUPUN	351172	alternator - '06 Chev. Silverado	198.49	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	NAPA AUTO PARTS-WAUPUN	351356	repair front right spindle	23.07	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	NAPA AUTO PARTS-WAUPUN	351376	core deposit	27.50-	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	NAPA AUTO PARTS-WAUPUN	351377	trailer connector	10.39	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	NAPA AUTO PARTS-WAUPUN	351602	seal to repair front right spindle	7.91	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	NAPA AUTO PARTS-WAUPUN	351785	hydraulic hose	1.12	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	NAPA AUTO PARTS-WAUPUN	352268	brake booster - '06 Chev. Silverado	339.31	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	NAPA AUTO PARTS-WAUPUN	352289	cored deposit brake booster & battery	71.67-	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	NAPA AUTO PARTS-WAUPUN	352439	Drill bits	487.86	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	REINDERS INC.	6014766-00	Replace safety switch on mower that would not start	114.74	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	SAFETY KLEEN	89391208	Service/stop fee non-prequal crankcase oil	410.00	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	TRACTOR SUPPLY CREDIT PLA	118120	replace head on weed eater	28.99	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	WAUSAU EQUIPMENT COMPAN	8093236	Rebuild plow wing	6,230.51	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	WAUSAU EQUIPMENT COMPAN	8095169	Rebuild plow wing	24.86	0
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT	WAUSAU EQUIPMENT COMPAN	8099990	Rebuild plow wing	40.19	0
Total 100-70-5411-3-36:				8,807.63	
100-70-5412-3-32					
100-70-5412-3-32 GARAGES/SHEDS-UTILITIES	ALLIANT ENERGY/WP&L	3264610000-J	Garage monthly fuel - June 2022	124.60	0
Total 100-70-5412-3-32:				124.60	
100-70-5412-3-36					
100-70-5412-3-36 GARAGES/SHEDS-REPAIRS/MAINT	MARTENS ACE HARDWARE	220748	shop supplies	143.94	0
Total 100-70-5412-3-36:				143.94	
100-70-5412-3-38					
100-70-5412-3-38 GARAGES/SHEDS-OPERATING EXP	H & R SAFETY SOLUTIONS LLC	7048	fluorescent pint marking paint	48.60	0
100-70-5412-3-38 GARAGES/SHEDS-OPERATING EXP	H & R SAFETY SOLUTIONS LLC	7077	Mechanic gloves, earplugs, safety glasses	314.80	0
100-70-5412-3-38 GARAGES/SHEDS-OPERATING EXP	H & R SAFETY SOLUTIONS LLC	7144	Marking Paint	57.60	0
100-70-5412-3-38 GARAGES/SHEDS-OPERATING EXP	H & R SAFETY SOLUTIONS LLC	7145	Mechanic gloves	147.00	0
100-70-5412-3-38 GARAGES/SHEDS-OPERATING EXP	SSM HEALTH AT WORK	37209	Annual Employee Hearing Evaluations	27.00	0
Total 100-70-5412-3-38:				595.00	
100-70-5420-3-31					
100-70-5420-3-31 ENGIN & ADM-TELEPHONE	US CELLULAR	0515101838	DPW Director/Foreman monthly cell phone - June 2022	76.28	0
100-70-5420-3-31 ENGIN & ADM-TELEPHONE	WAUPUN UTILITIES	5543	Verizon Charges - DPW l-pads - June 2022	57.99	0
Total 100-70-5420-3-31:				134.27	
100-70-5420-3-35					
100-70-5420-3-35 ENGIN & ADM-NEWSPAPER PUB.	CAPITAL NEWSPAPERS	113028	employments ads	253.00	0
Total 100-70-5420-3-35:				253.00	
100-70-5431-3-36					
100-70-5431-3-36 STREET MAINT-REPAIRS/MAINT	KARTECHNER BROTHERS LLC	2276	Grandview street patch	5,859.48	0
Total 100-70-5431-3-36:				5,859.48	

GL Account and Title	Vendor Name	Invoice Number	Description	Net Invoice Amount	Activity
100-70-5613-3-36					
100-70-5613-3-36 WEED CONTROL-REPAIRS/MAINT	INSIGHT FS	220007131	Roundup	371.78	0
Total 100-70-5613-3-36:				371.78	
210-60-5511-3-31					
210-60-5511-3-31 LIBRARY-TELECOMMUNICATIONS	US CELLULAR	0515101838	Library monthly cell - June 2022	45.63	0
Total 210-60-5511-3-31:				45.63	
230-30-5241-3-38					
230-30-5241-3-38 BUILDING INSP-OPERATING EXP	GRAND VALLEY INSPECTION S	2022-115	Building Insp/Zoning Admin for June 2022	7,933.17	0
Total 230-30-5241-3-38:				7,933.17	
300-10-5922-6-00					
300-10-5922-6-00 INTEREST ON LOAN-TID #3	Horicon Bank	7-7-22	Interest Payment on TID 3 Loan #1418879001	3,385.78	0
Total 300-10-5922-6-00:				3,385.78	
400-70-5420-8-00					
400-70-5420-8-00 CAPITAL IMPR-ENGINEERING	CEDAR CORPORATION	111914	City Hall Accessible Parking	5,651.89	0
Total 400-70-5420-8-00:				5,651.89	
400-70-5436-8-00					
400-70-5436-8-00 CAPITAL IMPROV-STREETS	WI DEPART OF TRANSPORTATI	395-00002676	Madison St Ph 2 Pmt 3/Inv 263239	1,727.24	0
Total 400-70-5436-8-00:				1,727.24	
407-70-5436-3-38					
407-70-5436-3-38 TIF #7 DEVELOP-OPERATING EXP	DODGE COUNTY LAND RESOU	7-7-22	SEPTIC SYSTEM MAINTENANCE	15.00	0
Total 407-70-5436-3-38:				15.00	
410-40-5211-4-00					
410-40-5211-4-00 EQUIPMENT-POLICE	COBAN TECHNOLOGIES INC	47569	remote setup for body camera	1,795.00	0
Total 410-40-5211-4-00:				1,795.00	
410-48-4861-0-00					
410-48-4861-0-00 DONATIONS FROM ORG&INDIVIDUALS	Jessiffany Canine Services, LLC	22-094	Fully trained police service canine with 5 wk handlers course	15,000.00	0
Total 410-48-4861-0-00:				15,000.00	
419-70-5436-8-00					
419-70-5436-8-00 TIF #9-CAPITAL OUTLAY-UNITED C	VANDE ZANDE & KAUFMAN, LL	JUNE2022	United Coop Project Legal Fees - June 2022	4,470.00	0
Total 419-70-5436-8-00:				4,470.00	
420-70-5436-3-38					
420-70-5436-3-38 RECYCLING-OPERATING EXPENSES	WM CORPORATE SERVICES IN	24913-2321-4-	Residential Recycling - July 2022 - including fuel/enviornmental charge	10,209.69	0

GL Account and Title	Vendor Name	Invoice Number	Description	Net Invoice Amount	Activity
Total 420-70-5436-3-38:				10,209.69	
425-70-5476-3-38					
425-70-5476-3-38 SOLID WASTE-OPERATING EXPENSES	WM CORPORATE SERVICES IN	24913-2321-4-	Residential Trash - July 2022 - including fuel/enviornmental charge	39,266.80	0
Total 425-70-5476-3-38:				39,266.80	
700-10-5192-3-36					
700-10-5192-3-36 STORMWATER UTILITY-REPAIR/MAIN	LARSON TRUCKING INC	8618	gravel for storm sewer repairs	299.03	0
700-10-5192-3-36 STORMWATER UTILITY-REPAIR/MAIN	NORTHERN PIPE INC	2544	2022 Storm Sewer Televising & Cleaning	3,828.91	0
Total 700-10-5192-3-36:				4,127.94	
700-10-5192-3-38					
700-10-5192-3-38 STORMWATER UTILITY-OPERATING	WAUPUN UTILITIES	5556	Stormwater Billing & Collection Fees - June2022	871.00	0
Total 700-10-5192-3-38:				871.00	
700-10-5192-8-00					
700-10-5192-8-00 STORMWATER UTILITY-CAPITAL OUT	Bunkoske, Mark	7-7-22	Newton/Rock Bunkoske hedges	2,500.00	0
Total 700-10-5192-8-00:				2,500.00	
Grand Totals:				169,803.91	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:
Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.



MINUTES
CITY OF WAUPUN – BUSINESS IMPROVEMENT
DISTRICT MEETING
In-Person & Teleconference
Wednesday, December 21, 2021 at 7:00 AM

Committee Members Present:

- Krista Bishop
- Gary DeJager
- Jonathan Leonard
- Jodi Mallas
- Rich Matravers
- Teresa Ruch
- Tyler Schulz (arrived at 7:11 a.m.)

Committee Members Absent:

- Austin Armga (unexcused)
- Kate Bresser (excused)
- Terri Crisp (excused)

Staff Present:

- Kathy Schlieve Administrator
- Sarah Van BurenCommunity & Economic Development Coordinator

CALL TO ORDER:

Ms. Bishop called the meeting to order at 7:02 a.m.

ROLL CALL OF BOARD MEMBERS:

Roll call and quorum determined.

PUBLIC COMMENT:

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

- 1. Approval of Agenda/Motion to Deviate**
A motion to approve the agenda was made by Mr. Matravers and seconded by Mr. DeJager, passing unanimously.
- 2. Approval of November 10, 2021 Minutes**
A motion to approve the November 10, 2021 minutes was made by Mr. DeJager and seconded by Mr. Matravers passing unanimously.
- 3. Approval of November 2021 Financial Statement**
A motion to approve the November 2021 Financial Statement was made by Mr. Matravers and seconded by Ms. Ruch, passing unanimously.

DISCUSSION ITEMS:

- 4. Downtown Market Analysis Update – Draft Recommendations**
Board members felt the draft items highlight that we have all of 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.

Mr. Schulz arrived at 7:11 a.m.

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.

5. Waupun Area Chamber of Commerce Update

Mr. Dickhut was not present but Mr. Schulz stated Mr. Dickhut's contract has been extended another six months. In addition, the Volksfest committee recently met and decided the event will take place the second Saturday in September 2022.

6. 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. A lease has been signed by the owner of 0638 The Clothing Collection 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.
- Stone+Suede, 417 E. Main St., will be opening in spring/summer 2022. Staff continues to work with the owners on business planning. Work also continues on a CDI grant request. 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.
- 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. Crisp no longer works for National Exchange. Since her membership was categorized as "BID Representative", she was required to step down. Staff will be looking for a replacement.

Mr. DeJager asked if a CDI application would be submitted for the north side of the 300 block of E. Main and the purchase of the building to enhance the back alley and parking. Administrator Schlieve stated communities are only able to apply for one CDI grant a year and it needs to be bigger projects that will enhance Main Street.

Mr. DeJager wanted to know if staff knew anything about the potential relocation of House of Handcrafters. At this time, staff did not know if this was true or not.

ADVANCED PLANNING:

7. Potential Agenda Items

- Work has begun for the creation on a new TID on the east side.

8.

Promotion of grant opportunities

Provided update on Terri and give recommendations to staff.

9. Date of Next Scheduled Meeting

The next meeting is scheduled for January 12, 2022 at 7:00 a.m.

ADJOURNMENT

The motion to adjourn was made by Mr. Leonard and seconded by Mr. DeJager passing unanimously. The meeting adjourned at 7:37 a.m.



MINUTES
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
In-Person & Teleconference
Tuesday, March 15, 2022 at 8:00 AM

Committee Members Present:

Derek Drews
Sue VandeBerg
Jill Vanderkin
Nancy Vanderkin
Cassandra VerHage

Committee Members Absent:

Gary DeJager (excused)
Julie Nickel (excused)

Staff Present:

Michelle Kast (left at 8:09 a.m.) Finance Director
Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator
Dan Vande Zande Attorney

CALL TO ORDER

Jill Vanderkin called the meeting of the Community Development Authority to order at 8:01 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**
A motion to approve the agenda was made by VandeBerg and seconded by VerHage, passing unanimously.
2. **Approval of December 21, 2021 Community Development Authority Minutes**
A motion to approve the December 21, 2021 Community Development Authority minutes was made by Drews and seconded by VandeBerg, passing unanimously.
3. **Approval of December 2021 Financial Statement**
A motion to approve December 2021 financial statement was made by J. Vanderkin and seconded by VerHage, passing unanimously.

Ms. Kast left at 8:09 a.m.
4. **Approval of January 2022 Financial Statement**
A motion to approve the January 2022 financial statement was made by Drews and seconded by N. Vanderkin, passing unanimously.
5. **Approval of February 2022 Financial Statement**
A motion to approve the February 2022 financial statement was made by Vandeberg and seconded by N Vanderkin, passing unanimously.

STATUS OF OUTSTANDING GRANT APPLICATIONS

6. **Jud-Sons (416 E. Main St.) Downtown Small Business COVID-19 Technology Grant**

In the absence of Ms. Marwitz, Administrator Schlieve provided an update on the grant, which is set to expire on March 20, 2022

Due to the projects occurring at the business in 2021, the implementation of the software upgrades to support programming capabilities and service delivery has been delayed. Ms. Marwitz spoke with staff they are requesting a 90 day extension, from the original expiration date, until June 21, 2022.

A motion to approve the extend the Downtown Small Business COVID-19 Technology Grant until June 21, 2022 was made by Vandenberg and seconded by N Vanderkin, passing unanimously.

DISCUSSION ITEMS

7. Housing Program Summary Report (July-December 2021)

The City has a new point of contact at MSA for the housing program as Sue Koehn has retired.

A summary document, provided by MSA, was included in the meeting packet for informational purposes.

8. Downtown Market Analysis

The downtown market analysis work with UW-Extension has been completed and copy of the final document was included in the meeting packet for informational purposes. The report will be used to help the BID, the CDA, and the Common Council lay out priorities for business development, expansion, and recruitment efforts. Administrator Schlieve asked members to review the report recommendations and be prepared for future discussion.

9. Administrator Report

Administrator Schlieve reported that the Downtown Business Attraction special fund established in 2021 was successful at attracting a business to 431 E Main. She further noted that we are looking for space for the Pop Up Program for 2022 and that this strategy may be something we wish to consider as available spaces are in need of repair.

A CDI grant for \$135,800 has been submitted to WEDC for consideration of renovations at 417 E Main Street (Stone & Suede building). Work on the building is on hold until underwriting of the application begins. A portion of the funds will be used to improve the back alleyway and green space surrounding the building. The City is seeking an AARP grant to support green space improvements.

Administrator Schlieve overviewed the Senior Center grant announcement and acknowledged that at some point we will need to discuss use/disposition of current building.

Work continues on industrial project and additional development in Heritage Ridge near the truck stop. A variety of housing types are being considered to address ongoing gaps in available/affordable housing.

City Administrator Schlieve announced that Sarah Van Buren, Community & Economic Development Coordinator, will be leaving employment with the City on April 8, 2022. Van Buren offered words of thanks for the opportunity the City has provided.

ADVANCED PLANNING

11. Potential Agenda Items

- Future grant applications
- Discuss recommendations of the Downtown Market Analysis Report

12. Date of Next Scheduled Meeting

The next meeting is scheduled for April 19, 2022 at 8:00 a.m.

ADJOURNMENT

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



MINUTES—CITY OF WAUPUN BOARD OF PUBLIC WORKS & FACILITIES

Tuesday, 12-April-2022 – City Council Chambers

CALL TO ORDER

Chairman Peter Kaczmarki called the meeting to order at 4:32 PM

ROLL CALL

Roll call was taken members present:

Alders—Peter Kaczmarki, Mike Matoushek (Zoom), Jason Westphal (Zoom)

Citizens—Dale Heeringa (remote), Ryan Mielke, Dave Rens, Gregg Zonnefeld

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

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

There were no guests for public comment.

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

Due to potential primary election, the next meeting may be Thursday, May 12 at 4:30 PM. Gregg Zonnefeld noted he will be absent for that meeting due to an event conflict.

CONSIDERATION - ACTION

1. Approve minutes of the March 8th, 2022 Board of Public Works & Facilities Meeting.
Minutes of the March 8th meeting were presented. Motion (Zonnefeld/Heeringa) for approval. **MOTION CARRIED (6-0)**
2. Approve seal coat and crack seal of Library, City Hall, and Safety Building Parking lots.
DPW Director Daane shared the history of DPW's work parking lot maintenance to extend the life of these areas. This is a budgeted expense. Motion (Matoushek/Rens) to approve Tracy Sealcoating Service to seal coat and crack seal of the Library parking lot (\$5,011), City Hall parking lot (\$2,187), and Safety Building parking lot (\$11,383) at a total cost of \$18,581. **MOTION CARRIED (6-0)**
3. Recommend Bayberry Lake Extension Agreement with MSA professional Services to City Council
DPW Director Daane shared a desire to complete engineering work for potential development in the area north of the current Wild Goose Truck Stop. Motion (Zonnefeld/Rens) to approve this task order. **MOTION CARRIED (6-0)**
4. Approve Storm Sewer Re-routing Evaluation agreement with MSA Professional Services.
DPW Director Daane laid out the difficulty of the current storm sewer placement, which was installed without easements through existing properties. The current clay lines need to be removed, and it is best to explore the best options for this rerouting. Motion (Mielke/Heeringa) to approve this work at a cost of \$4,680. **MOTION CARRIED (6-0)**
5. Approve Microsurfacing on Olmstead Street from S Madison, S Drummond, and Bly Street from Lincoln Street to West Main Street.
DPW Director Daane shared the past work of the BPW to continue to microseal streets for maintenance. Two bids were received. potential ideas for the tennis court area that is slated for removal. Ideas shared included concrete bag toss, gaga ball pit, game table. Recommendation was also to try to maintain lighting for evening use. Committee discussed potential for Building Trades to do the work. Director Daane will put together a plan with costs and also discuss with Lions Club. Motion (Matoushek/Mielke) to approve the low bid by Fahrner Asphalt to do the microsurfacing. **MOTION CARRIED (6-0)**
6. Recommend Municipal solid waste collection, disposal, and recycling services for the City of Waupun RFP.
With the current expiration of our ten-year garbage contract at the end of 2022, DPW Director Daane put out an RFP to three companies for bids. These would include new similar-sized containers. Motion (Matoushek/Rens) to accept the low bid from GFL Environmental for a five-year contract for weekly trash & every other week recycling at a rate of \$14.99. Bulk pick-up costs and dumpsters included. **MOTION CARRIED (6-0)**

7. Mayor Julie Nickel shared her appreciation to the members of the BPW for their service to the City.
8. DWP Director Daane gave an update on the South Madison Street Project. They are awaiting final start approval from the Wisconsin DOT, hopefully by the end of the week. The parks are all open for the summer; bubblers are wrapped at present to avoid damage from freezing conditions.

ADJOURNMENT

Motion (Rens/Heeringa) to adjourn the meeting of the BPW at 5:06PM. **MOTION CARRIED (6-0)**

Respectfully submitted,

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

Gregg Zonnefeld, BPW Clerk



MINUTES
CITY OF WAUPUN RECREATION & WELLNESS
BOARD MEETING
Waupun City Hall (201 E. Main St., Waupun, WI)
Wednesday, April 13, 2022 at 4:30 p.m.

Committee Members Present:

Rohn Bishop, City Council
Karen Gibbs, Church Health Services
Will Langford, City Council
Scott Loudon, Waupun Police Department
Terri Respalje, Waupun Food Pantry
Linda Nickel, Citizen

Committee Members Absent:

Darian Schmitz (unexcused), REACH Waupun
Julie Nickel (excused), Mayor
Diane Posthuma (excused), Waupun Memorial Hospital
Mike Matoushek (excused), City Council
Sandy Buchholz (excused), Citizen
B.J. DeMaa, Waupun Fire Department
Steve Hill, Waupun School District

Guests:

Jeanne Ludjack, Dimensional Learning Systems

Staff Present:

Rachel Kaminski, Waupun Senior Center
Kathy Schlieve, Administrator

CALL TO ORDER:

Alternate Chair, Rohn Bishop called the meeting to order at 4:30 p.m.

ROLL CALL OF BOARD MEMBERS:

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

PUBLIC COMMENT:

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

1. Approval of Agenda/Motion to Deviate

A motion to approve the agenda was made by Lanford and seconded by Bishop, passing unanimously.

2. Approval of March 9, 2022 Recreation & Wellness Board Meeting Minutes

A motion to approve the March 9, 2022 Recreation & Wellness Board meeting minutes, was made by Langford and seconded by Bishop, passing unanimously.

COMMUNITY WELLNESS PLANNING WORKSHOP #8

3. Refinement of Subcommittee Work Plans

Subcommittees met and discussed further refinement of work plans.

4. Subcommittee Report Out

Upon reconvening, a spokesperson from each provided a summary of the discussion. Rohn Bishop recapped the importance of increasing communication for transit solutions and continuing to work on address unmet needs. Administrator Schlieve noted that FDL County is hiring a new social work position to help law enforcement with mental health needs in the community. Hope is that this will help Waupun PD with crisis cases. Additionally, discussed the critical need to increase communication in the community to connect people to resources such as free clinics and mental health supports. As a way to improve overall awareness

of resources, discussed need to build a broader network and include in community-level discussions and the need for a community resources hub where information can be accessed. Ongoing challenges with school bullying and lack of inclusiveness, need to increase winter indoor recreation opportunities, and childcare gaps were discussed.

ADVANCED PLANNING:

5. Potential Agenda Items

Sustainability of the group was discussed, including ways this group can be most effective. It was determined that periodic community updates are important to help better coordinate resources and uncover needs within the community. Future agendas will reflect this.

The City should plan for a "State of Waupun" meeting to involve more community leadership.

6. Date of Next Scheduled Meeting

- The next meeting will be June 8, 2022 at 4:30 p.m.

ADJOURNMENT

A motion to adjourn the meeting was made by Langford and seconded by Bishop, passing unanimously. The meeting adjourned at 5:43 p.m.



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, April 27, 2022 at 4:30 PM

The Waupun Plan Commission met at 4:30 pm on Wednesday, April 27, 2022

CALL TO ORDER

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

ROLL CALL

Members Present: Elton TerBeest, Jerry Medema, Jeff Daane, Rohn Bishop, Jon Dobbratz, Mike Matoushek

Members Absent: Jill Vanderkin

Staff Present: Kathy Schlieve, Sue Leahy

Others Present: Dean Schulz, Excel Engineering

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 may be a need for a special Plan Commission meeting in a week or two. No date was announced yet.

CONSIDERATION - ACTION

1. Approve Minutes of the March 23, 2022 meeting.
Motion by Medema, 2nd by Matoushek to approve the minutes of the March 23, 2022 meeting. Motion carried, unanimously.

2. Spring Homes LLC at 9, 11, and 13 Fond du Lac St. to reconfigure 2 lower commercial units to residential/commercial by utilizing a portion of the rear of the building for an apartment while still maintaining a commercial storefront per Section 16.04(2)(d)(x) of the Waupun Municipal Code.

Chairman Bishop called for a motion to open the public hearing. Motion by Dobbratz, 2nd by Matoushek to open the public hearing. Motion carried, unanimously.

Scott couldn't make it to the meeting. Sue discussed the plans. The drawing that he sent was very rough. Retail will stay in front, residential in back. There are dedicated parking stalls for the parking. Drawings to scale will need to be submitted to Sue. It won't be owner occupied. The municipal code allows first floor apartments as a conditional use. There are three buildings and the Conditional Use is for 2 of them. Once the plans are submitted, then the Fire Department will have to review the plans. Kathy stated that we do not want to lose retail space downtown.

Chairman Bishop called for a motion to close the public hearing. Motion by Matoushek, 2nd by TerBeest to close the public hearing. Motion carried, unanimously.

Motion by Daane, 2nd by Matoushek to approve the Conditional Use on the contingency that owner provides code compliant plans to Sue.

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

Motion carried, unanimously.

3. Public Hearing - Conditional Use Permit application of Central Wisconsin Christian School at 301 Fox Lake Rd. for an addition onto the elementary school, addition to the high school, and master planning for the west athletic complex per Section 16.03(1(d)(i) of the Waupun Municipal Code.

Chairman Bishop called for a motion to open the public hearing. Motion by Medema, 2nd by Dobbratz to open the public hearing. Motion carried, unanimously.

Dean with Excel Engineering appeared. The process started with the last addition in 2018. The newest plan is an addition to middle school, grade school, and high school. This addition will allow the school to have 2 classes per grade level. Master planning will allow them to have 3 classes in the future to allow for 700 students on site eventually. The plan also includes future expansion of soccer field, with track and field around it and baseball and softball diamonds. This use requires a conditional use permit as schools are permitted in the R-1 Zoning district as a conditional use.

There were no other questions asked in the public hearing, so Chairman Bishop called for a motion to close the public hearing. Motion by Matoushek, 2nd by TerBeest to close the public hearing. Motion carried, unanimously.

Motion by Matoushek, 2nd by Dobbratz to approve Conditional Use Permit.

Vote: TerBeest, Medema, Daane, Bishop, Dobbratz, Matoushek – “AYE”

Motion carried, unanimously.

4. Site Plan Review - Central Wisconsin Christian School - 301 Fox Lake Rd.

Dean with Excel Engineering appeared. The proposal is for an addition to middle school, grade school, and high school. This addition will allow the school to have 2 classes per grade level. Master planning will allow them to have 3 classes in the future to allow for 700 students on site eventually. It also includes the expansion of soccer field, with track and field around it and baseball and softball diamonds. Currently the only thing that is part of this project are the stormwater pond and moving the practice field. 31,000 sq. ft. addition to school. MSA is in final stages of stormwater review. There is an easement for the stormwater pipe that is existing and they are reviewing the description of it. Where the pipe is was not in the existing 40' easement, it is shifted 15' to the north because of the location of the baseball field. Exterior of building will be similar type masonry and will be entirely masonry with no metal. Athletic field with entrance plaza with concession stand but that will be part of a future project. At this point, no additional bedrooms will be added. Lighting was brought up. Baseball field will be lit, softball will not, practice soccer field will not be lit. Main soccer field will be lit as it is now. On the south entrance to the school there will be another drive lane to drop off students. Currently there is a 6' walk to drop off, intention is to drive west along front and have 140' of drop off space.

Motion by TerBeest, 2nd by Matoushek to approve the site plan as presented.

Vote: TerBeest, Medema, Daane, Bishop, Dobbratz, Matoushek – “AYE”

Motion carried, unanimously

ADJOURNMENT

Motion by Dobbratz, 2nd Medema to adjourn meeting. Motion carried, meeting adjourned at 4:51 pm.

Minutes prepared by Trista Steinbach, Administrative Assistant.



MINUTES
CITY OF WAUPUN ECONOMIC DEVELOPMENT
COMMITTEE
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, May 31, 2022 at 4:30 PM

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

Join Zoom Meeting: <https://us02web.zoom.us/j/86799667388?pwd=Z0xNc3lzZDNtUDVhSnBrdzF3QVNRdz09>
Meeting ID: 867 9966 7388
Passcode: 037808
Dial by your location: 312 626 6799

CALL TO ORDER

ROLL CALL

RECOGNITION OF MAYORAL APPOINTMENT OF COMMITTEE MEMBERS AND EX-OFFICIO

1. 2022-2023 Economic Development Committee Membership

ESTABLISH DAY OF MONTH AND TIME OF COMMITTEE MEETINGS

CONSIDERATION - ACTION

2. Approval of February 22, 2022 Economic Development Meeting Open Session Minutes
3. Approval of February 22, 2022 Economic Development Meeting Closed Session Minutes

CLOSED SESSION

The Waupun Economic Development Committee will adjourn in closed session under Section 19.85 (1) (e) 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.

4. Negotiations for City-owned land in TID 7
5. Negotiations for Land in the Town of Chester to Support Future Development

OPEN SESSION

The Waupun Economic Development Committee 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.



A G E N D A
CITY OF WAUPUN SPECIAL COUNCIL MEETING
Waupun City Hall 201 E Main Street, Waupun WI
53963
Monday, June 06, 2022 at 5:30 PM

CALL TO ORDER

Mayor Bishop called the meeting to order at 5:30pm.

ROLL CALL

Council in-person: Mayor Bishop, Alderman Westphal, Alderman Kaczmarski, Alderman Langford, Alderman Matoushek; Council virtually: Alderman Siebers; Council absent: Alderman Vanderkin.

Management in-person: Attorney VandeZande, Administrator Schlieve, Clerk Hull

Management absent and excused: Fire Chief Demaa, Finance Director Kast, Utility Finance Director Stanek, Police Chief Louden, Library Director Jaeger, DPW Director Daane, Utility GM Brooks

City Staff: None

Media: None

CONSIDERATION – ACTION

Ordinance of Annexation- Town of Chester Parcel 010-1315-0843-001

The City of Waupun purchased property in the Town of Chester, parcel 010-1315-0843-001, which is south of the Waupun Industrial Park to extend Wilson and Shaler Drive to STH26. The annexation ordinance annexes this parcel to the City of Waupun, designating the land as M2 Zoning for manufacturing, consistent with abutting property owned by the City. This annexed land will lie in Aldermanic District 1, Ward 13.

Motion Westphal, second Matoushek to waive the first reading and adopt Ordinance 22-03 an Ordinance to Annex Real Estate located in the Town of Chester to the City of Waupun. Motion carried 5-0.

Certified Survey Map for Waupun Industrial Park

City of Waupun Plan Commission made recommendation to the Common Council to approve the certified survey map for expansion of lands to extend Wilson and Shaler Drive in the Waupun Industrial Park.

Motion Matoushek, second Langford to approve the certified survey map for expansion of lands to extend Wilson and Shaler Drive in the Waupun Industrial Park. Motion carried 5-0.

ADJOURNMENT

At 5:25pm, motion Matoushek, second Siebers to call the meeting adjourned. Motion carried 5-0.



MINUTES
CITY OF WAUPUN PLAN COMMISSION MEETING
Waupun City Hall – 201 Main Street, Waupun, WI
Monday, June 6, 2022 at 4:30 p.m.

Plan Commission Members Present:

Jeff Daane
Jon Dobbratz
Jerry Medema
Rohn Bishop, Mayor
Jill Vanderkin
Mike Matouschek

Plan Commission Members Absent:

Elton TerBeest

Staff Present:

Susan Leahy, Building Inspector/Zoning Administrator
Kathy Schlieve, Administrator
BJ DeMaa, Fire Chief & Emergency Management Director

CALL TO ORDER:

Mayor Bishop called the meeting of the Plan Commission to order at 4:30 p.m.

ROLL CALL:

Roll call and quorum determined.

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION:

None present.

FUTURE MEETINGS AND GATHERINGS INVOLVING THE PLAN COMMISSION

CONSIDERATION-ACTION:

- 1. Recognition of Mayoral Appointment of Board Members and Ex-Officio**
Membership of the Commission remains consistent, with the exception of Mayor Bishop replaces Mayor Nickel. Mayor Bishop thanks members for their service.
- 2. Nomination and Appointment of Secretary**
After no nominations, Jeff Daane volunteers for the role. Motion Matouschek, second Vanderkin to approve Jeff Daane as Secretary. Carried unanimously.
- 3. Establish Day of Month and Time of Board Meeting**
Concensus to maintain meeting day and time as the last Wednesday of each month at 4:30 p.m.
- 4. Approval of minutes of the April 27, 2022 meeting**
Motion Daane, second Matouschek to approve the April 22, 2022 minutes. Carried unanimously.
- 5. Approval of annexation ordinance – Town of Chester 010-315-0843-001**
Administrator Schlieve explains that the City acquired this land for the purpose of expanding the Waupun Industrial Park. Statute permits direct annexation by ordinance of City-owned land. No questions from the Board. Motion Medema, second Dobbratz to approve the ordinance as drafted. Carried unanimously.
- 6. Approval of CSM for Waupun Industrial Park**
Administrator Schlieve explains that the CSM presented reflects the ordinance for land annexation previously approved. No questions from the Board. Motion Matouschek, Second Dobbratz to approve the CSM as presented. Carried unanimously.

7. Approval of preliminary worksite plan for United Cooperative

Building Inspector Leahy discusses a preliminary worksite plan for United Cooperative to begin excavation of a minor area of land they have acquired for an industrial project in the Waupun Industrial Park. Leahy emphasized that a formal site plan is forthcoming to the Plan Commission. Approval of this plan merely allows the company to begin site excavation for their work site. No questions from the Board. Motion Dobbratz, second Matouschek to approve the preliminary site plan as presented. Carried unanimously.

ADJOURNMENT

The motion to adjourn made by Medema and seconded by Vanderkin, passing unanimously. The meeting adjourned at 4:45 p.m.



MINUTES
CITY OF WAUPUN – BUSINESS IMPROVEMENT
DISTRICT MEETING
In-Person
Wednesday, June 8, 2021 at 7:00 AM

Committee Members Present:

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

Committee Members Absent:

- Kate Bresser (excused)
- Jodi Mallas (excused)

Staff Present:

Kathy Schlieve Administrator

CALL TO ORDER:

Administrator Schlieve called the meeting to order at 7:00 a.m. Motion Schulz, second DeJager to adopt the agenda as printed. Carried unanimously.

ROLL CALL OF BOARD MEMBERS:

Roll call and quorum determined.

PUBLIC COMMENT:

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

- 1. Recognition of Mayoral Appointment of Board Members and Ex-Officio**
Group recognized new members Craig Much and Mitch Greenfield.
- 2. Establish Day of Month and Time of Board Meeting**
Consensus to maintain the second Wednesday of the month at 7 a.m. as the regularly scheduled meeting time.
- 3. Nominations and Appointment of Chairperson and Vice Chairperson**
Motion DeJager, second Leonard to nominate Krista Bishop for Chairperson and to close nominations. Carried unanimously. Bishop assumed chair role for the balance of the meeting.

Motion DeJager, second Much to nominate Teresa Ruch as Vice Chairperson and to close nominations. Carried unanimously.
- 4. 2021 BID Annual Report**
Administrator Schlieve presented to 2021 Annual report, which highlighted the groups accomplishments for last year.

CONSENT AGENDA:

5 – 11. Administrator Schlieve noted the highlights of December 2021 through May 2022 financials given that no meetings had occurred during the timeframe. Minutes from the December 21, 2021 meeting were also included. Motion Schulz, second Matravers to approve consent agenda as presented. Carried unanimously.

NEW APPLICATIONS FOR REVIEW AND CONSIDERATION:

- 12. Application for 1 W Main Street AP Solutions for You, LLC**
- 13. Application for 3A W Main Street Main Street Bistro & Bakery**
- 14. Application for 7 W Main Street Southern Rust Free Parts**

Todd & Shae Cupery were present to discuss their renovation of their property, which is being subdivided and will house the above individual businesses at the unique addresses shown. Renovations for the building are focused on the front façade and include window and door replacement, siding, awnings, and signage as presented in packet. Chairperson Bishop questioned rules around the BID Grant program and whether the BID could approve three individual businesses for one parcel. Administrator Schlieve read the rules, which indicate the BID may reimburse 50% of the expense, up to a maximum of \$2,000.00. The BID reserves the right under this program to exceed the maximum grant amount of \$2,000.00 on a case-by-case basis. All grants will be awarded to eligible applicants while funds are available. **Applicants are eligible for only one grant award per calendar year**, unless otherwise approved by the BID Board. Motion DeJager, second Schulz to grant \$2,000 to each of the applications presented by the Cuperys and to establish a deadline of December 15, 2022 to complete the work. Carried 7-0 with Much abstaining.

15. Administrator Update

Administrator Schlieve provided the following updates:

- City collaborated with Stone+Suede, 417 E. Main St., on a CDI grant which was recently awarded. Total award is \$134,000 with roughly \$100,000 supporting building improvements and the balance supporting public improvements to back alleyways and surrounding green space. As it pertains to green space improvements, group input is needed to advance a master plan for that space.
- Roger Brooks, President of Robert Brooks International was recently in Waupun secret shopping and will be presenting his findings on June 13. Businesses are invited to attend.
- Schlieve outlined terms of a developer agreement with United Cooperative and broader goals to extend Shaler Drive and expand housing development in the vicinity.
- The City of Waupun is included in a planning grant for Dodge County to help address childcare needs.
- 2023 Budget planning is underway.
- The City is finalizing agreement with State of WI on the Senior Center grant and planning work will commence this month.
- We continue to see ongoing vandalism in parks. Staff have worked to restore the park program and have staffed three parks this year, including Dodge, West End and Pine Street parks.

ADVANCED PLANNING:

16. Potential Agenda Items

17. Date of Next Scheduled Meeting

The next meeting is scheduled for August 10, 2022 at 7:00 a.m.

ADJOURNMENT

The motion to adjourn was made by Ruch and seconded by Schulz, passing unanimously. The meeting adjourned at 7:42 a.m.



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION (PFC)
Waupun Safety Building – 16 E. Main Street, Waupun WI
Thursday, June 9, 2022 at 4:30pm

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

CALL TO ORDER

Meeting convened at 4:32pm by PFC President in the Waupun Safety Building.

ROLL CALL

Present: John Bett, Bambi Buchholz, Teresa Heidemann, Michael Thurmer, Waupun Fire Department (WFD) Chief BJ DeMaa, Waupun Police Department (WPF) Chief Scott Louden, WFD BJ DeMaa

Guests: Mayor Rohn Bishop

Member(s) absent (excused): Tara Rhodes, Nancy Vanderkin (City Council liaison)

RECOGNITION OF MAYORAL APPOINTMENT AND NOMINATION OF APPOINTMENTS

The following annual Commission Nomination and Appointments were recognized:

- Recognition of Mayoral Appointment of Citizen Bambi Buchholz.
- Recognition of Mayoral Appointment of Council Member Liaison Nancy Vanderkin.
- Nomination and motion by J. Bett second by T. Heidemann for M. Thurmer as President; all in favor, motion passed.
- Nomination and motion by M. Thurmer second by T. Heidemann for J. Bett as Vice President; all in favor, motion passed.
- Nomination and motion by M. Thurmer, second by T. Heidemann for T. Rhodes as Secretary; all in favor, motion passed.

The Commission will meet on quarterly basis; dates to be established due to wanting to align meetings with interview needs of Fire and Police departments.

MINUTES FROM PREVIOUS MEETINGS

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

Minutes from the May 9, 2022 meeting were presented for approval. Motion to approve by J. Bett (T. Heidemann second; all in favor). Minutes approved as presented.

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

WPD report provided by Chief Louden:

- Mayor met with WPD related to contract negotiations.
- New policy #8.9, Body Worn Cameras/Portable Audio-Video Recorders policy which distributed to members prior to the meeting and discussed.
- Spittel trial update shared: Deputy Chief Rasch was in trial for duration; resulted in 2nd Degree Reckless Homicide verdict.
- Council approved K9 funds raised by community; Officer Halverson will be K9 officer and will proceed this week to pick out a dog. There will be a K9 fundraiser held Wednesday, June 29th at the Heritage Ridge Travel Plaza/Wild Goose Café Truck stop.
- Annual Bike Rodeo will take place at the Community Center on Friday, June 17th, 12:30-3:30pm.

- Staffing update: Fully staffed with one officer still in Field Training. New hire in June, Alex Werner will begin academy in October.
- All required training for all officers has been completed for the year. Active Shooter Management training will occur in September, offered through FDL County.
- FDL County started a social worker response unit that provides support for mental health emergencies.

WFD report provided by Chief DeMaa:

- WFD was also involved in Spittel case noted above in WPD update. Noted that a policy is needed to determine how WFD or EMRs would be compensated if required to go to trial.
- Staffing update: interviews to take place this evening for EMR and firefighter positions.
- EMR program has reached one-year mark.
 - o \$200,000 grant for healthcare infrastructure for the EMR program was [recently](#) received.
 - o Phase 1 to put EMR program in place is completed; Phase 2 will be to move towards EMT-Basic licensure which would allow us to provide transport if Lifestar Ambulance is unavailable. We will be seeking additional grant funds through the EMS Flex Grant to be used towards getting Phase 2 implemented.
 - o First save occurred in May by EMR staff who responded to a cardiac event on the west side of Waupun. Patient was pulseless/non-breathing, was shocked with a defibrillator and recovered.
- Emergency Management Institute (EMI), out of Maryland, offered a 4-day training program April 25-28 in Waupun. Around ninety participants attended from over 30 jurisdictions.
- The High School Fire Intern wrapped up his internship in early May; this was a good experience and candidate will be pursuing enrollment in the Army.

Chief Louden noted the need for external reviews of all established policies & procedures may impact ability to get Federal grants in the future.

New manual for PFC members distributed. PFC members who complete online training to notify T. Rhodes by email.

Mayor Bishop thanked PFC members.

CLOSED SESSION

The Waupun Police and Fire Commission adjourned into closed session under Section 19.85 (1) (c) of the WI Statutes to conduct interviews with qualified applicants for Emergency Medical Responders and a Firefighter position.

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

Motion to go into Closed Session at 5:14pm was made by T. Heidemann (second by B. Buchholz; all in favor).

OPEN SESSION

The Waupun Police and Fire Commission reconvened in open session under Section 19.85(2) of the WI Statutes at 6:23pm after motion from J. Bett (second by T. Heidemann; all in favor).

ACTION FROM CLOSED SESSION

A motion at 6:24pm by J. Bett was made to recommend applicants Kelley DeVries and Lance Thomas, for hiring consideration for Emergency Medical Responder position(s) (second by T. Heidemann; all in favor). No decision made on firefighter position as there are additional applicants.

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

ADJOURNMENT

Next Commission meeting is to-be-scheduled (the Commission meets quarterly, at minimum).

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

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

ADJOURNMENT

Motion to adjourn meeting at 6:25pm made by T. Heidemann (second by B. Buchholz; all in favor).

Respectfully submitted,
John Bett, Vice President on behalf of Tara Rhodes, Secretary

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



MINUTES
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, June 14, 2022 at 5:30 PM

CALL TO ORDER

Mayor Bishop called the meeting to order at 5:32pm.

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:

In-Person: Mayor Bishop, Alderman Westphal, Alderman Kaczmarek, Alderman Matoushek, Alderman Vanderkin, Alderman Langford, Alderman Siebers

Management Staff present is:

In-Person: Clerk Hull, Attorney VandeZande, Administrator Schlieve

CLOSED SESSION

At 5:34pm, motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (g) of the WI Statutes for the purpose to Confer with Legal Counsel for possible litigation that the City may become involved with. Motion carried 6-0.

OPEN SESSION

At 6:01pm, Motion Siebers, second Vanderkin to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

Additional Staff now joined the meeting:

In Person: Public Works Daane, Police Chief Loudon, Fire Chief Demaa

Absent and excused: Recreation Director Kaminski, Finance Director Kast, Utility General Manager Brooks, Utility Finance Director Stanek, Library Director Jaeger

Virtually: None

Audience in attendance is: **In-Person:** Jaedon Buchholz, Dave Kramer of United Cooperative, Sarah VanBuren, Mike Butler, CalHerman of Eden Meats

Media: **In-Person:** Ken Thomas of the Daily Citizen

ACTION FROM CLOSED SESSION

No action in open session.

PUBLIC HEARING

2. 2022-2023 City of Waupun Liquor and Fermented Malt Beverage Licenses

City Clerk Hull presents the 2022-2023 City of Waupun Liquor and Fermented Malt Beverage Licenses that are annually renewed on July 1. Some Fire and Police inspections need review and/or completion but are expected to meet the July 1st deadline. No members of the audience appear at the public hearing.

Motion Matoushek, second Langford to close the public hearing. Motion carried 6-0.

Motion Matoushek, second Langford to approve the 2022-2023 Fermented Malt Beverage and Intoxicating Liquor License Renewal Applications effective July 1, 2022 contingent upon approval of inspections and all payments and delinquencies owed to the City be paid in full, not to exceed sixty (60) days. Motion carried 6-0 on roll call.

PERSONS WISHING TO ADDRESS COUNCIL

No persons appeared before Council.

CONSENT AGENDA

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

CONSIDERATION - ACTION

- 17. Developer's Agreement with United Cooperative to develop a three-phase Industrial Development in Waupun Industrial Park**
- 18. Offer to Purchase Lot 1 of Dodge County Certified Survey Map #7688**

The Developer's Agreement with United Cooperative is discussed for consideration.

Motion Westphal, second Matoushek to approve the Developer's Agreement between the City of Waupun and United Cooperative to construct a three-phase industrial development in Waupun Industrial Park and approve the Offer to Purchase by United Cooperative of 67.4 acres in the Waupun Industrial Park outlined as Lot 1 Dodge County CSM# 7688 at a cost of \$20,000 per acre. Motion carried 6-0 on roll call.

ADJOURNMENT

At 6:25pm, Motion Vanderkin, second Matoushek to call the meeting adjourned. Motion carried 6-0.



MINUTES—CITY OF WAUPUN BOARD OF PUBLIC WORKS & FACILITIES

Tuesday, 14-June-2022 – City Council Chambers

CALL TO ORDER

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

ROLL CALL

Roll call was taken members present:

Alderpersons—Peter Kaczmarki, Mike Matoushek, William Langford

Citizens—Dale Heeringa (remote), Ryan Mielke, Dave Rens, Gregg Zonnefeld

Ex-officio—Mayor Rohn Bishop, DPW Director Jeff Daane, Recreation Director Rachel Kaminski (absent), City Clerk Kathy Schlieve

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

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

Guests addressing

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

Due to potential primary election, the next meeting may be Tuesday, July 12 at 4:30 PM.

CONSIDERATION - ACTION

1. Recognition of Mayoral Appointment of Board Members

Aldermen—Kaczmarki, Matoushek, Langford

Citizens—Heeringa, Mielke, Rens, Zonnefeld

Ex-officio—Mayor, DPW Director, Rec Director, Utility General Manager/Designee, City Clerk, Police Chief/Designee

Motion (Matoushek/Mielke) to approve mayoral appointments. **MOTION CARRIED (6-0)**

2. Nomination and Appointment of Clerk – Motion (Matoushek/Rens) to reappoint Gregg Zonnefeld **MOTION CARRIED (5-0-1 – Zonnefeld abstention)**

3. Establish Day of Month and Time of Board Meeting

BPW will continue to meet on the 2nd Tuesday of each month at 4:30PM.

4. Approve minutes of the April 12th, 2022 Board of Public Works & Facilities Meeting.

Minutes of the April 12th meeting were presented. Amended typo in item #3 to read “Bayberry Lane” instead of “Bayberry Lake”. **MOTION CARRIED (6-0)**

5. Railroad Crossing Repair

DPW Director Daane updated the Board on Wisconsin & Southern Railroad’s response to the Council’s communication from 4/12/22 regarding the need to repair the track crossing on Main Street in Waupun. A representative from the railroad was on the call. It would be a 4-5 day closure. The railroad is proposing a complete repair in 2023, however the City would be asked to cover asphalt expense on both sides of the track repair. Motion (Zonnefeld/Matoushek) to approve adding a line item of \$30,000 to replace blacktop area around the railroad tracks with 6” asphalt as part of the 2023 Mill and Overlay project list. **MOTION CARRIED (6-0)**

6. Stump grinding quotes 2022

DPW Director Daane procured two quotes for stump removal for 2022. Due to ash tree removal there is more stump work than normal (46 stumps). These quotes only are for grinding; City Crews take care of cleanup and restoration. There is not the manpower available for the city to self-perform the work. Motion (Heeringa/Rens) to approve the quote from Anything & Everything Home Maintenance for \$5,150. **MOTION CARRIED (6-0)**

7. Storm sewer TV and cleaning quote 2022.

DPW Director Daane shared there are some key areas he wants to check and have cleaned due to potential flooding issues. Just one quote for stormsewer cleaning and TV work for 2022 was received from our current contracted vendor Northern Pipe. Motion (Rens/Matoushek) to approve quote from Northern Pipe at a cost of \$15,279 plus additional cleaning costs as needed. **MOTION CARRIED (6-0)**

8. Update previously approved wayfinding signs with a decal.
DPW Director Daane shared that over the past couple of years there has been discussion of new wayfinding signage as far back as 2018, with those funds later redirected to pandemic needs. Mayor Bishop is requesting to return the city to a rebrand that includes a 5" *City of Sculpture* logo, with costs covered by donations (\$2,700). Public comments were received from Jay Graff, Sue Hafemeyer, a letter in support from Jim Laird, and an email of opposition from Tracy Nichols. Discussion will move to the City Council at the July 12 meeting.
9. Review of Capital Improvement and equipment budget items for 2023 budget process was tabled.

ADJOURNMENT

Motion (Matoushek/Heeringa) to adjourn the meeting of the BPW at 5:30PM. **MOTION CARRIED (6-0)**

Respectfully submitted,

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

Gregg Zonnefeld, BPW Clerk



MINUTES
CITY OF WAUPUN JOINT REVIEW BOARD ANNUAL
MEETING
City Hall Council Chambers 201 E Main Street,
Waupun
Wednesday, June 15, 2022 at 1:00 PM

CALL TO ORDER

City Clerk Hull called the meeting to order at 1:00pm.

REAFFIRMATION OF THE JOINT REVIEW BOARD PUBLIC MEMBER APPOINTMENT

The Board acknowledges Nancy Vanderkin as the Public Member of the Board.

Other Board seats and their representatives:

Waupun School District – Director of Business Carrie Hintze

Technical College – Development Community Coordinator Laura Schelter

Dodge County – Interim County Administrator Jon Hochkammer

Fond Du Lac County – Director of Administration Erin Gerred

Municipal – City of Waupun Mayor Rohn Bishop

ELECTION OF JOINT REVIEW BOARD CHAIRPERSON

1. 2022 Joint Review Board Membership

Hull calls for nominations for Board Chairperson.

Motion Schelter, second Vanderkin to nominate Bishop.

No other nominations are heard. Nominations close.

Motion Schelter, second Vanderkin to appoint Bishop as the 2022 Joint Review Board Chairperson. Motion Carried 6-0.

ROLL CALL

Members present in-person: Hintze, Schelter, Hochkammer, Bishop, Vanderkin.

Member present virtually: Gerred

Staff present in-person: Clerk Hull, Administrator Schlieve

REVIEW OF PRIOR ANNUAL MEETING MINUTES

2. Joint Review Board Annual Minutes of Meeting - June 16, 2021

Motion Vanderkin, second Hintze to approve the June 16, 2021 meeting minutes of the Joint Review Board.

Motion carried 6-0.

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

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

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

Created 2018 as mixed-use area. This TID is set to expire 2034. This TID lies on the west side in Fond Du Lac County and partially shares with TID 6. Improvements consist significant progress on developer-led housing development on Tanager Street. Future projects provide additional housing potential, additional storm water expenditures, and infrastructure reimbursement, developer incentives and buyout. 2021 beginning fund balance provides (\$249,321), revenues of \$62,409, expenses of \$110,650, and year-end fund balance of (\$297,562). Estimates for future projects, prior to closure of the TID, provides revenue of \$2,673,968, expenses of \$2,279,823, and a surplus of \$96,583.

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

Created 2005 as mixed use/blighted area and amended in 2012 to extend boundaries. This TID is set to expire 2027. This TID lies in our downtown central business district in both Dodge and Fond Du Lac Counties and shares with TID 6. Future projects provide CDA business relief grants, streetscaping, and targeted reinvestment. 2021 beginning fund balance provides (\$424,621), revenues of \$175,927, expenses of \$103,005 and year-end fund balance of \$(351,699). Estimates for future projects, prior to closure of the TID, provides revenue of \$2,749,412, expenses of \$2,383,190, and a surplus of \$14,523.

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

Created 2012 as mixed use/blighted area and amended in 2012 and 2020. This TID is set to expire 2034. This TID lies on the west side of the City in both Fond du Lac and Dodge County and shares with TID 3. Future projects provide public infrastructure and redevelopment of McKinley Street and 1005 W. Main Street. 2021 beginning fund balance provides (\$421,302), revenues of \$141,036 expenses of \$71,746, and year-end balance of \$(352,013). Estimates for future projects, prior to closure of the TID, provides revenue of \$2,827,365, expenses of \$2,417,955, and a surplus of \$57,396.

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

Created 2008 as mixed use, amended in 2012, and extended in 2018. This TID is set to expire in 2023. This TID lies on the east side in Dodge County for commercial development. Future projects consist of the construction of multi-family development which may provide \$2.3M in assessed value, Summit Credit Union which provides a minimum guarantee of \$1.5M in assessed value, and a dental office which was completed in 2021 with an anticipated value of \$1.5M in assessed value. 2021 beginning fund balance provides (\$1,791,363), revenues of \$422,324, expenses of \$423,834, and year-end fund balance of \$(1,792,873). Estimates for future projects, Prior to closure of the TID, provides revenue of \$5,517,687, expenses of \$3,724,815, and a surplus of (\$0).

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

Created 2017 as mixed use. This TID is set to expire in 2038. This TID lies on the southeast side of the City (Hwy 151 and 26). Future expenditures provide property acquisition in 2022, exploring the feasibility of multi-family, truck-friendly and other complementary commercial projects, extension of Shaler Drive if warranted and extension of Bayberry and stormwater infrastructure. 2021 beginning fund balance provides (\$177,647), revenues of \$63,050, expenses of \$109,598 and year-end fund balance of (\$224,195). Estimates for future projects, prior to TID closure, provides revenue of \$3,857,457, expenses of \$3,633,263, and a surplus of (\$0).

Motion Hintze, second Hochkammer to accept the 2021 TID Reports. Motion carried 6-0.

ADJOURNMENT

Motion Vanderkin, second Schelter duly called the meeting adjourned at 1:21pm. Motion carried 6-0.

**Minutes of the Waupun Public Library Board Meeting
Wednesday, June 15, 2022**

The Waupun Public Library Board was called to order by Beverly Martens, President, at 4:30 p.m. on Wednesday, June 15, 2022. Present were Gehl, Sullivan, Rohrer, Garcia, and Jaeger. Schultz and Siebers were present via Zoom. Hintze absent due to technological difficulties.

ARTICLE I: Motion by Sullivan, supported by Siebers, to accept the minutes of the May 18, 2022 meeting as written. Motion carried.

ARTICLE II: Don Schultz attended the meeting in order to answer any questions concerning his Trucker's Jamboree truck collection.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 49,650 items through the end of May.
- b. Drive-thru window service: handled 448 transactions through the end of May.

ARTICLE IV: The current budget was discussed and the numbers are in a good place.

ARTICLE V:

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

ARTICLE VI: The Evaluation Committee will present its final report in Closed Session under New Business.

ARTICLE VII: Librarians' Report

a. **Interior Signage:** Warrior Innovation has been notified of the approval of their quote and will let the library know when the summer class begins production of the signs.

b. **Jan Sullivan Memorial Donations:**

The Jan Sullivan memorial plaque and sensory panels have been installed by the DPW crew. Their work is greatly appreciated.

c. Staff gave many tours to school classes the last few days of school and used the opportunity to promote the Summer Reading Program.

d. **Summer Reading Program.** The first program was held on June 9. For a complete list of events, stop by the library or check the library's Facebook page.

e. **Adult programming:** Tussel University offered an introductory Internet class: Internet Basics, Wednesday, June 15 from 1-2pm, but no one signed up so class was canceled.

f. The paint has been fading on the library name and address on the front of the building after 14 years of weathering. A painter will be needed to refresh the paint. However, after a number of calls, Bret has found no one to do the painting. Search will continue.

g. Bret and Pam have completed staff evaluations.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

a. Truck collection: Motion by Rohrer, supported by Sullivan, to accept Founder of the Trucker's Jamboree Don Schultz's, Jamboree Semi-Truck collection and display case, which represents Waupun dating back to the beginning of the Jamboree, for display in the Library. Motion carried.

b. Gehl and Schultz were appointed to the Budget Committee.

c. Motion by Sullivan, supported by Rohrer, to go into closed session under 19.85 (1) (c) of the WI Statutes for: (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion carried unanimously.

d. Motion by Martens, supported by Sullivan, to reconvene to open session under Section 19.85 (2) of the Wisconsin Statutes. Motion carried unanimously.

e. Motion by Gehl, supported by Schultz, to accept Jaeger's 2022 Goals. Motion carried unanimously.

f. Motion by Siebers, supported by Sullivan, to accept Jaeger's 2021 Evaluation as presented, which makes him eligible for the mid-year step increase. Motion carried unanimously.

ARTICLE X: Motion by Sullivan, supported by Rohrer, to adjourn at 5:18 p.m. Motion carried.

***Next tentative meeting: Wednesday, July 20, 2022 at 4:30 p.m. Efforts will be made to provide availability for those unable to attend in person.**

SANDRA ROHRER Secretary
SR/bkj



MINUTES
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
In-Person & Teleconference
Tuesday, June 21, 2022 at 8:00 AM

Committee Members Present:

Derek Drews
Sue VandeBerg
Jill Vanderkin
Nancy Vanderkin
Cassandra VerHage
Rohn Bishop, Mayor
Gary DeJager

Staff Present:

Kathy Schlieve Administrator
Dan Vande Zande Attorney

CALL TO ORDER

Mayor Bishop called the meeting of the Community Development Authority to order at 8:02 a.m.

ROLL CALL

Roll call and quorum determined.

PERSONS WISHING TO ADDRESS THE COMMUNITY DEVELOPMENT AUTHORITY

None.

CONSIDERATION - ACTION

- 1. Recognition of Mayoral Appointment of Board Members and Ex-Officio**
There are no changes to the board membership for 2022. Mayor Bishop thanked members for serving.
- 2. Nominations and Appointment of Vice Chairperson**
Motion Vanderberg, second J. Vanderkin to appoint Gary DeJager to role of Vice Chairman and to close nominations. Carried unanimously.
- 3. Establish Day of Month and Time of Board Meeting**
Consensus to maintain meeting on the third Wednesday of each month at 8 a.m.

CONSENT AGENDA:

4 – 7. Administrator Schlieve noted the highlights of March through May 2022 financials. Minutes from the March 15, 2022 meeting were also included. Motion N. Vanderkin, second Drews to approve consent agenda as presented. Carried unanimously.

CONSIDERATION OF NEW APPLICATIONS.

- 8. Application for 1 W Main Street AP Solutions for You, LLC**
- 9. Application for 3A W Main Street Main Street Bistro & Bakery**
- 10. Application for 7 W Main Street Southern Rust Free Parts**

Todd & Shae Cupery were present via Zoom to discuss their renovation of their property, which is being subdivided and will house the above individual businesses at the unique addresses shown. Renovations for the building are focused on the front façade and include window and door replacement, siding, awnings, and signage as presented in packet. Administrator Schlieve noted that the applications was approved by the BID for each of the businesses listed. Schlieve noted that questions about whether an individual parcel can receive multiple grants were discussed by BID and Schlieve affirmed that the BID Board has discretionary powers to award more than one grant per parcel. As it pertains to CDA, Schlieve indicated that the CDA also reserves the right under this program to exceed the maximum grant amount on a case-by-case basis. Applicants are

eligible for only one grant award per assessed property every two years, unless otherwise approved by the CDA. Exception will be granted to multiple business entities located on a single tax parcel. Motion VandeBerg, second DeJager to grant \$5,000 to each (\$15,000 total) of the applications presented by the Cuperys. Carried 7-0.

DISCUSSION ITEMS

11. CDI Grant Update 400 Block East Main Street

Administrator Schlieve communicated that the City has received a CDI grant from WEDC in the amount of \$134,000 for improvements in the 400 block of E Main. The City collaborated with Stone+Suede, 417 E. Main St., on the grant. Roughly \$100,000 will support building improvements of the Stone + Suede building, and the balance supports public improvements to back alleyways and surrounding green space. As it pertains to green space improvements, group input is needed to advance a master plan for that space. A copy of the master plan was included in board packets and members were asked to review for future discussion.

8. Tourism Secret Shopping Assessment

Roger Brooks, President of Robert Brooks International was recently in Waupun secret shopping and presented his findings on June 13. Waupun received a strong review. Brooks noted strengths and weaknesses that the community can work on to improve the overall experience for visitors. A group discussion with the Chamber and other civic groups is planned.

9. Administrator Report

Administrator Schlieve on the following:

- Overviewed terms of a developer agreement with United Cooperative and broader goals to extend Shaler Drive and expand housing development in the vicinity.
- The City of Waupun is included in a planning grant for Dodge County to help address childcare needs.
- 2023 Budget planning is underway.
- The City is finalizing agreement with State of WI on the Senior Center grant and planning work will commence this month.
- We continue to see ongoing vandalism in parks. Staff have worked to restore the park program and have staffed three parks this year, including Dodge, West End and Pine Street parks.

ADVANCED PLANNING

11. Potential Agenda Items

- Discuss recommendations of the Downtown Market Analysis Report
- Planning CDA Master Plan for Downtown Green Space design

12. Date of Next Scheduled Meeting

The next meeting is scheduled for August 17, 2022 at 8:00 a.m.

ADJOURNMENT

A motion to adjourn was made by N. Vanderkin and seconded by Drews passing unanimously. The meeting adjourned at 8:30 a.m.



MINUTES
CITY OF WAUPUN COMMITTEE OF THE WHOLE
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, June 28, 2022 at 6:00 PM

CALL TO ORDER

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

ROLL CALL

Council in-person: Mayor Bishop, Alderman Westphal, Alderman Kaczmariski, Alderman Langford, Alderman Matoushek, Alderman Siebers, and Alderman Vanderkin. No members are absent.

Management in-person: Attorney VandeZande, Administrator Schlieve, Director of Public Works Daane, Fire Chief Demaa; Recreation Director Kaminski, General Utility Manager Brooks, Deputy Police Chief Rasch, Library Director Jaeger

Management virtually: Clerk Hull

Management absent and excused: Finance Director Kast, Utility Finance Director Stanek, Police Chief Loudon

City Staff present: None

Audience in-person: Bobbie Vossekul, Jaedon Buchholz

Media in-person: Ken Thomas of the Daily Citizen

CONSENT AGENDA

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

CONSIDERATION - ACTION

2. All Phase HVAC, LLC Developers Agreement

All Phase HVAC business is out growing current property and are to locate their business in the Heritage Ridge Business Park. A developers agreement has been reached for construction of a facility on Lot 6, adjacent from the Heritage Ridge Travel Plaza and before the Council for consideration.

Motion Kaczmariski, second Matoushek to approve the Developer's Agreement with All Phase HVAC, LLC. Motion carried 6-0.

3. All Phase HVAC, LLC Offer to Purchase Agreement

An offer to purchase of Lot 6 of Heritage Ridge is in accordance with the Developer Agreement terms with All Phase HVAC, LLC. and before the Council for consideration.

Motion Kaczmariski, second Matoushek to approve the offer to purchase with All Phase HVAC, LLC. Motion carried 6-0.

4. 2022 Goal Progress Updates and Reporting Format

Schlieve asks Council if department reporting is fitting their needs or if changes are requested. Reports will be condensed to department highlights.

5. 2023 Budget Workshop

Department Heads provided an overview of their departmental needs as they work through the 2023 budgeting process.

6. Pursue EMS Flex Grant Opportunity

The City of Waupun received a \$205,000 Healthcare Infrastructure Grant to help fund the work and capital needs of our EMR Program. City’s goal has been to move toward Phase 2 of the EMR program, which helps us attain EMT Basic level service. A new grant opened and is due July 11, 2022 that may help the City Fund this activity. The EMS Flex Grant provides funding to stabilize EMS providers and to ensure they can continue to respond to emergencies across Wisconsin. EMS providers in Wisconsin have been impacted by the COVID-19 pandemic by greater demand for EMS services, increased costs associated with providing those services, and limitations on public funding for those services created by the economic consequences of the pandemic. All EMS services licensed in the State of Wisconsin are eligible to request funding in this process. A total of \$12 million is available from the American Rescue Plan Act—Coronavirus State and Local Fiscal Recovery Funds. Funds will be provided for reasonable operating expenses for EMS.

7. Establish City of Waupun 2022 Halloween Trick or Treating Date and Hours

The Downtown Promotions Committee wishes to hold “Halloween on Main” for Saturday, October 29th from 1pm 4pm. Prior years, the City has held the City wide trick or treating directly following Halloween on Main until 6pm.

Motion Matoushek, second Siebers to establish City of Waupun 2022 City Wide celebration of Trick or Treating on Saturday, October 29th from 4pm-6pm. Motion carried 6-0

ADJOURNMENT

At 7:24pm, motion Vanderkin, second Matoushek to call the meeting adjourned. Motion carried 6-0.