



A G E N D A
CITY OF WAUPUN COMMITTEE OF THE WHOLE
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, January 25, 2022 at 6:00 PM

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

Join Zoom Meeting: <https://us02web.zoom.us/j/82779074758?pwd=bjJRNHJSRUUs0ejVzV0RmamttVk1EQT09>
Meeting ID: 827 7907 4758
Passcode: 401282

Dial by your location: 312 626 6799

CALL TO ORDER

ROLL CALL

CONSENT AGENDA

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

ORDINANCES-RESOLUTIONS

- [2.](#) Resolution Authorizing Application for a Community Development Investment Grant Through the WI Economic Development Corporation to Support Redevelopment of 417 E Main Street and Surrounding Public Spaces

CONSIDERATION - ACTION

- [3.](#) S. Madison Street Grant Project Update (*Discussion*)
- [4.](#) Transportation Utility Report and Alternative Funding (*Discussion*)

CLOSED SESSION

The Waupun Committee of the Whole will adjourn in closed session under Section 19.85 (1) **(g)** of the WI Statutes for:

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

5. Confer with Legal Counsel for possible litigation that the City may become involved with

OPEN SESSION

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

ACTION FROM CLOSED SESSION

ADJOURNMENT

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



AGENDA SUMMARY SHEET

MEETING DATE: 01-25-22

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, February 8, 2022	Common Council
Tuesday, February 22, 2022	Committee of the Whole
Tuesday, March 8, 2022	Common Council
Tuesday, March 29, 2022	Committee of the Whole
Tuesday, April 12, 2022	Common Council
Tuesday, April 19, 2022	Special Council-Seating of the Council
Tuesday, April 26, 2022	Committee of the Whole

License and Permit Applications

OPERATOR LICENSE:

Tabatha Green

TEMPORARY CLASS B Fermented Malt Beverage License

None

SODA AND DAIRY LICENSE:

Go Dutch Kitchen LLC at 328 S Division St., Waupun

ATTACHMENTS:

Expense Report(s)

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

Report Criteria:

Report type: Summary

[Report].Check Issue Date = 01/10/2022,01/20/2022,01/21/2022

Check Issue Date	Check Number	Payee	Amount
01/10/2022	103230	BUSINESS IMPROVEMENT DISTRICT	17,472.45
01/10/2022	103231	FOND DU LAC COUNTY TREASURER	669,632.70
01/10/2022	103232	MORAINÉ PARK TECHNICAL COLLEGE	128,864.39
01/10/2022	103233	SCHOOL DISTRICT OF WAUPUN	1,831,036.49
01/10/2022	103234	WAUPUN UTILITIES	13,735.51
01/20/2022	103254	BROWN CAB SERVICE INC	8,096.74
01/20/2022	103255	CONSULTANTS LABORATORY-FDL	120.00
01/20/2022	103256	DIGGERS HOTLINE	28.80
01/20/2022	103257	FOND DU LAC COUNTY	9,382.45
01/20/2022	103258	FOND DU LAC COUNTY	260.00
01/20/2022	103259	GAPPA SECURITY SOLUTIONS LLC	470.50
01/20/2022	103260	LIFESTAR EMERGENCY MEDICAL	5,500.00
01/20/2022	103261	MSA PROFESSIONAL SERVICES INC.	10,775.58
01/20/2022	103262	NAPA AUTO PARTS-WAUPUN	35.29
01/20/2022	103263	OLD WORLD ART GLASS	900.00
01/20/2022	103264	PIGGLY WIGGLY DISCOUNT FOODS	6.93
01/20/2022	103265	PURCHASE POWER	1,510.00
01/20/2022	103266	SCHOOL DISTRICT OF WAUPUN	12,198.38
01/20/2022	103267	SHRED-IT	174.49
01/20/2022	103268	SIRCHIE ACQUISITION COMPANY LLC	524.57
01/20/2022	103269	STANDARD & ASSOCIATES INC	197.50
01/20/2022	103270	TRU CLEANERS LLC	4,532.81
01/20/2022	103271	UNIFORM SHOPPE	132.89
01/20/2022	103272	VANDE ZANDE & KAUFMAN, LLP	5,817.50
01/20/2022	103273	VANTAGE POINT TRANSFER AGENTS	20,220.49
01/20/2022	103274	WAUPUN UTILITIES	41,245.75
01/20/2022	103275	SALAMONE SUPPLIES	443.88
01/21/2022	103276	AMAZON CAPITAL SERVICES	172.61
01/21/2022	103277	ASCAP	390.00
01/21/2022	103278	AIRGAS USA, LLC	1,285.67
01/21/2022	103279	AIR CARE INC	50.00
01/21/2022	103280	CEDARQUIST, ANNIE	91.74
01/21/2022	103281	CHARTER COMMUNICATIONS	1,241.91
01/21/2022	103282	COBAN TECHNOLOGIES INC	495.00
01/21/2022	103283	CELLEBRITE INC	4,300.00
01/21/2022	103284	DAILY CITIZEN	345.24
01/21/2022	103285	GUNDERSON, INC.	297.70
01/21/2022	103286	HALRON LUBRICANTS INC	1,442.00
01/21/2022	103287	HOMAN AUTO -GATEWAY	54.04
01/21/2022	103288	IMAGETREND INC	819.55
01/21/2022	103289	INTERNATIONAL ASSOC OF CHIEFS O	190.00
01/21/2022	103290	INTER-QUEST	62.48
01/21/2022	103291	LIMESTONE RIDGE PROPERTIES	38.19
01/21/2022	103292	MENARDS - BEAVER DAM	416.28
01/21/2022	103293	PINES BACH LLP	936.00
01/21/2022	103294	REINDERS INC.	1,483.40
01/21/2022	103295	RICHTER, TREYLEN	907.46
01/21/2022	103296	SHINY WASH	400.00
01/21/2022	103297	STICKS AND STONES	855.00

Check Issue Date	Check Number	Payee	Amount
01/21/2022	103298	STREICHER'S	840.00
01/21/2022	103299	TRUCK COUNTRY	85.65
01/21/2022	103300	TRUCK EQUIPMENT INC	624.10
01/21/2022	103301	WAUPUN EQUIPMENT COMPANY, INC.	96.31
01/21/2022	103302	WILD, TAMMY	12.00
01/21/2022	103303	WI DEPART OF JUSTICE	358.50
01/21/2022	103304	WI SOCIETY OF EMERGENCY SERVIC	30.00
01/21/2022	103305	WM CORPORATE SERVICES INC	44,523.61
01/21/2022	103306	W.W. ELECTRIC MOTORS, INC.	204.00
01/21/2022	103307	WWW.323.TV LLC	145.00
01/21/2022	103308	MARCO TECHNOLOGIES LLC	244.86
Grand Totals:			2,846,754.39

Report Criteria:

Report type: Summary

[Report].Check Issue Date = 01/10/2022,01/20/2022,01/21/2022

Report Criteria:

[Report].Invoice Date = 01/10/2022,01/20/2022,01/21/2022

Invoice	Description	Invoice Date	Total Cost	GL Account
48 AMAZON CAPITAL SERVICES				
1KLT-XQJK-13C3	coffee for breakroom	01/21/2022	42.99	100-10-5110-3-38
1KTJ-LWFX-1VCK	sensors for city garage lights	01/21/2022	129.62	100-70-5412-3-36
Total 48 AMAZON CAPITAL SERVICES:			172.61	
84 ASCAP				
1-21-22	2022 Music Lic Fee	01/21/2022	390.00	100-20-5525-3-38
Total 84 ASCAP:			390.00	
987 AIRGAS USA, LLC				
9800805917	Cylinder rental CO2	01/21/2022	468.75	100-70-5411-3-38
9121436279	Cylinder rental	01/21/2022	816.92	100-70-5411-3-38
Total 987 AIRGAS USA, LLC:			1,285.67	
5069 AIR CARE INC				
1-21-22	Refund for overpayment on building permit	01/21/2022	50.00	100-13850
Total 5069 AIR CARE INC:			50.00	
6252 BROWN CAB SERVICE INC				
2311	Dec monthly taxi service 2021	01/20/2022	8,096.74	501-10-5154-3-38
Total 6252 BROWN CAB SERVICE INC:			8,096.74	
6765 BUSINESS IMPROVEMENT DISTRICT				
1-10-22	BID Assessment (2022 Budget Yr) Dodge	01/10/2022	6,930.90	202-12100
1-10-22	BID Assessment (2022 Budget Yr) FDL	01/10/2022	10,541.55	202-12100
Total 6765 BUSINESS IMPROVEMENT DISTRICT:			17,472.45	
8049 CEDARQUIST, ANNIE				
1-21-22	clothing allowance	01/21/2022	91.74	100-12634
Total 8049 CEDARQUIST, ANNIE:			91.74	
10048 CHARTER COMMUNICATIONS				
84621-JAN22	museum - internet - pd by Historical Society	01/21/2022	89.99	100-13850
16011-JAN22	senior center - tv, internet	01/21/2022	145.77	100-20-5513-3-38
54053-JAN22	aquatic center	01/21/2022	109.97	100-20-5523-3-38
18815-JAN2022	PD - voice, internet, tv	01/21/2022	190.19	100-40-5211-3-38
3194-JAN2022	ethernet intrastate MBPS	01/21/2022	490.00	100-40-5211-3-38
15199-JAN22	garage - tv, internet	01/21/2022	215.99	100-70-5412-3-38
Total 10048 CHARTER COMMUNICATIONS:			1,241.91	
10354 COBAN TECHNOLOGIES INC				
44840	DEV Software - 2022	01/21/2022	495.00	100-40-5211-3-38
Total 10354 COBAN TECHNOLOGIES INC:			495.00	
10468 CONSULTANTS LABORATORY-FDL				
2618034	legal blood draws - Dec 2021	01/20/2022	120.00	100-40-5213-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 10468 CONSULTANTS LABORATORY-FDL:			120.00	
10726 CELLEBRITE INC				
INVUS238007	50% of 2022 Cellebrite Subscription - Ripon PD	01/21/2022	2,150.00	100-40-5211-3-38
INVUS238007	50% of 2022 Cellebrite Subscription - Waupun PD	01/21/2022	2,150.00	100-40-5211-3-38
Total 10726 CELLEBRITE INC:			4,300.00	
10920 DAILY CITIZEN				
JAN2022	annual subscription - PD	01/21/2022	345.24	100-40-5211-3-35
Total 10920 DAILY CITIZEN:			345.24	
11297 DIGGERS HOTLINE				
211250101	prepaid Email fees for Dec 2021	01/20/2022	28.80	700-10-5192-3-38
Total 11297 DIGGERS HOTLINE:			28.80	
13495 FOND DU LAC COUNTY				
21610801	salt brine mix - Dec 2021	01/20/2022	3,202.02	100-70-5435-3-36
21610801	salt - Dec 2021	01/20/2022	6,180.43	100-70-5435-3-36
Total 13495 FOND DU LAC COUNTY:			9,382.45	
13496 FOND DU LAC COUNTY				
IS-2021-W03	L1 Tech Support - PD	01/20/2022	260.00	100-40-5211-3-38
Total 13496 FOND DU LAC COUNTY:			260.00	
13700 FOND DU LAC COUNTY TREASURER				
1-10-22	January Settlement 2021	01/10/2022	669,632.70	202-24310
Total 13700 FOND DU LAC COUNTY TREASURER:			669,632.70	
14275 GAPPA SECURITY SOLUTIONS LLC				
24479	new lockset installed - PD	01/20/2022	470.50	100-40-5213-3-38
Total 14275 GAPPA SECURITY SOLUTIONS LLC:			470.50	
15075 GUNDERSON, INC.				
1077872	Library Rugs - Jan 2022	01/21/2022	66.17	100-70-5410-3-38
1077880	fire Dept-Rugs - Jan 2022	01/21/2022	54.27	100-70-5410-3-38
1080015	Senior center rugs - Jan 2022	01/21/2022	56.53	100-70-5410-3-38
1080014	CITY HALL rugs - Jan 2022	01/21/2022	68.07	100-70-5410-3-38
1082463	Uniform/charges - Jan 2022	01/21/2022	23.51	100-70-5411-3-38
1082462	Garage supplies - Jan 2022	01/21/2022	29.15	100-70-5411-3-38
Total 15075 GUNDERSON, INC.:			297.70	
15442 HALRON LUBRICANTS INC				
0143430-IN	Bulk Shell Spirax	01/21/2022	1,442.00	100-70-5411-3-36
Total 15442 HALRON LUBRICANTS INC:			1,442.00	
15950 HOMAN AUTO -GATEWAY				
1017459	replaced sensor	01/21/2022	54.04	100-70-5411-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 15950 HOMAN AUTO -GATEWAY:			54.04	
16096 IMAGETREND INC				
132779	Annual fee 2022	01/21/2022	819.55	100-50-5232-3-38
Total 16096 IMAGETREND INC:			819.55	
16419 INTERNATIONAL ASSOC OF CHIEFS OF POLICE				
0211367	Dues 1/1/22 - 12/31/22	01/21/2022	190.00	100-40-5211-3-34
Total 16419 INTERNATIONAL ASSOC OF CHIEFS OF POLICE:			190.00	
16440 INTER-QUEST				
80027	Jan 5 Firmware updates	01/21/2022	62.48	100-10-5197-3-38
Total 16440 INTER-QUEST:			62.48	
17759 LIFESTAR EMERGENCY MEDICAL				
21-0078	ACLS Service Dec 2021	01/20/2022	5,500.00	100-10-5255-3-38
Total 17759 LIFESTAR EMERGENCY MEDICAL:			5,500.00	
17804 LIMESTONE RIDGE PROPERTIES				
1-21-22	2021 Tax Refund	01/21/2022	38.19	100-13850
Total 17804 LIMESTONE RIDGE PROPERTIES:			38.19	
18009 MSA PROFESSIONAL SERVICES INC.				
R00212056.0-82	CWC Bus Garage 2021-SW Site Plan Review	01/20/2022	2,144.15	100-13840
R00212056.0-82	Info Request By City Staff	01/20/2022	798.00	100-70-5420-3-38
R00212096.0-30	Rock/Newton-Street Costs-Invoice 30	01/20/2022	2,160.35	400-70-5436-8-00
R00212131.0-1	Waupun Downtown Public Spaces Concept	01/20/2022	1,600.00	405-70-5436-3-38
R00212056.0-82	School on McKinley St CSM/TID6	01/20/2022	1,336.50	408-70-5436-3-39
R00212129.0-2	Claggett Ave Storm Sewer Capacity Eval	01/20/2022	340.00	700-10-5192-3-38
R00212056.0-82	WWTF Stormwater Review	01/20/2022	231.25	700-10-5192-3-38
R00212096.0-30	Rock/Newton-SW Costs-Invoice 30	01/20/2022	382.77	700-10-5192-8-00
R00212119.0-12	Harmsen/Oak Ln Pond - 2021	01/20/2022	1,782.56	700-10-5192-8-00
Total 18009 MSA PROFESSIONAL SERVICES INC.:			10,775.58	
18961 MENARDS - BEAVER DAM				
9618	parts - install door in between workout area & meeting roo	01/21/2022	416.28	100-70-5410-3-36
Total 18961 MENARDS - BEAVER DAM:			416.28	
19450 MORAIN PARK TECHNICAL COLLEGE				
1-10-22	January Settlement 2021 - Dodge	01/10/2022	63,877.71	202-24620
1-10-22	January Settlement 2021 - FDL	01/10/2022	64,986.68	202-24620
Total 19450 MORAIN PARK TECHNICAL COLLEGE:			128,864.39	
19802 NAPA AUTO PARTS-WAUPUN				
324118	ultra red supreme/all trans supreme - Dec 2021	01/20/2022	35.29	100-50-5232-3-36
Total 19802 NAPA AUTO PARTS-WAUPUN:			35.29	

Invoice	Description	Invoice Date	Total Cost	GL Account
20761 OLD WORLD ART GLASS				
1-20-22	rebuild windows - museum - Dec 2021	01/20/2022	900.00	100-70-5410-3-36
Total 20761 OLD WORLD ART GLASS:			900.00	
21665 PIGGLY WIGGLY DISCOUNT FOODS				
8889	break room supplies - city hall	01/20/2022	6.93	100-10-5110-3-38
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			6.93	
21689 PINES BACH LLP				
217803	Development Agreement with United Co-op	01/21/2022	936.00	404-10-5711-3-38
Total 21689 PINES BACH LLP:			936.00	
22324 PURCHASE POWER				
1-20-22	Postage fees - Dec 2021	01/20/2022	10.00	100-10-5141-3-36
1-20-22	Postage fees - Dec 2021	01/20/2022	1,500.00	100-16210
Total 22324 PURCHASE POWER:			1,510.00	
22700 REINDERS INC.				
6004947-00	blades for snow removal on Toro's	01/21/2022	1,483.40	100-70-5435-3-36
Total 22700 REINDERS INC.:			1,483.40	
22941 RICHTER, TREYLEN				
1-21-22	2021 Tax Refund	01/21/2022	907.46	100-13850
Total 22941 RICHTER, TREYLEN:			907.46	
23300 SCHOOL DISTRICT OF WAUPUN				
1-20-22	2021 Mobile Home Fee Allocation	01/20/2022	12,198.38	100-41-4114-0-00
1-10-22	January settlement - 2021 - Dodge	01/10/2022	907,639.29	202-24610
1-10-22	January settlement - 2021 - FDL	01/10/2022	923,397.20	202-24610
Total 23300 SCHOOL DISTRICT OF WAUPUN:			1,843,234.87	
23607 SHINY WASH				
140430	VIP Car Wash card for PD	01/21/2022	400.00	100-40-5212-3-36
Total 23607 SHINY WASH:			400.00	
23612 SHRED-IT				
8000683192	destruction of records - Dec 2021	01/20/2022	174.49	100-40-5211-3-38
Total 23612 SHRED-IT:			174.49	
23681 SIRCHIE ACQUISITION COMPANY LLC				
0526569-IN	evidence bags/colton applicator/tweezers/multi-tool/metal	01/20/2022	524.57	100-40-5213-3-38
Total 23681 SIRCHIE ACQUISITION COMPANY LLC:			524.57	
24103 STANDARD & ASSOCIATES INC				
SA000048560	entry level law enforcement officer selection test	01/20/2022	197.50	100-40-5211-3-38
Total 24103 STANDARD & ASSOCIATES INC:			197.50	

Invoice	Description	Invoice Date	Total Cost	GL Account
24350 STICKS AND STONES				
12703	snow removal/salt - 606 W Main St	01/21/2022	110.00	100-70-5435-3-36
12749	snow removal/salt - numerous addresses	01/21/2022	540.00	100-70-5435-3-36
12748	snow removal/salt - numerous addresses	01/21/2022	205.00	100-70-5435-3-36
Total 24350 STICKS AND STONES:			855.00	
24470 STREICHER'S				
1544743	ball panel set/carrier/trauma plates	01/21/2022	840.00	410-40-5211-4-00
Total 24470 STREICHER'S:			840.00	
25445 TRUCK COUNTRY				
X202684375:01	replace sensor	01/21/2022	85.65	100-70-5411-3-36
Total 25445 TRUCK COUNTRY:			85.65	
25446 TRUCK EQUIPMENT INC				
984048-00	stud/flange nutuni-mount	01/21/2022	72.70	100-70-5411-3-36
984113-00	steer hub/oil bath seal	01/21/2022	551.40	100-70-5411-3-36
Total 25446 TRUCK EQUIPMENT INC:			624.10	
25450 TRU CLEANERS LLC				
CW010122	cleaning service for City of Waupun - for Dec 2021	01/20/2022	4,052.81	100-70-5410-3-38
CW010122-A	additional cleaning service due to Covid-19 - for Dec 202	01/20/2022	480.00	100-70-5410-3-38
Total 25450 TRU CLEANERS LLC:			4,532.81	
25482 UNIFORM SHOPPE				
317855	clothing allowance - Dec 2021 - Beer	01/20/2022	132.89	100-12634
Total 25482 UNIFORM SHOPPE:			132.89	
26042 VANDE ZANDE & KAUFMAN, LLP				
DEC21	monthly City Attorney Fees - Dec 2021	01/20/2022	5,817.50	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			5,817.50	
26208 VANTAGE POINT TRANSFER AGENTS				
1-20-22	2021 Sick Leave Payout To ICMA	01/20/2022	2,903.04	100-10-5141-2-24
1-20-22	2021 Sick Leave Payout To ICMA	01/20/2022	5,889.80	100-40-5211-2-24
1-20-22	2021 Sick Leave Payout To ICMA	01/20/2022	1,946.88	100-50-5231-2-24
1-20-22	2021 Sick Leave Payout To ICMA	01/20/2022	1,579.25	100-70-5410-2-24
1-20-22	2021 Sick Leave Payout To ICMA	01/20/2022	2,445.12	100-70-5420-2-24
1-20-22	2021 Sick Leave Payout To ICMA	01/20/2022	1,980.96	100-70-5431-2-24
1-20-22	2021 Sick Leave Payout To ICMA	01/20/2022	2,864.16	210-60-5511-2-24
1-20-22	2021 Sick Leave Payout To ICMA	01/20/2022	611.28	700-10-5190-2-24
Total 26208 VANTAGE POINT TRANSFER AGENTS:			20,220.49	
27000 WAUPUN EQUIPMENT COMPANY, INC.				
10647W-1	fittng, o-ring	01/21/2022	12.06	100-70-5411-3-36
10834W	filters	01/21/2022	84.25	100-70-5411-3-36
Total 27000 WAUPUN EQUIPMENT COMPANY, INC.:			96.31	

Invoice	Description	Invoice Date	Total Cost	GL Account
27450 WAUPUN UTILITIES				
DEC2021	Monthly utility charges	01/20/2022	115.02	100-20-5512-3-32
DEC2021	Monthly utility charges	01/20/2022	582.31	100-20-5513-3-32
DEC2021	Monthly utility charges	01/20/2022	1,519.19	100-20-5523-3-32
DEC2021	Monthly utility charges	01/20/2022	2,354.40	100-20-5525-3-32
1-10-22	Jan 2021 Settlement - Delinq Utilities - Dodge	01/10/2022	9,823.53	100-25620
1-10-22	Jan 2021 Settlement - Delinq Utilities - FDL	01/10/2022	3,911.98	100-25620
DEC2021	Monthly utility charges	01/20/2022	855.54	100-40-5211-3-32
DEC2021	Monthly utility charges	01/20/2022	506.19	100-50-5231-3-32
DEC2021	Monthly utility charges	01/20/2022	16.00	100-50-5251-3-32
DEC2021	Monthly utility charges	01/20/2022	6,852.73	100-70-5410-3-32
DEC2021	Monthly utility charges	01/20/2022	1,281.69	100-70-5412-3-32
DEC2021	Monthly utility charges	01/20/2022	308.64	100-70-5441-3-32
DEC2021	Monthly utility charges	01/20/2022	10,697.59	100-70-5442-3-32
DEC2021	Monthly utility charges	01/20/2022	1,557.62	210-60-5511-3-32
DEC2021	Monthly utility charges - McKinley Property	01/20/2022	84.98	408-70-5436-3-32
DEC2021	Monthly utility charges	01/20/2022	38.82	700-10-5192-3-32
5406	Stormwater Billing & Collection Fees - Dec 2021	01/20/2022	869.25	700-10-5192-3-38
5360	Relocate wires for Oak Lane retention pond	01/20/2022	13,605.78	700-10-5192-8-00
Total 27450 WAUPUN UTILITIES:			54,981.26	
28167 WILD, TAMMY				
11FA116	Transcript Prep by State-employed court reporter - copies	01/21/2022	12.00	100-40-5213-3-38
Total 28167 WILD, TAMMY:			12.00	
28650 WI DEPART OF JUSTICE				
455TIME-0000011614	Time System-quarterly billing/Office Support	01/21/2022	358.50	100-40-5212-3-38
Total 28650 WI DEPART OF JUSTICE:			358.50	
29497 WI SOCIETY OF EMERGENCY SERVICES INSTRUC				
1-21-22	2022 membership dues - Beer	01/21/2022	30.00	100-50-5234-3-34
Total 29497 WI SOCIETY OF EMERGENCY SERVICES INSTRUC:			30.00	
29749 WM CORPORATE SERVICES INC				
0019155-2321-9-JAN22	Residential Recycling - Jan 2022	01/21/2022	9,202.20	420-70-5436-3-38
0019155-2321-9-JAN22	Residential Trash - Jan 2022	01/21/2022	35,321.41	425-70-5476-3-38
Total 29749 WM CORPORATE SERVICES INC:			44,523.61	
29875 W.W. ELECTRIC MOTORS, INC.				
WPN12224	furnace motor replaced - comm center	01/21/2022	204.00	100-70-5410-3-36
Total 29875 W.W. ELECTRIC MOTORS, INC.:			204.00	
29883 WWW.323.TV LLC				
29186	NUC repair for Zoom meetings	01/21/2022	145.00	100-10-5197-3-38
Total 29883 WWW.323.TV LLC:			145.00	
300188 MARCO TECHNOLOGIES LLC				
74983994	KONMIN/BHC308 - contract	01/21/2022	244.86	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			244.86	

Invoice	Description	Invoice Date	Total Cost	GL Account
300193 SALAMONE SUPPLIES				
157248	Building Supplies	01/20/2022	443.88	100-70-5410-3-36
Total 300193 SALAMONE SUPPLIES:			443.88	
Grand Totals:			2,846,754.39	

Report GL Period Summary

GL Period	Amount
01/22	2,724,179.84
12/21	122,574.55
Grand Totals:	2,846,754.39

Vendor number hash: 2068100
 Vendor number hash - split: 2833701
 Total number of invoices: 83
 Total number of transactions: 115

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	2,846,754.39	.00	2,846,754.39
Grand Totals:	2,846,754.39	.00	2,846,754.39

Report Criteria:

[Report].Invoice Date = 01/10/2022,01/20/2022,01/21/2022



AGENDA SUMMARY SHEET

MEETING DATE: 1-25-22

TITLE: Resolution Authorizing Application for a Community Development Investment Grant Through the WI Economic Development Corporation to Support Redevelopment of 417 E Main Street and Surrounding Public Spaces

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, City Administrator

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

ISSUE SUMMARY:

Staff has been working with the owners of 417 E Main Street on a redevelopment plan for that site. The overall plan has been approved by the CDA. Part of the plan includes seeking grant funding through a Community Development Investment (CDI) Grant from WI Economic Development Corporation (WEDC). This requires a resolution of support be adopted by the Waupun Common Council. The proposed resolution is attached.

STAFF RECOMMENDATION:

Approve resolution as presented.

ATTACHMENTS:

Resolution Authorizing Application for a Community Development Investment Grant Through the WI Economic Development Corporation to Support Redevelopment of 417 E Main Street and Surrounding Public Spaces

MOTIONS:

Motion to approve Resolution # _____ authorizing application for a Community Development Investment Grant from WEDC to redevelop 417 E Main Street and surrounding public spaces as presented.

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RESOLUTION _____

Authorizing Application for a Community Development Investment Grant Through the Wisconsin Economic Development Corporation to Support Redevelopment of 417 E Main Street and Surrounding Public Spaces

WHEREAS, the City of Waupun is aware of funding opportunities available through the Community Development Investment (CDI) Grant Program administered by the Wisconsin Economic Development Corporation (WEDC); and

WHEREAS, the CDI Grant Program’s primary focus is to provide incentives for catalytic downtown redevelopment projects in communities across Wisconsin; and,

WHEREAS, the vacant 417 E Main Street property is located in the heart of Waupun’s Historic Downtown District and a proposed redevelopment of this property has the potential to serve as a catalyst for other redevelopment in the Main Street corridor and surrounding areas; and

WHEREAS, such redevelopment is consistent with the City’s TID 3 Project Plan to eliminate blight, the City’s 2040 Comprehensive Plan, the City’s Streetscaping Plan, and the City’s Economic Development plan, all calling for reinvestment in the City’s downtown commercial core; and,

WHEREAS, the City of Waupun recognizes the sizable private investment required to redevelop this major downtown property, and that the CDI grant reimburses expenses incurred but requires a 3:1 match; and,

WHEREAS, the City of Waupun wishes to make public space and infrastructure improvements in accordance with the City’s TID 3 Project Plan;

NOW, THEREFORE BE IT RESOLVED that the Common Council of the City of Waupun authorizes the submission of an application to the WEDC CDI Grant program to support the redevelopment project of 417 E Main Street.

Approved this _____ day of January, 2022.

Julie J. Nickel, Mayor, City of Waupun

ATTEST:

Angela J. Hull, Clerk, City of Waupun



AGENDA SUMMARY SHEET

MEETING DATE: 1-25-22

TITLE: S. Madison Street Grant Project Update
(Discussion)

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane, Director of Public Works

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

ISSUE SUMMARY:

Below are results of the Wisconsin DOT letting for S. Madison St. project. The results show an increase in the low bid of \$368,813.03. Steps are in process to work with WI-DOT to determine if the grant can be amended to cover some of the added cost, which is 16.5% higher than 2021. Across the board, we are seeing significant cost increases. Further discussion will need to be had once we've finalized our discussion with WI-DOT to determine sources of funding to cover this gap.

2022 bid results

ADVANCE CONSTRUCTION, INC. \$2,601,145.07

LALONDE CONTRACTORS INCORPORATED \$2,748,655.39

JAMES PETERSON SONS, INC. \$3,241,055.84

A.W. OAKES & SON, INC. \$3,642,566.62

2021 bid results

ADVANCE CONSTRUCTION, INC. \$2,232,332.04

DORNER INC. \$2,266,616.19

PTASCHINSKI CONSTRUCTION, INC. \$2,299,158.41

LALONDE CONTRACTORS INCORPORATED \$2,314,829.72

R & R WASH MATERIALS, INC. \$2,589,120.28

JAMES PETERSON SONS, INC. \$2,837,664.80

STAFF RECOMENDATION:

Discussion only

ATTACHMENTS:

None

MOTIONS FOR CONSIDERATION:

N/A



AGENDA SUMMARY SHEET

MEETING DATE: 1-25-22

TITLE: Transportation Utility Report and Alternative Funding (*Discussion*)

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Julie Nickel, Mayor

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

ISSUE SUMMARY:

Ehlers has completed and submitted their feasibility report on the transportation utility. This concludes their work from 2021. The report is included for your review and discussion. The feasibility study attempts to provide the City Council with enough information to consider if it wants to move forward with the creation of a transportation utility. Assuming the Council wishes to proceed with the creation of a transportation utility we would take the following next steps:

1. The Council to decide on a final budget and user rates that it would like to proceed with.
2. Continue working on a public education outreach campaign on the transportation utility and engage in public outreach as needed on the utility.
3. Establish a formalized transportation utility budget to define total revenues and detailed expenses on an annual basis.
4. The Trip Generation database to be incorporated into the City’s utility billing database or property tax listing so that the applicable user rates can be assigned to each parcel based on their individual Trip Generation rates.
5. A Transportation Utility Ordinance will need to be created specifying the governance structure of the utility, the frequency and method for billing and method for settling any disputes on charges and/or any applicable credit policy.

STAFF RECOMENDATION:

ATTACHMENTS:

Ehlers Transportation Utility Feasibility Study
Alternative Revenues Matrix

MOTIONS FOR CONSIDERATION:

N/A



Transportation Utility Creation Feasibility Study

For

The City of Waupun



November, 2021

Prepared by:

Ehlers
raSmith

Transportation Utility Creation Feasibility Study

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September 18, 2021 Transportation Utility Creation Analysis Presentation to City Council

Transportation Utility Creation Feasibility Study

Introduction

The City of Waupun hired the project team of Ehlers and raSmith in 2021 to prepare a Feasibility Analysis for the possible creation of a Transportation Utility. The City of Waupun has over 45 miles of roads to maintain. Historically the City levies annually for mill and overlay expenses and issues General Obligation (GO) debt every other year to fund road reconstruction and resurfacing projects due to State imposed levy limits. The City, like many municipalities within the State, are seeing road reconstruction costs increase beyond a typical rate of inflation which is increasing the City's borrowing requirement. Road reconstruction projects are also becoming a larger proportionate share of the City's outstanding GO debt relative to other projects. The City also has a large percentage of tax-exempt properties that utilize the roads but do not pay property taxes.

This study is a feasibility study in that it is intended to provide the City Council with enough information to consider if it wants to move forward with the creation of a transportation utility. The study is intended to educate the Council on what a transportation utility is, including their history in the United States and Wisconsin, what preliminary user rates would look like for City users, the legality of creating a transportation utility in Wisconsin, and next steps the City will need to consider if the Council desires to create a transportation utility in the City of Waupun.

Transportation Utility Explanation and History

A transportation utility is a funding mechanism for a municipality's transportation system that essentially equates the transportation system to a utility similar to a municipality's water and sewer utilities. User rates are calculated for properties within the municipality based on a property's use of the transportation system. The method to measure system usage can vary by municipality, but the method that appears to be the most legally defensible is Trip Generation as published by the Institute for Transportation Engineers (ITE).

Trip Generation is a method for measuring traffic volume based upon trip ends generated by different land use types. The ITE publishes a Trip Generation Manual that measures traffic generation by land use type for 1,000's of potential land uses. The Trip Generation method and manual is widely accepted by those municipalities that have transportation utilities as a reliable method for determining daily traffic generation by land use type. This method measures a property's use of the transportation system much the same way a water meter measures a utility customer's water consumption.

The concept of a transportation utility is relatively new in the United States and very new to Wisconsin. According to a 2019 Master's Thesis completed by Andrew Eveland (*Clintonville Road Maintenance and Transportation Utility Fee, A Master Thesis. Andrew Robert Eveland. November, 2019. Page, 16*), the first transportation utility in the United States was created in Fort Collins, Colorado in 1984 followed by

LaGrange, Oregon. The use of transportation utilities has been more prevalent in in the western portion of the United States to date.

In the early 2000's in Wisconsin, the City of Oconomowoc and the Village of North Fond du Lac both attempted to create transportation utilities. Recently we are aware of the City of Neenah the Town of Buchanan, and the Village of Pewaukee as having created transportation utilities. In addition, the City of Janesville, the City of Oshkosh, the City of Clintonville, the Village of Elm Grove, the Village of Little Chute, the City of Wisconsin Rapids, and the City of Appleton either have or are currently studying this option.

Legal Authority Issues

Transportation Utilities do not have direct enabling legislation in Wisconsin. In June, 2020 the League of Wisconsin Municipalities published a legal opinion on the creation of transportation utilities. In that opinion they concluded that municipalities can rely on their broad Home Rule authority under State Statutes or the Wisconsin Constitution to create such utilities.

The use of Home Rule authority is what a number of municipalities relied upon in the 1990's to create stormwater utilities prior to legislation being drafted to allow for their creation. The use of Home Rule authority, while broad in nature, does not mean that a municipality would not face a challenge for the validity of creating a transportation utility. In fact, it is reasonable to suggest that the City may face a legal challenge on the overall validity of creating a transportation utility.

The League of Municipalities' opinion includes a number of items that municipalities need to consider so that the transportation utility is construed as a user fee and not a tax, and furthermore defensible against a possible legal challenge. These include:

1. Transportation utility fees need to be reasonably based on the costs of the services provided. (i.e. fees must be cost based)
2. Fee should be related to a property owner's use of the street system.
3. Avoid using the fee to pay for snow plowing or street sweeping.
4. Place fees collected in a separate enterprise fund, used only for street rehabilitation costs.
5. Collect the fees in the same manner as other utility charges.
6. Any credit policy adopted should avoid exempting tax-exempt properties so as to not be construed as a tax.
7. To the extent possible, have a process for allowing properties that demonstrate reduced use of system to qualify for a lower fee.

Study Methodology and Results

The study calculates user rates based upon the City's current planned 2022-2029 street capital program. The City's street program includes annual mill and overlay costs plus every other year street reconstruction capital project(s). The user rates were based on the concept of Trip Generation and the number of daily trips that are estimated to be generated within the City. For this exercise, raSmith relied upon City property assessment data and other City parcel data to identify property type and then assign

trips based upon the weekday average trip rate for each parcel type as identified in the ITE Trip Generation Manual. All single-family residential parcels have a uniform number of 9.44 trips per day assigned to them per the ITE Trip Generation manual. Non-residential parcels have trips assigned based upon land use classification, related Trip Generation rates and a scale factor (e.g. building size, site size, etc.). For the purpose of this feasibility analysis, raSmith has entered Trip Generation rates and developed a preliminary estimate of all daily Trips for all parcels within the City. The Trip Generation database for the City will continue to be refined if the City moves forward to create a Transportation Utility. The results of the Trip Generation analysis compared to total assessed value within each property class are shown graphically below. Table 1 shows the summary of the number of properties and total estimated number of average daily Trips within the City. Table 2 shows the total estimated 2022-2029 street program including the annual planned mill and overlay expenses and street reconstruction program expenses.

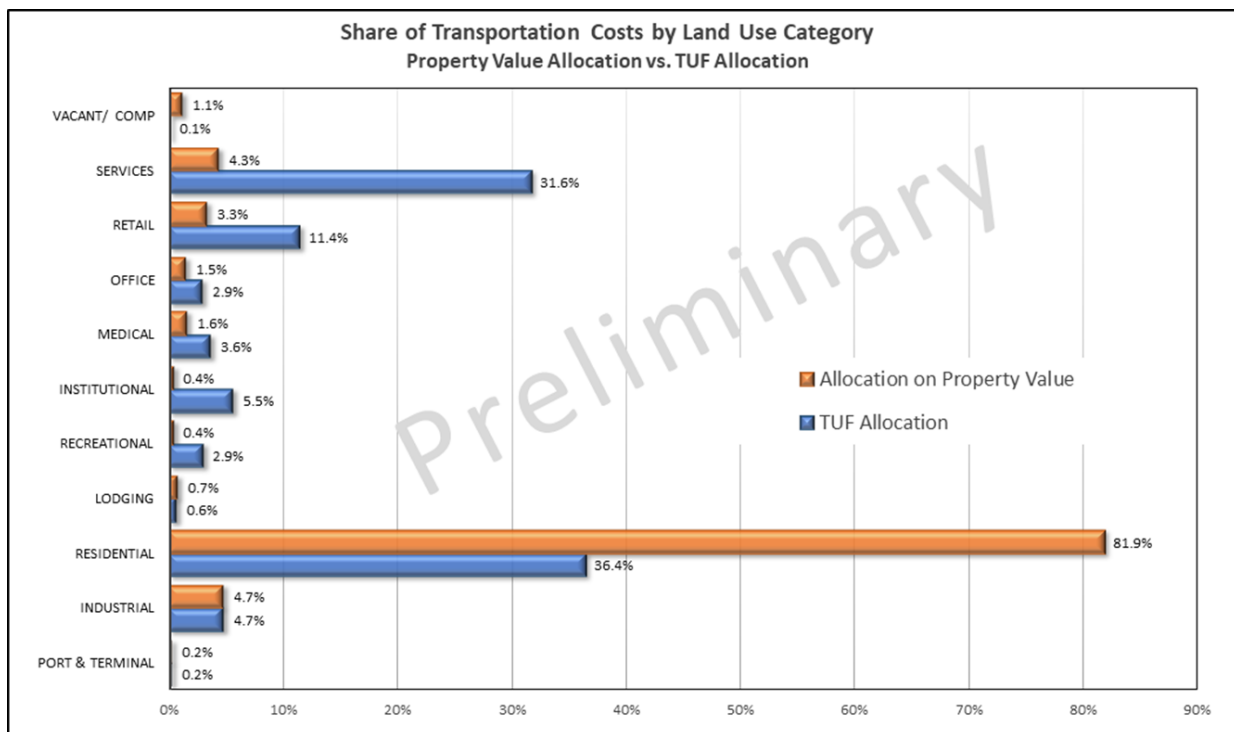


Table 1
Transportation Utility Breakdown of TRIPs by Land Use Category
City of Waupun, WI

Trip and Cost Breakdown by ITE Categories		
ITE Categories	No. of Properties	No. of Trips (Daily)
Port & Terminal (000's)	3	279
Industrial (100's)	66	5,554
Residential (200's) ³	2,873	33,784
Lodging (300's)	3	760
Recreational (400's)	36	3,476
Institutional (500's)	36	6,663
Medical (600's)	8	4,365
Office (700's)	43	3,394
Retail (800's)	46	13,926
Services (900's)	52	38,805
VAC/UTIL Properties	302	-
Totals:	3,468	111,006

Notes:

1. Source: Trip generation database developed by RA Smith.
2. Number of Trips per land use category developed through property analysis completed by raSmith using the Institute of Traffic Engineers (ITA) Trip Generation Manual.
3. Residential class includes single-family, multi-family, and mobile-home park customers.

Table 2

Transportation Utility Capital Improvement Plan - Street Plan

City of Waupun, WI

Projects	2022	2023	2024	2025	2026	2027	2028	2029	Totals
Mill & Overlay	176,436	198,426	219,456	15,720	133,290		177,493		920,821
Street Reconstruction		1,782,656	50,000	2,536,875		1,938,281		772,969	7,080,781
Actual CIP Costs	176,436	1,981,082	269,456	2,552,595	133,290	1,938,281	177,493	772,969	8,001,602

Sources of Funding	2022	2023	2024	2025	2026	2027	2028	2029	Totals
G.O. Debt	0	0	0	0	0	0	0	0	0
Revenue Debt	0	0	0	0	0	0	0	0	0
CDBG Grant	0	0	0	0	0	0	0	0	0
LRIP Grant	0	0	0	0	0	0	0	0	0
User Fees	176,436	1,981,082	269,456	2,552,595	133,290	1,938,281	177,493	772,969	8,001,602
Total	176,436	1,981,082	269,456	2,552,595	133,290	1,938,281	177,493	772,969	8,001,602

Notes:

1. Source: City of Waupun 2022-2029 Street Plan. Provided March, 2021.

Table 3 Transportation Utility Operating Budget

City of Waupun, WI

Line Item	2022	2023	2024	2025	2026	2027	2028	2029	7-Year Average
Billing Services	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Billing for City Properties	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Subtotal Operating Budget	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000

Notes:

Table 3 above shows a summary of the annual operations expenses for the proposed transportation utility. The only operations expenses currently contemplated for the utility are billing (collections) expenses and the recovery of transportation utility expenses charged to City owned properties. The revenue requirement for the utility is shown on Table 4. The revenue requirement is simply defined as the amount of revenue that is needed to be generated through user rates. The revenue requirement is allocated between a fixed customer charge component and a Trip Generation component, which is used for the calculation of the preliminary user rates shown on Table 5.

The preliminary user rate calculations are shown on Table 5 and are broken down into two components: a fixed charge per customer and a Trip Rate that can then be applied to each land use type to calculate the annual utility charge. The costs allocated to the fixed customer charge are divided by the number of estimated customers to arrive at the annual fixed charge per customer. The costs allocated to Trip Generation are divided by estimated number of Trips shown on Table 1 for a rate per Trip. Table 6 shows the revenue check for the proposed utility to ensure that the user rates were calculated properly. Table 7 shows the summary of user rates for sample properties within the City.

Table 4 Transportation Utility Revenue Requirement Summary & Cost Allocation

City of Waupun, WI

Line Item	Test Year Budget	% Allocation to Function		\$ Allocation to Function	
	2022	Fixed	Trip	Fixed	Trip
Billing Services	10,000	10%	90%	1,000	9,000
Billing for City Properties	15,000	10%	90%	1,500	13,500
Subtotal Operating Budget	25,000	10%	90%	2,500	22,500
Cash Funded CIP (2022-2030 Avg)	1,000,200	10%	90%	100,020	900,180
Total Revenue Requirements	1,025,200	10%	90%	102,520	922,680

Table 5 Transportation Utility Rate Calculations

City of Waupun, WI

Calculation of Fixed Charge

Costs Allocated to Fixed Charge	\$102,520
Customers	3,468
Annual Fixed Charge	\$29.56

Calculation of Trip Charge

Costs Allocated to Trip Charge	\$922,680
Trips (Daily)	111,006
Cost per Trip (Annual)	\$8.31

Table 6 Transportation Utility User Rate Revenue Check

City of Waupun, WI

ITE Categories	Trip and Cost Breakdown by ITE Categories				
	No. of Properties	No. of Trips (Daily)	Annual Charges		Total
			Fixed	Rate	
Port & Terminal (000's)	3	279	\$ 29.56	\$ 8.312	\$ 2,408
Industrial (100's)	66	5,554	\$ 29.56	\$ 8.312	\$ 48,116
Residential (200's)	2,873	33,784	\$ 29.56	\$ 8.312	\$ 365,743
Lodging (300's)	3	760	\$ 29.56	\$ 8.312	\$ 6,406
Recreational (400's)	36	3,476	\$ 29.56	\$ 8.312	\$ 29,957
Institutional (500's)	36	6,663	\$ 29.56	\$ 8.312	\$ 56,447
Medical (600's)	8	4,365	\$ 29.56	\$ 8.312	\$ 36,518
Office (700's)	43	3,394	\$ 29.56	\$ 8.312	\$ 29,482
Retail (800's)	46	13,926	\$ 29.56	\$ 8.312	\$ 117,113
Services (900's)	52	38,805	\$ 29.56	\$ 8.312	\$ 324,084
VAC/UTIL Properties	302	-	\$ 29.56	\$ 8.312	\$ 8,928
Totals:	3,468	111,006	325	91	\$ 1,025,200

Total Revenue Requirement 1,025,200

Revenue Check -

Table 7

Transportation Utility Summary of User Rates

City of Waupun, WI

Proposed Charges by Scenario for a Single-Family Home

Annual Fixed Charge	Annual Trip Rate	Trips/Day	Annual Utility Charge	Monthly Utility Charge
\$29.56	\$8.31	9.44	\$108.03	\$9.00

Proposed Charges by Scenario for Manufacturing Building

Annual Fixed Charge	Annual Trip Rate	Trips/Day*	Annual Utility Charge	Monthly Utility Charge
\$29.56	\$8.31	191.64	\$1,622.47	\$135.21

*Based on a 10,000 square foot manufacturing facility.

Proposed Charges by Scenario for a Multi-Use Retail Building

Annual Fixed Charge	Annual Trip Rate	Trips/Day*	Annual Utility Charge	Monthly Utility Charge
\$29.56	\$8.31	544	\$4,551.28	\$379.27

*Based on a 11,000 square feet multi-use retail building.

Proposed Charges by Scenario for a Fast Food Restaurant

Annual Fixed Charge	Annual Trip Rate	Trips/Day*	Annual Utility Charge	Monthly Utility Charge
\$29.56	\$8.31	1,412.85	\$11,773.15	\$981.10

*Based on a 3,000 square foot facility with drive through.

Table 7

Transportation Utility Summary of User Rates

City of Waupun, WI

Proposed Charges by Scenario for a Church

Annual Fixed Charge	Annual Trip Rate	Trips/Day*	Annual Utility Charge	Monthly Utility Charge
\$29.56	\$8.31	83.40	\$722.78	\$60.23

*Based on a 12,000 square foot stand alone church facility without a school.

Proposed Charges by Scenario for a Bank Building

Annual Fixed Charge	Annual Trip Rate	Trips/Day*	Annual Utility Charge	Monthly Utility Charge
\$29.56	\$8.31	792.00	\$6,612.65	\$551.05

*Based on a 18,000 square foot bank building that has both an office and bank function.

Proposed Charges by Scenario for an Office Building

Annual Fixed Charge	Annual Trip Rate	Trips/Day*	Annual Utility Charge	Monthly Utility Charge
\$29.56	\$8.31	33.00	\$303.86	\$25.32

*Based on a 2,800 square foot office building.

Proposed Charges by Scenario for Prison Property

Annual Fixed Charge	Annual Trip Rate	Trips/Day	Annual Utility Charge	Monthly Utility Charge
\$29.56	\$8.31	1381.00	\$11,508.41	\$959.03

Long Term Debt Analysis

As part of this study, a future debt issuance scenario was prepared to examine the amount of General Obligation (GO) borrowing for road reconstruction projects estimated from 2022-2029 if a transportation utility is not created. The purpose of the analysis was to 1) examine the future tax rate for mill and overlay expense, and for the new debt associated with road reconstruction projects without the creation of a transportation utility to be able to compare the tax rate for the road improvement program against the proposed user rates for a transportation utility over the same period; and 2) examine the impact of the 2022-2029 road reconstruction projects on overall available GO debt capacity.

Table 8 contains the same capital improvement plan as in Table 2; however, the source of funding is updated to show the costs being paid via a combination of General Obligation (G.O.) debt for street reconstruction projects and directly through the tax levy for mill and overlay expenses. Table 9 shows the projected annual total borrowings for street reconstruction only projects from 2022-2029. Table 10 shows the total estimated annual principal and interest payments for all debt issued in Table 9. Table 10 shows the estimated tax rate for debt and operations expenses for the 2022-2029 period if no transportation utility is created. Table 11 shows the estimated impact on GO debt capacity of only the debt issues for road reconstruction projects. It is very likely the City will have other GO borrowing needs in addition to the road projects shown that in total may increase the City's overall GO debt capacity. The City also has a self-imposed debt policy limiting the amount of GO debt to no more than 75-percent of its total capacity. As is shown on the table just borrowing for street improvement costs through 2029 puts the City at approximately 70-percent of its self-imposed debt limit.

Table 8

Transportation Utility Capital Improvement Plan - Street Plan (Assuming No Utility Created)

City of Waupun, WI

Projects	2022	2023	2024	2025	2026	2027	2028	2029	Totals
Mill & Overlay	176,436	198,426	219,456	15,720	133,290		177,493		920,821
Street Reconstruction		1,782,656	50,000	2,536,875		1,938,281		772,969	7,080,781
Actual CIP Costs	176,436	1,981,082	269,456	2,552,595	133,290	1,938,281	177,493	772,969	8,001,602

Sources of Funding	2022	2023	2024	2025	2026	2027	2028	2029	Totals
G.O. Debt	0	1,981,082	0	2,552,595	0	1,938,281	0	772,969	7,244,927
Revenue Debt	0	0	0	0	0	0	0	0	0
User Fees	0	0	0	0	0	0	0	0	0
Tax Levy	176,436		269,456		133,290		177,493		756,675
Total	176,436	1,981,082	269,456	2,552,595	133,290	1,938,281	177,493	772,969	8,001,602

Notes:

1. Source: City of Waupun 2022-2029 Street Plan. Provided March, 2021.

Table 9 Transportation Utility - Borrowing Scenario No Transportation Utility

City of Waupun, WI

	2023-2025 Projects	2027-2029 Projects
	2023 G.O. Notes	2027 G.O. Notes
Road Projects	4,533,677	2,711,250
	0	0
Less:		
CDBG Grant Funding	0	0
Other Funding	0	0
Net Borrowing Needs	4,533,677	2,711,250
Estimated Issuance Expenses	117,750	91,700
TOTAL TO BE FINANCED	4,651,427	2,802,950
Estimated Interest Earnings	(2,325)	(1,403)
Rounding	898	3,452
NET ISSUE SIZE	4,650,000	2,805,000

Table 10
2023-2027 Issuances Projected
Total Debt Service - Borrowing Scenario

City of Waupun, WI

Year	2023 GO Notes				2027 GO Notes			
	Road Projects				Road Projects			
Ending	Principal	Est. Rate	Interest	Total	Principal	Est. Rate	Interest	Total
2021								0
2022				0				0
2023				0				0
2024	425,000	0.65%	74,750	499,750				0
2025	455,000	0.70%	46,397	501,397				0
2026	455,000	0.72%	43,164	498,164				0
2027	455,000	0.83%	39,638	494,638				0
2028	460,000	0.95%	35,565	495,565	245,000	1.05%	61,630	306,630
2029	465,000	1.08%	30,869	495,869	270,000	1.10%	37,885	307,885
2030	470,000	1.25%	25,420	495,420	275,000	1.12%	34,859	309,859
2031	480,000	1.40%	19,123	499,123	275,000	1.23%	31,628	306,628
2032	490,000	1.55%	11,965	501,965	280,000	1.35%	28,047	308,047
2033	495,000	1.65%	4,084	499,084	280,000	1.48%	24,085	304,085
2034				0	285,000	1.65%	19,661	304,661
2035				0	295,000	1.80%	14,655	309,655
2036				0	300,000	1.95%	9,075	309,075
2037				0	300,000	2.05%	3,075	303,075
2038				0				0
2039				0				0
2040				0				0
Total	4,650,000		330,973	4,980,973	2,805,000		264,599	3,069,599

Year	Future Debt Issuances Projected Principal & Interest		
	Principal	Interest	Total
2021	0	0	0
2022	0	0	0
2023	0	0	0
2024	425,000	74,750	499,750
2025	455,000	46,397	501,397
2026	455,000	43,164	498,164
2027	455,000	39,638	494,638
2028	705,000	97,195	802,195
2029	735,000	68,754	803,754
2030	745,000	60,279	805,279
2031	755,000	50,750	805,750
2032	770,000	40,012	810,012
2033	775,000	28,168	803,168
2034	285,000	19,661	304,661
2035	295,000	14,655	309,655
2036	300,000	9,075	309,075
2037	300,000	3,075	303,075
2038	0	0	0
2039	0	0	0
2040	0	0	0
Total	7,455,000	595,572	8,050,572

Notes:

1. 2023 borrowing scale is taken from a Aa2 4/21/21 scale plus 45-basis points. The 2027 scale is 40 basis points higher than the 2023 scale.

Table 11 Financing Plan Tax Impact Scenario

City of Waupun, WI

Year Ending	Existing Debt	Proposed Debt						Year Ending
	Equalized Value (TID OUT)	7,455,000 All Future Issues Total Principal and Interest	Levy and Tax Rate					
			Total Net Debt Service Levy	Total Mill & Overlay Levy	Total Tax Rate For 2022-2029 Road Projects	Levy Change from Prior Year	Annual Taxes \$200,000 Home	
2021	464,433,000	0	0		\$0.00	0	\$0	2021
2022	502,803,500	0	0	115,103	\$0.23	0	\$23	2022
2023	512,859,570	0	0	115,103	\$0.22	0	\$22	2023
2024	523,116,761	499,750	499,750	115,103	\$1.18	499,750	\$235	2024
2025	533,579,097	501,397	501,397	115,103	\$1.16	1,647	\$231	2025
2026	544,250,679	498,164	498,164	115,103	\$1.13	(3,233)	\$225	2026
2027	555,135,692	494,638	494,638	115,103	\$1.10	(3,526)	\$220	2027
2028	566,238,406	802,195	802,195	115,103	\$1.62	307,557	\$324	2028
2029	577,563,174	803,754	803,754	115,103	\$1.59	1,559	\$318	2029
2030	589,114,438	805,279	805,279	115,103	\$1.56	1,525	\$312	2030
Total								Total

Notes:

1. 2021 & 2022 TID Out values are the 2020 & 2021 actual figures. Equalized Value is assumed to increase by 2% annually.

Table 12
General Obligation Debt Capacity Analysis

City of Waupun, WI

Existing Debt							Proposed Debt							
Year Ending	Projected Equalized Value (TID IN)	Debt Limit	75% Debt Limit	Existing Principal Outstanding	% of Limit	% of 75% Limit	2023 G.O. Notes	2027 G.O. Notes	Combined Principal Existing & Proposed	% of Limit	% of 75% Limit	Residual Capacity	75% Residual Capacity	Year Ending
2021	545,384,000	27,269,200	20,451,900	12,670,000	46%	62%			\$12,670,000	46%	62%	\$14,599,200	\$7,781,900	2021
2022	556,291,680	27,814,584	20,860,938	11,420,000	41%	55%			\$11,420,000	41%	55%	\$16,394,584	\$9,440,938	2022
2023	567,417,514	28,370,876	21,278,157	10,150,000	36%	48%	4,650,000		\$14,800,000	52%	70%	\$13,570,876	\$6,478,157	2023
2024	578,765,864	28,938,293	21,703,720	8,820,000	30%	41%	4,225,000		\$13,045,000	45%	60%	\$15,893,293	\$8,658,720	2024
2025	590,341,181	29,517,059	22,137,794	7,445,000	25%	34%	3,770,000		\$11,215,000	38%	51%	\$18,302,059	\$10,922,794	2025
2026	602,148,005	30,107,400	22,580,550	6,040,000	20%	27%	3,315,000		\$9,355,000	31%	41%	\$20,752,400	\$13,225,550	2026
2027	614,190,965	30,709,548	23,032,161	4,580,000	15%	20%	2,860,000	2,805,000	\$10,245,000	33%	44%	\$20,464,548	\$12,787,161	2027
2028	626,474,784	31,323,739	23,492,804	3,075,000	10%	13%	2,400,000	2,560,000	\$8,035,000	26%	34%	\$23,288,739	\$15,457,804	2028
2029	639,004,280	31,950,214	23,962,660	2,105,000	7%	9%	1,935,000	2,290,000	\$6,330,000	20%	26%	\$25,620,214	\$17,632,660	2029
2030	651,784,365	32,589,218	24,441,914	1,440,000	4%	6%	1,465,000	2,015,000	\$4,920,000	15%	20%	\$27,669,218	\$19,521,914	2030
2031	664,820,053	33,241,003	24,930,752	760,000	2%	3%	985,000	1,740,000	\$3,485,000	10%	14%	\$29,756,003	\$21,445,752	2031
2032	678,116,454	33,905,823	25,429,367	615,000	2%	2%	495,000	1,460,000	\$2,570,000	8%	10%	\$31,335,823	\$22,859,367	2032
2033	691,678,783	34,583,939	25,937,954	465,000	1%	2%	0	1,180,000	\$1,645,000	5%	6%	\$32,938,939	\$24,292,954	2033
2034	705,512,359	35,275,618	26,456,713	315,000	1%	1%		895,000	\$1,210,000	3%	5%	\$34,065,618	\$25,246,713	2034
2035	719,622,606	35,981,130	26,985,848	160,000	0%	1%		600,000	\$760,000	2%	3%	\$35,221,130	\$26,225,848	2035
2036	734,015,058	36,700,753	27,525,565	0	0%	0%		300,000	\$300,000	1%	1%	\$36,400,753	\$27,225,565	2036
2037	748,695,359	37,434,768	28,076,076	0	0%	0%		0	\$0	0%	0%	\$37,434,768	\$28,076,076	2037
2038	763,669,266	38,183,463	28,637,597	0	0%	0%			\$0	0%	0%	\$38,183,463	\$28,637,597	2038

Notes:

1. 2021 Equalized value is actual. Assumed to increase by 2.00% annually.

Creation Ordinance and Credit Policy Considerations

If the City Council decides to proceed with creating a transportation utility, there are several steps that the City will need to complete prior to the first utility bills being issued which are laid out in the next steps below. Among them, the City will need to create and adopt an ordinance creating the transportation utility. The ordinance will need to specify the purpose of the utility, the governance and oversight structure, definition of user rates, billing structure and timing, definition of any applicable credit policy for reducing the number of Trips to a particular property, and how to handle billing disputes or bill appeals. It will be necessary for City staff to consider how the utility will be overseen, both at a staff level and at a Committee level. It will be important for the City to work with a qualified attorney to assist in preparing the utility ordinance.

The City will also need to consider whether it wants to adopt a credit policy for property owners. There are a number of possible credit policies the City could consider. One possible option for residential parcels is to consider a low-income rate reduction for applicable property owners. The City would need to consider how to administer this program and how property owners may qualify. In his 2019 Master's Thesis, Andrew Eveland suggested "one convenient option available to the City would be to tie the application of low-income TUF creation to a state-wide, home heating assistance program which serves a similar function in Waupun and elsewhere throughout the State of Wisconsin." (*Waupun Road Maintenance and Transportation Utility Fee, A Master Thesis. Andrew Robert Eveland. November, 2019. Page, 40*).

Next Steps

This feasibility study attempts to provide the City Council with enough information to consider if it wants to move forward with the creation of a transportation utility. Assuming the Council wishes to proceed with the creation of a transportation utility we identify the following steps to be taken:

1. The Council to decide on a final budget and user rates that it would like to proceed with.
2. Continue working on a public education outreach campaign on the transportation utility and engage in public outreach as needed on the utility.
3. Establish a formalized transportation utility budget to define total revenues and detailed expenses on an annual basis.
4. The Trip Generation database to be incorporated into the City's utility billing database or property tax listing so that the applicable user rates can be assigned to each parcel based on their individual Trip Generation rates.
5. A Transportation Utility Ordinance will need to be created specifying the governance structure of the utility, the frequency and method for billing and method for settling any disputes on charges and/or any applicable credit policy.



Transportation Utility Creation Analysis

City of Waupun

September 28, 2021

Jon Cameron, Senior Municipal Advisor - Ehlers

Jeff Mazanec, Senior Consultant - raSmith



Overview

- Transportation Utility Overview and Authority to Create
 - Global Rate Setting Principals & Differentiating Between a Fee and a Tax
 - Why Consider?
 - ✓ Fairness
 - ✓ Levy limits and possible operations referendum
 - ✓ Borrowing and sustainability
 - Study Results
 - ✓ Budget scenarios
 - ✓ User rates
 - ✓ Tax rate impact analysis if no utility is created?
 - ✓ Sample properties impact analysis
 - Next Steps
-



Transportation Utility Overview

Equates the municipality's transportation network to a utility like a water, sewer or stormwater utility

User rates collected to fund the operations of the transportation system including:

- Operations costs
- Capital

Generally based on TRIP Generation (measure of system usage)

Institute of Transportation Engineer's *TRIP Generation Manual*

What is a TRIP = any time a car enters or leaves a driveway

Different land use types have different TRIP generation rates



Authority to Create a Transportation Utility

No direct Statute to establish a Transportation Utility in Wisconsin

Creation of a Transportation Utility linked to Home Rule Authority, whereby municipalities have the authority to act:

- For the good order of the City
- For a municipality's commercial benefit
- For the health, safety and welfare of the municipality
- Have to ability to carry out its power by appropriation, or by other necessary and convenient means

Formally the means by which municipalities relied on to create stormwater utilities... This has not YET been tested in Wisconsin



Issues to Consider with User Charges...Global Rate Setting Principals

Global principals around which rates must (should) be set

- Rate should be cost-based and equitable and set at such a level that they meet the full revenue requirements of the utility
 - Rates should be easy to understand and administer
 - Rates and the process of allocation costs should follow the principles of cost-causation (those who cause the costs pay the costs)
 - Rates should be stable in both their ability to provide adequate revenues to meet the utility's financial, operating and regulatory requirements and in the customer's perception of the rates from year to year
-

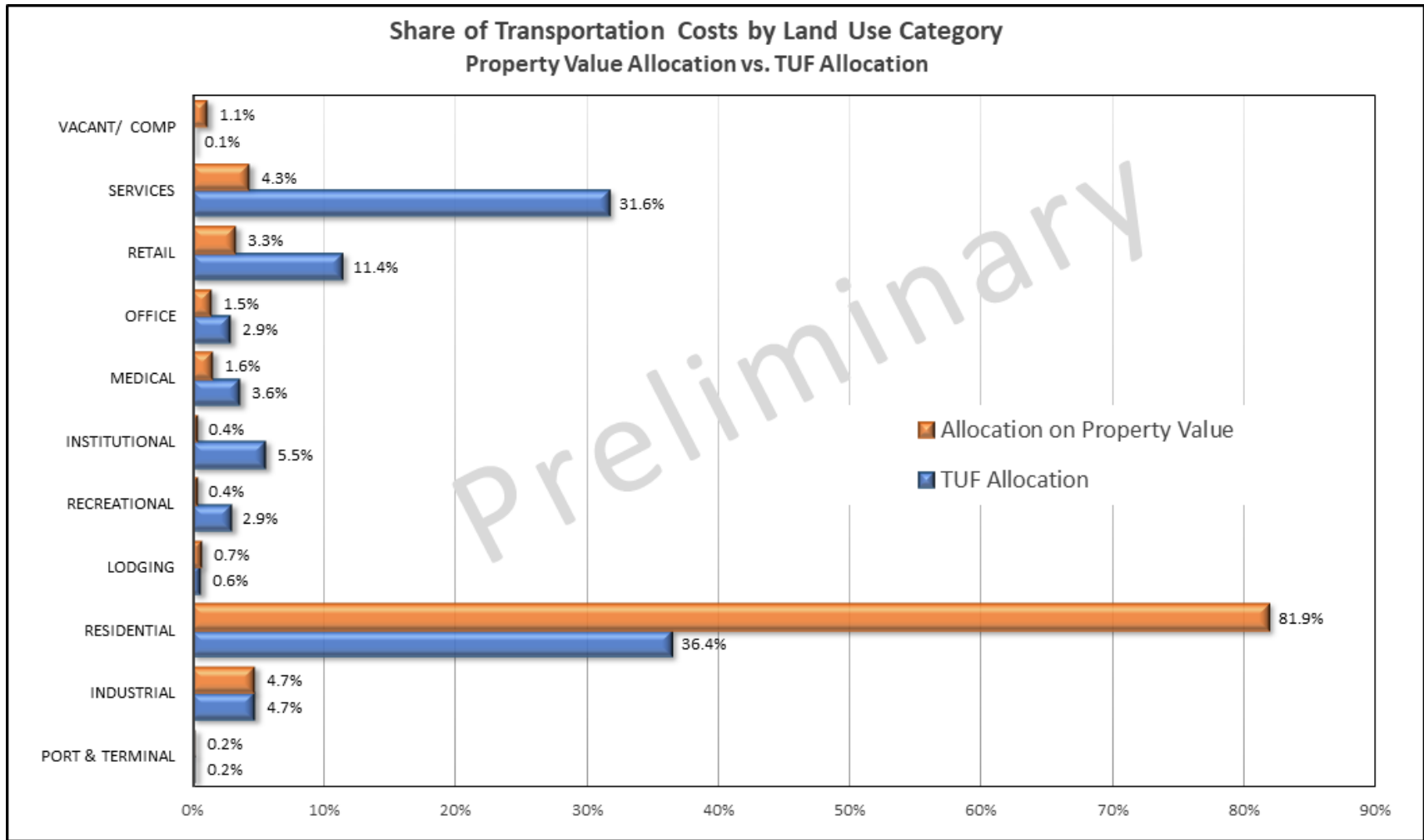


Differentiating Between a Fee & a Tax

WI League of Municipalities June 2020 Opinion on
Transportation Utility Creation:

1. Place fees collected in a separate fund, used only for street maintenance transportation projects.
 2. Collect fees in same manner as other utility charges.
 3. Ensure formula for calculating fees is as accurate as possible.
 4. Any credit policy should avoid exempting tax-exempt properties. (gives appearance of a tax).
 5. To the extent possible, have a process for allowing properties that demonstrate reduced use of street system to qualify for lower fee.
-

Why Consider a Transportation Utility - Fairness





Why Consider a Transportation Utility – Levy Limits

Municipalities are only allowed to increase their levy by the increase in net new construction

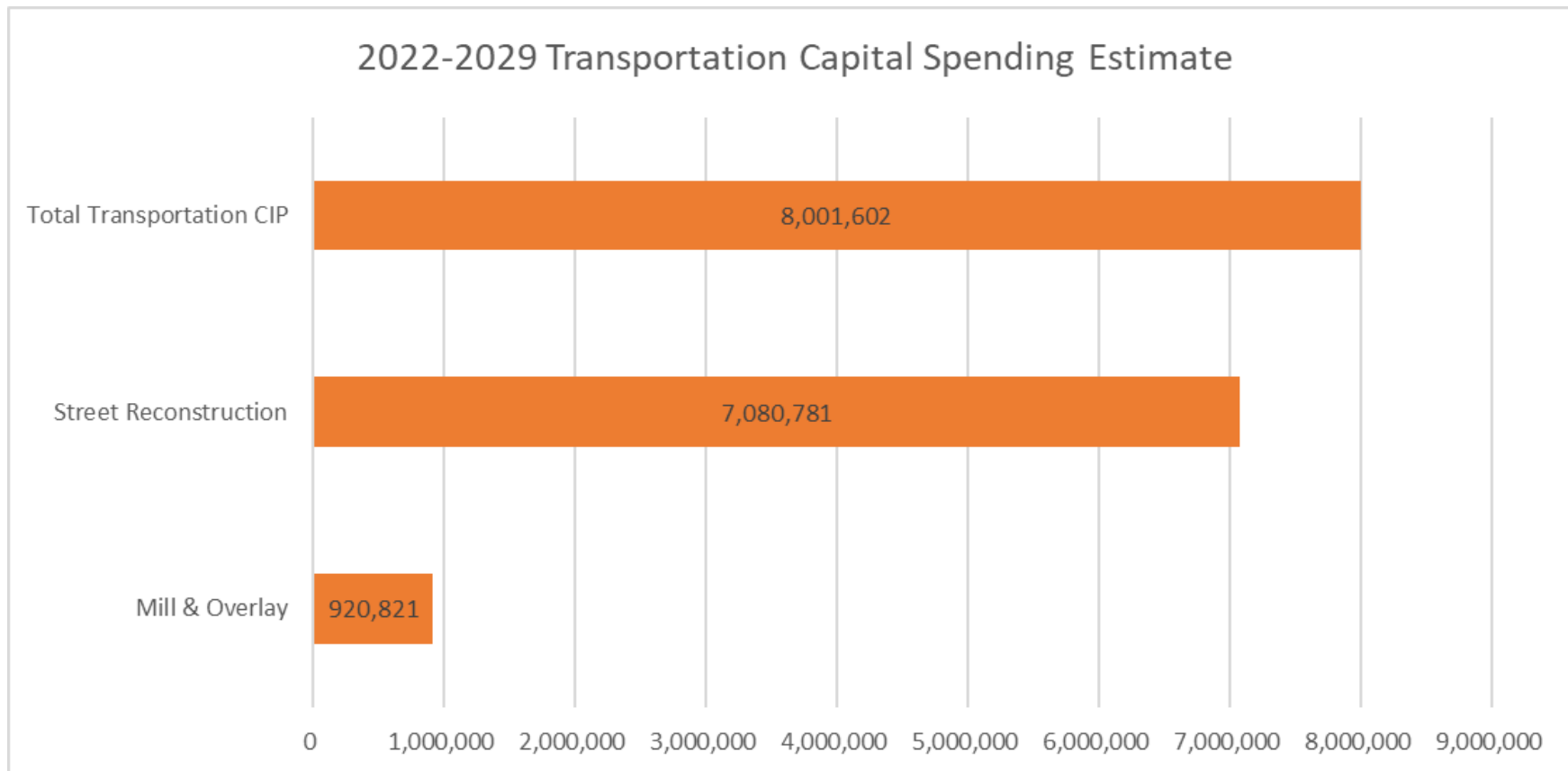
- City would likely not be able to increase the operations levy for roads without an operating referendum or a reduction in service within the tax levy

Many municipalities rely on the issuance of debt to fund street rehabilitation projects

- Limited to borrowing no more than 5% of total equalized value through General Obligation Debt
- City's policy limits debt to 75% of max debt limit
- At the end of 2021 City will be at 62% of debt limit policy with \$7.78 million of remaining capacity



Transportation 2022-2029 Capital Needs Summary





Summary of Utility Revenue Requirement

Line Item	Test Year Budget
	2021
Billing Services	10,000
Billing for City Properties	15,000
Subtotal Operating Budget	25,000
Cash Funded CIP (2022-2030 Avg)	1,000,200
Total Scenario 1 Revenue Requirements	1,025,200

% Allocation to Function	
Fixed	Trip
10%	90%
10%	90%
10%	90%
10%	90%
10%	90%

\$ Allocation to Function	
Fixed	Trip
1,000	9,000
1,500	13,500
2,500	22,500
100,020	900,180
102,520	922,680



Transportation Utility Charge Calculation and Breakdown for a Single-Family Home

Calculation of Fixed Charge

Costs Allocated to Fixed Charge	\$102,520
Customers	3,468
Annual Fixed Charge	\$29.56

Calculation of Trip Charge

Costs Allocated to Trip Charge	\$922,680
Trips (Daily)	111,006
Cost per Trip (Annual)	\$8.31

Proposed Charges by Scenario for a Single-Family Home

	Annual Fixed Charge	Annual Trip Rate	Trips/Day	Annual Utility Charge	Monthly Utility Charge
Scenario 1	\$29.56	\$8.31	9.44	\$108.03	\$9.00



If No Transportation Utility is Created...

Road projects will be funded via General Obligation Debt
Mill & Overlay projects will be funded via the property tax levy

- City may not be able to increase operations expenses for roads without an operations referendum or an in-kind reduction of expenses in another area of the City's budget
 - ✓ Borrowing/Tax Impact Analysis
 - ✓ Assume City borrows for 2022-2029 Street CIP Projects
 - ✓ Continue to levy annually for mill and overlay costs
-



2022-29 Transportation Financing Plan

	2023-2025 Projects	2027-2029 Projects
	2023 G.O. Notes	2027 G.O. Notes
Road Projects	4,533,677	2,711,250
	0	0
Less:		
CDBG Grant Funding	0	0
Other Funding	0	0
Net Borrowing Needs	4,533,677	2,711,250
Estimated Issuance Expenses	117,750	91,700
TOTAL TO BE FINANCED	4,651,427	2,802,950
Estimated Interest Earnings	(2,325)	(1,403)
Rounding	898	3,452
NET ISSUE SIZE	4,650,000	2,805,000

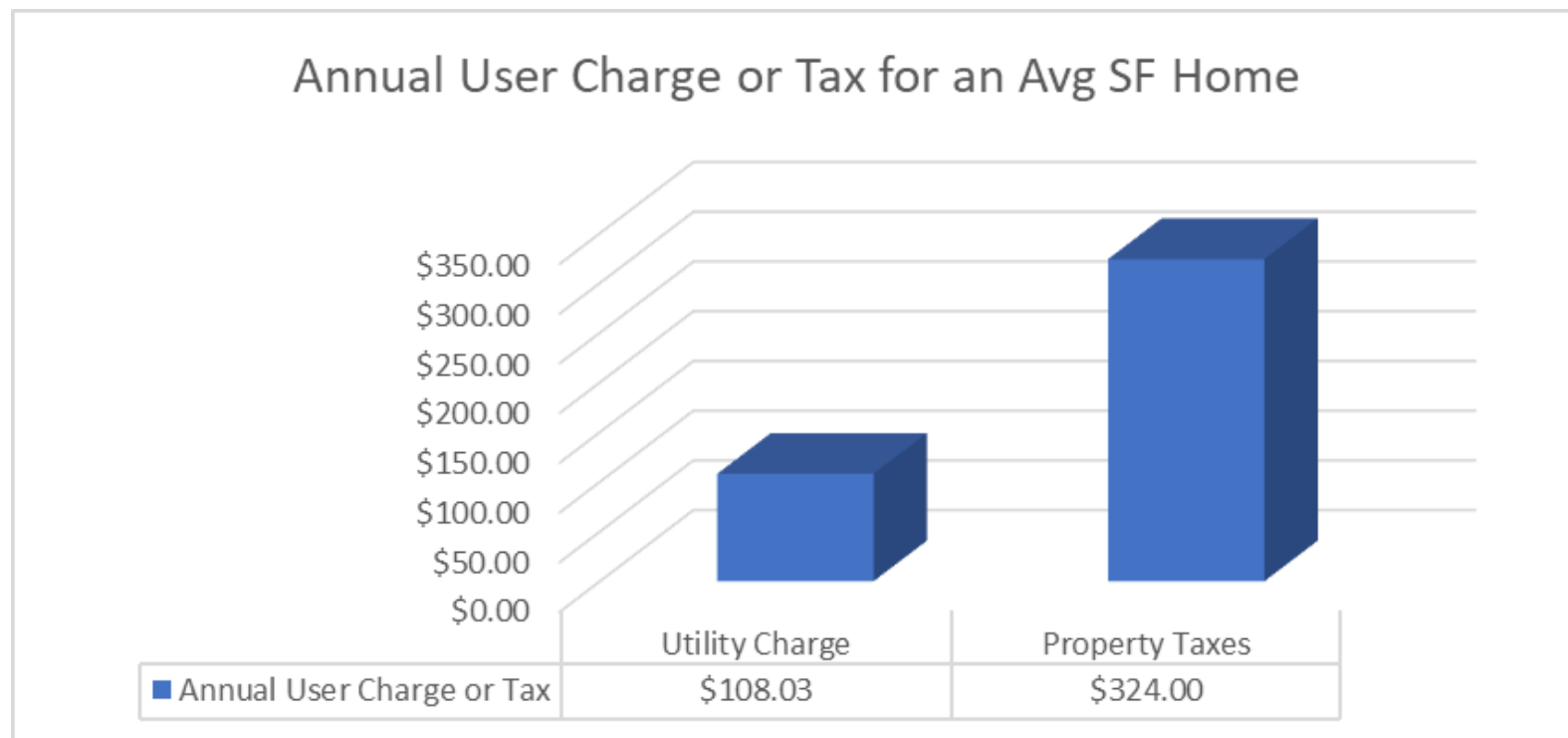


Transportation Tax Rate Impact Analysis

Year Ending	Existing Debt	Proposed Debt						Year Ending
	Equalized Value (TID OUT)	7,455,000 All Future Issues Total Principal and Interest	Levy and Tax Rate				Annual Taxes \$200,000 Home	
			Total Net Debt Service Levy	Total Mill & Overlay Levy	Total Tax Rate For 2022-2029 Road Projects	Levy Change from Prior Year		
2021	464,433,000	0	0		\$0.00	0	\$0	2021
2022	502,803,500	0	0	115,103	\$0.23	0	\$23	2022
2023	512,859,570	0	0	115,103	\$0.22	0	\$22	2023
2024	523,116,761	499,750	499,750	115,103	\$1.18	499,750	\$235	2024
2025	533,579,097	501,397	501,397	115,103	\$1.16	1,647	\$231	2025
2026	544,250,679	498,164	498,164	115,103	\$1.13	(3,233)	\$225	2026
2027	555,135,692	494,638	494,638	115,103	\$1.10	(3,526)	\$220	2027
2028	566,238,406	802,195	802,195	115,103	\$1.62	307,557	\$324	2028
2029	577,563,174	803,754	803,754	115,103	\$1.59	1,559	\$318	2029
2030	589,114,438	805,279	805,279	115,103	\$1.56	1,525	\$312	2030
Total								Total



Draft Utility Charges OR Taxes for a Single-Family Home

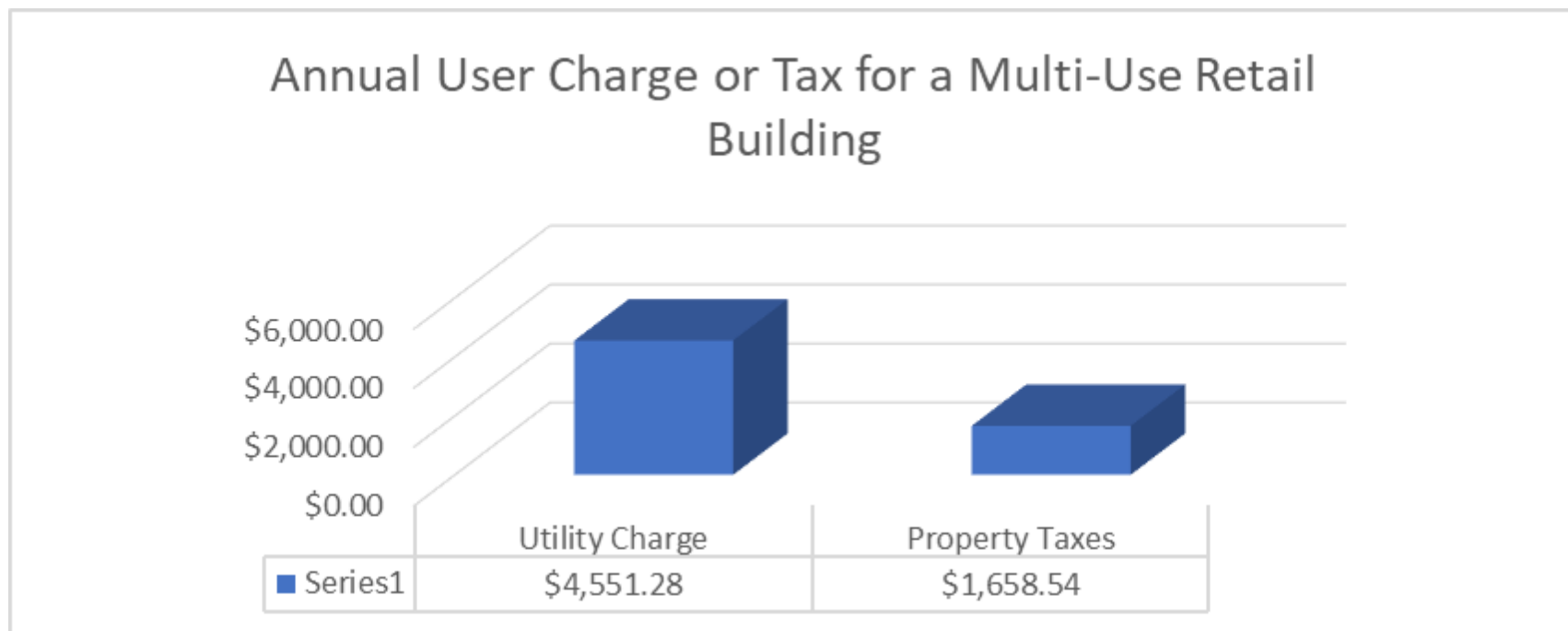


Notes:

1. Average Single-Family Home Value is assumed at \$200,000 of equalized value. The bar chart represents the maximum charge or tax over the planning period.



Draft Utility Charges OR Taxes for a Multi-Use Retail Building

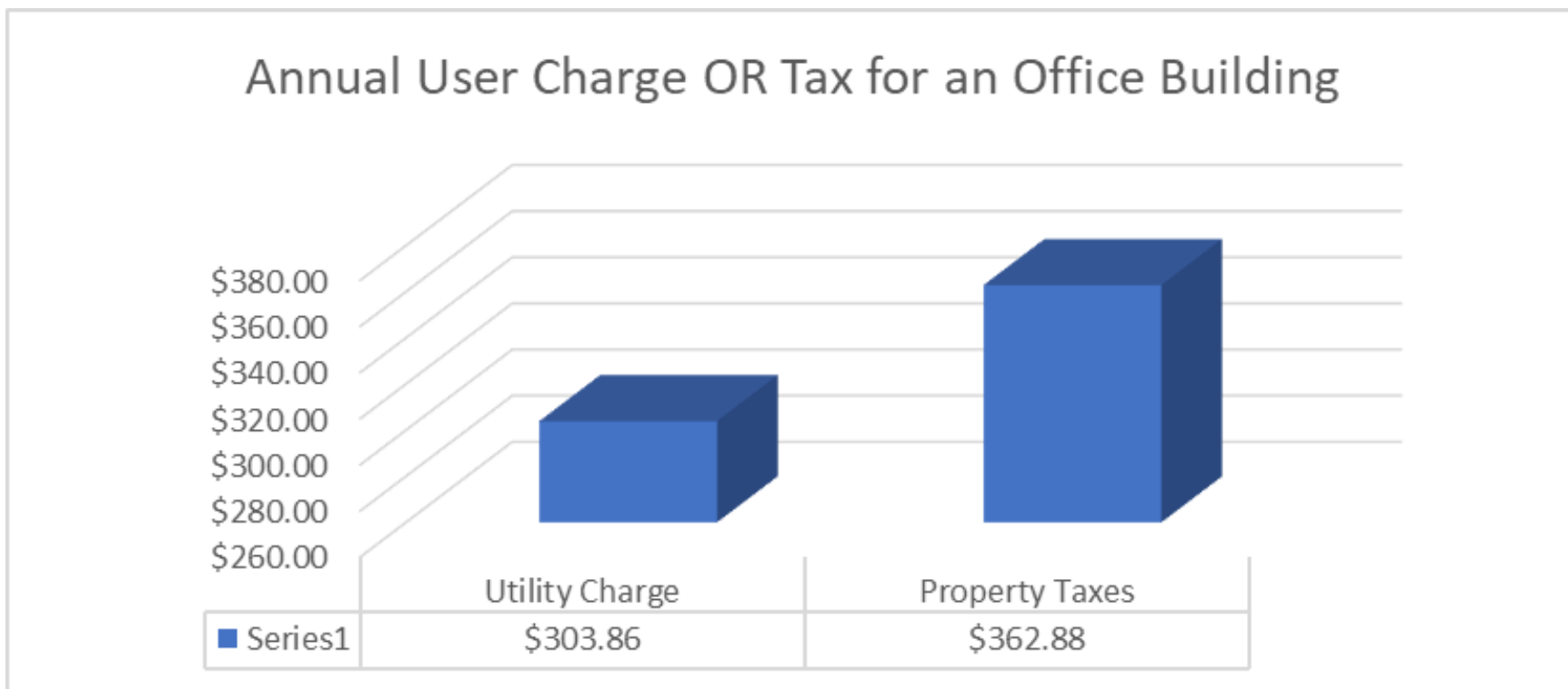


Notes:

- Multi-use retail facility assigned 544 trips with an estimated size of 11,000 sq. feet and an estimated equalized value \$1,023,000.



Draft Utility Charges OR Taxes for Commercial Office Building

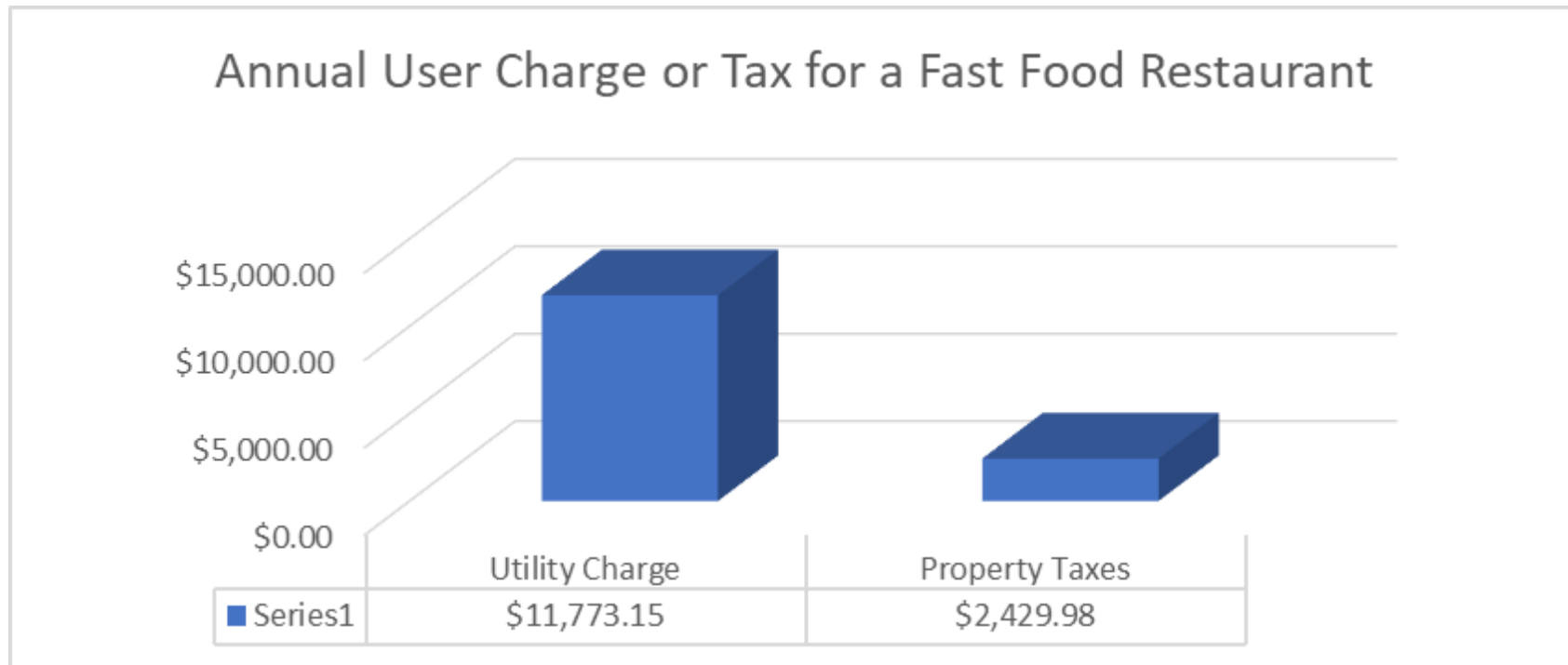


Notes:

1. Commercial office building is assumed to be 2,800 square feet and have an Equalized Value of \$224,000 of equalized value. The bar chart represents the maximum charge or tax over the planning period.



Draft Utility Charges OR Taxes for a Fast-Food Restaurant with Drive Through

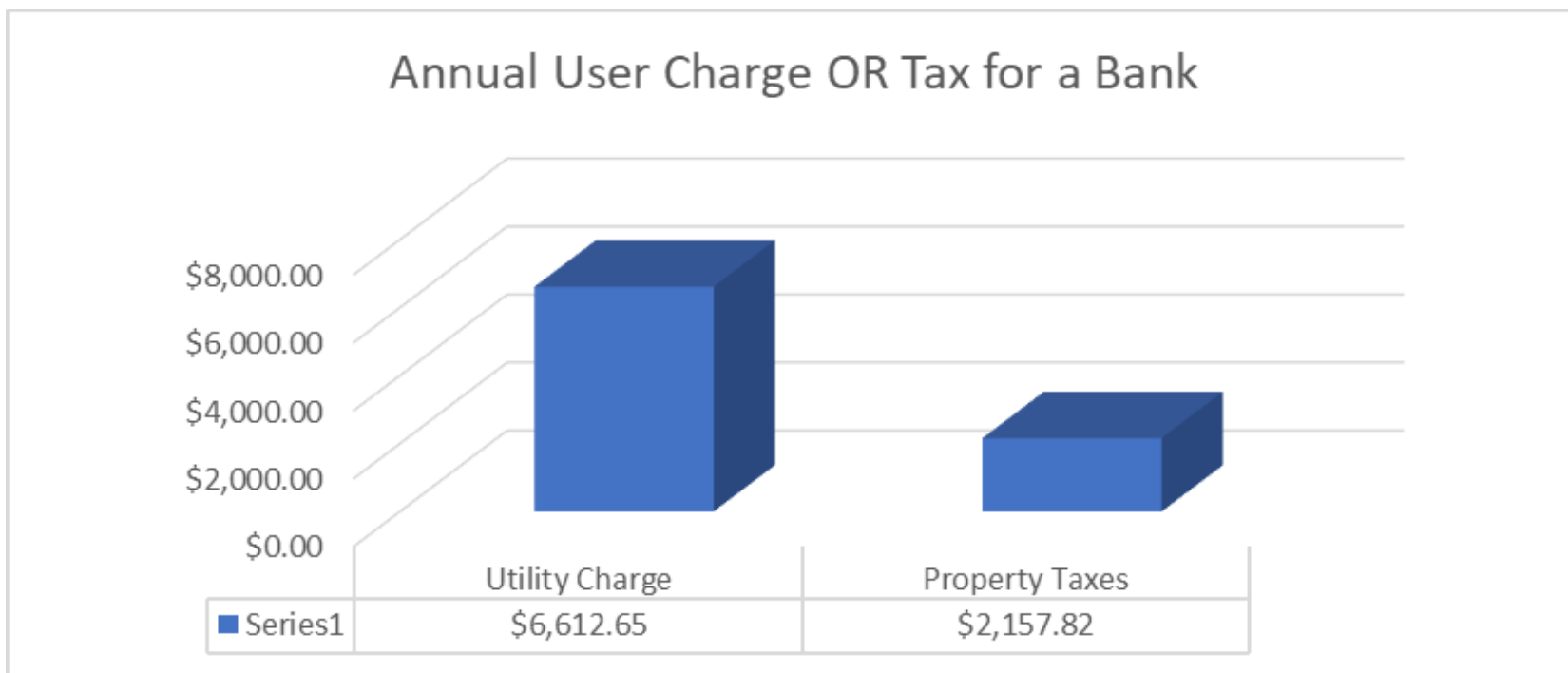


Notes:

1. Fast food restaurant is assumed to be 3,000 square feet with a drive through and have an Equalized Value of \$1,500,000 of equalized value. The bar chart represents the maximum charge or tax over the planning period.



Draft Utility Charges OR Taxes for a Bank

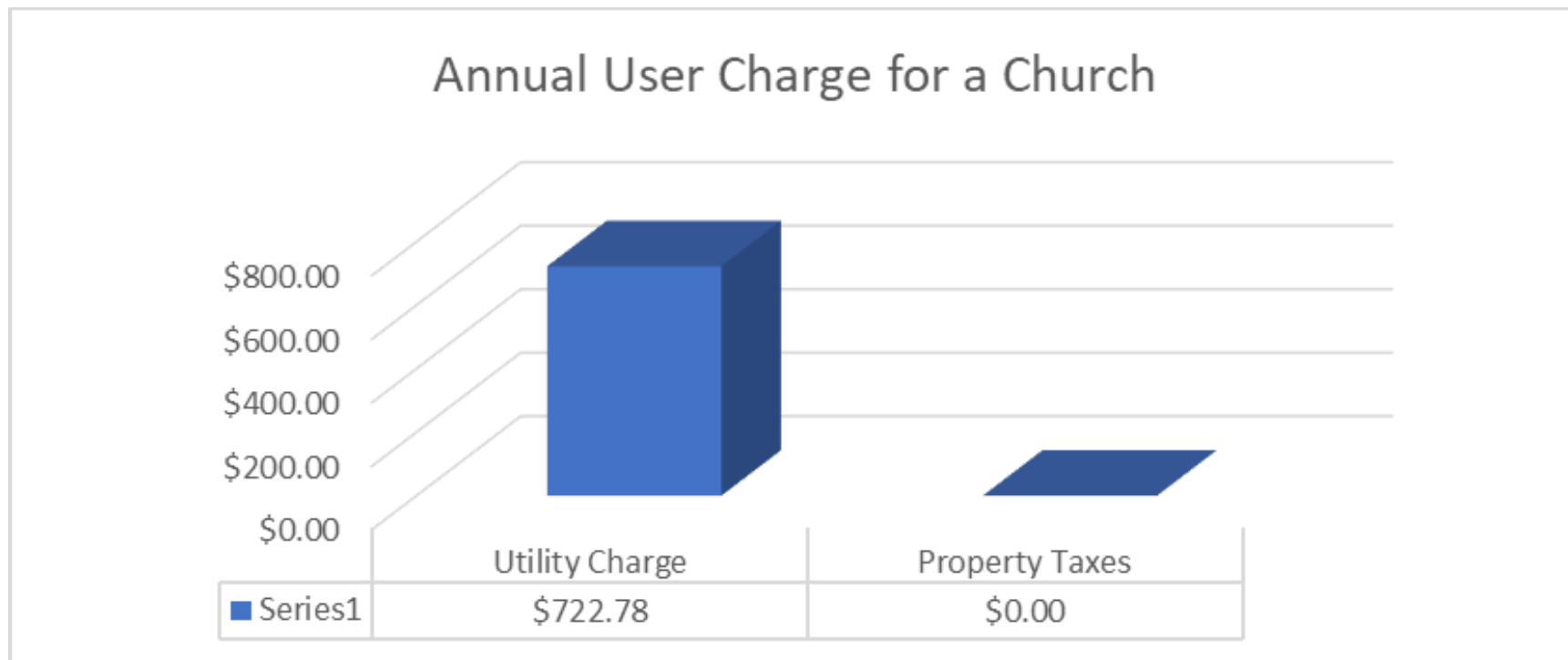


Notes:

- Based on a 18,000 sq. foot bank facility with an estimated equalized value of 1,332,000.



Draft Utility Charges for a Church

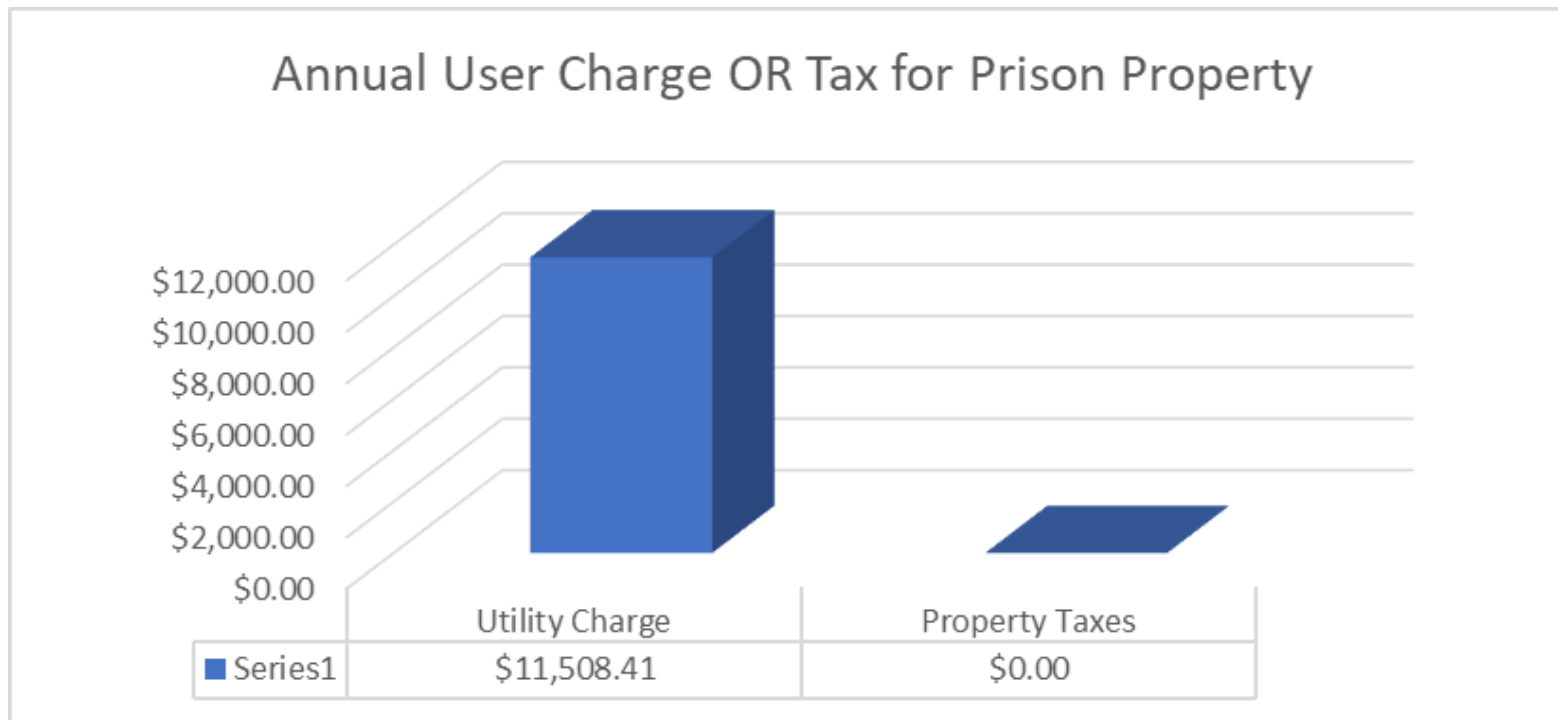


Notes:

1. Church is assumed to be 12,000 square feet with no school. The property is tax-exempt.



Draft Utility Charges for a Church



Notes:

1. Includes properties of 200 S. Madison St and 396 S. Drummond St. #1. Total number of trips equate to 1,381.



Next Steps

- Council feedback on study results
 - Completion of written Transportation Utility Creation Study
 - Development of Transportation Utility Ordinance & any applicable policies and procedures
 - Refinement of utility billing database and incorporation of database into utility billing system
 - Further community outreach
-



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Analysis from 2021 League of WI Municipalities Alternative Revenue Presentation

Alternative Revenue Source	Definition / Authority	Status/Consideration
Vehicle Registration Fee (aka Wheel Tax)	<p>Authorized under sec. 341.35, Wis. Stats. Fee applied by WisDOT beginning January 1, 2016 Collected by WisDOT and sent monthly to the municipality or county WisDOT keeps 17 cents per vehicle registration 31 Municipalities (\$10 to \$35); 13 Counties (\$10 to \$30)</p>	<p>Presented as funding alternative w/ 2018 Budget No Council support to advance discussion Estimated \$20 registration fee would generate ~\$200K (equal to amount of annual mill & overlay) Equity concerns - not all users of the system pay</p>
Street Lighting Charge	<p>Special charges authorized under sec. 66.0627, Wis. Stats. Typically formula established to distribute charges across all user types with the goal of cost recovery.</p>	<p>City spends ~\$133k annually to pay utility fees related to street lighting Has not been explored to my knowledge Equitable as all users contribute to support street lighting costs</p>
Special Assessments	<p>Authorized under sec. 66.0703, Wis. Stats. Special assessment for improvements in defined area</p>	<p>Presented as funding alternative w/ 2019 Budget (sidewalk Madison St. for which we assumed \$50K of assessment charges to support the project) No council support to advance Many municipalities moving away from this - individual taxpayers can be assessed significant one time costs when major work is completed near their property. Equitable in that all user types would pay an assessment fee</p>
Transportation Utility Fee	<p>Authority under Home Rule (no specific Wis. Stat.) - this is the same method used to create Storm Water Utility Uses a trip charge based on engineering standards for all user types</p>	<p>City studied feasibility in 2021; Formal report presented 1/25/22. Equitable in that all user types would pay a fee based on trips generated Revenue amount would need to be determined Potentially faces similar legislative action as Storm Water Utility, whereby municipalities could be forced to reduce levy by corresponding amount unless grandfathered.</p>
<p>Other Examples of Alternative Revenues: Storm Water Utility *, Garbage Recycling Fee *, Fire Protection Fee *, Room Tax. * Implemented prior to "covered services" under sec. 66.0602 (2m)(b), Wis. Stats.</p>		