



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, September 08, 2020 at 6:00 PM

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Common Council will meet virtually at 6:00pm on September 8, 2020, via Zoom. The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:

1. Join Zoom Meeting

<https://us02web.zoom.us/j/85785984731?pwd=b2hwNEIROU14Z0ttbjFOVE5SaXdkQT09>

Meeting ID: 857 8598 4731

Passcode: 077551

2. By Phone: 312-626-6799

CALL TO ORDER

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

ROLL CALL--Mayor to excuse any absent members

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

No Public Participation after this point.

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

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

FUTURE MEETINGS AND GATHERINGS, LICENSE AND PERMIT APPLICATIONS, EXPENSES

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

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

- [3.](#) Community Development Authority 7-21-20
- [4.](#) Utility Commission 8-10-20
- [5.](#) Common Council 8-18-20
- [6.](#) Special Common Council 8-25-20
- [7.](#) Plan Commission 7-15-20
- [8.](#) Library Board 8-17-20

DEPARTMENT REPORTS

- [9.](#) Police Department
- [10.](#) Public Works
- [11.](#) Building Inspector
- [12.](#) Library
- [13.](#) Fire Department
- [14.](#) Recreation
15. Administrator

CONSIDERATION - ACTION

[16.](#) Waupun Chamber Downtown Mini Market October 3-31, 2020

[17.](#) COVID-19 Implications to City Operations

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: 9/8/2020

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

DEPARMTENT GOAL(S) SUPPORTED (if applicable)	FISCAL IMPACT	

ISSUE SUMMARY:

The Consent Agenda consist of future meetings and gatherings of the Common Council and consideration of licenses and permits and payment of expenses.

Future Meetings/Gatherings (Due to certain circumstances- may be held in person at the City Hall or Virtually/Telephonically)

Tuesday, September 16, 2020	Special Common Council	5:30pm	
Tuesday, September 29, 2020	Committee of the Whole	5:30pm	
Tuesday, October 13, 2020	Common Council	6:00pm	
Tuesday, October 27, 2020	Committee of the Whole	5:30pm	
Tuesday, November 10, 2020	Common Council	6:00pm	
Tuesday, November 24, 2020	Committee of the Whole	5:30pm	* Thanksgiving- November 26
Tuesday, December 8, 2020	Common Council	6:00pm	
Tuesday, December 29, 2020	Committee of the Whole	5:30pm	* Christmas- December 24 & 25

License and Permit Applications

OPERATOR LICENSE:

Samantha Gilkey, Kayla Roche, Brittany Weyer, Sabrina Westfall, Loren Schaetzka

TEMPORARY CLASS B:

None

STAFF RECOMENDATION:

Approve the Consent Agenda

ATTACHMENTS:

Expense Report(s)

RECOMENDED MOTION:

Motion to approve the Consent Agenda. (Roll Call)

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount	
08/30/2020	2	FAITH TECH, INC.	1,760.17	
08/31/2020	100361	VANDE ZANDE TRUST ACCOUNT	610.00	M
08/31/2020	100362	STREET COP TRAINING	249.00	M
08/31/2020	100363	WAUPUN HISTORICAL SOCIETY	19,420.00	M
08/20/2020	100548	AIRGAS USA, LLC	310.88	
08/20/2020	100549	BEAR GRAPHICS, INC.	188.64	
08/20/2020	100550	CAREW CONCRETE & SUPPLY INC	341.25	
08/20/2020	100551	CHARTER COMMUNICATIONS	517.20	
08/20/2020	100552	CONSULTANTS LABORATORY-FDL	160.00	
08/20/2020	100553	DIGGERS HOTLINE	838.40	
08/20/2020	100554	EHLERS AND ASSOCIATES INC	5,300.00	
08/20/2020	100555	FASTENAL CO.	59.54	
08/20/2020	100556	GUNDERSON, INC.	129.82	
08/20/2020	100557	INTERSTATE SAWING COMPANY INC	375.00	
08/20/2020	100558	JOHN FABICK TRACTOR CO	154.40	
08/20/2020	100559	LANGE ENTERPRISES	117.87	
08/20/2020	100560	LOUDEN, SCOTT	150.00	
08/20/2020	100561	LUECK, FRED	20.00	
08/20/2020	100562	MSA PROFESSIONAL SERVICES INC.	10,329.50	
08/20/2020	100563	MARCO TECHNOLOGIES LLC	51.78	
08/20/2020	100564	MILTON PROPANE INC	15.51	
08/20/2020	100565	MORaine PARK TECHNICAL COLLEGE	560.00	
08/20/2020	100566	NAPA AUTO PARTS-WAUPUN	1,506.56	
08/20/2020	100567	NUMMELIN TESTING SERV. INC	2,115.00	
08/20/2020	100568	OTIS ELEVATOR COMPANY	3,584.40	
08/20/2020	100569	PETTY CASH-POLICE DEPT.	8.25	
08/20/2020	100570	Q-TRONICS	80.96	
08/20/2020	100571	RENNERTS	7,466.48	
08/20/2020	100572	SAFETY KLEEN	300.00	
08/20/2020	100573	SHARE CORPORATION	146.05	
08/20/2020	100574	SHERWIN INDUSTRIES	370.00	
08/20/2020	100575	SIRCHIE FINGER PRINT-YOUNGSVIL	47.25	
08/20/2020	100576	STAPLES CREDIT PLAN	303.18	
08/20/2020	100577	STICKS AND STONES	540.00	
08/20/2020	100578	STREICHER'S	730.00	
08/20/2020	100579	TOTAL BUSINESS PRODUCTS	265.00	
08/20/2020	100580	TRU CLEANERS LLC	1,280.00	
08/20/2020	100581	WAUPUN UTILITIES	29,911.04	
08/20/2020	100582	WI DEPART OF TRANSPORTATION	1,499.95	
08/20/2020	100583	YMCA OF DODGE COUNTY	99.00	
08/20/2020	100584	INSIGHT FS	74.67	
08/31/2020	100586	YMCA OF DODGE COUNTY	11,751.73	M
08/31/2020	100587	CHARTER COMMUNICATIONS	164.97	M
09/03/2020	100588	AIRGAS USA, LLC	46.97	
09/03/2020	100589	ALIMI, QEMAL	4,500.00	
09/03/2020	100590	ARMGA, BARB	60.45	
09/03/2020	100591	ASSOCIATED APPRAISAL CONSULTA	2,467.66	
09/03/2020	100592	AT & T	159.40	
09/03/2020	100593	BEAR GRAPHICS, INC.	56.93	
09/03/2020	100594	BROOKS SHOE & REPAIR	150.00	

Check Issue Date	Check Number	Payee	Amount
09/03/2020	100595	BROWN CAB SERVICE INC	9,650.50
09/03/2020	100596	CAREW CONCRETE & SUPPLY INC	1,260.75
09/03/2020	100597	CARTRIDGE WORLD	110.00
09/03/2020	100598	CHARTER COMMUNICATIONS	35.69
09/03/2020	100599	CITIES & VILLAGES MUTUAL INS.	21,095.00
09/03/2020	100600	CRACK FILLING SERVICE CORP.	16,000.00
09/03/2020	100601	COUNTY MATERIALS CORP.	680.00
09/03/2020	100602	DESTINATION LAKE WINNEBAGO RE	4,729.16
09/03/2020	100603	FOND DU LAC COUNTY	3,762.09
09/03/2020	100604	GRAND VALLEY INSPECTION SERVIC	5,666.31
09/03/2020	100605	GREMMER & ASSOCIATES INC	6,732.70
09/03/2020	100606	GUNDERSON, INC.	410.77
09/03/2020	100607	H & R SAFETY SOLUTIONS LLC	1,160.00
09/03/2020	100608	HOLIDAY WHOLESALE	233.90
09/03/2020	100609	HOME CONTRACTORS & SUPPLY INC	104.91
09/03/2020	100610	HOUSE OF HANDCRAFTERS	356.02
09/03/2020	100611	LEE RECREATION LLC	350.00
09/03/2020	100612	LUECK, FRED	20.00
09/03/2020	100613	MK CELLULAR	129.97
09/03/2020	100614	NAPA AUTO PARTS-WAUPUN	66.61
09/03/2020	100615	NICKEL, JULIE	40.00
09/03/2020	100616	OSHKOSH OFFICE SYSTEMS	293.44
09/03/2020	100617	OTIS ELEVATOR COMPANY	1,792.20
09/03/2020	100618	PETERSEN, CLAIRE	18.60
09/03/2020	100619	PETTY CASH-CITY HALL	45.58
09/03/2020	100620	PIGGLY WIGGLY DISCOUNT FOODS	35.00
09/03/2020	100621	PIT-STOP PORTABLES	137.50
09/03/2020	100622	PITNEY BOWES	521.52
09/03/2020	100623	POMP'S TIRE - FOND DU LAC	3,006.64
09/03/2020	100624	SAN-A-CARE, INC	269.46
09/03/2020	100625	SCHNEIDER, RYAN	172.67
09/03/2020	100626	SHARE CORPORATION	310.23
09/03/2020	100627	SIRCHIE FINGER PRINT-YOUNGSVIL	132.93
09/03/2020	100628	TRUCK COUNTRY	736.80
09/03/2020	100629	TRUCK EQUIPMENT INC	115.43
09/03/2020	100630	TRU CLEANERS LLC	5,332.81
09/03/2020	100631	US CELLULAR	1,289.64
09/03/2020	100632	C.VERHAGE.PHOTO	175.00
09/03/2020	100633	VON BRIESEN & ROPER, S.C.	1,140.00
09/03/2020	100634	WAUPUN AREA ANIMAL SHELTER,INC	1,000.00
09/03/2020	100635	WAUSAU EQUIPMENT COMPANY INC	2,810.46
09/03/2020	100636	WERNER ELECTRIC SUPPLY	65.42
09/03/2020	100637	MARCO TECHNOLOGIES LLC	257.11
09/03/2020	100638	SALAMONE SUPPLIES	555.96
Grand Totals:			204,153.64

Report Criteria:

Detail report.
Invoices with totals above \$0 included.
Paid and unpaid invoices included.

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Activity Number
100-10-5131-3-30 MAYOR-OFFICE SUPPLIES						
STAPLES CREDIT PLAN	8-20-20	office supplies	08/20/2020	40.78	40.78	0
Total 100-10-5131-3-30 MAYOR-OFFICE SUPPLIES:				40.78	40.78	
100-10-5131-3-31 MAYOR-TELEPHONE						
NICKEL, JULIE	9-3-20	Reimbursement for cell phone use - Sept 2	09/03/2020	40.00	40.00	0
Total 100-10-5131-3-31 MAYOR-TELEPHONE:				40.00	40.00	
100-10-5141-3-30 CLERK-OFFICE SUPPLY						
STAPLES CREDIT PLAN	8-20-20	office supplies	08/20/2020	40.78	40.78	0
Total 100-10-5141-3-30 CLERK-OFFICE SUPPLY:				40.78	40.78	
100-10-5141-3-31 CLERK-TELEPHONE						
US CELLULAR	0390187486	Clerk cell phone	09/03/2020	61.67	61.67	0
Total 100-10-5141-3-31 CLERK-TELEPHONE:				61.67	61.67	
100-10-5141-3-36 CLERK-REPAIR/MAINT						
OSHKOSH OFFICE SYSTEMS	AR54541	City Hall Color Copier 6333	09/03/2020	293.44	293.44	0
PITNEY BOWES	3311887637	city hall postage meter - 3rd qtr 2020	09/03/2020	521.52	521.52	0
Total 100-10-5141-3-36 CLERK-REPAIR/MAINT:				814.96	814.96	
100-10-5142-1-10 ELECTIONS-SALARIES/WAGES						
ARMGA, BARB	9-3-20	assisting w/ election for Nov 2020	09/03/2020	60.45	60.45	190
PETERSEN, CLAIRE	9-3-20	Election assistance - labels on envelopes	09/03/2020	18.60	18.60	0
Total 100-10-5142-1-10 ELECTIONS-SALARIES/WAGES:				79.05	79.05	
100-10-5142-3-38 ELECTIONS-OPERATING EXPENSES						
BEAR GRAPHICS, INC.	0853407	voter tally cards	08/20/2020	188.64	188.64	0
BEAR GRAPHICS, INC.	0853926	correction labels for election envelopes	09/03/2020	56.93	56.93	0
PETTY CASH-CITY HALL	9-3-20	election supplies-Brandon Meats- August 2	09/03/2020	36.08	36.08	0
STAPLES CREDIT PLAN	8-20-20	Election supplies	08/20/2020	18.87	18.87	0
STAPLES CREDIT PLAN	8-20-20	Election supplies	08/20/2020	39.63	39.63	0
Total 100-10-5142-3-38 ELECTIONS-OPERATING EXPENSES:				340.15	340.15	
100-10-5143-3-38 HUMAN RESOURCES-OPERATING EXP						
C.VERHAGE.PHOTO	4341454	employee photos	09/03/2020	90.00	90.00	0
VON BRIESEN & ROPER, S.C.	329733	Personnel	09/03/2020	1,140.00	1,140.00	0
Total 100-10-5143-3-38 HUMAN RESOURCES-OPERATING EXP:				1,230.00	1,230.00	
100-10-5153-3-38 FINANCE-OPERATING EXPENSES						
EHLERS AND ASSOCIATES INC	84137	Continuing disclosure fee - 5 disclosure	08/20/2020	2,750.00	2,750.00	0
Total 100-10-5153-3-38 FINANCE-OPERATING EXPENSES:				2,750.00	2,750.00	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Activity Number
100-10-5191-3-30 ADMINISTRATOR-OFFICE SUPPLIES						
STAPLES CREDIT PLAN	8-20-20	office supplies	08/20/2020	40.78	40.78	0
Total 100-10-5191-3-30 ADMINISTRATOR-OFFICE SUPPLIES:				40.78	40.78	
100-10-5191-3-31 ADMINISTRATOR-TELEPHONE						
US CELLULAR	0390187486	Economic Developer/Administrator	09/03/2020	73.00	73.00	0
Total 100-10-5191-3-31 ADMINISTRATOR-TELEPHONE:				73.00	73.00	
100-10-5196-3-38 WORKERS COMP-OPERATING						
CITIES & VILLAGES MUTUAL IN	WC-20-1151	2020 Worker's Comp Prem 4th QTR City P	09/03/2020	15,191.00	15,191.00	0
Total 100-10-5196-3-38 WORKERS COMP-OPERATING:				15,191.00	15,191.00	
100-10-5197-3-31 COMMUNICATIONS						
CHARTER COMMUNICATIONS	13430-SEPT20	city hall - internet	09/03/2020	35.69	35.69	0
US CELLULAR	0390187486	Kast Hotspot #190	09/03/2020	44.92	44.92	190
US CELLULAR	0390187486	cellular backup	09/03/2020	13.91	13.91	0
Total 100-10-5197-3-31 COMMUNICATIONS:				94.52	94.52	
100-10-5197-3-38 INFO TECHNOLOGY-OPERATING EXP						
WAUPUN UTILITIES	4976	WPPI monthly email user/archiving accts	08/20/2020	180.00	180.00	0
WAUPUN UTILITIES	4976	Member Network Assessment/Monitoring S	08/20/2020	44.00	44.00	0
Total 100-10-5197-3-38 INFO TECHNOLOGY-OPERATING EXP:				224.00	224.00	
100-13840 CLEARING-SW SITE PLAN REVIEW						
MSA PROFESSIONAL SERVICE	R00212056.0-67	Growmark/Insight Site Plan Review	08/20/2020	45.00	45.00	0
Total 100-13840 CLEARING-SW SITE PLAN REVIEW:				45.00	45.00	
100-13850 CLEARING-OTHER						
CHARTER COMMUNICATIONS	84621-AUG20	museum - internet	08/20/2020	169.44	169.44	0
CITIES & VILLAGES MUTUAL IN	WC-20-1151	2020 Worker's Comp Prem 4th QTR Utility	09/03/2020	5,904.00	5,904.00	0
EHLERS AND ASSOCIATES INC	84137	Utilities continuing disclosure fee - 1 disclos	08/20/2020	550.00	550.00	0
GREMMER & ASSOCIATES INC	12/12	Madison Eng Dsgn Ph 2-Water/Sewer	09/03/2020	416.00	416.00	0
Total 100-13850 CLEARING-OTHER :				7,039.44	7,039.44	
100-20-5512-3-32 MUSEUM-UTILITIES						
WAUPUN UTILITIES	JULY2020	Monthly utility charges	08/20/2020	409.11	409.11	0
Total 100-20-5512-3-32 MUSEUM-UTILITIES:				409.11	409.11	
100-20-5513-3-30 SENIOR CENTER-OFFICE SUPPLIES						
STAPLES CREDIT PLAN	8-20-20	office supplies	08/20/2020	40.78	40.78	0
Total 100-20-5513-3-30 SENIOR CENTER-OFFICE SUPPLIES:				40.78	40.78	
100-20-5513-3-31 SENIOR CENTER-TELEPHONE						
MK CELLULAR	MKSMBIN13429	Cell phone - Rachel	09/03/2020	84.98	84.98	0
US CELLULAR	0390187486	PARK-rec cell phone	09/03/2020	40.90	40.90	0
Total 100-20-5513-3-31 SENIOR CENTER-TELEPHONE:				125.88	125.88	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Activity Number
100-20-5513-3-32 SENIOR CENTER-UTILITIES						
WAUPUN UTILITIES	JULY2020	Monthly utility charges	08/20/2020	304.65	304.65	0
Total 100-20-5513-3-32 SENIOR CENTER-UTILITIES:				304.65	304.65	
100-20-5523-1-10 AQUATIC FACILITY-SALARIES/WAGE						
YMCA OF DODGE COUNTY	8252020	Concession/Pool Staff Wage & 25% Admin	08/31/2020	11,083.63	11,083.63	0
Total 100-20-5523-1-10 AQUATIC FACILITY-SALARIES/WAGE:				11,083.63	11,083.63	
100-20-5523-2-23 AQUATIC FACILITY-SOCIAL SECURI						
YMCA OF DODGE COUNTY	8252020	Taxes	08/31/2020	668.10	668.10	0
Total 100-20-5523-2-23 AQUATIC FACILITY-SOCIAL SECURI:				668.10	668.10	
100-20-5523-3-32 AQUATIC FACILITY-UTILITIES						
WAUPUN UTILITIES	JULY2020	Monthly utility charges	08/20/2020	4,731.60	4,731.60	0
Total 100-20-5523-3-32 AQUATIC FACILITY-UTILITIES:				4,731.60	4,731.60	
100-20-5523-3-38 AQUATIC FACILITY-OPERATING EXP						
HOLIDAY WHOLESale	9393868	vinyl gloves	09/03/2020	74.35	74.35	190
HOLIDAY WHOLESale	9393874	vinyl gloves	09/03/2020	32.80	32.80	190
HOLIDAY WHOLESale	9402539	vinyl gloves	09/03/2020	36.00	36.00	190
HOLIDAY WHOLESale	9402540	vinyl gloves	09/03/2020	90.75	90.75	190
PETTY CASH-CITY HALL	9-3-20	bandaids for pool	09/03/2020	9.50	9.50	0
YMCA OF DODGE COUNTY	8142020	August Pool is Open Reservation Sys	08/20/2020	99.00	99.00	190
Total 100-20-5523-3-38 AQUATIC FACILITY-OPERATING EXP:				342.40	342.40	
100-20-5525-3-32 RECREATION-UTILITIES						
WAUPUN UTILITIES	JULY2020	Monthly utility charges	08/20/2020	4,626.54	4,626.54	0
Total 100-20-5525-3-32 RECREATION-UTILITIES:				4,626.54	4,626.54	
100-20-5525-3-36 RECREATION-REPAIRS/MAINTENANCE						
LEE RECREATION LLC	12998-20	Playground border timbers	09/03/2020	350.00	350.00	0
Total 100-20-5525-3-36 RECREATION-REPAIRS/MAINTENANCE:				350.00	350.00	
100-30-5152-3-38 ASSESSMENT-OPERATING EXPENSES						
ASSOCIATED APPRAISAL CON	150223	Monthly services - Sept 2020	09/03/2020	2,467.66	2,467.66	0
Total 100-30-5152-3-38 ASSESSMENT-OPERATING EXPENSES:				2,467.66	2,467.66	
100-40-5211-3-30 POLICE ADM-OFFICE SUPPLIES						
TOTAL BUSINESS PRODUCTS	89861	OFFICE SUPPLIES	08/20/2020	265.00	265.00	0
Total 100-40-5211-3-30 POLICE ADM-OFFICE SUPPLIES:				265.00	265.00	
100-40-5211-3-31 POLICE ADM-TELEPHONE						
AT & T	7924JULY/AUG20	Police Dept monthly phone charges	09/03/2020	159.40	159.40	0
CHARTER COMMUNICATIONS	41336-AUG20	PD - voice	08/20/2020	177.57	177.57	0
US CELLULAR	0390359219	POLICE DEPT monthly cell phone charges	09/03/2020	704.43	704.43	0
Total 100-40-5211-3-31 POLICE ADM-TELEPHONE:				1,041.40	1,041.40	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Activity Number
100-40-5211-3-32 POLICE ADM-UTILITIES						
WAUPUN UTILITIES	JULY2020	Monthly utility charges	08/20/2020	1,050.15	1,050.15	0
Total 100-40-5211-3-32 POLICE ADM-UTILITIES:				1,050.15	1,050.15	
100-40-5211-3-33 POLICE ADM-POSTAGE						
PETTY CASH-POLICE DEPT.	8-20-20	Postage - PD	08/20/2020	8.25	8.25	0
Total 100-40-5211-3-33 POLICE ADM-POSTAGE:				8.25	8.25	
100-40-5211-3-38 POLICE ADM-OPERATING EXPENSES						
CARTRIDGE WORLD	79987	Inkjet Cartridge	09/03/2020	110.00	110.00	0
LOUDEN, SCOTT	8-20-20	Eye glass allowance	08/20/2020	150.00	150.00	0
MARCO TECHNOLOGIES LLC	INV7825761	Konica/A7PY011X001	08/20/2020	51.78	51.78	0
C.VERHAGE.PHOTO	4341453	Police Dept Pictures	09/03/2020	85.00	85.00	0
MARCO TECHNOLOGIES LLC	69206485	KONMIN/BHC308	09/03/2020	257.11	257.11	0
Total 100-40-5211-3-38 POLICE ADM-OPERATING EXPENSES:				653.89	653.89	
100-40-5212-3-36 POLICE PATROL-REPAIRS/MAINT						
NAPA AUTO PARTS-WAUPUN	284583	serpentine belt	08/20/2020	35.98	35.98	0
NAPA AUTO PARTS-WAUPUN	284602	credit	08/20/2020	16.99-	16.99-	0
Total 100-40-5212-3-36 POLICE PATROL-REPAIRS/MAINT:				18.99	18.99	
100-40-5212-3-38 POLICE PATROL-OPERATING EXP						
STREICHER'S	1444707	ball panel set/carrier/trauma plates	08/20/2020	730.00	730.00	0
Total 100-40-5212-3-38 POLICE PATROL-OPERATING EXP:				730.00	730.00	
100-40-5213-3-38 CRIMINAL INVEST-OPERATING EXP						
CONSULTANTS LABORATORY-F	442000000117-JUL	legal blood draws	08/20/2020	160.00	160.00	0
SIRCHIE FINGER PRINT-YOUN	0454848-IN	test 15-Methamphetamine/evidence bags	08/20/2020	47.25	47.25	0
SIRCHIE FINGER PRINT-YOUN	0456595-IN	swab kits	09/03/2020	92.53	92.53	0
SIRCHIE FINGER PRINT-YOUN	0456731-IN	evidence bags	09/03/2020	40.40	40.40	0
Total 100-40-5213-3-38 CRIMINAL INVEST-OPERATING EXP:				340.18	340.18	
100-40-5215-3-37 TRAINING-TRAVEL/CONFERENCE						
SCHNEIDER, RYAN	9-3-20	Meal reimbursement - K9 training	09/03/2020	172.67	172.67	0
STREET COP TRAINING	08-31-20	Training - PD - Schneider	08/31/2020	249.00	249.00	0
Total 100-40-5215-3-37 TRAINING-TRAVEL/CONFERENCE:				421.67	421.67	
100-40-5343-3-38 ANIMAL POUND-OPERATING EXP						
WAUPUN AREA ANIMAL SHELTER	SEPT2020	Monthly Contract	09/03/2020	1,000.00	1,000.00	0
Total 100-40-5343-3-38 ANIMAL POUND-OPERATING EXP:				1,000.00	1,000.00	
100-50-5231-3-31 FIRE ADM-TELEPHONE						
CHARTER COMMUNICATIONS	41336-AUG20	PD - fire	08/20/2020	24.21	24.21	0
Total 100-50-5231-3-31 FIRE ADM-TELEPHONE:				24.21	24.21	
100-50-5231-3-32 FIRE ADM-UTILITIES						
WAUPUN UTILITIES	JULY2020	Monthly utility charges	08/20/2020	590.71	590.71	0

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Activity Number
Total 100-50-5231-3-32 FIRE ADM-UTILITIES:				590.71	590.71	
100-50-5231-3-36 FIRE ADM-REPAIRS/MAINTENANCE						
Q-TRONICS	10080459	wireless mouse/mouse pad	08/20/2020	33.98	33.98	0
Total 100-50-5231-3-36 FIRE ADM-REPAIRS/MAINTENANCE:				33.98	33.98	
100-50-5232-3-36 FIRE SUPPRESSION-REPAIRS/MAINT						
NAPA AUTO PARTS-WAUPUN	282620	tube - FD	09/03/2020	15.38	15.38	0
NAPA AUTO PARTS-WAUPUN	284059	rags in a box - FD	09/03/2020	35.85	35.85	0
NAPA AUTO PARTS-WAUPUN	459586	lube for ladder rails - FD	09/03/2020	15.38	15.38	0
RENNERTS	42524	repairs to 593	08/20/2020	7,466.48	7,466.48	0
Total 100-50-5232-3-36 FIRE SUPPRESSION-REPAIRS/MAINT:				7,533.09	7,533.09	
100-50-5232-3-38 FIRE SUPPRESSION-OPERATING EXP						
PIGGLY WIGGLY DISCOUNT FO	2276	rehab water - FD	09/03/2020	35.00	35.00	0
Total 100-50-5232-3-38 FIRE SUPPRESSION-OPERATING EXP:				35.00	35.00	
100-50-5233-3-38 FIRE PREVENTION-OPERATING EXP						
MILTON PROPANE INC	T441458	propane	08/20/2020	15.51	15.51	0
Total 100-50-5233-3-38 FIRE PREVENTION-OPERATING EXP:				15.51	15.51	
100-50-5234-3-38 FIRE TRAINING-OPERATING EXP						
MORaine PARK TECHNICAL CO	S0076314	state exam fees	08/20/2020	560.00	560.00	0
Total 100-50-5234-3-38 FIRE TRAINING-OPERATING EXP:				560.00	560.00	
100-50-5251-3-31 EMERGENCY GOVT-TELEPHONE						
US CELLULAR	0390187486	FIRE DEPT monthly cell phone charges	09/03/2020	202.82	202.82	0
Total 100-50-5251-3-31 EMERGENCY GOVT-TELEPHONE:				202.82	202.82	
100-50-5251-3-32 EMERGENCY GOVT-UTILITIES						
WAUPUN UTILITIES	JULY2020	Monthly utility charges	08/20/2020	16.00	16.00	0
Total 100-50-5251-3-32 EMERGENCY GOVT-UTILITIES:				16.00	16.00	
100-70-5410-3-32 BGMS-UTILITIES						
WAUPUN UTILITIES	JULY2020	Monthly utility charges	08/20/2020	2,425.55	2,425.55	0
Total 100-70-5410-3-32 BGMS-UTILITIES:				2,425.55	2,425.55	
100-70-5410-3-36 BGMS-REPAIRS/MAINTENANCE						
H & R SAFETY SOLUTIONS LLC	5304	facemasks/gloves/hand sanitizer	09/03/2020	825.00	825.00	190
OTIS ELEVATOR COMPANY	100400067094	Maint service 9-1-20 to 8-31-21 - city hall	08/20/2020	1,792.20	1,792.20	2
OTIS ELEVATOR COMPANY	100400067095	Maint service 9-1-20 to 8-31-21 - library	08/20/2020	1,792.20	1,792.20	6
OTIS ELEVATOR COMPANY	100400067096	Maint service 9-1-20 to 8-31-21 - safety buil	09/03/2020	1,792.20	1,792.20	0
PIT-STOP PORTABLES	A-104272	Pine Street Park Port a Potty	09/03/2020	137.50	137.50	0
Q-TRONICS	10080455	repair internet cables	08/20/2020	39.99	39.99	0
Q-TRONICS	10080456	repair internet cables	08/20/2020	6.99	6.99	0
SAN-A-CARE, INC	525828	Hand sanitizer/stealth	09/03/2020	269.46	269.46	190
SHARE CORPORATION	141567	dust mask	08/20/2020	146.05	146.05	190
SHARE CORPORATION	142448	cleaning supplies - COVID 19	09/03/2020	310.23	310.23	190
WERNER ELECTRIC SUPPLY	S6237180.001	light bulbs/roffer - install light over new des	09/03/2020	65.42	65.42	2

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Activity Number
SALAMONE SUPPLIES	147197	Building & Parks Supplies	09/03/2020	555.96	555.96	0
Total 100-70-5410-3-36 BGMS-REPAIRS/MAINTENANCE:				7,733.20	7,733.20	
100-70-5410-3-38 BGMS-OPERATING EXPENSES						
GUNDERSON, INC.	892977	CITY HALL rugs - Aug 2020	08/20/2020	65.45	65.45	2
GUNDERSON, INC.	895556	Library Rugs - Aug 2020	09/03/2020	63.63	63.63	6
GUNDERSON, INC.	895563	fire Dept-Rugs - Aug 2020	09/03/2020	52.18	52.18	0
GUNDERSON, INC.	898158	CITY HALL rugs - Aug 2020	09/03/2020	65.45	65.45	2
GUNDERSON, INC.	898159	Senior center rugs - Aug 2020	09/03/2020	54.35	54.35	7
GUNDERSON, INC.	900764	Library Rugs - Sept 2020	09/03/2020	63.63	63.63	6
TRU CLEANERS LLC	CW080120-A	additional cleaning service due to Covid-19	08/20/2020	1,280.00	1,280.00	190
TRU CLEANERS LLC	CW090120	cleaning service for City of Waupun	09/03/2020	4,052.81	4,052.81	0
TRU CLEANERS LLC	CW090120-A	additional cleaning service due to Covid-19	09/03/2020	1,280.00	1,280.00	190
Total 100-70-5410-3-38 BGMS-OPERATING EXPENSES:				6,977.50	6,977.50	
100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT						
AIRGAS USA, LLC	9103576104	Gas cylinders/hazmat handling	08/20/2020	310.88	310.88	0
AIRGAS USA, LLC	9104180080	welding supplies	09/03/2020	46.97	46.97	0
FASTENAL CO.	WIBEA113541	trailer safety chain connections	08/20/2020	59.54	59.54	0
HOME CONTRACTORS & SUPP	29624	supplies - install side boards	09/03/2020	81.10	81.10	0
JOHN FABICK TRACTOR CO	PIMK0057835	hose	08/20/2020	154.40	154.40	0
NAPA AUTO PARTS-WAUPUN	282607	coolant filter	08/20/2020	9.69	9.69	0
NAPA AUTO PARTS-WAUPUN	282766	oil filter	08/20/2020	32.49	32.49	0
NAPA AUTO PARTS-WAUPUN	283000	Brake pads/wheel bearing hub assemb	08/20/2020	281.46	281.46	0
NAPA AUTO PARTS-WAUPUN	283051	tire repair tool	08/20/2020	319.99	319.99	0
NAPA AUTO PARTS-WAUPUN	283089	total eclipse front left/front right	08/20/2020	181.18	181.18	0
NAPA AUTO PARTS-WAUPUN	283111	gear 80W-90	08/20/2020	71.99	71.99	0
NAPA AUTO PARTS-WAUPUN	283190	oil filter/air filter	08/20/2020	63.58	63.58	0
NAPA AUTO PARTS-WAUPUN	283804	credit	08/20/2020	73.73	73.73	0
NAPA AUTO PARTS-WAUPUN	283805	fittings	08/20/2020	7.98	7.98	0
NAPA AUTO PARTS-WAUPUN	284090	oil filters	08/20/2020	47.94	47.94	0
NAPA AUTO PARTS-WAUPUN	284189	oil filters	08/20/2020	13.98	13.98	0
NAPA AUTO PARTS-WAUPUN	284221	air filters	08/20/2020	29.38	29.38	0
NAPA AUTO PARTS-WAUPUN	284252	air filters	08/20/2020	29.38	29.38	0
NAPA AUTO PARTS-WAUPUN	284312	battery	08/20/2020	123.69	123.69	0
NAPA AUTO PARTS-WAUPUN	284562	oil filters	08/20/2020	31.96	31.96	0
NAPA AUTO PARTS-WAUPUN	284592	spark plug	08/20/2020	2.24	2.24	0
NAPA AUTO PARTS-WAUPUN	284647	air filters	08/20/2020	33.98	33.98	0
NAPA AUTO PARTS-WAUPUN	284683	battery	08/20/2020	42.99	42.99	0
NAPA AUTO PARTS-WAUPUN	285005	battery/battery cable	08/20/2020	130.15	130.15	0
NAPA AUTO PARTS-WAUPUN	285006	bulk battery cable	08/20/2020	107.25	107.25	0
POMP'S TIRE - FOND DU LAC	520090311	tires - fire dept	09/03/2020	2,355.84	2,355.84	0
POMP'S TIRE - FOND DU LAC	520090315	replace tires	09/03/2020	150.00	150.00	0
POMP'S TIRE - FOND DU LAC	520090335	tires	09/03/2020	500.80	500.80	0
SAFETY KLEEN	83951468	Service/stop fee non-prequal crankcase oil/	08/20/2020	300.00	300.00	0
TRUCK COUNTRY	X202615600:01	replace broken shifter handle	09/03/2020	736.80	736.80	0
TRUCK EQUIPMENT INC	913052-00	pintle hitch	09/03/2020	115.43	115.43	0
WAUSAU EQUIPMENT COMPAN	7175930	Parts to repair plow wing	09/03/2020	2,810.46	2,810.46	0
Total 100-70-5411-3-36 MACHINERY & EQUIP-REPAIR/MAINT:				9,109.79	9,109.79	
100-70-5411-3-38 MACHINERY & EQUIP-OPERATING						
GUNDERSON, INC.	897160	Garage supplies - Aug 2020	08/20/2020	45.24	45.24	3
GUNDERSON, INC.	897161	Uniform/charges - Aug 2020	08/20/2020	19.13	19.13	0
GUNDERSON, INC.	899760	Garage supplies - Aug 2020	09/03/2020	28.03	28.03	0
GUNDERSON, INC.	899761	Uniform/charges - Aug 2020	09/03/2020	19.13	19.13	0

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Activity Number
GUNDERSON, INC.	902237	Garage supplies - Sept 2020	09/03/2020	45.24	45.24	3
GUNDERSON, INC.	902238	Uniform/charges - Sept 2020	09/03/2020	19.13	19.13	0
Total 100-70-5411-3-38 MACHINERY & EQUIP-OPERATING:				175.90	175.90	
100-70-5412-3-32 GARAGES/SHEDS-UTILITIES						
WAUPUN UTILITIES	JULY2020	Monthly utility charges	08/20/2020	1,485.55	1,485.55	0
Total 100-70-5412-3-32 GARAGES/SHEDS-UTILITIES:				1,485.55	1,485.55	
100-70-5412-3-38 GARAGES/SHEDS-OPERATING EXP						
BROOKS SHOE & REPAIR	34307	boot allowance - Rens	09/03/2020	150.00	150.00	0
CHARTER COMMUNICATIONS	15199-AUG20	garage - tv, internet	08/20/2020	145.98	145.98	3
H & R SAFETY SOLUTIONS LLC	5305	rain coats	09/03/2020	181.00	181.00	0
H & R SAFETY SOLUTIONS LLC	5306	gloves/wipes	09/03/2020	154.00	154.00	0
Total 100-70-5412-3-38 GARAGES/SHEDS-OPERATING EXP:				630.98	630.98	
100-70-5420-3-30 ENGIN & ADM-OFFICE EXPENSES						
STAPLES CREDIT PLAN	8-20-20	office supplies	08/20/2020	40.78	40.78	0
Total 100-70-5420-3-30 ENGIN & ADM-OFFICE EXPENSES:				40.78	40.78	
100-70-5420-3-31 ENGIN & ADM-TELEPHONE						
MK CELLULAR	MKSMBIN13443	Liquid screen for cell phone	09/03/2020	44.99	44.99	0
US CELLULAR	0390187486	DPW Director/Foreman monthly cell phone	09/03/2020	88.48	88.48	0
Total 100-70-5420-3-31 ENGIN & ADM-TELEPHONE:				133.47	133.47	
100-70-5431-3-36 STREET MAINT-REPAIRS/MAINT						
CRACK FILLING SERVICE CORP	9-3-20	CRACK SEALING various streets	09/03/2020	16,000.00	16,000.00	0
SHERWIN INDUSTRIES	SS085527	concrete cold patch	08/20/2020	370.00	370.00	0
Total 100-70-5431-3-36 STREET MAINT-REPAIRS/MAINT:				16,370.00	16,370.00	
100-70-5441-3-32 TRAFFIC CONT-UTILITIES						
WAUPUN UTILITIES	JULY2020	Monthly utility charges	08/20/2020	233.28	233.28	0
Total 100-70-5441-3-32 TRAFFIC CONT-UTILITIES:				233.28	233.28	
100-70-5441-3-36 TRAFFIC CONT-REPAIRS/MAINT						
FOND DU LAC COUNTY	20610529	roadmarking paint/beads	09/03/2020	3,762.09	3,762.09	0
LANGE ENTERPRISES	73447	Signs	08/20/2020	117.87	117.87	0
Total 100-70-5441-3-36 TRAFFIC CONT-REPAIRS/MAINT:				3,879.96	3,879.96	
100-70-5442-3-32 STREET LIGHTING-UTILITIES						
WAUPUN UTILITIES	JULY2020	Monthly utility charges	08/20/2020	11,416.81	11,416.81	0
Total 100-70-5442-3-32 STREET LIGHTING-UTILITIES:				11,416.81	11,416.81	
100-70-5444-3-36 SIDEWALKS/XWALKS-REPAIRS/MAINT						
CAREW CONCRETE & SUPPLY I	1178842	concrete - Watertown & Lincoln - Ticket #53	08/20/2020	341.25	341.25	0
CAREW CONCRETE & SUPPLY I	1181104	concrete - Brown & Forest ticket #535499	09/03/2020	816.25	816.25	0
CAREW CONCRETE & SUPPLY I	1181105	Stone - expansion for library approach	09/03/2020	19.50	19.50	0
HOME CONTRACTORS & SUPP	29611	concrete forms	09/03/2020	23.81	23.81	0

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Activity Number
Total 100-70-5444-3-36 SIDEWALKS/XWALKS-REPAIRS/MAINT:				1,200.81	1,200.81	
100-70-5613-3-38 WEED CONTROL-OPERATING EXP						
STICKS AND STONES	11727	weed removal - 309 E Franklin St	08/20/2020	540.00	540.00	0
INSIGHT FS	200031474	bullseye	08/20/2020	74.67	74.67	0
Total 100-70-5613-3-38 WEED CONTROL-OPERATING EXP:				614.67	614.67	
100-80-5632-1-10 LAND USE PLAN-SALARIES/WAGES						
LUECK, FRED	8-20-20	Plan Commission Minutes - Aug 2020	08/20/2020	20.00	20.00	0
LUECK, FRED	9-3-20	Plan Commission Minutes Special - Aug 20	09/03/2020	20.00	20.00	0
Total 100-80-5632-1-10 LAND USE PLAN-SALARIES/WAGES:				40.00	40.00	
100-80-5670-3-30 ECONOMIC DEV-OFFICE SUPPLIES						
STAPLES CREDIT PLAN	8-20-20	office supplies	08/20/2020	40.78	40.78	0
Total 100-80-5670-3-30 ECONOMIC DEV-OFFICE SUPPLIES:				40.78	40.78	
210-60-5511-3-31 LIBRARY-TELECOMMUNICATIONS						
CHARTER COMMUNICATIONS	AUG20	library - internet, voice	08/31/2020	164.97	164.97	0
US CELLULAR	0390187486	Library monthly cell	09/03/2020	59.51	59.51	0
Total 210-60-5511-3-31 LIBRARY-TELECOMMUNICATIONS:				224.48	224.48	
210-60-5511-3-32 LIBRARY-UTILITIES						
WAUPUN UTILITIES	JULY2020	Monthly utility charges	08/20/2020	2,183.19	2,183.19	0
Total 210-60-5511-3-32 LIBRARY-UTILITIES:				2,183.19	2,183.19	
230-30-5241-3-38 BUILDING INSP-OPERATING EXP						
GRAND VALLEY INSPECTION S	2020-134	Building Insp/Zoning Admin for Aug 2020	09/03/2020	5,666.31	5,666.31	0
Total 230-30-5241-3-38 BUILDING INSP-OPERATING EXP:				5,666.31	5,666.31	
300-10-5935-6-00 CAPITAL LEASE-2019 LED LIGHTIN						
FAITH TECH, INC.	AUGUST2020	energy efficiency ACH pmt 11 of 60	08/30/2020	1,760.17	1,760.17	0
Total 300-10-5935-6-00 CAPITAL LEASE-2019 LED LIGHTIN:				1,760.17	1,760.17	
400-20-5525-8-00 CAPITAL IMPROVEMENTS-PARKS						
INTERSTATE SAWING COMPAN	40511	Curb cut handicap ramp - Wilcox Park	08/20/2020	375.00	375.00	0
Total 400-20-5525-8-00 CAPITAL IMPROVEMENTS-PARKS:				375.00	375.00	
400-70-5420-8-00 CAPITAL IMPR-ENGINEERING						
GREMMER & ASSOCIATES INC	12/12	Madison Eng Dsgn Ph 2-Street	09/03/2020	2,285.85	2,285.85	170
WI DEPART OF TRANSPORTATI	395-0000183470	Madison Ph 2 Dsgn Review - Street	08/20/2020	955.94	955.94	170
Total 400-70-5420-8-00 CAPITAL IMPR-ENGINEERING:				3,241.79	3,241.79	
400-70-5436-8-00 CAPITAL IMPROV-STREETS						
GREMMER & ASSOCIATES INC	15	Madison St Construction - Street	09/03/2020	2,730.00	2,730.00	170
Total 400-70-5436-8-00 CAPITAL IMPROV-STREETS:				2,730.00	2,730.00	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Activity Number
401-70-5436-8-00 TIF #5 DEVELOP-CAPITAL OUTLAY						
MSA PROFESSIONAL SERVICE	R00212056.0-67	Young St CSM	08/20/2020	267.00	267.00	0
Total 401-70-5436-8-00 TIF #5 DEVELOP-CAPITAL OUTLAY:				267.00	267.00	
405-70-5436-3-38 TIF #3-OPERATING EXPENSES						
ALIMI, QEMAL	9-3-20	CDA Reimbursement - 400 E Main St	09/03/2020	4,500.00	4,500.00	0
HOUSE OF HANDCRAFTERS	9-3-20	CDA Reimbursement - 11 N Madison St	09/03/2020	356.02	356.02	0
Total 405-70-5436-3-38 TIF #3-OPERATING EXPENSES:				4,856.02	4,856.02	
408-70-5436-3-39 TIF #6-PROFESSIONAL SERVICES						
EHLERS AND ASSOCIATES INC	84158	TID 6 Project & Boundry Amendment	08/20/2020	2,000.00	2,000.00	0
Total 408-70-5436-3-39 TIF #6-PROFESSIONAL SERVICES:				2,000.00	2,000.00	
408-70-5436-8-00 CAPITAL OUTLAY						
MSA PROFESSIONAL SERVICE	R00212056.0-67	TID #6 Amendment Metes & Bounds Desc	08/20/2020	742.50	742.50	0
VANDE ZANDE TRUST ACCOUN	8-31-20	Closing - McKinley St Building	08/31/2020	610.00	610.00	0
WAUPUN HISTORICAL SOCIET	8-31-20	purchase of McKinley St Building	08/31/2020	19,420.00	19,420.00	0
Total 408-70-5436-8-00 CAPITAL OUTLAY:				20,772.50	20,772.50	
410-10-5140-4-00 EQUIPMENT-CITY HALL						
WAUPUN UTILITIES	4976	Terri's laptop setup	08/20/2020	168.00	168.00	0
Total 410-10-5140-4-00 EQUIPMENT-CITY HALL:				168.00	168.00	
430-70-5436-3-42 CONTRACTUAL SVCS-TOURISM FUND						
DESTINATION LAKE WINNEBAG	9-3-20	70% Of July Room Tax	09/03/2020	4,729.16	4,729.16	0
Total 430-70-5436-3-42 CONTRACTUAL SVCS-TOURISM FUND:				4,729.16	4,729.16	
501-10-5154-3-38 TAXI SERVICE-OPERATING EXPENSE						
BROWN CAB SERVICE INC	1889	July monthly taxi service 2020	09/03/2020	9,650.50	9,650.50	0
Total 501-10-5154-3-38 TAXI SERVICE-OPERATING EXPENSE:				9,650.50	9,650.50	
700-10-5192-3-32 STORMWATER UTILITY-UTILITIES						
WAUPUN UTILITIES	JULY2020	Monthly utility charges	08/20/2020	45.90	45.90	0
Total 700-10-5192-3-32 STORMWATER UTILITY-UTILITIES:				45.90	45.90	
700-10-5192-3-36 STORMWATER UTILITY-REPAIR/MAIN						
CAREW CONCRETE & SUPPLY I	1181268	concrete - hwy 68 & S West - ticket #42842	09/03/2020	267.50	267.50	0
CAREW CONCRETE & SUPPLY I	1181564	concrete - West & Brown - ticket #535532	09/03/2020	157.50	157.50	0
COUNTY MATERIALS CORP.	3468161-00	parts	09/03/2020	680.00	680.00	0
Total 700-10-5192-3-36 STORMWATER UTILITY-REPAIR/MAIN:				1,105.00	1,105.00	
700-10-5192-3-38 STORMWATER UTILITY-OPERATING						
DIGGERS HOTLINE	200750101PP2	July 2020 2nd prepayment 2020	08/20/2020	838.40	838.40	0
Total 700-10-5192-3-38 STORMWATER UTILITY-OPERATING:				838.40	838.40	
700-10-5192-8-00 STORMWATER UTILITY-CAPITAL OUT						
GREMMER & ASSOCIATES INC	12/12	Madison Eng Dsgn Ph 2-Storm	09/03/2020	1,300.85	1,300.85	170
MSA PROFESSIONAL SERVICE	R00212116.0-3	Dam Auxillary Spillway Design	08/20/2020	660.00	660.00	0

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Activity Number
MSA PROFESSIONAL SERVICE	R00212119.0-2	Harmsen Ave & Oak Lane Storm Pond	08/20/2020	8,615.00	8,615.00	0
NUMMELIN TESTING SERV. INC	15437	Stormwater Pond Harmsen & Oak - site eva	08/20/2020	2,115.00	2,115.00	0
WI DEPART OF TRANSPORTATI	395-0000183470	Madison Ph 2 Dsgn Review - SW	08/20/2020	544.01	544.01	170
Total 700-10-5192-8-00 STORMWATER UTILITY-CAPITAL OUT:				13,234.86	13,234.86	
Grand Totals:				204,153.64	204,153.64	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.



MINUTES
SPECIAL CITY OF WAUPUN – COMMUNITY
DEVELOPMENT AUTHORITY MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, July 21, 2020 at 9:00 AM

Committee Members Present:

Gary DeJager
Derek Drews
Mayor Julie Nickel
Nancy Vanderkin (arrived at 8:10 a.m.)
Sue VandeBerg
Cassandra VerHage

Committee Members Absent:

Jill Vanderkin

Staff Present:

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

Call to order

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

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 Members to the Community Development Authority

Recognition of Mr. DeJager for his appointment for the CDA as the BID Board representative.

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

A motion to appoint Ms. VandeBerg as Vice-Chair of CDA was made by Ms. Nickel and seconded by Mr. Drews, passing unanimously.

3. Selection of Day of Month and Time of Community Development Authority Meetings

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

4. Approval of April 24, 2020 Special Community Development Authority Minutes

A motion to approve the April 24, 2020 minutes was made by Ms. VerHage and seconded by Ms. Nickel passing unanimously.

5. Approval of June 2020 Financial Statement

A motion to approve the June Financial Statement, as presented, was made by Mr. Drews and seconded by Ms. VandeBerg, passing unanimously.

6. Rescinding of COVID-19 Downtown Business Support Program and Reinstatement of Various Programs

Ms. Schlieve updated the group on the COVID-19 Downtown Business Support Program. In total, twenty-eight (28) businesses received funding. Staff has been receiving numerous inquiries regarding needed façade work and, since demand for the program has dwindled, it is recommended that the support program be rescinded and the

remaining funds be reallocated back to items originally identified in the budget. If approved, staff will prepare a new budget for review at the next meet.

A motion to rescind the COVID-19 Downtown Business Support Program and reinstate various programs in the original CDA budget was made by Mr. DeJager and seconded by Ms. VandeBerg, passing unanimously.

7. New Grant – House of Handcrafters (11 N. Madison St.)

Victoria Tripp, House of Handcrafters, submitted a Downtown Revitalization Grant application for the property located at 11 N. Madison St. to prepare the surface for the repainting of the building façade. The total project cost is \$1,424.09.

A motion to approve up to 50% of eligible, non-BID funded expenses, not to exceed \$356.02. Motion made by Ms. VerHage and seconded by Ms. VandeBerg passing unanimously.

DISCUSSION ITEMS

8. Administrator Report

- a. The Council adopted Resolution 06-09-20-04 which provides Common Council in-person meetings to begin after July 27, 2020. The first in-person meeting to be held will be the Committee of the Whole on July 28, 2020. The wearing of facemasks is requested. Other Boards, Committees, and Commission members may continue virtual meetings or in-person as well as Department Staff. New technology has been installed in the Council Chambers to provide the continuation of Zoom meetings of those who attend at City Hall.
- b. In response to COVID-19 impacts to capacity of restaurants and bars, the Council approved a revision to the ordinances at their July 14, 2020 meeting that would allow outdoor seating and beer gardens. Restaurants and bars that are interested will need to apply for a conditional use permit through the Plan Commission.
- c. Staff assisted 39 business apply for WEDC's "We're All In" grant program.
- d. The recent Connect Communities award announcement has brought additional attention to our downtown from small businesses looking to locate to the community.
- e. Details for the Pop-Up program are being finalized and staff will be touring one additional property. An update will be provided at next month's meeting.
- f. The amendment to the TID 6 boundaries has been approved allowing for redevelopment opportunities to occur in the upcoming months.
- g. The multi-family housing development near the Brittan House are on track to be completed in the fall and have already been rented.

9. Housing Program Summary Report (January-June 2020)

Ms. Van Buren reviewed the summary document included in the agenda packet. Ms. Van Buren reached out to As a reminder MSA does not feel it is necessary to provide the housing program informational session traditionally done in the spring due to low turnout at such events. MSA will continue to relay on the City to hang flyers in the Library and post information on the City's Facebook page.

Moving forward, if CDA members would like more information provided by MSA to accompany this biannual report to please let Ms. Van Buren know.

FUTURE MEETINGS AND GATHERINGS

10. Possible Future Agenda Items

- a. Grant requests (if any)

11. Next Schedule Meeting

- a. The next scheduled meeting will be August 18, 2020

ADJOURNMENT

The motion to adjourn was made by Ms. N. Vanderkin and seconded by Ms. VandeBerg, passing unanimously. The meeting adjourned at 8:22.a.m.

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, August 10, 2020**

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

Commissioners Heeringa, Homan, Gerritson, Kaczmariski, Thurmer were present. Commissioners Mielke and Westphal were absent with notice.

Motion made by Thurmer, seconded by Gerritson and unanimously carried, to approve minutes from the June 8, 2020 meeting.

On motion by Kaczmariski, seconded by Thurmer and unanimously carried, bills for months of June and July 2020 were approved as presented.

On motion by Thurmer, seconded by Homan and unanimously carried, year-to-date financial reports through June 2020 were approved as presented. Electric operating income was \$121,000 or \$77,600 above budget on lower distribution expenses and attributed cut-backs from COVID-19 project delays. Water operating income was \$352,400 or \$45,600 above budget on lower operating expenses due to less project and material requirements during the COVID-19 period. Sewer operating income was \$231,300 or \$103,300 above budget on higher public authority revenues and lower maintenance costs.

Finance Director Stanek reported on financial health of utility. Utility is sitting good on net income. Electric sales have decreased which balance out due to lower purchased power costs. There continues not to be an overall noticeable impact on water consumption and related revenues as the usage has shifted between customer classes. Sewer sales continue to be on budget due to steady sales and expenses below budget. The USDA had notified management of a change in loan interest rate for the WWTP ABNR upgrade. The original second quarter rate of 1.375% was reduced for the third quarter to a lower interest rate of 1.125% which will yield an approximate savings of \$1.3 million in interest expense over the life of the 40-year loan. Tentatively, the loan closing for the USDA Loan will take place in September 2020.

General Manager Brooks reported on electric projects that have been completed and are in process of being completed. Infrastructure has been installed and two electric services have been energized at the Pine View Apartments. Two additional services will be energized when contactor is ready. As part of the voltage conversion project, transformers have been replaced on west side of Brandon St with crews now working to complete transformer replacements on East side of Brandon St. The 3 phase distribution feeder that runs through the WWTP will be relocated to a new location along North side of Gateway Drive allowing space for the new buildings for the WWTP ABNR project. The relocation of these lines will also make them more accessible as crews will no longer have to cross the river and deal with various tree issues.

General Manager Brooks gave an update that the Public Service Commission had reversed their decision to allow utilities to disconnect customers placing a second stay on residential disconnections until September 1, 2020. Utilities are allowed to disconnect commercial accounts for non-payment during this time. Office staff continue to try and work with customers in arrears directing them towards applying for assistance and setting up payment plan arrangements.

Treatment Facilities and Operations Superintendent Schramm reported that a lightning strike on July 26th had caused damage to a milliamp transformer, pressure transmitter and an analog input card. Replacement parts have been ordered and clear well controls are being used in the interim. Municipal Well & Pump has completed the well maintenance. Nothing was found out of norm as a result of staff's continued work on the preventative maintenance program. Water/wastewater treatment staff completed a manganese soak performed on the iron filter. The manganese soak is completed only when a manganese trace is detected saving a considerable amount in cost of chemicals. Staff at water/wastewater treatment facilities continue to work on routine maintenance and inspection of tanks. WET testing has been completed for the second quarter and both tests came back with passing grades. A break on the raw water line was found between the wells and water treatment facility. Treatment facilities staff was able to push water reserves up into towers for the interim while the water/sewer crew worked to dig and repair the 12" water line to get the plant up and running. Water/sewer crew continues preventative maintenance of jetting the sanitary sewer basin and fire hydrant maintenance. The hiring process is complete for the new Treatment Facilities Operator position. The new hire will start on August 31, 2020.

On motion by Thurmer, seconded by Gerritson and unanimously carried to approve the Waupun Utilities COVID-19 Employment Policy, Telecommuting Request & Agreement and Travel Request Form. These policies will serve as direction, guidance and protocol for all employees during the COVID-19 pandemic.

Discussion held in regards to new resolution similar to what had previously been approved by Waupun Utilities Commission and the Common Council with revision adding the inclusion of taxable bonds. On motion by Kaczmariski, seconded by Thurmer and unanimously carried to approve A Resolution Authorizing the Issuance and Sale of \$22,807,000 Taxable Sewerage System Mortgage Revenue Bonds of the City of Waupun, Dodge and Fond du Lac Counties, Wisconsin, and Providing for the Payment of the Bonds and Other Details with Respect to the Bonds.

Discussion held in regards to the received purchase offer from buyer Michael and Debra Leu to purchase property owned by the City of Waupun, Waupun Utilities. On motion by Gerritson, seconded by Homan and unanimously carried to approve Resolution 08-10-20-01 Authorizing Sale of Property Owned by the City of Waupun, Waupun Utilities Along West Edge to the Rock River and North to Existing Fence Line to the West Edge of Vliet Street Road Right of Way.

A brief discussion regarding an employee performance evaluation of General Manager Brooks was held. Commissioners were in agreement that this topic would be included as an agenda item for the September 2020 commission meeting where at that time Waupun Utilities Staff will have the chance to give their insight and review regarding General Manager Brook's performance. Staff review can be made in person, over the phone with a commissioner prior to the September meeting or in written form to the commission. Motion made by Thurmer, seconded by Gerritson, to adjourn in closed session under Section 19.85 (1) (c) (e) of the WI Statutes. Motion carried unanimously.

Motion made by Thurmer, seconded by Homan, and unanimously carried to reconvene in open session under Section 19.85 (2) of WI Statutes. No further action in open session.

On motion by Thurmer, seconded by Homan and unanimously carried, meeting was adjourned at 5:40 p.m.

The next commission meeting is scheduled on September 14, 2020, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead



MINUTES
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, August 18, 2020 at 6:00 PM

CALL TO ORDER

Mayor called the virtual and teleconference meeting to order at 6:00pm.

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

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

ROLL CALL

Council in attendance on roll call is Mayor Nickel, Alderman Westphal, Alderman Vossekuil, Alderman Kaczmarski, Alderman Mielke, Alderman Matoushek, and Alderman Vanderkin. No members are absent.

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, General Utility Manager Brooks, Director of Public Works Daane, Library Director Jaeger, Recreation Director Kaminski, Finance Director Kast, Police Chief Loudon, and Fire Chief Demaa. No staff is absent.

Other City Staff present is Sarah Van Buren, Community & Economic Development Coordinator.

No audience in attendance.

No media is present.

PERSONS WISHING TO ADDRESS COUNCIL

No persons address the Council.

CONSENT AGENDA

Consent agenda consists of future Meetings & Gatherings, License and Permit Applications, and expenses for discussion and approval.

Motion Vanderkin, second Kaczmarski to approve the consent agenda. Motion carried 6-0 on roll call.

ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION/ACTION

No items were removed for further discussion.

RESOLUTIONS AND ORDINANCES:

16. A Resolution Authorizing the Issuance and Sale of \$22,807,000 Taxable Sewerage System Mortgage Revenue Bonds of the City of Waupun, Dodge & Fond Du Lac Counties, Wisconsin and Providing for the Payment of the Bonds and Other Details with Respect to the Bonds

Brooks informs the Council this resolution is substantially the same as the resolution the Council adopted in June, but with two major changes. Those changes are the interest rate is reduced to 1.125%, which reduces the payments the City will have to make and the interest on the bonds will be considered taxable income for the owner of the bonds. Normally, the owner of the bonds would want a higher interest rate if the interest is going to be taxable, but USDA has agreed to accept a taxable bond at the same rate. The interest has to be taxable because of the contract the City entered into to sell "output" from the wastewater treatment plant. There is no change in the City's obligations or cost because the interest will be considered taxable.

Motion Kaczmarski, second Westphal to approve Resolution 08-18-20-01 Authorizing the Issuance and Sale of \$22,807,000 Taxable Sewerage System Mortgage Revenue Bonds of the City of Waupun, Dodge & Fond Du Lac

Counties, Wisconsin and Providing for the Payment of the Bonds and Other Details with Respect to the Bonds. Motion carried 6-0 on roll call.

17. Resolution Suspending Waupun Common Council Rules During COVID-19 Public Health Pandemic

Discussions of continuing video and teleconferencing versus in person meetings was heard. Hull comments there is not enough room in the council chambers for the public to be present and abide by the 6ft social distancing. Council members question of other locations to hold Council meetings, such as community center and library. Consensus of discussion was to continue videoconferencing through the month of August, however, if Dodge and Fond Du Lac County resume to Phase 1, videoconferencing would continue.

Motion Westphal, second Vossekul to approve Resolution 08-18-20-02 Suspending Waupun Common Council Rules During COVID-19 Public Health Pandemic with the inclusion of a sunset date of August 31, 2020 and language stating video and teleconferencing would automatically continue if Dodge and Fond Du Lac County were reset to Phase 1. Motion carried 6-0 on roll call.

CONSIDERATION - ACTION

18. Amend Liquor License Application - Wine & Unwined

Owners Jeff and Lisa Collien of Wine and Unwined, located at 310 E Main St., have applied for an outdoor café license and wish to have outdoor seating on the sidewalk right of way in front of 310 E. Main St. as well the adjacent property, Club Fitness at 306 E. Main St., of which they also own. As a liquor license is designated for a premise, Collien's are required to amend their liquor license application to include the sidewalk right of way of 306 E Main St. Collien's are aware that liquor cannot be consumed nor sold inside the property of 306 E Main St.

Motion Vanderkin, second Matoushek to approve the amended liquor license application to Jeff and Lisa Collie for Wine and Unwined, located at 310 E Main Street, to also include the sidewalk right of way of 306 E. Main. Motion carried 6-0 on roll call.

19. Tru-Cleaners LLC Contract Cleaning Services Addendum

Due to the re-opening of public City facilities, additional cleaning services are needed due to COVID-19 pandemic. As the City currently contracts with Tru-Cleaners LLC, an addendum to the contract for these additional cleaning Services is provided for consideration. An additional cost of \$1280 per month will be charged for the cleaning of the safety building, City Hall, and Senior Center. The contract does include a cancellation clause with the ceasing of the COVID-19 pandemic.

Motion Mielke, second Matoushek to approve the addendum with Tru-Cleaners LLC, in the amount of \$1280 per month, for additional services needed due to the COVID-19 pandemic. Motion carried 6-0 on roll call.

BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS (Roll Call Motion)

20. Authorizing the Sale of City Property, located in Fond Du Lac County, to Michael and Debra Leu

Michael and Debra Leu provided an offer to purchase City owned property along west edge to the Rock River and North to existing fence line, approximately 5-8 feet, to the west edge of Vliet Street Road right of Way which adjoins their property. The Leu's have been maintaining this property for several years. At the August 10, 2020 Utility Commission meeting, the Commission made recommendation to the Council to approve Resolution 08-10-20-01 for the buyer to purchase the property as is for \$1500. The purchaser agrees to pay all costs associated with the sale of property. Approximated costs are to include \$1,000 appraised land value, the approximated \$2,500 appraisal cost, and the approximated \$500 attorney cost.

Motion Matoushek, second Vossekul to approve offer to purchase City owned property, along west edge to the Rock River and North to existing fence line, approximately 5-8 feet, to the west edge of Vliet Street Road right of Way, to Michael and Debra Leu. Motion carried 6-0 on roll call.

ADJOURNMENT

Motion Vanderkin, second Matoushek to call the meeting adjourned at 6:37pm. Motion carried.



MINUTES
CITY OF WAUPUN SPECIAL COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, August 25, 2020 at 5:30 PM

CALL TO ORDER

Mayor called the virtual and teleconference meeting to order at 5:30pm.

ROLL CALL

Council in attendance on roll call is Mayor Nickel, Alderman Westphal, Alderman Vossekul, Alderman Kaczmariski, Alderman Mielke, Alderman Matoushek, and Alderman Vanderkin. No members are absent.

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, General Utility Manager Brooks, Director of Public Works Daane, Library Director Jaeger, Recreation Director Kaminski, Finance Director Kast, Police Chief Loudon, Fire Chief Demaa, and Utility Finance Director Jeff Stanek. No staff is absent.

Other City Staff present is Sarah Van Buren, Community & Economic Development Coordinator.

No audience in attendance.

Ken Thomas of Daily Citizen is present.

CONSENT AGENDA

Consent agenda consists of future Meetings & Gatherings, License and Permit Applications, and expenses for discussion and approval.

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

ORDINANCES-RESOLUTIONS

2. Ordinance to amend Ch. 6.05(3)(c) entitled Traffic Code-Handicapped Parking Stalls

The Park Accessibility Transition Plan required accessible street parking at Wilcox Park. The handicapped parking stalls will be placed near the paved path, allowing access to the playground and shelter.

Motion Matoushek, second Vossekul to waive the first reading and adopt Ordinance #20-07 to amend Ch.6.05(3)(c) entitled Traffic Code-Handicapped Parking Stalls to install two handicapped parking stalls on S. Watertown Street. Motion carried 6-0 on roll call.

CONSIDERATION - ACTION

3. Consideration of 2020 City of Waupun Trick or Treating

Discussion was heard on the celebration of Trick or Treating with concerns of the COVID-19 pandemic. Halloween falls on Saturday, October 31, 2020. Past years, the City held its City wide celebration from 4pm to 6pm with the Downtown Promotions holding trick or treating in the business district from 2pm-4pm.

Motion Vanderkin, second Kaczmariski to approve the 2020 Trick or Treating City Wide Celebration to be held on Saturday, October 31, 2020 from 4pm to 6pm. Motion carried 6-0 on roll call.

4. 2020 West End Tennis Court Resurfacing Quotes

Three quotes were received for resurfacing of West End Tennis Courts: Poblocki Paving \$22,942.00, Frank Armstrong \$21,899.00 (possibly an extra \$5,840), and Valley Sealcoat Inc. \$24,044 (possibly an extra \$1,700).

Motion Matoushek, second Vossekul to award the bid to Poblocki Paving in the amount of \$22,942.00 for 2020 West End Tennis Court Resurfacing. Motion carried 6-0 on roll call.

BUSINESS FOR DISCUSSION-REVIEW

5. COVID-19 Update

As Fond Du Lac County moved back to Phase 1 with the COVID-19 Pandemic, City departments will need to tighten our procedures and facilities. Due to this, the Senior Center will be closed, however will continue outdoor activities; the Library will be closed but will continue curbside service, and Zoom meetings will continue.

6. COVID-19 Financial Update: Removal of Specific Spending Holds

Kast provides and update on 2020 revenues. In review of the City's financial situation, spending holds will be moved on 2020 budget items.

Kaczmariski questions if the funds for police department body cameras are considered. Chief Loudon voices the importance of this but has concerns regarding open records laws as well as the expense and maintenance. Loudon asks for time to review and research this equipment.

7. COVID-19 Funding Overview

Federal government stimulus packages are portioned to each community. The City of Waupun has the maximum Of \$186,000 for reimbursement of eligible expenses related to the COVID-19 pandemic. We are looking into Options that will also aid in ADA projects such as hand air dryers in restrooms.

8. 2021 Budget Workshop

Departments share their proposed 2021 budget items.

CLOSED SESSION

Motion Vossekul, second Matoushek to adjourn in closed session under Section 19.85 (1) (e) of the WI Statutes for Negotiations of Public Owned Property at 520 McKinley Street in TID 6 and Negotiations of Developers Agreement for MVP Site in TID 5. Motion carried 6-0.

OPEN SESSION

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

ACTION FROM CLOSED SESSION

No action.

ADJOURNMENT

Motion Vanderkin, second Vossekul to call the meeting adjourned at 7:33pm. Motion carried.



CITY OF WAUPUN PLAN COMMISSION MEETING

City Hall, Council Chambers

Wednesday, July 15, 2020 at 4:45 PM

(Approved 8/19/20)

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Plan Commission will meet virtually at 4:45 pm on July 15, 2020, via Zoom.

The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:

1. To Join Zoom Meeting

<https://us02web.zoom.us/j/88036616190?pwd=cjRDYkp2cXJiajVqeXU5eWdncWJuQT09>

Meeting ID: 880 3661 6190

Password: 480505

2. Phone: 312 626 6799 US (Chicago)

CALL TO ORDER

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

ROLL CALL

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

Member Excused: Elton TerBeest

Staff Present: Kathy Schlieve, Sarah VanBuren, Sue Leahy, and ex officio, Steve Brooks

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION-

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

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Chairman Nickel indicated the next meeting of the Plan Commission may be August 19, 2020, at 4:45 pm

CONSIDERATION - ACTION

1. Approve minutes of the May 20, 2020 Plan Commission Meeting.
Motion by Lueck, seconded by Medema to approve the minutes of the May 20, 2020 Plan Commission meeting as presented. Motion carried, unanimously.

2. Discuss meeting format of future Board and Commission meetings due to ongoing COVID-19 Health Pandemic.

Chairman Nickel noted that on June 30, 2020, the Common Council passed resolution 06-09-20-04 suspending Waupun Common Council Rules during the pandemic and permits department heads and other municipal employees to conduct and attend board and committee meetings remotely until the Council affirms changes by resolution.

3. Public Hearing - Conditional Use Permit Application - 317 E Main St to install a projecting sign. Section 16.11(5)(e) states that "no sign shall project out from the structure to which it is attached, unless permitted as a conditional use."

Chairman Nickel read the call of the hearing and its purpose. It was noted that Section 16.11(5)(e) of the City's Zoning Ordinance states that no sign shall project out from the structure to which it is attached, unless permitted by a Conditional Use Permit.

Ms. Hoinacki appeared and discussed her plan for the sign. The sign would be 2 sided and be fabricated out of 1 1/2" thick sign foam and sandblasted to look like carved stone. The sign would be affixed to the front of her business and extend out 36" and be a 32" diameter circle in a wrought iron hanger. It will attach to a 52" back plate. The sign will note "K's Boutique".

Chairman Nickel asked for any comments from the Public, of which there were none. It was also noted that a couple of neighboring property owners not in attendance had questions on the sign but were not opposed to the sign. She then asked for comments or questions from the Committee. Lueck noted his previous concerns with projecting signs as being potential hazards to the public such as if not anchored to the building properly, they can blow off in the wind storms, and injure pedestrians and vehicles as well as accumulating ice and snow hanging over a sidewalk can also injure pedestrians. He feel that if the permit is granted, it can be conditioned to protect the public from these potential hazards. Kathy Schlieve noted that there used to be many projecting signs along Main Street years ago. Sue Leahy said the sign meets the size requirements of the code.

No further facts were presented for or against this request for a Conditional Use Permit so Chairman Nickel declared the hearing closed.

The committee finds that this proposed projecting sign at this location would be an appropriate use in the business district, will not create any traffic hazard or hinder future development in the area, will not create any undesirable level of light in the immediate area and would allow property values to increase.

Motion by Matoushek, seconded by Medema to grant a Conditional Use Permit subject to the following conditions:

1. All portions of the sign and its frame shall be at least 10' above the sidewalk.
2. If it is proposed to light the sign now or in the future, it shall be lighted in such a manner that will not interfere with vehicle traffic along the adjacent streets.
3. The City engineer shall approve of the mounting bracket to the building to make sure the sign is secure and able to withstand strong winds.
4. Within 24 hours after an ice and or snow storm the owner shall clean off any snow or ice from the sign to protect the public below from falling debris.

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

4. Site Plan Review - 1705-1707 Shaler Dr - Parking Lot Expansion
Heritage Ridge Travel Plaza. A site plan provided by MSA noted a parking lot expansion along the eastern edge of this property. The expansion will be new gravel along the drainage and utility easement and east property line. The contractor will install and maintain erosion bales along this line. Jeff Daane said MSA does not feel there will be any increase in flooding as there are drainage ponds to the south.

Motion by Matoushek, seconded by Vanderkin to approve the site plan for a parking lot expansion at Heritage Ridge Travel Plaza.

Vote: Vanderkin, Daane, Medema, Matoushek, Lueck, and Nickel - "AYE" Motion carried, unanimously. 6/0

5. Site Plan Review - 160 Gateway Dr - Parking Lot Expansion
The Waupun Chiropractic Center is proposing a 20' x 70' blacktop expansion to their parking lot. They will have to remove two (2) trees and remove the grass and existing topsoil for this expansion. Lueck noted that everyone is aware of the flooding that takes place along Gateway Dr. every year. The river is the main reason for the flooding, however the more building roofs, and blacktop parking areas also contribute to this flooding. He feels it would be better for the area to have a gravel parking lot expansion rather than blacktop, which would help absorb the water before it gets to the street or adjacent pond. Although there

was no supporting evidence at the meeting, Daane said MSA said the adjacent pond can handle the 20' x 70' blacktop expansion.

Chairman Nickel called for a motion to act on this site plan.

Motion by Medema, seconded by Matoushek to approve the site plan for the blacktop parking lot expansion for Waupun Chiropractic Center, 160 Gateway Dr.

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

Lueck - "NAY"

Motion carried 5/1

6. Extraterritorial Zoning Review - W10613 State Rd 49

CMS - Section 35, Town of Waupun, Fond du Lac County. Section 17.01(9)(a) of the City's Subdivision Ordinance indicated the City has jurisdiction of a land division within 1 1/2 mile of the City limits under the City's extraterritorial area. Lueck noted that Section 17.05(4) Certified Survey Map says that all lots created by a division of land less than a subdivision shall front on a public road for a minimum distance of 66' if unsewered. Lueck noted this proposed lot will only be 30' wide at the road. He also pointed out that an ingress/egress easement is also proposed for this lot. He said this usually ends up being a problem for the property owners in the future. There was no one at the meeting to discuss the easement or the lot width issues. Lueck made a motion to recommend the approval of the CSM on the condition the lot width at the road be increased to 66' wide. The motion died for lack of a second. Vanderkin questioned why there are minimum lot widths at the road. Lueck indicated most cities, towns, counties, etc have minimum area and width requirements in the zoning districts in order to have uniformity in lots, otherwise you can end up with all kinds of shapes and sizes which can hamper development such as a string and balloon lot. Also in this case, the home is a long way off the highway and some day in the future the rest of this area could be developed and the present driveway dedicated as a public road and public roads usually have a width of 66'.

Motion by Matoushek, seconded by Medema to ask for an opinion from the City Attorney as to whether the City can actually require the minimum 66' width at the highway since the town apparently has zoning jurisdiction here or does the City's Subdivision Ordinance requirement supersede the Town ordinance when considering the City's extraterritorial area and the city's future development consideration within this area.

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

7. **ADJOURNMENT** Motion by Matoushek, seconded by Vanderkin to adjourn the meeting. Motion carried, unanimously. Meeting adjourned at 5:16 pm

Fred Lueck
Secretary

Minutes of the Waupun Public Library Board Meeting August 17, 2020

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:45 p.m. on August 17, 2020. Also present were Hintze, Schultz, Sullivan, Gehl, Garcia, Westphal, Jaeger, and Rohrer, per Zoom.

ARTICLE I: Motion by Sullivan, supported by Schultz, to accept the minutes of the July 20, 2020 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics are slowly going up.

1. Downloads (OverDrive) up 24.5% YTD
2. Circulation and visits slowly going up through July
 - a. 7,243 items
 - b. 2,723 visits
 - c. Curbside: 128 people
 - d. All Curbside use since April: 1,147 people

ARTICLE IV: Current budget was discussed with no concerns noted.

ARTICLE V: Motion by Hintze, supported by Rohrer, to pay the August bills as presented. Motion carried, 7-0 on roll call. Because the meeting was a Zoom meeting, Rohrer was not available to sign the bills. Jaeger was appointed to do so.

ARTICLE VI: Committee Reports.

- a. **Evaluation Committee** will present its report in closed session under New Business.
- b. **The Budget Committee** presented a 2021 Budget Worksheet. More information from the City will be needed before the 2021 Library Budget is finalized.

ARTICLE VII: Librarian's Report.

- a. Circulation and visits have been slowly going up.
- b. The library has received \$100 in memory of Rose Muraski.
- c. The 23-year-old 3M security panels in the library have been having issues. They are working at this time, but may need replacing in the future.
- d. Kids under 18 can sign up for Summer Reading Bingo. They receive a BINGO card and goodie bag. A maximum of 8 completed cards can be dropped off at the library. Prizes to be awarded in a random drawing at the end of the program.
- e. A man in a parked car near staff vehicles was yelling and banging on his steering wheel the morning of August 10. Police were called and were able to make contact with him.
- f. Opening Update information: (Pam) as mentioned, we have seen an increase in traffic in the library over the last month. The counter on the gate was out of service a good portion of the month, so we couldn't get an accurate count. Computer use hasn't increased too much, although

we do see increased usage on Mondays (sometimes having to turn people away or have them schedule for a different time), and an increase in need for DMV services/usage. We could easily add another computer to the conference room if we deemed it necessary. Currently, the evening hours are seeing less traffic than the daytime hours.

With the introduction of Emergency Order #1 mandating masks indoors, most patrons have come in with a mask or have asked for one to wear.

It worked out that we will be able to keep our intern until the end of 2020, which will help us to keep our shifts separated as they are now and as recommended by the City's COVID-19 plan. A staff member returning after medical leave will also be an asset to us, and will allow us to cover some other shifts or times this fall where there are only 2 staff working at the circulation desk.

We have developed a "call order" for staff to use in case number of staff is going to be below 2. Staff can refer to it to quickly know who to call first during each shift.

WISCAT services have resumed as of 8-3. We had 30+ requests in our hold folder to place or look into for our patrons, along with opening up our resources for other libraries to request. We also opened up patron-initiated requesting as well. Doreen and Pam have been managing requests and it has not, yet, been overwhelming, as we thought it might at first. We are limiting patron requests to 5 active. Active means that the item is either in pending (waiting for arrival) or received (patron has it checked out) status. Once the patron returns an item, he or she can place another request. (In the past, our limit had been at either 10 or 15.) We will increase it to 10 again as we feel comfortable doing so. We have increased checkouts of our material going out to other libraries to 56 days instead of 42 days, to allow time for item quarantines. We are hoping other libraries extend the same courtesies for the items we are borrowing.

Allison Indermuehle will be leaving us soon for college, and we will be down a page until one is hired. We wanted to wait to be sure decisions weren't changed by colleges that would have allowed her to remain on as a page.

g. Bret met with Gerri Buteyn to review placement of a Waupun Fine Arts window sign.

h. Bret met with Todd Harmsen to discuss future repair of a deteriorating concrete approach into the library parking lot from Forest Street.

i. Meeting rooms in the library will continue to be closed until further notice.

ARTICLE VIII: New Business:

a. Questions still remain concerning the Edward Jones/Ellen Johnson Estate donation.

b. Motion by Sullivan, supported by Gehl, to approve and forward to the City, the 2021 Library Budget as recommended by the Library Budget Committee. Motion carried 7-0 on roll call.

c. Motion by Hintze, supported by Rohrer, to go into closed session to consider, deliberate or confer on matters under Section 19.85(1)(c) of the Wisconsin Statutes. Motion carried unanimously.

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

e. Motion by Rohrer, supported by Schultz, to accept Jaeger's 2021 Goals. Motion carried unanimously.

f. Motion by Hintze, supported by Sullivan, to accept Jaeger's 2020 Evaluation. Motion carried unanimously.

ARTICLE IX: Motion by Rohrer, supported by Westphal, to adjourn at 5:49 p.m. Motion carried.

Next tentative meeting: **Monday, September 21, 2020, at 4:45 p.m. per Zoom.**

SANDRA ROHRER Secretary
SR/bkj

WAUPUN POLICE DEPARTMENT

Monthly City Council Report

Dispatch Summary From 8/1/2020 To 8/31/2020

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

Total Number of Calls for this reporting period: 1,153

72 HOUR DETENTION	3	JUVENILE PROBLEM	9
911 CHECK	14	LAW ASSIST FIRE	1
911 MISDIAL	8	LITTERING	1
ABANDONED VEHICLE	1	LOST PROPERTY	1
ACCIDENT	7	MISSING ADULT	2
ACCIDENT W/BLOCKAGE	1	NEIGHBOR DISPUTE	1
ACCIDENT/INJURIES	1	NOISE COMPLAINT	6
ALARM TEST	2	OFFICER STAND BY	3
ANIMAL ABUSE	1	OPEN DOOR	2
ANIMAL BITE COMP	2	PAPER SERVICE	7
ANIMAL COMPLAINT	11	PARKING ENFORCEMENT	40
ASSIST CITIZEN	44	PRISONER TRANSPORT	1
ASSIST MOTORIST	9	PROBATION HOLD/VIOL	1
ASSIST OTHER AGENCY	29	RECKLESS DRIVER	13
ATTEMPT TO LOCATE	3	RESTRAIN ORDER VIOL	1
AUTO THEFT	1	RUNAWAY	1
BIKE STOP	1	SCAM	3
BUILDING CHECK	33	SEXUAL ASSAULT	3
CHECK WELFARE	21	SHOPLIFTER	1
CHILD CUSTODY	4	SKATEBOARD COMPLAINT	1
CIVIL PROBLEM	3	SPECIAL ASSIGNMENT	22
CLICK IT GRANT	4	SPEED GRANT	4
COMMUNITY POLICING	4	STRUCTURE FIRE	1
COUNTY AMBULANCE	28	SUBJECT STOP	10
CR DAMAGE TO PROP	4	SUSP ACTIVITY	19
DEPARTMENT K9 DOG	2	SUSP PERSON	3
DEPUTY RESERVE	3	SUSPICIOUS VEHICLE	22
DIRECTED AREA PATROL	214	TAVERN CHECKS	2
DISORDERLY CONDUCT	10	THEFT	4
DOMESTIC DISPUTE	10	THREAT COMPLAINT	2
DRUG RECOGNITION EV.	1	TRAFFIC COMPLAINT	2
DRUGS/NARCOTICS	2	TRAFFIC PROBLEM	5
ESCORT FUNERAL	6	TRAFFIC STOP	151
EXTRA PATROL	154	TRESPASSING	2
FIGHT	2	VANDALISM	2
FIRE ALARM	2	VEHICLE LOCKOUT	1
FLOODING	1	WARRANT	5
FOLLOW UP	51	WARRANT OTHER AGENCY	2
FOOT PATROL	14	WAUPUN ORDINANCE	11
FOUND ANIMAL	4	WRONG WAY DRIVER	2
FOUND PROPERTY	9		
FRAUD/FORGERY	3		
GAS DRIVE OFF	7		
HARASSMENT	2		
HIGH SPEED CHASE	1		
HIT AND RUN	2		
HOUSE WATCH REQUEST	22		
INFORMATION	3		
INTOXICATED DRIVER	2		
INTOXICATED SUBJECT	1		
INTRUSION ALARM	16		

August 13, 2020

1. **Current Projects:**

- There have been some glitches with the new phone system. Things seem to be running better than previous weeks.
- Reviewing fleet management.
- LAPWA meeting
- DNR came to inspect the site for burning brush that is brought in for us to obtain the license.
- Covid 19 Funding. Gather pricing on possible projects touchless sinks, hand dryers, entry doors, crosswalk motion sensors
- Set up the high school site for Covid19 Testing
- Review of Cedar Corp proposal for building/park improvements. We are getting an updated proposal for review that lays out timing and costs for a Senior Center project.
- Looking at Cartegraph contract.
- Routes to Recovery funding meetings.
- Working on 2021 budget for street projects, equipment replacement, capital projects.
- Working with DOT on HWY 26 Mill and overlay tentatively scheduled for 2023
- Working with Gemmer on S. Madison St. phase 2 plans
- Working with MSA on Rock Ave and Newton Ave plans
- Review plans for Tanager Street
- Locate property pins
- Compost site rainfall inspections
- Order supplies and line up work done at ballfields
- Park bathrooms are closed for the season exception to Medema and Ball Complex
-

2. **DPW Crew Projects**

- Aquatic Center daily duties
 - Buildings & Grounds daily duties
 - Clean inlets
 - Cut ditches
 - Diggers Hotline Locates
 - Fill Potholes
 - Haul brush bins
 - Inspect storm inlets
 - Install signs
 - Install flags
 - Mow parks and buildings
 - Property cleanup
 - Pour concrete
-

-
- Deliver garbage / recycle bins
 - Repair signs
 - Replace manholes
 - Spray weeds
 - Street sweeping
 - Trim Trees
 - Vehicle Maintenance

Administrative Assistant

- Sent out weed notices
- Issued assessment letters
- Put items (building permits / assessment letters / property maintenance letters) into Laserfiche.
- Conditional Use Permit Public Hearing – notifications
- Created multiple ordinances (Stop Sign, Outdoor premises).
- Plan Commission Agenda and minutes
- Scan in building permits from 2012
- Street opening permits
- Capital Improvement expenditure documentation
- Scan building inspection reports
- Updated security codes at the Museum
- Setup zoom meeting for Plan Commission and Board of Public Works meetings.
- Board of Public Works Agenda
- Entered Diggers Hotline located into database
- Entered equipment invoices into Cartegraph.
- Updated website.
- Garbage/recycling container complaints
- Monthly building permit report
- Assign account #'s to bills.

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

TO: Mayor & Common Council
 FROM: Susan Leahy
 SUBJECT Building Permits for AUGUST 2020

DODGE COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
20-	118 Ryan Yuds	102 W Brown St	side garage, interior electrical and plumbin	\$310.00	\$25,000.00
20-	127 Krentz Rentals	536 E Jefferson St	Service Upgrade	\$80.00	
20-	137 ERIC M WEGNER	124 S State St	Replace Front Porch	\$50.00	\$1,500.00
20-	138 Darlene Vande Streek	401 Grace St	Upgrade Panel & Grounding	\$80.00	\$995.00
20-	139 Josh Mulder	521 Bronson St	Service Upgrade	\$80.00	\$1,400.00
20-	140 Judy Lyon	200 Pleasant Ave	Fence	\$100.00	\$3,886.00
20-	141 Virginia Procise	226 S Watertown St	Replace 15 Windows	\$90.00	\$15,000.00
20-	142 Mary Robert Heinen	307 Pleasant Ave	Basement Waterproofing	\$84.00	\$14,000.00
20-	144 CECELIA M LAYMAN	540 W Lincoln St	Fence	\$100.00	\$2,000.00
20-	145 Faye Aalsma	314 Carrington St	Reroof	\$76.00	\$13,000.00
20-	146 Sarah Beaulieu	533 E Jefferson St	10x20 Accessory Shed	\$230.00	\$8,500.00
20-	150 Delores Vande Kolk	705 W Lincoln St	Tub to Shower	\$50.00	
20-	151 Lorraine Stam	8 Lori Ct	12x20 Detached Garage/Shed	\$230.00	\$10,500.00
20-	155 Claude Bartlett	813 Seymour St	12x12 Deck at Rear of home	\$150.00	\$5,100.00
20-	158 Springbrook Apartments	919 W Brown St	Replace Boiler	\$50.00	\$8,496.00
20-	159 Springbrook Apartments	923 W Brown St	Replace Boiler	\$50.00	\$8,496.00
20-	160 Westview Apartments	914 W Brown St	Replace 2 Boilers	\$100.00	\$36,839.00
20-	161 Geysber's Jewelry	305 W Main St	16x24 Addition	\$592.88	\$98,000.00
20-	162 WI Southern Railroad	W Brown Street	New UG Service @ W Brown St RR Cros:	\$80.00	
20-	163 WI Southern Railroad	W Lincoln Street	New UG Service @ RR Crossing on W Lin	\$80.00	
20-	164 Nathan Trauernicht	543 E Jefferson St	Privacy Fence	\$100.00	
			Demo existing Garage / 30x32	\$314.40	\$32,000.00
20-	167 Carlton Kempfer	237 Walker St	Detached Garage		
TOTAL				\$3,077.28	\$284,712.00

FOND DU LAC COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
20-	132 Michael Beer	1000 Church St	Replace Deck Boards & Railing	\$50.00	
20-	136 Nathan Peterson	429 Edgewood Dr	roof, siding, windows, soffit & fascia	\$240.00	\$40,000.00
20-	143 Ben Roels	1020 Oriole St	Reroof	\$72.00	\$12,000.00
20-	147 Beverly Kowalski	18 Pluim Dr #14	replace furnace	\$50.00	
20-	148 Dustin Gassner	194 Harmsen Ave	replace garage door	\$50.00	
20-	149 My Property Shoppe	300 E Main St	Signage, 4x16	\$82.00	\$2,380.00
20-	152 Steve Homan	736 Tulip Lane	Remodel Bathroom	\$240.00	\$40,000.00
20-	153 Nicholas Damask	544 E Franklin St	Service Upgrade	\$80.00	
20-	154 Finishing Touches by Rich	432 E Main St	Sign, 24"x192"	\$66.00	\$3,006.00
20-	156 Waupun Self Storage	500 Fond du Lac St	Early Start - Concrete Foundation Only	\$266.00	
20-	157 Waupun Self Storage	500 Fond du Lac St	Early Start - Concrete Foundation Only	\$223.60	
20-	165 Doug Kastein	401 W Franklin St	Reroof	\$50.00	
20-	166 Kyle Rowe	7 Deer Path Ct	6' privacy fence	\$100.00	\$5,000.00
20-	168 Dan Vande Zande	176 Harmsen Ave	Reroof	\$76.80	\$12,800.00
20-	169 Steve Bresser	410 W Spring St	interior remodel, addition, porch, reside, wi	\$1,350.00	\$225,000.00
TOTAL				\$2,996.40	\$340,186.00

GRAND TOTAL	\$6,073.68	\$624,898.00
--------------------	-------------------	---------------------

Permits issued in Dodge County	24
Permits issued in Fond du Lac Cty	11
Total Permits for the month	35

Building Permit Fees	\$6,073.68
Assessment Letters	\$230.00
Conditional Use Permit	\$300.00
Site Plan Review	\$200.00
Grand Total	\$6,803.68

BUILDING PERMIT COMPARISON

August 2019: Dodge County - 24 permits; Fond du Lac County - 11 Permits
Estimated Cost of Construction

\$2,609,551.75

EIGHT MONTH COMPARISON

January - August 2016	estimated cost of construction	\$19,672,505.20
January - August 2017	estimated cost of construction	\$7,298,685.98
January - August 2018	estimated cost of construction	\$21,393,929.83
January - August 2019	estimated cost of construction	\$10,322,666.70
January - August 2020	estimated cost of construction	\$7,691,430.25

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

September 2020

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

Re: Report to Common Council

A. Statistics

Through the end of August: we have circulated 64,839 items, we have had 20,885 people visit the library, and curbside service has served 1,335 residents.

B. Drive-up window

The library is looking into a possible drive-up window for our curbside service. Benefits would include staff not going out in the rain or snow, and patrons not having to get out of their vehicles in the rain or in winter when the pavement is slippery. Since we are keeping curbside service in the future, it makes sense to have a drive-up window for efficiency. We are exploring the option for the south side of the building near the drive-up book drops.

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



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: September 2, 2020
To: Mayor, Council, City Administrator, and PFC
From: Fire Chief, B.J. DeMaa
Re: August Report

Fire Calls:

There were nine (9) fire & rescue calls in the month of August for a total of one hundred six (106) YTD.

Time of Day:						
12A – 4A	4A – 8A	8A – 12P	12P – 4P	4P – 8P	8P – 12A	Total
0	1	2	2	2	2	9

* 78% of fire calls came in during prime working hours.

Day of Week:							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
0	1	0	3	1	1	3	9

* 67% of fire calls came in during Monday-Friday work week.

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

Incident Type:		
Incident Type	Count	% of Incidents
Medical assist, assisted EMS crew (311)	1	11.11
Hazardous condition, other (400)	1	11.11
Refrigeration leak (423)	1	11.11
Electrical wiring/equipment problem (444)	1	11.11
Vehicle accident, general cleanup (463)	1	11.11
Service call, other (500)	2	22.22
Smoke detector activation due to malfunction (733)	1	11.11
Smoke detector activation, no fire (743)	1	11.11

Average Personnel Response (excluding mutual aid):		
	Avg # of Responders	% of Total Department
4A – 8P	9.5	32%
8P – 4A	11.6	39%

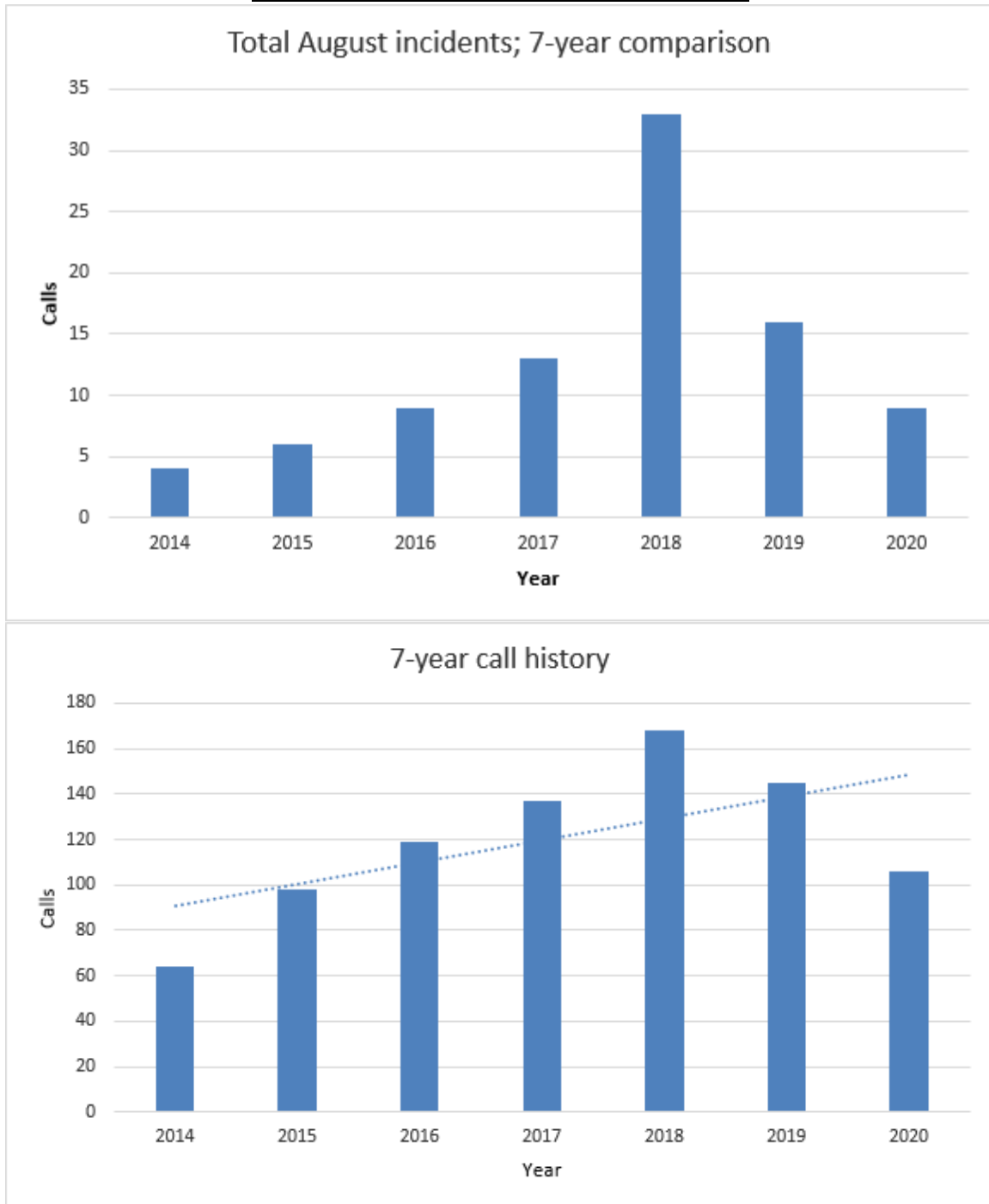
* Current roster is 30 members.

** 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 (7-year comparison):



Department Information:

Negotiations of the 3-year contract with Lifestar are ongoing.

Annual testing of Self-Contained Breathing Apparatus (SCBA) and face pieces were completed. No issues were noted.

Attended “Future of EMS meeting in Dodge County” meeting to discuss concerns surrounding volunteerism and its impact on fire/EMS agencies. Information was shared related to a study Jefferson County is going through and how regionalization may play a role in the future.

Tabletop exercise was conducted with the Waupun Area School District related to an active threat at the Junior/Senior High School.

Budget review meeting was held with Michelle.

Fire extinguisher training was held with the staff at the Wild Goose Café and Marvin’s Manor.

Submitted a grant through Firehouse Subs in the amount of \$22,440. This grant application is intended to replace our 1 ¾” fire attack hose and nozzles. A significant portion of our hose exceeds the 10-year replacement recommendation from the National Fire Protection Association (NFPA) and a higher number of failures have been seen in recent hose testing.

Submitted a grant through Compeer Financial in the amount of \$2,960. This grant application is intended to purchase additional SCBA face pieces and an electrostatic sprayer to sanitize PPE and the station. The focus of this grant is on COVID related supplies/equipment.

We continue to await word on our Assistance to Firefighters Grant (AFG) in the amount of \$44,500. This grant application is intended to replace all of our fire suppression hose and a number of our hose nozzles. A significant portion of our hose exceeds the 10-year replacement recommendation from the National Fire Protection Association (NFPA) and a higher number of failures were seen during this year’s hose testing. The AFG grants are a 95%/5% split. If awarded, our cost would be covered through our operational budget.

Staffing:

One firefighter is self-isolating due to a possible COVID exposure.

Inspections:

School inspections were completed. A number of follow-ups remain open related to the Fab Lab and shop areas at the Waupun Area Junior/Senior High School.

Training:

August training focused on live-fire evolutions and pump operations.

Emergency Government:

We continue to troubleshoot the polygon activation of our outdoor warning sirens. Discussions are ongoing between American Signal, Baycom, and Fond du Lac County to determine the root cause. Based on the testing completed so far, our sirens do not appear to be the issue. In addition to our ability to activate locally, Dispatchers in Fond du Lac also have the ability to activate our sirens from their dispatch consoles.

The Integrated Emergency Management Course (IEMC) kickoff meeting was held. Timelines and course details are being worked out for our visit to in April 2021.

Meeting with Scott and Jeremy was held to discuss civil unrest taking place in Kenosha. We are working on developing our own emergency operations plan that would deal with this type of event in the city.

Code Enforcement – Mike Beer:

July:

New complaints – 19
Closed complaints –
Open complaints –
Citations issued – 2

Total time committed to Code Enforcement: 46 hours

August:

New complaints – 6
Closed complaints –
Open complaints –

September 2, 2020

Citations issued – 0

Total time committed to Code Enforcement: 20 hours

Park Shelter Rentals

Park restrooms closed on August 31, 2020 with the exception of the ball fields. Rachel Kaminski will unlock Harris Mill Park restrooms for Waupun Senior Center activities only.

Park (June – September)	Dodge Park	Harris Mill Park	McCune Park	West End Park	Wilcox Park
Total 2020 Paid Rentals	7	7	9	12	5

Park (May – September)	Dodge Park	Harris Mill Park	McCune Park	West End Park	Wilcox Park
Total 2019 Paid Rentals	8	11	10	22	9

Senior Center

On August 24, 2020 the Senior Center building closed due to Fond du Lac County re-entering Phase 1. All indoor activities are postponed/cancelled. Nail services are the only activities allowed inside the building. All park activities remain unchanged. All fitness classes will be outside through the month of September. The September Waupun Senior Center newsletter has all the details about what activities are allowed and what activities are postponed/cancelled. Park card playing was cancelled until further notice on August 24, 2020.

Senior Center 2020 September Reopening Plan Recap

- Participants are encouraged to follow WI Department of Health Guidelines
- Signs are posted to promote social distancing, proper handwashing, and mask use
- Maintaining six feet of social distancing during all outdoor activities
- Masks became required after Order #1 by Governor Evers. Masks are required for all outdoor activities
- Lunch and front desk volunteers will not start until senior dining site re-opens. Indoor dining remains closed through the month of September. Curbside lunch pick-up is still open
- If staff test positive for COVID-19 or a second wave of COVID-19 takes place, the Senior Center will close and all activities will be cancelled
- All participants are required to view and sign a waiver prior to entering the building and/or participating in outdoor activities
- Harris Mill Park picnic tables, folding tables and chairs are sanitized before and after use. Park restrooms are also sanitized before and after outdoor activities
- Rachel Kaminski is taking and recording her temperature daily

Hours of Operation:

Hours vary based on September newsletter activities. Reservations are no longer required as we have not experienced overwhelming attendance at one time. The activity schedule in the September Waupun Senior Center newsletter is a reflection of that. We will continue to review and update these hours on a month to month basis.

PPE:

All participants and staff have access to use disposable gloves and handmade masks. Hand sanitizer is readily available at the Senior Center and Harris Mill Park.

SENIOR CENTER 2020 ATTENDANCE Duplicate Count/*Individual Count	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.
Monthly Attendance	1,246	1,348	604 <small>CLOSED on March 17</small>	CLOSED	CLOSED	219	453	698 <small>SEMI CLOSED on August 24</small>
Average Daily Attendance	54	67	56	-	-	-	-	-
*Rentals	2	5	2	-	-	-	5	-
Mobile Meals	267	272	302	318	257	254	265	283
Table Meals	247	216	98	-	-	-	29	47
Transportation Rides	31	26	16	-	-	-	-	-
SPECIAL EVENTS & TRIP								
*Party/Special/Social	54	61	-	-	-	177	29	14
*Movie Afternoon/Night	26	18	-	-	-	-	-	-
*Trips	-	-	-	-	-	-	-	-
GAMES								
Monday Euchre	82	87	41	-	-	-	-	34
Tuesday Hand & Foot Cards	51	51	20	-	-	-	-	29
Sheepshead	227	209	108	-	-	-	-	47
Bank or Bust Dice	42	48	24	-	-	-	-	-
Board Games/Marbles	15	17	9	-	-	-	-	-
*Euchre Tournament	38	43	34	-	-	-	-	-
*Sheepshead Tournament	-	22	-	-	-	-	-	-
*Book Club	16	15	-	-	-	-	-	12
Bingo	139	198	49	-	-	-	18	56
Friday Sevens Cards	33	28	14	-	-	-	-	23
Open Billiards	136	127	35	-	-	-	9	6
Tuesday Billiards League	48	48	-	-	-	-	-	-
FITNESS								
Yoga Stretch	342	367	124	-	-	-	157	202
Tuesday Tone	52	63	17	-	-	-	-	31
Tuesday Night Pickleball	61	48	25	-	-	20	20	25
Walking Wednesday	-	-	-	-	-	-	-	6
Wednesday Workout	81	82	36	-	-	-	63	42
Friday Fitness	44	52	21	-	-	-	-	-
Senior Swim	-	-	-	-	-	-	81	86
CLUBS & CLASSES								
*Craft Club	13	6	-	-	-	-	8	5
*Paint Pals	-	8	8	-	-	-	6	9
* Learning Opportunities	10	98	59	-	-	-	-	-
*Computer/Tech Classes	12	16	5	-	-	8	23	12
Thursday Night Knit-Wits	25	20	6	-	-	20	20	20
SERVICES								
Foot Care Clinic	-	10	-	-	-	34	15	32
Eyeglass Adjustments	10	9	-	-	-	-	4	-
Blood Pressure Checks	-	4	-	-	-	-	-	-
Manicures	-	-	-	-	-	-	-	7

Waupun Family Aquatic Center

The WFAC pool closed on August 23, 2020 for the season. This was the scheduled closing date. Pool attendance reports are below.

2020 WFAC	Days Open	Total Attendance	Average Attendance
June	18	2412	133
July	31	4854	156
August	23	2668	116
Total/Average	72	9934	137

2019 WFAC	Days Open	Total Attendance	Average Attendance
June	19	2993	157
July	31	10275	331
August	24	3576	149
Total/Average	74	16855	227

2018 WFAC	Days Open	Total Attendance	Average Attendance
June	29	4862	167
July	28	6629	236
August	22	4512	205
Total/Average	86	16003	186

2017 WFAC	Days Open	Total Attendance	Average Attendance
June	25	6512	260
July	31	8511	274
August	24	3291	137
September	3	250	83
Total/Average	89	18314	205

2016 WFAC	Days Open	Total Attendance	Average Attendance
June	26	7655	294
July	31	8971	289
August	27	6555	242
September	3	726	242
Total/Average	89	23907	268

2015 WFAC	Days Open	Total Attendance	Average Attendance
June	25	6718	268
July	31	11347	366
August	31	4427	116
September	7	Included in August total	Included in August total
Total/Average	94	22492	239

***Does not include weather related closures.

2014 WFAC	Days Open	Total Attendance	Average Attendance
June		2193	
July	31	9828	317
August	30	5838	194
Total/Average		17969	

***Does not include weather related closures.

WFAC June 2020 Report			
Date	High Temp	Total Attendance	Special Events
13	64	96	Opening Weekend - Cold
14	67	65	Opening Weekend - Cold
15	75	107	N/A
16	82	174	N/A
17	84	174	N/A
18	84	174	N/A
19	75	174	N/A
20	75	73	1 Save
21	80	161	N/A
22	71	58	Rain
23	74	122	N/A
24	73	94	N/A
25	80	174	N/A
26	75	54	Rain
27	84	232	N/A
28	83	232	N/A
29	84	74	Storms - Closed @ 5
30	87	174	N/A
Total Attendance		2412	

WFAC July 2020 Report			
Date	High Temp	Total Attendance	Special Events
1	85	174	Puke in pool
2	87	174	N/A
3	87	162	N/A
4	88	212	Holiday
5	89	218	N/A
6	87	93	Scattered Storms
7	89	103	Scattered Storms
8	87	193	N/A
9	88	99	Scattered Storms
10	80	183	Senior Swim
11	84	214	Patron accidentally called 911
12	76	193	N/A
13	80	164	N/A
14	82	170	N/A
15	71	18	Scattered Storms
16	80	169	Mock Drill
17	85	207	Senior Swim
18	87	223	Scattered Storms
19	80	211	N/A
20	76	110	N/A
21	76	81	N/A
22	76	145	N/A
23	76	73	Yellow Slide Stopped Working
24	82	154	Senior Swim
25	87	255	N/A
26	87	145	Storms
27	80	140	SOS
28	82	137	SOS
29	82	165	SOS
30	78	119	SOS
31	78	150	Senior Swim
Total Attendance		4854	

WFAC August 2020 Report

Date	High Temp	Total Attendance	Special Events
1	78	168	N/A
2	75	20	Scattered Storms
3	66	0	Cold Weather
4	69	13	Cold Weather
5	75	79	N/A
6	80	88	N/A
7	81	138	Senior Swim
8	86	127	N/A
9	82	148	N/A
10	84	29	Scattered Storms
11	80	107	N/A
12	84	163	Inservice
13	84	128	N/A
14	86	218	Senior Swim
15	75	69	N/A
16	80	172	N/A
17	80	87	N/A
18	75	133	N/A
19	80	122	N/A
20	82	111	N/A
21	84	155	Senior Swim/CC
22	82	145	N/A
23	87	248	Closing Day

Total Attendance	2668
-------------------------	-------------



Waupun Area Chamber of Commerce
201 E. Main St.
Waupun, WI 53963
920.324.3491
info@waupunchamber.com

September 1, 2020

Angie Hull, City Clerk City of Waupun

Dear Angie,

On behalf of the Waupun Area Chamber of Commerce, we are seeking council approval for the 2020 Downtown Mini Markets. Details are outlined below. Please let me know if you require additional information or have any questions.

To comply with local and state regulations during COVID-19, the Waupun Farmers Market will be complying with Wisconsin Department of Health Services rules for Farmers Market.

****Attached are the guidelines. ****

Thank you for your time and consideration,

---Casey Despres, Chamber of Commerce Executive Director / Farmers Market Manager

2020 Downtown Farmers Market Information

Designated area: O'Connor, Wells, & Vander Werff LLC. Parking lot (111 E. Main St.) overflow onto Forest St.

Dates: Saturdays: October 3rd – October 31st, 2020

Time: 9am-12pm noon

Set up time: 8am

Fees:

- Vendor, 5 ---week season pass, one stall: \$20
- Vendor, weekly pass: \$5

Needs from the city (same as 2020 Farmers Market):

- Access to City Hal (restrooms & electricity via interior outlet by west building entrance) via key issued to the Farmers Market Manager
- Barricades (four)
- Garbage can (two)
- Picnic table (one)
- Use of – access to – city storage building to house/store: barricades, garbage can, picnic table; as well as Farmers Market yard signs and tent.

Vendor List 2020 Farmers Market:

R Sunny Arces LLC (eggs), Pickled Patch: honey, syrup, canned goods & produce; Prochnow's Uphill Angus LLC - Meghan Neuman (beef); Waunita Schlom: hand---made baby items; Liana Wagner: hand---made soaps & produce; Doris Trattles: hand---made dish cloths; Guth's Candy: coffee & popcorn; Beth Hull: crafts, Critters Inc (produce); Ren Floral LLC. (fresh flowers); Mr & Mrs Sweet Treat (bakery); Howard & Shar TeBeest (flowers & produce); Lorna Patrouille (crafts); Achy Joints Creations - Deb Engbretson (goats milk soap, woodwork), Karla Ceman (jams & salsas); Leah Kielmann (crafts); Brenda Rilling (sewing items); Tom Dooley's Orchard - Sue Vande Slunt (bakery); Stanton Legacy LLC (CBD products); The Pickle Lady - Heidi Antoni (pickles), Jesalyn Casey (cupcakes); Terry Van Buren (woodworking); Andrea Oosterhouse, (woodworking); Waupun High School Trap Team (Chicken Pot Pies); Waupun Kiwanis (produce – corns & beans). All About Bees (Honey); Cynthia M. Brozek (facemasks); Jamie Jacobs (pre-K busy binders), Paul S. Kiser (hot peppers and pepper mix); McKenna Witthun (face masks); Ashley Eilbes hair bows, Tyler Koepsell (plants), Sally Johnson (sea glass art)

Wisconsin Department of Health Services Guidelines for Farmers Markets

Source: <https://www.dhs.wisconsin.gov/covid-19/community.htm>

The following guidance is from the Department of Agriculture, Trade and Consumer Protection (DATCP) and the Department of Health Services (DHS). This guidance was created in partnership with Kristin Krokowski, Commercial Horticulture Educator with the UW-Madison Division of Extension.

Farmers markets in Wisconsin provide a critical food resource, as well as an essential opportunity for Wisconsin farmers to connect with their communities. The following recommendations are intended for farmers markets, vendors, and customers to provide best practices on how to safely operate and interact.

Farmers markets should follow applicable state, local, and tribal health recommendations, and work with their local/tribal public health departments who can help assess the current level of mitigation needed based on the level of COVID-19 transmission in their area, the capacities of their health care systems, and other relevant factors. This is a rapidly evolving situation so please continue to monitor Wisconsin DHS guidelines, as they may change based upon new scientific information and epidemiological data.

Minimum Recommendations for Operations

These are the minimum recommendations from public health experts to help ensure the safety of both customers and vendors at farmers markets:

- Close all seating intended for consuming food.
- Prohibit food samples.
- Self-dispensing unpackaged food areas (including fresh produce) may stay open.
- Areas that require customers to use tongs or scoops are discouraged; vendors should sanitize the tongs and scoops frequently.
- Maintain physical distancing between all individuals on the premises to the maximum extent possible. Participants at a market will be most at risk of contracting the virus due to crowding and standing in close proximity for long periods of time.
- Discourage groups from gathering and long lines from forming by limiting or eliminating music, tabling, activities, promotions, and pets at the market.
- Follow existing laws and regulations about sales of food at farmers markets.

Remember that the majority of processed foods must be **produced at a licensed facility** to be legally sold at a farmers market. In addition, a license must be held to legally **sell** most foods at a farmers market. There are important exceptions to some of these requirements, involving unprocessed fruits and vegetables, honey, apple cider, maple syrup, and canned acidified fruits and vegetables processed in home

kitchens under the so-called "[Pickle Bill\(link is external\)](#)." For more information, please contact a DATCP licensing specialist at 608-224-4923 or datcpdfslicensing@wisconsin.gov(link sends e-mail).

Additional Best Practices for Consideration

The following are best practices that can help to further minimize the spread of COVID-19 at farmers markets. Each market should proactively take action to provide a safe shopping environment, while considering the unique needs of the community. Not all recommendations will be suitable for all markets.

What can the market do?

- Pause or delay opening markets if safety measures cannot be adequately maintained.
- Consider alternative shopping methods, such as:
 - A one-sided drive-thru market.
 - Online or phone ordering with market pick up.
 - Appointments for market shopping to minimize crowds.
- Ensure all forms of payment including electronic benefit transfer (EBT) cards, tokens, or checks can continue to be used at the market and for any alternative shopping methods.
- Minimize shopper time at the market.
- Sell prepared foods pre-packaged for consumption off-site.
- Ensure adequate space for all vendors and customers. Arrange for additional vending space if needed to maintain physical distancing. Limit the number of vendors or alternate market weeks if all vendors cannot be accommodated while maintaining safe practices.
- Increase the spacing between vendors to allow customers and vendors to maintain safe distance; spacing of no less than 15 feet between vendors is recommended.
- Design market layout to minimize crowding and provide a safe distance; consider placing vendors on one side or having vendors face outward or establish a single direction flow of traffic through the market.
- Provide handwashing stations and/or hand sanitizers for both vendors and customers.
- Post physical distancing messaging and signage using image-based messaging or translated into the languages used by those in your community and the customers that you serve.
- Suspend fines for no-show vendors to help prevent sick vendors from coming to the market out of obligation.

- Communicate with customers and vendors:
 - Let customers know if your market is open, the start date is delayed, or if the market is closed.
 - If your market will remain open, be certain both customers and vendors know what you are doing to protect their safety and what they can do to protect themselves and others while at the market.
 - If your markets will be closed, connect your customers with vendors; customers may be able to pick up products on farm or arrange a local drop-off site for pre-packaged orders.
- Continue to visit the DHS and CDC websites for updated information on COVID-19.

What can vendors do?

- Don't come to market while sick or allow sick employees at the market.
- Avoid touching your face.
- Wear a cloth face covering, if you are able to do so safely.
- Have only one staff person handling payments; although there is little evidence that money, tokens, or credit cards can transmit COVID-19, having one person take money and talk with customers helps limit the contact of the farm staff to possible transmission.
- Provide single-use bags to customers.
- Sell pre-weighed packaged items to limit food handling and keep customers moving.
- Clean and disinfect all surfaces, including tables and tablecloths, before the market.
- Clean and disinfect high-touch surfaces regularly.
- Use barrier tables (an extra 3-foot-wide table between the customer and the product) or put a check out table in front of the product; if customers can't see what is being sold use a chalk or dry erase board to list products.
- Minimize customer handling of products to the point of sale as much as possible (for example, discourage a customer from handling multiple items while deciding which to purchase, and rather to only handle the exact item they are buying).
- Wash hands regularly with soap and water.
- Use hand sanitizer only on visibly clean hands; hand sanitizer is not effective when hands are visibly dirty.
- Use single-use gloves where needed; if clean, gloves may be worn up to four hours.
- Maintain at least 6 feet of physical distance from customers and other vendors whenever possible.

- Remind customers to maintain at least 6 feet of physical distance between each other while waiting their turn and moving about the market.

What can customers do?

- Use alternative shopping methods if available, such as a drive-thru market, online ordering with market pick up, or direct sales from the farm.
- Do not go to a market if you are sick.
- Cover any coughs and sneezes with your elbow.
- Wear a cloth face covering, if you are able to do so safely.
- Do not bring children with you to the market if you have child care available.
- Minimize the number of people coming with you to the market; this helps keep crowds smaller.
- Use hand sanitizer or handwashing stations frequently, if available.
- Maintain at least 6 feet of physical distance from other customers and vendors whenever possible.
- Come to the market at off-peak hours.
- Follow recommendations for handling and washing fresh fruits and vegetables.
 - COVID-19 is unlikely to be passed on through fresh produce. Even if the virus did survive on your fresh produce, it is likely to end up in the stomach where the low pH environment will inactivate and kill the virus.
 - Do not wash fresh produce in soap or detergent. Soap is not designed for use on food and any residue on fresh produce can cause nausea, vomiting, and diarrhea if ingested. The FDA recommends washing fresh fruits and vegetables in cold water. Wash your hands with soap or use a sanitizer after handling your groceries and fresh produce.

Additional Resources

- [DATCP COVID-19 Toolkit for Farmers and Agricultural Businesses](#)(link is external)
- [DATCP COVID-19 Food Supply, Delivery, and Recreational Facilities FAQ and Publications](#)(link is external)
- [Public Health Madison and Dane County COVID-19 Farmers' Markets Website](#)(link is external) (includes example operational plan)



You're invited to the Downtown Waupun Mini Market!

The Waupun Mini Market is all new this year, in the same location as our Waupun Farmers Market ... downtown. Please join our team of vendors as we create a Saturday morning experience for our community. Information regarding the Mini Market is listed below. **The Policies & Guidelines are included, as well as a market contract/application form that must be completed and returned by all vendors prior to selling any goods.**

Downtown Waupun Farmers Market

Location: O'Connor, Wells & Vander Werff LLC Parking Lot, 111 E. Main Street, Waupun, WI 53963

Dates & Times: Saturdays from 9 a.m. to 12 noon

Season: Saturdays in October (5 Weeks)

Rates:

- Full Season Single Stall: \$20
- Weekly Pass: \$5 per Saturday

Extra stalls are available on a first-come, first-serve basis for non-season or non-weekly reserved vendors.

The vendors stalls will create an outline (box) surrounding the perimeter of the O'Connor, Wells & Vander Werff LLC parking lot, with a limited number of vendors will be allowed to be in the center of the box. There are additional stalls available on S. Forest St. Market market manager (Casey) will be available each Saturday to provide stall / vendor assistance.

Please email waupunfarmersmarket@gmail.com if you have any questions. Completed contracts and payments can be submitted to the Waupun Area Chamber of Commerce Office at 201 E. Main St., Waupun, WI 53963 or by e-mail to waupunfarmersmarket@gmail.com.

Thank you,
The Downtown Waupun Farmers Market Team

DOWNTOWN WAUPUN MINI MARKET
Policies and Guidelines
2020 Season: Saturdays in October

The **Downtown Waupun Farmers Market** (Market) is organized through the **Waupun Area Chamber of Commerce** (Chamber). Throughout the season the operation of the Mini Market is assisted by the market manager (Casey). The intent of the Market is to bring fresh products and associated crafts to the people in the area via small producers, backyard gardeners, hobby farmers, local garden and nature artisans as well as crafters who sell their products through a home-based business. The policies and guidelines contained within this document are designed to meet state and local regulations for direct-market sales, and to assure buyers the highest quality of local produce and other products. Contact Casey at 920-948-4384 for more information on types of items that qualify to be sold at the market.

MARKET ORGANIZATION

The Market Manager and the Market Committee is responsible for the operation of the Downtown Waupun Mini Market, and reserves the right to refuse the sale of any item not in compliance with the State of Wisconsin or Market Policies and Guidelines as set forth by the Market Committee.

SELLERS: Sellers are approved to participate by the Market Committee through an application procedure.

MARKET COMMITTEE: The Market Manager and Committee oversee the routine operation of the Market and has the authority to enforce all Policies and Guidelines.

MARKET HOURS

The Market will be held every Saturdays in October, from 9 a.m. to 12 noon. Vendors should arrive and be set up and ready to sell by 9 a.m.

Markets will be held rain or shine unless weather is severe (lightning, strong winds), or there is a Tornado Warning or Tornado Watch in effect. In the event of rain or severe weather, fees will not be reimbursed to season or weekly pass vendors. In the event of rain or severe weather, the Market Manager will contact all vendors by 8 a.m. to determine if the market is on or off.

GENERAL POLICIES

The Market is designed as an outlet for fruits, vegetables, eggs, pre-packaged honey and maple syrup and related items, jams and jellies, baked goods, cheese products, meat, fish, pork, bison, poultry and emu. Also included are flowers, plants, herbs, seeds, and garden and nature related crafts and other items. In addition, crafts, jewelry, soaps and other items may also be permitted based upon review by the Market Committee.

All vendors will carry appropriate licensing and vendors will prominently display a copy of their license at the Market. If you have questions on licensing and requirements, contact Fond du Lac County Health Inspector at 1-800-547-3640.

Pets are discouraged unless needed for vision impairment or other disability. Animal waste must be removed from the site.

Occupants of vendor areas/stalls must keep their sales area clean and will be responsible for cleaning up their area after each day's sale. Trash containers on the Market grounds are intended primarily for use by

customers, and should not be used for waste from vendor areas/stalls. Leaving vendor areas with litter, trash or unsold product will be evidence of abuse of Market privileges and may result in the individual being fined or barred from further use of the Market.

No loud generators will be allowed on site. There are a limited number of electrical outlets available for use.

Non-profit or charitable organizations may be allowed to conduct fundraising events with prior permission of the Market Committee. Groups wishing to sell brats, hamburgers, etc. more than two times per season will need to obtain the proper permits from Fond du Lac County Health Department. The appropriate form can be downloaded from their website.

VENDOR GUIDELINES

For a fee of \$20 per season, vendors will be able to rent a 10' x 10' stall. If the market closes for the day or any part thereof due to inclement weather, no refunds will be issued.

All vendor possessions must be kept within the rented confines. Vendors must furnish their own tables and chairs, or use the back of their vehicles.

Assignment of stalls will be on a first-come, first-serve basis each week. The only exception will be vendors requiring power, who will receive stalls closest to the power source.

MARKET CONDUCT

Treat everyone in a respectful and courteous manner. Refrain from using profanity. Appropriate dress is also expected of vendors.

ENFORCEMENT

The Market Manager or Committee reserves the right to require the removal of any customer, vendor, animal, signage or product that it deems dangerous, disruptive or considered offensive.

The Market Manager or Committee reserves the right to sanction any participants that violate or ignore Market rules not otherwise stated.

Any participant that is warned of a violation or sanctioned may have 30 days to appeal to the entire board for reconsideration. Any appeal will not necessarily postpone said sanction.

The Market Committee will handle any problems related to the administration of these rules. The Board of Directors of the Waupun Area Chamber of Commerce, whose decision shall be binding on all parties, will make final decisions.

POTENTIALLY HAZARDOUS FOODS

The Market allows the following items as long as the vendor is able to provide the necessary license(s) to the Market Committee. For information on the pertinent State regulations, contact the Wisconsin Department of Agriculture, Trade and Consumer Protection. Our rules for licensing concur with State regulations. These rules are subject to change whenever the state regulations change.

1. **Eggs and meat** may be sold if the vendor has the required 'Retailers License' from the State of Wisconsin. All meat must be butchered and inspected at a State licensed facility. All other Market criteria apply.
2. **Dairy products** must be processed at a licensed dairy and the vendor must have a 'Retailer's License'. All other Market criteria apply.
3. **Jams, jellies, pickles, preserves and canned or other potentially hazardous foods** must abide by State labeling regulations. The named ingredient in the title must be grown by or collected by the vendor. Vendor can apply to the Market Committee for an exception to this rule. All other Market criteria apply.
4. **Baked goods** must be a product of the vendor. The baked goods must be pre-portioned and pre-packaged or displayed under a rigid hinged plastic cover (cellophane or plastic wrap is not acceptable) and dispensed according to Health Department standards. All baked goods must be labeled with the name of the product, its weight and the name and address of the baker.
5. **Licensing** Any vendor selling baked or canned goods must follow the state's current regulations regarding the Pickle Bill and Cookie Bill.
6. **Produce** All produce MUST be grown in the state of WISCONSIN.
7. **Other products** not discussed above must be approved by the Market Committee.

LIABILITY

All vendors and customers are responsible for their own personal and product liability. The WAUPUN AREA CHAMBER OF COMMERCE, the DOWNTOWN WAUPUN FARMERS MARKET, MARKET COMMITTEE, MARKET MANAGER, the CITY OF WAUPUN, MARKET VOLUNTEER HELPERS and O'CONNOR, WELLS & VANDER WERFF, LLC assume no liability for injuries resulting from the use of the Market or the products sold there. Vendors will maintain their stalls in a safe condition and will indemnify and hold harmless the WAUPUN AREA CHAMBER OF COMMERCE, the DOWNTOWN WAUPUN FARMERS MARKET, the MARKET COMMITTEE, MARKET MANAGER, the CITY OF WAUPUN, MARKET VOLUNTEER HELPERS and O'CONNOR, WELLS & VANDER WERFF, LLC, from injuries or damages, or claims of injuries or damages, sustained by any person in the vendor stall.

All vendors are encouraged to carry a Certificate of Insurance, evidencing Comprehensive General Liability coverage, including Products and Completed Operations coverage with limits not less than \$300,000 each occurrence and \$300,000 aggregate; naming the Waupun Area Chamber of Commerce, the Downtown Waupun Farmers Market, the Market Committee, the City of Waupun and Volunteer Helpers as additional insureds with respect to the vendor's participation in the Downtown Waupun Farmers Market. Contact the Chamber office if you have questions regarding insurance requirements.

The Market Committee reserves the rights to amend, change, delete or add to these Policies and Guidelines as required. Any changes to these Policies will be forwarded to Vendors in a timely manner.

For additional information contact: **Downtown Waupun Farmers Market:** waupunfarmersmarket@gmail.com
OR Casey Market Manager at 920-948-4384

**Downtown Waupun Mini Market
2020 Contract Agreement & Application: Saturdays in October**

Vendor Name _____

Address _____ City _____ Zip _____

Phone _____ Email _____

BOOTH NEEDS:

☐ I would like a season pass for one stall all 5 weeks: \$50.00

☐ I would like a weekly pass (\$5 per week) SINGLE STALL ONLY on the following Saturdays for a total of \$ _____:

Please list weekly pass dates: _____

ABOUT MY BOOTH:

I require to sell out of my vehicle: YES / NO

I require electricity: YES / NO

I am certified organic: YES / NO

I accept WIC vouchers: YES / NO

I accept Wisconsin's Farmers Market Nutrition Program (FMNP): YES / NO

Products I will offer for sale:

A copy of your State of Wisconsin Food Processing License must be submitted with this contract if selling baked or canned goods. The license must also be displayed in a prominent location during the market.

All vendors are encouraged to carry Comprehensive General Liability coverage, including Products and Completed Operations coverage with limits not less than \$300,000 each occurrence and \$300,000 aggregate insurance. The Waupun Area Chamber of Commerce, the Downtown Waupun Farmers Market, the Market Committee, the Market Manager, the City of Waupun and Volunteer Helpers, and O'Connor, Wells & Vander Werff LLC are not responsible for any vendor actions, products, damages, damages to customers from products or claims of such.

I have read the rules, regulations & policies as described for the Downtown Waupun Farmers Market and hereby agree to abide by them. I acknowledge full responsibility for all my activities at the Market (and for those assisting me) throughout the term of this season's agreement. I acknowledge the authority of the Market Manager/Managers to immediately settle any disputes regarding product legitimacy, procedural and vendor conduct violations. I understand that the Waupun Area Chamber of Commerce and O'Connor, Wells & Vander Werff LLC do not carry any insurance policies to cover individual participants or their products and that I assume responsibility for carrying such insurance.

I agree to the terms of the Downtown Waupun Farmers Market Policies and Guidelines.

Name: _____ **Signature:** _____ **Date:** _____

This signed form and payment must be returned to the Waupun Area Chamber of Commerce:

waupunfarmersmarket@gmail.com

201 E. Main St., Waupun, WI 53963



AGENDA SUMMARY SHEET

MEETING DATE: 9/8/2020

TITLE: COVID-19 Implications to City Operations

AGENDA SECTION: CONSIDERATION/ACTIONS

PRESENTER: Kathy Schlieve, Administrator

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

ISSUE SUMMARY:

City Ordinance 10.02 outlines the role of the Health Officer. Since the City does not have a Health Officer, we operate under the jurisdiction of the County Health Officer. Specific rules as outlined in City ordinance include:

10.02 (1) (c) promote the spread of information as to the causes, nature and prevention of prevalent diseases and the preservation and improvement of health.

10.02 (1) (d) enforce the health laws, rules and regulations of the State Department of Health and Social Services, the State and City, including the laws relating to contagious diseases contained in Ch. 143, Wis. Stats.

As it relates to COVID-19, both Fond du Lac and Dodge County Public Health Officers have developed a Safe Restart Plan, which tracks a series of metrics and loosens or tightens restrictions based on metrics over a sustained period. At present, Fond du Lac County is in Phase 1 (most restrictive) and Dodge is in Phase 2 but closely monitoring with noted areas of concern. Both Counties report increase cases. Locally we have experienced staff exposures and are adjusting our operating plans to be responsive to county plans while also ensuring delivery of essential services.

We will discuss current conditions and review protocols for decision-making as it relates to access to public facilities as we continue to navigate this pandemic.

STAFF RECOMMENDATION:

Discussion

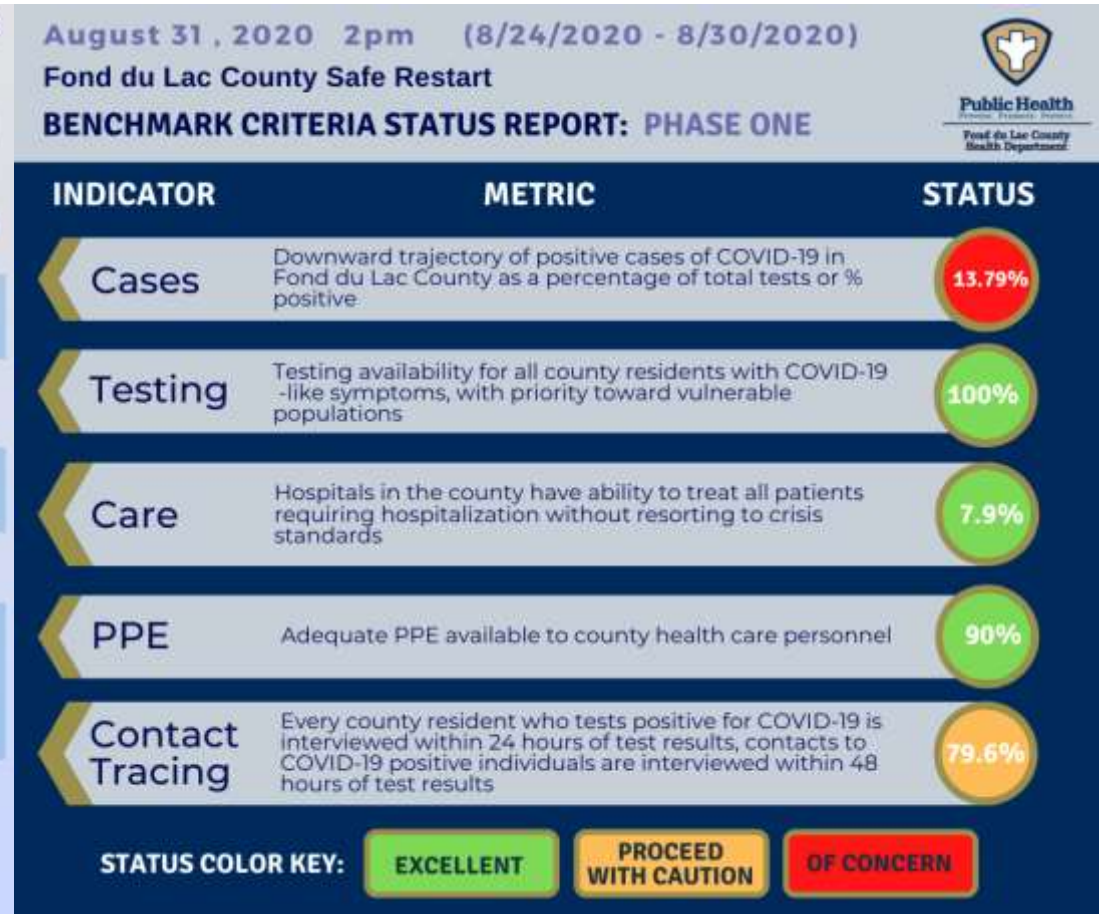
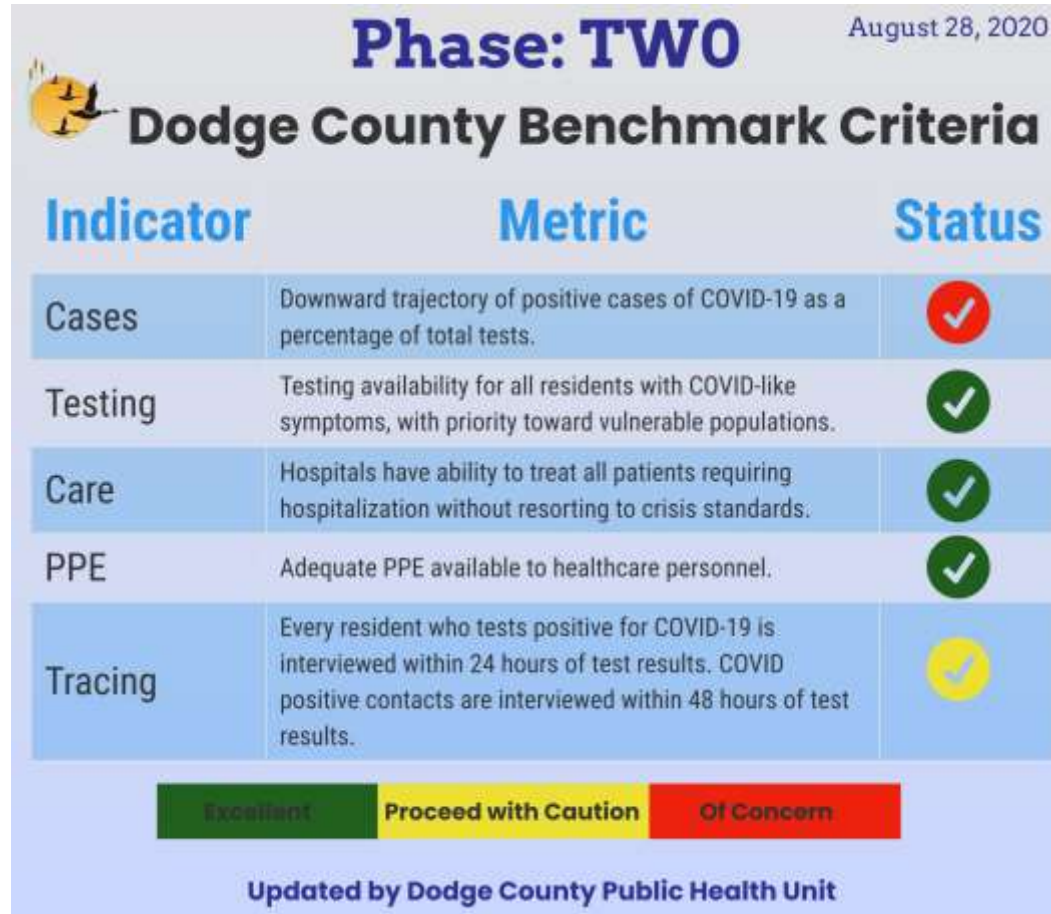
ATTACHMENTS:

C19 County Phases and Operating Implications.ppt (note data provided today may be updated by 9/8. We will include most recent updates to data at 9/8 meeting).

RECOMMENDED MOTION:

N/A

Fond du Lac County in Phase 1; *Dodge County Phase 2 but Closely Monitoring Current Phases show cases rising in both counties



Waupun Ordinance 10.02 defines power of Health Officer. Because we do not have a local Health Officer we are subject to County jurisdiction.

***Dodge Benchmark Status:** We monitor the daily numbers very closely. Due to a consistent upward trajectory of the rolling average for the last 2 weeks+, %positive greater than 5% for 12 consecutive days, we remain in the **RED** which is "**OF CONCERN.**" If we remain in the **RED** for 14 consecutive days, we will re-evaluate the metrics and **MAY** consider moving back to Phase 1. We will re-evaluate these metrics Monday morning.

County Plans Offer Consistent Guidelines

- Limit social gathering group sizes with physical distancing
 - 10 or fewer FDL
 - 50 or fewer Dodge
- Limit capacity in non-essential businesses
 - 25% occupancy FDL
 - 50% occupancy Dodge
- Shelter the most vulnerable populations
- Remote work/education
- Face masks
- Public Health recommending suspension of youth sports until October 1
 - WASD – postponed fall contact sports; more individual sports, i.e. tennis, cross-country, etc. proceeding
 - CWC – majority of Trailways Conference schools moving forward; half of Flyway Conference playing soccer this fall; Revamped schedules and planning to begin practices Monday
 - Youth Football cancelled for 2020
 - Soccer in progress; fall baseball/softball underway
 - In negotiation with youth hockey/figure skating on community center use for winter

Operational Plans and Challenges

- Facility Access
 - Currently Senior Center closed; Library curbside service
 - All other facilities remain operational with safety measures in place
 - Ball Diamonds open
 - Park rentals open; bathroom access restricted
 - In negotiation with Hockey on Community Center agreement
- Large Group gatherings continue to occur despite county guidelines – some on municipal property
 - Implications to County guidelines
 - Implications to city operating capacity
- Operating implications
 - We are experiencing staff quarantines which is challenging our operating capacity/ability
 - CDC guidelines on quarantine/isolation requirements mean that we could experience significant staffing gaps for extended periods of time
 - Concern from Dept Heads on critical staffing needed to run essential services
 - Considerations on tightening of facility operations do not offset exposures happening throughout community

City Operating Guidelines Will Adhere to Following

- Plan will remain responsive to local public health directives (Per Ordinance 10.02) as outlined in Phased Restart Plans. We will also consider current staffing levels in decisions.
 - Remote work being redeployed until Phase 1 resolves
 - Additional improvements to facilities using CARES funding are being considered to reduce/limit contact
- Restrict facility rentals for social gatherings that exceed County guidelines (unless plan approved by County Public Health)
- Employment Policies will be updated to address identified gaps in leave coverage