



A G E N D A
CITY OF WAUPUN SPECIAL COMMON COUNCIL
City Hall 201 E Main Street, Waupun WI
Tuesday, May 25, 2021 at 6:00 PM

The Waupun Common Council will meet in person and via video/teleconference at **6:00pm on Tuesday, May 25, 2021**. Instructions to join the meeting are provided below:

Join Zoom Meeting: <https://us02web.zoom.us/j/86383712631?pwd=VmQ0U1JoVWtBSGNBUitlYUe1bE1XUT09>

Meeting ID: 863 8371 2631

Passcode: 264990

Join Teleconference: 1-312-626-6799

CALL TO ORDER

ROLL CALL

CONSENT AGENDA

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

CONSIDERATION - ACTION

1. Oath of Office offered to Fire Department Staff
- [2.](#) City of Waupun COVID-19 Plan and Employment Policies Update
- [3.](#) Mayoral Appointments to the Utility Commission and Library Board
- [4.](#) Vacancy of Paid on Call Fire Fighter Position
- [5.](#) Police Department Staffing Concerns
- [6.](#) City of Waupun Strategic Planning/Budget Process Overlay

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: 05/25/21

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

ISSUE SUMMARY:

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

Future Meetings/Gatherings

Tuesday, June 8, 2021	Common Council	6:00pm
Tuesday, June 29, 2021	Committee of the Whole	6:00pm
Tuesday, July 13, 2021	Common Council	6:00pm
Tuesday, July 27, 2021	Committee of the Whole	6:00pm
Tuesday, August 10, 2021	Common Council	6:00pm
Tuesday, August 31, 2021	Committee of the Whole	6:00pm
Tuesday, September 14, 2021	Common Council	6:00pm
Tuesday, September 28, 2021	Committee of the Whole	6:00pm
Tuesday, October 12, 2021	Common Council	6:00pm
Tuesday, October 26, 2021	Committee of the Whole	6:00pm
Tuesday, November 9, 2021	Common Council	6:00pm
Tuesday, November 30, 2021	Committee of the Whole	6:00pm
Tuesday, December 14, 2021	Common Council	6:00pm
Tuesday, December 28, 2021	Committee of the Whole	6:00pm

License and Permit Applications

OPERATOR LICENSE:

Mark Elizalde, Kyle Anton, KC Wopp, Keshia Keller

TEMPORARY CLASS B Fermented Malt Beverage / Wine

Waupun Hoopsters – Softball Tournament on 9/17-18/21 at McCune Park

ATTACHMENTS:

Expense Report(s)

RECOMENDED MOTION: Motion to approve the Consent Agenda. <i>(Roll Call)</i>
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Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
05/20/2021	102090	ALLIANT ENERGY/WP&L	1,728.47
05/20/2021	102091	BALLWEG IMPLEMENT	295.12
05/20/2021	102092	BENTZ AUTOMOTIVE INC	111.24
05/20/2021	102093	BROWN CAB SERVICE INC	9,069.20
05/20/2021	102094	CAPITAL NEWSPAPERS	739.45
05/20/2021	102095	CAREW CONCRETE & SUPPLY INC	255.00
05/20/2021	102096	CASPER'S TRUCK EQUIPMENT	1,375.00
05/20/2021	102097	CARTRIDGE WORLD	44.78
05/20/2021	102098	CEDAR CORPORATION	2,101.25
05/20/2021	102099	CHARTER COMMUNICATIONS	1,509.48
05/20/2021	102100	DESTINATION LAKE WINNEBAGO RE	3,317.35
05/20/2021	102101	DIAMOND SPEED PRODUCTS, INC.	611.49
05/20/2021	102102	DICKHUT, ZAK	40.00
05/20/2021	102103	DISPLAY SALES	269.56
05/20/2021	102104	EHLERS AND ASSOCIATES INC	856.00
05/20/2021	102105	FIRE SAFETY USA INC	100.00
05/20/2021	102106	GOODYEAR COMMERCIAL TIRE & SE	689.12
05/20/2021	102107	GRAND VALLEY INSPECTION SERVIC	6,064.98
05/20/2021	102108	GUNDERSON, INC.	248.67
05/20/2021	102109	HAWKINS INC	6,852.92
05/20/2021	102110	HEIDEMANN, TERESA	40.00
05/20/2021	102111	HOME CONTRACTORS & SUPPLY INC	89.61
05/20/2021	102112	KEARNS, NICK	115.82
05/20/2021	102113	LIBERTY TIRE RECYCLING, LLC	177.95
05/20/2021	102114	LIDTKE MOTORS INC.	877.51
05/20/2021	102115	MSA PROFESSIONAL SERVICES INC.	6,198.50
05/20/2021	102116	MACQUEEN EQUIPMENT	381.29
05/20/2021	102117	MARCO TECHNOLOGIES LLC	56.95
05/20/2021	102118	MEGA RENTALS INC	710.00
05/20/2021	102119	MENARDS - BEAVER DAM	1,229.45
05/20/2021	102120	NAPA AUTO PARTS-WAUPUN	113.99
05/20/2021	102121	NOAH RIEMER PRODUCTIONS LLC	425.00
05/20/2021	102122	OSHKOSH OFFICE SYSTEMS	42.41
05/20/2021	102123	PIGGLY WIGGLY DISCOUNT FOODS	68.57
05/20/2021	102124	PLUIM, JERRY	116.04
05/20/2021	102125	PURCHASE POWER	500.00
05/20/2021	102126	RENNERTS	267.40
05/20/2021	102127	RHODES, TARA	40.00
05/20/2021	102128	STOBB PLUMBING & HEATING, INC.	118.50
05/20/2021	102129	THURMER, MIKE	40.00
05/20/2021	102130	TRUCK COUNTRY	929.81
05/20/2021	102131	UMR	375.00
05/20/2021	102132	WAUPUN AMER LEGION BASEBALL	2,500.00
05/20/2021	102133	WAUPUN UTILITIES	23,049.24
05/20/2021	102134	WEST BEND MUTUAL	877.00
05/20/2021	102135	WI ECONOMIC DEVELOPMENT ASC	45.00
05/20/2021	102136	WM CORPORATE SERVICES INC	44,496.46
05/20/2021	102137	MARCO TECHNOLOGIES LLC	244.86
05/20/2021	102138	SALAMONE SUPPLIES	41.50
05/20/2021	102139	BETT, JOHN	40.00

Check Issue Date	Check Number	Payee	Amount
Grand Totals:			120,486.94

Report Criteria:

Report type: Summary

Report Criteria:

[Report].Invoice Date = 05/20/2021

Invoice	Description	Invoice Date	Total Cost	GL Account
1174 ALLIANT ENERGY/WP&L				
3425110000-APR21	MUSEUM monthly fuel charges - April 2021	05/20/2021	86.89	100-20-5512-3-32
7255200000-APR21/1	Senior Center monthly heat - April 2021 balance	05/20/2021	55.16	100-20-5513-3-32
5374620000-APR21	Aquatic Center - April 2021	05/20/2021	58.72	100-20-5523-3-32
1780510000-APR21	CITY HALL monthly fuel charges - April 2021	05/20/2021	297.35	100-70-5410-3-32
283133000-APR21	community center monthly fuel - school portion - Apr 2021	05/20/2021	311.05	100-70-5410-3-32
283133000-APR21	community center monthly fuel - hockey portion - Apr 2021	05/20/2021	207.36	100-70-5410-3-32
283133000-APR21	community center monthly fuel-City portion - Apr 2021	05/20/2021	103.68	100-70-5410-3-32
3284610000-APR21	Garage monthly fuel - Apr 2021	05/20/2021	544.33	100-70-5412-3-32
3517989074-APR21	TIF#6 - Utilities McKinley St. Building - Apr 2021	05/20/2021	63.93	408-70-5436-3-32
Total 1174 ALLIANT ENERGY/WP&L:			1,728.47	
4015 BALLWEG IMPLEMENT				
P12478	v-bell/mower blades	05/20/2021	295.12	100-70-5411-3-36
Total 4015 BALLWEG IMPLEMENT:			295.12	
5130 BENTZ AUTOMOTIVE INC				
17939	tire changeover on 2021 F250	05/20/2021	111.24	410-50-5231-4-00
Total 5130 BENTZ AUTOMOTIVE INC:			111.24	
6252 BROWN CAB SERVICE INC				
1642/1	April monthly taxi service 2021	05/20/2021	9,069.20	501-10-5154-3-38
Total 6252 BROWN CAB SERVICE INC:			9,069.20	
7058 CAPITAL NEWSPAPERS				
39172	2020 Budget Amendments	05/20/2021	213.82	100-10-5110-3-35
50474-1	Bd of Review Notice 2021	05/20/2021	116.63	100-10-5110-3-35
50640-1	Noxious Weed Notice	05/20/2021	80.17	100-10-5110-3-35
48379	Hearing Pella Lutheran	05/20/2021	21.26	100-10-5110-3-35
47071	Notice of public Hearing	05/20/2021	79.56	100-10-5110-3-35
36770	Type D notice - election Feb 2021	05/20/2021	28.01	100-10-5142-3-35
45250-1/1	employments ads	05/20/2021	200.00	100-70-5420-3-35
Total 7058 CAPITAL NEWSPAPERS:			739.45	
7065 CAREW CONCRETE & SUPPLY INC				
1202035	replace old wheel barrow	05/20/2021	255.00	100-70-5411-3-38
Total 7065 CAREW CONCRETE & SUPPLY INC:			255.00	
7070 CASPERS TRUCK EQUIPMENT				
0049033-IN	repair parking break	05/20/2021	1,375.00	700-10-5192-3-36
Total 7070 CASPERS TRUCK EQUIPMENT:			1,375.00	
7075 CARTRIDGE WORLD				
83277	Cartridges	05/20/2021	44.78	100-40-5211-3-38
Total 7075 CARTRIDGE WORLD:			44.78	

Invoice	Description	Invoice Date	Total Cost	GL Account
8046 CEDAR CORPORATION				
107225	Updated to Residential Zoning Code - services thru 5-8-2	05/20/2021	2,101.25	220-54-5460-3-38
Total 8046 CEDAR CORPORATION:			2,101.25	
10048 CHARTER COMMUNICATIONS				
16011-MAY21	senior center - tv, internet	05/20/2021	135.77	100-20-5513-3-38
54053-MAY21	aquatic center	05/20/2021	109.97	100-20-5523-3-38
41336-MAY21	PD - voice	05/20/2021	176.37	100-40-5211-3-31
18615-MAY21	PD - voice, internet, tv	05/20/2021	358.90	100-40-5211-3-38
3194-MAY21	ethernet intrastate MBPS	05/20/2021	490.00	100-40-5211-3-38
41336-MAY21	FD - voice	05/20/2021	24.05	100-50-5231-3-31
14199-MAY21	garage - tv, internet	05/20/2021	214.42	100-70-5412-3-38
Total 10048 CHARTER COMMUNICATIONS:			1,509.48	
11275 DESTINATION LAKE WINNEBAGO REGION				
5-20-21	70% Of Room Tax - April 2021	05/20/2021	3,317.35	430-70-5436-3-42
Total 11275 DESTINATION LAKE WINNEBAGO REGION:			3,317.35	
11283 DIAMOND SPEED PRODUCTS, INC.				
69051	concrete saw blade	05/20/2021	611.49	100-70-5411-3-36
Total 11283 DIAMOND SPEED PRODUCTS, INC.:			611.49	
11293 DICKHUT, ZAK				
5-20-21	5-12-21 Police & Fire Commission meeting	05/20/2021	40.00	100-10-5210-3-38
Total 11293 DICKHUT, ZAK:			40.00	
11427 DISPLAY SALES				
INV-028963	mini american flags for Memorial Day Parade	05/20/2021	269.56	100-10-5534-3-38
Total 11427 DISPLAY SALES:			269.56	
12437 EHLERS AND ASSOCIATES INC				
86936	Transportation Utility Feasibility Study	05/20/2021	856.00	100-10-5153-3-38
Total 12437 EHLERS AND ASSOCIATES INC:			856.00	
13011 FIRE SAFETY USA INC				
147256	ladder hooks	05/20/2021	100.00	100-50-5232-3-38
Total 13011 FIRE SAFETY USA INC:			100.00	
14641 GOODYEAR COMMERCIAL TIRE & SER				
132-1186011	tires - DPW	05/20/2021	689.12	100-70-5411-3-36
Total 14641 GOODYEAR COMMERCIAL TIRE & SER:			689.12	
14698 GRAND VALLEY INSPECTION SERVICES				
2021-76	Building Insp/Zoning Admin for April 2021	05/20/2021	6,064.98	230-30-5241-3-38
Total 14698 GRAND VALLEY INSPECTION SERVICES:			6,064.98	
15075 GUNDERSON, INC.				
991198	Library Rugs - May 2021	05/20/2021	66.17	100-70-5410-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
988643	Senior center rugs - May 2021	05/20/2021	56.53	100-70-5410-3-38
988641	CITY HALL rugs - May 2021	05/20/2021	68.07	100-70-5410-3-38
991252	Garage supplies - May 2021	05/20/2021	47.05	100-70-5411-3-38
991253	Uniform/charges - May 2021	05/20/2021	10.85	100-70-5411-3-38
Total 15075 GUNDERSON, INC.:			248.67	
15657 HAWKINS INC				
4936300	Pool Chemicals	05/20/2021	6,852.92	100-20-5523-3-40
Total 15657 HAWKINS INC:			6,852.92	
15736 HEIDEMANN, TERESA				
5-20-21	5-12-21 Police & Fire Comm per diem	05/20/2021	40.00	100-10-5210-3-38
Total 15736 HEIDEMANN, TERESA:			40.00	
16001 HOME CONTRACTORS & SUPPLY INC.				
29754	supplies - Madison St bridge	05/20/2021	59.74	400-70-5436-8-00
29755	supplies - Madison St bridge	05/20/2021	29.87	400-70-5436-8-00
Total 16001 HOME CONTRACTORS & SUPPLY INC.:			89.61	
16939 KEARNS, NICK				
5-20-21	Reimburse meals - Police Academy 3/29/21 thru 4/1/21	05/20/2021	45.54	100-40-5212-3-38
5-20-21/2	Reimburse meals - Police Academy 5/10/21 thru 5/12/21	05/20/2021	25.73	100-40-5212-3-38
5-20-21/3	Reimburse meals - Police Academy 5/3/21 thru 5/7/21	05/20/2021	44.55	100-40-5212-3-38
Total 16939 KEARNS, NICK:			115.82	
17610 LIBERTY TIRE RECYCLING, LLC				
2033957	Recycle tires	05/20/2021	177.95	100-70-5411-3-36
Total 17610 LIBERTY TIRE RECYCLING, LLC:			177.95	
17740 LIDTKE MOTORS INC.				
C159708	Service - Police car - 2016 Ford	05/20/2021	877.51	100-40-5212-3-36
Total 17740 LIDTKE MOTORS INC.:			877.51	
18009 MSA PROFESSIONAL SERVICES INC.				
R00212096.0-23	Permitting - DNR Chapter 30 - Newton & Rock	05/20/2021	852.21	400-70-5436-8-00
R00212096.0-23	Construction Admin - Shop Drawing Review - Newton & R	05/20/2021	107.39	400-70-5436-8-00
R00212125.0-1	2022 UNPS Planning Grant	05/20/2021	3,500.00	700-10-5192-3-38
R00212096.0-23	Permitting - DNR Chapter 30 - Newton & Rock	05/20/2021	1,544.29	700-10-5192-8-00
R00212096.0-23	Construction Admin - Shop Drawing Review - Newton & R	05/20/2021	194.61	700-10-5192-8-00
Total 18009 MSA PROFESSIONAL SERVICES INC.:			6,198.50	
18035 MACQUEEN EQUIPMENT				
P19318	service - replace temp gauge & throttle cable	05/20/2021	400.14	700-10-5192-3-36
5-20-21	credit	05/20/2021	18.85	700-10-5192-3-36
Total 18035 MACQUEEN EQUIPMENT:			381.29	
18459 MARCO TECHNOLOGIES LLC				
INV8713287	Konica/A7PY011X001 contract - May 2021	05/20/2021	56.95	100-40-5211-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 18459 MARCO TECHNOLOGIES LLC:			56.95	
18830 MEGA RENTALS INC				
41716	Rental of Message Board for bridge	05/20/2021	710.00	400-70-5436-8-00
Total 18830 MEGA RENTALS INC:			710.00	
18961 MENARDS - BEAVER DAM				
96864	supplies - shed move for Newton & Rock project	05/20/2021	1,229.45	700-10-5192-8-00
Total 18961 MENARDS - BEAVER DAM:			1,229.45	
19802 NAPA AUTO PARTS-WAUPUN				
309494	muffler - FD	05/20/2021	113.99	100-50-5232-3-36
Total 19802 NAPA AUTO PARTS-WAUPUN:			113.99	
20552 NOAH RIEMER PRODUCTIONS LLC				
5-20-21	Library program	05/20/2021	425.00	210-60-5511-3-44
Total 20552 NOAH RIEMER PRODUCTIONS LLC:			425.00	
20900 OSHKOSH OFFICE SYSTEMS				
AR62940	toner - city garage printer	05/20/2021	42.41	100-70-5420-3-30
Total 20900 OSHKOSH OFFICE SYSTEMS:			42.41	
21665 PIGGLY WIGGLY DISCOUNT FOODS				
3761	election supplies - April 2021	05/20/2021	68.57	100-10-5142-3-38
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			68.57	
21895 PLUIM, JERRY				
5-20-21	boot allowance	05/20/2021	116.04	100-70-5412-3-38
Total 21895 PLUIM, JERRY:			116.04	
22324 PURCHASE POWER				
5-20-21	refill postage machine	05/20/2021	500.00	100-16210
Total 22324 PURCHASE POWER:			500.00	
22750 RENNERTS				
43576	repairs to 592 - parts & labor	05/20/2021	172.50	100-50-5232-3-36
43575	repairs to 594 - parts & labor	05/20/2021	94.90	100-50-5232-3-36
Total 22750 RENNERTS:			267.40	
22940 RHODES, TARA				
5-20-21	5-12-21 Police & Fire Comm per diem	05/20/2021	40.00	100-10-5210-3-38
Total 22940 RHODES, TARA:			40.00	
24400 STOBBS PLUMBING & HEATING, INC.				
12169	parts - repair broken water pipe	05/20/2021	118.50	100-70-5410-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 24400 STOBBS PLUMBING & HEATING, INC.:			118.50	
25027 THURMER, MIKE				
5-20-21	5-12-21 Police & Fire Commission per diem	05/20/2021	40.00	100-10-5210-3-38
Total 25027 THURMER, MIKE:			40.00	
25445 TRUCK COUNTRY				
X202645680:01	new oil pan installed	05/20/2021	929.81	100-70-5411-3-36
Total 25445 TRUCK COUNTRY:			929.81	
25475 UMR				
0011213718	STD Contract - Tipton	05/20/2021	375.00	100-10-5143-3-38
Total 25475 UMR:			375.00	
26789 WAUPUN AMER LEGION BASEBALL				
5-20-21	2021 National Tournament Sponsor	05/20/2021	2,500.00	100-10-5534-3-36
Total 26789 WAUPUN AMER LEGION BASEBALL:			2,500.00	
27450 WAUPUN UTILITIES				
APRIL2021	Monthly utility charges	05/20/2021	114.68	100-20-5512-3-32
APRIL2021	Monthly utility charges	05/20/2021	236.01	100-20-5513-3-32
APRIL2021	Monthly utility charges	05/20/2021	899.93	100-20-5523-3-32
APRIL2021	Monthly utility charges	05/20/2021	3,074.27	100-20-5525-3-32
APRIL2021	Monthly utility charges	05/20/2021	732.56	100-40-5211-3-32
APRIL2021	Monthly utility charges	05/20/2021	412.07	100-50-5231-3-32
APRIL2021	Monthly utility charges	05/20/2021	16.00	100-50-5251-3-32
APRIL2021	Monthly utility charges	05/20/2021	4,055.42	100-70-5410-3-32
APRIL2021	Monthly utility charges	05/20/2021	1,032.97	100-70-5412-3-32
APRIL2021	Monthly utility charges	05/20/2021	220.42	100-70-5441-3-32
APRIL2021	Monthly utility charges	05/20/2021	10,677.03	100-70-5442-3-32
APRIL2021	Monthly utility charges	05/20/2021	1,372.48	210-60-5511-3-32
APRIL2021	Monthly utility charges - McKinley Property	05/20/2021	160.40	408-70-5436-3-32
APRIL2021	Monthly utility charges	05/20/2021	45.00	700-10-5192-3-32
Total 27450 WAUPUN UTILITIES:			23,049.24	
27986 WEST BEND MUTUAL				
5-20-21	Waupun Festivals policy	05/20/2021	877.00	450-70-5440-3-38
Total 27986 WEST BEND MUTUAL:			877.00	
29084 WI ECONOMIC DEVELOPMENT ASC				
ER-2021-2345	WEDA Academy - Bus Attraction - Schlieve	05/20/2021	45.00	100-80-5670-3-37
Total 29084 WI ECONOMIC DEVELOPMENT ASC:			45.00	
29749 WM CORPORATE SERVICES INC				
0002276-2321-2	Residential Recycling - April 2021	05/20/2021	9,199.07	420-70-5436-3-38
0002276-2321-2	Residential Trash - April 2021	05/20/2021	35,297.39	425-70-5476-3-38
Total 29749 WM CORPORATE SERVICES INC:			44,496.46	

Invoice	Description	Invoice Date	Total Cost	GL Account
300188 MARCO TECHNOLOGIES LLC				
72372058	KONMIN/BHC308 - contract	05/20/2021	244.86	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			244.86	
300193 SALAMONE SUPPLIES				
153124	kleenex for city hall	05/20/2021	41.50	100-70-5410-3-36
Total 300193 SALAMONE SUPPLIES:			41.50	
300205 BETT, JOHN				
5-20-21	5-12-21 Per Diem - Police & Fire Commission	05/20/2021	40.00	100-10-5210-3-38
Total 300205 BETT, JOHN:			40.00	
Grand Totals:			120,486.94	

Report GL Period Summary

GL Period	Amount
05/21	120,486.94
Grand Totals:	120,486.94

Vendor number hash: 1953474
Vendor number hash - split: 2406496
Total number of invoices: 77
Total number of transactions: 97

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	120,486.94	.00	120,486.94
Grand Totals:	120,486.94	.00	120,486.94

Report Criteria:

[Report] Invoice Date = 05/20/2021



AGENDA SUMMARY SHEET

MEETING DATE: 5/25/21

TITLE: City of Waupun COVID-19 Plan and Employment Policies Update

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Administrator Kathy Schlieve

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

ISSUE SUMMARY

Fond du Lac County Public Health recently voted to end their emergency health order, effective May 31. New CDC guidelines on reducing masking and returning to normal activity for fully-vaccinated people has also recently been introduced. Given the broad availability of vaccines and this latest guidance from the CDC, we are relaxing our standards on mask wearing in public facilities. Our updated COVID-19 operating plan that reflects these changes is attached for your review. Specific changes include:

- Relaxing requirements for fully vaccinated people to no longer require those individuals to wear masks, except as noted in CDC exclusions. Those who have chosen not to vaccinate are required to maintain mask wearing, per CDC guidance. All shields, and sanitation and safety practices aside from masking will remain in place and door signage will be changing from “masks required” to “masks recommended”.
- Staff are advised that we are a service organization. As part of our core values, we respect others, even when their opinions differ from ours, and we take safety seriously. Given that we have no way of knowing whether people entering our buildings are vaccinated or not, including fellow staff members, we ask for fully-vaccinated staff members to be considerate and wear a mask if the person you are interacting with/assisting in your role is wearing a mask.
- Removal of requirements to conduct temperature checks and reporting. However, staff are still strongly advised to stay home from work if presenting with any symptoms of COVID-19 and to seek medical guidance to inform their return to work.
- Travel restrictions are changed to follow current CDC guidance and federal law as follows: Employees who choose to travel are required to follow travel guidelines as issued by the CDC ([view here](#)). An employee returning to work after travel will be subject to normal safety protocols outlined in this policy.

STAFF RECCOMENDATION:

Adopt policy as presented

ATTACHMENTS:

COVID-19 Plan and Employment Policies dated May 25, 2021

RECOMMENDED MOTION:

Motion to approve and adopt the COVID-19 Plan and Employment Policies dated May 25, 2021.

City of Waupun, WI COVID-19 Plan and Employment Policies

Adopted 4.13.2021 and Updated 5.24.2021

1. The following COVID-19 response employment policy is effective under US Health and Human Services declaration signed on January 21, 2021 citing a national public health emergency as a result of ongoing threats to public health posed by COVID-19. This policy references guidelines for COVID-19 safety as outlined by the Center for Disease Control (CDC) to slow the spread ([found here](#)), and considers local conditions as determined by both Fond du Lac and Dodge County Public Health along with recommended mitigation strategies based on county-phased reopening plans. The policy is subject to further change that may come as a result of federal and state legislation or through further modification by the Waupun Common Council.

1. **Purpose.** The purpose of this plan is to state the guidelines under which the City of Waupun will operate in responding to the ever-evolving coronavirus disease 2019 (COVID-19) public health emergency. This Plan will be included as an agenda item and reviewed periodically by the Waupun Common Council until the Public Health Emergency is declared concluded. The Plan includes protocols and procedures that must be followed by the City and its employees to best safeguard its workplaces and its citizens. Failure to follow safety protocols in the workplace or to come into or remain in the workplace while having COVID-19 symptoms or diagnosis may result in discipline up to and including termination.

2. Communication Plan

The City's Director of Emergency Management or City Administrator shall serve as the liaison between department heads and the Public Health Officer.

At the department level, department heads may continue to provide information to their employees concerning the manner in which services will be provided to the public in light of COVID-19.

The City Administrator or a staff member appointed by the City Administrator will periodically post information on Facebook concerning COVID-19. City departments that have Facebook sites are encouraged to post links to the Waupun Municipal Government Facebook page.

3. About COVID-19 and Its Spread

3.01 On March 11, 2020, the World Health Organization declared that the new coronavirus outbreak, now identified as COVID-19, is a pandemic. This signaled the recognition that the health emergency from COVID-19 spread is at the highest level across the world.

3.02 COVID-19 is a new disease and the CDC is still learning how it spreads but it has resulted in the deaths of thousands and is continuing to result in an exponential number of fatalities in countries and regions where steps have not been taken to stem its spread. The severity of the illness and related risks cannot be understated. It is critical for Waupun employees to understand how the virus spreads and to take all possible action to prevent the spread of the virus. Currently, the virus is thought to spread: :

- A. Between people who are in close contact with one another (within about 6 feet);
- B. Through respiratory droplets produced when an infected person coughs or

sneezes;

C. By symptomatic and asymptomatic people;

D. By an individual who has touched a surface or object that has the virus on it and then touched their own mouth, nose, or eyes.

3.03 Known variants of the disease pose serious threat to public health and require continued vigilance of safety protocols, even among those vaccinated.

Because of this transmission, the City has put policies in place to minimize risk of contagion for employees and citizens. The following practices are to be followed by all employees.

4. Limiting Risk/Non-Pharmaceutical Interventions. To slow the spread of COVID-19 the City will require employees to immediately do the following:

4.01 Stay home when sick, which will be subject to other City rules;

4.02 Cover coughs and sneezes using a tissue or sleeve, and disposing of the tissue properly immediately afterwards;

4.03 Wash your hands often using hot water and soap for 20 seconds or longer, and immediately wash your hands with soap and water for at least 20 seconds after coughing or sneezing;

4.04 Routinely clean frequently touched surfaces using a disinfectant bearing an EPA-approved emerging viral pathogens claims label;

4.05 Avoid touching your eyes, nose, and mouth;

4.06 Greet others without shaking their hands;

4.07 Avoid close contact with people who are sick, and keep a six-foot distance between yourself and other people;

4.08 Regularly clean and disinfect tables, doorknobs, light switches, countertops, desks, phones, keyboards, toilets, faucets, sinks and any other areas frequently touched by others;

4.09 Comply with COVID-19 Travel Restrictions as outlined in this policy;

4.10 Avoid non-essential large gatherings in accordance with Fond du Lac County Public Health Phased Reopening Plan guidelines. *It is important to note that guidelines are continually updated based on local conditions ([current guideline found here](#));* and

4.11 Avoid non-essential visits to long-term care facilities.

5. Social Distancing

Social distancing must be practiced to limit contact with others. This should be done in three ways:

Limiting face-to-face meetings: To the greatest extent possible, limit face-to-face meetings, including by using email, phone conferences, or videoconferencing. All non-essential meetings within departments or within the community, should be cancelled, rescheduled to a time later this year, or conducted remotely with the use of technology.

Modifying work schedules: Department Heads should immediately determine ways to modify work schedules to reduce overlap of staff in our non-24/7 operations.

Working remotely: Department Heads should consider whether and how staff may be able to work remotely. Not all departments and functions will be able to accommodate this, as many city services require direct client interaction. Limitations on technology and equipment may restrict the ability to implement this option. The Department Head and City Administrator must approve proposals for remote work.

6. Employee Screening

~~All employees reporting to work will be screened for respiratory symptoms and have their body temperature taken daily as a precautionary measure to reduce the spread of COVID-19. This will be done through a self-screen process, which includes each employee taking his or her temperature, when reporting to work. A touchless forehead thermometer is available at each work site. The employee's temperature is recorded along with answers to respiratory symptom questions. The record will be maintained confidential. Time spent waiting for the health screening should be recorded as time worked for nonexempt employees.~~

Employees ~~should self-monitor for symptoms of COVID-19.~~ Any employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home and should follow the procedures outlined in this policy.

7. Face-Covering Requirements

~~Based on CDC guidance ([found here](#)), employees who are fully vaccinated may resume activities that they did prior to the pandemic, without wearing a mask or physically distancing, except where required by federal, state, local, tribal or territorial laws, rules and regulations, including local business and workplace guidance.~~

~~Employees who are not vaccinated should continue mask wearing to prevent spread when indoors or in an enclosed space; and when another person or persons who are not members of an employee's household or living unit are present in the same room or enclosed space. Exceptions that permit removal of a face covering under this policy include but are not limited to:~~

- ~~a. When communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.~~
- ~~b. While swimming or on duty as a lifeguard.~~
- ~~c. When engaging in work where wearing a face covering would create a risk to the individual, as determined by government safety guidelines.~~
- ~~d. When federal or state law or regulations prohibit wearing a face covering.~~
- ~~e. Individuals who have trouble breathing.~~

Employees who have trouble breathing or with medical or mental health conditions or other sensory sensitivities that prevent the individual from wearing face coverings are exempt from this section of the policy. Employees seeking exemption may be required to provide medical documentation supporting the need for exemption.

Employees are advised that the City of Waupun is a service organization and that the organization's core values include respect for all. As such, employees are asked to respect those entering our building by wearing a mask whenever interacting with a member of the public if that member is also wearing a mask, even if the employee is fully vaccinated.

Definition:

A face covering includes but is not limited to a piece of cloth or other material that is worn to cover the nose and mouth completely. A "face covering" includes but is not limited to a bandana,

a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering. A "face covering" does not include face shields, mesh masks, masks with holes or openings, or masks with vents.

A confined space includes space open to the public where individuals congregate, including but not limited to outdoor bars, outdoor restaurants, taxis, public transit, ride-share vehicles, and outdoor park structures.

Employees are considered fully vaccinated 2 weeks after a second dose in a 2-dose series, or 2 weeks after a single-dose vaccine.

8. When to Stay Home from Work

Anticipating the spread of COVID-19 to the City of Waupun, we will have staff who will need to stay home, either because they are ill, have been exposed, are caring for an ill family member, or are watching children due to school or daycare closures.

The most important message we can send is to stay home if you have any symptoms or have any reason to believe you may have been exposed to COVID-19 and are not vaccinated. As we plan for ways to continue to provide necessary, and in some cases, life-saving services for our community at a time we anticipate potential staffing shortages, the last action we want you to take is to potentially spread COVID-19 to your co-workers and the community.

To help manage the distribution of staffing resources city-wide and plan for more significant interventions, we will be implementing a protocol so that we can centrally track which staff are out due to flu-like symptoms or potential COVID-19 exposure. Specifically, when you communicate to your normal department contact that you are sick or concerned about coming to work, you will be asked to report the following types of information:

- 1) Are you staying home because you are sick, or because you are caring for someone else who is sick?
- 2) Does the illness present flu-like symptoms (fever, cough, sore throat, headache/body aches), or something else?
- 3) If it is flu-like symptoms, do you have any reason to believe you may have contracted COVID-19?
- 4) Have you or a member of a party you have been traveling with come into contact with someone contagious with COVID-19?

If you are experiencing flu-like symptoms, please call and consult your medical provider. If you are exhibiting some symptoms but are not sure whether you should stay home, please stay home and consult your physician via telephone for guidance. If you live with someone who has been confirmed with COVID-19, you must stay home and consult with your medical provider or public health officials for guidance.

Given the potential seriousness and magnitude of the situation, our goal is to remove as many barriers as possible for staff to be able to stay home if they are exhibiting symptoms or otherwise have reason to believe they may have been infected, or exposed to the virus. In addition, a Department Head, in consultation with the City Administrator, may send an employee home who reports to work exhibiting signs of illness as described below. Immediate notification and proper documentation must be on file with the city's human resource department to claim paid leave benefits per the terms of this policy.

An employee who has been diagnosed with COVID-19 will be required to follow isolation protocol and will not be able to return to work until the employee meets the following criteria:

- A. Non-Hospitalized Employees: An employee must isolate for a period of 10 days from date of positive test, and have gone 24 hours without a fever (100.4° or greater) without the use of fever-reducing or other symptom-altering medicines;
- B. Hospitalized employees: An employee must isolate for a period of 10 days from date of positive test, be released from the hospital and have gone 24 hours without a fever (100.4° or greater) without the use of fever-reducing or other symptom-altering medicines, and must have a physician's release to return to work.

An employee who has had close contact with someone who has been diagnosed with COVID-19 must quarantine, following the protocol outlines below **if not vaccinated**. Close contact is defined as contact with someone confirmed with COVID-19, even if masks were worn and no symptoms are present, if one or more of the following conditions are met:

- A. Employee was within 6 feet of someone who has COVID-19 for a total of 15 minutes or more over the course of a day;
- B. Employee provides care at home to someone who is sick with COVID-19;
- C. Employee had direct physical contact with the person infected (kissing or hugging)
- D. Employee shared eating or drinking utensils.
- E. The infected person sneezed, coughed, or somehow spread respiratory droplets.

Employees previously confirmed with COVID-19 in the three months prior to exposure are exempt from this requirement, however, if at any time these individuals present symptoms consistent with COVID-19, they must isolate until well for at least 24 hours, or if an alternative diagnosis is made and until they can return to work according to that diagnosis.

Employees who have been fully vaccinated are no longer required to quarantine if exposed per CDC guidelines if it has been at least two weeks since receiving the second dose of a two-dose vaccine or one dose of a single-dose vaccine. However, if at any time these individuals present symptoms consistent with COVID-19, they must isolate until well for at least 24 hours, or if an alternative diagnosis is made and until they can return to work according to that diagnosis.

For all other employees not vaccinated with close contact exposure, a quarantine period of 14 days after the time of exposure remains the safest strategy for preventing asymptomatic transmission of COVID-19. As such, employees who are able to work from home are required to quarantine for the full 14 days unless authorized by the City Administrator to follow the alternative protocol outlined below. Additionally, if an employee has a confirmed household contact with COVID-19, and they are unable to completely separate from the positive case, they are required to quarantine for the full amount of time that the positive case is in isolation and an additional 7-14 days from the positive case's last day of isolation.

All employees subject to quarantine are required to conduct daily symptom monitoring

through the duration of their quarantine period. If symptoms develop at any time, employees should follow CDC guidelines that require self-isolation and testing.

10-Day Quarantine: Quarantine can end after DAY 10 without testing and if no symptoms have been reported during daily monitoring.

7-10 Day Quarantine: Quarantine can end after DAY 7 with a negative rapid-antigen or PCR test result and if no symptoms were reported during daily monitoring. The employee can be tested no sooner than DAY 6 of their quarantine and must remain in quarantine until a result comes back. If the test is negative and no symptoms have been reported during daily monitoring, the employee's last quarantine may be as early as DAY 7.

9. Paid Leave Provision

The City desires to provide and maintain a safe and healthy workplace and is equally committed to complying with all applicable laws. As of April 12, 2021, the COVID-19 vaccine has been made widely available to all employees. As such, additional paid sick leave provisions previously outlined under this policy expired on March 31, 2021 and are no longer included in this policy. In the event of an illness, an employee may use their own paid time under current City policies. Employees who are eligible to work from home will be required to work from home if medically possible and paid regular hours worked. Should you have any questions about this Policy, please contact Human Resources.

10. Travel Restrictions

- A. **Employees who choose to travel are required to follow travel guidelines as issued by the CDC ([view here](#)). An employee returning to work after travel will be subject to normal safety protocols outlined in this policy.**

11. Temporary Vacation Carry Over:

The city recognizes that COVID-19 has and may place strain on an employee's ability to utilize vacation, specifically restricting travel and causing potential workforce capacity constraints that require the employee to report to work to ensure continuity of operations. As such, prior to December 31, 2020, all non-represented employees may request up to five (5) days of vacation carryover from vacation earned but not used as of December 31, 2020. This vacation carry over provision is a temporary adjustment to current vacation policy as outlined in the City of Waupun Employee Handbook. Carry-over time must be taken in full day increments and must be utilized by April 30, 2021. The request is subject to approval by the City Administrator. Unused vacation carry over will be forfeited after April 30, 2021.

12. Office Closures:

City facilities are open with safety protocols in place, including sanitation, sneeze-guard or plexi-glass barriers, social distancing, and recommended masking for all visitors inside public buildings. City Administration will continue to monitor county metrics related to COVID-19 per County Reopening plans ([found here](#)) and recommend modifications to facility opening plans in response to changing conditions. This strategy is designed to allow for loosening or tightening of facility and operating policies and procedures over the duration of the pandemic to maintain public health and to maintain continuity of operation. As such, facilities may close periodically in response to changing local conditions.

10. **Public Health Emergency Declaration:** Based upon the public health emergency, all department heads shall track and record eligible expenses relating to COVID-19 planning and preparedness until further notice.

Julie Nickel
Mayor of Waupun

Date

Kathy Schlieve
City Administrative

Date



AGENDA SUMMARY SHEET

MEETING DATE: 5/25/21

TITLE: Mayoral Appointments to the Utility
Commission and Library Board

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Mayor Julie Nickel

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

ISSUE SUMMARY

Due to conflicts with Board meeting start time and personal schedules, a request was made to remove Alderman Will Langford from the Utility Commission and replace with Alderman Nancy Vanderkin.

Thus, Alderman Nancy Vanderkin will be removed from the Library Board and replaced with Alderman Will Langford.

STAFF RECCOMENDATION:

Accept the Mayoral appointments

ATTACHMENTS:

2021-2022 Mayoral Appointments of Boards, Committees, Commissions

RECCOMENDED MOTION:

Motion to accept the revised Mayoral appointments to the Utility Commission and Library Board.

**CITY OF WAUPUN
BOARDS, COMMITTEES, COMMISSIONS
2021-2022**

Council President: Pete Kaczmarski
Official City Newspaper: Daily Citizen

Mayor

Julie Nickel
201 E Main St.
Waupun WI 53963
920-324-7919
jnickel@cityofwaupun.org

Aldermanic District 1

Jason Westphal
902 Taft Ln
Waupun WI 53963
920-210-5140
jwestphal@cityofwaupun.org

Aldermanic District 3

William Langford
312 S. Division St.
Waupun WI 53963
262-224-1035
district3@cityofwaupun.org

Aldermanic District 5

Rohn Bishop
200 Brandon St.
Waupun WI 53963
920-210-1063
district5@cityofwaupun.org

City Attorney

Daniel VandeZande
VandeZande & Kaufman
408 E Main St.
Waupun WI 53963
920-324-2951

Aldermanic District 2

Pete Kaczmarski
640 S Madison St.
Waupun WI 53963
920-324-2213
pkaczmarski@cityofwaupun.org

Aldermanic District 4

Michael Matoushek
304 Elm St.
Waupun WI 53963
262-470-5975
mmatoushek@cityofwaupun.org

Aldermanic District 6

Nancy Vanderkin
422 Fond Du Lac St.
Waupun WI 53963
920-345-1151
nvanderkin@cityofwaupun.org

CITY OF WAUPUN
COMMON COUNCIL STANDING COMMITTEES,

Per Municipal Code 2.04 -Mayor designates Chairperson of the following committees.

BOARD OF PUBLIC WORKS AND FACILITIES COMMITTEE (3 Year Term)

The Board of Public Works shall consist of (3) Alderpersons and (4) City residents, all of whom shall be appointed by the Mayor, subject to approval by the Common Council. Alderpersons shall each serve for a term of one (1) year. Resident members shall each serve for a term of three (3) years. The Mayor, Director of Public Works, Recreation Program Director, Public Utilities Manager, Clerk and Police Chief or his or her designee shall also serve as *ex officio*, non-voting members of the Board. The Mayor shall each year designate a voting member of the Board as Chairperson, who shall also serve as Board President. At its organizational meeting each year, the Board shall by resolution appoint a voting member of the Board to serve as Board Clerk for that year.

ALDERMAN	<i>Mayoral Appointed Chairman</i>		Peter Kaczmariski
ALDERMAN			Michael Matoushek
ALDERMAN			Jason Westphal
CITIZEN		4/30/2023	Dale Heeringa
CITIZEN		4/30/2023	Ryan Mielke
CITIZEN	Board Clerk	4/30/2023	Gregg Zonnefeld
CITIZEN		4/30/2023	Dave Rens

MAYOR	Ex Officio - Non Voting
DIRECTOR OF PUBLIC WORKS	Ex Officio - Non Voting
RECREATION PROGRAM DIRECTOR	Ex Officio - Non Voting
UTILITY GENERAL MANAGER/DESIGNEE	Ex Officio - Non Voting
CITY CLERK	Ex Officio - Non Voting
POLICE CHIEF/DESIGNEE	Ex Officio - Non Voting

ECONOMIC DEVELOPMENT COMMITTEE

The Mayor shall make all appointments, subject to confirmation by the Council. The Mayor shall designate the chairperson at the first regular meeting of the newly elected Council. The Mayor shall be an ex officio, nonvoting member. A member of the Board of Directors of the Waupun Industrial Development Corporation selected by that Board, shall serve as an ex officio, nonvoting member of the Economic Development Committee. Committees shall meet on call of the chairperson. The chairperson shall call a committee meeting at the request of the Mayor or any 2 committee members.

ALDERMAN	<i>Mayoral Appointed Chairman</i>	Peter Kaczmariski	
ALDERMAN		Jason Westphal	
ALDERMAN		Rohn Bishop	
ECONOMIC DEVELOPMENT PARTNER		Envision Greater FDL	Jim Cleveland

MAYOR	Ex Officio - Non Voting
WAUPUN INDUSTRIAL DEVELOPMENT CORP	Ex Officio - Non Voting
CITY ADMINISTRATOR/ECONOMIC DEVELOPMENT	Ex Officio - Non Voting
UTILITY GENERAL MANAGER	Ex Officio - Non Voting
CITY FINANCE DIRECTOR	Ex Officio - Non Voting
COMMUNITY/EC DEVELOPMENT COORDINATOR	Ex Officio - Non Voting

BOARD OF REVIEW (5 Year Term)

The Board of Review shall consist of the Mayor, the City Clerk, who shall serve as its Secretary, and 5 citizen members. The citizen members shall be appointed by the Mayor, subject to the approval of the Council, and such citizen members shall hold their office for staggered 5 year terms. The restrictions of 70.46(1), Wis. Stats., shall apply. The Board of Review shall meet annually at any time during the 30-day period beginning on the 2nd Monday of May. The Board shall be in session at least 2 hours. The Board must select a chairperson and vice-chairperson.

MAYOR			
CITY CLERK	<i>Serve as Secretary</i>		
CITIZEN		4/30/2022	Richard Steinbach
CITIZEN		4/30/2023	Jan Harmsen
CITIZEN		4/30/2024	Dylan Weber
CITIZEN		4/30/2025	Jon Dobbratz
CITIZEN		4/30/2026	Steve Buchholz

UTILITY COMMISSION (5 Year Term)

The water, electric and sewerage collection system and disposal plant shall be managed by a nonpartisan board of 7 commissioners. Four of the Commissioners shall be citizen members appointed by the Common Council for staggered terms of 5 years each. Three of the Commissioners shall be Alderpersons of the City, each of whom shall be appointed by the Mayor, subject to confirmation by the Common Council, to serve for the term of his or her office as Alderperson. The Manager of Public Utilities and Director of Public Works shall serve as ex officio, nonvoting members of the Public Utility Commission. The Commissioners shall choose from among their number, a President and a Secretary, and a Vice President if so desired.

ALDERMAN			Nancy Vanderkin
ALDERMAN			Rohn Bishop
ALDERMAN			Peter Kaczmariski
CITIZEN		4/30/2022	Jeff Homan
CITIZEN	President	4/30/2023	Joel Heeringa
CITIZEN	V. President	4/30/2025	Mike Thurmer
CITIZEN		4/30/2026	Nate Daane

UTILITY GENERAL MANAGER/DESIGNEE	Ex Officio - Non Voting * Will serve as Secretary
DIRECTOR OF PUBLIC WORKS	Ex Officio - Non Voting

PLAN COMMISSION (3 Year Term)

The Plan Commission shall consist of the Mayor, who shall be its presiding officer, the Director of Public Works, CDA member, an Alderperson appointed by the Council annually and 3 citizen members. Simultaneous membership on the Board of Zoning Appeals and Plan Commission is permissible.

MAYOR	<i>Serve as Chairman</i>		
ALDERMAN			Michael Matoushek
CDA MEMBER		4/30/2024	Jill Vanderkin
CITIZEN		4/30/2023	Elton Terbeest
CITIZEN		4/30/2024	Jerry Medema
CITIZEN		4/30/2024	Jon Dobbratz

UTILITY GENERAL MANAGER	Ex Officio
DIRECTOR OF PUBLIC WORKS	Ex Officio

FIRE AND POLICE COMMISSION (5 Year Term)

The Police and Fire Commission shall consist of 5 citizens of the City appointed as provided in §62.13, Wis. Stats.) (Police and fire commissions commonly elect a president, a vice president and a secretary

CITIZEN		4/30/2026	Zak Dickhut
CITIZEN		4/30/2025	Mike Thurmer
CITIZEN		4/30/2024	Teresa Heidemann
CITIZEN		4/30/2022	John Bett
CITIZEN		4/30/2023	Tara Rhodes

ALDERMAN	Ex Officio	Nancy Vanderkin
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TRANSIT COMMITTEE (1 Year Term)

MAYOR	
ALDERMAN	Nancy Vanderkin
ALDERMAN	Peter Kaczmariski
ALDERMAN	William Langford
POLICE CHIEF/DESIGNEE	

ZONING BOARD OF APPEALS (3 Year Term)

The Board of Zoning Appeals shall consist of 5 members and an alternate. The alternate shall act with full power when a member of the Board is absent or refuses to vote because of interest. Simultaneous membership on the Board of Zoning Appeals and Plan Commission is permissible. The Mayor appoints the Chairperson.

ALDERMAN	<i>Mayoral Appointed Chairman</i>		Jason Westphal
CITIZEN		4/30/2022	Mark Nickel
CITIZEN		4/30/2023	Derek Minnema
CITIZEN		4/30/2024	Rick Vanthoff
CITIZEN		4/30/2024	Dylan Weber
CITIZEN ALTERNATE		4/30/2023	Patricia Beyer

UTILITY GENERAL MANAGER	Ex Officio
DIRECTOR OF PUBLIC WORKS	Ex Officio

LIBRARY BOARD (3 Year Term)

The Library Board shall consist of the Superintendent of Schools and 6 citizens of the City appointed as provided in §43.54, Wis. Stats. The Council may name a trustee emeritus to serve with the Board, without voting rights, but with all other privileges of office. Library Board to appoint President, Vice President, Secretary/Treasurer.

SUPERINTENDENT OF SCHOOLS/DESIGNEE			Carrie Hintze
CITIZEN / ALDERMAN			Will Langford
CITIZEN		4/30/2024	Bev Martens
CITIZEN		4/30/2023	Janet Gehl
CITIZEN		4/30/2024	Sandy Rohrer
CITIZEN		4/30/2023	Sadie Schultz
CITIZEN		4/30/2022	Jan Sullivan

RECREATION AND WELLNESS BOARD (3 Year Term)

The Recreation and Wellness Board shall be appointed by the Common Council for staggered terms of three years. The Board shall consist of three Alderpersons, two citizens, and one member from the following: Church Health Services, Waupun Memorial Hospital, REACH, and the Waupun Food Pantry. The Mayor, Waupun Superintendent of Schools, Waupun Police Chief, and the Waupun Fire Chief will preside as ex officio. Members to serve as advisory to the Board shall be City Administrator/Economic Development Director, Recreation Program Director, and Community and Economic Development Coordinator. The Mayor appoints the Chairperson. The Board shall choose from among their number, a Vice-Chairperson and a Secretary.

ALDERMAN	<i>Mayoral Appointed Chairman</i>		Mike Matoushek
ALDERMAN			William Langford
ALDERMAN			Rohn Bishop
CHURCH HEALTH SERVICES		4/30/2024	Karen Gibbs
WAUPUN MEMORIAL HOSPITAL		4/30/2024	Diane Posthuma
REACH		4/30/2024	Darian Schmitz
WAUPUN FOOD PANTRY		4/30/2023	Terri Respalje
CITIZEN		4/30/2022	Sandy Buchholz
CITIZEN		4/30/2023	Linda Nickel

MAYOR	Ex Officio
SUPERINTENDENT OF SCHOOLS/DESIGNEE	Ex Officio
POLICE CHIEF	Ex Officio
FIRE CHIEF	Ex Officio
ADMINISTRATOR/EC. DEVELOPMENT	Advisory
RECREATION PROGRAM DIRECTOR	Advisory
COMMUNITY/EC. DEVELOPMENT COORDINATOR	Advisory

BUSINESS IMPROVEMENT DISTRICT BOARD (3 Year Terms)

The BID Board shall consist of 6 representatives from the BID District and 4 Representatives At-Large. Board commonly elects Chairperson. Mayor as Ex Officio.

REPRESENTATIVE FROM BID DISTRICT		4/30/2022	Tyler Schulz
REPRESENTATIVE FROM BID DISTRICT		4/30/2022	Rich Matravers
REPRESENTATIVE FROM BID DISTRICT		4/30/2023	Jonathan Leonard
REPRESENTATIVE FROM BID DISTRICT		4/30/2023	Gary DeJager
REPRESENTATIVE FROM BID DISTRICT	Chairman	4/30/2023	Krista Bishop
REPRESENTATIVE FROM BID DISTRICT		4/30/2024	Terri Crisp
REPRESENTATIVE AT-LARGE		4/30/2022	Austin Armga
REPRESENTATIVE AT-LARGE		4/30/2023	Jodi Mallas
REPRESENTATIVE AT-LARGE		4/30/2024	Kate Bresser
REPRESENTATIVE AT-LARGE	V. Chairman	4/30/2024	Teresa Ruch

MAYOR	Ex Officio
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JOINT REVIEW BOARD

The Joint Review Board consists of one representative from the school district, technical college, county, municipality, and public. When creating a multijurisdictional TID, each participating municipality may appoint one representative. The Chair is chosen by a vote of the members at the first JRB meeting.

WAUPUN SCHOOL DISTRICT REPRESENTATIVE /DESIGNEE	Steve Hill District Administrator	Carrie Hintze Director of Business Services
TECHNICAL COLLEGE REPRESENTATIVE /DESIGNEE	Bonnie Baerwald President	Laura Schelter, Economic & Workforce Development Community Coordinator
DODGE COUNTY REPRESENTATIVE /DESIGNEE	Russell Kottke County Board Supervisor	
FOND DU LAC COUNTY REPRESENTATIVE /DESIGNEE	Allen Buechel County Executive	Erin Gerred, Director of Administration
MUNICIPALITY REPRESENTATIVE /DESIGNEE	City of Waupun Mayor	
PUBLIC MEMBER	Nancy Vanderkin	

COMMUNITY DEVELOPMENT AUTHORITY (after initial term, 4 Year Term)

The CDA commissioners shall consist of seven commissioners who shall be appointed in accordance with Section 66.1335(2) of the WI Statutes. A commissioner shall hold his or her office until a successor has been appointed and qualified. Removals with respect to commissioners of the CDA shall be governed by the WI Statutes. Officers of the CDA shall be the Chairperson (Mayor) and Vice Chairperson. The Vice-Chairperson shall be elected from among the Commissioners of the CDA at the first meeting of the CDA, and the first meeting after May and shall hold office until the next succeeding April, or until a successor is elected. This list is an advisory list of potential members but not obligatory. The appointments to this committee are at the discretion of the Mayor: Mayor, Council Member, Downtown Business Owner, Downtown Property Owner, (2) Community Member At-Large, and Business Improvement District (BID) Representative. Ex-Officio/Staff Support: City Administrator, City Clerk-Treasurer, City Attorney, Director of Public Works, and Fond du Lac County Economic Development Corp.

MAYOR	<i>Serves as Chairperson</i>		
ALDERMAN			Nancy Vanderkin
DOWNTOWN BUSINESS OWNER		4/30/2023	Sue Vandeberg
DOWNTOWN PROPERTY OWNER		4/30/2022	Cassandra Verhage
COMMUNITY MEMBER AT-LARGE		4/30/2022	Derek Drews
COMMUNITY MEMBER AT-LARGE		4/30/2024	Jill Vanderkin
BUSINESS IMPROVEMENT DISTRICT REPRESENTATIVE	V. Chairman	4/30/2025	Gary DeJager

ADMINISTRATOR/EC. DEVELOPMENT	Ex Officio
CITY CLERK/TREASURER	Ex Officio
CITY ATTORNEY	Ex Officio
DIRECTOR OF PUBLIC WORKS	Ex Officio
FOND DU LAC COUNTY ECONOMIC DEVELOPMENT CORP	Ex Officio

CITY OF WAUPUN – WAUPUN UTILITIES OFFICIALS

CITY ATTORNEY	Daniel VandeZande	920-324-2951	
CITY ADMINISTRATOR/EC. DEVELOPMENT	Kathy Schlieve	920-324-7915	kathy@cityofwaupun.org
CITY CLERK/TREASURER/HUMAN RESOURCES	Angela Hull	920-324-7915	angie@cityofwaupun.org
FINANCE DIRECTOR	Michelle Kast	920-324-7850	michelle@cityofwaupun.org
DIRECTOR OF PUBLIC WORKS	Jeff Daane	920-324-7918	jeff@cityofwaupun.org
RECREATION PROGRAM DIRECTOR	Rachel Kaminski	920-324-7930	parks@cityofwaupun.org
FIRE CHIEF/EMERGENCY GOVERNMENT	BJ Demaa	920-324-7910	bjdemaa@waupunpd.org
POLICE CHIEF	Scott Loudon	920-324-7903	scott@waupunpd.org
LIBRARY DIRECTOR	Bret Jaeger	920-324-7925	bret@monarchlibraries.org
BUILDING INSPECTOR/ZONING ADMIN	Sue Leahy	920-229-6360	inspector@cityofwaupun.org

UTILITY GENERAL MANAGER	Steve Brooks	920-324-7920	sbrooks@waupunutilities.org
UTILITY FINANCE DIRECTOR	Jeff Stanek	920-324-7920	jstanek@waupunutilities.org
UTILITY TREATMENT FACILITIES SUPERVISOR	Steve Schramm	920-324-7920	sschramm@waupunutilities.org



AGENDA SUMMARY SHEET

MEETING DATE: 5/25/21

TITLE: Vacancy of Paid on Call Fire Fighter Position

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Fire Chief BJ Demaa

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

ISSUE SUMMARY

Paid on Call Fire Fighter, Paul Beder, has submitted his resignation for retirement from the Waupun Fire Department, effective June 1, 2021.

This resignation will create a vacancy of which I wish to be filled.

STAFF RECCOMENDATION:

I request the Council authorize the filling of the Paid on Call Fire Fighter Position.

ATTACHMENTS:

None

RECCOMENDED MOTION:

Motion to authorize filling the vacant Paid on Call Fire Fighter position.



AGENDA SUMMARY SHEET

MEETING DATE: 5/25/21

TITLE: Police Department Staffing Concerns

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Police Chief Louden
Administrator Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Excellence in Government	--	

ISSUE SUMMARY

Police Department's across the country are faced with increasing challenges in hiring sworn police officers. At present, our department recently completed round four of hiring for one vacancy with no qualified applicants. Current staff are working extra overtime to make up for vacancies on the schedule but this is not a sustainable solution and is causing officer fatigue and burn out. In 2006, the city approved an additional position for the PD and in 2011 that position was frozen when an officer resigned. We are requesting reinstatement of that position, granting permission to actively recruit for two positions instead of two.

Simultaneously, we are working on a recruitment and retention plan with the goal of finding ways to diversify and expand our available candidate pool. This work will result in a written plan that will guide our efforts.

A final note of concern that will be discussed is the impact of growing mental health needs in our community and the impact on police officer response and workload.

STAFF RECCOMENDATION:

Consideration of filling the 18th position that was previously frozen

ATTACHMENTS:

Police Staffing Needs PowerPoint
Staffing per Capita

RECCOMENDED MOTION:

Motion to approve filling an 18th patrol position in the 2022 budget, contingent upon availability of funding in the 2022 City of Waupun operating budget.

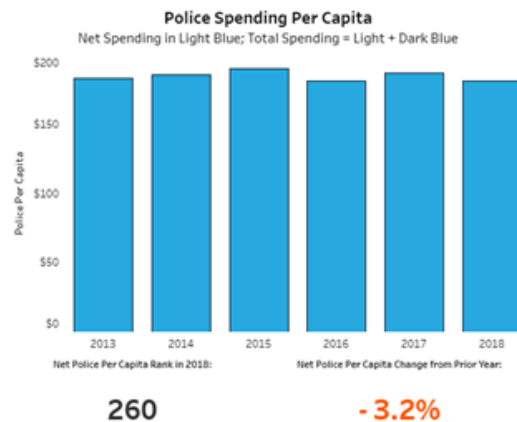


Waupun Police Department Staffing Shortages



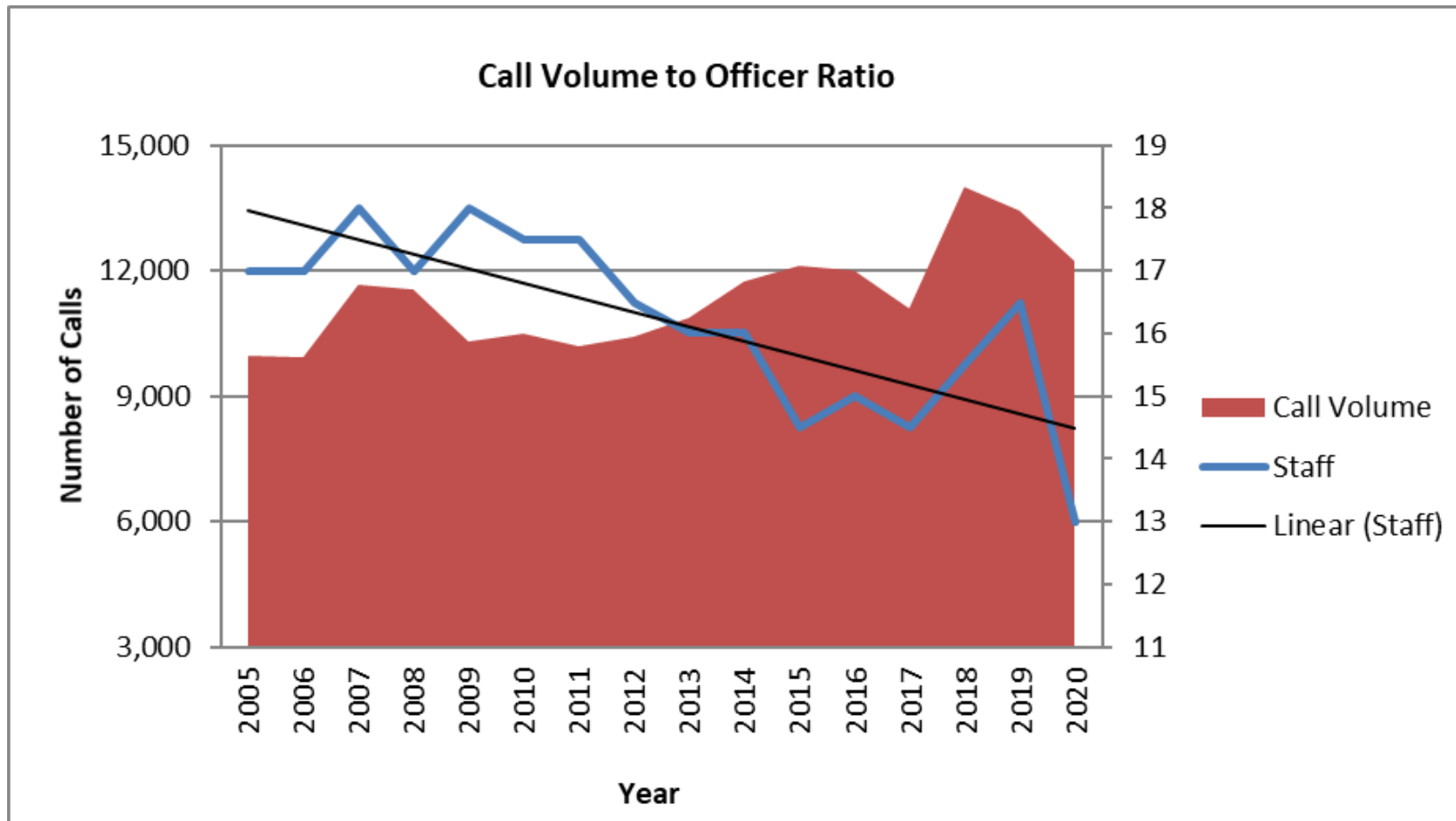
Staffing Comparison

- Waupun's staffing per capita is 663
- The average staffing per capita is 497
- WI Policy Forum (2018 spending)
 - Ave per capita for PD - All Munis: \$281 (+1.5%)
 - Ave per capita for PD – Waupun: \$182 (-3.2%)

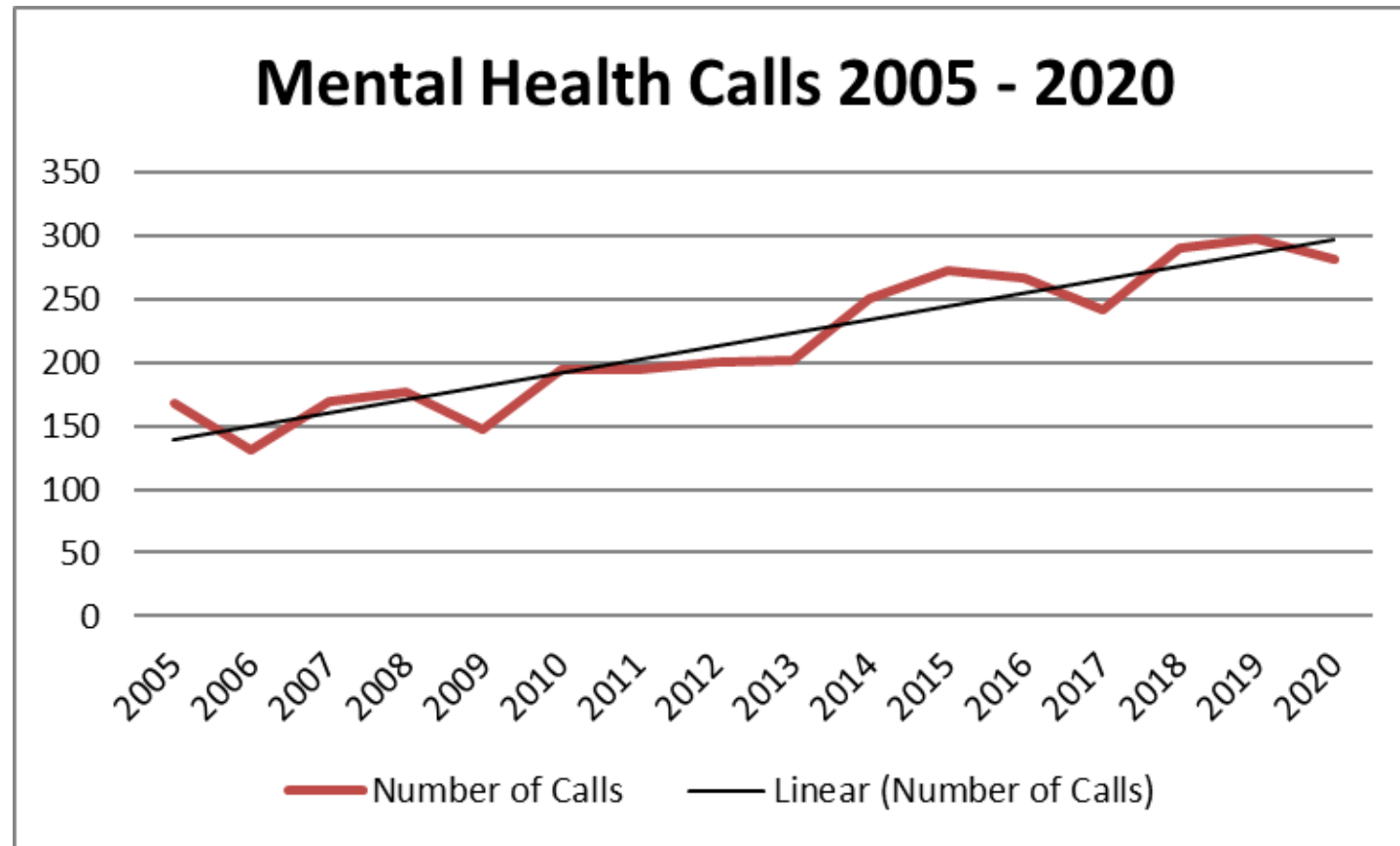


Agency	Population	Sworn Officers	Officer Per Capita	Full Time	Part Time
Kronenwetter Police Dept	8,158	11	742	8	3
Grand Rapids Police Dept	7,800	11	709	6	5
Fox Crossing PD	19,200	28	686	28	0
Waupun Police Dept	11,276	17	663	17	0
Everest Metropolitan Police Dept	18,400	29	634	29	0
Platteville Police Dept	12,457	20	623	20	0
Fort Atkinson Police Dept	12,368	20	618	20	0
Jefferson Police Dept	8,000	13	615	13	1
Germantown Police Dept	20,183	33	612	33	0
Waunakee Police Dept	14,500	24	604	22	2
Whitefish Bay Police Dept	14,400	24	600	24	0
South Milwaukee Police Dept	21,000	35	600	35	0
Port Washington Police Dept	11,691	20	585	20	0
Menomonie Police Dept	16,200	28	579	28	0
River Falls Police Dept	15,000	26	577	26	0
North Fond du Lac Police Department	5,076	9	564	9	0
Stoughton Police Dept	12,933	23	562	23	0
Fond du Lac Police Department	44,300	79	561	73	0
Ripon Police Dept	7,800	14	557	14	0
New Richmond Police Dept	10,000	18	556	18	0
Antigo Police Dept	8,324	15	555	15	0
De Forest Police Dept	11,000	20	550	20	0
Hartland Police Dept	9,300	17	547	16	1
Lake Mills Police Dept	6,000	11	545	10	1
Grafton Police Dept	12,000	22	545	22	0
Cedarburg Police Dept	11,450	21	545	21	0
Cottage Grove Police Dept	7,000	13	538	11	2
Beloit Town Police Dept	8,000	15	533	14	1
Columbus Police Department	5,200	10	520	10	0
Hudson Police Dept	14,500	28	518	28	0
Shorewood Police Dept	13,300	26	512	26	0
Jackson Police Dept	7,135	14	510	14	0
West Salem Police Dept	5,029	10	503	9	1
Prairie du Chien Police Dept	6,000	12	500	12	0
Sturtevant Police Dept	7,000	14	500	12	2
Waterford Town Police Dept	12,000	24	500	9	15
Beaver Dam Police Dept	16,355	33	496	33	0
Greendale Police Department	14,176	29	489	29	0
Marshfield Police Dept	19,500	41	476	41	0
Shawano Police Dept	9,500	20	475	20	0
Rice Lake Police Dept	8,438	18	469	18	0
Delafield Police Dept	7,457	16	466	16	0
Rhineland Police Dept	7,798	17	459	17	0
Burlington Police Dept	10,500	23	457	23	0
Merrill Police Dept	10,000	22	455	22	0
Portage Police Dept	10,406	23	452	23	0
Slinger Police Dept	5,400	12	450	12	0
Tomah Police Dept	9,400	21	448	21	0
Rothschild Police Dept	5,347	12	446	12	0
McFarland Police Dept	8,800	20	440	19	1
Lake Hallie Village Police Dept	7,029	16	439	10	6
Milton Police Dept	5,650	13	435	11	2
Ashland Police Dept	8,200	19	432	19	3
St. Francis Police Dept	9,391	22	427	21	1
Mayville Police Department	5,069	12	422	8	4
Altoona Police Dept	7,600	18	422	15	3
Hales Corners Police Dept	7,515	18	418	18	0
Monroe Police Dept	10,850	26	417	26	0
Sturgeon Bay Police Dept	9,134	22	415	22	0
Summit Police Dept	7,000	17	412	12	5
Fox Point Police Dept	6,826	17	402	17	0
New London Police Dept	7,500	19	395	17	2
Madison Town Police Dept	6,295	16	393	14	2
Brown Deer Police Dept	12,000	31	387	31	0
Monona Police Dept	7,801	22	355	22	0
Waupaca Police Dept	6,000	17	353	17	0
Campbellsport Police Dept	1,845	6	308	2	4
Delavan Police Dept	9,000	30	300	23	7
Delavan Town Police Dept	5,500	21	262		
Horicon Police Department	3,655	15	244	9	6
Green = Confirmed Numbers			497		
Yellow = Awaiting Response					
Orange = Waupun Police Dept					

Call Volume Compared to Actual Staffing



Impact of Mental Health on Increasing Call Volumes



2020 Overtime Alleviated By 18th Position (Powershift)

- 2020 Overtime – 192 Shifts, 1536 working hours, \$71,907 overtime pay
Top Patrol Officer OT rate of \$46.815 used for totals. LT, PSLO, or shift differential rates not used
 - January – 15 Shifts
 - February – 14 Shifts
 - March – 22 Shifts
 - April – 3 Shifts (COVID-PSLO not working in the schools, 18 additional shifts saved or \$6,741)
 - May – 10 Shifts (COVID-PSLO not working in the schools, 14 additional shifts saved or \$5,243)
 - June – 12 Shifts
 - July – 16 Shifts
 - August – 20 Shifts
 - September – 20 Shifts
 - October – 20 Shifts
 - November – 21 Shifts
 - December – 19 Shifts

2021 Overtime Alleviated By 18th Position (Powershift)

- 2021 Overtime (through November)– 198 Shifts, 1584 working hours, \$75,076 overtime pay
 - Top Patrol Officer OT rate of \$46.815 used for totals through March, \$47.52 through September, and \$47.985 through November. LT, PSLO, or shift differential rates not used
- January – 21 Shifts
- February – 19 Shifts
- March – 19 Shifts
- April – 19 Shifts
- May – 21 Shifts
- June – 17 Shifts
- July – 18 Shifts
- August – 12 Shifts
- September – 15 Shifts
- October – 19 Shifts
- November – 18 Shifts

Plan of Action

- Request restoration of 18th position (frozen in 2011)
- Develop a Recruitment & Retention Plan
 - From passive to active recruitment
 - Diversity of Candidate Pool
- Determine strategies to mitigate rising mental health needs
- Other

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Green = Confirmed Numbers

Yellow = Awaiting Response

Orange = Waupun Police Dept



AGENDA SUMMARY SHEET

MEETING DATE: 5/25/21

TITLE: City of Waupun Strategic Planning/Budget
Process Overlay

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Administrator Kathy Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Excellence in Government	--	

ISSUE SUMMARY

We are beginning a strategic planning process that with staff that will include a number of input sessions over the next 6-9 months. The process will integrate plans that you have previously adopted (i.e., comprehensive, outdoor rec, facilities, streets, etc.) and examine how the city delivers public value and how challenges and opportunities will affect city operations in the future. Our goal is to create a plan at the staff level that informs decision-making, work plans and resources allocations for fiscal years 2022-2027. During this time, the City is expected to face a variety of challenges, most notably revenue uncertainty caused by the COVID-19 pandemic, declining shared revenues and increasing concerns for things such as escalating capital needs, unfunded state/federal mandates, community mental health and workforce availability. Without change, the community is likely to experience budget reductions and loss of resource capacity needed to deliver a sustained level of public value. The plan will result in the creation of a financial forecast model that help you to make priority-based decisions based on identified priorities.

The overarching goals of the planning process are to:

- Create a shared vision and common goals to support decision-making and future resource allocation.
- Identify strategic priorities for the city and determine how limited resources will be allocated to maximize public value.
- Assess how opportunities and challenges will affect the community and determine appropriate courses of action to prepare the community.

Included in this document is an update on 2020 accomplishments and a draft of known strategic issues impacting our community. For the purpose of our discussion, our plan is based on the following vision and mission:

VISION:

Waupun is a vibrant, welcoming community that values diversity, opportunity and partnerships to foster a healthy environment where individuals and families choose to live, work and play.

MISSION:

We strengthen community through insightful planning, sustainable growth, a commitment to service excellence and safety, continuous improvement and open and responsive government.

At Tuesday's meeting, we will have a dialogue about vision, mission and values as well as organizational mandates that create the basis for an updated plan. Some questions for you to consider prior to Tuesday's meeting:

1. Does the vision and mission reflect the direction our community should be heading? What additional points should be considered?

2. What are the core values that must be considered as part of our work moving forward? (i.e., safety, engagement, equity, etc.)
3. In addition to upholding the US Constitution, WI Statutes and local ordinances, what organizational mandates are important to consider in this plan? (i.e., engage the public in decision-making, maintain stable tax rate, etc.)

I will facilitate this conversation. Please come prepared to share your ideas.

STAFF RECCOMENDATION:

Discussion Only

ATTACHMENTS:

2020 Accomplishments

DRAFT – 2021 Strategic Issues

RECCOMENDED MOTION:

N/A

City of Waupun – 2021 Strategic Planning Document (DRAFT)

April 22, 2021

PRIORITY	2021 STRATEGIC ISSUES
Well Maintained Infrastructure	<ul style="list-style-type: none"> Waste water treatment plant upgrade Street maintenance and reconstruction plan Facility plan (City Hall boiler, etc.; Senior Center; Safety Building, etc.) ADA Accessibility Develop a plan to meet storm water compliance requirements Broadband
Safe, Healthy, Sustainable	<ul style="list-style-type: none"> Police Recruitment and Retention EMS Services – EMR extension and plan to strengthen 911 emergency response Fire District Consolidation Paid on-call Firefighter staffing model Emergency response planning and training Community Planning: Mental Health; Diversity, Equity & Inclusion; Aging; Etc.
Recreation, Cultural, Educational (QOL)	<ul style="list-style-type: none"> Public Library Standards attainment (DPI) Community enrichment programming (library) Senior Center facility & programming Collaborate on youth summer programming with WASD Pool operations – optimize revenue Advance outdoor recreation assets (Canoe/kayak; trails, McCune Beach Plan)
Economic Vitality	<ul style="list-style-type: none"> Develop plan / gather data to focus on industrial expansion Support attraction projects Execute a business recruitment and retention (BRE) plan with fidelity Increase entrepreneurship outreach & programming (financing, education, real estate, research, etc.) Workforce (regional partnerships) Housing (all types) Remove Barriers to Work: Daycare / Transit
Attractive, Engaged, Inclusive, Welcoming Community	<ul style="list-style-type: none"> Improve internal and external communications through shared resources Develop plan and seek funding for a new senior/community center Community Planning: Mental Health; Diversity, Equity & Inclusion; Aging; Etc. Streetscaping Green Energy / Sustainability Plan Strengthen collaborations with local and regional groups (Wellness advisory, Chamber, Regional EDOs, County, State) ADA Accessibility Community/Youth Engagement
Excellence in Government	<ul style="list-style-type: none"> Total compensation planning (Compensation and benefits review) Succession plan / finalize organizational structure Expand online payments and centralize cash management Update policies/employment handbook Introduce online recruitment and retention tools to strengthen talent management practices Improve transparency through stronger reporting and visual management Ensure staff have the needed tools to do their jobs Develop broad energy efficiency plan American Recovery Plan Act (ARPA) Funding/Other Grant Funding

2020 Recognitions/Accomplishments

CITY OF WAUPUN

FINANCE/ADMINISTRATION

- Introduced and regularly maintained COVID-19 operating plan and employment policy in response to the pandemic and to ensure continuity of operations
- Adjusted pool operations and introduced technology to support touchless service for patrons accessing the pool to address anticipated lost revenue impact due to COVID-19
- Added Police Dept. online payment processing for citations
- ACH payment entry in AP module for vendor history purposes
- Auto payment on staff Credit Cards, saving late fees and check printing costs
- Payroll paystubs via online portal to reduce administrative time and costs associated with paper transmittal
- Implemented collection of payments over the phone using checking acct/credit card (for COVID)
- TID 5 Refunding, resulting in interest savings, maintained A1 bond rating
- Hired new Accounting Specialist (part-time) and completed cross-training
- Completion of first single audit in accordance with federal requirements due to USDA loans
- Significant financial analysis and 2020 spending adjustments due to COVID adaptations
- Introduce a remote work policy in response to COVID-19 pandemic
- UW Green Bay Treasurer's Institute completion (year 3 of 3)
- Successfully conducted four elections during pandemic
- Implemented a new compensation system design to support talent attraction needs (for non-represented staff, except library)

LIBRARY

- Received a \$5,000 grant from the Nelson G. and Vera C. Hicks Charitable Foundation.
- Staff answered 2,767 reference questions.
- 4,451 curbside service transactions.
- 24,944 website hits.
- Circulated 85,837 physical items.
- Local residents downloaded 10,898 electronic resources (eBooks, eAudio, etc).
- Exterior power outlets added for future parking lot programs.
- Safety mirror added at staff entrance door due to vehicle traffic in parking lot.
- Curbside service implemented.
- Take & Make projects for kids program created.

POLICE

- Waupun Safest City In Wisconsin Ranking (ranked #8 by Homesnacks.com, #13 by Alarm.org)
- Waupun PD and Ripon PD teamed up to implement the Cellebrite Investigative System.

- ICAC affiliated and investigating Internet Crimes Against Children Cases.
- Transitioned to Fond du Lac County Information Technology team for Waupun Police and Fire Departments to increase cyberecurity.
- Implemented a Police Chaplain Program.
- John Forsythe retired from the Police and Fire Commission after 19 years of service.
- Joined the Lake Winnebago Area Meg Unit.
- Joined the Quad County Critical Incident Stress Management Team.
- Worked with Waupun and Dodge Emergency Management on an emergency management grant to participate in the IEM Course at the Emergency Management Institute in 2021 (delayed due to COVID-19).
- Reviewed all department policies and all statutory required policies which were approved by CVMIC.
- Teamed up with the senior center and offered a senior citizen police academy.

FIRE AND EMERGENCY MANAGEMENT

- Virtual Fire Prevention Week videos created and shared on our social media platforms and virtual programming due to COVID-19 was introduced.
- Annual Food Drive raised 5,000 pound of food and \$1,444 for the Waupun Food Pantry.
- Drive-through Breakfast with Santa event alongside the Waupun Police Department. Collected over 150 lbs of food for the Waupun Food Pantry.
- Received Dementia Friendly certification.
- Fire Extinguisher training conducted at two (2) local businesses with 50+ individuals trained proper use of fire extinguisher.
- Training: 200+ hours
- Served as the Fire Department representative in the Emergency Operations Center (EOC) in Fond du Lac County. This position is responsible for all communications between departments throughout the county and the EOC.
- 3-year EMS Agreement was completed. Despite the agreement, work continues on identifying and making improvements where opportunities exist. This work has paved the way for exploration on how First Responders may further supplement EMS service in the City.
- Conducted tabletop exercise with City Departments, Dodge and Fond du Lac County Emergency Management Directors, and other Dodge and Fond du Lac County Departments simulating a mass casualty event as a result of an accident at the Waupun Truck-N-Show.
- Awarded an Integrated Emergency Management Course (IEMC) through FEMA. The IEMC is a four day, exercise-based training activity for Emergency Operations personnel and community stakeholders to practice simulated, but realistic, crisis situations, within a structured learning environment.
- Significant training investment made by staff, resulting in:
 - 1 firefighter received his Firefighter 1 state certification
 - 4 firefighters were certified as Ice Rescue Technician trainers
 - 4 firefighters received their Firefighter 2 state certification

- 8 firefighters received their Entry Level Driver/Pumper certification
- 11 firefighters received their Entry Level Aerial Operator certification
- 1 firefighter received his Driver/Pumper state certification
- Transitioned Record Management System (RMS) to new version for incident reports, fire inspections and inventory management.
- Met with administrators from Moraine Park Technical College (MPTC), Beaver Dam and Waupun School Districts, and the Beaver Dam Fire Chief to urge MPTC and the high schools to consider offering college credentialed courses for fire and EMS.
- Consolidation discussions stalled as a result of COVID and changes within the City of Waupun's Finance Director. Despite this, we were still able to continue discussions on asset mergers and how this consolidation works alongside broader economic development opportunities.
- Participated as a member of the Building Inspection/Code Enforcement software team. Work continues on this in 2021.
- Met with local fire-based EMS providers to understand how services worked in these communities and considerations that would be needed if the idea would be pursued.
- Received \$4,851.50 grant from State Farm to replace our Sparky the Fire Dog outfit and to purchase smoke/CO alarms.
- Received \$2,959.70 grant from Compeer Financial to purchase 3 SCBA masks and an electrostatic sanitizer sprayer.
- Responded to 152 calls for service in 2020 (+7 from 2019).

PUBLIC WORKS:

- Completed 2019 S Madison Street construction, delayed in 2019 due to weather issues, and completed engineering work on the remaining portion of S Madison Street reconstruction in 2020 and support by WI-DOT grant funding
- Supported expansion of Tanager Street Development
- Transitioned storm water grant to Harmsen Avenue storm water pond and completed engineering for 2021 pond construction
- Completed engineering design for Rock and Newton Avenue and worked with property owners to address Harris Creek expansion (2021 project – Phase 1)
- Completed Facility Study, evaluating all public facilities to improve capital improvement planning
- Raised funds in collaboration with Mayor Nickel to support canoe kayak installation in 2021 at Shaler Park
- Painting of aquatic center completed (five year maintenance need)
- Completed mill and overlay projects across the city to extend usable life of streets across the community
- Increased safety and sanitation practices and facilities improvements across all public facilities in response to COVID-19
- Addressed technology gaps and improved internet reliability to improve connectivity for staff and residents
- Tennis courts restored at West End Park
- ADA upgrades completed at parks to increase accessibility of park facilities for all residents

ECONOMIC & COMMUNITY DEVELOPMENT:

- Obtained Gold Shovel Certification for Waupun Industrial Park City-Owned Land
- Closed TID 1 which added \$12.5 M to tax role since it was created
- Completed an affordable housing carryover of TID 1 dollars in 2021 to support expansion of affordable housing in the city
- Received Connect Community Award for redevelopment activities in the 300 Block of East Main
- Advanced streetscaping work with the Business Improvement District (BID), installing banners (created and produced by Warrior Innovation students at WASD), recruited volunteers for Main Street planting,
- Introduced Pop-Up Program and recruited first successful business to program
- Façade Grant awards to six business/properties through BID and five through CDA
- Introduced Five (5) training opportunities for local business to strengthen existing business practice with a focus on building an online/e-commerce platform in response to COVID-19
- Primary focus on COVID-19 response with business, retention and expansion the focus. Introduced a COVID relief program for downtown business (28 business awarded). Additional citywide work done with individual business to seek and obtain relief loans through Fond du Lac County (17 business funded - \$79K) as well as the WI Economic Development Corporation (39 letters written for We're All In grants), and SBA (PPP and EIDL funding)
- Passed on outdoor seating ordinance for restaurants/bars constrained by COVID-19 restrictions.
- Housing Study & Needs Analysis published and adopted by Council and working with developers to address needs outlined in the document.
- Waiver request to DOR regarding annual housing affordability reporting. Four-year waiver granted.
- 2019 new housing fee report approved by Council and posted to City website prior statutory deadline.
- Aging grant work focused on building of a resource hub. New virtual training opportunities introduced.
- Forged a community partnership with One Waupun to support needed home modifications that help people to remain in their homes longer.
- Finalized facility plan with a priority placed on the Senior Center to begin addressing space and ADA accessibility needs at that facility.

WAUPUN UTILITIES:

- 40 Years of Joint Action Agency
 - To better serve Waupun, the utility is a member of the joint action agency WPPI Energy. WPPI Energy was established 40 years ago to help members use their strength in numbers to access affordable and reliable power supply, forward-thinking services, and effective energy policy advocacy. Together, the 51 members jointly invest in generation transmission, and advanced technologies that help lower costs for both the utility and our customers.
- Smart Energy Provider

- Waupun Utilities has been designated as a Smart Energy Provider by the American Public Power Association for its commitment to smart energy practices.
- APPA Safety Award
 - Waupun Utilities has earned the American Public Power Association's Safety Award of Excellence for safe operating practices in 2019. The utility earned First Place award in the category for utilities with 10,724 worker-hours of annual worker exposure.
- Certificate of Excellence in Reliability
 - Customers of Waupun Utilities you lost electricity less often than most people across the U.S. do. Average outage time for US electric utilities was 143 minutes a year. We were only out for 2.4 minutes a year, excluding major events.
- Steve Schramm was awarded the WWOA Southern District Operator of the Year
- Steve Brooks appointed WPPI Energy Board Director and Jeff Stanek appointed WPPI Alternate Energy Board Director
- Jeff Stanek elected to be part of the WPPI Rates Services Advisory Group
- Community Recharge Funds were used:
 - to help area youth through a large donation to REACH
 - to purchase Gas Cards, LED Light Bulbs and flashlights were donated to Waupun Food Pantry
 - to purchase Waupun Chamber Gift Certificates were purchased for donation to Car Show & Customer Giveaways
- If I were a Lineworker books were distributed to students in 4k-2nd grade
- Electronics Recycling Event was held
 - Almost 44,000 pounds of electronics were dropped off
- Secured USDA Loan Funding