



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, September 13, 2022 at 6:00 PM

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

Virtual: <https://us02web.zoom.us/j/87807374034?pwd=dEYydE5uV3hoTDRieml0SG5JbTVaQT09>

Dial by your location: 1 312 626 6799

Meeting ID: 878 0737 4034

Passcode: 464890

CALL TO ORDER

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

ROLL CALL--Mayor to excuse any absent members

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

1. Dr. Jim Eden & Lisa Pollard - Moraine Park Technical College Overview of November 8, 2022 Referendum

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.

2. Future Meetings & Gatherings, License and Permit Applications, Expenses

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

3. Board of Public Works & Facilities 7-12-22
4. Zoning Board of Appeals 7-27-2022
5. Plan Commission 7-27-2022
6. Utility Commission 8-8-22
7. Common Council 8-8-22
8. Library Board 8-17-22
9. Plan Commission 8-18-22
10. Special Common Council 8-18-22
11. Plan Commission 8-24-22
12. Joint Review Board 8-24-22
13. Special Common Council 8-30-22

DEPARTMENT REPORTS

14. Library
15. Police Department
16. Public Works
17. Utilities
18. Recreation
19. Fire Department
20. Administrator-Economic Development

MAYORAL CORRESPONDENCE/PRESENTATIONS

[21.](#) Proclamation Recognizing Public Power Week - October 2-8, 2022

RESOLUTIONS AND ORDINANCES:

[22.](#) Resolution Creating Tax Incremental District No. 9, Approving its Project Plan and Establishing its Boundaries

[23.](#) Ordinance to amend Ch.6.05(3)(c) Traffic Code-Handicapped Parking Zones for Zoellner Park on Newton Avenue

[24.](#) Ordinance to amend Ch. 12.06 (Sect 1, 3, 6) Sanitary Sewer System

[25.](#) Resolution Approving Sewer Rate Adjustments

CONSIDERATION - ACTION

[26.](#) Job Description for Fire Chief and Director of Emergency Management (Roll Call Motion)

[27.](#) Extraterritorial Certified Survey Map - N11534 Cty M (Plan Commission 8-31-22) (Roll Call Motion)

[28.](#) Use of Technology and Electronic Communications System Policy (Motion)

[29.](#) Social Networking Policy (Motion)

DISCUSSION FOR POSSIBLE FUTURE CONSIDERATION

[30.](#) Process to Fill Vacant Fire Chief & Emergency Management Director Position

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.



MORAINÉ PARK TECHNICAL COLLEGE

REFERENDUM

VOTE ²⁰**22**

IMAGINE WHAT'S NEXT, TOGETHER.



MORAINÉ PARK

Mission Statement

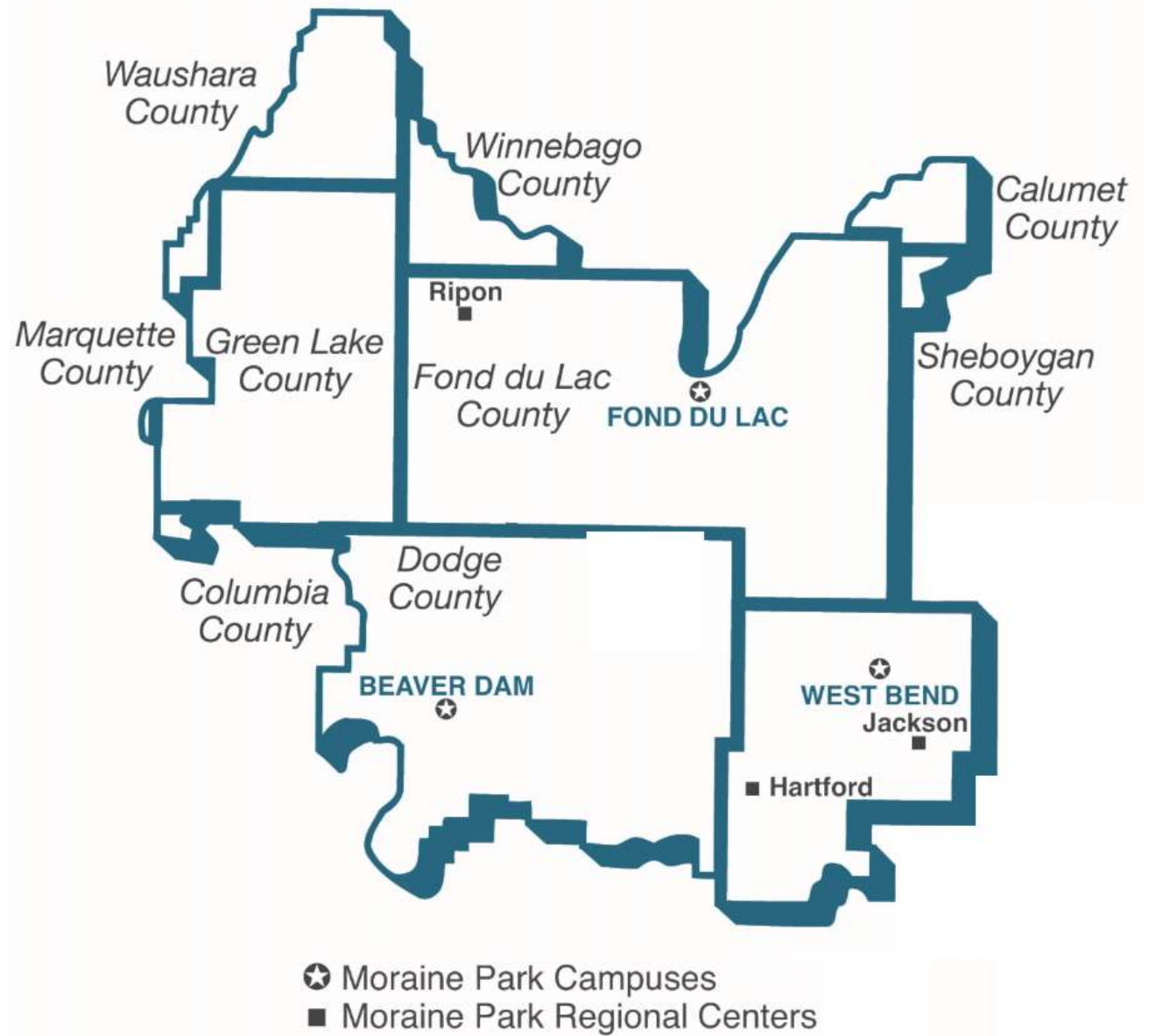
Growing minds, businesses and communities through **innovative learning experiences**.

Vision Statement

Your home for **lifelong learning** to achieve lifelong dreams.



MPTC DISTRICT





On Election Day, **Tuesday, Nov. 8**, residents of Moraine Park's district will vote on a referendum authorizing the College to expand facilities. The updates and improvements would target programs in high demand that impact citizens across the region in the career areas of robotics/automation, public safety, manufacturing, technology and health care.

TIMELINE

January – May 2021

Project team, timeline, purpose statement and facilitator contracts procured

Research completed

Presentation to board and employees on research findings

June – August 2021

Employee brainstorming events for programs/projects

Refined facility projects

Prioritized potential projects

September 2021 – January 2022

Partnership and community meetings

Land research and conceptual drawings

February – April 2022

Continued meetings with strategic partners

Creation and launch of a voter survey – 5 projects totaling \$75 million

Full costing impact

May – June 2022

Survey results shared

Board approves intent resolution to seek \$55 million referendum

July 2022

Public Hearing

THE NEED

Moraine Park intends to update and expand facilities to:

- Respond to the growing workforce shortages.
- Accommodate evolving industry expectations.
- Address evolving technology in the areas of automation and robotics.
- Provide greater access to all district communities.
- Align with community expectations and workforce training requirements.
- Prepare students and workforces of the future.

“We need to invest in this kind of growth either way. If a referendum passes, we’ll accelerate Moraine Park’s ability to grow by 15 years, If it doesn’t, it will take 15 years to catch up.”

– Moraine Park Vice President of Teaching and Learning Jim Eden



THE PROJECTS

Advanced Manufacturing and Trades

Fond du Lac County

Manufacturing, Automation and Robotics Lab

Washington County

Fire Training Facility

Regional Location TBD

Health and Human Services Facility

Fond du Lac County

ADVANCED MANUFACTURING AND TRADES ENHANCEMENT FOND DU LAC | ENHANCEMENT PROJECT

The enhancement of Moraine Park's manufacturing and trades wing on the Fond du Lac Campus will **create classrooms and specialized labs** to address local workforce shortages and provide enhanced spaces for instruction in **software training, programming, product design, manufacturing and robotics.**

ESTIMATED COST: \$13.7 million



MANUFACTURING, AUTOMATION AND ROBOTICS LAB

WEST BEND | EXPANSION PROJECT

The expansion of Moraine Park's West Bend Campus facilities will add a **Manufacturing, Automation and Robotics Lab** to support advanced manufacturing, welding, metal fabrication and robotics for apprenticeship degree programs and job training.

ESTIMATED COST: \$18.5 million



FIRE TRAINING FACILITY

REGIONAL TBD | NEW CONSTRUCTION

The purchase of land and construction of a new fire training facility in the Moraine Park District will help meet the current demand for firefighters and paramedics at the 50 fire departments in our region.

ESTIMATED COST: \$9.3 million



HEALTH AND HUMAN SERVICES FACILITY

FOND DU LAC | ENHANCEMENT PROJECT

The enhancement of Moraine Park's Health and Human Services wing on the Fond du Lac campus will **add simulation spaces that model real-world clinics and labs, and update labs and classrooms for our radiography, surgical technology and respiratory therapy programs.**

ESTIMATED COST: \$13.3 MILLION



TAX IMPACT

- Supported by Issuing Debt
- Maximum Financial Period – 20 Years
- First Borrowing – Spring 2023

	ESTIMATED TAX IMPACT		
Property Value	Monthly Impact		Annual Impact
\$100,000	\$1.75		\$21

The projected tax impact of the \$55 million facilities enhancement plan is estimated to be \$21 per year per \$100,000 of property value (\$1.75 per month) for the next 20 years.

Source: Robert W. Baird

WHAT'S NEXT?



More info and updates:
morainepark.edu/future



NEXT STATEWIDE ELECTION

myvote.wi.gov

2022 General Election

Tuesday, November 8, 2022



[Vote Absentee By Mail](#)



[Where Do I Vote?](#)



[What's On My Ballot?](#)



[Register To Vote](#)



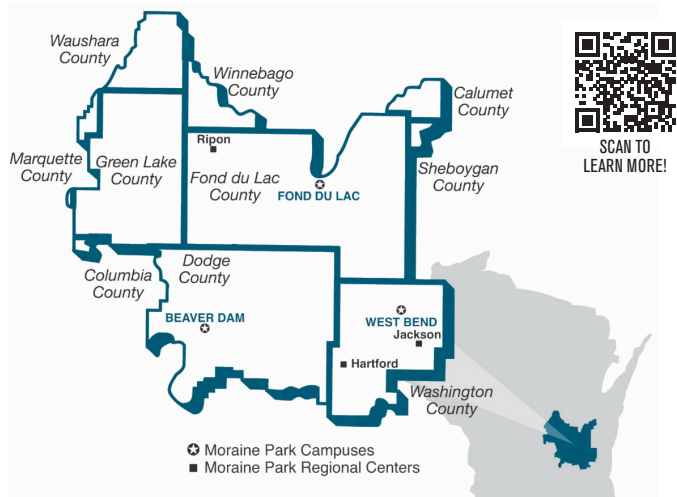
[Track My Ballot](#)



MORAINE PARK TECHNICAL COLLEGE REFERENDUM VOTE²⁰22

IMAGINE WHAT'S NEXT, TOGETHER.

On Nov. 8, residents of Moraine Park's district will be asked to vote on a referendum authorizing the College to grow and expand facilities. The enhancements and improvements would target programs in high demand that impact citizens across the region in the career areas of robotics/automation, public safety, manufacturing, technology and health care.



PROPOSED PROJECTS

If successful, the referendum will allow Moraine Park to borrow funds to enhance and grow Moraine Park facilities to meet the needs of business and industry in the region through four projects planned between 2022 and 2025.

- Advanced Manufacturing and Trades - Fond du Lac County - *Enhancement*
- Manufacturing, Automation and Robotics Lab - Washington County - *Expansion*
- Fire Training Facility - Location TBD - *New Construction*
- Health and Human Services Facility - Fond du Lac County - *Enhancement*

COST

After more than a year of research, planning and stakeholder engagement, Moraine Park's district board authorized a referendum package for four proposed projects not to exceed \$55 million.

Property Value	ESTIMATED TAX IMPACT	
	Monthly Impact	Annual Impact
\$100,000	\$1.75	\$21

The projected tax impact of the \$55 million facilities enhancement plan is estimated to be \$21 per year per \$100,000 of property value (\$1.75 per month) for the next 20 years.

Moraine Park Technical College is an equal opportunity and affirmative action College. Women, minorities, those with different abilities and veterans are encouraged to apply. For more information, visit morainepark.edu/nondiscrimination.



YOUR MORAINE PARK DISTRICT NEEDS

Moraine Park Technical College is part of the Wisconsin Technical College System and serves more than 12,000 students across ten counties at all stages of life and careers. Moraine Park plays a crucial role in training students for industry-critical jobs.

Each year MPTC awards nearly
2,000
degrees, diplomas and certificates.



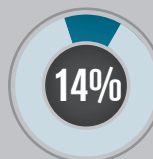
Moraine Park must update and expand facilities to:

- Respond to the growing workforce shortages.
- Accommodate evolving industry expectations.
- Address evolving technology in the areas of automation and robotics.
- Provide greater access to all district communities.
- Align with community expectations and workforce training requirements.
- Keep our region competitive by preparing students and workforces of the future.

BUSINESS AND INDUSTRY NEEDS

There are expected to be:

More than 14,000 manufacturing and 10,000 health care job openings in our region over the next 10 years.



A 14 percent population growth in Wisconsin by 2040 (according to the Wisconsin Department of Administration).

94% of employers are satisfied with graduate's technical college education.



112
programs and certificates available to students at Moraine Park.

+90%
of graduates employed within six months of graduation.

Learn more about Moraine Park's plan, including details on each project, at morainepark.edu/future.



AGENDA SUMMARY SHEET

MEETING DATE: 9/13/22

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

ISSUE SUMMARY:

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

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

Tuesday, September 27, 2022	Committee of the Whole	6:00pm
Tuesday, October 11, 2022	Common Council	6:00pm
Tuesday, October 25, 2022	Committee of the Whole	6:00pm
Wednesday, November 9, 2022	Common Council	6:00pm
Tuesday, November 29, 2022	Committee of the Whole	6:00pm
Tuesday, December 13, 2022	Common Council	6:00pm
Tuesday, December 27, 2022	Committee of the Whole	6:00pm

License and Permit Applications

Operator License:

Jenna Tewinkle, Pinkston, Amy Mohr, Meaghan DeJager

Temporary Class B

Temp Class B – Waupun Fine Arts: October 22, 2022 The Madhatters at City Hall Auditorium, 201 E Main St. Waupun

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
08/29/2022	103	CINTAS CORPORATION NO. 2	518.96
08/29/2022	104	CREXENDO	455.06
08/29/2022	105	FAITH TECH, INC.	45,764.42
08/29/2022	106	KWIK TRIP STORES	10,257.00
08/29/2022	107	WELLS FARGO PAYMENT REMITT.	2,091.17
09/08/2022	104451	AMAZON CAPITAL SERVICES	1,270.47
09/08/2022	104452	ALLIANT ENERGY/WP&L	2,133.01
09/08/2022	104453	AMERICAN INDUSTRIAL MEDICAL IN	692.37
09/08/2022	104454	ANYTHING & EVERYTHING HOME MN	4,650.00
09/08/2022	104455	APPLIED CONCEPTS INC	148.00
09/08/2022	104456	ASSOCIATED APPRAISAL CONSULTA	3,134.33
09/08/2022	104457	AT & T	129.40
09/08/2022	104458	AT&T MOBILITY	934.86
09/08/2022	104459	AXON ENTERPRISE INC	1,430.96
09/08/2022	104460	BALLWEG IMPLEMENT	1,388.88
09/08/2022	104461	BENTZ AUTOMOTIVE INC	477.28
09/08/2022	104462	CAREW CONCRETE & SUPPLY INC	1,479.83
09/08/2022	104463	CARTRIDGE WORLD	54.00
09/08/2022	104464	CEDAR CORPORATION	16,958.21
09/08/2022	104465	CHARTER COMMUNICATIONS	82.62
09/08/2022	104466	CIVIC PLUS LLC (PAYMENTS)	2,887.50
09/08/2022	104467	CIVIC SYSTEMS	288.00
09/08/2022	104468	CITIES & VILLAGES MUTUAL INS.	27,477.00
09/08/2022	104469	SSM HEALTH LABORATORIES	40.00
09/08/2022	104470	EHLERS AND ASSOCIATES INC	3,300.00
09/08/2022	104471	EMERGENCY MEDICAL PRODUCTS	17.08
09/08/2022	104472	MARTENS ACE HARDWARE	1,630.86
09/08/2022	104473	FOND DU LAC COUNTY	3,798.65
09/08/2022	104474	FOND DU LAC COUNTY TREASURER	14,027.40
09/08/2022	104475	GENERAL COMMUNICATIONS	5,947.00
09/08/2022	104476	GRAFIX SHOP	192.47
09/08/2022	104477	GRAND VALLEY INSPECTION SERVIC	15,308.82
09/08/2022	104478	H & R SAFETY SOLUTIONS LLC	255.16
09/08/2022	104479	HOLIDAY WHOLESALE	243.76
09/08/2022	104480	INTERNET CORPORATION LISTING	75.00
09/08/2022	104481	JEFFERSON FIRE & SAFETY, INC.	2,645.00
09/08/2022	104482	JOHN FABICK TRACTOR CO	1,579.53
09/08/2022	104483	KARTECHNER BROTHERS LLC	14,689.20
09/08/2022	104484	LANGE ENTERPRISES	51.94
09/08/2022	104485	LEAGUE OF WI MUNICIPALITIES	140.00
09/08/2022	104486	LIDTKE MOTORS INC.	126.95
09/08/2022	104487	LIFESTAR EMERGENCY MEDICAL	5,500.00
09/08/2022	104488	MOTOROLA	9,368.00
09/08/2022	104489	NAPA AUTO PARTS-WAUPUN	1,946.30
09/08/2022	104490	NAVIS, MIKE	55.56
09/08/2022	104491	NORTHEAST ASPHALT	109,538.00
09/08/2022	104492	O'REILLY AUTOMOTIVE INC	33.14
09/08/2022	104493	OTIS ELEVATOR COMPANY	5,703.84
09/08/2022	104494	PTS CONTRACTORS INC	26,973.33
09/08/2022	104495	PETERSEN, JENNIFER	21.25

Check Issue Date	Check Number	Payee	Amount
09/08/2022	104496	PETTY CASH-POLICE DEPT.	9.90
09/08/2022	104497	PITNEY BOWES GLOBAL FINANCIAL	693.12
09/08/2022	104498	POMP'S TIRE	220.00
09/08/2022	104499	PUBLIC ADMINISTRATION ASSOCIATE	5,900.00
09/08/2022	104500	PURCHASE POWER	500.00
09/08/2022	104501	RWI PIPE FABRICATORS, INC	692.00
09/08/2022	104502	REINDERS INC.	574.50
09/08/2022	104503	ROET'S HOME HEATING	273.84
09/08/2022	104504	SSM HEALTH AT WORK	350.00
09/08/2022	104505	SHRED-IT	78.22
09/08/2022	104506	SIRCHIE ACQUISITION COMPANY LLC	126.00
09/08/2022	104507	STICKS AND STONES	130.00
09/08/2022	104508	STREICHER'S	918.98
09/08/2022	104509	OTHER BAR	90.00
09/08/2022	104510	TOWN OF CHESTER	45.20
09/08/2022	104511	TRAFFIC & PARKING CONTROL CO.	1,155.00
09/08/2022	104512	TRU CLEANERS LLC	4,532.81
09/08/2022	104513	US CELLULAR	390.05
09/08/2022	104514	VANDE ZANDE & KAUFMAN, LLP	5,660.00
09/08/2022	104515	WAUPUN AREA ANIMAL SHELTER,INC	1,000.00
09/08/2022	104516	WAUPUN UTILITIES	58.11
09/08/2022	104517	WI DEPT OF JUSTICE	42.00
09/08/2022	104518	WM CORPORATE SERVICES INC	48,867.33
09/08/2022	104519	YMCA OF DODGE COUNTY	11,038.65
09/08/2022	104520	INSIGHT FS	309.33
09/08/2022	104521	KAMINSKI, RACHEL	54.62
09/08/2022	104522	BISHOP, ROHN	40.00
Grand Totals:			431,661.23

Report Criteria:

Report type: Summary

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
ALLIANT ENERGY/WP&L						
ALLIANT ENERGY/WP&L	CITY HALL MONTHLY FUEL CHARGES - AUGUST 2022	09/08/2022	1780510000-A	100-70-5410-3-32	62.38	62.38
ALLIANT ENERGY/WP&L	COMMUNITY CENTER MONTHLY FUEL - AUGUST 2022 - CITY	09/08/2022	2831330000-A	100-70-5410-3-32	109.10	109.10
ALLIANT ENERGY/WP&L	GARAGE MONTHLY FUEL - AUGUST 2022	09/08/2022	3264610000-A	100-70-5412-3-32	131.02	131.02
ALLIANT ENERGY/WP&L	MUSEUM MONTHLY FUEL CHARGES - AUGUST 2022	09/08/2022	3425110000-A	100-20-5512-3-32	15.65	15.65
ALLIANT ENERGY/WP&L	AQUATIC CENTER - AUGUST 2022	09/08/2022	5374620000-A	100-20-5523-3-32	1,729.79	1,729.79
ALLIANT ENERGY/WP&L	FIRE DEPT - MONTHLY FUEL CHARGES - AUGUST 2022	09/08/2022	5946940000-A	100-50-5231-3-32	68.95	68.95
ALLIANT ENERGY/WP&L	SENIOR CENTER - AUGUST 2022	09/08/2022	7255200000-A	100-20-5513-3-32	16.12	16.12
Total ALLIANT ENERGY/WP&L:						2,133.01
AMAZON CAPITAL SERVICES						
AMAZON CAPITAL SERVICES	TREE PRUNING SAW KIT	09/08/2022	1NN7-CG3C-L	100-70-5411-3-38	192.27	192.27
AMAZON CAPITAL SERVICES	CLOTHING ALLOWANCE - SULLIVAN	09/08/2022	139C-4W3C-7	100-12634	31.17	31.17
AMAZON CAPITAL SERVICES	TOILET REPAIRS NEW FLUSH VALVES	09/08/2022	19N4-NP34-X	100-70-5410-3-36	116.84	116.84
AMAZON CAPITAL SERVICES	KLEENEX FOR CITY HALL	09/08/2022	1RJ1-WMXR-7	100-70-5410-3-38	56.40	56.40
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	09/08/2022	1TNN-J9Q7-6	100-40-5211-3-30	597.64	597.64
AMAZON CAPITAL SERVICES	REPLACEMENT BATTERY FOR HANDHELD RADIO	09/08/2022	1H6H-FN99-C	100-70-5411-3-38	32.99	32.99
AMAZON CAPITAL SERVICES	SHARE OF COPY PAPER	09/08/2022	JQ7-C7W6-RJ	100-80-5670-3-30	197.17	197.17
AMAZON CAPITAL SERVICES	COFFEE - CITY HALL	09/08/2022	1RJP-1PLX-Y	100-10-5110-3-38	45.99	45.99
Total AMAZON CAPITAL SERVICES:						1,270.47
AMERICAN INDUSTRIAL MEDICAL IN						
AMERICAN INDUSTRIAL MEDICAL IN	HEARING EVALUATIONS - reclass JE to be completed	09/08/2022	23615	100-70-5412-3-38	692.37	692.37
Total AMERICAN INDUSTRIAL MEDICAL IN:						692.37
ANYTHING & EVERYTHING HOME MNT						
ANYTHING & EVERYTHING HOME MN	STUMP GRINDING IN PARKS	09/08/2022	4584	100-70-5443-3-38	4,650.00	4,650.00
Total ANYTHING & EVERYTHING HOME MNT:						4,650.00
APPLIED CONCEPTS INC						
APPLIED CONCEPTS INC	RADAR REMOTE	09/08/2022	406498	100-40-5212-3-38	148.00	148.00
Total APPLIED CONCEPTS INC:						148.00
ASSOCIATED APPRAISAL CONSULTAN						
ASSOCIATED APPRAISAL CONSULTA	MONTHLY SERVICES/REVALUATION PROGRAM - SEPT 2022	09/08/2022	164223	100-30-5152-3-38	3,134.33	3,134.33
Total ASSOCIATED APPRAISAL CONSULTAN:						3,134.33
AT & T						
AT & T	POLICE DEPT MONTHLY PHONE CHARGES	09/08/2022	JULY20-AUG1	100-40-5211-3-31	129.40	129.40
Total AT & T:						129.40

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
AT&T MOBILITY						
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS & DEPT ISSUED CELL PHONES - AUG 23, 2022	09/08/2022	287307537700	100-40-5211-3-31	869.38	869.38
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - JULY 24-AUG 23 2022 FD	09/08/2022	JULY24-AUG2	100-50-5231-3-31	65.48	65.48
Total AT&T MOBILITY:						934.86
AXON ENTERPRISE INC						
AXON ENTERPRISE INC	TASER STANDARD BATTERY PACK	09/08/2022	INUS093874	100-40-5215-3-38	602.16	602.16
AXON ENTERPRISE INC	TASER CARTRIDGES	09/08/2022	INUS093875	100-40-5215-3-38	828.80	828.80
Total AXON ENTERPRISE INC:						1,430.96
BALLWEG IMPLEMENT						
BALLWEG IMPLEMENT	PARTS FOR LAWN MOWER	09/08/2022	P46080	100-70-5411-3-36	10.14	10.14
BALLWEG IMPLEMENT	PARTS FOR LAWN MOWER	09/08/2022	P46111	100-70-5411-3-36	35.03	35.03
BALLWEG IMPLEMENT	PARTS FOR LAWN MOWER REPLACE HYDRAULIC TANK	09/08/2022	P46371	100-70-5411-3-36	1,234.53	1,234.53
BALLWEG IMPLEMENT	PARTS FOR LAWN MOWER #159-15	09/08/2022	P46558	100-70-5411-3-36	109.18	109.18
Total BALLWEG IMPLEMENT:						1,388.88
BENTZ AUTOMOTIVE INC						
BENTZ AUTOMOTIVE INC	TIRE REPAIR PARTS	09/08/2022	23418	100-70-5411-3-36	109.00	109.00
BENTZ AUTOMOTIVE INC	TIRE REPAIR PARTS	09/08/2022	23692	100-70-5411-3-36	48.00	48.00
BENTZ AUTOMOTIVE INC	FREON/AC SERVICE ENGINE 592	09/08/2022	23416	100-50-5232-3-36	320.28	320.28
Total BENTZ AUTOMOTIVE INC:						477.28
BISHOP, ROHN						
BISHOP, ROHN	REIMBURSEMENT FOR CELL PHONE - SEPT 2022	09/08/2022	9-8-22	100-10-5131-3-31	40.00	40.00
Total BISHOP, ROHN:						40.00
CAREW CONCRETE & SUPPLY INC						
CAREW CONCRETE & SUPPLY INC	CONCRETE - REBAR FOR SIDEWALK REPAIR	09/08/2022	1249885	100-70-5444-3-36	126.83	126.83
CAREW CONCRETE & SUPPLY INC	CONCRETE - INLET REPAIRS	09/08/2022	1250366	700-10-5192-3-36	477.00	477.00
CAREW CONCRETE & SUPPLY INC	CURB REPAIR - YOUNG ST	09/08/2022	1250377	100-70-5433-3-36	876.00	876.00
Total CAREW CONCRETE & SUPPLY INC:						1,479.83
CARTRIDGE WORLD						
CARTRIDGE WORLD	PRINTER CARTRIDGE	09/08/2022	88606	100-40-5211-3-38	54.00	54.00
Total CARTRIDGE WORLD:						54.00
CEDAR CORPORATION						
CEDAR CORPORATION	CITY HALL ACCESSIBLE PARKING	09/08/2022	112542	400-70-5420-8-00	1,747.50	1,747.50
CEDAR CORPORATION	SENIOR CENTER DESIGN & PLANNING THRU 8/20/22	09/08/2022	112442	400-20-5513-8-00	15,210.71	15,210.71
Total CEDAR CORPORATION:						16,958.21
CHARTER COMMUNICATIONS						
CHARTER COMMUNICATIONS	PD - VOICE, TV	09/08/2022	001861509012	100-40-5211-3-38	82.62	82.62

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total CHARTER COMMUNICATIONS:						82.62
CINTAS CORPORATION NO. 2						
CINTAS CORPORATION NO. 2	GARAGE SHOP TOWELS/UNIFORMS - JULY 2022	08/29/2022	4126028671	100-70-5411-3-38	38.40	38.40
CINTAS CORPORATION NO. 2	SAFETY BUILDING RUGS - JULY 2022	08/29/2022	4126689486	100-70-5410-3-38	81.96	81.96
CINTAS CORPORATION NO. 2	CITY HALL RUGS - JULY 2022	08/29/2022	4126689527	100-70-5410-3-38	107.95	107.95
CINTAS CORPORATION NO. 2	SENIOR CENTER RUGS - JULY 2022	08/29/2022	4126689543	100-70-5410-3-38	49.36	49.36
CINTAS CORPORATION NO. 2	LIBRARY RUGS - JULY 2022	08/29/2022	4126689563	100-70-5410-3-38	96.85	96.85
CINTAS CORPORATION NO. 2	GARAGE SHOP TOWELS/UNIFORMS - JULY 2022	08/29/2022	4126689793	100-70-5411-3-38	69.14	69.14
CINTAS CORPORATION NO. 2	GARAGE SHOP TOWELS/UNIFORMS - JULY 2022	08/29/2022	4127433035	100-70-5411-3-38	37.65	37.65
CINTAS CORPORATION NO. 2	GARAGE SHOP TOWELS/UNIFORMS - JULY 2022	08/29/2022	4128061913	100-70-5411-3-38	37.65	37.65
Total CINTAS CORPORATION NO. 2:						518.96
CITIES & VILLAGES MUTUAL INS.						
CITIES & VILLAGES MUTUAL INS.	2021 WC AUDIT REFUND	09/08/2022	WC-22-1132	100-10-5196-3-38	27,477.00	27,477.00
Total CITIES & VILLAGES MUTUAL INS.:						27,477.00
CIVIC PLUS LLC (PAYMENTS)						
CIVIC PLUS LLC (PAYMENTS)	MUNICODE MEETINGS RENEWAL 9/1/22-8/31/23	09/08/2022	238775	100-10-5110-3-38	2,887.50	2,887.50
Total CIVIC PLUS LLC (PAYMENTS):						2,887.50
CIVIC SYSTEMS						
CIVIC SYSTEMS	SEMI ANNUAL CIVIC SUPPORT FEES 8/1-12/31/22 MIEXCEL PAYROLL	09/08/2022	CVC22438	100-10-5141-3-38	288.00	288.00
Total CIVIC SYSTEMS:						288.00
CREXENDO						
CREXENDO	SENIOR CENTER PHONE CHARGES - AUG 2022	08/29/2022	AUG2022	100-20-5513-3-31	455.06	455.06
Total CREXENDO:						455.06
EHLERS AND ASSOCIATES INC						
EHLERS AND ASSOCIATES INC	2022 CONTINUING DISCLOSURE REPORTING-UTILITIES SHARE	09/08/2022	91637	100-13850	3,300.00	3,300.00
Total EHLERS AND ASSOCIATES INC:						3,300.00
EMERGENCY MEDICAL PRODUCTS						
EMERGENCY MEDICAL PRODUCTS	SAM SPLINTS	09/08/2022	2474987	100-50-5230-3-38	17.08	17.08
Total EMERGENCY MEDICAL PRODUCTS:						17.08
FAITH TECH, INC.						
FAITH TECH, INC.	ENERGY EFFICIENCY ACH FINAL PAYOFF	08/29/2022	AUG2022-FIN	300-10-5935-6-00	45,764.42	45,764.42
Total FAITH TECH, INC.:						45,764.42
FOND DU LAC COUNTY						
FOND DU LAC COUNTY	ROADMARKING PAINT/BEADS	09/08/2022	22610549	100-70-5441-3-36	3,798.65	3,798.65

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total FOND DU LAC COUNTY:						3,798.65
FOND DU LAC COUNTY TREASURER						
FOND DU LAC COUNTY TREASURER	MDC, DOCKING STATIONS, DESKTOPS, KEYBOARDS, LAPTOP, SERVER, SWITCH	09/08/2022	IS-2022-W01	410-40-5211-4-00	14,027.40	14,027.40
Total FOND DU LAC COUNTY TREASURER:						14,027.40
GENERAL COMMUNICATIONS						
GENERAL COMMUNICATIONS	RADIO REPEATER AND PROGRAMMING	09/08/2022	309684	410-70-5412-4-00	5,947.00	5,947.00
Total GENERAL COMMUNICATIONS:						5,947.00
GRAFIX SHOP						
GRAFIX SHOP	DECALS FOR SQUAD 11-ACCIDENT REPAIR_'19 FORD EXPLORER	09/08/2022	146590	100-40-5212-3-36	192.47	192.47
Total GRAFIX SHOP:						192.47
GRAND VALLEY INSPECTION SERVICES						
GRAND VALLEY INSPECTION SERVIC	BUILDING INSP/ZONING ADMIN FOR AUG 2022	09/08/2022	2022-151	230-30-5241-3-38	15,308.82	15,308.82
Total GRAND VALLEY INSPECTION SERVICES:						15,308.82
H & R SAFETY SOLUTIONS LLC						
H & R SAFETY SOLUTIONS LLC	ALCOHOL ANTISEPTIC WIPES - CITY HALL	09/08/2022	7214	100-70-5410-3-38	3.50	3.50
H & R SAFETY SOLUTIONS LLC	ALCOHOL ANTISEPTIC WIPES - GARAGE	09/08/2022	7215	100-70-5412-3-38	3.50	3.50
H & R SAFETY SOLUTIONS LLC	MARKING PAINT	09/08/2022	7216	100-70-5412-3-38	120.60	120.60
H & R SAFETY SOLUTIONS LLC	MARKING PAINT	09/08/2022	7234	700-10-5192-3-36	127.56	127.56
Total H & R SAFETY SOLUTIONS LLC:						255.16
HOLIDAY WHOLESALE						
HOLIDAY WHOLESALE	AQUATIC CENTER CONCESSION STAND	09/08/2022	1148533	100-20-5523-3-39	243.76	243.76
Total HOLIDAY WHOLESALE:						243.76
INSIGHT FS						
INSIGHT FS	EROSION CONTROL BLANKET - STUMPS REMOVED ALONG RIVER	09/08/2022	220007577	100-70-5443-3-38	69.33	69.33
INSIGHT FS	RANGER PRO WEED SPRAY	09/08/2022	220007656	100-70-5613-3-38	240.00	240.00
Total INSIGHT FS:						309.33
INTERNET CORPORATION LISTING						
INTERNET CORPORATION LISTING	ANNUAL WEBSITE SEARCH ENGINE 9/1/22-9/1/23	09/08/2022	9/1/22-9/1/23	100-10-5197-3-38	75.00	75.00
Total INTERNET CORPORATION LISTING:						75.00
JEFFERSON FIRE & SAFETY, INC.						
JEFFERSON FIRE & SAFETY, INC.	TASK FORCE TIPS BLITZFIRE MONITOR	09/08/2022	PB000914	220-50-5231-3-38	2,645.00	2,645.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total JEFFERSON FIRE & SAFETY, INC.:						2,645.00
JOHN FABICK TRACTOR CO						
JOHN FABICK TRACTOR CO	SERVICE CALL - LOADER #105-08 NOT RUNNING GOOD	09/08/2022	SIMK0040046	100-70-5411-3-36	1,579.53	1,579.53
Total JOHN FABICK TRACTOR CO:						1,579.53
KAMINSKI, RACHEL						
KAMINSKI, RACHEL	MILEAGE REIMBURSEMENT-AUGUST	09/08/2022	August2022	100-20-5513-3-37	54.62	54.62
Total KAMINSKI, RACHEL:						54.62
KARTECHNER BROTHERS LLC						
KARTECHNER BROTHERS LLC	SHALER PARK ASPHALT PAVING	09/08/2022	2381	220-20-5560-3-38	14,689.20	14,689.20
Total KARTECHNER BROTHERS LLC:						14,689.20
KWIK TRIP STORES						
KWIK TRIP STORES	DPW MONTHLY IN STORE DISCOUNT - JULY 2022	08/29/2022	DPW-JULY22	100-70-5410-3-38	5,939.65	5,939.65
KWIK TRIP STORES	AMBULANCE MONTHLY FUEL - JULY 2022	08/29/2022	FD-JULY22	100-50-5230-3-38	424.98	424.98
KWIK TRIP STORES	POLICE DEPT MONTHLY FUEL - JULY 2022	08/29/2022	PD-JULY22	100-40-5212-3-38	3,892.37	3,892.37
Total KWIK TRIP STORES:						10,257.00
LANGE ENTERPRISES						
LANGE ENTERPRISES	MIKE WERNER WAY ROAD SIGNS	09/08/2022	81160	220-20-5560-3-38	51.94	51.94
Total LANGE ENTERPRISES:						51.94
LEAGUE OF WI MUNICIPALITIES						
LEAGUE OF WI MUNICIPALITIES	POLICE & FIRE COMMISSION TRAINING-BUCHHOLZ	09/08/2022	84924	100-10-5210-3-38	140.00	140.00
Total LEAGUE OF WI MUNICIPALITIES:						140.00
LIDTKE MOTORS INC.						
LIDTKE MOTORS INC.	SQUAD 11 - C/S INTERMITTENDA AWD LIGHT COMES ON '19 FORD	09/08/2022	C164267	100-40-5211-3-36	126.95	126.95
Total LIDTKE MOTORS INC.:						126.95
LIFESTAR EMERGENCY MEDICAL						
LIFESTAR EMERGENCY MEDICAL	ACLS SERVICE -AUGUST	09/08/2022	21-0136	100-10-5255-3-38	5,500.00	5,500.00
Total LIFESTAR EMERGENCY MEDICAL:						5,500.00
MARTENS ACE HARDWARE						
MARTENS ACE HARDWARE	PARTS FOR LAWN MOWER	09/08/2022	222516	100-70-5411-3-36	1.79	1.79
MARTENS ACE HARDWARE	SOD CUTTER RENTAL	09/08/2022	222750	100-70-5411-3-38	50.00	50.00
MARTENS ACE HARDWARE	SUPPLIES TO PAINT MADISON ST BRIDGE	09/08/2022	222348	100-70-5431-3-36	92.14	92.14
MARTENS ACE HARDWARE	HORNET & WASP SPRAY/DEEP WOODS OFF	09/08/2022	222362	100-70-5412-3-38	104.83	104.83
MARTENS ACE HARDWARE	GRINDER	09/08/2022	222369	100-70-5411-3-38	124.99	124.99
MARTENS ACE HARDWARE	FASTENERS	09/08/2022	222124	100-50-5232-3-38	5.20	5.20
MARTENS ACE HARDWARE	PARTS/SUPPLIES TO INSTALL					

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
	WAYFINDING SIGNS	09/08/2022	222127	100-70-5441-3-38	59.13	59.13
MARTENS ACE HARDWARE	HAND SOAP/CLEANER	09/08/2022	222162	100-70-5410-3-36	43.97	43.97
MARTENS ACE HARDWARE	HORNET/WASP SPRAY	09/08/2022	222173	100-70-5410-3-38	24.95	24.95
MARTENS ACE HARDWARE	CONCRETE MIX/NYLON LINE/TAPE MEASURE	09/08/2022	222195	700-10-5192-3-36	72.88	72.88
MARTENS ACE HARDWARE	CUT WHEEL/FLAP DSC	09/08/2022	222203	100-70-5411-3-36	49.91	49.91
MARTENS ACE HARDWARE	FASTENERS	09/08/2022	222240	100-70-5411-3-36	3.40	3.40
MARTENS ACE HARDWARE	DW 20V MAX BATTERY	09/08/2022	222241	100-70-5411-3-36	419.98	419.98
MARTENS ACE HARDWARE	FASTENERS	09/08/2022	222251	100-70-5411-3-36	.85	.85
MARTENS ACE HARDWARE	GARAGE DOOR LUBE/STUD PINE BROWN	09/08/2022	222254	100-70-5410-3-36	19.98	19.98
MARTENS ACE HARDWARE	SUPPLIES TO PAINT MADISON ST BRIDGE	09/08/2022	222321	100-70-5431-3-36	124.11	124.11
MARTENS ACE HARDWARE	AIR FILTER/MOTO MIX/SPARK PLUGS	09/08/2022	222325	100-70-5411-3-36	65.93	65.93
MARTENS ACE HARDWARE	PARTS TO REPAIR LEAK IN IRRIGATION SYSTEM	09/08/2022	222327	100-20-5525-3-36	13.96	13.96
MARTENS ACE HARDWARE	FASTENERS FOR WAY FINDING SIGNS	09/08/2022	222344	100-70-5441-3-38	26.31	26.31
MARTENS ACE HARDWARE	PARTS FOR GARAGE DOORS	09/08/2022	222398	100-70-5410-3-36	48.95	48.95
MARTENS ACE HARDWARE	FASTENERS	09/08/2022	222444	100-70-5441-3-36	11.12	11.12
MARTENS ACE HARDWARE	UPS POSTAGE CHARGE	09/08/2022	222448	100-50-5231-3-33	20.00	20.00
MARTENS ACE HARDWARE	PAINT FOR MADISON ST BRIDGE RAILINGS	09/08/2022	222474	100-70-5431-3-36	42.99	42.99
MARTENS ACE HARDWARE	REPLACE THERMOSTAT IN WORKOUT ROOM/SECURITY BIT SET	09/08/2022	222492	100-70-5410-3-36	46.98	46.98
MARTENS ACE HARDWARE	REPLACE LIGHTBULBS - BALL COMPLEX CONCESSION STAND	09/08/2022	222499	100-70-5410-3-36	9.99	9.99
MARTENS ACE HARDWARE	UPS POSTAGE CHARGE	09/08/2022	222514	100-50-5231-3-33	19.50	19.50
MARTENS ACE HARDWARE	PAPER TOWEL/POST EYE LIGHT CONTROL	09/08/2022	222532	100-70-5410-3-36	22.98	22.98
MARTENS ACE HARDWARE	POOL CHEMICALS	09/08/2022	222556	100-20-5523-3-40	9.99	9.99
MARTENS ACE HARDWARE	HEX KEY	09/08/2022	222564	100-70-5410-3-36	8.99	8.99
MARTENS ACE HARDWARE	PARTS/SUPPLIES FOR POOL REPAIRS	09/08/2022	222620	100-20-5523-3-36	13.16	13.16
MARTENS ACE HARDWARE	OIL FOR SMALL ENGINES	09/08/2022	222644	100-70-5411-3-36	45.55	45.55
MARTENS ACE HARDWARE	SUPPLIES - WINTERIZATION POOL/REPAIR GUTTERS	09/08/2022	222769	100-20-5523-3-36	26.35	26.35
Total MARTENS ACE HARDWARE:						1,630.86
MOTOROLA						
MOTOROLA	PORTABLE RADIOS	09/08/2022	1187081968	410-40-5211-4-00	4,684.00	4,684.00
MOTOROLA	PORTABLE RADIOS	09/08/2022	1187081973	410-40-5211-4-00	4,684.00	4,684.00
Total MOTOROLA:						9,368.00
NAPA AUTO PARTS-WAUPUN						
NAPA AUTO PARTS-WAUPUN	2020 DODGE DURANGO - HIGH AND LOW BEAM LIGHT BULB AND LITHIUM BATTERIES	09/08/2022	355491	100-40-5212-3-36	30.86	30.86
NAPA AUTO PARTS-WAUPUN	REPLACE LIGHT BULBS	09/08/2022	357635	100-70-5411-3-36	5.56	5.56
NAPA AUTO PARTS-WAUPUN	TOOL - TO INSTALL VALVE STEM IN TIRES	09/08/2022	355664	100-70-5411-3-36	14.53	14.53
NAPA AUTO PARTS-WAUPUN	BATTERY CABLE TERMINALS FOR 157-18	09/08/2022	355770	100-70-5411-3-36	6.49	6.49
NAPA AUTO PARTS-WAUPUN	REPLACE BATTERY FOR 157-18	09/08/2022	355792	100-70-5411-3-36	161.49	161.49
NAPA AUTO PARTS-WAUPUN	REPLACE HYDRAULIC FILTER FOR 12-18	09/08/2022	356050	700-10-5192-3-36	61.94	61.94
NAPA AUTO PARTS-WAUPUN	REAR BRAKE PADS/REAR BRAKE ROTORS FOR 4-17 - PD	09/08/2022	356514	100-40-5212-3-36	390.57	390.57
NAPA AUTO PARTS-WAUPUN	FRONT BEAM WIPER	09/08/2022	355303	100-70-5411-3-36	19.58	19.58
NAPA AUTO PARTS-WAUPUN	OIL FILTER - PD	09/08/2022	355310	100-40-5212-3-36	6.66	6.66
NAPA AUTO PARTS-WAUPUN	REAR BREAK PADS/FRONT BRAKE PADS/REAR-FRONT BREAK ROTORS	09/08/2022	355332	100-40-5212-3-36	801.84	801.84
NAPA AUTO PARTS-WAUPUN	CONNECT - HOOK UP TANK ON UTV	09/08/2022	355479	100-70-5411-3-36	9.34	9.34

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
NAPA AUTO PARTS-WAUPUN	BATTERY FOR SQUAD 7 - PD	09/08/2022	355642	100-40-5212-3-36	178.06	178.06
NAPA AUTO PARTS-WAUPUN	SQUAD CARS REPLACEMENT RUBBER SNAP-IN - PD	09/08/2022	355660	100-40-5212-3-36	71.20	71.20
NAPA AUTO PARTS-WAUPUN	TOOL - TO INSTALL VALVE STEMS IN TIRES	09/08/2022	355663	100-70-5411-3-36	8.07	8.07
NAPA AUTO PARTS-WAUPUN	FUEL LINE HOSE/MOTOR TUNE-UP FOR 105-08	09/08/2022	356744	100-70-5411-3-36	31.90	31.90
NAPA AUTO PARTS-WAUPUN	POWER SERVICE DIESEL/ADDITIVIE FOR 105-08	09/08/2022	356771	100-70-5411-3-36	36.28	36.28
NAPA AUTO PARTS-WAUPUN	ROCKER FOR 27-20	09/08/2022	356778	100-70-5411-3-36	3.03	3.03
NAPA AUTO PARTS-WAUPUN	HOSE END FITTING - REPAIR HYDRAULIC LEAK	09/08/2022	357854	100-70-5411-3-36	86.12	86.12
NAPA AUTO PARTS-WAUPUN	TIRE VALVE FOR LAWN MOWER	09/08/2022	357252	100-70-5411-3-36	2.84	2.84
NAPA AUTO PARTS-WAUPUN	AIR FILTER FOR PICK-UP TRUCK	09/08/2022	357341	100-70-5411-3-36	19.94	19.94
Total NAPA AUTO PARTS-WAUPUN:						1,946.30
NAVIS, MIKE						
NAVIS, MIKE	CLOTHING ALLOWANCE	09/08/2022	112-4409832-9	100-12634	11.59	11.59
NAVIS, MIKE	CLOTHING ALLOWANCE	09/08/2022	112-4954030-1	100-12634	43.97	43.97
Total NAVIS, MIKE:						55.56
NORTHEAST ASPHALT						
NORTHEAST ASPHALT	2022 ASPHALT PAVEMENT	09/08/2022	809582-01	400-70-5436-8-00	109,538.00	109,538.00
Total NORTHEAST ASPHALT:						109,538.00
O'REILLY AUTOMOTIVE INC						
O'REILLY AUTOMOTIVE INC	WINDSHIELD WIPERS-'15 CHEVY TAHOE	09/08/2022	2391-476872	100-50-5231-3-36	33.14	33.14
Total O'REILLY AUTOMOTIVE INC:						33.14
OTHER BAR						
OTHER BAR	REFUND PAYMENT FOR BARRICADES	09/08/2022	09-04-22	100-46-4643-0-00	90.00	90.00
Total OTHER BAR:						90.00
OTIS ELEVATOR COMPANY						
OTIS ELEVATOR COMPANY	MAINT SERVICE 9-1-22 TO 8-31-23 - CITY HALL	09/08/2022	100400872537	100-70-5410-3-36	1,901.28	1,901.28
OTIS ELEVATOR COMPANY	ANNUAL MAINTENANCE SERVICE - LIBRARY 2022-23	09/08/2022	100400872538	100-70-5410-3-36	1,901.28	1,901.28
OTIS ELEVATOR COMPANY	MAINT SERVICE 9-1-22 TO 8-31-23 - SAFETY BUILDING	09/08/2022	100400872539	100-70-5410-3-36	1,901.28	1,901.28
Total OTIS ELEVATOR COMPANY:						5,703.84
PETERSEN, JENNIFER						
PETERSEN, JENNIFER	RECORD CLAGGETT ANNEXATION - JUNEAU	09/08/2022	9/1/22	419-70-5435-3-38	21.25	21.25
Total PETERSEN, JENNIFER:						21.25
PETTY CASH-POLICE DEPT.						
PETTY CASH-POLICE DEPT.	POSTAGE TO CRIME LAB (INVESTIGATIONS)	09/08/2022	08/12/2022	100-40-5213-3-38	9.90	9.90
Total PETTY CASH-POLICE DEPT.:						9.90

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
PITNEY BOWES GLOBAL FINANCIAL SERVICES						
PITNEY BOWES GLOBAL FINANCIAL	LEASE FOR MAIL MACHINE - CITY HALL 6/30/22-9/29/22	09/08/2022	3316190345	100-10-5141-3-36	521.52	521.52
PITNEY BOWES GLOBAL FINANCIAL	LEASE FOR MAIL MACHINE - PD	09/08/2022	3316193040	100-40-5211-3-33	171.60	171.60
Total PITNEY BOWES GLOBAL FINANCIAL SERVICES:						693.12
POMP'S TIRE						
POMP'S TIRE	TIRE TUBES	09/08/2022	520116923	100-70-5411-3-36	220.00	220.00
Total POMPS TIRE:						220.00
PTS CONTRACTORS INC						
PTS CONTRACTORS INC	ROCK/NEWTON ST CONSTR-PMT7 FINAL	09/08/2022	Final Pay Req	700-10-5192-8-00	26,973.33	26,973.33
Total PTS CONTRACTORS INC:						26,973.33
PUBLIC ADMINISTRATION ASSOCIATES						
PUBLIC ADMINISTRATION ASSOCIAT	PROFESSIONAL CONSULTING SERVICES - RECRUITMENT OF CITY ADMIN/FIN DIR	09/08/2022	C-93-22	100-10-5191-3-38	5,900.00	5,900.00
Total PUBLIC ADMINISTRATION ASSOCIATES:						5,900.00
PURCHASE POWER						
PURCHASE POWER	POSTAGE REFILL	09/08/2022	09-06-22	100-16210	500.00	500.00
Total PURCHASE POWER:						500.00
REINDERS INC.						
REINDERS INC.	REPAIR IRRIGATION ON FIELD 1 AT BASEBALL COMPLEX	09/08/2022	1924503-00	100-20-5525-3-36	465.60	465.60
REINDERS INC.	MOWER BLADES - #157-18	09/08/2022	6019508-00	100-70-5411-3-36	108.90	108.90
Total REINDERS INC.:						574.50
ROET'S HOME HEATING						
ROET'S HOME HEATING	FURNACE FILTERS	09/08/2022	2584	100-70-5410-3-36	273.84	273.84
Total ROET'S HOME HEATING:						273.84
RWI PIPE FABRICATORS, INC						
RWI PIPE FABRICATORS, INC	2 BOLLARDS INSTALLED TO PROTECT EV CHARGING STATION IN PARKING LOT SOUTHSIDE OF MAIN 400 BLOCK	09/08/2022	20890	405-70-5436-8-00	692.00	692.00
Total RWI PIPE FABRICATORS, INC:						692.00
SHRED-IT						
SHRED-IT	DESTRUCTION OF RECORDS	09/08/2022	8001873339	100-40-5211-3-38	78.22	78.22
Total SHRED-IT:						78.22
SIRCHIE ACQUISITION COMPANY LLC						
SIRCHIE ACQUISITION COMPANY LL	DRUG TESTING EQUIPMENT	09/08/2022	0558713-IN	100-40-5213-3-38	126.00	126.00
Total SIRCHIE ACQUISITION COMPANY LLC:						126.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
SSM HEALTH AT WORK						
SSM HEALTH AT WORK	DPW EMPLOYEE PHYSICAL & DRUG SCREEN- JSTOBB	09/08/2022	37708	100-70-5412-3-38	350.00	350.00
Total SSM HEALTH AT WORK:						350.00
SSM HEALTH LABORATORIES						
SSM HEALTH LABORATORIES	LEGAL BLOOD DRAWS - SEPT 2022	09/08/2022	3946565	100-40-5213-3-38	40.00	40.00
Total SSM HEALTH LABORATORIES:						40.00
STICKS AND STONES						
STICKS AND STONES	LAWN MOWING / 904 PLEASANT AND 15 W BROWN	09/08/2022	13121	100-70-5613-3-38	130.00	130.00
Total STICKS AND STONES:						130.00
STREICHER'S						
STREICHER'S	RIFLE GRIP	09/08/2022	11584875	100-40-5211-3-38	43.98	43.98
STREICHER'S	VEST-HALVERSON	09/08/2022	11584285	410-40-5211-4-00	875.00	875.00
Total STREICHER'S:						918.98
TOWN OF CHESTER						
TOWN OF CHESTER	TOWN OF CHESTER-2021 LEVY - STATE RD 26 PROPERTY ANNEXED TO THE CITY OF WAUPUN	09/08/2022	9-8-22	419-70-5435-3-38	45.20	45.20
Total TOWN OF CHESTER:						45.20
TRAFFIC & PARKING CONTROL CO.						
TRAFFIC & PARKING CONTROL CO.	ANNUAL TRAFFIC SIGNAL PREV MAINT - SUPPLIES/PARTS	09/08/2022	1734990	100-70-5441-3-36	1,155.00	1,155.00
Total TRAFFIC & PARKING CONTROL CO.:						1,155.00
TRU CLEANERS LLC						
TRU CLEANERS LLC	CLEANING SERVICE FOR CITY OF WAUPUN - FOR AUG 2022	09/08/2022	CW090122	100-70-5410-3-38	4,052.81	4,052.81
TRU CLEANERS LLC	ADDITIONAL CLEANING SERVICE DUE TO COVID-19 - FOR AUG 2022	09/08/2022	CW090122-A	100-70-5410-3-38	480.00	480.00
Total TRU CLEANERS LLC:						4,532.81
US CELLULAR						
US CELLULAR	KAST HOTSPOT #190 - AUG 2022	09/08/2022	0526849877	100-10-5197-3-31	390.05	390.05
Total US CELLULAR:						390.05
VANDE ZANDE & KAUFMAN, LLP						
VANDE ZANDE & KAUFMAN, LLP	TRAFFIC MONTHLY ATTORNEY FEES - AUG 2022	09/08/2022	14028	100-10-5161-3-38	390.00	390.00
VANDE ZANDE & KAUFMAN, LLP	MONTHLY CITY ATTORNEY FEES - JUNE 2022	09/08/2022	August2022	100-10-5161-3-38	5,270.00	5,270.00
Total VANDE ZANDE & KAUFMAN, LLP:						5,660.00
WAUPUN UTILITIES						
WAUPUN UTILITIES	VERIZON CHARGES - DPW I-PADS - AUGUST 2022	09/08/2022	5596	100-70-5420-3-31	58.11	58.11

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total WAUPUN UTILITIES:						58.11
WAUPUN AREA ANIMAL SHELTER,INC						
WAUPUN AREA ANIMAL SHELTER,IN	MONTHLY CONTRACT - SEPT 2022	09/08/2022	9-8-22	100-40-5343-3-38	1,000.00	1,000.00
Total WAUPUN AREA ANIMAL SHELTER,INC:						1,000.00
WELLS FARGO PAYMENT REMITT.						
WELLS FARGO PAYMENT REMITT.	FESTIVAL FOODS - RETIREMENT	08/29/2022	ANGIE-JUNE2	100-10-5110-3-38	137.75	137.75
WELLS FARGO PAYMENT REMITT.	AMAZON - O2 BOTTLE STORAGE RACK	08/29/2022	BJ-JUNE22/J	100-50-5230-3-30	465.61	465.61
WELLS FARGO PAYMENT REMITT.	SPECTRUM BILL - LIBRARY - 6/18/22-7/17/22	08/29/2022	BRET-JULY22	210-60-5511-3-31	179.97	179.97
WELLS FARGO PAYMENT REMITT.	PARTS TOWN - REPLACEMENT LOCK FINGER - REPAIR TOILET PAPER & PAPER TOWEL DISPENSERS	08/29/2022	JEFF-JUNE22	100-70-5410-3-36	55.39	55.39
WELLS FARGO PAYMENT REMITT.	STREETCOP - REGISTRATION - WILLIAMS - WI CASE LAW	08/29/2022	JEREMY-JULY	100-40-5211-3-37	175.00	175.00
WELLS FARGO PAYMENT REMITT.	INTERNATIONAL ECONOMIC DEV COUNCIL - RENEWAL FEES	08/29/2022	KATHY-JUNE2	100-80-5670-3-34	739.99	739.99
WELLS FARGO PAYMENT REMITT.	STAPLES - OFFICE SUPPLIES	08/29/2022	SCOTT-JULY2	100-40-5211-3-30	337.46	337.46
Total WELLS FARGO PAYMENT REMITT.:						2,091.17
WI DEPT OF JUSTICE						
WI DEPT OF JUSTICE	G3369 - BACKGROUND CHECKS - AUGUST 2022	09/08/2022	G3369-August	100-40-5213-3-38	42.00	42.00
Total WI DEPT OF JUSTICE:						42.00
WM CORPORATE SERVICES INC						
WM CORPORATE SERVICES INC	AQUATIC CENTER RECYCLING - SEPT 2022	09/08/2022	0026232-2321	100-20-5523-3-36	48,867.33	48,867.33
Total WM CORPORATE SERVICES INC:						48,867.33
YMCA OF DODGE COUNTY						
YMCA OF DODGE COUNTY	TAXES	09/08/2022	8252022	100-20-5523-2-23	11,038.65	11,038.65
Total YMCA OF DODGE COUNTY:						11,038.65
Grand Totals:						431,661.23

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5110-3-38	3,071.24	.00	3,071.24
100-10-5131-3-30	32.86	.00	32.86
100-10-5131-3-31	40.00	.00	40.00
100-10-5141-3-30	32.86	.00	32.86
100-10-5141-3-31	68.93	.00	68.93
100-10-5141-3-36	521.52	.00	521.52
100-10-5141-3-38	288.00	.00	288.00
100-10-5153-3-38	2,750.00	.00	2,750.00
100-10-5161-3-38	5,660.00	.00	5,660.00
100-10-5191-3-30	32.86	.00	32.86



MINUTES—CITY OF WAUPUN BOARD OF PUBLIC WORKS & FACILITIES

Tuesday, 12-July-2022 – City Council Chambers

CALL TO ORDER

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

ROLL CALL

Roll call was taken:

Alders—Peter Kaczmarki, Mike Matoushek, William Langford

Citizens—Dale Heeringa, Ryan Mielke, Dave Rens (absent with notification), Gregg Zonnefeld (departed at 5:06)

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

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

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

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

Next meeting will be on Wednesday, August 10th at 4:30PM.

CONSIDERATION - ACTION

1. Approve minutes of the June 14th, 2022 Board of Public Works & Facilities Meeting.
Minutes of the June 14th meeting were presented. Motion (Matoushek/Langford) to approve minutes as presented. **MOTION CARRIED (6-0)**
2. Capital Improvement budget items for review, rating, and approval for 2023 budget
DPW Director Jeff Daane shared detailed information on potential capital improvement projects. Over the past several years the budget for capital improvement funds have been decreasing, and the projection is that this will be continuing for 2023. Board members are to turn in rankings of capital improvements to Jeff.
3. Equipment budget items for review, rating, and approval for the 2023 budget process
DPW Director Daane shared capital replacement list items. Motion (Mielke/Matoushek) to let staff use discretion on replacement list items. **MOTION CARRIED (6-0)**

ADJOURNMENT

Motion (Matoushek/Heeringa) to adjourn the meeting of the BPW at 5:27PM. **MOTION CARRIED (6-0)**

Respectfully submitted,

Gregg Zonnefeld, BPW Clerk



MINUTES
CITY OF WAUPUN ZONING BOARD OF APPEALS
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday July 27, 2022 at 4:00 PM

CALL TO ORDER

Patricia Beyer, Acting Chairperson, called the In-house & Virtual Zoning Board of Appeals meeting at 4:14 p.m.

ROLL CALL

Members present: Derek Minnema, Dylan Weber, Rick Vanthoff, & Patricia Beyer, Alternate

Absent: Jason Westphal, Mark Nickel

Also in attendance were Roger Schregardus, Morph Design, Rob Bartz, Bly Street LLC, Jeff Daane, Director of Public Works, Susan Leahy, Zoning Administrator, Kathy Schlieve, Administrator

PERSONS WISHING TO ADDRESS THE ZONING BOARD OF APPEAL--*State name, address, and subject of comments. (2 Minutes)*

No persons appeared.

FUTURE MEETINGS AND GATHERING INVOLVING THE ZONING BOARD OF APPEAL

Leahy addressed the committee that there is an item for a special meeting in August. Discussion made to have the meeting August 24th at 4:00 pm.

CONSIDERATION - ACTION

1. Motion by Weber, second by Minnema to approve the May 16, 2022 Zoning Board of Appeals meeting minutes.
4 Ayes, 0 Nays. Motion carried unanimously
2. Public Hearing –Beyer read request to discuss/approve a variance request from Bly Street LLC to reduce the side yard setback to 0’ in lieu of the 15’ as required per the Municipal Code Section 16.03(3)(c)(ii) and to reduce the required parking stalls to 1 per residential unit in lieu of 2 stalls required by section 16.14(2) of the Waupun Municipal Code.
 - Schlieve introduced Schregardus, Morph Design and Bartz, property owner.
 - Schregardus addressed the board regarding the purpose of reducing the number of stalls was to be able to convert unused space from the original Christian Home to 6 more additional 2-bedroom apartments. The area to be converted is the common area, chapel and kitchen.
 - Bartz stated that currently there are 19 studio apartments which 8 of tenants do not own vehicles, and 5 2-bedroom apartments for a total of 14 apartments currently. By adding 6 more, would have a total of 30. The proposed parking shows a total of 32 regular stalls with 2 ADA.
 - Daane addressed that a weed notice violation has been sent to the property owner to get the property cleaned-up. They were also in violation in 2021 per Daane. Bartz stated he is working on trying to hire someone to mow the grass and remove the weeds.
 - Weber addressed concerns regarding there would be enough parking for the tenants but no parking for guests. There does seem to be a lot of parking on Bly Street. Beyer also addressed the street parking in the winter months when it is not allowed.
 - Weber asked if there were other options for additional parking. Bartz and Schegardus both stated there is not. It was also stated that the parking has decreased from when it was used as the Christian Home.
 - Schegardus stated that with the additional parking, one light pole will be relocated.
 - Weber commented that if the board approves the variance will this cause an issue with other apartment buildings and those coming in and asking for the decreased the amount of stalls. Weber doesn’t want to halt progress but does not want to upset the neighbors. Want a direct idea of why this should be allowed.
 - Mayor Rohn addressed the board by stating Bartz makes a point that this is an existing site. Would rather see progress than a vacant building.
 - Schegardus discussed the future 6 units which some would have outside access.

- Schegardus also made the point that the ADA stalls located on the south side of the building will be moved over the east side on Bly Street by the main entrance.
- Vanthoff commented that he is on the Christian Home Board and is glad to see someone in the building.
- Weber made a motion “In recognition of the unique previous nature and use of the building, we will grant the variance of reducing the parking stalls per apartment to 1 per unit with a minimum of 34 stalls.” Vanthoff 2nd motion.

Weber – Aye, Minnema – Aye, Beyer – Aye, Vanthoff – Aye

4 Ayes, 0 Nays. Motion carried unanimously

- Weber made a motion to approve the Zero lot line as written. Minnema 2nd

Weber – Aye, Minnema – Aye, Beyer – Aye, Vanthoff – Aye

4 Ayes, 0 Nays. Motion carried unanimously

ADJOURNMENT

Motion by Weber, seconded by Vanthoff to adjourn the meeting. Motion carried, meeting adjourned at 4:43 pm.

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.



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

CALL TO ORDER

Chairman Bishop called the meeting to order at 4:51 pm

ROLL CALL

Members Present: Jeff Daane, Jon Dobbratz, Jerry Medema, Rohn Bishop, Elton TerBeest, Jill Vanderkin

Members Excused: Mike Matoushek

Public Attendance: Roger Schregardus, Rob Bartz, Will Langford, Jeni Maly

Staff Present: Kathy Schlieve - Administrator, Sue Leahy - Building Inspector

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--

None

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION -

The next regular scheduled Plan Commission meeting will be Wednesday, August 31, 2022 - Vanderkin will not be present

CONSIDERATION - ACTION

1. Approval of Prior Meeting Minutes - July 12, 2022
Motion by Dobbratz 2nd by Vanderkin to approve the minutes of the July 12, 2022 meeting as presented.
Motion carried unanimously.
2. Public Hearing - Conditional Use Permit - Jeni Maly at 409 E. Main St. to install a projecting sign per Municipal Code sections 16.11(2a) and 16.11(5)(e).

Chairman Bishop called the public hearing to order. Jeni Maly appeared and discussed her plans for the sign. The logo and colors of the sign that were presented will be changed, however the dimensions of the sign will not. The sign meets the size requirements of the Zoning Code. The sign will not swing. The original plan was to place the sign near the roof line, however it was noted that the bottom of the sign needs to be 10' above the sidewalk. Jeni Maly said they would probably have to mount it somewhere else then. No other comments or questions were asked, so Chairman Bishop closed the public hearing.

Motion by TerBeest, 2nd by Vanderkin to approve the Conditional Use Permit of Jeny Maly at 409 E Main St. to install a projecting sign with the condition that the bottom of the sign is 10' off of the sidewalk.

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

Motion carried, unanimously

3. Site Plan- Bly Street LLC property at 331 Bly Street
Roger Shregardus and Rob Bartz appeared to discuss their site plan. They received a variance to allow for 1 parking stall per unit from the Zoning Board of Appeals. They are adding 6 apartments to the former common area of the old Christian Home. Some of the apartments will have interior access and some will be exterior access. They will not be changing the exterior of the building. Jeff Daane noted that there is currently no curb and gutter in the parking area along Grandview Ave. and Bly St. and there are issues with cars going up onto the sidewalk. They will be adding curb to that portion of the parking lot. They will also be installing an inlet for drainage. The board is concerned with the condition of the lot as the lawn, and planting areas are overgrown. A notice was sent to the property owner and if they do not comply with the ordinance, the City Contractor will maintain the property and assess the costs of maintenance to the property tax bill. -

Motion by Terbeest, 2nd by Medema to approve the site plan.

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

Motion carried, unanimously.

ADJOURNMENT

Motion by Dobbratz, 2nd by Medema to adjourn the meeting. Motion carried, meeting adjourned at 5:01 pm.

Minutes prepared by Trista Steinbach, Administrative Assistant

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, August 8, 2022**

Meeting called to order by President Heeringa at 4:00 p.m.

Commissioners Daane, Heeringa, Homan, Kaczmarski, Vanderkin and Westphal were present. Commissioner Thurmer was absent with notice.

Motion made by Homan, seconded by Daane and unanimously carried, to approve minutes from the July 11, 2022 meeting.

On motion by Vanderkin, seconded by Homan and unanimously carried, bills for month of July 2022 approved as presented.

On motion by Kaczmarski, seconded by Daane and unanimously carried, year-to-date financial reports through June 2022 approved as presented. Electric operating income was \$238,800 or \$139,600 above budget from lower operating costs. Water operating income was \$416,100 or \$140,900 above budget from lower than budgeted operating expenses. Sewer operating income was \$71,300 or \$62,400 above budget largely due to controlling maintenance costs at the WWTF and increases in high-strength and trucked-in waste charges.

General Manager Brooks reported on an electric outage, new electric services and status of current projects. The new EV charger that will be located in 400 block of E Main Street has arrived. DPW crew is working to pour concrete foundation. Once concrete foundation is complete, electric crew will install charger. An update was provided on recent action taken by WPPI in efforts to help offset a portion of the upward cost pressure on member wholesale power bills.

Treatment Facilities and Operations Superintendent Schramm reported on routine maintenance completed at Water and Wastewater Treatment Facilities. Distribution/collection crew continue preventative maintenance of distribution system. Advance Construction has completed installation and tie-ins of sanitary and water main line, north of Libby Street for the South Madison Street construction project. Sanitary and water laterals have been installed, with the exception of five laterals between West Doty Street and Libby Street. Construction and installation of components for the ABNR WWTF upgrade are moving along well.

Discussion held in regards to option for attendees to join monthly Utility Commission meetings virtually through Zoom. Commission made decision to include option of attendees to join future meetings via Zoom going forward starting September 2022. Commission may revisit after an undisclosed amount of time if any issues present itself or lack of attendance.

Discussion held regarding Waupun Municipal Code Chapter 12 – Public Utilities 12.06 Sanitary Sewer System and billing of high strength fees. Utility management is analyzing opportunities for additional revenue sources to mitigate further short-falls in operating revenues experienced since the beginning of COVID. Sewer ordinance states that sewer customers who discharge higher strength wastewater with higher concentrations of BOD, suspended solids and phosphorus should be billed a surcharge of anything greater than the set limit. Staff will work to obtain sampling information and put together an analysis to provide more information at the next meeting.

On motion by Vanderkin, seconded by Homan and unanimously carried, meeting adjourned at 5:03 p.m.

The next regular commission meeting is scheduled on September 12, 2022, at 4:00 p.m.

Jen Benson
Office & Customer Service Supervisor



MINUTES
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall - 201 E. Main Street, Waupun
Monday, August 08, 2022 at 6:00 PM

CALL TO ORDER

Mayor Bishop called the meeting to order at 6:01pm.

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

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

Management virtually: None

Management absent and excused: Finance Director Kast, Utility Finance Director Stanek, Police Chief Louden, Fire Chief Demaa

City Staff present: None

Audience in-person: Jaedon Buchholz, Linda Nickel, John Williamson, Keith Greenfield, Jim Levey, Carla Petersen, Art Ehlert, Cheryl Kluge, Jason Whitford, Chris Cormack, Michael Langford, Mark Homan, Keith Navis, Bobbie Vossekuil, Trix Daane, Ryan Root, Mike Vossekuil, Sue Haefemeyer, Jay Graff, Linda Burmania, Barb Schwark, Jennifer Bishop, Steve Bastian, Steve Damuth, Pat Damuth, Terri Respalje, Amy Weber, Sandy Buchholz, Steve Buchholz, Marcia Maly, Michael Maly, Rick Vanthoff, Kyle Clark, Mike Schwandt, Donna Hoef, Brian Smith, Lori Page, Cindy Sullivan, Joby Gray, Jackie Westra, Elton Terbeest, Ken Medema, David Hopp, Bill Wheeler, Don Madriaga, Scott Aylesworth

Media in-person: None

PERSONS WISHING TO ADDRESS COUNCIL

The following individuals appeared before the Council of either their support or of concern of the End of the Trail logo: Barb Schwark (120 Gateway), Jay Graff (18 Taylor St.), Jason Whitford (201 Brandon St.), Linda Burmania (620 Cochran St.), Dave Hopp (807 Rock River Ave), Jim Levey (419 W Spring St.), Ken Medema (761 Edgewood Dr.), Joby Gray (224 S. Grove St.), Lori Page (512 Cochran St.), Terri Respalje (620 W Main St.), Todd Snow (505 S. West St.), Linda Nickel (606 Rens Way), John Williamson (452 Fox Lake Rd), Bill Wheeler (345 N Madison St), Mark Homan (26 Dogleg Ln.) Mike Schwandt (601 Robin Rd), Kyle Clark (501 Brandon St.), Steve Bastian (728 Grace St.).

Motion Matoushek, second Langford to move to item #20 Wayfaring Signage and Branding of the agenda. Motion carried 6-0 on roll call.

MAYORAL CORRESPONDENCE/PRESENTATIONS

20. Wayfaring Signage and Branding

Motion Matoushek, second Vanderkin for the placement of a sticker of each of the statues to be placed over the current logo on the wayfaring signs with Mayor Bishop donating up to \$2000 towards their purchase. Motion carried 4-2 with Siebers and Kaczmariski voting nay.

CONSENT AGENDA

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

CITY AND UTILITY DEPARTMENT REPORTS

Department managers informed the Council of the happenings of their department.

CONSIDERATION FOR ACTION

17. Faith Technologies Lighting Lease Payoff

In 2019, the lighting systems at City Hall, the Safety Building, Community Center, and Library were update to LED for energy savings purposes. The City entered a lease agreement with Faith Technologies, making payments for over a 5 year period. The current balance of the lease is \$45,764.42 and Staff requests to pay off the remaining balance to come from fund balance (cash reserves) from Debt service fund or capital improvement fund.

Motion Matoushek, second Langford to approve early payoff of the Faith Technologies lighting lease. Motion Carried 5-0 on roll call with Siebers abstain.

18. Award Bid for Asphalt Paving Contract Alley (400 block south side of E. Main St between S. Madison St. and Carrington St.)

Bids were received from Northeast Asphalt \$57,161.75 and Kartechner Brothers LLC \$133,542.75, for the project Asphalt Paving Contract Alley (400 block south side of E. Main St between S. Madison St. and Carrington St.).

Motion Westphal, second Matoushek to award the Asphalt Paving Contract Alley Project to Northeast Asphalt for the amount of \$57,161.75. Motion carried 6-0 on roll call.

19. Award Bid for Asphalt Paving Contract Shaler Park (400 N. Madison St. Shaler Park Drive and Parking Area)

Bids were received from Northeast Asphalt \$18,558.00 and Kartechner Brothers LLC \$15,577.20, for the project Asphalt Paving Shaler Park (400 N. Madison St. Shaler Park Drive and Parking Area).

Motion Siebers, second Matoushek to award the Asphalt Paving Contract Shaler Park Project to Kartechner Brothers LLC for the amount of \$15,577.20. Motion carried 6-0 on roll call.

ADJOURNMENT

At 7:23pm, Motion Vanderkin, second Matoushek to call the meeting adjourned. Motion carried 6-0.

**Minutes of the Waupun Public Library Board Meeting
Wednesday, August 17, 2022**

The Waupun Public Library Board was called to order by Beverly Martens, President, at 4:30 p.m. on Wednesday, August 17, 2022. Present were, Gehl, Schultz, Sullivan, Rohrer, Garcia, and Jaeger. Hintze and Siebers present per Zoom.

ARTICLE I: Motion by Schultz, supported by Sullivan, to accept the minutes of the July 20, 2022 meeting as written. Motion carried.

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 73,974 items through the end of July.
- b. Drive-thru window service: handled 616 transactions through the end of July.

ARTICLE IV: Current budget reviewed with no concerns noted.

ARTICLE V:

- a. Motion by Hintz, supported by Siebers, to pay August bills. Motion carried 7-0 on roll call.

ARTICLE VI: Budget Committee recommendation presented under New Business.

ARTICLE VII: Librarians' Report.

- a. Interior Signage: Two mockups of the second floor signage from Warrior Innovation were received in order to confirm colors before they start production of all signs.
- b. Paintworx has completed the re-staining of the front stone lettering.
- c. This year's Summer Reading Program resulted in 319 kids signing up, and a total of 19,140 minutes of reading were reported.
- d. Interns finished converting some second floor periodical shelving into regular book shelving for the growing fiction section.
- e. Weekly storytimes will resume starting Wednesday, September 7. They will be held on most Wednesdays at 11 a.m. through December 21.
- f. Steve Procise Memorial donation of \$300 has been received.
- g. Fond du Lac County Librarians will be meeting at the Waupun Library August 18.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

a. Motion by Sullivan, supported by Rohrer, to accept the Waupun Public Library Laminating Policy as presented. Motion carried 7-0 on roll call. Good work, Pam.

b. Motion by Siebers, supported by Sullivan, to accept the Budget Committee's recommended 2023 Municipal Budget Appropriation Request of \$516,792 to be forwarded to the City, acknowledging there will be changes in health insurance and possibly other numbers which would require revisiting the line items once those numbers are confirmed. Motion carried 7-0 on roll call.

ARTICLE X: Motion by Sullivan, supported by Hintze, to adjourn at 5:00 p.m. Motion carried.

*Next tentative meeting: Wednesday, September 21, 2022 at 4:30 p.m.

SANDRA ROHRER Secretary
SR/bkj



MINUTES
CITY OF WAUPUN PLAN COMMISSION MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Thursday, August 18, 2022 at 4:30 PM

CALL TO ORDER

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

ROLL CALL

Members Present: Jerry Medema, Jeff Daane, Rohn Bishop, Mike Matoushek, Jon Dobbratz, Jill Vanderkin

Members Excused: Elton TerBeest

Staff Present: None

Others Present: None

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION—

None

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

The next Plan Commission Meeting is scheduled for Wednesday, August 24, 2022 at 4:30 pm

CONSIDERATION - ACTION

1. Approve Minutes of July 27, 2022 meeting.
Motion by Medema, 2nd by Dobbratz to approve the minutes of the July 27, 2022 meeting as presented.

2. 4 Lot CSM Review - 1020 - 1022 and 1024-1026 Tanager St.
The CSM was presented at the meeting. The reason for the special meeting was due to health concerns and needing the CSM to be approved before the new owners could close on the home, which is happening in the next couple of days due to those health concerns. Jon Dobbratz raised concerns that the CSM's should be done well in advanced of closing. Jeff stated that the surveyor waits until the units are built because they take a shot of the interior shared wall and then draws the survey, but did state that could be done when the home is being built and doesn't have to wait until it's finished. There were no concerns brought up about the actual CSM.

Motion by Matoushek, 2nd by Vanderkin to recommend approval of the CSM to the Common Council.

ADJOURNMENT

Motion by Dobbratz, 2nd by Matoushek to adjourn the meeting. Motion carried, meeting adjourned at 4:34 pm.

Minutes prepared by Trista Steinbach, Administrative Assistant



MINUTES
CITY OF WAUPUN SPECIAL COUNCIL MEETING
201 E Main Street, Waupun WI 53963
Thursday, August 18, 2022 at 4:45 PM

CALL TO ORDER

Mayor Bishop called the meeting to order at 4:45pm.

ROLL CALL

Council in-person: Mayor Bishop, Alderman Kaczmarek, Alderman Matoushek, and Alderman Vanderkin.

Council Virtual: Alderman Siebers

Council Absent/Excused: Alderman Westphal, Alderman Langford

Management in-person: Attorney VandeZande, Clerk Hull, Director of Public Works Daane

Management Absent/Excused: Administrator Schlieve, Recreation Director Kaminski, General Utility Manager Brooks, Police Chief Loudon, Library Director Jaeger, Finance Director Kast, Utility Finance Director Stanek, Fire Chief Demaa

Audience: None

CONSIDERATION - ACTION

1. Temp Class B- Waupun Downtown Promotions Inc. 8-19-22 Stone & Suede Opening

Motion Vanderkin, second Matoushek to approve the Temporary Class B License to Downtown Promotions Inc. for the grand opening of Stone and Suede on August 19, 2022. Motion carried 4-0.

2. 4 Lot CSM Review:1020-1022 and 1024-1026 Tanager St.

Motion Vanderkin, second Matoushek to approve the Certified Survey Map for Lot 4 of 1020-1022 and 1024-1026 Tanager St. Motion carried 4-0 on roll call.

ADJOURNMENT

At 4:50pm, Motion Vanderkin, second Matoushek to call the meeting adjourned. Motion carried 4-0.



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, August 24, 2022 at 4:30 PM

CALL TO ORDER

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

ROLL CALL

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

Staff Present: Kathy Schlieve - Administrator, Dan VandeZande - City Attorney, Mike Beer – Fire Inspector, Susan Leahy – Zoning Administrator

Also Present: Phil Cosson

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--

None

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

The next scheduled Plan Commission meeting will be on Wednesday, September 28, 2022 at 4:30 pm.

CONSIDERATION - ACTION

1. Approve minutes of August 18, 2022 meeting.
Motion by Matoushek 2nd by Medema to approve the minutes of the August 18, 2022 meeting.
2. Public Hearing regarding the proposed creation of Tax Incremental District No. 9, the proposed boundaries of the District, and the proposed Project Plan for the District.

Chairman Bishop read the call of the hearing and its purpose. Motion by TerBeest, 2nd by Dobbratz to open the Public Hearing

Kathy Schlieve discussed that Plan Commission will be presented with TIF District Project Plan and creation of TIF 9 boundaries. The land has been vacant for a number of years. The TIF will address public infrastructure and housing. There is a signed developer's agreement for Phase 1 of the Project Plan. This is a three (3)-phase project.

Phil Cosson from Ehlers appeared to discuss the plan and boundaries. He explained that to create a new TIF district the first item that needs to be done is the Plan Commission approves the resolution, then the Common Council approves it and then it goes to the Joint Review Board for final approval

He explained the three phases of the project plan, funding, timing of the plan, increment to the district, maps of the district, listing of all parcels contained in the TIF District, project list, tax payments to the Town of Chester, development assumptions, development agreements, and cash flow.

Dan VandeZande discussed the money involved with the plan and we need some buffer but also wanted to be conservative in case there are changes so we would still be in position that the cash flow would still work. Any expenditures that would come forward would go to the Council for approval.

There were no public appearances for the Public Hearing.

Motion by Matoushek, 2nd by Dobbratz to close the Public Hearing. Motion carried, unanimously.

3. Consideration and possible action on a "Resolution Establishing the Boundaries of and Approving the Project Plan for Tax Incremental District No. 9." The Resolution approves the project plan.

Motion by Dobbratz, 2nd by TerBeest to approve the resolution and project plan for Tax Incremental District No. 9 as presented.

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

Motion carried, unanimously 7-0.

4. Public Hearing - Annexation Petition of Debra E. Levey, Susan M. Rogahn, Janice G. Bauman, Nancy B. Hodgson, f/k/a Nancy B. Maleck, Arthur O. Claggett and Dwight E. Claggett to annex real estate located in the Town of Chester to the City of Waupun

Property Address: State Road 26, Waupun, WI 53963

Tax Parcel Number: 010-1315-0922-000

Chairman Bishop read the call of the hearing and its purpose.

Motion by Matoushek, 2nd by Vanderkin to open the Public Hearing

Kathy Schlieve explained the annexation pertains to project plan for TIF 9 and this was requested by Claggett family in advanced of plan, which allowed being included in the plan.

Dan VandeZande reported that the petition was reviewed by the Department of Administration and they believe this is in the public interest to move forward even though it may create a town island. He reviewed case law pertaining to town islands and is confident we are safe to do this. If this land is not annexed, we cannot include it in TIF 9.

There were no public appearances for the Public Hearing.

Motion by Matoushek, 2nd by TerBeest to close the public hearing. Motion carried, unanimously.

Motion by Medema, 2nd by Dobbratz to recommend to the Common Council the approval of the Annexation Ordinance. Motion carried, unanimously.

5. Extraterritorial Stormwater Site Plan Review - Thomas Moul - 715 S Madison St.

Jeff Daane discussed the plan. A new owner recently acquired the land. The owner has allowed the construction company that is working on S. Madison St. to use some of this land for storage of equipment and material. In return, the contractor said they would make some improvements to the land. This property is not in the City limits and is in the Town of Chester. They are proposing a gravel area and new driveway onto Libby St. There is currently a building on the site, which has a permit taken out for demolition.

Jeff Daane will put a draft agreement together with recommendations from the Plan Commission, and Dan VandeZande will work on language for enforcing the agreement.

Motion by Matoushek, 2nd by Dobbratz to approve the site plan on the condition that the property owner signs the agreement with the following conditions:

Conditions:

1. The house will be removed by March 1, 2023
2. Blacktop is required in the road right of way.

3. 12" culvert installed below the driveway.
4. 75' grass area to the east of the newly installed gravel must be maintained for drainage.
5. Removal of existing driveway on Libby St.
Motion carried, unanimously.

6. Certified Survey Map Review of Kari Pattee for properties at 19 and 23 S. Madison St

Dan VandeZande explained the CSM. This has come before the Plan Commission before and it was recommended to hold off on the approval of it because the County had some concerns with it. They tried to go another route and just quick claim deed the land, but that did not work. Dan suggested getting approval of the Certified Survey Map and then some other actions will need to be done after this part is complete. Dan recommends approval of the CSM, but not recoding it until the quick claim deeds are done to fix the lot lines. This will solve 95% of the problems with this area.

Motion by Dobbratz, 2nd by Matoushek to recommend approval of the Certifies Survey Map of Kari Pattee for properties at 19 and 23 S. Madison St. Motion carried, unanimously

7. Site Plan Review - 5 Doty St

Sue Leahy discussed the plan as the owners were not in attendance. This will be a retail store with an asphalt tank located directly behind the building. There will be a fence around the entire property. They looked at a building downtown but that was not a good location for a storage tank outside. This property is zoned M-1 and meets the zoning requirements and does not require a Conditional Use Permit. Questions were asked as to hours of operation, who their customer base is, traffic concerns with a retail business, spill containment for the tank. Kathy stated that the Department of Corrections has a warehouse next to this property, but the rest of the area is predominantly residential and is concerned this could be disruptive to the neighborhood

Motion by Matoushek, 2nd by Dobbratz to table this item to a future meeting for more information from the owner. Motion carried, unanimously

ADJOURNMENT

Motion by Dobbratz, 2nd by Matoushek to adjourn the meeting. Motion carried, meeting adjourned at 5:12 pm

Minutes prepared by Trista Steinbach



MINUTES
CITY OF WAUPUN JOINT REVIEW BOARD
City Hall Council Chambers 201 E Main St. Waupun
Wednesday, August 24, 2022 at 3:30 PM

CALL TO ORDER

Bishop called the meeting to order at 3:30pm.

ROLL CALL

In Person:

Waupun School District –	Steve Hill, District Administrator
Dodge County –	Robert Boelk, District 14 Supervisor
Municipal –	City of Waupun Mayor Rohn Bishop
Public Member –	Nancy Vanderkin

Virtual:

Technical College –	Carrie Kasubaski, VP Finance & Administration
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Others in attendance

Ehlers Public Finance Advisors	Philip Cosson, Senior Municipal Advisor
Kathy Schlieve, Administrator	City of Waupun
Angela Hull, Clerk-Treasurer	City of Waupun

APPROVE PRIOR MINUTES OF THE JOINT REVIEW BOARD

1. Joint Review Board 6-15-22

Motion Vanderkin, second Hill to approve the June 15, 2022 minutes of the Joint Review Board. Motion carried 5-0.

REVIEW RESPONSIBILITIES OF THE JOINT REVIEW BOARD

Philip Cosson, Senior Municipal Advisor of Ehlers provides the Boards responsibilities.

REVIEW AND DISCUSS DRAFT PROJECT PLAN

2. Tax Incremental District No. 9 Project Plan

TID No. 9 is a proposed Mixed-Use District comprising approximately 138.5 acres located in the southern portion of the City of Waupun to include three parcels recently annexed from the Town of Chester. The District will be created to pay the costs of development incentives and public infrastructure improvements needed to promote mixed-use development. The initial development is for United Cooperative, an industrial development that includes commercial buildings for feed production, soybean and grain processing and other related agri-business operations, as well as construction of a dry mill, grain dryer, soybean processing facility and related structures. The Project is expected to occur in three phases. In addition to the initial development, there will be lands available for additional industrial development, along with various housing development sites to meet housing shortage needs in the City. In addition to the incremental property value that will be created, the City expects the Project to provide employment opportunities, increased income and sales tax collection, manufacturing activity, housing opportunities and other benefits to the local economy resulting from the purchase of goods and services related to construction and operation of the Project.

SET NEXT MEETING DATE TO CONSIDER APPROVAL OF THE TID

The next meeting of the Joint Review Board is scheduled for Wednesday, September 28, 2022 at 3:30pm.

ADJOURNMENT

Motion Boelk, second Vanderkin duly called the meeting adjourned at 3:52pm. Motion carried 5-0.



MINUTES
CITY OF WAUPUN SPECIAL COMMON COUNCIL
City Hall Council Chambers 201 E. Main Street,
Waupun WI
Tuesday, August 30, 2022 at 6:00 PM

CALL TO ORDER

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

ROLL CALL

Council in-person: Mayor Bishop, Alderman Westphal, Alderman Kaczmariski, Alderman Langford and Alderman Siebers.

Council Absent/Excused: Alderman Matoushek, Alderman Vanderkin

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

Management virtually: City Clerk Hull, Library Director Jaeger, and Utility Finance Director Stanek

Management absent and excused: Finance Director Kast

City Staff present: None

Audience in-person: Jon Venhuizen, Joe Heeringa, Cory Scheidler of Cedar Corporation.

JONATHON VENHUIZEN-FOND DU LAC COUNTY SUPERVISOR DISTRICT 7 UPDATE

Supervisor VenHuizen introduces himself as the appointment Supervisor for District 7 for Fond Du Lac County.

CONSENT AGENDA

Motion Westphal, second Siebers to accept the consent agenda. Motion carried 4-0 on roll call.

RECOMMENDATIONS FROM BOARDS, COMMITTEES, COMMISSIONS

2. Certified Survey Map Review of Kari Pattee for properties at 19 and 23 S. Madison St. (Plan Commission 8-24-22)

Motion Kaczmariski, second Siebers to accept the Certified Survey Map Review of Kari Pattee for properties at 19 and 23 S. Madison St. Waupun. Motion carried 4-0 on roll call.

3. Ordinance to Annex Real Estate Located in the Town of Chester to the City of Waupun (State Road 26 #010-1315-0922-000) (Plan Commission 8-24-22)

Motion Langford, second Siebers to waive the first reading and adopt Ordinance 22-05 to Annex Real Estate known as State Road 26, Waupun, parcel number 010-1315-0922-000, located in the Town of Chester to the City of Waupun. This parcel will be located in Aldermanic District 1, Ward 15. Motion carried 4-0 on roll call.

CONSIDERATION - ACTION

4. Award Bid for Asphalt Paving S. West Street (W. Main Street to W. Brown Street)

Two bids were received for the Asphalt Paving S. West Street project from Kartechner Brothers (\$33,556.25) and Northeast Asphalt (\$38,220.00).

Motion Siebers, second Langford to award the Asphalt Paving Contract for S. West Street (W. Main Street to W. Brown Street) to Kartechner Brothers LLC for the low bid amount of \$33,556.25. Motion carried 4-0 on roll call.

DISCUSSION FOR POSSIBLE FUTURE CONSIDERATION

5. Aerial Ladder Truck Strategy

The aerial ladder truck is approaching 30 years of life and experiencing increasing maintenance costs to keep it operational. Options are: (1) purchase a new aerial at \$1.75m, (2) refurbish the existing truck at an estimated cost of \$372,000 which provides an additional 7-10 years, or (3) purchase a used truck for approximately \$750,000. Demaa believes we would possibly make \$50,000 on the sale of our current aerial truck. Questions of the current

aerial ladder fitting a new purchased truck are heard.

6. Public Safety Building Long-Range Strategy

Cedar Corp concluded the assessment of the public safety building needs and identified the need to increase space to add showers within the fire department, the addition of the EMR program staff and equipment, and the need to house a backup ambulance as essential. The current safety building site is not large enough to house these additions. A possible site in the community was identified which is large enough to meet the need of both public safety and also administrative personnel should the City wish to consolidate into one building.

7. 2023 Budget Workshop (Capital and Equipment)

Staff provide an overview of 2023 capital improvement and equipment replacement budgets.

8. ARPA Spending Priorities

Priorities provided by each Council member for use of ARPA funds are provided and discussed.

9. Ordinance - Shipping Containers

Proposed ordinance to amend Chapter 16 entitled Zoning Code to create a new subsection, 38m, regarding shipping containers and the restrictions is reviewed.

10. Use of Technology and Communications System Policy

Due to gaps in both policy and IT structures to meet the latest guidelines provided by CVMIC on use of technology and electronic communication systems, a draft policy is reviewed.

11. Social Networking Policy

Due to gaps in both policy and IT structures to meet the latest guidelines provided by CVMIC on use of social networking, a draft policy is reviewed.

CLOSED SESSION

Motion Langford, second Westphal to adjourn in closed session under Section 19.85 (1) (g) of the WI Statutes for purposes of Mitchell v. City of Waupun. Motion carried 4-0.

OPEN SESSION

Motion Langford, second Siebers to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 4-0.

ACTION FROM CLOSED SESSION

No action.

ADJOURNMENT

At 7:55pm, Motion Westphal, second Siebers to call the meeting adjourned. Motion carried 4-0.

LIBRARY	MONTHLY REPORT TO COMMON COUNCIL September 2022
Subject	Summary
Statistics	Through the end of August, the library circulated/downloaded/loaned 85,795 items, and curbside/window service handled 724 transactions.
Interior signage	Students from Warrior Innovation were at the library August 31 installing directional signage on the second floor.
Front stone lettering	Paintworx has completed re-staining the front stone lettering.
Cabinets	Locking storage cabinets for the Shaler Room are nearing completion by the Buckstaff Company. We're hoping to have those installed soon.

Monthly Council Report

August 2022

Agency	Incident Type	Total Incidents	WP		
WP	911 CHECK	31		FUNERAL ESCORT	2
	ABANDONED VEHICLE	3		GAS DRIVE OFF	1
	ACCIDENT	12		HARASSMENT	2
	ACCIDENT W/INJURY	1		HIT AND RUN	3
	ALARM TEST	1		INFORMATION TO DOCUMENT	9
	AMBULANCE	53		INTOXICATED	2
	ANIMAL BITE	2		INTOXICATED SUBJECT	1
	ANIMAL COMPLAINT	10		INTRUSION ALARM	8
	ASSIST AGENCY	22		JUVENILE PROBLEM	9
	ASSIST CITIZEN	40		LITTERING	1
	ASSIST MOTORIST	3		LOITERING	1
	ATTEMPT TO LOCATE	4		LOST ANIMAL	1
	BATTERY	2		LOST PROPERTY	4
	BUILDING CHECK	51		MENTAL SUBJECT	1
	CHECK WELFARE	32		MISSING ADULT	1
	CHILD ABUSE/NEGLECT	1		NEIGHBOR DISPUTE	4
	CHILD CUSTODY	3		NEIGHBORHOOD POLICING	4
	CIVIL PROBLEM	7		NOISE COMPLAINT	4
	DIRECTED AREA PATROL	138		OCCUPIED DISABLED	1
	DISABLED VEHICLE	1		OFFICER STANDBY	2
	DISORDERLY CONDUCT	9		OPEN DOOR	3
	DOMESTIC	6		ORDINANCE VIOLATION	11
	DRUGS/NARCOTICS	1		PARKING ENFORCEMENT	23
	EXTRA PATROL	109		PATROL ASSIST FIRE	10
	FIGHT	1		RECKLESS DRIVER	6
	FOLLOW UP	44		REPOSSESSION	2
	FOOT PATROL	18		RESTRAINING ORDER VIOLATION	1
	FOUND ANIMAL	4		RUNAWAY	2
	FOUND JUVENILE	1		SCAM COMPLAINT	2
	FOUND PROPERTY	14		SEXUAL ASSAULT	1
	FRAUD COMPLAINT	3		SHOPLIFTER	1

Monthly Council Report

August 2022

WP	SPECIAL ASSIGNMENT	12
	SUBJECT STOP	9
	SUSPICIOUS ACTIVITY	20
	SUSPICIOUS VEHICLE	11
	TAVERN CHECK	4
	THEFT	6
	THREATS COMPLAINT	2
	TRAFFIC COMPLAINT	1
	TRAFFIC ENFORCEMENT	7
	TRAFFIC PROBLEM	16
	TRAFFIC STOP	132
	TRESPASSING	6
	VANDALISM	6
	VEHICLE LOCKOUT	1
	WARRANT	1
	WARRANT OTHER AGENCY	1
	WEATHER RELATED INFO	1
	Total	986
Total		986

Waupun Police Department Update –August Report

Training – Department Defense and Arrest Tactics Training. Lt. Williams and Officer Halverson attended Wisconsin Narcotic Officers Conference. LWAM was recognized as Drug Unit of the year. Officer Navis attended Drug Recognition Update.

Events/Reports –

Trucker Event non-issue with one arrest not related to the event.

Dunkin Donuts Special Olympic fund raiser. Waupun raised 2nd most in our region.

K9 will start training in September.

Staffing/Hiring process – Officer out on FMLA. Officer Kerns gave resignation and will be done September 17th. Officer Warner still in the academy and will graduate in the 1st week of October.

Complaints

Mental Health still an issue as we are having many check welfare and Chapter 51 calls.

Pursuits have been an issue in both counties and we were actively involved in two.

Overdose (survived) CPS was contacted and the child was removed from the home.

Traffic Stop that 62 grams of THC was confiscated and charges of Possession intent to deliver, drug paraphernalia, and 3 felony bail jumping.

DATE: September 13, 2022			
Project	Status		Other
S. Madison St Reconstruction	Water in-progress on south end of the project Concrete work is in progress. They have the street poured and are working on sidewalks, driveways and intersections		The contractor is still hopeful to have the road portion open early October.
Sidewalk program	The contractor is almost complete for this year's project. The contractor has had some issues making the curb ramps ADA compliant. They have needed to remove far more curb and sidewalk than was anticipated. The overall cost of the project will be over the bid amount.		
Energy Innovation Planning Grant	Staff continues to work with Slipstream adding information into a shared drive		
New Senior Center Grant	The project committee has met a few times to discuss needs for all parties involved. Cedar Corp. is taking that information and starting to work on a facility design.		
2022 Mill and Overlay Streets	The only street that needs to be completed yet is S. West St. The overall cost have come in under budget.		W. Lincoln St (Bly to Beaver Dam) Pioneer Ave (Rock Ave. to N. West St.) Edgewood Dr. (Brandon St. to Beske St) Hawthorn Dr – (Astra Dr. to Madison St.) Commercial St (W. Franklin St. to Taylor St) Alley (Between N. Grove St. and Moore St) S. West St (Between W. Brown St. and W. Main St)
Bayberry Ln. pond project	The pond and swale work will start in the middle of September.		
Shaler Park	The work has been completed.		
Alley 400 block on the South side of Main St. between S. Madison St. and Carrington St.	All work that needed to be done before the mill and overlay is complete. Paving will be later this fall		



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: September 12, 2022
SUBJECT: General Manager Report

Electric Department Update:

Power Outages

- On August 29th at 7:35 am, a power outage was reported on Winter Avenue. A squirrel made contact with the primary tap feeding the distribution transformer. The contact caused the over current device to operate. Power was restored at 8:15 am. The outage affected six customers.

Prison Substation Scheduled Power Outage

- On September 1st, ATC (American Transmission Company) requested an outage on the 69KV Prison Tap to perform maintenance on the line. Waupun Utilities crew transferred load at 7:00 am from the Prison Sub and de-energized the substation. Clearance was given to SOC (System Operation Control) to hold card switches, ground the line and perform maintenance. The Prison Sub was back on-line and load transferred back to the substation at 1:00 pm.

National Rivet Scheduled Power Outage

- National Rivet requested one of the electric services be de-energized on Friday, September 2nd at 2:00 pm to allow maintenance crews to replace the roof and safely work around what would otherwise be energized parts. During the scheduled power outage, Waupun Utilities crews replaced problematic porcelain equipment on the feeder pole with new polymer equipment. Power was restored Tuesday, September 6th at 4:30 am.

Bly Street O.H. Rebuild

- Crews have started an overhead rebuild in the back lot line of Bly and Division Street. New poles, conductors, and transformers will be installed.

General Manager Update:

WU Management Staff

- Staff is working on the 2023 budget process, which includes gathering pricing and material costs for capital projects. This is a challenging year due to extended lead times and increased pricing. Management will present the preliminary 2023 budget at the October commission meeting.

WPPI Strategic Planning Session

- I attended the Strategic Planning Session in August. We discussed many topics during the 2-day meeting. One of the topics discussed was how to approach power supply for member's 2023 projected loads. Experts are predicting market power costs to remain high through at least mid-2023 due to high natural gas prices and restraints on the transmission grid.

WPPI Training

- Jeff Stanek, Jen Benson, and I attended training offered through WPPI on August 11th. The training session was part of the Joint Action Leadership Certification Program. This session focused on Rates, Financial Planning and Management.

Inflation Reduction Act

- Public power achieved a major victory with the inclusion of refundable direct pay energy tax credits in the \$430 billion Inflation Reduction Act signed into law. Public Power utilities will, for the first time, be able to directly own energy projects and pass the savings from these incentives to customers. The credits will apply to projects from wind and solar to carbon capture utilization and storage to hydrogen to nuclear. The bill also includes additional funding for renewables development and deployment, transmission projects, and federal permitting.

Local Photography Project

- This summer, WPPI Energy coordinated a Local Photography Project to support members in gathering professional community and utility images to use in customer communication materials and local brand representation. In participation with this project, staff met on August 23rd to have some updated photos taken. The Local Photography Project was last conducted in 2018.

WPPI Award

- Jen Benson will receive the Shining Star Award from WPPI on Thursday, September 15th at the WPPI Annual conference. Criteria for the award; showing growth and leadership, proven leadership and dedication to strategic initiatives within the utility. Jen has gone above and beyond the "call of duty". When you have an opportunity, please join me in congratulating Jen for being recognized for her outstanding service to Waupun Utilities, WPPI, and its members.

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



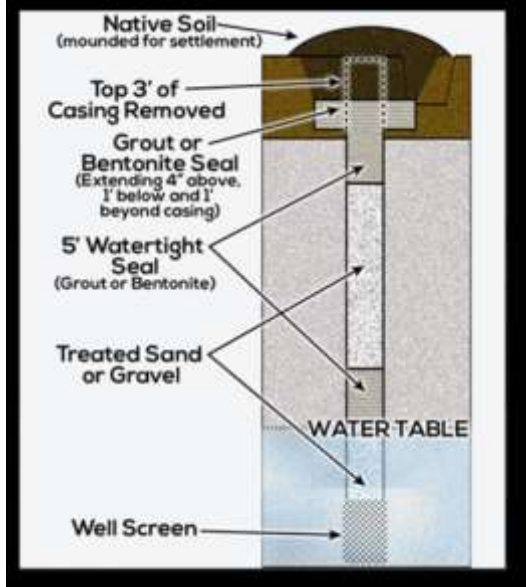
TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: September 7, 2022
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

The water treatment facility is performing well and water quality continues to be consistent barring the varying weather temperature swings.

Municipal Well and Pump has completed abandonment of Well #1. Abandonment consisted of 667 feet of chlorinated pea gravel and 254 feet of grout. The WDNR has specific code requirements for this process. The illustration below depicts the process.



Wastewater Treatment Facility:

There are no call-ins to report this month.

Staff had considerable time dedicated to temporary operational scenarios due to multiple scheduled power outages. These events allowed the treatment facility to shift temporary power and MCC controls to new MCC's and controls.

Distribution/Collection System Crew:

There are no call-ins to report this month.

The crew has been performing semi-annual inspections of the utility's hydrant assets. By regular testing and checking movement of the pumper caps and operational valve, this will ensure that these vital components will work when needed. If a hydrant needs maintenance, it is tagged with an out of service sign so the fire department is aware during an emergency that the hydrant is inoperable.

In addition to regular preventative maintenance, staff has time allocated to South Madison Street construction. This work consists of unplugging water meters during service tie-ins, flushing and vacuuming sanitary main line, and televising sanitary main line.

Madison Street Update:

Advance Construction has completed all sanitary and water main line installation and tie-ins, north of Libby Street. All sanitary and water laterals have been installed north of Libby Street. Water main installation south of Libby Street is the only utility portion of the project remaining.

Wastewater Treatment Facility ABNR Update:

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

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



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: September 12, 2022
SUBJECT: July 2022 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

The electric utility construction activity consisted of rebuilding overhead line on Madison, Libby and Frontier streets in addition to continued work installing new infrastructure for the Maple Tree Townhome addition. The sewer and water utilities incurred \$235,994 in project costs for S. Madison Street reconstruction. Construction at the WWTF continues with monthly Disbursement Requests processed through the USDA.

New over-flow piping was installed at the water treatment facility for \$5,720.

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

Sales

Electric

- Monthly kWh sales were **0.3% above** budget & **2.0% higher** than July 2021 on slightly higher sales to Small Power and Large Industrial Power customers.
- YTD kWh sales were **3.0% above** budget & **2.4% higher** than July 2021 YTD actual sales.

Water

- Monthly sales units of 100 cubic feet were **0.2% above** budget & **6.0% higher** than July 2021 with increased sales to Industrial customers.
- YTD water sales were **4.2% above** budget & **3.6% higher** than July 2021 YTD actual sales due to an Industrial customer experiencing a leak in their production process during the 1st quarter of the current year.

Sewer

- Monthly sales units of 100 cubic feet were **2.1% below** budget & **0.1% lower** than July 2021 sales due to lower Residential and Public Authority volume. Sales to the Department of Corrections facilities continue to remain affected by the onset of COVID beginning in the spring of 2020 and have not returned to historical averages.
- YTD sewer sales were **7.7% below** budget & **7.6% lower** than July 2021 YTD actual sales.

Income Statement

Electric

- Operating revenues and purchased power expense were **above** budget \$792,900 and \$731,300, respectively, due to overall higher purchased power costs from higher market energy prices passed through WPPI. This trend is expected through the summer months due to higher energy market volatility.
- Gross margin was \$61,600 **above** budget.

- Operating expenses were \$39,000 *below* budget primarily due to lower distribution maintenance costs than budgeted and the crews working on capital projects.
- Operating income was \$287,100 or \$165,600 *above* budget from lower operating costs and the annual billings for joint pole attachments to communication companies, which occur in January of every year and totaled \$76,500.
- Net income was \$276,100 or \$178,700 *above* budget primarily from increased sales and timing of the joint pole attachment billings to communications companies.

Water

- Operating revenues were \$22,300 *above* budget due to overall higher consumption for one Industrial customer who had a water leak in their production line process during the 1st quarter of 2022.
- Operating expenses were \$115,600 *below* budget on lower treatment and distribution expenses including the deferral of planned maintenance on Well #1 budgeted for \$60,000.
- Operating income was \$476,400 or \$142,800 *above* budget from lower than budgeted operating expenses.
- Net income was \$395,700 or \$161,200 *above* budget.

Sewer

- Operating revenues were \$39,300 *above* budget despite continued lower consumption from the Department of Corrections facilities. Trucked in waste revenues increased from the prior months, which led to the increase.
- Operating expenses were \$45,700 *below* budget due to lower laboratory and maintenance-related costs at the WWTF.
- Operating income was \$122,600 or \$90,500 *above* budget.
- Net (loss) was (\$75,200) or \$60,500 *above* budget largely due to controlling maintenance costs at the WWTF and increases in high-strength and trucked-in waste charges.

Balance Sheets

Electric

- Balance sheet *increased* \$228,900 from June 2022.
- Accounts receivable increased \$204,300 due to higher market energy costs passed through the monthly PCAC charge offset by an increase of \$171,900 in Accounts Payable from the monthly purchased power billing.
- Net position *increased* \$51,100 from June 2022.

Water

- Balance sheet *increased* \$62,300 from June 2022.
- Total unrestricted cash *increased* \$53,600 due to increased collections of receivables from the previous month and a reduction in operating costs, which resulted in fewer cash outlays.
- Net position *increased* by \$51,600.

Sewer

- Balance sheet *increased* \$41,700 from June 2022 due to month-to-month fluctuations in payables associated with construction work in progress at the WWTF offset by Disbursement Reimbursements from the USDA (classified as debt).
- Unrestricted cash *decreased* \$249,600 due to payments associated with the S. Madison street reconstruction project and required monthly transfers for debt service.
- Net position *increased* \$27,900.

Cash and Investments

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

- Total cash and investments *increased* \$13,500 or **0.2%** from June 2022 due to payments associated with the S. Madison street reconstruction project and required monthly debt service transfers.
- Received interest and distributions of \$900 and recorded an unrealized *negative* market adjustment of (\$300), along with \$600 in management fees, resulting in a net portfolio *loss* of (\$15) for the month.
- Total interest and investment income earned (lost) on all accounts for the month was \$3,200 and (\$47,600) year-to-date.

OTHER FINANCIAL MATTERS

WWTP Upgrade – Construction Update and Progress

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

Total Project Budget (As of 4/14/2021):	\$ 36,008,000
Total Authorized Funding (As of 5/31/2022):	\$ 37,508,000
Total Project Costs to Date (Thru 9/6/2022):	\$ 29,634,616
Loan Draws – Project to Date: (Thru 9/6/2022):	\$ 27,807,000
Grants Provided (Thru 9/6/2022):	\$ 1,619,000
Disburse Request #17 – Requested (8/10/2022):	\$ 2,662,834
Disburse Request #17 – Paid (8/29/2022):	\$ 2,663,066

Investment Custodian Account Change

The Utility's investment advisor, Ehler's, notified management of a change in their custodial account provider from TD Ameritrade to Pershing, a Bank of New York, Mellon provider. Ehler's communicated the change provided more advisory and reporting options to both Ehler's and its clients. The transition occurred in July 2022.

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

RECREATION DEPARTMENT	MONTHLY REPORT TO COMMON COUNCIL SEPTEMBER 13, 2022	
Activity/Project	Status	Notes/Other
Aquatic Center Attendance - August		Closed early due to weather on August 8. Closed all day due to weather on August 3 and August 7. Last day of season was August 21.
Aquatic Center Swimming Lessons	Session 4 : August 1 – August 11	Last session of the season. Each session had 3 time frames with a maximum capacity of 25 participants per time frame with 6 experience levels.
Aquatic Center Senior Swim	August 5 – 48 participants August 12 – 44 participants August 19 – 18 participants	Multiple requests to offer more Senior Swim days and/or adult night swim next season.
Park Program Attendance - August	Dodge Park – 208 participants in 15 days open Pine Street Park - 217 participants in 14.5 days open West End Park – 178 participants in 14.5 days open	15 days total open in August. Last day of season was August 19.
Park Program Special Events	August 4: Wee Care Fishing Day at Pine Street Park – 31 participants August 5: Art in the Park at West End Park – 27 participants August 19: Picnic and Dodge Park – 59 participants	
Park Rentals - August	Dodge Park – 4 rentals Harris Mill Park – 2 rentals McCune Park – 1 rentals West End Park – 7 rentals Wilcox Park – 3 rental	
Senior Center Attendance - August	1,413 participants in 23 days open	
Senior Center Park Activities Attendance - August	August 5: Birthday Picnic at Harris Mill Park – 62 participants August 18: Yoga in the Park at Harris Mill Park – 37 participants	Upcoming Park Activities: September 21: Yoga in the Park at Harris Mill Park
Senior Center Rentals - August	0 rentals	
Senior Center Meals - August	163 curbside 282 mobile	
Senior Center Upcoming Special Activities/ Events		September 13 – October 18: Senior Citizen’s Police Academy September 14: Fond du Lac County Aging Unit & ADRC Presentation October 6: Senior Expo



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 9, 2022
 To: Mayor, Council, City Administrator, and PFC
 From: Fire Chief, B.J. DeMaa
 Re: August report

Fire Calls:

There were fifteen (15) fire & rescue calls in the month of August for a total of ninety (90) year-to-date. EMRs ran a total of forty-nine (49) medical calls in the month of August for a total of three hundred forty-nine (349) year-to-date.

Average Fire Personnel Response (excluding mutual aid & shift calls):		
	Avg # of Responders	% of Total Department
4A – 8P	9.8	35%
8P – 4A	10.0	36%

* Current roster is 28 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

Average Fire Personnel Response (excluding mutual aid & shift calls) YTD:												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
4A – 8P	10.4	11.6	11.5	14.8	11.2	11.0	9.8	9.8				
8P – 4A	13.3	5.0	11.6	11.5	16.0	12.3	8.0	10.0				

Notes:

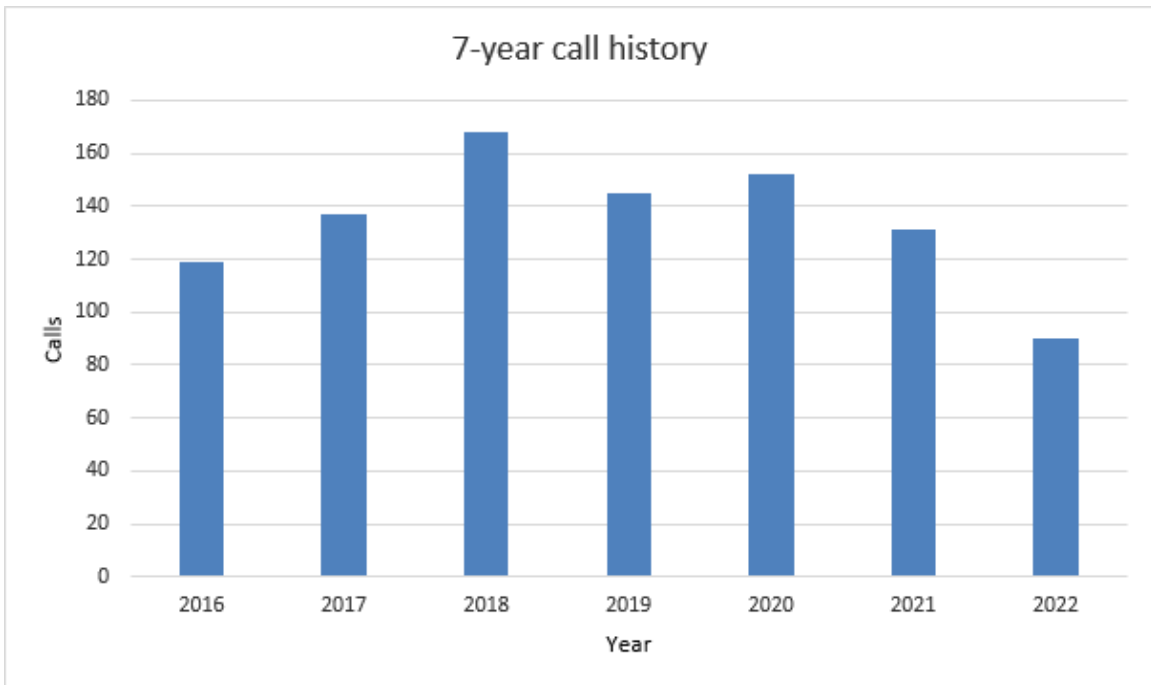
- Paged for report of smoke in house. Only 7 firefighters available (2 Officers, 2 Drivers, 3 Firefighters). Would have been defensive until mutual aid arrived.
- Number suggest staffing is a 24/7 issue, 7 days per week.

Call Summary:

Emergency Medical Responder Calls YTD:												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0	59	45	54	44	50	48	49					349

Notes:

- **Total calls EMRs first on scene – 12 (24%)**
- **Avg. arrival time before contracted service – 2.25 minutes** (does not include mutual aid calls)
- **Mutual aid requests – 2** (EMRs provided 20+ minutes care in both instances)
- **Calls covered by Fire Chief/Assistant Fire Chief during work day – 17 (35%)**



2022 Fire Department Strategic Initiatives Update:

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

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

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

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

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

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

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

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

September 9, 2022

Code Enforcement:

Total time – 30 hours

New complaints – 21

Current open complaints – 25

Closed complaints – 16

New complaints assigned to:

- Code Enforcement Officer – 6
- DPW – 11
- Building Dept. – 1
- PD – 3

Administrative Report for August 2022

Prepared by K Schlieve, 9/9/22

Personnel

- Public Administration Associates (PAA) was onsite on 9/9 and first round interviews were conducted for the Director of Finance/Assistant City Admin position.
- Fire Chief and Emergency Management Director, BJ DeMaa, submitted his resignation effective October 2, 2022. The Recruitment process will begin immediately to fill this vacant position, starting with updates to the job description.
- With the departure of Chief DeMaa, we will be making recommendations to realign code enforcement services with the Police Dept.

Budget

- Health Insurance Taskforce met to discuss negotiations. Discussions with Dean Health Insurance and other providers are ongoing.
- Preliminary operating budgets will be presented at the September COW.

Grants:

- Technical assistance grant with East Central WI Regional Planning Commission to support planning for improvements of public space on either side of 417 E Main Street was not approved.
- Work advancing on the Senior Center planning process with preliminary designs due late September/early October.

Administration:

- Open Book was held on Thursday, 9/8/22.
- Training on new AP software is in process. Once fully operational, the new system will streamline the AP process and will greatly simplify the budget management process.

PROCLAMATION RECOGNIZING PUBLIC POWER WEEK

OCTOBER 2-8, 2022

A WEEK-LONG CELEBRATION OF WAUPUN UTILITIES' YEAR-ROUND SERVICE TO WAUPUN

WHEREAS, we, the citizens of Waupun, place a high value on local choice over community services and therefore have chosen to operate a community-owned, not-for-profit electric utility and, as customers and owners of our electric utility, have a direct say in utility operations and policies;

WHEREAS, Waupun Utilities provides our homes, businesses, schools, and social service and local government agencies with reliable, efficient, and safe electricity employing sound business practices designed to ensure the best possible service at not-for-profit rates;

WHEREAS, Waupun Utilities is a valuable community asset that contributes to the well-being of local citizens through energy efficiency, customer service, environmental protection, economic development, and safety awareness;

WHEREAS, Waupun Utilities is a dependable and trustworthy institution whose local operation provides many consumer protections and continues to make our community a better place to live and work, and contributes to protecting the global environment;

NOW, THEREFORE BE IT RESOLVED: that Waupun Utilities will continue to work to bring low-cost, safe, reliable, and sustainable electricity to community homes and businesses just as it has since the utility was created to serve all the citizens of Waupun;

BE IT FURTHER RESOLVED: that the week of Oct. 2-8 be designated Public Power Week to recognize the people behind public power at Waupun Utilities for their contributions to the community and to educate customer-owners, policymakers, and employees on the benefits of public power; and

BE IT FURTHER RESOLVED: that our community joins hands with more than 2,000 other public power systems in the United States in this celebration of public power, which puts our residents, businesses, and the community before profits.

Dated this 13th day of September, 2022.

Rohn W. Bishop
Mayor

Steven L. Brooks
General Manager and Electric Operations Supervisor

ATTEST:

Angela J. Hull
Clerk/Treasurer

RESOLUTION NO. _____

**RESOLUTION CREATING TAX INCREMENTAL DISTRICT NO. 9,
APPROVING ITS PROJECT PLAN AND ESTABLISHING ITS BOUNDARIES
CITY OF WAUPUN, WISCONSIN**

WHEREAS, the City of Waupun (the "City") has determined that use of Tax Incremental Financing is required to promote development and redevelopment within the City; and

WHEREAS, Tax Incremental District No. 9 (the "District") is proposed to be created by the City as a mixed-use district in accordance with the provisions of Wisconsin Statutes Section 66.1105 (the "Tax Increment Law"); and

WHEREAS, a Project Plan for the District has been prepared that includes:

- a. A statement listing of the kind, number and location of all proposed public works or improvements within the District, or to the extent provided in Wisconsin Statutes Sections 66.1105(2)(f)1.k. and 66.1105(2)(f)1.n., outside of the District;
- b. An economic feasibility study;
- c. A detailed list of estimated project costs;
- d. A description of the methods of financing all estimated project costs and the time when the related costs or monetary obligations are to be incurred;
- e. A map showing existing uses and conditions of real property in the District;
- f. A map showing proposed improvements and uses in the District;
- g. Proposed changes of zoning ordinances, master plan, map, building codes and City ordinances;
- h. A list of estimated non-project costs;
- i. A statement of the proposed plan for relocation of any persons to be displaced;
- j. A statement indicating how the District promotes the orderly development of the City;
- k. An opinion of the City Attorney or of an attorney retained by the City advising that the plan is complete and complies with Wisconsin Statutes Section 66.1105(4)(f).; and

WHEREAS, prior to its publication, a copy of the notice of public hearing was sent to the chief executive officers of Dodge County, the Waupun School District, and the Moraine Park Technical College District, and any other entities having the power to levy taxes on property located within the District, in accordance with the procedures specified in the Tax Increment Law; and

WHEREAS, in accordance with the procedures specified in the Tax Increment Law, the Plan Commission, on August 24, 2022 held a public hearing concerning the project plan and boundaries and proposed creation of the District, providing interested parties a reasonable opportunity to express their views thereon; and

WHEREAS, after said public hearing, the Plan Commission designated the boundaries of the District, adopted the Project Plan, and recommended to the Common Council that it create such District and approve the Project Plan.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Waupun that:

1. The boundaries of the District that shall be named "Tax Incremental District No. 9, City of Waupun", are hereby established as specified in Exhibit A of this Resolution.

2. The District is created effective as of January 1, 2022.
3. The Common Council finds and declares that:
 - (a) Not less than 50% by area of the real property within the District is suitable for mixed-use development as defined by Wisconsin Statutes Section 66.1105(2)(cm).
 - (b) Based upon the finding stated in 3.a. above, the District is declared to be a mixed-use district based on the identification and classification of the property included within the District.
 - (c) The improvement of such area is likely to enhance significantly the value of substantially all of the other real property in the District.
 - (d) The equalized value of the taxable property in the District plus the value increment of all other existing tax incremental districts within the City, does not exceed 12% of the total equalized value of taxable property within the City.
 - (e) That for those parcels to be included within the District that were annexed by the City within the three-year period preceding adoption of this Resolution, the City pledges to pay the Town of Chester an amount equal to the property taxes the town last levied on the territory for each of the next five years.
 - (f) The City estimates that none of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wisconsin Statutes Section 66.1105(5)(b).
 - (g) The project costs relate directly to promoting mixed-use development in the District consistent with the purpose for which the District is created.
 - (h) Lands proposed for newly platted residential development comprise no more than 35% of the real property area within the District
 - (i) Costs related to newly platted residential development may be incurred based on the proposed development having a density of at least three (3) units per acre as defined in Wisconsin Statutes Section 66.1105(2)(f)3.a.
4. The Project Plan for "Tax Incremental District No. 9, City of Waupun" (see Exhibit B) is approved, and the City further finds the Plan is feasible and in conformity with the master plan of the City.

BE IT FURTHER RESOLVED THAT the City Clerk is hereby authorized and directed to apply to the Wisconsin Department of Revenue, in such form as may be prescribed, for a "Determination of Tax Incremental Base", as of January 1, 2022, pursuant to the provisions of Wisconsin Statutes Section 66.1105(5)(b).

BE IT FURTHER RESOLVED THAT pursuant to Section 66.1105(5)(f) of the Wisconsin Statutes that the City Assessor is hereby authorized and directed to identify upon the assessment roll returned and examined under Wisconsin Statutes Section 70.45, those parcels of property which are within the District, specifying thereon the name of the said District, and the City Clerk is hereby authorized and directed to make similar notations on the tax roll made under Section 70.65 of the Wisconsin Statutes.

Adopted this _____ day of _____, 2022.

City Mayor

City Clerk

EXHIBIT A -

**LEGAL BOUNDARY DESCRIPTION
OR
MAP OF
TAX INCREMENTAL DISTRICT NO. 9
CITY OF WAUPUN**

[INCLUDED WITHIN PROJECT PLAN]

PROJECT PLAN

[DISTRIBUTED SEPARATELY]

September 12, 2022

PROJECT PLAN

City of Waupun, Wisconsin

Tax Incremental District No. 9



Prepared by:

Ehlers

N21W23350 Ridgeview Parkway West,

Suite 100

Waukesha, WI 53188

BUILDING COMMUNITIES. IT'S WHAT WE DO.

KEY DATES

Organizational Joint Review Board Meeting Held:	August 24, 2022
Public Hearing Held:	August 24, 2022
Approval by Plan Commission:	August 24, 2022
Adoption by Common Council:	September 13, 2022
Approval by the Joint Review Board:	September 28, 2022

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SECTION 1:

Executive Summary

DESCRIPTION OF DISTRICT

Tax Incremental District (“TID”) No. 9 (“District”) is a proposed Mixed-Use District comprising approximately 138.5 acres located in the southern portion of the City of Waupun (the “City”) to include three parcels recently annexed from the Town of Chester. The District will be created to pay the costs of development incentives and public infrastructure improvements needed to promote mixed use development (“Project”). The initial development will be an industrial development that includes commercial buildings for feed production, soybean and grain processing and other related agri-business operations, as well as construction of a dry mill, grain dryer, soybean processing facility and related structures. The Project is expected to occur in three phases. In addition to the initial development, there will be lands available for additional industrial development, along with various housing development sites to meet housing shortage needs in the City. In addition to the incremental property value that will be created, the City expects the Project to provide employment opportunities, increased income and sales tax collection, manufacturing activity, housing opportunities and other benefits to the local economy resulting from the purchase of goods and services related to construction and operation of the Project.

AUTHORITY

The City is creating the District under the provisions of Wis. Stat. § 66.1105.

ESTIMATED TOTAL PROJECT COST EXPENDITURES

The City anticipates making total expenditures of approximately \$12.6 million (“Project Costs”) not including issuance and interest cost, to undertake the projects listed in this Project Plan (“Plan”). Project Costs include an estimated \$4.3 million in development incentives, \$7.2 million in public infrastructure costs, \$500 thousand in land costs, \$500 thousand for stormwater contribution, \$200 thousand for professional services/ administration.

INCREMENTAL VALUATION

The City projects that new land and improvements value of approximately \$51.6 million will result from the Project. Creation of this additional value will be made possible by the Project Costs made within the District. A table detailing assumption as to the development timing and associated values is included in the Economic Feasibility Study located within this Plan.

EXPECTED TERMINATION OF DISTRICT

Based on the Economic Feasibility Study located within Section 9 of this Plan, the City anticipates that the District will generate sufficient tax increment to pay all Project Costs within its allowable 20 years.

SUMMARY OF FINDINGS

As required by Wis. Stat. § 66.1105, and as documented in this Plan and the exhibits contained and referenced herein, the following findings are made:

1. That “but for” the creation of this District, the development projected to occur as detailed in this Plan: 1) would not occur; or 2) would not occur in the manner, at the values, or within the timeframe desired by the City, due to the substantial investment needed to provide the public infrastructure necessary to allow for development within the District. The City expects to receive one or more requests for tax incremental financing (“TIF”) assistance. As requests are submitted, the City will evaluate each to confirm that the public investment is necessary, and that “but for” that investment, the related development will not occur. The development incentives included in this Plan are for purposes of confirming economic feasibility only and do not reflect a commitment by the City to provide incentives in any specific amount. Incentive commitments will be set forth in development agreements for individual phases and subject to approval by the Common Council. To the extent City provides incentives, it expects to do so on a “pay as you go basis.” Absent the use of tax incremental financing, the City is unable to fully fund costs outlined in this Project Plan.
2. The economic benefits of the District, as measured by increased employment, business and personal income, and property value, are sufficient to compensate for the cost of the improvements. In making this determination, the City has considered that in addition to the incremental property value that will be created, the City expects the Projects to provide employment opportunities, increased income and sales tax collection, manufacturing activity, and other benefits to the local economy resulting from the purchase of goods and services related to construction and operation of the Project.
3. The benefits of the proposal outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions. As required by Wis. Stat. § 66.1105(4)(i)4., a calculation of the share of projected tax increments estimated to be paid by the owners of property in the overlying taxing jurisdictions has been prepared and can be found in this Plan. However, because the Project would not occur without the use of tax incremental financing, these tax increments would not be paid but for

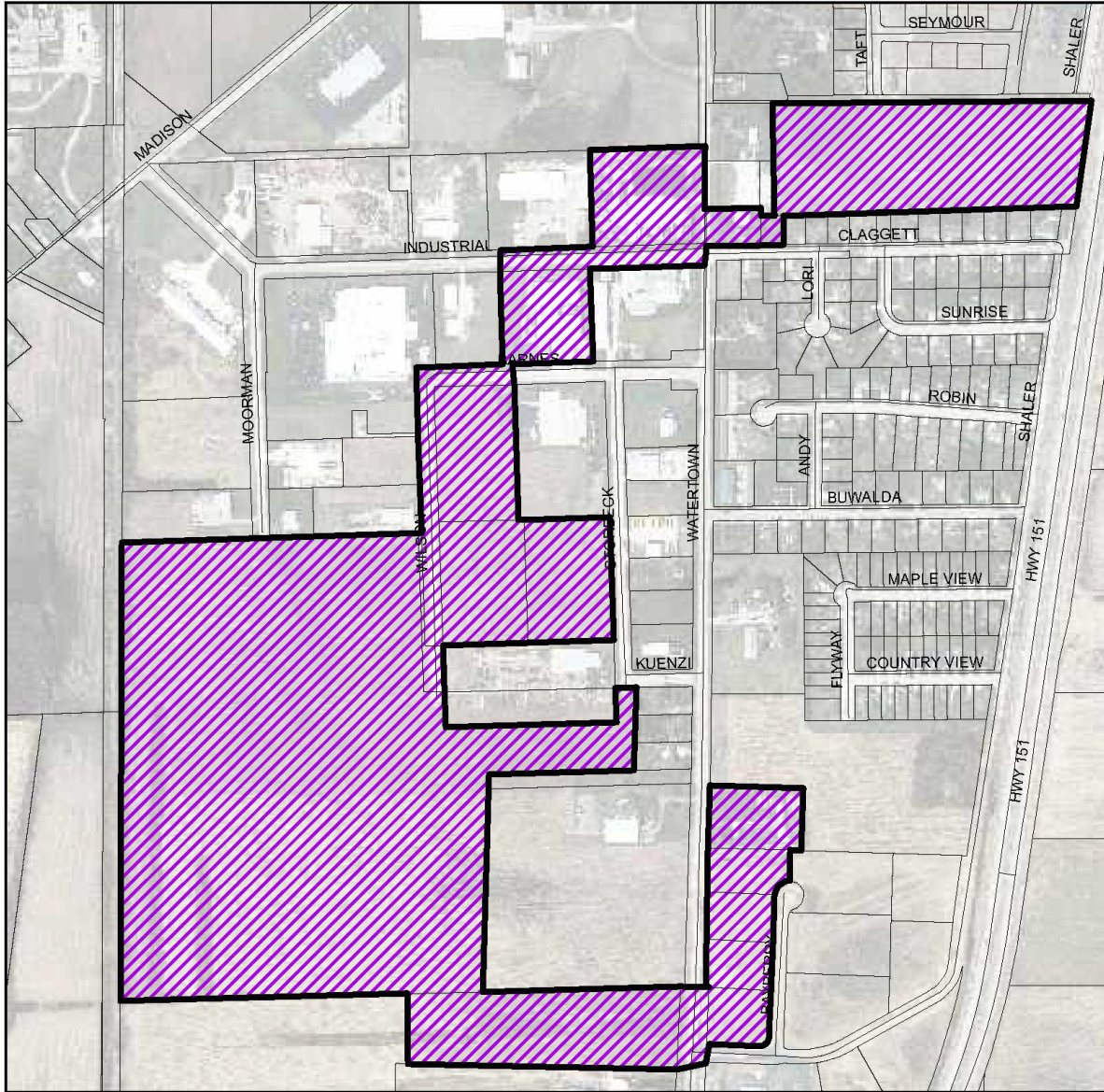
creation of the District. Accordingly, the City finds that the benefits expected to be realized as set forth in this Plan outweigh the value of the tax increments to be invested in the Project.





4. Not less than 50% by area of the real property within the District is suitable for mixed use development as defined by Wis. Stat. § 66.1105(2)(cm). Lands proposed for newly platted residential development comprise no more than 35% of the real property area within the District. Costs related to newly-platted residential development may be incurred based on the proposed development having a density of at least three (3) units per acre as defined in Wis. Stat. § 66.1105(2)(f)3.a.
5. Based on the foregoing finding, the District is designated as a mixed use district.
6. The Project Costs relate directly to promoting mixed use development in the District, consistent with the purpose for which the District is created.
7. Improvements to be made in the District are likely to significantly enhance the value of substantially all the other real property in the District.
8. The equalized value of taxable property in the District, plus the incremental value of all existing tax incremental districts within the City does not exceed 12% of the total equalized value of taxable property within the City.
9. The City estimates that none of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period, pursuant to Wis. Stat. § 66.1105(5)(b).
10. That for those parcels to be included within the District that were annexed by the City within the three-year period preceding adoption of this Resolution, the City pledges to pay the Town of Chester an amount equal to the property taxes the town last levied on the territory for each of the next five years.
11. The Plan for the District is feasible and is in conformity with the Master Plan of the City.

SECTION 2: **Preliminary Map of Proposed District Boundary**

Map Found on Following Page.

CITY OF WAUPUN, WISCONSIN
Proposed Tax Incremental Finance District #9
TID 9 BOUNDARIES



LEGEND		 CITY OF WAUPUN municipal government
	City of Waupun	
	Parcels	
	TID #9	

SECTION 3:

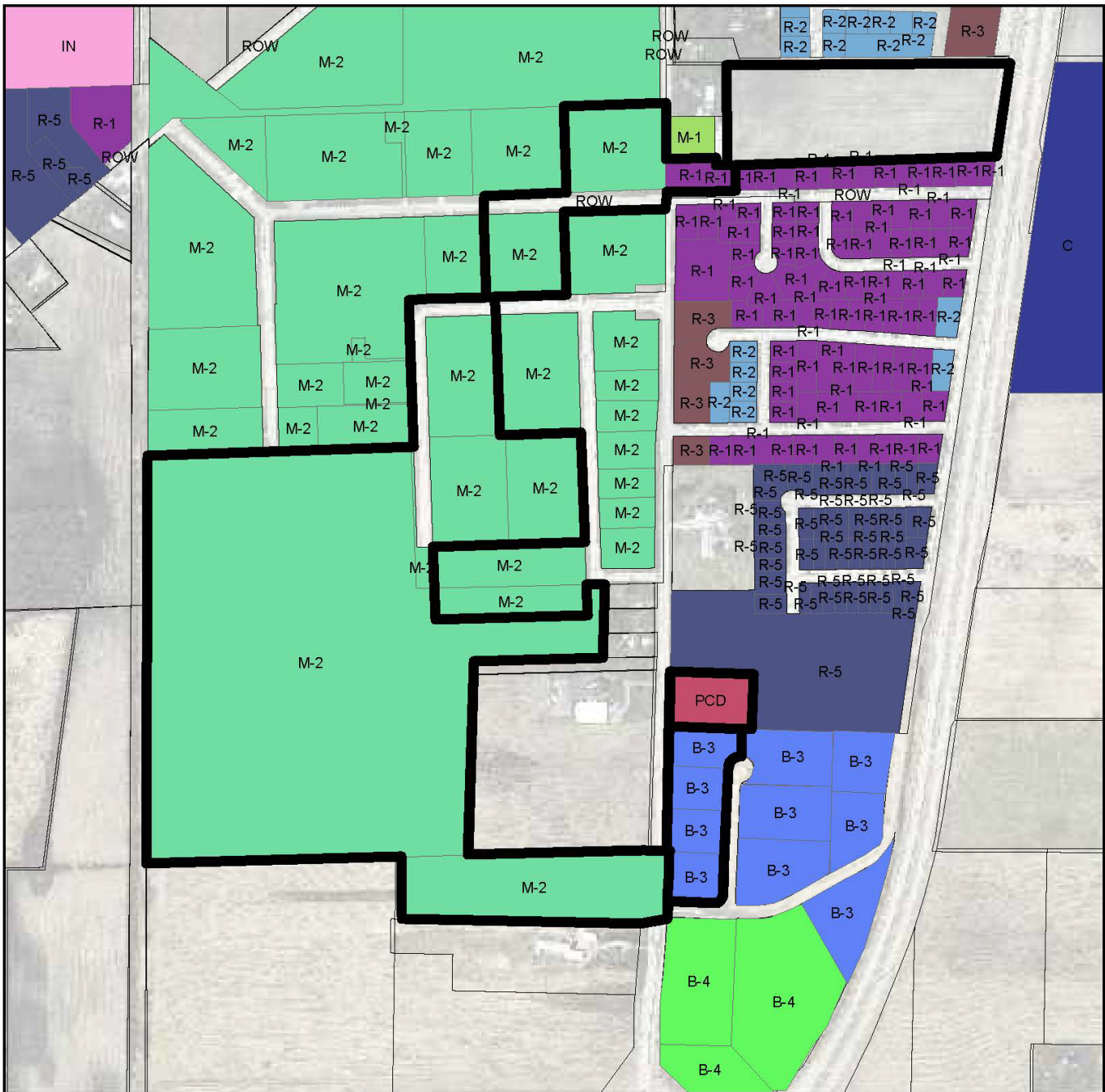
Map Showing Existing Uses and Conditions

Map Found on Following Page.


CITY OF WAUPUN, WISCONSIN


Proposed Tax Incremental Finance District #9

TID 9 BOUNDARIES with ZONING



LEGEND

 Parcels

 TID #9

Zoning Districts

- B-3 - Shopping Center Business
- B-4 - Interchange Business
- M-1 - Closed Storage / Light Industrial
- M-2 - Open Storage/Heavy Industrial
- PD - Planned Development
- R-1 - Single-Family Residential



SECTION 4: Preliminary Parcel List and Analysis

The District will include the parcels identified in the table included on this page. Of the 138.5 acres be located within the District, 128 are zoned and suitable for mixed use sites as defined by Wis. Stat. § 66.1101.

Map Reference Number	Parcel Number	Address	Owner	Acres	Suitable Acres
					Mixed Use
1	292-1315-0842-001	N/A	City of Waupun	77.74	77.74
2	292-1315-0814-005	Wilson Dr	City of Waupun	5.01	5.01
3	292-1315-0814-004	Storbeck Dr	City of Waupun	5.00	5.00
4	292-1315-0814-002	Barnes St & Wilson Dr	Rust-Oleum Corporation	5.14	5.14
5	292-1315-0811-000	1050 S Watertown St	Rayfo Inc	5.21	5.21
6	292-1315-0922-002	600 Claggett Ave	Wolfgang Semrau, Sharon Semrau	1.01	
7	292-1315-0922-003	604 Claggett Ave	John D Church, Kelly J Church	0.30	
8	010-1315-0922-000*	State Road 26	Bauman, Janice G., Clagget, Arthur O, Claggett, Dwight E, Maleck, Nancy B	15.98	15.98
9	292-1315-0811-004	504 Barnes St	Wisconsin Dairy Distributing, LLC	4.00	4.00
10	010-1315-0932-000*	N11456 State Road 26	City of Waupun	2.80	
11	292-1315-0932-030	Bayberry Lane	City of Waupun	1.66	
12	292-1315-0932-029	Bayberry Lane	City of Waupun	1.51	
13	292-1315-0932-028	Bayberry Lane	City of Waupun	1.51	
14	292-1315-0933-002	Bayberry Land & Shaler Dr	City of Waupun	1.64	
15	010-1315-0843-001*	State Road 26	City of Waupun	10.00	10.00
TOTALS				138.50	128.08

Percentage of TID Area Suitable for Mixed Use Development

92%

*Parcels were annexed from the Town of Chester on June 6, 2022.

Calculation of Estimated Base Value

Parcel	Assessed Value				Equalized Value			
	Land	Improvement	Personal	Total	Land	Improvement	Personal	Total
292-1315-0842-001	0	0	0	0	0	0	0	0
292-1315-0814-005	0	0	0	0	0	0	0	0
292-1315-0814-004	0	0	0	0	0	0	0	0
292-1315-0814-002	6,300	3,000	0	9,300	5,800	3,500	0	9,300
292-1315-0811-000	91,000	361,000	0	452,000	105,300	417,700	0	523,000
292-1315-0922-002	40,000	168,500	0	208,500	46,300	195,000	0	241,300
292-1315-0922-003	24,000	113,900	0	137,900	27,800	131,800	0	159,600
010-1315-0922-000	5,500	0	0	5,500	1,900	0	0	1,900
292-1315-0811-004	76,000	560,500	0	636,500	87,900	648,600	0	736,500
010-1315-0932-000	32,000	111,200	0	143,200	34,200	118,800	0	153,000
292-1315-0932-030*	0	0	0	0	0	0	0	0
292-1315-0932-029*	0	0	0	0	0	0	0	0
292-1315-0932-028*	0	0	0	0	0	0	0	0
292-1315-0933-002*	0	0	0	0	0	0	0	0
010-1315-0843-001	18,700	0	0	18,700	5,100	0	0	5,100
TOTALS	293,500	1,318,100	0	1,611,600	314,300	1,515,400	0	1,829,700

Valuations listed reflect January 1, 2021, assessed values converted to equalized value using the January 1, 2021 aggregate ratios published by the Wisconsin Department of Revenue for the City.

Actual District base value will be certified using January 1, 2022, valuations which are not yet available. Any increases in valuation occurring after January 1, 2022, will generate incremental value.

*Parcels are currently in TID 7.

City of Waupun, Wisconsin

Tax Increment District No. 9

Base Property Information

Property Information							Assessment Information				Equalized Value				District Classification	
Map Ref #	Parcel Number	Street Address	Owner	Acreage	Annexed Post 1/1/04?	Part of Existing TID?	Land	Imp	PP	Total	Equalized Value Ratio	Land	Imp	PP	Total	Industrial (Zoned and Suitable)
1	292-1315-0842-001	N/A	City of Waupun	77.74			0	0	0	0	86.42%	0	0	0	0	77.74
2	292-1315-0814-005	Wilson Dr	City of Waupun	5.01			0	0	0	0	86.42%	0	0	0	0	5.01
3	292-1315-0814-004	Storbeck Dr	City of Waupun	5.00			0	0	0	0	86.42%	0	0	0	0	5.00
4	292-1315-0814-002	Barnes St & Wilson Dr	Rust-Oleum Corporation	5.14			6,300	3,000	0	9,300	86.42%	5,800	3,500	0	9,300	5.14
5	292-1315-0811-000	1050 S Watertown St	Rayfo Inc	5.21			91,000	361,000	0	452,000	86.42%	105,300	417,700	0	523,000	5.21
6	292-1315-0922-002	600 Claggett Ave	Wolfgang Semrau, Sharon Semrau	1.01			40,000	168,500	0	208,500	86.42%	46,300	195,000	0	241,300	
7	292-1315-0922-003	604 Claggett Ave	John D Church, Kelly J Church	0.30			24,000	113,900	0	137,900	86.42%	27,800	131,800	0	159,600	
8	010-1315-0922-000	State Road 26	Bauman, Janice G., Clagget, Arthur O, Claggett, Dwight E, Maleck, Nancy B	15.98	6/6/22		5,500	0	0	5,500	93.63%	1,900	0	0	1,900	15.98
9	292-1315-0811-004	504 Barnes St	Wisconsin Dairy Distributing, LLC	4.00			76,000	560,500	0	636,500	86.42%	87,900	648,600	0	736,500	4.00
10	010-1315-0932-000	N11456 State Road 26	City of Waupun	2.80	6/6/22		32,000	111,200	0	143,200	93.63%	34,200	118,800	0	153,000	
11	292-1315-0932-030	Bayberry Lane	City of Waupun	1.66		7	0	0	0	0	86.42%	0	0	0	0	
12	292-1315-0932-029	Bayberry Lane	City of Waupun	1.51		7	0	0	0	0	86.42%	0	0	0	0	
13	292-1315-0932-028	Bayberry Lane	City of Waupun	1.51		7	0	0	0	0	86.42%	0	0	0	0	
14	292-1315-0933-002	Bayberry Land & Shaler Dr	City of Waupun	1.64		7	0	0	0	0	86.42%	0	0	0	0	
15	010-1315-0843-001	State Road 26	City of Waupun	10.00	6/6/22		18,700	0	0	18,700	93.63%	5,100	0	0	5,100	10.00
Total Acreage 138.50							293,500	1,318,100	0	1,611,600		314,300	1,515,400	0		128.08 92.48%
											Estimated Base Value 1,829,700					

The above values are as of January 1, 2021. Actual base value certification of the territory will be based on January 1, 2022 assessed values.

SECTION 5: Equalized Value Test

The following calculations demonstrate that the City expects to be in compliance with Wis. Stat. § 66.1105(4)(gm)4.c., which requires that the equalized value of the taxable property in the proposed District, plus the incremental value of all existing tax incremental districts, does not exceed 12% of the total equalized value of taxable property within the City.

Calculation of City Equalized Value Limit

City TID IN Equalized Value (Jan. 1, 2022)	\$	608,001,600
TID Valuation Limit @ 12% of Above Value	\$	72,960,192

Calculation of Value Subject to Limit

Estimated Base Value of New District	\$	1,829,700
Incremental Value of Existing Districts (Jan. 1, 2022)	\$	44,997,200
Less Value of Underlying TID Parcels (TID 7)	\$	<u>0</u>
Total Value Subject to 12% Valuation Limit	\$	46,826,900

The equalized value of the increment of existing tax incremental districts within the City, plus the estimated base value of the District, less the value of the underlying TID 7 parcels, totals \$46,826,900, which is 7.70% of the City's total equalized value. This value is less than the maximum of \$72,960,192 (12%) in equalized value that is permitted for the City. Following creation of the District, its base value is no longer counted towards the 12% limit, however, any incremental increase in value will be included in the calculation for creation of subsequent districts, or where territory is being added to an existing district.

SECTION 6: Statement Listing the Kind, Number and Location of All Proposed Public Works or Improvements Within the District

Project Costs are any expenditure made, estimated to be made, or monetary obligations incurred or estimated to be incurred as outlined in this Plan. Project Costs will be diminished by any income, special assessments or other revenues, including user fees or charges, other than tax increments, received or reasonably expected to be received in connection with the implementation of the Plan. If Project Costs incurred benefit territory outside the District, a proportionate share of the cost is not a Project Cost. Costs identified in this Plan are preliminary estimates made prior to design considerations and are subject to change after planning, design and construction is completed.

With all Project Costs, the costs of engineering, design, survey, inspection, materials, construction, restoring property to its original condition, apparatus necessary for public works, legal and other consultant fees, testing, environmental studies, permits, updating City ordinances and plans, judgments or claims for damages and other expenses are included as Project Costs.

The following is a list of public works and other tax incremental financing eligible Project Costs that the City expects to make, or may need to make, in conjunction with the implementation of the District's Plan. The map found in Section 7 of this Plan along with the Detailed List of Project Costs found in Section 8 provide additional information as to the kind, number and location of potential Project Costs.

Property, Right-of-Way and Easement Acquisition

Property Acquisition for Development

To promote and facilitate development the City may acquire property within the District. The cost of property acquired, and any costs associated with the transaction, are eligible Project Costs. Following acquisition, other Project Costs within the categories detailed in this Section may be incurred to make the property suitable for development. Any revenue received by the City from the sale of property acquired pursuant to the execution of this Plan will be used to reduce the total project costs of the District. If total Project Costs incurred by the City to acquire property and make it suitable for development exceed the revenues or other consideration received from the sale or lease of that property, the net amount shall be considered "real property assembly costs" as

defined in Wis. Stat. § 66.1105(2)(f)1.c., and subject to recovery as an eligible Project Cost.

Property Acquisition for Conservancy

To promote the objectives of this Plan, the City may acquire property within the District that it will designate for conservancy. These conservancy objectives include: preserving historic resources or sensitive natural features; protection of scenic and historic views; maintaining habitat for wildlife; maintaining adequate open space; reduction of erosion and sedimentation by preserving existing vegetation; and providing adequate areas for management of stormwater. The cost of property acquired for conservancy, and any costs associated with the transaction, are eligible Project Costs.

Acquisition of Rights-of-Way

The City may need to acquire property to allow for installation of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the City to identify, negotiate and acquire rights-of-way are eligible Project Costs.

Acquisition of Easements

The City may need to acquire temporary or permanent easements to allow for installation and maintenance of streets, driveways, sidewalks, utilities, stormwater management practices and other public infrastructure. Costs incurred by the City to identify, negotiate and acquire easement rights are eligible Project Costs.

Relocation Costs

If relocation expenses are incurred in conjunction with the acquisition of property, those expenses are eligible Project Costs. These costs may include, but are not limited to: preparation of a relocation plan; allocations of staff time; legal fees; publication of notices; obtaining appraisals; and payment of relocation benefits as required by Wis. Stat. Chapter 32 and Wis. Admin. Code ADM 92.

Site Preparation Activities

Environmental Audits and Remediation

If it becomes necessary to evaluate any land or improvement within the District, any cost incurred by the City related to environmental audits, testing, and remediation are eligible Project Costs.

Demolition

To make sites suitable for development, the City may incur costs related to demolition and removal of structures or other land improvements, to include abandonment of wells or other existing utility services.

Site Grading

Land within the District may require grading to make it suitable for development, to provide access, and to control stormwater runoff. The City may need to remove and dispose of excess material or bring in fill material to provide for proper site elevations. Expenses incurred by the City for site grading are eligible Project Costs.

Utilities

Sanitary Sewer System Improvements

To allow development to occur, the City may need to construct, alter, rebuild or expand sanitary sewer infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: collection mains; manholes and cleanouts; service laterals; force mains; interceptor sewers; pumping stations; lift stations; wastewater treatment facilities; and all related appurtenances. To the extent sanitary sewer projects undertaken within the District provide direct benefit to land outside of the District, the City will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the City construct, alter, rebuild or expand sanitary sewer infrastructure located outside of the District. That portion of the costs of sanitary sewer system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Water System Improvements

To allow development to occur, the City may need to construct, alter, rebuild or expand water system infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: distribution mains; manholes and valves; hydrants; service laterals; pumping stations; wells; water treatment facilities; storage tanks and reservoirs; and all related appurtenances. To the extent water system projects undertaken within the District provide direct benefit to land outside of the District, the City will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the

implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the City construct, alter, rebuild or expand water system infrastructure located outside of the District. That portion of the costs of water system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Stormwater Management System Improvements

Development within the District will cause stormwater runoff. To manage this stormwater runoff, the City may need to construct, alter, rebuild or expand stormwater management infrastructure within the District. Eligible Project Costs include, but are not limited to, construction, alteration, rebuilding or expansion of: stormwater collection mains; inlets, manholes and valves; service laterals; ditches; culvert pipes; box culverts; bridges; stabilization of stream and river banks; and infiltration, filtration and detention Best Management Practices (BMP's). To the extent stormwater management system projects undertaken within the District provide direct benefit to land outside of the District, the City will make an allocation of costs based on such benefit. Those costs corresponding to the benefit allocated to land within the District, and necessitated by the implementation of the Project Plan, are eligible Project Costs. Implementation of the Project Plan may also require that the City construct, alter, rebuild or expand stormwater management infrastructure located outside of the District. That portion of the costs of stormwater management system projects undertaken outside the District which are necessitated by the implementation of the Project Plan are eligible Project Costs.

Electric Service

To create sites suitable for development, the City may incur costs to provide, relocate or upgrade electric services. Relocation may require abandonment and removal of existing poles or towers, installation of new poles or towers, or burying of overhead electric lines. Costs incurred by the City to undertake this work are eligible Project Costs.

Gas Service

To create sites suitable for development, the City may incur costs to provide, relocate or upgrade gas mains and services. Costs incurred by the City to undertake this work are eligible Project Costs.

Communications Infrastructure

To create sites suitable for development, the City may incur costs to provide, relocate or upgrade infrastructure required for voice and data communications, including, but not limited to: telephone lines, cable lines and fiber optic cable. Costs incurred by the City to undertake this work are eligible Project Costs.

Streets and Streetscape

Street Improvements

To allow development to occur, the City may need to construct or reconstruct streets, highways, alleys, access drives and parking areas. Eligible Project Costs include, but are not limited to: excavation; removal or placement of fill; construction of road base; asphalt or concrete paving or repaving; installation of curb and gutter; installation of sidewalks and bicycle lanes; installation of culverts, box culverts and bridges; rail crossings and signals; utility relocation, to include burying overhead utility lines; street lighting; installation of traffic control signage and traffic signals; pavement marking; right-of-way restoration; installation of retaining walls; and installation of fences, berms, and landscaping.

Streetscaping and Landscaping

To attract development consistent with the objectives of this Plan, the City may install amenities to enhance development sites, rights-of-way and other public spaces. These amenities include, but are not limited to: landscaping; lighting of streets, sidewalks, parking areas and public areas; installation of planters, benches, clocks, tree rings, trash receptacles and similar items; and installation of brick or other decorative walks, terraces and street crossings. These and any other similar amenities installed by the City are eligible Project Costs.

Community Development

Cash Grants (Development Incentives)

The City may enter into agreements with property owners, lessees, or developers of land located within the District for sharing costs to encourage the desired kind of improvements and assure tax base is generated sufficient to recover Project Costs. No cash grants will be provided until the City executes a developer agreement with the recipient of the cash grant. Any payments of cash grants made by the City are eligible Project Costs.

Miscellaneous

Property Tax Payments to Town

Property tax payments due to the Town of Chester under Wis. Stat. § 66.1105(4)(gm)1. because of the inclusion of lands annexed after January 1, 2004 within the boundaries of the District are an eligible Project Cost.

Projects Outside the Tax Increment District

Pursuant to Wis. Stat. § 66.1105(2)(f)1.n, the City may undertake projects within territory located within one-half mile of the boundary of the District provided that: 1) the project area is located within the City's corporate boundaries; and 2) the projects are approved by the Joint Review Board. The cost of projects completed outside the District pursuant to this section are eligible project costs and may include any project cost that would otherwise be eligible if undertaken within the District. The City intends to make the following project cost expenditures outside the District:

- 1) Shaler Drive Extension along US 151 - The TID portion is estimated to be \$1.5M.
- 2) Stormwater Pond - The TID portion is estimated to be \$500K.
- 3) Industrial Drive Mill and Overlay - The TID portion is estimated to be \$25K.

Professional Service and Organizational Costs

The costs of professional services rendered, and other costs incurred, in relation to the creation, administration and termination of the District, and the undertaking of the projects contained within this Plan, are eligible Project Costs. Professional services include but are not limited to architectural; environmental; planning; engineering; legal; audit; financial; and the costs of informing the public with respect to the creation of the District and the implementation of the Plan.

Administrative Costs

The City may charge to the District as eligible Project Costs reasonable allocations of administrative costs, including, but not limited to, employee salaries. Costs allocated will bear a direct connection to the time spent by City employees relating to the implementation of the Plan.

Financing Costs

Interest expense, debt issuance expenses, redemption premiums, and any other fees and costs incurred in conjunction with obtaining financing for projects undertaken under this Plan are eligible Project Costs.

SECTION 7:

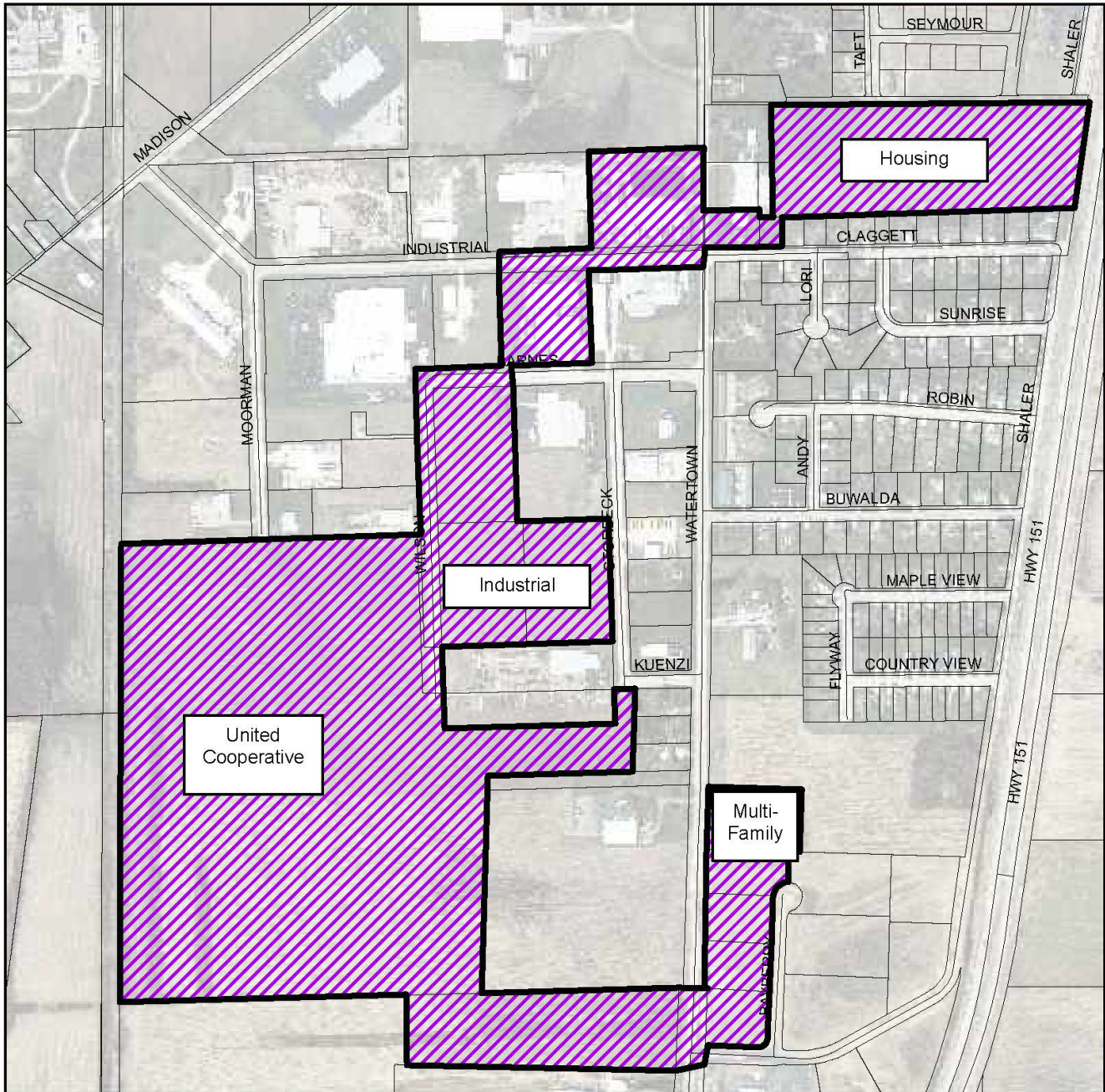
Map Showing Proposed Improvements and Uses

Map Found on Following Page.




CITY OF WAUPUN, WISCONSIN

Proposed Tax Incremental Finance District #9

TID 9 BOUNDARIES - PROPOSED PROJECTS



LEGEND

-  City of Waupun
-  Parcels
-  TID #9



SECTION 8: Detailed List of Estimated Project Costs

The following list identifies the Project Costs that the City currently expects to incur in implementing the District’s Plan. All projects identified and related costs reflect the best estimates available as of the date of preparation of this Plan. All costs are preliminary estimates and may increase or decrease. Certain Project Costs listed may become unnecessary, and other Project Costs not currently identified may need to be made. (Section 6 details the general categories of eligible Project Costs). Changes in Project Cost totals or the types of Project Costs to be incurred will not require that this Plan be amended. This Plan is not meant to be a budget nor an appropriation of funds for specific Project Costs, but a framework within which to manage Project Costs.

City of Waupun, Wisconsin			
Tax Increment District No. 9			
Estimated Project List ¹			
Project ID	Project Name/Type	Est. Cost	Est. Timing
1	Public Infrastructure	2,768,740	2023
2	Land	500,000	2023
3	SW Contribution	500,000	2023
4	Professional Services/Administration	188,000	2022-2042
5	Occupancy Incentive (Up-front)		
6	Phase 1	765,000	2025
7	Phase 2	80,000	2025
8	Phase 3	455,000	2026
9	Developer Incentive ("Pay As You Go")	2,500,000	2025-2042
10	Property Tax Payments to the Town of Chester	1,376	2023-2027
11	Shaler Drive (East of Hwy 26)	1,500,000	2025-2026
12	Industrial Drive Mill & Overaly	25,000	2025-2026
13	Bayberry Extension (Storm, Street)	900,000	2025-2026
14	Bayberry Extension (Incentive)	500,000	2025-2026
16	Clagget Housing Subdivision (Infrastructure)	2,000,000	2025-2026
Total Projects		<u>12,683,116</u>	

Notes:
 1) Per Exhibit C of the Development Agreement entered into between the City and United Cooperative on June 14, 2022.
 2) Various Housing Developments

SECTION 9: Economic Feasibility Study, Description of the Methods of Financing Estimated Project Costs and the Time When Related Costs or Monetary Obligations are to be Incurred

This Section includes a forecast of the valuation increases expected within the District, the associated tax increment collections, a summary of how Project Costs would be financed, and a projected cash flow demonstrating that the District is economically feasible.

Key Assumptions

The Project Costs the City plans to make are expected to create \$51.6 million in incremental value by January 1, 2029. Estimated valuations and timing for construction of the Project are included in **Table 1**. Assuming the City's current equalized TID Interim tax rate of \$19.73 per thousand of equalized value, and no economic appreciation or depreciation, the Project would generate \$18.7 million in incremental tax revenue over the 20-year term of the District as shown in **Table 2**.

Table 1 - Development Assumptions

City of Waupun, Wisconsin
Tax Increment District No. 9
Development Assumptions¹

Construction Year		Phase 1/ Phase 2	Phase 3	Clagget Housing	Bayberry Extension Multi-Family	Annual Total	Construction Year	
1	2022					0	2022	1
2	2023				600,000	600,000	2023	2
3	2024	21,500,000				21,500,000	2024	3
4	2025		12,000,000	1,500,000		13,500,000	2025	4
5	2026			1,500,000	10,000,000	11,500,000	2026	5
6	2027			1,500,000		1,500,000	2027	6
7	2028			1,500,000		1,500,000	2028	7
8	2029			1,500,000		1,500,000	2029	8
9	2030					0	2030	9
10	2031					0	2031	10
11	2032					0	2032	11
12	2033					0	2033	12
13	2034					0	2034	13
14	2035					0	2035	14
15	2036					0	2036	15
16	2037					0	2037	16
17	2038					0	2038	17
18	2039					0	2039	18
19	2040					0	2040	19
20	2041					0	2041	20
Totals		<u>21,500,000</u>	<u>12,000,000</u>	<u>7,500,000</u>	<u>10,600,000</u>	<u>51,600,000</u>		

Notes:

- 1) Represents the Guranteed Property Valuation per Section 5 of the Development Agreement entered into between the City and United Cooperative on June 14, 2022.
- 2) Clagget housing development assumes 5 homes per year at \$300K per year.
- 3) Bayberry Extension multi-family housing.

Table 2 - Tax Increment Projection Worksheet

City of Waupun, Wisconsin

Tax Increment District No. 9

Tax Increment Projection Worksheet

Type of District	Mixed Use		Base Value	1,829,700
District Creation Date	August 9, 2022		Appreciation Factor	1.00%
Valuation Date	Jan 1,	2022	Base Tax Rate	\$19.73
Max Life (Years)	20		Rate Adjustment Factor	0.00%
Expenditure Period/Termination	15	8/9/2037		
Revenue Periods/Final Year	20	2043		
Extension Eligibility/Years	Yes	3		
Eligible Recipient District	No			

Construction	Valuation	Inflation	Total	Revenue	Tax	Increment	Non-UC		
Year	Value Added	Year	Increment	Year	Tax Rate	from UC	Incrment		
1	2022	0	2023	0	2024	\$19.73	0	0	
2	2023	600,000	2024	0	2025	\$19.73	11,840	0	
3	2024	21,500,000	2025	6,000	2026	\$19.73	436,239	424,398	
4	2025	13,500,000	2026	221,060	2027	\$19.73	707,009	661,087	
5	2026	11,500,000	2027	358,271	2028	\$19.73	941,020	661,087	
6	2027	1,500,000	2028	476,853	2029	\$19.73	980,031	661,087	
7	2028	1,500,000	2029	496,622	2030	\$19.73	1,019,432	661,087	
8	2029	1,500,000	2030	516,588	2031	\$19.73	1,059,227	661,087	
9	2030	0	2031	536,754	2032	\$19.73	1,069,820	661,087	
10	2031	0	2032	542,121	2033	\$19.73	1,080,518	661,087	
11	2032	0	2033	547,543	2034	\$19.73	1,091,323	661,087	
12	2033	0	2034	553,018	2035	\$19.73	1,102,236	661,087	
13	2034	0	2035	558,548	2036	\$19.73	1,113,259	661,087	
14	2035	0	2036	564,134	2037	\$19.73	1,124,391	661,087	
15	2036	0	2037	569,775	2038	\$19.73	1,135,635	661,087	
16	2037	0	2038	575,473	2039	\$19.73	1,146,992	661,087	
17	2038	0	2039	581,228	2040	\$19.73	1,158,461	661,087	
18	2039	0	2040	587,040	2041	\$19.73	1,170,046	661,087	
19	2040	0	2041	592,910	2042	\$19.73	1,181,747	661,087	
20	2041	0	2042	598,839	2043	\$19.73	1,193,564	661,087	
Totals	51,600,000		8,882,777		Future Value of Increment		18,722,790	11,662,882	7,059,908

Notes:
Actual results will vary depending on development, inflation of overall tax rates.

Financing and Implementation

Implementation of the Plan will require the buildout of public infrastructure to service the District. The City will finance the cost of that extension through issuance of tax-exempt General Obligation Bonds with debt service to be paid from the tax increment generated by the Projects. Cost of issuance will be paid from bond proceeds, and any interest due prior to the availability of tax increment will be capitalized.

Development incentives will be paid on both a “pay as you go” basis from the tax increment generated by the Project and up-front incentives based on completion of each phase of the Project. The “pay as you go” payments will be made from and strictly limited to the tax increments generated by the District. Up-front incentives may be appropriated from other City funds or financed through the issuance of debt with the expectation that the tax increment generated by the Project will reimburse the funds and/or pay the debt service. The incentives are not considered City debt nor will the City appropriate funds to make the “pay as you go” incentive payments from any other sources aside from the tax increment generated by the District. To the extent incremental revenues are less than projected, the full amount of the development incentive may not ultimately be paid.

The City will also incur certain costs to create and administer the District. Costs incurred by the City prior to availability of tax increments may be paid from other funds of the City to be reimbursed. Once tax increments are collected, these costs will be paid from annual District revenue.

Based on the Project Cost expenditures as included within the cash flow exhibit (**Table 3**), the District is projected to accumulate sufficient funds by the year 2043 to pay off all Project cost liabilities and obligations. The projected closure is based on the various assumptions noted in this Plan and will vary dependent on actual Project Costs incurred and the actual amount of tax increments collected.

Table 3 - Cash Flow

City of Waupun, Wisconsin

Tax Increment District No. 9

Cash Flow Projection

Year	Projected Revenues			Expenditures										Balances			Year			
	Tax Increments	Capitalized Interest	Total Revenues	G.O. Bond 4,260,000 Dated Date: 02/01/23			Municipal Revenue Obligation (MRO) ²	State Trust Fund Loan 1,300,000 Dated Date: 07/17/05			G.O. Bond 5,350,000 Dated Date: 10/01/25			Property Tax Payments to Town of Chester ⁴	Admin.	Total Expenditures		Annual	Cumulative	Principal/ Incentive Outstanding
2022			0											20,000	20,000	(20,000)	(20,000)	2,500,000	2022	
2023		372,750	372,750		3.50%	74,550							275	6,000	80,825	291,925	271,925	6,760,000	2023	
2024	0		0		3.50%	149,100							275	6,000	155,375	(155,375)	116,550	6,760,000	2024	
2025	11,840	100,313	112,153		3.50%	149,100				0	3.75%	100,313	275	6,000	255,688	(143,535)	(26,985)	8,060,000	2025	
2026	436,239	200,625	636,864		3.50%	149,100	168,639		4.50%	58,500		0	3.75%	200,625	275	583,139	53,725	26,739	7,891,361	2026
2027	707,009		707,009	0	3.50%	149,100	357,990	0	4.50%	58,500	0	3.75%	200,625	275	6,000	772,490	(65,481)	(38,741)	7,533,371	2027
2028	941,020		941,020	150,000	3.50%	149,100	201,990	45,000	4.50%	58,500	75,000	3.75%	200,625	6,000	6,000	886,215	54,805	16,064	7,136,381	2028
2029	980,031		980,031	175,000	3.50%	143,850	183,810	50,000	4.50%	56,475	150,000	3.75%	197,813	6,000	6,000	962,947	17,084	33,147	6,727,571	2029
2030	1,019,432		1,019,432	225,000	3.50%	137,725	146,510	55,000	4.50%	54,225	190,000	3.75%	192,188	6,000	6,000	1,006,647	12,785	45,932	6,301,062	2030
2031	1,059,227		1,059,227	275,000	3.50%	129,850	110,790	60,000	4.50%	51,750	225,000	3.75%	185,063	6,000	6,000	1,043,452	15,775	61,707	5,855,272	2031
2032	1,069,820		1,069,820	275,000	3.50%	120,225	116,650	65,000	4.50%	49,050	250,000	3.75%	176,625	6,000	6,000	1,058,550	11,270	72,977	5,398,622	2032
2033	1,080,518		1,080,518	275,000	3.50%	110,600	122,690	70,000	4.50%	46,125	275,000	3.75%	167,250	6,000	6,000	1,072,665	7,853	80,830	4,930,932	2033
2034	1,091,323		1,091,323	300,000	3.50%	100,975	108,910	75,000	4.50%	42,975	290,000	3.75%	156,938	6,000	6,000	1,080,797	10,526	91,356	4,447,022	2034
2035	1,102,236		1,102,236	300,000	3.50%	90,475	116,010	80,000	4.50%	39,600	315,000	3.75%	146,063	6,000	6,000	1,093,147	9,089	100,445	3,951,013	2035
2036	1,113,259		1,113,259	300,000	3.50%	79,975	123,290	85,000	4.50%	36,000	335,000	3.75%	134,250	6,000	6,000	1,099,515	13,744	114,189	3,442,723	2036
2037	1,124,391		1,124,391	300,000	3.50%	69,475	130,750	90,000	4.50%	32,175	360,000	3.75%	121,688	6,000	6,000	1,110,087	14,304	128,493	2,921,973	2037
2038	1,135,635		1,135,635	325,000	3.50%	58,975	122,390	90,000	4.50%	28,125	390,000	3.75%	108,188	6,000	6,000	1,128,677	6,958	135,451	2,384,583	2038
2039	1,146,992		1,146,992	325,000	3.50%	47,600	134,730	90,000	4.50%	24,075	420,000	3.75%	93,563	6,000	6,000	1,140,967	6,024	141,475	1,834,853	2039
2040	1,158,461		1,158,461	335,000	3.50%	36,225	139,070	90,000	4.50%	20,025	450,000	3.75%	77,813	6,000	6,000	1,154,132	4,329	145,804	1,270,784	2040
2041	1,170,046		1,170,046	350,000	3.50%	24,500	131,690	100,000	4.50%	15,975	475,000	3.75%	60,938	6,000	6,000	1,164,102	5,944	151,748	689,094	2041
2042	1,181,747		1,181,747	350,000	3.50%	12,250	84,094	125,000	4.50%	11,475	525,000	3.75%	43,125	6,000	6,000	1,156,944	24,803	176,551	130,000	2042
2043	1,193,564		1,193,564				0	130,000	4.50%	5,850	625,000	3.75%	23,438	6,000	6,000	790,288	403,276	579,827	0	2043
Total	18,722,790	673,688	19,396,478	4,260,000		1,982,750	2,500,000	1,300,000		689,400	5,350,000		2,587,125	1,376	188,000	18,858,651				Total

Notes:

1) Estimated rates are May 27, 2022 MMD "AA" plus 0.75%.

2) Per Section 6.4 of the Development Agreement entered into by the City and United Cooperative on June 14, 2022, 80% of the tax increment retained by the City after the payment of any debt service and other eligible project costs and/or expenses will be reimbursed to the Developer up to a maximum of \$2,500,000. Reimbursements will commence the year following completion of Phases 1, 2, and 3 but in no case prior to calendar year 2026.

4) Amount shown is the Town of Chester portion of the property tax bills for parcels 010-1315-0922-000, 010-1315-0932-000, and 010-1315-0843-001. The City will pay this amount to the Town for a period of five years following annexation.

Projected TID Closure

SECTION 10: Annexed Property

A tax incremental district cannot include annexed territory unless at least three years have elapsed since the annexation, or certain other requirements are met. Since property within the proposed District boundary has been annexed within the past three years, the City pledges to pay the Town of Chester for each of the next five years an amount equal to the property taxes levied on the territory by the town at the time of the annexation. Such payments allow for inclusion of the annexed lands as a permitted exception under Wis. Stat. § 66.1105(4)(gm)1.

SECTION 11: Estimate of Property to Be Devoted to Retail Business

Pursuant to Wis. Stat. § 66.1105(5)(b), the City estimates that less than 20% of the territory within the District will be devoted to retail business at the end of the District's maximum expenditure period.

SECTION 12: Proposed Changes of Zoning Ordinances, Master Plan, Map, Building Codes and City Ordinances

Zoning Ordinances

The proposed Plan is in general conformance with the City's current zoning ordinances. Individual properties may require rezoning at the time of development. Land within the District zoned mixed use at the time of District creation will remain in a zoning classification suitable for mixed use sites for the life of the District.

Master (Comprehensive) Plan and Map

The proposed Plan is in general conformance with the City's Comprehensive Plan identifying the area as appropriate for mixed use development.

Building Codes and Ordinances

Development within the District will be required to conform to State Building Codes and will be subject to the City's permitting and inspection procedures. The proposed Plan conforms to all relevant State and local ordinances, plans, and codes. No changes to the existing regulations are proposed or needed.

SECTION 13: Statement of the Proposed Method for the Relocation of any Persons to be Displaced

Should implementation of this Plan require relocation of individuals or business operations, relocations will be handled in compliance with Wis. Stat. Chapter 32 and Wis. Admin. Code ADM 92.

SECTION 14: How Creation of the Tax Incremental District Promotes the Orderly Development of the City

Creation of the District and the implementation of the projects in its Plan will promote the orderly development of the City by creating opportunities for mixed use development, providing necessary public infrastructure improvements, and providing appropriate financial incentives for private development projects. Through use of tax increment financing, the City can attract new investment that results in increased tax base. Development will occur in an orderly fashion in accordance with approved plans so that the Projects will be compatible with adjacent land uses. Development of new uses in the District will add to the tax base and will generate positive secondary impacts in the community such as employment opportunities, increased income and sales tax collection, manufacturing activity, and other benefits to the local economy resulting from the purchase of goods and services related to construction and operation of the Project.

SECTION 15:

List of Estimated Non-Project Costs

Non-project costs are public works projects which only partly benefit the District. Costs incurred that do not benefit the District may not be paid with tax increments. Examples of non-project costs are:

- A public improvement made within the District that also benefits property outside the District. That portion of the total Project Costs allocable to properties outside of the District would be a non-project cost.
- A public improvement made outside the District that only partially benefits property within the District. That portion of the total Project Costs allocable to properties outside of the District would be a non-project cost.
- Projects undertaken within the District as part of the implementation of this Project Plan, the costs of which are paid fully or in part by impact fees, grants, special assessments, or revenues other than tax increments.

The Plan includes the following non-project costs:

1. Shaler Drive Extension: Non-TID portion is estimated to be \$500K.
2. Stormwater Pond East of US 151: Non-TID portion is estimated to be \$2.5M.

SECTION 16:
**Legal Opinion Advising Whether the Plan is Complete
and Complies with Wis. Stat. § 66.1105(4)(f)**

Legal Opinion Found on Following Page.

VANDE ZANDE & KAUFMAN, LLP

ATTORNEYS AT LAW

408 EAST MAIN STREET
POST OFFICE BOX 430
WAUPUN, WISCONSIN 53963-0430
(920) 324-2951
FACSIMILE (920) 324-2968

DANIEL L. VANDE ZANDE, JD, PhD
COURT COMMISSIONER
dan@vklaw.us

CLARENCE VANDE ZANDE
1952 - 1999

SAM KAUFMAN
COURT COMMISSIONER
sam@vklaw.us

September 12, 2022

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

Re: City of Waupun, Wisconsin Tax Incremental District No. 9

Dear Mayor Bishop:

As City Attorney for the City of Waupun, I have reviewed the Project Plan for the City's Tax Incremental District No. 9 dated August 24, 2022. In my opinion, the TID project plan is complete and complies with Wis. Stat. 66.1105(4)(f), in that the plan addresses the subject matter required for inclusion in a project plan in accordance with this statute.

Please note that I render no opinion with respect to the accuracy, validity or sufficiency of any statement and/or finding contained in the project plan, but defer to staff report and pertinent background data in support of the plan.

If you have any questions, please contact me.

Sincerely,

Daniel L. Vande Zande

Daniel L. Vande Zande

DVZ/cj

cc: Ms. Kathy Schlieve (via email)
Ms. Paula Czaplewski (via email)

SECTION 17: Calculation of the Share of Projected Tax Increments Estimated to be Paid by the Owners of Property in the Overlying Taxing Jurisdictions

The following projection is provided to meet the requirements of Wis. Stat. § 66.1105(4)(i)4. Allocation of future tax increments is based on the projections included in this Plan and assumes the same proportions as the actual breakdown of tax collections for the 2021 levy year.

Estimated portion of taxes that owners of taxable property in each taxing jurisdiction overlying district would pay by jurisdiction.						
Statement of Taxes Data Year:		2021		Percentage		
Dodge County		1,169,549			23.32%	
City of Waupun		1,770,059			35.29%	
School District of Waupun		1,939,685			38.67%	
Moraine Park Technical College		136,511			2.72%	
Total		5,015,803				
Moraine Park						
Revenue Year	Dodge County	City of Waupun	School District of Waupun	Technical College	Total	Revenue Year
2024	0	0	0	0	0	2024
2025	2,761	4,178	4,579	322	11,840	2025
2026	101,719	153,947	168,700	11,873	436,239	2026
2027	164,855	249,501	273,411	19,242	707,009	2027
2028	219,420	332,083	363,906	25,611	941,020	2028
2029	228,516	345,849	378,992	26,673	980,031	2029
2030	237,704	359,754	394,229	27,745	1,019,432	2030
2031	246,983	373,798	409,619	28,828	1,059,227	2031
2032	249,453	377,536	413,715	29,116	1,069,820	2032
2033	251,947	381,311	417,852	29,408	1,080,518	2033
2034	254,467	385,124	422,031	29,702	1,091,323	2034
2035	257,011	388,975	426,251	29,999	1,102,236	2035
2036	259,582	392,865	430,514	30,299	1,113,259	2036
2037	262,177	396,794	434,819	30,602	1,124,391	2037
2038	264,799	400,762	439,167	30,908	1,135,635	2038
2039	267,447	404,769	443,559	31,217	1,146,992	2039
2040	270,122	408,817	447,994	31,529	1,158,461	2040
2041	272,823	412,905	452,474	31,844	1,170,046	2041
2042	275,551	417,034	456,999	32,163	1,181,747	2042
2043	278,307	421,204	461,569	32,484	1,193,564	2043
		<u>4,365,644</u>	<u>6,607,205</u>	<u>7,240,379</u>	<u>509,562</u>	<u>18,722,790</u>
Notes:						



AGENDA SUMMARY SHEET

MEETING DATE: 9-13-22
AGENDA SECTION: CONSIDERATION-ACTION
PRESENTER: Jeff Daane, Public Works Director

TITLE: Ordinance to amend Ch.6.05(3)(c) Traffic Code-
Handicapped Parking Zones for Zoellner Park on
Newton Avenue

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

ISSUE SUMMARY

After the street reconstruction of Newton Ave. a handicapped parking area was added for Zoellner park. We are looking to now update the ordinance to reflect the area near the park.

STAFF RECCOMENDATION:

Approve the handicapped parking area near Zoellner Park

ATTACHMENTS:

Ordinance

RECCOMENDED MOTION:

Motion to approve Resolution 22- ____ to amend Ch.6.05(3)(c) Traffic Code-Handicapped Parking Zones for Zoellner Park on Newton Avenue

ORDINANCE NUMBER 22-_____

AN ORDINANCE TO AMEND CHAPTER SIX OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED "TRAFFIC CODE."

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

SECTION 1: Section 6.05 (3) (c) of the Waupun Municipal Code entitled "Handicapped Parking Zones" is amended to add the following subsection:

11. On the north side of Newton Ave. commencing 284' west of the curblineline of Rock River Ave. and Newton Ave. going west for 56 feet.

SECTION 2: This Ordinance shall be in full force and effect upon its passage and publication as provided by law.

Enacted this _____ day of _____, 2022

Rohn W. Bishop
Mayor

ATTEST:

Angela J. Hull
City Clerk

ORDINANCE # 22-__

AN ORDINANCE TO AMEND CHAPTER TWELVE SECTIONS ONE, THREE AND SIX OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED "SANITARY SEWER SYSTEM."

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Portions of Section 12.06(1) of the Municipal Code of the City of Waupun entitled "DEFINITIONS" is repealed and recreated as follows:

1) DEFINITIONS

Category A . Those sanitary sewer users who discharge domestic strength wastewater with concentrations of BOD or suspended solids no greater than 200 mg/l or phosphorus no greater than 7 mg/l or TKN no greater than 20 mg/l.

Category B . Those sanitary sewer users who discharge industrial strength wastewater with concentrations of BOD or suspended solids greater than 200 mg/l or phosphorus no greater than 7 mg/l or TKN no greater than 20 mg/l. Chlorine Requirement . The amount of chlorine in milligrams per liter, which must be added to sewage to produce a specified residual chlorine content in accordance with procedures set forth in "Standard Methods".

Major Contributing Industry . An industry that:

- (a) Has a flow of 25,000 gallons or more per average workday;
- (b) Has a flow greater than 5% of the flow carried by the City system receiving the waste;
- (c) Has a material in its discharge included on a list of toxic pollutants issued under § 147.07(1), Wis. Stats.; or
- (d) Has significant impact, either singularly or in combination with other contributing industries on the treatment works or the quality of its effluent.

TKN. Organic and ammonia nitrogen. The same as ammonia nitrogen measured as nitrogen. Ammonia nitrogen is a measure of the amount of ammonia, a toxic pollutant often found in waste products such as sewage, liquid manure and other liquid organic waste products. Ammonia, when present in nonlethal form/concentration, may be taken up by plants or oxidized by bacteria into nitrate (NO₃) or nitrite (NO₂) and it can be used as a measure of the health of water in natural bodies such as rivers or lakes. Ammonia nitrogen is measured in milligrams per liter (mg/L).

SECTION 2: Portions of Section 12.06(3) of the Municipal Code of the City of Waupun entitled "CONTROL OF INDUSTRIAL WASTES DIRECTED TO PUBLIC SEWERS" is repealed and recreated as follows:

3) CONTROL OF INDUSTRIAL WASTES DIRECTED TO PUBLIC SEWERS

- (k) Grease and/or Sand Interceptors . Grease, oil and sand interceptors shall be provided when, in the opinion of the approving authority, they are necessary for proper handling of liquid wastes containing floatable grease in excessive amounts, as specified in subparagraph (2)(c)6.c. or any flammable wastes, sand or other harmful ingredients; except such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the approving authority and shall be located as to be readily and easily accessible for cleaning and inspection. In maintaining these interceptors, the owner shall properly remove and dispose of by appropriate means the captured material and shall maintain records of the dates and means of disposal which are subject to review by the approving authority. Any removal and hauling of the collected materials not performed by the owner's personnel shall be performed by currently licensed waste disposal firms. Property owners shall allow the City's Plumbing Inspector or authoritative body staff access to these interceptors whenever requested by the City. A maintenance report shall be filed annually with the approving authority containing dates of service, service company and disposal location by January 31st of each year. Any user delinquent in filing a maintenance report shall be notified of the delinquency and the penalty for failure to report. Any user who has not submitted the required annual maintenance report by March 1 shall be assessed a penalty not exceeding \$200.00 per day, with each day constituting a separate violation. The penalty shall be assessed from March 1 until the maintenance report has been received by a representative from authoritative bodies' management team.

SECTION 3: Portions of Section 12.06(5) of the Municipal Code of the City of Waupun entitled "AMOUNT OF SEWER SERVICE CHARGE" is repealed and recreated as follows:

5) AMOUNT OF SEWER SERVICE CHARGE.

Category A. The sewer user charges for Category A wastewater shall be as follows:

$$T = F + (V \times C_v)$$

Where:

T = Total sewer service charge

F = Fixed monthly charge

C_v = Volume charge per 100 cubic feet of flow.

V = Wastewater volume in 100 cubic feet

(b) Category B. The sewer user charges for Category B wastewater shall be as follows:

$$C_T = F + (V \times C_v) + .00624 V [C_B (B-200) + C_S (S-200) + C_P (P-7) + C_A (A-20)]$$

Where:

C_T = Total sewer service charge for collection and treatment of wastewater.

F = Fixed charge per billing period.

C_v = Volume charge per 100 cubic feet of flow.

C_B = Cost per pound of BOD.

C_P = Cost per pound of phosphorus.

C_S = Cost per pound of suspended solids.

C_A = Cost per pound of TKN (ammonia nitrogen)

B = Concentration of BOD in milligrams per liter in the wastewater (must be greater than 200).

P = Concentration of phosphorus in milligrams per liter in the wastewater (must be greater than 7).

S = Concentration of suspended solids in milligrams per liter in the wastewater (must be greater than 200).

A = Concentration of ammonia nitrogen in milligrams per liter in the wastewater (must be greater than 20).

V = Wastewater volume in 100 cubic feet for the billing period.

.00624 = Conversion factor.

- (c) Rate determinations. The City Common Council upon recommendation of the Utility Commission shall set and adopt rates in subsection (a) and (b) of this section by resolution. Without limiting the general authority of this subsection, the City Common Council, on recommendation of the Utility Commission, is authorized to set and adopt rates and/or fixed monthly and variable charges for Major Contributing Industries, as defined in 12.06 (1) above. Other user charges may be levied to cover wastewater operational costs may be deemed necessary.

SECTION 4: All ordinances or portions of ordinances inconsistent with the provisions of this ordinance are repealed.

SECTION 5: This Ordinance shall be in full force and effect on its passage and publication as provided by law.

Enacted this _____ day of _____, 2022.

Rohn W. Bishop, Mayor

ATTEST:

Angela J. Hull, Clerk

COMMON COUNCIL
CITY OF WAUPUN, WISCONSIN

RESOLUTION NO. _____

RESOLUTION APPROVING SEWER RATE ADJUSTMENTS

WHEREAS, the Waupun Utilities Sewer Utility is required to meet new stringent phosphorus requirements mandated by the U.S. Environmental Protection Agency and Wisconsin Department of Natural Resources by 2024;

WHEREAS, it was determined that the Sewer Utility will be unable to meet the new level of effluent phosphorus limits with only operational improvements and minor facility modifications;

WHEREAS, several compliance options were considered and evaluated for technical feasibility and life cycle cost resulting in the recommendation of the treatment process Advanced Biological Nutrient Recovery;

WHEREAS, projected costs to construct and install an Advanced Biological Nutrient Recovery System and other capital improvements is \$37.5 million;

WHEREAS, the Sewer Utility was awarded multiple USDA loans at 1.125% and 1.375% in the amount of \$22,807,000 and a grant in the amount of \$9,559,000 to fund the facility improvements;

WHEREAS, the City of Waupun Common Council (the "Council") approved the Test Year 2023 Sewer Rate Analysis January 14, 2020 concluding the existing sewer rates were deficient in supporting the projected annual operations, maintenance, capital improvements, and debt service required for the new sewer facilities;

WHEREAS, on January 14, 2020 by resolution the Council approved the Test Year 2023 Sewer Rate Analysis, including the rate increase of 32.21% to be phased in at approximately 7.2% annually over a four-year period starting April 1, 2020;

WHEREAS, sewer consumption and billings across all customer classes, primarily with Major Contributing Industries as defined in section 12.06 (1) of the City of Waupun Code of Ordinances, declined during and subsequent to the COVID-19 pandemic affecting their operations and wastewater discharge;

WHEREAS, Major Contributing Industry's facilities account for 47% of the sewer utilities' plant capacity, consumption and billings and have not recovered to pre-pandemic conditions;

WHEREAS, declining Major Contributing Industry wastewater discharge has significantly contributed to sewer revenue shortfalls from designed sewer rate recovery in the Test year 2023 Sewer Rate Analysis;

WHEREAS, additional sewer revenues are necessary to meet existing Revenue Bond debt payments, funding debt coverage requirements, sewer operational and maintenance costs and cash flow needs of the sewer utility:

WHEREAS, the Sewer Utility proposes adoption of a rate increase to generate the revenues necessary to meet the financial obligations and cash flow needs of the sewer utility consisting of an increase of [INSERT OPTION HERE] ;

WHEREAS, the Waupun Utilities Commission (the “Commission”) recommends the City of Waupun Common Council adopt [INSERT OPTION HERE] for implementation beginning with the October 2022 billing period;

NOW, THEREFORE, BE IT RESOLVED, by the City of Waupun Common Council that Major Contributing Industry Facility Charges for Category B users as defined in Section 12.06 of the Municipal Code of the City of Waupun entitled “Sanitary Sewer System” shall be effective October 1st, 2022 as follows:

[INSERT OPTION HERE]

Adopted and recorded this _____ day of September, 2022

Rohn W. Bishop, Mayor

ATTEST:

Angela J. Hull, Clerk

OPTION 1:

[15% of the forecasted revenue short-fall charged to Major Contributing Industries Minimum Monthly Fixed charge and 12% increase to the Minimum Monthly Fixed Charge and Volume Charges for all Category A and Category B users authorized under Section 12.06(5)(c) of the Waupun Municipal Code;]

Category A. The sewer user charges for Category A wastewater shall be as follows:

Minimum Monthly Fixed Charge. According to water meter size:

<u>Meter Size</u>	2022	2023*
5/8"	\$ 10.58	\$ 11.55
3/4"	\$ 10.58	\$ 11.55
1"	\$ 15.67	\$ 17.44
1-1/2"	\$ 23.78	\$ 26.90
2"	\$ 33.49	\$ 38.22
3"	\$ 56.15	\$ 64.64
4"	\$ 88.51	\$ 102.37
6"	\$ 169.43	\$ 196.72
8"	\$ 266.53	\$ 309.93

Where a sewage meter is installed for metering of waste, the minimum monthly fixed charge will be calculated based on average annual wastewater flow.

Volume Charge per 100 Cubic Feet

2022	2023*
\$ 4.11	\$ 4.29

Category B. The sewer user charges for Category B wastewater shall be as follows:

Minimum Monthly Fixed Charge

Same as Category A, according to water meter size. Where a sewage meter is installed for metering of waste, the minimum monthly fixed charge will be calculated based on average annual wastewater flow.

<u>Flowmeter</u>	2022	2023*
Burke	\$ 1,530.47	\$ 1,616.71
DCI	\$ 19,428.65	\$ 20,544.32
WCI	\$ 18,308.65	\$ 19,424.32

Volume Charge Per 100 Cubic Feet

2022	2023*
\$ 4.11	\$ 4.29

BOD Greater Than 200 mg/l Per Pound

2022	2023*
\$ 0.66	\$ 0.68

Suspended Solids Greater Than 200 mg/l Per Pound

2022	2023*
\$ 0.55	\$ 0.57

Phosphorus Greater Than 7 mg/l Per Pound

2022	2023*
\$ 18.82	\$ 19.81

*The 2023 Minimum Monthly Fix and Volume Charges for both Category A and Category B users includes the rate increase previously authorized in Resolution 01-14-20-01 effective for the period beginning April 1, 2023.

OPTION 2:

[15% of the forecasted revenue short-fall charged to Major Contributing Industries Minimum Monthly Fixed charge and an 8% increase to the Minimum Monthly Fixed Charge and Volume Charges for all Category A and Category B users authorized under Section 12.06(5)(c) of the Waupun Municipal Code;]

Category A. The sewer user charges for Category A wastewater shall be as follows:

Minimum Monthly Fixed Charge. According to water meter size:

<u>Meter Size</u>	2022	2023*
5/8"	\$ 10.21	\$ 11.18
3/4"	\$ 10.21	\$ 11.18
1"	\$ 15.11	\$ 16.88
1-1/2"	\$ 22.93	\$ 26.05
2"	\$ 32.29	\$ 37.02
3"	\$ 54.14	\$ 62.63
4"	\$ 85.35	\$ 99.21
6"	\$ 163.38	\$ 190.67
8"	\$ 257.01	\$ 300.41

Where a sewage meter is installed for metering of waste, the minimum monthly fixed charge will be calculated based on average annual wastewater flow.

Volume Charge per 100 Cubic Feet

2022	2023*
\$ 3.96	\$ 4.14

Category B. The sewer user charges for Category B wastewater shall be as follows:

Minimum Monthly Fixed Charge

Same as Category A, according to water meter size. Where a sewage meter is installed for metering of waste, the minimum monthly fixed charge will be calculated based on average annual wastewater flow.

<u>Flowmeter</u>	2022	2023*
WCI	\$ 1,475.81	\$ 1,562.05
DCI	\$ 18,734.77	\$ 19,850.44
Burke	\$ 17,654.77	\$ 18,770.44

Volume Charge Per 100 Cubic Feet

2022	2023*
\$ 3.96	\$ 4.14

BOD Greater Than 200 mg/l Per Pound

2022	2023*
\$ 0.64	\$ 0.66

Suspended Solids Greater Than 200 mg/l Per Pound

2022	2023*
\$ 0.53	\$ 0.55

Phosphorus Greater Than 7 mg/l Per Pound

2022	2023*
\$ 18.14	\$ 19.13

*The 2023 Minimum Monthly Fix and Volume Charges for both Category A and Category B users includes the rate increase previously authorized in Resolution 01-14-20-01 effective for the period beginning April 1, 2023.

OPTION 3:

[15% of the forecasted revenue short-fall charged to Major Contributing Industries Minimum Monthly Fixed charge and a 4% increase to the Minimum Monthly Fixed Charge and Volume Charges for all Category A and Category B users authorized under Section 12.06(5)(c) of the Waupun Municipal Code in addition to a commitment from the City of Waupun to repay the remaining \$255,000 on the outstanding inter-governmental loan in 2023;]

Category A. The sewer user charges for Category A wastewater shall be as follows:

Minimum Monthly Fixed Charge. According to water meter size:

<u>Meter Size</u>	2022	2023*
5/8"	\$ 9.83	\$ 10.80
3/4"	\$ 9.83	\$ 10.80
1"	\$ 14.55	\$ 16.32
1-1/2"	\$ 22.08	\$ 25.20
2"	\$ 31.10	\$ 35.83
3"	\$ 52.14	\$ 60.63
4"	\$ 82.19	\$ 96.05
6"	\$ 157.33	\$ 184.62
8"	\$ 247.49	\$ 290.89

Where a sewage meter is installed for metering of waste, the minimum monthly fixed charge will be calculated based on average annual wastewater flow.

Volume Charge per 100 Cubic Feet

2022	2023*
\$ 3.82	\$ 4.00

Category B. The sewer user charges for Category B wastewater shall be as follows:

Minimum Monthly Fixed Charge

Same as Category A, according to water meter size. Where a sewage meter is installed for metering of waste, the minimum monthly fixed charge will be calculated based on average annual wastewater flow.

<u>Flowmeter</u>	2022	2023*
Burke	\$ 1,421.15	\$ 1,507.39
DCI	\$ 18,040.89	\$ 19,156.56
WCI	\$ 17,000.89	\$ 18,116.56

Volume Charge Per 100 Cubic Feet

2022	2023*
\$ 3.82	\$ 4.00

BOD Greater Than 200 mg/l Per Pound

2022	2023*
\$ 0.61	\$ 0.63

Suspended Solids Greater Than 200 mg/l Per Pound

2022	2023*
\$ 0.51	\$ 0.53

Phosphorus Greater Than 7 mg/l Per Pound

2022	2023*
\$ 17.47	\$ 18.46

*The 2023 Minimum Monthly Fix and Volume Charges for both Category A and Category B users includes the rate increase previously authorized in Resolution 01-14-20-01 effective for the period beginning April 1, 2023.

OPTION 4: [Do nothing and the Resolution fails]



AGENDA SUMMARY SHEET

MEETING DATE: 9/13/22

TITLE: Job Description for Fire Chief and Director of Emergency Management

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator

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

ISSUE SUMMARY:

With the resignation of BJ Demaa from this position, we have reviewed and updated the job description for Fire Chief and Emergency Management Director. Notable changes in the description emphasize the Emergency Management and add responsibilities for management of the contracted ambulance and EMR services. The description is now moved to the standard format for job descriptions with this change. As a separate agenda item, we will discuss the recruitment process to fill this vacancy.

STAFF RECOMMENDATION:

Approve job description

ATTACHMENTS:

DRAFT of Fire Chief and Emergency Management Director job description

MOTIONS FOR CONSIDERATION:

Motion to approve the Fire Chief and Emergency Management Director job description

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**City of Waupun
Position Description**

JOB TITLE	Fire Chief and Director of Emergency Management
REPORTS TO	Mayor and/or City Administrator
DEPARTMENT	Fire & Emergency Management
TYPE	Non-Represented
FLSA (overtime status)	Exempt
CLASSIFICATION	P

GENERAL PURPOSE:

The Fire Chief and Emergency Management Director is responsible for oversight of all functions and activities of the Fire and Emergency Management Department to protect life and property in the City of Waupun. This position provides professional leadership for the fire and emergency management department to meet the current and future public safety response needs of the city. Work involves direction, supervising, and evaluating activities of staff; overseeing the development of department strategies, goals and objectives; fiscal control off the departmental operating budget; policy and guideline development, implementation, and enforcement; publicly representing the Fire and Emergency Management Department and the City of Waupun at community functions. The Police and Fire Commission appoint the Fire Chief and Director of Emergency Management. The Fire Chief receives general supervision from the City Administrator and/or Mayor and is accountable to uphold duties in accordance with city, county and state policies, procedures and applicable laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; makes recommendations to the Police & Fire Commission regarding discipline, hiring and promotions; interviews, hires, and trains employees; plans, coordinates, assigns, and monitors performance and coaches, councils, mentors, trains, and advises employees for meeting department goals and employee career development; plans, organizes, assigns, reviews, and controls work production and activities, to include procedures, allocation of resources, problem resolution, and training of employees.
- Prepares the Department’s annual operating and capital budgets for submission to the Common Council. Manages the annual budget to best utilize available resources to carry out the goals and objectives set forth by the mission and vision of the department. Plans, directs and controls department activities related to maintenance and purchase of equipment, assignment of personnel and equipment, and accreditation requirements.
- Advises the City Administrator, Mayor, Common Council, and the Police and Fire Commission of Fire Department matters. Leads and implements strategic planning efforts for the department in collaboration with City Administrator, the City’s management team, the Common Council and related Boards and Commissions to ensure the department is positioned and resourced to meet the long-term public safety needs of the community; develops, recommends, and implements cost-effective, innovative department programs, policies and procedures to address identified needs.
- Manages incident scenes involving structure fire, hazardous material, multi-company rescues, and natural or man-made disasters; responds to incident and commands scene to ensure that

appropriate techniques are utilized; supervises, conducts, and monitors fire investigations to determine cause and origin.

- Maintain and when necessary execute the City's Emergency Response Plan, dictating emergency management and emergency operation center practices; Plans and directs training in emergency management to ensure staff and community preparedness.
- Oversee the City's contracted ambulance service to ensure response standards are met in accordance with municipal contract; coordinate meetings and communicate routine updates to townships within the Waupun Ambulance District on performance of the service; lead Emergency Medical Responder (EMR) team to support and strengthen emergency response within the city.
- Establishes and maintains effective working relationships with staff, City officials, community organizations, other fire departments, other agencies, County departments, and the general public. Responds courteously and tactfully to a demanding and diverse public in answering questions, explaining department policies, and handling complaints. Responds to all citizen complaints involving the Department, except as to a complaint about the Chief.
- Makes effective verbal and written presentations. Speaks before governmental bodies and public groups on the plans, programs, and goals of the Fire Department. Participates in meeting with influential people within the community, developers, officials, citizens, government officials, and news media to establish goodwill, resolve and respond to issues, and for the dissemination of information.
- Develops, communicates, and monitors policies, procedures, and standards; implements improvements when necessary; monitors and communicates policies, procedures and standards to identify and correct problems and deficiencies.
- Conducts staff meetings to review progress, accomplishments, budgets, strategies, and plans for the department.
- Ensures quality standards and compliance with regulations; signs official and other documents to approve or ensure information adequacy, accuracy, and legitimacy.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs, and reading trade and professional journals and publications.
- Directs fire safety education, pre-fire planning, and emergency preparedness programs, as well as the regulatory responsibilities of the department. Prepares annual report for all fires occurring in the City during the preceding year stating the cause, classification, and number of buildings involved, and other relevant data on the Department operations, including a status report on apparatus, equipment, and buildings.
- Performs special assignments and projects by researching, analyzing and preparing reports; Writes technical reports of findings, conclusions, and recommendations based on thorough analysis of data for presentation to others.

QUALIFICATIONS:

This position requires a high-level of technical, professional and managerial competency with a proven and verifiable track record of success. Graduation from an accredited two-year firefighting and emergency response program with ten (10) years of progressive management responsibility in fire and rescue, or an accredited four-year college or university with a Bachelor's Degree in fire science, public administration, management, business or a related field with firefighting and emergency response training and five (5) years of progressive management responsibility in fire and rescue is required, or any combination of education and experience needed which provides the requisite knowledge, skills and abilities for this position. Must possess State of WI certifications including Firefighter II, Fire Inspector, and Emergency Services Instructor I. Must be certified as an Emergency Medical Responder (NREMT) or higher. Must possess certification in National Incident Management System (NIMS) ICS 100, 200, 300, 400, 700, 800 or must complete within one year of hire.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Management-level experience in business operations, firefighting, fire investigation, emergency preparedness, media relations and administration.
- Thorough knowledge of modern fire protection principles, procedures, techniques, and equipment; considerable knowledge of applicable laws, ordinances, and department rules and regulations;
- Ability to maintain mental and physical condition appropriate to the performance of assigned duties and responsibilities of a fire fighter and manager, which may include running, jumping, walking, crouching or crawling during emergency operations, moving equipment, lifting and moving injured or deceased persons, occasionally lifting 150 lbs., climbing stairs and ladders, performing life-saving and rescue procedures, and walking, standing, stooping, kneeling, crouching, crawling or sitting for extended periods of time and while operating in extreme cold or heat and while wearing required equipment;
- Ability to operate a variety of equipment such as, but not limited to, a fire engine, mobile radio, portable radio, hoses, axes, fire prevention and extinguishing equipment, first aid equipment, medical equipment such as an A.E.D. or oxygen machine; camera, computer, typewriter, photocopying machine, dictaphone, tape recorder, dispatch radio, facsimile machine, and telephone;
- Ability to attend and react appropriately in emergency situations;
- Ability to see and have adequate close vision, distance vision, color vision, peripheral vision and depth vision, and the ability to adjust and focus; and
- Ability to hear and smell and to perceive and discriminate smells and sounds.
- Professional maturity, self-confidence, and strength of conviction to provide administrative insights and leadership.
- Ability to firmly and diplomatically present professional views, concerns, and implications of proposed action which may be under consideration, with commitment to impartiality.
- Ability to work with appropriate local, regional, state and federal jurisdictions and agencies as well as the private sector, and the general public in a constructive and cooperative manner.
- Strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.
- Excellent communication, interpersonal, and team building skills.
- Strategic planning skills.
- Ability to gather data, investigate and analyze information while being able to draw conclusions and issue recommendations.
- Strong budget planning management abilities in capital improvement planning and budget development and control.

- Ability to maintain confidentiality.
- Ability to make oral presentations to groups of various sizes and compositions.
- Excellent computer skills, specifically in Microsoft Word and Excel.
- Must possess a valid WI driver's license.

Tools and Equipment Used:

A variety of equipment such as, but not limited to, a fire engine, mobile radio, portable radio, hoses, axes, fire prevention and extinguishing equipment, first aid equipment, medical equipment such as an A.E.D. or oxygen machine; camera, computer, typewriter, photocopying machine, dictaphone, tape recorder, dispatch radio, facsimile machine, and telephone;

Work Environment:

The work is performed indoors and outdoors in all forms of Wisconsin weather and in extreme heat and cold and under inclement situations. Noise level is moderate and depends on location of duties performed. Position requires the ability to perform in dangerous situations under high levels of stress. Contact with staff, city employees, public and officials is required. Attendance at evening meetings when the nature of the discussion relates to duties of the position.

Equal Opportunity Employer:

The City of Waupun is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

As prepared by:

GA GROTHMAN & ASSOCIATES S.C.
PROFESSIONAL SERVICES

625 EAST SJIFER STREET, P.O. BOX 373 PORTAGE, WI 53901
PHONE: PORTAGE: (800) 742-7788 SAUK: (800) 644-8877
FAX: (800) 742-0434 E-MAIL: surveying@grothman.com

G & A FILE NO. 822-387

DRAFTED BY: A. JEROME

CHECKED BY: RC

PROJ. 822-387

DWG. 822-387

SHEET 1 OF 5

SEAL: 8/17/2022



DODGE COUNTY CERTIFIED SURVEY MAP NO. _____

Volume _____ Page _____

BEING LOT 1 OF BLOCK 1 LOTS 2, 3, AND 4 OF BLOCK 2 OF STOFFEL PLAT AND UNPLATTED LANDS, ALL LOCATED IN PART OF THE SE1/4 OF THE NW1/4, AND PART OF THE SW1/4 OF THE NW1/4, SECTION 8, T. 13 N., R. 15 E., TOWN OF CHESTER, DODGE COUNTY, WISCONSIN
CONTAINING: 1,000,302 SQ.FT. (22.964 ACRES)

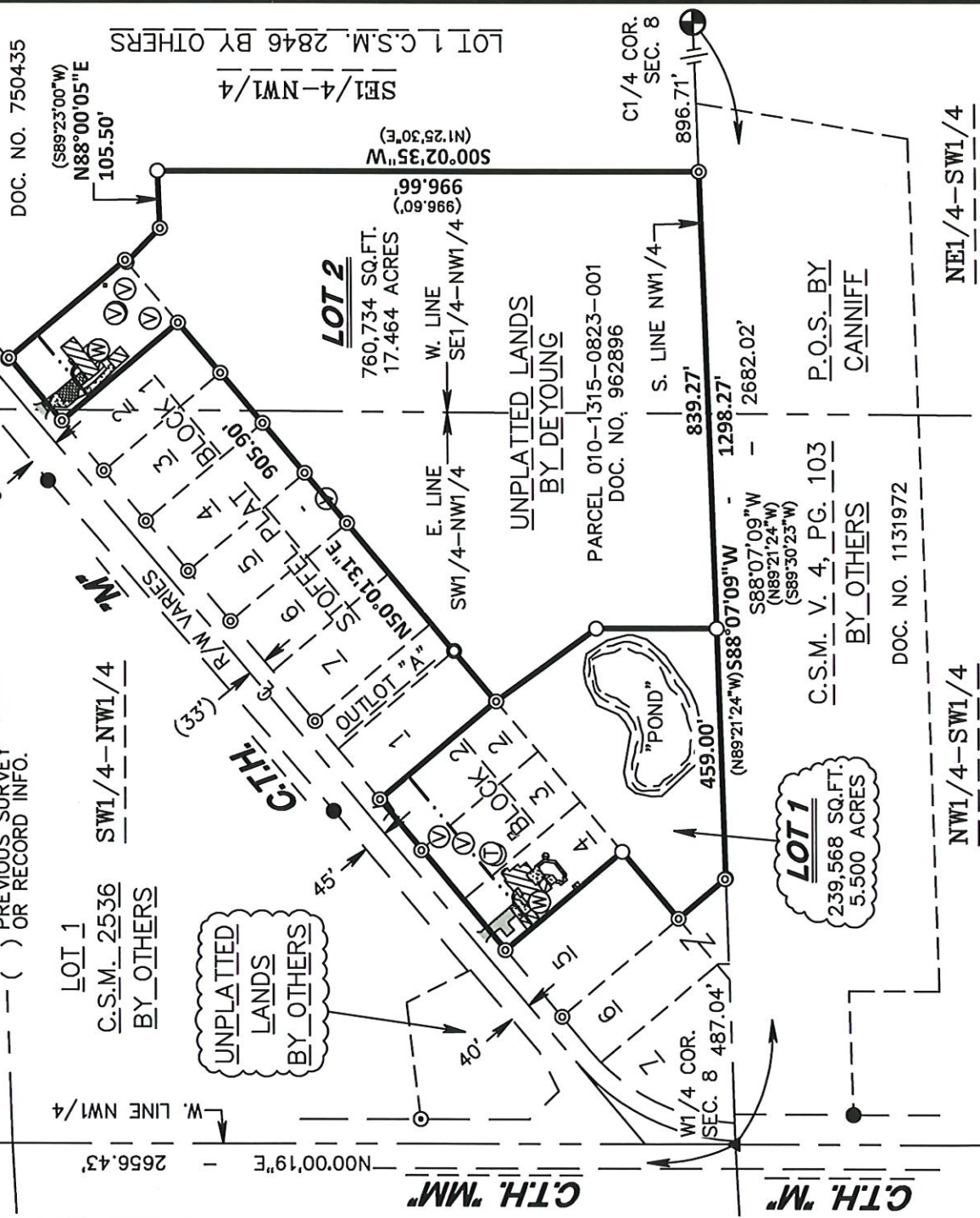
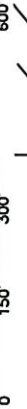
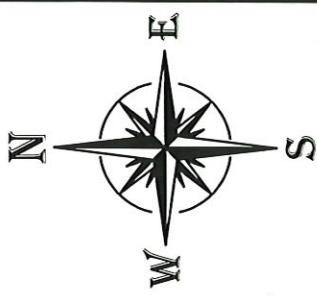
LEGEND

- 3/4" X 24" IRON ROD SET (WT. = 1.5 LBS. / L.F.)
- 3/4" IRON ROD FND.
- ⊙ 1" IRON PIPE FND.
- ⊖ 2" IRON PIPE FND.
- ▲ MAG NAIL WITH SHINER FND.
- ⊕ BERNTSEN A1 ALUMINUM MONUMENT FND.
- ⊗ WELL
- ⊕ SEPTIC TANK COVER
- ⊖ SEPTIC VENT
- ⊖ PREVIOUS SURVEY
- () OR RECORD INFO.

BASIS OF BEARINGS:

IS THE WEST LINE OF THE NW1/4, SECTION 8, WHICH BEARS N00°00'19"E AS REFERENCED TO GRID NORTH DODGE CO. COORDINATE SYSTEM NAD83(91).

SCALE: 1" = 300'



CLIENT/OWNER SCOTT A. & GAYLE R. DEYOUNG LIVING TRUST DATED APRIL 26, 1995 N11534 C.T.H. "M" WAUPUN, WI 53963	OWNER RAYMOND J. & SHERRI A. PULDA N11594 C.T.H. "M" WAUPUN, WI 53963
--	---

As prepared by:

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(RED LOGO REPRESENTS THE ORIGINAL MAP)

G & A FILE NO. 822-387



DRAFTED BY: A. JEROME

CHECKED BY: RC

PROJ. 822-387

DWG. 822-387

SHEET 2 OF 5

SEAL: 8/17/2022

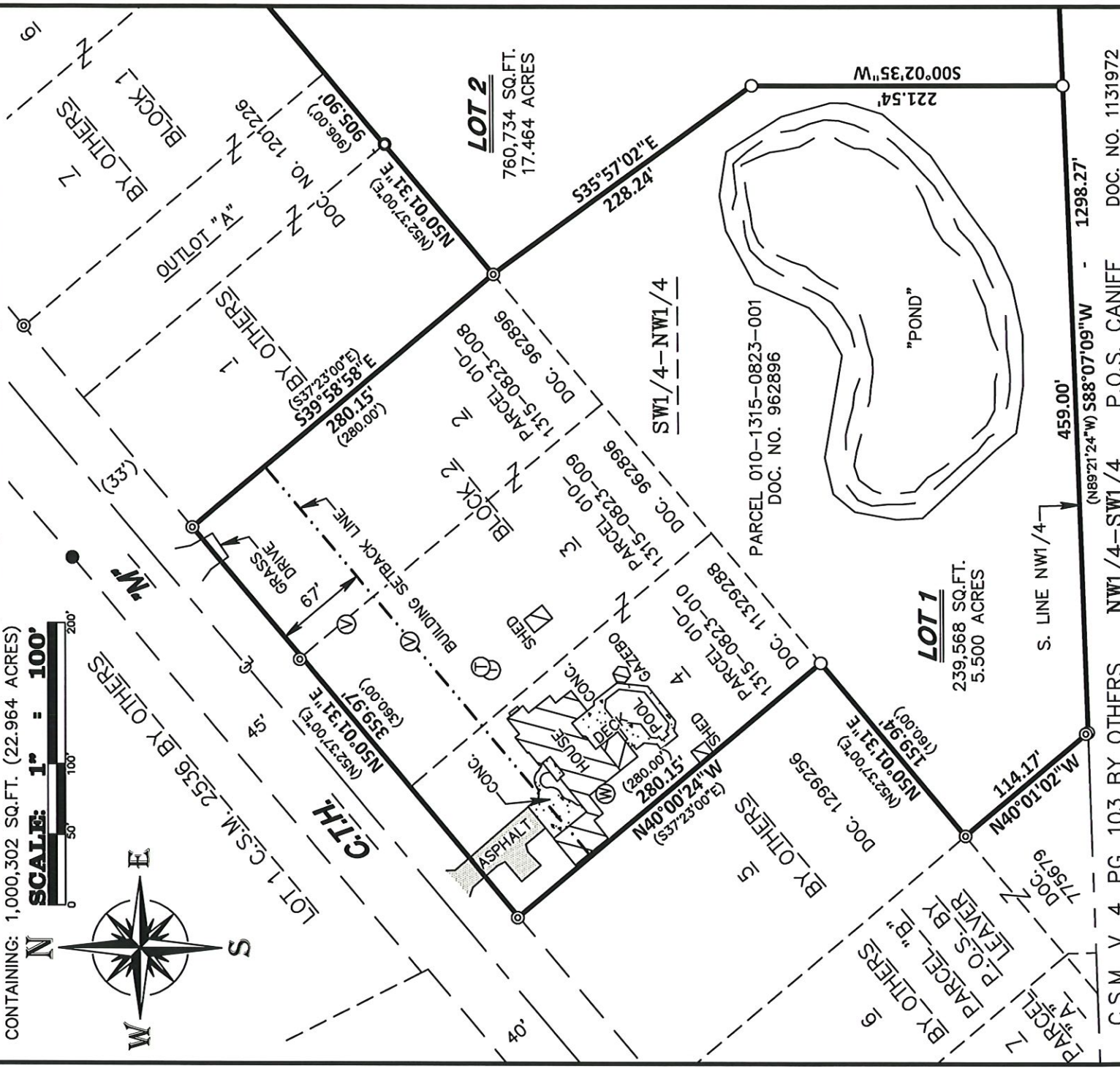
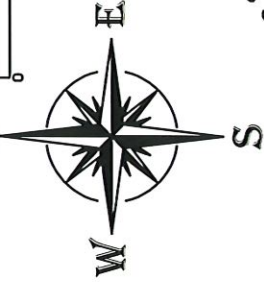


DODGE COUNTY CERTIFIED SURVEY MAP NO. _____

GENERAL LOCATION

Volume _____ Page _____

BEING LOT 1 OF BLOCK 1 LOTS 2, 3, AND 4 OF BLOCK 2 OF STOFFEL PLAT AND UNPLATTED LANDS; ALL LOCATED IN PART OF THE SE1/4 OF THE NW1/4, AND PART OF THE SW1/4 OF THE NW1/4, SECTION 8, T. 13 N., R. 15 E., TOWN OF CHESTER, DODGE COUNTY, WISCONSIN
CONTAINING: 1,000,302 SQ.FT. (22.964 ACRES)



CLIENT/ OWNER

SCOTT A. & GAYLE R. DEYOUNG
LIVING TRUST DATED APRIL 26, 1995
N11534 C.T.H. "M"
WAUPUN, WI 53963

OWNER

RAYMOND J. & SHERRI A. PULDA
N11594 C.T.H. "M"
WAUPUN, WI 53963

C.S.M. V. 4, PG. 103 BY OTHERS NW1/4-SW1/4 P.O.S. CANIFF DOC. NO. 1131972
S. LINE NW1/4 (N89°21'24"W) S88°07'09"W - 1298.27'

As prepared by:

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SEAL: 8/17/2022



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DRAFTED BY: A. JEROME

CHECKED BY: RC

PROJ. 822-387

DWG. 822-387

SHEET 3 OF 5

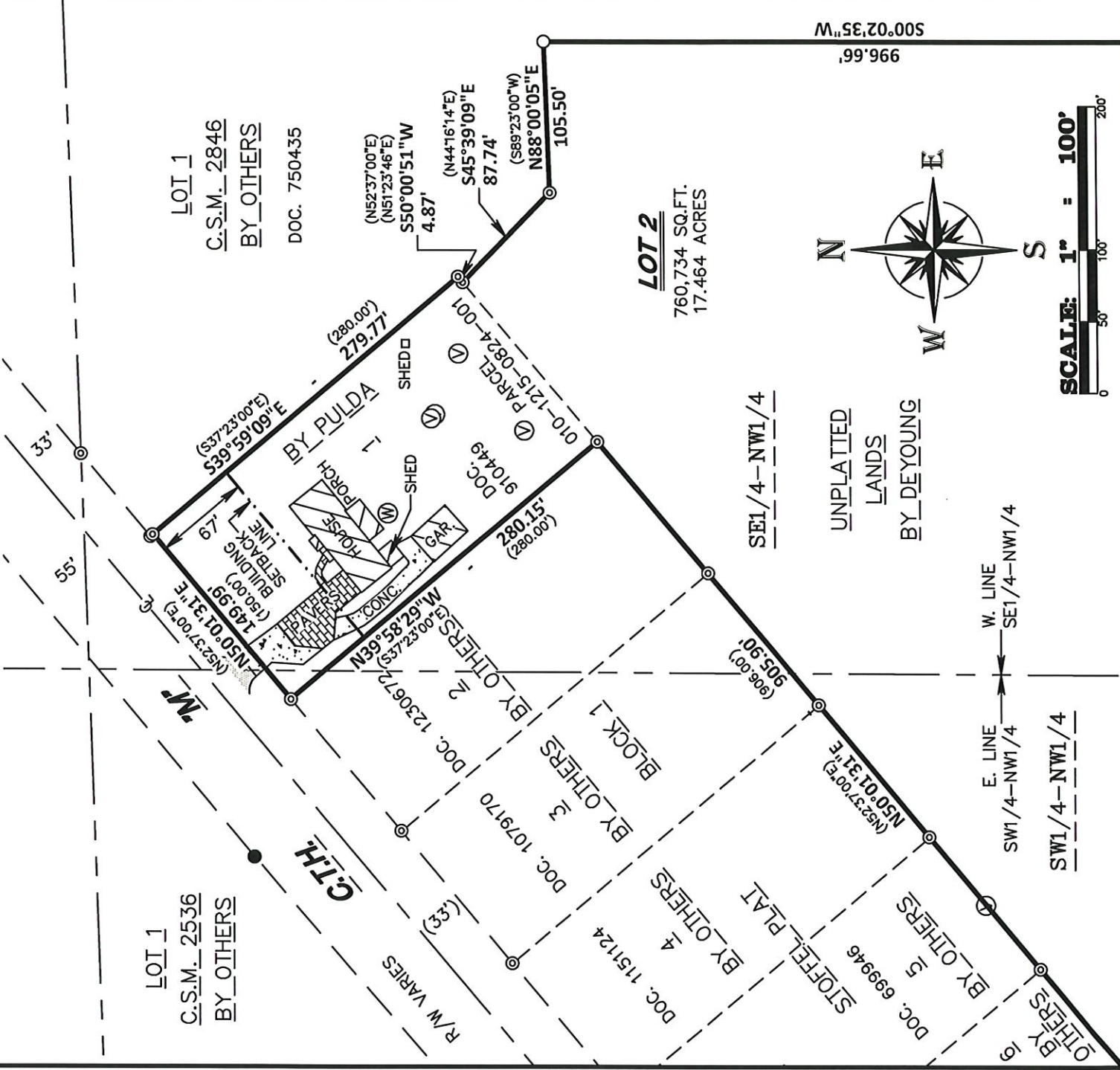
SHEET 3 OF 5

DODGE COUNTY CERTIFIED SURVEY MAP NO. _____

GENERAL LOCATION

Volume _____, Page _____

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 CONTAINING: 1,000,302 SQ.FT. (22.964 ACRES)



CLIENT/OWNER: SCOTT A. & GAYLE R. DEYOUNG LIVING TRUST DATED APRIL 26, 1995
 N11534 C.T.H. "M"
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OWNER: RAYMOND J. & SHERRI A. PULDA
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As prepared by:



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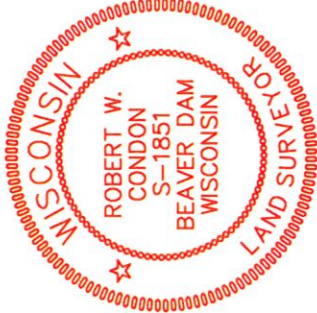
DRAFTED BY: A. JEROME

CHECKED BY: RC

PROJ. 822-387

DWG. 822-387 SHEET 4 OF 5

SEAL:



DODGE COUNTY CERTIFIED SURVEY MAP NO. _____

GENERAL LOCATION

Volume _____, Page _____

BEING LOT 1 OF BLOCK 1 LOTS 2, 3, AND 4 OF BLOCK 2 OF STOFFEL PLAT AND UNPLATTED LANDS; ALL LOCATED IN PART OF THE SE1/4 OF THE NW1/4, AND PART OF THE SW1/4 OF THE NW1/4, SECTION 8, T. 13 N., R. 15 E, TOWN OF CHESTER, DODGE COUNTY, WISCONSIN
CONTAINING: 1,000,302 SQ.FT. (22.964 ACRES)

SURVEYOR'S CERTIFICATE

I, **ROBERT W. CONDON**, Professional Land Surveyor, do hereby certify that by the order of **Scott A. & Gale R. DeYoung Living Trust Dated April 26, 1995**, I have surveyed, monumented, mapped and divided Lot 1, Block 1, Lots 2, 3 and 4, Block 2, Stoffel Plat and unplatted lands all located in a part of the Southeast Quarter of the Northwest Quarter and a part of the Southwest Quarter of the Northwest Quarter, Section 8, Town 13 North, Range 15 East, Town of Chester, Dodge County, Wisconsin, described as follows:

Commencing at the West Quarter corner of Section 8;

thence North 88°07'09" East along the South line of the Northwest Quarter, 487.04 feet to the point of beginning;
thence North 40°01'02" West along the Southeasterly extension of the Southwest line of Lot 5, Block 2 of Stoffel Plat, 114.17 feet to the Southwest corner of said Lot 5;

thence North 50°01'31" East along the Southeast line of said Lot 5, 159.94 feet to the Southwest corner of Lot 4, Block 2 of Stoffel Plat;

thence North 40°00'24" West along the Southwest line of said Lot 4, 280.15 feet to the Northwest corner thereof and being a point on the Southeast right-of-way line of County Trunk Highway M;

thence North 50°01'31" East along the Southeast right-of-way line of County Trunk Highway M and the Northwest line of the Lots 4, 3 and 2, Block 2 of Stoffel Plat, 359.97 feet to the Northeast corner of said Lot 2;

thence South 39°58'58" East along the Northeast line of said Lot 2, 280.15 feet to the Southeast corner thereof;

thence North 50°01'31" East along the Southeast line of Lot 1, Block 2, Outlot A, Lots 7, 6, 5, 4, 3 and 2, Block 1 of Stoffel Plat, 905.90 feet to the Southwest corner of Lot 1, Block 1 of Stoffel Plat;

thence North 39°58'29" West along the Southwest line of said Lot 1, 280.15 feet to the Northwest corner thereof and being a point in the Southeast right-of-way line of County Trunk Highway M;

thence North 50°01'31" East along the Southeast right-of-way line of County Trunk Highway M and the Northwest line of said Lot 1, 149.99 feet to the Northeast corner of said Lot 1 and being a point on the West line of Lot 1, Certified Survey Map, No. 2846;

thence South 39°59'09" East along the Northeast line of said Lot 1 and the West line of Lot 1, Certified Survey Map, No. 2846, 279.77 feet to the Southeast corner of Lot 1, Block 1, Stoffel Plat;

thence South 50°00'51" West along the West line of Lot 1, Certified Survey Map, No. 2846, 4.87 feet;

thence South 45°39'09" East along the West line of Lot 1, Certified Survey Map, No. 2846, 87.74 feet;

thence North 88°00'05" East along the West line of Lot 1, Certified Survey Map, No. 2846, 105.50 feet;

thence South 00°02'35" West along the West line of Lot 1, Certified Survey Map, No. 2846, 996.66 feet to the Southwest corner of Lot 1, Certified Survey Map, No. 2846 and being a point in the South line of the Northwest Quarter and the North line of Certified Survey Map as recorded in Volume 4, page 103;

thence South 88°07'09" West along the North line of Certified Survey Map as recorded in Volume 4, page 103 and the South line of the Northwest Quarter, 1,298.27 feet to the point of beginning.

Containing 1,000,302 square feet, (22.964 acres), more or less. Being subject to servitudes and easements of use or record if any.

I **DO FURTHER CERTIFY** that this is a true and correct representation of the boundaries of the land surveyed and that I fully complied with the Provisions of Chapter 236.34 of the Wisconsin State Statutes and the Subdivision Provisions of the Dodge County Land Use Code and the **Town of Chester** Subdivision Ordinance to the best of my knowledge and belief.



ROBERT W. CONDON

Professional Land Surveyor, No. 1851

Dated: August 17, 2022

File No.: 822-387

**CLIENT/
OWNER**

SCOTT A. & GAYLE R. DEYOUNG
LIVING TRUST DATED APRIL 26, 1995
N11534 C.T.H. "M"
WAUPUN, WI 53963

OWNER

RAYMOND J. & SHERRI A. PULDA
N11594 C.T.H. "M"
WAUPUN, WI 53963

As prepared by:

CA GROTHMAN & ASSOCIATES S.C.
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(RED LOGO REPRESENTS THE ORIGINAL MAP)

SEAL: 8/17/2022



G & A FILE NO. 822-387

DRAFTED BY: A. JEROME
CHECKED BY: RC
PROJ. 822-387
DWG. 822-387 SHEET 5 OF 5

DODGE COUNTY CERTIFIED SURVEY MAP NO. _____

Volume _____, Page _____

GENERAL LOCATION
BEING LOT 1 OF BLOCK 1, LOTS 2, 3, AND 4 OF BLOCK 2 OF STOFFEL PLAT AND UNPLATTED LANDS; ALL LOCATED IN PART OF THE SE1/4 OF THE NW1/4, AND PART OF THE SW1/4 OF THE NW1/4, SECTION 8, T. 13 N., R. 15 E., TOWN OF CHESTER, DODGE COUNTY, WISCONSIN

CONTAINING: 1,000,302 Sq.Ft. (22.964 ACRES)

CITY OF WAUPUN RESOLUTION

RESOLVED THAT this Certified Survey Map within the City of Waupun, extraterritorial jurisdiction is hereby approved and accepted by the City of Waupun Planning Commission.

Mayor _____ Date _____

City Clerk _____ Date _____

CLIENT/ OWNER: SCOTT A. & GAYLE R. DEYOUNG
LIVING TRUST DATED APRIL 26, 1995
N11534 C.T.H. "M"
WAUPUN, WI 53963

OWNER: RAYMOND J. & SHERRI A. PULDA
N11594 C.T.H. "M"
WAUPUN, WI 53963

Use of Technology & Electronic Communications Systems Policy (DRAFT)

Issue Date: August 30, 2022	Revision(s):	Pages: 9
Policy Source: Cities and Villages Mutual Insurance Company		

I. Use of Technology

a. Purpose

To better serve our citizens and give our workforce the best tools to do their jobs, the City of Waupun has adopted and utilizes various forms of technology for the purposes of conducting official business. Technology the City of Waupun provides its employees includes, but is not limited to, the City of Waupun’s computers, networks, programs, internet, software, hardware, data, telephones (including cellular and landline), voicemail, fax machines, e-mail, pagers, instant messaging, Internet, Intranet, and other technology or electronic sources capable of sending, receiving, or storing electronic communications (collectively “technology”).

The City of Waupun encourages the use of technology because it provides employees with efficient and effective tools to carry out their job duties for the City of Waupun and, in doing so, allows the City of Waupun to better serve the public. However, inappropriate usage of the City of Waupun’s technology can adversely affect the City of Waupun, interfere with the work of its employees, increase its costs, and even expose the City of Waupun to damage, liability, and security risks. All technology provided by the City of Waupun is the property of the City of Waupun and is provided to employees for the sole purpose of conducting and facilitating official business of the City of Waupun.

Employees utilizing the City of Waupun’s technology shall have no expectation of privacy in regards to any use of such technology. For purposes of this policy, “use” includes, but is not limited to, any storage, transmission, retrieval, creation, downloading, uploading, and deletion of communications, data, software, files, or other items involving or requiring the use or access of City of Waupun technology, whether from an on-site or off-site location, whether utilizing a device owned by the employee (i.e., personal laptop, thumb drive, etc.), or otherwise. An employee’s use of the City of Waupun’s technology constitutes acceptance of the City of Waupun’s monitoring and disclosure of such use. Use of the City of Waupun’s technology can be limited by the City of Waupun at any time for any reason. The City of Waupun may consent to the disclosure of information from use of technology or any other property, the City of Waupun may consent or authorize a law enforcement agency to search or review the City of Waupun’s technology, and the City of Waupun may use such information for the City of Waupun’s intentions and purposes.

No written policy can list every conceivable circumstance that relates to proper use. The City of Waupun’s employees are professionals who are expected to exercise responsible professional judgment and act in the interests of the City of Waupun. The City of Waupun has complete and sole discretion to determine whether any use is inappropriate, even if the use is not expressly prohibited or addressed in this policy or rules. The City of Waupun may ask employees to stop any use it believes is improper. In addition, the City of Waupun may block access to any use or content it believes is not appropriate. Employees who do not adhere to this policy may be disciplined, which can include restriction of use, restriction of technology use, or discipline up to and including termination and pursuit of any criminal or civil liability.

This policy applies to all of the City of Waupun’s employees, appointed and elected officeholders, and volunteers. When the term employee is used herein, the rules and expectations of conduct apply to these other users.

b. Procedures

1. Access and Authority

- a. Each Department Head shall determine which employees in their department shall have access to City of Waupun-owned and City of Waupun-provided technology, based on business practices and necessity, and who shall have authority to communicate on behalf of the City of Waupun through the utilization of and access to such technology.
- b. The provisions of this policy shall apply to the use of City of Waupun-owned/provided technology.
- c. City of Waupun-owned/-provided technology may be removed from City of Waupun premises solely for City of Waupun work-related purposes pursuant to prior authorization from the Department Head.

2. Prohibited Uses of Municipality-Owned/-Provided Technology

- a. Employees are prohibited from engaging in the following activities while using technology that is owned or provided by the City of Waupun:
 - i. Engaging in personal, non- City of Waupun related activities, including activities for gain or profit (e.g., consulting for pay or advertising or selling goods or services for personal gain), except as otherwise allowed under #3 below;
 - ii. Copying, disseminating, or printing copyrighted or other protected materials, which can include articles, images, games, and other software, in violation of the law;
 - iii. Accessing, sending, soliciting, displaying, printing, or otherwise disseminating material that is reasonably likely to harass, threaten, or embarrass others or that is obscene, defamatory, discriminatory, fraudulent, or otherwise inappropriate in a professional environment;
 - iv. Searching for, accessing, or transmitting content that is reasonably likely to be perceived as offensive or disparaging of others, including content that is sexually explicit, profane, pornographic, disrespectful, disparaging based on race, national origin, sex, sexual orientation, age, disability, religious, or political beliefs or any other legally protected basis;
 - v. Engaging in illegal activities or using the technology for any illegal purposes, including initiating or receiving communications that would violate any laws or regulations;
 - vi. Engaging in activities that interfere with or disrupt the work of other employees or which are otherwise contrary to the City of Waupun's business interests;
 - vii. Except as specifically authorized, gaining access by using any access control mechanism (e.g., login name, password, etc.) not assigned to the user, or permitting anyone to have access by using another person's access control mechanism;
 - viii. Unless first authorized by the City of Waupun's City Administrator, downloading, transferring to or from, or deleting software or data from technology. Employees must never install downloaded software to networked storage devices without the assistance and approval or appropriate personnel.
 - ix. Unless first authorized by the City of Waupun's City Administrator disabling, tampering with, or otherwise adjusting any anti-virus, anti-malware, or other similar software installed on the City of Waupun's technology.
 - x. Engaging in any transaction or other conduct that, if done through other means other than through the use of technology, would not be authorized or lawful.

If an employee has a question about whether a particular use of the City of Waupun's technology is proper, then he or she should consult his or her Department Head before engaging in such use.

3. Personal Use

- a. Except as otherwise stated herein, technology is provided by the City of Waupun for business use during City of Waupun time. Limited, occasional, or incidental use of technology for personal non-business purposes is permitted as set forth below:
 - i. Personal use must be limited to unpaid breaks, lunch or immediately before/after work;
 - ii. Personal use must not interfere with the productivity of the employee or his or her co-workers;
 - iii. Personal use must not involve any prohibited activity (see Section I.B.2);
 - iv. Personal use must not consume system resources or storage capacity on an ongoing basis
 - v. Personal use must not involve large file transfers or otherwise deplete system resources available for business purposes;
 - vi. Personal use is merely incidental to the primary use of personal resources available to the employee such as a personal cell phone or personal tablet or computer with personal internet access.

4. Access to Municipality-Owned/Provided Technology

- a. Employees utilizing City of Waupun-owned/-provided technology shall have no expectation of privacy in regards to use of such technology. An employee's use of the City of Waupun's technology constitutes acceptance of the City of Waupun's monitoring and disclosure of such use. Use of City of Waupun's technology can be limited by the City of Waupun at any time for any reason. The City of Waupun may consent to the disclosure of information from use of technology or any other property, the City of Waupun may consent or authorize a law enforcement agency to search or review the City of Waupun's technology, and the City of Waupun may use such information for its intentions and purposes.

II. Electronic Communications System

a. Purpose

In addition to providing employees with technology, as defined above, the City of Waupun provides employees with access to various means of electronic communication so they may better perform their job-related duties (e.g., e-mail, instant messaging, Intranet, cell phones, pagers, etc.). The City of Waupun's electronic communications system includes all messages and data sent through or received through the City of Waupun's networks or technology either externally via the internet or internally and through the City of Waupun's technology (collectively the "electronic communications system").

The City of Waupun's electronic communications system is a valuable business asset. As such, appropriate usage by employees is critical.

Communications sent and received through the electronic communications system which relate to official governmental business, regardless of whether sent /or received during the business day, may constitute records under Wisconsin's Public Records Law and, therefore, constitute property of the City of Waupun. Additionally, other records, even personal in nature, may constitute records under Wisconsin's Public Records Law.

Employees shall have no expectation of privacy in their use of the City of Waupun's electronic communications system. The City of Waupun reserves the right to monitor and/or access its electronic communications system at any time and for any lawful reason. The use of such system constitutes an employee's consent to such monitoring and access, as well as compliance with this policy. Employees are prohibited from deleting any communication, document, or any other transmission of information deemed to constitute a public record under Wisconsin's Public Records Law. This prohibition applies to the deletion of public records contained on an employee's personal devices and accounts (e.g., laptops, cell phones, e-mail accounts, etc.). A safe rule of thumb for any employee is that the employee should presume any communication may be treated as a record for Public Records Law compliance purposes.

No written policy can list every conceivable circumstance that relates to proper use. The City of Waupun's employees are professionals who are expected to exercise responsible professional judgment. The City of Waupun has complete and sole discretion to determine whether any use or access is inappropriate, even if the use is not expressly prohibited or addressed in this policy or rules. The City of Waupun may ask employees to stop any use it believes is improper. In addition, the City of Waupun may block access to any content it believes is not appropriate. Employees who do not adhere to this policy may be disciplined, which can include restriction of internet use, restriction of technology use, or discipline up to and including termination.

b. Procedures

1. Appropriate Use of Electronic Communications System

- a. Electronic communications should be courteous, concise, focused and written or spoken in good business English. The same care should be used in drafting electronic communications as used for drafting any other professional written communication. All electronic communications are unavoidably attributed to the City of Waupun. When composing electronic communications, employees should keep in mind that personal comments may be perceived as comments made on behalf of the City of Waupun.
- b. Employees are prohibited from engaging in the following activities while engaging in the use of the electronic communications system:
 - i. Engaging in personal, non- City of Waupun related activities, including activities for gain or profit (e.g., outside employment or business activity, consulting for pay or advertising or selling goods or services for personal gain), except as otherwise allowed under #2 below;
 - ii. Using another individual's electronic communications system account(s) without authorization or falsely holding one's self out as another individual through the use of the electronic communications system;
 - iii. Accessing another individual's electronic communications system account without prior authorization or permitting an unauthorized individual access to an electronic communications system.
 - iv. Engaging in any of the activities outlined in I.B.2 above.

If an employee has a question about whether a particular use of the City of Waupun's electronic communications system is proper, then he or she should consult his or her Department Head before engaging in such use.

2. Personal Use

- a. The City of Waupun allows limited, occasional, or incidental personal use of its electronic communications system during lunch, breaks or immediately before or after work, subject to the following conditions and restrictions:
- b. Personal use must not:
 - i. Involve any prohibited activity (see II.B.1.b above);
 - ii. Interfere with the productivity of the employee or co-workers;
 - iii. Consume system resources or storage capacity on an ongoing basis; or
 - iv. Involve large file transfers or otherwise deplete system resources available for City of Waupun business purposes.

- v. Incur charges or otherwise violate the terms and conditions of the contract associated with the electronic communications system (e.g., sending pictures when a cell phone does not provide for a data package, sending too many text messages in a particular month or period, calling a phone number outside of a telephone plan, etc.).
3. Monitoring and Accessing the Use of the Electronic Communications System
- a. Communications sent or received through the electronic communications system are subject to monitoring, access, auditing, interception, and disclosure by the City of Waupun at the City of Waupun's sole discretion and as permitted by law. As such, no expectation of privacy shall apply to such use, including when such use is for the transmission or receipt of private or personal communications. All communications sent or received through the electronic communications system may constitute a public record under Wisconsin's Public Records Law and, as a result, may be subject to disclosure under the law. Therefore, employees are prohibited from deleting any such communications so as to ensure compliance with the City of Waupun's retention requirements. To the extent possible, employees should avoid sending and receiving personal messages through the electronic communications system, particularly when such messages are private or confidential in nature. If an internal communication is business related and confidential, it should be distributed personally or by a confidential routing envelope and not by e-mail or other electronic forms. If an external communication is business related and confidential, careful dissemination of such communication is required. To ensure careful dissemination of external, confidential communications, employees should consult their Department Head before sending the communication in question.
 - b. Electronic communications may reside on the electronic communications system in different recoverable forms (system backup, sent mail folders, spool queues, etc.). Employees should not assume that deleting a personal electronic communication removes all incidents of their existence. If there is a review of the information or an investigation, litigation, or other proceeding that requires or makes desirable the review or production of Employer records, it is likely that electronic communications will be requested and potentially disclosed.

III. Passwords and Encryption

- a. Access to certain technology and electronic communications systems may require the use of a log-in identification and password. All such log-in identifications and passwords may be assigned to an employee or may be created by the employee using such technology and shall be immediately filed in writing with the appropriate Department Head.
- b. Each time an employee changes a log-in identification or password from that which is on file with the Department Head, the employee shall immediately file the new log-in identification and password with the Department Head. Whenever requested, employees are required to cooperate with the City of Waupun for purposes of disclosing the log-in identification and password associated with technology. Log-in identifications and passwords constitute the property of the City of Waupun and, thus, failure to cooperate with the disclosure of such information may subject an employee to discipline, as well as pursuit of criminal or civil liability. Employees have no expectation of privacy in login identifications and passwords.
- c. Unless otherwise authorized or consistent with this policy, employees are required to keep log-in identifications and passwords strictly confidential. Log-in identifications and passwords are never to be disclosed through nonconfidential sources such as over the telephone, through electronic communications, or otherwise posted in public areas.

- d. Unless otherwise authorized, employees are strictly prohibited from encrypting any data, software, files, or other information stored, received, sent, or otherwise transmitted on or through technology. Employees are likewise prohibited from installing any encryption software or programs on such technology. Employees with a business need to encrypt certain data, software, files, or other information are required to obtain written authorization from their Department Head before engaging in encryption. Any passwords and log-in information associated with an employee's encryption must be immediately filed with the appropriate Department Head, and any changes to such log-in information or passwords must be provided to the appropriate Department Head at the time of such change.

IV. Record Retention Policy

a. Purpose

If related to official governmental business, all communications sent, received, stored, or transmitted on or through the electronic communications systems, whether through the use of technology owned or provided by the City of Waupun or personal devices/accounts of a similar ilk, constitute public records under Wisconsin's Public Records Law. Likewise, if related to governmental business, all data, documents, or other information created, stored, or transmitted through or on technology owned or provided by the City of Waupun constitute public records under Wisconsin's Public Records Law. The retention and disclosure procedure, rules, and requirements surrounding such records are the same as those which apply to other records of the City of Waupun.

This policy applies to all employees and elected officials of the City of Waupun.

b. Procedures

1. Per Wisconsin's Public Records Law, whether a particular communication, document, file, constitutes a public record is determined by its content, not its format. Thus, any communication, document, file, etc. that relates to official government business constitutes a record under Wisconsin's Public Records Law. Communications, documents, files, etc. that relate to purely personal matters may nonetheless constitute a record, either in whole or in part, depending on the totality of circumstances. As such, employees are prohibited from deleting communications, documents, files, etc. from City of Waupun-owned/-provided technology or the electronic communications system without first obtaining authorization from the City of Waupun's City Administrator. Likewise, because communications, documents, files, or other types of information that relate to official governmental business constitute records under the Public Records Law, the City of Waupun reserves the right to monitor, access, audit, and disclose such communications, documents, files or other types of information to the extent permitted by law. Employees shall have no expectation of privacy with respect to such communications, documents, files, or other types of information, even if purely personal in nature, when using or accessing the City of Waupun's technology or electronic communications system.
2. Employees have an on-going obligation to cooperate in the production, inspection, and disclosure of all records in their possession, regardless of where such records are located, stored, or otherwise maintained, including when a public record is stored on an employee's personal electronic device or account. For this reason, employees are strongly discouraged from storing or maintaining records on personal electronic devices or within personal electronic communication systems. Failure to avoid the storage or maintenance of public records on one's personal electronic device or electronic communications system may require the employee to permit inspection of such device or communication system by the City of Waupun so that the City of Waupun may fulfill its legal obligations under Wisconsin's Public Records Law.

3. The determination as to whether a particular document, communication, or other piece of information constitutes a public record shall be at the sole discretion of the City of Waupun's Legal Custodian. Likewise, the determination as to whether disclosure of a public record, either in whole or in part, is required under Wisconsin's Public Records Law shall be at the sole discretion of the City of Waupun's Legal Custodian.
4. If an employee has a question as to whether a particular document, communication, or other piece of information constitutes a record, or as to their obligations under this or the City of Waupun's records retention policy, then the employee should contact their Department Head before taking any action with respect to such potential record.

V. Policy Violations

- a. Employees who do not adhere to this policy may be disciplined, which can include restriction of internet use, restriction of technology use, or discipline up to and including termination or removal from office. Severe violations of this policy may also subject an employee to civil liability and criminal prosecution.

**Use of Technology and Electronic Communication Policy
Employee Acknowledgement Form**

I acknowledge I have received the City of Waupun's Use of Technology and Electronic Communications System Policy. I acknowledge that it is my duty to fully review the *Policy* and to approach my direct supervisor or Department Head about anything I do not understand.

I understand and acknowledge that it is my responsibility to fully comply with the *Policy* as set forth therein, as well as any amended versions of the *Policy* that may be created and distributed by the City of Waupun following my execution and submission of this Acknowledgement Form. I understand and acknowledge that the content of the *Policy* may be changed by the City of Waupun at any time, with or without notice, to the extent permitted by law.

As an employee of the City of Waupun, I acknowledge and understand the City of Waupun's electronic communications system and technology are provided for conducting the City of Waupun's business. While I understand that limited, occasional, or incidental personal use of the electronic communications system and technology may occur under certain circumstances. I understand that all technology and all communications, data, software, hardware, or other files and information stored on, uploaded, downloaded, or transmitted during the use of or access to the electronic communications system and any login information and passwords are the City of Waupun's exclusive property, and that I have no expectation of privacy in my use of the electronics communications systems and technology. I agree not to use the electronic communications system or technology in a way that is disruptive, offensive, or harmful to others or the City of Waupun, or in manner that otherwise violates the Policies of the City of Waupun or applicable laws. I agree not to use log-in names or passwords without authorization, or access a file or retrieve any stored communication other than where authorized, and I agree to keep on file with my Department Head all passwords and log-in names that I have created. Should a password or log-in name not be on file, upon request, I agree to promptly provide my Department Head with the necessary password or log-in name. I agree not to copy, send, or receive confidential information without prior authorization from my immediate supervisor or Department Head.

I acknowledge I have no expectation of privacy in my use of the electronic communications system or technology. I am aware that the City of Waupun reserves and may exercise the right to monitor, review, audit, intercept, access, and disclose all matters on the City of Waupun's electronic communications system and/or technology at any time. I am aware the City of Waupun may exercise these rights without employee notice, and that such access may occur during or after working hours. I authorize access to the City of Waupun or by it at any time or by others with the City of Waupun's permission. I am aware that use of a log-in name, password, or encryption does not guarantee confidentiality or privacy or restrict the City of Waupun's right to access the electronic communications system or technology. I agree to fully cooperate with any search, audit, or inspection of technology or the electronic communications system conducted by the City of Waupun. I also agree to properly maintain all public records that are in my control or possession and stored on technology or on the electronic communications system, and to promptly produce, disclose, or otherwise turn over any such record upon receiving a request from the City of Waupun to do so.

In complying with the *Policy*, I will abide by all security procedures as set forth by the City of Waupun's I.T. Department. I am aware that violations of the *Policy* may result in restriction of use, may subject me to disciplinary action, up to and including discharge from employment, and may subject me to civil or criminal liability.

Social Networking Policy (DRAFT)

Issue Date:

August 30, 2022

Revision(s):**Pages:**

6

Policy Source:

Cities and Villages Mutual Insurance Company

I. Purpose

The City of Waupun has an overriding interest and expectation in deciding what is “announced” or “spoken” on behalf of the City of Waupun through the use of social media. This policy establishes guidelines for the establishment and use of social media by the City of Waupun for conveying information about the City of Waupun and its events and activities. This policy also establishes guidance for employees acting in a personal capacity when using social media.

The City of Waupun’s intent is to create a “government speech forum” or a “limited forum” devoted exclusively to the City of Waupun’s postings to the public. Nothing in this policy shall be applied to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor laws or other applicable laws.

II. Policy

a. City Website

The City of Waupun’s website (cityofwaupun.org) is the City of Waupun’s primary and predominant internet presence. All of the City of Waupun’s website content and social media sites that are posted by departments and offices will be subject to approval by the Department Head or designee. Social media use should complement rather than replace the City of Waupun’s primary website. Only employees authorized by the Department Head are authorized to post content on the City of Waupun’s website.

b. Social Media Provider Terms of Service

Social media is defined as the various activities that integrate technology, social interaction, and content creation. Through social media, individuals or groups may create, organize, edit, comment on, combine and share content. Social media providers offer web pages that provide a means for various forms of discussion and information-sharing and include features such as social networks, blogs, video sharing, podcasts, wikis, message boards, and news media comment sharing/blogging. Social media providers are hosted by websites that authorize multiple users to establish, post content on, and operate their own individual social media profile. Technologies associated with social media often include picture and video sharing, wall postings, e-mail, instant messaging, and music sharing. Examples of websites that host social media profiles include, but are not limited to, Facebook (social networking); YouTube (social networking and video sharing); and Twitter (social networking and microblogging).

Each social media provider maintains a term of use agreement for users. All posts and comments on any City of Waupun social media profile are bound by these terms and conditions. The City of Waupun reserves the right to report any user violation under the terms and conditions. This policy does not modify the terms and conditions established by the social media provider. Nor does the City of Waupun assume any responsibility or liability for decisions made by the social media provider involving the conduct or absence of conduct by the social media provider or by the user.

The terms and conditions of the social media provider represent a binding contract. No employee may execute such terms of service or enter into an agreement on behalf of the City of Waupun without authorization from the City Administrator.

c. Social Media Posting

As a public entity, the City of Waupun must abide by certain standards to serve all constituents in a civil and unbiased manner. Only employees authorized by the City Administrator are authorized to post content on an authorized City of Waupun social media profile on behalf of the City of Waupun. The City Clerk will maintain a list of social media profiles, including login and password information where appropriate, approved for use by departments and employees for communicating the City of Waupun's business. Any social media profiles used by the City of Waupun, including any login information and passwords, are the property of the City of Waupun and not the property of an employee or other party. Any social media profile used by the City of Waupun must be capable of editing, removing, and archiving content from social media websites. The authorized employee will inform the City Clerk of any administrative changes to existing social media profiles.

For each social media profile approved for use by the City of Waupun, the following documentation will be developed and adopted:

- A list of authorized employees who may manage the social media profile
- Operational and use guidelines
- Standards and processes for managing accounts on social media sites
- Branding standards
- Design standards
- Standards for the administration of social media sites

Authorized employees representing the City of Waupun on social media must conduct themselves at all times as professional and dignified representatives of the City of Waupun and in accordance with all policies, directives, and professional expectations.

Employees posting content on behalf of the City of Waupun must follow these guiding principles:

- Communications must be consistent with the goals, branding, mission, vision, and values of the City of Waupun.
- Communications must be factual and accurate and not reflect opinions or biases.
- Communicate meaningful, respectful entries that are on topic while also recognizing that postings are widely accessible and not easily retractable.
- Communications must be written in plain business English with proper grammar and vocabulary and should avoid acronyms and jargon.
- Communications must comply with policy, directives, professional expectations, and respect for privacy, confidentiality, and applicable legal guidelines for external communication.
- Ensure that legal right exists to publish all materials, including photos and articles, and comply with all trademark, copyright, fair use, disclosure of processes and methodologies, confidentiality, and financial disclosure laws.
- If identifying yourself, then maintain transparency by using your real name and job title, and by being clear about your role regarding the subject. Write and post only about your area of expertise. Remember that your postings are your responsibility.
- Communications must never be for political purposes or in support of or opposition to political campaigns or ballot measures.
- Communications must never be for purposes of private business activity or commerce, or for personal motivation or sharing of personal opinion or commentary.
- Communications must not promote, foster, or perpetuate discrimination, harassment, or retaliation on the basis of race, creed, color, age, religion, gender, marital status, national origin, disability, or sexual orientation, or other protected status.

- Communications must not compromise the safety or security of the public, public systems, or public services.

Authorized employees posting on behalf of the City of Waupun may not post content to the City of Waupun's social media profiles or engage in social networking activities related to publishing the City of Waupun's business during personal time. All social media activity must be made as part of the Employees regular work activity.

An important part of social media use is restraint. While the City of Waupun desires to inform the community of the City of Waupun's business, the City of Waupun is not entering into a debate or discourse with those reading the social media profile. As such, "commenting," "liking," or "non-liking" of a post or comment by any other person is not permitted except in the following limited circumstances:

- An authorized employee may respond to a comment when the employee is providing contact information to the commenter to seek or provide further information.
- An employee may respond to a comment or post to direct the poster to the City of Waupun's website or to a previous social media post by the City of Waupun.

The employee's name and title should be made available in the responsive comment.

d. Reporting/Removal of Social Media Activity

A post, like, or comment by a member of the public on any City of Waupun social media profile is the opinion of the commentator or poster only. Publication of a user's post, a like, or a comment does not imply endorsement of, or agreement by, the City of Waupun or reflect the opinions or policies of the City of Waupun. The City of Waupun assumes no liability for any comment, like, or post made by another person.

The general position of the City of Waupun is to use social media that promotes one-way communication from the City of Waupun to the public or to fully disable or disallow commenting on the City of Waupun's social media posts and to make clear the social media platform used is merely reserved for government speech to allow municipal officials to post notices and information.

If a forum allowing for two-way or multi-way communication is created, then an authorized employee may, with the approval of the City Administrator, regulate comments or posts made by other persons on the City of Waupun's social media profile as provided herein. The City of Waupun requires that authorized employee to immediately notify the City Administrator if there is any posted material that may violate this policy, violates the terms of use of the social media provider, is illegal, or that potentially infringes the copyrights or other rights of any persons. The City Administrator will investigate and address the potential violation. If the comment or post violates the terms of use established by the social media provider, then the authorized employee may notify the social media provider and report the post or comment. If a comment or post demonstrates or incites unlawful behavior, then the authorized employee may notify law enforcement authorities. If the comment or post contains any of the following content, the comment may be subject to removal or restriction by the City of Waupun:

- Obscene content;
- Content that is threatening or incites violence;
- Solicitation of commerce, including but not limited to, advertising of any non-City of Waupun-related event, or business or product for sale;
- Conduct in violation of any federal, state or local law;
- Content that promotes, fosters or perpetuates unlawful activity;
- Content that infringes the intellectual property rights of others;
- Content that is malicious or harmful software or malware.

The City of Waupun should not deny access to the City of Waupun's social media profile for any individual who violates the City of Waupun's social media policy. The social media provider may, relying on their terms and conditions and their discretion, block a user or remove content in violation of the terms and conditions, and nothing herein restrains the social media provider from such actions.

e. Record Retention

The City of Waupun must retain all social media content published by the City of Waupun for the purposes of public records retention as may be required by applicable law. Records required to be maintained pursuant to a relevant records retention schedule for the required retention period in a format that preserves the integrity of the record and is accessible. Any content removed by the City of Waupun based on these guidelines must be retained in accordance with the applicable retention schedule including the time, date and identity of the poster, when available.

f. Open Meetings Law Compliance

All conduct by officials serving on a governmental body must comply with Wisconsin's Open Meetings Law. Officials should refrain from discussing business or action of the governmental body with one another while using social media. Authorized employees publishing on the City of Waupun's social media profile should not engage officials serving on a governmental body when engaging in the City of Waupun's social media activity.

g. Employee Personal Conduct

Like other members of the community, employees may use social media profiles not belonging to the City of Waupun for the employee's personal social media purposes. Employees must recognize that most uses of personal social media are still part of the public domain regardless of privacy settings and are easily replicated and published.

An employee's personal social media profile or use must remain personal in nature and not be used to share the City of Waupun's official government positions or views. In addition, employees should never use their City of Waupun e-mail account, login, or passwords in conjunction with a personal social media profile. Regardless of whether an employee identifies on a personal social media account that the employee works for the City of Waupun, employment with the City of Waupun is public record and members of the public may associate the employee with the City of Waupun. As such, employees must exercise care when posting and commenting on social media as personal views can be tied back to employment with City of Waupun.

Employees posting personal content on social media must follow these guiding principles:

- When commenting or posting on matters pertaining to the City of Waupun, the employee must make clear to other persons that the employee is speaking as a private citizen and not as an employee of the City of Waupun.
- Pause and think before posting with the understanding that postings are widely accessible, not easily retractable, easily shared and replicated.
- Personal activity must comport with the City of Waupun's policies, directives and expectations.
- Personal activity is the personal responsibility of the employee, including the consequences that flow from such activity.

Nothing in this policy is meant to prevent an employee from exercising his or her right to make a complaint of unlawful *discrimination* or other workplace misconduct through the proper processes, to engage in lawful protected concerted activity, or to express a personal opinion on a matter of public concern which may be balanced against the interests of the City of Waupun.

h. Compliance with Policy

The City of Waupun reserves the right to monitor and analyze social media use to ensure compliance with policy, directives and expectations, to evaluate use, and to recommend and implement changes to use of social media, among other legitimate government interests. Failure to comply with this policy by any employee may result in disciplinary action up to and including termination of employment. Failure to comply with this policy by any officeholder may result in pursuit of any lawful action against any official in violation of policy.

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**Social Networking Policy
Employee Acknowledgement Page**



AGENDA SUMMARY SHEET

MEETING DATE: 9/13/22

TITLE: Process to Fill Vacant Fire Chief & Emergency Management Director Position

AGENDA SECTION: DISCUSSION FOR POSSIBLE FUTURE CONSIDERATION

PRESENTER: Kathy Schlieve, Administrator

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

ISSUE SUMMARY:

We are beginning the process to fill the Fire Chief & Emergency Management Director position vacancy created by BJ DeMaa's resignation. We will discuss the process to fill the position both short- and long-term.

STAFF RECOMMENDATION:

Discussion only

ATTACHMENTS:

None

MOTIONS FOR CONSIDERATION:

N/A

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