



A G E N D A
CITY OF WAUPUN COMMON COUNCIL MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, February 11, 2020 at 6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

ROLL CALL--Mayor to excuse any absent members

PERSONS WISHING TO APPEAR BEFORE COUNCIL

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.

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

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

2. Business Improvement District 10-9-19
3. Facility Advisory Committee 11-20-19
4. Board of Public Works 12-10-19
5. Plan Commission Minutes - 12/18/2019
6. Utility Commission 1-13-2020
7. Library Board 1-20-2020
8. Recreation 01-27-20

DEPARTMENT REPORTS

9. Police Department
10. Library
11. Building Inspector
12. Recreation
13. Public Works
14. Fire Department-Emergency Government
15. Utility
16. Administrator

ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION/ACTION

RESOLUTIONS AND ORDINANCES:

17. Ordinance to amend Ch.4.076 entitled Rapid Entry System

CONSIDERATION - ACTION

18. Request to Fill Police Officer Vacancy due to Resignation
19. Housing Study and Needs Analysis

CLOSED SESSION

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

(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- 20. Promotion, Compensation or Performance Evaluation of City Staff
- 21. Land Acquisition Consideration for Monroe Street Pond
- 22. Negotiations of City Owned Land in the Industrial Park

OPEN SESSION

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

ACTION FROM CLOSED SESSION

ADJOURNMENT

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



AGENDA SUMMARY SHEET

MEETING DATE: 2/11/2020

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

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

ISSUE SUMMARY:

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

Future Meetings and Gatherings

Tuesday, February 25, 2020	Committee of the Whole	5:30pm	City Hall
Tuesday, March 10, 2020	Common Council	6:00pm	City Hall
Tuesday, March 31, 2020	Committee of the Whole	5:30pm	City Hall
Tuesday, April 14, 2020	Common Council	6:00pm	City Hall
Tuesday, April 21, 2020	Seating of the 2020 Council	5:30pm	City Hall

License and Permit Applications

OPERATOR LICENSE: Brielle Aylesworth

TEMPORARY CLASS B: Waupun Hockey Association for Senior Class Tournament on March 13-15, 2020, located at 510 E Spring Street Waupun, WI

STAFF RECOMENDATION:

Approve the Consent Agenda

ATTACHMENTS:

Expense Report

RECOMENDED MOTION:

Motion to approve the Consent Agenda. (Roll Call)

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount	
01/31/2020	99152	O'DONOVAN, BRIAN	500.00	M
01/31/2020	99162	VANDE ZANDE TRUST ACCOUNT	759.00	M
01/31/2020	99321	YMCA OF DODGE COUNTY	1,500.00	M
01/31/2020	99322	CHARTER COMMUNICATIONS	171.84	M
01/30/2020	99323	BAKER, KENNETH R & BAKER, SUSAN	2,400.00	
01/30/2020	99324	BUWALDA, MATTHEW A & LANDAAL, J	2,500.00	
01/30/2020	99325	CEE MEDIA LLC	712.91	
01/30/2020	99326	CITY OF WAUPUN	1,943.87	
01/30/2020	99327	CITY OF WAUPUN	712.91	
01/30/2020	99328	CITY OF WAUPUN	59.94	
01/30/2020	99329	CITY OF WAUPUN	3,493.85	
01/30/2020	99330	DATA SALES CO INC	59.94	
01/30/2020	99331	DAYBREAK INC	300.00	
01/30/2020	99332	DISCH, RONALD & DISCH, SANDRA	100.00	
01/30/2020	99333	GRANT, BRET	100.00	
01/30/2020	99334	HARTGERINK, RICHARD L & HARTGE	100.00	
01/30/2020	99335	JACKSON, JASON W	1,300.00	
01/30/2020	99336	JPPM PROPERTIES LLC	100.00	
01/30/2020	99337	KACZMARSKI, PETER	100.00	
01/30/2020	99338	KLUGE, JAMES M	100.00	
01/30/2020	99339	KOEHLER, MICHAEL A & JOHNSON, D	100.00	
01/30/2020	99340	LEBEAU, DEBORAH J	100.00	
01/30/2020	99341	LONT, PHILLIP J & LONT, DOREEN A	100.00	
01/30/2020	99342	MARTIN, HARVEY E & MARTIN, JUNE	100.00	
01/30/2020	99343	OEHLKE, DONALD E & OEHLKE, NILL	1,300.00	
01/30/2020	99344	RECHEK, ADAM C	100.00	
01/30/2020	99345	SALKOWSKI, KRISTINE A	100.00	
01/30/2020	99346	SWANSON, DONA	100.00	
01/30/2020	99347	SECOND CENTURY LLC	3,493.85	
01/30/2020	99348	TRINITY REFORMED CHURCH	500.00	
01/30/2020	99349	VOIGT, ROBERT M & VOIGT, SUSANA	200.00	
01/30/2020	99350	VROOMAN, KIMBERLY L	100.00	
01/30/2020	99351	WATSON, RONALD &	2,900.00	
01/30/2020	99352	WILSON, CHARLES E & WILSON, COR	300.00	
01/30/2020	99353	WOXLAND, DOUGLAS W & WOXLAND,	200.00	
01/30/2020	99354	WULFF, WILLIAM J & SCHNEIDER, SH	100.00	
02/07/2020	99361	AGNESIAN WORK & WELLNESS-	342.50	
02/07/2020	99362	AIRGAS USA, LLC	642.06	
02/07/2020	99363	ALLIANT ENERGY/WP&L	6,584.26	
02/07/2020	99364	ALLIED 100	508.00	
02/07/2020	99365	ASSOCIATED APPRAISAL CONSULTA	2,467.66	
02/07/2020	99366	AT & T	159.40	
02/07/2020	99367	BADGER STATE INDUSTRIES	409.26	
02/07/2020	99368	BALLWEG IMPLEMENT	17.12	
02/07/2020	99369	BEER, MIKE	10.59	
02/07/2020	99370	CAPITAL NEWSPAPERS	640.23	
02/07/2020	99371	CARTRIDGE WORLD	120.78	
02/07/2020	99372	CHARTER COMMUNICATIONS	369.38	
02/07/2020	99373	CELLEBRITE INC	9,385.00	
02/07/2020	99374	DESTINATION LAKE WINNEBAGO RE	3,841.65	

Check Issue Date	Check Number	Payee	Amount
02/07/2020	99375	DODGE COUNTY TREASURER (LICEN	320.00
02/07/2020	99376	EXCEL TECHNOLOGIES	379.00
02/07/2020	99377	MARTENS ACE HARDWARE	1,061.64
02/07/2020	99378	FASTENAL CO.	74.15
02/07/2020	99379	FIX, TRAVIS	48.30
02/07/2020	99380	FLEETPRIDE	163.31
02/07/2020	99381	FOND DU LAC COUNTY	1,274.08
02/07/2020	99382	FOND DU LAC COUNTY TREASURER	60.00
02/07/2020	99383	GALLS, LLC	83.97
02/07/2020	99384	GAPPA SECURITY SOLUTIONS LLC	600.00
02/07/2020	99385	GERRITSEN, BRETT	512.48
02/07/2020	99386	GORDON FLESCH CO INC	321.12
02/07/2020	99387	GRAND VALLEY INSPECTION SERVIC	1,730.96
02/07/2020	99388	GRAY'S	1,070.00
02/07/2020	99389	GUNDERSON, INC.	461.55
02/07/2020	99390	H & R SAFETY SOLUTIONS LLC	14.90
02/07/2020	99391	HOME CONTRACTORS & SUPPLY INC	18.95
02/07/2020	99392	HOMETOWN GLASS & IMPROVEMENT	99.31
02/07/2020	99393	HOPPERS SILK SCREENING	37.00
02/07/2020	99394	INTER-QUEST	56.23
02/07/2020	99395	JEFFERSON FIRE & SAFETY, INC.	680.00
02/07/2020	99396	JOHN FABICK TRACTOR CO	1,325.00
02/07/2020	99397	JOHN D PREUER & ASSOCIATES INC	95.21
02/07/2020	99398	KWIK TRIP STORES	10,021.58
02/07/2020	99399	LAPPEN SECURITY PRODUCTS	6,680.84
02/07/2020	99400	LIFESTAR EMERGENCY MEDICAL	3,500.00
02/07/2020	99401	LINDERT SHARPENING & SALES	.00 V
02/07/2020	99402	MSA PROFESSIONAL SERVICES INC.	1,127.50
02/07/2020	99403	MENARDS - BEAVER DAM	700.35
02/07/2020	99404	MONROE TRUCK EQUIPMENT, INC	453.30
02/07/2020	99405	MORaine PARK TECHNICAL COLLEG	3.00
02/07/2020	99406	NAPA AUTO PARTS-WAUPUN	4,438.90
02/07/2020	99407	NAVIS, MIKE	219.07
02/07/2020	99408	NICKEL, JULIE	59.21
02/07/2020	99409	OSHKOSH OFFICE SYSTEMS	343.11
02/07/2020	99410	PETERSEN, JENNIFER	127.65
02/07/2020	99411	PETTY CASH-POLICE DEPT.	140.00
02/07/2020	99412	POMP'S TIRE - FOND DU LAC	888.75
02/07/2020	99413	PURCHASE POWER	29.70
02/07/2020	99414	REINDERS INC.	829.28
02/07/2020	99415	SERVICE MOTOR COMPANY	327.85
02/07/2020	99416	SHARE CORPORATION	474.21
02/07/2020	99417	SHERWIN WILLIAMS	59.90
02/07/2020	99418	SHERWIN INDUSTRIES	428.00
02/07/2020	99419	STAPLES CREDIT PLAN	51.87
02/07/2020	99420	STAR CRANE & HOIST SERVICE - WI I	345.00
02/07/2020	99421	STICKS AND STONES	290.00
02/07/2020	99422	STOPSTICK LTD	3,631.00
02/07/2020	99423	STREICHER'S	104.00
02/07/2020	99424	SURE FIRE, INC.	219.24
02/07/2020	99425	TRACTOR SUPPLY CREDIT PLAN	44.95
02/07/2020	99426	TRUCK COUNTRY	218.81
02/07/2020	99427	TRUCK EQUIPMENT INC	1,101.26

Check Issue Date	Check Number	Payee	Amount
02/07/2020	99428	TRU CLEANERS LLC	4,012.68
02/07/2020	99429	US CELLULAR	1,419.13
02/07/2020	99430	VANBUREN, SARAH	63.03
02/07/2020	99431	VANDE ZANDE & KAUFMAN, LLP	4,155.00
02/07/2020	99432	VON BRIESEN & ROPER, S.C.	1,210.00
02/07/2020	99433	WAUPUN AREA ANIMAL SHELTER, INC	1,000.00
02/07/2020	99434	WAUPUN GIRLS SOFTBALL	207.23
02/07/2020	99435	WAUPUN LITTLE LEAGUE	289.16
02/07/2020	99436	WAUPUN UTILITIES	7,101.35
02/07/2020	99437	WELLS FARGO PAYMENT REMITT.	6,541.05
02/07/2020	99438	WI COUNTY HIGHWAY ASSOCIATION	285.00
02/07/2020	99439	WI DEPT OF JUSTICE	28.00
02/07/2020	99440	WI PARK AND RECREATION ASSOC	150.00
02/07/2020	99441	MARCO TECHNOLOGIES LLC	244.86
02/07/2020	99442	EISEN'S LED'S LLC	1,929.39
Grand Totals:			128,287.37

Report Criteria:

Report type: Summary

Invoice	Description	Invoice Date	Total Cost	GL Account
955 AGNESIAN WORK & WELLNESS-				
30100	Fit for Duty - Fix	02/07/2020	185.00	100-40-5215-3-37
29991	DOT Drug Screening - Fenrich	02/07/2020	57.50	100-70-5412-3-38
29885	Consortium Fee	02/07/2020	100.00	100-70-5412-3-38
Total 955 AGNESIAN WORK & WELLNESS-:			342.50	
987 AIRGAS USA, LLC				
9967997571	Gas cylinders/hazmat handling	02/07/2020	642.06	100-70-5411-3-36
Total 987 AIRGAS USA, LLC:			642.06	
1174 ALLIANT ENERGY/WP&L				
3425110000-JAN20	MUSEUM monthly fuel charges	02/07/2020	388.63	100-20-5512-3-32
7265200000-JAN20	Senior Center monthly heat	02/07/2020	173.55	100-20-5513-3-32
5946940000-JAN20	SAFETY BUILDING monthly fuel charges - PD	02/07/2020	640.03	100-40-5211-3-32
5946940000-JAN20	SAFETY BUILDING monthly fuel charges - FD	02/07/2020	360.01	100-50-5231-3-32
1780510000-JAN20	CITY HALL monthly fuel charges	02/07/2020	1,649.10	100-70-5410-3-32
2831330000-JAN20	community center monthly fuel - hockey portion	02/07/2020	661.09	100-70-5410-3-32
2831330000-JAN20	community center monthly fuel - school portion	02/07/2020	826.36	100-70-5410-3-32
2831330000-JAN20	community center monthly fuel	02/07/2020	165.27	100-70-5410-3-32
3264610000-JAN20	Garage monthly fuel	02/07/2020	1,720.22	100-70-5412-3-32
Total 1174 ALLIANT ENERGY/WP&L:			6,584.26	
1175 ALLIED 100				
1537837	AED supplies	02/07/2020	508.00	100-40-5212-3-38
Total 1175 ALLIED 100:			508.00	
1787 ASSOCIATED APPRAISAL CONSULTAN				
146720	Monthy services - Feb 2020	02/07/2020	2,467.66	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			2,467.66	
1904 AT & T				
7924DEC/JAN	Police Dept monthly phone charges	02/07/2020	159.40	100-40-5211-3-31
Total 1904 AT & T:			159.40	
3072 BADGER STATE INDUSTRIES				
927-174139	Dog License Rec Books	02/07/2020	42.76	100-10-5141-3-38
306-181507	can liners	02/07/2020	366.50	100-70-5410-3-36
Total 3072 BADGER STATE INDUSTRIES:			409.26	
3999 BAKER, KENNETH R & BAKER, SUSAN K				
1-30-20	TLE S Madison St Phase 2	01/30/2020	2,400.00	400-70-5436-8-00
Total 3999 BAKER, KENNETH R & BAKER, SUSAN K:			2,400.00	
4015 BALLWEG IMPLEMENT				
P80077	wiring harne - repair electrical	02/07/2020	17.12	100-70-5411-3-36
Total 4015 BALLWEG IMPLEMENT:			17.12	
5035 BEER, MIKE				
2-7-20	reimburse for dry cleaning and repair from burn	02/07/2020	10.59	100-50-5232-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 5035 BEER, MIKE:			10.59	
6801 BUWALDA, MATTHEW A & LANDAAL, JENNIFER M				
1-30-20	TLE S Madison St Phase 2	01/30/2020	2,500.00	400-70-5436-8-00
Total 6801 BUWALDA, MATTHEW A & LANDAAL, JENNIFER M:			2,500.00	
7058 CAPITAL NEWSPAPERS				
1685882	Ordinance	02/07/2020	74.77	100-10-5110-3-35
1688177	Resolution	02/07/2020	127.88	100-10-5110-3-35
2-7-20-1	Waupun Guide Inside Front 2020 - Tourism	02/07/2020	235.00	100-10-5534-3-36
1686596	bid - tractor bidding	02/07/2020	42.58	100-70-5420-3-35
2-7-20	Waupun Community Guide 2020 - Festivals	02/07/2020	160.00	450-70-5440-3-40
Total 7058 CAPITAL NEWSPAPERS:			640.23	
7075 CARTRIDGE WORLD				
77746	Cartridges	02/07/2020	120.78	100-40-5211-3-38
Total 7075 CARTRIDGE WORLD:			120.78	
8050 CEE MEDIA LLC				
1-30-20	Refund 2019 PP Tax 205 Gateway	01/30/2020	712.91	202-12100
Total 8050 CEE MEDIA LLC:			712.91	
10048 CHARTER COMMUNICATIONS				
13430-JAN20	city hall - tv, internet, voice	02/07/2020	369.38	100-10-5197-3-31
JAN20	library - internet, voice	01/31/2020	171.84	210-60-5511-3-31
Total 10048 CHARTER COMMUNICATIONS:			541.22	
10271 CITY OF WAUPUN				
1-30-20	Pay 2019 Rescinded RE Tax 804 Seymour	01/30/2020	1,943.87	401-12100
Total 10271 CITY OF WAUPUN:			1,943.87	
10272 CITY OF WAUPUN				
1-30-20	Pay Refunded 2019 PP Tax 205 Gateway	01/30/2020	712.91	100-12100
Total 10272 CITY OF WAUPUN:			712.91	
10274 CITY OF WAUPUN				
1-30-20	Pay Refunded 2019 PP Tax 102 Shaler	01/30/2020	59.94	100-12100
Total 10274 CITY OF WAUPUN:			59.94	
10277 CITY OF WAUPUN				
1-30-20	Pay 2019 Refunded RE Tax 114 Washington	01/30/2020	3,493.85	401-12100
Total 10277 CITY OF WAUPUN:			3,493.85	
10726 CELLEBRITE INC				
INVUS213366	UFED 4PC Ultimate	02/07/2020	4,692.50	100-13850
INVUS213366	UFED 4PC Ultimate	02/07/2020	4,692.50	410-40-5211-4-00

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 10726 CELLEBRITE INC:			9,385.00	
10995 DATA SALES CO INC				
1-30-20	Refund 2019 PP Tax 102 Shaler	01/30/2020	59.94	202-12100
Total 10995 DATA SALES CO INC:			59.94	
11012 DAYBREAK INC				
1-30-20	TLE S Madison St Phase 2	01/30/2020	300.00	400-70-5436-8-00
Total 11012 DAYBREAK INC:			300.00	
11275 DESTINATION LAKE WINNEBAGO REGION				
2-7-20	70% Of Dec Room Tax - 2019	02/07/2020	3,841.65	430-70-5436-3-42
Total 11275 DESTINATION LAKE WINNEBAGO REGION:			3,841.65	
11419 DISCH, RONALD & DISCH, SANDRA				
1-30-20	TLE S Madison St Phase 2	01/30/2020	100.00	400-70-5436-8-00
Total 11419 DISCH, RONALD & DISCH, SANDRA:			100.00	
12001 DODGE COUNTY TREASURER (LICENSES)				
2-7-20	2020 Dog Licenses 12/1/19-2/7/20	02/07/2020	320.00	100-44-4422-0-00
Total 12001 DODGE COUNTY TREASURER (LICENSES):			320.00	
12624 EXCEL TECHNOLOGIES				
61551	wifi repairs	02/07/2020	379.00	100-50-5231-3-36
Total 12624 EXCEL TECHNOLOGIES:			379.00	
12700 MARTENS ACE HARDWARE				
JAN2020	Gun - clothing allow	02/07/2020	379.99	100-12634
JAN2020	battery	02/07/2020	9.99	100-40-5211-3-30
JAN2020	UPS	02/07/2020	21.70	100-40-5211-3-33
JAN2020	UPS	02/07/2020	17.78	100-40-5212-3-38
JAN2020	battery	02/07/2020	41.97	100-50-5232-3-36
JAN2020	batteries	02/07/2020	63.96	100-50-5232-3-36
JAN2020	lever lock tape/CO detector/hoses/adapters	02/07/2020	68.07	100-50-5232-3-36
JAN2020	hose adapters/elbows	02/07/2020	29.92	100-50-5232-3-36
JAN2020	bits/level/clamp hoses	02/07/2020	72.56	100-50-5232-3-36
JAN2020	air freshener	02/07/2020	4.77	100-70-5410-3-36
JAN2020	door stop	02/07/2020	9.99	100-70-5410-3-36
JAN2020	fasteners	02/07/2020	26.71	100-70-5410-3-36
JAN2020	acrylic sheet	02/07/2020	13.99	100-70-5410-3-36
JAN2020	tap carded/drill bits	02/07/2020	9.17	100-70-5410-3-36
JAN2020	quick setting cement	02/07/2020	12.99	100-70-5410-3-36
JAN2020	screws/billbits/box handy/couple EMT-Flex	02/07/2020	18.95	100-70-5410-3-36
JAN2020	quick setting cement	02/07/2020	12.99	100-70-5410-3-36
JAN2020	black oxide/tag plug/UPS	02/07/2020	38.72	100-70-5411-3-36
JAN2020	fasteners	02/07/2020	2.98	100-70-5411-3-36
JAN2020	oil/cycle mix/seafoam	02/07/2020	80.52	100-70-5411-3-36
JAN2020	silicone/switch	02/07/2020	36.97	100-70-5412-3-36
JAN2020	snow pushers	02/07/2020	68.97	100-70-5435-3-36
JAN2020	PVC	02/07/2020	17.98	100-70-5441-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 12700 MARTENS ACE HARDWARE:			1,061.64	
12760 FASTENAL CO.				
WIBEA110808	parts/supplies	02/07/2020	74.15	100-70-5411-3-36
Total 12760 FASTENAL CO.:			74.15	
13275 FIX, TRAVIS				
2-7-20	mileage reimbursement - return to work process	02/07/2020	48.30	100-40-5212-3-37
Total 13275 FIX, TRAVIS:			48.30	
13354 FLEETPRIDE				
44021260	turn lamps	02/07/2020	21.98	100-70-5411-3-36
43826996	turn lamps	02/07/2020	27.91	100-70-5411-3-36
44101452	credit - turn lamps	02/07/2020	43.96	100-70-5411-3-36
44826014	solenoid valve - tailgate air leak	02/07/2020	157.38	100-70-5411-3-36
Total 13354 FLEETPRIDE:			163.31	
13495 FOND DU LAC COUNTY				
19610911	salt brine mix - 2019	02/07/2020	1,274.08	100-70-5435-3-36
Total 13495 FOND DU LAC COUNTY:			1,274.08	
13700 FOND DU LAC COUNTY TREASURER				
23414	envelopes	02/07/2020	60.00	100-10-5141-3-38
Total 13700 FOND DU LAC COUNTY TREASURER:			60.00	
14160 GALLS, LLC				
014773718	Clothing allowance	02/07/2020	83.97	100-12634
Total 14160 GALLS, LLC:			83.97	
14275 GAPPA SECURITY SOLUTIONS LLC				
20623	installed Avigilon software	02/07/2020	100.00	100-40-5213-3-38
20630	rebuilt card access software due to new server	02/07/2020	500.00	100-70-5410-3-36
Total 14275 GAPPA SECURITY SOLUTIONS LLC:			600.00	
14500 GRANT, BRET				
1-30-20	TLE S Madison St Phase 2	01/30/2020	100.00	400-70-5436-8-00
Total 14500 GRANT, BRET:			100.00	
14594 GERRITSEN, BRETT				
2-7-20	clothing allowance - Gun	02/07/2020	512.48	100-12634
Total 14594 GERRITSEN, BRETT:			512.48	
14645 GORDON FLESCHE CO INC				
2-7-20	Refund PP Tax Bill issued in error	02/07/2020	321.12	100-13850
Total 14645 GORDON FLESCHE CO INC:			321.12	

Invoice	Description	Invoice Date	Total Cost	GL Account
14698 GRAND VALLEY INSPECTION SERVICES				
2020-23	Building Insp/Zoning Admin for Jan 2020	02/07/2020	1,730.96	230-30-5241-3-38
Total 14698 GRAND VALLEY INSPECTION SERVICES:			1,730.96	
14720 GRAY'S				
36013	snow plow blades	02/07/2020	1,070.00	100-70-5435-3-36
Total 14720 GRAY'S:			1,070.00	
15075 GUNDERSON, INC.				
823687	CITY HALL rugs - Jan 2020	02/07/2020	62.93	100-70-5410-3-38
821380	Library Rugs - Jan 2020	02/07/2020	61.18	100-70-5410-3-38
826003	Library Rugs - Feb 2020	02/07/2020	61.18	100-70-5410-3-38
826008	fire Dept-Rugs - Feb 2020	02/07/2020	50.17	100-70-5410-3-38
826001	Senior center rugs - Feb 2020	02/07/2020	52.26	100-70-5410-3-38
825194	Uniform/charges - Jan 2020	02/07/2020	18.39	100-70-5411-3-38
825193	Garage supplies - Jan 2020	02/07/2020	26.29	100-70-5411-3-38
822883	Uniform/charges - Jan 2020	02/07/2020	18.39	100-70-5411-3-38
822882	Garage supplies - Jan 2020	02/07/2020	42.84	100-70-5411-3-38
827478	Uniform/charges - Feb 2020	02/07/2020	25.08	100-70-5411-3-38
827477	Garage supplies - Feb 2020	02/07/2020	42.84	100-70-5411-3-38
Total 15075 GUNDERSON, INC.:			461.55	
15297 H & R SAFETY SOLUTIONS LLC				
4564	first aid - city hall	02/07/2020	5.95	100-70-5410-3-36
4563	first aid - Garage	02/07/2020	8.95	100-70-5412-3-38
Total 15297 H & R SAFETY SOLUTIONS LLC:			14.90	
15621 HARTGERINK, RICHARD L & HARTGERINK, MARY				
1-30-20	TLE S Madison St Phase 2	01/30/2020	100.00	400-70-5436-8-00
Total 15621 HARTGERINK, RICHARD L & HARTGERINK, MARY:			100.00	
16001 HOME CONTRACTORS & SUPPLY INC.				
29479	PART/supplies - volleyball shed	02/07/2020	18.95	100-70-5410-3-36
Total 16001 HOME CONTRACTORS & SUPPLY INC.:			18.95	
16020 HOMETOWN GLASS & IMPROVEMENT				
221556	windshield repair	02/07/2020	99.31	100-70-5411-3-36
Total 16020 HOMETOWN GLASS & IMPROVEMENT:			99.31	
16049 HOPPERS SILK SCREENING				
68182	plate for Sullivan	02/07/2020	9.00	100-40-5211-3-38
68045	K9 Sponsor Plaque	02/07/2020	28.00	410-48-4861-0-00
Total 16049 HOPPERS SILK SCREENING:			37.00	
16440 INTER-QUEST				
67981	onsite support/travel - FD	02/07/2020	56.23	100-50-5231-3-36
Total 16440 INTER-QUEST:			56.23	

Invoice	Description	Invoice Date	Total Cost	GL Account
16627 JACKSON, JASON W				
1-30-20	TLE S Madison St Phase 2	01/30/2020	1,300.00	400-70-5436-8-00
Total 16627 JACKSON, JASON W:			1,300.00	
16659 JEFFERSON FIRE & SAFETY, INC.				
114332	task force vortex	02/07/2020	680.00	100-50-5232-3-38
Total 16659 JEFFERSON FIRE & SAFETY, INC.:			680.00	
16663 JOHN FABICK TRACTOR CO				
6283121	cat Sis Web Annual Fee	02/07/2020	1,325.00	100-70-5411-3-38
Total 16663 JOHN FABICK TRACTOR CO:			1,325.00	
16730 JOHN D PREUER & ASSOCIATES INC				
220179	FF1 instruction book	02/07/2020	95.21	100-50-5232-3-38
Total 16730 JOHN D PREUER & ASSOCIATES INC:			95.21	
16802 JPPM PROPERTIES LLC				
1-30-20	TLE S Madison St Phase 2	01/30/2020	100.00	400-70-5436-8-00
Total 16802 JPPM PROPERTIES LLC:			100.00	
16839 KACZMARSKI, PETER				
1-30-20	TLE S Madison St Phase 2	01/30/2020	100.00	400-70-5436-8-00
Total 16839 KACZMARSKI, PETER:			100.00	
17098 KLUGE, JAMES M				
1-30-20	TLE S Madison St Phase 2	01/30/2020	100.00	400-70-5436-8-00
Total 17098 KLUGE, JAMES M:			100.00	
17111 KOEHLER, MICHAEL A & JOHNSON, DEANNA K				
1-30-20	TLE S Madison St Phase 2	01/30/2020	100.00	400-70-5436-8-00
Total 17111 KOEHLER, MICHAEL A & JOHNSON, DEANNA K:			100.00	
17175 KWIK TRIP STORES				
PD-JAN20	Police Dept monthly fuel	02/07/2020	1,937.98	100-40-5212-3-38
FD-JAN20	Fire dept monthly fuel	02/07/2020	247.17	100-50-5232-3-38
DPW-JAN20	DPW monthly fuel purchases	02/07/2020	7,836.43	100-70-5411-3-36
Total 17175 KWIK TRIP STORES:			10,021.58	
17281 LAPPEN SECURITY PRODUCTS				
LSPQ42686	replace DACT battery	02/07/2020	30.02	100-70-5410-3-36
LSPQ40200	hardwire 110 volt from fire alarm - senior center/museum/	02/07/2020	471.50	100-70-5410-3-36
LSPQ40200	smoke detectors in city hall	02/07/2020	2,423.00	100-70-5410-3-36
LSPQ41240	upgrade cellular communicators	02/07/2020	2,491.77	100-70-5410-3-38
LSPQ42389	Annual Security System Fee Adj	02/07/2020	387.55	100-70-5410-3-38
LSPQ40200	heat detectors at city garage	02/07/2020	877.00	100-70-5412-3-36
Total 17281 LAPPEN SECURITY PRODUCTS:			6,680.84	

Invoice	Description	Invoice Date	Total Cost	GL Account
17407 LEBEAU, DEBORAH J				
1-30-20	TLE S Madison St Phase 2	01/30/2020	100.00	400-70-5436-8-00
Total 17407 LEBEAU, DEBORAH J:			100.00	
17759 LIFESTAR EMERGENCY MEDICAL				
19-0936	ACLS Service Jan 2020	02/07/2020	3,500.00	100-10-5255-3-38
Total 17759 LIFESTAR EMERGENCY MEDICAL:			3,500.00	
17812 LINDERT SHARPENING & SALES				
256497	door strike post - repair both cab doors	02/07/2020	40.96	100-70-5411-3-36
256497	door strike post - repair both cab doors	02/07/2020	40.96-	100-70-5411-3-36
256720	wheel speed sensor	02/07/2020	85.12	100-70-5411-3-36
256720	wheel speed sensor	02/07/2020	85.12-	100-70-5411-3-36
Total 17812 LINDERT SHARPENING & SALES:			.00	
17859 LONT, PHILLIP J & LONT, DOREEN A				
1-30-20	TLE S Madison St Phase 2	01/30/2020	100.00	400-70-5436-8-00
Total 17859 LONT, PHILLIP J & LONT, DOREEN A:			100.00	
18009 MSA PROFESSIONAL SERVICES INC.				
R00212056.0-61	412 Shaler Drive Site Plan Review	02/07/2020	1,127.50	100-13840
Total 18009 MSA PROFESSIONAL SERVICES INC.:			1,127.50	
18593 MARTIN, HARVEY E & MARTIN, JUNE N				
1-30-20	TLE S Madison St Phase 2	01/30/2020	100.00	400-70-5436-8-00
Total 18593 MARTIN, HARVEY E & MARTIN, JUNE N:			100.00	
18961 MENARDS - BEAVER DAM				
70580	parts/supplies - Volleyball shed	02/07/2020	398.45	100-70-5410-3-36
70234	stripping & sealing supplies - museum floor	02/07/2020	301.90	100-70-5410-3-36
Total 18961 MENARDS - BEAVER DAM:			700.35	
19390 MONROE TRUCK EQUIPMENT, INC				
820167	Pump, brass, direct couple	02/07/2020	453.30	100-70-5435-3-36
Total 19390 MONROE TRUCK EQUIPMENT, INC:			453.30	
19450 MORaine PARK TECHNICAL COLLEGE				
S0074954	Fix - Cert/Safety Card Fee	02/07/2020	3.00	100-40-5211-3-38
Total 19450 MORaine PARK TECHNICAL COLLEGE:			3.00	
19802 NAPA AUTO PARTS-WAUPUN				
265964	battery - PD	02/07/2020	121.82	100-40-5212-3-36
266164	air filter - PD	02/07/2020	13.79	100-40-5212-3-36
267179	oil filters - PD	02/07/2020	161.76	100-40-5212-3-36
266021	oil filter - FD	02/07/2020	7.49	100-50-5231-3-36
265580	fuel filter	02/07/2020	6.69	100-70-5411-3-36
265659	headlight bulb	02/07/2020	14.49	100-70-5411-3-36
265661	battery/battery protect/connect	02/07/2020	370.85	100-70-5411-3-36
265696	power steering/battery protect/hose end fitting/washers/lo	02/07/2020	127.04	100-70-5411-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
266022	fuses	02/07/2020	48.61	100-70-5411-3-36
266536	boxed miniatures/incandescent SLD	02/07/2020	67.88	100-70-5411-3-36
266878	pin seal stop Imp	02/07/2020	12.29	100-70-5411-3-36
267180	switch - toggle	02/07/2020	17.38	100-70-5411-3-36
267209	relay	02/07/2020	20.99	100-70-5411-3-36
267486	credit	02/07/2020	12.29-	100-70-5411-3-36
268011	cap screw	02/07/2020	13.44	100-70-5411-3-36
268014	flare tooth/flex pin	02/07/2020	105.58	100-70-5411-3-36
268202	fuses	02/07/2020	54.99	100-70-5411-3-36
268205	credit	02/07/2020	54.99-	100-70-5411-3-36
268231	credit	02/07/2020	6.48-	100-70-5411-3-36
268232	flare tooth/flex pin	02/07/2020	105.58	100-70-5411-3-36
331403	Scanner	02/07/2020	3,241.99	410-70-5412-4-00
Total 19802 NAPA AUTO PARTS-WAUPUN:			4,438.90	
20252 NAVIS, MIKE				
2-7-20-1	clothing allowance	02/07/2020	69.07	100-12634
2-7-20	eye glass allowance	02/07/2020	150.00	100-40-5211-3-38
Total 20252 NAVIS, MIKE:			219.07	
20480 NICKEL, JULIE				
2-7-20	Reimbursement for cell phone use - Feb 2020	02/07/2020	40.00	100-10-5131-3-31
2-7-20 - 1	mileage reimbursement - Dodge Cty Board Meeting	02/07/2020	19.21	100-10-5131-3-37
Total 20480 NICKEL, JULIE:			59.21	
20750 O'DONOVAN, BRIAN				
1-31-20	Retirement Gift	01/31/2020	500.00	100-40-5211-3-38
Total 20750 O'DONOVAN, BRIAN:			500.00	
20751 OEHLKE, DONALD E & OEHLKE, NILLADEE				
1-30-20	TLE S Madison St Phase 2	01/30/2020	1,300.00	400-70-5436-8-00
Total 20751 OEHLKE, DONALD E & OEHLKE, NILLADEE:			1,300.00	
20900 OSHKOSH OFFICE SYSTEMS				
AR47980	City Hall Color Copier 6333	02/07/2020	319.34	100-10-5141-3-36
AR48206	copy machine MPC 3500 - fire dept	02/07/2020	23.77	100-50-5231-3-30
Total 20900 OSHKOSH OFFICE SYSTEMS:			343.11	
21357 PETERSEN, JENNIFER				
2-7-20	MILEAGE - 2-6-20 return tax collection payments after clo	02/07/2020	19.55	100-10-5141-3-37
2-7-20	MILEAGE - 2-6-20 return tax collection payments after clo	02/07/2020	23.00	100-10-5141-3-37
2-7-20	MILEAGE to FDL - pick up absentee ballots for 2-18-20 el	02/07/2020	23.00	100-10-5142-3-38
2-7-20	MILEAGE to Dodge - pick up absentee ballots for 2-18-20	02/07/2020	19.55	100-10-5142-3-38
2-7-20	MILEAGE to FDL - pick up election day ballots for 2-18-2	02/07/2020	23.00	100-10-5142-3-38
2-7-20	MILEAGE to Dodge - pick up election day ballots for 2-18	02/07/2020	19.55	100-10-5142-3-38
Total 21357 PETERSEN, JENNIFER:			127.65	
21550 PETTY CASH-POLICE DEPT.				
2-7-20	FDL LEX Banquet	02/07/2020	140.00	100-40-5211-3-37

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 21550 PETTY CASH-POLICE DEPT.:			140.00	
22026 POMP'S TIRE - FOND DU LAC				
520084044	dump truck tires	02/07/2020	685.00	100-70-5411-3-36
520083890	chain end hooks	02/07/2020	83.75	100-70-5411-3-36
520084248	tire valve stems	02/07/2020	120.00	100-70-5411-3-36
Total 22026 POMP'S TIRE - FOND DU LAC:			888.75	
22324 PURCHASE POWER				
2-7-20	Postage fees	02/07/2020	29.70	100-40-5211-3-33
Total 22324 PURCHASE POWER:			29.70	
22667 RECHEK, ADAM C				
1-30-20	TLE S Madison St Phase 2	01/30/2020	100.00	400-70-5436-8-00
Total 22667 RECHEK, ADAM C:			100.00	
22700 REINDERS INC.				
1815117-00	cutting edge/bolts/nuts/lock washers	02/07/2020	829.28	100-70-5411-3-36
Total 22700 REINDERS INC.:			829.28	
23205 SALKOWSKI, KRISTINE A				
1-30-20	TLE S Madison St Phase 2	01/30/2020	100.00	400-70-5436-8-00
Total 23205 SALKOWSKI, KRISTINE A:			100.00	
23550 SERVICE MOTOR COMPANY				
P11471	rubber mounts	02/07/2020	56.24	100-70-5411-3-36
P11496	rubber mounts	02/07/2020	112.48	100-70-5411-3-36
P11472	Cutting edge/hardware	02/07/2020	159.13	100-70-5435-3-36
Total 23550 SERVICE MOTOR COMPANY:			327.85	
23589 SHARE CORPORATION				
117262	drain cleaning supplies	02/07/2020	474.21	100-70-5410-3-36
Total 23589 SHARE CORPORATION:			474.21	
23598 SHERWIN WILLIAMS				
6382-1	traffic control & painter	02/07/2020	59.90	100-70-5441-3-36
Total 23598 SHERWIN WILLIAMS:			59.90	
23599 SHERWIN INDUSTRIES				
SS082832	concrete cold patch	02/07/2020	428.00	100-70-5431-3-36
Total 23599 SHERWIN INDUSTRIES:			428.00	
24108 STAPLES CREDIT PLAN				
2-7-20	office supplies	02/07/2020	14.94	100-10-5131-3-30
2-7-20	office supplies	02/07/2020	17.94	100-10-5141-3-30
2-7-20	binder - building inspector	02/07/2020	18.99	100-30-5152-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 24108 STAPLES CREDIT PLAN:			51.87	
24114 STAR CRANE & HOIST SERVICE - WI INC				
1403-W	Annual OSHA Inspect & PM All Units	02/07/2020	345.00	100-70-5411-3-36
Total 24114 STAR CRANE & HOIST SERVICE - WI INC:			345.00	
24350 STICKS AND STONES				
11260	snow removal 2020	02/07/2020	150.00	100-70-5435-3-36
11435	snow removal 2020	02/07/2020	140.00	100-70-5435-3-36
Total 24350 STICKS AND STONES:			290.00	
24425 STOPSTICK LTD				
0016506-IN	Stop Sticks (in place of portable radio budget)	02/07/2020	3,631.00	410-40-5211-4-00
Total 24425 STOPSTICK LTD:			3,631.00	
24470 STREICHER'S				
1410164	safe blanks	02/07/2020	104.00	100-40-5215-3-38
Total 24470 STREICHER'S:			104.00	
24650 SURE FIRE, INC.				
SD18328	replaced site glass, nuts & seals on steam boiler	02/07/2020	219.24	100-70-5410-3-36
Total 24650 SURE FIRE, INC.:			219.24	
24714 SWANSON, DONA				
1-30-20	TLE S Madison St Phase 2	01/30/2020	100.00	400-70-5436-8-00
Total 24714 SWANSON, DONA:			100.00	
24904 SECOND CENTURY LLC				
1-30-20	Refund 2019 RE Tax 114 Washington	01/30/2020	3,493.85	202-12100
Total 24904 SECOND CENTURY LLC:			3,493.85	
25249 TRACTOR SUPPLY CREDIT PLAN				
100031097	strap tarp 4pk	02/07/2020	8.99	100-70-5411-3-36
200029520	strap tarp 4pk	02/07/2020	35.96	100-70-5411-3-36
Total 25249 TRACTOR SUPPLY CREDIT PLAN:			44.95	
25392 TRINITY REFORMED CHURCH				
1-30-20	TLE S Madison St Phase 2	01/30/2020	500.00	400-70-5436-8-00
Total 25392 TRINITY REFORMED CHURCH:			500.00	
25445 TRUCK COUNTRY				
X202588449:01	headlamp	02/07/2020	218.81	100-70-5411-3-36
Total 25445 TRUCK COUNTRY:			218.81	
25446 TRUCK EQUIPMENT INC				
884717-00	repair two-way radio antenna - parts	02/07/2020	64.58	100-70-5411-3-36
883676-00	repair breaks - parts	02/07/2020	1,009.92	100-70-5411-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
883567-00	turnlamp	02/07/2020	26.76	100-70-5411-3-36
Total 25446 TRUCK EQUIPMENT INC:			1,101.26	
25450 TRU CLEANERS LLC				
CW010120-JAN2020	cleaning service for City of Waupun	02/07/2020	4,012.68	100-70-5410-3-38
Total 25450 TRU CLEANERS LLC:			4,012.68	
25760 US CELLULAR				
0352458596	Clerk cell phone	02/07/2020	68.08	100-10-5141-3-31
0352458596	Economic Developer/Administrator	02/07/2020	72.68	100-10-5191-3-31
0352458596	PARK-rec cell phone	02/07/2020	40.58	100-20-5513-3-31
0352757430	POLICE DEPT monthly cell phone charges	02/07/2020	859.23	100-40-5211-3-31
0352458596	FIRE DEPT monthly cell phone charges	02/07/2020	201.54	100-50-5231-3-31
0352458596	DPW Director/Foreman monthly cell phone	02/07/2020	117.83	100-70-5420-3-31
0352458596	Library monthly cell	02/07/2020	59.19	210-60-5511-3-31
Total 25760 US CELLULAR:			1,419.13	
25980 VANBUREN, SARAH				
2-7-20	mielage FDL to Berlin 1-23-20	02/07/2020	50.03	100-80-5670-3-37
2-7-20	reimburse meal - Connect Comm Roundtable	02/07/2020	13.00	100-80-5670-3-37
Total 25980 VANBUREN, SARAH:			63.03	
26041 VANDE ZANDE TRUST ACCOUNT				
1-31-20	Close to Sale to Pine Valley Apartments LLC	01/31/2020	759.00	405-70-5436-3-38
Total 26041 VANDE ZANDE TRUST ACCOUNT:			759.00	
26042 VANDE ZANDE & KAUFMAN, LLP				
11080	Traffic monthly attorney fees	02/07/2020	795.00	100-10-5161-3-38
JAN2020	monthly City Attorney Fees	02/07/2020	3,360.00	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			4,155.00	
26459 VOIGT, ROBERT M & VOIGT, SUSANA R				
1-30-20	TLE S Madison St Phase 2	01/30/2020	200.00	400-70-5436-8-00
Total 26459 VOIGT, ROBERT M & VOIGT, SUSANA R:			200.00	
26465 VON BRIESEN & ROPER, S.C.				
309901	Services thru 12-31-19	02/07/2020	1,210.00	100-10-5143-3-38
Total 26465 VON BRIESEN & ROPER, S.C.:			1,210.00	
26480 VROOMAN, KIMBERLY L				
1-30-20	TLE S Madison St Phase 2	01/30/2020	100.00	400-70-5436-8-00
Total 26480 VROOMAN, KIMBERLY L:			100.00	
26735 WATSON, RONALD &				
1-30-20	TLE S Madison St Phase 2	01/30/2020	2,900.00	400-70-5436-8-00
Total 26735 WATSON, RONALD &:			2,900.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
26790 WAUPUN AREA ANIMAL SHELTER, INC				
FEB20	Monthly Contract	02/07/2020	1,000.00	100-40-5343-3-38
Total 26790 WAUPUN AREA ANIMAL SHELTER, INC:			1,000.00	
27129 WAUPUN GIRLS SOFTBALL				
2-7-20	7-up rebate 1/1-12/31/19 - 2019	02/07/2020	207.23	100-13850
Total 27129 WAUPUN GIRLS SOFTBALL:			207.23	
27351 WAUPUN LITTLE LEAGUE				
2-7-20	7-up REBATE 1/1-12/31/19 - 2019	02/07/2020	289.16	100-13850
Total 27351 WAUPUN LITTLE LEAGUE:			289.16	
27450 WAUPUN UTILITIES				
4844	Finance Director - Shared labor & benefits	02/07/2020	1,256.88	100-10-5153-1-10
4844	Finance Director - Shared labor & benefits	02/07/2020	134.50	100-10-5153-2-20
4844	Finance Director - Shared labor & benefits	02/07/2020	84.84	100-10-5153-2-22
4844	Finance Director - Shared labor & benefits	02/07/2020	96.15	100-10-5153-2-23
4844	Finance Director - Shared labor & benefits	02/07/2020	4.88	100-10-5153-2-29
4856	WPPI monthly email user/archiving accts	02/07/2020	176.00	100-10-5197-3-38
4856	Member Network Assessment/Monitoring Service	02/07/2020	44.00	100-10-5197-3-38
4843	Ipad tablet charges for 2020/monthly data charges 2020	02/07/2020	622.80	100-70-5420-3-31
4842	2019 Street lighting Seymour St	02/07/2020	3,792.80	401-70-5436-8-00
4856	Toughbook/Virus Support	02/07/2020	27.00	410-70-5412-4-00
4855	Stormwater Billing & Collection Fees	02/07/2020	861.50	700-10-5192-3-38
Total 27450 WAUPUN UTILITIES:			7,101.35	
27935 WELLS FARGO PAYMENT REMITT.				
ANGIE-DEC19/JAN20	Ehlers WI Public Finance Seminar - Kast	02/07/2020	240.00	100-10-5153-3-37
RACHEL-DEC19/JAN20	dollar tree - Rec	02/07/2020	3.00	100-20-5513-3-30
RACHEL-DEC19/JAN20	dollar tree - Rec	02/07/2020	23.50	100-20-5513-3-38
ANGIE-DEC19/JAN20	Amazon - unfinished wood pcs - Rec	02/07/2020	16.99	100-20-5513-3-38
ANGIE-DEC19/JAN20	Amazon - rec supplies	02/07/2020	24.96	100-20-5513-3-38
ANGIE-DEC19/JAN20	Amazon - ballfield ties	02/07/2020	63.95	100-20-5525-3-36
ANGIE-DEC19/JAN20	Amazon - CD/DVD duplicator - PD	02/07/2020	249.95	100-40-5211-3-30
SCOT-JAN20	Staples - office supplies - PD	02/07/2020	40.24	100-40-5211-3-30
SCOT-JAN20	Staples - office supplies - PD	02/07/2020	251.98	100-40-5211-3-30
JEREMY-JAN20	FBI Nat Academy - Dues - PD	02/07/2020	110.00	100-40-5211-3-34
JEREMY-JAN20	hotel stay - PD - Gov Conf on Emerg Mng	02/07/2020	82.00	100-40-5211-3-37
SCOT-JAN20	Microsoft - PD	02/07/2020	215.74	100-40-5211-3-38
SCOT-JAN20	meal - PD	02/07/2020	17.91	100-40-5211-3-38
JEREMY-JAN20	meal - PD	02/07/2020	38.31	100-40-5215-3-37
JEREMY-JAN20	hotel stay - PD	02/07/2020	90.00	100-40-5215-3-37
JEREMY-JAN20	NWTC Corp training	02/07/2020	75.00	100-40-5215-3-37
JEREMY-JAN20	credit - NWTC Corp Training	02/07/2020	165.00	100-40-5215-3-37
BJ-DEC19/JAN20	Facebook - FD - Breakfast with Santa	02/07/2020	95.00	100-50-5231-3-35
BJ-DEC19/JAN20	Amazon - Professional Development Books - FD	02/07/2020	14.83	100-50-5231-3-38
BJ-DEC19/JAN20	Amazon - Professional Development Books - FD	02/07/2020	17.78	100-50-5231-3-38
BJ-DEC19/JAN20	Amazon - Replacement landing zone lights - FD	02/07/2020	59.84	100-50-5232-3-36
BJ-DEC19/JAN20	Adobe renewal - FD	02/07/2020	23.88	100-50-5232-3-38
BJ-DEC19/JAN20	Amazon - pumper/operator instructional book - FD	02/07/2020	140.90	100-50-5232-3-38
BJ-DEC19/JAN20	Amazon - FF2 instructional book - FD	02/07/2020	506.76	100-50-5232-3-38
BJ-DEC19/JAN20	2020 membership dues - FD	02/07/2020	160.00	100-50-5233-3-34
BJ-DEC19/JAN20	Emergency Mng Conf - FD	02/07/2020	225.00	100-50-5251-3-37
BJ-DEC19/JAN20	hotel stay - FD - Emergency Mng Conf	02/07/2020	92.05	100-50-5251-3-37

Invoice	Description	Invoice Date	Total Cost	GL Account
BJ-DEC19/JAN20	Amazon - tv wall mount - FD	02/07/2020	259.83	100-50-5251-3-38
JEFF-DEC19/JAN20	Ant bait stations - DPW	02/07/2020	33.85	100-70-5410-3-36
ANGIE-DEC19/JAN20	Amazon - time clock - DPW	02/07/2020	255.41	100-70-5410-3-36
JEFF-DEC19/JAN20	Fire Truck training - DPW - Ehls	02/07/2020	1,000.00	100-70-5411-3-37
JEFF-DEC19/JAN20	Fire Truck training - DPW - Esslinger	02/07/2020	1,000.00	100-70-5411-3-37
SCOT-JAN20	Elite K-9 - Bite Suit - PD	02/07/2020	1,189.95	410-48-4861-0-00
ANGIE-DEC19/JAN20	Facebook - Janet Planet	02/07/2020	87.44	450-70-5450-3-40
Total 27935 WELLS FARGO PAYMENT REMITT.:			6,541.05	
28202 WILSON, CHARLES E & WILSON, CORRINN L				
1-30-20	TLE S Madison St Phase 2	01/30/2020	300.00	400-70-5436-8-00
Total 28202 WILSON, CHARLES E & WILSON, CORRINN L:			300.00	
28435 WI COUNTY HIGHWAY ASSOCIATION				
2-7-20	Flagger Handbook Training course - DPW	02/07/2020	285.00	100-70-5431-3-37
Total 28435 WI COUNTY HIGHWAY ASSOCIATION:			285.00	
28600 WI DEPT OF JUSTICE				
G3369-JAN20	G3369 - background checks - Jan 2020	02/07/2020	28.00	100-40-5213-3-38
Total 28600 WI DEPT OF JUSTICE:			28.00	
29430 WI PARK AND RECREATION ASSOC				
2020	membership - 2020	02/07/2020	150.00	100-10-5141-3-34
Total 29430 WI PARK AND RECREATION ASSOC:			150.00	
29825 WOXLAND, DOUGLAS W & WOXLAND, BETTY J				
1-30-20	TLE S Madison St Phase 2	01/30/2020	200.00	400-70-5436-8-00
Total 29825 WOXLAND, DOUGLAS W & WOXLAND, BETTY J:			200.00	
29876 WULFF, WILLIAM J & SCHNEIDER, SHELBY M				
1-30-20	TLE S Madison St Phase 2	01/30/2020	100.00	400-70-5436-8-00
Total 29876 WULFF, WILLIAM J & SCHNEIDER, SHELBY M:			100.00	
29893 YMCA OF DODGE COUNTY				
1-31-20	Contract Fee 2020	01/31/2020	1,500.00	100-20-5523-1-10
Total 29893 YMCA OF DODGE COUNTY:			1,500.00	
300188 MARCO TECHNOLOGIES LLC				
66674051	KONMIN/BHC308	02/07/2020	244.86	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			244.86	
300216 EISEN'S LED'S LLC				
4005	Squad lighting 2020	02/07/2020	1,929.39	410-40-5211-4-00
Total 300216 EISEN'S LED'S LLC:			1,929.39	
Grand Totals:			128,287.37	

GL Period	Amount
01/20	26,808.11
02/20	101,479.26
Grand Totals:	128,287.37

Vendor number hash: 4016107
Vendor number hash - split: 5636602
Total number of invoices: 195
Total number of transactions: 272

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	128,287.37	.00	128,287.37
Grand Totals:	128,287.37	.00	128,287.37



MINUTES
CITY OF WAUPUN BUSINESS
IMPROVEMENT DISTRICT MEETING
Waupun City Hall – 201 E. Main Street,
Waupun WI
Wednesday, October 9, 2019 at 7:00 AM

Committee Members Present:

Krista Bishop
Gary DeJager
Jan Harmsen
Rich Matravers
Teresa Ruch
Tyler Schulz

Committee Members Absent:

Jack Dunham
John Karsten
JohnTheune
Al Verhage

Waupun Chamber of Commerce:

Casey Despres..... Executive Director

Staff Present:

Kathy Schlieve..... Administrator
Sarah Van Buren.....Community & Economic Development Coordinator

Call to Order

Chair Bishop called the meeting to order at 7:01 a.m.

Roll Call of Board Members

Roll call and quorum determined.

Public Comment

None.

Consider Approval of the Following Agenda Items

1. Approval of Agenda/Motion to Deviate
 - a. A motion to approve the agenda of the October 9, 2019 Business Improvement District meeting was made by Ms. Harmsen and seconded by Mr. Matravers, passing unanimously.
2. Approval of September 11, 2019 Minutes
 - a. A motion to approve the September 11, 2019 minutes was made by Mr. Schulz and seconded by Mr. DeJager, passing unanimously.
3. September Financial Statement
 - a. A motion to approve the September financial statement was made by Mr. Schulz and seconded by Ms. Harmsen, passing unanimously.
4. 2020 BID Operational Plan
 - a. Ms. Van Buren stated the BID Operating Plan working group met on September 18th to develop a proposed budget to go along with the previously identified objectives and strategies for 2020. Ms. Van Buren went through the budget and

the rationale behind the numbers. The BID assessment for 2020 will be \$17,287.50, which is a \$72 increase from 2019. It is also projected that over \$9,500 will be carried over from 2019 into 2020. This leaves the total proposed revenues for 2020 to be \$26,847.19. The working group felt that all carryover funds from 2019 be placed in the proposed market analysis (under strategy 3).

- b. Mr. Matravers asked if more Façade Improvement Grant requests came in what would happen with the proposed budget. Ms. Van Buren stated the amount in the market analysis line item would be reduced. Ms. Harmsen asked what would happen if more than \$8,000 in Façade Improvement Grants requests came in during 2020. Mr. DeJager said the small working group felt that the amount was capped and if any request came in after the amount has been expended it would be considered in the following year or the business owner could go the CDA with their request. Mr. DeJager, Ms. Despres, and Ms. Ruch all express their support for the proposed activities and expenditures citing the work is important and will help expand the reach of all entities (BID, CDA, and Chamber) working to make downtown better.
- c. A motion to approve the 2020 BID Operational Plan was made by Mr. DeJager and seconded by Ms. Harmsen, passing unanimously.

5. Discussion Items

- a. Chamber of Commerce Update
 - i. Important dates and events were discussed:
 - Halloween on Main is October 26, 2019 from 2-4pm. 44 business have signed up to take part in the event. This is an increase from 32 in 2018.
 - Scarecrow Contest will be hosted by the Downtown Promotions Committee in conjunction with Halloween on Main. Registration forms must be submitted by 12pm on October 25th to Teresa at Rock River Eyewear or Sue VandeBerg at I2i Coordinators.
 - Chamber Feud is November 7, 2019 at the Rock from 5:30-8pm
 - The second drawing for Brave the Barrels will occur on November 25, 2019.
 - Small Business Saturday will be November 30, 2019 from 10-4pm
 - Ho Ho Holiday hours for downtown businesses will be December 5, 12, and 19. It is the hope that with expanded evening hours on Thursdays during the holiday season it will promote more foot traffic into the business.
 - Avenue of Angels will be December 3-6, 2019
 - ii. Ms. Despres continues to meet with the Waupun area businesses. During the month of September. Two new members (Moraine Credit Union and Glamor II) to the Chamber occurred because of her visits.
 - iii. Chamber Cheers:
 - Tom Dooley had a 25th Anniversary Chamber Cheers with good turnout. This was the first time a Chamber Cheers was for an anniversary of a business. The Daily Citizen will also be doing an article about their anniversary.
 - Horicon Bank will have their Chamber Cheers on October 22, 2019
- b. Administrator Report
 - i. The 2020 budget process for the City has begun and the first draft was presented at the October 8, 2019 meeting.
 - ii. TID budgets are being developed and this guide the work/budget of the CDA for 2020.

- iii. November 5, 2019 will be the next Mastermind course and it is proposed that the topic will be on cooperative marketing.
- iv. The decision by the National Park Service regarding the national designation of the Historic Commercial District is expected in mid-October.
- v. Work on Madison Street continues and the project is estimated to be completed in December, weather dependent. The remainder of the southern portion will be done in 2021.

6. Advanced Planning

- a. Possible future agenda items
- b. Date of next schedule meeting
 - i. The next meeting is scheduled for November 13, 2019

7. Adjourn

The motion to adjourn was made by Mr. Schulz and seconded by Mr. Matravers, passing unanimously. The meeting adjourned at 7:29.a.m.



MINUTES
FACILITIES ADVISORY COMMITTEE MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday November 20, 2019

Committee Members Present:

Laura Hoekstra REACH Waupun
Rachel Kaminski Senior Center Director
Pete Kaczmariski Common Council Representative
Mary Jo Kearley Citizen
Joan Meyer Citizen
Julie Nickel Mayor
Marj Peachy Citizen

Committee Members Absent:

Jodi Mallas My Property Shoppe
Jerry O'Connor NBW Bank
Deb Winterhack Waupun Memorial Hospital

Staff Present:

Kathy Schlieve Administrator/Director of Economic Development
Sarah Van Buren Community & Economic Development Coordinator

Other:

Seth Hudson Cedar Corporation

Call to Order

Ms. Kaminski called the meeting to order at 12:00 p.m.

Roll Call

Roll call and a quorum was determined.

Persons Wishing to Address the Committee

No members of the public were present.

ACTION-RECOMMENDATIONS

- A) Approval of August 29, 2019 Minutes
 - i) A motion to approve the August 29, 2019 minutes was made by Ms. Nickel and seconded by Ms., Meyer, passing unanimously.
- B) Approval of September 26, 2019 Minutes
 - i) A motion to approve the September 26, 2019 minutes was made by Ms. Hoekstra and seconded by Mr. Kearley, passing unanimously.

DISCUSSION

- C) Review of Open House Surveys and Feedback
 - i) Mr. Hudson provided a summary of comments received from the open house, paper, and on-line survey.
- D) Review of Survey Monkey Results
 - I) Mr. Hudson provided a handout with the results received from the open house paper, and on-line survey.
 - II) Discussion over the overall ranking
 - (1) Senior Center
 - (2) City Hall
 - (3) Public Safety Building
 - (4) Public Works Facility

- (5) Library
- (6) Aquatics Center
- (7) Community Center
- (8) Museum

III) Discussion on the findings from the individual questions.

E) Overview of Funding Options

- I) In general, communities have a couple of funding option, the General Fund, TIF, and grants. All three have limitations.
- II) The following grant opportunities were discussed:
 - (1) Community Development Block Grant (CDBG) program, a funding source from the U.S. Department of Housing & Urban Development that is administered through the Wisconsin Department of Administration, was discussed. With this source, municipalities cannot utilize the funds on public facilities unless they are used to address ADA upgrades, or target certain populations (for example, low-to-moderate income and senior citizens).
 - (2) Community Development Investment (CDI) grants from WEDA is another funding option if a project is located in a downtown. It can be used to match CDBG funds and cannot be used on a city owned facility.
 - (3) Out of the facilities, we have, if we have a senior center with a non-profit component we have a better shot. There are always one off grants but the amount of funds available is usually a lot smaller.

F) Committee Member Voting and Ranking

- I) Potential sites, if a new senior center is chosen, were discussed to help inform committee members when making their final vote.

G) Selection of Top Facility

- I) A motion was made by Ms. Nickel and seconded by Ms. Meyer to select a multipurpose/multigenerational facility with the primary tenant being the Senior Center and secondary tenants be non-profit organizations that serve LMI populations, to be the top priority project. Motioned passed unanimously.
- II) A motion was made by Mr. Kaczmarek and seconded by Ms. Nickel to select the City Hall & Auditorium as the second priority facility. Motion passed unanimously.
- iii) Ms. Hoekstra wanted to make sure the committee does not lose site of the needs of the other facilities and their needs. Ms. Schlieve and Mr. Hudson stated another aspect of the project is to prioritization of the additional needs to assist the City in enhancing its Capital Improvement Plan.

FUTURE MEETINGS

H) Possible future agenda items

- I) Conceptual building layout for Multipurpose/Multigenerational facility
- II) Discussion of potential locations for Multipurpose/Multigenerational facility
- iii) Review and prioritization of additional facility needs
- I) Date of next scheduled meeting
 - I) December 19, 2019 at 12pm in the City Hall Council Chambers

ADJOURNMENT

The motion to adjourn was made by Ms. Kearley and seconded by Ms. Meyer, passing unanimously. The meeting adjourned at 1:55 p.m.



MINUTES

CITY OF WAUPUN BOARD OF PUBLIC WORKS
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, December 10, 2019 at 4:30 PM
Approved January 14, 2020

CALL TO ORDER

Chairman Mielke called the meeting of the Board of Public Works to Order at 4:30pm.

ROLL CALL

Board members present on roll call are Chairman Mielke, Alderman Matoushek, Alderman Vossekuil, Deputy Chief Rasch, Public Works Director Daane, and City Clerk Hull. No members are absent.

Common Council members in attendance are Mayor Nickel.

No City Staff is present.

No members in the audience are present.

PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS

No member of the public appeared before the Board.

FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS

The next regularly scheduled meeting of the Board of Public Works is January 14, 2020 at 430pm in the City Hall Council Chambers, if needed.

CONSIDERATION - ACTION

1. Approve minutes from the November 12, 2019 Board of Public Works meeting.

Motion Vossekuil, second Matoushek to approve the November 12, 2019 minutes of the Board of Public Works.
Motion carried 6-0.

2. Update on 2019 project costs.

Daane provides costs (which include labor, equipment, and materials) for yard waste pick up, storm sewer work, aquatic center maintenance, and snow removal for informational purposes only.

3. LED Lighting Project Update

Faith Technologies has completed the LED lighting project which included the City Hall, Community Center, Safety Building, and Library. Daane has reviewed the Utility costs and a savings is seen.

4. Approve Salt Reduction Strategy

Daane received the 2019-2020 Salt/Sand pricing from Fond Du Lac County. Discussions of salt contamination to our rivers, lakes, streams and salt damage to roads and streets has been a topic of concern for many municipalities. Daane would like to propose a salt reduction strategy of salting the main and secondary streets. Residential streets will have intersections, hills, and curves salted.

Motion Vossekuil, second Matoushek to approve the reduction of the amount of salt used on residential streets by salting only intersections, hills and curves during most snow events. Motion carried 6-0 on roll call.

ADJOURNMENT

Motion Vossekuil, second Matoushek to duly call the meeting adjourned at 4:46pm.

Angie Hull, Clerk



CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, December 18, 2019 at 4:45 PM
(APPROVED 1/15/2020)

CALL TO ORDER

The Waupun Plan Commission met at 4:45 pm in the Council Chambers, City Hall, Waupun.

ROLL CALL

Members Present: Julie Nickel, Derek Drews, Mike Matoushek, Elton TerBeest, and Jerry Medema

Members Excused: Fred Luech and Jeff Daane

Staff Present: Kathy Schlieve and Susan Leahy

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--

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

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Chairman Nickel indicated the next meeting of the Plan Commission may be January 15, 2019 at 4:45.

CONSIDERATION - ACTION

1. Approve minutes of the November 20, 2019 Meeting. Motion by Medema, seconded by TerBeest to approve the minutes of the November 20, 2019 meeting as presented. Motion carried, unanimously.
2. Public Hearing – Conditional Use Application for Donald Cook at 716 Country View Drive to have a home occupation of a gun repair business.

Chairman Nickel read the call of the hearing and its purpose. Donald Cook was present to address the committee. He stated he has a federal fire arms license. That cleaning and repairing guns has been a hobby. He used to live in the Town of Chester but moved to the City of Waupun in November, 2019. Leahy stated that firearms no sales of firearms are allowed per the ordinance. Cook stated he does not sell any firearms but ships purchases for individuals which is not an everyday occurrence. Nickel asked if there were any other concerns. Schlieve brought up that the home occupation must be approved by plan commission and the building inspector provides an inspection of space being used for the home occupation.

Matoushek made a motion to approve the conditional use home occupation for the repairing and cleaning of guns with an annual review by plan commission. Seconded by TerBeest.

Vote: Medema, TerBeest, Drews, Matoushek, Nickel - "AYE"

Motion carried, unanimously.

ADJOURNMENT

Motion by Medema, seconded by Drews to adjourn the meeting. Motion carried, meeting adjourned at 5:50 pm.

Susan Leahy

Zoning Administrator

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, January 13, 2020**

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

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

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve the minutes from the November 11, 2019, regular meeting.

On motion by Kaczmariski, seconded by Westphal and unanimously carried, bills for the months of November and December 2019 were approved as presented.

General Manager reported on the new hire for the Customer Billing Representative position and an update for the position of Accounting Coordinator.

Manager reported on the Public Service Commission public hearing held for the Alliant Purchase Area #4 and are now awaiting final approval from PSC. Following approval from the Public Service Commission, Waupun Utilities will complete the transfer of customers to our system.

Manager reported on the open house held in December to provide further detail on the wastewater facility upgrade and coinciding rate impact.

Water & Sewer Maint/Treatment Supervisor reported that level 1 bleeders were turned on. Crane Engineering has completed their annual preventative maintenance program for all pumps. The program identifies potential problems prior to mechanical failure saving the Utilities costly repairs. Sanitary crew will televise sanitary laterals on South Madison St to verify sanitary lateral condition, location and lateral type prior to summer reconstruction. The remaining group of turbine meters will be replaced with new compound meters at commercial and industrial locations.

Electric Operations Supervisor reported on work being completed for greater clearances between the American Transmission Company owned transmission line and Waupun Utilities owned under build distribution line as requested by ATC. The annual line clearance program will begin near end of January. Work will continue in 2020 for replacement of HPS street lights with LED light fixtures.

On motion by Thurmer, seconded by Mielke and unanimously carried, the year-to-date financial reports through November 2019 were approved as presented. Electric operating income was \$246,400 or \$31,800 above budget on higher margins and lower expense. Water operating income was \$744,200 or \$128,500 above budget on higher revenues and lower operating expenses. Sewer operating income was \$249,500 or \$88,700 above budget on higher revenues.

Utilities' Energy Service Representative Eric Kostecki presented a summary on 2019 Energy Services and plans for 2020 Energy Services. Waupun Utilities customers received \$123,574 in Focus on Energy incentives during 2019. The 2020 Energy Services plans include a continued focus on LED upgrades and efficiency upgrades for industrial and commercial customers, apply for the Smart Energy Provider designation, and continue community relation programs.

Motion made by Thurmer, seconded by Homan, to adjourn in closed session under Section 19.85 (1) (c) (e) of the WI Statutes. Motion carried unanimously.

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

On motion by Homan, seconded by Mielke and unanimously carried, the meeting was adjourned at 6:01 p.m.

The next commission meeting is scheduled on February 10, 2020, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead

Minutes of the Waupun Public Library Board Meeting January 20, 2020

The meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:44 p.m. on January 20, 2020. Also present were Martens, Sullivan, Schultz, Westphal, Hintze, Garcia, Jaeger, and Rohrer, virtually via Facetime.

ARTICLE I: Motion by Sullivan, supported by Martens, to accept the minutes of the December 16, 2019 meeting as written. Motion carried.

ARTICLE II: Personal appearance: Dr. Al Martens was welcomed to discuss the Martens' offer to donate stock to the library and the process required in order to transfer the stock. Action on the transfer will be taken at the February meeting.

ARTICLE III: Monthly Statistics

1. Circulation/downloads for 2019 was 148,059 items, up 1.1%
2. Library visits for 2019 was 70,108 people.
3. Rural circulation for 2019 was 38,858 items, up 5.8%
4. Total Juvenile Circulation for 2019 was up 8.7%

ARTICLE IV: 2019 budget was discussed. It is still not final as there are still some 2019 invoices that will be applied against it.

ARTICLE V: Motion by Martens, supported by Sullivan, to pay the December bills. Motion carried 7-0 on roll call. Martens was appointed to sign the lists of bills.

ARTICLE VI: No committee reports.

ARTICLE VII: Librarian's Report.

a. Future Programs:

- February 6- Addams Family, 1pm and 6pm
- February 10 – Flower Arranging, 6pm and 7pm
- February 13 – Lego/Game Night, 4-8pm
- February 18 – WWII Waupun, 1pm and 6pm
- February 20 – A Beautiful Day in the Neighborhood, 1pm and 6pm
- March 5 – Movie (TBD) 1pm and 6pm
- March 10 – Tech Days, 10 – Noon; 1 – 3pm
- March 26 – How to Get Started on Your Genealogical Journey, 6:30pm
- March 30 – Pioneers of Comedy, 6pm

b. Since mid-December the library has been short one-full time staff member who is out on medical leave. At least three other staff members have been working to cover parts of the position in order to assure the library operations are minimally affected.

c. Even though we are in midwinter, Tami has all the performers lined up for the annual Summer Reading Program. Good performers are always in high demand, so early planning is imperative. Good job, Tami.

d. Bret will be at the Waupun Lions Club meeting January 28th to talk about the library.

e. When Unique Management Services, Inc. was hired years ago as the library collection agency, the return on investment was 3:1 and considered good. The return on investment now is at 6:1. Excellent!

ARTICLE VIII: No Old Business.

ARTICLE IX: No New Business.

ARTICLE X: Motion by Hintze, supported by Schultz, to adjourn at 5:16 p.m. Motion carried.

Next tentative meeting: February 17, 2020, at **4:45 p.m.**

SANDRA ROHRER Secretary
SR/bkj

Waupun Recreation Board
Minutes of Meeting
Monday, January 27, 2020

The Waupun Recreation Board will meet on Monday, January 27, 2020 at **4:30pm** at the Waupun Senior Center, located at 301 E. Main Street, Waupun.

Call to Order – Vice President Ewerdt called the meeting to order at 4:35pm

Roll Call

Members present: Jan Harmsen, Mike Matoushek, Beth Lienhard, Amy Ewerdt, Brian Markus, Bobbie Vossekul

Members absent: Larry Sullivan

Others present: Jeff Daane, Rachel Kaminski, Jacob Van Den Berg

1. Persons Wishing to Address the Board, David Long via Phone– Gaga Ball Request

Long would like to install a gaga ball pit in a city park. Gaga ball is similar to dodgeball and requires a pit with waist high walls and a playground ball. Long offered to fund the project and pay for supplies and equipment. He is not requesting any funds from the city or Recreation Board. Size of the pit is 18 feet across and shaped like an octagon. Long requested the baseball complex as a potential location. After further discussion for pit location, Dodge Park was selected as the primary location and McCune as second choice. Daane stated that DPW will assist with the project. Markus is willing to help with mason work if concrete is used for base. WARP may contribute funds to the project. Harmsen will discuss with WARP to see if they would be interested in donating concrete for the project. In the future, WARP may contribute to another pit.

2. Recognition of Recreation Board Appointment - Brian Markus welcome and thank you.

3. Approval of the Monday, September 23, 2019 Meeting Minutes - Approved by Lienhard, second by Matoushek

4. Discussion Items

2020 Pool Information – Jacob Van Den Berg, YMCA of Dodge County

Van Den Berg provided a picture for the new flyer. Budget for 2020 has been approved. Recommended opening and closing dates – June 6, 2020 to August 23, 2020. Recommended swim lesson session dates – June 15, July 6, July 20, and August 3. Online swim lesson registration will be available again in 2020.

Candace Wohjan free swim program request to use the pool June 8 – June 11 in the morning for children and in the evening for adults. Season pass prices seem to be in line with other surrounding communities.

Recommendation by Van Den Berg to keep pass rate at \$125.00 family pass, daily rate \$5.00, Swim lessons \$30.00, Senior discount all week and weekend for \$2.00, Military discount active or retired family season pass of 15% off regular price. Online registration in 2019 was 233 out of 300 sold. Online registration was a little difficult at first, but now has been fixed. Suggestion of opening the pool at noon vs. 1:00pm on Saturday and Sunday, the cost for this would be \$3,000. To help cover this increase it was suggested to close the pool 1 hour earlier Monday - Friday and stay until 8:00pm on Saturday and Sunday. Van Den Berg will bring costs for 3 options discussed to next meeting. Needed Supplies & Equipment- Suggestion was made for Volleyball, bean bag toss or spike ball, etc. in the green space that is available. ATM request was made last year and it was not put in so there is still a want for it. Daane will follow up with that. Lawn chair count is down, Daane purchased about 50 of them last year and will get them out there this year when the pool opens. Pool noodles, basketball nets, fanny packs for guards are needed. Pool painting was approved by Council and will be done this year per Daane. Chalking and minor repair will be done by city.

Canoe/Kayak Launch Fundraising – Jeff Daane, City of Waupun- \$33,000 for launch to be done. Grants have been filed, City council approved ½ of that so we will need to find a fund raising to help cover the cost. It was suggested by Daane to send out flyers to hospital, gyms to see if they would donate for a health and exercise benefit of a launch. The first launch will be in Mill Pond with Pine Park second site. Kaminski will draft a flyer and bring to next meeting.

5. Updates

Park Tree Replacement Donations-Trees are in and Ren's Nursery will be getting about 30 trees of mixed kind and some of the money will be needed toward stump removal. There was a question about the Lion's Club donation. Kaminski will look into this.

Recreation – Rachel Kaminski, City of Waupun – In 2019, the Senior Center recorded the highest attended year yet. Nearly 14,00 attendees. Many new programs, activities and events were added. Fitness is now five days a week. New partnerships created through the Waupun Community Coalition on Aging. 2019 Park Program attendance was discussed. Recommendation to operate the Park Program in 2020 as the same as 2019. Dementia Friendly business and public places that Kaminski has trained so far include Brookes Shoes & Repair, Waupun Public Library, Waupun Fire Department, Waupun Police Department, Rock River Eyewear. American Family Insurance is scheduled for February. Other places that have been trained are Viaggio Message & Wellness Center, Waupun Senior Center, and Marshfield Clinic. Kaminski is offering this training for free to anyone who is interested. 2020 Spring - Summer Recreation Guide will be started shortly. Kaminski made the Rec Board aware and asked if they have any recommendations on who or what should be included in the guide. Information will also be asked on Facebook. Senior Center rental application will be reviewed to possibly allow alcohol. This process will wait to mirror the policy of the City Hall auditorium.

6. Future Meetings/Gatherings of the Waupun Recreation Board

a. Monday, February 24, 2020 at **4:30** pm at the Waupun Senior Center

7. Adjournment motion made by Harmsen, second by Matoushek

Rachel Kaminski, Recreation Program Director

WAUPUN POLICE DEPARTMENT

Monthly City Council Report

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

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

Total Number of Calls for this reporting period: 1,104

72 HOUR DETENTION	4	INTRUSION ALARM	9
911 CHECK	6	JA/UNDERAGE/ALCOHOL	3
911 MISDIAL	5	JUVENILE PROBLEM	5
ABANDONED VEHICLE	2	LAW ASSIST FIRE	2
ACCIDENT	9	LOST ANIMAL	1
Accident PreAlert	1	LOST ANIMAL LOCATED	2
ACCIDENT/INJURIES	1	MISSING JUVENILE	1
ALARM TEST	4	NEIGHBOR DISPUTE	1
ANIMAL ABUSE	1	NOISE COMPLAINT	3
ANIMAL COMPLAINT	16	NOTIFY MED EXAMINER	3
ANNOYING PHONE CALLS	1	OFFICER STAND BY	9
ASSIST CITIZEN	35	PAPER SERVICE	6
ASSIST MOTORIST	8	PARKING ENFORCEMENT	26
ASSIST OTHER AGENCY	14	PHONE CO TESTING	1
ATTEMPT TO LOCATE	4	PRISONER TRANSPORT	5
ATV COMPLAINT	2	RAILROAD COMP/INFO	1
BUILDING CHECK	28	RECKLESS DRIVER	10
CAR VS DEER	1	REPOSSESSED PROPERTY	1
CHECK WELFARE	23	RESTRAIN ORDER VIOL	1
CHILD CUSTODY	2	RUNAWAY	1
CIVIL PROBLEM	2	SPECIAL ASSIGNMENT	8
CLICK IT GRANT	1	SPEED GRANT	1
COMMUNITY POLICING	2	SUBJECT STOP	3
COMPUTER COMPLAINTS	1	SUSP ACTIVITY	9
COUNTY AMBULANCE	40	SUSP PERSON	3
COURT ORDER VIOLAT	3	SUSPICIOUS VEHICLE	16
DEPARTMENT K9 DOG	2	TAVERN CHECKS	4
DIRECTED AREA PATROL	235	THEFT	4
DISORDERLY CONDUCT	5	THREAT COMPLAINT	9
DOMESTIC DISPUTE	6	TRAFFIC ENFOR BYPASS	1
DRUGS/NARCOTICS	5	TRAFFIC ENFORC DAP	1
ESCORT FUNERAL	8	TRAFFIC PROBLEM	1
EVICCTIONS	1	TRAFFIC STOP	114
EXTRA PATROL	160	TRESPASSING	2
FIRE ALARM	10	TRUANCY	3
FOLLOW UP	58	UNDERAGE POSSESSION	1
FOOT PATROL	7	WARRANT	5
FOUND ANIMAL	3	WARRANT OTHER AGENCY	10
FOUND JUVENILE	2	WATER UTILITY	1
FOUND PROPERTY	2	WAUPUN ORDINANCE	8
FRAUD/FORGERY	2	WRONG WAY DRIVER	1
FUEL ASSISTANCE	1		
GAS DRIVE OFF	5		
GAS LEAK	1		
HARASSMENT	2		
HIT AND RUN	1		
HOUSE WATCH REQUEST	67		
INFO TO DOCUMENT	1		
INFORMATION	6		
INTOXICATED DRIVER	1		
INTOXICATED SUBJECT	1		

Waupun Police Department Update – January Report

Retirement –Detective Brian O'Donovan retirement January 3rd 2020.

Meetings – Department Head/Leadership Workshop, FDL & Dodge County Law Enforcement Executive Meeting, Detective Meeting, Drug Free Communities, Salvation Army, Waupun Community Corrections, Drug Task Force Meeting, Dodge County Allies for Substance Abuse Prevention, and FDL and Dodge Child abduction Response Team Meeting.

Events- Cub Scouts groups building tours, Dodge County election tabletop, and all radar /lasers calibrated.

Department Training – Firearms, and Stop Stick Training

Training

FDL County In-Service – D.C. Rasch, Lt. Brzezinski, Lt. Pfalzgraf, Lt. Sullivan, Officer Hraban, Officer Williams, Officer Gerritsen, and Officer Tipton.

Basic Narcotics Investigations – Officer Williams

Traffic Safety Grant – Waupun is partnering with both Dodge and FDL County in the traffic safety campaign.

Complaints

Drugs – Thursday, January 23rd at 2:16am, police responded to the 200 block of S Madison St for a warrant pick up. A 31-year-old Waupun man, formerly of Alabama, was taken into custody on a drug related extradition warrant out of Alabama. The man was transported to the Dodge County Jail for the warrant and charges of Possession of Methamphetamine w/intent to Deliver, Possession of Material to Manufacture Methamphetamine, and Possession of Methamphetamine Paraphernalia.

Disturbance – Thursday, January 16th at 12:32am, police responded to a residence in the 1100 block of Rock Ave for a physical disturbance. A 22-year-old Waupun man was taken into custody on charges of Disorderly Conduct, Substantial Battery, Recklessly Endangering Safety, and Possession w/intent to Manufacture Marijuana. The man was transported to the Fond du Lac County Jail.

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

February 2020

To: Mayor, City Council

From: Bret Jaeger, Library Director

Re: Report to Common Council

A. Statistics

Circulation/downloads through the end of January was 12,483 items.

Library visits through the end of January was 5,438 people.

B. Future programs

February 18 – WWII Waupun, 1 pm and 6 pm

March 16 – Wonderful World of Garlic, 6 pm

March 26 – Your Genealogy Journey, 6:30 pm

March 30 – Pioneers of Comedy, 6 pm

C. Staffing

We are back to full staff as of February 3rd. We had been down one full-time person since mid-December due to a medical leave, but she was finally cleared to return to work.

D. Safety mirror

We are looking at installing a safety mirror at the staff entrance so they can see any vehicle traffic alongside the building before they step around the blind corner and into the parking lot. We noticed a local bank by the post office has a mirror installed for this same reason.

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

TO: Mayor & Common Council
 FROM: Building Inspector
 SUBJECT Building Permits for JANUARY 2020

BUILDING PERMITS

DODGE COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
20- 1	Perfectly Polished Salon	537 E Main St	119" x 36" Perfectly Polished Salon Sign	\$114.88	\$300.00
20- 4	Trinity Reformed Church	524 Carrington St	Basement Alteration, 1100 SF	\$496.00	\$35,000.00
TOTAL				\$610.88	\$35,300.00

FOND DU LAC COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
20- 2	National Exchange Bank	210 E Main St	Install Sign Cabinet on Existing pylon & Wall Signage	\$203.44	\$12,000.00
20- 3	National Exchange Bank	900 W Main St	Install new signfaces @ ATM	\$84.08	\$1,500.00
20- 5	Tiffany Arndt	106 Gateway Dr	Sign	\$132.00	\$1,400.00
20- 6	Sandra Pollesch	1001 Newton Ave	Windows, doors, remodel interior	\$98.00	\$8,000.00
20- 7	Shiva Hotel LLC	5 Gatway Dr	replace sinks (39 total)	\$156.00	\$7,020.00
TOTAL				\$673.52	\$29,920.00

GRAND TOTAL - BUILDING PERMITS	\$ 1,284.40	\$65,220.00
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MONTH END SUMMARY

Permits issued in Dodge County	2
Permits issued in Fond du Lac Cty	5
Total Permits for the month	7

Total Estimated Cost of Construction \$65,220.00

Building Permit Fees	\$1,284.40
Site Plan Review	\$100.00
Building Plan Review	\$500.00
Grand Total	\$1,884.40

BUILDING PERMIT COMPARISON

January 2019: Dodge County - 4 permits; Fond du Lac County - 4 permits

Total Estimated Cost of Construction: \$61,006.46

ONE MONTH COMPARISON

January 2017	estimated cost of construction	\$310,222.00
January 2018	estimated cost of construction	\$68,540.00
January 2019	estimated cost of construction	\$61,006.46
January 2020	estimated cost of construction	

[illegible]

February 5, 2020

1. **Current Projects:**

- Working on re-writing job descriptions for DPW employees.
- Met with property owners along Harris Creek to discuss improvements to the creek that could take the majority of the properties out of the Floodplain.
- ATV signage was put up and the City is now open to ATV usage.
- Lappen Security updated the alarm panels and phone systems at all of the buildings.
- Crane inspections were completed.
- The lawn mower bids were received and will be approved at the Board of Public Works meeting in February.
- Sent letters to properties along the Rock River where trees or branches have fallen into the river.
- Attended a Leadership workshop.
- Attended Rock River Stormwater Group meeting.
- Working on Monroe St. Pond with MSA
- Pedestrian Crossing flag holders have been installed
- Going through the findings of the Facility study
- Working with DOT on the HWY 68 project for 2021
- Working with Gremmer, DOT and Highland group on S. Madison St. Project. They will start making offers soon.

2. **DPW Crew Projects**

- Ash tree removal
- Building & Grounds building duties
- Brush Pick-up
- Clean inlets
- Diggers Hotline Locates
- Fill potholes
- Haul brush bins
- Install signs
- Remove Christmas Decorations
- Plow Snow/ Salt Streets / Haul Snow / Shovel sidewalks
- Replace signs
- Vehicle Maintenance

Administrative Assistant

- Working on 2019 MS4 Annual Report.
-

-
- Sent letters to properties along the Rock River where trees/branches have fallen into the river.
 - Assisted Building Inspector with Flood Insurance information.
 - Collected tax payments and issued pet licenses.
 - Created maps for multiple departments including the Clerk, DPW, Administrator, and Police Dept.
 - Created an agreement between the City of Waupun and the Township of Waupun for improvements to Woodland Dr.
 - Updated and published Lawn Mower bid specifications and Asphalt Paving Contract.
 - Researched property information.
 - Assessment Letters
 - Scanned in buildings permits.
 - Sent letter to S. Madison St. residents that will be having steps added to their property in the next phase of the construction project.
 - Annual building permit reports.
 - Updated all of the databases (building permits, assessment letters, street opening permits) for 2020.
 - Entered equipment invoices into Cartegraph.
 - Updated mapping system with new storm sewer that was installed on Madison St.
 - Worked with Northern Pipe to get them the information they need for televising the next section of Stormsewer.
 - Updated website.
 - Garbage/recycling container complaints
 - Entered Digger's Hotline tickets into database
 - Issued Building Permits
 - Put requests into Cartegraph.
 - Monthly building permit report
 - Assign account #'s to bills.

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



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: February 6, 2020
To: Mayor, Council, City Administrator, and PFC
From: Fire Chief, B.J. DeMaa
Re: January Report

Fire Calls:

There were twenty-one (21) fire & rescue calls in the month of January for a total of twenty-one (21) YTD.

Time of Day:						
12A – 4A	4A – 8A	8A – 12P	12P – 4P	4P – 8P	8P – 12A	Total
2	0	6	5	4	4	21

* 71% of fire calls came in during prime working hours.

Day of Week:							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
1	3	2	5	3	4	3	21

* 81% of fire calls came in during Monday-Friday work week.

Response Area:	
Aldermanic District 1	3
Aldermanic District 2	0
Aldermanic District 3	7
Aldermanic District 4	4
Aldermanic District 5	1
Aldermanic District 6	5
Mutual Aid	1

February 6, 2020

Incident Type:		
Incident Type	Count	% of Incidents
Assist EMS crew (311)	1	4.76
Vehicle accident, general clean-up (463)	2	9.52
Service call (500)	2	9.52
Smoke or odor removal (531)	1	4.76
Dispatched/cancelled en route (611)	2	9.52
CO detector activation – malfunction (736)	2	9.52
Unintentional transmission of alarm (740)	1	4.76
Smoke detector activation – no fire (743)	2	9.52
Alarm system activation – unintentional (745)	7	33.33
Carbon Monoxide activation – no CO (746)	1	4.76

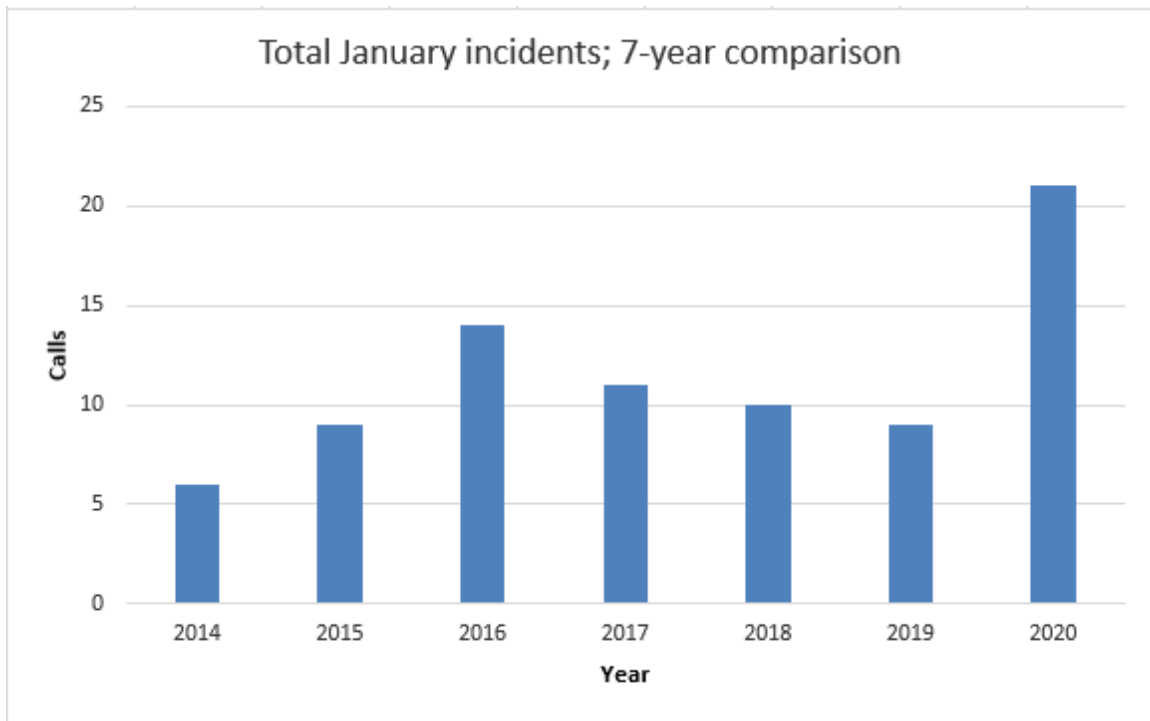
Average Personnel Response (excluding mutual aid):		
	Avg # of Responders	% of Total Department
4A – 8P	10.5	35%
8P – 4A	13.2	44%

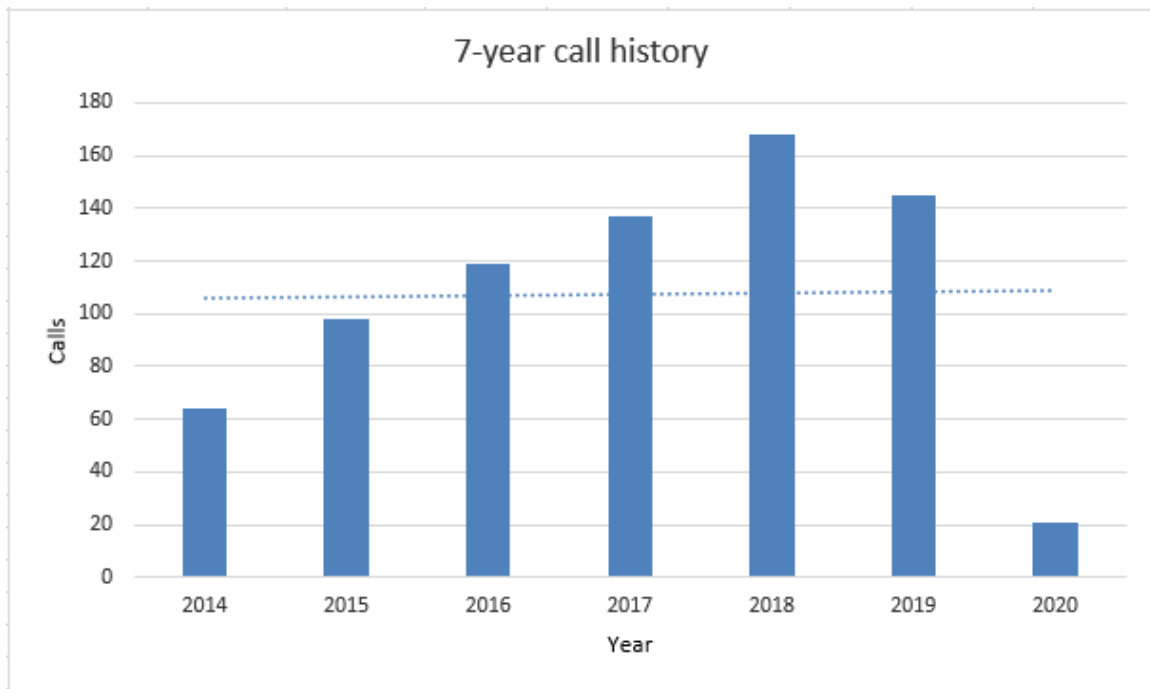
* Current roster is 30 members.

February 6, 2020

** National Institute of Standards and Technology (NIST) recommends no less than 18 firefighters for offensive fire attack at structure fire.

Call Summary (7-year comparison):





Projects/Special Events/Information:

Transition to ImageTrend Elite was completed. The previous version (ImageTrend V2) is going to be phased out over the next 2 years. ImageTrend is our Records Management System (RMS) and is used for incident reports, fire inspections, and inventory management. All legacy data was also migrated to the new system.

Met with administrators from Moraine Park Technical College (MPTC), Beaver Dam and Waupun School Districts, and the Beaver Dam Fire Chief to urge MPTC and the high schools to consider offering college credentialed courses for fire and ems. Conversations continue and it appears the EMS classes will be offered in the 2020-2021 school year for seniors.

Meeting was held with Waupun Memorial Hospital (WMH) to discuss EMS service related to inter-facility transports. Follow-ups with the Department of Health Services were completed and the information passed on to WMH.

Dementia Friendly training and facility inspection were completed. The Fire Department is now a certified Dementia Friendly facility.

February 6, 2020

Our \$10,500 grant application for Fire Prevention material through State Farm was denied. This grant would have replaced our Sparky the Fire Dog costume (over 20 years old) and allowed us to purchase items such as fire safety DVDs, carbon monoxide detectors, and smoke detectors to help support our community risk reduction efforts.

Our United Coop grant in the amount of \$2,814,50 was denied. This grant would have been used to further enhance firefighter safety at roadside incidents. First Responders are extremely vulnerable while working at accident and roadway incidents. We plan to purchase 7 LED flashlights, 30 class 2 traffic safety vests, 10 LED traffic wands, and 2 LED Slow/Stop traffic control signs.

Staffing:

A number of firefighters are currently enrolled in continuing education classes.

- Joe Barnes – Firefighter 1
- Joe Barnes, Selena Rosales, Emily Truttmann, Mike Tuler – Ice Rescue
- Tom O'Neill and Selena Rosales – Driver/Pumper Operator
- Michelle Fenz, Erick Searvogel, Rick Searvogel, Rick Smith, Emily Truttmann, Mike Tuler – Firefighter 2

Inspections:

No update

Training:

Training for the January 6th meeting consisted of Dementia awareness.

Training for the January 20th meeting consisted of an incident overview of the Beaver Dam Apartment Explosion from 2018. Chief Al Mannel from Beaver Dam was the presenter.

Emergency Government:

Met with Amy Nehls with Dodge County Emergency Management, exercise planner Lenora, and Joe Pfalzgraf to further plan the mass casualty series for 2020 and 2021. The scenario will focus on a mass casualty event that takes place during the Waupun Truck-n-Show. This will start as a tabletop exercise and finish with a full-scale event.

February 6, 2020

We continue to await word on our Integrated Emergency Management Course (IEMC) application. The IEMC is a four day, exercise-based training activity for Emergency Operations personnel and community stakeholders to practice simulated, but realistic, crisis situations, within a structured learning environment. The jurisdiction selects the hazards and core capabilities it wishes to simulate in classroom and exercise components of the course. The design will reflect the jurisdiction's specific hazards and organizational structure included in its emergency plans.

Code Enforcement – Mike Beer:

November:

New Complaints: 1

Closed Complaints: 0

Open Complaints: 3

Total time committed to Code Enforcement: 6



TO: Waupun Utilities Commissioners
FROM: Randy Posthuma, General Manager
DATE: Feb. 10, 2020
SUBJECT: General Manager Report

Waupun Utilities Joins in Support of Low-Income Home Energy Assistance Program: Attached to my report is a letter written by the National Energy and Utility Affordability Coalition (NEUAC) urging Congress to fully fund the Low-Income Home Energy Assistance Program (LIHEAP) for fiscal year 2021. American Public Power Association (APPA) has partnered with NEUAC to gather support for the letter and LIHEAP from APPA member utilities. The Trump administration's budget for both 2018 and 2019 eliminated funding for LIHEAP, but Congress disagreed and allocated LIHEAP funding in the budget President Trump eventually signed.

Nearly all WPPI Energy member communities signed an NEUAC letter supporting LIHEAP in the past and it continues to be a crucially important program for the less fortunate in all WPPI Energy member communities.

Accounting Coordinator Update: Barb Armga has announced her retirement effective February 20, 2020. Barb will have completed 30 years of service as our accounting coordinator. As I had mentioned during our prior commission meetings, we anticipated the likelihood of this position opening up in 2020. Following Barb's retirement announcement, we have advertised and accepted applications for the accounting coordinator position. Jared and I spent the last part of December and the first part of January conducting interviews.

I'm pleased to announce that Christina Keller has been hired as our new accounting coordinator. Christina brings a wealth of knowledge to this position from her prior experience as Mayville's utility accountant and deputy clerk. Christina's first day on the job was January 29th. Christina will be job shadowing the accounting coordinator position for the next several weeks until Barb's retirement.

Boundary Agreement Update: The PSC has authorized the 4th and final sale and transfer of customers to Waupun Utilities from Alliant Energy. I've been working with Alliant Energy's Distribution Manager to set a transfer date for the effected customers. The tentative date to make the transfer is set for March 2nd.

MEUW Electric Utility Joint Superintendents Conference & Expo: Steve Brooks and I attended the annual Joint Superintendents Conference held this past January. This conference is a coordinated effort between MEUW and the Wisconsin Electric Cooperatives Association. One of the major highlights of the event was the Electric Line Technician Apprentice Graduation Ceremony. This ceremony recognizes the graduates from the State Indentured Lineman

Apprentice Program. Chris Jahn along with other Municipal Electric Apprentice were honored during the graduation ceremony.

WWTP Upgrade to Meet New Phosphorus Effluent Limits: Leo Kucek and Jim Smith from Applied Technology along with Jared and I, made a presentation to the City Council on January 14th, to recommend an ordinance change to set new sewer rates. This requirement was the result of the recommended phosphorus removal upgrade at the Wastewater Plant recently approved by the Utility Commission.

The City Council was given a presentation about the new stringent phosphorus requirements mandated by the EPA and DNR regarding new phosphorus removal limits. The Council was also made aware of the compliance options that were considered for technical feasibility, and life cycle cost resulting in the recommended ABNR treatment process. Following the power point presentation and open question period, the Council voted to approve the sewer rate change as presented.

This concludes my report for February 2020. Please contact me at 324-7920 or rposthuma@wppienergy.org, with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: February 6, 2020
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

Operations were shifted to on-peak time (6am-10pm) for the backwashing of filters. This was due to trouble shooting valve issues and blower failures during the backwash cycle. Staff diagnosed a limiting switch failure. Repairs were made and operations have now returned to normal.

Wastewater Treatment Facility:

There are no call-ins to report this month.

Crane Engineering has completed replacement of (2) grit pump rotating assemblies. These “hardened” assemblies have lasted nearly 12 years in this abrasive environment, double the life of standard assemblies.

Restoration of the ferrous chloride room is near completion. This is well overdue, following years of abuse from acid fumes, which deteriorated and pitted all metal and concrete surfaces. The enclosure which houses the ferrous chloride has been moved to an outside containment structure.

Water/Sewer Crew:

There are no call-ins to report this month.

Staff has begun televising the sanitary sewer. Pipe conditions are recorded and used to establish a pipe priority grade. A sanitary sewer priority grading system offers the Utilities a proactive approach to eliminating sanitary sewer overflows (SSOs). This system allows staff to pinpoint areas within the sanitary sewer system that need a more thorough investigation due to the critical nature of the location, physical attributes of a pipe section, structural integrity of the pipe, and operation and maintenance needs of the pipe.

Staff has completed replacement of turbine meters with new compound meters for commercial and industrial customers. Now all large meter customers have been switched over to the new compound meters.

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



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, Electric Operations Supervisor
DATE: February 10, 2020
SUBJECT: Electric Operations Report

Electric Department Update:

One power outage to report

- On Feb. 3rd at 10:59 a.m. the meter at 315 N. Grove St. reported a power outage. A squirrel came in contact with the H1 bushing of a distribution transformer causing the overcurrent device to operate. Overcurrent device was refused and the power was restored at 11:36 a.m.

Street light damage

- On Feb. 4th at 7:15 a.m. we received a call that a car struck a street light pole at 810 W. Main St. The street light was knocked down and needed to be repaired. The electric crew replaced the breakaway street light base, light fixture, and reinstalled the pole.

Ongoing work for ATC

- The electric crew completed the work requested for greater clearances between the American Transmission Company (ATC) transmission line and Waupun Utilities distribution line. The work on the last pole was conducted during a scheduled power outage on Y-306, the 69KV transmission line that loops around the city.
- We are working on a plan with ATC to address poles that do not meet the current NESC (National Electric Safety Code) standards. Some of the poles on the list will require ATC to replace or reframe the transmission poles to achieve the required clearances.

Main substation

- Work on the Waupun Main substation is now complete. The electric crew worked with Alliant Energy, M.J. Electric, and ATC to complete the project on time. New controls were installed for the 69KV circuit switcher owned by ATC, allowing it to be operated from the new ATC substation. The crew worked to remove the controls from the Waupun Main substation control house.
- New poles, insulators, arrestors, and conductors were installed from the new ATC substation to the Waupun Main substation.
- Work on the new ATC substation is complete. All Waupun Utilities substations are now fed from Y-24 through the new ATC substation. The alternate transmission line Y-25 is also back in service.

Line Clearance

- The electric crew started the annual line clearance program.
- Makovsky Brush Service crew that will be assisting with the line clearance work has been rescheduled to start near the end of February.

Transformer Sale

- Waupun Utilities requested bids for the purchase of used transformers in December 2019. The Solomon Corporation won the bid with \$2.37 per KVA. A total of 7,757 KVA is being sold for a sum of \$18,384.09. Any transformers not stamped non-PCB on the name plate will require oil testing at a cost of \$20.00 per test. Waupun Utilities is responsible for the cost of the tests. The Solomon Corporation is responsible for the shipping cost. We have started to ship some of the transformers and will continue to work with the Solomon Corporation to schedule shipment for remaining transformers when trucks are available.

This concludes my report for February 2020. Please contact me at 324-7920 or sbrooks@wppienergy.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Jared Oosterhouse, Finance Director
DATE: February 5, 2020
SUBJECT: December 2019 Financial Report

This month's report contains the December YTD 2019 financial report. The Utilities audit fieldwork is scheduled for February 5-7, however I don't anticipate any changes to the statements.

2019 financial highlights will be presented during Monday's meeting.

Financial Items to Note:

- **Sales and Revenues Dashboard**
 - Electric, Water, and Sewer sales were all above budget primarily on additional billing days from the residential class
- **Sales by Customer Class**
 - Electric Large Power and Industrial Power ended the year below budget from the loss of a customer and from overall lower usage
 - Sewer Public Authority sales continue to be strong
- **Electric Utility**
 - Pg 4 – Regulatory Operating Income decreased \$142,000 resulting in the Rate of Return to decrease from 5.48 to 3.86. This is a result of lower operating margins and from higher operating expenses.
 - Operating margins are primarily lower from customers shifting to different classes that yielded lower electric costs for the customers (i.e. switching to time-of-day or general service changing to large power)
 - Operating expenses were higher on general maintenance from blacktop sealing and office renovations including LED lighting upgrades, removing wall paper, and painting. Additionally, less hours were charged to construction in 2019 compared to previous years due to more hours recorded to voltage conversion work.
 - Pg 10 – Balance Sheet (comparison to December 2018)
 - Cash and investments increased \$187,000
 - Final payment was made to sewer utility paying off \$114,000
- **Water Utility**
 - Pg 6 - Regulatory Operating Income increased \$134,000 resulting in the Rate of Return to increase from 5.10 to 6.17. This is a result of higher revenues and lower operating expenses.
 - Revenues were higher on strong residential sales from additional billing days

- Operating expenses were lower due to no major expense for wells (source of supply) and with lower water treatment expenses due to less water pumped. Additionally, lower maintenance expenses were incurred due to less repairs required for main and service leaks.
 - Pg 10 – Balance Sheet (comparison to December 2018)
 - Cash and investments increased \$42,000
 - Net Plant increased \$728,000 from the Madison St project
 - Debt increased \$35,000 from the new \$700,000 in debt for the Madison St project, less payments made
- **Sewer Utility**
 - Pg 8 - Regulatory Operating Income increased \$57,000 resulting in the Rate of Return to increase from 2.36 to 2.83. This is a result of higher revenues from the 2019 rate increase and higher residential and public authority sales.
 - Pg 10 – Balance Sheet (comparison to December 2018)
 - Cash and investments decreased \$1,046,000 from the Madison St project and the WWTP engineering. The \$661,000 spent for WWTP engineering will be reimbursed from the interim financing in 2021
 - Net Plant increased \$1.4 million from the Madison St project and the WWTP engineering fees
- **Other Noncash Items**
 - 2019 Revenue Debt Refunding – Electric & Water
 - Debt issuance costs of \$121,200
 - Required the write off of Deferred Inflow Resource – Loss on Advanced Refunding from the 2014 Revenue Bonds. The write off totaled \$371,000
 - WRS Pension Expense
 - The pension liability or pension asset related to the WRS pension plan lags by one year. The entry recorded this year is based on the 12/31/2018 actuary report for the entire WRS pension plan. The 2018 plan year was not a strong year which resulted in a higher than expected expense adjustment for plan participants.
 - Record \$116,400 in noncash pension expense. Actual pension contributions for 2019 totaled \$93,700



AGENDA SUMMARY SHEET

MEETING DATE: 02/11/20

TITLE: Ordinance to amend Ch.4.076 entitled Rapid Entry System

AGENDA SECTION: RESOLUTIONS AND ORDINANCES

PRESENTER: Fire Chief BJ DeMaa
Fire Inspector Mike Beer

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	\$
Provide for the rapid access of buildings for calls that the fire department responds to.	\$0	

ISSUE SUMMARY:

City Ordinance has long required the use of rapid entry systems, commonly referred to as "Knox Box". It was recently discovered that there is conflicting language in the ordinance. 4.076 (1) currently states "it is the policy of the City of Waupun to encourage use". Other parts of the ordinance, specifically 4.076 (5) states "the building owner shall be responsible to: (a) purchase an approved lock box". 4.076 (7) further states "all newly constructed structures subject to this section shall have the lock box installed". Use of the words "encourage" and "shall" have created conflict on the intent of the ordinance.

We are also requesting language in 4.076 (5) (c) be updated requiring the building owner to "immediately notify the Waupun Fire Department and provide new keys when access locks are changed or re-keyed".

STAFF RECCOMENDATION:

Staff recommends to waive the first reading and adopt

ATTACHMENTS:

Draft Ordinance

MOTION OPTIONS

1. Motion to accept the first reading of the ordinance to amend Ch. 4.076 entitled Rapid Entry System *(this will return at a future meeting for final adoption)* **OR**
2. Motion to waive the first reading and adopt ordinance #___ to amend Ch. 4.076 entitled Rapid Entry System **OR**
3. Do nothing and this ordinance fails.

ORDINANCE # 20 - ____

AN ORDINANCE TO AMEND CHAPTER FOUR OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED "FIRE DEPARTMENT."

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 4.076 of the Municipal Code of the City of Waupun entitled "Rapid Entry System" is amended as more specifically provided in Sections Two through Five below.

SECTION 2: Section 4.076(1) of the Municipal Code of the City of Waupun entitled "POLICY" is repealed and recreated as follows:

(1) POLICY AND REQUIRED USE. The City of Waupun has determined that the health, safety and welfare of its citizens are promoted and protected by the installation and use of a rapid entry key lock box on the exterior of structures to aid the Waupun Fire Department in gaining access in an emergency situation. In furtherance of this purpose, the City shall require the installation and use of rapid entry key lock boxes as further specified in this ordinance.

SECTION 3: Section 4.076(4) of the Municipal Code of the City of Waupun entitled "LOCATION" is repealed and recreated as follows:

(4) LOCATION. The lock box shall be installed in an accessible location approved by the Waupun Fire Department. The lock box shall be mounted not less than 5 feet, or more than 7 feet, above the ground level immediately below the installation.

SECTION 4: Section 4.076(5) of the Municipal Code of the City of Waupun entitled "OWNER RESPONSIBILITY" is repealed and recreated as follows:

(5) OWNER RESPONSIBILITY. The Building Owner shall be responsible for the following:

(a) Obtain written authorization from the Waupun Fire Department and purchase an approved lock box.

(b) Provide necessary keys for access as required under this ordinance.

(c) Immediately notify the Waupun Fire Department and provide new keys when access locks are changed or re-keyed, and maintain current access keys in the lock box at all times.

(d) Keep and maintain the lock box and adjacent area free and clear of any obstruction at all times.

(e) It shall be unlawful to tamper with or remove any lock box without the prior written permission of the Waupun Fire Department.

SECTION 5: Section 4.076(8) of the Municipal Code of the City of Waupun entitled "ENFORCEMENT" is repealed and recreated as follows:

(8) ENFORCEMENT. Any person who shall violate this Section 4.076 shall be subject to the penalties set forth in Section 4.08 of this Code, except that the minimum fine for a violation of this Section 4.076 shall be \$100.00.

SECTION 6: All ordinances or portions of ordinances inconsistent with the provisions of this ordinance are repealed.

SECTION 7: This Ordinance shall be in full force and effect on its passage and publication as provided by law.

Enacted this ____ day of _____, 2020.

Julie J. Nickel
Mayor

ATTEST:

Angela Hull
City Clerk



WAUPUN POLICE DEPARTMENT

16 E. Main St.
Waupun, Wisconsin 53963
Phone (920) 324-7911 • Fax (920) 324-7902

Scott Loudon
Chief

February 3, 2020

City of Waupun
201 E. Main Street
Waupun, WI 53963

Dear Chief Loudon,

I would like to inform you of my intention to voluntarily resign as a Patrol Officer at the Waupun Police Department, effective February 21, 2020.

I appreciate the opportunities you gave me during my employment at the Waupun Police Department.

Please let me know what assistance you'll require from me during the transfer period.

Thank you,

A handwritten signature in cursive script, reading "Chris Schreiber".

Chris Schreiber



AGENDA SUMMARY SHEET

MEETING DATE: 2/11/20

TITLE: Housing Study and Needs Analysis

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER(S):

- Sarah VanBuren, Community and Economic Development Coordinator
- Patrick Beilfuss, Senior Planner, Cedar Corporation
- Seth Hudson, Senior Manager of Economic & Community Development Services, Cedar Corporation

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Develop a housing plan based on recommendations identified in the 2040 Comprehensive Plan	\$20,000 per approved 2019 budget.	

ISSUE SUMMARY:

The Housing Study and Needs Analysis was completed in late 2019. The study included detailed demographic information, information on the economic factors and the housing affordability gap, one-on-one interviews with stakeholders, and focus groups. Based on analysis of all of those inputs the study consultant, Cedar Corporation, made a number of recommendations the city can implement to meet existing and future housing market needs. Recommendations are also in-line with the 2040 Comprehensive Plan and the recently published Housing Affordability report.

STAFF RECOMENDATION:

Adopt the Housing Study and Needs Analysis as presented.

ATTACHMENTS:

Housing Study and Needs Analysis Report

RECOMENDED MOTION:

Motion to approve the Housing Study and Needs Analysis



Housing Study and Needs Analysis

DRAFT

February 2020



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Acknowledgements

City of Waupun

Kathy Schlieve-City Administrator
Sarah Van Buren, AICP-Community
and Economic Development
Coordinator

Common Council

Julie Nickel-Mayor
Jason Westphal-Alderman Dist. 1
Pete Kaczmariski-Alderman Dist. 2
Ryan Mielke-Alderman Dist. 3
Michael Matoushek-Alderman Dist. 4
Bobbie Vossekuil-Alderman Dist. 5
Nancy Vanderkin-Alderman Dist. 6

Stakeholders

Terry Respalje-Waupun Food Pantry
Laura Hoekstra-REACH Waupun
Keith Navis-Parkview
Apartments/Realtor
Sharon Marek-Whispering Oaks Apts.
Mike Beer-Assistant Fire Chief/Fire
Inspector
Kim Smith-The Landings and Lincoln
School Apartments
Denise Loveland-Westview Apt.
Darian Schmitz- Waupun School
District Family Advocate
Mark Buteyn-Central Wisc. Christian
Jim Hartung-Valido Homes
Steve and Michelle Foote-Residential
Developer
Scott Louden-Waupun Police Chief
Rob Bartz-Residential Developer
Jill Wenzel-Waupun Memorial
Hospital
Sarah Post-Saputo
Bur Zuratsky –National Rivet
Jodi Mallas-My Property Shoppe
John Karsten-Karsten Realty
Jake Vande Zande-VandeZande Real
Estate



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Waupun City Hall

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Appendix A – Apartment Analysis Report

Appendix B – Housing Programs and Funding

Chapter I

Affordable Housing

Introduction

The lack of affordable housing is a nationwide problem. Communities are experiencing shortages of housing that meet the physical and economic needs of residents. These shortages have resulted in higher rents and homes that are selling higher than assessed values. There is no single reason for the decline of affordable housing, but several factors and trends have emerged that have affected housing costs.

- Incomes have not kept up with rents and home values
- There is a labor shortage in the home construction sector
- The cost of construction materials has risen over 20% since 2008
- People are staying in their homes longer, slowing the turnover rate
- There is less profit made on entry-level or starter homes
- Interest rates remain low reducing the costs of borrowing, enabling sellers to price homes higher
- Multi-family housing continues to have a negative image

Initial Affordable Housing Issues Identified

In 2018, the City of Waupun adopted its updated Comprehensive Plan. The Plan's Housing chapter identified gaps in affordable and accessible housing and recommended that the City increase housing options for seniors and special needs populations. The updated Comprehensive Plan also identified a need to upgrade and maintain existing housing stock.

In 2019, the City hired Cedar Corporation to conduct a Housing Study and Needs Analysis to further explore housing issues so that elected officials, City staff, stakeholders, and community members can better understand the housing market, identify community housing priorities, and evaluate local policy and regulations in order to make informed decisions related to public expenditures for housing.

Focus of the Housing Study and Needs Analysis and Planning Process

The City of Waupun identified the following questions that the Housing Study and Needs Analysis should help answer.

- How will anticipated economic, employment, and population growth impact housing demand, especially when it comes to sensitive populations and workforce housing needs?
- What are the current 5-year/10-year housing needs in the City? Where do gaps exist in terms of types and/or price range? Where should the needed housing types be located?

- Does Waupun have the right balance between owner-occupied and rental housing? If not, what strategies could be employed to improve the balance?
- What impact is the addition of new multi-family housing structures likely to have on aged rental housing stock?
- What are the City's strategic options for promoting or attracting market rate developers, especially those willing to build speculative homes? What housing demand will likely not be met without incentives, if any?
- How are workforce and sensitive population housing needs impacted in terms of price and community livability? What steps can be done by the City to remedy that?
- What strategies and programs should Waupun pursue or provide for the development and/or redevelopment of necessary housing within the community? How should the community maximize the use of limited public funds to support the potential housing market?
- How can community partners (e.g. major employers, hospital, school district) support Waupun as the community of choice, and the preferred location for employees to live? How can community partners support the development of quality housing or rehabilitation of existing housing in Waupun?
- Does the current City code and zoning allow for the recommended strategies? If not, what are the recommended best practices?

To answer these questions, existing demographic data sources, economic data sources, the City of Waupun Comprehensive Plan, the Waupun Municipal Code, housing related programs, and personal interviews were used to gather information in order to formulate realistic responses to the questions and to identify housing priorities and steps to address them.

What is Considered Affordable Housing?

For the purposes of the Housing Study and Needs Analysis, the standard definition for affordability is used. This states that households should pay no more than 30% of their gross income for housing and related costs (property taxes, utilities, maintenance, etc.), which would leave 70% of a household's income for food, clothing, transportation, and other necessities. If a household spends more than 30% of its income on housing and related costs, then the household is considered overburdened.

Data Sources and Limitations

The Housing Study and Needs Analysis uses a number of data and information sources throughout the document.

- The Wisconsin Demographic Services Center (DCS) provides population and household projections for all municipalities in the state
- The U.S. Census Bureau Decennial Census (2010) and American Community Survey 5-Year Estimates (2013-2017) provides a majority of the demographic and housing data
- Chmura JobEQ supplies economic and workforce data
- Personal interviews provide insight into individual housing experiences

- The State Cartographers Office provides mapping data

Although there are some limitations to the accuracy of all data and information sources, those used in the Housing Study and Needs Analysis should provide an accurate picture of existing housing conditions and trends in the City of Waupun. Other factors such as changing City, state or federal policies or programs, new technologies, consumer preferences, and market forces can influence housing and are more difficult to predict and factor in.

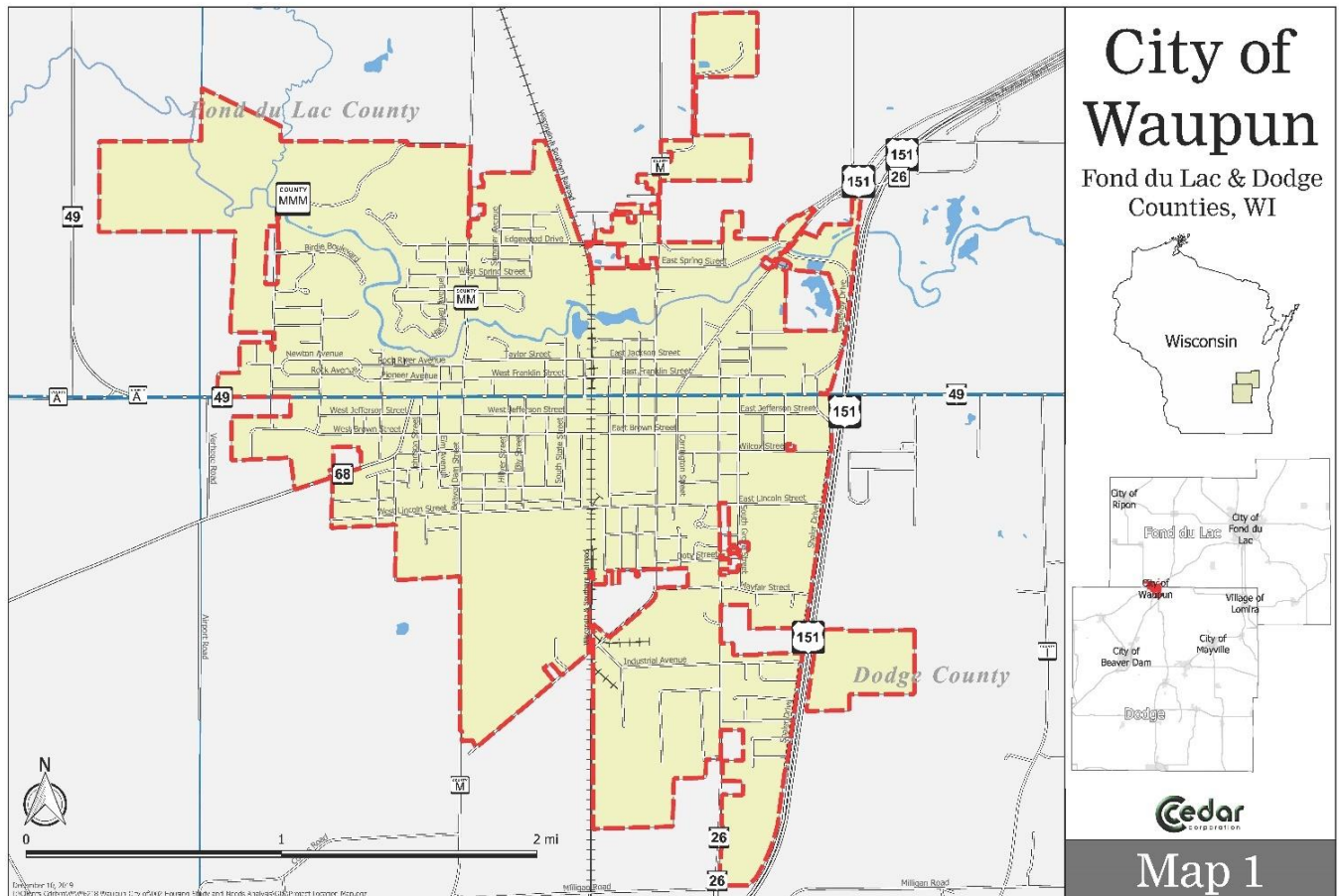
Chapter 2

Community Demographics

Introduction

The City of Waupun has a population of 11,340 (2010 Census). It is located in southeastern Wisconsin in Dodge County and Fond du Lac County (see Map 1). People can travel to and from Waupun on S.T.H. 26, 49 and 68 and U.S.H. 151. The main employers include three prisons, a hospital, and a variety of manufacturers.

Analyzing existing demographic and economic data can provide one picture of future housing needs, gaps in types of housing, the condition of the City's housing stock, and the affordability of housing in the City of Waupun. In turn, the findings can be compared to other sources to validate the recommendations in this study.



Historic Population and Population Projections

The Demographic Services Center (DSC) develops yearly population estimates and population projections for all Wisconsin towns, villages, and cities. The population projections consider births, deaths, migration, and age distribution. They do not guarantee what will happen in the future but what could happen if past patterns and probable future trends hold true.

The City of Waupun has historically experienced population growth. Table 1 shows that the City's population has increased each decade beginning in 1970. Between 1970 and 2010, the City's population has grown 42%. It should be noted that these numbers also include the institutionalized population of the three prisons located in the City.

Table 1: Historical Population-City of Waupun

Year	1970	1980	1990	2000	2010
Population	7,946	8,132	8,844	10,718	11,340
% Change	-	2.3%	8.8%	21.2%	5.8%

Source: U.S. Census Bureau

The DSC projects that Waupun's population will continue to grow and then slightly decrease. Table 2 shows that by 2040, the City's population is projected to be 12,300 residents. This is an 8.7% increase over the 2010 population. In general, more residents will require more housing.

Table 2: Projected Population-City of Waupun

Year	2010	2018 est.	2020	2025	2030	2035	2040
Population	11,340	11,591	11,810	12,160	12,445	12,480	12,330
% Change	-	2.2%	1.9%	3.0%	2.3%	0.3%	-1.2%

Source: U.S. Census Bureau, Wisconsin Demographic Services Center 2013/12/10

Household Projections

A household is one or more people who occupy a dwelling unit. People in a household may or may not be related. Household projections do not include the institutionalized population in the City. Therefore, these figures provide a better indicator of the number of residential dwelling units needed to house the projected growing noninstitutionalized population.

Table 3 shows that between 2010 and 2040, there will be an additional 662 households in the City of Waupun. The additional households will need housing. Some housing needs can be met by the existing housing stock, but new construction will be required to meet the full housing needs.

Table 3: Households-City of Waupun

2010 Census	2015 Projection	2020 Projection	2025 Projection	2030 Projection	2035 Projection	2040 Projection	2010-2040 Change
3,485	3,637	3,844	4,026	4,166	4,206	4,147	662

Source: Wisconsin Demographic Services Center 2013/12/10

Table 4 shows the total population that makes up the households. This increased by 665 residents between 2010 and 2040.

Table 4: Household Population-City of Waupun

2010 Census	2015 Projection	2020 Projection	2025 Projection	2030 Projection	2035 Projection	2040 Projection	2010-2040 Change
8,194	8,305	8,649	8,933	9,125	9,078	8,857	665

Source: Wisconsin Demographic Services Center 2013/12/10

Table 5 shows by 2040, the DSC estimates that the average household size will be 2.14 people. This is down from 2.35 people in 2010. As household size decreases, fewer people are living in housing units. This may indicate a need for smaller homes or rental units.

Table 5: Persons Per Household-City of Waupun

2010 Census	2015 Projection	2020 Projection	2025 Projection	2030 Projection	2035 Projection	2040 Projection
2.35	2.28	2.25	2.22	2.19	2.16	2.14

Source: Wisconsin Demographic Services Center 2013/12/10

Table 6 shows that approximately 64% of Waupun households are 1 or 2-person households. About 15% are 3-person households and 21% are 4-person or more households. This provides some insight into the number of bedrooms in a dwelling unit needed to meet the household sizes.

Table 6: Number of Persons in Household-City of Waupun

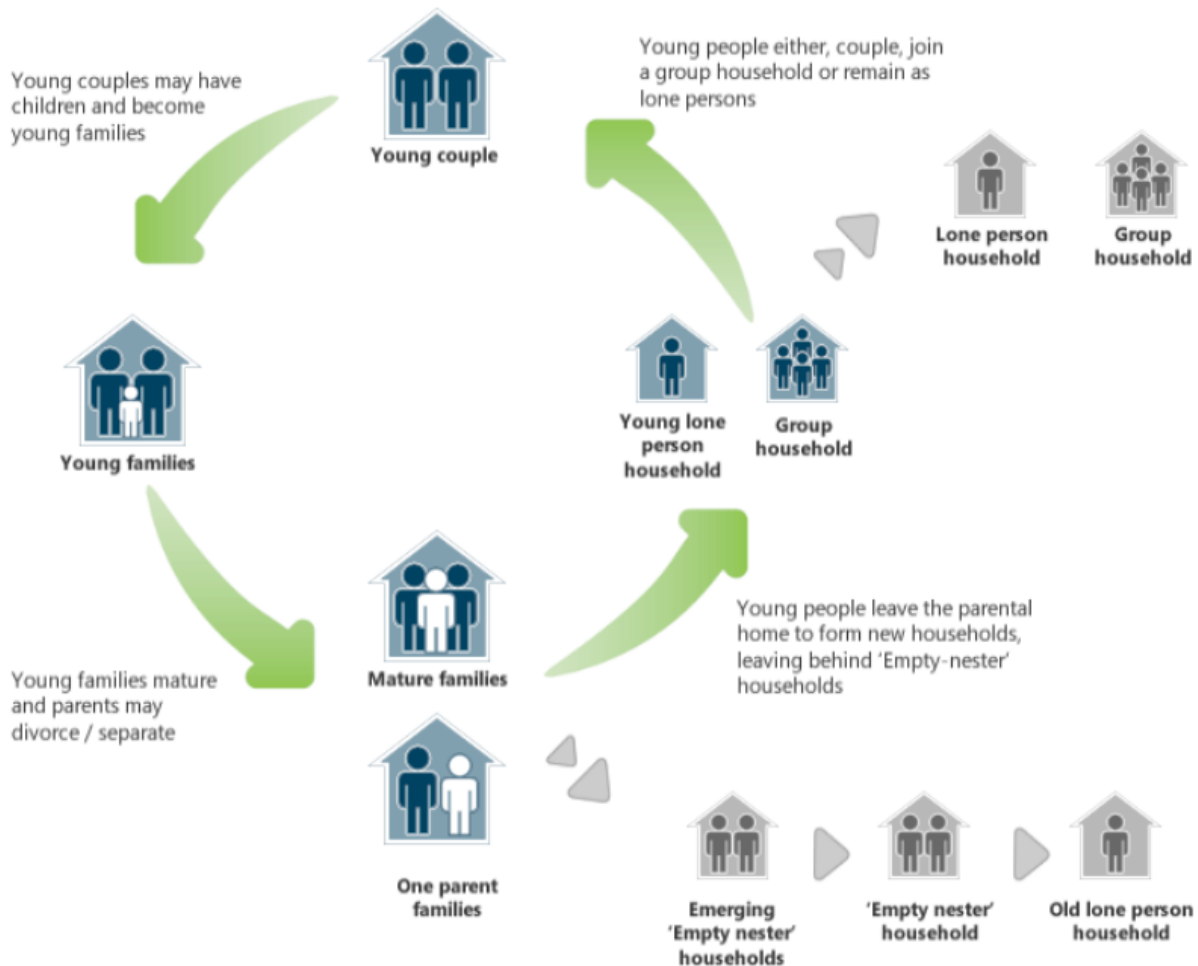
	Households	Percent
Total Number of Households	3,880	100.0%
1-person household	1,225	31.6%
2-person household	1,268	32.7%
3-person household	559	14.4%
4-or-more-person household	828	21.3%

Source: 2013-2017 ACS 5-Year estimate

Age of Residents

Different age groups have different housing needs. As people go through the “household cycle,” the need or desire to rent or own a dwelling changes as well. As a person gets older, there may be a need for personal care as well. Figure 1 depicts the lifecycle of an average household.

Figure 1: Household Lifecycle Diagram



Source: .id the population experts

As shown in the Household Life Cycle diagram, a household goes through several stages.

- A Young Lone Person or Group Household will typically rent.
- A Young Couple will typically rent but may begin planning for a home.
- A Young Family may rent but look at homeownership as well. A small home may transition to a larger home.
- Mature Families will generally own a home and may look at aging in place as their children grow older.
- Couples may divorce creating One Parent Households or a Lone Person Household. They may rent or own a home.
- As children grow older and leave home, Empty Nester Households are created. These households may no longer need their larger home and want to downsize to a smaller home, apartment or condominium. They may also need care as they get older so there may be a need for senior housing, assisted living facilities or nursing homes.

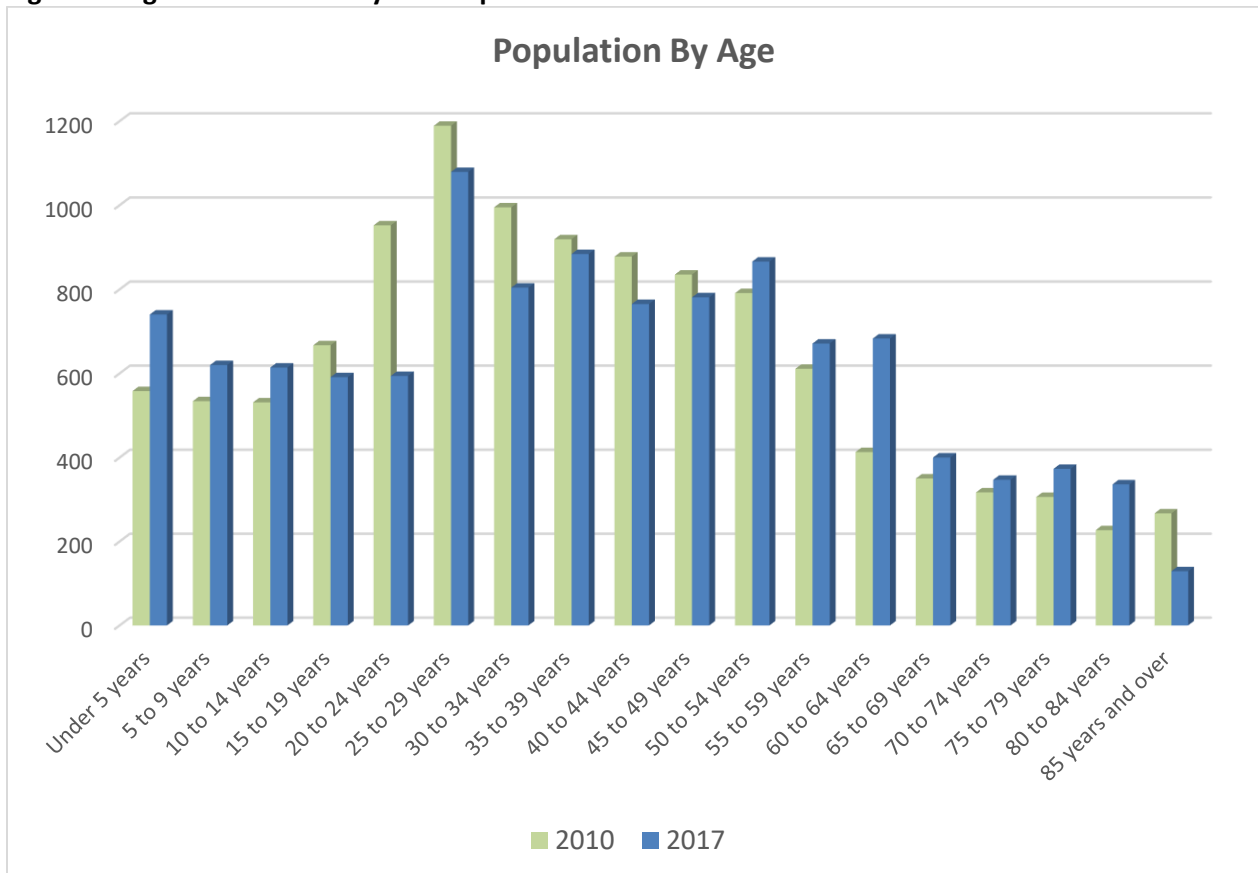
Table 7 and Figure 2 compare the number of residents in 2010 and 2017 by age group. The table shows three distinct age groupings.

- First, the number of residents from *Under 5 years to 10 to 14 years* is increasing indicating increasing households with younger children.
- It shows a decreasing number of residents from *15 to 19 years through 45 to 49 years* of age. These declining numbers may be due to decreasing household sizes, young adults in college, or younger working adults and families moving away for work or other reasons.
- The population *50 years and older* is growing. Some older residents prefer to stay in their homes as long as possible, but others may prefer to live in apartments or condominiums where mowing, shoveling and home maintenance is not their responsibility.

Table 7: Age of Residents-City of Waupun

Age	2010	2017	Change
Under 5 years	558	740	182
5 to 9 years	534	620	86
10 to 14 years	531	614	83
15 to 19 years	667	591	76
20 to 24 years	952	594	358
25 to 29 years	1189	1079	110
30 to 34 years	995	804	191
35 to 39 years	919	884	35
40 to 44 years	878	765	113
45 to 49 years	835	781	54
50 to 54 years	791	866	75
55 to 59 years	611	671	60
60 to 64 years	413	683	270
65 to 69 years	350	400	50
70 to 74 years	317	347	30
75 to 79 years	306	373	67
80 to 84 years	227	336	109
85 years and over	267	129	138

Source: 2010 U.S. Census Bureau and 2013- 2017 ACS 5-Year estimate

Figure 2: Age of Residents-City of Waupun

Source: 2010 U.S. Census Bureau and 2013-2017 ACS 5-Year estimate

Sensitive Populations

Sensitive populations include the economically disadvantaged, racial and ethnic minorities, the uninsured, low income children, the elderly, the homeless, and those with other chronic health conditions. Sensitive populations are finding housing options that meet their needs non-existent, limited, and/or unaffordable.

The American Community Survey tries to identify six aspects of disability including hearing, vision, cognitive, ambulatory, self-care, and independent living. Table 8 shows that almost 12% of the Waupun civilian noninstitutionalized population is disabled. The largest percentage of disabled people occurs in the 65 years or over group where 36.6% of that population has a disability.

There is an ever-increasing need for “aging in place” type homes that allow the elderly or disabled population to stay in their homes or move to dwellings that are ADA compliant (single family or rental). Although some homes or apartments are wheelchair accessible, many, due to their age, do not allow a person to “age in place.” This means that these homes may need a ramp at the front door, grab bars in the tub or shower, nonskid floors, more comfortable handles on doors or faucets, etc. to allow people to stay in their home. Older homes may need

remodeling to accommodate elderly or disabled residents because rooms and hallways tend to be smaller, which makes it difficult to use a wheelchair, stairs prohibit access to the second floor and, in some instances, there is no bathroom on the first floor. There are City and County housing programs that can help low to moderate income residents to make accessibility improvements in their homes.

Table 8: Disability Status of the Civilian Noninstitutionalized Population

Type of Household	Population	Percentage
Total Civilian Noninstitutionalized Population	9,524	100.0%
With a disability	1,137	11.9%
Under 18 years	2,276	100.0%
With a disability	43	1.9%
18 to 64 years	5,737	100.0%
With a disability	541	9.4%
65 years and over	1,511	100.0%
With a disability	553	36.6%

Source: 2013-2017 ACS 5-Year estimate

Although predominately White, the race of Waupun residents is becoming more diverse (see Table 9). Since 2000, the percentage of residents who identify themselves as White decreased from 84.7% to 83.0% in 2017. The percentage of African Americans and American Indians has decreased in population while the number of people who identified themselves as Asian or Pacific Islander, Other Race, Two or More Races or Hispanic Identity has increased. Table 9 includes the institutionalized populations in Waupun.

Table 9: Population by Race-City of Waupun

Year	2010		2017		Percent Change 2010-2017
Race	Population	Percent	Population	Percent	
White	9,609	84.7%	9,904	83.0%	3.1%
African American	1,384	12.2%	702	5.9%	-49.3%
American Indian	133	1.2%	54	0.5%	-59.4%
Asian or Pacific Islander	55	0.5%	178	1.5%	223.6%
Other Race	60	0.5%	300	2.5%	400.0%
Two or More Races	99	0.9%	139	1.2%	40.4%
Hispanic Identity	217	1.9%	655	5.5%	201.8%

Source: US Census 2010 100% data and 2013-2017 ACS 5-Year estimate

Table 10 shows that 9% of the households have one parent and no spouse. A single parent may not be able to find affordable housing when there is only one income in the household.

Table 10: Single Parent Households

Type of Householder	Number	Percentage
Total Households	3,880	100.0%
Male householder, no wife, with own children under 18	201	5.2%
Female householder, no husband, with own children under 18	148	3.8%

Source: 2013-2017 ACS 5-Year estimate

Sometime parents are unable to care for their children and the grandparents become responsible for them. This can be difficult because many grandparents are on fixed incomes and may have health limitations as well. Table 11 shows that 1.3% of households consist of grandparents taking care of their grandchildren.

Table 11: Grandparents

Type of Householder	Number	Percentage
Total Households	3,880	100.0%
Grandparents responsible for Grandchildren	49	1.3%

Source: 2013-2017 ACS 5-Year estimate.

If a person lacks health insurance, they may avoid seeking medical help because of the cost, or they will see a doctor, but then have to pay medical expenses out of pocket. An unexpected expense like this can make having money for housing, food and other essentials very difficult to save for. Table 12 shows that 95.2% of civilian noninstitutionalized have some form of health insurance.

Table 12: Health Insurance

Age	Total		Insured	
	Number	Percent	Number	Percent
Civilian Noninstitutionalized Population	9,524	100.0%	9,063	95.2%
Under 19 years	2,419	100.0%	2,371	98.0%
19 to 64 years	5,594	100.0%	5,181	92.6%
65 years and older	1,511	100.0%	1,511	100.0%

Source: 2013-2017 ACS 5-Year estimate

Table 13 shows the household and income limits for low to moderate Income (LMI) residents. In the City of Waupun, Dodge County, 44.12% of households are considered LMI compared to 36.59% of Waupun households in Fond du Lac County. There are financial aid programs for housing and City infrastructure projects if they serve LMI households.

Table 13: Low to Moderate Income Limits

County	CMI %	Size of Household							
		1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Dodge	30%	\$15,300	\$17,500	\$21,300	\$25,750	\$30,170	\$34,590	\$39,010	\$43,430
	50%	\$25,500	\$29,150	\$32,800	\$36,400	\$39,350	\$42,250	\$45,150	\$48,050
	80%	\$40,800	\$46,600	\$52,450	\$58,250	\$62,950	\$67,600	\$72,250	\$76,900
Fond du Lac	30%	\$15,850	\$18,100	\$21,330	\$25,750	\$30,170	\$34,590	\$39,010	\$43,430
	50%	\$26,400	\$30,150	\$33,900	\$37,650	\$40,700	\$43,700	\$46,700	\$49,700
	80%	\$42,200	\$48,200	\$54,250	\$60,250	\$65,100	\$69,900	\$74,750	\$79,550

Source: U.S. Department of Housing and Urban Development

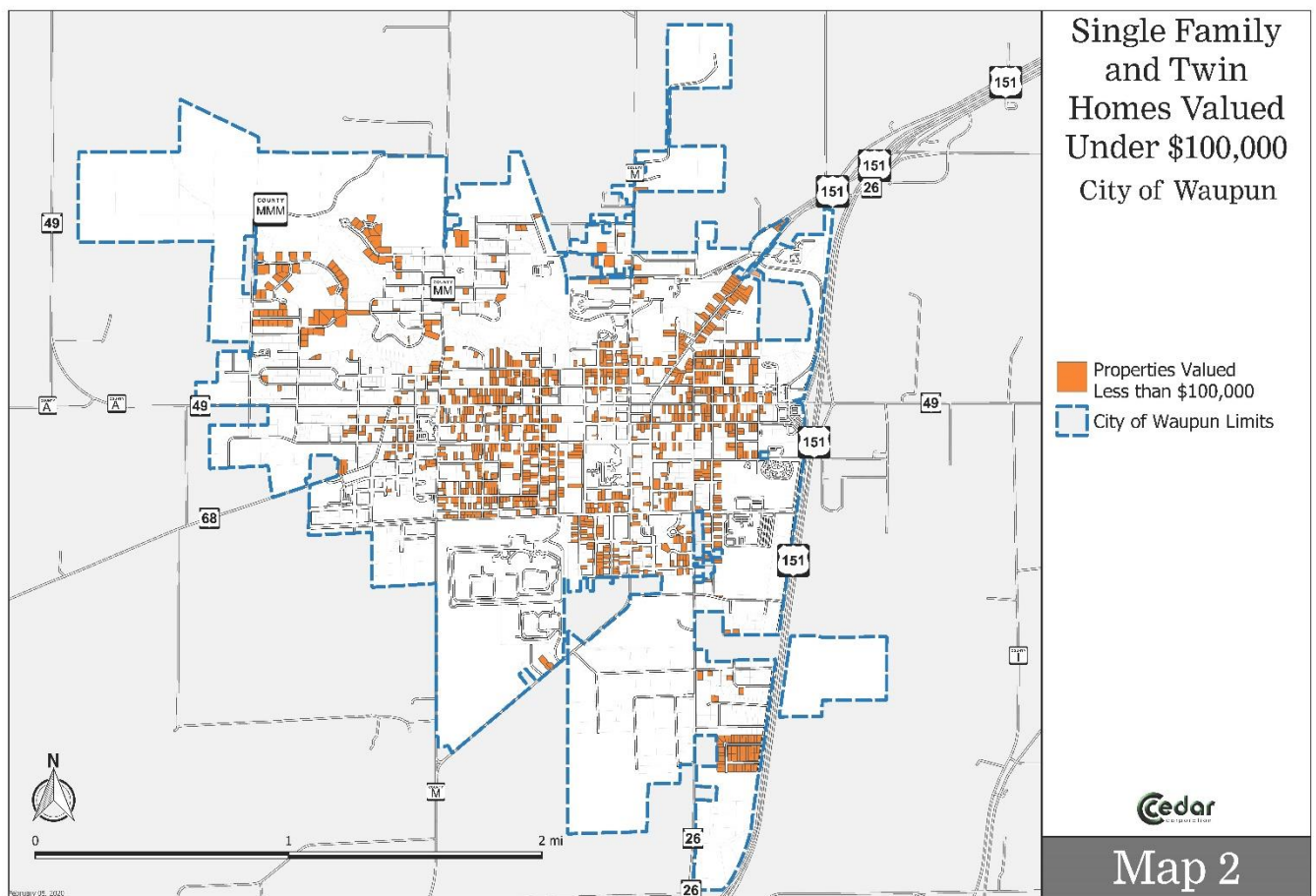
Chapter 3

Existing Housing Characteristics

Introduction

Existing housing statistics can provide insight into the age of housing, potential condition, and the ratio of homeowners to renters. This can tell us the possible need for housing rehabilitation, new housing, and what types of housing may be in demand.

Map 2 shows the location of single family and twin homes with combined land and improvement values of \$100,000 or less. We assume homes in this value range are older and smaller and may have some of the issues highlighted earlier such as inefficient heating and cooling systems, inefficient window, or old water and sanitary sewer pipes. These conditions can make inexpensive homes expensive to maintain. Some of these properties are in newer subdivisions but do not have homes on them therefore the value represents only the land. Most of the homes are located in the areas of the City that were first developed.



Analyzing the age of the housing stock in the City of Waupun can give us a sense of the condition and accessibility of dwellings. In Waupun, almost 76% of all housing stock was built in 1980 or earlier (see Table 14).

Although the 2013-2017 data does not indicate the condition of the housing stock, homes built in 1980 or earlier may have structural, mechanical, or other conditions that may make them expensive to maintain, heat/cool, inaccessible to handicapped residents, or may have an impact on a person's health. Typical conditions of an aging housing stock include:

- Lead paint
- Asbestos in building materials
- Inefficient heating and cooling systems
- Old water and sanitary sewer systems
- Inadequate insulation and inefficient windows
- Steps into the home and bedrooms and bathrooms on the 2nd floor
- Narrow hallways and stairs and overall small rooms

Table 14: Year Structure Built-City of Waupun

Year Structure Built	Units	Percentage
Total House	4153	100.0%
Built 2014 or later	0	0.0%
Built 2010 to 2013	40	1.0%
Built 2000 to 2009	432	10.4%
Built 1990 to 1999	525	12.6%
Built 1980 to 1989	300	7.2%
Built 1970 to 1979	336	8.1%
Built 1960 to 1969	388	9.3%
Built 1950 to 1959	584	14.1%
Built 1940 to 1949	292	7.0%
Built 1939 or earlier	1256	30.2%

Source: 2013-2017 ACS 5-Year estimate

Table 15 shows the number of residential dwelling units constructed since 2010. This can be used to supplement the information in Table 14. In most communities, home construction came to a halt when the Great Recession started in 2008 and is slowly recovering. Between 2010 and 2019, the City of Waupun saw 59 new single family homes and 66 rental units built for a total of 125 new dwelling units in the City. In some cases, these dwellings were occupied by people already living in Waupun, therefore, freeing up their homes and apartments for others.

Table 15: Residential Building Permits

Year Structure Built	Single Family Units	Multi-Family Units	Total Dwelling Units
2010	2	0	2
2011	2	0	2
2012	3	32	35
2013	5	32	37
2014	4	0	4
2015	5	0	5
2016	8	0	8
2017	4	0	4
2018	13	0	13
2019	10	2	12
Total	56	66	122

Source: City of Waupun Building Inspector

Homeownership is a goal for many in the United States though not everyone will want to own a home or may not have the means to own a home. Table 16 shows that 65.6% of housing units are owner-occupied and 34.4% are renter-occupied, which is similar to the state ratio.

Table 16: Occupancy Rates

Housing Tenure	Estimate	Percentage
Occupied Housing Units	3,880	100.0%
Owner-Occupied	2,545	65.6%
Renter-Occupied	1,335	34.4%

Source: 2013-2017 ACS 5-Year estimate

Apartment Complex Vacancy and Occupancy

The 2013-2017 ACS 5-Year estimate does not provide adequate vacancy data however, in 2017, the City of Waupun performed an Apartment Vacancy Analysis that surveyed apartment complexes registered in the City. The report took sourced market data for apartments in the City and combined it with direct information from property managers of apartment complexes.

As of May 2017, there was a total of 27 apartments registered of which 23 complexes were surveyed about their number of units, occupancy, vacancy, year built, property type, primary reasons they are unable to rent, and monthly rent range. Of the total 23 complexes surveyed, there were a total of 655 total units in the City indicating the following occupancy and vacancy rates:

- City Apartment Occupancy Rate: 94.96% 622 units
- City Apartment Vacancy Rate: 5.04% 33 units

The full Apartment Analysis Report is found in Appendix A.

In our recent conversations with homebuilders, realtors, and property managers, they indicated that current vacancy rates are low and homes do not stay on the market long. A search of Realtor.com shows that there are typically 40 to 50 homes for sale in the City of Waupun. Realtors have stated that the asking price of homes is often above the assessed value and that the accepted offer can be even higher than the asking price because of the demand. This will be discussed more in Chapter 5.

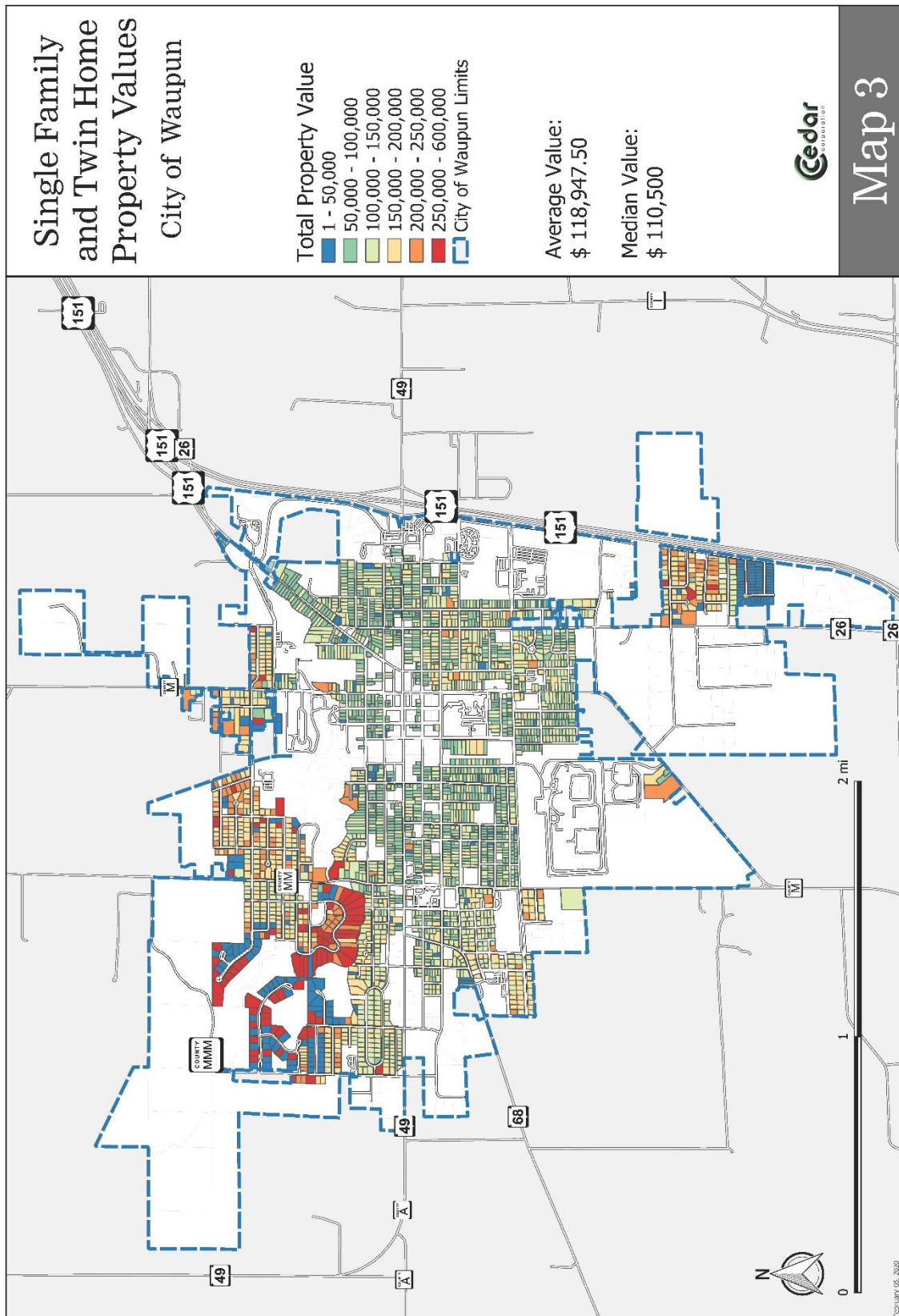
Table 17 shows estimated home values in the City of Waupun. About 30% of homes are valued at \$99,999 or less, approximately 41% are valued between \$100,000 and \$149,999 and approximately 25% are valued between \$150,000 and \$249,999. Many new homes constructed since 2010 fit into this last range though some are valued higher.

Table 17: Housing Values

Value	Number	Percent
Total Housing	2544	100.0%
Less than \$10,000 to \$49,999	66	2.6%
\$50,000 to \$99,999	703	27.6%
\$100,000 to \$149,999	1,051	41.3%
\$150,000 to \$199,999	458	18.0%
\$200,000 to \$249,999	166	6.5%
\$250,000 to \$600,000	100	3.9%

Source: 2013-2017 ACS 5-Year estimate

Map 3 shows the distribution of single family and twin home land and improvement values in the City of Waupun. Not surprisingly, the older parts of the City have the lower home values because of being older and smaller homes while the outer edges of the City have been built up more recently and have larger lots and larger homes. The areas showing lower property values can be targeted for housing program information that can be used to remodel older properties.



Chapter 4

Economic Factors and Housing Affordability Gaps

Introduction

Employment opportunities, wages, and construction costs directly affect the type of housing a person can afford. There are a number of ways we can try to determine if housing is affordable for residents, where there are gaps in affordable housing, and reasons for high housing costs.

Income and Housing Affordability

As mentioned in Chapter 1, affordable housing is housing where a household pays no more than 30% of their gross income for housing and related costs (property taxes, utilities, maintenance, etc.). This applies to both homeowners and renters.

Table 18 shows selected monthly owner costs as a percentage of household income. When looking at all households in the City of Waupun earning \$20,000 or less, 256 households or 85% of those households, are spending 30% or more of their income on housing related costs.

For households in the City of Waupun earning \$20,000 to \$34,999, 142 households or 59% of those households, are spending 30% or more of their income on housing related costs.

Approximately 33% of households earning between \$35,000 and \$49,999 are spending 30% or more of their income on housing related costs. Housing becomes more affordable once household income reaches \$50,000.

Table 18: Selected Monthly Owner Costs as a Percentage of Household Income

Household Income Bracket	Selected Monthly Owner Costs as a Percentage of Household Income	Number of Households	Percent of Households in Income Bracket
Less than \$20,000	Less than 20 percent	9	3%
	20 to 29 percent	37	12%
	30 percent or more	256	85%
\$20,000 to \$34,999	Less than 20 percent	48	20%
	20 to 29 percent	49	21%
	30 percent or more	142	59%
\$35,000 to \$49,999	Less than 20 percent	197	55%
	20 to 29 percent	46	13%
	30 percent or more	118	33%
\$50,000 to \$74,999	Less than 20 percent	410	70%
	20 to 29 percent	149	26%
	30 percent or more	23	4%
\$75,000 or more	Less than 20 percent	902	87%
	20 to 29 percent	131	13%
	30 percent or more	9	1%
Zero or negative income		18	N/A

Source: 2013-2017 ACS 5-Year estimate.

Table 19 shows selected monthly renter costs as a percentage of household income. For households earning \$20,000 or less, 329 households or 95% of those households, are spending 30% or more of their income on gross rent.

Households earning \$20,000 to \$34,999, 169 households or 50% of those households, are spending 30% or more of their income on gross rent.

Renting becomes more affordable once household incomes reaches \$35,000 with only 12% or 26 households spending 30% or more of their income on rent.

Table 19: Gross Rent as a Percentage of Household Income

Household Income Bracket	Gross Rent as a Percentage of Household Income	Number of Households	Percent of Households in Income Bracket
Less than \$20,000	Less than 20 percent	19	5%
	20 to 29 percent	0	0%
	30 percent or more	329	95%
\$20,000 to \$34,999	Less than 20 percent	0	0%
	20 to 29 percent	169	50%
	30 percent or more	169	50%
\$35,000 to \$49,999	Less than 20 percent	133	60%
	20 to 29 percent	63	28%
	30 percent or more	26	12%
\$50,000 to \$74,999	Less than 20 percent	110	64%
	20 to 29 percent	63	36%
	30 percent or more	0	0%
\$75,000 or more	Less than 20 percent	186	100%
	20 to 29 percent	0	0%
	30 percent or more	0	0%
Zero or negative income		51	N/A
No cash rent		18	N/A

Source: 2013-2017 ACS 5-Year estimate.

Table 20 shows the type of industries in the City of Waupun provided by the North American Industry Classification System (NAICS). NAICS is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. We can use this information to evaluate local average annual wages by industry to determine if wages are adequate to afford housing in Waupun.

In the City of Waupun, the top four (4) industries employ an estimated 2,641 workers who have average annual wages between \$41,398 and \$53,141. When cross-referenced with Tables 18 and 19, we can conclude that these wages would allow a person to afford housing in Waupun. The next three (3) industries employ an estimated 716 workers who have average annual wages between \$14,289 and \$28,628. Crossing-referencing Tables 18 and 19 one can see that these wages would make it difficult for that person to find affordable housing in Waupun. Finally, Table 20 does not show any statistically significant employment growth over the next five (5) years in any industry assuming historical growth remains the same.

Table 20: Industry Snapshot in the City Of Waupun, WI

Table 20: Industry Snapshot in City of Waupun, WI

NAICS	Industry	Current			5-Year History		5-Year Forecast				
		Empl	Avg Ann Wages	LQ	Empl Change	Ann %	Total Demand	Exits	Transfers	Empl Growth	Ann % Growth
92	Public Administration	1,317	\$44,298	7.13	41	0.6%	573	254	345	-26	-0.4%
62	Health Care and Social Assistance	521	\$42,580	0.92	53	2.2%	268	122	127	19	0.7%
31	Manufacturing	402	\$53,141	1.24	74	4.1%	190	76	130	-16	-0.8%
61	Educational Services	401	\$41,398	1.25	14	0.7%	175	88	95	-8	-0.4%
44	Retail Trade	327	\$26,956	0.80	-5	-0.3%	218	96	122	0	0.0%
72	Accommodation and Food Services	233	\$14,289	0.66	16	1.5%	191	84	105	2	0.2%
81	Other Services (except Public Administration)	156	\$28,628	0.92	4	0.5%	91	41	48	1	0.2%
54	Professional, Scientific, and Technical Services	98	\$50,204	0.37	-10	-2.0%	44	16	26	1	0.3%
48	Transportation and Warehousing	97	\$52,931	0.55	23	5.6%	49	22	29	-2	-0.5%
52	Finance and Insurance	92	\$56,776	0.60	3	0.7%	41	16	27	-2	-0.4%
23	Construction	73	\$63,625	0.32	-3	-0.7%	45	13	24	8	2.0%
42	Wholesale Trade	64	\$53,424	0.43	5	1.8%	33	13	21	0	0.0%
11	Agriculture, Forestry, Fishing and Hunting	42	\$41,644	0.79	-1	-0.6%	23	10	13	0	0.2%
71	Arts, Entertainment, and Recreation	42	\$17,903	0.53	-10	-4.3%	30	13	16	1	0.4%
53	Real Estate and Rental and Leasing	41	\$41,467	0.60	6	3.1%	21	9	11	0	0.1%
22	Utilities	10	\$56,794	0.49	-7	-10.3%	5	2	3	0	0.3%
56	Administrative and Support and Waste Management and Remediation Services	6	\$30,875	0.02	-6	-13.8%	3	1	2	0	0.3%
51	Information	2	\$34,009	0.03	-9	-27.8%	1	0	1	0	-0.8%
55	Management of Companies and Enterprises	2	\$100,069	0.04	-1	-6.0%	1	0	1	0	0.0%
21	Mining, Quarrying, and Oil and Gas Extraction	1	\$49,560	0.08	-2	-14.3%	1	0	0	0	-1.3%
	Total - All Industries	3,926	\$46,546	1.00	185	1.0%	2,115	915	1,221	-21	-0.1%

Source: JobsEQ 2018

Table 21 shows occupation wages based on Standard Occupational Classification (SOC) system data for the City of Waupun. The SOC system is a federal statistical standard used by federal agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data.

For each occupation, the mean or average annual wage is shown for a worker in Waupun as well as the entry-level and experienced averages. This is compared to the mean in Wisconsin and the USA. In most categories, the mean wage in Waupun is less than that of Wisconsin and, except for one category, is less than the mean in the USA. It should be noted that salaries attributed to the prisons are incorporated in NAICS 92.

Cross-referencing Tables 18 and 19 with table 21 shows that residents in occupations paying \$50,000 or more would have the most success finding an affordable home or apartment in the City of Waupun and it would become more difficult as occupation wages decrease.

Table 21: Occupation Wages, Average Annual in City of Waupun, WI

SOC	Occupation	Mean	Waupun		Mean	
			Entry Level	Experienced	Wisconsin	USA
11-0000	Management Occupations	\$101,100	\$56,100	\$123,500	\$110,900	\$120,900
13-0000	Business and Financial Operations Occupations	\$61,700	\$39,600	\$72,800	\$65,200	\$76,900
15-0000	Computer and Mathematical Occupations	\$67,900	\$42,100	\$80,900	\$77,200	\$91,600
17-0000	Architecture and Engineering Occupations	\$69,300	\$48,400	\$79,700	\$72,900	\$87,400
19-0000	Life, Physical, and Social Science Occupations	\$60,500	\$38,300	\$71,600	\$64,600	\$76,000
21-0000	Community and Social Service Occupations	\$44,800	\$29,500	\$52,400	\$44,800	\$49,200
23-0000	Legal Occupations	\$62,500	\$38,900	\$74,300	\$97,200	\$109,000
25-0000	Education, Training, and Library Occupations	\$46,200	\$29,600	\$54,600	\$51,400	\$56,500
27-0000	Arts, Design, Entertainment, Sports, and Media Occupations	\$42,100	\$24,200	\$51,000	\$46,500	\$59,300
29-0000	Healthcare Practitioners and Technical Occupations	\$78,600	\$54,400	\$90,700	\$81,500	\$82,100
31-0000	Healthcare Support Occupations	\$32,000	\$25,300	\$35,400	\$32,600	\$32,300
33-0000	Protective Service Occupations	\$45,900	\$34,700	\$51,500	\$44,600	\$48,400
35-0000	Food Preparation and Serving Related Occupations	\$22,800	\$17,400	\$25,500	\$23,300	\$25,600
37-0000	Building and Grounds Cleaning and Maintenance Occupations	\$28,800	\$19,000	\$33,800	\$29,000	\$29,900
39-0000	Personal Care and Service Occupations	\$26,400	\$20,000	\$29,600	\$25,900	\$28,100
41-0000	Sales and Related Occupations	\$38,100	\$19,200	\$47,500	\$40,400	\$41,900
43-0000	Office and Administrative Support Occupations	\$35,900	\$23,000	\$42,400	\$37,300	\$39,000
45-0000	Farming, Fishing, and Forestry Occupations	\$31,000	\$22,100	\$35,500	\$30,600	\$29,200
47-0000	Construction and Extraction Occupations	\$50,000	\$32,900	\$58,600	\$53,700	\$51,200
49-0000	Installation, Maintenance, and Repair Occupations	\$47,800	\$33,100	\$55,100	\$47,800	\$48,900
51-0000	Production Occupations	\$38,200	\$28,800	\$42,900	\$39,100	\$39,200
53-0000	Transportation and Material Moving Occupations	\$35,900	\$25,500	\$41,200	\$37,100	\$38,100
00-0000	Total - All Occupations	\$45,000	\$27,400	\$53,800	\$47,400	\$51,800

Source: JobsEQ 2018

Affordable Housing Gap

To identify gaps in affordable housing, household incomes are used to calculate what the household could pay for housing that would be considered affordable. Then the number of homes that fit those incomes are compared to see if there is a shortage of homes for households to purchase.

Table 22 shows the gap between household income and levels and approximate home value. To calculate this, these assumptions were made.

- A 5% down payment was provided.
- The home loan has a fixed rate of 3.75% for 30 years.
- Property taxes were based on a 0.02% mill rate.
- Yearly homeowners insurance is 0.0035% of the assessed value.
- Twenty-two percent of gross income is spent on the mortgage.

The Table shows that there is a gap (shortage) in housing that would be considered affordable (homes that costs 30% of the household income or less) for the following incomes:

- \$20,000 or less
- \$50,000 to \$74,999
- \$75,000 or more

There is an excess amount of homes considered affordable (homes that would cost 30% of the household income or less) for households earning the following incomes:

- \$20,000 to \$34,999
- \$35,000 to \$49,999

Table 22 shows that there are an estimated 1,624 households with income levels over \$50,000. This income group can afford homes that cost \$150,000 or more. However, Waupun has an estimated shortage of 900 homes that households in this income level could afford. The result is that these households are buying lesser valued homes, competing directly with households in lower income levels. This increased buying demand forces up home prices for the lower income level households forcing them to spend more than 30% of their income on housing (and foregoing other expenditures) or to seek lower priced homes, homes below their household affordability level.

Table 22: Affordable Housing Gap Analysis

Household Income Level	Total Households	Minimum Affordable House Value	Maximum Affordable House Value	Approximate Home Value	Estimated # of Houses at or Below Maximum Affordable House Value	Estimated # of Houses between Min and Max House Value	Housing Gap
Less than \$20,000	302	\$0	\$56,495	Less than \$60,000	102	102	200
\$20,000 to \$34,999	239	\$56,495	\$94,448	\$60,000 - \$100,000	769	667	428
\$35,000 to \$49,999	361	\$94,450	\$132,403	\$100,000 - \$150,000	1,820	1,051	690
\$50,000 to \$74,999	582	\$132,406	\$195,662	\$150,000 - \$200,000	2,278	458	124
\$75,000 or more	1042	\$195,665	Or More	\$200,000+	2,544	266	776
Zero or Negative Income	18						

Source: US Census 2017 ACS 5 year estimate

By constructing more homes valued at \$150,000 or more, households with higher incomes may purchase them, freeing up lower cost housing for others but this does not address affordable housing for the lowest of household incomes. Most homes available for \$60,000 or less are typically mobile homes or small single-family homes in need of rehabilitation.

Development and Public Infrastructure Costs

A major reason housing development is becoming prohibitively expensive is that costs associated with construction and related infrastructure have gone up considerably over the last 20 years. The housing industry lost many homebuilders and developers after the Great Recession who went out of business. Today, according to a recent study released by the Wisconsin Realtors Association, construction costs are rising faster than inflation and incomes due to increases in material prices coupled with severe labor shortages. Currently, 73% of Wisconsin construction firms have labor shortages. Finally, those homebuilders and developers who are willing to make the large investment in land and infrastructure to build homes are only focusing on the larger homes in well-known markets located in larger cities in proven neighborhoods.

Another key factor related to increased housing costs is the costs of public infrastructure. Cedar Corporation researched costs for streets and utilities that it received for projects bid in 1998, 2008, and 2018. Table 23 shows the costs for per linear foot for street, sidewalk, watermain, storm sewer, and sanitary sewer construction have increased by 184.7% between 1998 and 2018. During the same time, the national inflation rate rose 54.1% meaning that the infrastructure costs associated with home development far outpaced inflation.

This large increase in street and utility costs is a main contributor to the financial gap developers have when trying to construct affordable housing.

Table 23: Street and Utility Costs for New Development

	1998	2008	2018
Street	\$80.02	\$134.28	\$224.67
Sidewalk	\$9.94	\$16.97	\$21.78
Watermain	\$36.25	\$70.28	\$109.74
Storm Sewer	\$26.12	\$35.00	\$78.91
Sanitary Sewer	\$32.19	\$53.94	\$90.23
Total per Foot	\$184.52	\$310.47	\$525.33

Source: Cedar Corporation

Table 24 takes the total per foot construction costs from Table 23 and applies it to different lot widths. This table assumes a house is being built on both sides of the street thus sharing the linear foot costs. The smaller lot sizes allow for a better distribution of construction costs, lowering each lot's share of the infrastructure costs.

Table 24: Infrastructure Costs Per Lot

	1998	2018
100' wide lot:	\$9,200	\$26,250
80' wide lot:	\$7,380	\$21,000
50' wide lot:	\$4,600	\$13,125

Source: Cedar Corporation

Using the cost per linear foot in Table 23 it would cost an estimated \$173,250 to construct 330 feet of road assuming a 36' wide road with a 5' sidewalk on one side

Table 25 shows that if six homes, three per each side of the street, were constructed and valued at \$250,000 each, it would take approximately 10 years for a TIF District to recover the costs to build the street.

Table 25: Example TIF Payback

Assuming a Mill Rate	\$20.00
Interest Rate	4.50%
Construction Cost	\$1,500,000
Assessed Value	\$1,500,000
Taxes Per Yr.	\$30,000
TIF Payback	
5 yrs.	\$75,519.27
7 yrs.	\$120,601.00
10 yrs.	\$181,201.51

Source: Cedar Corporation

Street and utility costs remain one of the biggest obstacles to affordably priced housing resulting in most, if not all, of the communities that Cedar has worked with over the past year having to support the costs of the public infrastructure costs or they would not have occurred. This support typically takes the form of TIF dollars being used to offset or pay for the public infrastructure.

Example Projects and the Capital Stack

Below are two cases studies on projects that have been completed by Movin Out, an affordable housing developer from Madison, Wisconsin, that Cedar Corporation has worked with. The Capital Stack represents the different layers of financing sources that go into funding the purchase and improvement of a real estate project. Neither project would have occurred without multiple sources of funding including TIF.

Elven Sted Apartments – Stoughton



TOTAL DEVELOPMENT COST \$7,344,000	
First Mortgage	\$640,000
9% Tax Credit Equity	\$5,550,000
Tax Incremental Financing	\$428,000
City Discount on Land Sale	\$164,000
HOME Funds	\$372,000
State of Wisconsin Brownfield Grant	\$190,000

- 33 units of mixed-income apartments
- 11 units targeted to households where one family member has a permanent disability
- Worked with City to plan and develop City-owned site as part of the City's Downtown Redevelopment Plan

Pioneer Ridge –Wisconsin Dells



TOTAL DEVELOPMENT COST \$13,055,713	
First Mortgage	\$2,675,000
9% Tax Credit Equity	\$7,234,277
Tax Incremental Financing (TIF)	\$715,000
WHEDA Second Mortgage	\$560,000
State HOME Funds	\$500,000
Federal Home Loan AHP Funds	\$675,000
Deferred Developer Fee	\$21,436

- 72 units of mixed-income housing
- 18 units targeted to households where one family member has a permanent disability.

Chapter 5

Stakeholder Interviews

Personal Perspective

Over 30 community stakeholders were invited to discuss their experiences and perspectives related to housing in the City of Waupun. The purpose of the interviews was to collect anecdotal information relative to Waupun's housing needs. Each stakeholder group had a unique perspective on housing needs in Waupun. The information gathered can help elected officials, City staff, stakeholders, and community members develop a meaningful sense of the housing market.

The information that follows is a summary of the personal perspective of stakeholders who met with Cedar Corporation, individually, or in a group, to discuss housing.

Apartment Owners and Property Managers

Apartment owners and property managers were asked questions related to the number of units they managed, who they rent to, number of bedrooms in the apartments, income requirements, and perceived community needs to gain their perspectives on housing needs.

The Landings Apartments and Lincoln School Apartments

The Landings Apartments and Lincoln School Apartments are affordable apartments created under the Section 42 Housing Program. Section 42 housing is a federal tax program that allows builders and developers to provide affordable housing. Developers receive a federal tax credit from the government. In order to receive the tax credit, the developer agrees to maintain properties in a safe and decent condition, plus maintain income and rent restrictions while they are receiving the credit. The income and rent restrictions must be maintained for 30 years.

Landing Apartments

The Landings Apartment were built in 1996. There are 64 apartment units in eight (8) buildings. Twenty-four (24) garage spaces are available to residents for an additional fee. The Landings Apartments have the following units:

- Twelve (12) 1-bedroom units charging \$525 to \$550/month
- Thirty-two (32) 2-bedroom units charging \$575 to \$625/month
- Twenty (20) 3-bedroom units charging \$675 to \$725/month

Water and garbage collection is included in all rents. Thirty-two (32) first floor apartments are handicapped accessible but not ADA accessible. Generally, the vacancy rates are low but there is no waiting list. When apartments become available, they are rented within a few months. The Landings Apartments accepts housing vouchers.

The Apartment Manager feels that based on the number of people inquiring about the availability of apartments, there appears to be a need for senior housing, handicapped accessible units, and 3+ bedroom apartments and that many people applying to rent these units do not qualify because they earn too much income or too little income to afford the rent.

Lincoln School Apartments

The Lincoln School Apartments were built in 1992. There are 45 units in one building. All units are 2-bedroom and 1-bathroom. Eight (8) of the units are market rate. The subsidized units are \$575 to \$625 per month and the market rate units are \$650 to \$700 per month. Vouchers are accepted. Vacancy rates are low but there is not a waiting list at this time. None of the units are handicapped accessible.

Experiences with applicants for the Lincoln School Apartments also indicated there was a need for senior housing, handicapped accessible units, and 3+ bedroom apartments.

The Apartment Manager stated that approximately 60% of people applying for apartments at either location are turned away because of having too much income, having a criminal background, or having bad credit. For both locations, most renters are working but have lower paying jobs.

The Lincoln School Apartments in 2022, and the Landings Apartments in 2027, will both convert to all market rate rents when their 30-year commitment to Section 42 requirements expire. The Landings Apartments and Lincoln School Apartments were the only apartment owners/property managers who were interviewed that stated they would eventually go to market rate rents, but there may be other apartment complexes in the City that were created under Section 42 that may also go market rate in the future.

The Parkview Apartments

The Parkview Apartments were built in the late 1970's. There are 64 2-bedroom 1-bathroom units in four (4) buildings. The apartments are 700 sq. ft. and all have attached 1-car garages. Rents are market rate, but they accept Section 8 vouchers. Seniors prefer the lower level units. These units have a six (6) to nine (9) month waiting period before a unit becomes available. The upper level apartments do not have a waiting list. Utilities are included in the rent except electricity and cable TV.

Based on people inquiring about the availability of apartments, the Apartment Manager feels that there is a need for senior housing and 3+ bedroom apartments. Additionally, the Manager stated that 2-bedroom apartments are easy to rent with most Parkview renters being younger couples starting out and seniors. Most renters are working.

The Westview Apartments

The Westview Apartments were built in 1970 and have the following units in two buildings:

- Forty (40) 2-bedroom units charging \$701/month)
- Eight (8) 1-bedroom units charging \$601/month)

Some units are reserved for Section 8 rental assistance, and the others have HUD income qualifications. All utilities are included except phone and cable. Only two people are allowed per bedroom. There is a 5% vacancy rate with apartments available most months due to a high renter turnover. The waiting list for an apartment can be three (3) to six (6) months due to the high number of people interested in the apartments.

Westview apartments do not rent 2-bedroom apartments to single persons to ensure the highest number of renters can find housing. The Westview Apartments get at least one call a week from someone looking for a 3+ bedroom unit.

The Whispering Oaks Apartments

The Whispering Oaks Apartments is a “55 years of age and older” apartment building. It is located in downtown Waupun and was the former High School that was remodeled into the following units:

- Twenty (20) 1-bedroom/1-bathroom apartments charging \$575 to \$600/month
- Seven (7) 2-bedroom/1-bathroom apartments charging \$700/month

Whispering Oaks provides all utilities and accepts vouchers. Parking spaces are provided, but there are no garages. Renters have access to several amenities including a community room, exercise room, fire pit, grills, and theater/TV room. All units are occupied, but there is no waiting list. Four (4) of the units are ADA compliant.

The Apartment Manager stated that generally, the 2-bedroom units rent faster than the 1-bedroom units. When a 2-bedroom unit becomes available, an existing renter in a 1-bedroom unit will move into it. The 2-bedroom units are more popular, but the owner believes there is a need for higher end senior apartments in the City.

The Former Christian Home Apartments

The former Christian Home and Rehabilitation Center has been remodeled into the following rental units:

- Nineteen (19) studio apartments charging \$550/month
- Five (5) 2-bedroom apartments charging \$800/month

All units are handicapped accessible and ADA compliant. Heat is included in the rent and vouchers are accepted. The remodeled units opened in September 2019. There is no waiting list at this time. Some of the units are rented to short-term employees such as traveling nurses, young professionals, or employees at the prisons who will live and work in Waupun for a limited time.

The owner believes there is a demand for more 2-bedroom apartments in Waupun. The owner had a good experience working with the City and found staff to be helpful. In general, a faster process to be able to complete the review and approval process would be helpful.

Contractors and Developers

Contractors and developers were asked questions related to the types of housing they are building, price range, experience working with City staff, homebuyer or renter desires, and perceived needs in the City of Waupun.

Contractor-Single Family Residential

The contractor is currently building one-story single-family homes in Waupun on 13 lots that were purchased from the City. All of the homes have been “spec” homes on approximately 0.3-acre lots and sold before construction was completed. The cost of the new homes ranged from \$240,000 to \$280,000. The contractor purchased the lots and built in Waupun because the City owned the lots and sold them at a fair price.

In the contractor’s opinion, the most important factor to his homebuyers was the price of the home compared to lot size or community amenities. The homes built appealed to entry level and mid-level homebuyers. The contractor also has a 2-bedroom and 2-bathroom model with an unfinished basement and egress window that he is able to sell at approximately \$200,000. This model would be an entry-level new home with the ability to add a bedroom and finished basement in the future.

In general, the contractor found working with the City of Waupun on this project was a positive experience and felt that City staff was helpful and the Common Council was knowledgeable. He believed everyone was flexible and open to ideas. One suggestion was to shorten the time it takes from concept to construction and that it would benefit all builders and developers in the future.

Developer-Multi-Family Homes

The developer is currently working with the City of Waupun on two proposed projects to construct single-story multi-family homes in two locations in the City. The proposed units would be 2-bedroom 2-bathroom 1,260 sq. ft. with an attached single car garage.

The proposed rents would be between \$1,100 and \$1,200 per month. All units would be handicapped accessible with utilities included except for electricity and phone. The apartments would have a manager on site. Typically, 90% of the developer’s renters tend to be seniors who are now renting because they no longer want a home but want to stay in Waupun.

The developer is proposing to construct the multi-family units in Waupun because of the aging population and believed their apartment layout was very attractive to older residents. Another reason was that the City reached out to them and negotiated a fair price for the land, which helped offset the expense of utilities. In the developer’s opinion, the biggest development costs are land acquisition and utilities.

The developer stated that the City has been easy to work with, communicates well, and that everyone works well together. The developer feels the development approval process could be

streamlined to reduce the time it takes to develop a property. A suggestion is to have a “developer’s packet” that would have all fees, timelines, and regulations in one location.

Business Leaders

Local business leaders were asked questions related to employment needs, the employees experience looking for housing in Waupun, employees perceived community needs, and overall perceived housing needs in the City.

All three businesses that were part of the discussion are currently seeking a limited number of employees over the next year or two. Each business was concerned about their aging workforce and that they will not be able to find a qualified workforce to replace the upcoming retirements. The businesses stated their workforce is comprised of both married and single individuals with a smaller percentage being couples just starting families but a high percentage of employees nearing retirement age. People applying for work typically have experience within the field they are applying for with many having at least a 2-year degree.

The business leaders have only heard of a few cases where a potential employee could not find housing that met their needs. In all cases, these employees were in upper management and ended up finding housing in surrounding communities. The businesses felt that this was due to most of the potential employees were already living in surrounding communities and were willing to continue to live there and commute to Waupun.

Depending on the employee, they are either looking for 1- and 2-bedroom apartments or higher-end homes to purchase. Some of the businesses have employees who will live in Waupun for a short time and are only looking for apartments. Higher end larger homes are hard to find in Waupun for employees in management positions. The shortage of homebuilders, many who went out of business after the Great Recession, results in longer wait times for custom homes and has resulted in employees seeking housing outside of Waupun.

In only one instance did a prospective employee turn down a job offer due to housing. This appeared to be because the only homes for sale were near the prisons. The businesses felt that not only is there a lack of the right kind of housing, but also a lack of amenities in the community such as restaurants and shopping choices that impact an employee’s choice of where to live. All the businesses stated that at least one-half to two-thirds of their workforce lives in Waupun and that they predominantly fill their new positions with individuals from other communities who are willing to commute to Waupun. This willingness to drive may be tied to many of the employees and perspective employees having families and have set their roots down in communities outside of Waupun.

The businesses felt that factors potential employees consider when choosing a place to live in are perceived higher quality of life along with more restaurant and shopping choices. Additionally, the lack of population diversity was seen as a hindrance in attracting a diverse workforce to Waupun.

According to the business leaders, the biggest housing challenge is a lack of good quality 1- and 2-bedroom apartments coupled with the need for higher end homes that are either ready to be occupied or custom-built homes that can be constructed quickly.

None of the businesses have considered partnering with a developer/builder to construct housing however, the following ideas were discussed to help attract new residents.

- Working with developers of rental units to reserve/guarantee a number of units for short-term employees.
- Creating a community welcome package for potential employees that promotes the City and all it has to offer to a new family or individual.
- Creating a community welcome group where the traveling spouse could meet other spouses and learn about the City and all it has to offer.

Realtors

Realtors were asked questions related to housing demand, costs, what clients are looking for in a home, what is available, and perceived housing needs.

The realtors who participated in the discussion felt that there was a strong demand for senior condominium housing that was built on one level with shared yard and amenities. They stated that there are a large number of seniors who are looking to downsize and move into this type of living arrangement. Further, when these types of homes come onto the market, the realtors see multiple offers.

There is a shortage of homebuilders in Waupun meaning less homes are being built even though there is a demand. People are looking for 3-bedroom 2-bathroom homes. Many older people, although they need less space, also want a 3-bedroom home for the resale value. The minimum new home size is typically 1,600 to 2,000 sq. ft. with an open concept and 3-car garage. Lot size is not a factor for buyers looking in the City. People want convenience in the form of “live in place” homes, zero thresholds, and door openings of 36”.

All age groups are looking for homes. People in their first home are finding it difficult to find their next home. There is a lack of land available for new subdivisions and housing is needed near the Industrial Park.

The quality of the School District is important to homebuyers with children. More retail options would also help bring people into Waupun. It is important that people can live, work, and shop in the City. More people are improving their residential properties, which makes the community more attractive and commercial property owners in the downtown should continue making improvements. Community promotion could be improved by bringing back the “Welcome Wagon” idea and keeping websites that promote the City current and attractive.

The homebuyer market is very competitive right now and there is a small amount of homes for sale at any given time. Homes are selling quickly and usually above asking price. For lower wage

earners, it is difficult to afford a new home and existing homes, in their price range are hard to find. Some of this is related to the small number of homes priced \$275,000 and above. Households who can afford those homes cannot find them, therefore, they buy lower priced homes, which makes those unavailable to households with lower incomes. Homes in this price range also act as the second home for many and, if they are not available, those residents stay in their first homes longer tying up affordable housing stock.

Currently, it is difficult to find homes for sale in the \$180,000 to \$260,000 range, and any single-story home priced up to \$275,000 sells quickly. There is also a growing demand for homes in the \$300,000 range.

A few of the realtors stated that It would be helpful if the City owned land designated for residential development to help offset builder costs. One realtor knew people who were looking to build duplexes in Waupun but cannot find “reasonably priced land.” The general feeling was the City, through land control, could transfer City-owned land for a reduced cost to stimulate housing development.

Many of the existing homes are dated and need some work, but younger buyers want a “finished home” that is “move in ready.”

Waupun’s Homeless Population

Identifying the homeless population in a community is difficult as most homeless people are mobile and tend to move frequently depending on the season and weather. A diverse group of agencies was asked questions related to identifying the homeless population in the City, perceived causes of homelessness, and housing related needs for the homeless and other residents who need help due to the risk of becoming homeless.

Police Department

The City of Waupun Police Department (WPD) does not keep records of the number of homeless people encountered each year, and there are no official policies and/or procedures in place if a homeless person or family is identified. Typically, the WPD is made aware of a homeless person when that person contacts them for assistance. In most cases, these homeless are traveling through Waupun to reach another destination.

According to the Police Department, the most common reasons for their situation are related to mental illness or drugs and alcohol. Most do not engage in criminal activity while in Waupun.

To help the homeless, the Salvation Army-Dodge County will provide vouchers for 1-night stays in a local hotel and then transportation for them the next day. Money for the vouchers is provided by local individuals, groups, and businesses.

The WPD is aware of local residents living with family or friends because of being homeless.

Central Wisconsin Christian School

The Central Wisconsin Christian School (CWCS) does not maintain a count of homeless students or have specific policies in place if a homeless student is identified. If someone is identified, it is usually through a counselor or other staff member.

If a student has any financial need, school staff, parents, and supporters of the school come together to help. In general, this extends to housing as well. Any housing needs of families that they are aware of tend to be temporary and people within the CWCS community join together to help.

Waupun Area School District

The Waupun Area School District (WASD) identifies homeless students through a variety of ways including information from teachers, other students, City of Waupun Police Department, and a parent survey. To register for school, parents are asked if they are homeless.

On average, there are approximately 28 students per year that are homeless in the School District. Approximately 40%-50% of students are eligible for free or reduced lunches, which would indicate lower household incomes. Some families have left the School District because of a lack of affordable housing and have relocated in surrounding communities where more housing programs and options were available. Homeless students are spread out through all grades.

Many of the homeless students and families are sharing housing with another family member or a friend. Some stay in hotels or motels short term with the use of vouchers. Some older students move from house to house staying with friends. The main underlying reasons resulting in student homelessness are medical related (mental illness or a disability), unaffordable housing options in the community, and a lack of reliable transportation, which can make it difficult to get to work some days or may limit their employment options because they may have to walk to work.

School counselors and the affected parents are notified if a homeless student is identified. The Salvation Army and Food Pantry can assist with limited stays in hotels/motels, but often rooms available for these families are full. If nothing is available in Waupun or the need for housing is more long-term, families have to go to shelters in Beaver Dam, Fond du Lac, or Oshkosh. These are often full as well, especially in the winter. Most homeless students are in single-parent households, and the numbers are growing.

The School District provides transportation vouchers for taxis to get students to and back home from school when they are temporarily living outside the School District. To help homeless students have the same opportunities as other students, fees are waived for school activities. Students can also get free lunches, school supplies, clothes, eyeglasses (if broken), and winter clothing.

The representative from the WASD indicated there is a need for public income-based housing where you pay a percentage of your income. There is a lack of housing for larger families (3+ bedrooms) and people with past evictions have difficulty finding housing. Having a car or access to transportation is essential. Parents without reliable transportation cannot drive to work on a regular basis, which makes it difficult to maintain employment and afford housing. Having more housing options available to meet their needs and access to reliable transportation, homeless families would be better suited to rent or own their own dwelling and remain in the School District.

City of Waupun Food Pantry

The City of Waupun Food Pantry provides food assistance for residents in the City of Waupun and Town of Alto. Only one visit per month is permitted and residents must call ahead. Residency and income limits are verified. Visitors to the Food Pantry must wait four (4) weeks between visits.

At the time of this interview, 43 families used the Food Pantry that week. Many of the visitors are the elderly on fixed incomes and the working poor who are employed but do not earn enough and need assistance to pay for basic monthly living expense. Over the past five years, the use of the Food Pantry has increased and the clientele has changed with more elderly using the Food Pantry.

The City of Waupun Food Pantry believed the underlying reasons for residents needing to use the Food Pantry are underemployment, divorce, fixed incomes, drug or alcohol use, and limited housing options that are affordable. A common situation for residents using the Food Pantry is a single person who is living with another family because they cannot afford an apartment or home on their own. Another common living situation is too many people living in a house or apartment with not enough bedrooms to accommodate them all. This situation is often related to larger families with limited incomes that cannot find or afford homes or rental units that can accommodate the household size. This is especially common among the Hispanic population.

The Food Pantry does not have any specific policies in place if a homeless person is identified but they can recommend that person go to the Salvation Army for help. It is estimated that approximately 60% of the people using the Food Pantry are doing so because of high housing costs and about 90% of Food Pantry users are renters.

In general, rents are high for many members of the community who use the Food Pantry and, combined with the cost of utilities, limits the amount of disposable income people have for food and other typical needs. The biggest needs for housing, based on the people using the Food Pantry, are rents that match wages, better conditions in existing rentals, and housing with three (3) or more bedrooms.

REACH Waupun

REACH Waupun started with the Waupun School District in 2013 as a way to address gaps in student's needs. The mission statement of REACH is to commit to improving the physical, social, emotional, and economic health and well-being of Waupun area youth through building relationships and providing opportunities.

The most popular REACH program is REACH One, which is a mentoring program to provide children with consistent and positive support. Currently, there are approximately 28 matches of mentors and mentees for ages K through 8th grade with 70 children on the waiting list. Referrals to the program come from school personnel.

Homeless students are identified through the mentor and mentee relationships. The most common reasons for the need for assistance are medical related (including mental health), low wages, and unaffordable housing options. REACH-Mission Backpack provides food for students for the weekend. To fund this, a small portion of the budget comes from the School District and donations provide the rest.

REACH RELIEF helps overcome barriers and obstacles that can limit a student's opportunities such as the need for eyeglasses, driver's education training, or having cold weather clothing or clothing for unusual sizes.

It is not uncommon for students in REACH Waupun to be living with other family members or in housing that is too small for the number of people in the family. Many REACH Waupun participants are from large families and need housing with three (3) or more bedrooms. Many of the students and families are experiencing generational poverty and situational poverty.

Key Takeaways from the Stakeholder Interviews

Throughout the stakeholder interviews, several ideas or needs surfaced. Some of these help validate the American Community Survey data in previous chapters. The takeaways were derived from the stakeholder's experiences specific to their work. The takeaways include:

1. There is a need for housing or apartments with three (3) or more bedrooms to accommodate larger families.
2. Some multi-family housing created using tax credits for rent subsidies will begin charging market rate rents when their program obligations expire, which may make some of these rental units unaffordable for current renters.
3. Most apartment buildings interviewed have high occupancy rates.
4. The senior or retired population is growing.
5. There is a need for more rental units that are ADA accessible or have handicapped accessible features.
6. Most new housing is sold or rented before it is completed.
7. There is shortage of more expensive housing (\$300,000+).
8. Developers and contractors would like a faster process for reviews and approvals.

9. The City's ownership of land was a catalyst with recent housing development.
10. Businesses interviewed indicated an interest in working with developers to provide housing for temporary or short-term employees.
11. Properties are selling quickly and often above asking price.
12. It is difficult to find a person's second home or next home after their first purchase because of a lack of available housing stock and homes for sale are selling at higher price points.
13. People are staying in their homes longer, which reduces the amount of homes for sale at any given time.
14. Some occupations pay lower wages, which makes it difficult for some residents to find an affordable home or an apartment in Waupun.
15. There are homeless students and families in the Waupun School District.
16. Transitional (short-term) housing is needed to keep students and families in the area.
17. A lack of reliable transportation is a factor for some people who are able to work but cannot rely on their vehicle to get to work.
18. The high cost of housing and having to pay utilities leaves little disposable income for other things including food.

Chapter 6 and 7 will look at ways the City of Waupun can meet address these takeaways to help reduce housing development costs.

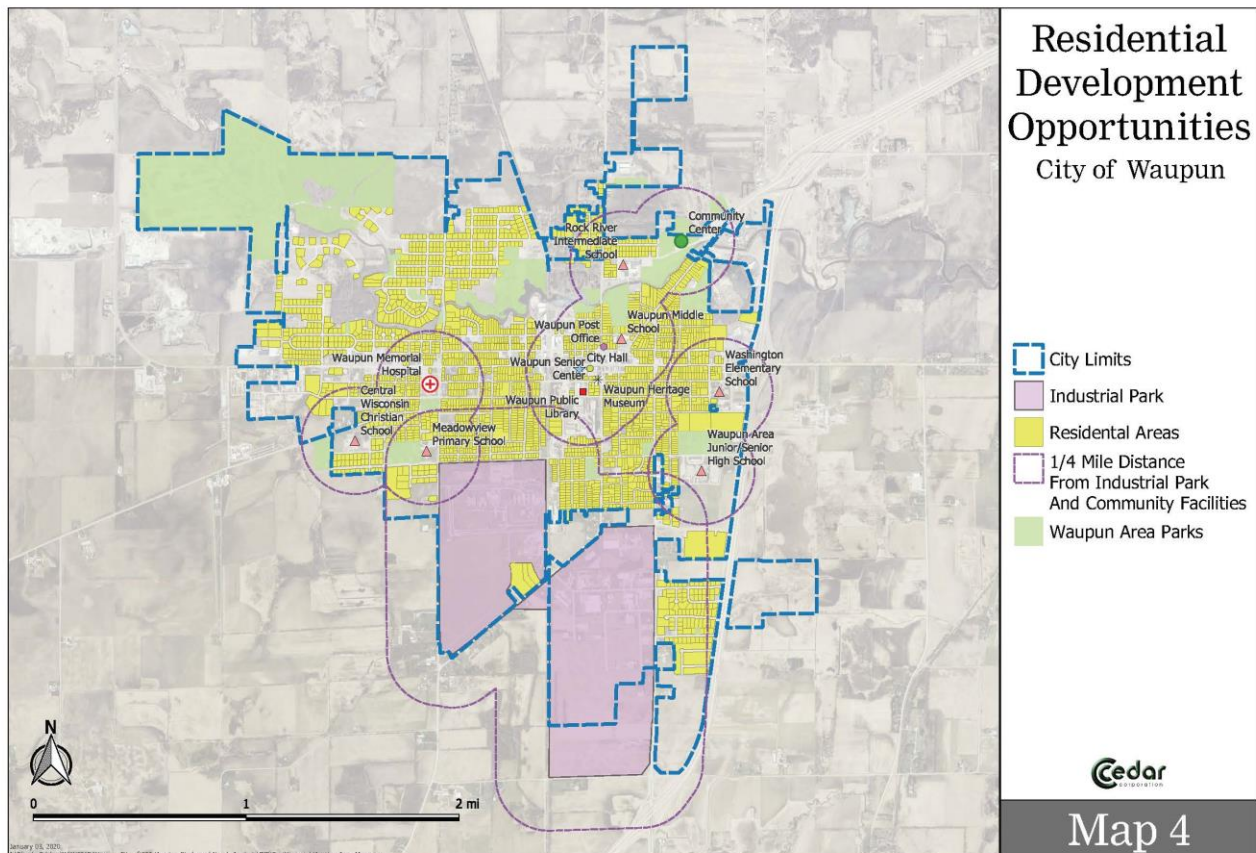
Chapter 6

Fostering Development

Comprehensive Plan and Related Policies

The City of Waupun updated its Comprehensive Plan in 2018. The Land Use chapter inventoried existing land uses by category and identified areas for future land uses by category. The Comprehensive Plan projects that between 2020 and 2040, the City of Waupun will need approximately 134 acres of land for future single-family housing and two-family housing and approximately six (6) acres of land for multi-family housing. The projected land needs are based on the existing ratio of those housing types in the City.

Map 4 shows existing residential areas and areas designated for future residential growth. The main community institutions were included with a ¼ mile offset distance around them. This distance represents a reasonable walking distance for a person to utilize these facilities. Locations within the ¼ mile offset distance may be appropriate for senior housing, transitional housing and multi-family housing for low to moderate income residents. All of these groups may have limited transportation options for different reasons and a ¼ mile is considered a reasonable distance to walk.



The ¼ mile offset distance is also applied to the existing and future industrial areas identified in the Comprehensive Plan because a need for housing near work areas was identified in the stakeholder interviews. This area would be appropriate for a variety of housing options to accommodate workers in various stages of their career and would allow people who do not own a vehicle or cannot drive, to walk to work. As the industrial area develops, sidewalks and trails should be included to allow the option to safely walk or bike to work.

Several factors can influence the amount of land needed for housing. A demand for more multi-family housing reduces land requirements, subdivision or zoning requirements can increase or decrease land needs, and consumer preferences can influence house sizes.

Changes to the Municipal Code

The following examples are ways the City of Waupun can assist residential development or incentivize housing to meet the community's needs. Individually, these may not provide the answer to address the housing needs identified in Chapter 7, but utilizing these together, depending on the specific proposed housing project, may help reduce the costs associated with development and allow a wide range of housing to be built.

During the stakeholder interviews, property owners, developers, and contractors were asked if there was anything in the City's zoning code or subdivision ordinance that restricted what they wanted to do or, if changed, would reduce the cost of housing in communities? All people interviewed said the City's zoning code or subdivision ordinance did not restrict them in any way, but development costs related to land acquisition and costs associated with providing public utilities to a lot made it difficult to build affordable homes.

Communities in Wisconsin and across the nation are grappling with ways to foster increased housing types for all levels of the socio-economic ladder. Some of these ways involve new regulations, revising existing regulations, and/or creating incentives to encourage specific housing types, based on a community's need.

Accessory Dwelling Units

Accessory Dwelling Units (ADUs) ordinances generally allow a single-family zoned lot to have an additional dwelling on the property or inside the existing single-family home. These ADUs are regulated by size and location on a property. Typically, smaller in size (600 sq. ft.), they provide additional housing options for residents without a need for more land for development. An ADU can be above a garage, a separate structure in a backyard, or an apartment in the home. Currently, the City of Waupun does not have an ordinance allowing ADUs.



Accessory Dwelling Unit above a garage.

Reduce the Minimum Lot Width for the R-1 Single-Family Residential District

Currently, the minimum lot width for a lot in the R-1 Single-Family Residential District is 90' and the minimum lot size is 10,000 sq. ft. The City could reduce the minimum lot size to 80', which can still accommodate a modern style home, provide a 125' lot depth (common), while allowing the 10,000 sq. ft. minimum lot size to be utilized. This would have a direct impact to the developer's proforma by them to spread the costs of public infrastructure across more lots. See Chapter 4 tables 23 and 24.

Lot Averaging

Currently, the City's R-1 Single-Family Residential District requires a minimum lot size of 10,000 sq. ft. for a residential dwelling. Waupun could require an average lot size of 10,000 sq. ft. in a major subdivision but allow a minimum lot size of 8,500 sq. ft., or what the community believes is appropriate. By changing from a minimum lot size to an average lot size, the developer gains more flexibility when there are slopes, wetlands, or other physical land conditions that may restrict development. This gives the developer more flexibility to maximize the number of units in the development. This action would require the City's R-1 Single-Family Residential District to be amended.

Planned Community Development (PCD) Requirements

The City's Planned Community Development (PCD) requirements are intended to encourage residential and commercial planned community developments offering greater creativity and flexibility in site plan design. A residential PCD may provide up to a 25% increase in the number of units per acre if the PCD provides substantially more site amenities than are found in conventional residential development. Currently, the R-1 Single-Family Residential District is not included in these requirements. The City could amend its Planned Community Development (PCD) Requirements to include the R-1 Single-Family Residential District, but only allow a percentage of dwelling units to be single family and require a percentage to be R-2 Two-Family Residential District and/or R-3 Multifamily Residential District ensuring a variety of housing options in a new development. It is recommended that the City review the PCD process for modification that would streamline the approval process.

Eliminate Exclusive Single-Family Residential Zoning

Recently, some larger communities are eliminating exclusive single-family zoning districts and replacing them with residential zoning districts that allow single family, duplexes, and triplexes within the same district. This does not restrict a developer from building all single-family homes, but it does allow the developer to create a mix of permitted housing types within one zoning district. The City may require that any new development in existing neighborhoods match the aesthetics and setbacks typically found in that neighborhood to fit in. This would require the creation and adoption of a new zoning district.

Fee Reductions for Housing Development that Benefits Low to Moderate Income Residents or other Identified Housing Needs

The City could develop a policy to reduce or waive permit fees for housing development or individual projects that address low to moderate income housing or specialized housing for specific community needs.

Expedite the Housing Development Approval Process

The City could create a Residential Development Kit for housing developers. The Kit would contain information related to regulations (stormwater, subdivision, zoning), preliminary plat review requirements, final plat requirements, Plan Commission and Common Council schedules, incentives, and associated fees to help developers or contractors submit complete information to shorten the time between concept and construction.

Potential Funding Methods

City and Business Housing Assistance Programs

This type of program typically involves public and private contributions to fund the program. A pool of money is created that participating businesses can use to help employees purchase housing in Waupun. The money is offered as a no-interest loan over a 10-year period with the possible incentive of eliminating the last year's payment if the household can show documented improvements to the home. This program can be adjusted to help with rent security deposits as well. This type of program does not have income requirements.

Tax Incremental Financing Districts

Waupun uses Tax Increment Financing (TIF) Districts to fund infrastructure and other eligible improvements by leveraging new property tax values generated by new development within the TIF District. A Mixed-Use TIF District allows for a combination of residential, commercial, and industrial uses within the District. Mixed-Use TIF Districts can only include lands proposed for newly platted residential use if no more than 35%, by area, of the real property in the TIF District is designated for such use and the residential development meets other qualifications. Mixed-Use TIF Districts can be used to help offset development costs related to streets, utilities, land acquisition or site preparation, among other things, to make residential development and new housing more cost effective to build and less expensive to the buyer or renter.

Tax Incremental Financing-Affordable Housing Extension (AHE)

Waupun may extend the life of a Tax Incremental Financing District one year if all the debt is paid. The one year of tax increment can be used for affordable housing anywhere in the City. At least 75% of the increment must benefit affordable housing in the community and 25% must be used to improve the housing stock. There are no income limits for the AHE. The City must specify what the money can be used for and any financial terms. Money can be used for older housing stock rehabilitation, the purchase of land or existing properties for development/redevelopment, or to install infrastructure for housing. This can be used in conjunction with existing Community Development Block Grant Housing programs.

Community Development Block Grant-Public Facilities (CDBG-PF)

The Community Development Block Grant-Public Facilities (CDBG-PF) program can be used for new construction if it serves new low to moderate income housing. Low to moderate income is defined as a household income, based on the number of people in a household, that is between 30% and 80% of the median household income in a County. The current program provides up to \$1,000,000 towards infrastructure and other eligible improvements and requires a 33.33% financial match from the community. The Wisconsin Department of Administration (WDOA) must be consulted first before applying for this type of project.

Partner with Local Businesses, Agencies and Volunteers to Establish Transitional Housing

The City of Waupun does not have any transitional housing available for local needs. Transitional housing can provide temporary housing for residents who may have lost a job, lost a home, or whose family situation has changed. Transitional housing staff often provides other services such as working with the family or individual to secure affordable housing, finding or maintaining employment, and accessing resources to become self-sufficient.

Expand Waupun's Community Development Authority (CDA)

A Community Development Authority (CDA) is a separate political body that can carry out blight elimination, slum clearance, urban renewal programs/projects, and housing projects. A CDA can issue tax-exempt bonds to fund projects that are within a district identified in a redevelopment project plan. A CDA can be a valuable tool for funding improvements and financing projects because the CDA has borrowing authority that does not count against General Obligation debt capacity of the City.

Working with the CDA Board the City should amend the CDA's redevelopment plan to include supporting housing development as a priority and to amend the CDA's boundary to cover all the City's current TIF Districts, as allowed by state statute.

Chapter 7

Housing Needs and Recommended Actions

Introduction

The Housing Needs and Recommended Actions chapter identifies the main housing needs identified through demographic data, housing data, and personal interviews that provided personal experiences that cannot be found in statistics. The needs are followed by a recommended action to address the need and then proposed steps to implement the action. It should be noted that in many situations, there is no single step that will solve an issue and that a proposed step can address multiple recommended actions. Other reasonable actions may be discovered during conversations that can also be used.

The Housing Needs and Recommended Actions furthers the Housing Vision Statement adopted in the City's Comprehensive Plan which states *"The City of Waupun will seek to offer a wide array of housing choices in excellent condition. Residents will seek to find adequate housing easily and affordably within the City and be able to stay throughout their life cycle, as their income, family, and individual needs change."*

Housing Need #1: Promote housing development to meet the projected demand.

Household projections show that between 2020 and 2025, there will be 182 new households in the City of Waupun. Currently, 65.6% of housing units are owner occupied and 34.4% are renter occupied. Using those percentages, by 2025, Waupun will need 120 single family homes and 62 rental units. Between 2025 and 2030, the City will need an additional 92 single family homes and 48 rental units (140 new housing units).

Recommended Action

The City of Waupun should engage with developers, affordable housing private developers, businesses, and nonprofits to increase the number of new housing units and housing options in the City of Waupun.

Proposed Steps

1. Utilize the City of Waupun Comprehensive Plan, Housing Affordability Report, New Housing Fee Report, Mixed-Use TIF District Project Plans, and City utility maps to highlight areas in the community and individual parcels for new housing development.
2. Promote the specific housing needs identified in this chapter.
3. Identify and seek appropriate funding available for eligible housing projects. A list of housing funding sources and programs is located in Appendix B.

4. Create a Residential Development Kit to give to housing developers. The Kit would contain information related to stormwater regulations, subdivision ordinances, zoning ordinances, preliminary plat review requirements, final plat requirements, Plan Commission and Common Council schedules, potential incentives, and associated fees to help developers or contractors to submit complete information to shorten the time between concept and construction.
5. Create a City of Waupun Residential Development Marketing Kit to give to housing developers. At a minimum, the Kit should contain the following information to help developers or contractors to submit complete information to shorten the time between concept and construction:
 - a. City of Waupun Housing Study and Needs Analysis
 - b. Map showing public and private undeveloped residentially zoned parcels
 - c. Residential Development Checklist

Housing Need #2: Replace 101 affordable housing units going to market rate.

Two apartment complexes that were interviewed were built using Section 42 tax credits. Others may exist in the City, but they were not identified during the interviews. Section 42 housing is part of a federal tax program. Developers receive a federal tax credit and agree to maintain properties in a safe and decent condition plus maintain income and rent restrictions while they are receiving the credit. The two apartment complexes interviewed provide 101 total affordable units. They will meet their 30-year commitment for tax credits in 2022 and 2027, respectively, and then will go to market rate rents potentially displacing some residents or raising rents that will make living there more expensive for others.

Recommended Action

The City of Waupun should engage with affordable housing private developers to replace, at a minimum, the 101 affordable rental housing units planned to go to market rate.

Proposed Steps

1. Review internal policies to identify ways to shorten approval time and reduce the cost to construct low to moderate income or specialized housing in the community such as reducing or waiving permit fees.
2. Create a Residential Development Checklist to help developers or contractors understand the timeline and submission requirements to receive required permits and approvals.
 - a. Stormwater Ordinance
 - b. Subdivision Ordinances
 - c. Zoning Ordinances
 - d. Preliminary Plat Review Requirements
 - e. Final Plat Requirements
 - f. Plan Commission and Common Council Schedules
 - g. Development Fees

3. Create a City of Waupun Residential Development Marketing Kit to give to housing developers. At a minimum, the Kit should contain the following information to help developers or contractors to submit complete information to shorten the time between concept and construction:
 - a. City of Waupun Housing Study and Needs Analysis
 - b. Map showing public and private undeveloped residentially zoned parcels
 - c. Map showing existing TIF Districts that allow housing
 - d. Residential Development Checklist
 - e. Incentives (Local, State, Federal)
4. Contact developers who utilize tax credits for affordable housing projects, share the City of Waupun Residential Development Marketing Kit, and explore ways to work with the developers to build new affordable housing in Waupun.
5. Create a Request for Information (RFI) for City-owned land or privately owned land when the landowner agrees to the development of his or her land. The RFI would specify types of housing required and amenities and request examples of past similar projects and financial assistance needed to construct the housing specified. The City would evaluate the RFIs and choose a developer to work with to develop housing.
6. Utilize the Affordable Housing Extension allowed in Tax Incremental Financing (TIF) Districts to keep an additional year of tax increment. That money can be used as incentive to assist with land acquisition, utilities, or other eligible costs for the construction of new affordable housing.
7. Apply for a Community Development Block Grant for Public Facilities award that can be used for new infrastructure serving housing for low to moderate income residents.
8. Support a developer's application for affordable housing tax credits by ensuring City policies/actions align with the application process of the affordable housing tax credit program.

Housing Need #3: There is no transitional housing in the City.

There is no transitional housing for families with longer-term needs in Waupun. Currently, people in need of housing can get vouchers for short hotel stays only. Because there are no facilities in Waupun, people with longer term needs have to go to facilities in Beaver Dam, Fond du Lac, or Oshkosh to find shelter.

Recommended Actions

Coordinate with local social service/charity organizations, businesses, and volunteers to purchase an existing building or build new transitional housing for longer-term local needs. The facility should include units with three (3) or more bedrooms to accommodate larger families.

Proposed Steps

1. Identify potential sites near medical facilities, grocery stores, schools, the public library, and other institutions where transitional housing residents would have access to these institutions without being dependent on an automobile. These areas should have safe pedestrian and bicycle infrastructure.
2. Coordinate with local social service/charity organizations, churches, businesses, and volunteer groups to create a non-profit organization to develop and manage a transitional housing facility.
3. Develop a policy to reduce or waive permit fees for transitional housing development.
4. Utilize the Affordable Housing Extension allowed in Tax Incremental Financing (TIF) Districts to keep an additional year of tax increment. That money can be used as incentive to assist with land acquisition, utilities, or other eligible costs for the construction of transitional housing.
5. Apply for a Community Development Block Grant for Public Facilities award that can be used for new infrastructure serving housing for low to moderate income residents.

Housing Need #4: There is a demand for higher price homes (\$300,000+).

Income and housing statistics show that there are household incomes that can afford higher priced homes (\$300,000+) currently not available in Waupun. Because there is a shortage of these homes, higher income residents are competing with middle and low income residents for the same lower priced housing stock. This creates price competition allowing high wage earners to outbid and drive up overall home prices. The construction of higher prices homes would free up medium price housing options for middle and lower wage earners.

Recommended Action

Promote Waupun to higher-priced homebuilders in order to reduce the pressure for mid-priced homes.

Proposed Steps

1. Create a Residential Development Kit to give to housing developers. The Kit would contain information related to stormwater regulations, subdivision ordinances, zoning ordinances, preliminary plat review requirements, final plat requirements, Plan Commission and Common Council schedules, incentives, and associated fees to help developers or contractors to submit complete information to shorten the time between concept and construction.

2. Create a City of Waupun Residential Development Marketing Kit to give to housing developers. At a minimum, the Kit should contain the following information to help developers or contractors to submit complete information to shorten the time between concept and construction:
 - a. City of Waupun Housing Study and Needs Analysis
 - b. Map showing public and private undeveloped residentially zoned parcels
 - c. Residential Development Checklist
3. Create a Request for Information (RFI) for City-owned land or privately owned land when the landowner agrees to the development of his or her land. The RFI would specify types of housing required and amenities and request examples of past similar projects and financial assistance needed to construct the housing specified. The City would evaluate the RFIs and choose a developer to work with to develop housing.
4. We recommend against using any public financial incentives/assistance to support the construction of higher prices homes (\$300,000+) as these home prices are high enough to cover the cost of construction.

Housing Need #5: Rehabilitation of the older housing stock.

A large portion (76%) of the City's housing stock was constructed before 1980 and older areas of the City are in need of rehabilitation. By rehabilitating older housing stock, housing can become more energy efficient reducing owner costs, create an appealing community, and provide opportunities for homeowners to live in place longer. Improved housing also increases property values which helps the City by providing more tax revenue.

Recommended Actions

Create program(s) that support and encourage the rehabilitation of Waupun's older housing stock.

Proposed Steps

1. Continue to utilize Housing Programs administered by the City of Waupun, Fond du Lac County, and Dodge County to assist low to moderate income residents make improvements to their homes.
2. Creation of a local home rehab program. Fund could be lent out at a low or zero percent rate to incent homeowners to invest in their homes. Funds from this program could come from the Affordable Housing Extension allowed under the Tax increment Financing (TIF) law and/or CDBG Housing program.
3. Utilize the Affordable Housing Extension allowed in Tax Incremental Financing (TIF) Districts to keep an additional year of tax increment. The money can be used to rehabilitate older housing stock with flexibility towards income limits.

4. Create a program that recognizes residents who have made significant improvements to older homes.

Housing Need #6: Need for more Senior Housing.

The City's over 50 population is growing resulting in a need for senior type housing such as single-story apartments, smaller houses, or condominiums. As older residents downsize and move into senior-based housing, this would create additional housing for residents.

Recommended Actions

Create more senior housing options so older residence can remain in Waupun.

Proposed Steps

1. Utilize the Affordable Housing Extension allowed in Tax Incremental Financing (TIF) Districts to keep an additional year of tax increment if the TIF District has all debt paid off. That money can be used as incentive to assist with land acquisition, utilities, or other eligible costs for the construction of senior housing.
2. Apply for a Community Development Block Grant for Public Facilities award that can be used for new infrastructure serving housing for low to moderate residents and seniors who are an eligible population.
3. Create a Residential Development Kit to give to housing developers. The Kit would contain information related to stormwater regulations, subdivision ordinances, zoning ordinances, preliminary plat review requirements, final plat requirements, Plan Commission and Common Council schedules, incentives, and associated fees to help developers or contractors to submit complete information to shorten the time between concept and construction.
4. Create an ordinance allowing Accessory Dwelling Units (ADUs). ADUs generally allow a single-family zoned lot to have an additional dwelling on the property or inside the existing single-family home. These ADUs are regulated by size and location on a property. Typically smaller in size (400 to 600 sq. ft.), they provide additional housing options for residents without needing more land for development.
5. Identify areas near medical facilities, grocery stores, schools, public library, and other institutions where housing for seniors would have access to these institutions without being dependent on an automobile. These areas should have safe pedestrian and bicycle infrastructure and can contain higher density housing options.
6. Support single story senior housing redevelopment or infill development in existing neighborhoods.
7. Develop an RFI seeking senior housing developers.

Housing Need #7: Housing for sensitive populations.

There is a need for more housing options for sensitive populations including low to moderate incomes and residents with disabilities, especially units with three (3) or more bedrooms to accommodate larger families.

Recommended Actions

Work with local and regional not-for-profit organizations and developers to provide units aimed at sensitive population needs.

Proposed Steps

1. Review internal policies to identify ways to shorten approval time and reduce the cost to construct low to moderate income or specialized housing in the community such as reducing or waiving permit fees.
2. Identify areas near medical facilities, grocery stores, schools, public library, and other institutions where housing for seniors, sensitive populations and economically disadvantaged residents have access to these institutions without being dependent on an automobile. These areas should have safe pedestrian and bicycle infrastructure and contain higher density housing options.
3. Create a Residential Development Checklist to help developers or contractors understand the timeline and submission requirements to receive required permits and approvals.
 - a. Stormwater Ordinance
 - b. Subdivision Ordinances
 - c. Zoning Ordinances
 - d. Preliminary Plat Review Requirements
 - e. Final Plat Requirements
 - f. Plan Commission and Common Council Schedules
 - g. Development Fees
4. Create a City of Waupun Residential Development Marketing Kit to give to housing developers. At a minimum, the Kit should contain the following information to help developers or contractors to submit complete information to shorten the time between concept and construction:
 - a. City of Waupun Housing Study and Needs Analysis
 - b. Map showing public and private undeveloped residentially zoned parcels
 - c. Map showing existing TIF Districts that allow housing
 - d. Residential Development Checklist
 - e. Incentives (Local, State, Federal)

5. Contact developers who utilize tax credits for affordable housing projects, share the City of Waupun Residential Development Marketing Kit, and explore ways to work with the developers to build new subsidized housing in Waupun.
6. Create a Request for Information (RFI) for City-owned land or privately owned land when the landowner agrees to the development of his or her land. The RFI would specify types of housing required and amenities and request examples of past similar projects and financial assistance needed to construct the housing specified. The City would evaluate the RFIs and choose a developer to work with to develop housing.
7. Utilize the Affordable Housing Extension allowed in Tax Incremental Financing (TIF) Districts to keep an additional year of tax increment. That money can be used as incentive to assist with land acquisition, utilities, or other eligible costs for the construction of housing for sensitive populations.
8. Apply for a Community Development Block Grant for Public Facilities award that can be used for new infrastructure serving housing for low to moderate income residents.
9. Support a developer's application for affordable housing tax credits by ensuring City policies/actions align with the application process of the affordable housing tax credit program.

Recommended Actions to Benefit All Housing Development Types

1. Develop an "Infill" map identifying lots or redevelopment opportunities in developed areas. This can be used as a resource for contractors and housing developers to promote more cost effective and affordable building opportunities in the City.
2. Purchase land for residential development. This allows the City to potentially use the land as an incentive or set conditions of development to reflect housing needs. The City can create a Request for Information (RFI) for City-owned land. The RFI would specify types of housing required and amenities and request examples of past similar projects and financial assistance needed to construct the housing specified. The City would evaluate the RFIs and choose a developer to work with to develop housing.
3. Create an ordinance allowing Accessory Dwelling Units (ADUs). ADUs generally allow a single-family zoned lot to have an additional dwelling on the property or inside the existing single-family home. These ADUs are regulated by size and location on a property. Typically smaller in size (400 to 600 sq. ft.), they provide additional housing options for residents without needing more land for development.
4. Create a list of active housing developers by project type to systematically target with marketing materials about the City of Waupun, its housing needs, and how the City would support housing development.

5. Create a program to help employees purchase homes and/or make improvements. A pool of money is raised from public and private entities that participating businesses can use to help employees purchase housing in Waupun. The money is offered as a no-interest loan over a 10-year period with the possible incentive of eliminating the last year's payment if the household can show documented improvements to the home. This type of program does not have income requirements.
6. Support legislation that provides a funding mechanism for the creation of affordable housing in Wisconsin.
7. Work with developer to create a development(s) with a mix of affordable and market rated units, using the market rate units to offset the affordable units cost to construct.
8. Work with the CDA Board to amend the CDA's redevelopment plan to include supporting housing development as a priority and to amend the CDA's boundary to cover all the City's current TIF Districts, as prescribed in state statutes.
9. Create a City-wide TIF incentive policy that determines the types of housing development (type, price range, single family vs multi-family, etc.) that could be assisted with TIF funds when developers seek financial assistance. Additionally, the policy should determine how the assistance could be used to support housing projects. Examples include; land acquisition, streets and infrastructure, site prep, etc.
10. Utilize Tax Incremental Financing and the Affordable Housing Extension to support infrastructure development as an incentive to spur housing development whenever possible.

Appendix A

Apartment Analysis Report

City of Waupun

Apartment Analysis Report

May 15, 2017

Purpose

The City of Waupun is interested in viewing the current market of apartment complexes and their units concerning vacancy. Due to several reports from constituents finding no apartments to live in the city, the city administrator's office surveyed apartment complexes registered in the city.

This data analysis takes additional sourced information to supplement the market for apartments in the city, and takes direct information from property managers of apartment complexes concerning important characteristics. The purpose of this analysis is to see if there is a need for additional complexes that are of standard value and accommodation for current and additional city citizens.

I. Apartment Complex Vacancy and Occupancy.

Of the total 27 apartments registered, 23 complexes were surveyed about their units, occupancy, vacancy, year built, property type, primary reasons they are unable to rent, and monthly rent range.

Of the total 23 complexes surveyed, there were a total of 655 total units in the city. 622 of these units are currently occupied with 33 of these units being vacant.

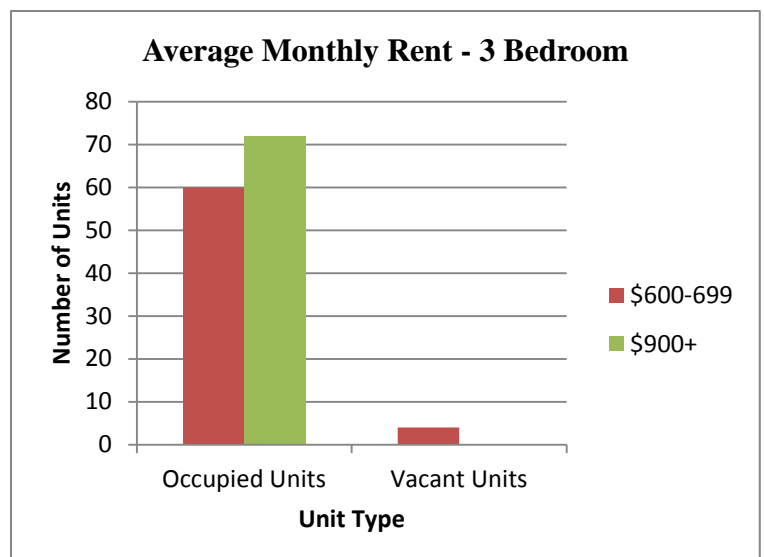
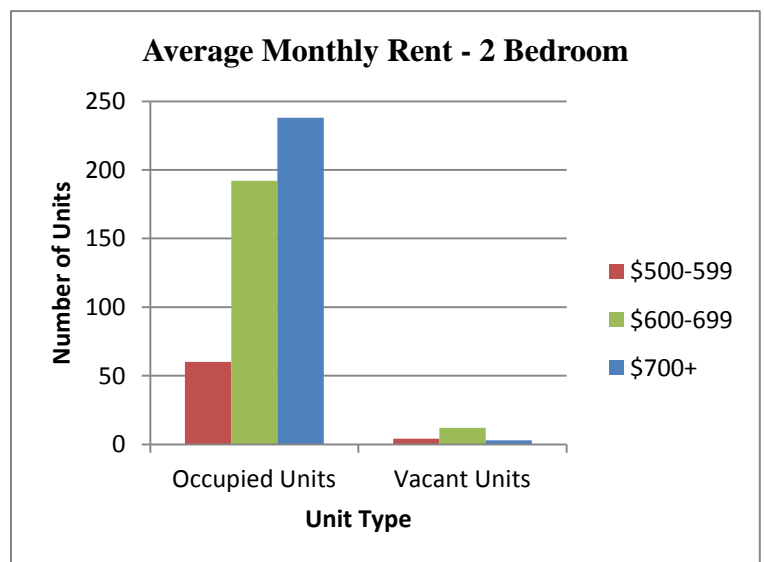
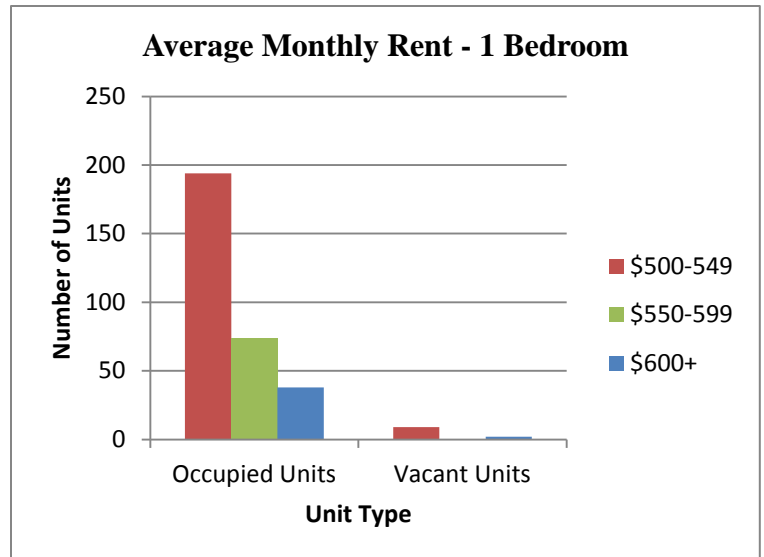
City Apartment Occupancy Rate: 94.96%

City Apartment Vacancy Rate: 5.04%

II. Apartment Complex Rent Rates per Month

The surveyed apartment complexes were asked about their rent rates per month. The rates were then averaged and organized based on the number of bedrooms for each unit.

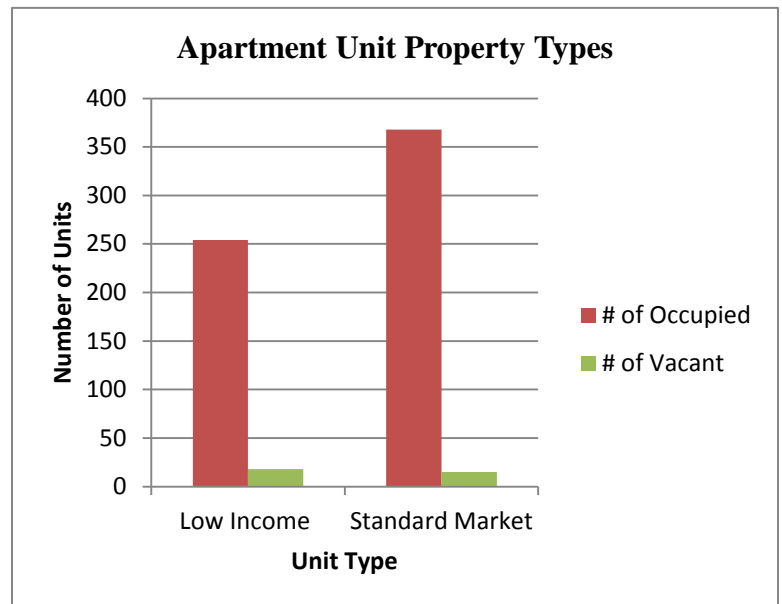
- For 1 bedroom apartments, the number of units declines as the amount of monthly rent rises for occupied units.
- For 2 bedroom apartments, **the number of units increases as the amount of monthly rent rises for occupied units.** The highest number of 2 bedroom units are more than \$700 per month for average rent.
- For 3 bedroom apartments, the number of units increases as the amount of monthly rent rises for occupied units.



III. Apartment Unit Property Types

Apartment complexes were asked about their property type. Answers ranged from “section 8” to “higher end.” For data collection purposes, the responses were categorized into two areas: “Low Income” and “Standard Market.” Complexes with only senior/elderly housing were counted as “Standard Market.” The total number of occupied units and vacant units were then categorized into “Low Income” or “Standard Market” based on their complex type.

- There are a significantly higher number of “Standard Market” type units in the city than “Low Income” type units.

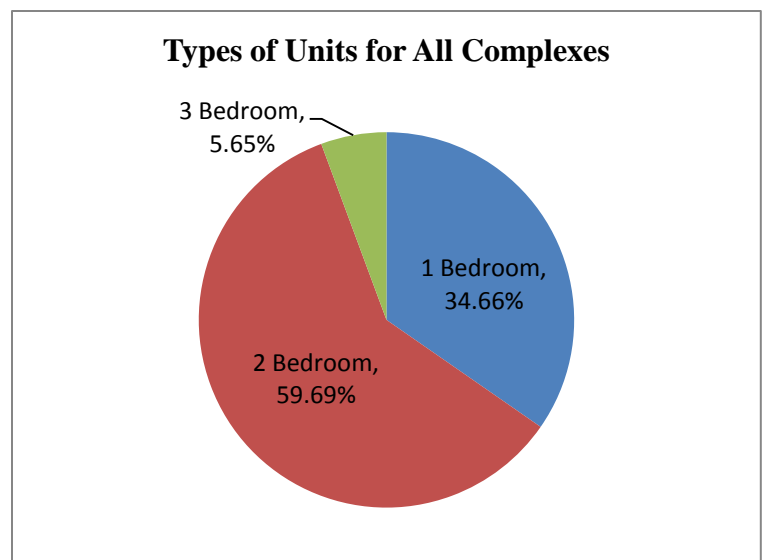


There are four total complexes that stated that they offered senior living. Three of those four reported having some type of vacancy.

IV. Types of Units in Complexes

The types of units were surveyed from each complex. 1, 2, and 3 bedroom units were recorded.

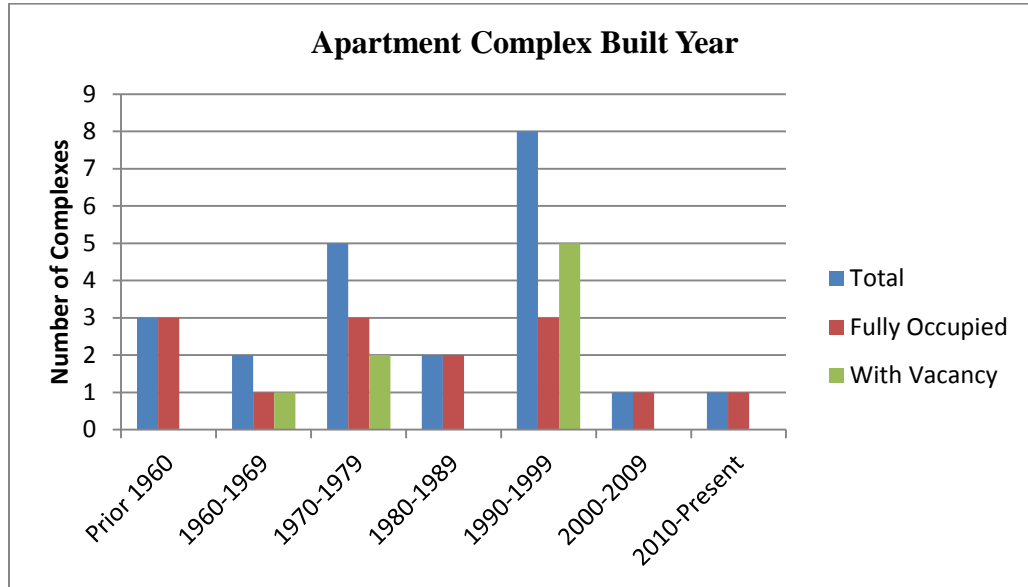
- A large majority of the total number of units in the city are 2 bedroom apartments.



V. Apartment Complex Ages

The years that complexes were built were recorded.

- Most apartment complexes were built in the 1990s or the 1970s.
- The smallest number of complexes built was after the 1990s.
- Complexes built after the 1990s currently have all units occupied.



Details for Apartment Complexes Built after 2000:

Year Built	Occupied Units	Vacant Units	# of 1 Bedroom Units	# of 2 Bedroom Units	# of 3 Bedroom Units	Total Number of Units
2003	30	0	0	30	0	30
2013	64	0	0	48	16	64

- Most units for complexes built after 2000 have mostly 2 bedrooms.

VI. City Population

Source: Compiled from a report from the East Central Wisconsin Regional Planning Commission about the City of Waupun's Demographic Highlights. This report used U.S. Census, 2000, 2010, DP01, WDOA, and Wisconsin Demographic Services Center.

Historical Population Trends:

- The population of the City grew by 5.8% between 2000 and 2010; this was slightly less than the rate of growth in the state overall (6.0%), but more than the growth rate for both Dodge and Fond du Lac Counties.

City of Waupun Institutional Population:

Year	2000	2010	Difference
Population	2,687	3,118	16.0%

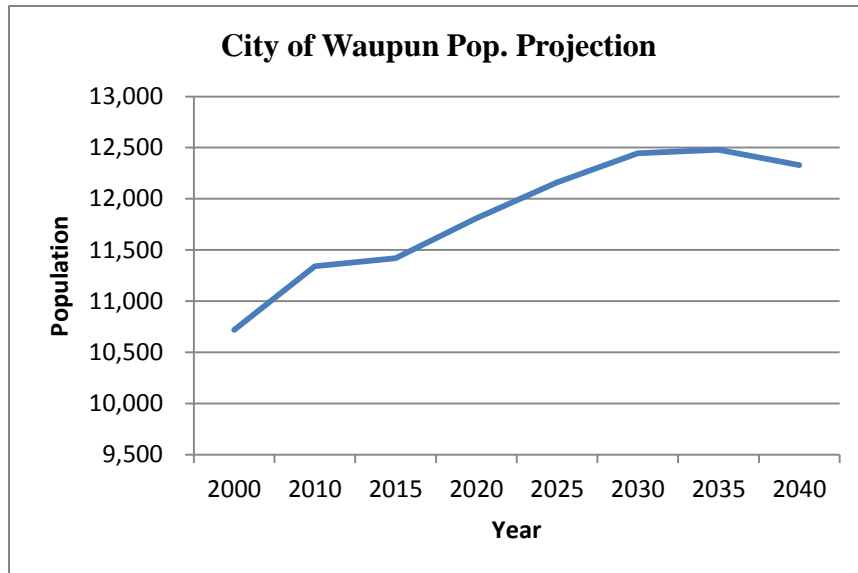
Source: U.S. Census, 2000, 2010, DP01

Future Population Projections:

- Between 2010 and 2035, the population in the City of Waupun is expected to grow by about 10%. During this same time frame, the population of Dodge County is expected to increase by 9.5% and the population of Fond du Lac County is expected to increase by 9.3%.
- The population is expected to peak in the City of Waupun, Dodge County and Fond du Lac County in 2035. While the population is expected to peak earlier in the surrounding towns.

Jurisdiction	Census 2000	Census 2010	WDOA 2015	WDOA 2020	WDOA 2025	WDOA 2030	WDOA 2035	WDOA 2040	Difference 2010-2040
T. Waupun	1,385	1,375	1,380	1,405	1,425	1,435	1,425	1,400	1.8%
C. Waupun	10,718	11,340	11,420	11,810	12,160	12,445	12,4380	12,330	8.7%
Dodge County	85,897	88,759	88,830	92,035	94,820	97,020	97,190	95,650	7.8%
Fond du Lac County	97,296	101,633	102,885	105,755	108,485	110,590	111,250	110,250	8.5%

Source: U.S. Census, 2000, 2010; WDOA, Wisconsin Demographic Services Center, Vintage 2013 population projections



Source: WDOA, vintage 2013

VII. City Economic Characteristics (selection)

Subject	<i>Waupun city, Wisconsin</i>			
	Estimate	Margin of Error	Percent	Percent Margin of Error
EMPLOYMENT STATUS				
Population 16 years and over	9,324	+/-222	9,324	(X)
In labor force	4,848	+/-318	52.0%	+/-3.3
Civilian labor force	4,848	+/-318	52.0%	+/-3.3
Employed	4,669	+/-313	50.1%	+/-3.2
Unemployed	179	+/-97	1.9%	+/-1.0
Armed Forces	0	+/-14	0.0%	+/-0.2
Not in labor force	4,476	+/-342	48.0%	+/-3.3
Civilian labor force	4,848	+/-318	4,848	(X)
Unemployment Rate	(X)	(X)	3.7%	+/-2.0
INCOME AND BENEFITS (IN 2015 INFLATION-ADJUSTED DOLLARS)				
Total households	3,885	+/-219	3,885	(X)
Less than \$10,000	185	+/-85	4.8%	+/-2.3
\$10,000 to \$14,999	300	+/-139	7.7%	+/-3.5
\$15,000 to \$24,999	489	+/-174	12.6%	+/-4.3
\$25,000 to \$34,999	377	+/-131	9.7%	+/-3.3
\$35,000 to \$49,999	585	+/-156	15.1%	+/-3.9
\$50,000 to \$74,999	833	+/-162	21.4%	+/-4.0
\$75,000 to \$99,999	634	+/-157	16.3%	+/-4.1
\$100,000 to \$149,999	390	+/-141	10.0%	+/-3.6
\$150,000 to \$199,999	55	+/-27	1.4%	+/-0.7
\$200,000 or more	37	+/-34	1.0%	+/-0.9
Median household income (dollars)	50,145	+/-3,822	(X)	(X)
Mean household income (dollars)	57,543	+/-4,030	(X)	(X)

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

VIII. City Housing Characteristics (selection)

Subject	<i>Waupun city, Wisconsin</i>			
	Estimate	Margin of Error	Percent	Percent Margin of Error
GROSS RENT				
Occupied units paying rent	1,122	+/-208	1,122	(X)
Less than \$500	235	+/-92	20.9%	+/-7.7
\$500 to \$999	745	+/-190	66.4%	+/-11.5
\$1,000 to \$1,499	85	+/-65	7.6%	+/-5.5
\$1,500 to \$1,999	19	+/-30	1.7%	+/-2.6
\$2,000 to \$2,499	17	+/-29	1.5%	+/-2.6
\$2,500 to \$2,999	0	+/-14	0.0%	+/-1.5
\$3,000 or more	21	+/-33	1.9%	+/-3.0
Median (dollars)	682	+/-74	(X)	(X)

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

Appendix B

Housing Programs and Funding

Housing Programs and Funding Opportunities

Community Development Block Grant (CDBG) – Housing Program/Small Cities Housing Program

Funded by HUD, the DOA receives an annual allocation of CDBG funds for distribution statewide to local units of government under 50,000 population. The housing program is used to benefit low and moderate-income households via: expansion of affordable housing stock for low/moderate-income persons; elimination of housing conditions detrimental to public health, safety, and welfare; conservation of existing housing stock; provision of an opportunity for low/moderate-income renters to become homeowners; and recover from natural or man-made disasters. The DOA provides funds for the following:

- Housing rehabilitation loans via no-interest, deferred payment home repair loans for low/moderate-income owner occupants.
- Rental rehabilitation loans via 0% installment loans for repairing units rented to low/moderate-income tenants.
- Rental development loans via 0% installment loans for creating new low/moderate-income rental units by converting vacant properties into rental units and/or converting large single-family homes to duplexes.
- Down payment and closing cost loans via no-interest deferred loans for down payment and closing costs to eligible low/moderate-income households.
- Grants to communities recovering from natural or man-made disasters via the CDBG Emergency Assistance Program (CDBG-EAP). Assistance may include housing rehabilitation, acquisition, demolition, relocation, floodplain housing replacement, public facilities, and business assistance.

Community Development Block Grant (CDBG) Affordable Housing Programs

These grant funds help communities improve and expand the supply of affordable housing for low- to moderate-income families through no-interest, deferred loans. Eligible activities include housing rehab and homeownership assistance. Included within the Affordable Housing Programs umbrella are:

- HOME Homebuyer and Rehabilitation Program (HHR). This program provides funding for homebuyer assistance (acquisition, acquisition & rehabilitation, or new construction) or owner-occupied rehabilitation (energy-related improvements, accessibility improvements, lead-based paint hazard reduction, and repair of code violations)
- Neighborhood Stabilization Program (NSP). This program provides assistance to acquire and redevelop foreclosed properties that might otherwise become sources of abandonment and blight within their communities.
- Housing Cost Reduction Initiative Program (HCRI). This program provides funds to provide housing assistance to low/moderate income households via acquisition assistance (i.e., down payment, closing cost, and/or gap financing) and foreclosure prevention (mortgage, property tax, principal, interest, and/or arrearage payments).

- HOME Rental Housing Development (RHD). This program provides funds via grants or loans to non-profit organizations, community housing development authorities, public housing authorities, local units of government, and for-profit developers. The funds must serve households at or below 60% of the County Median Income. Eligible projects receiving funds are subject to rent limitations for a specified period of time. Funds may be used for acquisition, rehabilitation and new construction activities. There is a first-come, first-served set-aside for small (20 units or less), rural projects or supportive housing projects.

Community Development Block Grant (CDBG) – CLOSE Program

Under this program, all locally held CDBG Economic Development Revolving Loan Funds (ED RLF) as well as current CDBG ED RLF accounts receivable will be held for the local units of government that administered the funds to have non-competitive access to as grants. Local units of government may use CLOSE program funds for the following authorized programs:

- Public Facilities;
- Housing Rehabilitation Conversion;
- Economic Development projects;
- Public Facilities for Economic Development projects;
- Planning projects

In addition to the programs identified above, the CDBG ED RLF Closeout Account can be used for the following special purposes:

- Broadband/high speed internet access for low and moderate income (LMI) residents. Grant funds can be used by the local unit of government for public infrastructure projects to expand broadband internet access. Examples of eligible expenses include the purchase of materials and installation.
- Mitigation measures specifically those that address natural hazard risks; must connect the mitigation development or action to address impacts on LMI residents.
- Public services.

CLOSE program eligible activities include:

- Comprehensive plans
- Downtown or redevelopment plans
- Housing plans
- Curb and gutter improvements
- Street and sidewalk expansion or improvement
- Wastewater treatment facilities
- Wells and other water facilities
- Sewer and water system improvements
- Community centers
- Libraries
- Senior centers

- Fire stations
- ADA accessibility improvements to public buildings
- Blighted building acquisition and demolition or rehabilitation
- Environmental remediation
- Business grants
- Workforce housing
- Job training
- Food pantries
- Drug rehabilitation
- Healthcare or dental clinics
- Literacy programs

The CDBG CLOSE program is limited to existing local units of government that hold a CDBG ED RLF fund.

Community Development Block Grant – Public Facilities (CDBG-PF) Program

Grants are allocated by DOA to local units of government to help support infrastructure and facility projects for communities. Grants are capped at \$1,000,000 and there is a matching fund requirement. Funds must be used to primarily benefit low/moderate income individuals and must undertake at least three activities to support fair housing. Examples of projects that would indirectly support housing within a community are:

- Water towers, wells, and water systems
- Street, curb, and gutter improvements
- Wastewater treatment and sanitary system improvements.

Community Development Block Grant (CDBG) – Rural Economic Area Development Initiative (READI) Program

Grant funds are awarded to local units of government (with a populations less than 50,000) that intend to grant funds to certified Community Development Organizations for economic development, housing, and job training projects that benefit low- and moderate income individuals.

Eligible projects must include both an economic development component as well as a housing component. Applicants are encouraged to include a job training component as well. Grantees may receive up to \$1 million (\$500,000 for Economic Development, \$300,000 for Workforce Housing, and \$200,000 for Job Training).

Tax Increment Financing (TIF)

Tax Incremental Finance (TIF) is a financing tool that allows municipalities to invest in infrastructure and other improvements, and pay for these investments by capturing property tax revenue from the newly developed property. Communities can use captured value to offset items that fall outside of the building shell, including land purchase, infrastructure needs, demolition, and environmental remediation. The goal of TIF is to reduce or offset the financial gap of a project that would not occur otherwise.

Residential housing may be included in project costs for a mixed-use development TIF district if the density of residential housing is at least 3 units per acre; the residential housing is located in a “conservation subdivision”, as defined in Wis. Stats s. 66.1027(1)(a); or the residential housing is located in a “traditional neighborhood development”, as defined in Wis. Stats. s. 66.1027(1)(c).

The “Affordable Housing Extension” under Wis. Stat. sec. 66.1105(6)(g) allows for municipalities to extend the life a TIF district for one year. The tax increments received during this year shall be used to benefit affordable housing within the municipality (75% or greater) and may be used to improve the municipality’s housing stock (25% or less).

Housing Tax Credit (HTC) Program

This program is administered by the Wisconsin Housing and Economic Development Authority (WHEDA). The program provides reduction of federal income taxes owed by owners/investors in qualified projects for tenants whose incomes are at or below 60% of County Median Income. HTC developments must remain affordable for a 30-year period. At least 20% of all units in a development must be reserved for households at or below 50% of the area median income, or at least 40% of all units must be reserved for households at or below 60% of the area median income.

National Housing Trust Fund (HTF)

Created by the 2008 Housing & Economic Recovery Act and administered in Wisconsin by WHEDA. Designed to provide states with additional resources to construct and rehabilitate housing for extremely low-income families. Wisconsin uses this program to target rental housing development and rehabilitation. HTF resources allocated for rental housing/rehabilitation must be used to assist households at or below 30% of the area median income. HTF-assisted rental housing must meet a 30 year affordability period.

WHEDA Mortgage Programs

- WHEDA Advantage Conventional – Home Loan
- Advantage Conventional HomeStyle Renovation
- First Time Home Buyer (FTHB) Advantage
- Veterans Affordable Loan Opportunity Rate (VALOR)
- WHEDA Tax Advantage
- WHEDA FHA Advantage – Home Loan

- Capital Access Advantage – Down Payment Assistance
- Easy Close Advantage – Down Payment Assistance

United States Department of Agriculture (USDA) Multi-Family Housing Direct Loan Program

This program provides financing for affordable multi-family rental housing for low-income, elderly, or disabled individuals/families in eligible rural areas. Program applicants may include individuals, trusts, associations, partnerships, limited partnerships, nonprofit organizations, for-profit corporations, consumer cooperatives, most state/local government entities, and federally recognized tribes. Funds may be used for construction, improvement, and purchase of multi-family rental housing for low-income, elderly, or disabled individuals/families. Funds may also be used for buying/improving land and providing necessary infrastructure.

United States Department of Agriculture (USDA) Multi-Family Housing Loan Guarantee Program

This program works with private sector lenders to provide financing to qualified borrowers for the purpose of increasing the supply of affordable rental housing for low/moderate-income individuals/families in eligible rural areas and towns. In this program, private lenders apply for guarantee of up to 90% of the loan amount. Eligible areas for this program are rural areas and towns with 35,000 or fewer people or federally-recognized tribal lands. Funds may be used for construction, improvement, and purchase of multi-family rental housing for low/moderate-income individuals/families. Funds may also be used for buying/improving land and providing necessary infrastructure.

United States Department of Agriculture (USDA) Rural Housing Site Loan Program

This program provides two types of loans to purchase and develop housing sites for low/moderate-income families. Program applicants may include private/public non-profit organizations and federally-recognized tribes. Funds may be used for the purchase/development of housing sites for low/moderate-income families.

United States Department of Agriculture (USDA) Housing Preservation & Revitalization Demonstration Loans & Grants

This program restructures loans for existing Rural Rental Housing and Off-Farm Labor Housing projects to help improve and preserve the availability of safe affordable rental housing for low-income residents. Program applicants may include current multi-family housing project owners with Rural Rental Housing and Off-Farm Labor Housing loans. Borrowers must continue to provide affordable rental housing for 20 years or the remaining term of any USDA loan, whichever is later. Funds may be used to preserve and improve existing Rural Rental Housing and Off-Farm Labor Housing projects in order to extend their affordable use without displacing tenants through increased rents.

United States Department of Agriculture (USDA) Housing Preservation Grants

This program provides grants to sponsoring organizations for the repair/rehabilitation of housing owned by low/very low income rural residents. Program applicants may include most state/local government entities, non-profit organizations, and federally recognized tribes. Eligible areas for this program are rural areas/towns with 20,000 or fewer people or federally-recognized tribal lands. Program applicants may provide grants or low interest loans to repair/rehabilitate housing for low/very low income homeowners. Rental property owners may also receive assistance if they agree to make units available to low/very low income families.