



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, August 17, 2021 at 6:00 PM

The Waupun Common Council will meet In-person, virtual, and teleconference at **6:00pm on Tuesday, August 17, 2021**. Instructions to join the meeting are provided below:

Join Zoom Meeting :<https://us02web.zoom.us/j/86537921459?pwd=aTJlS3BrL1ZwNkVRNit1bG5HcytGdz09>

Meeting ID: 865 3792 1459

Passcode: 515291

Join Teleconference: 1-312-626-6799

CALL TO ORDER

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

ROLL CALL--Mayor to excuse any absent members

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

No Public Participation after this point.

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

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

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

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

2. Economic Development Committee 5-25-21
3. Business Improvement District 6-9-21
4. Recreation and Wellness 6-9-21
5. Community Development Authority 6-15-21
6. Plan Commission 6-16-21
7. Common Council 7-13-21
8. Library 7-21-21
9. Common Council 7-27-21

DEPARTMENT REPORTS

10. Library
11. Building Inspector
12. Utility
13. Recreation
14. Police
15. Administrator-Economic Development
16. Public Works
17. Fire

RESOLUTIONS AND ORDINANCES:

18. Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,035,000 General Obligation Promissory Notes, Series 2021A

- [19.](#) Ordinance to amend Chapter 6.05(3c) entitled Traffic Code-Handicapped Parking Stalls- Brandon St./Rock River Ave Handicap parking area
- [20.](#) Ordinance to Amend Chapter 6.05(3c) entitled Traffic Code-Handicapped Parking Stalls- Buwalda Drive Handicap parking area

CONSIDERATION - ACTION

- [21.](#) Stormwater Compliance Appeal to WI-DNR
- [22.](#) Authorize a Stormwater Utility Rate Study
- [23.](#) Transfer of K-9 Ownership to City of Beaver Dam
- [24.](#) Consideration of Table Sponsorship-REACH Benefit Event
- [25.](#) COVID-19 Policies and Updated CDC Guidance

CLOSED SESSION

The Waupun Common Council will adjourn in closed session under Section 19.85 (1) (c) (e) (g) 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.
- (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

- 26. Sworn Officer Retainment, Employment, and Compensation
- 27. Land Negotiations of 520 McKinley Street (TID 6)
- 28. Ambulance Services

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: 8-17-21

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

ISSUE SUMMARY:

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

Future Meetings/Gatherings

Tuesday, August 31, 2021	Committee of the Whole	6:00pm
Tuesday, September 14, 2021	Common Council	6:00pm
Tuesday, September 28, 2021	Committee of the Whole	6:00pm
Tuesday, October 12, 2021	Common Council	6:00pm
Tuesday, October 26, 2021	Committee of the Whole	6:00pm
Tuesday, November 9, 2021	Common Council	6:00pm
Tuesday, November 30, 2021	Committee of the Whole	6:00pm
Tuesday, December 14, 2021	Common Council	6:00pm
Tuesday, December 28, 2021	Committee of the Whole	6:00pm

License and Permit Applications

OPERATOR LICENSE:

Tori Hagen, Cynthia Montalto, Topanga Kimball, Amber Gordon, Caleb Glewen, Eva Antoni, Holley Ritschke, William Demaa

TEMPORARY CLASS B Fermented Malt Beverage

Helping Local Heros on August 28, 2021 at Waupun Community Center

Drift Jumpers Superpull on September 4, 2021 at Waupun Community Center

ATTACHMENTS:

Expense Report(s)

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

Report type: Summary

Check.Type = "Calculated","Manual"

Check Issue Date	Check Number	Payee	Amount	
07/28/2021	39	CREXENDO	495.22	
07/28/2021	40	FAITH TECH, INC.	1,760.17	
07/28/2021	41	KWIK TRIP STORES	6,765.49	
07/28/2021	42	WELLS FARGO PAYMENT REMITT.	1,938.48	
07/29/2021	43	WELLS FARGO PAYMENT REMITT.	1,041.27	
07/30/2021	102381	FOND DU LAC COUNTY CLERK OF C	350.00	M
07/30/2021	102382	YMCA OF DODGE COUNTY	13,935.17	M
07/30/2021	102407	DEAN HEALTH PLAN	5,300.60	M
08/12/2021	102453	AMAZON CAPITAL SERVICES	28.97	
08/12/2021	102454	AGNESIAN WORK & WELLNESS-	475.00	
08/12/2021	102455	AIRGAS USA, LLC	2,239.40	
08/12/2021	102456	ALLIANT ENERGY/WP&L	1,134.85	
08/12/2021	102457	APPLIED CONCEPTS INC	84.00	
08/12/2021	102458	ASSOCIATED APPRAISAL CONSULTA	2,467.66	
08/12/2021	102459	AT & T LONG DISTANCE	152.86	
08/12/2021	102460	AT&T MOBILITY	10.80	
08/12/2021	102461	BENTZ AUTOMOTIVE INC	135.91	
08/12/2021	102462	BLACKSTONE TECHNOLOGIES LLC	1,158.81	
08/12/2021	102463	BRADY SOFTWARE SOLUTIONS	50.89	
08/12/2021	102464	CAPITAL AUTOBODY, LLC	303.79	
08/12/2021	102465	CAPITAL NEWSPAPERS	77.68	
08/12/2021	102466	CAREW CONCRETE & SUPPLY INC	1,206.90	
08/12/2021	102467	CARTRIDGE WORLD	133.40	
08/12/2021	102468	CENTRAL CABLE CONTRACTORS INC	375.00	
08/12/2021	102469	CFS INSPECTIONS	1,481.80	
08/12/2021	102470	CHARTER COMMUNICATIONS	1,096.67	
08/12/2021	102471	CITIES DIGITAL	693.00	
08/12/2021	102472	CRACK FILLING SERVICE CORP.	16,000.00	
08/12/2021	102473	DESTINATION LAKE WINNEBAGO RE	9,408.01	
08/12/2021	102474	MARTENS ACE HARDWARE	1,125.23	
08/12/2021	102475	FARMERS ELEVATOR CO.	135.00	
08/12/2021	102476	FOX COMPUTER & NETWORKING INC	178.56	
08/12/2021	102477	GFL ENVIRONMENTAL	658.25	
08/12/2021	102478	GOODYEAR COMMERCIAL TIRE & SE	529.48	
08/12/2021	102479	GRAND VALLEY INSPECTION SERVIC	2,551.25	
08/12/2021	102480	GUNDERSON, INC.	611.24	
08/12/2021	102481	HOLIDAY WHOLESale	183.94	
08/12/2021	102482	HOPPERS SILK SCREENING	27.00	
08/12/2021	102483	INTERSTATE SAWING COMPANY INC	400.00	
08/12/2021	102484	LAPPEN SECURITY PRODUCTS	399.00	
08/12/2021	102485	MSA PROFESSIONAL SERVICES INC.	19,097.16	
08/12/2021	102486	MARCO TECHNOLOGIES LLC	56.95	
08/12/2021	102487	MENARDS - BEAVER DAM	55.88	
08/12/2021	102488	NAPA AUTO PARTS-WAUPUN	1,005.11	
08/12/2021	102489	NATIONAL FIRE PROTECTION ASSOC	175.00	
08/12/2021	102490	NEUMAN POOLS INC	1,433.12	
08/12/2021	102491	NICKEL, JULIE	40.00	
08/12/2021	102492	NORTHERN PIPE INC	2,291.25	
08/12/2021	102493	O'REILLY AUTOMOTIVE INC	169.50	

Check Issue Date	Check Number	Payee	Amount
08/12/2021	102494	OSHKOSH OFFICE SYSTEMS	843.69
08/12/2021	102495	PETTY CASH-POLICE DEPT.	3.17
08/12/2021	102496	PIGGLY WIGGLY DISCOUNT FOODS	122.64
08/12/2021	102497	PIT-STOP PORTABLES	137.50
08/12/2021	102498	PITNEY BOWES	80.74
08/12/2021	102499	POMP'S TIRE	240.00
08/12/2021	102500	Q-TRONICS	19.99
08/12/2021	102501	RENNERTS	1,639.85
08/12/2021	102502	SHRED-IT	91.54
08/12/2021	102503	STAPLES CREDIT PLAN	268.81
08/12/2021	102504	STARDUST CIRCUS INC	125.00
08/12/2021	102505	STICKS AND STONES	150.00
08/12/2021	102506	STOBB PLUMBING & HEATING, INC.	1,891.74
08/12/2021	102507	THE CLOTHING PALLET	3,876.53
08/12/2021	102508	TONY'S PIZZA	313.81
08/12/2021	102509	TRACTOR SUPPLY CREDIT PLAN	97.96
08/12/2021	102510	TRU CLEANERS LLC	4,532.81
08/12/2021	102511	US CELLULAR	1,379.97
08/12/2021	102512	VANDE ZANDE & KAUFMAN, LLP	2,277.00
08/12/2021	102513	VON BRIESEN & ROPER, S.C.	12,198.00
08/12/2021	102514	WAUPUN AREA ANIMAL SHELTER, INC	1,000.00
08/12/2021	102515	WAUPUN EQUIPMENT COMPANY, INC.	1,247.40
08/12/2021	102516	WAUPUN UTILITIES	34,171.06
08/12/2021	102517	WERNER ELECTRIC SUPPLY	242.26
08/12/2021	102518	WI DEPT OF JUSTICE	168.00
08/12/2021	102519	WI DEPART OF JUSTICE	358.50
08/12/2021	102520	MARCO TECHNOLOGIES LLC	244.86
Grand Totals:			169,147.55

Report Criteria:

Report type: Summary

Check.Type = "Calculated", "Manual"

Report Criteria:

[Report].Invoice Date = 07/28/2021,07/29/2021,07/30/2021,08/12/2021

Invoice	Description	Invoice Date	Total Cost	GL Account
48 AMAZON CAPITAL SERVICES				
16NF-WYGM-CY4L	office supplies	08/12/2021	28.97	100-10-5141-3-30
Total 48 AMAZON CAPITAL SERVICES:			28.97	
955 AGNESIAN WORK & WELLNESS-				
34402	Employee testing	08/12/2021	265.00	100-40-5215-3-37
34402	Employee testing	08/12/2021	210.00	100-50-5231-3-38
Total 955 AGNESIAN WORK & WELLNESS-:			475.00	
987 AIRGAS USA, LLC				
9115813444	Chemicals - Pool	08/12/2021	721.32	100-20-5523-3-40
9981224127	Chemicals - Pool	08/12/2021	1,011.83	100-20-5523-3-40
9115553871	welding supplies	08/12/2021	449.60	100-70-5411-3-36
9115553872	welding supplies	08/12/2021	56.65	100-70-5411-3-36
Total 987 AIRGAS USA, LLC:			2,239.40	
1174 ALLIANT ENERGY/WP&L				
3425110000-JULY21	MUSEUM monthly fuel charges - July 2021	08/12/2021	13.27	100-20-5512-3-32
5374620000-JULY21	Aquatic Center - July 2021	08/12/2021	806.12	100-20-5523-3-32
5946940000-JULY21	Police Dept - monthly fuel charges - July 2021	08/12/2021	37.87	100-40-5211-3-32
5946940000-JULY21	Fire Dept - monthly fuel charges - July 2021	08/12/2021	21.30	100-50-5231-3-32
2831330000-JULY21	community center monthly fuel-July 2021	08/12/2021	82.16	100-70-5410-3-32
1780510000-JULY21	CITY HALL monthly fuel charges - July 2021	08/12/2021	54.82	100-70-5410-3-32
3264610000-JULY21	Garage monthly fuel - July 2021	08/12/2021	90.78	100-70-5412-3-32
3517989074-JUNE21	TIF#6 - Utilities McKinley St. Building - July 2021	08/12/2021	28.53	408-70-5436-3-32
Total 1174 ALLIANT ENERGY/WP&L:			1,134.85	
1459 APPLIED CONCEPTS INC				
387850	remote display interconnect cable	08/12/2021	84.00	100-40-5212-3-38
Total 1459 APPLIED CONCEPTS INC:			84.00	
1787 ASSOCIATED APPRAISAL CONSULTAN				
155728	Monthly services - August 2021	08/12/2021	2,467.66	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			2,467.66	
1902 AT & T LONG DISTANCE				
JULY21	Aquatic Center	08/12/2021	152.86	100-20-5523-3-31
Total 1902 AT & T LONG DISTANCE:			152.86	
1906 AT&T MOBILITY				
JULY2021	FirstNet Mobile Aircards - July 2021	08/12/2021	10.80	100-40-5211-3-31
Total 1906 AT&T MOBILITY:			10.80	
5130 BENTZ AUTOMOTIVE INC				
19135	recharge freon	08/12/2021	135.91	100-70-5411-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 5130 BENTZ AUTOMOTIVE INC:			135.91	
5538 BLACKSTONE TECHNOLOGIES LLC				
211656	Performance Patch Mix	08/12/2021	1,158.81	100-70-5431-3-36
Total 5538 BLACKSTONE TECHNOLOGIES LLC:			1,158.81	
6035 BRADY SOFTWARE SOLUTIONS				
9347419744	building breaker locks	08/12/2021	50.89	100-70-5410-3-36
Total 6035 BRADY SOFTWARE SOLUTIONS:			50.89	
7057 CAPITAL AUTOBODY, LLC				
9278	repaint tire rims on 581 (rusting)	08/12/2021	303.79	100-50-5231-3-36
Total 7057 CAPITAL AUTOBODY, LLC:			303.79	
7058 CAPITAL NEWSPAPERS				
61956	Notice of public Hearing	08/12/2021	31.38	100-10-5110-3-35
61937	Notice - liquor license	08/12/2021	46.30	100-10-5110-3-35
Total 7058 CAPITAL NEWSPAPERS:			77.68	
7065 CAREW CONCRETE & SUPPLY INC				
1211467	ADA ramps - N Harris & Maple Ave	08/12/2021	422.50	100-70-5410-3-36
1211278	sidewalk repairs - N Forest & Monroe	08/12/2021	645.15	100-70-5444-3-36
1213542	ADA ramps - Buwalda Dr & Andy Ln	08/12/2021	504.25	100-70-5444-3-36
1209368	credit	08/12/2021	365.00-	400-70-5436-8-00
Total 7065 CAREW CONCRETE & SUPPLY INC:			1,206.90	
7075 CARTRIDGE WORLD				
84167	Cartridges	08/12/2021	133.40	100-40-5211-3-38
Total 7075 CARTRIDGE WORLD:			133.40	
8999 CENTRAL CABLE CONTRACTORS INC.				
9156	dirt shredder rental	08/12/2021	375.00	100-70-5411-3-37
Total 8999 CENTRAL CABLE CONTRACTORS INC.:			375.00	
9085 CFS INSPECTIONS				
2021MY0158	Annual Ladder testing/maintenance	08/12/2021	1,481.80	100-50-5232-3-36
Total 9085 CFS INSPECTIONS:			1,481.80	
10048 CHARTER COMMUNICATIONS				
16011-AUG21	senior center - tv, internet	08/12/2021	137.80	100-20-5513-3-38
54053-AUG21	aquatic center	08/12/2021	109.97	100-20-5523-3-38
3194-AUG21	ethernet intrastate MBPS	08/12/2021	490.00	100-40-5211-3-38
18615-AUG21	PD - voice, internet, tv	08/12/2021	358.90	100-40-5211-3-38
Total 10048 CHARTER COMMUNICATIONS:			1,096.67	
10223 CITIES DIGITAL				
52197	Laserfiche Annual Support & Updates - PD 10-15-21 thru	08/12/2021	693.00	100-40-5211-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 10223 CITIES DIGITAL:			693.00	
10580 CRACK FILLING SERVICE CORP.				
8-12-21	CRACK SEALING various streets	08/12/2021	16,000.00	100-70-5431-3-36
Total 10580 CRACK FILLING SERVICE CORP.:			16,000.00	
10651 CREXENDO				
2039440701	City Hall Phone Charges - July 2021	07/28/2021	365.05	100-10-5197-3-31
2039440701	Senior Center Phone Charges - July 2021	07/28/2021	26.08	100-20-5513-3-31
2039440701	Garage Phone Charges - July 2021	07/28/2021	104.09	100-70-5412-3-31
Total 10651 CREXENDO:			495.22	
11053 DEAN HEALTH PLAN				
006439962	COBRA payments - service May to Aug 2021 - Fix	07/30/2021	2,650.30	100-21530
006439962	COBRA payments - service May to Aug 2021 - Fix	07/30/2021	2,650.30	100-40-5212-2-20
Total 11053 DEAN HEALTH PLAN:			5,300.60	
11275 DESTINATION LAKE WINNEBAGO REGION				
8-12-21	70% Of Room Tax - June 2021	08/12/2021	9,408.01	430-70-5436-3-42
Total 11275 DESTINATION LAKE WINNEBAGO REGION:			9,408.01	
12676 FAITH TECH, INC.				
JULY2021	energy efficiency ACH pmt 22 of 60	07/28/2021	1,760.17	300-10-5935-6-00
Total 12676 FAITH TECH, INC.:			1,760.17	
12700 MARTENS ACE HARDWARE				
JULY2021	papertowel/setting cement/mortar mix	08/12/2021	51.96	100-20-5523-3-36
JULY2021	great stuff - repair cracks	08/12/2021	35.94	100-20-5523-3-36
JULY2021	credit	08/12/2021	38.97-	100-20-5523-3-36
JULY2021	hand soap	08/12/2021	47.96	100-20-5523-3-36
JULY2021	fuses	08/12/2021	4.99	100-20-5523-3-36
JULY2021	wet/dry vac	08/12/2021	23.99	100-20-5523-3-39
JULY2021	parts - repair complex ice maker	08/12/2021	5.64	100-20-5525-3-36
JULY2021	spraypaint	08/12/2021	24.95	100-20-5525-3-36
JULY2021	sprayer nozzle	08/12/2021	19.98	100-20-5525-3-36
JULY2021	glue/foosaver roll/hand cleaner/clipboard	08/12/2021	49.56	100-40-5211-3-30
JULY2021	batteries/car wash	08/12/2021	49.96	100-50-5232-3-38
JULY2021	electrical tape	08/12/2021	1.98	100-50-5232-3-38
JULY2021	driveway sealer	08/12/2021	17.99	100-70-5410-3-36
JULY2021	driveway sealer	08/12/2021	53.97	100-70-5410-3-36
JULY2021	clevis straight	08/12/2021	35.98	100-70-5410-3-36
JULY2021	key	08/12/2021	2.59	100-70-5410-3-36
JULY2021	fasteners	08/12/2021	11.88	100-70-5410-3-36
JULY2021	switches - city hall	08/12/2021	3.78	100-70-5410-3-36
JULY2021	switches - city hall	08/12/2021	9.35	100-70-5410-3-36
JULY2021	parts - city hall repairs	08/12/2021	9.76	100-70-5410-3-36
JULY2021	staple glv	08/12/2021	16.99	100-70-5410-3-36
JULY2021	wheel	08/12/2021	11.99	100-70-5411-3-36
JULY2021	repair parts washer melted wires	08/12/2021	20.36	100-70-5411-3-36
JULY2021	repair grease pivot	08/12/2021	8.77	100-70-5411-3-36
JULY2021	tools for sod cutting	08/12/2021	23.99	100-70-5411-3-38
JULY2021	hedge trimmer	08/12/2021	599.90	100-70-5411-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
JULY2021	sprayer	08/12/2021	19.99	100-70-5613-3-38
Total 12700 MARTENS ACE HARDWARE:			1,125.23	
12750 FARMERS ELEVATOR CO.				
155939	grass seed	08/12/2021	135.00	100-70-5410-3-36
Total 12750 FARMERS ELEVATOR CO.:			135.00	
13497 FOND DU LAC COUNTY CLERK OF COURTS				
7-30-21	Paid Warrant - Brindley	07/30/2021	350.00	100-13850
Total 13497 FOND DU LAC COUNTY CLERK OF COURTS:			350.00	
13820 FOX COMPUTER & NETWORKING INC				
338351	DPW envelopes	08/12/2021	178.56	100-70-5420-3-30
Total 13820 FOX COMPUTER & NETWORKING INC:			178.56	
14610 GFL ENVIRONMENTAL				
U90000039678	Rolloff Waste Temp 20YD	08/12/2021	658.25	100-70-5410-3-36
Total 14610 GFL ENVIRONMENTAL:			658.25	
14641 GOODYEAR COMMERCIAL TIRE & SER				
132-1187278	tires - DPW	08/12/2021	929.48	100-70-5411-3-36
132-1187376	credit	08/12/2021	400.00-	100-70-5411-3-36
Total 14641 GOODYEAR COMMERCIAL TIRE & SER:			529.48	
14698 GRAND VALLEY INSPECTION SERVICES				
2021-128	Building Insp/Zoning Admin for July 2021	08/12/2021	2,551.25	230-30-5241-3-38
Total 14698 GRAND VALLEY INSPECTION SERVICES:			2,551.25	
15075 GUNDERSON, INC.				
1019481	CITY HALL rugs - July 2021	08/12/2021	68.07	100-70-5410-3-38
1019483	Senior center rugs - July 2021	08/12/2021	56.53	100-70-5410-3-38
1014246	CITY HALL rugs - July 2021	08/12/2021	68.07	100-70-5410-3-38
1016880	Library Rugs - July 2021	08/12/2021	66.17	100-70-5410-3-38
1016940	fire Dept-Rugs - July 2021	08/12/2021	54.27	100-70-5410-3-38
1022086	Library Rugs - Aug 2021	08/12/2021	66.17	100-70-5410-3-38
1019561	Uniform/charges - July 2021	08/12/2021	19.89	100-70-5411-3-38
1019560	Garage supplies - July 2021	08/12/2021	29.15	100-70-5411-3-38
1014323	Uniform/charges - July 2021	08/12/2021	19.89	100-70-5411-3-38
1014322	Garage supplies - July 2021	08/12/2021	29.15	100-70-5411-3-38
1016935	Garage supplies - July 2021	08/12/2021	47.05	100-70-5411-3-38
1016936	Uniform/charges - July 2021	08/12/2021	19.89	100-70-5411-3-38
1022145	Uniform/charges - Aug 2021	08/12/2021	19.89	100-70-5411-3-38
1022144	Garage supplies - Aug 2021	08/12/2021	47.05	100-70-5411-3-38
Total 15075 GUNDERSON, INC.:			611.24	
15920 HOLIDAY WHOLESALE				
9811270	Aquatic Center Concession Stand	08/12/2021	74.01	100-20-5523-3-39
9818975	Aquatic Center Concession Stand	08/12/2021	109.93	100-20-5523-3-39

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 15920 HOLIDAY WHOLESALE:			183.94	
16049 HOPPERS SILK SCREENING				
71600	plates for officers	08/12/2021	27.00	100-40-5212-3-38
Total 16049 HOPPERS SILK SCREENING:			27.00	
16557 INTERSTATE SAWING COMPANY INC				
42957	ADA curb ramp cut - Buwalda Park	08/12/2021	400.00	100-70-5444-3-36
Total 16557 INTERSTATE SAWING COMPANY INC:			400.00	
17175 KWIK TRIP STORES				
PD-JUNE21	Police Dept monthly fuel - June 2021	07/28/2021	2,377.06	100-40-5212-3-38
FD-JUNE21	Fire dept monthly fuel - June 2021	07/28/2021	565.55	100-50-5232-3-38
DPW-JUNE21	DPW monthly fuel purchases - June 2021	07/28/2021	3,084.91	100-70-5411-3-38
DPW-JUNE21	DPW monthly fuel purchases - June 2021	07/28/2021	249.42	700-10-5191-3-38
DPW-JUNE21	DPW monthly fuel purchases - June 2021	07/28/2021	488.55	700-10-5192-3-38
Total 17175 KWIK TRIP STORES:			6,765.49	
17281 LAPPEN SECURITY PRODUCTS				
LSPQ45502	photo beam out of alignment - comm center	08/12/2021	399.00	100-70-5410-3-38
Total 17281 LAPPEN SECURITY PRODUCTS:			399.00	
18009 MSA PROFESSIONAL SERVICES INC.				
R00212056.0-78	City Parking Lot Exhibit Map	08/12/2021	407.50	100-70-5420-3-38
R00212056.0-78	Cost Est. for Grove, Park, & Roosevelt St.	08/12/2021	667.00	100-70-5420-3-38
R00212096.0-26	Construction Admin - Shop Drawing Review - Newton & R	08/12/2021	425.48	400-70-5436-8-00
R00212056.0-78	78 Acre development S of Wilson - meetings	08/12/2021	585.06	404-10-5711-3-38
R00212056.0-78	310 & 312 Main St. CSM	08/12/2021	2,528.40	405-70-5436-3-38
R00212056.0-78	TMDL Implementation Plan Assistance	08/12/2021	832.50	700-10-5192-3-38
R00212119.0-8	Harmsen Ave & Oak Lane Storm Pond	08/12/2021	1,277.86	700-10-5192-8-00
R00212096.0-26	Construction Admin - Shop Drawing Review - Newton & R	08/12/2021	771.02	700-10-5192-8-00
R00212096.0-26	Construction Staking - Storm Sewer	08/12/2021	2,599.00	700-10-5192-8-00
R00212096.0-26	Construction Observation - Storm Sewer	08/12/2021	9,003.34	700-10-5192-8-00
Total 18009 MSA PROFESSIONAL SERVICES INC.:			19,097.16	
18459 MARCO TECHNOLOGIES LLC				
INV8987254	Konica/A7PY011X001 contract - Aug 2021	08/12/2021	56.95	100-40-5211-3-38
Total 18459 MARCO TECHNOLOGIES LLC:			56.95	
18961 MENARDS - BEAVER DAM				
01441	couplings/showerhead	08/12/2021	55.88	100-70-5410-3-36
Total 18961 MENARDS - BEAVER DAM:			55.88	
19802 NAPA AUTO PARTS-WAUPUN				
319382	power steering fluid	08/12/2021	18.45	100-70-5410-3-36
317335	battery	08/12/2021	144.99	100-70-5411-3-36
317410	gasket maker	08/12/2021	24.49	100-70-5411-3-36
317414	grease	08/12/2021	74.90	100-70-5411-3-36
317681	flasher - turn signal	08/12/2021	26.99	100-70-5411-3-36
317989	valve stem extension	08/12/2021	23.39	100-70-5411-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
318019	credit	08/12/2021	20.00-	100-70-5411-3-36
318272	sway bar link repair kit	08/12/2021	43.68	100-70-5411-3-36
318328	USS nuts	08/12/2021	4.50	100-70-5411-3-36
318428	credit	08/12/2021	21.84-	100-70-5411-3-36
318429	break fluid	08/12/2021	9.49	100-70-5411-3-36
318439	blower motor replacement	08/12/2021	74.69	100-70-5411-3-36
318708	tire pressure monitoring system	08/12/2021	13.90	100-70-5411-3-36
318924	air filters/oil filters/hydraulic filters	08/12/2021	77.67	100-70-5411-3-36
319227	tire valve	08/12/2021	25.18	100-70-5411-3-36
319415	grease	08/12/2021	5.69	100-70-5411-3-36
319630	fuel filter/steering shaft	08/12/2021	147.76	100-70-5411-3-36
317204	papertowel - DPW shop	08/12/2021	65.99	100-70-5411-3-38
317953	heat gun	08/12/2021	115.00	100-70-5411-3-38
319168	water pump	08/12/2021	104.48	700-10-5192-3-36
319170	replace belt on street sweeper	08/12/2021	45.71	700-10-5192-3-36
Total 19802 NAPA AUTO PARTS-WAUPUN:			1,005.11	
20072 NATIONAL FIRE PROTECTION ASSOC				
7991045X	membership renewal	08/12/2021	175.00	100-50-5233-3-34
Total 20072 NATIONAL FIRE PROTECTION ASSOC:			175.00	
20349 NEUMAN POOLS INC				
3947	Pool chemicals	08/12/2021	32.96	100-20-5523-3-40
3809	replace splash chair actuator	08/12/2021	1,400.16	100-20-5525-3-36
Total 20349 NEUMAN POOLS INC:			1,433.12	
20480 NICKEL, JULIE				
8-12-21	Reimbursement for cell phone use - Aug 2021	08/12/2021	40.00	100-10-5131-3-31
Total 20480 NICKEL, JULIE:			40.00	
20623 NORTHERN PIPE INC				
2153	2021 Storm Sewer Televising & Cleaning	08/12/2021	2,291.25	700-10-5192-3-38
Total 20623 NORTHERN PIPE INC:			2,291.25	
20800 O'REILLY AUTOMOTIVE INC				
2391-441620	pin & clip	08/12/2021	15.98	100-50-5231-3-36
2391-441412	ball mount	08/12/2021	130.55	100-50-5231-3-36
2391-441413	hitch ball	08/12/2021	22.97	100-50-5231-3-36
Total 20800 O'REILLY AUTOMOTIVE INC:			169.50	
20900 OSHKOSH OFFICE SYSTEMS				
AR65440	maint - Angie's printer	08/12/2021	671.59	100-10-5141-3-36
AR65441	City Hall Color Copier 6333 - contract - July 2021	08/12/2021	172.10	100-10-5141-3-36
Total 20900 OSHKOSH OFFICE SYSTEMS:			843.69	
21550 PETTY CASH-POLICE DEPT.				
8-12-21	sandwich bags for drug drop box	08/12/2021	3.17	100-40-5211-3-30
Total 21550 PETTY CASH-POLICE DEPT.:			3.17	

Invoice	Description	Invoice Date	Total Cost	GL Account
21665 PIGGLY WIGGLY DISCOUNT FOODS				
3718	Aquatic center concessions	08/12/2021	122.64	100-20-5523-3-39
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			122.64	
21790 PIT-STOP PORTABLES				
A-117310	Pine Street Park Port a Potty	08/12/2021	137.50	100-20-5525-3-38
Total 21790 PIT-STOP PORTABLES:			137.50	
21805 PITNEY BOWES				
1018689931	ink cartridges - PD	08/12/2021	80.74	100-40-5211-3-33
Total 21805 PITNEY BOWES :			80.74	
22026 POMP'S TIRE				
520102815	replace chipper tires	08/12/2021	240.00	100-70-5411-3-36
Total 22026 POMP'S TIRE:			240.00	
22330 Q-TRONICS				
10081742	wireless mouse	08/12/2021	19.99	100-70-5410-3-38
Total 22330 Q-TRONICS:			19.99	
22750 RENNERTS				
43932	Annual pump testing	08/12/2021	1,582.35	100-50-5232-3-36
43918	fix leaking coolant lines	08/12/2021	57.50	100-50-5232-3-36
Total 22750 RENNERTS:			1,639.85	
23612 SHRED-IT				
8182558903	destruction of records	08/12/2021	91.54	100-40-5211-3-38
Total 23612 SHRED-IT:			91.54	
24108 STAPLES CREDIT PLAN				
8-12-21	share of office supplies	08/12/2021	23.66	100-10-5131-3-30
8-12-21	share of office supplies	08/12/2021	23.64	100-10-5141-3-30
8-12-21	share of office supplies	08/12/2021	23.66	100-10-5191-3-30
8-12-21	toner - senior center	08/12/2021	87.89	100-20-5513-3-30
8-12-21	share of office supplies	08/12/2021	23.66	100-20-5513-3-30
8-12-21	share of office supplies	08/12/2021	23.66	100-70-5420-3-30
8-12-21	share of office supplies	08/12/2021	23.66	100-80-5670-3-30
8-12-21	Binders/Dividers	08/12/2021	38.98	220-70-5410-3-38
Total 24108 STAPLES CREDIT PLAN:			268.81	
24117 STARDUST CIRCUS INC				
8-12-21	Return portion of Security Deposit - Comm C Rental	08/12/2021	125.00	100-46-4675-0-00
Total 24117 STARDUST CIRCUS INC:			125.00	
24350 STICKS AND STONES				
12447	mowing & trimming - 619 Morse St	08/12/2021	75.00	100-70-5613-3-38
12453	mowing & trimming - 130 Brandon St	08/12/2021	75.00	100-70-5613-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 24350 STICKS AND STONES:			150.00	
24400 STOBBS PLUMBING & HEATING, INC.				
12437	wrap gas pipe at safety bldg per Alliant	08/12/2021	1,346.74	100-70-5410-3-36
12412	parts - repair leaking faucet at library	08/12/2021	104.25	100-70-5410-3-36
12468	parts - repair water leak city hall men's bathroom	08/12/2021	26.00	100-70-5410-3-36
12439	parts/labor - replace broken solenoid on parts washer	08/12/2021	414.75	100-70-5411-3-36
Total 24400 STOBBS PLUMBING & HEATING, INC.:			1,891.74	
24933 THE CLOTHING PALLET				
8-12-21	CDA Revitalization Grant	08/12/2021	3,876.53	405-70-5436-3-38
Total 24933 THE CLOTHING PALLET:			3,876.53	
25083 TONY'S PIZZA				
763814	Celebrate Waupun lunch 2021	08/12/2021	313.81	450-70-5440-3-38
Total 25083 TONY'S PIZZA:			313.81	
25249 TRACTOR SUPPLY CREDIT PLAN				
8-12-21	K9 Supplies	08/12/2021	97.96	410-48-4861-0-00
Total 25249 TRACTOR SUPPLY CREDIT PLAN:			97.96	
25450 TRU CLEANERS LLC				
CW080121	cleaning service for City of Waupun - for July 2021	08/12/2021	4,052.81	100-70-5410-3-38
CW080121-A	additional cleaning service due to Covid-19 - for July 2021	08/12/2021	480.00	100-70-5410-3-38
Total 25450 TRU CLEANERS LLC:			4,532.81	
25760 US CELLULAR				
0451499968	Clerk cell phone - July 2021	08/12/2021	83.88	100-10-5141-3-31
0451499968	Economic Developer/Administrator cell phone - July 2021	08/12/2021	42.81	100-10-5191-3-31
0451499968	Kast Hotspot #190 - July 2021	08/12/2021	38.03	100-10-5197-3-31
0451499968	Recreation cell phone - July 2021	08/12/2021	121.41	100-20-5513-3-31
0451680986	POLICE DEPT monthly cell phone charges - July 2021	08/12/2021	818.35	100-40-5211-3-31
0451499968	FIRE DEPT monthly cell phone charges - July 2021	08/12/2021	140.18	100-50-5231-3-31
0451499968	DPW Director/Foreman monthly cell phone - July 2021	08/12/2021	97.98	100-70-5420-3-31
0451499968	Library monthly cell - July 2021	08/12/2021	37.33	210-60-5511-3-31
Total 25760 US CELLULAR:			1,379.97	
26042 VANDE ZANDE & KAUFMAN, LLP				
12813	Traffic monthly attorney fees - July 2021	08/12/2021	537.00	100-10-5161-3-38
JULY2021	monthly City Attorney Fees - July 2021	08/12/2021	1,740.00	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			2,277.00	
26465 VON BRIESEN & ROPER, S.C.				
363001	Waupun - Mitchell Litigaton - June 2021	08/12/2021	12,198.00	100-10-5194-3-38
Total 26465 VON BRIESEN & ROPER, S.C.:			12,198.00	
26790 WAUPUN AREA ANIMAL SHELTER, INC				
AUG2021	Monthly Contract - Aug 2021	08/12/2021	1,000.00	100-40-5343-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 26790 WAUPUN AREA ANIMAL SHELTER, INC:			1,000.00	
27000 WAUPUN EQUIPMENT COMPANY, INC.				
5210W	replace wheel bearing	08/12/2021	41.75	100-70-5411-3-36
5080W	replace oil seals	08/12/2021	173.25	100-70-5411-3-36
4070W	replace condenser & hose	08/12/2021	1,032.40	100-70-5411-3-36
Total 27000 WAUPUN EQUIPMENT COMPANY, INC.:			1,247.40	
27450 WAUPUN UTILITIES				
5285	WPPI support - July 2021	08/12/2021	406.25	100-10-5197-3-38
JULY2021	Monthly utility charges	08/12/2021	284.50	100-20-5512-3-32
JULY2021	Monthly utility charges	08/12/2021	344.02	100-20-5513-3-32
JULY2021	Monthly utility charges	08/12/2021	6,823.61	100-20-5523-3-32
JULY2021	Monthly utility charges	08/12/2021	5,247.63	100-20-5525-3-32
JULY2021	Monthly utility charges	08/12/2021	1,155.01	100-40-5211-3-32
JULY2021	Monthly utility charges	08/12/2021	649.69	100-50-5231-3-32
JULY2021	Monthly utility charges	08/12/2021	16.00	100-50-5251-3-32
JULY2021	Monthly utility charges	08/12/2021	2,646.41	100-70-5410-3-32
JULY2021	Monthly utility charges	08/12/2021	1,243.89	100-70-5412-3-32
5274	Verizon Charges - DPW I-pads - July 2021	08/12/2021	58.11	100-70-5420-3-31
JULY2021	Monthly utility charges	08/12/2021	241.27	100-70-5441-3-32
JULY2021	Monthly utility charges	08/12/2021	11,583.54	100-70-5442-3-32
JULY2021	Monthly utility charges	08/12/2021	2,397.73	210-60-5511-3-32
JULY2021	Monthly utility charges - McKinley Property	08/12/2021	162.58	408-70-5436-3-32
JULY2021	Monthly utility charges	08/12/2021	42.32	700-10-5192-3-32
5286	Stormwater Billing & Collection Fees - July 2021	08/12/2021	868.50	700-10-5192-3-38
Total 27450 WAUPUN UTILITIES:			34,171.06	
27935 WELLS FARGO PAYMENT REMITT.				
ANGIE-MAY21/JUNE21	AMAZON - coffee	07/28/2021	46.95	100-10-5110-3-38
KATHY-MAY21/JUNE21	meal - Schlieve - meeting with Mayor Glewen	07/28/2021	9.37	100-10-5191-3-37
KATHY-MAY21/JUNE21	meal - Schlieve - Downtown Promotions meeting	07/28/2021	15.78	100-10-5191-3-37
BJ-MAY21/JUNE21	Eagle Engraving - FD - embroidered items - clothing allow	07/28/2021	86.40	100-12634
JEFF-MAY21/JUNE21	AMAZON - fire extinguisher cabinets - Aquatic center	07/28/2021	130.99	100-20-5523-3-36
RACHEL-MAY21/JUNE21	Walmart - pool supplies	07/28/2021	105.00	100-20-5523-3-39
RACHEL-MAY21/JUNE21	Tractor Supply - Pool supplies	07/28/2021	67.93	100-20-5523-3-39
JEFF-MAY21/JUNE21	Fleet Farm - tamper steel handle - DPW	07/28/2021	33.99	100-20-5525-3-36
JEFF-MAY21/JUNE21	AMAZON - tv bracket for concession stand	07/28/2021	39.99	100-20-5525-3-36
RACHEL-MAY21/JUNE21	Walmart - Park program supplies	07/28/2021	246.18	100-20-5525-3-39
RACHEL-MAY21/JUNE21	Walmart - Park program supplies	07/28/2021	391.14	100-20-5525-3-39
SCOTT-JUNE21	Staples - office supplies - PD	07/29/2021	211.42	100-40-5211-3-30
SCOTT-JUNE21	AMAZON - batteries - PD	07/29/2021	30.88	100-40-5211-3-30
SCOTT-JUNE21	DOT DMV - Registration Suspension Fee - June 2021	07/29/2021	18.36	100-40-5211-3-38
SCOTT-JUNE21	Microsoft 365 Personal (year) - PD	07/29/2021	73.84	100-40-5211-3-38
SCOTT-JUNE21	Microsoft Subscription	07/29/2021	184.00	100-40-5211-3-38
JEREMY-JUNE21	meal - PD - training lunch	07/28/2021	21.11	100-40-5212-3-37
JEREMY-JUNE21	meal - PD - training lunch	07/28/2021	36.07	100-40-5212-3-37
SCOTT-JUNE21	Target - Bike Rodeo supplies - PD	07/29/2021	279.97	100-40-5214-3-38
SCOTT-JUNE21	Walmart - Bike Rodeo supplies - PD	07/29/2021	163.80	100-40-5214-3-38
SCOTT-JUNE21	meal - FBI Conf - PD	07/29/2021	31.40	100-40-5215-3-37
SCOTT-JUNE21	meal - FBI Conf - PD	07/29/2021	24.43	100-40-5215-3-37
SCOTT-JUNE21	meal - FBI Conf - PD	07/29/2021	23.17	100-40-5215-3-37
BJ-MAY21/JUNE21	NFPA (error-will be credited on next statement)	07/28/2021	49.00	100-50-5231-3-38
BJ-MAY21/JUNE21	Allied - replace AED pads - FD	07/28/2021	207.00	100-50-5232-3-36
BRETT-JUNE21	Spectrum bill - Library	07/28/2021	174.97	210-60-5511-3-31

Invoice	Description	Invoice Date	Total Cost	GL Account
PAM-JUNE21	AMAZON - prime membership fee	07/28/2021	119.00	210-60-5511-3-38
ANGIE-MAY21/JUNE21	Wells F cash back credit	07/28/2021	93.32-	400-48-4813-0-00
JEREMY-JUNE21	Wells F Cash Back	07/28/2021	65.57-	400-48-4813-0-00
ANGIE-MAY21/JUNE21	wristbands for Celebrate Waupun 2021	07/28/2021	316.50	450-70-5440-3-38
Total 27935 WELLS FARGO PAYMENT REMITT.:			2,979.75	
27948 WERNER ELECTRIC SUPPLY				
S6529985.001	repair parts	08/12/2021	242.26	100-70-5411-3-36
Total 27948 WERNER ELECTRIC SUPPLY:			242.26	
28600 WI DEPT OF JUSTICE				
G3369-JULY21	G3369 - background checks - July 2021	08/12/2021	161.00	100-40-5213-3-38
L1409T-FEB21	L1409T - background checks - Feb 2021	08/12/2021	7.00	100-40-5213-3-38
Total 28600 WI DEPT OF JUSTICE:			168.00	
28650 WI DEPART OF JUSTICE				
455TIME-0000010956	Time System-quarterly billing	08/12/2021	358.50	100-40-5212-3-38
Total 28650 WI DEPART OF JUSTICE:			358.50	
29893 YMCA OF DODGE COUNTY				
7142021	Concession/Pool Staff Wage & 25% Admin	07/30/2021	13,142.94	100-20-5523-1-10
7142021	Taxes	07/30/2021	792.23	100-20-5523-2-23
Total 29893 YMCA OF DODGE COUNTY:			13,935.17	
300188 MARCO TECHNOLOGIES LLC				
73338569	KONMIN/BHC308 - contract	08/12/2021	244.86	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			244.86	
Grand Totals:			169,147.55	

Report GL Period Summary

GL Period	Amount
08/21	137,561.15
07/21	31,586.40
Grand Totals:	169,147.55

Vendor number hash: 2951110
Vendor number hash - split: 4772901
Total number of invoices: 156
Total number of transactions: 244

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	169,147.55	.00	169,147.55

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Grand Totals:	169,147.55	.00	169,147.55

Report Criteria:

[Report].Invoice Date = 07/28/2021,07/29/2021,07/30/2021,08/12/2021



MINUTES
CITY OF WAUPUN ECONOMIC DEVELOPMENT
COMMITTEE MEETING
Zoom
Tuesday, May 25, 2021 at 4:30 p.m.

Committee Members Present:

Steve Brooks	Waupun Utilities
Rohn Bishop	City Council
Jim Cleveland	Envision Greater Fond du Lac
Pete Kaczmariski.....	City Council
Julie Nickel	Mayor
Jason Westphal	City Council

Committee Members Absent:

Jeff Daane	Director of Public Works
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Staff Present:

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

CALL TO ORDER:

Mr. Kaczmariski called the virtual meeting of the Economic Development Committee meeting to order at 4:31 p.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

Administrator Schlieve requested item 5 be removed from the agenda.

A motion to approve the agenda, as amended, was made by Mr. Westphal and seconded by Mr. Bishop, passing unanimously.

2. Approval of February 23, 2021 Economic Development Committee Closed Session Minutes

A motion to approve the February 21, 2021 closed session minutes was made by Mayor Nickel and seconded by Mr. Westphal, passing unanimously.

3. Approval of March 30, 2021 Economic Development Committee Minutes

A motion to approve the March 30, 2021 Economic Development Committee minutes was made by Mayor Nickel and seconded by Mr. Westphal, passing unanimously.

4. Approval of March 30, 2021 Economic Development Committee Closed Session Minutes

A motion to approve the March 30, 2021 Economic Development Committee Closed Session minutes was made by Mr. Westphal and seconded by Mayor Nickel, passing unanimously.

DISCUSSION

5. Update on 520 McKinley Street RFP

Per action taken in item #1, this item was removed from the agenda.

ADJOURN TO CLOSED SESSION:

A motion was made by Mr. Bishop and seconded by Mayor Nickel to adjourn into closed session under Section 19.85 (1) of the WI Statutes for:

(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. Motion was

unanimously approved.

6. Negotiations and investing of public funds for a proposed project at 505 Libby Street

RECONVENE TO OPEN SESSION

A motion was made by Mr. Westphal and seconded by Mayor Nickel to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion unanimously approved.

ACTION FROM CLOSED SESSION

None

ADVANCED PLANNING:

7. Potential Agenda Items

- Will be determined, as needed.

8. Date of Next Scheduled Meeting

The next meeting will be June 29, 2021 at 4:30 p.m. Due to the pace of opportunities presented, the members are willing to be flexible with future meeting dates and times.

ADJOURNMENT

The motion to adjourn was made by Mr. Bishop and seconded by Mayor Nickel, passing unanimously. The meeting adjourned at 5:38 p.m.



MINUTES
CITY OF WAUPUN – BUSINESS IMPROVEMENT
DISTRICT MEETING
In-Person & Teleconference
Wednesday, June 9, 2021 at 7:00 AM

Committee Members Present:

Krista Bishop
Terri Crisp
Gary DeJager
Jonathan Leonard
Jodi Mallas
Rich Matravers
Teresa Ruch
Tyler Schulz

Committee Members Absent:

Austin Armga
Kate Bresser

Staff Present:

Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator

Other:

Ashley VandeKolk The Parlor Hair Boutique
Cassandra VerHage c.verhage.photo

CALL TO ORDER:

Ms. Van Buren called the meeting to order at 7:00 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 motion to approve the agenda was made by Mr. Matravers and seconded by Mr. DeJager, passing unanimously.

2. Approval of May 12, 2021 Minutes

A motion to approve the May 12, 2021 minutes was made by Mr. Matravers and seconded by Ms. Ruch passing unanimously.

3. Approval of the May 2021 Financial Statement

Ms. Van Buren stated a review of the 2021 operating plan was conducted and recommends moving the funds allocated to the BID Board Member trainings to the Façade Improvement Program.

A motion to approve the May 2021 financial statement, as amended to move funding from the BID Board Member trainings to the Façade Improvement Program, was made by Mr. Matravers and seconded by Mr. Leonard, passing unanimously.

PRIOR OUTSTANDING APPLICATIONS:

4. Tom Kulczewski – Real Sportcards (324 E. Main St.)

Ms. Van Buren informed the group that due to a conflict, Mr. Kulczewski is not able to attend the meeting. Included in the meeting packet was a letter from him stating there has been a delay from the manufacturer and he is requesting a 60-day extension.

A motion to grant a 60-day extension by made by Mr. DeJager and seconded by Ms. Ruch, passing unanimously.

NEW APPLICATIONS FORE REVIEW AND CONSIDERATION:

5. Ashley VandeKolk – The Parlor Hair Boutique (8 W. Main St.)

Ms. VandeKolk presented a summary of her Façade Improvement Program application for the property located at 8 W. Main St. The project will install a projecting sign for the building. The total project cost is \$900. Staff recommends approval of 50% of the total project cost not to exceed \$450, contingent on the Plan Commission approval of the conditional use permit at their June 16, 2021 meeting.

Motion made by Mr. Schulz and seconded by Ms. Mallas to approve 50% of the total project cost not to exceed \$450, contingent on the Plan Commission approval of the conditional use permit at their June 16, 2021 meeting. Motion unanimously approved.

6. Cassandra VerHage – c.verhage.photo (426 E. Main St.)

Ms. VerHage presented a summary of her Façade Improvement Program application for the property located at 426 E. Main St. The project will make rear face improvements will include removal of the existing porch, install a Juliet balcony, replace the door, add signage, repaint the wall, and installation of new lighting. Total project cost is \$7,871.73. Staff indicated the design for the project was approved by the CDA at their April 20, 2021 meeting and recommends approval of 50% of the total project cost not to exceed \$2,000.

Motion made by Mr. DeJager and seconded by Ms. Crisp to approve 50% of the total project not to exceed \$2,000. Motion unanimously approved.

7. Krista Bishop – Weaving It Up To You (307 E. Main St.)

Due to a conflict of interest, Chair Bishop stated Ms. Ruch, as Vice-Chair, would be leading this agenda item.

Ms. Bishop presented a summary of her Façade Improvement Program application for the property located at 307 E. Main St. The project will install a projecting sign for the building. The total project cost is \$500, the cost of the conditional use permit is included in the total project cost. Staff recommends approval of 50% of the total project cost not to exceed \$250, contingent on the Plan Commission approval of the conditional use permit at their June 16, 2021 meeting.

Motion made by Mr. DeJager and seconded by Mr. Matravers to approve 50% of the total project cost not to exceed \$250, contingent on the Plan Commission approval of the conditional use permit at their June 16, 2021 meeting. The motion passed Motion passed 7-0 with one abstention.

8. Jonathan Leonard – Thrivent Financial (407 E. Main St.)

Mr. Leonard presented a summary of his Façade Improvement Program application for the property located at 407 E. Main St. The project will install new windows for both 407 E. Main and 409 E. Main (one property with two different parcel addresses). The total project cost is \$7,000. Staff recommend approval of 50% of the total project cost not to exceed \$2,000.

Motion made by Ms. Mallas and seconded by Ms. Ruch to approve 50% of the total project cost not to exceed \$2,000. Motion unanimously approved.

DISCUSSION ITEMS:

9. 2021 Operational Plan Updates

- Design
 - The planting on Main Street was done on May 25, 2021. Due to the recent frost event and the extreme heat, many of the plantings are not looking well. Ms. Van Buren presented a couple of options to get the planters replanted. The Board felt businesses should be allowed to replant the planters however, they see fit and not worry about the City reimbursing them for the costs incurred. Administrator Schlieve stated if there are additional funds left toward the end of the year, there may be a possibility to do some winter-themed plantings.
- Economic Vitality
 - Warzala's will be closing at the end of August/early September. The property owner has been contacted and is interested in using the space for the Pop-Up program.

- There is already a business identified that would be a good candidate for the program.
- Staff and Ms. Bishop met with UW-Extension for an informational meeting regarding the Downtown Market Analysis. A list of individuals was compiled that would be good additions to the work group. It is anticipated there will be 4-5 meeting with the work concluding in December.
- Organization
 - 2022 Operational Plan Update will start in July/August with a first draft available in September and approval in October.
- Promotions
 - The Famers Market started June 5th
 - The Wine Walk will occur on August 20, 2021. Tickets will go on sale this Friday.
 - Continuing to work with Nancy Vanderkin to plan the Winter Wonderland event in November

10. BID Assessment

Mr. DeJager led the discussion regarding this item. Currently, the state average for BID assessments is \$3.00/\$1,000. Mr. DeJager suggest with all of the effort to do more in the BID, including becoming a Main Street community, the adjustment needs to be made. The last time the BID assessment was adjusted was in the early-2000s

Ms. Bishop asked if a public hearing is required. Ms. Van Buren stated it is not but it is good practice to do so.

Motion made by Mr. DeJager and seconded by Mr. Leonard to hold a public meeting regarding raising the BID assessment, passing unanimously.

The group agreed that a strategic planning meeting to outline the public hearing will be done in September. Mr. DeJager, Mr. Leonard, and Ms. Ruch volunteered to be a part of that group.

11. Waupun Chamber of Commerce Update

In the absence of Mr. Dickhut, Administrator Schlieve provided the following updates:

- The Chamber Board had a productive meeting on June 8, 2021 that focused on setting a vision for the organization.
- The annual meeting will take place virtually this summer.
- If you, or someone you know, are interested in being on the Chamber Board, there are still vacant positions.

12. Administrator Update

Administrator Schlieve provided the following updates:

- Most of the recommendations of the streetscaping plan have been implemented. This year the focus will be updating the wayfinding signage in downtown. Work on this effort is underway.
- Conversations with the Chamber have begun regarding using their space to co-host a tourism office.
- Working on several industrial attraction projects and there will continue to be a workforce and housing issue.
- The City will be receiving \$1.1 million in ARPA funds. A strategic planning meeting with the Department heads will be occurring to determine how best to expend the funds.

ADVANCED PLANNING:

13. Potential Agenda Items

- Grant Updates
- Downtown Market Analysis Update
- BID Assessment Strategic Plan Update

14. Date of Next Scheduled Meeting

The next meeting is scheduled for July 14, 2021 at 7:00 a.m.

ADJOURNMENT

The motion to adjourn was made by Ms. Ruch and seconded by Mr. Leonard passing unanimously. The meeting adjourned at 7:47 a.m.



MINUTES
CITY OF WAUPUN RECREATION & WELLNESS
BOARD MEETING
In-Person & Teleconference
Wednesday, June 9, 2021 at 4:30 p.m.

Committee Members Present:

Rohn Bishop	City Council
Sandy Buchholz.....	Citizen
BJ DeMaa (ex-officio).....	Waupun Fire Chief
Steve Hill (ex-officio).....	Waupun School District
Karen Gibbs	Church Health Services
Will Langford	City Council
Scott Loudon (ex-officio).....	Waupun Police Department
Mike Matoushek	City Council
Julie Nickel (ex-officio).....	Mayor
Linda Nickel	Citizen
Diane Posthuma	Waupun Memorial Hospital
Terri Respalje	Waupun Food Pantry
Darian Schmitz	REACH Waupun

Guests:

Thea O'Connor.....	Church Health Services
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Staff Present:

Rachel Kaminski.....	Waupun Senior Center
Kathy Schlieve	Administrator
Sarah Van Buren	Community & Economic Development Coordinator

CALL TO ORDER:

Mayor Nickel called the meeting order at 4:31 p.m. and facilitated introductions of the group.

ROLL CALL OF BOARD MEMBERS:

Since introductions were already conducted, Chair Matoushek determined there was a quorum.

PUBLIC COMMENT:

None.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

1. Approval of Agenda/Motion to Deviate

A motion to approve the agenda was made by Ms. J. Nickel and seconded by Mr. Bishop, passing unanimously.

2. Recognition of Mayoral Appointments of Members of the Recreation & Wellness Board

Administrator Schlieve welcomed the group and thanked the members for their service.

3. Nominations and Appointment of Vice-Chair

Ms. Gibbs self-nominated for the Vice-Chair position with a second from Chief Loudon. By unanimous vote, Ms. Gibbs was elected Vice-Chair.

4. Nominations and Appointment of a Secretary

Mr. Bishop self-nominated for the Secretary position with a second from Ms. L. Nickel. By unanimous vote, Mr. Bishop was elected Secretary.

DISCUSSION

5. Review of Recreation & Wellness Board Charter

Administrator Schlieve provided a history of efforts that led to today's meeting. The summary included the work of the Health and Human Rights Committee, the purpose and management of the Brooks Fund, and the

work of the Waupun Community Coalition on Aging.

The purpose of this newly formed board is to work together to meet the needs of our community. To give members a sense of the type of work that can be done, Administrator Schlieve shared a video about the work being done by Live Algoma.

After the video, the members shared their takeaways and discussed some of the issues that Waupun is facing. Common themes discussed were:

- Intergenerational programming opportunities and spaces within the community
- Mental health resources and services across the age spectrum
- Diversity, equity, and inclusion
- Youth engagement
- Resources for the sandwich generation

Administrator Schlieve asked the members to review the team charter that was included in the meeting packet. Staff hopes to have a facilitator on hand at the July meeting to assist the group in defining and prioritizing the needs of the community. Questions to help with this effort will be created and distributed in advance of the July meeting.

ADVANCED PLANNING:

6. Potential Agenda Items

- Development of Recreation & Wellness Board Scope of Work

7. Date of Next Scheduled Meeting

- The next meeting will be July 14, 2021 at 4:30 p.m.

ADJOURNMENT

A motion to adjourn was made by Mr. Bishop and seconded by Mr. Langford, passing unanimously. The meeting adjourned at 5:32 p.m.



A G E N D A
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
In-Person & Teleconference
Tuesday, June 15, 2021 at 8:00 AM

Committee Members Present:

Gary DeJager
Julie Nickel
Sue VandeBerg
Jill Vanderkin
Nancy Vanderkin

Committee Members Absent:

Derek Drews
Cassandra VerHage

Staff Present:

Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator

Staff Present:

Jonathan Leonard Thrivent Financial
Ashley VandeKolk The Parlor Hair Boutique

CALL TO ORDER

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

ROLL CALL

Roll call and quorum determined.

PERSONS WISHING TO ADDRESS THE COMMUNITY DEVELOPMENT AUTHORITY

None.

CONSIDERATION - ACTION

1. Approval of Agenda/Motion to Deviate

A motion to approve the agenda was made by Mr. DeJager and seconded by Ms. J. Vanderkin, passing unanimously.

2. Approval of May 18, 2021 Community Development Authority Minutes

A motion to approve the May 18, 2021 Community Development Authority minutes was made by Ms. VandeBerg and seconded by Ms. J. Vanderkin, passing unanimously.

3. Approval of May 2021 Financial Statement

A motion to approve the May 2021 financial statement was made by Ms. N. Vanderkin and seconded by Mr. DeJager, passing unanimously.

DOWNTOWN REVITALIZATION GRANT REQUEST

4. Ashley VandeKolk – The Parlor Hair Boutique (8 W. Main St.)

Due to a conflict of interest, Ms. J. Vanderkin will recuse herself from the vote.

Ashley VandeKolk provided a summary of the Downtown Revitalization grant application for the property located at 8 W. Main Street. The project will install a projecting sign. The total project cost is \$900. The BID approved the request for a Façade Improvement Program grant at their June 9, 2021 meeting for 50% of the total project cost not to exceed \$225.

Staff recommends approval of contingent on the Plan Commission approval of the conditional use permit at their June 16, 2021 meeting.

A motion to approve up to 50% of eligible non-BID funded expenses, not to exceed \$225, contingent on conditional use permit approval was made by Mr. DeJager and seconded by Ms. VandeBerg. The motion passed 4-0 with one abstention.

5. Cassandra VerHage – c.verhage.photo (426 E. Main St.)

In the absence of Ms. VerHage, Administrator Schlieve presented a summary of Ms. VerHage's Downtown Revitalization grant application for the property located at 426 E. Main St. The project will make rear face improvements will include removal of the existing porch, install a Juliet balcony, replace the door, add signage, repaint the wall, and installation of new lighting. Total project cost is \$7,871.73. The BID approved the request for a Façade Improvement Program grant at their June 9, 2021 meeting for 50% of the total project cost not to exceed \$2,000.

Staff reminded the group that the design for this project was approved at the April 20, 2021 CDA meeting and recommends approval of 50% of the eligible non-BID funded expenses, not to exceed \$2,935.86.

A motion to approve up to 50% of eligible non-BID funded expenses, not to exceed \$2,935.86 was made by Mr. DeJager and seconded by Ms. J. Vanderkin, passing unanimously.

6. Jonathan Leonard – Thrivent Financial (407 E. Main St.)

Mr. Leonard presented a summary of his Downtown Revitalization grant application for the property located at 407 E. Main St. The project will install new windows for both 407 E. Main and 409 E. Main (one property with two different parcel addresses). The total project cost is \$11,000. The BID approved the request for a Façade Improvement Program grant at their June 9, 2021 meeting for 50% of the total project cost not to exceed \$2,000.

Mr. Leonard stated that due to the lack of an available contractor, the brickwork included in the application would not be done. The new total project cost is \$10,000. Ms. Van Buren mentioned the total project cost for the project was lower on the application that the BID considered at their June 9, 2021 meeting and asked what else has changed with the project. Mr. Leonard said the contractor has indicated additional work around the windows will be needed.

Staff recommends approval of 50% of eligible non-BID funded expenses, not to exceed \$4,000.

A motion to approve up to 50% of eligible non-BID funded expenses, not to exceed \$4,000 was made by Mr. DeJager and seconded by Ms. VandeBerg, passing unanimously.

DISCUSSION ITEMS

7. Downtown Market Analysis Update

Staff and Krista Bishop, BID Board Chair, met with UW-Extension for an informational meeting regarding the Downtown Market Analysis. A list of individuals was compiled that would be good additions to the work group. It is anticipated there will be 4-5 meeting with the work concluding in December.

8. Administrator Report

Administrator Schlieve provided the following updates:

- A location for the 2021 Pop-Up program has been identified. Two businesses have expressed interest in the program. Promotion of the opportunity will begin soon.
- Due to frost and extreme heat, some of the Main Street planters are not looking good. Business will be allowed to supplement the planters.
- Most of the recommendations of the streetscaping plan have been implemented. This year the focus will be updating the wayfinding signage in downtown. Work on this effort is underway.
- Conversations with the Chamber have begun regarding using their space to co-host a tourism office.
- Working on several industrial attraction projects and there will continue to be a workforce and housing issue.
- The City will be receiving \$1.1 million in ARPA funds. A strategic planning meeting with the Department heads will be occurring to determine how best to expend the funds.

ADVANCED PLANNING

9. Possible Future Agenda Items

- Grant requests, if any

- Downtown Market Analysis Update

10. Date of Next Scheduled Meeting

The next meeting is scheduled for July 20, 2021 at 8:00 a.m.

ADJOURNMENT

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



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, June 16, 2021 at 4:45 PM
(Approved 7/28/21)

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Plan Commission met virtually at 4:45 pm on Wednesday, June 16, 2021 via Zoom.

CALL TO ORDER

Chairman Nickel called the meeting to order at 4:45 pm

ROLL CALL

Members Present: Jon Dobbratz, Jerry Medema, Elton TerBeest, Jill Vanderkin, Jeff Daane, and Julie Nickel

Member Excused: Mike Matoushek

Staff In Attendance: Steve Brooks, Susan Leahy, and Sarah VanBuren

Also Present: Raven Whisper, Ashley Vandekolk, Krista Bishop, Rohn Bishop Sr., and Seth and Patrick from Cedar Corp.

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION

There was not public participation

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

The next Plan Commission meeting will be on Wednesday, July 21, 2021 at 4:30 pm

CONSIDERATION - ACTION

1. Recognition of Mayor Appointment of Board Members

PLAN COMMISSION (3 Year Term)

The Plan Commission shall consist of the Mayor, who shall be its presiding officer, the Director of Public Works, CDA member, an Alderperson appointed by the Council annually and 3 citizen members.

Simultaneous membership on the Board of Zoning Appeals and Plan Commission is permissible.

MAYOR	Serve as Chairman		
ALDERMAN			Michael Matoushek
CDA Member		4/30/24	Jill Vanderkin
CITIZEN		4/30/23	Elton Terbeest
CITIZEN		4/30/24	Jerry Medema
CITIZEN		4/30/24	Jon Dobbratz
UTILITY GENERAL MANAGER	Ex Officio		
DIRECTOR OF PUBLIC WORKS			

2. Nominations and Appointment of Secretary.
Motion by Vanderkin, seconded by Medema to nominate Mike Matoushek as Secretary. No other nominations were put forward. Motion carried, unanimously.
3. Motion to Establish Day of Month and Time of Board Meeting.
Motion by Daane, seconded by Medema to move the monthly Plan Commission meetings to the last Wednesday of each month at 4:30 pm. Motion carried, unanimously.

4. Approve Minutes of the April 28, 2021 meeting.
Motion by Medema, seconded by TerBeest to approve the minutes of the April 28, 2021 meeting. Motion carried, unanimously.

5. Public Hearing - Conditional Use Permit application of Ahsley Vandekolk, The Parlor Hari Boutique at 8 W Main St. to install a projecting sign per Section 16.11(5)(e) of the Waupun Municipal Code.

Questions were asked about the 10 foot clearance from the ground to the sign and also how it would be fastened to the building.

Motion by Dobbratz, seconded by Medema to approve the Conditional Use Permit as presented.

Vote: Nickel, TerBeest, Medema, Dobbratz, Daane – “AYE”

Vanderkin – Abstain

Motion carried 5/0/1.

6. Public Hearing - Conditional Use Permit application of Raven Whisper at 329 S Watertown St. to operate a dog grooming business out of her home per Section 16.13(5) of the Waupun Municipal Code.

A lot of questions were brought up such as the size or the room, signage, parking, hours of operation, kennels, noise, plumbing, and Ordinance 16.13 was brought up.

Motion by Medema, seconded by TerBeest to approve the Conditional Use Permit application on the conditions that they get neighborhood approval and the home is inspected once per year.

Vote: Medema, Terbeest – “AYE”

Dobbratz, Daane, Nickel, Vanderkin – “NAY”

Motion failed 2/4. Conditional Use Permit denied.

This item will be sent to the Council for their approval even though it's a Conditional Use Permit.

7. Public Hearing - Conditional Use Permit application of Krista Bishop at 307 E Main St. to install a projecting sign from the front of the store over the sidewalk per Section 16.11(2)(a) of the Waupun Municipal Code.

Krista Bishop appeared and discussed her plans for the sign. Questions were raised about the height of the sign and how it would be attached to the building.

Motion by Dobbratz, seconded by TerBeest to approve the Conditional Use Permit for a projecting sign at 307 E. Main St. as presented.

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

Motion carried, 6/0.

8. Housing Study and Residential Zoning Districts.
Seth and Patrick from Cedar Corp presented the housing study. They discussed ADU's and where Waupun sits with other cities. Discussion about how big of a lot would work, infrastructure, R2 permits. Commission members were asked to submit their ideas and thoughts to Sarah by July 9, 2021.

ADJOURNMENT

Motion by Medema, seconded by Dobbratz to adjourn the meeting. Motion carried, unanimously. Meeting adjourned.



MINUTES
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, July 13, 2021 at 6:00 PM

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

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

ROLL CALL

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

Management Staff present is Clerk Hull, Attorney VandeZande, Administrator Schlieve, General Utility Manager Brooks, Fire Chief Demaa, Police Chief Loudon, Library Director Jaeger, Recreation Director Kaminski, and Director of Public Works Daane. Staff absent and excused is Utility Finance Director Stanek and Finance Director Kast.

City Staff present is Community and Economic Development Coordinator VanBuren.

Audience in attendance is Jason Whitford, Kellie Ritzema, Diane Beder, Paul Beder, Nikki Beder, Colten Hawkinson, Dave Duer, Karen Teletzke, Cliff Teletzke, Eli Schwark, Robyn Schwark, Reese Schwark, and Madison Schwark.

No media is present.

PERSONS WISHING TO ADDRESS COUNCIL

Recognition of Years of Service due to Retirement – Captain Paul Beder

Recognition for 30 years of service of Fire Department Captain Paul Beder, who retired on May 31, 2021.

CONSENT AGENDA

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

RESOLUTIONS AND ORDINANCES:

Resolution 3-9-10-01 Council Approval for Vacant Positions

Council reviewed a resolution that was passed on March 9, 2001, which required Staff to seek approval from Council to fill vacant positions. Westphal feels our City Administrator could provide this oversight and approval to move filling positions forward as soon as possible.

Motion Westphal, second Bishop to eliminate Resolution 3-9-10-01 Council Approval for Vacant Positions. Motion carried 5-1 with Kaczmariski voting Nay.

CONSIDERATION - ACTION

Establish City of Waupun 2021 Halloween Trick or Treating Date and Hours

Discussions of approving the date and time of celebrating Halloween is discussed. The Downtown Promotions Committee wishes to hold "Halloween on Main" for Saturday, October 30th from 2pm-4pm.

Motion Bishop, second Vanderkin to establish City of Waupun 2021 City Wide celebration of Trick or Treating On Saturday, October 30th from 4pm-6pm. Motion carried 6-0 on roll call.

CLOSED SESSION

At 6:39pm, Motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (c) (e) of the WI Statutes for Negotiating and investing of public funds for a potential project at 505 Libby Street, Negotiating and investing of public funds for a potential project on city owned land in the Waupun Industrial Park, and Sworn Officer Retainment, Employment, and Compensation. Motion carried 6-0.

OPEN SESSION

At 8:11pm, Motion Bishop, second Matoushek to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

ACTION FROM CLOSED SESSION

No action.

ADJOURNMENT

Motion Vanderkin, second Matoushek to call the meeting adjourned at 8:12pm. Motion carried 6-0.

**Minutes of the Waupun Public Library Board Meeting
Wednesday, July 21, 2021**

The Waupun Public Library Board was called to order by Beverly Martens, President, at 4:37 p.m. on Wednesday, July 21, 2021. Also present were Schultz, Gehl, Garcia, Jaeger, and Rohrer. Sullivan was present per Zoom. Hintze was absent. Will Langford was welcomed as the representative of the City Council.

ARTICLE I: Motion by Schultz, supported by Gehl, to accept the minutes of the June 16, 2021 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 56,362 items through the end of June.
- b. Curbside service: handled 1,544 transactions through the end of June.

ARTICLE IV: The 2021 budget was discussed with no concerns noted.

ARTICLE V:

- a. Motion by Rohrer, supported by Schultz, to pay the July bills. Motion carried on 6-0 roll call.

ARTICLE VI: Committee Reports: The Library Director Evaluation Committee will present its report under New Business in Closed Session.

ARTICLE VII: Librarians' Report.

- a. A \$5,000 grant was received from the Nelson G. and Vera C. Hicks Charitable Foundation. In the past these funds have been used for our annual Summer Reading Program and enhancing the library youth area.
- b. The Summer Reading Virtual Programs have been very successful, with 886 viewing the programs online. The last program, which was scheduled as an outdoor program, was cancelled due to weather. The program has been rescheduled for August 5.
- c. The drive-thru window should be received by the end of this week with installation beginning the week of 8/2. Prep work is scheduled to begin the middle/end week of 7/26.
- d. The adult summer craft series has been extremely successful. The supply of 33 crafts was gone within the first week for July. The second batch is ordered for the remaining weeks of July.
- e. Brooke Vander Galien and Zander Disbrow have been hired as Pages to replace Bryce Greenfield and Winston Grimes, who have been promoted to night staff.

f. Two candidates for the Monarch System Director position have been interviewed and the process is moving along.

g. The Board was given a Calendar For Adoption of 2022 City Budget.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

a. As a reminder, the Board was presented with a copy of the most recent City of Waupun Face-Covering Requirements. Motion by Schultz, supported by Rohrer, that the library staff continues to follow the City of Waupun and CDC guidelines concerning face-coverings as presented. The staff will continue its practice of wearing a mask when interacting with patrons who are wearing masks. Motion carried.

b. Considering the volatility of the situation with COVID, meeting rooms will remain closed at this time.

c. Motion by Rohrer, supported by Gehl, to go into closed session to consider, deliberate or confer on matters under Section 19.85(1)(c) of the Wisconsin Statutes, at this time for the purpose of evaluation of Library Director. Motion carried unanimously.

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

e. Motion by Gehl, supported by Schultz, to accept Jaeger's 2022 Goals. Motion carried unanimously.

f. Motion by Schultz, supported by Gehl, to accept Jaeger's 2020-2021 Evaluation. Motion carried unanimously.

ARTICLE X: Motion by Gehl, supported by Rohrer, to adjourn at 5:36 p.m. Motion carried.

***Next tentative meeting: Wednesday, August 8, 2021 at 4:30 p.m. The Board will meet face to face at the Library, with a virtual option for those who cannot physically attend.**

SANDRA ROHRER Secretary
SR/bkj



MINUTES
CITY OF WAUPUN SPECIAL COMMON COUNCIL
Video, Teleconference, and In Person (City Hall 201
E Main Street, Waupun)
Tuesday, July 27, 2021 at 6:00 PM

CALL TO ORDER

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

ROLL CALL

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

Management staff present in-person is Clerk Hull, Attorney VandeZande, Administrator Schlieve, Police Chief Loudon, and Public Works Director Daane.

Management staff present via video conference is General Utility Manager Brooks, Fire Chief Demaa, Recreation Director Kaminski, Finance Director Kast, and Utility Finance Director Stanek.

Management staff absent and excused is Library Director Jaeger.

City Staff present is Community and Economic Development Coordinator VanBuren.

Media present is Ken Thomas of Daily Citizen.

Audience in attendance is Raven Whisper of 329 Watertown St. Waupun and Debra Champeau of 208 N Vita Ave, Beaver Dam.

PUBLIC HEARING

1. Class B Intoxicating Liquor & Class B Fermented Malt Beverage License- Jose Gomez, Los Ramos Mexican Restaurant LLC

Motion Matoushek, second Vanderkin to approve the Class B Intoxicating Liquor & Class B Fermented Malt Beverage License for Los Ramos Mexican Restaurant LLC, Jose Gomez owner, for the location of 405 E. Main Street, Waupun, contingent upon approval of inspections and all payments and delinquencies owed to the City be paid in full, not to exceed sixty (60) days. Motion carried 6-0 on roll call.

CONSENT AGENDA

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

CONSIDERATION - ACTION

3. Appeal Denial of Conditional Use Permit- Raven Whisper, 329 S. Watertown Street, Waupun

Raven Whisper of 329 S Watertown St. is before the Council to appeal the Plan Commissions decision to deny her home occupational permit for a dog groomer at the June 16, 2021 meeting. Concerns of Plan Commission consisted of noise, size of room, signage, parking, hours of operation, plumbing and current ordinance denies kennels.

Motion Bishop, second Matoushek to approve the Conditional Use Permit application of Raven Whisper at 329 S Watertown Street to operate a dog grooming business out of her home per Section 16.13(5) of the Waupun Municipal Code, subject to the following conditions:

1. The applicant shall comply with all fire and building safety requirements prior to opening the business, and shall be inspected by the appropriate municipal officials not less than annual to ensure compliance with this requirement; and

2. The Plan Commission shall have jurisdiction to review and revoke or modify this Permit after due notice and hearing, if any owner of property within 100 feet of the subject property files a written complaint with the City raising concerns as to parking, hours of operation, noise, vibration, dust, odors, signage or any other factors identified in Section 16.13 of the Waupun Municipal Code.

Motion carried 6-0 on roll call.

4. Capital Improvement Plan – Facility Tours Survey

A survey was provided to Council following the facility tour of City Hall, Public Safety, Senior Center, and DPW Garage on 6/29/21. The data from the survey was shared which provided the highest needs for the Public Safety and Senior Center. Council considers a referendum. Schlieve will put together an additional survey to seek further information. The Council understands we will hold several additional meetings if a referendum is considered.

5. Equipment Replacement Plan

The 2022-2039 Equipment Replacement plan was provided to Council for review and discussion.

6. 2022-2027 Public Works Street Plan

The 2022-2027 Public Works Street Plan was provided to Council for review and discussion.

CLOSED SESSION

At 7:26pm, motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (c) (e) of the WI Statutes for the purpose of Sworn Officer Retainment, Employment, and Compensation and Negotiating investment of public funds for property located at 417 E Main Street in TID 3. Motion carried 6-0.

OPEN SESSION

At 8:15pm, motion Vanderkin, second Matoushek to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

ACTION FROM CLOSED SESSION

No action.

ADJOURNMENT

Motion Vanderkin, second Bishop to call the meeting adjourned at 8:16pm. Motion carried 6-0.

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

August 2021

To: Mayor, City Council

From: Bret Jaeger, Library Director

Re: Report to Common Council

A. Statistics

Through the end of July we have circulated/downloaded/loaned 67,034 items, with curbside service handling 1,560 transactions.

B. Drive-thru Window Project update

Work has started on the window/drawer opening. A vertical steel beam was discovered inside the interior wall which has caused a delay due to location. Adjustments will be made and hopefully the rest will go smoothly.

C. Staffing

With the recent changes in staff positions, we have four employees in probationary training periods which will end in December. At this time, all are doing well in their new positions.

D. Take & Make Kits

The Take & Make Kits we have been offering as interactive programs have been very popular. The last three kits were picked up by 139 residents.

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

TO: Mayor & Common Council
 FROM: Susan Leahy
 SUBJECT: Building Permits for JULY 2021

DODGE COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
21-	153 Heidi Raab	556 Bronson St	6' fence in side & rear yard & 4' fence in front yard	\$ 100.00	\$ 600.00
21-	155 Nick Adams	120 E Lincoln St	siding, patio, windows	\$ 50.00	\$ 6,000.00
21-	156 Ken Butterfield	312 Grandview Ave	Remove & Replace (6) Windows	\$ 50.00	\$ 4,679.00
21-	157 Flood Homes	720 Maple View Dr	16x76 Mobile Home	\$ 580.00	\$ 65,000.00
21-	158 Richard Hartgerink	628 S Madison St	Replace Windows	\$ 66.00	\$ 11,000.00
21-	162 Tom Moul	305 Grandview Ave	Raze Structure	\$ 100.00	\$ 10,000.00
21-	164 SSM Health	620 W Brown St	Exterior Signage	\$ 65.34	
21-	165 Frank & Patricia Van Beve	605 S Madison St	Reroof - Complete tear off & Replace w/ Shingles	\$ 102.00	\$ 17,445.52
21-	167 Bob Mitchell	301 W Main St	Raze Garage. Replace Windows and fence	\$ 219.00	\$ 14,000.00
TOTAL				\$ 1,332.34	\$ 128,724.52

FOND DU LAC COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
21-	150 Carol & Tom Schneider	548/550 Edgewood Dr	Replace Window & 12 x 24 shed	\$ 178.60	\$ 13,100.00
21-	151 Teresa Hoesly	125 N Grove St	Drywall ceilings and walls in Living & Dining Rooms	\$ 50.00	\$ 3,000.00
21-	152 Huizinga Construction & F	424 E Franklin St	Reside Garage with Metal Panels	\$ 50.00	\$ 2,000.00
21-	154 Michael Schmitt	411 Edgewood Dr	Reroof	\$ 60.00	\$ 10,000.00
21-	159 William Wendlandt	927 Newton Ave	Service Upgrade	\$ 80.00	\$ 1,600.00
21-	160 Vincent Wroda	500 Harmsen Ave	Basement Repair	\$ 90.00	\$ 18,000.00
21-	161 Cole Daniels	608 E Franklin St	13x14 Shed	\$ 150.00	\$ 2,000.00
21-	163 Annette Ireland	320 E Franklin St	Remodel Attic space to Living Area	\$ 150.00	\$ 5,000.00
21-	166 Kathleen Muckerheide	514 W Main St	Complete Tear off - Reshingle	\$ 126.00	\$ 38,445.00
21-	168 Mickey Derksen	200 Howard St	Basement Remodel	\$ 100.00	\$ 2,000.00
21-	169 David Pautsch	805 E Franklin St	10 x 12 enclosed porch	\$ 230.00	\$ 13,608.00
TOTAL				\$ 1,264.60	\$ 108,753.00

GRAND TOTAL **\$ 2,596.94** **\$ 237,477.52**

Permits issued in Dodge County	9
Permits issued in Fond du Lac Cty	11
Total Permits for the month	20

Building Permit Fees	\$2,596.94
Special Assessment Letter Fees	\$260.00
Site Plan Review	\$100.00
Variance	\$150.00
Rezoning	\$150.00
Grand Total	\$3,256.94

BUILDING PERMIT COMPARISON

July 2020: Dodge County - 15 permits; Fond du Lac County - 6 permits

Total estimated cost of construction: \$625,191.00

SEVEN MONTH COMPARISON

January - July 2018	estimated cost of construction	\$ 20,240,343.00
January - July 2019	estimated cost of construction	\$ 7,713,114.95
January - July 2020	estimated cost of construction	\$ 7,066,532.25
January - July 2021	estimated cost of construction	\$ 3,693,470.93



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: August 9, 2021
SUBJECT: General Manager Report

Electric Department Update:

Power Outages

- Thursday July 29th a power outage was reported at 1:05 am. Strong thunderstorms moved across the service territory late Wednesday night into Thursday morning. Lightning hit an overhead single phase tap on Highway 26 South. The lightning operated the over current device causing a power outage for 15 customers. The line was patrolled finding no damage, line fuse was replaced. Power was restored at 2:15 am.
- Friday July 30th at 6:30 am a power outage was reported. After troubleshooting it was discovered the main substation breaker had tripped out. Load was transferred to other substations and power was restored to all 600 customers by 7:30 am. Once power was restored, the main substation was inspected and crew found that wildlife had come in contact with the primary buss inside the substation. The buss was re-energized and substation equipment was checked with a thermal imaging camera. Everything tested ok, so distribution load was transferred back to the main substation at 10:30 am.

Overhead Line Rebuild / Voltage Conversion

- Replacement of aging infrastructure continues in the back lots between W Jefferson Street and W Brown Street from Fox Lake Road to S West Street. The overhead primary was removed and replaced with underground cables feeding a pad mounted dual voltage transformer.

National Rivet

- National Rivet requested a power outage on July 7th for the 2 large electric services feeding their main production area to perform maintenance and test internal electrical equipment. At this time the electric crew inspected utility owned rooftop electrical equipment. The services were de-energized at 7:00 am and re-energized at 4:00 pm.

Electric Department Training

- The electric department attended training with American Transmission Company (ATC) for Transmission Switching Clearance Process. They are required to have this training to emergency switch for ATC, take clearance from ATC, and hang a hold card. The training focused on interacting with the ATC System Control Operator using three-part communication, and working safely.

General Manager Update:

Staff Update

- Jenny Brown's last day working at Waupun Utilities was Friday July 30th.
- After reviewing all applicants for the Customer Service Representative position and interviewing 6 candidates, we offered the position to Ashley Apfelbeck. Ashley accepted the position and will start August 9th. Ashley has extensive customer service experience and is excited to join our team.

Cybersecurity

- Cybercrime is a growing concern that has potential to affect any business, organization or individual. As part of the application process to meet requirements towards achieving the American Public Power RP3 designation, all Waupun Utilities staff will attend Cybersecurity training August 18th. Training is essential to promote awareness and best practices so we can keep our organization secure and running smoothly.

MEUW Annual Conference

- Jeff and I will attend the MEUW Annual Conference August 11th – 13th in Manitowoc. Topics include: Update from Public Service Commission of Wisconsin, The Evolution and Potential of Advanced Smart Grids, Advancing Advanced Metering Infrastructure, Compliance with Service Rules for Electric Utilities, Cybersecurity Preparedness and MEUW Board of Directors meeting

WPPI Annual Conference

- WPPI Annual Conference and Board of Directors Meeting is scheduled for September 16th in Pewaukee. Myself and Jeff plan to attend the conference. Meeting topics include: Post-Pandemic Outlook, The Future of Public Power, State of WPPI Energy in 2021 and WPPI Awards Program.

Public Power Awareness Campaign

- MEUW is embarking on a new strategic effort designed to build awareness of municipal electric utilities and heighten the profile of Public Power in Wisconsin. Beginning with Public Power Week in early October continuing through the end of 2021, MEUW will run promotions on Wisconsin Public Television and Wisconsin Public Radio.
- We are in the planning stages for the Community Services Open House. The event will be held on Monday October 4th from 5 – 8 pm located at the Safety Building. This event coincides with our yearly celebration of Public Power Week. Waupun Utilities will have staff available to highlight the outage map interface on our website, give bucket truck rides, promote electric safety through demonstrations of "Power Town" display and equipment set up for show with staff present to answer questions. Representatives from Focus on Energy will also be onsite for attendees to purchase energy saving packs. In addition to the open house event, customers will also be able to purchase light bulbs and other efficiency packs online or by phone through Focus on Energy October 4th – October 25th.

2022 Budget

- Planning for the 2022 budget has started. Department supervisors are working with staff and management to prioritize potential projects, equipment replacement, and staffing needs. In the coming months we will provide preliminary budget information at our meetings in order to keep you informed on plans for 2022.

This concludes my report for August 2021. Please contact me at 324-7920 or sbrooks@waupunutilities.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: August 4, 2021
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There was one call-in for a chlorine leak alarm. This created an uncontrolled shut down to the treatment facility and isolation of chlorine system. An operator identified chlorine regulator seal failure, made repairs, and the system was restored to normal operation.

Wastewater Treatment Facility:

There are no call-ins to report this month.

A power outage caused a brief interruption of operations. Once power was restored, staff brought the treatment facility online slowly, to prevent any sudden deluge of flow and slug loading to the treatment facility.

Staff's main focus has been tank maintenance. This maintenance will continue throughout the remainder of the summer. The duration of the schedule is due to operational challenges with the ABNR construction project.

Water/Sewer Crew:

There are no call-ins to report this month.

Staff's focus continues to be preventative maintenance of the distribution and collection system, which will continue over the next month and consist of jetting the remaining sanitary sewer basin, valve exercising for Fond du Lac County portion of City, and fire hydrant preventative maintenance across the entire city.

In addition to preventative maintenance, considerable time has and will be dedicated to water shut offs, main line flushes, and meter reinstallations associated with Rock and Newton construction.

Rock and Newton Update:

PTS has completed installation of all sanitary main line and manholes, all water main line, valves, and hydrants for Newton Avenue and Rock Avenue, along with both Harris Creek crossings, for a combined total of 3600 feet. Water main pressure and bacti testing is complete for Newton Avenue water main. PTS will begin tying in sewer and water laterals on 8/4/21 for Newton Avenue.

Wastewater Treatment Facility ABNR Update:

Miron has completed demolition and earthwork for building 68 (ABNR Process Building), building (65) ABNR Green House, and building 83 (Biosolids Storage Building). The aggregate pier foundation systems for buildings 65, 68, and 83 has begun, along with footings for grade beam system for building 65. A brief progress slide presentation will be presented at the commission meeting.

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



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: August 9, 2021
SUBJECT: June 2021 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

Electric utility construction activity consisted of infrastructure upgrades on West Jefferson and S West Streets in preparation for voltage conversions. Multiple service upgrades were also completed. The utility purchased \$29,700 in transformers during the month. The water and sewer utilities had minimal construction activity and work has begun on the Harris Lift station and Rock & Newton street reconstruction projects which will be billed in subsequent months.

Plant activity for the month consisted of the purchase of a replacement wire cutter in the Electric utility for \$2,700.

MONTHLY OPERATING RESULTS – June 2021 Monthly and Year-To-Date (YTD)

Sales

Electric

- Monthly kWh sales were **11.0% above** budget & **7.1% higher** than June 2020 on increased sales to Residential and Large Industrial Power customers. The increase is largely attributed to warmer temperatures during the month compared to the prior year.
- YTD kWh sales were **5.2% above** budget & **4.6% higher** than June 2020 YTD actual sales.

Water

- Monthly sales units of 100 cubic feet were **7.6% above** budget & **8.9% higher** than June 2020 sales; usage increases across all customer classes due to the warmer weather experienced.
- YTD water sales were **4.6% above** budget & **0.7% higher** than June 2020 YTD actual sales.

Sewer

- Monthly sales units of 100 cubic feet were **9.9% below** budget & **10.1% lower** than June 2020 sales due to lower public authority volume. Sales to public authority customers continue to remain affected by the onset of COVID beginning in the spring of 2020.
- YTD sewer sales were **13.2% below** budget & **18.9% lower** than June 2020 YTD actual sales.

Income Statement

Electric

- Operating revenues and purchased power expense were **above** budget \$127,400 and \$71,000 respectively, due to higher than budgeted demand from warmer temperatures and overall higher associated purchased power costs.
- Gross margin was \$76,000 **above** budget.
- Operating expenses were \$49,800 **below** budget primarily due to more labor hours and material being applied to billable construction work orders than operational expenses.

- Operating income was \$218,500 or \$164,600 above budget from higher than budgeted revenues and lower overall expenses / customer work.
- Net income was \$231,400 or \$202,700 above budget primarily from the increase in operating revenues from warmer than average temperatures and lower than budgeted operating expenses from billable customer work.

Water

- Operating revenues were \$30,300 above budget due to overall higher consumption across all customer classes from above average temperatures.
- Operating expenses were \$103,500 below budget due to less planned maintenance during the first half of the year.
- Operating income was \$409,700 or \$119,100 above budget from lower than budgeted operating expenses.
- Net income was \$344,200 or \$119,500 above budget.

Sewer

- Operating revenues were \$140,500 below budget from lower public authority sales during the COVID-19 period. Sales to these customers are trending slightly upward as State facilities ramp up operations.
- Operating expenses were \$46,300 above budget due in part to budgeted capital costs incurred being treated as maintenance expenses for the clarifier rebuilds and beginning monthly payments for rental of a temporary belt press during WWTP construction.
- Operating loss was (\$126,000) or \$(207,700) below budget.
- Net (loss) was (\$170,000) or \$(220,400) below budget largely due to the decrease in public authority consumption related to COVID-19 closures.

Balance Sheets

Electric

- Balance sheet increased \$252,000 from May 2021 as a result of an increase in sales and related receivables/collections from all customers.
- Unrestricted cash increased \$49,000 from the prior month largely due the increase in sales and related collections.
- Accounts payable increased \$180,000 from increased purchased power costs associated with the sales increases and outstanding invoices associated with transformer purchases during the month.

Water

- Balance sheet increased \$89,900 from May 2021 largely due to an increase in sales and related receivables/collections from the warmer weather experienced.
- Total unrestricted and restricted cash increased \$140,300 from the prior month largely due the increase in sales and related collections and the timing of a restricted cash transfer for the next debt payment.
- Net position increased by \$79,900 because of the increase in cash balances for the month.

Sewer

- Balance sheet increased \$12,600 from May 2021 as a result of a slight increase in sales from the prior month.
- Unrestricted cash decreased \$19,000 primarily from payments related to temporary operating costs incurred during the WWTP upgrade project.
- Long-term debt increased \$95,200 from the receipt of funds from you USDA for Disbursement Request #3 for the WWTP upgrade.
- Accounts payable decreased \$95,100 from the timing of payment associated with WWTP engineering fees.

Cash and Investments

The monthly metrics dashboard for cash and investments provide a monthly comparison of cash and investment balances, and graphs that present long-term investments by maturity, type, and rating.

- Total cash and investments *increased* \$170,200 or **2.6%** from May 2021 primarily from increases in revenues across the three utilities.
- Received interest and distributions of \$8,900 and recorded an unrealized *negative* market adjustment of (\$8,800), along with \$600 in management fees, resulting in a net portfolio *loss* of \$500 for the month.
- Total interest and investment income earned on all accounts for the month was \$200.

OTHER FINANCIAL MATTERS

WWTP Upgrade – Construction Update and Progress

The fourth Disbursement Request was submitted to the USDA on July 7, 2021 totaling \$2,912,474 of which \$2,912,460 was received on July 14, 2021. Listed below is a summary of the costs requested for reimbursement to date:

Total Project Budget <i>(As of 4/14/2021):</i>	\$ 36,008,000
Loan Draws – Project to Date: <i>(Thru 7/31/2021):</i>	\$ 4,955,680
Total Project Costs to Date <i>(Thru 7/31/2021):</i>	\$ 5,135,742
Disburse Request #4 – Requested <i>(7/7/2021):</i>	\$ 2,912,474
Disburse Request #4 – Paid <i>(7/14/2021):</i>	\$ 2,912,460

Office Staffing

After 22 years of dedicated service, Jenny Brown, Customer Service Representative retired as of August 2nd, 2021. The utility completed the interview and hiring process for this replacement with the new staff scheduled to begin August 9, 2021.

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

JULY 2021 SENIOR CENTER ACTIVITY ATTENDANCE: 1,366 participants (65 participants/day)

- SIA Insurance Bingo: 34 participants
- Book Club: 12 participants
- Waupun Community Coalition on Aging Bingo: 39 participants
- McNamara & Thiel Insurance Agency Bingo: 19 participants
- Foot Care Clinic: 34 participants
- Fishing: 4 participants
- Eyeglass Adjustments: 6 participants
- Craft Club: 12 participants
- Drug Repository: 3 participants
- Euchre: 79 participants
- Sheepshead: 270 participants
- Golf Cards: 30 participants
- Knit-Wits: 23 participants
- Yoga: 234 participants
- Aerobics & Tone: 195
- Board Games: 97
- Movie Afternoon: 19 participants
- Tech Support: 2 participants
- Senior Swim: 232 participants
- Garden Club: 4 participants
- Curbside Lunch: 102 participants
- Mobile Meals: 358 participants

AUGUST ACTIVITY CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 8am Fitness Center 9am Marbles 10am Lunch 10:30am Yoga I 1pm Euchre 1pm Golf Cards	3 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone 6pm Pickleball	4 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 1pm Sheepshead 6:15pm Knit-Wits	5 8am Fitness Center 8:30am Foot Care 9am Dominoes 10am Lunch 10:30am Yoga II 1pm Sheepshead	6 8am Fitness Center 9am Se7ens 10am Lunch 11am Senior Swim
9 8am Fitness Center 8:30am Garden Club 9am Marbles 10am Lunch 10:30am Yoga I 1pm Euchre	10 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone 6pm Pickleball	11 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 1pm Sheepshead 6:15pm Knit-Wits	12 8am Fitness Center 9am Dominoes 9am Ping Pong 10am Lunch 10:30am Yoga II 1pm Sheepshead	13 8am Fitness Center 9am Se7ens 10am Lunch 11am Senior Swim 1pm SIA Bingo
16 8am Fitness Center 9am Marbles 10am Lunch 10:30am Yoga I 1pm Euchre 1pm Golf Cards	17 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone 11:30am Craft Club 3:00pm Movie 6pm Pickleball	18 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 12:30pm Eyeglasses 1pm Sheepshead 6:15pm Knit-Wits	19 8am Fitness Center 8:30am Foot Care 9:00am Manicures 9am Dominoes 10am Lunch 10:30am Park Yoga 1pm Sheepshead	20 8am Fitness Center 9am Se7ens 10am Lunch 11am Senior Swim
23 8am Fitness Center 8:30am Garden Club 9am Marbles 10am Lunch 10:30am Yoga I 1pm Euchre 1pm Golf Cards	24 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone 1:00pm Birthday Party 6pm Pickleball	25 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I 1pm Sheepshead 6:15pm Knit-Wits	26 8am Fitness Center 9am Dominoes 9am Ping Pong 10am Lunch 10:30am Yoga II 1pm Sheepshead	27 8am Fitness Center 9am Se7ens 10am Lunch 1pm WCCA Bingo
30 8am Fitness Center 8:30am Garden Club 9am Marbles 10am Lunch 10:30am Yoga I 1pm Euchre 1pm Golf Cards	31 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone 1:00pm Bingo 6pm Pickleball			

JULY 2021 TANNER PARK PROGRAM

June - July registered participants: 102 participants

July 16 Fishing Tournament: 37 participants

JULY 2021 AQUATIC CENTER REPORT

Date	High Temp	Total Attendance	Admissions (Cash/Check)	Admissions (Square)	Concessions (Cash/Check)	Concessions (Square)	Time of Open	Time of Close	Special Events
1	75	254	\$562	\$85	\$161	\$9	1:00 PM	6:00 PM	
2	75	210	\$327	\$45	\$81	\$0	1:00 PM	6:00 PM	Senior Swim
3	87	302	\$940	\$185	\$185	\$63	12:00 PM	7:00 PM	
4	90	373	\$759	\$226	\$195	\$26	12:00 PM	7:00 PM	Holiday
5	89	420	\$711	\$199	\$226	\$22	1:00 PM	6:00 PM	
6	90	275	\$559	\$207	\$98	\$45	1:00 PM	6:00 PM	FYI Group
7	65	0	\$0	\$0	\$0	\$0.00	-	-	Thunderstorms
8	65	11	\$12	\$0	\$13	\$0.00	3:00 PM	6:00 PM	Low Temperatures
9	79	175	\$302	\$30	\$75	\$2.00	1:00 PM	6:00 PM	Senior Swim & Make-Up Lessons
10	75	134	\$386	\$90	\$54	\$6	12:00 PM	7:00 PM	
11	75	128	\$197	\$110	\$51	\$2	12:00 PM	7:00 PM	

12	73	87	\$42	\$22	\$35	\$2	1:00 PM	6:00 PM	
13	82	167	\$326	\$0	\$123	\$12	1:00 PM	6:00 PM	
14	82	99	\$175	\$47	\$25	\$4	1:00 PM	3:00 PM	
15	79	147	\$208	\$0	\$64	\$0	1:00 PM	6:00 PM	
16	79	257	\$316	\$94	\$165	\$0	1:00 PM	6:00 PM	Senior Swim
17	81	272	\$544	\$330	\$211	\$21	12:00 PM	7:00 PM	
18	82	366	\$906	\$185	\$218.50	\$68.25	12:00 PM	7:00 PM	
19	82.0	254	\$403	\$57	\$127.50	\$15.25	1:00 PM	6:00 PM	
20	84.0	254	\$304	\$130	\$148.75	\$10.25	1:00 PM	6:00 PM	
21	77.0	115	\$206	\$50	\$74.50	\$14.75	1:00 PM	6:00 PM	
22	82.0	192	\$503	\$145	\$112	\$6	1:00 PM	6:00 PM	My Property Shoppe Sponsor Night
23	88.0	348	\$739	\$79	\$221.50	\$15.25	1:00 PM	6:00 PM	Senior Swim
24	88.0	\$299	\$630	\$255	\$138	\$45.75	12:00 PM	7:00 PM	
25	88.0	438	\$741	\$200	\$207.50	\$28.50	12:00 PM	7:00 PM	
26	90.0	341	\$605	\$85	\$207	\$39.50	1:00 PM	6:00 PM	Mock Day
27	90.0	362	\$522	\$294	\$155.25	\$149.50	1:00 PM	8:00 PM	Edgewood Church Rental
28	90.0	289	\$582	\$120	\$217.75	\$27.50	1:00 PM	6:00 PM	
29	82.0	205	\$435	\$20	\$46.50	\$2.25	1:00 PM	6:00 PM	
30	72.0	109	\$155	\$57.00	\$51.30	\$2.00	1:00 PM	6:00 PM	Senior Swim
31	77.0	161	\$338	\$127	\$59.50	\$0	12:00 PM	6:00 PM	Low Attendance
	81.1	227.2258065	\$13,435	\$3,474	\$3,745	\$638			
Total Attendance		3311							

WAUPUN POLICE DEPARTMENT

Monthly City Council Report

Dispatch Summary From 7/1/2021 To 7/31/2021

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

Total Number of Calls for this reporting period: 1,090

72 HOUR DETENTION	7	MISSING ADULT	1
911 CHECK	7	NEIGHBOR DISPUTE	3
911 MISDIAL	4	NOISE COMPLAINT	5
ABANDONED VEHICLE	3	NOTIFY MED EXAMINER	1
ACCIDENT	10	OPEN DOOR	4
ACCIDENT/INJURIES	1	PAPER SERVICE	6
ALARM TEST	3	PARKING ENFORCEMENT	11
ALPHA	1	PHONE CO TESTING	2
ANIMAL BITE COMP	3	RECKLESS DRIVER	8
ANIMAL COMPLAINT	11	REPOSSESSED PROPERTY	1
ASSIST CITIZEN	30	RESTRAIN ORDER VIOL	2
ASSIST MOTORIST	3	SCAM	6
ASSIST OTHER AGENCY	15	SEXUAL ASSAULT	1
ATTEMPT TO LOCATE	3	SHOPLIFTER	4
ATV COMPLAINT	1	SPECIAL ASSIGNMENT	9
BATTERY	1	SPEED GRANT	1
BUILDING CHECK	49	SUBJECT STOP	5
BURGLARY	1	SUSP ACTIVITY	15
CAR IN DITCH	1	SUSP PERSON	3
CHECK WELFARE	25	SUSPICIOUS VEHICLE	9
CHILD ABUSE/NEGLECT	1	TAVERN CHECKS	2
CIVIL PROBLEM	2	THEFT	12
COMMUNITY POLICING	9	THREAT COMPLAINT	2
COUNTY AMBULANCE	62	TRAFFIC ENFORC DAP	4
COURT ORDER VIOLAT	1	TRAFFIC PROBLEM	11
CR DAMAGE TO PROP	3	TRAFFIC STOP	91
DEPARTMENT K9 DOG	2	TRESPASSING	2
DIRECTED AREA PATROL	275	WARRANT OTHER AGENCY	2
DISORDERLY CONDUCT	5	WATER UTILITY	2
DOMESTIC DISPUTE	10	WAUPUN ORDINANCE	10
DRUGS/NARCOTICS	1	WEATHER RELATED INFO	1
ESCORT FUNERAL	7		
EXTRA PATROL	159		
FIGHT	1		
FIRE ALARM	5		
FIRE WORKS COMPLAINT	16		
FOLLOW UP	58		
FOOT PATROL	4		
FOUND ANIMAL	3		
FOUND ANIMAL CLAIMED	1		
FOUND PROPERTY	10		
FRAUD/FORGERY	1		
GAS DRIVE OFF	9		
HARASSMENT	5		
INFORMATION	2		
INTOXICATED SUBJECT	1		
INTRUSION ALARM	10		
JUVENILE PROBLEM	9		
LAW ASSIST FIRE	1		
LOST PROPERTY	1		
MINI/DIRT BIKE COMP	1		

Waupun Police Department Update –July Report

Meetings – Dodge and FDL County LEX Meeting, FDL Drug Unit Meeting, Wellness Meeting, Recruitment and retention meeting, Chaplin Meeting, First Net Meeting, Traffic Safety Meeting, and Staff Meeting.

Training – Spillman/Motorola RMS Meetings/Coding training, and Firearms Training.

Evidence Room- continue purging, destroying and returning evidence. All weapons and ammunition were taken to the Wisconsin State Crime for destruction that were no longer needed for evidentiary purposes

Events – Fireworks

Hiring process –Officer Kerns on the Road. Officer Papia Hired and will be sent to the academy. Current Process scheduled for interviews for two open positions.

Complaints

2021-0980- Allegations of child sexual assault follow-up with Dodge County CPS; complaint unsubstantiated and no charges filed

2021-0970- Theft for Vanderkin Plumbing; we assisted in facilitating change in business ownership and questions related to prior owner; no charges filed

2021-1017- Allegations of sexual assault between two adults; conducted follow-up interviews and charges forwarded to FDL DA's office

2021-1055- Allegations of child sexual assault follow-up with Dodge County CPS; complaint unsubstantiated and no charges filed

2021-1013/1014- Motor vehicle theft follow-up with Milwaukee Police Department; follow-up to continue as only one vehicle recovered

2021-1088- Harassment complaint follow-up involving two DCI employees; no criminal charges filed

Operating While Intoxicated – Saturday July 3rd at 12:39pm, police responded to a business in the first hundred block for a report of marijuana odor coming from an adjacent residence. Police conducted a traffic stop on a vehicle leaving the suspect residence. A 40 year old Waupun woman was taken into custody for Operating While Intoxicated. When attempting to release the woman to a responsible party, police learned that the man attempted to take responsibility had a Failure to Appear warrant for his arrest through Dodge County. Police took the 23 year old Waupun man into custody and turned him over to a sheriff's deputy. The woman was ultimately released to another party.

August 12, 2021

1. **Current Projects:**

- Working with IWorq on the conversion from Cartegraph. Reviewing vehicle inventory, parts, buildings, etc. We are expecting to go live with the new system in July of 2021.
- Working on 2022 Budget, Capital Improvement Budget, and 5 Year Street Plan
- Board of Public Works agenda.
- Reviewed BMP stormwater plan with the DNR.
- Working with Hockey Association to get documentation for upcoming season.
- Preconstruction meeting for Harmsen Ave. storm water pond
- Rock River Stormwater Group meeting
- Working with CWC on improvements to McCune Ball fields
- Working on Wayfinding signs
- Hwy 68 Weekly construction progress meeting
- Working on park playground for Wilcox Park
- Sidewalk marking for 2022 sidewalk replacement is completed and we have the total for bids to be put out in the beginning of 2022.
- Transportation Utility
- Grant for walk path along Gateway Dr.
- Discussing indoor facilities for youth programs.
- Working with Cedar Corp on building/park improvements.
- Working with Gremmer on S. Madison St. phase 2 plans
- Construction on Rock Ave. and Newton Ave. has started
- Working with CVMIC on the development of a safety committee.
- Working with MSA on the UNPS planning grant information for storm water.

2. **DPW Crew Projects**

- Aquatic Center – prepare for season.
 - Buildings & Grounds daily duties
 - Brush pick-up
 - Burn Brush
 - Clean top of inlets from rain events
 - Event setup for Truckers
 - Fill Potholes
 - Fill dirt shed
 - Haul brush bins
 - Diggers Hotline Locates
 - Mowed parks and buildings
 - Paint streets, curbs, and parking lots
 - Batting cages at Baseball Complex
 - Buwalda Park handicapped ramp
-

-
- Spray weeds
 - Storm Cleanup – mutual aid to Village of Brandon
 - Street Sweeping
 - Training on IWorq
 - CVMIC Training
 - Trim Trees
 - Turn Compost
 - Vehicle Maintenance

Administrative Assistant

- Working on the conversion from Cartegraph to IWorq. Weekly meetings to go over conversion, how to use program, group training, etc.
- Created spreadsheet of all facilities to upload into IWorq.
- Budget PowerPoint presentations
- Capital Improvement PowerPoint Presentation
- Capital Improvement Expenditure Requests
- Capital Improvement Survey to Board of Public Works
- Single Audit for Recycling Grant
- Bulk Pick-up Flyer to residents to give new dates for Fall Pick-up
- Ordinances for parking, rezoning, and zoning ordinance amendments
- Updated 2022-2029 Street Plan
- Updated Equipment Replacement plan
- Conditional Use Hearing letters
- Assessment Letters
- Weed Notices
- Garbage Complaints – 18 issues were sent to Waste Management in the month of July. Since we began tracking complaints (February 2021) we have received 154 complaints either about garbage/recycle pick-up or broken bins. Most issues are resolved within a week of receiving them.
- Street Opening Permits
- Setup zoom meeting for Plan Commission, Zoning Board and Board of Public Works
- 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: August 12, 2021
To: Mayor, Council, City Administrator, and PFC
From: Fire Chief, B.J. DeMaa
Re: July Report

Fire Calls:

There were thirteen (13) fire & rescue calls in the month of July for a total of eighty-one (81) in 2021.

Time of Day:						
12A – 4A	4A – 8A	8A – 12P	12P – 4P	4P – 8P	8P – 12A	Total
0	1	3	0	6	3	13

* 77% of fire calls came in during prime working hours.

Day of Week:							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
1	2	1	2	2	2	3	13

* 69% of fire calls came in during Monday-Friday work week.

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

Incident Type:		
Incident Type	Count	% of Incidents
Medical assist, assist EMS crew (311)	5	38.46
Animal rescue (542)	2	15.38
Smoke detector activation due to malfunction (733)	2	15.38
Smoke detector activation, no fire – unintentional (743)	1	7.69
Alarm system activation, no fire – unintentional (745)	2	15.38
Carbon monoxide detector activation, no CO (746)	1	7.69

Average Personnel Response (excluding mutual aid):		
	Avg # of Responders	% of Total Department
4A – 8P	8.9	31%
8P – 4A	8	28%

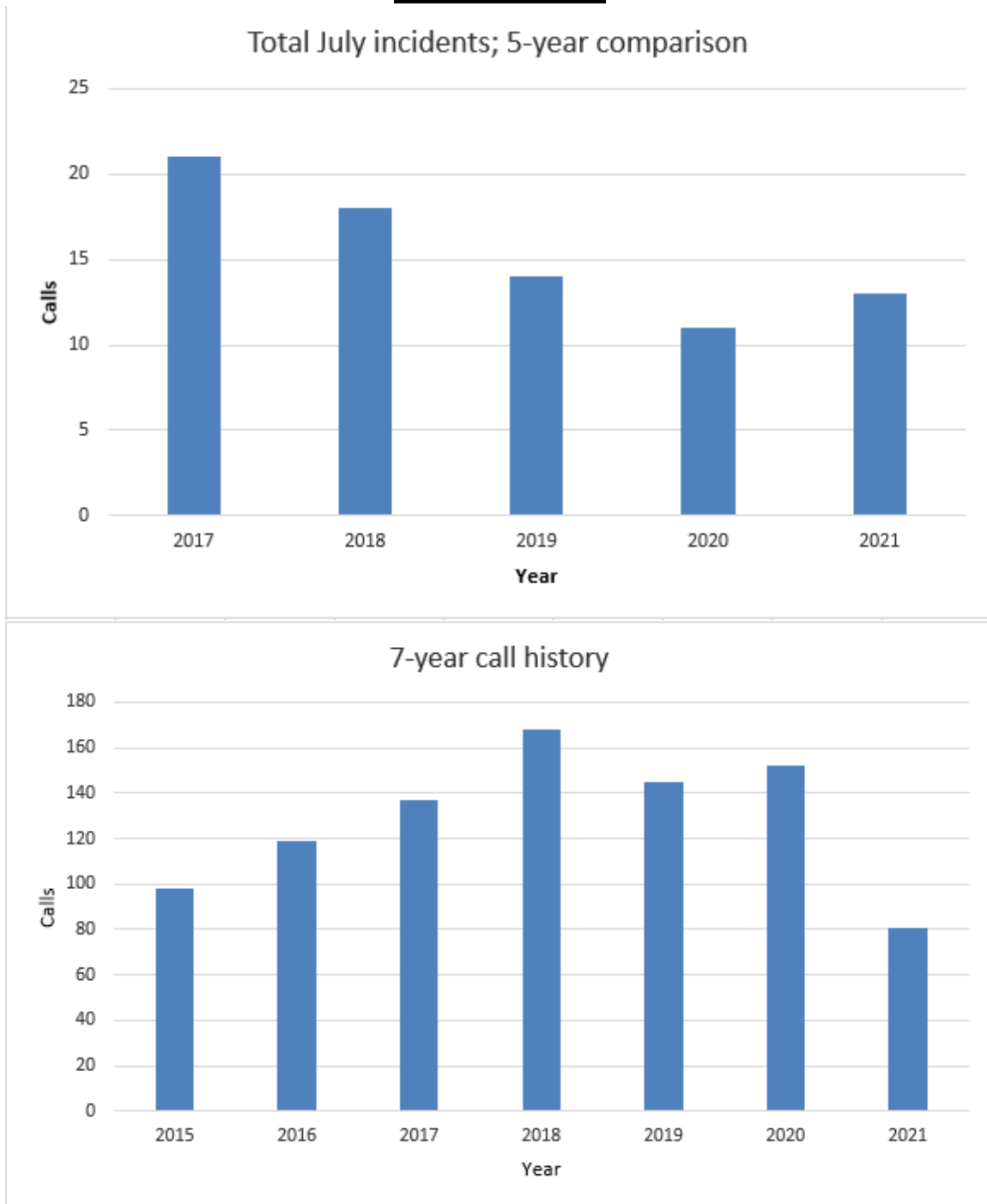
* Current roster is 29 members.

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

RED = below recommended industry best practices

GREEN = meets industry best practices

Call Summary:



Department Information:

5-year hydrostatic testing was conducted on all Self-Contained Breathing Apparatus (SCBA) bottles and the refill cylinders for our portable cascade system. All bottles passed testing. SCBA bottles are certified for 15 years of use at which time they can no longer be certified. This is the second and final test for these bottles as they are now 10 years old.

Annual ladder testing was conducted on ground ladders and the aerial ladder truck. Minor deficiencies were noted on the ladder truck. Everything passed testing.

Annual pump testing was completed on the City engines (pumpers) and the aerial ladder truck. Everything passed testing.

Capital budget has been completed and submitted to Michelle.

Attended multiple meetings for proposed developments.

Met with FirstNet (AT&T) to request a proposal to switch phone service. FirstNet's mission is to improve the high-speed nationwide broadband network which is dedicated to public safety. FirstNet has been conducting a significant build-out in this area which includes new towers and enhancements to existing towers. FirstNet provides dedicated bandwidth to first responders when systems are overloaded as a result of an emergency.

2021 Fire Prevention Week materials have been ordered.

Demonstration was held with Lexipol on their policy/procedure program. Lexipol provides a library of customizable, state-specific fire service policies that are updated in response to new state and federal laws. They also offer training courses and videos to meet fire and ems training mandates

Met with Dan Williams, Drew Novak (EMR) and Bobbie Vossekuil (EMR) to define work that needs to be completed to ensure our First Responder group is ready for an October 1 go-live date.

We continue to await word on the status of our Assistance to Firefighters Grant (AFG) in the amount of ~\$49,500. This grant application is intended to replace a majority of our fire suppression hose and some of our hose nozzles. We have chosen not to exceed \$50,000 so our grant retains "micro grant" status which provides higher scoring when placed against peer departments. A significant portion of our hose exceeds the 10-year

August 12, 2021

replacement recommendation from the National Fire Protection Association (NFPA) and a higher number of failures were seen during this year's hose testing. The AFG grants are a 95%/5% split. If awarded, our cost would be covered through our operational budget.

Staffing:

There is 1 firefighter out on medical leave with non-work related injuries.

Inspections:

Follow-ups from the spring inspections are starting to wrap up.

Training:

July training focused on emergency vehicle operations. All firefighters completed their annual driver training.

Emergency Government:

Information was sent out to proposed attendees for next year's Emergency Management Institute (EMI) training in Emmitsburg, MD.

Code Enforcement – Mike Beer:

No report

EMS:

EMR classes began on June 2nd at the Waupun Fire House. The class has reached the midway point.

The onboarding process continues for all EMRs.

Met with DeAnn Thurmer to discuss grant funding for the purchase of EMR response bags and equipment. A formal request has been submitted to her.

Kathy continues to try and make contact with Mike Krueger of Lifestar Ambulance to finalize a short-term (6 mo.) service agreement so that mutual aid agreements with

August 12, 2021

neighboring agencies can be completed. This was a term that was agreed to by all parties the last time we met in April.

There were 3 occurrences in July in which an ambulance from another community needed to cover a 9-1-1 call. 2 of these took place in the city and 1 in the Township of Trenton.

AGENDA SUMMARY SHEET

MEETING DATE: 8-17-21

AGENDA SECTION: RESOLUTIONS AND ORDINANCES

PRESENTER: Michelle Kast, Finance Director
Phil Cosson, Ehlers

TITLE: Resolution Authorizing the Issuance and
Establishing Parameters for the Sale of Not to
Exceed \$3,035,000 General Obligation
Promissory Notes, Series 2021A

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

ISSUE SUMMARY:

- 2013 Pool Bonds
 - The City issued bonds in 2013 to fund construction of the aquatic center.
 - These bonds mature in 2028 but are callable in 2021, giving us the opportunity to save interest by paying off the bonds early and issuing new bonds with lower interest rates.
 - It is estimated that we will save ~\$104K by doing so; however, actual amounts will not be known until the bond sale takes place in September.
- Rock/Newton Street Reconstruction (Phase 1)
 - We are borrowing \$350K to fund the street portion of the reconstruction project.
 - We are borrowing \$800K to fund the storm water portion of the reconstruction project. Note that this debt will be paid for through storm water fees rather than property taxes.

STAFF RECOMMENDATION:

Approve the resolution authorizing the parameters sale.

ATTACHMENTS:

- 1) Resolution
- 2) Pre-Sale Report

RECOMMENDED MOTION:

Motion to adopt Resolution #08-17-21-01 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,035,000 General Obligation Promissory Notes, Series 2021A

August 17, 2021

Pre-Sale Report for

City of Waupun, Wisconsin

\$3,035,000 General Obligation Promissory
Notes, Series 2021A



Prepared by:

Ehlers
N21W23350 Ridgeview Parkway West,
Suite 100
Waukesha, WI 53188

Advisors:

Philip Cosson, Senior Municipal Advisor
David Ferris, Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

\$3,035,000 General Obligation Promissory Notes, Series 2021A

Purposes:

The proposed issue includes financing for the following purposes:

- Current Refund the City's General Obligation Swimming Pool Bonds, Series 2013AB. Debt service will be paid from ad valorem property taxes.

Interest rates on the obligations proposed to be refunded are 2.25% to 3.30%. The refunding is expected to reduce debt service expense by approximately \$104,882.40 over the next 7 years. The Net Present Value Benefit of the refunding is estimated to be \$87,842.77, equal to 4.327% of the refunded principal.

This refunding is considered to be a Current Refunding as the obligations being refunded are either callable (pre-payable) now, or will be within 90 days of the date of issue of the new Notes.

- Rock & Newton Street road and storm water projects. Debt service will be paid from ad valorem property taxes and abated by stormwater revenues.

Authority:

The Notes are being issued pursuant to Wisconsin Statute(s):

- 67.12(12)

The Notes will be general obligations of the City for which its full faith, credit and taxing powers are pledged.

Federal tax code also requires that the costs of issuance, including any underwriter's discount, for a qualified 501(c)(3) financing cannot exceed 2.0% of the principal amount of the Notes.

The Notes count against the City's General Obligation Debt Capacity Limit of 5% of total City Equalized Valuation. Following issuance of the Notes, the City's total General Obligation debt principal outstanding will be \$13,040,000, which is 48% of its limit. Remaining General Obligation Borrowing Capacity will be approximately \$14,229,200.

Term/Call Feature:

The Notes are being issued for a term of 10 years. Principal on the Notes will be due on August 1 in the years 2022 through 2031. Interest is payable every six months beginning February 1, 2022.

The Notes will be subject to prepayment at the discretion of the City on August 1, 2028 or any date thereafter.

Bank Qualification:

Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Notes as “bank qualified” obligations. Bank qualified status broadens the market for the Notes, which can result in lower interest rates.

Rating:

The City’s most recent bond issues were rated by Moody’s Investors Service. The current ratings on those bonds are “A1”. The City will request a new rating for the Notes.

If the winning bidder on the Notes elects to purchase bond insurance, the rating for the issue may be higher than the City’s bond rating in the event that the bond rating of the insurer is higher than that of the City.

Basis for Recommendation:

Based on our knowledge of your situation, your objectives communicated to us, our advisory relationship as well as characteristics of various municipal financing options, we are recommending the issuance of Notes as a suitable option based on:

- The expectation this form of financing will provide the overall lowest cost of funds while also meeting the City’s objectives for term, structure and optional redemption.
- The City having adequate General Obligation debt capacity to undertake this financing and anticipating any potential rating impacts.

Method of Sale/Placement:

We will solicit competitive bids for the purchase of the Notes from underwriters and banks.

We will include an allowance for discount bidding in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.

If the Notes are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.

Premium Pricing:

In some cases, investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.” The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or “discount”) but will pay the remainder of the premium to the City.

Any premium amount received for that portion of the Note being issued for the purpose of refunding existing debt will be used to reduce the issue size. Any premium amount received for the remainder of the Notes that is in excess of the underwriting discount and any

capitalized interest amounts must be placed in the debt service fund and used to pay a portion of the interest payments due on the Notes. These adjustments may slightly change the true interest cost of the original bid, either up or down.

The amount of premium allowed can be restricted in the bid specifications. Restrictions on premium may result in fewer bids, but may also eliminate large adjustments on the day of sale and unintended results with respect to debt service payment impacts. Ehlers will identify appropriate premium restrictions for the Notes intended to achieve the City's objectives for this financing.

Parameters:

The Common Council will consider adoption of a Parameters Resolution on August 17, 2021, which delegates authority to the Finance Director/Treasurer or City Administrator to accept and approve a bid for the Notes so long as the bid meets certain parameters. These parameters are:

- * Issue size not to exceed \$3,035,000.
- * Maximum Bid of 106%.
- * Minimum Bid of 99%.
- * Present value savings on refunding of at least 2.75%
- * Maximum True Interest Cost (TIC) of 2.25%
- * Maturity Schedule Adjustments not to exceed \$100,000 per maturity

Other Considerations:

The Notes will be offered with the option of the successful bidder utilizing a term bond structure. By offering underwriters the option to "term up" some of the maturities at the time of the sale, it gives them more flexibility in finding a market for your Notes. This makes your issue more marketable, which can result in lower borrowing costs. In the event that the successful bidder utilizes a term bond structure, we recommend the City retain a paying agent to handle responsibility for processing mandatory redemption/call notices associated with term bonds.

Review of Existing Debt:

We have reviewed all outstanding indebtedness for the City and find that, other than the obligations proposed to be refunded by the Notes, there are no other refunding opportunities at this time.

We will continue to monitor the market and the call dates for the City's outstanding debt and will alert you to any future refunding opportunities.

Continuing Disclosure:

Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.

Arbitrage Monitoring:

The City must ensure compliance with certain sections of the Internal Revenue Code and Treasury Regulations (“Arbitrage Rules”) throughout the life of the issue to maintain the tax-exempt status of the Notes. These Arbitrage Rules apply to amounts held in construction, escrow, reserve, debt service account(s), etc., along with related investment income on each fund/account.

IRS audits will verify compliance with rebate, yield restriction and records retention requirements within the Arbitrage Rules. The City’s specific arbitrage responsibilities will be detailed in the Tax Exemption Certificate (the “Tax Compliance Document”) prepared by your Bond Attorney and provided at closing.

The Notes may qualify for one or more exception(s) to the Arbitrage Rules by meeting 1) small issuer exception, 2) spend down requirements, 3) bona fide debt service fund limits, 4) reasonable reserve requirements, 5) expenditure within an available period limitations, 6) investments yield restrictions, 7) de minimis rules, or; 8) borrower limited requirements.

We recommend that the City review its specific responsibilities related to the Notes with an arbitrage expert in order to utilize one or more of the exceptions listed above.

Investment of Note Proceeds:

Ehlers can assist the City in developing a strategy to invest your Note proceeds until funds are needed to pay project costs and to redeem the refunded obligations.

Risk Factors:

GO with Planned Abatement: The City expects to abate a portion of the City debt service with storm water utility revenues. In the event this revenue is not available, the City is obligated to levy property taxes in an amount sufficient to make all debt payments.

Current Refunding: The Notes are being issued to finance a current refunding of prior City debt obligations. Those prior debt obligations are callable on or after December 1, 2021. The new Notes will not be pre-payable until August 1, 2028.

This refunding is being undertaken based in part on an assumption that the City does not expect to pre-pay off this debt prior to the new call date and that market conditions warrant the refunding at this time.

Other Service Providers:

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.

Bond Counsel: Quarles & Brady LLP.

Paying Agent: Bond Trust Services Corporation.

Rating Agency: Moody's Investors Service, Inc.

PROPOSED DEBT ISSUANCE SCHEDULE

Pre-Sale Review by Common Council:	August 17, 2021
Due Diligence Call to review Official Statement:	Week of September 6, 2021
Distribute Official Statement:	Week of September 6, 2021
Conference with Rating Agency:	Week of September 6, 2021
Common Council Meeting to Award Sale of the Notes:	September 22, 2021
Estimated Closing Date:	October 13, 2021
Redemption Date for the Obligations Being Refunded:	December 1, 2021

Attachments

Estimated Sources and Uses of Funds
Allocation of Series 2021A Notes
Projected Impact of Proposed Projects
Debt Limit Calculation
Bond Buyer Index

EHLERS' CONTACTS

Philip Cosson, Senior Municipal Advisor	(262) 796-6161
David Ferris, Municipal Advisor	(262) 796-6194
Peter Curtin, Public Finance Analyst	(262) 796-6187
Kathy Myers, Senior Financial Analyst	(262) 796-6177

The Preliminary Official Statement for this financing will be sent to the Common Council at their home or email address for review prior to the sale date.

Financing Plan / Issue Sizing

			Issue 1
			GO Notes 2021
Projects			
	Levy - Streets Project		350,000
	Stormwater		800,000
Refunding			
	2013 General Obligation Refunding Bonds		
	Principal		2,030,000
	Interest		28,579
	Funds Available		(258,579)
Project Needs			2,950,000
Issuance Expenses (Estimates)			
	Municipal Advisor		26,000
	Bond Counsel		13,000
	Rating		13,500
	Paying Agent If terms		850
	Underwriter Fees		30,350
Total Funds Needed			3,033,700
		Rate Months	
	Less Interest Earnings	0.05% 3	(144)
	Rounding		1,444
Size of Issue			3,035,000

Issue	Issue 1				Issue 2												
Purpose	Levy - Streets Project				Levy - CR 2013A				Stormwater				TOTAL				Total Outstanding
Amount	\$360,000				\$1,850,000				\$825,000								
Dated	10/13/2021				10/13/2021				10/13/2021								
Payment Date	8/1				8/1				8/1								
Year	Principal	Rate	Interest	Total	Principal	Rate	Interest	Total	Principal	Rate	Interest	Total	Principal	Interest	Total		
2021													-	-	-	3,035,000	
2022	30,000	0.55%	2,903	32,903	260,000	0.55%	12,226	272,226	80,000	0.55%	6,565	86,565	370,000	21,694	391,694	2,665,000	
2023	35,000	0.60%	3,378	38,378	260,000	0.60%	13,490	273,490	80,000	0.60%	7,572	87,572	375,000	24,439	399,439	2,290,000	
2024	35,000	0.67%	3,168	38,168	265,000	0.67%	11,930	276,930	80,000	0.67%	7,092	87,092	380,000	22,189	402,189	1,910,000	
2025	35,000	0.76%	2,934	37,934	265,000	0.76%	10,154	275,154	80,000	0.76%	6,556	86,556	380,000	19,643	399,643	1,530,000	
2026	35,000	0.90%	2,668	37,668	265,000	0.90%	8,140	273,140	80,000	0.90%	5,948	85,948	380,000	16,755	396,755	1,150,000	
2027	35,000	1.00%	2,353	37,353	265,000	1.00%	5,755	270,755	85,000	1.00%	5,228	90,228	385,000	13,335	398,335	765,000	
2028	35,000	1.15%	2,003	37,003	270,000	1.15%	3,105	273,105	85,000	1.15%	4,378	89,378	390,000	9,485	399,485	375,000	
2029	40,000	1.25%	1,600	41,600					85,000	1.25%	3,400	88,400	125,000	5,000	130,000	250,000	
2030	40,000	1.35%	1,100	41,100					85,000	1.35%	2,338	87,338	125,000	3,438	128,438	125,000	
2031	40,000	1.40%	560	40,560					85,000	1.40%	1,190	86,190	125,000	1,750	126,750	-	
	\$ 360,000		\$ 22,665	\$ 382,665	\$ 1,850,000		\$ 64,799	\$ 1,914,799	\$ 825,000		\$ 50,263	\$ 875,263	\$ 3,035,000	\$ 137,727	\$ 3,172,727		

Projected Impact of Proposed Projects

Existing Debt Payments							Projected Debt Service													
YEAR	Equalized Value Projection	Change in Value	Total of All Obligations	Total Abatement Sources	Net Debt Service Levy	Debt Service Tax Rate	YEAR	General Obligation Notes, 2021 \$3,035,000 Dated 10-13-21				Less Abatements	Total Projected Debt Service Less Abatements	Net Debt Service Levy	Levy Change	Debt Service Tax Rate	Impact on a \$ 250,000 of Value		Debt Service Tax Rate @ 3% Growth	YEAR
								Prin (8/1)	Rate	Interest	Total	Stormwater	Taxes				Change			
2021	464,433,000	7.18%	1,473,154	(704,921)	768,233	1.65	2021						768,233		1.65	413.53		1.65	2021	
2022	502,803,500	8.26%	1,206,142	(671,388)	534,754	1.06	2022	370,000	0.55%	21,694	391,694	(86,565)	305,129	839,883	71,651	1.67	417.60	4.07	1.67	2022
2023	512,859,570	2.00%	1,164,723	(661,188)	503,535	0.98	2023	375,000	0.60%	24,439	399,439	(87,572)	311,867	815,402	(24,481)	1.59	397.48	(20.12)	1.57	2023
2024	523,116,761	2.00%	1,186,315	(680,788)	505,528	0.97	2024	380,000	0.67%	22,189	402,189	(87,092)	315,097	820,625	5,223	1.57	392.18	(5.30)	1.54	2024
2025	533,579,097	2.00%	1,202,513	(694,513)	508,000	0.95	2025	380,000	0.76%	19,643	399,643	(86,556)	313,087	821,087	462	1.54	384.71	(7.47)	1.49	2025
2026	544,250,679	2.00%	1,208,138	(692,663)	515,475	0.95	2026	380,000	0.90%	16,755	396,755	(85,948)	310,807	826,282	5,195	1.52	379.55	(5.16)	1.46	2026
2027	555,135,692	2.00%	1,222,038	(694,138)	527,900	0.95	2027	385,000	1.00%	13,335	398,335	(90,228)	308,107	836,007	9,725	1.51	376.49	(3.06)	1.43	2027
2028	566,238,406	2.00%	1,234,358	(694,988)	539,370	0.95	2028	390,000	1.15%	9,485	399,485	(89,378)	310,107	849,477	13,470	1.50	375.05	(1.43)	1.41	2028
2029	577,563,174	2.00%	640,098	(645,138)	(5,040)	(0.01)	2029	125,000	1.25%	5,000	130,000	(88,400)	41,600	36,560	(812,917)	0.06	15.83	(359.23)	0.06	2029
2030	589,114,438	2.00%	601,213	(494,888)	106,325	0.18	2030	125,000	1.35%	3,438	128,438	(87,338)	41,100	147,425	110,865	0.25	62.56	46.74	0.23	2030
2031	600,896,726	2.00%	600,513	(491,688)	108,825	0.18	2031	125,000	1.40%	1,750	126,750	(86,190)	40,560	149,385	1,960	0.25	62.15	(0.41)	0.23	2031
2032	612,914,661	2.00%	173,188	(173,188)		0.00	2032								(149,385)	0.00		(62.15)	0.00	2032
2033	625,172,954	2.00%	173,475	(173,475)		0.00	2033									0.00		0.00	0.00	2033
2034	637,676,413	2.00%	168,225	(168,225)		0.00	2034									0.00		0.00	0.00	2034
2035	650,429,941	2.00%	167,600	(167,600)		0.00	2035									0.00		0.00	0.00	2035
2036	663,438,540	2.00%	166,400	(166,400)		0.00	2036									0.00		0.00	0.00	2036
TOTALS			12,588,088	(7,975,184)	4,612,905		TOTALS	3,035,000		137,727	3,172,727	(875,267)	2,297,461	6,910,366						TOTALS

NOTES

Debt Limit Calculation - Capacity Policy 75%

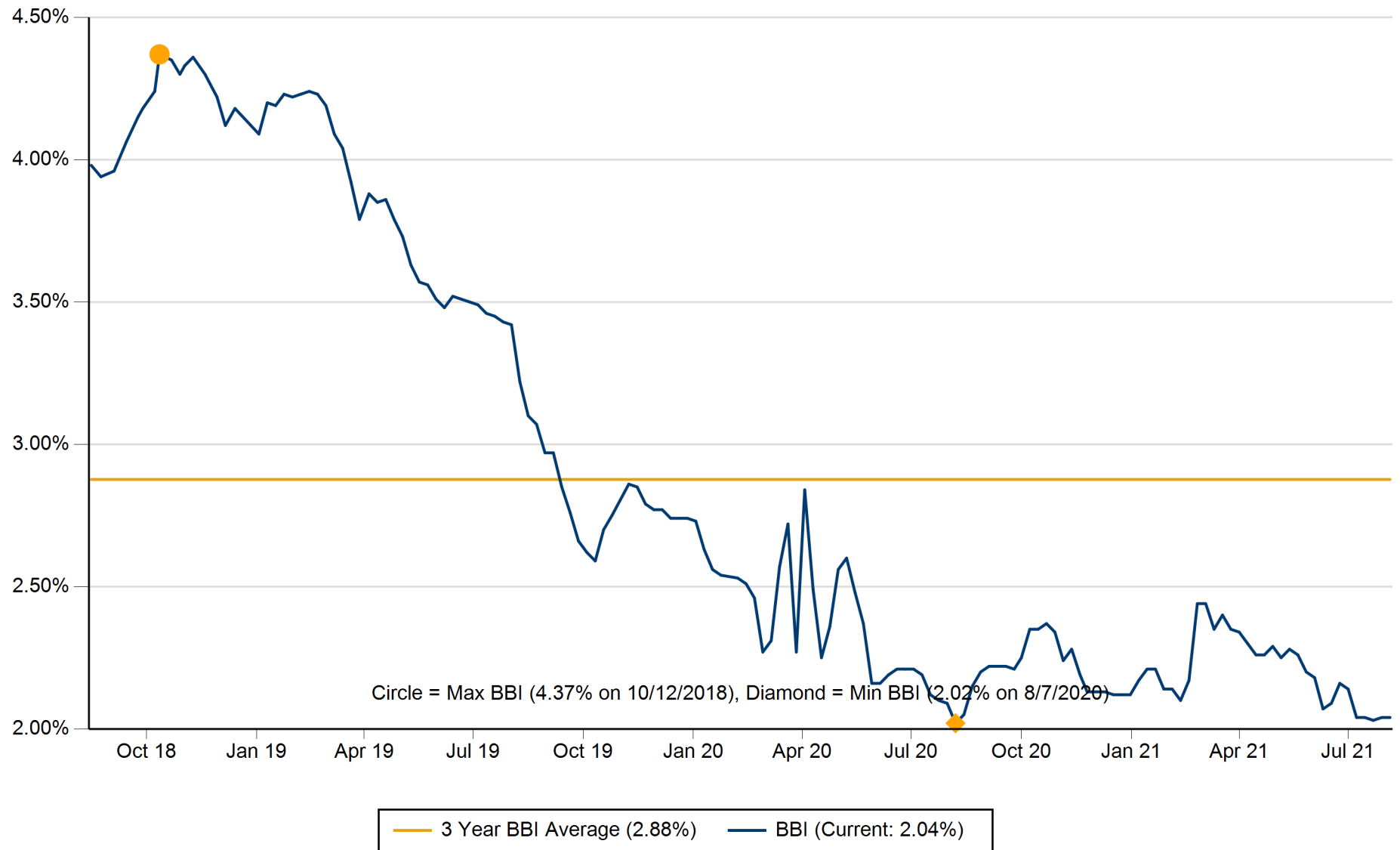
Year	Projected Equalized Value (TID IN)	Change in EV	Existing General Obligation Debt				Refunded Debt		Projected General Obligation Debt			Residual Capacity	Direct Debt Burden ¹	Assessment	Year
			Debt Limit	75% Debt Limit	Principal Outstanding	% of Limit	Principal	Adjusted Outstanding	Included Issue 1	Principal Outstanding	% of Limit				
2020	511,112,400	7.48%	25,555,620	19,166,715	12,509,528	48.95%		12,509,528		12,509,528	48.95%	6,657,187	2.45%	Moderate	2020
2021	545,384,000	6.71%	27,269,200	20,451,900	11,435,000	41.93%	1,800,000	9,635,000	3,035,000	12,670,000	46.46%	7,781,900	2.02%	Moderate	2021
2022	556,291,680	2.00%	27,814,584	20,860,938	10,320,000	37.10%	1,565,000	8,755,000	2,665,000	11,420,000	41.06%	9,440,938	1.79%	Moderate	2022
2023	567,417,514	2.00%	28,370,876	21,278,157	9,180,000	32.36%	1,320,000	7,860,000	2,290,000	10,150,000	35.78%	11,128,157	1.55%	Strong	2023
2024	578,765,864	2.00%	28,938,293	21,703,720	7,980,000	27.58%	1,070,000	6,910,000	1,910,000	8,820,000	30.48%	12,883,720	1.32%	Strong	2024
2025	590,341,181	2.00%	29,517,059	22,137,794	6,730,000	22.80%	815,000	5,915,000	1,530,000	7,445,000	25.22%	14,692,794	1.09%	Strong	2025
2026	602,148,005	2.00%	30,107,400	22,580,550	5,440,000	18.07%	550,000	4,890,000	1,150,000	6,040,000	20.06%	16,540,550	0.86%	Strong	2026
2027	614,190,965	2.00%	30,709,548	23,032,161	4,095,000	13.33%	280,000	3,815,000	765,000	4,580,000	14.91%	18,452,161	0.63%	Very Strong	2027
2028	626,474,784	2.00%	31,323,739	23,492,804	2,700,000	8.62%		2,700,000	375,000	3,075,000	9.82%	20,417,804	0.41%	Very Strong	2028
2029	639,004,280	2.00%	31,950,214	23,962,660	1,855,000	5.81%		1,855,000	250,000	2,105,000	6.59%	21,857,660	0.28%	Very Strong	2029
2030	651,784,365	2.00%	32,589,218	24,441,914	1,315,000	4.04%		1,315,000	125,000	1,440,000	4.42%	23,001,914	0.19%	Very Strong	2030
2031	664,820,053	2.00%	33,241,003	24,930,752	760,000	2.29%		760,000		760,000	2.29%	24,170,752	0.11%	Very Strong	2031
2032	678,116,454	2.00%	33,905,823	25,429,367	615,000	1.81%		615,000		615,000	1.81%	24,814,367	0.09%	Very Strong	2032
2033	691,678,783	2.00%	34,583,939	25,937,954	465,000	1.34%		465,000		465,000	1.34%	25,472,954	0.07%	Very Strong	2033
2034	705,512,359	2.00%	35,275,618	26,456,713	315,000	0.89%		315,000		315,000	0.89%	26,141,713	0.04%	Very Strong	2034
2035	719,622,606	2.00%	35,981,130	26,985,848	160,000	0.44%		160,000		160,000	0.44%	26,825,848	0.02%	Very Strong	2035

NOTES:

¹Direct debt burden metric excludes G.O. debt principal allocated to essential purpose utilities (water, sewer, storm) provided utility net revenues are sum sufficient to make all debt payments. The City's policy is 3.25%.

3 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates August, 2018 - August, 2021



The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.

Source: The Bond Buyer



RESOLUTION NO. 08-17-21-01

RESOLUTION AUTHORIZING THE ISSUANCE AND
ESTABLISHING PARAMETERS FOR THE SALE OF NOT TO
EXCEED \$3,035,000 GENERAL OBLIGATION PROMISSORY
NOTES, SERIES 2021A

WHEREAS, the Common Council hereby finds and determines that it is necessary, desirable and in the best interest of the City of Waupun, Dodge and Fond du Lac Counties, Wisconsin (the "City") to raise funds for public purposes, including paying the cost of street and stormwater improvements (the "Project");

WHEREAS, the Common Council hereby further finds and determines that it is necessary, desirable and in the best interest of the City to raise funds to pay the cost of refinancing certain outstanding obligations of the City, specifically, the General Obligation Swimming Pool Bonds, Series 2013A, dated October 29, 2013 (the "Refunded Obligations") (hereinafter the refinancing of the Refunded Obligations shall be referred to as the "Refunding");

WHEREAS, the Common Council hereby finds and determines that the Project and Refunding are within the City's power to undertake and therefore serve a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, the Common Council deems it to be necessary, desirable and in the best interest of the City to refund the Refunded Obligations for the purpose of achieving debt service savings;

WHEREAS, the City is authorized by the provisions of Section 67.12(12), Wisconsin Statutes, to borrow money and issue general obligation promissory notes for such public purposes and to refinance its outstanding obligations;

WHEREAS, it is the finding of the Common Council that it is in the best interest of the City to direct its financial advisor, Ehlers & Associates, Inc. ("Ehlers"), to take the steps necessary for the City to offer and sell the general obligation promissory notes (the "Notes") at public sale and to obtain bids for the purchase of the Notes; and

WHEREAS, in order to facilitate the sale of the Notes in a timely manner, the Common Council hereby finds and determines that it is necessary, desirable and in the best interest of the City to delegate to the Finance Director/Treasurer or City Administrator (each an "Authorized Officer") of the City the authority to accept on behalf of the City the bid for the Notes that results in the lowest true interest cost for the Notes (the "Proposal") and meets the terms and conditions provided for in this Resolution by executing a certificate in substantially the form attached hereto as Exhibit A and incorporated herein by reference (the "Approving Certificate").

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

Section 1. Authorization and Sale of the Notes; Parameters. For the purpose of paying costs of the Project and the Refunding, the City is authorized to borrow pursuant to Section 67.12(12) Wisconsin Statutes, the principal sum of not to exceed THREE MILLION THIRTY-FIVE THOUSAND DOLLARS (\$3,035,000) upon the terms and subject to the conditions set forth in this Resolution. Subject to satisfaction of the conditions set forth in Section 17 of this Resolution, the Mayor and City Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the financial institution that submitted the Proposal (the "Purchaser") for, on behalf of and in the name of the City, Notes aggregating the principal amount of not to exceed THREE MILLION THIRTY-FIVE THOUSAND DOLLARS (\$3,035,000). The purchase price to be paid to the City for the Notes shall not be less than 99.00% nor more than 106.00% of the principal amount of the Notes.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2021A"; shall be issued in the aggregate principal amount of up to \$3,035,000; shall be dated as of their date of issuance; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and mature or be subject to mandatory redemption on the dates and in the principal amounts set forth below, provided that the principal amount of each maturity or mandatory redemption amount may be increased or decreased by up to \$100,000 per maturity or mandatory redemption amount and that the aggregate principal amount of the Notes shall not exceed \$3,035,000. The schedule below assumes the Notes are issued in the aggregate principal amount of \$3,035,000.

<u>Date</u>	<u>Principal Amount</u>
08-01-2022	\$375,000
08-01-2023	380,000
08-01-2024	380,000
08-01-2025	380,000
08-01-2026	380,000
08-01-2027	380,000
08-01-2028	390,000
08-01-2029	120,000
08-01-2030	125,000
08-01-2031	125,000

Interest shall be payable semi-annually on February 1 and August 1 of each year commencing on February 1, 2022. The true interest cost on the Notes (computed taking the Purchaser's compensation into account) will not exceed 2.25%. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board.

The issuance of the Notes for the Refunding is subject to the Refunding producing present value debt service savings of at least 2.75% of the principal refunded as a result of the Refunding (the "Savings Test"). The Savings Test shall be calculated based on the terms of the Proposal for the Notes maturing or having mandatory redemption payments due in the years and in the amounts shown on Exhibit B attached hereto and incorporated herein by this reference (the "Refunding Notes"). If the amount of Notes required for the Refunding is more or less than

\$1,855,000, for purposes of applying the Savings Test, the amount of Refunding Notes maturing or being subject to mandatory redemption in each year shall be increased or reduced in increments of \$5,000 so that the total amount of Refunding Notes is equal to the amount needed for the Refunding, and the changes to the maturity and mandatory redemption schedule for the Refunding Notes shall be set forth in the Approving Certificate. If the Savings Test is not met, the schedule of principal payments above shall be reduced by the amounts in the years set forth in Exhibit B.

Section 3. Redemption Provisions. The Notes shall not be subject to optional redemption or shall be callable as set forth on the Approving Certificate. If the Proposal specifies that certain of the Notes are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment to the Approving Certificate labeled as Exhibit MRP. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the mandatory redemption payments established in the Approving Certificate in such manner as the City shall direct.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit C and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the City are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the City a direct annual irrepealable tax in the years 2021 through 2030 for the payments due in the years 2022 through 2031 in the amounts as are sufficient to meet the principal and interest payments when due.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the City shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the City and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the City for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the City then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the City, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the City may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2021A" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the City at the time of delivery of and payment for the Notes; (ii) any premium not used for the Refunding which may be received by the City above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the City, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the City, unless the Common Council directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium not used for the Refunding and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the City and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the City, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The City represents and covenants that the projects financed by the Notes and by the Refunded Obligations and the ownership, management and use of the projects will not cause the Notes and the Refunded Obligations to be "private activity bonds" within the meaning of Section 141 of the Code. The City further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The City further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The City Clerk or other officer of the City charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the City certifying that the City can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The City also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the City will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the Mayor and City Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by Bond Trust Services Corporation, Roseville, Minnesota, which is hereby appointed as the City's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The City hereby authorizes the Mayor and City Clerk or other appropriate officers of the City to enter a Fiscal Agency Agreement between the City and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

Section 13. Persons Treated as Owners; Transfer of Notes. The City shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Mayor and City Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The City shall cooperate in any such transfer, and the Mayor and City Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the City at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the City agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the City Clerk or other authorized representative of the City is authorized and directed to execute and deliver to DTC on behalf of the City to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the City Clerk's office.

Section 16. Payment of Issuance Expenses. The City authorizes the Purchaser to forward the amount of the proceeds of the Notes allocable to the payment of issuance expenses to a financial institution selected by Ehlers at Closing for further distribution as directed by the City's financial advisor, Ehlers & Associates, Inc.

Section 17. Conditions on Issuance and Sale of the Notes. The issuance of the Notes for the Refunding are subject to meeting the Savings Test described in Section 2. In addition, the issuance of the Notes and the sale of the Notes to the Purchaser are subject to the approval by the Authorized Officer of the principal amount, definitive maturities, redemption provisions, interest rates and purchase price for the Notes, which approval shall be evidenced by execution by the Authorized Officer of the Approving Certificate.

The Notes shall not be issued, sold or delivered until the condition(s) is satisfied. Upon satisfaction of the condition(s), the Authorized Officer is authorized to execute a Proposal with the Purchaser providing for the sale of the Notes to the Purchaser.

Section 18. Official Statement. The Common Council hereby directs the Authorized Officer to approve the Preliminary Official Statement with respect to the Notes and deem the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by the Authorized Officer or other officers of the City in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate City official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The City Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 19. Undertaking to Provide Continuing Disclosure. The City hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or

by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the City to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Mayor and City Clerk, or other officer of the City charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the City's Undertaking.

Section 20. Redemption of the Refunded Obligations. Subject to the sale of the Notes, the City hereby calls the Refunded Obligations maturing in the years 2022-2028 for redemption on December 1, 2021 or such other date specified in the Approving Certificate.

The City hereby directs the City Clerk to work with Ehlers to cause timely notice of redemption, in substantially the form attached hereto as Exhibit D and incorporated herein by this reference (the "Notice"), to be provided at the times, to the parties and in the manner set forth on the Notice. Any and all actions heretofore taken by the officers and agents of the City to effectuate the redemption of the Refunded Obligations are hereby ratified and approved.

Section 21. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 22. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the City are authorized to take all actions necessary to obtain such municipal bond insurance. The Mayor and City Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Mayor and City Clerk including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 23. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded August 17, 2021.

Julie J. Nickel
Mayor

ATTEST:

Angela J. Hull
City Clerk

(SEAL)

EXHIBIT A
Approving Certificate

(See Attached)

CERTIFICATE APPROVING THE PRELIMINARY OFFICIAL STATEMENT
AND DETAILS OF
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2021A

The undersigned officer of the City of Waupun, Dodge and Fond du Lac Counties, Wisconsin (the "City") hereby certify that:

1. Resolution. On August 17, 2021, the Common Council of the City adopted a resolution (the "Resolution") authorizing the issuance and establishing parameters for the sale of not to exceed \$3,035,000 General Obligation Promissory Notes, Series 2021A of the City (the "Notes") after a public sale and delegating to me the authority to approve the Preliminary Official Statement, to approve the purchase proposal for the Notes, and to determine the details for the Notes within the parameters established by the Resolution.

2. Preliminary Official Statement. The Preliminary Official Statement with respect to the Notes is hereby approved and deemed "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934.

3. Proposal; Terms of the Notes. On the date hereof, the Notes were offered for public sale and the bids set forth on the Bid Tabulation attached hereto as Schedule I and incorporated herein by this reference were received. The institution listed first on the Bid Tabulation, _____ (the "Purchaser") offered to purchase the Notes in accordance with the terms set forth in the Proposal attached hereto as Schedule II and incorporated herein by this reference (the "Proposal"). Ehlers & Associates, Inc. recommends the City accept the Proposal. The Proposal meets the parameters and conditions established by the Resolution and is hereby approved and accepted.

The Notes shall be issued in the aggregate principal amount of \$_____, which is not more than the \$3,035,000 approved by the Resolution, and shall mature on August 1 of each of the years and in the amounts and shall bear interest at the rates per annum as set forth in the Pricing Summary attached hereto as Schedule III and incorporated herein by this reference. The amount of each annual principal or mandatory redemption payment due on the Notes is not more than \$100,000 more or less per maturity or mandatory redemption amount than the schedule included in the Resolution as set forth below:

<u>Date</u>	<u>Resolution Schedule</u>	<u>Actual Amount</u>
08-01-2022	\$375,000	\$ _____
08-01-2023	380,000	_____
08-01-2024	380,000	_____
08-01-2025	380,000	_____
08-01-2026	380,000	_____
08-01-2027	380,000	_____
08-01-2028	390,000	_____
08-01-2029	120,000	_____
08-01-2030	125,000	_____
08-01-2031	125,000	_____

The true interest cost on the Notes (computed taking the Purchaser's compensation into account) is _____%, which is not in excess of 2.25%, as required by the Resolution.

4. Purchase Price of the Notes. The Notes shall be sold to the Purchaser in accordance with the terms of the Proposal at a price of \$_____, plus accrued interest, if any, to the date of delivery of the Notes which is not less than 99.00% nor more than 106.00% of the principal amount of the Notes as required by the Resolution.

5. Redemption Provisions of the Notes. The Notes maturing on August 1, _____ and thereafter are subject to redemption prior to maturity, at the option of the City, on August 1, _____ or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the City and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption. [The Proposal specifies that [some] of the Notes are subject to mandatory redemption. The terms of such mandatory redemption are set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference.]

6. Savings Test. The present value debt service savings achieved by the Refunding is \$_____ or _____% of the principal amount refunded, which is at least 2.75% of the principal amount refunded as required by the Resolution. [The Refunding Notes (as defined in the Resolution) are described in Schedule IV attached hereto and incorporated herein by this reference.]

7. Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same respectively falls due, the full faith, credit and taxing powers of the City have been irrevocably pledged and there has been levied on all of the taxable property in the City, pursuant to the Resolution, a direct, annual irrepealable tax in an amount and at the times sufficient for said purpose. Such tax shall be for the years and in the amounts set forth on the debt service schedule attached hereto as Schedule V.

8. [Redemption of the Refunded Obligations. In the Resolution, the Common Council authorized the redemption of the Refunded Obligations and granted me the authority to determine the redemption date. The Refunded Obligations shall be redeemed on December 1, 2021.]

9. Approval. This Certificate constitutes my approval of the Proposal, and the principal amount, definitive maturities, interest rates, purchase price and redemption provisions for the Notes and the direct annual irrevocable tax levy to repay the Notes, in satisfaction of the parameters set forth in the Resolution.

IN WITNESS WHEREOF, I have executed this Certificate on _____, 2021
pursuant to the authority delegated to me in the Resolution.

Michelle Kast
Finance Director/Treasurer

OR

Katharine M. Schlieve
City Administrator

SCHEDULE I TO APPROVING CERTIFICATE

Bid Tabulation

To be provided by Ehlers & Associates, Inc. and incorporated into the Certificate.

(See Attached)

SCHEDULE II TO APPROVING CERTIFICATE

Proposal

To be provided by Ehlers & Associates, Inc. and incorporated into the Certificate.

(See Attached)

SCHEDULE III TO APPROVING CERTIFICATE

Pricing Summary

To be provided by Ehlers & Associates, Inc. and incorporated into the Certificate.

(See Attached)

SCHEDULE IV TO APPROVING CERTIFICATE

Refunding Notes

For purposes of calculating the Savings Test, the Notes maturing in the amounts and on the dates set forth below shall be considered the Refunding Notes.

<u>Date</u>	<u>Amount</u>
08/01/22	\$260,000
08/01/23	265,000
08/01/24	265,000
08/01/25	265,000
08/01/26	265,000
08/01/27	265,000
08/01/28	<u>270,000</u>
Total	\$1,855,000

SCHEDULE V TO APPROVING CERTIFICATE

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Ehlers & Associates, Inc. and incorporated into the Certificate.

(See Attached)

[EXHIBIT MRP

Mandatory Redemption Provision

The Notes due on August 1, _____, _____ and _____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on August 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on August 1, 20_____

Redemption <u>Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on August 1, 20_____

Redemption <u>Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on August 1, 20_____

Redemption <u>Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on August 1, 20_____

Redemption <u>Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)]

EXHIBIT B
REFUNDING NOTES

For purposes of calculating the Savings Test, the Notes maturing in the amounts and on the dates set forth below shall be considered the Refunding Notes.

<u>Date</u>	<u>Amount</u>
08/01/22	\$260,000
08/01/23	265,000
08/01/24	265,000
08/01/25	265,000
08/01/26	265,000
08/01/27	265,000
08/01/28	<u>270,000</u>
Total	\$1,855,000

EXHIBIT C

(Form of Note)

REGISTERED UNITED STATES OF AMERICA DOLLARS
STATE OF WISCONSIN
DODGE AND FOND DU LAC COUNTIES
NO. R-____ CITY OF WAUPUN \$_____
GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2021A

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
August 1, _____ October 13, 2021 _____% _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$_____)

FOR VALUE RECEIVED, the City of Waupun, Dodge and Fond du Lac Counties, Wisconsin (the "City"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on February 1 and August 1 of each year commencing on February 1, 2022 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by Bond Trust Services Corporation, Roseville, Minnesota (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the City are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$_____, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the City pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for public purposes, including paying the cost of street and stormwater improvements and refunding certain obligations of the City, as authorized by a resolution adopted on August 17, 2021 as supplemented by a Certificate Approving the Preliminary Official Statement and Details of General Obligation Promissory Notes, Series 2021A (the "Approving Certificate") (collectively, the "Resolution"). Said Resolution is recorded in the official minutes of the Common Council for said date.

The Notes maturing on August 1, _____ and thereafter are subject to redemption prior to maturity, at the option of the City, on August 1, _____ or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the City, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

[The Notes maturing in the years _____ are subject to mandatory redemption by lot as provided in the Approving Certificate, at the redemption price of par plus accrued interest to the date of redemption and without premium.]

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation and date of the Notes called for redemption, CUSIP number, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the City, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note has been designated by the Common Council as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the City kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the City appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the City for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any

proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and City may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Note shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the City of Waupun, Dodge and Fond du Lac Counties, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Mayor and City Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

CITY OF WAUPUN
DODGE AND FOND DU LAC COUNTIES,
WISCONSIN

By: _____
Julie J. Nickel
Mayor

(SEAL)

By: _____
Angela J. Hull
City Clerk

Date of Authentication: _____, _____

CERTIFICATE OF AUTHENTICATION

This Note is one of the Notes of the issue authorized by the within-mentioned Resolution of the City of Waupun, Dodge and Fond du Lac Counties, Wisconsin.

BOND TRUST SERVICES
CORPORATION,
ROSEVILLE, MINNESOTA

By _____
Authorized Signatory

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

EXHIBIT D

NOTICE OF FULL CALL*

Regarding

CITY OF WAUPUN
DODGE AND FOND DU LAC COUNTIES, WISCONSIN
GENERAL OBLIGATION SWIMMING POOL BONDS, SERIES 2013A
DATED OCTOBER 29, 2013

NOTICE IS HEREBY GIVEN that the Bonds of the above-referenced issue which mature on the dates and in the amounts; bear interest at the rates; and have CUSIP Nos. as set forth below have been called by the City for prior payment on December 1, 2021 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
12/01/22	\$235,000	2.40%	943266GW0
12/01/23	245,000	2.55	943266GX8
12/01/24	250,000	2.70	943266GY6
12/01/25	255,000	3.00	943266GZ3
12/01/26	265,000	3.00	943266HA7
12/01/27	270,000	3.15	943266HB5
12/01/28	280,000	3.30	943266HC3

The City shall deposit federal or other immediately available funds sufficient for such redemption at the office of The Depository Trust Company on or before December 1, 2021.

Said Bonds will cease to bear interest on December 1, 2021.

By Order of the
Common Council
City of Waupun
City Clerk

Dated _____

* To be provided by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by The Depository Trust Company, to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to December 1, 2021 and to the MSRB electronically through the Electronic Municipal Market Access (EMMA) System website at www.emma.msrb.org.



AGENDA SUMMARY SHEET

MEETING DATE: 8-17-21

TITLE: Ordinance to amend Chapter 6.05(3c) entitled Traffic Code-Handicapped Parking Stalls-Brandon St./Rock River Ave Handicap parking area

AGENDA SECTION: RESOLUTIONS AND ORDINANCES

PRESENTER: Jeff Daane, Director of Public Works

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

ISSUE SUMMARY:

ADA Improvements recommendation from the 2015 facilities assessment. This ordinance allows that addition of a handicapped parking stall on Brandon Street/Rock River Avenue near Heritage Park.

STAFF RECOMENDATION:

On August 10, 2021, the Board of Public Works made recommendation to the Common Council to approve this ordinance.

ATTACHMENTS:

Ordinance

MOTION OPTIONS FOR CONSIDERATION:

1. Motion to accept the first reading of the ordinance to amend Chapter 6.05(3c) entitled Traffic Code-Handicapped Parking Stalls to add Handicap parking stalls at Heritage Park.
2. Motion to waive the first reading and adopt Ordinance #_____to amend Chapter 6.05(3c) entitled Traffic Code-Handicapped Parking Stalls to add Handicap parking stalls at Heritage Park.
3. Do nothing and the ordinance fails

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ORDINANCE NUMBER 21-_____

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

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

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

10. On the west side of Brandon St. commencing 507 feet north of the curbline
of Brandon St. and Rock River Ave. going north for 56 feet.

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

Enacted this _____ day of _____, 2021

Julie J. Nickel
Mayor

ATTEST:

Angela J. Hull
City Clerk



AGENDA SUMMARY SHEET

MEETING DATE: 8-17-21

TITLE: Ordinance to Amend Chapter 6.05(3c) entitled Traffic Code-Handicapped Parking Stalls-
Buwalda Drive Handicap parking area

AGENDA SECTION: RESOLUTIONS AND ORDINANCES

PRESENTER: Jeff Daane, Director of Public Works

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

ISSUE SUMMARY:

ADA Improvements recommended in the cities 2015 ADA facilities assessment. This ordinance allows that addition of a handicapped parking stall on Buwalda Drive near Buwalda Park.

STAFF RECOMENDATION:

On August 10, 2021, the Board of Public Works made recommendation to the Common Council to approve this ordinance.

ATTACHMENTS:

Ordinance

MOTION OPTIONS FOR CONSIDERATION:

1. Motion to accept the first reading of the ordinance to amend Chapter 6.05(3c) entitled Traffic Code-Handicapped Parking Stalls to add Handicap parking stalls at Buwalda Park.
2. Motion to waive the first reading and adopt Ordinance #_____to amend Chapter 6.05(3c) entitled Traffic Code-Handicapped Parking Stalls to add Handicap parking stalls at Buwalda Park.
3. Do nothing and the ordinance fails

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ORDINANCE NUMBER 21-_____

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

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

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

9. On the north side of Buwalda Dr. commencing 375 feet west of the curbline
of Buwalda Dr. and Shaler Dr. going west for 56 feet.

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

Enacted this _____ day of _____, 2021

Julie J. Nickel
Mayor

ATTEST:

Angela J. Hull
City Clerk



AGENDA SUMMARY SHEET

MEETING DATE: 8-17-21

TITLE: Stormwater Compliance Appeal to WI-DNR

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane, Public Works Director
Kath Schlieve, Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Maintain Infrastructure/Compliance	TBD	

ISSUE SUMMARY

In September 2011, United States Environmental Protection Agency (USEPA) approved a Total Maximum Daily Load (TMDL) for the Rock River Watershed that identified reductions of Total Suspended Solids (TSS) and Total Phosphorus (TP) necessary to restore water quality to achieve designated uses for selected reaches of the Rock River and its tributaries. The City of Waupun is an operator of a municipal separate storm sewer system (MS4). The operation of the MS4 is regulated by the Wisconsin DNR under General Permit WI-S050075-3. In December 2017, the City of Waupun completed an update to its Stormwater Quality Plan with the primary purpose of determining the level of compliance the City is achieving with regards to the Rock River TMDL. The City of Waupun is located entirely within the Rock River Watershed and drains to three distinct reaches tributary to the Rock River; South Branch Rock River, mile 3 to 30 (R2), South Branch Rock River, mile 1 to 3 (R3), and West Branch Rock River/Horicon Marsh (R4). Despite ongoing investment in stormwater infrastructure, the 2017 report found the City's stormwater management system to fall short of TSS and TP reduction requirements identified in the TMDL for all three Reaches of the Rock River Watershed. Permit WI-S050075-3 allows for compliance with TDML requirements over multiple (5-yr) terms of the permit. For TMDL reaches where MS4s are not in compliance with the TMDL the current permit requires the following additional reductions be achieved by the end of the permit term (April 30, 2024).

- A level of reduction that achieves at least 20% of the remaining reduction for TSS and
- A level of reduction that achieves at least 10% of the remaining reduction for TP

It is assumed that the 20% TSS reduction requirement will appear in the next four (4) permit renewals and the 10% TP reduction standards will appear in the next nine (9) permit renewals such that 100% of the remaining reductions necessary to comply with the TMDL are achieved by the time final permits expire.

To move toward compliance, the City's December 2017 stormwater study identified 21 potential locations where new water quality best management practices (BMPs) may be constructed or where significant modifications to existing BMPs could be made to substantially improve water quality treatment performance. The 21 sites are spread across the City, with some located within each of the TMDL reaches and many requiring land acquisition. However, even if all 21 sites were built out, the city would still not achieve full compliance and additional BMPs will be required to meet USEPA standards. The City did apply for an Urban Nonpoint Source Grant to partially fund a project for 2024 to expand on the 2017 plan to identify the additional BMPs, however, that grant was not awarded.

The City remains committed to the goal of improving stormwater quality as demonstrated by the current project to design and construct the new stormwater quality pond on Harmsen Avenue in 2021. The City has constructed these BMPs as opportunities have arisen and as financial resources have been available. Because of limitations on both fronts, this has resulted in an approximate project implementation rate of one pond every approximately other year. The current permit requirement necessitates the City constructing at minimum of seven new ponds in the next two and a half years (not counting the Harmsen Avenue Pond). Because of the extreme economic hardship that would be imposed on the City of Waupun to implement a stormwater quality compliance program in accordance with the

requirements of General Permit WI-S050075-3, the City is requesting that WDNR allow a relaxed implementation schedule for achieving water quality targets. We are required to submit to the Wisconsin Department of Natural Resources (WDNR) a plan to achieve the target level of reduction by October 31, 2021. We are proposing the following extended implementation plan in an appeal to WDNR:

YEAR	BMP ID*	BMP Name	Proect Type	Estimated Construction Cost.	Potential Additional TSS Reduction (tons/yr)	Potential additional TP Reduction (lb/yr)	TMDL Reach
2021	15	295 Harmsen Ave	New	\$320,000.00	1.6	9.1	2
2025	7	Rounsville St	New	\$343,610.00	5	27.2	2
2031	3	103 Gateway Dr	New	\$271,060	1.5	5.5	3
2035	12	Edgewood Community Church	New	\$325,915.00	2.9	18.2	2
2041	10	Monroe St south of Harris Mill Pond	New	\$800,000.00	7.4	28.3	2
2045	1	Claggett Pond	New	\$3,070,750.00	40.1	166.8	4
		TOTAL		\$5,131,335.00			

This is a much slower pace of implementation that will still require a significant amount of capital to achieve. With your permission, this plan is being submitted to the WI-DNR for review and feedback prior to submittal of the formalized plan on October 31, 2021. We will be discussing this in more detail at the August COW, however, time is off the essence on this plan review and we are therefore bringing this to you for approval. We will be obtain your approval on the Oct 31 plan prior to final submittal.

STAFF RECCOMENDATION:

Recommend approval of appeal and alternative plan to be submitted to WDNR as outlined for the purpose of obtaining feedback needed to complete formal plan due October 31, 2021.

ATTACHMENTS:

None

RECCOMENDED MOTION:

Motion to submit an appeal to WND for consideration and feedback on a modified TMDL plan for the purpose of obtaining feedback for inclusion in updated TMDL plan from City due October 31, 2021. It is understood that the final plan (due October 31, 2021) will be reviewed and approved by Council prior to submittal.

AGENDA ITEM:

DATE:



AGENDA SUMMARY SHEET

MEETING DATE: 8-17-21

TITLE: Authorize a Stormwater Utility Rate Study

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane, Public Works Director
Kathy Schlieve, Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Maintain Infrastructure/Compliance	TBD	

ISSUE SUMMARY

The storm water utility generates roughly \$600K annually and our annual expenditures over the last three-years have been around \$1M. Given the requirements being imposed by USEPA, we are recommending a rate analysis be conducted this fall for review by the council.

3-Yr Average (2018-2020)	
Revenue	
Fees & Interest	600,980
Grants	6,147
Borrowing	367,371
	974,498
Expenses	
Operating Expenses	249,082
Capital Expenses	648,578
Debt Payments	104,638
	1,002,299
Gain/(Loss)	(27,801)

STAFF RECCOMENDATION:

Recommend that we conduct a rate study of the storm water utility and develop a sustainable revenue plan to support increasing TMDL mandates.

ATTACHMENTS:

None

RECCOMENDED MOTION:

Motion to approve a rate study of the Storm Water Utility.



AGENDA SUMMARY SHEET

MEETING DATE: 8-17-21

TITLE: Transfer of K-9 Ownership to City of Beaver Dam

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, City Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Public Safety	\$5,000	

ISSUE SUMMARY

Our K9 officer has submitted his resignation to take a position as a K9 officer with another department. For nearly four and a half years, Officer Schneider has been the sole handler for Boomer, our current K9, and we must figure out how to handle this transition with Boomer. According to the National Police Dog Foundation, depending on a police dog's age, the dog may retrain with a new handler, but frequently the dog transitions with its current handler if age and circumstances permit. In our case, Boomer is six years old. The average service life for a K9 is around ten years. Given our staffing challenges and given the amount of time required to train a new handler, we are recommending that we transition Boomer with his current handler. The department recruiting Officer Schneider is interested in acquiring Boomer. Proceeds from the sale of Boomer would be combined with ongoing community fundraising efforts to secure a new K9 at some point in the future. However, before adding a K9 back to our ranks, our first goal must be to address staffing needs within the police department, as we simply do not have the capacity to train and certify a new K9 officer until our staffing picture improves. Administration is currently working on an officer recruitment and retention plan. The negotiated purchase price for Boomer is \$5,000, including miscellaneous supplies and a K9 vest specifically fitted for Boomer.

STAFF RECCOMENDATION:

Support sale of Boomer to City of Beaver Dam for the purchase price of \$5,000.

ATTACHMENTS:

None

RECCOMENDED MOTION:

Motion to approve the sale of K9 Boomer and incidentals to the City of Beaver Dam for the purchase price of \$5,000. It is understood that the proceeds from this sale will be segregated in a separate K9 fund to support acquisition of a K9 when staffing levels permit.



HOMAN AUTO INVITES YOU TO HULA
ON OVER FOR A

Hawaiian Luau

BENEFITING REACH WAUPUN

This benefit event will be held at The Rock on
Saturday October 2nd, 2021.

Social hour to proceed dinner.

Dinner at 6:30

Entertainment at 7:30

Presentation by REACH Waupun

Live Auction at 9:00

You are invited to be a table sponsor for this
event. A table sponsorship is a requested
donation of \$1000 to REACH Waupun which
includes dinner for 8 people.

Please fill out the form on the following page
to reserve your table.

*Thank you for your assistance in making this
a successful fundraiser and a night to
remember!*



Please fill out this form and return it
by August 31st to:

ATTN: LORI VENHUIZEN
925 W MAIN ST
WAUPUN, WI 53963

Contact name: _____

Name of business: _____

Number of tables you wish to sponsor: _____

(Optional) Donation to auction: _____

Value of Donation: _____

Checks should be made out to REACH Waupun.
Please make sure to send the check and form by
August 31st. Both items should be sent to Lori at
Homan Auto.



AGENDA SUMMARY SHEET

MEETING DATE: 8-17-21

TITLE: COVID-19 Policies and Updated CDC Guidance

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, City Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Excellence in Government / Safe Workplace	N/A	

ISSUE SUMMARY

With infections of the Delta variant increasing locally, we are refocusing efforts on continuity of business operations. Currently Dodge County is strongly recommending masking for vaccinated people due to substantial transmission and Fond du Lac has recently indicated that they are experiencing substantial transmission as well. Our currently policy calls for adherence to current CDC guidelines which call for masking indoors for both vaccinated and unvaccinated people. We will revisit policy language under this agenda item and determine protocols to ensure continuity of business operations. As a reminder, as an employer we are required to take steps to ensure a safe workplace for all. Current building signage indicates that masking is strongly recommended.

STAFF RECCOMENDATION:

Maintain a clear focus on continuity of business operations and require masking indoors for

ATTACHMENTS:

Current COVID-19 Policy

RECCOMENDED MOTION:

Motion to modify policy based on group discussion (state specific action to be taken by staff).

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

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

2. **Communication Plan**

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

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

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

3. **About COVID-19 and Its Spread**

- 3.01 On March 11, 2020, the World Health Organization declared that the new coronavirus outbreak, now identified as COVID-19, is a pandemic. This signaled the recognition that the health emergency from COVID-19 spread is at the highest level across the world.
- 3.02 COVID-19 is a new disease and the CDC is still learning how it spreads but it has resulted in the deaths of thousands and is continuing to result in an exponential number of fatalities in countries and regions where steps have not been taken to stem its spread. The severity of the illness and related risks cannot be understated. It is critical for Waupun employees to understand how the virus spreads and to take all possible action to prevent the spread of the virus. Currently, the virus is thought to spread: :
 - A. Between people who are in close contact with one another (within about 6 feet);
 - B. Through respiratory droplets produced when an infected person coughs or sneezes;

- C. By symptomatic and asymptomatic people;
 - D. By an individual who has touched a surface or object that has the virus on it and then touched their own mouth, nose, or eyes.
- 3.03 Known variants of the disease pose serious threat to public health and require continued vigilance of safety protocols, even among those vaccinated.

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

4. **Limiting Risk/Non-Pharmaceutical Interventions.** To slow the spread of COVID-19 the City will require employees to immediately do the following:
- 4.01 Stay home when sick, which will be subject to other City rules;
 - 4.02 Cover coughs and sneezes using a tissue or sleeve, and disposing of the tissue properly immediately afterwards;
 - 4.03 Wash your hands often using hot water and soap for 20 seconds or longer, and immediately wash your hands with soap and water for at least 20 seconds after coughing or sneezing;
 - 4.04 Routinely clean frequently touched surfaces using a disinfectant bearing an EPA-approved emerging viral pathogens claims label;
 - 4.05 Avoid touching your eyes, nose, and mouth;
 - 4.06 Greet others without shaking their hands;
 - 4.07 Avoid close contact with people who are sick, and keep a six-foot distance between yourself and other people;
 - 4.08 Regularly clean and disinfect tables, doorknobs, light switches, countertops, desks, phones, keyboards, toilets, faucets, sinks and any other areas frequently touched by others;
 - 4.09 Comply with COVID-19 Travel Restrictions as outlined in this policy;
 - 4.10 Avoid non-essential large gatherings in accordance with Fond du Lac County Public Health Phased Reopening Plan guidelines. *It is important to note that guidelines are continually updated based on local conditions ([current guideline found here](#));* and
 - 4.11 Avoid non-essential visits to long-term care facilities.

5. **Social Distancing**

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

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

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

Working remotely: Department Heads should consider whether and how staff may be

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

6. Employee Screening

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

7. Face-Covering Requirements

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

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

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

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

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

Definition:

A face covering includes but is not limited to a piece of cloth or other material that is worn to cover the nose and mouth completely. A "face covering" includes but is not limited to a bandana, a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering. A "face covering" does not include face shields, mesh masks, masks with holes or openings, or masks with vents.

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

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

8. When to Stay Home from Work

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

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

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

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

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

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

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

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

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

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

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

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

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

All employees subject to quarantine are required to conduct daily symptom monitoring through the duration of their quarantine period. If symptoms develop at any time, employees should follow CDC guidelines that require self-isolation and testing.

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

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

9. Paid Leave Provision

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

10. Travel Restrictions

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

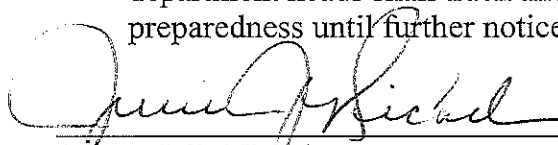
11. Temporary Vacation Carry Over:

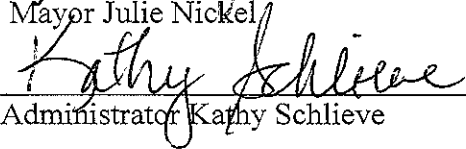
The city recognizes that COVID-19 has and may place strain on an employee's ability to utilize vacation, specifically restricting travel and causing potential workforce capacity constraints that require the employee to report to work to ensure continuity of operations. As such, prior to December 31,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

12. Office Closures:

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

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



Mayor Julie Nickel


Administrator Kathy Schlieve

5/25/21
Date
5/25/21
Date