



A G E N D A
CITY OF WAUPUN COMMITTEE OF THE WHOLE
WAUPUN SAFETY BUILDING - 16 E. MAIN STREET
(LOWER LEVEL)
Tuesday, May 28, 2024 at 5:30 PM

The City of Waupun Committee of the Whole will hold a working session on Tuesday, March 28, 2024 at 5:30pm in the lower level of the **Waupun Safety Building located at 16 E. Main Street, Waupun.**

CALL TO ORDER

ROLL CALL

CONSENT AGENDA

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

DISCUSSION- INFORMATIONAL

- [3.](#) Fire and EMS Staffing Study Operational Strategy
- [4.](#) Facility Needs
- [5.](#) Budget Workshop-Debt Planning & Utilization
- [6.](#) Ordinance Pipeline

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: 5/28/24

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

FUTURE MEETINGS

Tuesday, June 11, 2024	Common Council	6:00PM
Tuesday, June 25, 2024	Committee of the Whole	5:30PM
Tuesday, July 9, 2024	Common Council	6:00PM
Tuesday, July 30, 2024	Committee of the Whole	5:30PM
Tuesday, August 13, 2024 TBD	Common Council	6:00PM
Tuesday, August 27, 2024	Committee of the Whole	5:30PM
Tuesday, September 10, 2024	Common Council	6:00PM
Tuesday, September 24, 2024	Committee of the Whole	5:30PM
Tuesday, October 8, 2024	Common Council	6:00PM
Tuesday, October 29, 2024	Committee of the Whole	5:30PM
Tuesday, November 12, 2024	Common Council	6:00PM
Tuesday, November 26, 2024	Committee of the Whole	5:30PM
Tuesday, December 10, 2024	Common Council	6:00PM
Tuesday, December 31, 2024	Committee of the Whole	5:30PM

LICENSE/PERMIT APPLICATIONS

Operator: Courtney Ladron

Temp Class B: Waupun Fine Arts- Art & Craft Show-August 3, 2024

EXPENSES

Attached

RECOMENDED MOTION:

Motion to approve the Consent Agenda. *(Roll Call)*

Report Criteria:

Report type: Summary
Invoice.Batch = "052824"

Check Issue Date	Check Number	Payee	Amount
05/23/2024	107905	1000BULBS.COM	307.43
05/23/2024	107906	AMAZON CAPITAL SERVICES	693.35
05/23/2024	107907	AIRGAS USA LLC	23.65
05/23/2024	107908	APPLIED CONCEPTS INC	2,504.55
05/23/2024	107909	AT&T MOBILITY	863.40
05/23/2024	107910	BUREAU OF CORRECTIONAL ENTER	1,042.94
05/23/2024	107911	BALLWEG IMPLEMENT	261.93
05/23/2024	107912	BATTERIES PLUS LLC	88.42
05/23/2024	107913	BOUND TREE MEDICAL LLC	154.38
05/23/2024	107914	BROWN CAB SERVICE INC	12,693.53
05/23/2024	107915	CAREW CONCRETE & SUPPLY INC	1,755.57
05/23/2024	107916	CHARTER COMMUNICATIONS	1,020.93
05/23/2024	107917	CHARTER COMMUNICATIONS	280.03
05/23/2024	107918	CITY OF BEAVER DAM	860.00
05/23/2024	107919	COUNTRY HILLS PET HOSPITAL	166.30
05/23/2024	107920	FDL COUNTY HEALTH DEPARTMENT	986.00
05/23/2024	107921	GAPPA SECURITY SOLUTIONS LLC	600.00
05/23/2024	107922	GORDON FLESCH CO INC	140.91
05/23/2024	107923	GYSBERS JEWELRY	39,300.00
05/23/2024	107924	H & R SAFETY SOLUTIONS LLC	385.60
05/23/2024	107925	HOMAN AUTO -GATEWAY	91.94
05/23/2024	107926	LYLE HULL & SON EQUIPMENT LLC	1,000.00
05/23/2024	107927	LARSON TRUCKING INC	634.51
05/23/2024	107928	MARCO TECHNOLOGIES LLC	160.91
05/23/2024	107929	MENARDS - FOND DU LAC	79.84
05/23/2024	107930	MENARDS - BEAVER DAM	113.41
05/23/2024	107931	NAPA AUTO PARTS-WAUPUN	591.28
05/23/2024	107932	NATIONAL FLAGPOLE FDL LLC	282.00
05/23/2024	107933	NEUMAN POOLS INC	70.84
05/23/2024	107934	NIELSON COMMUNICATIONS INC	18,605.46
05/23/2024	107935	O'REILLY AUTOMOTIVE INC	979.19
05/23/2024	107936	PETTY CASH-CITY HALL	45.05
05/23/2024	107937	PIGGLY WIGGLY DISCOUNT FOODS	41.44
05/23/2024	107938	PITNEY BOWES GLOBAL FINANCIAL S	693.12
05/23/2024	107939	PURCHASE POWER	502.25
05/23/2024	107940	RAVENVALE LLC	10,000.00
05/23/2024	107941	RAZOR SHARP SCREEN PRINTING LL	232.50
05/23/2024	107942	RENNERTS	2,506.52
05/23/2024	107943	SHRED-IT	108.00
05/23/2024	107944	SMA CONSTRUCTION SERVICES	301,410.00
05/23/2024	107945	STOBB PLUMBING & HEATING INC	2,465.75
05/23/2024	107946	SYMBOLARTS	655.00
05/23/2024	107947	TRAFFIC & PARKING CONTROL CO	263.46
05/23/2024	107948	TRUCK EQUIPMENT INC	32.20
05/23/2024	107949	WAUPUN UTILITIES	22,615.26
05/23/2024	107950	WESTPHAL	123.60
05/23/2024	107951	TOP PACK DEFENSE	1,633.11
05/23/2024	107952	BADGERLAND YOUTH FOR CHRIST	2,500.00
05/23/2024	107953	ENVISION GREATER FOND DU LAC IN	1,250.00

Report Criteria:

Report type: Invoice detail
 Check.Type = {<->} "Adjustment"
 Invoice.Batch = "052824"

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
1000BULBS.COM						
1000BULBS.COM	STRING LIGHTS - FOOD TRUCK ALLEY	05/23/2024	W04049477	405-70-5437-8-00	307.43	307.43
Total 1000BULBS.COM:						307.43
AIRGAS USA LLC						
AIRGAS USA LLC	CYLINDER RENT - CREDIT/DEBIT RENT ADJUST NON TAXABLE	05/23/2024	9801026402	100-50-5230-3-38	24.50	24.50
AIRGAS USA LLC	OXYGEN RENTAL - FD	05/23/2024	5507311340	100-50-5230-3-38	25.00	25.00
AIRGAS USA LLC	CREDIT	05/23/2024	9703075432	100-50-5230-3-38	25.85-	25.85-
Total AIRGAS USA LLC:						23.65
AMAZON CAPITAL SERVICES						
AMAZON CAPITAL SERVICES	CLEANING CLOTHS/IPHONE CAR CHARGER/IPAD CASE	05/23/2024	1MMF-747Q-3	100-50-5232-3-38	59.87	59.87
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	05/23/2024	1GWP-JXTY-F	100-40-5211-3-30	30.41	30.41
AMAZON CAPITAL SERVICES	OIL EXTRACTOR CHANGE PUMP/GAS CAN	05/23/2024	179V-DD7V-W	100-70-5411-3-38	191.99	191.99
AMAZON CAPITAL SERVICES	LIGHT ROOF MOUNTING BRACKET - NEW 1/2 TON TRUCK SET-UP	05/23/2024	16PH-6QHF-K	410-70-5412-4-00	151.99	151.99
AMAZON CAPITAL SERVICES	SOUND SYSTEM REPAIR PARTS - SCHLIEVE FIELD	05/23/2024	1HL9-FYRM-G	100-20-5525-3-36	120.48	120.48
AMAZON CAPITAL SERVICES	CHARGER FOR LIFT OPERATOR BATTERY - LIFT CHAIR - POOL	05/23/2024	1CM9-JM41-T	100-20-5523-3-36	115.99	115.99
AMAZON CAPITAL SERVICES	ENVELOPES	05/23/2024	1NQJ-6WNP-	100-10-5141-3-30	22.62	22.62
Total AMAZON CAPITAL SERVICES:						693.35
APPLIED CONCEPTS INC						
APPLIED CONCEPTS INC	NEW SQUAD RADAR UNIT	05/23/2024	437931	410-40-5211-4-00	2,504.55	2,504.55
Total APPLIED CONCEPTS INC:						2,504.55
AT&T MOBILITY						
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - MAR 24-APR 23 2024 PD	05/23/2024	287307537700	100-40-5211-3-31	863.40	863.40
Total AT&T MOBILITY:						863.40
BADGERLAND YOUTH FOR CHRIST						
BADGERLAND YOUTH FOR CHRIST	YOUTH SPORTS GRANT - BADGERLAND	05/23/2024	5142024	100-20-5527-3-38	2,500.00	2,500.00
Total BADGERLAND YOUTH FOR CHRIST:						2,500.00
BALLWEG IMPLEMENT						
BALLWEG IMPLEMENT	SEAL/O-RINGS/BLADE	05/23/2024	P89969	100-70-5411-3-36	261.93	261.93
Total BALLWEG IMPLEMENT:						261.93
BATTERIES PLUS LLC						
BATTERIES PLUS LLC	3V/AA/AAA BATTERIES	05/23/2024	P72546480	100-50-5232-3-36	88.42	88.42

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total BATTERIES PLUS LLC:						88.42
BOUND TREE MEDICAL LLC						
BOUND TREE MEDICAL LLC	AED PADS	05/23/2024	85338932	100-50-5230-3-38	154.38	154.38
Total BOUND TREE MEDICAL LLC:						154.38
BROWN CAB SERVICE INC						
BROWN CAB SERVICE INC	APRIL 2024 TAXI SERVICES	05/23/2024	4719	501-10-5154-3-38	12,693.53	12,693.53
Total BROWN CAB SERVICE INC:						12,693.53
BUREAU OF CORRECTIONAL ENTERPRISES						
BUREAU OF CORRECTIONAL ENTER	VARIOUS STREET SIGNS	05/23/2024	924-002121	100-70-5441-3-36	699.14	699.14
BUREAU OF CORRECTIONAL ENTER	STOP SIGNS & CUSTOM # PARKING SIGNS	05/23/2024	924-002120	100-70-5441-3-36	343.80	343.80
Total BUREAU OF CORRECTIONAL ENTERPRISES:						1,042.94
CAREW CONCRETE & SUPPLY INC						
CAREW CONCRETE & SUPPLY INC	CLEAR STONE - FOOD TRUCK ALLEY - AROUND LIGHT POLE BASES	05/23/2024	1292492	405-70-5437-8-00	209.51	209.51
CAREW CONCRETE & SUPPLY INC	CLEAR STONE - VARIOUS STORM SEWER REPAIRS	05/23/2024	1292493	700-10-5192-3-36	418.56	418.56
CAREW CONCRETE & SUPPLY INC	CONCRETE - LIGHT POLE BASES - FOOD TRUCK ALLEY	05/23/2024	1292494	405-70-5437-8-00	1,127.50	1,127.50
Total CAREW CONCRETE & SUPPLY INC:						1,755.57
CHARTER COMMUNICATIONS						
CHARTER COMMUNICATIONS	ACCT# 171154501 - PD - INTERNET - SERVS 5-1-24 TO 5-31-24	05/23/2024	171154501-MA	100-40-5211-3-38	71.51	71.51
CHARTER COMMUNICATIONS	ACCT# 171153401 - PD - INTERNET - SERVS 5-1-24 TO 5-31-24	05/23/2024	171153401-MA	100-40-5211-3-38	490.00	490.00
CHARTER COMMUNICATIONS	AQUATIC CENTER	05/23/2024	171154201-MA	100-20-5523-3-38	104.95	104.95
CHARTER COMMUNICATIONS	SENIOR CENTER - TV, INTERNET	05/23/2024	16011-MAY24	100-20-5513-3-38	180.04	180.04
CHARTER COMMUNICATIONS	GARAGE - TV, INTERNET	05/23/2024	171154001-MA	100-70-5412-3-38	204.49	204.49
CHARTER COMMUNICATIONS	MUSEUM - INTERNET - BILLED/PD BY HISTORICAL SOCIETY	05/23/2024	84621-MAY24	100-13850	99.99	99.99
CHARTER COMMUNICATIONS	CITY HALL - INTERNET	05/23/2024	171156301-MA	100-10-5197-3-31	149.98	149.98
Total CHARTER COMMUNICATIONS:						1,300.96
CITY OF BEAVER DAM						
CITY OF BEAVER DAM	EMS 5-8-24	05/23/2024	22155	100-10-5255-3-38	860.00	860.00
Total CITY OF BEAVER DAM:						860.00
COUNTRY HILLS PET HOSPITAL						
COUNTRY HILLS PET HOSPITAL	PHYSICAL EXAM, MEDICAL WASTE, BORDETELLA, LEPTOSPIROSIS, PET ID CARD, LYMES, URINALYSIS, BNT	05/23/2024	236166	220-40-5212-3-38	166.30	166.30
Total COUNTRY HILLS PET HOSPITAL:						166.30
ENVISION GREATER FOND DU LAC INC						
ENVISION GREATER FOND DU LAC IN	EMPLOYEE PICNIC - CHAMBER GIFT CERTIFICATES - APPRECIATION OF SERVICE	05/23/2024	5-17-24	100-10-5534-3-38	1,250.00	1,250.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total ENVISION GREATER FOND DU LAC INC:						1,250.00
FDL COUNTY HEALTH DEPARTMENT						
FDL COUNTY HEALTH DEPARTMENT	2024 RETAIL FODD - SERVING MEALS - SIMPLE	05/23/2024	138CKAN-9LT	100-20-5523-3-38	394.00	394.00
FDL COUNTY HEALTH DEPARTMENT	2024 POOL-COMPLEX WITH FEATURES	05/23/2024	138CKAN-9LU	100-20-5523-3-38	592.00	592.00
Total FDL COUNTY HEALTH DEPARTMENT:						986.00
GAPPA SECURITY SOLUTIONS LLC						
GAPPA SECURITY SOLUTIONS LLC	TECH MOVED INFINIAS TO NEW SERVER - CARD ACCESS	05/23/2024	29703	100-70-5410-3-36	600.00	600.00
Total GAPPA SECURITY SOLUTIONS LLC:						600.00
GORDON FLESCH CO INC						
GORDON FLESCH CO INC	RICOH IMC4500 - CITY HALL COLOR COPIER - 04/14/24-5/12/24	05/23/2024	IN14688772	100-10-5141-3-36	140.91	140.91
Total GORDON FLESCH CO INC:						140.91
GYSBERS JEWELRY						
GYSBERS JEWELRY	FACADE IMPROVEMENT GRANT CDA	05/23/2024	5-13-24	405-70-5436-3-38	39,300.00	39,300.00
Total GYSBERS JEWELRY:						39,300.00
H & R SAFETY SOLUTIONS LLC						
H & R SAFETY SOLUTIONS LLC	HIGH INTENSITY REFLECTIVE OVERLAY	05/23/2024	8665	100-70-5441-3-36	117.60	117.60
H & R SAFETY SOLUTIONS LLC	RUBBER BOOTS - SAFETY CLOTHING	05/23/2024	8667	100-70-5412-3-38	268.00	268.00
Total H & R SAFETY SOLUTIONS LLC:						385.60
HOMAN AUTO -GATEWAY						
HOMAN AUTO -GATEWAY	SEALS - REPAIR FRONT DIFFERENTIAL LEAK	05/23/2024	1022943	100-70-5411-3-36	53.85	53.85
HOMAN AUTO -GATEWAY	BEARING - REPAIR FRONT DIFFERENTIAL LEAK	05/23/2024	1022971	100-70-5411-3-36	38.09	38.09
Total HOMAN AUTO -GATEWAY:						91.94
LARSON TRUCKING INC						
LARSON TRUCKING INC	CLEAR STONE - VARIOUS STORM SEWER REPAIRS	05/23/2024	9153	700-10-5192-3-36	311.98	311.98
LARSON TRUCKING INC	HAULING OF GRAVEL FOR STORMWATER REPAIR PROJECTS	05/23/2024	9154	700-10-5192-3-36	322.53	322.53
Total LARSON TRUCKING INC:						634.51
LYLE HULL & SON EQUIPMENT LLC						
LYLE HULL & SON EQUIPMENT LLC	RENTAL - JD EXCAVATOR	05/23/2024	464	100-70-5411-3-38	1,000.00	1,000.00
Total LYLE HULL & SON EQUIPMENT LLC:						1,000.00
MARCO TECHNOLOGIES LLC						
MARCO TECHNOLOGIES LLC	KONICA MINOLTA C3001 COPIER - CONTRACT 5/1/24 TO 6/1/24, COLOR COPY OVERAGE	05/23/2024	528844111	100-40-5211-3-38	160.91	160.91

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total MARCO TECHNOLOGIES LLC:						160.91
MENARDS - BEAVER DAM						
MENARDS - BEAVER DAM	PARTS/SUPPLIES - FOOD TRUCK ALLEY	05/23/2024	54099	405-70-5437-8-00	113.41	113.41
Total MENARDS - BEAVER DAM:						113.41
MENARDS - FOND DU LAC						
MENARDS - FOND DU LAC	BATTERIES FOR BARRICADE LIGHTS	05/23/2024	22168	100-70-5441-3-36	79.84	79.84
Total MENARDS - FOND DU LAC:						79.84
NAPA AUTO PARTS-WAUPUN						
NAPA AUTO PARTS-WAUPUN	CUSHION CLAMP	05/23/2024	410092	100-70-5411-3-36	.93	.93
NAPA AUTO PARTS-WAUPUN	HYDRAULIC ADAPTER	05/23/2024	409648	100-70-5411-3-36	2.37	2.37
NAPA AUTO PARTS-WAUPUN	ROCKER SWITCHES FOR SPRAYER PUMP	05/23/2024	409543	100-70-5411-3-36	11.49	11.49
NAPA AUTO PARTS-WAUPUN	RIGHT STUFF/SEALER CARTGUN - SHOP SUPPLIES	05/23/2024	407527	100-70-5411-3-36	34.58	34.58
NAPA AUTO PARTS-WAUPUN	FUEL/GAS PUMP NOZZLE SWIVEL - FUEL TANK	05/23/2024	407601	100-70-5411-3-36	105.98	105.98
NAPA AUTO PARTS-WAUPUN	GREASE FOR SHOP	05/23/2024	407608	100-70-5411-3-36	29.94	29.94
NAPA AUTO PARTS-WAUPUN	FUEL TANK NOZZLE	05/23/2024	407626	100-70-5411-3-36	133.99	133.99
NAPA AUTO PARTS-WAUPUN	CREDIT - RETURN NOZZLE	05/23/2024	407627	100-70-5411-3-36	52.99	52.99
NAPA AUTO PARTS-WAUPUN	GREASE - SHOP	05/23/2024	407646	100-70-5411-3-36	99.80	99.80
NAPA AUTO PARTS-WAUPUN	BATTERY - REPLACE	05/23/2024	408290	100-70-5411-3-36	156.28	156.28
NAPA AUTO PARTS-WAUPUN	OIL FILTER - PD	05/23/2024	408293	100-40-5212-3-36	13.32	13.32
NAPA AUTO PARTS-WAUPUN	FUSE HOLDER/SLIDE TERMINAL	05/23/2024	408728	100-70-5411-3-36	8.37	8.37
NAPA AUTO PARTS-WAUPUN	CONNECTOR - REPLACE ELECTRICAL CONNECTOR	05/23/2024	408860	100-70-5411-3-36	8.42	8.42
NAPA AUTO PARTS-WAUPUN	RUST FIX	05/23/2024	409015	100-70-5411-3-36	15.49	15.49
NAPA AUTO PARTS-WAUPUN	SWITCH	05/23/2024	409536	100-70-5411-3-36	22.31	22.31
NAPA AUTO PARTS-WAUPUN	SERVICE CHARGE	05/23/2024	43024	100-70-5411-3-36	1.00	1.00
Total NAPA AUTO PARTS-WAUPUN:						591.28
NATIONAL FLAGPOLE FDL LLC						
NATIONAL FLAGPOLE FDL LLC	AMERICAN FLAGS FOR BUILDINGS	05/23/2024	12148	100-70-5410-3-36	282.00	282.00
Total NATIONAL FLAGPOLE FDL LLC:						282.00
NEUMAN POOLS INC						
NEUMAN POOLS INC	REPLACED HYDROSTATIC RELIEF VALVES	05/23/2024	501156	100-20-5523-3-36	70.84	70.84
Total NEUMAN POOLS INC:						70.84
NIELSON COMMUNICATIONS INC						
NIELSON COMMUNICATIONS INC	EF JOHNSON MULTI BAND RADIO, MODEL 2, CHARGER, PROGRAMMING & SET UP	05/23/2024	AR33201	410-40-5211-4-00	18,605.46	18,605.46
Total NIELSON COMMUNICATIONS INC:						18,605.46
O'REILLY AUTOMOTIVE INC						
O'REILLY AUTOMOTIVE INC	ANTIFREEZE - SQUAD 1	05/23/2024	2391-141361	100-40-5212-3-36	17.99	17.99
O'REILLY AUTOMOTIVE INC	STARTER - 3-08	05/23/2024	2391-140519	100-70-5411-3-36	461.54	461.54
O'REILLY AUTOMOTIVE INC	ACTUATOR/THREAD SEAL - REPAIR FRONT DIFFERENTIAL LEAK	05/23/2024	2391-141535	100-70-5411-3-36	106.78	106.78

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
O'REILLY AUTOMOTIVE INC	STABILIZER - REPLACE FRONT STABILIZER	05/23/2024	2391-142092	100-70-5411-3-36	47.46	47.46
O'REILLY AUTOMOTIVE INC	SWAY BAR/CLIM CV - REPLACE FRONT SWAY BAR & CV SHAFT	05/23/2024	2391-141362	100-70-5411-3-36	304.78	304.78
O'REILLY AUTOMOTIVE INC	HYD FILTERS	05/23/2024	2391-142306	100-70-5411-3-36	15.94	15.94
O'REILLY AUTOMOTIVE INC	OIL FILTER	05/23/2024	2391-142972	100-70-5411-3-36	24.70	24.70
Total O'REILLY AUTOMOTIVE INC:						979.19
PETTY CASH-CITY HALL						
PETTY CASH-CITY HALL	REIMBURSE WASD - REV PD VIA PSN TO CITY IN ERROR FOR SSM WAUPUN EMPY CLINIC	05/23/2024	5-16-24	100-13850	45.05	45.05
Total PETTY CASH-CITY HALL:						45.05
PIGGLY WIGGLY DISCOUNT FOODS						
PIGGLY WIGGLY DISCOUNT FOODS	DESIGN WI WORKSHOP REFRESHMENTS	05/23/2024	0310	100-80-5670-3-37	22.45	22.45
PIGGLY WIGGLY DISCOUNT FOODS	BD OF REVIEW SUPPLIES	05/23/2024	7117	100-10-5110-3-38	18.99	18.99
Total PIGGLY WIGGLY DISCOUNT FOODS:						41.44
PITNEY BOWES GLOBAL FINANCIAL SERVICES						
PITNEY BOWES GLOBAL FINANCIAL	LEASE FOR MAIL MACHINE - CITY HALL 3/30/24-6/29/24	05/23/2024	3319099845	100-10-5141-3-36	521.52	521.52
PITNEY BOWES GLOBAL FINANCIAL	LEASE FOR MAIL MACHINE - CITY HALL 3/30/24 TO 6/29/24	05/23/2024	3319101617	100-40-5211-3-33	171.60	171.60
Total PITNEY BOWES GLOBAL FINANCIAL SERVICES:						693.12
PURCHASE POWER						
PURCHASE POWER	ADMIN FEE	05/23/2024	5-17-24	100-10-5141-3-36	502.25	502.25
Total PURCHASE POWER:						502.25
RAVENVALE LLC						
RAVENVALE LLC	CDA/TID 3 REIMBURSEMENT - REDEVELOP 434 & 432 E MAIN ST	05/23/2024	5-22-24	405-70-5436-3-38	10,000.00	10,000.00
Total RAVENVALE LLC:						10,000.00
RAZOR SHARP SCREEN PRINTING LLC						
RAZOR SHARP SCREEN PRINTING LL	PARK PROGRAM STAFF SHIRTS	05/23/2024	3978	100-20-5525-3-39	232.50	232.50
Total RAZOR SHARP SCREEN PRINTING LLC:						232.50
RENNERTS						
RENNERTS	AERIAL CONTROLLER IN BUCKET FOR 593	05/23/2024	2296	100-50-5232-3-36	2,506.52	2,506.52
Total RENNERTS:						2,506.52
SHRED-IT						
SHRED-IT	DESTRUCTION OF RECORDS - APRIL 2024	05/23/2024	8007017998	100-40-5211-3-38	108.00	108.00
Total SHRED-IT:						108.00
SMA CONSTRUCTION SERVICES						
SMA CONSTRUCTION SERVICES	SENIOR/COMMUNITY CENTER PAYMENT #6	05/23/2024	COMMUNITY	400-20-5513-8-00	301,410.00	301,410.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total SMA CONSTRUCTION SERVICES:						301,410.00
STOBB PLUMBING & HEATING INC	ANNUAL BACKFLOW PRVENTER TESTING	05/23/2024	15711	100-70-5410-3-36	1,200.00	1,200.00
STOBB PLUMBING & HEATING INC	REPAIR WATER LEAK BACKFLOW PREVENTER CITY HALL	05/23/2024	15712	100-70-5410-3-36	188.00	188.00
STOBB PLUMBING & HEATING INC	REPAIR WATER LEAK BACKFLOW PREVENTER CITY GARAGE	05/23/2024	15713	100-70-5412-3-36	1,030.50	1,030.50
STOBB PLUMBING & HEATING INC	REPAIR WATER LEAK BACKFLOW PREVENTER BASEBALL COMPLEX	05/23/2024	15714	100-20-5525-3-36	47.25	47.25
Total STOBB PLUMBING & HEATING INC:						2,465.75
SYMBOLARTS	WAUPUN PD BADGE	05/23/2024	0492735	100-40-5212-3-38	655.00	655.00
Total SYMBOLARTS:						655.00
TOP PACK DEFENSE	CLOTHING ALLOWANCE - WILLIAMS	05/23/2024	13235	100-12634	187.68	187.68
TOP PACK DEFENSE	CLOTHING ALLOWANCE - CUPERY	05/23/2024	13283	100-12634	726.82	726.82
TOP PACK DEFENSE	CLOTHING ALLOWANCE - HALVERSON	05/23/2024	13284	100-12634	64.70	64.70
TOP PACK DEFENSE	CLOTHING ALLOWANCE - CUPERY	05/23/2024	13295	100-12634	179.99	179.99
TOP PACK DEFENSE	CLOTHING ALLOWANCE - ROBERTS	05/23/2024	13314	100-12634	473.92	473.92
Total TOP PACK DEFENSE:						1,633.11
TRAFFIC & PARKING CONTROL CO	POWER PED BASE-FOOD TRUCK ALLEY	05/23/2024	1778819	405-70-5437-8-00	263.46	263.46
Total TRAFFIC & PARKING CONTROL CO:						263.46
TRUCK EQUIPMENT INC	AIR BAG - REPLACE CAB AIR BAG	05/23/2024	1100147-00	100-70-5411-3-36	32.20	32.20
Total TRUCK EQUIPMENT INC:						32.20
WAUPUN UTILITIES	N11363 STATE RD 26	05/23/2024	APR 1-MAY1 2	419-70-5435-3-38	38.66	38.66
WAUPUN UTILITIES	MONTHLY UTILITY CHARGES	05/23/2024	APR2024	100-50-5251-3-32	22,576.60	22,576.60
Total WAUPUN UTILITIES:						22,615.26
WESTPHAL	SCOREBOARD DECALS - NEW COMMUNITY CENTER SCOREBOARDS	05/23/2024	70688	100-20-5511-3-38	123.60	123.60
Total WESTPHAL:						123.60
Grand Totals:						433,815.56

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5110-3-38	18.99	.00	18.99
100-10-5141-3-30	22.62	.00	22.62
100-10-5141-3-36	664.68	.00	664.68
100-10-5142-3-37	26.80	.00	26.80
100-10-5197-3-31	149.98	.00	149.98
100-10-5255-3-38	860.00	.00	860.00
100-10-5534-3-38	1,250.00	.00	1,250.00
100-12634	1,633.11	.00	1,633.11
100-13850	118.24	.00	118.24
100-16210	500.00	.00	500.00
100-20-5511-3-38	123.60	.00	123.60
100-20-5512-3-32	89.77	.00	89.77
100-20-5513-3-32	393.91	.00	393.91
100-20-5513-3-38	180.04	.00	180.04
100-20-5523-3-32	1,013.06	.00	1,013.06
100-20-5523-3-36	186.83	.00	186.83
100-20-5523-3-38	1,090.95	.00	1,090.95
100-20-5525-3-32	4,099.79	.00	4,099.79
100-20-5525-3-36	167.73	.00	167.73
100-20-5525-3-39	232.50	.00	232.50
100-20-5527-3-38	2,500.00	.00	2,500.00
100-21100	78.84	44,476.41-	44,397.57-
100-40-5211-3-30	30.41	.00	30.41
100-40-5211-3-31	863.40	.00	863.40
100-40-5211-3-32	777.63	.00	777.63
100-40-5211-3-33	171.60	.00	171.60
100-40-5211-3-38	830.42	.00	830.42
100-40-5212-3-36	31.31	.00	31.31
100-40-5212-3-38	655.00	.00	655.00
100-50-5230-3-38	203.88	25.85-	178.03
100-50-5231-3-32	437.42	.00	437.42
100-50-5232-3-36	2,594.94	.00	2,594.94
100-50-5232-3-38	59.87	.00	59.87
100-50-5251-3-32	16.00	.00	16.00
100-70-5410-3-32	2,669.98	.00	2,669.98
100-70-5410-3-36	2,270.00	.00	2,270.00
100-70-5411-3-36	1,978.22	52.99-	1,925.23
100-70-5411-3-38	1,191.99	.00	1,191.99
100-70-5412-3-32	986.84	.00	986.84
100-70-5412-3-36	1,030.50	.00	1,030.50
100-70-5412-3-38	472.49	.00	472.49
100-70-5441-3-32	167.26	.00	167.26
100-70-5441-3-36	1,240.38	.00	1,240.38
100-70-5442-3-32	10,451.82	.00	10,451.82
100-80-5670-3-37	22.45	.00	22.45
210-21100	.00	1,433.81-	1,433.81-
210-60-5511-3-32	1,433.81	.00	1,433.81
220-21100	.00	166.30-	166.30-
220-40-5212-3-38	166.30	.00	166.30
400-20-5513-8-00	301,410.00	.00	301,410.00
400-21100	.00	301,410.00-	301,410.00-
405-21100	.00	51,321.31-	51,321.31-
405-70-5436-3-38	49,300.00	.00	49,300.00
405-70-5437-8-00	2,021.31	.00	2,021.31
410-21100	.00	21,262.00-	21,262.00-
410-40-5211-4-00	21,110.01	.00	21,110.01
410-70-5412-4-00	151.99	.00	151.99
419-21100	.00	38.66-	38.66-

GL Account	Debit	Credit	Proof
419-70-5435-3-38	38.66	.00	38.66
501-10-5154-3-38	12,693.53	.00	12,693.53
501-21100	.00	12,693.53-	12,693.53-
700-10-5192-3-32	39.31	.00	39.31
700-10-5192-3-36	1,053.07	.00	1,053.07
700-21100	.00	1,092.38-	1,092.38-
Grand Totals:	<u>433,973.24</u>	<u>433,973.24-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail
Check.Type = {<>} "Adjustment"
Invoice.Batch = "052824"



AGENDA SUMMARY SHEET

MEETING DATE: 5/28/24

TITLE: Fire and EMS Staffing Study Operational Strategy

AGENDA SECTION: DISCUSSION-INFORMATIONAL

PRESENTER: Kathy Schlieve, Administrator

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

ISSUE SUMMARY

This is a follow up discussion from the April 30 Intergovernmental presentation on fire and emergency response staffing needs. The group will discuss the recommendations of the study and determine any next steps to be taken.

STAFF RECOMMENDATION:

Discussion only

ATTACHMENTS:

Fire & Emergency Response Staffing Summary Document

RECOMMENDED MOTION:

Discussion only

EXECUTIVE SUMMARY:

- Consolidation of fire services makes good fiscal sense for all parties involved. If left separate, significant legal and administrative work is required to mitigate risks associated with service delivery.
- POC rosters must be expanded to ensure adequate coverage. Downward trends in volunteerism and an aging roster of firefighters demands careful monitoring and eventual adaptation of the service delivery model to ensure long-term sustainability. In any case, reliance on Paid-on-Call Firefighters will remain a critical component of any service delivery model the city adopts.
- The addition of the EMR program supplements the current ambulance service delivery model, has positively impacted patient outcomes; makes good fiscal sense; has reduced EMS assists for POC firefighters; and, has saved police officer time and improve safety, which is essential to address police staffing shortages. As such, the service should be continued.
- Downward trends in volunteerism will also impact EMR response and will need to be monitored similar to fire staffing. An action plan will be needed to determine steps to address emerging trends impacting service performance.
- Contracts with contracted ambulance provider should be renegotiated to increase service levels and address service gaps currently being experienced. The city should anticipate this negotiation to impact cost (2018 cost was estimated at \$350,000).
- The City has leveraged grant funding to add capital equipment that enables an affordable transition of the service delivery model. This creates a unique opportunity for the city to consider changes that would strengthen response. Additional grant opportunities exist to support this transition and should be explored as appropriate.
- Both fire and EMS would benefit from shifting to a combination service delivery model with more cross-trained, full-time staff. Ambulance revenues would allow the city to add FTE to complement the Paid-on-Call rosters, increasing available staff for fire response while improving quality of ambulance service and reliability. Even with this, the city must maintain a strong Paid-on-Call roster of Firefighters and EMRs regardless of direction set.

FIRE SERVICE RECOMMENDATIONS:

Organizational Option 1: Maintain Community and City Fire Departments separate, with some changes in staffing and continuing with the same provision of Emergency Medical Services.

RECOMMENDED STAFFING CHANGES	RECOMMENDED OPERATIONAL CHANGES
1. Increase Number of Company Officers to improve officer availability (Increase of 2) 2. Designate on Call Periods for Captains to assure IC other than Chief Officers	<ul style="list-style-type: none">▪ An Intergovernmental agreement needs to be developed with the townships outlining terms of service that also looks at equitable cost distribution.▪ Budget should be reviewed to ensure cost are equitably distributed.

3. Increase City Department to 38 POC members.	▪ Address facility limitations (minimum showers/lockers)
--	--

Organizational Option 2: Merge Departments under the City; Provide service by contract to the Townships.

FUTURE STEPS TO ENSURE SUSTAINABILITY
1. Establish an intergovernmental working group to develop an operating plan and agreement that address gaps identified in report.

OVERALL: To Ensure Sustainability of Fire Service, Establish Key Performance Measures (NFPA Standard/Track Performance; Implement Next Steps When Performance Levels Trend 5-10% Below Goals.

FUTURE STEPS TO ENSURE SUSTAINABILITY
1. Enhance recruitment strategies to expand and maintain Paid on Call staff at least at 38 members. 2. If unable to maintain POC levels, consider any of the following: a) Three full time staff (One Engine) to cover weekdays 7:00 am to 5:00 pm b) Weekend coverage (One Engine) utilizing POC staff in Paid on Premise Positions c) Provide 24 -hour coverage (One Engine) d) Would require 12 Full Time Personnel

AMBULANCE / EMERGENCY RESPONSE RECOMMENDATIONS:

Option 1: Improve Current Service Delivery Model

FUTURE STEPS TO ENSURE SUSTAINABILITY
1. Enhance recruitment strategies to fill and maintain EMR roster. 1. Negotiate the next contract with service provided and consider increasing on-time standard from 90% to something higher, which would be consistent with community expectation. NOTE: Contracted costs will increase with service expectations and inflationary factors unaccounted for from current contract. If RFP is issued, noted that landscape for contracted providers is changing and interest may be limited for providers to expand service territories.

Option 2. Maintain Contracted Service and Supplement with City Run EMT Backup Ambulance 7AM-7PM, 7 Days Week Covering City Only

FUTURE STEPS TO ENSURE SUSTAINABILITY
1. Enhance recruitment strategies to fill and maintain EMR roster but need to upskill EMRs to Basic EMT level. Some EMRs already meet this standard, and some will not want to train at the next level.

2. Coverage and response obligations both during the day and 24/7; OR,
3. Negotiate an agreement for supplemental daytime coverage with contracted ambulance provider and petition the state to approve the plan.
4. Identify and hire a third-party ambulance billing company (limited revenue potential). Added expense to pay for on duty staff. Limited transport opportunity to generate revenue to support added cost.
5. Address facility limitations to accommodate shift in operating strategy.

Option 3A City Operated Paramedic Ambulance 24/7 EMT Ambulance 7AM-7PM 7 Days Week Covering City Only

FUTURE STEPS TO ENSURE SUSTAINABILITY

1. Enhance recruitment strategies - train or hire paramedic-level personnel, still limited revenue potential to offset cost.
2. Negotiate an agreement for supplemental daytime coverage with contracted ambulance provider and petition the state to approve the plan. As revenue models change, unknown cost of contracted service.
3. Identify and hire a third-party ambulance billing company.
4. Address facility limitations to accommodate shift in operating strategy.

Option 3B City Operated Paramedic Ambulance 24/7 EMT Ambulance 24/7 Covering Full Service Territory

FUTURE STEPS TO ENSURE SUSTAINABILITY

1. Enhance recruitment strategies - train or hire Basic EMT level.
2. Negotiate an agreement for supplemental daytime coverage with contracted ambulance provider and petition the state to approve the plan.
3. Identify and hire a third-party ambulance billing company (limited revenue potential).
4. To ensure two ambulances are in service at all times, a third ambulance would be needed for instances of maintenance and repair. (possible shared service)
5. Address facility limitations to accommodate shift in operating strategy.

EXECUTIVE SUMMARY:	FIRE STAFFING RECOMMENDATIONS:	EMERGENCY RESPONSE STAFFING:																
<ul style="list-style-type: none"> ▪ Consolidation of fire services makes good fiscal sense for all parties involved. If left separate, significant legal and administrative work is required to mitigate risks associated with service delivery. ▪ POC rosters must be expanded to ensure adequate coverage. Downward trends in volunteerism and an aging roster of firefighters demands careful monitoring and eventual adaptation of the service delivery model to ensure long-term sustainability. In any case, reliance on Paid-on-Call Firefighters will remain a critical component of any service delivery model the city adopts. ▪ The addition of the EMR program supplements the current ambulance service delivery model, has positively impacted patient outcomes; makes good fiscal sense; has reduced EMS assists for POC firefighters; and, has saved police officer time and improve safety, which is essential to address police staffing shortages. As such, the service should be continued. ▪ Downward trends in volunteerism will also impact EMR response and will need to be monitored similar to fire staffing. An action plan will be needed to determine steps to address emerging trends impacting service performance. ▪ Contracts with contracted ambulance provider should be renegotiated to increase service levels and address service gaps currently being experienced. The city should anticipate this negotiation to impact cost (2018 cost was estimated at \$350,000). ▪ The City has leveraged grant funding to add capital equipment that enables an affordable transition of the service delivery model. This creates a unique opportunity for the city to consider changes that would strengthen response. Additional grant opportunities exist to support this transition and should be explored as appropriate. ▪ Both fire and EMS would benefit from shifting to a combination service delivery model with more cross-trained, full-time staff. Ambulance revenues would allow the city to add FTE to complement the Paid-on-Call rosters, increasing available staff for fire response while improving quality of ambulance service and reliability. Even with this, the city must maintain a strong Paid-on-Call roster of Firefighters and EMRs regardless of direction set. ▪ The report includes high-level analyses. Whichever direction(s) the City pursues should be followed with a more detailed business operating plan to confirm costs prior to implementation. 	<p>Organizational Option 1: Maintain Community and City Fire Departments separate, with some changes in staffing and continuing with the same provision of Emergency Medical Services.</p> <table border="1" data-bbox="1112 364 1998 717"> <thead> <tr> <th data-bbox="1112 364 1541 425">RECOMMENDED STAFFING CHANGES</th> <th data-bbox="1550 364 1998 425">RECOMMENDED OPERATIONAL CHANGES</th> </tr> </thead> <tbody> <tr> <td data-bbox="1112 431 1541 717"> <ol style="list-style-type: none"> 1. Increase Number of Company Officers to improve officer availability (Increase of 2) 2. Designate on Call Periods for Captains to assure IC other than Chief Officers 3. Increase City Department to 38 POC members. </td> <td data-bbox="1550 431 1998 717"> <ul style="list-style-type: none"> ▪ An Intergovernmental agreement needs to be developed with the townships outlining terms of service that also looks at equitable cost distribution. ▪ Budget should be reviewed to ensure cost are equitably distributed. ▪ Address facility limitations (minimum showers/lockers) </td> </tr> </tbody> </table> <p>Organizational Option 2: Merge Departments under the City; Provide service by contract to the Townships.</p> <table border="1" data-bbox="1112 862 1998 955"> <thead> <tr> <th data-bbox="1112 862 1998 893">FUTURE STEPS TO ENSURE SUSTAINABILITY</th> </tr> </thead> <tbody> <tr> <td data-bbox="1112 899 1998 955"> <ol style="list-style-type: none"> 1. Establish an intergovernmental working group to develop an operating plan and agreement that address gaps identified in report. </td> </tr> </tbody> </table> <p>IMMEDIATELY: To Ensure Sustainability of Fire Service, Establish Key Performance Measures (NFPA Standard/Track Performance; Implement Next Steps When Performance Levels Trend 5-10% Below Goals.</p> <table border="1" data-bbox="1112 1100 1998 1397"> <thead> <tr> <th data-bbox="1112 1100 1998 1130">FUTURE STEPS TO ENSURE SUSTAINABILITY</th> </tr> </thead> <tbody> <tr> <td data-bbox="1112 1137 1998 1397"> <ol style="list-style-type: none"> 1. Enhance recruitment strategies to expand and maintain Paid on Call staff at least at 38 members. 2. If unable to maintain POC levels, consider any of the following: <ol style="list-style-type: none"> a) Three full time staff (One Engine) to cover weekdays 7:00 am to 5:00 pm b) Weekend coverage (One Engine) utilizing POC staff in Paid on Premise Positions c) Provide 24 -hour coverage (One Engine) d) Would require 12 Full Time Personnel </td> </tr> </tbody> </table>	RECOMMENDED STAFFING CHANGES	RECOMMENDED OPERATIONAL CHANGES	<ol style="list-style-type: none"> 1. Increase Number of Company Officers to improve officer availability (Increase of 2) 2. Designate on Call Periods for Captains to assure IC other than Chief Officers 3. Increase City Department to 38 POC members. 	<ul style="list-style-type: none"> ▪ An Intergovernmental agreement needs to be developed with the townships outlining terms of service that also looks at equitable cost distribution. ▪ Budget should be reviewed to ensure cost are equitably distributed. ▪ Address facility limitations (minimum showers/lockers) 	FUTURE STEPS TO ENSURE SUSTAINABILITY	<ol style="list-style-type: none"> 1. Establish an intergovernmental working group to develop an operating plan and agreement that address gaps identified in report. 	FUTURE STEPS TO ENSURE SUSTAINABILITY	<ol style="list-style-type: none"> 1. Enhance recruitment strategies to expand and maintain Paid on Call staff at least at 38 members. 2. If unable to maintain POC levels, consider any of the following: <ol style="list-style-type: none"> a) Three full time staff (One Engine) to cover weekdays 7:00 am to 5:00 pm b) Weekend coverage (One Engine) utilizing POC staff in Paid on Premise Positions c) Provide 24 -hour coverage (One Engine) d) Would require 12 Full Time Personnel 	<p>Option 1: Improve Current Service Delivery Model</p> <table border="1" data-bbox="2032 278 2905 542"> <thead> <tr> <th data-bbox="2032 278 2905 308">FUTURE STEPS TO ENSURE SUSTAINABILITY</th> </tr> </thead> <tbody> <tr> <td data-bbox="2032 314 2905 542"> <ol style="list-style-type: none"> 1. Enhance recruitment strategies to fill and maintain EMR roster. 1. Negotiate the next contract with service provided and consider increasing on-time standard from 90% to something higher, which would be consistent with community expectation. NOTE: Contracted costs will increase with service expectations and inflationary factors unaccounted for from current contract. If RFP is issued, noted that landscape for contracted providers is changing and interest may be limited for providers to expand service territories. </td> </tr> </tbody> </table> <p>Option 2. Maintain Contracted Service and Supplement with City Run EMT Backup Ambulance 7AM-7PM, 7 Days Week Covering City Only</p> <table border="1" data-bbox="2032 661 2905 1014"> <thead> <tr> <th data-bbox="2032 661 2905 691">FUTURE STEPS TO ENSURE SUSTAINABILITY</th> </tr> </thead> <tbody> <tr> <td data-bbox="2032 697 2905 1014"> <ol style="list-style-type: none"> 1. Enhance recruitment strategies to fill and maintain EMR roster but need to upskill EMRs to Basic EMT level. Some EMRs already meet this standard, and some will not want to train at the next level. 2. Coverage and response obligations both during the day and 24/7; OR, 3. Negotiate an agreement for supplemental daytime coverage with contracted ambulance provider and petition the state to approve the plan. 4. Identify and hire a third-party ambulance billing company (limited revenue potential). Added expense to pay for on duty staff. Limited transport opportunity to generate revenue to support added cost. 5. Address facility limitations to accommodate shift in operating strategy. </td> </tr> </tbody> </table> <p>Option 3A City Operated Paramedic Ambulance 24/7 EMT Ambulance 7AM-7PM 7 Days Week Covering City Only</p> <table border="1" data-bbox="2032 1132 2905 1368"> <thead> <tr> <th data-bbox="2032 1132 2905 1163">FUTURE STEPS TO ENSURE SUSTAINABILITY</th> </tr> </thead> <tbody> <tr> <td data-bbox="2032 1169 2905 1368"> <ol style="list-style-type: none"> 1. Enhance recruitment strategies - train or hire paramedic-level personnel, still limited revenue potential to offset cost. 2. Negotiate an agreement for supplemental daytime coverage with contracted ambulance provider and petition the state to approve the plan. As revenue models change, unknown cost of contracted service. 3. Identify and hire a third-party ambulance billing company. 4. Address facility limitations to accommodate shift in operating strategy. </td> </tr> </tbody> </table> <p>Option 3B City Operated Paramedic Ambulance 24/7 EMT Ambulance 24/7 Covering Full Service Territory</p> <table border="1" data-bbox="2032 1487 2905 1808"> <thead> <tr> <th data-bbox="2032 1487 2905 1518">FUTURE STEPS TO ENSURE SUSTAINABILITY</th> </tr> </thead> <tbody> <tr> <td data-bbox="2032 1524 2905 1808"> <ol style="list-style-type: none"> 1. Enhance recruitment strategies - train or hire Basic EMT level. 2. Negotiate an agreement for supplemental daytime coverage with contracted ambulance provider and petition the state to approve the plan. 3. Identify and hire a third-party ambulance billing company (limited revenue potential). 4. To ensure two ambulances are in service at all times, a third ambulance would be needed for instances of maintenance and repair. (possible shared service) 5. Address facility limitations to accommodate shift in operating strategy. </td> </tr> </tbody> </table>	FUTURE STEPS TO ENSURE SUSTAINABILITY	<ol style="list-style-type: none"> 1. Enhance recruitment strategies to fill and maintain EMR roster. 1. Negotiate the next contract with service provided and consider increasing on-time standard from 90% to something higher, which would be consistent with community expectation. NOTE: Contracted costs will increase with service expectations and inflationary factors unaccounted for from current contract. If RFP is issued, noted that landscape for contracted providers is changing and interest may be limited for providers to expand service territories. 	FUTURE STEPS TO ENSURE SUSTAINABILITY	<ol style="list-style-type: none"> 1. Enhance recruitment strategies to fill and maintain EMR roster but need to upskill EMRs to Basic EMT level. Some EMRs already meet this standard, and some will not want to train at the next level. 2. Coverage and response obligations both during the day and 24/7; OR, 3. Negotiate an agreement for supplemental daytime coverage with contracted ambulance provider and petition the state to approve the plan. 4. Identify and hire a third-party ambulance billing company (limited revenue potential). Added expense to pay for on duty staff. Limited transport opportunity to generate revenue to support added cost. 5. Address facility limitations to accommodate shift in operating strategy. 	FUTURE STEPS TO ENSURE SUSTAINABILITY	<ol style="list-style-type: none"> 1. Enhance recruitment strategies - train or hire paramedic-level personnel, still limited revenue potential to offset cost. 2. Negotiate an agreement for supplemental daytime coverage with contracted ambulance provider and petition the state to approve the plan. As revenue models change, unknown cost of contracted service. 3. Identify and hire a third-party ambulance billing company. 4. Address facility limitations to accommodate shift in operating strategy. 	FUTURE STEPS TO ENSURE SUSTAINABILITY	<ol style="list-style-type: none"> 1. Enhance recruitment strategies - train or hire Basic EMT level. 2. Negotiate an agreement for supplemental daytime coverage with contracted ambulance provider and petition the state to approve the plan. 3. Identify and hire a third-party ambulance billing company (limited revenue potential). 4. To ensure two ambulances are in service at all times, a third ambulance would be needed for instances of maintenance and repair. (possible shared service) 5. Address facility limitations to accommodate shift in operating strategy.
RECOMMENDED STAFFING CHANGES	RECOMMENDED OPERATIONAL CHANGES																	
<ol style="list-style-type: none"> 1. Increase Number of Company Officers to improve officer availability (Increase of 2) 2. Designate on Call Periods for Captains to assure IC other than Chief Officers 3. Increase City Department to 38 POC members. 	<ul style="list-style-type: none"> ▪ An Intergovernmental agreement needs to be developed with the townships outlining terms of service that also looks at equitable cost distribution. ▪ Budget should be reviewed to ensure cost are equitably distributed. ▪ Address facility limitations (minimum showers/lockers) 																	
FUTURE STEPS TO ENSURE SUSTAINABILITY																		
<ol style="list-style-type: none"> 1. Establish an intergovernmental working group to develop an operating plan and agreement that address gaps identified in report. 																		
FUTURE STEPS TO ENSURE SUSTAINABILITY																		
<ol style="list-style-type: none"> 1. Enhance recruitment strategies to expand and maintain Paid on Call staff at least at 38 members. 2. If unable to maintain POC levels, consider any of the following: <ol style="list-style-type: none"> a) Three full time staff (One Engine) to cover weekdays 7:00 am to 5:00 pm b) Weekend coverage (One Engine) utilizing POC staff in Paid on Premise Positions c) Provide 24 -hour coverage (One Engine) d) Would require 12 Full Time Personnel 																		
FUTURE STEPS TO ENSURE SUSTAINABILITY																		
<ol style="list-style-type: none"> 1. Enhance recruitment strategies to fill and maintain EMR roster. 1. Negotiate the next contract with service provided and consider increasing on-time standard from 90% to something higher, which would be consistent with community expectation. NOTE: Contracted costs will increase with service expectations and inflationary factors unaccounted for from current contract. If RFP is issued, noted that landscape for contracted providers is changing and interest may be limited for providers to expand service territories. 																		
FUTURE STEPS TO ENSURE SUSTAINABILITY																		
<ol style="list-style-type: none"> 1. Enhance recruitment strategies to fill and maintain EMR roster but need to upskill EMRs to Basic EMT level. Some EMRs already meet this standard, and some will not want to train at the next level. 2. Coverage and response obligations both during the day and 24/7; OR, 3. Negotiate an agreement for supplemental daytime coverage with contracted ambulance provider and petition the state to approve the plan. 4. Identify and hire a third-party ambulance billing company (limited revenue potential). Added expense to pay for on duty staff. Limited transport opportunity to generate revenue to support added cost. 5. Address facility limitations to accommodate shift in operating strategy. 																		
FUTURE STEPS TO ENSURE SUSTAINABILITY																		
<ol style="list-style-type: none"> 1. Enhance recruitment strategies - train or hire paramedic-level personnel, still limited revenue potential to offset cost. 2. Negotiate an agreement for supplemental daytime coverage with contracted ambulance provider and petition the state to approve the plan. As revenue models change, unknown cost of contracted service. 3. Identify and hire a third-party ambulance billing company. 4. Address facility limitations to accommodate shift in operating strategy. 																		
FUTURE STEPS TO ENSURE SUSTAINABILITY																		
<ol style="list-style-type: none"> 1. Enhance recruitment strategies - train or hire Basic EMT level. 2. Negotiate an agreement for supplemental daytime coverage with contracted ambulance provider and petition the state to approve the plan. 3. Identify and hire a third-party ambulance billing company (limited revenue potential). 4. To ensure two ambulances are in service at all times, a third ambulance would be needed for instances of maintenance and repair. (possible shared service) 5. Address facility limitations to accommodate shift in operating strategy. 																		



AGENDA SUMMARY SHEET

MEETING DATE: 5/28/24

TITLE: Facility Needs

AGENDA SECTION: DISCUSSION-INFORMATIONAL

PRESENTER: Kathy Schlieve, Administrator

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

ISSUE SUMMARY

This is a strategy discussion on facility needs that will inform capital planning for 2025 and beyond. Plan for discussion on the following:

1. Public Safety
2. Community / Ice Arena
3. City Hall

STAFF RECOMMENDATION:

Discussion only

ATTACHMENTS:

RECOMMENDED MOTION:

Discussion only

Date	May 23, 2024
To	City of Waupun Common Council
From	Kris Dressler, RA & Cory A Scheidler, AIA
Subject	City Hall Condition Assessment

Cedar Corporation has been working with the City of Waupun on their Municipal Facilities for the last several years. In 2020, Cedar Corporation prepared a report of the City of Waupun outlining the condition of the municipal facilities and a capital improvement plan that identified short, intermediate and long-term needs for all city facilities. Within that report, City Hall building improvements totaled nearly \$4.0 million over the next ten (10) years.

To help with current capital planning needs, Cedar Corporation, the City Administrator and Public Works Director evaluated the City Hall Building on April 23, 2024 by completing a walk through of the interior spaces to discuss building systems condition and functionality, suitability for renovation and overall condition of the structure. We also completed a review of the building exterior, focusing on the building façade, windows and building access. Findings were compared to the 2020 report. There are several areas of the building that have continued to age and deteriorate that are of notable concern.

1. Due to the building configuration with the upper-level auditorium, the site access is extensive and includes multiple stairways and sidewalks which appear to be settling, shifting, and further deteriorating since last evaluated in 2020. The site access needs to be repaired and, in most instances, requires replacement. ADA accessibility will need to be addressed as part of any site upgrades.
2. There are areas of the building that require tuck point and repair to prevent structural damage caused whenever water is able to infiltrate brick structures.
3. A planned roof repair project budgeted in 2024 capital projects should proceed if at all possible.

Secondarily, the HVAC, electrical and plumbing systems have reached their useful life and require replacement. There are no redundancies in the current HVAC system. A failure of that system would result in probable closure of the building until repairs or replacement could be completed. Finally, consideration should be given to building functionality, accessibility and security.

In 2024 dollars, we estimate that identified costs for all improvements now far exceed our original estimate of \$4 M. The current estimate should be updated to \$5M for all identified improvements, with the most immediate needs focused on the exterior improvements identified above.



AGENDA SUMMARY SHEET

MEETING DATE: 5/28/24

TITLE: Budget Workshop-Debt Planning & Utilization

AGENDA SECTION: DISCUSSION-INFORMATIONAL

PRESENTER: Casey Langenfeld, Finance Director
Kathy Schlieve, Administrator

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

ISSUE SUMMARY

Staff will present a snapshot and introduce a new tool to forecast debt as it pertains to capital planning. This is the first step in thinking through how the city should address major capital needs that our forecasted in the capital improvement plan.

STAFF RECOMMENDATION:

Discussion only

ATTACHMENTS:

- 2025 Budget Timeline
- Debt Forecasting Presentation

RECOMMENDED MOTION:

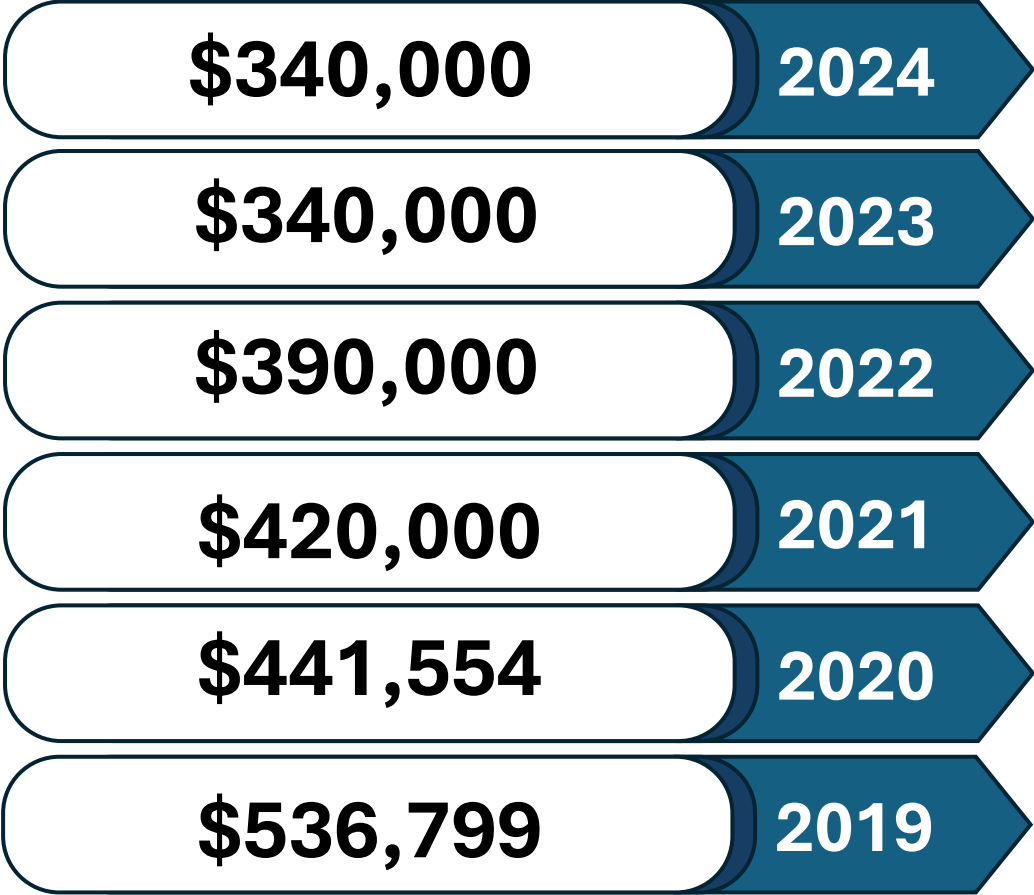
Discussion only

City of
Waupun

**DEBT
FORECASTING**

2024

Capital Project Fund - Historic Levy Amounts



Debt Limits

Per Wisconsin State Statutes Chapter 66

Equalized Value

\$683,050,600

Dodge and Fond du Lac

Allowable Limit

\$34,152,530

5% of total Equalized
Value

Current Debt

\$13,672,111

As of 12/31/2023
40% of the States
allowable limit

Debt Limits

Per City of Waupun Policy

Allowable Limit

\$25,614,398

75% of Allowable Limit

Current Debt

\$13,672,111

As of 12/31/2023
53% of
City's Allowable Limit

Available Debt

\$11,942,287

As of 12/31/2023

Existing Debt Tax Levy

Tax Rate Per \$1,000

2023

\$861,855

\$1.53

2024

2025

2026

2027

2028

2029

2030

2031

Existing Debt Tax Levy

Tax Rate Per \$1,000

2023

\$861,855

\$1.53

2024

\$866,505

\$1.38

2025

2026

2027

2028

2029

2030

2031

Existing Debt Tax Levy

Tax Rate Per \$1,000

2023

\$861,855

\$1.53

2024

\$866,505

\$1.38

2025

\$866,380

\$1.37

2026

2027

2028

2029

2030

2031

Existing Debt Tax Levy

Tax Rate Per \$1,000

2023	\$861,855
-------------	------------------

\$1.53

2024	\$866,505
-------------	------------------

\$1.38

2025	\$866,380
-------------	------------------

\$1.37

2026	\$871,505
-------------	------------------

\$1.36

2027	
-------------	--

2028	
-------------	--

2029	
-------------	--

2030	
-------------	--

2031	
-------------	--

Existing Debt Tax Levy

Tax Rate Per \$1,000

2023 **\$861,855**

\$1.53

2024 **\$866,505**

\$1.38

2025 **\$866,380**

\$1.37

2026 **\$871,505**

\$1.36

2027 **\$885,680**

\$1.37

2028

2029

2030

2031

Existing Debt Tax Levy

Tax Rate Per \$1,000

2023 **\$861,855**

\$1.53

2024 **\$866,505**

\$1.38

2025 **\$866,380**

\$1.37

2026 **\$871,505**

\$1.36

2027 **\$885,680**

\$1.37

2028 **\$896,905**

\$1.37

2029

2030

2031

Existing Debt Tax Levy

Tax Rate Per \$1,000

2023 **\$861,855**

\$1.53

2024 **\$866,505**

\$1.38

2025 **\$866,380**

\$1.37

2026 **\$871,505**

\$1.36

2027 **\$885,680**

\$1.37

2028 **\$896,905**

\$1.37

2029 **\$372,230**

\$.56

2030

2031

Existing Debt Tax Levy

Tax Rate Per \$1,000

2023 **\$861,855**

\$1.53

2024 **\$866,505**

\$1.38

2025 **\$866,380**

\$1.37

2026 **\$871,505**

\$1.36

2027 **\$885,680**

\$1.37

2028 **\$896,905**

\$1.37

2029 **\$372,230**

\$.56

2030 **\$146,005**

\$.22

2031

Existing Debt Tax Levy

Tax Rate Per \$1,000

2023 **\$861,855**

\$1.53

2024 **\$866,505**

\$1.38

2025 **\$866,380**

\$1.37

2026 **\$871,505**

\$1.36

2027 **\$885,680**

\$1.37

2028 **\$896,905**

\$1.37

2029 **\$372,230**

\$.56

2030 **\$146,005**

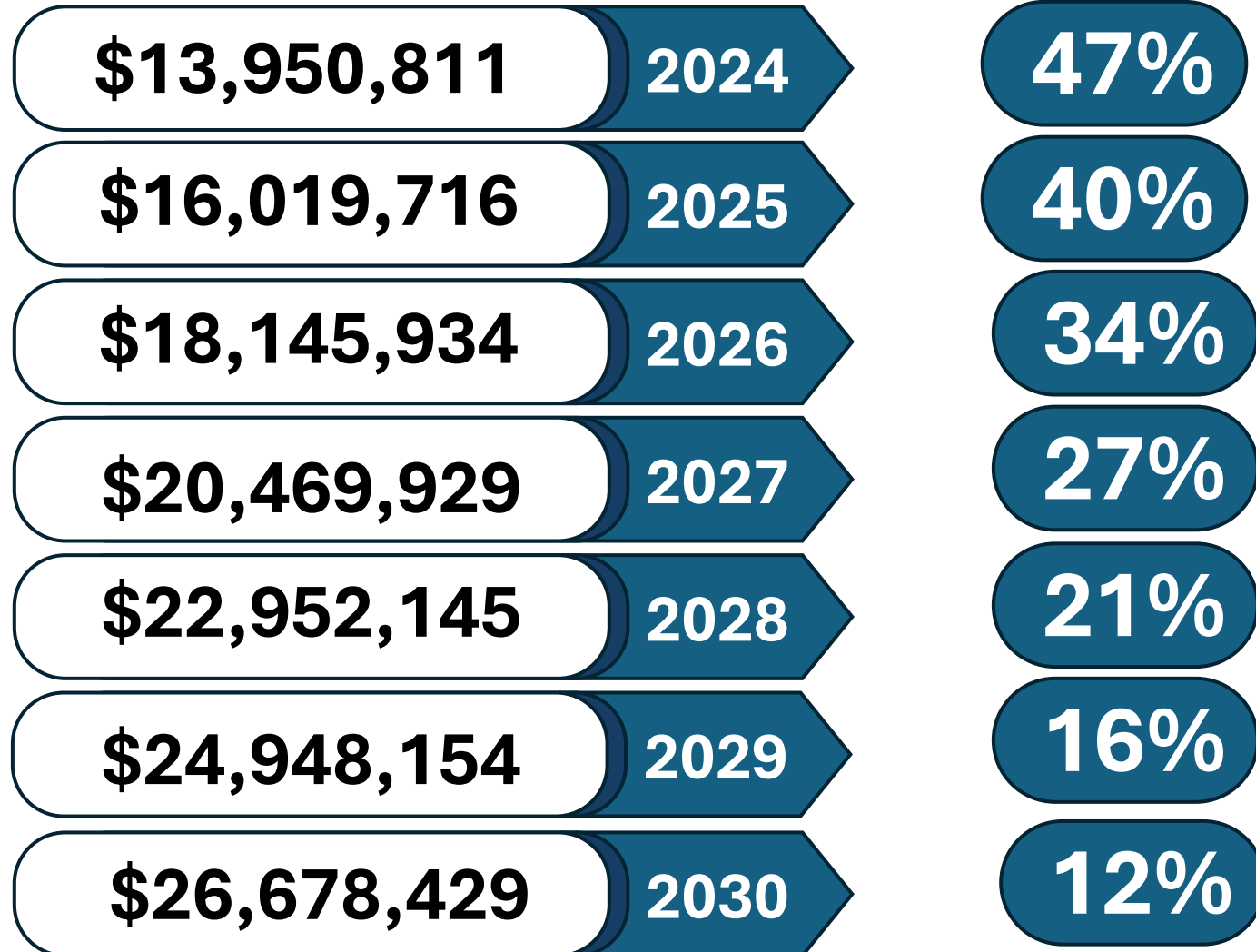
\$.22

2031 **\$148,085**

\$.22

Available Borrowing Capacity - Current

% of City Debt Limit



Capital Projects

2022

2023

2024

2025

2026

Debt Issue

Fire Truck	\$2,100,000
United Co-Op Incentive	845,000
Newton/Rock Phase 2	784,000
Mill and Overlay	500,000
Gateway Drive SW Pond	532,000
Land Purchase	400,000
Fire SCBA's/Safety House	400,000
City Hall Improvements	286,300
Com Cntr/Aquatic Cntr	213,500
Museum Tuck Pnt/windows	73,000
Street Design Engineering	58,000
Garage Roof/Walls	50,000
Sidewalk Replacement	50,000
Playground Equipment	35,000
Aquatic Center Painting	30,000
McCune Bath house	18,000
Alley – Wind and Unwind	15,000
Sign Control	7,910
Library Engineering	5,000

\$6,402,710

Capital Projects

2024

2025

2026

2027

2028

Debt Issue

City Hall Improvements	\$ 1,800,000
Fire Station Showers	400,000
Garage Roof/Walls/Floor	355,000
Alley – Wind and Unwind	243,380
Mill and Overlay	451,762
Library Elevator	142,000
Sidewalk Replacement	100,000
Wilcox Playground	97,440
Zellner Playground	40,000
Museum Roof	36,000
Library Parking Lot	12,000
Aquatic Center paint	<u>5,000</u>
	\$3,682,582

Capital Projects

2026

2027

2028

2029

2030

Debt Issue

City Hall Improvements	\$3,500,000
River and Wilcox	1,043,000
Mill and Overlay	240,000
Sidewalk Replacement	100,000
Grove St	87,496
Entry Signs	80,000
Roosevelt St	75,450
Park St	71,805
Street Engineering	45,000
Franklin St	28,348
Aquatic Cntr paint	<u>10,000</u>
	\$5,281,099

Capital Projects

2028

2029

2030

2031

2032

Debt Issue

Rock River/McKinley	\$2,457,000
Rounsville SW Pond	461,783
Street Engineering	107,000
Sidewalk Replacement	100,000
Mill and Overlay	50,000
Aquatic Center Painting	<u>20,000</u>
	\$3,195,783

Financing Plan Tax Rate Impact

Tax Rate Per \$1,000

2024

\$866,505

\$1.38

2025

2026

2027

2028

2029

2030

2031

2032

*Amounts do not include debt issue for Stormwater Ponds

Financing Plan Tax Rate Impact

Tax Rate Per \$1,000

2024

\$866,505

\$1.38

2025

\$1,208,370

\$1.91

2026

2027

2028

2029

2030

2031

2032

*Amounts do not include debt issue for Stormwater Ponds

Financing Plan Tax Rate Impact

Tax Rate Per \$1,000

2024	\$866,505	\$1.38
-------------	------------------	---------------

2025	\$1,208,370	\$1.91
-------------	--------------------	---------------

2026	\$1,239,455	\$1.94
-------------	--------------------	---------------

2027

2028

2029

2030

2031

2032

*Amounts do not include debt issue for Stormwater Ponds

Financing Plan Tax Rate Impact

Tax Rate Per \$1,000

2024	\$866,505	\$1.38
2025	\$1,208,370	\$1.91
2026	\$1,239,455	\$1.94
2027	\$1,407,380	\$2.18

2028

2029

2030

2031

2032

*Amounts do not include debt issue for Stormwater Ponds

Financing Plan Tax Rate Impact

Tax Rate Per \$1,000

2024	\$866,505	\$1.38
2025	\$1,208,370	\$1.91
2026	\$1,239,455	\$1.94
2027	\$1,407,380	\$2.18
2028	\$1,428,430	\$2.19
2029		
2030		
2031		
2032		

*Amounts do not include debt issue for Stormwater Ponds

Financing Plan Tax Rate Impact

Tax Rate Per \$1,000

2024	\$866,505	\$1.38
2025	\$1,208,370	\$1.91
2026	\$1,239,455	\$1.94
2027	\$1,407,380	\$2.18
2028	\$1,428,430	\$2.19
2029	\$1,437,343	\$2.18
2030	\$1,328,243	\$2.00

2031

2032

*Amounts do not include debt issue for Stormwater Ponds

Financing Plan Tax Rate Impact

Tax Rate Per \$1,000

2024	\$866,505	\$1.38
2025	\$1,208,370	\$1.91
2026	\$1,239,455	\$1.94
2027	\$1,407,380	\$2.18
2028	\$1,428,430	\$2.19
2029	\$1,437,343	\$2.18
2030	\$1,328,243	\$2.00
2031	\$1,313,373	\$1.95
2032		

*Amounts do not include debt issue for Stormwater Ponds

Financing Plan Tax Rate Impact

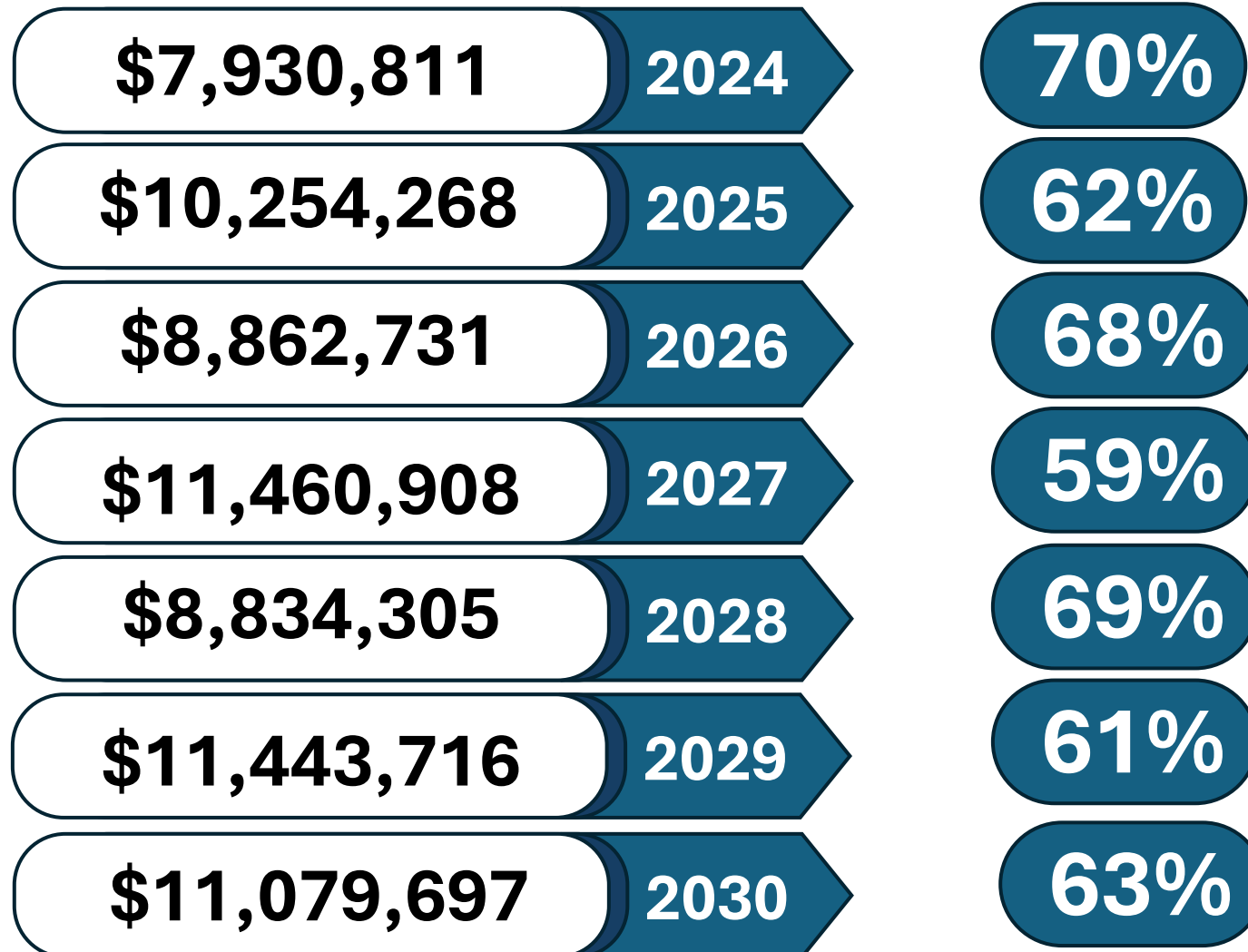
Tax Rate Per \$1,000

2024	\$866,505	\$1.38
2025	\$1,208,370	\$1.91
2026	\$1,239,455	\$1.94
2027	\$1,407,380	\$2.18
2028	\$1,428,430	\$2.19
2029	\$1,437,343	\$2.18
2030	\$1,328,243	\$2.00
2031	\$1,313,373	\$1.95
2032	\$1,317,900	\$1.94

*Amounts do not include debt issue for Stormwater Ponds

Available Borrowing Capacity - Future Plan

% of City Debt Limit



*Amounts do not include debt issue for Stormwater Ponds

Available Borrowing Capacity - Defer Projects to Reduce Tax Rate

Projects	2024	2025	2026	2027	2028	2029	2030	2031
City Hall	\$86,300	\$200,000	\$1,100,000	\$700,000	\$3,500,000			
Fire		2,500,000						
Public Works	73,000	105,000	368,000	277,000	50,000	50,000	50,000	50,000
Streets	256,000	1,108,910	485,142	210,000	548,099	1,043,000	157,000	2,457,000
Centers	213,500	83,000	400,000	142,440	85,000	5,000	15,000	5,000
Land Acquisition	400,000							
TID 9	845,000							
Debt Amounts	\$5,864,710		\$3,682,582		\$5,281,099		\$2,734,000	

Available Borrowing Capacity - Defer Projects to Reduce Tax Rate

Projects	2024	2025	2026	2027	2028	2029	2030	2031
City Hall	\$86,300	\$200,000	\$1,100,000	\$700,000	\$3,500,000			
Fire		2,500,000 →						
Public Works	73,000	105,000	368,000	277,000 →	50,000	50,000	50,000	50,000
Streets	250,000 →	1,108,910	485,142	210,000 →	548,099	1,043,000	157,000	2,457,000
Centers	213,500	83,000	400,000	142,440	85,000	5,000	15,000	5,000
Land Acquisition	400,000							
TID 9	845,000							

Available Borrowing Capacity - Defer Projects to Reduce Tax Rate

Projects	2024	2025	2026	2027	2028	2029	2030	2031
City Hall	\$86,300	\$200,000	\$1,100,000	\$700,000	\$3,500,000			
Fire			2,500,000					
Public Works	73,000	105,000	368,000		327,000	50,000	50,000	50,000
Streets	250,000	500,000	485,142		758,099	1,043,000	157,000	2,457,000
Centers	213,500	83,000	400,000	142,440	85,000	5,000	15,000	5,000
Land Acquisition	400,000							
TID 9	845,000							
Debt Amounts (original)	\$5,864,710		\$3,682,582		\$5,281,099		\$2,734,000	
Debt Amounts (deferred)	\$2,755,800		\$5,695,582		\$5,768,099		\$2,734,000	

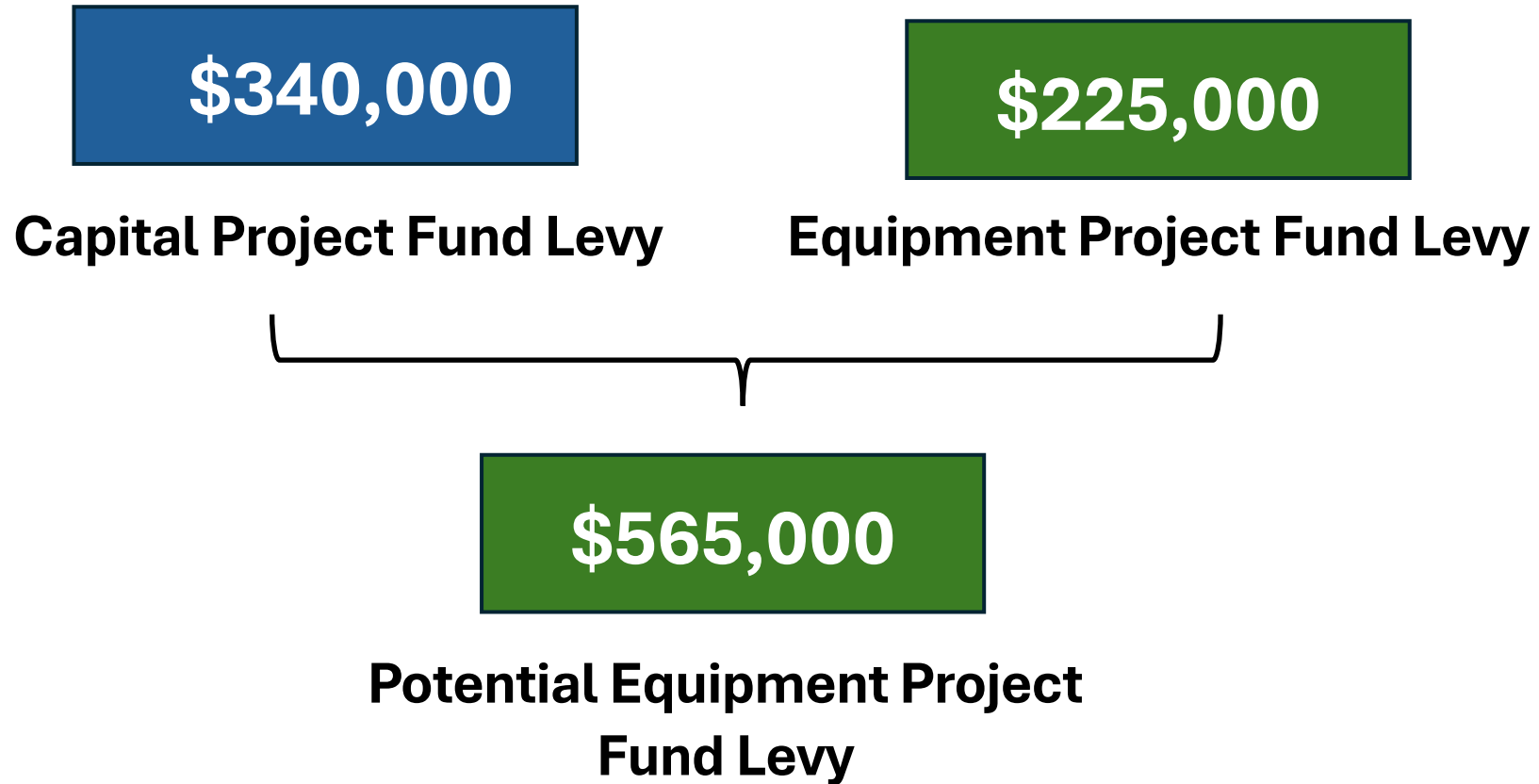
Financing Plan Tax Rate Impact – Deferred Projects

Tax Rate Per \$1,000

2024	\$866,505	\$1.38
2025	\$997,161	\$1.57
2026	\$1,010,255	\$1.58
2027	\$1,212,618	\$1.88
2028	\$1,264,993	\$1.94
2029	\$1,272,005	\$1.93
2030	\$1,293,243	\$1.94
2031	\$1,299,723	\$1.93
2032	\$1,317,900	\$1.92

*Amounts do not include debt issue for Stormwater Ponds

Capital Project Debt Issue



Future Equipment Fund Expenses

\$565,000

Potential Equipment
Project Fund Levy

2025	\$554,273
2026	\$595,611
2027	\$620,527
2028	\$696,905
2029	\$521,813

Equipment Fund Cost Examples

SCBA with Breathing Tanks = \$360,000

Payloader = \$310,000

DPW Truck = \$55,000

Dump Truck = \$300,000

Police Squad = \$80,000

City wide computer/equipment = \$37,000

Thank you!



WAUPUN
CITY OF SCULPTURE

City of Waupun

2025 Budget Schedule

May 1	Budgets initialized in MiBudget
May 15	Capital/Equipment Improvement Plans distributed
May 28	Committee of the Whole - annual budget process, debt overview and prioritization setting workshop for Council
May-June	Department Heads work with committees/boards/commissions to establish budget priorities
June 25	Committee of the Whole - Budget Workshop
June 28	Capital/Equipment Improvement Plans due
July 5	Department budgets due
July - Mid	Department Heads to meet with Finance Director to review any budget submittals or requests
July 15	Administrator and Finance Director review department budget submittals and requests
July 30	Committee of the Whole - Budget Workshop
July-Aug	Department Heads meet with committees to review budget submittals
August	Administrator and Finance Director review department budget submittals and requests and hold Department Head budget meeting
August 27	Committee of the Whole - Budget Workshop Present proposed 2025 Capital and Equipment Improvement Plan
Sept - Mid	Prepare Budget Report Summary
Sept 24	Hold Special Council meeting - present full proposed budget, Council approves publishing the public hearing notice
Nov 4	Post Budget Narrative online/social media
Nov 12	Common Council Public Hearing and adoption of 2025 Budget

City of Waupun Ordinance Revision Progress Timeline

Last Update 5/13/2024

Muni. Code Chapter	Description	Requested By	Date requested	Assigned To	Priority	Status	Deadline	Days Left	Additional Notes
2	Remote Meeting Attendance / Voting	Kathy	3/22/2024	Angie	High	Researching	6/1/2024	8 Days Remaining	
3	Record Retention - Social Media Archive	Casey	4/22/2024	Casey	High	In Draft Form	6/30/2024	37 Days Remaining	Discussion draft document prepared, on the agenda for discussion 4/30/24.
6	Bicycles on Sidewalks	Mayor	5/13/2024	Casey	High	Researching	6/30/2024	37 Days Remaining	Includes research on e-bikes and e-shooters.
8	Truancy	Municipal Judge	2/13/2024	Jeremy	High	1st Presentation	6/15/2024	22 Days Remaining	Moving to draft form - consistent with Judge Snow request/explanation, CL emailed to Dan 1st Presentation draft 4/15/24, emailed Dan 4/22/24 did not receive a response from Dan from 1st email, Dan provided input, moving 1st Presentation to the Council on 5/14/24.
8	Dog Leash	Jeremy	2/1/2024	Jeremy	High	Researching	6/1/2024	8 Days Remaining	
9	Nuisance	Fire Dept	1/1/2022	BJ	Med	Researching	8/30/2024	98 Days Remaining	
11	Public Art	Kathy	3/18/2024	Kathy	High	Researching	6/1/2024	8 Days Remaining	Initial Discussion with Council 3/26/24
11	Liquor License Changes	Angie	3/22/2024	Angie	High	Researching	12/1/2024	191 Days Remaining	
11	Business Licensing	Casey	4/1/2024	Casey	Med	Researching	12/1/2024	191 Days Remaining	
11.02	Peddler, Solicitors, and Transient Merchants and Mobile Food Trucks	Kathy	3/18/2024	Kathy	High	Researching	6/1/2024	8 Days Remaining	Initial Discussion with Council 3/26/24
16	Tires	Kathy	3/1/2024	Casey	High	Researching	6/1/2024	8 Days Remaining	Contacting area businesses to review proposed ordinance changes to ensure whatever is brought forward is not overly restrictive to prevent normal business operation before finalizing draft.
16	Fence	Building Inspector	1/1/2022	Zoning Administrator	Med	Researching	8/30/2024	98 Days Remaining	
16.13	Home Occupations	Kathy	3/1/2024	Casey	Med	Researching	6/1/2024	8 Days Remaining	
18	Municipal Court Fees	Municipal Judge	2/13/2024	Jeremy	High	2nd Presentation	6/11/2024	18 Days Remaining	Moving to draft form - consistent with Judge Snow request/explanation. 1st presentation document emailed to Dan for review prior to Council meeting 4/23/24. Dan provided response, moving 1st Presentation to the council. Dan mentioned adding language about restitution and imprisonment. Revisions were made by Dan and emailed on 5/15/24. Emailed to Angie to send to the Council in June.
25	Downtown Design Guidelines	CDA	3/19/2024	Kathy	Med	Researching	8/3/2024	71 Days Remaining	
8 and 11	Vaping	Angie	3/22/2024	Angie	High	Researching	6/1/2024	8 Days Remaining	
	ROW Easement Small Cell Tower	Utilities	4/1/2024	Utilities	Med	Researching	12/1/2024	191 Days Remaining	
	Subdivision Ordinance updates	Kathy	4/1/2024	Kathy	Med	Researching	12/1/2024	191 Days Remaining	Bringing planner in to facilitate updates