



A G E N D A
CITY OF WAUPUN COMMON COUNCIL MEETING
 Waupun City Hall – 201 E. Main Street, Waupun WI
 Tuesday, July 09, 2019 at 6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

ROLL CALL--Mayor to excuse any absent members

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

1. Update of Fond Du Lac County Proceedings - Sam Kaufman, FDL County Supervisor

No Public Participation after this point.

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

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

2. Staff Summary of the Consent Agenda

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

3. Community Development Authority 3-19-19
4. Business Improvement District 4-10-19
5. Special Council 4-30-19
6. Board of Public Works 5-14-19
7. Plan Commission 5-29-19
8. Utility Commission 6-10-19
9. Common Council 6-11-19
10. Library 6-17-19
11. Police & Fire 6-19-19
12. Recreation 6-24-19
13. Joint Review Board 6-25-19
14. Special Council 6-25-19
15. Board of Review 6-27-19

DEPARTMENT REPORTS

16. Police Department
17. Building Inspector
18. Public Works
19. Library
20. Recreation
21. Fire Department report
22. Utility General Manager
23. Administrator-Economic Development Director

FUTURE MEETINGS AND GATHERINGS INVOLVING THE COMMON COUNCIL

PAYMENT OF THE BILLS

24. Authorize Payment of Expenses

LICENSES AND PERMITS

25. Operator Licenses and Temporary Class B Licenses

ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION/ACTION**CONSIDERATION - ACTION**

- [26.](#) Approve Job Description and Hourly Rate for part-time LTE Recreation Program Leader
- [27.](#) Approving the Hiring of a Limited Term Employment Recreation Program Leader
- [28.](#) Approve Agreement with ECWRP to file annual reports for housing and housing fees in accordance with Wis. Stats. 66.10013 (Housing affordability report) and 66.10014 (Housing fees report).
- [29.](#) Overview of Housing Study RFP (no action will be taken)
- [30.](#) Request for Proposal for Housing Development of Spirits Fields Plat
- [31.](#) Establish Annual Permit Fee and Designation of Compliance Officer for Regulation of Chickens

RESOLUTIONS AND ORDINANCES

- [32.](#) Existing Employer Update Resolution-Wisconsin Public Employers' Group Health Insurance Program

CLOSED SESSION

The Waupun Common Council will adjourn in closed session under Section 19.85 (1) (e) 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.

- 33. Potential Investment of Funds - 120 E Franklin St.
- 34. Land Negotiations for Tanager Street TID 8
- 35. Land negotiation along Oak and Fern Street

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: 7/9/2019
AGENDA SECTION: CONSENT AGENDA
PRESENTER: Angela Hull, Clerk

TITLE: Future Meetings & Gatherings Involving the
Common Council
Payment of the Bills
Licenses & Permits

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

ISSUE SUMMARY:

The Consent Agenda consist of future meetings of the Council, listing of the expenses, and the license and permit applications received.

**Future Meetings of the Body of
the Common Council**

Thursday, July 11, 2019	Gathering of Council	5:30pm	Open House-Warzala Rustic Design
Tuesday, July 30, 2019	Committee of the Whole	5:30pm	Council Chambers-City Hall
Tuesday, August 13, 2019	Common Council	6:00pm	Council Chambers-City Hall
Tuesday, August 27, 2019	Committee of the Whole	5:30pm	Council Chambers-City Hall
Tuesday, September 10, 2019	Common Council	6:00pm	Council Chambers-City Hall
Tuesday, September 24, 2019	Committee of the Whole	5:30pm	Council Chambers-City Hall
Tuesday, October 08, 2019	Common Council	6:00pm	Council Chambers-City Hall
Tuesday, October 29, 2019	Committee of the Whole	5:30pm	Council Chambers-City Hall
Tuesday, November 12, 2019	Common Council	6:00pm	Council Chambers-City Hall
Tuesday, November 26, 2019	Committee of the Whole	5:30pm	Council Chambers-City Hall
Tuesday, December 10, 2019	Common Council	6:00pm	Council Chambers-City Hall
December-TBD due to holiday	Committee of the Whole	5:30pm	Council Chambers-City Hall

STAFF RECOMENDATION:

Approve the Consent Agenda

ATTACHMENTS:

Expense Listing
Listing of License and Permit Applicants

RECOMENDED MOTION:

Motion to approve the Consent Agenda. (Roll Call)

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MINUTES
CITY OF WAUPUN COMMUNITY
DEVELOPMENT AUTHORITY
Waupun City Hall – 201 E. Main Street,
Waupun WI
Tuesday, March 19, 2019 at 8:00 AM

Committee Members Present:

Derek Drews
John Karsten
Mayor Julie Nickel (Chair)
Nancy Vanderkin
Sue VandeBerg

Committee Members Absent:

Jill Vanderkin
Cassandra Verhage

Staff Present:

Jeff Daane Director of Public Works
Kathy Schlieve..... Administrator/ Director of Economic Development
Sarah Van Buren..... Economic Development Coordinator
Dan VandeZande City Attorney

Audience Present:

Dan Domask Waupun High School
Clareese Kono Waupun High School
Jocelyn Pinnow..... Waupun High School
Kim Schatz Waupun High School
Skyler VandLoo Waupun High School

1. Call to Order

Mayor Nickel called the meeting to order at 8:01 a.m.

2. Roll Call

Roll call and quorum determined.

3. Consider Approval of the Following Agenda Items

A. Minutes for February 19, 2019

A motion to approve the February 19, 2019 minutes was made by Ms. Nancy Vanderkin and seconded by Ms. VandeBerg. Motion carried 5:0.

B. Financial Report

Ms. Van Buren stated no changes in revenues and expenditures have occurred since the last meeting. No action was required.

4. Discussion Items

A. Senior Democratic Seminar Mural Project

Another group of SDS students have been working on projects to assist the City in its downtown beautification efforts. The group presenting today have been working on a mural that would be placed on the wall of east side of the Dynamic Apparel building.

The students presented preliminary design and size options, as well as proposed materials and the budget for supplies. Work would be done at the high school so weather would not be an issue when painting the mural. The building owner has given written permission for the project. Sign-O-Rama has been contacted for an estimate for installation. The students hope to have the mural completed by the time their class ends in early June.

Director of Public Works Daane has looked at the wall and determined it should be repaired before the mural is to be installed. Cost estimates are being obtained. If an inspector determines patch work is the only needed repair, the City would be able to complete the repairs to provide a cost savings. Based on similar work done, Mr. Karsten stated he thinks the estimate would be close to \$20,000.

Administrator Schlieve stated this group would need to support this project for it to proceed. City staff has been looking at the Community Challenge Grant from AARP as a way to fund this project.

Mr. Karsten made a motion to proceed with the mural project with a second w Ms. VandeBerg. Motion carried 5:0

B. Status of Outstanding Grant Applications

Ms. Van Buren provided the members an update on the following projects:

- Steve Awve has found a tenant for his building at 435 E. Main. All receipts have been submitted and reimbursement will occur soon.
- Gybers Jewelry will complete the stucco work once the weather gets warmer.
- Roadside Relics has moved into its new location at 10 Jackson St. as of the beginning of March. Once receipts have been obtained, the remainder of their funds will be reimbursed.
- Ken Liebenow has completed his work at 300 E. Main St. and once receipts have been obtained, the funds will be reimbursed.

C. Administrator Report

Administrator Schlieve provided the members an update on the following:

- The sale of Sully's last Friday. The new owners have long-term plans but in the short-term will be seeking retail tenants and are willing to subdivide the space.
- A potential tenant is slated to move into the space formally occupied by Riel's Carpet and Vacuum in mid-April. The other buildings owned by Mr. Riel are still for sale.
- Staff is developing ideas to support entrepreneurial development through such ideas as a business plan completion and popup events. The group will be kept up to date as ideas are solidified.
- The Madison Street reconstruction project is on track to begin April 1st. Alliant Energy plan to start construction on or around March 25th (weather dependent). It is estimated that their portion will take four (4) week to complete the portion from Main Street going north to the project limits. Jordan Hopp, from Gremmer, is the contact for the project and Ptaschinski Construction is the contractor for the project.
- Ms. Van Buren has started working with a small sub-group of the BID board to update the BID Operating Plan.

- This spring staff plans on completing a streetwalk to talk with business owners on where they are at, what they are thinking, what programs they need to be successful.
- The option on the land for the proposed soy bean facility will expire on April 1st. The international tariff discussion has impacted getting investors on board. Letting the land expire will not prohibit the City from marketing the land.

5. Advanced Planning

- A. Possible future agenda items
 - I. Building updates resulting from work from the new building inspector.
- B. Set next meeting date
 - I. The next meeting is scheduled for April 16, 2019 at 8 a.m.

6. Adjournment

The motion to adjourn was made by Mr. Drews with a second by Ms. Vanderkin. Motion carried 5:0, and the meeting was adjourned at 8:35 a.m.

Sarah Van Buren
Economic Development Coordinator



MINUTES
CITY OF WAUPUN BUSINESS
IMPROVEMENT DISTRICT MEETING
Waupun City Hall – 201 E. Main Street,
Waupun WI
Wednesday, April 10, 2019 at 7:00 AM

Committee Members Present:

Krista Bishop
Wayne Buteyn, Chair
Jan Harmsen
John Karsten
Rich Matravers
Teresa Ruch
John Theune
Al Verhage

Committee Members Absent:

Jack Dunham
Jeff Reil

Staff Present:

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

Waupun Chamber of Commerce Present:

Ellie Tenpas..... Executive Director

Audience Present:

Jesus Vengas GutierrezMateo's Café and Restaurant

Call to Order

In the absence of Chair Buteyn called the meeting to order at 7:01 a.m.

Roll Call of Board Members

Roll call and quorum determined.

Public Comment

No audience present.

1. Approval of January 9, 2019 Minutes

A motion to approve the January 9, 2019 minutes was made by Ms. Harmsen and seconded by Ms. Bishop, passing unanimously.

2. March Financial Statement

A motion to approve the March Financial Statement was made by Mr. Thuene and seconded by Mr. Matravers, passing unanimously.

3. Accept BID Board Resignation – Jeff Riel

Mr. Riel submitted his resignation to the Business Improvement District Board, effective May 1, 2019. Ms. Bishop made a motion to recommend to the City Council accepts the resignation of Mr. Riel from the Business Improvement District and seconded by Mr. Thuene, passing unanimously.

4. Prior Outstanding Applications

- A. Ken Liebenow's project at 300 E. Main St. has progressed but the portion funded by the BID is complete. A tenant has occupied the front portion of the property since the beginning of February. Reimbursement has occurred, as demonstrated in the March financial statement approved earlier
- B. Fox Computer & Networking's new sign has been installed at its new location at 17 N. Madison St. Reimbursement has occurred, as demonstrated in the March financial statement.

5. New Applications for Review and Consideration

- A. Jesus Vargas Gutierrez, Mateo's Café and Restaurant, submitted a Façade Improvement Program application for the property located at 435 E. Main St. for two signs. Total project cost is \$2,500. Staff recommends approval subject to receiving final health, fire, and building inspections. Motion made by Mr. Karsten and seconded by Mr. Matravers to approve 50% of the total project cost, not to exceed \$1,250.

6. Waupun Chamber Update

Ms. Tenpas, Executive Director, provided members an update on the following:

- A. Ms. Tenpas provided an update on the Brave the Barrels promotional program for those businesses impacted by the Madison Street construction project. For more information on the program, please visit www.waupunchamber.com/brave-the-barrels
- B. The annual Wine Walk will be held on May 3, 2019.
- C. Member Roundtable Discussions will be held April 10, 2019 from 11:30-12:30 and on April 11, 2019 from 7:45-8:45am. Both sessions will take place in the City Hall Council Chambers.
- D. The annual Golf Outing, Chip in for the Chamber, will occur June 4, 2019 at the Rock Golf Club. Registration is now available online.
- E. Ms. Tenpas announced that she would be going on maternity leave soon but the Chamber has hired a temporary replacement. She is anticipating returning to her duties at the end of July.

7. Update to BID Operational Plan

Ms. Van Buren updated the group on the work of the subcommittee tasked with updating the BID Operational Plan. The updated document, provided in the agenda packet, identified goals for 2019. As presented, the goals do not differ greatly from what was in the original document.

8. Administrator Update

Administrator Schlieve provided the members an update on the following:

- A. Ms. Schlieve thanked Mr. Buteyn for his years of service to the Board. Mayor Nickel will be making appointments this month and new members will be attending our next meeting.
- B. An update was provided regarding new property owners and businesses coming to downtown. Dan Holz purchased the building former occupied by Sully's. Mr.

Holz does have long-term plans for the building but in the short-term is looking for tenants. Warzala's Rustic Design will be opening May 3, 2019 in the space formerly occupied by Riel's Carpet and Vacuum. Mateo's Café & Restaurant will be opening in May at 435 E. Main.

- C. The City received notification that it has been awarded the implementation grant through the Cargill Foundation and the UW School of Nursing. Next steps to be taken as a result of the grant were also discussed.
- D. The Facilities Advisory Committee will have their kick-off meeting on April 18, 2018.
- E. The Madison Street reconstruction project started April 1, 2019. The asphalt was milled off from the Rock River Bridge to Main Street on Monday and Tuesday. Water main installation on the north end of the project began and will continue through next week, working south towards Main Street.
- F. The State has changed CDBG funding surrounding RLFs. The City will need to look at other options that involve regional partners.
- G. The Historic Commercial District nomination papers will be reviewed on May 17, 2019. Prior to that there will be an additional educational session offered by the Wisconsin Historical Society on April 25, 2019 at the Waupun Utilities Building starting at 8am.
- H. Another SDS group has been working with the City to implement components of the recently adopted Streetscaping and Redevelopment Plan. At the March CDA meeting, the students presented preliminary designs, size options, as well as the budget for needed materials for a mural on the east all of the Dynamic Apparel building. The property owner has given written permission to the group for the mural to occur on his building. An estimate was also received from a vendor for installation. It was determined that work would need to be done to repair the wall prior to installation. Staff is working on an application for a funding source that would help with the needed repairs.

9. Possible Future Agenda Items

- A. Update on the historic district designation and what that means to the BID.

10. Date of Next Scheduled Meeting

The next meeting is scheduled for May 8, 2019.

11. Adjourn

The motion to adjourn was made by Mr. Verhage with a second by Ms. Bishop. The motion passed unanimously, and the meeting was adjourned at 7:33 a.m.

**Waupun Common Council
Minutes of Special Meeting from April 30, 2019**

CALL TO ORDER

Mayor calls to order at 5:00pm.

ROLL CALL

Board members present on roll call are Nickel, Vossekuil, Kaczmarski, Mielke, Westphal, Matoushek, and Vanderkin. No members are absent.

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, Chief Loudon, Public Works Director Daane, Recreation Director Kaminski, Utility General Manager Posthuma, Finance Director Oosterhouse, and Chief Demaa. Those absent and excused are Library Director Jaeger.

Other City Staff present is Tyler Sturzl, Michelle Kast, Sarah Vanburen, and Mike Beer.

Audience present Eric Ellcey, Amanda Horning, David Ferris of Ehlers, and Ryan Olson of Victory Homes.

Media present is Ken Thomas of the Daily Citizen.

MUNICODE MEETINGS SYSTEM ACCESS

IPAD Connection to the Municode Meetings System

Schlieve and Sturzl provide training for the Council members IPADs due to the new website.

RECOMMENDATIONS FROM BOARDS, COMMITTEES, COMMISSIONS

Certified Survey Map- Lots 21 and 22 of Fairway Estates

A Certified Survey Map for Lots 21 and 22 of Fairway Estates, which is recommended for approval by the Plan Commission at their April 17, 2019 meeting, is before the Council for consideration. This Certified Survey Map combines Lots 21 and 22 of Fairway Estates into one lot in order to build a new home that will fit with the existing topography.

Motion Westphal, second Matoushek to approve the Certified Survey Map of Lots 21 and 22 of Fairway Estates. Motion carried 6-0 on roll call.

RESOLUTIONS

Resolution Authorizing the Issuance and Sale of \$2,490,000 General Obligation Promissory Notes, Series 2019A- Presented by Dave Ferris, Municipal Advisor of Ehlers Inc.

The bond note is revised to \$2,455,000.

Revised Resolution Authorizing the Issuance and Sale of \$2,455,000 General Obligation Promissory Notes, Series 2019A- Presented by Dave Ferris, Municipal Advisor of Ehlers Inc.

Dave Ferris of Ehlers is before the Council presenting the issuance of the General Obligation Promissory Notes to finance the 2019 Madison Street and stormwater reconstruction. Due to the winning bid, which had a premium, they were able to downsize the issue by \$35,000, thus providing \$2,455,000. Reduction of the size, along with federal interest rates allowed us to reduce the amount of principal and interest on that issue by \$90,084. Number of bids received was eight and was awarded to Bernardi Securities Inc. of Chicago, at an interest rate of 2.3039%.

Motion Matoushek, second Westphal to approve Resolution 04-30-19-01 Authorizing the Issuance and Sale of \$2,455,000 General Obligation Promissory Notes, Series 2019A. Motion carried 6-0 on roll call.

Resolution Supporting Closing the Dark Store and Walgreens Property Tax Loopholes and Stopping Shift

The League of WI Municipalities is encouraging municipalities to pass resolutions urging the Legislature to retain several items helpful to municipalities that Governor Evers' included in his state budget proposal. The Governor is proposing legislation to eliminate the shifting of property taxes burden onto homeowners and small businesses to restore fairness in the property tax system. The City approved a Resolution relating to this in 2017 but there has been no movement on this issue. This is an ongoing concern and numerous communities around Wisconsin have been impacted.

Motion Westphal, second Vanderkin to approve Resolution 04-30-19-02 Support for Closing the Dark Store & Walgreens Property Tax Loopholes and Stopping the Shift. Motion carried 6-0 on Roll Call.

Resolution Supporting Shared Revenue Funding Increase

The League of WI Municipalities is encouraging municipalities to pass resolutions urging the Legislature to retain several items helpful to municipalities that Governor Evers' included in his state budget proposal. The Governor's budget proposes a modest 2% (\$15M) increase in program funding to take effect in 2020, which is the first increase in shared revenue in many years. Over the last 18 years, the program for municipal governments has been reduced by \$95M. Over the past ten years, the City of Waupun has experienced a 4.26% decrease in shared revenues, placing greater burden on the local levy.

Motion Vossekuil, second Matoushek to approve Resolution 04-30-19-03 Support for Shared Revenue Funding Increase. Motion carried 6-0 on Roll Call.

Resolution Supporting for Fixing the State's Transportation Funding Shortfall and Increasing Local Transportation Aid

The League of WI Municipalities is encouraging municipalities to pass resolutions urging the Legislature to retain several items helpful to municipalities that Governor Evers' included in his state budget proposal. The Governor recommends a \$0.08 gas tax increase, restoration of annual gas tax indexing, various fee increases and a reduction in borrowing as first steps toward fixing the long-term shortfall in the state's transportation fund.

Motion Vanderkin, second Vossekuil to approve Resolution 04-30-19-04 Support for Fixing the State's Transportation Funding Shortfall and Increasing Local Transportation Aids. Motion carried 5-1 with Westphal voting nay on roll call.

Resolution Supporting Increased Levy Limit Flexibility

The League of WI Municipalities is encouraging municipalities to pass resolutions urging the Legislature to retain several items helpful to municipalities that Governor Evers' included in his state budget proposal. The Governor proposes allowing municipalities to increase their annual levies over their prior year by the greater of the percentage change in equalized value to net new construction or 2%. Since 2012, municipalities have been allowed to increase their levy only by net new construction. Between 2012 and 2018, only 62 of 600 cities and villages experienced net new construction averaging of at least 2% while 186 experienced growth of less than .5% per year. A 2% floor for levy limit increases is similar to how the levy limit law was first implemented when floors ranging for 2% to 3.85% existed between 2006 and 2011. This includes elimination of the provision that a municipality reduce its allowable levy by the amount of fee revenue received in lieu of property taxes for specific services.

Motion Westphal, second Matoushek to approve Resolution 04-30-19-05 Support for Increased Levy Limit Flexibility. Motion carried 6-0 on roll call.

MAYORAL PROCLAMATION

National Day of Prayer - May 2, 2019

The Mayor read a Mayoral Proclamation for National Day of Prayer.

CONSIDERATION - ACTION

Consideration to amend Chapter 8.02(8) (b) (5) Orderly Conduct-Exceptions to include Regulation of Chickens

Attorney VandeZande provides a draft ordinance that will allow the keeping of chickens in the City limits. Comments from Council and staff consist of the number of chickens allowable, the properties that can maintain chickens on their property and those that cannot such as rentals, and the percentage of surrounding homeowners to the applicant that must approve the allowance.

Motion Mielke, second Kaczmariski to continue with the creation of an ordinance for the keeping of chickens in the City limits. Motion failed due to a tie vote with Vossekuil, Vanderkin, and Matoushek voting Nay. Mayor Nickel votes Aye to break the tie and the motion passes.

Nickel states this will be before the Council on May 14, 2019 at the Council meeting and the public will be allowed to speak at that time.

Focus Strategy: Work to Implement High Performance Local Government Practices

Schlieve informed the Council that the Department Mangers attended a recent Leadership Retreat called Impact the Outcome. Department Heads have been working through a book called High Performance Local Governments: Case Studies in Leadership at All Levels. Schlieve provided a survey to the Council and provided an overview of the results.

Approve Revised Job Description and Hours for Community & Economic Development Coordinator Based on Grant Award

The City currently has a part time Economic Development Coordinator position. Due to the award of a 2.5-year grant for \$150,000 from the UW School of Nursing for Aging In Place, Schlieve requests this position become full time with all benefits allowable. Hourly compensation rate will not change.

Kaczmariski asks if Schlieve if she intends to return to the Council at the end of the 2.5 years (12/31/2021) and request this full time position become part of the budget. Schlieve comments that she does vision requesting this position remain full time depending upon the work and what is defined in the strategic plan is necessary.

Motion Matoushek, second Kaczmariski to approve the revised job description for the Community and Economic Development Coordinator and increase of hours to full time contingent upon the signing of the contract with the UW School of Nursing. Motion carried 6-0 on roll call.

Authorize Filling the Vacant Paid-On-Call Firefighter Position

Due to a resignation in the Waupun Fire Department, request is made to authorize the hiring and fill the vacancy.

Motion Vanderkin, second Matoushek to authorize the hiring of a firefighter. Motion carried 6-0 on roll call.

Engineering Services Proposal for Madison Street (Doty St. to Lincoln St.)-Gremmer and Associates

Gremmer was awarded the bid for the reconstruction of Madison from Doty to the bridge. Shortly after construction began, Daane received a DOT Grant for the southern portion of Madison Street, so Gremmer stopped the engineering where they were at. This proposal would take from where they are at to completion.

Motion Kaczmariski, second Vanderkin to approve the Engineering Services Proposal from Gremmer & Associates Inc. for Madison Street from Doty to Lincoln Streets. Motion carried 6-0 on roll call.

Accept the Resignation of Library Board Member Steve Procise

The Library Board recommends to the Common Council to accept the resignation of Steve Procise.

Motion Vanderkin, second Matoushek to accept the resignation of Library Board member Steve Procise. Motion carried 6-0 on roll call.

Accept the Resignation of Facility Advisory Committee Member Barbara Schroeder

Schlieve recommends to the Common Council to accept the resignation of Barbara Schroeder of the Facility Advisory Committee.

Motion Matoushek, second Westphal to accept the resignation of Facility Advisory Committee member Barbara Schroeder. Motion carried 6-0 on roll call.

Licenses

Motion Matoushek, second Westphal to approve operator Licenses to Kelly Vanburen, Cynthia Montalto, Brianna Benike, Shelly Laing and a taxi driver license to Steven Posthuma. Motion carried 6-0 on roll call.

Consideration for Payment of Expenses

Motion Vanderkin, second Matoushek to approve the payment of expenses. Motion carried 6-0 on roll call.

CLOSED SESSION

Motion Vanderkin, second Matoushek to adjourn to closed session under Section 19.85 (1) (e) of the WI Statutes for consideration for Land Negotiations in TID 8 for Tanager Street; and, for negotiations in TID 5 for land located at 412 Shaler Drive, Lot 1 on Mayfair Drive, and city-owned land on Seymour Street as well as city-owned land on the former MVP school site. Motion carried 6-0.

OPEN SESSION

Motion Vanderkin, second Matoushek to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

ACTION FROM CLOSED SESSION ADJOURNMENT

No action from closed session.

ADJOURNMENT

Motion Matoushek, second Vanderkin to call the meeting adjourned at 7:10pm. Motion carried 6-0.

Angela Hull, Clerk



MINUTES
CITY OF WAUPUN BOARD OF PUBLIC WORKS
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, May 14, 2019 at 4:30 PM

CALL TO ORDER

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

ROLL CALL

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

Other Staff in attendance are Mayor Nickel and Administrator Schlieve.

Audience in attendance is Dan Pinkner, Bridget Mayes, Carrey Terlisner, Alexis Terlisner, Mark Schmidt, Mike Schwandt, Art Ehlert, and Matt Navis.

RECOGNITION OF MAYORAL APPOINTMENT OF COUNCIL MEMBERS AND CITIZENS TO THE PUBLIC WORKS BOARD

Mielke makes notice and welcomes the Mayoral Appointment of Bobbie Vossekuil to the Board of Public Works.

SELECTION OF THE DAY OF MONTH AND TIME OF THE BOARD OF PUBLIC WORK MEETINGS.

Currently the Board of Public Works meets monthly on the second Tuesday of the month at 4:30 pm in the City Hall Council Chambers. Consensus of the Board is for the date, time and location to remain the same.

PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS

Marshview Riders:

Carrey Terlisner, Bridget Mayes, and Mike Schwandt of Marshview Riders made request for the consideration of ATV and UTV usage on City streets. Currently the City has an ordinance, 6.12 Improper use of Streets, Alleys, Sidewalks, and Parks that prohibits the use of all-terrain vehicles in City limits. Terlisner provided WI Act 87 which allows the City jurisdiction over a highway, within the City limits, provided the speed limit is not to exceed 35 mph and Act 193 which allows perimeter signage instead of interior signage.

Terlisner informs the Board that those underage individuals operating an ATV/UTV must complete an ATV/UTV safety course (must be at least 12 yrs. old for ATV and 16 yrs. old for UTV. Age 12-15 must be accompanied by an adult while on designated route), must wear a helmet if under age 18, the allowable decibel level is 96 decibels, and UTV seat belts must be worn when in motion.

Marshview Riders have been making request of various Cities and Townships for consideration of ATV/UTV access in their municipal limits. Town of Burnett has approved the use and the Club will be meeting with the Highway Commission to open County I; Town of Chester plans to mirror Burnett, and the Club is meeting with the Town of Trenton for the second time for consideration. The Club will continue towards Fox Lake and work their way north. Horicon and Mayville made request for the Club to return when they have acquired more Cities due to the highway that runs through their municipal limits.

Art Ehlert is in the audience and comments that this use should be for all City streets.

Marshview Riders will return at a future meeting with information from Fond Du Lac County and other municipalities that have considerations for ATV/UTV usage.

CONSIDERATION - ACTION**Discuss / Approve minutes of the April 9, 2019 meeting.**

Motion Matoushek, second Rasch to approve the April 9, 2019 minutes of the Board of Public Works. Motion carried 6-0.

Discuss / Approve Sculpture Treatment Proposal.

Received proposals for the restoration of the City sculptures Dawn of Day, Doe and Fawn, Who Sows, and Pioneers: AP Metalwerks \$14,700, McKay Lodge Conservation Laboratory \$18,924.56 and CSO Inc. provided proposals for maintenance \$48,300 and Treatment \$69,400.

Motion Rasch, second Hull to accept the proposal from AP Metalwerks for the restoration of the Dawn of Day, Doe and Fawn, Who Sows, and Pioneers sculptures in the amount of \$14,700.00. Motion carried 6-0 on roll call.

Discuss / Approve micro-sealing proposals for Claggett Ave.

Proposals were received for micro-sealing for Claggett Avenue from Fahrner Asphalt Sealers Inc. \$30,200 and Struck & Irwin Paving Inc \$20,006.

Motion Vossekul, second Rasch to accept the proposal from Struck & Irwin Paving Inc in the amount of \$20,006 for the micro-sealing of Claggett Avenue. Motion carried 6-0 on roll call.

Discuss / Approve / Recommend to Council Bid results for the 2019 Mill & Overlay project of Fond du Lac St., E. Jefferson St., and Edgewood Dr.

Bids were accepted for mill and overlay of Fond Du Lac Street (Main Street to State Highway 26), E. Jefferson Street (railroad tracks to S. Madison Street), E. Jefferson Street (Young Street to Shaler Drive) and Edgewood Drive (Brandon Street to Summer Avenue) from Northeast Asphalt \$167,186.28, Tri-County Paving Inc. \$173,695.20, and Stark Pavement Corp \$202,472.25.

Motion Matoushek, second Rasch to award the bid to Northeast Asphalt in the amount of \$167,186.28 for mill and overlay of Fond Du Lac Street (Main Street to State Highway 26), E. Jefferson Street (railroad tracks to S. Madison Street), E. Jefferson Street (Young Street to Shaler Drive) and Edgewood Drive (Brandon Street to Summer Avenue). Motion carried 6-0 on roll call.

Discuss / Approve Harris Mill Park Pier repairs

The Pier located at Harris Mill Park was damaged during the flooding and now has a slight incline. At the April 9, 2019 meeting of the Board of Public Works, Daane was waiting on a quote from Michels to repair the pier but had not received the results. The Board also questioned the liability of the pier in its current condition. Daane provided the options from Michels of \$65,000 (remove the existing caissons, install new caissons, and reinstall the deck) or \$35,000 plus \$3000 for boring costs (if able to use helical and some borings). Cities and Villages Mutual Insurance Company, the City's liability insurance company, stated the deck is not ADA compliant with the damages and recommends securing the pier until a decision has been made. Security tape was placed for no access to the pier.

Board discussion of additional seating was heard if the pier was removed. Daane states additional benches could be installed around the pond like the other benches in that area. Rasch questions floating piers. Matoushek questions additional benches and beautifying the park.

Schlieve believes when the End of the Trail statue was treated, this destroyed the landscaping and the entire area of Harris Mill Park and Shaler Park should be reviewed for beautification.

Daane believes his department could do the removal of the pier.

Motion Mielke, second Vossekul to remove the pier located at Harris Mill Park. Motion carried 6-0.

Discuss Harris Mill Park Vandalism

Informed the Board of damage sustained to the fountain at Harris Mill Park. The fountain was pushed over and cracked. Repairs cost \$800. No suspects are reported.

Discuss door locks in parks

Update: Gappa Securities have installed the automatic lock system at Schlieve and McCune Parks. Zoellner Park is close to completion.

LED Lighting Update

Update: Daane held a contractors meeting on Friday, May 10th which included a tour of the buildings in question. Five contractors attended. Request for Proposals are due on June 3rd.

ADJOURNMENT

Motion Matoushek, second Rasch to duly call the meeting adjourned at 5:27pm. Motion carried 6-0.



MINUTES
CITY OF WAUPUN SPECIAL PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, May 29, 2019 at 4:45 PM

CALL TO ORDER

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

ROLL CALL

Members Present: Fred Lueck, Mike Matoushek, Elton TerBeest, Jerry Medema, and Jeff Daane

Members Excused: Julie Nickel and Derek Drews

Staff Present: Kathy Schlieve, Sara VanBuren, Susan Leahy, and BJ DeMaa

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION

Acting Chairman Lueck asked if there were any persons wishing to address the Committee on any issue not included on today's agenda. Hearing nothing, Acting Chairman Lueck proceeded to address the items listed for consideration and action on the Committees Agenda.

CONSIDERATION / ACTION

1. Discuss / Approve minutes of the April 17, 2019 Plan Commission Meeting. Motion by TerBeest, seconded by Matoushek to approve the minutes of the April 17, 2019 meeting as presented. Motion carried, unanimously 5/0. Minutes approved.
2. Public Hearing – Rezoning Lots 5-9 of the proposed Spirit Fields Plat from the PCD Zoning District to the R-2 Two Family Residential District. The City of Waupun is considering a petition for rezoning property and an ordinance to amend Chapter 16 of the Municipal Code of the City of Waupun, entitled Zoning Code and Zoning Map.

Acting Chairman Lueck read the call of the hearing and its purpose. The City wishes to rezone property described as Lots 5-9 of the proposed Spirit Fields Plat from the PCD Zoning District to the R-2 Two Family Residential Zoning District.

Zoning Administrator Leahy and City Administrator Schlieve discussed the issues with this proposal. It has been determined that the original proposed R-4 Zoning District did not fit this proposal and an issue with off street parking on proposed lots 1-4 still needs to be resolved. The developer has agreed to develop the plat in two phases. Phase #1 would include lots 5-9 and be rezoned to the R-2 Zoning District. Lots 1-4 will be developed as Phase #2 when the parking issue and a suitable zoning district can be established to allow its development. Tim Hackbarth spoke for his father-in-law who lives on Mayfair St. They are OK with the rezoning and hope the off street parking issue can be resolved. They hope a new public hearing will be needed before lots 1-4 can be developed.

No further facts for or against this rezoning request were presented so Acting Chairman Lueck declared the hearing closed and called for a motion to act on the rezoning request.

Motion by TerBeest, seconded by Matoushek to provide a favorable recommendation to the City Council on the City's request to rezone lots 5-9 of the proposed Spirit Fields Plat from the PCD Zoning District to the R-2 Two Family Residential Zoning District and to amend the City Zoning Map from the current PCD Zoning District to the R-2 Two Family Residential Zoning District.

Vote: Daane, TerBeest, Medema, Matoushek, and Lueck - "AYE". Motion carried, 5/0

Discuss / Possible Approval of the Final Plat of Spirit Fields

Spirit Fields Plat includes land in Lot 1 of Mayfair Estates, recorded in the Dodge County Register of Deeds Office and being pt. of the SW 1/4, SW 1/4, Sec 4, T13N, R15E, City of Waupun, Dodge County, Wisconsin. Lots 1-4 are presently in the PCD Zoning District and Lots 5-9 are in the process of being rezoned to the R-2 Two Family Residential Zoning District. City Administrator Kathy Schlieve briefly discussed the Final Plat of Spirit Fields. She is hoping the committee will recommend approval so that the developer can begin construction of homes and add to the Cities tax base.

Acting Chairman Lueck called for a motion to act on the approval request for Spirit Fields Plat.

Motion by Medema, seconded by Matoushek to provide a favorable recommendation to the City Council for the approval of Spirit Field Plat being lands on Lot 1 of Mayfair Estates recorded in the Dodge County Register of Deeds office and being part of the SW 1/4 SW 1/4 Sec 4, T13N, R15E, City of Waupun, Dodge County, Wisconsin as the committee finds the Plat to be in accordance with Chapter 236 of the State Statutes and the City of Waupun Subdivision Ordinance.

Vote: Daane, TerBeest, Medema, Matoushek, and Lueck - "AYE" Motion carried 5/0

4. Overview and Discussion of proposed Christian Home Redevelopment Project

Kathy Schlieve noted that the former Christian Home property is now vacant and the question is what to do with the property. To remove the structure would be very costly. The former owner, SSM Health has conditioned the Cities acquisition of the property which prohibits its future use for any medical services which limits the allowable uses for the property. Kathy introduced Rob, a contractor from Fond du Lac with his proposal for the site. He is suggesting dividing the building into three separate areas with three separate uses. Section 1 or the western portion of the site could be remodeled into Senior housing or work force efficiency apartments for younger adults or new prison guard personnel coming into the City for the first time and needing housing. Section 2 or the middle of the structure could be used for indoor heated storage units. This area also has a basement for the mechanical equipment. Section 3 or the eastern portion of the building contains a commercial kitchen and could be used by a caterer or some other similar use.

Kathy noted the property is in the R-3 Multiple Family Residential District and she felt these proposed uses might be allowed under the districts conditional use section. In addition, the property would be put back on the tax roll.

Fire Chief, BJ DeMaa noted the need for fire walls between units and he believes this structure has a sprinkler system.

Jeff Daane questioned the present on-site parking and the possible need for more on-site parking. He noted problems in the past with parking on the street in this area. He also had issues with the existing bathrooms.

BJ also noted this would result in an occupancy change. Sue Leahy, Zoning Administrator had questions about the present kitchen area. Rob indicated he could provide between 60-80 storage lockers in the storage section and have a camera security system.

Rob said he has a work force and could be ready to get started in a couple months. Kathy said she could schedule a public hearing for the 19th. TerBeest and Matoushek both indicated they liked the idea and the City should move forward with the next process.

ADJOURNMENT

There were no further items on the agenda for consideration or action so Acting Chairman Lueck called for a motion to adjourn the meeting.

19 Motion by Matoushek, seconded by Medema to adjourn the meeting. Motion carried, unanimously 5/0. Meeting
adjourned at 5:23 pm

Fred Lueck, Secretary

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, June 10, 2019**

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

Commissioners Gerritson, Heeringa, Homan, Kaczmariski, Mielke, Thurmer, and Westphal were present.

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve the minutes from the May 13, 2019, regular meeting.

On motion by Gerritson, seconded by Kaczmariski and unanimously carried, bills for the month of May 2019 were approved as presented.

General Manager Posthuma reported on the Municipal Day at the Capital. Information was provided in the monthly report on bill cycle changes, with all customer classes being billed on the end of the month. This will better align electric sales with electric purchases and provide billing with less volatility and more accurate monthly energy costs.

Water & Sewer Maint/Treatment Supervisor reported on the pilot test of the ClearAs process at the wastewater treatment facility. The process is removing 97 percent of the total phosphorus. The water and sewer crew will work on jetting the sanitary system, hydrant maintenance and valve exercising.

Electric Supervisor Brooks reported the voltage conversion on the northwest portion of the city is progressing well. Summer construction and updates will continue throughout the next several months.

On motion by Kaczmariski, seconded by Westphal and unanimously carried, the year-to-date financial reports through May 2019 were approved as presented. Electric operating income was \$79,600 or \$168,500 below budget on lower margins and higher distribution expense. Water operating income was \$322,400 or \$60,400 above budget on higher revenues and lower distribution maintenance expenses. Sewer operating income was \$173,800 or \$75,100 above budget on higher revenues and lower maintenance expenses.

Review of the Compliance Maintenance Annual Report (CMAR) was presented. The CMAR provides a review of the wastewater treatment facility. The plant finished with good results, and a 3.59 rating out of 4 ranking. On motion by Thurmer, seconded by Homan and unanimously carried, the 2018 CMAR was approved as presented.

Information was provided on the process of reimbursement of expenditures from proceeds of borrowings related to the wastewater treatment facility project. The resolution provides authorization for Waupun Utilities to reimburse expenditures incurred related to the wastewater treatment plant project once proceeds from borrowings become available. Motion made by Thurmer, to recommend the Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing to the Common Council. Motion seconded by Kaczmariski, and unanimously carried.

On motion by Homan, seconded by Westphal and unanimously carried, the meeting was adjourned at 4:40 p.m.

In the event no action items develop before the July meeting, the next commission meeting is scheduled on August 12, 2019, at 4:00 p.m.

Nancy Oosterhouse
Mapping/Admin Coordinator



A G E N D A
CITY OF WAUPUN COMMON COUNCIL MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, June 11, 2019 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 Westphal, Alderman Kaczmarski, Alderman Mielke, Alderman Vossekuil, Alderman Matoushek, and Alderman Vanderkin. No members are absent.

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, Finance Director Oosterhouse, Library Director Jaeger, Fire Chief Demaa, Recreation Director Kaminski, Police Chief Loudon, Public Works Director Daane, and Utility General Manager Posthuma. No staff is absent.

Other City Staff present is Economic Development Coordinator Sarah Van Buren.

PUBLIC HEARING

City Clerk Hull presents the 2019-2020 City of Waupun Liquor and Fermented Malt Beverage Licenses that are annually renewed on July 1. For the renewal applications, all inspections are complete and all payments received. Two new businesses have applied, Our Bar and Wind and Unwind. As these business are not yet in production, Hull requests contingencies be place for approval of inspections and all payments and delinquencies are met in full prior to issuing a license.

Motion Vanderkin, second Kaczmarski to approve the 2019-2020 Fermented Malt Beverage and Intoxicating Liquor License Renewal Applications effective July 1, 2019 and the 2019-2020 Fermented Malt Beverage and Intoxicating Liquor License Original Applications for Our Bar and Wind and Unwind to be approve 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.

PERSONS WISHING TO ADDRESS COUNCIL

No public participation is heard.

CONSENT AGENDA

Motion Matoushek, second Vossekuil to approve the Consent Agenda. Motion carried 6-0 on roll call

ORDINANCES / RESOLUTIONS

Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing

Oosterhouse provides a resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing for the Waupun Utilities Wastewater Treatment Facility. As borrowing won't take place until 2021, funds will be spent prior to the bonds being issued and we want to be reimbursed for those expenditures so we will spend cash on hand and when complete the bonds will be issued and this resolution will allow us to be reimbursed.

Motion Matoushek, second Westphal to approve Resolution 06-11-19-01 Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing. Motion carried 6-0 on Roll call.

Resolution Designating Public Depositories and Authorizing Withdrawal of City Deposits

Oosterhouse provides a resolution Designating Public Depositories and Authorizing Withdrawal of City Deposits which is an update to a current resolution. This resolution does not require an amendment to the resolution unless there is a change. We have received two announced acquisitions of local banks, the Markesan Bank and NBW Bank. With those acquisitions, we are updating the banks of which we can place public funds with by adding Horicon Bank, National Exchange Bank and Trust, and BMO Harris Bank.

Motion Mielke, second Vossekul to approve Resolution 06-11-19-02 Designating Public Depositories and Authorizing Withdrawal of City Deposits. Motion carried 6-0 on Roll Call.

Ordinance Amending Ch. 16.01(10) Zoning Ordinance-Zoning Map to Rezone Lots 5-9 of Proposed Spirit Fields Plat

Schlieve is requesting an ordinance amendment, as recommended by the Plan Commission, to rezone proposed lots 5-9 of Mayfair Estates Lot 1 from a PCD Zoning District to R2 Two Family Residential District, which will reflect the zoning on Taft Lane, for the possibility of residential development. Lots 1-4 will remain as PCD zoning.

Motion Westphal, second Matoushek to waive the first reading and adopt Ordinance 19-02 to amend Ch. 16.01(10) Zoning Ordinance-Zoning Map to Rezone Lots 5-9 of proposed Spirit Fields Plat to an R2 Family Residential District. Motion carried 6-0 on Roll Call.

Ordinance (2ND Reading) Amend Chapter 8.02(8) (b) (5) entitled Orderly Conduct-Offenses and Endangering Public Peace and Good Order-Animals; Care and Control-Exceptions for the Regulations of Keeping Chickens

The ordinance for consideration of keeping of chickens in the City limits is before the Council for a second reading. At the prior Council meeting, a request was made to provide a definition of an educational facility that would not include home schooling. Attorney VandeZande has made these revisions for consideration.

Motion Westphal, second Mielke to accept the second reading with the revision as to educational facilities and adopt Ordinance 19-03 amending Chapter 8.02(8) (b) (5) entitled Orderly Conduct-Offenses and Endangering Public Peace and Good Order-Animals; Care and Control-Exceptions for the regulations of keeping chickens. Motion provided a 3-3 tie with Vanderkin, Matoushek, and Vossekul voting Nay. The Mayor votes Aye and motion passes.

CONSIDERATION / ACTION

School/Police Liaison Program Agreement

Police Chief Loudon informs the Council that an amendment to the current agreement with the Waupun School District for the Police Liaison School Officer program has been approved by School Legal Counsel and recommended for consideration by the Waupun School District Board. Due to the School District acquiring new video surveillance cameras, additional language is placed in the agreement to allow Police Department access.

Motion Matoushek, second Vossekul to approve the amended School/Police Liaison Program Agreement to include Police Department access to the video surveillance camera system. Motion carried 6-0 on Roll Call.

BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

Spirit Fields Plat

Schlieve is requesting approval of a revised plat for the proposed Spirit Fields parcel, as recommended by the Plan Commission. An earlier motion today by Council, approved an ordinance to rezone proposed lots 5-9 of Lot 1 of Mayfair Estates from a PCD Zoning District to R2 Two Family Residential District. This plat will divide Lot 1 of Mayfair Estates into 9 individual lots.

Motion Vanderkin, second Kaczmariski to approve the final plat for Spirit Fields. Motion carried 6-0 on Roll Call.

Hard Energy Savings Performance Contract to Qualified Contractor

Daane is requesting approval to select Faith Technologies as the contractor for energy conservation lighting improvements, as recommended by the Board of Public Works. Daane received three request for proposals from Faith Technologies, Staples Energy, and C Braaksma Electric Inc. Faith Technologies was the lowest proposal.

Motion Westphal, second Matoushek to approve Faith Technologies and to enter into an energy savings performance contract for lighting improvements in amount not to exceed \$110,000 with a payback of less than 5.5 years. Motion carried 6-0 on Roll Call.

MAYORAL APPOINTMENTS/CORRESPONDENCE/PRESENTATIONS

Appointment to Facilities Advisory Committee Member- Joan Myer

Due to a resignation of the Facility Advisory Committee, Mayor Nickel has appointed Joan Myer in that vacancy.

Motion Vanderkin, second Vossekuil to accept the Mayoral appointment of Joan Myer to the Facility Advisory Committee. Motion carried 6-0 on Roll Call.

CLOSED SESSION

Motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (e) of the WI Statutes for Land Negotiations for Tanager Street in TID 8 and Lot 1 Mayfair Estates in TID 5. Motion carried 6-0.

OPEN SESSION

Motion Vanderkin, second Matoushek to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

ACTION FROM CLOSED SESSION

No action is taken.

ADJOURNMENT

Motion Matoushek, second Mielke to duly call the meeting adjourned at 6:59pm.

Angela J. Hull, Clerk

**Minutes of the Waupun Public Library Board Meeting
June 17, 2019**

The monthly meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:30 p.m. on Monday, June 17, 2019. Also present were Martens, Schultz, Westphal, Sullivan, Garcia, Jaeger, and Rohrer. Hintze was absent.

ARTICLE I: Motion by Martens, supported by Sullivan, to accept the minutes of the May 20, 2019 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Circulation/downloads through end of May, 2019 was 59,913 items.
2. Library visits through the end of May 2019 was 29,219 people.
3. Rural circulation through the end of May 2019 was 16,206 items

ARTICLE IV: Current budget was discussed with no concerns noted.

ARTICLE V: Motion by Martens, supported by Sullivan, to pay the bills. Motion carried 6-0 on roll call.

ARTICLE VI: Committee Reports.

- a. Evaluation Committee: The Committee will present its report in closed session under New Business.

ARTICLE VII: Librarian's Report.

a. Future Programs:

1. June 19 – Tom Pease, Musician, 10 a.m.
2. June 20 – Movie, How to Train Your Dragon: The Hidden World, at 1 p.m. and 6 p.m.
2. June 25 – Bubble Wonders, 10 a.m. and 1 p.m.
3. June 27 – Art of Right sizing your Life, 6 p.m.
4. July 10 – Device Day/Night, 1-3, 5-7 p.m.
5. July 11 – Game Night, 4-8 p.m.
6. July 13 - Star Wars Characters Meet and Greet 1 p.m.
7. July 16 – Lost Buildings of Waupun, 1 p.m. and 6 p.m.
8. July 17 – Seeing Stars Planetarium, 1 p.m.
9. July 18 – Movie Dumbo (2019), 1 p.m. and 6 p.m.

b. The first Summer Reading Program was held, Wednesday, June 12. Library staff hosted several classroom visits the past few weeks so the students were able to learn about this year's Summer Reading Program.

c. Two display cases have been purchased for the second floor. Once in place the plan is to display rotating collections from the Waupun Historical Society.

d. Collection Agency: Since May 1999, 889 accounts have been submitted. Cash and Materials recovered total \$57,441.94, with the Return On Investment (ROI) of 6:1. This is an excellent return considering the average ROI is 3:1.

e. Jennifer Chamberlain, the Interim Director for the Monarch Library System, the Interim Director for the Monarch Library System visited WPL Friday, June 14. She will be visiting all system libraries in the four counties.

f. Department of Public Works will be replacing the lighting in the library with LED lights.

g. Kathy Schlieve, City Administrator, has requested a meeting with Bret on Tuesday, June 18, 2019, concerning the budget.

ARTICLE VII. No Old Business.

ARTICLE IX: New Business: Library Director Evaluation Report.

a. Motion by Rohrer, supported by Sullivan, to go into closed session to consider, deliberate or confer on matters under Section 19.85(1)(c) of the Wisconsin Statutes. Motion carried unanimously.

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

c. Motion by Martens, supported by Schultz, to accept Library Director Bret Jaeger's 2019-2020 Evaluation as presented by the Evaluation Committee. Motion carried unanimously. The Board thanked Bret for a job well done. He in turn gave credit to his staff, stating that they were the reason the library functions as smoothly as it does. The Board agreed that it is teamwork that results in a library of which the community can be proud.

d. Motion by Rohrer, supported by Martens, to accept Jaeger's 2020 Goals. Motion carried unanimously.

e. Westphal and Waskow were appointed to the Budget Committee.

f. Staff/Board dinner will be held after the July 22, 2019 meeting.

ARTICLE X: Motion by Martens, supported by Rohrer, to adjourn at 5:40 p.m. Motion carried.

Next tentative meeting: July 22, 2019, at 4:30 p.m.

SANDRA ROHRER Secretary
SR/bkj

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.

Meeting convened at 4:50 p.m. by PFC President in the Waupun Safety Building.

Members present: John Bett, Carole Cronin, Tara Rhodes, Michael Thurmer, Nancy Vanderkin (City Council Liaison).

Also present: WFD Chief B.J. DeMaa, WPD Chief Scott Loudon.

Members absent (excused): John Forsythe.

The following annual Commission Nomination and Appointments were recognized:

- Recognition of Mayoral Appointment of Council Member Liaison N. Vanderkin.
- Nomination and motion by J. Bett and C. Cronin for M. Thurmer for President; all in favor, motion passed.
- Nomination and motion by C. Cronin and T. Rhodes for J. Bett for Vice President; all in favor, motion passed.
- Nomination and motion by J. Bett and C. Cronin for T. Rhodes for Secretary; all in favor, motion passed.

Designation for day of the month and time to hold PFC Meetings

Commission confirmed meetings will be held quarterly and date of next meeting will be set at each meeting.

Recognized need to be flexible due to hiring needs of Fire and Police Departments.

Next meeting scheduled for September 25th, 4:30pm.

Minutes from the April 18, 2019, meeting were presented for approval. Motion to approve by J. Bett (C. Cronin second, all in favor); minutes approved as presented.

WFD Chief DeMaa provided the following updates as they relate to the Fire Department:

- Working on narrowing candidate pool: total of eight candidates, with five to be interviewed by Commission
- Continue finalizing 9/11 exhibit which will be arriving/set up end of next week. The Stephen Siller Tunnel to Towers Foundation, which created and runs the exhibit, helps support the families of first responders who have died in the line of duty.
- Wrapping up WI-CAMS (Wisconsin Credentialing Asset Management System) identification which will place credentials on the back of an ID card so that the identification process is efficient for those who are helping in a crisis
- Our daytime staffing averages 8.7 responders who can respond to a fire; best practice (National Institute of Standards and Technology) baseline is "no less than 18" total; thus will have future decisions about structure of staffing in FD.
- Commissioner M. Thurmer shared personal story related to LifeStar service which went above/beyond expectations during a transport from Waupun Memorial Hospital to Fond du Lac Hospice Home of Hope. Patient wished to see her home for the last time, and the drivers took her to her home and also took her out of the vehicle to see her home.

WPD Chef Loudon provided the following updates as they relate to the Police Department:

- Officer Tipton attended three-day child safety seat certification; recognize this is a significant time-commitment for her.

- Completed a fundraising event with McDonalds for Crime Prevention; received 10% of sales which resulted in just under \$1000 dollars.
- Working through FDL and Dodge County Traffic Safety Grants which “put an extra person out in the field” to address traffic needs such as seat belt use, speeding, etc.
- Increase in call volume for 2nd shift for last year resulted in adding an extra patrol; no violent crimes or trends related to type of calls
- Commissioners recognized visibility in community of bike officer.
- Range training, which is completed twice a year is coming up soon.
- Chiefs BJ DeMaa and Scott Loudon, Mayor Julie Nickel and the Waupun Correctional Institution Wardens met with Secretary to discuss officer shortage and how to improve recruitment in what is now a difficult-to-hire environment
- Collaborating with FDL PD for grant related to purchase of riot-control gear and training so that we are both prepared in the event of an issue
- Staffing update: light-duty officer is back on full-duty; Officer Hraban is back on patrol now that school year is completed.
- K9 training was completed at Waupun Christian Home, gives K9 opportunity to practice in a new, unfamiliar setting
- Noted that background checks have been completed on Celebrate Waupun Carnival workers
- Morale continues to be good.
- Discussion with Fire Department, EMS related to Appleton fallen-fire fighter incident: the use/effects of Narcan and processes related to ensuring officers, responders and suspect are safe.

The meeting was held in closed session under Section 19.85(1)(c) of the Wisconsin Statutes to consider five candidate interviews for three open fire fighter positions (Motion by C. Cronin, second by J. Bett; all in favor).

Open session was reconvened under Section 19.85(2) of the Wisconsin Statutes at 5:09pm after motion from J. Bett (second by C. Cronin, all in favor).

Action from Closed session: Motion made by J. Bett (second by T. Rhodes, all in favor) to submit offer letters to candidates Thomas O’Neill, Michael Tuller and Jakob Wille. Candidates Alex Kaufman and Joseph Barnes will be placed on waiting list potential hire in the future.

Adjournment at 7:11pm (M. Thurmer/J. Bett, all in favor).

Next quarterly meeting schedule for:

September 25th, 2019, 4:30pm. If necessary, please send any agenda requests to Chiefs BJ DeMaa or S. Loudon so appropriate preparation(s) can be made.

Respectfully submitted,
Tara Rhodes, Secretary

Cc: Commission members; WFD Chief; WPD Chief, Deputy Chief & Admin./Records; City of Waupun Mayor, Administrator / Director of Economic Development & City Clerk.

Waupun Recreation Board
Minutes of Meeting
Monday, June 24, 2019

The Waupun Recreation Board met on Monday, June 24, 2019 at 6:00pm at the Waupun Senior Center, located at 301 E. Main Street, Waupun.

Call to Order

Roll Call

Members present: Beth Lienhard, Bobbie Vossekuil, Larry Sullivan, Amy Ewerdt, Randy Armga

Member Absent: Jan Harmsen was excused, Mike Matoushek

Others present: Jake Van Den Berg, Julie Nickel, Liz Patrykus, Jeff Daane, Kathy Schlieve, Rachel Kaminski

1. Persons Wishing to Address the Board - None
2. Approval of the Monday, May 20, 2019 Meeting Minutes- Motion by Vossekuil, second by Lienhard
3. Discussion Items

Recreation Facility Usage Policy and Fees

- a. Reviewed the cost and usage of recreation facilities. Currently there is no policy in place to refer to. Tax payers currently paying for the usage and repairs. Schlieve passed around policies from different cities that do have policies in use. Christian School will be using the ball diamonds for their teams starting in 2021, so we will need to take that in to consideration as well. The ball teams need to consider their part of the costs in maintaining fields. Diamonds are repaired or maintained under warranty but those are to an end. So now it's time to come up with a plan to replace those warranties with softball, baseball, Little League, etc. for all facilities. A contact person will be used to setup the schedule and keep who has access at what time for games. Could look at something similar to what the hockey association has in place with the city. Hockey association maintains their own equipment that does not come to the city. Hockey has usage time from September to April and staffing is on them along with cleaning. Schlieve is willing to do a first draft and present to the board so we can get some of idea of what we should be considering.

2020 Recreation Budget Priorities

- b. Proposed 2020 capital improvements of pool painting and park repairs. The wish list of what we want vs what needs to be done as a priority. There needs to be thought of pool painting vs plastering cost is significant but the years of wear is longer. Shaler Park needs entry to also accommodate wheelchairs, adding a swale to take care of run off and flooding on path were suggested by Daane. Refer to the 5 year park plans that Daane has come up with so we have some idea of what we need to list as priorities. Next meeting we need to come up with 3 top priorities from the comprehensive plan to execute and locate related grant funding.

Bean Bag Toss Board Rental Policy and Fees

- c. Lions club donated 20 sets. 40 boards total with 160 bean bags. Daane was approached about renting them out to public. Currently used by the Park Program and the rest stored at city garage. We need to setup a fee for rental for usage and or damage a check in and out list needs to be done. Kaminski will take care of check in and out. Kaminski will number the sets so we can track them. Security deposit and usage fee, when they are returned they will be checked in and deposit will be given back. Kaminski will come up with form/policy for next meeting to review.
-

4. Updates

- a. Jacob Van Den Berg –YMCA of Dodge County, Pool Update-Wojahn family swim was best it has been with high attendance. June report shows that the count was down due to weather, but looking better for next week with the weather getting better. Senior discount was during the week for water aerobics and swim lessons. The weekend was not even thought about for senior discount since that usage was not high or those that had season passes. This will be looked at next year to continue the senior discount along with a military discount. Music has been playing but using a small speaker, however, not really requested to be played. Will look at maybe a different system for next year. The big speaker is designed for emergency paging purposes. Season pass sales are down due the June weather decline. Van Den berg looking to try a special to get those passes up starting in July. EX: Try selling season passes SPECIAL price starting after the 4th of July for a week. Start of July 8th thru the 13th \$75.00 for family, \$30.00. Kaminski will check with Schlieve to see if we can just go ahead with this or if we need to take some other action. If we are good to move forward Kaminski will contact Van Den Berg and he will promote.
- b. Rachel Kaminski – City of Waupun, Recreation Update- May Senior center attendance numbers would have been higher. Kaminski had to cancel two fitness classes due to scheduling conflicts. July newsletter will be here soon. July highlights at the Senior Center are Timber Rattler game and movie afternoon. Rachel will be slowing things down to prepare for her maternity leave. July newsletter will have a fifth fitness class survey in it to determine what type of class the seniors want. Kaminski will also be attending a training to learn more about a fifth fitness class. Park Program staffing is great they are doing very well, good communications with leaders and Rachel. Kid count 15/16 per day even in bad weather. Last Friday had bike rodeo 88 kids showed up biggest ever show up. Police had more donations than ever this year which went over well. Next year to build on that number. Big Event for Park Program this week is Marsh Haven Earth Camp. Park Program will be closed the week of the 4th of July. Pool concession stand will remain the same on food and prices increased a little to cover the cost has not been a complaint issue. A pizza oven was donated to the recreation department, so they will start to sell whole pizzas in the pool concession stand.

5. Future Meetings/Gatherings of the Waupun Recreation Board

- a. Monday, July 22, 2019 at 6:00pm at the Waupun Senior Center

6. Adjournment- Motion by Lienhard, second by Ewerdt

Submitted by Rachel Kaminski, Recreation Program Director



MINUTES

CITY OF WAUPUN JOINT REVIEW BOARD
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, June 25, 2019 at 1:00 PM

CALL TO ORDER

City Clerk Hull Called the meeting to Order at 1:04pm.

City Staff in attendance are City Clerk Angela Hull, Administrator Kathy Schlieve, Finance Director Jared Oosterhouse, Accountant Michelle Kast, and Economic Development Coordinator Sarah VanBuren.

APPOINTMENT OF PUBLIC MEMBER

Motion Kottke, second Gerred to accept the Mayoral appointment of Nancy Vanderkin as the Public Member to the Joint Review Board. Motion carried.

APPOINTMENT OF CHAIRPERSON

Kottke makes nomination of Nickel as Chairman of the Joint Review Board. No other nominations are heard and nominations are closed.

Motion Kottke, second Vanderkin to appoint Nickel as the Chairman of the Joint Board of Review. Motion carried.

ROLL CALL

Members present on roll call are

Russ Kottke representing Dodge County, Nancy Vanderkin representing the Public Member, Julie Nickel representing the City of Waupun, Erin Gerred representing Fond Du Lac County, Carrie Kasubaski representing Moraine Park Technical College, and Carrie Hintze representing the Waupun Area School District. No members are absent.

TAX INCREMENTAL DISTRICTS TO BE REVIEWED

As required by Wisconsin State Statutes 66.1105(4m) (f), Review the Annual PE-300 Reports detailing the performance and status of each Tax Incremental District ("TID"), as filed with the Wisconsin Department of Revenue by the City, for the following TIDs.

1. Presentation of Annual Report for TID 1,3,5,6 and 7

Schlieve and Kast present the Annual Reports of TID 1,3,5,6, and 7.

2. TID 3 (Fond du Lac & Dodge Counties, Moraine Park Technical College & Waupun Area School District)

Created 2005 as mixed use/blighted area and amended in 2012 to extend boundaries. This TID is set to expire 2027. This TID lies in our downtown business district in both Dodge and Fond Du Lac Counties and shares with TID 6. Project expenses are in line with the project plan and consist of CDA redevelopment funds to maintain the downtown building improvements and streetscaping. As the downtown area is now designated as a historic district, this will open opportunities for historic tax credits, which will be beneficial to the downtown owners to leverage resources in TID 3. 2018 Beginning fund balance provides (\$590,501), revenues of \$138,160, expenses of \$43,508, and year-end fund balance of \$(495,849). Estimates for future projects, prior to closure of the TID, provides revenue of \$2,199,271, expenses of \$1,608,153, and a surplus of \$95,269.

3. TID 6 (Fond du Lac & Dodge Counties, Moraine Park Technical College & Waupun Area School District)

Created 2012 as mixed use/blighted area and amended in 2012. This TID is set to expire 2034. This TID lies on the west side of the City in both Fond du Lac and Dodge County and shares with TID 3. Improvements consist of Waupun Tractor Supply in the west shopping center. TID 8 overlays this area. 2018 Beginning fund balance

31 provides (\$554,174), revenues of \$123,341, expenses of \$113,736, and year-end balance of \$(544,569). Estimates for future projects, prior to closure of the TID, provides revenue of \$3,183,385, expenses of \$2,517,467, and a surplus of \$121,349.

4. TID 1 (Dodge County, Moraine Park Technical College & Waupun Area School District)

Created 1987 as industrial/distressed area and amended in 2011. This TID is set to expire in 2024, but expected early closure in 2021. This TIF lies in the industrial park in Dodge County. As distressed, this TID cannot incur expenses; only earn revenue to pay back outstanding debt. 2018 Beginning fund balance provides (\$768,118), revenues of \$258,844, expenses of \$20,947, and year-end balance of \$(530,191). Estimates for future projects, prior to closure of the TID, provides revenue of \$782,482, expenses of \$22,950, and a surplus of \$229,341.

5. TID 5 (Dodge County, Moraine Park Technical College & Waupun Area School District)

Created 2008 as mixed use, amended in 2012, and extended in 2018. This TID is set to expire in 2023. This TID lies on the east side in Dodge County for commercial development and includes the baseball complex. New housing development in 2018 provided \$2M of assessed value. Future development is planned for 2020 to provide \$1.5M assessed value and expenses in incur to extend Seymour Street and additional housing on Lot 1 of Mayfair Estates. 2018 Beginning fund balance provides (\$1,747,609), revenues of \$610,586, expenses of \$687,213, and year-end fund balance of \$(1,824,236). Estimates for future projects, prior to closure of the TID, provides revenue of \$7,092,105, expenses of \$6,073,942, and a surplus of \$3,927.

6. TID 7 (Dodge County, Moraine Park Technical College & Waupun Area School District)

Created 2017 as mixed use. This TID is set to expire in 2038. This TID lies on the southeast side of the City (Hwy 151 and 26). This TID consists of the travel plaza. 2018 Beginning fund balance provides 41,832, revenues of \$9,505, expenses of \$187,846, and year-end fund balance of \$(136,509). Estimates for future projects, prior to closure of the TID, provides revenue of \$4,379,672, expenses of \$4,141,103, and a surplus of \$102,060.

ACCEPTANCE OF THE ANNUAL REPORTS

7. Staff Summary of Annual Report of TID 1,3,5,6 and 7

Motion Kasubaski, second Kottke to accept the 2018 TID Reports. Motion carried.

ADJOURNMENT

Motion Vanderkin, second Kasubaski to call the meeting adjourned. Motion carried.



MINUTES

CITY OF WAUPUN SPECIAL COMMON COUNCIL
 Waupun City Hall – 201 E. Main Street, Waupun WI
 Tuesday, June 25, 2019 at 5:30 PM

CALL TO ORDER

Mayor Nickel called the meeting to order at 5:30pm.

ROLL CALL

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

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, Fire Chief Demaa, Utility General Manager Posthuma, Finance Director Oosterhouse, Police Chief Loudon, Public Works Director Daane, Library Director Jaeger, and Recreation Director Kaminski. No staff is absent.

Other City Staff present is Economic Development Coordinator Van Buren and Accountant Kast.

Audience present is Dave and Lori Venhuizen, Karen Brown, Frank Mesa, Glenn Elmer, Jay Graff, Tracie Nichols, Jim Vanderbeck, and Chris Nord.

Media present is Ken Thomas of the Daily Citizen.

RECOMMENDATIONS FROM BOARDS, COMMITTEES, COMMISSIONS

Ordinance to Amend Ch. 6.05 entitled Traffic Code-Parking Limitations

Due to a residential request, for one year the Board of Public Works had approved temporary parking on N. Drummond Street, between Main Street and Franklin Street. On June 11, 2019, the Board of Public Works made recommendation to the Council to approve this on-street parking as a permanent ordinance change.

Motion Vanderkin, second Westphal to waive the first reading and adopt Ordinance #19-04 amending Ch. 6.05 entitled Traffic Code-Parking Limitations to include a two-hour parking limit and loading zone on N. Drummond Street. Motion carried 6-0 on roll call.

CONSENT AGENDA

Motion Matoushek, second Vossekui to approve the Consent Agenda. Motion carried 6-0 on roll call.

CONSIDERATION-ACTION

Agreement for Ambulance Services - LifeStar

This item is tabled for a future meeting.

Approval of Sidewalk Placement on Town of Chester Properties

The City is awarded a 2021 S. Madison Street Grant. As construction will also consist of sidewalk placement, there are three properties that are in the Town of Chester that does not have sidewalk. This is brought to the Council for consideration of sidewalk placement for these three properties so the sidewalk would continue and connect with the sidewalk on Libby Street and in front of the Utilities. Estimate received for City cost is \$19,600.

Daane believes this is the time for the placement. The utilities will be placing sanitary water laterals for future connection. If placement for these three properties and Libby Street would be requested in the future, this area would be disturbed. Believes the cost is minimal and makes sense for safety issues.

Asphalt Don't believe the foot traffic is that high, the township owner does not have to maintain this sidewalk, and the \$20,000 could be used elsewhere.

Karen Brown (owner of a Township property) concerns of what the cost will be, where the power poles will be located, the amount of space available for sidewalk in relation to her driveway.

Daane states the landscaping would be scaled back and the homeowner is not charged for the sidewalk as it would be part of the project. Posthuma states if the poles are in the right of way, the moving of the pole is the responsibility of the Utilities, it is no cost to the homeowner.

Motion Vanderkin to add sidewalk to the Town of Chester properties from the south property line of 701 S Madison to the intersection of Libby Street and S. Madison Street as part of the S. Madison Street Construction. Due to no second to the motion, the motion fails.

2020 BUDGET WORKSHOP

2020 Budget Timeline and Priorities

Discussion of early stages of the 2020 budget and its relationship to departmental goals.

CLOSED SESSION

Motion Vossekul, second Matoushek to adjourn in closed session under Section 19.85 (1) (g) of the WI Statutes to Confer with Legal Counsel for possible litigation relating to the real estate property of 324 N. Madison Street, Waupun. Motion carried 6-0.

OPEN SESSION

Motion Vossekul, second Matoushek to reconvene in open session under Section 19.85(2) of the WI Statutes. Motion carried 6-0.

ACTION FROM CLOSED SESSION

No action is taken.

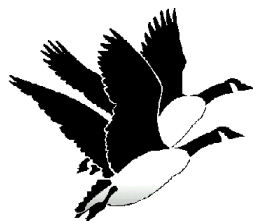
INFORMATIONAL SESSION OF THE COMMON COUNCIL AND WAUPUN HISTORICAL SOCIETY BOARD

The Common Council met with the Waupun Historical Society relating to the 520 McKinley Street building. The Historical Society is working with Signature Homes and is proposing to construct four duplex condominium units on this property. There is not full sanitary sewer for this entire area nor full water service on Grace Street. The estimate to extend these services is \$125,000. Demolition would also be a factor. The Historical Society has asked for TID assistance but the property does not reside in the TID. Schlieve comments that if we could use TID 6 increment to pay for the improvement, we could not capture the increment from the improvements on the property to pay for the project. In addition, cost estimates from the Historical Society to make the necessary improvements to the building in order to maintain it as a museum we provided at \$998,524.18. The Historical Society proposed additional uses for a banquet hall/gathering space and storage area. The Historical Society will continue and keep the Council informed.

ADJOURNMENT

Motion Kaczmariski, second Vanderkin to call the meeting adjourned at 8:33pm.

Angela J. Hull, Clerk



City of Waupun
201 E. Main Street
Waupun, Wisconsin 53963
Phone: 920-324-7900
Fax: 920-324-7939
www.cityofwaupun.org

"Wild Goose Center of Wisconsin"

City of Waupun
Board of Review Minutes of Meeting- June 27, 2019

The Board of Review met in regular session on Thursday, June 27, 2019 at 9:00 a.m. in the City Hall Council Chambers located at 201 E. Main Street, Waupun.

Chairman Steinbach calls the meeting to order at 9:00am.

Clerk Hull takes roll call.

Board of Review members present on roll call are Chairman Richard Steinbach, Mayor Julie Nickel, City Clerk Angela Hull, Jon Dobbratz, Fred Mollien, and Jan Harmsen. Members absent and excused are Dylan Weber.

A quorum is noted.

Also present is City Assessor Craig Olson of Associated Appraisal.

Motion Dobbratz, second Harmsen to approve the May 22, 2019 Board of Review minutes. Motion carried.

Clerk informs the Board:

The Notice of the Board of Review was published 15 days prior to the meetings of Open Book and Board of Review. The notice was published as a Class 1 Notice on the May 29, 2019 and June 12, 2019 and posted in 3 public places of the Waupun City Hall, Waupun Public Library, and Waupun Utilities

Due to the assessment rolls not complete, Board of Review was conducted on Tuesday, May 7, 2019 at 9:00am at the Waupun City Hall and adjourned to a future date.

Assessment Rolls were available for viewing by the public at Open Book which was conducted by Craig Olson of Associated Appraisal on Thursday, June 13, 2019 from 12pm to 2:00pm in the Waupun City Hall Council Chambers.

Board of Review is being held today for the purpose of examining the rolls and the hearing of such objections as brought before the board.

Affidavits of the Board members, Clerk and Assessor have been received.

The policy of Sworn Telephone or Written Testimony was previously adopted by the Board of Review.

As no objectors are present to be heard, the tape recording was turned off until the point of an objection is brought before the Board or adjournment.

At 10:59am the Clerk turned on the tape recording.

No objections were heard.

Motion Mollien, second Dobbratz to conclude the two-hour session at 11:00am and adjourn the Board of Review. Motion carried.

Angela J. Hull, Board of Review Clerk

Waupun Police Department Update June 2019

Meetings – Department Head, Dodge and FDL Law Enforcement Executive, Fond du Lac County Child Abduction Response Team, City Council, Police and Fire Commission, Board of Public Works, DOC Secretary Carr, Waupun Fire, and Fond du Lac Police.

Fire/EMS Scene Safety - All police supervisors and Detective O'Donovan attended the Waupun Fire Department training night on 6/17/19. During this training meeting we had an open discussion with Fire and EMS about active threats and scene safety. There has been some concerns about scene safety since the incident in Appleton in which an Appleton Fireman was shot and killed. There were many great talking points by all during this meeting.

Mobile Field Force - Chief Louden, DC Rasch, and PSLO Hraban met with members of the Fond du Lac Police Department in regards to having a combined training in mobile field force/crowd control. Within a week of this meeting we were able to train 13 officers the basic skills needed for crowd control and unlawful protest response thanks to the efforts of the Fond du Lac Police Department and our staff. We hope to continue training with Fond du Lac PD in the future.

Training – Department Firearms Training at WCI Range, Department Mobile Field Force/Crowd Control, Detective O'Donovan - Critical Incident Stress Management, Officer Williams - Basic Search Warrant, Records Clerk Deboer and Admin Assistant Greenfield - Law Enforcement Admin Professionals Conference.

Bicycle Rodeo – Officer Williams again worked with the parks department to put on the 2019 Bicycle Rodeo. This year's attendance was great, 87 children participated. It is believed this was the most children to participate in this event in a single year. Children were given bicycle helmets, prize bags, T-shirts, and numerous other prizes were raffled off. The children were given some bicycle safety tips and learned necessary riding skills. Officer Tipton, Officer Rasmussen, Officer Halverson, Detective O'Donovan, and CSO Keller also assisted with the event.

WAUPUN POLICE DEPARTMENT**Monthly City Council Report**

Dispatch Summary From 6/1/2019 To 6/30/2019

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

Total Number of Calls for this reporting period: 1,124

72 HOUR DETENTION	5	MISSING ADULT	2
911 CHECK	14	MISSING JUVENILE	2
911 MISDIAL	4	NEIGHBOR DISPUTE	1
ACCIDENT	9	NOISE COMPLAINT	5
ACCIDENT W/BLOCKAGE	1	OCCUPIED DISABLED	2
ACCIDENT/INJURIES	2	OFFICER STAND BY	6
ALARM TEST	3	OPEN DOOR	1
ANIMAL BITE COMP	1	ORDINANCE VIOLATION	1
ANIMAL COMPLAINT	15	PAPER SERVICE	5
ASSIST CITIZEN	31	PARKING ENFORCEMENT	21
ASSIST MOTORIST	3	PHONE CO TESTING	1
ASSIST OTHER AGENCY	10	PROBATION HOLD/VIOL	1
ATTEMPT TO LOCATE	5	RECKLESS DRIVER	6
BATTERY	1	REPOSSESSED PROPERTY	2
BIKE STOP	2	RUNAWAY	1
BUILDING CHECK	26	SCAM	2
CHECK WELFARE	12	SEXUAL ASSAULT	3
CHILD CUSTODY	3	SPECIAL ASSIGNMENT	19
CIVIL PROBLEM	3	SPEED GRANT	12
COMMUNITY POLICING	11	SUBJECT STOP	13
COUNTY AMBULANCE	36	SUBJECT WITH GUN	1
COURT ORDER VIOLAT	1	SUSP ACTIVITY	12
COWS IN ROADWAY	1	SUSP PERSON	4
CR DAMAGE TO PROP	4	SUSPICIOUS VEHICLE	19
DEPARTMENT K9 DOG	4	TALKS/TOURS	1
DEPUTY RESERVE	6	TAVERN CHECKS	3
DIRECTED AREA PATROL	238	THEFT	5
DISORDERLY CONDUCT	5	THREAT COMPLAINT	2
DOMESTIC DISPUTE	4	TRAFFIC COMPLAINT	2
ESCORT FUNERAL	6	TRAFFIC ENFORC DAP	7
EXTRA PATROL	103	TRAFFIC PROBLEM	8
FIGHT	1	TRAFFIC STOP	221
FIRE ALARM	4	TRESPASSING	3
FIRE WORKS COMPLAINT	2	VEHICLE LOCKOUT	2
FOLLOW UP	53	WARRANT	4
FOOT PATROL	15	WARRANT OTHER AGENCY	7
FOUND PROPERTY	8	WAUPUN ORDINANCE	9
FRAUD/FORGERY	4	WRONG WAY DRIVER	3
GAS DRIVE OFF	2		
HARASSMENT	3		
HIT AND RUN	3		
HOUSE WATCH REQUEST	3		
INFORMATION	1		
INTOXICATED DRIVER	3		
INTOXICATED SUBJECT	5		
INTRUSION ALARM	8		
JUVENILE PROBLEM	14		
LAW ASSIST FIRE	2		
LOST PROPERTY	1		
LOST/FOUND ANIMAL	3		
MINI/DIRT BIKE COMP	1		

TO: Mayor & Common Council
 FROM: Susan Leahy
 SUBJECT: Building Permits for JUNE 2019

DODGE COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
19- 89	CWC	301 Fox Lake Rd	Plumbing for addition	\$168.00	\$28,000.00
19- 129	Samantha Eachus	319 S Grove St	Replace (13) Windows	\$50.00	\$4,884.00
19- 130	Cody Allard	102 Elm Avenue	16x10 Deck @ front of house	\$200.00	\$5,800.00
19- 132	Colten Hawkinson	607 Carrington St	4' high chainlink fence	\$100.00	\$900.00
19- 134	Matt Burns	10 S Forest St	6' high Wood Fence	\$100.00	\$1,400.00
19- 135	Scott Roffers & Jodi Mallas	910 Taft Lane	16x36 In-Ground Pool	\$150.00	\$52,000.00
19- 136	Annie Rosenow	216 Welch Street	18' Diam x 52" sidewall Temp Pool	\$50.00	\$800.00
19- 137	ACS RBHS, LLC	813 Seymour Street	SFD w/ Attached Garage	\$1,760.32	\$180,000.00
19- 138	ACS RBHS LLC	817 Seymour Street	SFD w/ Attached Garage	\$1,856.46	\$180,000.00
19- 139	Thomas Teachout	404 Elm Ave	siding	\$60.00	\$3,000.00
19- 141	Alvin & Mary Jo Kearley	521 E Jefferson St	Service Upgrade	\$80.00	
19- 144	Betty Woxland	216 S State St	Renew (10 x 10 addition / siding)	\$50.00	
19- 145	Joanne & Larry Buwalda	303 Elm Ave	100 Amp Service - update electrical	\$80.00	\$1,756.23
19- 146	Holiday Food & Sport	715 West Main Street	Interior Alterations	\$170.00	\$15,000.00
19- 148	Mark Walvort	401 W Jefferson St	Siding, windows, replace porch	\$200.00	\$25,000.00
19- 151	Chris Cantrall	119 Liberty Street	Chain Link Fence, 5' High	\$100.00	\$3,000.00
19- 152	Tammy Retzer	522 Grace St	replacement windows	\$50.00	\$7,200.00
19- 154	Mario & Gloria Martinez	307 W Jefferson St	Reroof	\$56.00	\$9,306.00
19- 156	Stephanie Strzelecki	504 Carrington St	Repair front porch and stairs	\$50.00	\$800.00
19- 157	Jay Edgerton	223 W Main St	Interior/ Exterior Remodel	\$530.00	\$75,000.00
19- 158	Barb Cross	500 S Grove St	Remove & Replace 10x10 Deck Boards	\$50.00	\$600.00
TOTAL				\$5,910.78	\$594,446.23

FOND DU LAC COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
19- 127	Korey Post	401 Fond du Lac St	Fence	\$100.00	
19- 131	Steve & Sandy Buchholz	496 Neeval Avenue	Remodel Basement	\$462.00	\$77,000.00
19- 133	Greg & Tara Tibbe	1001 Oriole Street	Replace AC	\$50.00	\$2,803.14
19- 140	Richard Greenfield	7 Birdie Boulevard	SFD W/ Attached Garage	\$2,043.96	\$300,000.00
19- 142	Kathy Schlieve	454 W Hawthorne Dr	Complete Tear off - Reroof	\$60.00	\$10,000.00
19- 143	Kenny Darnick	219 Taylor St	100 Amp Service	\$80.00	\$600.00
19- 147	Florence Nueman	804 Pioneer Avenue	Service Upgrade	\$80.00	
19- 149	Bernice Krueger	701 Autumn Avenue	Reroof	\$25.00	\$4,000.00
19- 153	Carol Northrup	7 Chapman Pl	sump pump lateral	\$60.00	
19- 155	Jeff Bruins	407 Pine St.	replacement windows	\$50.00	
19- 150	Wava Jacobson	318 Edgewood Drive	Reroof	\$25.00	\$4,000.00
TOTAL				\$3,035.96	\$398,403.14

GRAND TOTAL	\$8,946.74	\$992,849.37
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Permits issued in Dodge County	21
Permits issued in Fond du Lac Cty	11
Total Permits for the month	32

Building Permit Fees	\$8,946.74
Special Assessment Letter Fees (PAID)	\$70.00
Variance	\$150.00
Copies of House Plans	\$5.00
Grand Total	\$9,171.74

BUILDING PERMIT COMPARISON

June 2018: Dodge County - 16 permits; Fond du Lac County - 10 permits

Total estimated cost of construction:	\$	383,800.00
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12 MONTH COMPARISON

January - June 2016	estimated cost of construction	\$18,853,270.20
January - June 2017	estimated cost of construction	\$5,152,110.64
January - June 2018	estimated cost of construction	\$19,699,015.00
January - July 2019	estimated cost of construction	\$7,172,545.20

July 2, 2019

1. **Current Projects:**

- Celebrate Waupun – met with numerous vendors/companies about setup procedures. Helped with setup, directing vendors, garbage pickup, take down.
- Working on 2020 budget including Capital Improvements and Equipment Replacement.
- Attended LAPWA Meeting
- Did a walk through of buildings for the Facility Assessment.
- Automatic Door locks are complete on all of the parks except the High School baseball field Concession Stand.
- Meetings for the LED lighting project.
- Attended the S. Madison St. public information meeting.
- Met with Insight FS to go over their site plan for expansion of elevator.
- Madison St. project update
6/27/19 - This week work was done on both sides of Main Street. Water main was installed between Brown Street and Olmstead Street. Storm sewer and sanitary sewer work continued between Main Street and Franklin Street. Road grading has also been completed from the north end of the project to Jackson Street. The underground work on the south half of the Main Street intersection was completed, and this half was paved today. The Main/Madison intersection will be open to normal east/west traffic and parking with the barrels removed by Sunday night, June 30.

Myself and the crew have noticed many drivers going through this intersection with a red light, and a few crew members have nearly been hit by vehicles because of it. For the safety of the crews working and any pedestrians, please obey the traffic signals. The green light is only 5 seconds long for north/south traffic compared to 60 seconds for east/west traffic.

Next week, water main work will continue south of Main Street. The underground work on the north side of Main Street is projected to be complete by next Wednesday, July 3. Road grading will also continue north of Main Street. Trim grading and the start of mainline paving north of Main Street is projected to begin the week of July 8

- Summer employees have all started.
- Working on Street ratings

2. **DPW Crew Projects**

- Aquatic Center duties
- Building & Grounds building duties
- Celebrate Waupun setup / take down
- Curb Replacement
- Cut Ditches
- Diggers Hotline Locates
- Fill Potholes
- Haul brush bins

-
- Inspect Storm Sewer
 - Install signs
 - Install Storm sewer
 - Landscaping
 - Mow lawns
 - Park and Ball Diamond maintenance
 - Paint streets
 - Pour Concrete
 - Repair and replace inlets
 - Street Sweeping
 - Training
 - Trim Trees
 - Utility Curb & Gutter Repair
 - Vehicle Maintenance

Administrative Assistant

- Weed Notices
- Set out sump pump letters
- Sold Megabands, Fish Fry tickets and updated spreadsheets
- Scanned in property information (permits, property record cards, house plans, inspections, etc.)
- Filled in 2020 Budget spreadsheets for capital improvement projects and equipment replacement.
- Updated 5 year street plan.
- Made signs, check out sheets for Celebrate Waupun
- Issued Special Assessment Letters
- Issued Building Permits
- Plan Commission Agenda, Public Hearing Notices and Minutes.
- Grass Clippings warnings – entered into spreadsheet
- Drummond St. parking ordinance and map updates.
- Updated storm sewer maps
- Zoning Board Agenda and Public Hearing Notices
- Put requests into Cartegraph.
- Enter Diggers Hotline Tickets into database
- Equipment Invoice and costs entered into Cartegraph
- Researched information on properties (dealing with permits, variances or conditional uses)
- Monthly building permit report
- Cash Receipting
- Assign account #'s to bills.

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

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

July 2019

To: Mayor, City Council
From: Bret Jaeger, Library Director

Re: Report to Common Council

A. Statistics

Circulation/downloads through the end of June was 70,860 items.
Library visits through the end of June was 36,302 people.

B. Future programs

July 10 – Device Day/Night, 1-3 p.m. and 5-7 p.m.
July 11 – Game Night, 4-8 p.m.
July 13 – Star Wars Characters Meet and Greet 1 p.m.
July 16 – Lost Buildings of Waupun, 1 p.m. and 6 p.m.
July 17 – Seeing Stars Planetarium, 1 p.m.
July 18 – Movie Dumbo (2019) 1 p.m. and 6 p.m.

C. Summer Reading Program

Program attendance has been steady with the first few Summer Reading Program performers. Attendance for the three June performers was 559 people.

D. Donation

A donation of \$1,000 was received from the Waupun Lions Club for the purchase of additional large print books.

E. Interesting find

While looking through old, unmarked storage boxes, one of our interns ran across several ledger sheets dated 1863. These sheets were from the Regimental Quartermaster of the 106th New York Infantry Regiment, documenting provisions to this Civil War regiment from January 1863 to July 1863. We are trying to figure out why our library is in possession of them. Once we are finished with our investigation, they will be sent to the New York State Military Museum and Veterans Research Center. We would really like to know how they ended up in Waupun!

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

July 9, 2019 Recreation Report

Senior Center *Individual Count Duplicate Count	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	June Notes
Monthly Attendance	1,110	873	1,155	1,239	1,243	1,043	Open 21 days
Average Daily Attendance	58	52	53	54	52	50	
*Rentals	-	2	-	3	3	2	
Mobile Meals	192	217	250	260	342	322	
Table Meals	198	143	171	212	193	215	
Transportation Rides	30	29	38	31	41	34	6 individuals this month
Open Pool	96	85	91	36	24	18	
Euchre	63	74	87	114	66	85	Mondays
Pool League	64	64	64	-	-	-	Will start again in November
Sheepshead	211	168	213	233	309	211	Wednesdays and Thursdays
Wednesday Workout	62	54	66	72	77	34	Did not meet 6/26
Friday Fitness	44	48	62	69	81	59	Did not meet 6/7
Yoga Stretch	324	318	381	362	341	321	Mondays and Thursdays
*Book Club	13	8	15	16	16	14	Last Friday of the month
Bingo	136	59	152	137	141	108	3 times this month
Sevens Cards	19	16	30	42	34	24	Fridays
Hand & Foot Cards	32	23	36	72	66	72	Tuesdays
*Jam Session/Party	52	22	49	73	-	43	Picnic in the Park
Board Games/Marbles	17	10	14	13	17	12	Thursdays
Bank or Bust Dice	24	21	31	38	52	40	Wednesdays
*Craft Club	12	6	-	12	12	19	1 Tuesday a month
*Paint Pals	6	6	10	-	22	7	1 Tuesday a month
*Local Presentations/Services	21	-	26	22	19	41	Preparing for Long-Term Care, Eyeglass Adjustments, Medicare 101, Dementia Friends, AARP Smart Driver
*Computer Classes	14	5	8	6	6	5	Individual meetings this month
*Movie Night	-	13	17	-	-	-	
Knit-Wits	24	15	28	18	24	18	Wednesdays, did not meet 6/19
*Euchre Tournament	41	-	32	41	32	26	1 st Saturday of the month
Pickleball	29	26	40	63	47	49	Tuesdays
Trips	-	-	15	-	54	-	



Waupun Fire Department



Fire Chief, B.J. DeMaa
16 E. Main Street
Waupun, Wisconsin 53963

Phone: (920) 324-7910
Fax: (920) 324-7854
E-mail: bjdemaa@waupunpd.org

Monthly Report

Date: July 3, 2019
To: Mayor, Council, City Administrator, and PFC
From: Fire Chief, B.J. DeMaa
Re: June Report

Fire Calls:

There were thirteen (13) fire & rescue calls in the month of June for a total of seventy-one (71) YTD.

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

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

Day of Week:							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
1	0	1	2	3	0	6	13

* 77% of fire calls came in during Monday-Friday work week.

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

July 3, 2019

Incident Type:		
Incident Type	Count	% of Incidents
Assist EMS crews (311)	2	15.38
Gas leak (412)	1	7.69
Power line down (444)	1	7.69
Accident – clean-up (463)	1	7.69
Water or steam leak (522)	1	7.69
Police matter (552)	1	7.69
Dispatched – cancelled (611)	1	7.69
Smoke detector activation – no fire (743)	1	7.69
Alarm system activation – no fire (745)	3	23.08
Carbon Monoxide alarm – no CO (746)	1	7.69

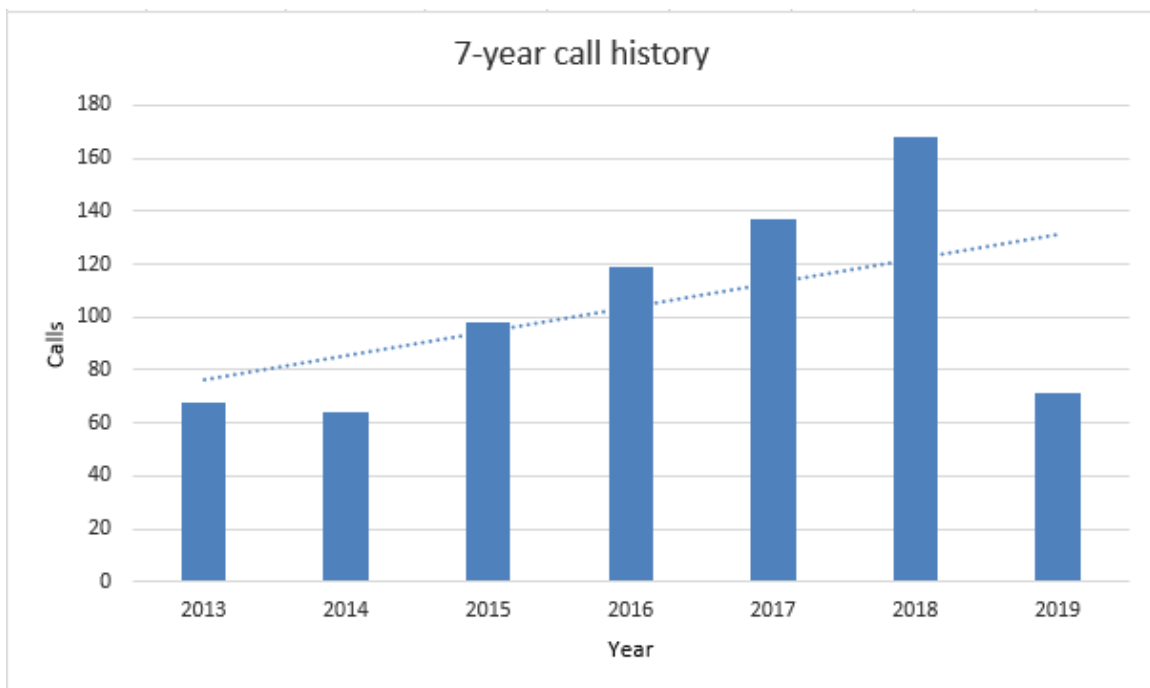
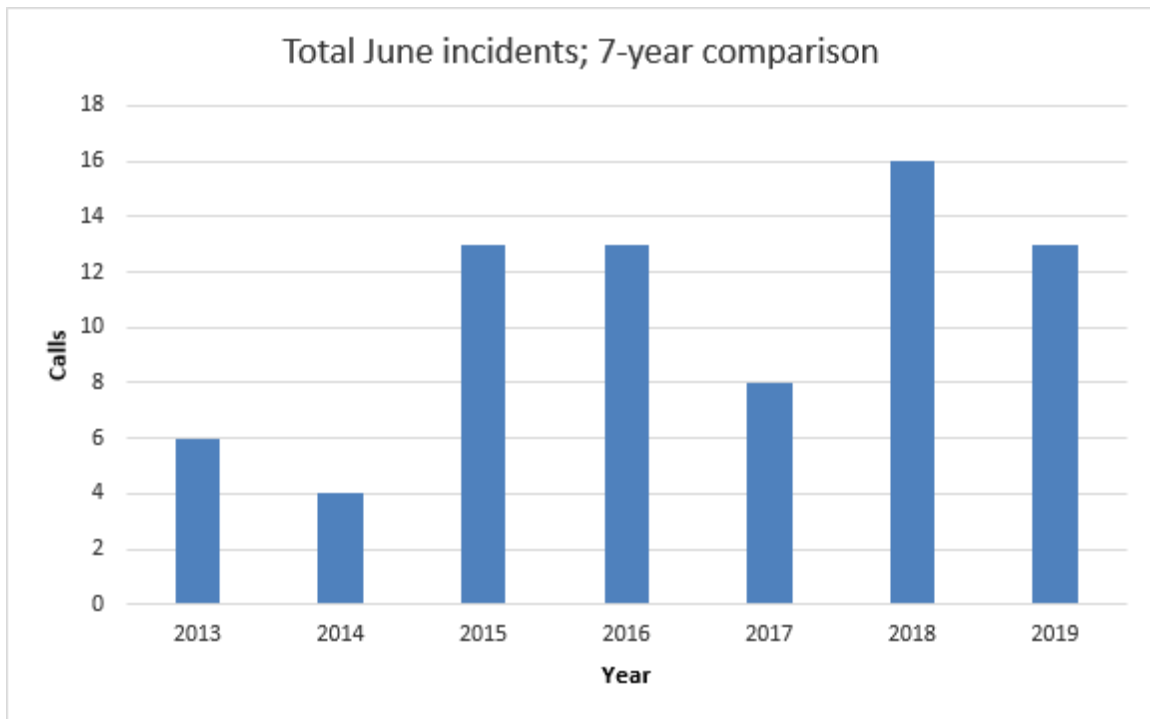
Average Personnel Response (excluding mutual aid):		
	Avg # of Responders	% of Total Department
4A – 8P	10.3	38%
8P – 4A	No calls during this time	No calls

* Current roster is 27 members.

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

Call Breakdown Summary (7-year comparison):

<u>Breakdown of City calls:</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Structural Fires	4	6	7	2	2	7	1
Cooking Fires	6	0	1	1	0	2	
Vehicle Fires	g sepa	2	2	0	0	5	
Grass / Brush Fires	0	1	0	0	2	0	
Fires Misc. (chimney, bonfire, etc.)	racking	1	6	9	7	4	3
Controlled Burn	racking	1	0	0	0	0	1
Smell of Smoke or Something Hot	0	0	2	1	1	0	
Cooking Related - no fire	racking	6	7	7	4	4	2
Vehicle Accident	g sepa	4	6	12	12	10	6
Rescue tools	g sepa	0	0	0	0	0	
Fuel Leak/Spill	racking	1	1	2	2	1	
Electrical / Gas Leaks / CO	13	7	15	12	13	6	2
Bad Detector	racking	4	4	15	17	2	13
Equipment Malfunction	racking	5	5	3	8	16	3
Mutual Aid	3	5	6	6	10	14	3
Rapid Intervention Team (RIT)				5	7	9	1
EMS Assist	g sepa	2	2	7	6	12	7
Prison Farm	0	0	0	0	0	0	
False Alarms	19	17	15	21	29	36	20
Severe Weather Related	0	2	1	6	5	30	1
Misc. (Hazardous condition, etc.)	8	0	18	10	12	9	8
Vehicle Fires / Accidents	4	Began tracking separately in 2014					
Accident/EMS assist/Rescue Tools	11	Began tracking separately in 2014					
TOTAL:	68	64	98	119	137	167	71



Projects/Special Events/Information:

Underwent E-MABAS training through Fond du Lac County. E-MABAS is a program that Dispatch and Fire Departments will use to help streamline the use of MABAS cards during mutual aid calls. Dodge County is also exploring the use of E-MABAS.

Multiple meetings were held with Lifestar to work through the language on a 3-year contract. It is our hope to have the contract come before the Council in July.

Met with Carlson Dettmann to answer questions related to the compensation study completed for Fire Department positions.

Met with Department of Corrections Secretary Carr and other staff with the DOC and City of Waupun. The Fire Department expressed our concerns with the overcrowding which is taking place at the Institutions here in Waupun. The DOC is adding beds to areas that were never intended to house inmates.

Participated in a facilities tour with Sarah Van Buren and the Cedar Corporation to discuss needs at the Public Safety Building. Shower facilities for firefighters to use after structure fires continues to be identified as our highest need in light of rising cancer concerns for the fire industry. Firefighters currently need to go home to do this which transfers risk to the firefighter's families and homes.

Attended the Wisconsin Fire Chief's Conference. The most impactful session from the weekend was an overview of the Sun Prairie gas explosion that lead to their line of duty death.

A tabletop exercise was held with Waupun Memorial Hospital, Dodge County Hazmat, Lifestar Ambulance, and other community partners simulating a chlorine exposure at the AmericInn. This tabletop sets the stage for a full-scale exercise which is planned for August 1.

The Consolidation Committee met again to review miscellaneous expenses that would factor in to consolidation along with the information that Pierce put together related to equipment replacement. All parties agreed to continue moving forward with the local consolidation plan. A second meeting has been scheduled for July 22 with the City of Beaver Dam to continue discussions on what a regionalized consolidation may look like.

July 3, 2019

Work continues on the City-wide staff identification project. The final staff picture has been received and we are working with the State to confirm all the information looks good before submitting to Dodge County for the cards to be printed. This project focuses on the creation of staff ID cards for all City Staff and Council Members.

We received word that our Walmart Community Grant of \$1,300 has been awarded. This grant will be used to replace a failing 4-gas meter.

We continue to await word on our State Farm grant. A \$10,000 grant application for Fire Prevention material was submitted to replace our Sparky the Fire Dog costume (over 20 years old) and allow us to purchase items such as fire safety DVDs, carbon monoxide detectors, and smoke detectors to help support our community risk reduction efforts.

We continue to await word on our Assistance to Firefighters Grant (AFG). A \$44,500 grant application was submitted to replace all of our fire suppression hose and a number of our hose nozzles. A significant portion of our hose exceeds the 10-year 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:

Interviews were conducted to fill the 3 openings the Fire Department currently has. Out of 5 candidates, 3 will be offered a position and 2 will be placed on a waiting list.

Inspections:

Additional inspections completed:

- Met with Rock River Intermediate School to discuss co-teaching of classes which would result in combining 2 classrooms into 1. There are concerns with the number of students this puts in 1 room and the room having adequate egress routes. Sue Leahy was also part of this meeting.
- Occupancy inspection – Creations from the Heart – there was some electrical work that needed to be completed before opening.

Training:

Training for the June 3rd meeting included an emphasis on pump operations. Crews focused on properly positioning and setting up their apparatus, flowing water from the on-board tank, and then transitioning to water from the hydrant. Once flowing water, operators needed to maintain proper intake and discharge pressures to ensure the safety of hoseline crews.

Training for the June 17th meeting was a discussion with the Waupun Police Department and Lifestar EMS on scene safety. Much of the discussion focused on what was known about the incident that resulted in the death of Appleton Firefighter Mitch Lundgaard and what steps first responders should take to best protect themselves and ensure a safe scene.

Emergency Government:

Joe Pfalzgraf, Amy Nehls (Dodge County Emergency Management Director), and I met to discuss our annual Emergency Management exercise which takes place in the fall. We are working on finalizing the “incident” details which will include the disruption of an election (per Angie’s request).

Met to continue updating the Dodge County Hazard Mitigation Plan. There was one follow-up that we are working on for the City of Waupun.

We have received our checks for Categories C and G. We continue to await the final FEMA review of all other projects. To recap, we had damage in 5 of the 7 categories (A – debris removal, B – protective measures, C – roads and bridges, F – Utilities, and G – parks) that have been logged as separate projects. Each project continues to be reviewed by number of different agencies before decisions are made. Approved costs resulting from damage in Fond du Lac County qualify for FEMA funding which breaks down accordingly: 75% FEMA, 12.5% State, and 12.5% Local.

Code Enforcement – Mike Beer:**May:**

There were 17 complaints for the month:

- 1) 8 for Junk
- 2) 6 for grass/weeds
- 3) 2 for chickens (currently on hold per Mayor)
- 4) 1 for water drainage

July 3, 2019

There are 3 junk complaints that will need additional follow-up.

Total of 20 hours or 5 hours per week.

June:

There were 21 complaints for the month:

- 1) 10 for junk
- 2) 4 for grass/weeds
- 3) 2 for trees
- 4) 2 for chickens (currently on hold per Mayor)
- 5) 1 for corn dust on windows
- 6) 1 for fire hazards in rental property
- 7) 1 for sewage leak in apartment building
- 8) 1 burning complaint
- 9) 1 for camper in driveway

There are 9 complaints that will need additional follow-up.

Total of 29 hours or 7.5 hours per week.



TO: Waupun Utilities Commissioners
FROM: Randy Posthuma, General Manager
DATE: July 8, 2019
SUBJECT: General Manager Report

2020 Budget Prep: Planning for 2020 project year is starting to take shape. Every year around this time, management has the discussion regarding prioritizing for potential construct projects and equipment needs for the following year.

There is no street construction taking place in 2020. This will likely free up waste water utility budget for additional sanitary sewer main lining.

The electric utility is having an electric system study completed in 2019. The study will help with identifying future capital projects for the next five years.

In the coming months we will be providing preliminary budget information at our meetings in order to keep you informed on plans for 2020.

Alliant Purchase Update: We continue to make progress in completing our fourth and final purchase of electric customers from Alliant Energy. Letters were recently sent out to 22 customers on Savage Rd. and County Rd. MMM asking for their consent to transfer electric service to Waupun Utilities. Once all customers have responded to our request, we will file a customer transfer request with the PSC. If all goes according to schedule, we anticipate taking ownership of the additional customers late 2019 or the first part of 2020.

Advanced Biological Nutrient Recover System Update: The ABNR pilot test at the waste water treatment facility has wrapped up. To summarize; we were encourage by the test results. We were excited to see that the ABNR system performed better than expected when we put the system under stressful conditions. This indicates to us that the system can handle the fluctuating phosphorus levels that we experience especially when dealing with trucked in waste. Steve Schramm will provide further details on the pilot testing during our August meeting.

Succession Planning Update: This past January we promoted Steve Brooks to a supervisory role for operations of the electric department. Steve continues to get exposé in ordering and recording inventory, keeping plant records up to date, laying out projects for the electric crew as well as keeping track of time sheets. In the next couple of months, Steve will get his first opportunity with planning for the 2020 electric budget. Steve and I are currently looking at projects he'd like to complete in 2020 along with developing budget numbers for those projects.

This concludes my report for July 2019. Please contact me at 324-7920 or rposthuma@wppienergy.org, with any questions or concerns.

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
07/03/2019	98009	AGNESIAN WORK & WELLNESS-	70.00
07/03/2019	98010	AIRGAS USA, LLC	1,066.05
07/03/2019	98011	ALLIANT ENERGY/WP&L	126.54
07/03/2019	98012	ANTONI, EVA	20.00
07/03/2019	98013	ANTONI, JOSEPH	152.50
07/03/2019	98014	ASSOCIATED APPRAISAL CONSULTA	2,192.66
07/03/2019	98015	AT & T	159.40
07/03/2019	98016	AYLESWORTH, BROOKE	40.00
07/03/2019	98017	BADGER STATE INDUSTRIES	520.86
07/03/2019	98018	BEAVER DAM LOCK & SECURITY	10.00
07/03/2019	98019	BOARDMAN & CLARK LLP	8,265.00
07/03/2019	98020	CAPITAL NEWSPAPERS	227.57
07/03/2019	98021	CAREW CONCRETE & SUPPLY INC	1,380.70
07/03/2019	98022	CHARTER COMMUNICATIONS	550.00
07/03/2019	98023	CIVIC SYSTEMS, LLC	5,290.00
07/03/2019	98024	FERGUSON WATERWORKS #1476	1,302.85
07/03/2019	98025	DEBOER, DANYELLE	40.16
07/03/2019	98026	DESTINATION LAKE WINNEBAGO RE	6,539.16
07/03/2019	98027	DOBBRATZ, JON	14.86
07/03/2019	98028	DTAK LLC	2,150.00
07/03/2019	98029	ELMSTAR ELECTRIC CORPORATION	5,655.48
07/03/2019	98030	EXCEL TECHNOLOGIES	539.00
07/03/2019	98031	FENRICH, NICK	40.00
07/03/2019	98032	FLEXIBLE PIPE TOOL COMPANY	423.00
07/03/2019	98033	FLYWAY SIGNS & GRAPHICS	323.25
07/03/2019	98034	FOX VALLEY TECHNICAL COLLEGE	75.00
07/03/2019	98035	GOOD KARMA BROADCASTING	600.00
07/03/2019	98036	GOODYEAR COMMERCIAL TIRE & SE	445.00
07/03/2019	98037	GRAND VALLEY INSPECTION SERVIC	8,431.57
07/03/2019	98038	GREENFIELD, DAWN	49.20
07/03/2019	98039	GUNDERSON, INC.	236.41
07/03/2019	98040	H & R SAFETY SOLUTIONS LLC	532.10
07/03/2019	98041	HAEFEMEYER, SUE	29.00
07/03/2019	98042	HOLIDAY WHOLESALE	173.14
07/03/2019	98043	HOMAN AUTO -GATEWAY	249.29
07/03/2019	98044	HOMETOWN BROADCASTING	1,000.00
07/03/2019	98045	I JUST SNAPPED PHOTOGRAPHY	400.00
07/03/2019	98046	INTER-QUEST	282.36
07/03/2019	98047	JOHN FABICK TRACTOR CO	480.19
07/03/2019	98048	L & S TRUCK CENTER OF APPLETON	175.09
07/03/2019	98049	LANGE ENTERPRISES	60.58
07/03/2019	98050	LAW OFFICE OF JOHN HERRICK LLC	17,000.00
07/03/2019	98051	LENZ, STEPHEN R	7,000.00
07/03/2019	98052	LEROY MEATS OF HORICON INC	3,929.00
07/03/2019	98053	MARCO TECHNOLOGIES LLC	733.71
07/03/2019	98054	METROPOLITAN MARKETING LLC	525.00
07/03/2019	98055	MOLLIEN, FRED	14.86
07/03/2019	98056	NAPA AUTO PARTS-WAUPUN	3,831.63
07/03/2019	98057	NICKEL, JULIE	80.00
07/03/2019	98058	NORTHERN PIPE INC	14,566.90

Check Issue Date	Check Number	Payee	Amount
07/03/2019	98059	O'DONOVAN, BRIAN	85.40
07/03/2019	98060	O'REILLY AUTOMOTIVE INC	21.99
07/03/2019	98061	OSHKOSH OFFICE SYSTEMS	276.97
07/03/2019	98062	OTT SCHWEITZER DIST INC	10,740.80
07/03/2019	98063	PERKINS OIL	1,742.80
07/03/2019	98064	PETTY CASH-POLICE DEPT.	1.46
07/03/2019	98065	PIGGLY WIGGLY DISCOUNT FOODS	80.58
07/03/2019	98066	PIT-STOP PORTABLES	137.25
07/03/2019	98067	PURCHASE POWER	53.51
07/03/2019	98068	RADIO PLUS	3,250.00
07/03/2019	98069	REINDERS INC.	17.38
07/03/2019	98070	REINHOLD, COLTON	57.50
07/03/2019	98071	RIPON COMMUNITY PUBLICATIONS	1,003.80
07/03/2019	98072	SCHOMISCH, LYDIA	75.00
07/03/2019	98073	SCHOMISCH, PATRICK	75.00
07/03/2019	98074	SEVEN UP BOTTLING CO.-WATERTO	1,938.91
07/03/2019	98075	STAPLES CREDIT PLAN	89.44
07/03/2019	98076	STEINBACH, RICHARD	14.86
07/03/2019	98077	STEVENSON, LISA	162.67
07/03/2019	98078	STICKS AND STONES	430.00
07/03/2019	98079	TRU CLEANERS LLC	4,012.68
07/03/2019	98080	US CELLULAR	896.10
07/03/2019	98081	VANDE ZANDE & KAUFMAN, LLP	1,137.00
07/03/2019	98082	C.VERHAGE.PHOTO	45.00
07/03/2019	98083	VZ'S TRUCKING	517.50
07/03/2019	98084	WAUPUN AREA ANIMAL SHELTER, INC	1,000.00
07/03/2019	98085	WAUPUN CHAMBER OF COMMERCE	230.00
07/03/2019	98086	WAUPUN FLORIST & GREENHOUSE	630.00
07/03/2019	98087	WAUPUN UTILITIES	237.50
07/03/2019	98088	WELLS FARGO PAYMENT REMITT.	3,010.69
07/03/2019	98089	WILLIAMS, ROBERT	27.03
07/03/2019	98090	WI DEPT OF FINANCIAL INST	20.00
07/03/2019	98091	YMCA OF DODGE COUNTY	14,339.55
07/03/2019	98092	YOUNG, GREG	350.00
07/03/2019	98093	KAMINSKI, RACHEL	27.73
07/03/2019	98094	MARCO TECHNOLOGIES LLC	244.86
07/03/2019	98095	WARRIOR FABRICATION & REPAIR	90.00
07/03/2019	98096	ERGOMETRICS	212.60
07/03/2019	98097	HARMSSEN, JAN	14.86
Grand Totals:			145,297.49

Report Criteria:

Report type: Summary

Report Criteria:

[Report], Invoice Date = 07/03/2019

Invoice	Description	Invoice Date	Total Cost	GL Account
955 AGNESIAN WORK & WELLNESS-				
28073 vaccines - Esslinger		07/03/2019	70.00	100-70-5412-3-38
Total 955 AGNESIAN WORK & WELLNESS-:			70.00	
987 AIRGAS USA, LLC				
9090095329 Chemicals - Pool		07/03/2019	455.04	100-20-5523-3-40
9090095330 Chemicals - Pool		07/03/2019	611.01	100-20-5523-3-40
Total 987 AIRGAS USA, LLC:			1,066.05	
1174 ALLIANT ENERGY/WP&L				
1780510000-JUNE19 CITY HALL monthly fuel charges		07/03/2019	52.93	100-70-5410-3-32
3264610000-JUNE19 Garage monthly fuel		07/03/2019	73.61	100-70-5412-3-32
Total 1174 ALLIANT ENERGY/WP&L:			126.54	
1350 ANTONI, EVA				
7-3-19 Waste Removal Services during Celebrate Waupun 2019		07/03/2019	20.00	450-70-5440-3-38
Total 1350 ANTONI, EVA:			20.00	
1351 ANTONI, JOSEPH				
7-3-19 Waste Removal Services during Celebrate Waupun 2019		07/03/2019	152.50	450-70-5440-3-38
Total 1351 ANTONI, JOSEPH:			152.50	
1787 ASSOCIATED APPRAISAL CONSULTAN				
143221 Monthly services - July 2019		07/03/2019	2,192.66	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			2,192.66	
1904 AT & T				
7-3-19 Police Dept monthly phone charges		07/03/2019	159.40	100-40-5211-3-31
Total 1904 AT & T:			159.40	
1992 AYLESWORTH, BROOKE				
7-3-19 Waste removal services during Celebrate Waupun 2019		07/03/2019	40.00	450-70-5440-3-38
Total 1992 AYLESWORTH, BROOKE:			40.00	
3072 BADGER STATE INDUSTRIES				
306-179540 can liners		07/03/2019	520.86	100-70-5410-3-36
Total 3072 BADGER STATE INDUSTRIES:			520.86	
5022 BEAVER DAM LOCK & SECURITY				
26662 city hall lock repair		07/03/2019	10.00	100-70-5410-3-36
Total 5022 BEAVER DAM LOCK & SECURITY:			10.00	
5605 BOARDMAN & CLARK LLP				
205441 Special Prosecution		07/03/2019	8,265.00	100-10-5161-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 5605 BOARDMAN & CLARK LLP:			8,265.00	
7058 CAPITAL NEWSPAPERS				
1643498	Ordinance	07/03/2019	21.88	100-10-5110-3-35
1643518	Ordinance	07/03/2019	17.84	100-10-5110-3-35
1642888	Notice - Open Book	07/03/2019	109.42	100-10-5110-3-35
1642904	Notice - public hearing	07/03/2019	22.55	100-10-5110-3-35
1642895	Public hearing	07/03/2019	36.02	100-10-5110-3-35
1642899	Public hearing	07/03/2019	19.86	100-10-5110-3-35
Total 7058 CAPITAL NEWSPAPERS:			227.57	
7065 CAREW CONCRETE & SUPPLY INC				
1133674	concrete - Taylor & Brandon St	07/03/2019	123.75	100-13850
1133820	concrete - curb repair Oak Ln & Brandon St	07/03/2019	188.85	100-70-5433-3-36
1133333	concrete - storm sewer repair Brandon St	07/03/2019	458.50	700-10-5192-3-36
1133155	concrete - storm sewer repair Brandon St	07/03/2019	510.60	700-10-5192-3-36
1133674	concrete - Taylor & Brandon St	07/03/2019	99.00	700-10-5192-3-36
Total 7065 CAREW CONCRETE & SUPPLY INC:			1,380.70	
10048 CHARTER COMMUNICATIONS				
3194-JUNE19	PD - Ethernet Intrastate MBPS	07/03/2019	550.00	100-40-5211-3-38
Total 10048 CHARTER COMMUNICATIONS:			550.00	
10221 CIVIC SYSTEMS, LLC				
CVC18232	SEMI ANNUAL civic support fees-7-1-19 thru 12-31-19	07/03/2019	5,290.00	100-10-5141-3-38
Total 10221 CIVIC SYSTEMS, LLC:			5,290.00	
11013 FERGUSON WATERWORKS #1476				
0274136	back flow repairs at pool	07/03/2019	352.85	100-20-5523-3-36
0275961	inlet rings for storm sewer repairs	07/03/2019	510.00	700-10-5192-3-36
0275961-1	inlet rings for storm sewer repairs	07/03/2019	440.00	700-10-5192-3-36
Total 11013 FERGUSON WATERWORKS #1476:			1,302.85	
11046 DEBOER, DANYELLE				
7-3-19	Meal reimbursment - NCJTC-LEAP Conf	07/03/2019	40.16	100-40-5215-3-37
Total 11046 DEBOER, DANYELLE:			40.16	
11275 DESTINATION LAKE WINNEBAGO REGION				
7-3-19	70% Of May Room Tax	07/03/2019	6,539.16	430-70-5436-3-42
Total 11275 DESTINATION LAKE WINNEBAGO REGION:			6,539.16	
11500 DOBBRATZ, JON				
7-3-19	Board of Review 6-27-19	07/03/2019	14.86	100-30-5152-1-10
Total 11500 DOBBRATZ, JON:			14.86	
12200 DTAK LLC				
35546	woodchips for park playgrounds	07/03/2019	2,150.00	100-20-5525-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 12200 DTAK LLC:			2,150.00	
12511 ELMSTAR ELECTRIC CORPORATION				
1381001	Damages due to Auto Claim 5-17-19	07/03/2019	5,655.48	100-70-5441-3-36
Total 12511 ELMSTAR ELECTRIC CORPORATION:			5,655.48	
12624 EXCEL TECHNOLOGIES				
61219	wireless access point - PD basement	07/03/2019	539.00	100-40-5211-3-38
Total 12624 EXCEL TECHNOLOGIES:			539.00	
12777 FENRICH, NICK				
7-3-19	Waste Removal Services during Celebrate Waupun 2019	07/03/2019	40.00	450-70-5440-3-38
Total 12777 FENRICH, NICK:			40.00	
13379 FLEXIBLE PIPE TOOL COMPANY				
23819	door gasket	07/03/2019	423.00	100-70-5411-3-36
Total 13379 FLEXIBLE PIPE TOOL COMPANY:			423.00	
13450 FLYWAY SIGNS & GRAPHICS				
8154	Celebrate Waupun banners - replace letters	07/03/2019	64.98	450-70-5440-3-40
IN-F-30045	Celebrate Waupun banners - replace letters	07/03/2019	55.27	450-70-5440-3-40
IN-F-30145	Celebrate Waupun - signs with stands	07/03/2019	203.00	450-70-5440-3-40
Total 13450 FLYWAY SIGNS & GRAPHICS:			323.25	
13850 FOX VALLEY TECHNICAL COLLEGE				
TPB0000532448	training - Greenfield	07/03/2019	75.00	100-40-5215-3-37
Total 13850 FOX VALLEY TECHNICAL COLLEGE:			75.00	
14634 GOOD KARMA BROADCASTING				
81413-2	9/11 Memorial Advertising	07/03/2019	300.00	450-70-5440-3-40
81413-1	9/11 Memorial Advertising	07/03/2019	300.00	450-70-5440-3-40
Total 14634 GOOD KARMA BROADCASTING:			600.00	
14641 GOODYEAR COMMERCIAL TIRE & SER				
132-1174432	tires - DPW	07/03/2019	445.00	100-70-5411-3-36
Total 14641 GOODYEAR COMMERCIAL TIRE & SER:			445.00	
14698 GRAND VALLEY INSPECTION SERVICES				
2019-76	Building Insp/Zoning Admin for June 2019	07/03/2019	8,431.57	100-30-5241-3-38
Total 14698 GRAND VALLEY INSPECTION SERVICES:			8,431.57	
14781 GREENFIELD, DAWN				
7-3-19	Reimburse meals/training	07/03/2019	49.20	100-40-5215-3-37
Total 14781 GREENFIELD, DAWN:			49.20	
15075 GUNDERSON, INC.				
755895	SENIOR CENTER	07/03/2019	52.26	100-70-5410-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
751055	fire Dept-Rugs	07/03/2019	50.17	100-70-5410-3-36
751048	Library Rugs	07/03/2019	61.18	100-70-5410-3-36
752854	Garage supplies	07/03/2019	42.84	100-70-5411-3-36
752855	Uniform/charges	07/03/2019	29.96	100-70-5412-3-38
Total 15075 GUNDERSON, INC.:			236.41	
15297 H & R SAFETY SOLUTIONS LLC				
3974	first aid - aquatic center	07/03/2019	109.80	100-20-5523-3-38
3972	first aid kits supplies	07/03/2019	422.30	100-70-5412-3-38
Total 15297 H & R SAFETY SOLUTIONS LLC:			532.10	
15401 HAEFEMEYER, SUE				
7-3-19	Reimbursement from Celebrate Waupun 2019	07/03/2019	29.00	450-70-5440-3-38
Total 15401 HAEFEMEYER, SUE:			29.00	
15920 HOLIDAY WHOLESALE				
9051994	Aquatic Center Concession Stand	07/03/2019	129.15	100-20-5523-3-39
8859460	Credit	07/03/2019	95.27	100-20-5523-3-39
9052631	Aquatic Center Concession Stand	07/03/2019	139.26	100-20-5523-3-39
Total 15920 HOLIDAY WHOLESALE:			173.14	
15950 HOMAN AUTO -GATEWAY				
1011252	pad/cover - repair bad seat	07/03/2019	249.29	100-70-5411-3-36
Total 15950 HOMAN AUTO -GATEWAY:			249.29	
16018 HOMETOWN BROADCASTING				
19060370	9/11 Memorial Advertising	07/03/2019	1,000.00	450-70-5440-3-40
Total 16018 HOMETOWN BROADCASTING:			1,000.00	
16080 I JUST SNAPPED PHOTOGRAPHY				
7-3-19	Celebrate Waupun pictures	07/03/2019	400.00	430-70-5436-3-38
Total 16080 I JUST SNAPPED PHOTOGRAPHY:			400.00	
16440 INTER-QUEST				
64541	set up 3rd work station	07/03/2019	282.36	100-50-5231-3-38
Total 16440 INTER-QUEST:			282.36	
16663 JOHN FABICK TRACTOR CO				
C203575	wind shield repair - glass	07/03/2019	480.19	100-70-5411-3-36
Total 16663 JOHN FABICK TRACTOR CO:			480.19	
17182 L & S TRUCK CENTER OF APPLETON				
254102	cooler-pwr steering oil	07/03/2019	175.09	100-70-5411-3-36
Total 17182 L & S TRUCK CENTER OF APPLETON:			175.09	
17280 LANGE ENTERPRISES				
69306	Sign brackets	07/03/2019	60.58	100-70-5441-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 17280 LANGE ENTERPRISES:			60.58	
17365 LAW OFFICE OF JOHN HERRICK LLC				
7-3-19	Legal fees - Jonas claim	07/03/2019	17,000.00	100-10-5194-3-38
Total 17365 LAW OFFICE OF JOHN HERRICK LLC:			17,000.00	
17443 LENZ, STEPHEN R				
7-3-19	2019 Consulting Agreement	07/03/2019	4,750.00	430-70-5436-3-40
7-3-19	2019 Consulting Agreement	07/03/2019	1,125.00	450-70-5440-3-40
7-3-19	2019 Consulting Agreement	07/03/2019	1,125.00	450-70-5450-3-40
Total 17443 LENZ, STEPHEN R:			7,000.00	
17471 LEROY MEATS OF HORICON INC				
958	Celebrate Waupun 2019 fish fry	07/03/2019	3,929.00	450-70-5440-3-39
Total 17471 LEROY MEATS OF HORICON INC:			3,929.00	
18459 MARCO TECHNOLOGIES LLC				
INV6472157	Ricoh savin toner	07/03/2019	733.71	100-70-5420-3-36
Total 18459 MARCO TECHNOLOGIES LLC:			733.71	
18981 METROPOLITAN MARKETING LLC				
180494	Billboard promo for 9/11 exhibit	07/03/2019	525.00	450-70-5440-3-40
Total 18981 METROPOLITAN MARKETING LLC:			525.00	
19300 MOLLIN, FRED				
7-3-19	Board of Review 6-27-19	07/03/2019	14.86	100-30-5152-1-10
Total 19300 MOLLIN, FRED:			14.86	
19802 NAPA AUTO PARTS-WAUPUN				
248915	battery/core deposit - PD radar trailer	07/03/2019	261.89	100-40-5211-3-36
247235	brake rotor/brake pads - PD	07/03/2019	194.37	100-40-5212-3-36
248213	wheel bearing & hub assemb - FD	07/03/2019	251.58	100-50-5232-3-36
248242	credit	07/03/2019	125.79-	100-50-5232-3-36
248249	tie rod - FD	07/03/2019	87.79	100-50-5232-3-36
248256	tie rod end - FD	07/03/2019	87.79	100-50-5232-3-36
248353	credit	07/03/2019	87.79-	100-50-5232-3-36
246947	air filter	07/03/2019	25.99	100-70-5411-3-36
247058	coolant	07/03/2019	84.99	100-70-5411-3-36
247234	flex tubing/clamp	07/03/2019	198.48	100-70-5411-3-36
247296	battery/core deposits	07/03/2019	310.38	100-70-5411-3-36
247298	glow plug	07/03/2019	15.77	100-70-5411-3-36
247444	hose clamps	07/03/2019	31.65	100-70-5411-3-36
247828	oil filter	07/03/2019	25.16	100-70-5411-3-36
247854	air brake chambers/slack adjuster kit	07/03/2019	553.72	100-70-5411-3-36
247983	clean 2029 5 gallon	07/03/2019	249.95	100-70-5411-3-36
248204	tire plug gun kit	07/03/2019	149.99	100-70-5411-3-36
248211	die grinder/coarse discs/tire rep needle/surface cond pad/	07/03/2019	103.51	100-70-5411-3-36
248212	punches/chisel	07/03/2019	36.89	100-70-5411-3-36
248226	fuel filters/power service diesel	07/03/2019	34.17	100-70-5411-3-36
248244	impact sockets	07/03/2019	31.98	100-70-5411-3-36
248269	socket trays	07/03/2019	83.94	100-70-5411-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
248360	fuse pac/penetrant oil/rivet/drill bits/connect/fuse	07/03/2019	188.78	100-70-5411-3-36
248361	rivet/threadsetter tool	07/03/2019	232.38	100-70-5411-3-36
248375	tire valves/clamp valve	07/03/2019	16.45	100-70-5411-3-36
248376	tool	07/03/2019	11.49	100-70-5411-3-36
248496	socket trays	07/03/2019	119.92	100-70-5411-3-36
248498	credit	07/03/2019	3.30-	100-70-5411-3-36
248501	credit	07/03/2019	1.92-	100-70-5411-3-36
248702	oil filter/right stuff	07/03/2019	57.06	100-70-5411-3-36
248996	thread seal/blstr pk miniatures	07/03/2019	25.36	100-70-5411-3-36
249122	battery/core deposit	07/03/2019	49.69	100-70-5411-3-36
249132	hose clamps/o-rings/drill bits/fittings/washers/steel adapte	07/03/2019	499.66	100-70-5411-3-36
247443	hose clamps	07/03/2019	10.91	100-70-5441-3-36
249108	electrical tape/blaster penetrant/cable tie - Celebrate Wau	07/03/2019	18.74	450-70-5440-3-38
Total 19802 NAPA AUTO PARTS-WAUPUN:			3,831.63	
20480 NICKEL, JULIE				
7-3-19	Reimbursement for cell phone use - July 2019	07/03/2019	40.00	100-10-5131-3-31
7-3-19	Board of Review 2019	07/03/2019	40.00	100-30-5152-1-10
Total 20480 NICKEL, JULIE:			80.00	
20623 NORTHERN PIPE INC				
1265	2019 Storm Sewer Televising & Cleaning	07/03/2019	14,566.90	700-10-5192-3-36
Total 20623 NORTHERN PIPE INC:			14,566.90	
20750 O'DONOVAN, BRIAN				
7-3-19	clothing allowance	07/03/2019	85.40	100-12634
Total 20750 O'DONOVAN, BRIAN:			85.40	
20800 O'REILLY AUTOMOTIVE INC				
2391-368964	steering wheel cover	07/03/2019	21.99	100-70-5411-3-36
Total 20800 O'REILLY AUTOMOTIVE INC:			21.99	
20900 OSHKOSH OFFICE SYSTEMS				
AR39968	City Hall Color Copier 6333	07/03/2019	276.97	100-10-5141-3-36
Total 20900 OSHKOSH OFFICE SYSTEMS:			276.97	
20920 OTT SCHWEITZER DIST INC				
593943	Celebrate Waupun 2019	07/03/2019	12,287.00	450-70-5440-3-39
594600	Celebrate Waupun 2019	07/03/2019	4,317.80	450-70-5440-3-39
594768	Celebrate Waupun 2019 Credit	07/03/2019	5,864.00-	450-70-5440-3-39
Total 20920 OTT SCHWEITZER DIST INC:			10,740.80	
21245 PERKINS OIL				
0052999-IN	SP Global Syn MV ATF/drum deposit/empty drum credit	07/03/2019	646.30	100-70-5411-3-36
0053009-IN	SL Rotella/Drum deposit/empty drum credit	07/03/2019	1,019.70	100-70-5411-3-36
0053544-IN	grease	07/03/2019	76.80	100-70-5411-3-36
Total 21245 PERKINS OIL:			1,742.80	
21550 PETTY CASH-POLICE DEPT.				
7-3-19	Postage - PD	07/03/2019	1.46	100-40-5211-3-33

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 21550 PETTY CASH-POLICE DEPT.:			1.46	
21665 PIGGLY WIGGLY DISCOUNT FOODS				
7784	Bd of Review	07/03/2019	53.07	100-10-5110-3-38
6913	aquatic concessions	07/03/2019	27.51	100-20-5523-3-39
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			80.58	
21790 PIT-STOP PORTABLES				
A-88351	Pine Street Park Port a Potty	07/03/2019	137.25	100-20-5525-3-38
Total 21790 PIT-STOP PORTABLES:			137.25	
22324 PURCHASE POWER				
7-3-19	Postage fees	07/03/2019	53.51	100-40-5211-3-33
Total 22324 PURCHASE POWER:			53.51	
22570 RADIO PLUS				
6276-00126-0000	Celebrate Waupun 2019	07/03/2019	1,000.00	450-70-5440-3-40
6276-00123-0000	Celebrate Waupun 2019	07/03/2019	500.00	450-70-5440-3-40
6276-00125-0000	Celebrate Waupun 2019	07/03/2019	1,250.00	450-70-5440-3-40
6276-00124-0000	Celebrate Waupun 2019	07/03/2019	500.00	450-70-5440-3-40
Total 22570 RADIO PLUS:			3,250.00	
22700 REINDERS INC.				
1790942-00	cap-grease	07/03/2019	17.38	100-70-5411-3-36
Total 22700 REINDERS INC.:			17.38	
22702 REINHOLD, COLTON				
7-3-19	Waste Removal Services during Celebrate Waupun 2019	07/03/2019	57.50	450-70-5440-3-38
Total 22702 REINHOLD, COLTON:			57.50	
22956 RIPON COMMUNITY PUBLICATIONS				
7-3-19	Celebrate Waupun Advertisement 2019	07/03/2019	1,003.80	450-70-5440-3-40
Total 22956 RIPON COMMUNITY PUBLICATIONS:			1,003.80	
23293 SCHOMISCH, LYDIA				
7-3-19	Waste Removal Services during Celebrate Waupun 2019	07/03/2019	75.00	450-70-5440-3-38
Total 23293 SCHOMISCH, LYDIA:			75.00	
23294 SCHOMISCH, PATRICK				
7-3-19	Waste Removal Services during Celebrate Waupun 2019	07/03/2019	75.00	450-70-5440-3-38
Total 23294 SCHOMISCH, PATRICK:			75.00	
23573 SEVEN UP BOTTLING CO.-WATERTOW				
49657	Celebrate Waupun 2019 - Main Tent	07/03/2019	203.88	450-70-5440-3-39
411537	Celebrate Waupun 2019 - Main Tent	07/03/2019	3,678.68	450-70-5440-3-39
412014	Celebrate Waupun 2019 - Main Tent - Credit	07/03/2019	1,943.65-	450-70-5440-3-39

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 23573 SEVEN UP BOTTLING CO.-WATERTOW:			1,938.91	
24108 STAPLES CREDIT PLAN				
7-3-19	office supplies	07/03/2019	7.05	100-10-5131-3-30
7-3-19	office supplies	07/03/2019	47.15	100-10-5141-3-30
7-3-19	office supplies	07/03/2019	7.05	100-10-5191-3-30
7-3-19	office supplies	07/03/2019	7.05	100-20-5513-3-30
7-3-19	office supplies	07/03/2019	14.09	100-70-5420-3-30
7-3-19	office supplies	07/03/2019	7.05	100-80-5670-3-30
Total 24108 STAPLES CREDIT PLAN:			89.44	
24291 STEINBACH, RICHARD				
7-3-19	board of review 6-27-19	07/03/2019	14.86	100-30-5152-1-10
Total 24291 STEINBACH, RICHARD:			14.86	
24296 STEVENSON, LISA				
7-3-19	Celebrate Waupun Kidz Zone 2019	07/03/2019	162.67	450-70-5440-3-41
Total 24296 STEVENSON, LISA:			162.67	
24350 STICKS AND STONES				
10868	multiple cuttings/bagging lawn - 275 S Madison St	07/03/2019	430.00	100-70-5613-3-38
Total 24350 STICKS AND STONES:			430.00	
25450 TRU CLEANERS LLC				
CW070119	cleaning service for City of Waupun	07/03/2019	4,012.68	100-70-5410-3-38
Total 25450 TRU CLEANERS LLC:			4,012.68	
25760 US CELLULAR				
0315765752	POLICE DEPT monthly cell phone charges	07/03/2019	896.10	100-40-5211-3-31
Total 25760 US CELLULAR:			896.10	
26042 VANDE ZANDE & KAUFMAN, LLP				
10308	Traffic monthly attorney fees	07/03/2019	1,137.00	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			1,137.00	
26353 C.VERHAGE.PHOTO				
3255	employee photos	07/03/2019	45.00	100-80-5670-3-38
Total 26353 C.VERHAGE.PHOTO:			45.00	
26485 VZ'S TRUCKING				
22496	Hauling - gravel for repairs to storm sewer on Brandon St	07/03/2019	517.50	700-10-5192-3-36
Total 26485 VZ'S TRUCKING:			517.50	
26790 WAUPUN AREA ANIMAL SHELTER, INC				
JULY2019	Monthly Contract	07/03/2019	1,000.00	100-40-5343-3-38
Total 26790 WAUPUN AREA ANIMAL SHELTER, INC:			1,000.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
26900 WAUPUN CHAMBER OF COMMERCE				
7-3-19	Car show gift certificates 2019	07/03/2019	230.00	450-70-5440-3-40
Total 26900 WAUPUN CHAMBER OF COMMERCE:			230.00	
27100 WAUPUN FLORIST & GREENHOUSE				
100	City planters	07/03/2019	630.00	502-10-5830-3-38
Total 27100 WAUPUN FLORIST & GREENHOUSE:			630.00	
27450 WAUPUN UTILITIES				
4695	WPPI monthly email user/archiving accts/monitoring servi	07/03/2019	237.50	100-10-5197-3-38
Total 27450 WAUPUN UTILITIES:			237.50	
27935 WELLS FARGO PAYMENT REMITT.				
ANGIE-MAY19	verizon - ipad	07/03/2019	52.75	100-10-5141-3-31
KATHY-MAY19	meal - WCMA	07/03/2019	32.00	100-10-5191-1-10
BJ-MAY19	clothing allowance - DeMaa	07/03/2019	178.94	100-12634
RACHEL-MAY19	credit	07/03/2019	1,130.00-	100-13850
ANGIE-MAY19	star target - PD	07/03/2019	779.49	100-40-5215-3-38
BJ-MAY19	meal - FD - Dodge Cty Chiefs	07/03/2019	115.95	100-50-5231-3-38
BJ-MAY19	replace cracked phone case - Verizon - FD	07/03/2019	71.16	100-50-5231-3-38
BJ-MAY19	fuel - FD	07/03/2019	61.21	100-50-5232-3-38
BJ-MAY19	fuel - FD	07/03/2019	90.01	100-50-5232-3-38
BJ-MAY19	DEF for 591 - FD	07/03/2019	4.04	100-50-5232-3-38
BJ-MAY19	forcible entry tool - FD	07/03/2019	182.98	100-50-5232-3-38
BJ-MAY19	filter masks - FD	07/03/2019	344.97	100-50-5232-3-38
BJ-MAY19	Inspector licenses - DeMaa & Beer	07/03/2019	81.60	100-50-5233-3-34
JEFF-MAY19	batteries for drills - Fleet Farm	07/03/2019	397.98	100-70-5411-3-36
KATHY-MAY19	May 2019 advertising on indeed.com	07/03/2019	80.64	100-70-5420-3-35
JEFF-MAY19	training - Ehls	07/03/2019	650.00	100-70-5420-3-37
JEFF-MAY19	training - Esslinger	07/03/2019	650.00	100-70-5420-3-37
ANGIE-MAY19	wristbands - Celebrate Waupun 2019	07/03/2019	211.00	450-70-5440-3-38
ANGIE-MAY19	credit	07/03/2019	11.00-	450-70-5440-3-38
BJ-MAY19	9/11 Exhibit fundraiser - FD	07/03/2019	166.97	450-70-5440-3-40
Total 27935 WELLS FARGO PAYMENT REMITT.:			3,010.69	
28192 WILLIAMS, ROBERT				
7-3-19	reimbursement meals - search warrant training	07/03/2019	27.03	100-40-5215-3-37
Total 28192 WILLIAMS, ROBERT:			27.03	
28540 WI DEPT OF FINANCIAL INST				
7-3-19	Notary - Hull	07/03/2019	20.00	100-10-5141-3-38
Total 28540 WI DEPT OF FINANCIAL INST:			20.00	
29893 YMCA OF DODGE COUNTY				
7330	Payroll	07/03/2019	13,067.85	100-20-5523-1-10
7330	Social Security Taxes	07/03/2019	787.70	100-20-5523-2-23
6331-1	Season passes 2019	07/03/2019	484.00	100-20-5523-3-38
Total 29893 YMCA OF DODGE COUNTY:			14,339.55	
29904 YOUNG, GREG				
2014	4 day training - PD	07/03/2019	350.00	100-40-5215-3-37

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 29904 YOUNG, GREG:			350.00	
300054 KAMINSKI, RACHEL				
7-3-19	Mileage - June 2019	07/03/2019	27.73	100-20-5513-3-37
Total 300054 KAMINSKI, RACHEL:			27.73	
300188 MARCO TECHNOLOGIES LLC				
64022937	KONMIN/BHC308	07/03/2019	244.86	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			244.86	
300208 WARRIOR FABRICATION & REPAIR				
734	9/11 Exhibit banners	07/03/2019	90.00	450-70-5440-3-40
Total 300208 WARRIOR FABRICATION & REPAIR:			90.00	
300223 ERGOMETRICS				
135879	Pre-employment testing	07/03/2019	212.60	100-50-5231-3-38
Total 300223 ERGOMETRICS:			212.60	
300226 HARMSSEN, JAN				
7-3-19	Board of Review 6-27-19	07/03/2019	14.86	100-30-5152-1-10
Total 300226 HARMSSEN, JAN:			14.86	
Grand Totals:			145,297.49	

Report GL Period Summary

GL Period	Amount
07/19	145,297.49
Grand Totals:	145,297.49

Vendor number hash: 4200365
Vendor number hash - split: 4832254
Total number of invoices: 160
Total number of transactions: 185

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	145,297.49	.00	145,297.49
Grand Totals:	145,297.49	.00	145,297.49

**City of Waupun
Operator Licenses**

Operator License 2019-2020

Kathryn	A	Bohn	N2671 Prairie Hill Rd	Waupun, WI 53963
Denise	R	Hiemstra	N5433 Hwy 44 & 49	Brandon, WI 53919
Melissa	A	Homan	713 Maple View Dr	Waupun, WI 53963
Shaina	D	Hull	416 1/2 Grace St	Waupun, WI 53963
Rebecca		Lange	W7237 Cty Rd C	Burnett, WI 53922
Jared	M	Robertson	144 Olmstead St	Waupun, WI 53963
Aaron	M	Schultz	39 Cherry Park Ct	Oshkosh, WI 54902
Jordan	M	Sterk	309 Grace St	Waupun, WI 53963
Pamela	S	Streekstra	537 E Brown St	Waupun, WI 53963
Donald	E	Sturm	715 S Lincoln Ave #1	Beaver Dam, WI 53916
Courtney	J	Zills	222 Washington St	Beaver Dam, WI 53916

Temporary Class B License

Applicant:	Waupun Hoopsters
Dates of Event:	September 13-15, 2019
Location:	McCune Park, 313 N Grove St, Waupun
Event Name:	Hoopsters Fund Raiser



AGENDA SUMMARY SHEET

MEETING DATE: 7/9/19

TITLE: Approve hiring part-time LTE Recreation Program Leader

AGENDA SECTION: Considerations-Actions

PRESENTER: Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	N/A – absorb within existing budget	

We are seeking approval to hire a limited-term part-time employee to cover FMLA for current staff.

STAFF RECOMMENDATION:

Approve request to hire immediately

ATTACHMENTS:

Proposed Job Description

RECOMMENDED MOTION:

Motion to approve the hire of a limited-term part-time employment as a recreation program leader as presented. It is understood that the hours per week for this position will not exceed 8 hours nor extend beyond the duration of the FMLA period.

City of Waupun Job Description

Job Title: Recreation Program Leader
Department: Administration
Reports To: City Administrator
FLSA Status: Non-Exempt
Prepared By: City Administrator
Prepared Date: July 3, 2019
Reviewed By: Mayor
Approved By: Mayor

SUMMARY:

The Senior Center Recreation Program Leader is a limited-term, part-time position. The position is responsible for promoting, organizing and facilitating public recreation services for the City of Waupun. When necessary, the Recreation Program Leader supports the overall scheduling, programming and operation of recreation services. Hours for the position will not exceed eight hours per week (normal hours of operation for the position are 8:45 to 11:15 a.m. on Monday and Thursday; 9:45 to 11:15 a.m. on Wednesday and Friday. Request for administrative support hours are on an as needed basis and the schedule for this work is flexible so long as scheduled during the course of normal hours of operation, 7:30 a.m. to 4:30 p.m.) The term of the position begins immediately through October 11, 2019, though may be extended for a period of time not to exceed November 15, 2019.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Facilitates specific recreation programs for the City of Waupun's park and recreation department, including but not limited to SilverSneakers yoga and aerobic classes held at the Waupun Senior Center.
- Provides administrative support to develop, prepare and coordinate marketing/public relations materials, including social media, newsletters, program brochures and flyers.
- Provides excellent customer service and works with city staff to meet the needs of the public as it relates to recreation programming.

QUALIFICATIONS:

Must be a high school graduate with excellent customer service, strong organizational, and written and oral communication skills.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent computer skills, specifically in Microsoft Word and Excel.
- Emotional maturity and ability to relate well with people.
- Knowledge of wellness and recreation services is preferred.
- Must possess or be able to obtain SilverSneakers certification.

WORK ENVIRONMENT

The work is performed primarily indoors in an office or professional environment. Contact with staff, city employees, public and elected officials is required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, stand, bend, sit, and talk or hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

EQUAL OPPORTUNITY EMPLOYER:

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



AGENDA SUMMARY SHEET

MEETING DATE: 7/9/19

TITLE: Approve hiring part-time LTE Recreation Program Leader

AGENDA SECTION: Considerations-Actions

PRESENTER: Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	N/A – absorb within existing budget	

We are seeking approval to hire a limited-term part-time employee to cover FMLA for current staff.

STAFF RECOMMENDATION:

Approve request to hire immediately

ATTACHMENTS:

Proposed Job Description

RECOMMENDED MOTION:

Motion to approve the hire of a limited-term part-time employment as a recreation program leader as presented. It is understood that the hours per week for this position will not exceed 8 hours nor extend beyond the duration of the FMLA period.



AGENDA SUMMARY SHEET

MEETING DATE: 7/9/19

AGENDA SECTION: Considerations-Actions

PRESENTER: Van Buren

TITLE: Approve Agreement with ECWRP to file annual reports for housing and housing fees in accordance with Wis. Stats. 66.10013 (Housing affordability report) and 66.10014 (Housing fees report).

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	N/A – absorb within existing budget	

In 2018 the Wisconsin State Legislature approved new legislation requiring communities of 10,000 population or more to provide two separate annual reports related to housing and housing fees in an effort to shed light and foster change on affordable housing issues across the state. In early 2019, several communities, through a focused conversation with members of the American Planning Association – Wisconsin Chapter in NE WI, expressed interested in having the East Central WI Regional Planning Commission (ECWRPC) conduct all or some of the required work. This would allow for: 1) consistent collection, display, and analysis to conduct a more accurate comparison amongst affected municipalities; 2) Provide for a more accurate “regional” picture of affordable housing within the region’s metropolitan areas.

STAFF RECOMMENDATION:

Given the large volume of work to complete these reports for the fee being charged, and the advantage of being part of a regional profile, we are recommending you approve our participation in this joint study.

ATTACHMENTS:

Proposed Service Agreement

RECOMMENDED MOTION:

Motion to approve the agreement with ECWRP to file annual reports for housing and housing fees in accordance with Wis. Stats. 66.10013 (Housing affordability report) and 66.10014 (Housing fees report) as presented.

Proposal & Agreement to Prepare State Required Housing Reports with Enhanced Data & Narrative for East Central Communities

Background

In 2018, the Wisconsin State Legislature approved new legislation which requires communities of 10,000 population or more to provide two separate annual reports related to housing and housing fees in an effort to shed light and foster change on affordable housing issues across the state. Specifically, Wis. Stats. 66.10013 (Housing affordability report) and 66.10014 (Housing fee report).

In early 2019, several communities – through a focused conversation of APA NE WI members- expressed interest in having the East Central Wisconsin Regional Planning Commission (ECWRPC) conduct some or all of this work on their behalf through a coordinated and cost-shared contract. The group also felt that by having the ECWRPC conduct and prepare these studies, additional informational and value can be added to the reports in the following ways:

- Consistent collection, display, and analysis of required data and information so as to conduct more accurate comparisons amongst affected municipalities.
- The addition of a ‘regional’ narrative which could better explain patterns, correlations and (perhaps) inconsistencies amongst the data should they exist.
- By providing a forum for collaboration and an opportunity to contribute towards a larger effort which will provide a more accurate picture of affordable housing within the region’s metropolitan areas.

Based on these discussions and a review of the statutory requirements, this Scope of Work outlines a cooperative effort to not only ensure compliance with the state’s requirements, but will attempt to shed additional light on a pressing regional issue.

66.1003 Housing Affordability Report

*Note: All **bolded text** is taken directly from the state statutes, followed by ECWRPC’s description of its approach to meeting these requirements as well as additional enhancements which may provide more context in the final product.*

- 1) East Central will, **for each city or village with a population of 10,000 or more**, or for each additional Town, City or Village as noted in Section 2 below, that agrees to this scope, **prepare not later than January 1, 2020 a report of the municipality's implementation of the housing element of the**

municipality's comprehensive plan under s. 66.1001. Should this agreement be extended to future years, in subsequent years, the report shall be updated not later than **January 31 of the following year.**

- 2) The Housing Affordability Report shall inventory and analyze the following information for the highlighted communities listed below unless otherwise noted (*Note – Towns meeting the 10,000 population threshold are NOT required to provide this information*):

'Required' Villages & Cities of 10K+Population (9 communities which are part of this contract)

- Calumet County – Village of Harrison
- Fond du Lac County – City of Fond du Lac, City of Waupun
- Winnebago County – City of Oshkosh, City of Neenah, City of Menasha, Village of Fox Crossing
- Outagamie County – City of Appleton, City of Kaukauna, Village of Little Chute, Town of Greenville*

** The Town of Greenville desires to obtain the full set of data and will be included, for this purpose, as a "required" community.*

5 Additional 'Non-Required' Communities which are part of this contract

- Calumet County – none
- Fond du Lac County – Town of Fond du Lac
- Winnebago County – Town of Algoma, Town of Clayton, Town of Neenah
- Outagamie County – none
- Waushara County – City of Berlin

- a) East Central, through interviews with each community's planning/development staff, **shall prepare a report of the municipality's implementation of the housing element of the municipality's comprehensive plan under s. 66.1001.** This task will be conducted only for the 9 'required' communities highlighted in Section 2.
- b) **The number of subdivision plats, certified survey maps, condominium plats, and building permit applications approved in the prior year** shall be summarized. Tables, graphs, maps and infographics will be developed by East Central to display and visualize this information. Historical data (for previous 4 years, where available) will also be included in order to analyze trends. This data will be collected for all 14 communities highlighted in Section 2. This data is to be provided by the municipality through the use of an on-line input form.
- c) **The total number of new residential dwelling units proposed in all subdivision plats, certified survey maps, condominium plats, and building permit applications that were approved by the municipality in the prior year [2018].** This information determines the availability of lots for residential purposes and will be generated by East Central only for calendar year 2018. Tables, graphs, maps and infographics will be developed by East Central to display and visualize this information. This data will be collected for all 14 communities highlighted in Section 2. This task will require the use of an on-line input form that is completed by each community.

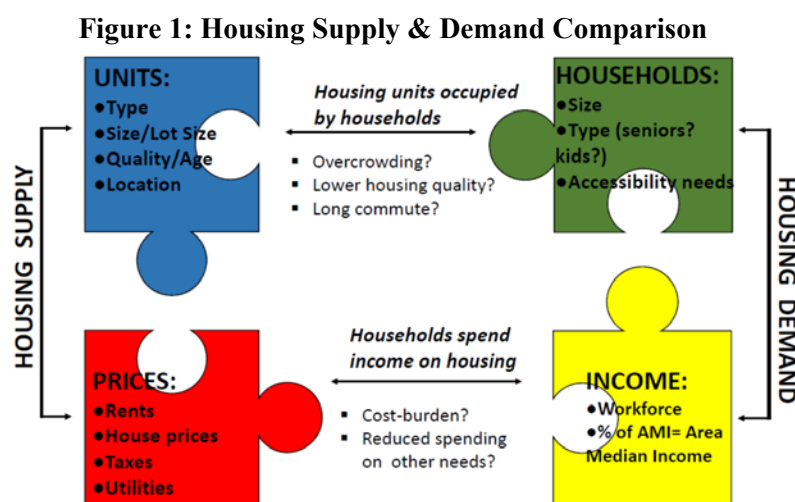
- d) **A list and map of undeveloped parcels in the municipality that are zoned for residential development.** East Central will generate, based on 2017 land use data, a map of developed land uses. These developed land uses will be intersected with 2019 parcel data to yield a map of vacant land parcels. This map will be reviewed by the community for accuracy and any corrections, including conducting field verification if necessary. The vacant land parcels will be intersected with the existing zoning data (all zoning districts which allow residential development of any type) in order to generate the final map and list of undeveloped parcels zoned for residential development. The listing of parcels will include the following data items: parcel ID number, address, zoning, acreage, and assessed valuation. This data will be collected for all 14 communities highlighted in Section 2.
- e) **A list of all undeveloped parcels in the municipality that are suitable for, but not zoned for, residential development, including vacant sites and sites that have potential for redevelopment, and a description of the zoning requirements and availability of public facilities and services for each property.** Using the ‘developed parcel’ map generated under Item D above, East Central staff will generate a map of all vacant properties that are NOT zoned for residential development. The community shall review the map and identify specific parcels that are suitable for residential development or have the potential for redevelopment. East Central will edit the data and produce a map and list of all sites meeting these requirements. The listing of parcels will include the following data items: parcel ID number, address, zoning, acreage, and assessed valuation. This data will be collected for all 14 communities highlighted in Section 2.
- f) Additional narrative will be provided to describe the zoning requirements and listing of services for these properties. The map generated in Item E above will be reviewed by each municipality to identify properties without basic services. The final site map will then be appended to also identify which parcels do not have basic municipal services available (sewer, water, electric, natural gas). This data will be collected for all 14 communities highlighted in Section 2.
- g) **An analysis of the municipality's residential development regulations, including:**
 - i) East Central, with assistance from the communities, will summarize **identified policies or procedures which relate to the planning for, or development of, residential land uses**, including the following documents (if present):
 - (1) Comprehensive Plan
 - (2) Zoning Ordinance
 - (3) Subdivision Ordinance (Land Dedication Requirements)
 - (4) Impact Fee Ordinance
 - (5) Plan Review & Permit Procedures
 - (6) TIF District opportunities

Tables, maps and information will be generated for requirements and fees related to infrastructure improvements, including: streets, sidewalks, curb and gutter, storm and sanitary sewers, water, other

minor improvements, and land dedications. This data will be collected for all 14 communities highlighted in Section 2.

- ii) **The analysis shall calculate the financial impact that each regulation has on the cost of each new subdivision.** The methodology utilized to make these calculations will be drawn from examples and options set forth in the UW-Extension “*Complying w/the New Housing Report Requirements*” presentation examples. This data will be collected for all 14 communities highlighted in Section 2.
- iii) **The analysis shall also identify ways in which the municipality can modify its construction and development regulations, lot sizes, approval processes, and related fees to do each of the following:**

Meet existing and forecasted housing demand. East Central will generate a summary of the existing and forecasted housing demand for the municipality based on the following information based on methods and examples set forth in the UW-Extension “*Complying w/the New Housing Report Requirements*” presentation examples. In general, this comparison shall be developed based on the concepts and information in Figure 1. This data will be collected for all 14 communities highlighted in Section 2.



Source: UW-Extension “*Complying w/the New Housing Report Requirements*”, 2019.

- (1) **Reduce the time and cost necessary to approve and develop a new residential subdivision in the municipality by 20 percent.** East Central staff will make initial observations and recommendations and will conduct interviews with municipality staff to generate a narrative which considers how the municipality can modify regulations, processes, and fees, and whether or not it has the financial ability to do so. This task will be conducted only for the 9 ‘required’ communities listed in Section 2.

- 3) **The municipality shall post the report under sub. (2) on the municipality's Internet site on a webpage dedicated solely to the report and titled “Housing Affordability Analysis.”** East Central shall provide a draft of the report no later than December 1, 2019 for review and comment, with the final report being delivered as an electronic Adobe Acrobat (.pdf) file no later than December 15, 2019 for posting to the municipality’s website as required. Each municipality shall be responsible for posting this information to their website. In addition, a website page regarding affordable housing will be created and maintained by the ECWRPC whereby it will serve as a resource for all communities, counties, the state and area housing organizations.

66.10014 Housing Fee Report.

*Note: All **bolded** text is taken directly from the state statutes, followed by ECWRPC’s description of its approach to meeting these requirements as well as additional enhancements which may provide more context in the final product.*

- 1) The Commission shall prepare, for all 14 communities listed in Section 2, **not later than January 1, 2020, a report of the municipality's residential development fees. The report shall contain all of the following:**
 - a) **Whether the municipality imposes any of the following fees or other requirements for purposes related to residential construction, remodeling, or development and, if so, the amount of each fee:**
 - **Building permit fee.**
 - **Impact fee.**
 - **Park fee.**
 - **Land dedication or fee in lieu of land dedication requirement.**
 - **Plat approval fee.**
 - **Storm water management fee.**
 - **Water or sewer hook-up fee.**
 - b) **The total amount of fees under par. (a) that the municipality imposed for purposes related to residential construction, remodeling, or development in the prior year and an amount calculated by dividing the total amount of fees under this paragraph by the number of new residential dwelling units approved in the municipality in the prior year.**
- 2) **The municipality shall be responsible for posting the final report its Internet site on a webpage dedicated solely to the report and titled “New Housing Fee Report.”** East Central shall provide a draft of the report no later than December 1, 2019 for review and comment, with the final report being delivered as an electronic Adobe Acrobat (.pdf) file no later than December 15, 2019 for posting to the municipality’s website as required. Each municipality shall be responsible for posting this information to their website. In addition, a website page regarding affordable housing will be created and maintained by the ECWRPC whereby is will serve as a resource for all communities, counties, the state and area housing organizations.
- 3) **The municipality shall provide a copy of the report to each member of the governing body of the municipality.**

- 4) It should be noted that if a fee or the amount of a fee is not properly posted as required under 66.10014 sub. (3) (a), the municipality may not charge the fee.

Project Advisory Board

As part of this project, East Central shall establish a Project Advisory Board comprised of 9 individuals representing each of the 9 ‘required’ municipalities. The purpose of the Project Advisory Board will be to meet no more than three (3) times in order to guide the project and provide input and direction to East Central staff.

- (August, 2019) Meeting #1 - Discuss/develop consistent definitions and methodologies. Provide input regarding use of on-line forms for data collection;
- (October, 2019) Meeting #2 - Review progress to date on major data analyses and findings;
- December, 2019) Meeting #3 – Review draft reports and provide feedback for integration into final products. Discuss distribution of data, potential for future report generation, and implementation strategies.

Additional Complementary Regional Projects and Products

As part of this Scope of Work, the ECWRPC will commit to conducting the following broader scale work, at no cost to the communities, to be completed in within 6 months of the finalization of the Housing Affordability Report and the Housing Fee Report (June 30, 2020).

- 1) East Central will update the 2001 *Residential Housing Policies Report* to reflect the most recent data and information where practical. In addition to the types of data and information collected in the 2001 report, information from the aforementioned Housing Affordability Report and Housing Fee Report will be incorporated as appropriate. Additionally, if not already included, the following policies will also be inventoried and reviewed:
 - Complete Streets Policies
 - Additional information on street maintenance and assessment policies (transp. utilities, wheel tax, etc.)
 - Thresholds on CSM’s vs. Subdivisions
 - Conservation Subdivision Ordinances
 - Tiny House policies
 - Accessory Dwelling Unit (ADU) policies
 - Sidewalks/Trails/Bike Lanes
 - Transit accommodations
 - SRTS Plans
 - Bike/Pedestrian Plans
 - Parks Policies
 - Impact Fees
 - Allowed ROW Uses (such as utility box placement)
 - CIPs (existence of and total annual improvement cost by major category)

- a) The narrative for the report will generally be expanded to ensure that the only basis for policies is the cost of construction and maintenance, but also that appropriate connections are made to broader values that contribute to quality of life and livability.
- 2) East Central will commit to updating both the *2002 Guide to Housing Providers & Services*, and the 2004 *Overcoming Barriers to Affordable Housing in the East Central Region* report using information as applicable from the previous reports during the 2020 calendar year.

Cost Estimate

A cost estimate was prepared for the work efforts noted in this Scope. Overall, it is estimated the project will cost \$22,850 in total (excluding Complementary Projects). ECWRPC will cover portions of the Housing Reports cost (\$5,550) using its local levy funds and/or other programmatic funds due to the benefits it will receive from this information.

The remaining \$17,300 would be borne by the 14 individual communities shown in Section 2, based on a proportionate share of the work effort as follows:

- For the 9 ‘required’ communities that are required to conduct this work, each would be charged \$1,375.00.
- For the 5 ‘non-required’ communities, each would be charged \$985.00 to conduct this work.

Timeframe / Schedule

All work on the Housing Reports will be completed, and deliverables (print and digital) will be provided to each community by December 15, 2019.

Payment

Each community that is part of this agreement will be invoiced for the full amount in October, 2019 with payment required by November 30, 2019.

CONTRACT BETWEEN
EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION
AND THE _____, WISCONSIN

**FOR PROJECT NUMBER: _____-19
HOUSING AFFORDABILITY & FEE REPORTS**

This CONTRACT, made and entered into by and between East Central Wisconsin Regional Planning Commission (COMMISSION) and the _____, Wisconsin (COMMUNITY), to provide services described in detail herein and is for the purpose of:

Preparing statutorily required housing affordability and fee reports.

The COMMISSION deems it advisable to engage the COMMUNITY to provide certain services and has authority to contract for these services as permitted by its Bylaws. The COMMISSION will be compensated by the COMMUNITY for services provided under this CONTRACT on the following cost basis:

- a) A SET COST of **\$1,375 or \$985 (whichever is applicable based on the scope of work)** to be paid in a single installment for work completed between **July 15, 2019 and December 15, 2019 as outlined in this Scope of Services**

The COMMISSION represents it is in compliance with the laws and regulations relating to its profession and signifies its willingness to provide the desired services.

The COMMISSION Representative is Eric W. Fowle, whose work address/e-mail address and telephone number is:

East Central Wisconsin Regional Planning Commission
400 Ahnaip Street, Suite 100
Menasha, WI 54952
Phone: 920.751.4770 ext. 6818
E-mail: efowle@ecwrpc.org

The parties agree to all of the provisions which are annexed and made a part of the CONTRACT.

For the COMMUNITY

For the COMMISSION

By:

By:

Chief Elected Official or Other Authorized Individual

Eric Fowle, AICP
Executive Director

Title: _____

Community: _____

Date: _____

Date: _____



AGENDA SUMMARY SHEET

MEETING DATE: 7/9/19

TITLE: Overview of Housing Study RFP (no action will be taken)

AGENDA SECTION: Considerations-Actions

PRESENTER: Van Buren

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
High Performance Government	N/A – part of 2019 existing budget

- Purpose: To help elected officials, City staff, stakeholders, and community members develop a meaningful sense of the housing market, as well as an understanding of key housing issues, and how they affect the City of Waupun. The report is intended to offer community leaders and stakeholders a basis for formulating community-specific housing priorities, policy alternatives and intervention strategies, including land use and zoning decisions. The study should help guide decisions related to the allocation of public funds and other resources.
- Released on 7/1/19 and sent directly to:
 - Cedar Corporation
 - MSA
 - GRAEF
 - Vierbicher
 - Vandewalle & Associates
 - East Central Wisconsin Regional Planning Commission
 - Additionally, posted on League of Municipalities website and Wisconsin Chapter of the American Planning Association website; and, shared on City's website, City's Facebook page, Staff personal Facebook pages, Staff personal LinkedIn pages and shared with local media contacts
- Responses due 7/24/19 at 12pm
- Housing subcommittee of the Aging Coalition will be reviewing the responses and meeting the week of July 29th to select a contractor for Council's approval.

STAFF RECOMMENDATION:

Informational only

ATTACHMENTS:

Copy of RFP

RECOMMENDED MOTION: N/A

AGENDA ITEM: #

DATE: [EnterDate]



City of Waupun
REQUEST FOR PROPOSALS FOR HOUSING STUDY & NEEDS ANALYSIS

Release Date: July 1, 2019
Response Deadline: 12:00 p.m., July 24, 2019

Contact: Angela Hull
Clerk, City of Waupun
920.324. 7915 | angie@cityofwaupun.org

GENERAL COMMUNITY INFORMATION

The City of Waupun is located in Central Wisconsin in both Dodge and Fond du Lac counties. The City's population grew from 10,718 to 11,340, from 2000 to 2010 or by 5.8%. This is slightly less than the growth rate for the state (6.0%) and slightly higher than the growth rates in Dodge (3.3%) and Fond du Lac (4.5%) counties during the same period. Recent estimates from the Wisconsin Department of Administration estimate that since 2010 the population of the City has grown to 11,572 people. According to the WI Department of Administration, the City of Waupun is expected to grow by 10% between 2010 and 2035. This continues to be a slightly faster growth rate than Dodge and Fond du Lac counties. The City of Waupun owns its own public utility that provides water, sewer and electrical services to the community.

In 2018, the City completed an update to the Comprehensive Plan, which identified gaps in affordable and accessible housing. Specifically, it calls for the City to increase housing options for seniors and special needs populations that creates opportunities that allow seniors to age in place. The updated Comprehensive Plan also identifies a need to upgrade and maintain existing housing stock, noting that more than 50% of existing stock was built prior to 1969, well before current accessibility standards. Additional information about the community and housing can be found at <http://bit.ly/CofWaupunCompPlan>.

PROJECT OVERVIEW

The City of Waupun desires to conduct a housing study and needs assessment to help elected officials, City staff, stakeholders, and community members develop a meaningful sense of the housing market, as well as an understanding of key housing issues, and how they affect the City of Waupun. The report is intended to offer community leaders and stakeholders a basis for formulating community-specific housing priorities, policy alternatives and intervention strategies, including land use and zoning decisions. The study should help guide decisions related to the allocation of public funds and other resources.

SCOPE OF SERVICES

The study should include an assessment of existing housing conditions, demographic and market demands, and should identify critical housing gaps and issues. It should identify any current and anticipated unmet housing needs and provide an outlook toward anticipated housing demands over the next 10+years. The study will be used to identify area, City and neighborhood focused housing priorities and provides policy alternatives and intervention strategies the city can use to guide decision making for future housing needs.

The study should help answer the following questions:

1. Building off the data in the housing chapter of the 2040 Comprehensive Plan, how will anticipated economic, employment, and population growth impact housing demand, especially when it comes to sensitive populations and workforce housing needs?
2. Based on market information, what are the current, 5-year, and 10-year housing needs in our City? Where gaps do exist in terms of types and/or price range? Where should the needed housing types be located?
3. Does Waupun have the right balance between owner-occupied and rental housing? If not, what

strategies could be employed to improve the balance?

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

Necessary Study Components:

1. Demographic review and projections with special attention to poverty, homelessness, sensitive populations, disabled, etc. and identify any concentrated areas of poverty with regard to developing fair housing policies.
2. Inventory of existing housing stock.
3. Housing needs analysis and prioritization.
4. Summary of results from focus groups, surveys and interviews with stakeholders.
5. Recommendations:
 - City Code/Zoning Changes
 - Housing Assistance Programs
 - Housing Related Investments
 - Marketing Efforts
6. Examples of innovative housing programs in similarly situated communities.

RESPONSIBILITIES OF THE CITY

The City of Waupun will provide the following services as part of the total project:

1. Updated housing data presented in the 2040 Comprehensive Plan.
2. Existing City plans and research will be made available upon request:
 - a. Waupun's functional plan (i.e. sewer, water, transportation, parks and recreation)
 - b. City of Waupun's Municipal Code
 - c. City of Waupun's 2040 Comprehensive Plan
3. Staff will assist in project management and administration. Staff will attend all meetings with the Consultant and assist the Consultant as a liaison between the public and the Consultant, upon Consultant's request.

4. Staff will coordinate and schedule all meetings involving the Consultant. City staff will mail all agendas, meeting minutes, and meeting informational packets.

DELIVERABLES

The following items shall be required in terms of products and deliverables for this project. Note that all products and materials, such as notes, digital files, imagery, video, reports, surveys, etc., contributing to the deliverable shall become the property of the city of Waupun and shall be provided upon request:

- One or more printed/digital report(s) addressing the tasks noted above that include specifics actions, timelines, and recommendations as they apply to the final recommended project for consideration by the Common Council.
- The final report should be presented to the Common Council at a regularly scheduled meeting. An electronic version of final report presentation materials should also be provided.

PROPOSAL REQUIREMENTS

The proposal must be received by 12:00 p.m., July 24, 2019.

One PDF copy of the proposal must be submitted electronically to Angela Hull at angie@cityofwaupun.org

The proposal must include:

1. Introductory Letter & Executive Summary (maximum 2 pages)
An introductory letter should indicate that the firm accepts all terms and conditions contained in the request for proposal. The letter should indicate a contact person during the proposal process and be signed by an authorized representative of the consultant firm. The letter should include a statement about the availability and commitment of the firm, including all team members and key professionals to provide commitment of the firm, including all team members and key professionals to provide these services to the City. The letter should serve as an executive summary, giving an overview of the firm's qualifications and project management approach.
2. Team Qualifications
 - Describe the experience and qualifications of the firm.
 - Describe the overall management structure of the project with attention to the interrelationship between the primary consultant and other team members.
 - Provide the identification and qualifications of all key personnel, including each one's experience with similar public sector projects. Describe the nature of their participation on the project team, and list the percentage of time participants will be assigned to the project.
3. Proposed Management Approach
 - Describe the firm's approach and method for facilitation and coordination of public input for projects, including the use of citizen boards and committees.

- Describe the methods to be used for communicating with the project team and the public.
- Describe how the consultant will manage overall quality control of the project.
- Describe the firm's experience evaluating change orders and track record for delivering projects within budget and on schedule.
- Describe the process that the firm will utilize to resolve disputes.

4. Timeline/Work Plan:

Provide an overall project timeline that specifies milestones for all tasks and key-subtasks. The project shall generally be undertaken between August and December 2019. The project timeline can be modified upon mutual approval between the selected Consultant and the contracting authority.

5. Budget

Please include an estimated, all-inclusive, budget based on the scope of services subcomponents and the proposed approach detailing the time and budget allotted by task. In the consultant budget submitted with the proposal, please indicate areas the City can provide assistance to minimize cost.

It should be noted that the services will be a negotiated fee not to exceed \$20,000

6. Representative Projects and References

- List public sector projects for which the consultant has provided or is providing professional program/project management services which are most related to this program. Provide the following for each project listed:
 - Project name and location.
 - Project owner.
 - Project description.
 - Total project cost.
 - Description of the professional services provided for the project.
 - Reference/contact information for the project.

7. Support Information (maximum 2 pages)

Support information may be provided that adds clarity as to the consultant's ability to meet the City of Waupun's needs.

EVALUATION & SELECTION

All submitted statements will be thoroughly considered. After an initial review of proposals, finalists shall be selected for interviews. Consultants invited to interview will be given the opportunity to explain their proposals, describe their approach to the project, and communicate the experience of the consultant's team. After interviews have been completed, the City shall select a consultant or consultants and a contract shall be negotiated between the consultant(s) and the City. In the event the City and the initially selected consultant cannot reach mutual agreement on the contract within a period acceptable to the City, the City will terminate all proceedings with that consultant and request

the second most acceptable consultant to enter negotiations. The City reserves the right to reject any and all statements, to waive technicalities, deviate from any procedure outlines herein or to advertise for new proposals when the best interests of the City will be promoted.

GENERAL EVALUATION CRITERIA

City of Waupun will use the following criteria to evaluate submitted proposals:

1. The content, completeness, adherence to format, and appropriateness of the proposal.
2. The firm's reputation and experience with projects of a comparable nature.
3. Perceived creativity, innovation, quality control and commitment that the firm will bring to the project.
4. The experience and capabilities of the project manager and other staff who will be assigned to the project.
5. Demonstrated familiarity housing studies and needs analysis.
7. References that indicate successful projects and successful client/team/consultant relationships.
8. The firm's ability to best meet the objectives of the City for the project.
9. The effectiveness of the firm's oral, written, and graphic presentations skills.
10. Suggested citizen participation and involvement process.

ANTICIPATED SELECTION SCHEDULE

The anticipated schedule for Consultant Selection is as follows:

- RFQ advertised: July 1, 2019
- Proposals due: July 24, 2019 at 12:00 p.m.
- Proposal review: Week of July 29, 2019
- Target for interviews: Week of August 5, 2019
- Target for selection: Week of August 12, 2019

ADDITIONAL INFORMATION

All inquiries should be directed to the City Clerk, Angela Hull at angie@cityofwaupun.org or (920) 324-7915.



AGENDA SUMMARY SHEET

MEETING DATE: 7/9/19

TITLE: Approve RFP for housing development of Spirit Fields Plat

AGENDA SECTION: Considerations-Actions

PRESENTER: Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Quality of Place / Economic Vitality	N/A – TID 5	

Spirit Fields is located in Mayfair Estates on city-owned land on the southeast side of the City of Waupun. The City is seeking bids for land sales from contractors interested in residential construction of Spirit Fields to begin Quarter 2 of 2020 or as soon as infrastructure can be installed to available lots. The proposed development contains five (5) parcels zoned R2 for single and 2-family residential development. As with all new housing developments started since 2015 in the city, Tax Increment Financing (TIF) is being used to fund the construction of the project. Given the cost of infrastructure and the city's lower than state average home valuation, the city has had a difficult time attracting developers willing to fund infrastructure costs without city supports. This has resulted in slow to no growth within the city.

For the proposed Spirit Field development, tax increment generated from the construction of homes on the site would pay 100% of the project costs related to public infrastructure improvements needed for the development. Overall this strategy has proven successful for the city in recent years. For example, in 2018, the city incentivized development through reduced land sales on Taft and was able to add ~\$2M of valuation which will pay for public infrastructure and yield a positive return to TID 5. A similar strategy was deployed in 2019 with Seymour St with similar results expected. In both cases, increased housing that leverages TIF is demonstrating ability to pay for itself while helping the city achieve net new construction numbers that support continued growth of our levy. The city has very few sites available in mixed use TIDs that allow for this ongoing strategy but Spirit Fields is one such site. The attached document is an RFP to solicit contractors interested in constructing on the lots in Spirit Fields. Terms of the RFP are outlined for your review. We are seeking approval to issue the RFP based on the above rationale.

STAFF RECOMMENDATION: Approve the RFP as presented.

ATTACHMENTS:

RFP – Spirit Fields
Spirit Fields Plat

RECOMMENDED MOTION:

Motion to approve the RFP for housing development of the Spirit Fields Plat as presented.

AGENDA ITEM: #

DATE: [EnterDate]

SPIRIT FIELDS RESIDENTIAL DEVELOPMENT

Spirit Fields is located in Mayfair Estates on city-owned land on the southeast side of the City of Waupun. The City is seeking bids for land sales for construction of Spirit Fields to begin Quarter 2 of 2020. The development contains 5 parcels zoned R2 for single and 2-family residential development.

- Quick access to US 151
- Waupun Area School District
- Fully Improved Lots (Spring 2020)

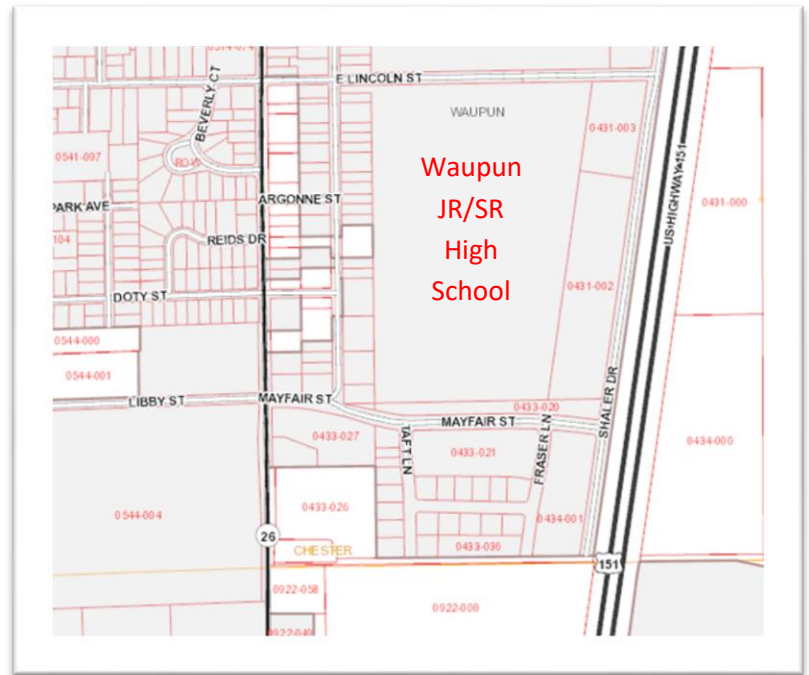
DEVELOPMENT OPPORTUNITY:

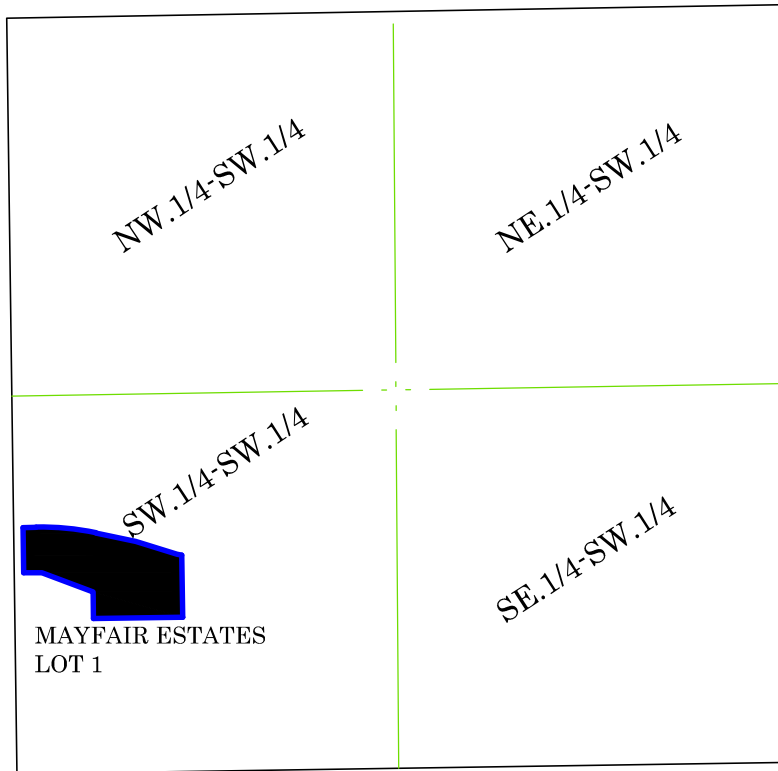
Tax Increment Financing is being used to fund the construction of this project. Tax increment generated will pay 100% of the project costs related to public infrastructure improvements in TID 5 along the US 151 corridor. The city is currently seeking developers for residential construction projects on the five lots. See attached plat for site/location details. The City has established a land price to leverage tax increment financing and foster early development and will entertain offers from developers who are fully capitalized for the proposed project. Effective July 11, 2019, land price for each available lot starts at \$15,000 with a commitment to complete construction and obtain occupancy by December 31, 2020. The City will special assess an additional \$5,000 to the parcel for a total land sale of \$20,000 for any parcel sold that does not complete construction and obtain occupancy granted as of December 31, 2020.

Developers awarded a purchase agreement will be subject to the restrictive covenants of the subdivision and will be required to sign a developer's agreement with the City of Waupun. The initial deadline to respond is **July 31, 2019** but may be extended at the discretion of the City of Waupun. To be considered, developers should submit a written offer to purchase along with evidence of financing and a description of the intended project to be built on the site in a sealed envelope and marked to the attention of the City Clerk, City of Waupun, 201 E Main Street, Waupun, WI 53963 by 4:30 p.m. on July 31, 2019.

Contractors awarded purchase agreements will have 30 days to sign a developer's agreement and schedule closing with the City of Waupun. Offers failing to meet the 30 deadline will be considered null and void and the next competitive bidder will be selected. Other proposals to foster development on this land may be considered at the city's discretion. The city will select the highest use of the land when considering purchase offers from the pool of qualified developers by no later than August 13, 2019.

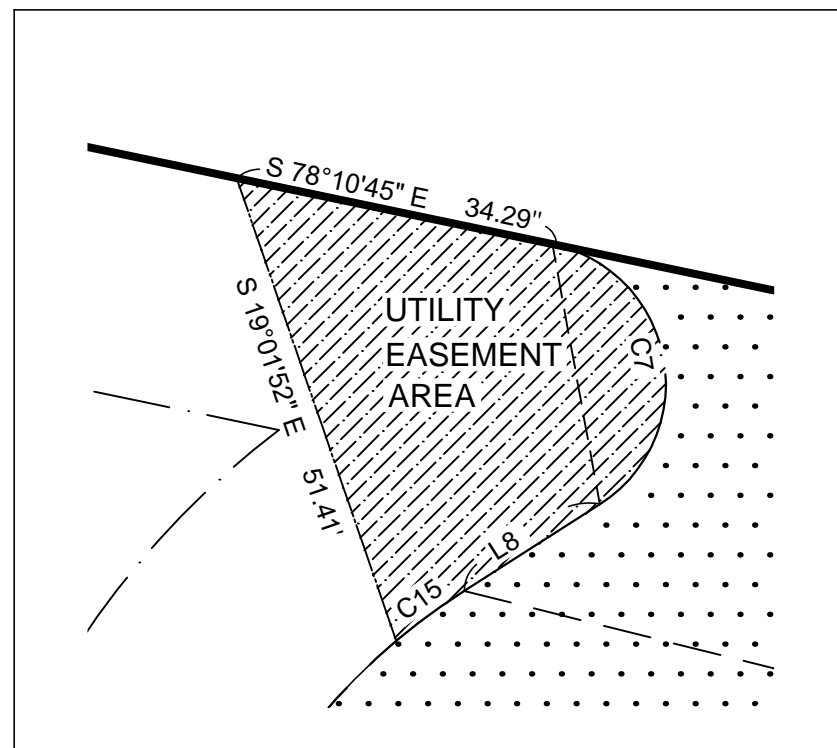
Questions may be directed to Kathy Schlieve, City Administrator/Director of Economic Development, at the City of Waupun by emailing Kathy@cityofwaupun.org or by calling 920.324.7912.





LOCATION MAP
SW.1/4, SECTION 4-13-15

DETAIL A



EXISTING ZONING AND SETBACK INFORMATION

LOTS 1-4 ARE ZONED AS PCD PLANNED COMMUNITY DEVELOPMENT

SETBACKS:
FRONT YARD 25 FEET
REAR YARD 15 FEET
SIDE YARD 8 FEET

LOTS 5-9 ARE ZONED AS R-2 TWO FAMILY RESIDENTIAL DISTRICT

SETBACKS:
FRONT YARD 25 FEET
REAR YARD 25 FEET
SIDE YARDS 6 FEET

There are no objections to this plat with respect to
Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2),
Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20____

Department of Administration



FOUND CUT X
W 1/4 CORNER
SEC 4-13-15

FOUND ALUM. MON.
SW CORNER
SEC 4-13-15

WATERTOWN ST. (BUSINESS S.T.H. 26)

SPIRIT FIELDS

LANDS BEING LOT 1 OF MAYFAIR ESTATES RECORDED IN THE DODGE COUNTY REGISTER OF DEEDS OFFICE AND BEING PART OF THE SW 1/4 OF THE SW 1/4 OF SECTION 4, T.13N.,R 15E., CITY OF WAUPUN, DODGE COUNTY, WISCONSIN.

GROVE ST.

MAYFAIR ST.

GROVE CT.

LINE TABLE:		
Line	Bearing	Distance
L1	N 88°56'47" E	33.00'
L2	N 88°56'47" E	46.21'
L3	S 78°10'45" E	31.88'
L4	S 78°10'45" E	17.95'
L5	S 00°40'40" E	10.74'
L6	N 69°11'04" W	12.45'
L7	N 69°11'04" W	17.03'
L8	S 57°28'50" W	16.92'
L9	N 29°24'19" W	13.66'

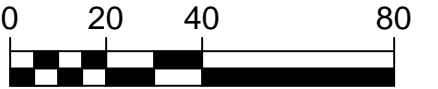
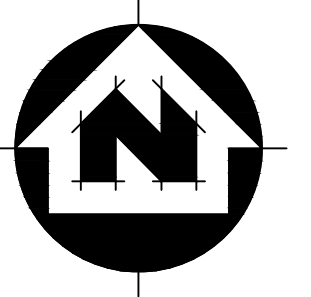
LOT 2
C.S.M. NO. 6770
VOL. 46 PG. 84

OWNER: DEANNE R. GOODLAXSON-VOSSEKUIL

TOWN OF CHESTER

CURVE TABLE:

Curve	Delta Angle	Chord Bearing	Radius	Arc Length	Chord Length	Tangent Bearings
C1	12°52'28"	S 84°36'59" E	934.00'	209.87'	209.43'	N.88°56'47"E. - S.78°10'45"E.
C2	02°04'23"	N 89°58'58.5" E	934.00'	33.79'	33.79'	N.88°56'47"E. - S.88°58'50"E.
C3	03°04'22"	S 87°26'39" E	934.00'	50.09'	50.08'	S.88°58'50"E. - S.85°54'28"E.
C4	03°05'13"	S 84°21'51.5" E	934.00'	50.32'	50.32'	S.85°54'28"E. - S.82°49'15"E.
C5	03°06'38"	S 81°15'56" E	934.00'	50.71'	50.70'	S.82°49'15"E. - S.79°42'37"E.
C6	01°31'52"	S 78°56'41" E	934.00'	24.96'	24.96'	S.79°42'37"E. - S.78°10'45"E.
C7	135°39'35"	S 10°20'57.5" E	15.00'	35.52'	27.78'	S.78°10'45"E. - S.57°28'50"W.
C8	266°53'09"	S 75°57'44.5" E	66.00'	307.44'	95.84'	S.57°28'50"W. - N.29°24'19"W.
C9	62°57'04"	S 26°00'18" W	66.00'	72.51'	68.92'	S.57°28'50"W. - S.05°28'14"E.
C10	49°14'46"	S 30°05'37" E	66.00'	56.73'	55.00'	S.05°28'14"E. - S.54°43'00"E.
C11	49°14'42"	S 79°20'21" E	66.00'	56.73'	55.00'	S.54°43'00"E. - N.76°02'18"E.
C12	49°14'44"	N 51°24'56" E	66.00'	56.73'	55.00'	N.76°02'18"E. - N.26°47'34"E.
C13	56°11'53"	N 01°18'22.5" W	66.00'	64.74'	62.17'	N.26°47'34"E. - N.29°24'19"W.
C14	136°33'58"	N 38°52'40" E	15.00'	35.75'	27.87'	N.29°24'19"W. - S.72°50'21"E.
C15	07°40'42"	S 53°38'29" W	66.00'	8.84'	8.84'	S.72°50'21"E. - S.49°48'08"W.



LEGEND

- FD. SECTION CORNER
- SET PK NAIL
- FD. 1" IRON PIPE
- SET. 3/4" BY 18" IRON 1.50 LBS./FT.
- FD. 3/4" IRON
- RECORDED AS
- SET 1 1/4" IRON ROD 3.65 LBS./FT.



201 Corporate Drive, Beaver Dam WI 53916
(920) 887-4242

OWNER: CITY OF WAUPUN
DEVELOPER:
VALIDO HOMES

FINAL PLAT

JOB NUMBER: 212114

DATE: 12/27/2018

SCALE: AS SHOWN

DRAWN BY: BEB

CHECKED BY: MJL

NO. DATE

REVISION

BY

SPIRIT FIELDS

LANDS BEING LOT 1 OF MAYFAIR ESTATES RECORDED IN THE DODGE COUNTY REGISTER OF DEEDS OFFICE AND BEING PART OF THE SW 1/4 OF THE SW 1/4 OF SECTION 4, T.13N.,R 15E., CITY OF WAUPUN, DODGE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE:

I, Michael J. Laue, Professional Land Surveyor of the State of Wisconsin do hereby certify that by order of the City of Waupun (owner), I have made a resurvey of Lot 1 Mayfair Estates as recorded in the Dodge County Register of Deeds Office and being part of the SW.1/4 of the SW.1/4 of Section 4, T.13N., R.15E., City of Waupun, Dodge County, Wisconsin. The parcel is more particularly described as follows: Lot 1 of Mayfair Estates recorded in the Dodge County Register of Deeds Office.

Said parcel contains 125,147 sq.ft. / 2.872 acres more or less, and dedicating for street purposes 15,176 sq.ft. / 0.348 acres more or less.

Bearings referenced to the West line of the SW.1/4 of Section 4-13-15 which bears S.00°46'46"E.

I further certify that this map is a correct representation of all of the exterior boundaries of the land surveyed and the division of that land; that I have complied with the provisions of Chapter 236 of the Wisconsin State Statutes and the City of Waupun Subdivision Control Ordinance in surveying and mapping the same to the best of my knowledge and belief.

Michael J. Laue, S-1435

Dated: _____ day of _____, 20____

[_____]

CITY COUNCIL RESOLUTION:

Resolved, that Spirit Fields, in the City of Waupun, Dodge County Wisconsin, City of Waupun, owner, is hereby approved by the City Council.

Julie Nickel, Mayor

Date

I hereby certify that the foregoing is a true copy of a resolution duly adopted by the City Council of the City of Waupun, Dodge County, Wisconsin,

on the _____ day of _____, _____.

Angie Hull, City Clerk

[_____]

- PLAN COMMISSION CERTIFICATE -

STATE OF WISCONSIN)
DODGE COUNTY) SS

Approved this _____ day of _____, _____.

City of Waupun Plan Commission

Julie Nickel, Mayor

- OWNER'S CERTIFICATE OF DEDICATION -

As Owner(s), I (we) hereby certify that I (we) caused the land described on this PLAT to be surveyed, mapped and dedicated as represented on this PLAT. I (we) also certify that this PLAT is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

(1) Department of Administration - Plat Review

(2) Department of Transportation

(3) City of Waupun, Dodge County, Wisconsin

(4) Dodge County Planning & Development Department

WITNESS the hand and seal of said owners this _____ day of _____, _____.
In the presence of:

OWNER(S) _____
City of Waupun Mayor/ Julie Nickel

City of Waupun Clerk/ Angie Hull

STATE OF WISCONSIN)
DODGE COUNTY) SS

Personally came before me this _____ day of _____, 20____, the above named, to me known to be the person(s) who executed the foregoing instrument and acknowledge the same.

My commission expires by: _____
Notary Public

[_____]

- CERTIFICATE OF TREASURERS -

STATE OF WISCONSIN)
DODGE COUNTY) SS

We, _____, duly appointed, qualified and acting City Treasurer of the City of Waupun, and _____, the duly elected, qualified and acting Treasurer of County of Dodge, do hereby certify that in accordance with the records in our respective offices there are no unpaid taxes, unpaid special assessments, or unredeemed tax sales as of _____, _____ on any of the land included in this plat.

Date

City Treasurer


Date

County Treasurer


There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20____

Department of Administration



SURVEYOR'S SEAL



MSA

201 Corporate Drive, Beaver Dam WI 53916
(920) 887-4242

OWNER: CITY OF WAUPUN
DEVELOPER:
VALIDO HOMES

FINAL PLAT

JOB NUMBER: 212114	SCALE: AS SHOWN	NO.	DATE	REVISION	BY
DATE: 12/27/2018	DRAWN BY: BEB				
	CHECKED BY: MJL				



AGENDA SUMMARY SHEET

MEETING DATE: 7/9/19

TITLE: Chicken Ordinance Permit Fee and Compliance Enforcement Designee

AGENDA SECTION: Considerations-Actions

PRESENTER: Schlieve

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Quality of Place	N/A	

The ordinance that was recently passed for the keeping of chickens in the city limits requires further action by the council.

1. Annually by resolution we are required to establish a permit fee. The fee cannot be prorated for a partial year and must be paid to the City Clerk at time of permit issuance.
2. The Waupun Common Council must designate the City Officer that is responsible for enforcement of the ordinance.

We have included an abbreviated spreadsheet from our initial analysis that outlines both permit fees and compliance responsibility for various cities in Wisconsin.

STAFF RECOMMENDATION:

We are seeking direction and will take your feedback and provide the resolution for your final approval at the July 30, COW meeting.

ATTACHMENTS:

Analysis Spreadsheet with Fees and Compliance Responsibilities for the Keeping of Chickens

RECOMMENDED MOTION: (2 proposed)

Motion to draft a resolution setting permit fees at \$[insert proposed amount].

Motion to establish [insert designee(s) by department or role] as the city officer with authority to enforce Waupun City Ordinance 8.025 Regulations of Chickens.

AGENDA ITEM: #

DATE: [EnterDate]

	A	B	C	D	E
1	ORDINANCE ANALYSIS	WAUPACA	APPLETON	WATERTOWN	MONROE
4	Permits and Fees	\$50 initial; \$20 renewal	Preinspection: \$145 Permit: \$24	Permit: \$50	\$50.00 - Initial Review Fee \$25.00 - Review Fee for changes to construction or size of coop or run or location on premises \$25.00 – Annual Permit Fee August 1 through July 31
5	Enforcement	The Community and Economic Development Department shall issue permits and enforce the provisions of this code, except that the public health provisions of subsection (4) above, shall be enforced by the Health Department.	The Health Department, Police Department and Inspections Division of the Public Works Department shall also have jurisdiction to investigate and enforce any failure to comply with these requirements. These departments may issue compliance orders and citations pursuant to these requirements and the municipal code section under which they are adopted, other sections of the municipal code that may apply and state law		The zoning administrator or any law enforcement officer may enter a lot at any reasonable time to determine if a property is in compliance with this section

	A	F	G	H
1	ORDINANCE ANALYSIS	PLYMOUTH	FOX LAKE	
4	Permits and Fees	Permit Fee: \$27.50	Permit Fee: \$15 January 1 to December 31	
5	Enforcement	Must show permit if requested by police officer or code enforcement officier. City Humane Officer has full power and authority to ensure proper care and treatement of chickens Person can appeal denial, suspension, or revocation by the Building Inspector may appeal to the Common Council by filing a written appeal with the City Clerk within ten days of Building Inspector's decision.	The City Police Department may issue compliance orders and citations pursuant to the provisions of htis section and state law.	



AGENDA SUMMARY SHEET

MEETING DATE: 7/9/19

TITLE: Existing Employer Update Resolution
Wisconsin Public Employers' Group Health
Insurance Program

AGENDA SECTION: Resolutions

PRESENTER: Schlieve

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

The City of Waupun is an active member of the Wisconsin Public Employers Group Health Insurance program. That group updated the local employer health insurance manage to improve their user experience. ETF moved (but did not change) applicable contract provisions from the contract between the Board and participating health insurance providers into the updated manual. All participating local employers are mandated to submit a completed new resolution because the original resolution is no longer correct based on this change.

STAFF RECOMMENDATION:

Approve the resolution as presented.

ATTACHMENTS:

Copy of resolution
Copy of ETF letter explaining the change

RECOMMENDED MOTION:

Motion to approve the resolution for Existing Employer Update Resolution Wisconsin Public Employers' Group Health Insurance Program as presented.



Employer *Bulletin*

Employer Communication Center 608-266-3285

Toll free: 1-877-533-5020

etf.wi.gov

Action Required: New Employer Resolution Must be Submitted by October 1, 2019

The Department of Employee Trust Funds is pleased to inform you that your local employer health insurance reference tool, the local employer manual, has been fully updated and improved. It has been renamed and can be found as the [Local Employer Health Insurance Standards, Guidelines and Administration Manual \(ET-1144\)](#).

1. This change requires action on your part. In creating one document for ease of reference, ETF moved (but did not change) applicable contract provisions from the contract between the Group Insurance Board and the participating health insurance providers into this updated employer manual. This means that the resolution your governing body signed to participate in the Wisconsin Public Employers group health insurance program (WPE-GHIP) is no longer correct, since that resolution states that your board agrees to abide by the terms of the health insurance provider contract, not this updated employer manual.

All participating municipalities will need to file the [updated resolution \(ET-1169\)](#), which is also attached, to continue participating in the WPE-GHIP. **ETF asks that this be acted upon during your next available governing board meeting. To assist you in this, ETF has attached a letter that you may share with your board to explain the change.**

The new resolution must be submitted to ETF as soon as possible and no later than October 1, 2019 to continue in the WPE-GHIP. If you need more time, please contact ETF.

2. The reasons for this change are:
 - **Administrative ease.** Previously, employers had to refer to many documents, for example Employer Bulletins and the health insurance contract, to answer questions. Now all that information can be found in the Employer Manual to make searches easier for you.
 - **Updated content.** The former employer manual was out-of-date in many areas, including certain “how to” descriptions, and references to Long Term Disability Insurance (LTDI) and Domestic Partner information.
 - **Reorganized information.** When talking through the former manual it was difficult at times to make sure everyone was referring to the same location for information. ETF has re-numbered and slightly reorganized information to make such discussions easier.
 - For the future, ETF plans to adjust the manual to use more plan language.

If you have questions or comments about this bulletin, please contact ETF at ETFSMBEmployerInsurance@etf.wi.gov or call us at 1-877-533-5020 select option 2 (local Madison area).

Letter available on the next page.

The Department of Employee Trust Funds does not discriminate on the basis of disability in the provision of programs, services or employment. If you are speech or hearing impaired and need assistance, call the Wisconsin Relay Service toll free at 7-1-1 or 1-800-947-3529 (English) 1-800-833-7813 (Español). If you are visually or cognitively impaired, call 1-877-533-5020 or 608-266-3285 locally. We will try to find another way to get the information to you in a usable form.

This *Employer Bulletin* is published by the Wisconsin Department of Employee Trust Funds. Questions should be directed to contact persons listed in the *Bulletin*. Employer agents may copy this *Bulletin* for further distribution to other payroll offices, subunits or individuals who may need the information. Copies of the most recent *Employer Bulletins* are available on our Internet site at etf.wi.gov/employers.htm

Wisconsin Department of Employee Trust Funds
P.O. Box 7931
Madison, WI 53707-7931
etf.wi.gov



STATE OF WISCONSIN
Department of Employee Trust Funds
Robert J. Conlin
SECRETARY

Wisconsin Department
of Employee Trust Funds
PO Box 7931
Madison WI 53707-7931
1-877-533-5020 (toll free)
Fax 608-267-4549
etf.wi.gov

March 15, 2019

To whom it may concern,

The Department of Employee Trust Funds is writing to inform you of a change that requires you, the governing body of your municipality (Board), to sign and submit an updated resolution to participate in the Wisconsin Public Employers group health insurance program (WPE-GHIP). This will not change the WPE-GHIP that is offered to your employees and retirees. **Please sign and return the attached resolution as soon as possible and no later than October 1, 2019 to continue participation in the WPE-GHIP.**

The reasons for the need of this new resolution are as follows:

1. ETF has created one reference source for the WPE-GHIP. Previously, information was provided in a variety of publications such as: the *Local Health Insurance Employer Administration Manual* (ET-1144), the contract between the Group Insurance Board and the participating health insurance providers (ET-1136) and several employer bulletins. These resources are now combined into the *Local Employer Health Insurance Standards, Guidelines and Administration Manual* (ET-1144).
2. The original resolution the Board signed stated that the Board agreed to abide by the terms of the program set forth in the contract between the Group Insurance Board and the participating health insurance providers. With the movement of those contract provisions to this new employer manual (ET-1144), that resolution is no longer accurate.

Contract provisions that were moved into this employer manual were not materially changed. Signing this agreement does not bind the Board into any new or substantially revised provisions that haven't already been communicated or implemented. The change was motivated by ETF's strategic initiative to provide an improved experience for administrative staff.

If you have questions or comments, please contact ETF at ETFSMBEmployerInsurance@etf.wi.gov or 1-877-533-5020 select option 2 (toll free) or 1-608-266-3285 select option 2 (local Madison area).

Sincerely,

The Department of Employee Trust Funds
Attachment: Resolution ET-1169

EXISTING EMPLOYER UPDATE RESOLUTION WISCONSIN PUBLIC EMPLOYERS' GROUP HEALTH INSURANCE PROGRAM

RESOLVED, by the _____ of the _____
(Governing Body) (Employer Legal Name)

that pursuant to the provisions of Wis. Stat. § 40.51 (7) hereby determines to continue in the Wisconsin Public Employers (WPE) Group Health Insurance program that is offered to eligible personnel through the program of the State of Wisconsin Group Insurance Board (Board), and agrees to abide by the terms of the program as set forth in the *Local Employer Health Insurance Standards, Guidelines and Administration Manual* (ET-1144).

We will continue to participate in the program option in which we are currently enrolled. If we wish to elect a new program option for 2020 we will file a separate resolution to do so.

All participants in the WPE Group Health Insurance program need to be enrolled in a program option. Individual employees cannot choose between program options.

The resolution must be received by the Department of Employee Trust Funds as soon as possible, but no later than October 1, in order to continue participation without lapse. If more time is needed, contact ETF.

The proper officers are herewith authorized and directed to take all actions and make salary deductions for premiums and submit payments required by the Board to provide such Group Health Insurance.

Certification

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly passed by the above governing body on the ____ day of _____, year ____ and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this ____ day of _____, year ____.

I understand that Wis. Stat. § 943.395 provides criminal penalties for knowingly making false or fraudulent statements, and hereby certify that, to the best of my knowledge and belief, the above information is true and correct.

Federal tax identification number (FEIN/TIN)

Authorized employer representative signature

69-036-

ETF employer identification number

Authorized employer representative printed name

Number of eligible employees _____

Authorized representative title

Employer county

Employer benefit contact email address

Mailing address

Submit completed form to ETF at ETFSMBESSNewEmployer@etf.wi.gov
or fax to 608-267-4549.