



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

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

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

Dial by your location: 1 312 626 6799

Meeting ID: 878 0737 4034

Passcode: 464890

CALL TO ORDER

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

ROLL CALL--Mayor to excuse any absent members

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

No Public Participation after this point

CONSIDERATION - ACTION

- [1.](#) Reconsideration of Extraterritorial Review of VanBever CSM
- [2.](#) Acceptance and Allocation of Fond du Lac County Sales and Use Tax
- [3.](#) Building Inspection Contract and Fee Schedule Admendment
- [4.](#) Addendum to Agreement for Professional Services with Cedar Corporation for Architectural Services of the Waupun Senior Center Grant Project
- [5.](#) Police School Liaison Officer Job Description Updated
- [6.](#) City of Waupun Purchasing Policy Update to Include Local Preference Provision
- [7.](#) Authorization for the Purchase of 1-Ton Pickup Truck for the Department of Public Works
- [8.](#) Consideration of Holding Primary Election for Office of Aldermanic Districts 1, 3, and 5 on February 21, 2023
- [9.](#) ARPA Listening Session and Community Allocation

RESOLUTIONS AND ORDINANCES:

- [10.](#) Ordinance to amend Ch. 16 entitled Zoning Code: Create subsection 16.02 (38m) and 16.145 for the use of Shipping Containers
- [11.](#) Ordinance to amend 6.05 Traffic Code entitled Handicapped Parking Zones (N. Madison-E.Franklin)
- [12.](#) Ordinance to amend Ch.6.05 entitled Traffic Code – Parking Limits

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.

- [13.](#) Future Meetings & Gatherings, License and Permit Applications, Expenses
- [14.](#) Authorization to Release Future Expenditures

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

- [15.](#) Board of Public Works 9-13-22
- [16.](#) Plan Commission 10-11-22
- [17.](#) Common Council 11-9-22
- [18.](#) Utility Commission 11-14-22
- [19.](#) Library Board 11-16-22

[20.](#) Common Council 11-29-22

DEPARTMENT REPORTS

[21.](#) Poilce Department

[22.](#) Fire Department

[23.](#) Library

[24.](#) Recreation

[25.](#) Public Works

[26.](#) Utilities

27. City Clerk-Treasurer-HR

[28.](#) Administrator-Economic Development

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: 12/13/2022

TITLE: Reconsideration of Extraterritorial Review of VanBever CSM

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, City Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality	N/A	

The Plan Commission and the Common Council previously denied approval of a CSM on a parcel subdivision in the Town of Waupun based on inconsistencies with the City of Waupun’s future land-use map. On the land use map, the City shows this area as residential, which is consistent with the proposed subdivision. The future land use map shows connector streets. The City does not currently have a map of future streets developed in this area. However, the City’s subdivision ordinance in Chapter 17 of Waupun Municipal code provides the guidance as to how to answer questions about subdivision that falls within the extraterritorial boundary. In Waupun Ordinance 17.05(6), the property owner is required to show a development plan map for subdivided parcels of land greater than 5 acres that include a future division and uses for the entire parcel. Staff have met with Frank VanBever, the property owner, to address the requirements outlined in our subdivision ordinance. Maps are provided for your review and reconsideration of the CSM that reflect the current subdivision of the entire parcel with proposed future road and parcel mapping. Attorney Vande Zande will provide guidance on the City’s legal authority under extraterritorial review.

STAFF RECOMMENDATION:

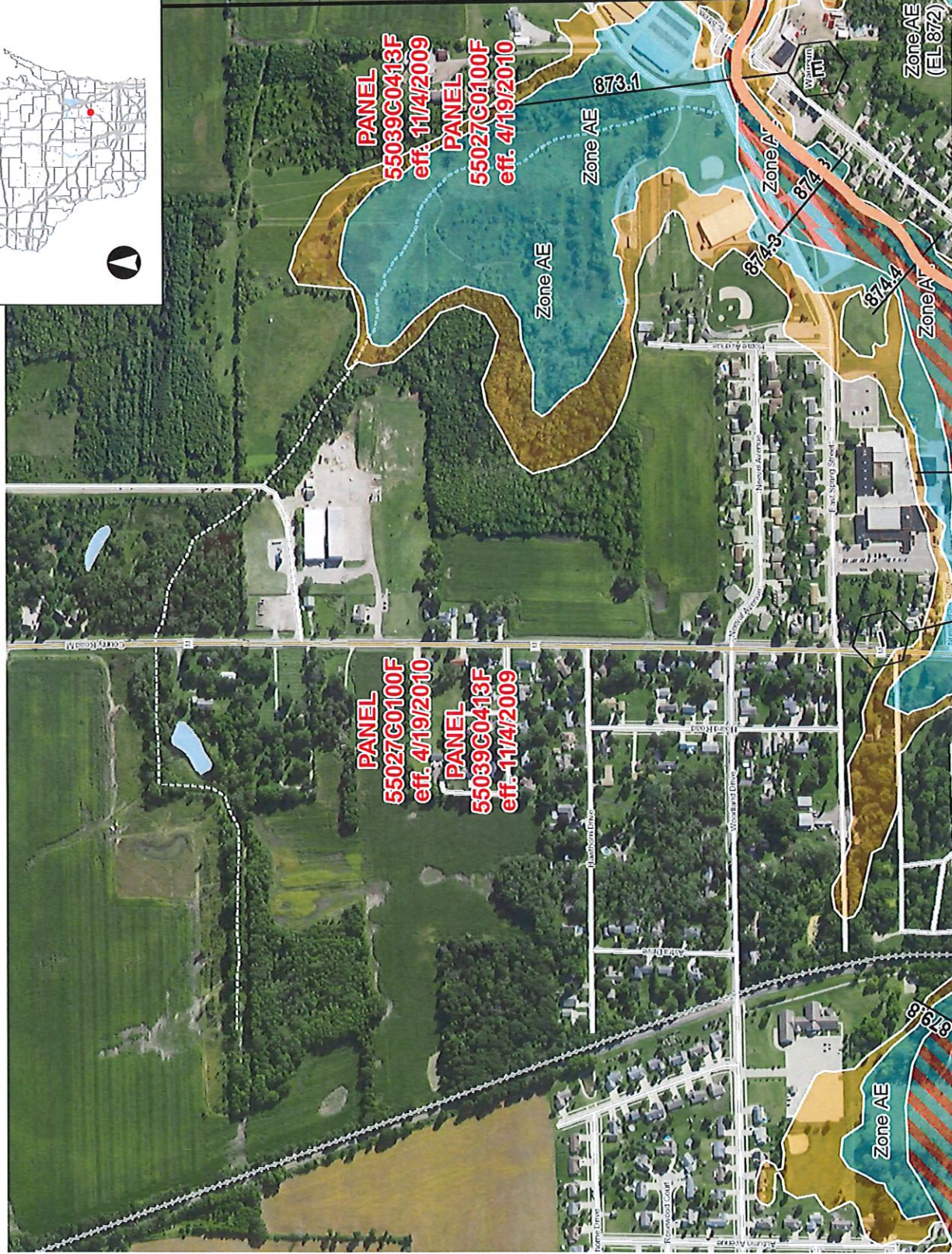
ATTACHMENTS:

- VanBever Parcel Flood Plain Map
- VanBever Parcel Current Plan Map
- VanBever Parcel Future Development Proposed Street Map
- Future Land Use Map Adopted in 2018 by City of Waupun
- Proposed CSM- of VanBever Parcel

RECOMMENDED MOTION:

Motion to approve proposed CSM in accordance with the terms of the City’s subdivision ordinance as outlined in Chapter 17 of Waupun Municipal Code.

Floodplain Mapping DNR Surface Water Data Viewer Map



Legend

- 2D Water Surface Elevation Grid
 - High : 937.629
 - Low : 853.184
- Dams
 - Dams with FERC License
 - Dams
- Record Flood Levels
- Analysis Lines
 - Other
 - Flood Insurance Study
 - Letter of Map Revision
 - Case By Case Analysis
 - Bridge
- Analysis Points
 - Other
 - Flood Insurance Study
 - Letter of Map Revision
 - Case By Case Analysis
 - Bridge
- Analysis Catchments
- Floodplain Storage
- Cross Sections
- Floodplains
 - Flood Fringe
 - Floodway
- FERC Project Area Boundaries
- DOT Bridges
- Statewide Paper FIRM Index
- FIRM Panels
- Cross-Sections
- Flood Hazard Boundaries
 - Limit Lines

Notes

DISCLAIMER: The information shown on these maps has been obtained from various sources, and are of varying age, reliability and resolution. These maps are not intended to be used for navigation, nor are these maps an authoritative source of information about legal land ownership or public access. No warranty, expressed or implied, is made regarding accuracy, applicability for a particular use, completeness, or legality of the information depicted on this map. For more information, see the DNR Legal Notices web page: <http://dnr.wi.gov/legal/>

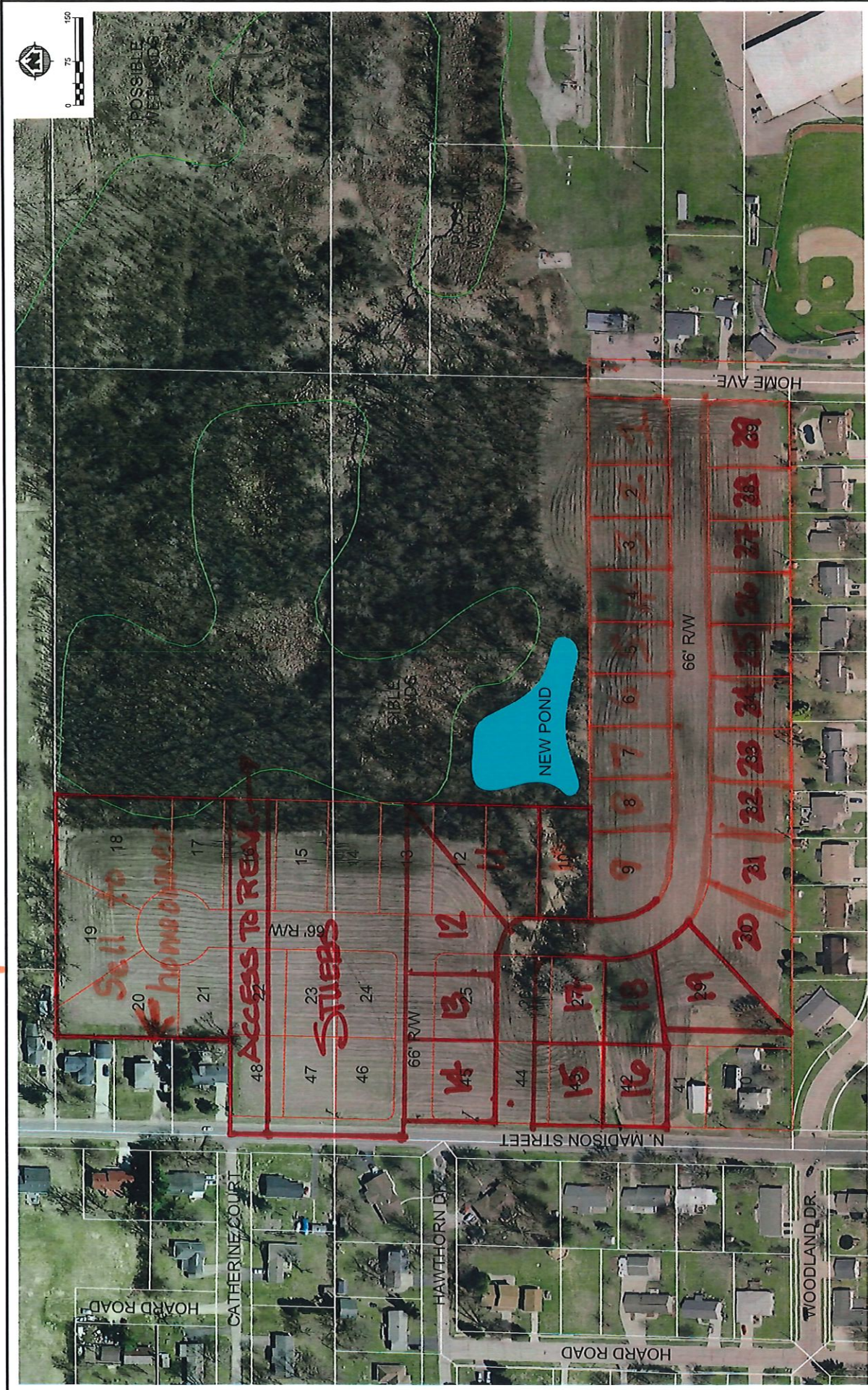
0.3 Miles

0 0.13 0.3 Miles

Current Plan



Future Development Plan



PROJECT DATE:	NO.:	DATE:	REVISION:
DRAWN BY:	BY:	DATE:	NO.:
CHECKED BY:	BY:	DATE:	NO.:
PROJECT NO.:	DATE:	DATE:	NO.:
PROJECT NAME:	DATE:	DATE:	NO.:

ENGINEERING | ARCHITECTURE | SURVEYING
 PLANNING | ENVIRONMENTAL
 CONSULTING | LANDSCAPE ARCHITECTURE
 201 920.887-4242 www.msa-ps.com
 10000 Madison Street, Suite 100

MSA

N. MADISON STREET - EAST PARCEL
 CITY OF WAUPLIN
 FOND DU LAC COUNTY, WISCONSIN

CONCEPTUAL SITE LAYOUT

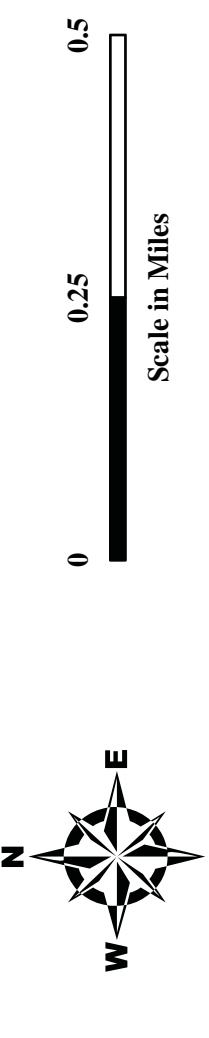
00212056

Map 8-3 City of Waupun Comprehensive Plan Future Land Use

- | Existing | Future/Conceptual |
|--|--|
| Existing Quarries | Conceptual Parks |
| Wells | Future Park N Ride |
| Railroad | Proposed Stormwater Pond |
| Existing Trails | Road Extension of Shaler Drive |
| City Hall | Proposed Trails |
| Trenton Agricultural Enterprise Area | Intergovernmental Coordination Area |
| Public Parks & Recreational Facilities | Community Gateways (Minor) |
| Single Family Residential | Community Gateways (Major) |
| Farmsteads | Environmentally Sensitive Areas*** |
| Multi-Family | Downtown Business District |
| Mobile Home Parks | Neighborhood Commercial Corridor |
| Commercial | Highway Commercial District |
| Industrial | Industrial District |
| Quarries | Industrial Park District |
| Institutional Facilities | Residential Neighborhood Investment Area |
| Transportation | Residential District |
| Utilities/Communications | Mixed Use Residential |
| Non-Irrigated Cropland | High Density Residential District |
| Private Recreational Facilities | Future Residential District |
| Planted Woodlands | Senior Residential District |
| General Woodlands | |
| Open Other Land | |
| Water | |

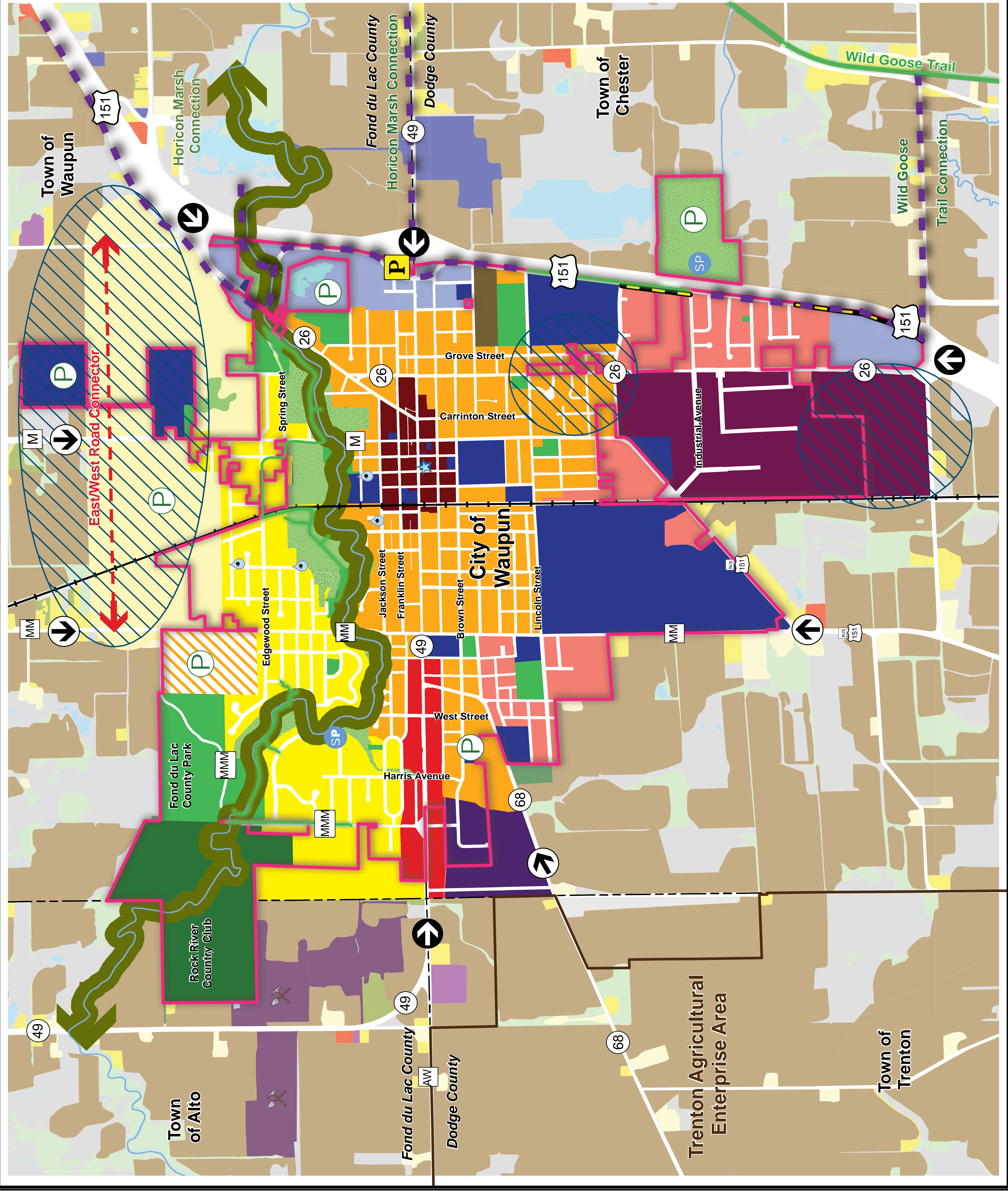
***Environmentally Sensitive Areas are Defined as:
Wetlands (> 5 Acres)
Floodways
75' Stream Buffer
Areas Zoned Conservancy

Source:
Base data: Dodge & Fond du Lac Counties, 2016
Existing Land Use: ECWRPC, 2015
Future Land Use: ECWRPC, 2018



This data was created for use by the East Central Wisconsin Regional Planning Commission Geographic Information System. Any other use/application of this information is the responsibility of the user and such use/application is at their own risk. East Central Wisconsin Regional Planning Commission disclaims all liability regarding fitness of the information for any use other than for East Central Wisconsin Regional Planning Commission business.

PREPARED OCTOBER 2018 BY:
East Central Wisconsin Regional Planning Commission
ECWRPC



As prepared by:

G GROTHMAN & ASSOCIATES S.C.

PROFESSIONAL SERVICES
625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI. 53901
PHONE: PORTAGE: (808) 742-7788 SAUK: (808) 644-8877
FAX: (808) 742-0434 E-MAIL: surveying@grothman.com
(RED LOGO REPRESENTS THE ORIGINAL MAP)

SEAL:



G & A FILE NO. 522-265



DRAFTED BY: T. KASPER

CHECKED BY: RC

PROJ. 522-265

DWG. 522-265

SHEET 1 OF 3

FOND DU LAC COUNTY CERTIFIED SURVEY MAP NO. _____ GENERAL LOCATION

Volume _____, Page _____

BEING PART OF THE NE1/4 OF THE NE1/4 AND PART OF THE SE1/4 OF THE NE1/4, SECTION 32,
T. 14 N., R. 15 E., TOWN OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN

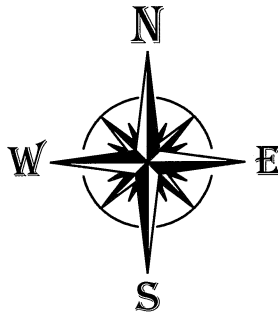
N1/4 COR. CONTAINING: 162,250 SQ.FT. - 3.73 ACRES
SEC. 32

BASIS OF BEARINGS:

IS THE NORTH LINE OF THE NE1/4, SECTION 32 WHICH BEARS S89°55'31"E AS REFERENCED TO GRID NORTH FOND DU LAC CO. COORDINATE SYSTEM NAD83(91).

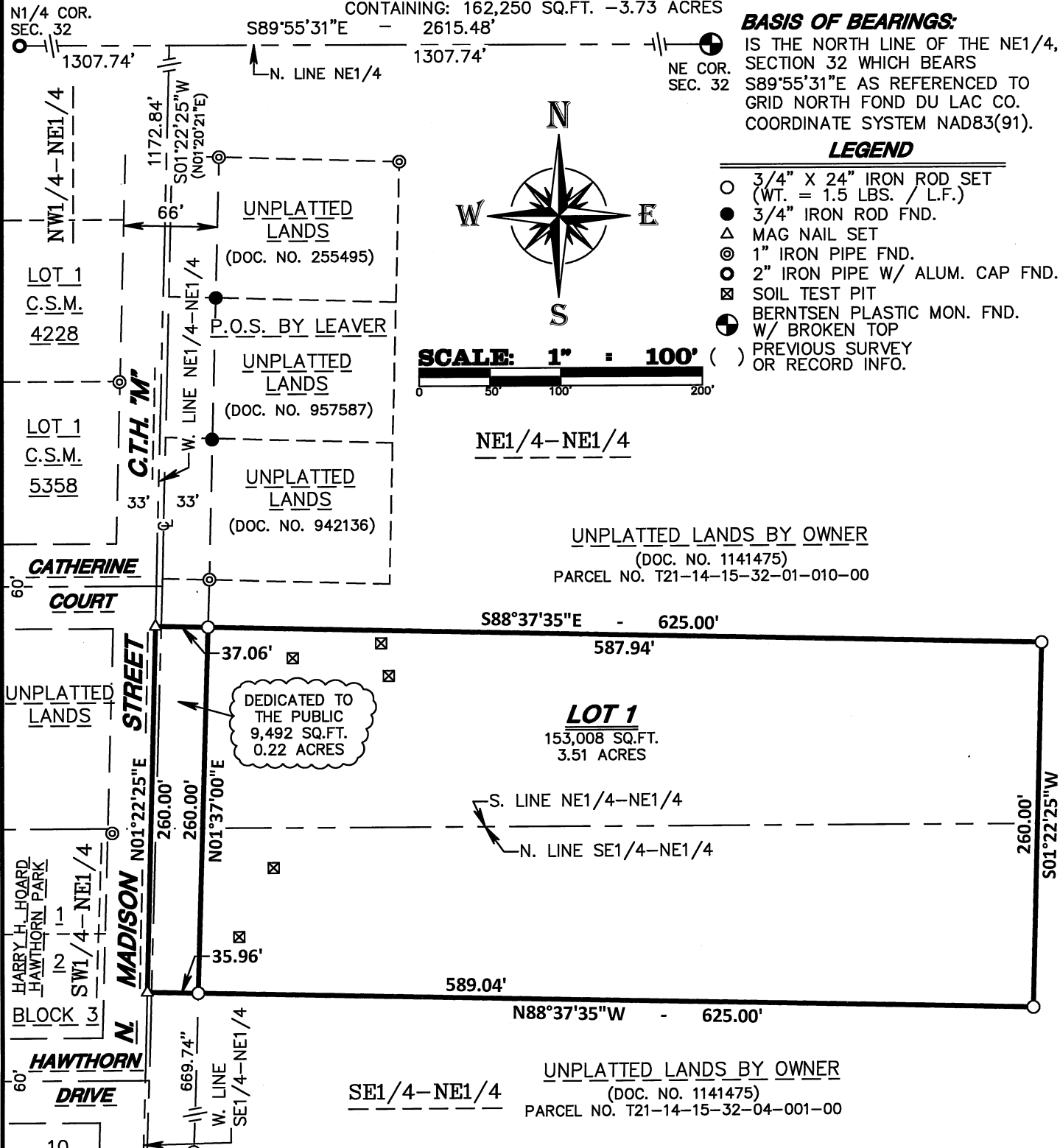
LEGEND

- 3/4" X 24" IRON ROD SET (WT. = 1.5 LBS. / L.F.)
- 3/4" IRON ROD FND.
- △ MAG NAIL SET
- ⊙ 1" IRON PIPE FND.
- ⊖ 2" IRON PIPE W/ ALUM. CAP FND.
- ⊠ SOIL TEST PIT
- ⊕ BERNTSEN PLASTIC MON. FND. W/ BROKEN TOP
- () PREVIOUS SURVEY OR RECORD INFO.



SCALE: 1" = 100'
0 50 100 200'

NE1/4-NE1/4



OWNER: FRANK T. VAN BEVER
W5953 S.T.H. "49"
WAUPUN, WI 53963

CLIENT: PAUL STUEBS
N8658 SUPERIOR STREET
BURNETTE, WI 53922

As prepared by:

GA GROTHMAN & ASSOCIATES S.C.

PROFESSIONAL SERVICES
625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI. 53901
PHONE: PORTAGE: (608) 742-7788 SAUK: (608) 644-8877
FAX: (608) 742-0434 E-MAIL: surveying@grothman.com
(RED LOGO REPRESENTS THE ORIGINAL MAP)

SEAL:



G & A FILE NO. 522-265



DRAFTED BY: T. KASPER

CHECKED BY: RC

PROJ. 522-265

DWG. 522-265 SHEET 2 OF 3

FOND DU LAC COUNTY CERTIFIED SURVEY MAP NO. _____

GENERAL LOCATION

Volume _____, Page _____

BEING PART OF THE NE1/4 OF THE NE1/4 AND PART OF THE SE1/4 OF THE NE1/4, SECTION 32, T. 14 N., R. 15 E., TOWN OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN

CONTAINING: 162,250 SQ.FT. - 3.73 ACRES

SURVEYOR'S CERTIFICATE

I, **SCOTT P. HEWITT**, Professional Land Surveyor, do hereby certify that by the order of **Paul Stuebs**, I have surveyed, monumented, mapped and divided part of the Northeast Quarter of the Northeast Quarter and part of the Southeast Quarter of the Northeast Quarter, Section 32, Town 14 North, Range 15 East, Town of Waupun, Fond Du Lac County, Wisconsin, described as follows:

Commencing at the North Quarter corner of said Section 32;
thence South 89°55'31" East along the North line of the Northeast Quarter, 1,307.74 feet to the Northwest corner of the Northeast Quarter of the Northeast Quarter;
thence South 01°22'25" West along the West line of the Northeast Quarter of the Northeast Quarter, 1,172.84 feet to the point of beginning;
thence South 88°37'35" East, 625.00 feet;
thence South 01°22'25" West, 260.00 feet;
thence North 88°37'35" West, 625.00 feet to a point in the West line of the Southeast Quarter of the Northeast Quarter;
thence North 01°22'25" East along said West line and the West line of the Northeast Quarter of the Northeast Quarter, 260.00 feet to the point of beginning.
Containing 162,500 square feet, (3.73 acres), more or less. Being subject to County Trunk Highway M (also known as North Madison Street) right-of-way along the Westerly side thereof. Being subject to servitudes and easements of use or record if any.

I DO FURTHER CERTIFY that this is a true and correct representation of the boundaries of the land surveyed and that I have fully complied with the Provisions of Chapter 236.34 of the Wisconsin State Statutes and the Fond Du Lac County Subdivision Ordinance to the best of my knowledge and belief.

SCOTT P. HEWITT
Professional Land Surveyor, No. 2229
Dated: July 11, 2022
File No: 522-265

OWNER: FRANK T. VAN BEVER
W5953 S.T.H. "49"
WAUPUN, WI 53963

CLIENT: PAUL STUEBS
N8658 SUPERIOR STREET
BURNETTE, WI 53922

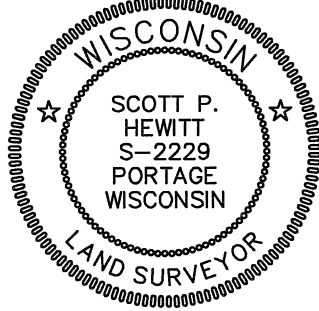
As prepared by:

GA GROTHMAN & ASSOCIATES S.C.

PROFESSIONAL SERVICES

625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI. 53901
PHONE: PORTAGE: (808) 742-7788 SAUK: (808) 644-8877
FAX: (808) 742-0434 E-MAIL: surveying@grothman.com
(RED LOGO REPRESENTS THE ORIGINAL MAP)

SEAL:



G & A FILE NO. 522-265



DRAFTED BY: T. KASPER

CHECKED BY: RC

PROJ. 522-265

DWG. 522-265 SHEET 3 OF 3

FOND DU LAC COUNTY CERTIFIED SURVEY MAP NO. _____

GENERAL LOCATION

Volume _____, Page _____

BEING PART OF THE NE1/4 OF THE NE1/4 AND PART OF THE SE1/4 OF THE NE1/4, SECTION 32, T. 14 N, R. 15 E, TOWN OF WAUPUN, FOND DU LAC COUNTY, WISCONSIN
CONTAINING: 162,250 SQ.FT. -3.73 ACRES

CITY of WAUPUN RESOLUTION

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

Mayor

Date

City Clerk

Date

TOWN BOARD RESOLUTION

RESOLVED that this certified survey map in the Town of Waupun, _____, Owner, is hereby approved and dedication accepted by the Town Board.

Dated this _____ day of _____, 20_____.
Town Chairperson

I HEREBY CERTIFY that the foregoing is a copy of the Resolution adopted by the Town Board of Waupun.

Dated this _____ day of _____, 20_____.
Town Clerk

STATE of WISCONSIN)
SS)

COUNTY OF _____)

Approved in accordance with Section 236.12 Wisconsin Statutes _____, 20_____. Town of Waupun, Fond du Lac County Planning Agency by:

Director of Planning

OWNER'S CERTIFICATE of DEDICATION

As Owner(s), I/we hereby certify that I/we consented to the land described on this Certified Survey Map to be surveyed, dedicated, divided and mapped as represented on this Certified Survey Map. We also certify that this Certified Survey Map is required by S.236.10 or 236.12 to be submitted to the following for approval or objection.

1. Town of Waupun
2. Fond du Lac County Planning Agency
3. City of Waupun

Frank T. Van Bever

Witness the hand and seal of said Owner this _____ day of _____, 20_____.
STATE of WISCONSIN)

SS)
COUNTY OF FOND DU LAC)

Personally came before me this _____ day of _____, 20_____, the above named Frank T. Van Bever to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public My commission expires: _____

OWNER: FRANK T. VAN BEVER
W5953 S.T.H. "49"
WAUPUN, WI 53963

CLIENT: PAUL STUEBS
N8658 SUPERIOR STREET
BURNETTE, WI 53922



AGENDA SUMMARY SHEET

MEETING DATE: 12/13/2022

TITLE: Acceptance and Allocation of Fond du Lac County Sales and Use Tax

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, City Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality	N/A	

For 2023, the Fond du Lac County Board has voted to distribute a portion of the .5% sales tax proceeds to communities across the county. The allocation requires that the governing body vote to accept and authorize use of the funds. Waupun's allocations is \$30,819. This revenue source was included in the 2023 adoption. Per that budget document, staff is recommending use of the funds to support wage costs of the Economic Development Director. This is a similar approach to what was taken in 2022 with this revenue allocation. A formal action specific to acceptance and use of these funds is required by the County Board.

STAFF RECOMMENDATION:

Approve in accordance with 2023 budget adopted on November 9, 2022.

ATTACHMENTS:

Fond du Lac County Memo on Sales & Use Tax Allocations

RECOMMENDED MOTION:

Motion to accept 2023 Fond du Lac County sales and use tax funds in the amount of \$30,819 and designate use of those funds to support the Economic Development Director position as outlined in the 2023 City of Waupun Budget document adopted on November 9, 2022.

Memo

Fond du Lac County Executive's Office

920-929-3155

FAX: 920-929-3016

TO: All City Managers, Administrators and Clerks
All Village Presidents, Administrators and Clerks
All Town chairpersons and Clerks

FROM: Sam Kaufman, County Executive 

DATE: December 6, 2022

SUBJECT: Sales and use tax dollars

At the November 10, 2022 County Board meeting, the board approved the 2023 Fond du Lac County budget. Included in the budget was my request for the allocation of \$1,000,000 of Fond du Lac County sales and use tax dollars that will be distributed to the cities, villages, and towns located within Fond du Lac County. It is requested that each municipality have a motion of their board or council identifying the planned use of those funds. This motion should be listed in the minutes; however, it is **NOT** necessary to forward a copy of those minutes to Fond du Lac County.

Attached is the amount of the allocation for each municipality. The checks will be processed so that you will receive them by the end of March, 2023. Please feel free to contact me with any questions.

Thank you.

Attachment

ALLOCATION OF COUNTY SALES TAX - 2023 BUDGET

	TOTAL 50% EQUALIZED 50% CENSUS With \$10,000 Base
TOWNS:	

ALTO	17,808
ASHFORD	23,105
AUBURN	29,859
BYRON	22,526
CALUMET	23,306
EDEN	18,422
ELDORADO	19,768
EMPIRE	33,199
FOND DU LAC	39,621
FOREST	18,522
FRIENDSHIP	26,371
LAMARTINE	22,667
MARSHFIELD	19,206
METOMEN	15,116
OAKFIELD	15,018
OSCEOLA	26,452
RIPON	19,018
ROSENDALE	15,300
SPRINGVALE	14,911
TAYCHEEDAH	48,666
WAUPUN	20,211
 TOWNS SUB-TOTAL	 489,072
VILLAGES:	

BRANDON	14,627
CAMPBELLSPORT	20,596
EDEN	15,112
FAIRWATER	11,873
MT. CALVARY	13,236
N. FOND DU LAC	35,731
OAKFIELD	15,959
ROSENDALE	16,087
ST. CLOUD	12,810
 VILLAGES SUB-TOTAL	 156,031
CITIES	

FOND DU LAC	273,586
RIPON	50,492
WAUPUN	30,819
 CITIES SUB-TOTAL	 354,897

GRAND TOTALS	1,000,000



AGENDA SUMMARY SHEET

MEETING DATE: 12/13/2022

TITLE: Building Inspection Contract and Fee Schedule
Amendment

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, City Administrator

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	Revenue to Offset New Expenditures	

SUMMARY ISSUE:

From the November 29, 2022 COW meeting, we have negotiated the addition of a \$45 administrative fee to be added to all building permits with Grand Valley Inspection Services, our contracted provider. We are seeking approval of the attached agreement and modified fee schedule established in the current contract.

STAFF RECOMMENDATION:

Approve as presented.

ATTACHMENTS:

- Contract Amendment Document
- Exhibit A modification

RECOMMENDED MOTION:

Motion to approve the contract amendment and fee schedule with Grand Valley Inspection Services.



City of Waupun Amendment to Contract with Grand Valley Inspection Services

The City of Waupun (City) contracts services for building inspection with Grand Valley Inspection Services (Contractor). The contract dated December 22, 2021 is hereby amended to include the following language:

1. The addition of a \$45 administrative fee on all building permits issued in the City, beginning on January 1, 2023.
2. Exhibit A fee schedule is modified to include the \$45 administrative fee as attached.
3. The City and Contractor agree that the City will retain 100% of the administrative fee to offset costs related to software licensing to support permitting, plan review and code enforcement services.

This agreement is dated the _____ day of December, 2022.

Authorization:

Rohn Bishop, Mayor of Waupun

Susan Leahy, Grand Valley Inspection Services

EXHIBIT “A” - CITY OF WAUPUN

FEE SCHEDULE

City of Waupun shall include a **\$45 Administrative fee** on all building permits.

MINIMUM FEE: **\$50.00**

Permit fees double if work commenced without permit.

RESIDENTIAL - NEW 1 & 2 FAMILY DWELLINGS	
Building, Plumbing, Electric, & HVAC	\$500.00 Base + \$0.28/SF (Minimum \$1,000.00)
UDC Seal	\$40.00 (Fee Subject to Change)
Bond (Returned after Occupancy)	\$1,000.00
Erosion Control	\$50.00
Plan Review	INCLUDED
Occupancy Permit	\$50.00
Zoning	\$100.00
RESIDENTIAL ADDITIONS	
Building (Ftg, Fndn, Floor, Frame, Insul, Final)	\$0.16/SF (Minimum \$300.00)
Plumbing	\$0.04/SF (Minimum \$80.00)
Electric	\$0.04/SF (Minimum \$80.00)
HVAC	\$0.04/SF (Minimum \$80.00)
Erosion Control	\$50.00
Plan Review	INCLUDED
Bond (Returned after Occupancy) (Required For Additions over 500 SF)	\$1,000.00
Occupancy Permit	\$50.00
Zoning	\$75.00
RESIDENTIAL REMODELS	
	\$6.00 per \$1,000 Construction Cost
RESIDENTIAL GARAGES/ACCESSORY (NEW & ADDITIONS)	
Building	\$0.14/SF (Minimum \$100.00)
Plumbing	\$0.04/SF (Minimum \$80.00)
Electric	\$0.04/SF (Minimum \$80.00)
HVAC	\$0.04/SF (Minimum \$80.00)
Erosion Control	\$50.00
Plan Review	INCLUDED
Occupancy Permit	\$50.00
Zoning	\$50.00
MISCELLANEOUS	
Electrical Service	\$80.00
Laterals	\$60.00
Replace Furnace or AC	\$50.00
Plumbing Remodel	\$50.00 or \$8.00 per fixture
Early Start (Footings & Foundation Only)	\$100.00 or \$0.03/SF (whichever is greater)
Decks (2-3 Inspections @ \$50 Each)	\$100.00 - \$150.00
Permanent Swimming Pools (Provide site plan)	\$50.00
Prefabricated Sheds (Provide site plan)	\$50.00
Fences (Provide site)	\$50.00
Signs	Base \$50.00 + \$0.50/SF Each Face
Zoning (Swimming Pools, Fences, Signs, Decks, Sheds)	\$50.00
AGRICULTURAL	
Building	\$0.14/SF (Minimum \$100.00)
Plumbing	\$0.04/SF (Minimum \$80.00)

Electric	\$0.04/SF (Minimum \$80.00)
HVAC	\$0.04/SF (Minimum \$80.00)
Erosion Control	\$50.00
Plan Review	INCLUDED
Occupancy Permit	\$50.00
Zoning	\$50.00
MULTI-FAMILY, ASSISTED LIVING, NURSING HOMES, COMMERCIAL & INDUSTRIAL (NEW, ADDITIONS, & REMODELS)	
Building	Base Fee \$100.00 + \$0.20/SF (Min. \$500.00)
Plumbing	Base Fee \$60.00 + \$0.06/SF (Min. \$80.00) OR \$8.00 per Fixture (whichever is greater)
Electric	Base Fee \$60.00 + \$0.06/SF (Min. \$80.00) OR \$1.25 per Opening (whichever is greater)
HVAC	Base Fee \$60.00 + \$0.06/SF (Min. \$80.00)
Fire Protection - Sprinkler	Base Fee \$60.00 + \$0.04/SF (Min. \$80.00) OR \$1.00 per Head (whichever is greater)
Erosion Control	See DPW Fee Schedule
Bond (Returned after Occupancy)	Under 10,000 SF - \$1,500.00 Over 10,001 SF - \$3,000.00
Remodels	\$6.00 per \$1,000 Construction Cost
Occupancy Permit	\$100.00
Plan Review	Under 10,000 SF - \$100.00 Over 10,001 SF - \$200.00
Zoning	\$200.00
Building Plan Review for Approval - Under 50,000 CF	Per DSPS Fees
Note: Over 50,000 CF, Plan Approval must be completed by DSPS	
DEMOLITION	
Residential Dwelling	\$100.00
Accessory/Garage/Agricultural	\$50.00
Commercial/Industrial Building	\$300.00
MOVING	
Principal Building	\$200.00
Garage/Accessory/Agricultural	\$100.00



AGENDA SUMMARY SHEET

MEETING DATE: 12/13/2022

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, City Administrator

Addendum to Agreement for Professional Services with Cedar Corporation for Architectural Services of the Waupun Senior Center Grant Project

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality	N/A	

SUMMARY ISSUE

Now the a preliminary site plan is finalized, we are moving forward with the next phase of architectural services with Cedar Corporation, funded under the Neighborhood Investment Fund Grant for the Waupun Senior Center. This will move the project through the next phase of design through bid award.

STAFF RECOMMENDATION:

Approve addendum agreement as presented.

ATTACHMENTS:

Addendum to Agreement for Professional Services with Cedar Corporation

RECOMMENDED MOTION:

Motion to approve the Addendum to Agreement for Professional Services with Cedar Corporation to include Architectural Services of the Waupun Senior Center Grant Project the in the amount of \$288,950.

ADDENDUM TO AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement shall be an addition to, and subject to, the conditions contained in that Agreement for Services dated July 12, 2022, between Cedar Corporation (ARCHITECT/ENGINEER) and the City of Waupun (OWNER).

WHEREAS the OWNER wishes to engage the ARCHITECT/ENGINEER to provide various services as described below in accordance with ARCHITECT/ENGINEER procedures, standards, and normal billing practices; and

WHEREAS the project to which such services apply is referred to as the PROJECT and described generally as follows: Waupun Senior Center; and

WHEREAS the ARCHITECT/ENGINEER has agreed to perform such work.

NOW, THEREFORE, and in consideration of the above, the ARCHITECT/ENGINEER and the OWNER do hereby agree and covenant as follows:

SECTION 1 - CHANGE TO THE PROJECT SCOPE

The PROJECT includes the following changes:

Project: Waupun Senior Center

Description: The project will consist of a 22,115 square foot Senior Center located at the site of the former McKinley School. The building is understood to include a single story with a primary entrance/lobby, reception, offices, health consult room, sitting room, gaming areas, Senior dining area, multi-purpose spaces, warming kitchen, a standard high school regulation size gymnasium, and storage. The building will include lease spaces for the Food Pantry and Reach; Food Pantry will include, entrance vestibule, transaction area, restroom, office, clothing sales area, and food sales area; Reach will include an activity area, office for three desks, and storage.

The building is understood to have concrete foundation bearing on suitable soils, an architectural precast concrete wall system, structural steel framed roof system, traditional interior finishes, warming kitchen (non-commercial), and a membrane roofing system.

SECTION 2 - CHANGE TO THE SCOPE OF SERVICES

N/A

SECTION 3 – CHANGE IN COMPENSATION

3.1 Final Design and Bidding, Steps 3-4

Whereas the OWNER has elected to compensate the ARCHITECT/ENGINEER for services under Final Design and Bidding, Steps 3-4, on a "Lump Sum" basis, the lump sum price shall include all cost items including labor, overhead, direct expense, and professional fee and shall be in the amount of \$288,950.00.

Other Compensation: It is understood that when requested by the OWNER, the ARCHITECT/ENGINEER shall procure the services of independent inspection bureaus, laboratories, soil exploration firms, etc. However, this is for the convenience of the OWNER and the ARCHITECT/ENGINEER shall provide coordination only of these services at the labor rates determined below.

3.2 Additional Services

Additional Services that may be required and provided upon request.

Audio/Visual systems

- Furniture selection
- Security systems
- Commercial kitchen

Direct Expenses: Reimbursement of direct expenses incurred in connection with the PROJECT, including but not limited to the following:

- DSPS review fees (allowance) \$5,000
- WDNR fee (allowance) \$ 500
- Geotechnical Investigation \$8,000

SECTION 4 - TIMETABLE

Estimated Project Schedule

Project Design	<u>Late March 2023</u>
Project Advertising	<u>Early April 2023</u>
Project Bid/Award	<u>May 2023</u>
Project Construction Start	<u>Summer 2023</u>
Project Construction Completion	<u>Fall 2024</u>

The ARCHITECT/ENGINEER is prepared to work within the above schedule, unless delays occur due to unforeseen circumstances beyond the control of the ARCHITECT/ENGINEER.

SECTION 5 - SPECIAL CONDITIONS

N/A

All other provisions of that Agreement referred to above shall remain in force unless otherwise modified or deleted above.

IN WITNESS WHEREOF the parties hereto set their hands and seals dated this _____ day of _____, 20____.

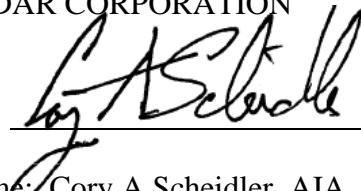
For OWNER:

For ARCHITECT/ENGINEER:

CITY OF WAUPUN

CEDAR CORPORATION

By: _____

By:  _____


Name: Kathy Schlieve

Name: Cory A Scheidler, AIA

Title: Administrator

Title: Director of Architecture

By: _____

By:  _____

Name: Jeff Daane

Name: Kris Dressler

Title: Director of Public Works

Title: Project Manager



AGENDA SUMMARY SHEET

MEETING DATE: 12/13/2022

TITLE: Police School Liaison Officer Job Description Updated

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, City Administrator

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

SUMMARY ISSUE

Due to the retirement announcement of Officer Hraban, the PSLO job will post to fill the position. As required, we have reviewed the job description and are submitting an updated job description with the following changes:

1. Updated to the city's current job description template.
2. Years of experience is reduced from five (5) to a requirement to be a certified officer off probation.
3. Position is posted as a four-year rotational assignment.

STAFF RECOMMENDATION:

ATTACHMENTS:

Updated Police School Liaison Officer Job Description

RECOMMENDED MOTION:

Motion to approve the updated Police School Liaison Officer job description

**City of Waupun
Position Description**

JOB TITLE	Police School Liaison Officer
REPORTS TO	Lieutenant of Investigations
DEPARTMENT	Police
TYPE	Represented
FLSA (overtime status)	Non-Exempt
APPROVED DATE	12/13/2022

JOB DESCRIPTION

General Duties Responsibilities: The Police School Liaison Officer “PSLO” is responsible for the investigation of all police matters, criminal matters, and ordinance violations assigned to them. The PSLO is responsible for the security of the school, staff, and students, in conjunction with the school administration. The PSLO will be assigned to the School District of Waupun and will be available to students and staff. The PSLO is required to make decisions within the scope of their authority as a police officer and shall accept responsibility for those decisions. The PSLO program will work to divert juveniles from the formal juvenile justice system when possible and if in the best interest of the child. Its basic function is to educate to prevent crime and serve as a positive role model. The PSLO shall not abuse his/her authority, but will be ready to shoulder their given authority and exercise it judiciously. The PSLO position is a 4-year position that will expire after the completion of 4 years of service. A partial year of service will not count towards the 4-year service expiration. The Officer who held this position may reapply for PSLO position if interested.

Distinguishing Features: The PSLO is under the direct supervision of the Lieutenant of Investigations and the primary duty of the PSLO is that of a Patrol Officer in a specialized position. The position is responsible for the protection and safety of the community and the school district through prevention and control of crime, preserving peace, investigating crime and providing emergency services. During the school year, the PSLO shall work the same scheduled hours as school is in session. During the summer, the PSLO shall work a schedule as determined by the Chief of Police.

QUALIFICATIONS

Employee Values: This position requires a high-level of investigative experience, community involvement, and professional competency with a proven record of accomplishment.

Minimum Qualifications Required: Associates degree from an accredited college or university or its equivalent is required. Candidate must possess WI Law Enforcement Certification or must obtain certification within 12 months of hire. Additionally, the candidate shall have completed their probationary period with the city of Waupun. The candidate shall possess advanced training in juvenile matters and have experience in working with youth and youth programs.

ESSENTIAL FUNCTIONS

Communication: Professional maturity, self-confidence, and a strong ability to problem solve. Must have excellent communication, interpersonal, and team building skills.

Manual/Physical: Must be able to legally possess a firearm; additionally, have ability to operate a motor vehicle and possess a valid WI Motor Vehicle Operator's License. Position requires the PSLO to use and maintain certifications with equipment that Police Officers would use, such as: firearms, a baton, pepper spray, electronic control device motor vehicles, two way and squad radio, in car camera, personal computer, including word processing and spreadsheet, motor vehicle, copy and fax machine, and telephone.

Mental: Assess problems and situations, anticipate needs and evaluate alternatives. Possess unquestioned honesty and integrity and a high sense of personal and professional ethics. Strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.

Knowledge and Abilities:

Knowledge of:

Comprehensive knowledge of modern police services, including the areas of patrol, investigation, and community policing; thorough knowledge of policies, procedures, and rules governing the operations of the Police Department and the ability to gain knowledge of Waupun Board of Education policies that pertain to the PSLO position.

Working Knowledge of Federal Laws, State Statutes, and City Ordinances.

Ability to:

Work in high stress situations and maintain a professional calm demeanor; ability to firmly and diplomatically present professional views, concerns, and implications of proposed action which may be under consideration, with commitment to impartiality; work with appropriate local, regional, state and federal jurisdictions and agencies as well as the private sector in a constructive and cooperative manner; gather data, investigate and analyze information while being able to draw conclusions and issue recommendations; make oral presentations to groups of various sizes and compositions; ability to complete all required reports accurately and promptly, which also includes maintaining daily and yearly activity reports.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Tools and Equipment Used:

Required to use and maintain certifications with equipment that Police Officers would use, such as: firearms, a baton, pepper spray, motor vehicles, two way and squad radio, personal computer, including word processing and spreadsheet, motor vehicle, copy and fax machine, and telephone.

Work Environment:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment may vary from quiet to moderately loud. The work may be indoors and outdoors; exposed to weather conditions typical of Wisconsin.

Attendance at evening meetings is required when the nature of the discussion relates to duties of the position.

Equal Opportunity Employer:

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



AGENDA SUMMARY SHEET

MEETING DATE: 12/13/2022

TITLE: City of Waupun Purchasing Policy Update to Include Local Preference Provision

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, City Administrator

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

SUMMARY ISSUE

From the November 29, 2022 COW meeting, staff has worked to modify purchasing policy language to reflect discussions on a Local Preference provision within the policy document. A DRAFT of proposed changes in attached for review and approval.

STAFF RECOMMENDATION:

ATTACHMENTS:

- DRAFT Revisions to Purchasing Policy
- Example of Policy Application – 1 Ton Pickup Purchase Analysis

RECOMMENDED MOTION:

Motion to approve the addition of a local preference purchasing policy as presented (or with stated modifications). It is understood that staff is unable to predict the fiscal impact of this type of policy over time.

City of Waupun

Purchasing – Budget – Accounting

A Framework for Financial Stability Guide Book

Process, Practices, and Policies

Effective: September 12, 2017



Table of Contents

Introduction

1- Purchasing Policy

- 1.1 Definitions
- 1.2 General Departmental Purchasing Requirements
- 1.3 Employee Reimbursements
- 1.4 Vendor Relations
- 1.5 City-Wide Contracting
- 1.6 Disposal of Supplies and Equipment
- 1.7 Purchasing Categories [and Buy Local Preference Purchasing Policies](#)
- 1.8 Major Equipment and Vehicle [Buy Local Preference Purchasing Policy](#)
- 1.9 Exceptions

1.1- Credit Card/P-(Purchase) Card Policy

- 1.1.0 Introduction to Credit Card Policy
- 1.1.1 Finance Department Approval
- 1.1.2 Departmental Usage Policy
- 1.1.3 Departmental Accounting Process

2- Accounts Payable Process

- 2.1 Overview
- 2.2 Recording of Accounts Payable
- 2.3 Preparation of Voucher Package
- 2.4 Processing of Voucher Packages
- 2.5 Payment Discounts

3- Budget Policy

- 3.1 Definition of Fund Structure
- 3.2 Capital Budgeting
- 3.3 Budget Timeline Guide
- 3.4 Budget Transfer Policy/Form

4- Accounting Policy

- 4.1 Basis of Accounting
- 4.2 User Fees and Charges
- 4.3 Accounts Receivable

4- Accounting Policy (continued)

- 4.4 Delinquent Payments and Collections
- 4.5 Cash Receipts/Cash Handling
- 4.6 Payments from Accounts with Non-Sufficient Funds
- 4.7 Bank/Cash Reconciliation
- 4.8 Unassigned General Fund Balance Policy
- 4.9 Capitalization Threshold
- 4.10 Debt Management Policy

5- Investment Policy

- 5.1 Governing Authority
- 5.2 Scope
- 5.3 General Objectives
- 5.4 Standards of Care
- 5.5 Safekeeping and Custody
- 5.6 Internal Controls
- 5.7 Suitable and Authorized Investments
- 5.8 Investment Parameters
- 5.9 Reporting
- 5.10 Policy Considerations
- 5.11 Approval of Investment Policy
- 5.12 Supporting Documentation

6- Internal Controls

- 6.1 Definition of Internal Control
- 6.2 Control Environment
- 6.3 Risk Assessment
- 6.4 Control Activity
- 6.5 Information and Communication
- 6.6 Monitoring

7- Federal Awards Policy

- 7.1 Charging of Costs to Federal Awards
- 7.2 Criteria for Allowability
- 7.3 Personnel and Fringe Benefit Cost
- 7.4 Procurement

8- Record Retention

APPENDIX

INTRODUCTION
AUTHORITY, PURPOSE AND CONTENT

This document repeals all other policies regarding Purchasing, Budgeting, and Accounting as prepared by the Finance Department and adopted by the City of Waupun Common Council with the effective date of [September 12, 2017](#), revised [December 1, 2022](#).

Deleted: _____

City Administration shall review and update the policy manual on an annual basis. Any additions or modifications shall be presented to the [Committee of the Whole](#) and approved by the Common Council. Any modifications to this policy manual shall be noted with the date that it became effective.

Deleted: Finance

The intent of this document is to provide purchasing, budgeting, and accounting guidance for accountability, consistency and standards of operational procedures and processes for all financial transactions. The Finance Department shall assist where further clarification is needed.

This guide book shall be used as a procedural framework for employees to make sound defensible decisions of the highest ethical standards.

This policy manual is a guide to procedures and policies and does not give anyone the authority to revise or manipulate the adopted budget. The adopted budget shall be adhered to as adopted by the City of Waupun Common Council.

The policies in this manual cannot provide for every possible financial transaction situation. The content is guidance in every day ordinary transactions. When out of the ordinary situations arise, the Finance Department will determine the proper processing method to be used.

This document does not contain any confidential information.

1- PURCHASING POLICY

1.1 Definitions:

Agreement is a negotiated and usually legally enforceable understanding between two or more legally competent parties. An agreement typically documents the give-and-take of a negotiated settlement and a contract specifies the minimum acceptable standard of performance.

Bid is the written commitment of a vendor to furnish goods, materials and/or services or a combination thereof in specific quantities at a firm price. Unless otherwise defined, bids are obtained through a formal procedure that uses written documents, advertising and defined time frames to request and receive quotations from prospective vendors.

Commented [KS1]:

Bidder is one who submits a bid in response to a Request for Bids, Quotes or Proposals.

Deleted: ¶
¶

Certificate of Insurance is a document describing the insurance policies maintained by an insured. It identifies the policy number, effective and expiration dates and name of the insurance company affording coverage. It generally acts as proof or evidence of insurance.

Environmentally Preferable Products are products that have a less harmful impact on human health and the environment when compared with competing products.

Information Services (IS) are those items that relate to computers, software, hardware, telephone or other technology-type equipment, services and supplies.

Professional Services are performed by independent contractors/consultants whose occupation is the rendering of such services. While not limited to licensed occupations, the services are considered "professional." Such professional services include, but are not limited to:

- Accounting and billing services
- Appraisal services
- Consulting services
- Information services studies
- Environmental studies
- Financial and operational audits
- Legal services (except witnesses/consultants retained for litigation)
- Personnel, job classification and benefit studies
- Training services
- Translation services

Public Works is any project for the construction, repair, remodeling or improvement of any public works building, infrastructure and grounds and/or the furnishing of supplies or material of any kind for such work.

Purchase Order (PO) is a written contract with a vendor that formalizes the terms and conditions of a proposed transaction.

Quotation is the written or verbal commitment of a vendor to furnish non-public works products or services in specific quantities at a firm price.

Request for Bid (RFB) is a structured purchasing process for public works projects used to determine source selection when price is the only factor. Contract is awarded to the lowest responsible bidder provided it meets the required specifications and is within budget.

Request for Information (RFI) is a method to collect information about the capabilities of various suppliers for comparative and budgeting purposes as well as help make decisions on whether to proceed with a RFP or RFQ.

Request for Proposal (RFP) is a method of purchasing when price is not the only factor and used when specifications and scope of services cannot be prepared to provide all prospective contractors with a complete and accurate description of the work to be performed. It is intended that the contractor will perform that work. Performance factors along with price are considered. Contract is awarded to the highest scoring vendor provided it meets the required specifications.

Request for Quote (RFQ) is a structured purchasing decision process used to determine source selection when price is the only factor. Contract is awarded to the vendor with the lowest price or highest proceeds quoted provided it meets the required specifications.

Services means the furnishing of labor, time or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. This term includes professional services.

Sole Source is when there is only one specific vendor that can provide the specific equipment, supplies or services requested.

Specification is any description of the necessary characteristics of a product, service, or item that must be met by prospective vendors. Specifications are developed jointly by the user department and Purchasing and shall not be written to limit competition.

Vendor refers to a company or firm that is a source of supply for goods and/or services.

W-9 is an IRS form, also known as "Request for Taxpayer Identification Number and Certification", which is used to verify an entity's taxpayer identification number (TIN).

1.2 General Departmental Purchasing Requirements:

All purchasing activities shall be conducted in such a manner as to obtain the best possible price, quality and service for the City of Waupun.

Departments shall:

1. Ensure its employees are aware of the City of Waupun's purchasing policies and procedures.

2. Receive Department Head/Team Leader/Manager approval PRIOR to starting the purchasing process.
3. Ensure the necessary funding is available in their budget PRIOR to starting the purchasing process.
4. Obtain a W-9 for all new vendors except if it is a refund/reimbursement.
5. Ensure the City of Waupun does not pay sales tax for any goods or services within the State of Wisconsin.
6. Not reimburse sales tax paid for purchases within the State of Wisconsin.
7. Not lead vendors to believe they will be awarded a contract if information they provide is being used for budget or planning purposes only.
8. Have the Department Head/Team Leader/Manager review and approve all invoices and account lines being charged.
9. Negotiate terms and discounts for purchases.
10. Request a Certificate of Insurance from any vendor performing a service on any property owned by the City of Waupun.
11. Obtain proper Material/Safety data sheets where applicable.
12. Follow Federal, City and Wisconsin State Statutes regarding procurement for Public Work projects. (see PURCHASING CATEGORIES)
13. Structure specifications for all requests so as not to limit competition.
14. Return to Finance Department any checks that are returned back to the city due to error, lack of need, undeliverable, etc.
15. Allow Accounts Payable checks to be mailed directly to the vendor, unless they are city employees or the department has a specific written request for needing the check back.

1.3 Employee Reimbursements:

Travel - Every employee reimbursement must be documented, along with attached original itemized receipts, nature of business, program allocation, and funding source (if applicable) before submitting for reimbursement.

Lodging - an itemized receipt from the hotel detailing all charges, the person(s) for whom the lodging was provided, and the specific business purpose.

Meals and Entertainment – If an employee travels for work-related business, then the employee may be eligible for meal reimbursement for each full day of travel when engaged in approved travel. There are some restrictions as to how the allowance relates to breakfast and dinner. Breakfast is only subject to reimbursement if the employee is staying overnight the day before when traveling or leaves before 6:00 a.m. to travel. Dinner will not be covered unless the employee is not expected home before 7:00 pm.

The maximum expense for meals is as follows:

Breakfast	Up to \$9.00 per day
Lunch	Up to \$13.00 per day
Dinner	Up to \$21.00 per day

The City does not reimburse employees for snacks or alcoholic beverages

Mileage – for the use of personal vehicles for City business is paid at the current IRS rate.

Other Expenditures - a receipt from the vendor detailing all goods or services purchased (including the class of service for transportation) and the specific business purpose.

The City of Waupun is exempt from Sales Tax and Room Taxes when traveling within the State of Wisconsin. All employees shall obtain a Sales Tax Exemption Form (S-211) prior to incurring any travel expenses or purchasing any goods that would be subject to Wisconsin Sales Tax. Sales Tax Exemption Forms may be obtained from the Finance Department. The Sales Tax Exemption Form must be presented prior to purchasing to avoid paying sales tax.

Sales Tax paid by an employee will not be reimbursed. (exception for meals within per diem amounts)

1.4 Vendor Relations:

City of Waupun employees participating in purchasing activities shall give all qualified bidders equal consideration and assurance of an unbiased judgment in determining whether the vendor's goods or services meet the specifications put forth by the city in the solicitation process.

City of Waupun employees purchasing from vendors with a direct family or personal relationship shall take caution in doing so and document a competitive purchasing process. Family/personal relationships with vendors should be disclosed in writing to your supervisor to provide disclosure prior to any purchase.

City of Waupun employees are encouraged to buy local if possible.

1.5 City-Wide Contracting

Pre-approved City-wide Standard Contracts

Departments shall purchase standard products or services from contracts negotiated for City-wide use. Examples of such contracts may include office supplies, janitorial supplies, copy paper, copier maintenance, IT, etc.

1.6 Disposal of Supplies and Equipment:

Supplies or Equipment no longer serving a useful purpose shall be disposed by transferring the material to a department which might have a use, by public auction or in such manner considered to be in the best interest of the city.

1.7 Purchasing Categories and Buy Local Preference Purchasing Policies:

The City of Waupun purchasing activities are divided into categories:

1. Purchases under \$5,000
2. Purchases over \$5,000
3. Public works purchases \$5,000-\$24,999
4. Public works purchases over \$25,000

Values are based on the total cost of an order, not individual items, and should include all incidental costs such as shipping, installation, training, etc. Separating or splitting purchases to remain within a specific category is strictly prohibited.

The “local area” is defined as the City of Waupun’s zip code (53963), the business must have a physical address conducting business within the City’s zip code. A vendor is either considered local or non-local, there are no varying degrees or rankings applied.

- Deleted:
- Deleted: corporate boundary
- Deleted: corporate boundaries
- Deleted: of the city

Details for each of the categories are described below:

1. Purchases under \$5,000

Purchases under \$5,000 may be procured by an employee authorized by the department head to purchase on behalf of that department in accordance with this policy. Quotes are encouraged and can be either verbal or written. Purchases in this category are encouraged to be made locally, but not required.

2. Purchases over \$5,000 (Non-Public Works)

Non-public works purchases over \$5,000 may be procured by an employee authorized by the department head to purchase on behalf of that department in accordance with this policy. Purchases are to be obtained through an informal bidding procedure at minimum. Informal bidding requires preparation of specifications, which are sent to prospective bidders without formal advertising. A comparison of at least two or three quotes is expected and all quotes are required to be in writing. Based on the needs of the department, costs of the service or purchase, and the qualifications of the vendor, a successful bidder is selected by the Department Head. Purchases in this category are encouraged to be made locally, but not required. It is preferred by the City of Waupun to have documentation of two or more written competitive quotes obtained through the informal bidding procedure unless it is from a sole source vendor.

Deleted: ¶

3. Public Work Purchases \$5,000-\$24,999 (See Section 1.8 for major equipment and vehicle purchases)

Public works procurement process shall be in accordance with the Wisconsin State Statutes Chapter 62 regarding Public Works. It is preferred by the City of Waupun to have documentation of two or more written competitive quotes unless it is from a sole source vendor.

4. Public Work Purchases over \$25,000 (See Section 1.8 for major equipment and vehicle purchases)

Public works procurement process shall be facilitated via a RFB in accordance with the Wisconsin State Statutes Chapter 62 regarding Public Works. Award of the bid and vendor selection are required of the requesting department’s standing committee and City of Waupun Common Council.

The City of Waupun may reject any and all bids, quotes or proposals for substantial noncompliance with the specifications or if price is higher than budgeted. A bid shall be awarded to the lowest responsible bidder.

1.8 Major Equipment and Vehicle Buy Local Preference Purchasing Policy

The following procedure shall be used by all departments when purchasing any vehicle or major piece of equipment. The “local area” as defined in Section 1.7 applies.

The steps are as follows:

1. Funding for specific vehicle and equipment purchases are approved during the budget process by the Mayor, Committee of the Whole, and ultimately adopted by the full Common Council.
2. The department head is then responsible to inform the Standing Committee of the Common Council that they work with about the details of the impending vehicle/equipment purchase.

Deleted: Finance

3. Standing Committee approves purchase.

4. When purchasing a piece of equipment costing \$10,000 - \$25,000, competitive quotes or bids must be taken. Competitive bids must be solicited when purchasing any vehicle, or any other piece of equipment costing \$25,000 to \$100,000, using an informal bidding procedure, which would include any state contract available to local municipalities in procuring a given item. Informal bidding requires preparation of specifications, which are sent to prospective bidders without formal advertising. Bids submitted must meet specifications as outlined. A comparison of at least two or three quotes that meet specifications as outlined is expected and all quotes are required to be in writing. The bid is awarded to the lowest cost vendor. If a local vendor as defined in 1.7 submits a bid within 1% of the lowest non-local bidder, the purchase is awarded to that local vendor if the item to be purchased does not fall into the exceptions listed in Section 1.9. If a low bid is rejected based on local preference policy, documentation of the rationale for the rejection must be maintained in the procurement file. Purchases that exceed \$100,000 are subject to sealed bidding requirements unless designated otherwise by the City Council.

5. Common Council approves successful bid and purchase agreements for items over \$100,000.

Deleted: taken

Deleted: or

Deleted: more

Deleted: .

Deleted: ¶

Deleted: Finance Committee approval is required to waive the competitive bid process for specialized major equipment and vehicles.¶

Formatted: Font: (Default) Times New Roman, 12 pt

1.9 Exceptions:

This policy shall NOT apply to:

Emergency purchases used to resolve an immediate threat to the health or safety of the public and/or employees. The department addressing the emergency situation shall procure the necessary products/services and submit a report of all emergency purchases and justification to the City Administrator within five (5) business days of the event.

Purchases based on a cooperative purchasing agreement established by one or more units of government. Cooperative purchasing may include, but are not limited to, joint or multi-party contracts between units of government or open-ended state, municipal, federal or other government contracts which are made available to the City of Waupun.

Purchases that are determined to be available from only one source as a result of a regulated or natural monopoly such as utility, telephone and cable services. These purchases must be approved by the City Attorney for the required supply, service, or construction, and when circumstances exist, which preclude competitive procurement.

Due to state law, Buy Local Preference policies may not apply to public works projects. Due to federal restrictions, federally funded programs are also exempt. Exemptions will also be made for emergencies, sole source purchases, cooperative purchasing agreements and cases in which a local vendor is not qualified as determined by City staff. If it is determined by City staff that a vendor has misrepresented its local status, it will be ineligible to receive preference.

1.1- CREDIT CARD/P-(PURCHASE) CARD POLICY

1.1.0 Introduction to Credit Card Policy:

The City of Waupun will issue credit cards to certain employees/departments for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards. Use of city-issued credit cards is a privilege, which the City of Waupun may withdraw in the event of serious or repeated abuse. Any credit card the City of Waupun issues to an employee/department must be used for business purposes only and are intended to be used primarily for conferences, hotels, meals, and purchases where vendors do not provide purchase terms.

Employees with credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties. The City of Waupun will not regard expenses for one's own business-related use, such as lodging and meals while on company-approved business trips, as personal purchases, as long as such expenses are consistent with the City of Waupun's travel and expense reimbursement policy. If any employee uses a company credit card for personal purchases in violation of this policy, the cost of such purchase(s) could be considered an advance of future wages payable to that employee if not immediately reimbursed to the City of Waupun. If an employee uses a company credit card for any other type of unauthorized transaction in violation of this policy, i.e., incurs financial liability on the City of Waupun's part that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to reimburse the City of Waupun. Any purchases an employee makes with a city credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense.

1.1.1 Finance Department Approval:

The Finance Department approves the positions/departments with the ability to use a credit card issued by the City of Waupun.

The Finance Department shall maintain a listing of all positions/departments authorized to use a credit card and associated credit limits.

1.1.2 DEPARTMENTAL USAGE POLICY

Cardholders approved to use a credit card shall:

- Have purchases authorized by a Department Head/Team Leader/Manager
- Only use the credit card for City of Waupun purchases
- Ensure that sales tax is not paid on all exempt purchases

- Follow the policy on Employee Reimbursements (refer to 1.3 of this manual)
- Cardholders are responsible for ensuring that they adhere to the Credit Card policy, thereby ensuring adequate controls are exercised to minimize the risk that credit cards are used for fraudulent or corrupt purposes
- Report lost or stolen cards immediately to Wells Fargo Bank 1-800-642-4720 and report immediately to the Finance Department.
- Upon resignation or termination of duties with the City of Waupun, reconcile all expenditures on his/her card account since the last Statement and surrender the card upon termination to appropriate staff or exit interviewer.

1.1.3 CREDIT CARD ACCOUNTING PROCESS

Purchase receipts and invoices shall be turned in to Accounts Payable department within 5 working days. It is recommended to scan receipts and email to Accounts Payable. Monthly credit card statements will be received and opened by Accounts Payable. Accounts Payable will match and reconcile receipts with purchases. Any missing receipts will be requested immediately. Cardholders that do not turn in receipts in a timely manner on a routine basis could result in cancellation of the card or shall be held responsible for any late payment fees incurred.

2-
ACCOUNTS PAYABLE PROCESS

2.1 Overview

City of Waupun strives to maintain efficient business practices and good cost control. A well-managed accounts payable function can assist in accomplishing this goal from the purchasing decision through payment and check reconciliation.

It is the policy of the City of Waupun that the recording of assets or expenses and the related liability is performed by an employee independent of ordering and receiving. The amounts recorded are based on the vendor invoice for the related goods or services. The vendor invoice should be supported by an approved purchase order where necessary and should be reviewed and approved by a Department Manager prior to being processed for payment. Invoices and related general ledger account distribution codes are reviewed prior to posting to the subsidiary system.

The primary objective for accounts payable and cash disbursements is to ensure that:

1. Disbursements are properly authorized
2. Invoices are processed in a timely manner
3. Vendor credit terms and operating cash are managed for maximum benefits

2.2 Recording of Accounts Payable

All valid accounts payable transactions, properly supported with the required documentation, shall be recorded as accounts payable in a timely manner.

Accounts payable are processed on a semi-monthly basis. Information is entered into the system from approved invoices or disbursement vouchers with appropriate documentation attached.

It is the policy of City of Waupun that only original invoices will be processed for payment unless duplicated copies have been verified as unpaid by researching the vendor records. No vendor statements shall be processed for payment.

2.3 Preparation of a Voucher Package

Prior to any account payable being submitted for payment, a package called a "voucher package" shall be assembled. Each voucher package shall contain the following documents:

1. Purchase Order (where appropriate)
2. Vendor invoice
3. Packing slip (where appropriate)
4. Receiving report (or other indication of receipt of merchandise and authorization of acceptance)
5. Any other supporting documentation deemed appropriate

2.4 Processing of Voucher Packages

The following procedures shall be applied to each voucher package by the designated department employee:

1. Check the mathematical accuracy of the vendor invoice,
2. Compare the nature, quantity, and prices of all items ordered per the vendor invoice to the purchase order request form, packing slip, and receiving report,
3. Review the general ledger distribution that has been documented by each department using the Organization's current chart of accounts, and
4. Obtain the review and approval of the department director (or their designee) associated with the goods or services purchased.

Approvals by department directors indicate their acknowledgement of satisfactory receipt of the goods or services invoiced, agreement with all terms appearing on the vendor invoice, agreement with general ledger account coding, and agreement to pay vendor in full. Approvals shall be documented with initials or signatures of the approving individual. A list of employees authorized to approve purchases is attached to this manual.

2.5 Payment Discounts

To the extent practical, it is the City's policy to take advantage of all prompt payment discounts offered by vendors. When availability of such discounts is noted, and all required documentation in support of payment is available, payments will be scheduled so as to take full advantage of the discounts.

3-
BUDGET POLICY

3.1 Definition of Fund Structure:

The City of Waupun uses fund accounting for its financial structure. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain City functions or activities.

Funds are the control structures that ensure that public monies are spent only for authorized purposes and within the amounts authorized. Funds are established to account for the different types of activities and legal restrictions that are associated with a particular governmental function. The use of funds and the budgeting, accounting, and auditing that are associated with this fund structure are governed by the Governmental Accounting Standards Board (GASB).

For financial statement presentation purposes, the various funds of the City are grouped into the following fund types under three broad fund categories: governmental, proprietary, and fiduciary / agency.

1 - Governmental Funds

Governmental funds are those through which most municipal functions are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance.

The City's Governmental Funds are the General Fund, Special Revenue Funds, Debt Service Fund and Capital Project Funds.

The General Fund accounts for all financial resources except those required to be accounted for in another fund. The unassigned general fund balance is available to the City for any purpose provided it is expended or transferred according to the general laws of Wisconsin, and of the City of Waupun.

Special Revenue Funds are used to account for revenue from specific sources (other than major capital projects) which require separate accounting because of legal restrictions.

Debt Service Funds account for the accumulation of resources for and payment of general long-term obligations' principal and interest.

Capital Projects Funds account for financial resources to be used for acquisition

of equipment and the construction of major capital facilities (other than those financed by proprietary funds), and to account for the financing of public improvements or services deemed to benefit specific properties on which assessments are levied.

2 - Proprietary Funds

Proprietary fund reporting focuses on the determination of operating income, changes in net assets, financial position and cash flows. Proprietary funds are classified as either enterprise or internal service.

Enterprise funds are used to account for operations that provide services which a fee is charged to external users for goods or services.

3 - Fiduciary /Agency Funds

Fiduciary fund reporting focuses on net assets and changes in net assets. The fiduciary fund is comprised of only the agency funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

The City does not have to appropriate agency funds. Agency funds account for money a government holds in an agency capacity on behalf of another person or entity. Therefore a government has minimal discretion in spending this money.

3.2 Capital Budgeting:

Capital Projects include the acquisition of equipment and construction projects. Construction projects are defined as a study, engineering/design, and construction, or a combination of all three phases totaling \$5,000 or more having a useful life of at least five years. Equipment is defined as any equipment or software with a useful life of 3 years or more and a value of \$1,000 or more individually to be an equipment replacement/purchase eligible item.

The Capital Improvement Plan (CIP) is comprised of all current and anticipated long-term capital needs of the City. The ability to fund those projects will be based on the Financial Forecasting “Plan”. The “Plan” is a document updated by the Finance Director as needed. The CIP is a comprehensive resource of the City’s assets indicating useful life, entry price and depreciable value.

Projects will be funded by a combination of note proceeds, bond proceeds, grants, municipal capital lease financing, government loans, gifts, and operating funds. If a capital project is debt funded (note, bond, lease or loan), the term of the debt should not exceed the useful life of the project.

3.3 Budget Timeline Guide:

January Carryover requests are due

April-May	Budget priority setting and long-term capital planning
June	Five-year capital and equipment plans submitted to Finance Department
July	Departments submit operational budgets
August	Committee of the Whole workshop on equipment and capital improvement plan
September	Committee of the Whole workshop on proposed budget
October	Council budget review session
November	Council adopts the budget and sets the levy rate
December	Tax bills are generated

3.4 Budget Transfer Policy:

BACKGROUND

During the course of a fiscal year, departments often find it necessary to adjust their budget due to unanticipated savings or temporary shifting of departmental priorities. Because of the temporary (i.e., current fiscal year) basis of these adjustments, budget transfers are processed to affect the change. It is expected that department heads will make all permanent budget adjustments through the annual budget process.

In addition, funding for some activities are budgeted on a system-wide basis (contingencies, etc.) and allocated to the individual departments during the fiscal year. Budget transfers are also prepared for supplemental funding and/or spending authorized or approved by the Mayor, the [Committee of the Whole](#), other Council Standing Committees and/or the Common Council

Deleted: Finance

This policy applies to any changes made to the council adopted budget.

POLICY

Department Heads and Managers are responsible for monitoring their budgets. At a minimum, departments are to monitor their ability to be in balance by the end of each quarter and fiscal yearend. All revenues and expenses must be properly accounted for throughout the course of the year and allocated to the appropriate accounts. Department heads and managers are **not allowed to manipulate revenues and expenses to avoid budget overdrafts.**

If, during the course of the year, a department determines an expense account may be in overdraft status at the end of the fiscal year, that department should initiate the proper budget adjustment action according to the procedures outlined below. Requests for a budget transfer should be made at the time the department realizes it cannot achieve its objective for a given account.

Departments will fill out the Budget Transfer Request Form as provided by the Finance Department and present the completed form to the Finance Department to initiate the appropriate process. The document

will be submitted to a department, committee or governing body contingent on the amount of the request (see below).

Budget transfers are bound by department. This allows for transfers between functions within departments, but restricts transfers between departments as well as different funds. In rare unforeseen circumstances, budget transfers or amendments between departments as well as different funds may occur upon approval by a two-thirds vote from Common Council. A class 1 notice of the change must be published within 10 days after the change is made or the change is invalid.

Transfer approvals will be determined by the level of funds being requested for transfer.

- ❖ Level #1 - Less than \$2,500 – Finance Director or designee(s)
- ❖ Level #2 - \$2,500 – \$9,999 – Oversight Committee
- ❖ Level #3 - \$10,000 - \$24,999 – Oversight Committee and [Committee of the Whole](#)
- ❖ Level #4 - \$25,000 & Up – Oversight Committee, [Committee of the Whole](#) and Common Council

Deleted: Finance

Deleted: Finance

All budget transfers will be processed by the Finance Department. Budget status and transfer activity will be monitored by the Finance Director/Treasurer (or designee) through the use of the City-Wide Financial Management System. The Mayor and the Common Council will monitor activity through monthly budget to actual reporting.

After respective approval and the transfer of data has been entered into the Financial Management System, the Budget Transfer Request Form will be sent to the department head and/or manager with the Finance Department's section completed to confirm the transfer or give feedback on a denial.

Departments must review all transfers to ensure that resources have been distributed properly.

4- ACCOUNTING POLICY

4.1 Basis of Accounting:

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting, and proprietary and fiduciary funds also use the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Differences in the accrual and modified accrual basis of accounting arise in the recognition of revenue, the recording of deferred revenue, and in the presentation of expenses versus expenditures.

4.2 User Fees and Charges:

The City of Waupun Common Council shall establish all user charges and fees at a level sufficient to cover the costs of services provided. It will also consider market rates and charges levied by other municipalities to establish comparable amounts. Fees and charges should be reviewed annually, and should be modified to allow growth at a rate that keeps pace with the costs of the provided service.

4.3 Accounts Receivable

Training in the module is available from the Finance Department and Procedural processes are drafted and available for use to all employees using the module.

Any invoice placed in the system shall not be reversed, adjusted or discounted by the department that initiated the invoice. The department shall request for their standing committee to recommend to the Common Council the bill be reversed or adjusted.

Exceptions would include: an error on the billing, usual and customary adjustments, wrong customer billed or any invoice that does not require a judgment whether it is a legitimate billing.

4.4 Accounts Receivable Delinquent Payments and Collections:

The Finance Department is responsible for coordinating, tracking, monitoring and collecting all delinquent payments due to the City of Waupun.

The Finance Department shall process and send out letters and past due statements for overdue accounts by the end of the second week of each month.

The accounts receivable aging schedule for the City of Waupun to send a past due notices to overdue accounts are:

- 30 days past due shall receive a letter from the Finance Department notifying them of a past due amount.
- 60-90 days past due accounts shall receive a letter from the Finance Department notifying them of the past due amount and the available option to start a payment plan
- Over 90 days past due accounts shall receive a final notice letter regarding the account going to collection if not paid within 10 days of the letter.

- The Finance Department is authorized to send accounts remaining delinquent after 100 days to a collection agency.

4.5 Cash Receipts/Cash Handling

Any department taking in cash/check/credit card transactions must report and cash handle deliverables on a timely basis. Each department has unique situations and as such timely means something different. Therefore, the minimum deposit requirements for departments are at least weekly.

Departments shall:

- Contact the Finance Department to assist in the deposit process if unsure how to account for the monies.
- Immediately receipt all funds collected
- Deposit all receipts intact with the City Clerk's Office. This means receipts shall be deposited in receipt number order.

4.6 Payments from Accounts with Non-Sufficient Funds:

If payment is submitted to the City of Waupun from a bank account with non-sufficient funds, the City Clerk shall notify the issuer for recovery of the amount plus an administrative/service/bank fee of \$25. This fee is to recover costs associated with the NSF payment.

The City Clerk, for all non-tax payment transactions, when notified of a NSF, shall immediately reverse the receipt and send the debtor a letter of notification that the debt is not paid. Upon repayment the debt shall be processed through cash receipting. Repayment deadline of a tax payment that is NSF shall be determined by the installment due dates taking consideration for the grace period. If not repaid by a deadline, the City Clerk shall reverse the payment in the tax system and mark the tax parcel delinquent if applicable.

4.7 Bank/Cash Reconciliation

The Finance Department is responsible for balancing cash and all bank statements monthly. This shall be done no later than the 15th of the following month. Any discrepancies, errors and adjustments shall be made and departments affected shall be notified as to the issue to assist in future accuracy.

The Finance Director/Treasurer is responsible for the cash flow availability with movement of monies between accounts for positive impact of the City of Waupun's resources.

4.8 Unassigned General Fund Balance Policy

To maintain the City of Waupun's credit rating and meet seasonal cash flow shortfalls, the Budget shall provide for anticipated Unassigned General Fund Balance between 30% and 40% of annual General Fund revenues.

Should the Unassigned General Fund Balance fall below 30% of General Fund revenues a plan for regaining compliance with the policy shall be submitted to the City Council via the [Committee of the Whole](#).

Deleted: Finance

In the event the Unassigned General Fund Balance is above 40%, the difference must be used for property tax relief and/or one time capital expenditures which do not increase ongoing City costs.

4.9 Asset Capitalization Policy

This policy establishes the minimum cost value (capitalization amount) that shall be used to determine the capital assets, including infrastructure assets that are to be recorded in the city’s annual financial statements. This policy also addresses other considerations for recording and depreciating fixed assets.

4.9.1 Capitalization Threshold

Capital assets may be acquired through purchase, self-construction, or donation. The asset value when purchased will be the initial cost plus the trade-in value of any old asset traded, plus all costs related to placing the asset into operation. Donated or contributed assets are recorded at fair market value as of the date the asset is acquired. The cost of self-constructed assets will include all costs of construction.

Capital asset value thresholds for capitalization are to be applied to individual capital assets rather than to groups of similar capital assets.

Class of Asset	Examples of Costs to be Capitalized	Capitalization
Land	Purchase price or market value, closing costs, cost of preparing land for use, demolition of existing buildings and improvements	Capitalize all land
Machinery and equipment	Purchase price, freight charges, assembly, installation	\$5,000
Land Improvements	Included parking lots, outdoor lighting, fences, tennis courts, playground equipment, athletic fields, trails, retaining walls	\$5,000
Buildings	Materials, labor, design costs, site excavation, purchase price	\$5,000
Building Improvements	Component units when separately replaced. Major renovation or alterations of original building.	\$5,000
Intangible assets	Software, land use rights, patents, copyrights, trademarks	\$25,000
Infrastructure	See Attachment A of Examples	\$25,000

- a. Capital assets having values of \$250 to \$5,000 are to be controlled at the department level for insurance and inventory reporting purposes. However, these capital assets will not be capitalized and will not be reported as capital assets.
- b. Value estimates of capital assets required to be reported, but for which no historical documentation is available due to past accounting practices, shall be reviewed by the City auditor in accordance with GASB requirements.
- c. A listing of capital assets is to be kept, annually reconciled and reported in the annual financial statements.

4.9.2 Useful Lives

Consider the following when determining the useful life of an asset:

- The length of time these assets have historically lasted
- Anticipated changes in technology

- Specific asset use
- Maintenance practices – among City departments, similar assets may be assigned different useful lives, depending on asset use and maintenance

Capital Assets – General Guidance

- Buildings 30-50 years
- Building Improvements 15-50 years
- Machinery and equipment 3-20 years
- Land improvements 15 – 30 years
- Intangible assets 2 – 100 years

Infrastructure Assets – Specific Guidance

- Asphalt 20 years
- Curb & Gutter 30 years
- Concrete 30 years
- Sidewalks 30 years
- Bridges 50 years

4.9.3 Salvage Value

The salvage value of capital assets is estimated to be immaterial to the financial statements. Therefore, generally the City will not record salvage value on capital assets.

4.9.4 Disposition of Assets

Fixed assets may be disposed of due to sale, obsolescence, loss, destruction, or replacement. Upon disposal of an asset, the capital asset records will be relieved of the cost and related depreciation.

4.9.5 Depreciation Method

The straight-line depreciation method will be used for all capital assets. The capital asset software program used by the City allows for depreciation to be calculated on an individual asset basis. In addition, depreciation will be calculated in the year of addition based on one half year’s depreciation regardless of when in the year the asset was put into use.

Infrastructure assets will be depreciated on the straight-line method on an annual basis. Assets will be depreciated on an individual segment basis, when possible, or a composite method when determined to be more reasonable.

4.9.6 Works of Art and Historical Treasures

Works of art and historical treasures purchased by or donated to the City should be reported at their historical cost or estimated fair value at date of donation.

Attachment A – Infrastructure Capitalization Guidance

<u>Infrastructure</u>	<u>Examples of Costs to be Capitalized</u>	<u>Examples of Costs to be Expensed</u>
Streets, Curb, & Gutter	New construction, partial reconstruction, full reconstruction	Crack filling, sweeping, patching, seal coating, pavement rehabilitation, pavement recycling, overlay
Bridges	New construction, partial reconstruction, full reconstruction	Crack filling, patching
Storm Sewers	New construction, partial reconstruction, full reconstruction	Storm sewer repairs
Sidewalks	New construction, partial reconstruction, full reconstruction	Spot replacements
Dams	New construction, partial reconstruction, full reconstruction	Spot repairs, maintenance

4.10 Debt Management Policy

The City of Waupun shall, as a matter of policy, conduct its finances so that the amount of direct, non- self-supporting, unlimited tax general obligation debt outstanding at any time that is subject to approval by the City Council does not exceed 75% of the city’s legal debt margin capacity which is calculated at 5% of the city’s total equalized valuation.

The city’s general obligation public improvement bond issues should be structured such that, on average, the life is less than 15 years.

When the city finances capital projects by issuing bonds, it will pay back the related debt within a period not to exceed useful life of the projects.

The city will promote effective communications regarding its financial conditions with bond rating agencies and others in the marketplace based on full disclosure.

The city will regularly evaluate its adherence to the debt policy.

5-
INVESTMENT POLICY

5.1 Governing Authority

Legality – The investment program shall be operated in conformance with federal, state and other legal requirements, including Wisconsin Statute §66.0603.

5.2 Scope

This policy applies to the investment of all funds. Proceeds from certain bond issues, as well as separate foundation or endowment assets, may be covered by a separate policy as necessary.

1. Pooling of Funds

Except for cash in certain restricted and special funds. The City of Waupun will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

5.3 General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

1. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk

The City of Waupun will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section 7 of this Investment Policy
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and adviser with which the City of Waupun will do business in accordance with Section 5.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Interest Rate Risk

The City of Waupun will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in the market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter term securities, money market funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy (see Section 8)

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the short term portion of the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools, which offer the same date liquidity for short term funds.

3. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

4. Local Considerations

Where possible, funds may be invested for the betterment of the local economy or that of local entities within the state. The City of Waupun may accept a proposal from an eligible institution, which provides for a reduced rate of interest provided that such institution documents the use of deposited funds for community development projects.

5.4 Standards of Care

1. Prudence

The standard of care to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from the expectations

are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The “prudent person” standard states that, “Investments shall be made with judgment and care, under circumstances when prevailing, which the persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

2. Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City of Waupun.

3. Delegation of Authority

Authority to manage the investment program is granted to the Finance Director/Treasurer and City Administrator, hereinafter referred to as investment officers and derived from the following: Wisconsin State Statute 59.62. Responsibility for the operation of the investment program is hereby delegated to the investment officers.

5.5 Safekeeping and Custody

Securities will be held by a (centralized) independent third party custodian selected by the entity as evidenced by safekeeping receipts in the City of Waupun’s name. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

5.6 Internal Controls

The finance director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City of Waupun are protected from losses, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefit requires estimates and judgments by management. The internal controls shall address the following points:

- Control of collusion.
- Separation of transaction authority and review from accounting and recordkeeping.
- Custodial safekeeping.
- Avoidance of physical delivery of securities.
- Clear delegation of authority to subordinate staff members.

- Written confirmation of transactions for investment and wire transfers.
- Development of a wire transfer agreement with the lead bank and third-party custodians.

5.7 Suitable and Authorized Investments

1. Investment Types

Consistent with the GFOA Policy Statement on State and Local Laws Concerning Investment Practices, the following investments will be permitted by this policy and are those defined by state and local law where applicable:

- U.S. Treasury obligations which carry the full faith and credit guarantee of the United States Government and are considered to be the most secure instruments available;
- U.S. government agency and instrumentality obligations that have a liquid market with a readily determinable market value (e.g., debt issued by the Federal National Mortgage Association, Federal Home Loan Mortgage Corp, Federal Home Loan Bank, Federal Farm Credit Bank);
- Certificates of Deposit and other evidences of deposit at financial institutions;
- Commercial paper, rated in the highest tier (e.g., A-1, P-1, F-1 or D-1 or higher) by a nationally recognized rating agency;
- Bonds, notes, debentures or other evidences of indebtedness issued or guaranteed by a corporation which are, at the time of purchase, rated by any Rating Agency in any of the three highest rating categories (without regard to any refinement or gradation of rating category by numerical modifier or otherwise);
- Investment-grade obligations of state provincial and local governments and public authorities;
- Repurchase agreements whose underlying purchased securities consist of the aforementioned instruments;
- Money Market mutual funds regulated by the Security and Exchange Commission and whose portfolios consist only of dollar denominated securities; and
- Local government investment pool either state administered or developed through joint powers statutes and other intergovernmental agreement legislation.

2. Collateralization

Where allowed by state law and in accordance with the GFOA Recommended Practices on the Collateralization of Public Deposits, full collateralization may be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit

5.8 Investment Parameters

1. Diversification

The City of Waupun will minimize concentration of credit risk, the risk of loss attributed to the magnitude of a government's investment in a single issuer, by diversifying the portfolio so that reliance on any one issuer or broker/dealer will not place an undue financial burden on the City of Waupun. Accordingly, the permitted concentrations of investments, as a percentage of the portfolio and per individual issuer, are as follows:

- U.S. Treasury Obligations: 0-100 percent.
- State or Municipal Debt Obligations: 0-50 percent, 0-10 percent per issuer.
- U.S. Sponsored Agencies: 0-70 percent, 0-10 percent per issuer.
- Certificates of Deposit: 0-10 percent, not to exceed applicable FDIC coverage per institution.
- Corporate Notes/Bonds: 0-70 percent, 0-10 percent per issuer.
- Cash and cash equivalents (savings and money market accounts): 0-100 percent, not to exceed applicable FDIC coverage unless covered by a collateralization agreement or bond(s).

2. Maximum Maturities

To the extent possible, the City of Waupun shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City of Waupun will not directly invest in securities maturing more than seven (7) years from the date of purchase or in accordance with state and local statutes and ordinances. The City of Waupun shall adopt weighted average maturity limitations (which range from 90 days to 7 years), consistent with the investment type objectives.

Reserve funds and other funds with longer term investment horizons may be invested in securities exceeding six (6) years if the maturities of such investments are made to coincide as nearly as practicable with expected use of funds.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as the local government investment pool, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

5.9 Reporting

1. Methods

The finance director shall prepare a detailed investment report semiannually. The investment report will be prepared in a manner, which will allow the City of Waupun to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will be provided to the [Committee of the Whole](#). The report will include the following:

- Listing of individual securities held at the end of the reporting period
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
- Listing of investment by maturity date.
- Percentage of the total portfolio, which each type of investment represents.

Deleted: finance committee

2. Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable rates. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis. The benchmarks shall be reflective of the actual securities being purchased and risks undertaken and the benchmarks shall have a similar weighted average maturity as the portfolio.

3. Mark to Market

The market value of the portfolio shall be calculated monthly as part of the monthly report. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on “Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools.”

5.10 Policy Considerations

1. Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

5.11 Approval of Investment Policy

The investment policy shall be formally approved and adopted by the city council and may be reviewed as deemed appropriate.

5.12 Supporting Documentation

Documents, as applicable, including but not limited to the following, will be available as supplements to the investment policy:

- Relevant investment statutes and ordinances;
- Investment Procedures and Internal Controls;
- Glossary;
- Broker/Dealer Questionnaire
- Credit studies for securities purchased and financial institutions used;
- Safekeeping agreements;
- Wire transfer agreements;
- Sample investment reports;
- Methodology for calculating rate of return;
- GFOA Recommended Policies.

6- INTERNAL CONTROLS

6.1 Definition of Internal Control

Internal control is a process that is developed by the municipality to provide reasonable assurance that the following categories of objectives will be achieved:

- the municipality's financial reporting will be reliable;
- the municipality will be operated effectively and efficiently; and
- the municipality will comply with applicable laws, regulations, contracts and grant agreements.

A good internal control structure is essential to providing reasonable assurance that the City of Waupun is achieving their objectives. Such objectives include, but are not limited to, utilizing public resources in compliance with laws, regulations and budgetary limitations. An adequate control structure will provide information that helps detect errors and fraud, and provides reasonable assurance that financial reports are accurate. It will limit the opportunity for theft or unauthorized use of assets, including cash, inventory and capital assets.

These Internal Controls establish guidance related to internal control and compliance for management within the City of Waupun. Developing an adequate internal control system requires continual analysis and modification to address changing circumstances. Management should identify and address additional objectives that are relevant to their operations.

These objectives are often stated as goals and should address all significant activities of the City of Waupun. There is the need to identify these activities and place relevant risks and related control procedures to them.

The framework for a comprehensive control plan is within these five essential components:

1. Control environment
2. Risk assessment
3. Control Activity
4. Information and communication
5. Monitoring

These five components must operate together to have effective internal control.

6.2 Control Environment

The control environment is the foundation for all the other components. It "sets the tone at the top". That is, if management (the Mayor, Council, Department Heads) views internal control as important, the rest of the organization will likely follow that same path. Control environment factors include integrity, ethical values, management's philosophy and operating style, organizational structure, assignment of authority and responsibility, and human resource policies and practices.

The control environment involves more than setting standards, policies, and structures; it involves communicating and enforcing those standards, policies and structures.

6.3 Risk Assessment

Municipal officials should have processes in place to identify potential risks due to changing circumstances. Technological developments, employee turnover, new programs, new accounting standards, new laws and regulations, economic growth and decline, and many other factors impact the adequacy of a municipality's internal control structure. Municipal officials need to consider the potential for fraud in assessing the various types, assessing incentive, pressures and opportunities. Each will present different risks that must be identified and analyzed for its significance and each risk needs a determination of the level for response.

Operations –

- Ensure that the municipality's resources are adequately safeguarded
- Provide taxpayer services efficiently and effectively
- Consider tolerances for risk
- Provide for the long-term stability of the municipality
- Provide a stable and rewarding environment for employees

Financial Reporting –

- Provide timely internal financial reports and schedules for evaluating operations
- Provide timely external financial and non-financial reporting
- Issue timely financial reports that comply with generally accepted accounting principles and the additional requirements of GASB (Government Accounting Standards Board)
- Provide an Internal Audit Report regarding security status of municipal resources

Compliance–

- Comply with all relevant laws, regulations, contracts and grant agreements

6.4 Control Activities

Control activities are management's specific policies and procedures that help ensure that the risks related to achieving management's objectives are addressed.

Management should at a minimum:

- Develop an employee manual that addresses management's expectations regarding business practices and ethical behavior (includes pay scales, promotions, dress code, probationary period, evaluations, conflict of interest issues, etc.); job skills requirements (job descriptions, lines of authority and responsibility, certifications, education, training, etc.); employee benefits (leave, flex plans, health insurance, pension, PTO, etc.); disciplinary policies and procedures
- Establish a simple and flexible organizational plan that clearly places responsibility for specific activities upon specified individuals/job titles. Control over the accounting function should be centralized under one official who is responsible for all recordkeeping and reporting and who has

the authority to supervise the entire financial operation. Centralizing the accounting function does not eliminate the approval and custodial functions. It allows for consistent application of accounting rules and a general overall review of all activities of the municipality.

- Separate duties of employees so that no one person has control over a complete transaction from beginning to end. Work flow should be established so that one employee's work is automatically verified by another employee working independently. When possible, different persons should be responsible for the authorization, recordkeeping (posting), custodial (cash and materials handling), and review procedures, to prevent manipulation of records and minimize the possibility of collusion. When adequate segregation of duties is not possible, management oversight should be increased to provide reasonable assurance that errors, irregularities or fraud are prevented or detected and corrected in a timely manner. Such oversight would include, but not be limited to, the review of bank statements, cash receipts and cash disbursements summaries as well as the related supporting documentation, and analysis of monthly reports.
- Maintain record retention to substantiate transactions.
- Should ensure that qualified individuals are hired and that appropriate training is provided.
- Establish IT controls for information processing a)security b)passwords c)change management d)numerical sequences of transactions and checks
- Use tangible and intangible safeguards to secure the organization's resources. Tangible being: cameras, locks, barriers; Intangible being: collateral/insurance on financial resources, institutional knowledge.

6.5 Information and Communication

Information and communication systems should provide reliable reports for both internal and external purposes. The means of communicating information within the organization will significantly impact whether objectives are achieved.

6.6 Monitoring

Monitoring the internal control system provides assurance to management that: policies and procedures are being followed; information is being communicated accurately and timely; and, risks are being identified and appropriately addressed. In addition, it ensures that internal control continues to operate effectively, since processes, goals, and circumstances are not static and changes in those areas will necessitate changes in internal control.

During the annual external audit, performed by a Certified Public Accounting Firm, internal controls shall also be analyzed and measured for their effectiveness throughout the organization. They shall issue a report on internal controls and compliance, offering information regarding laws and regulations and internal controls related to financial reporting.

7-
FEDERAL AWARDS

7.1 Charging of Costs to Federal Awards

Only costs that are reasonable, allowable and allocable to a federal award shall be charged to that award directly or indirectly. All unallowable costs shall be appropriately segregated from allowable costs in the general ledger in order to assure that unallowable costs are not charged to Federal awards.

7.2 Criteria for Allowability

All costs must meet the following criteria in order to be treated as allowable direct or indirect costs under a federal award:

1. The cost must be "reasonable" for the performance of the award, considering the following factors:
 - a. Whether the cost is of a type that is generally considered as being necessary for the operation of the Organization or the performance of the award;
 - b. Restraints imposed by such factors as generally accepted sound business practices, arm's length bargaining, federal and state laws and regulations, and the terms and conditions of the award;
 - c. Whether the individuals concerned acted with prudence in the circumstances;
 - d. Consistency with established policies and procedures of the Organization, deviations from which could unjustifiably increase the costs of the award.
2. The cost must be "allocable" to an award by meeting one of the following criteria:
 - a. The cost is incurred specifically for a federal award;
 - b. The cost benefits both the federal award and other work, and can be distributed in reasonable proportion to the benefits received; or
 - c. The cost is necessary to the overall operation of the Organization, but where a direct relationship to any particular program or group of programs cannot be demonstrated.
3. The cost must conform to any limitations or exclusions of OMS Circular A-122 or the federal award itself.
4. Treatment of costs must be consistent with policies and procedures that apply to both federally financed activities and other activities of the Organization.
5. Costs must be consistent with Non Federal charges and be consistently treated over time.
6. The cost must be determined in accordance with generally accepted accounting principles.

7. Costs may not be included as a cost of any other federally financed program in the current or prior periods.
8. The cost must be adequately documented.

7.3 Personnel and Fringe Benefit Costs

The cost of fringe benefits in the form of compensation paid to employees during periods of authorized absences from the job, such as for vacation, family-related leave, sick leave, holidays, court leave, military leave, and other similar benefits, are allowed and provided for under the City of Waupun's written employment compensation and benefits manual.

7.4 Procurement

The City of Waupun will adhere to all Wisconsin DOT Transit procurement procedures when 5311 Federal Grant monies are used, WisDOT Procurement Manual attached in the appendix.

8-
RECORD RETENTION

8.1 Record Retention

The City of Waupun's policy is to retain records as required by Wisconsin statutes and city ordinance 3.10.

8.2 Financial Records

Officers may destroy the following nonutility records under their jurisdiction after the completion of an audit by State auditors or an auditor licensed under Ch. 442, Wis. Stats., but not less than 7 years after payment or receipt of the sum involved in the applicable transaction:

- (a) Bank statements, deposit books, slips and stubs.
- (b) Bonds and coupons after maturity.
- (c) Cancelled checks, duplicates and check stubs.
- (d) License and permit applications, stubs and duplicates.
- (e) Payrolls and other time and employment records of personnel included under the Wisconsin Retirement Fund.
- (f) Receipt forms.
- (g) Special assessment records.
- (h) Vouchers, requisitions, purchase orders and all other supporting documents pertaining thereto.

8.3 Utility Records

Officers may destroy the following records of municipal utilities subject to regulation by the State Public Service Commission and after an audit as provided above, but not less than 2 years after payment or receipt of the sum involved in the applicable transaction:

- (a) Water, sewer, electrical stubs and receipts of current billings.
- (b) Customers' ledgers.
- (c) Vouchers and supporting documents pertaining to charges not included in plant accounts.
- (d) Other utility records after 7 years with the written approval of the State Public Service Commission.

8.4 Other Records

Officers may destroy the following records, but not less than 7 years after the record was effective:

- (a) Assessment rolls and related records, including Board of Review minutes.
- (b) Contracts and papers relating thereto.
- (c) Financial reports other than annual financial reports.
- (d) Insurance policies.
- (e) Justice dockets.
- (f) Oaths of office.
- (g) Reports of boards, commissions, committees and officials duplicated in the official minutes.

- (h) Resolutions and petitions.
- (i) Voter record cards.

8.5 Notice Required

Prior to the *destruction* of any public record described above, at least 60 days notice shall be given the State Historical Society.

APPENDIX

WisDOT Procurement Manual – For the current version see

<http://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/transit/procure.aspx>

Local Preference Purchasing Policy Analysis - 1 Ton Pickup Purchase					
City of Waupun - Department of Public Works			December 13, 2022 Presentation		
Source:	Vehicle Type	Model Year	Base Price	Price Discount Applied	Notes
Ewald State Contract	Ford F350	2022	\$ 55,469	\$ 48,282	Order window closes 12/16/2022
Homan Auto Waupun	Ford Superduty	2023	\$ 54,435	\$ 50,181	Unavailable Order window closed - unable to source vehicle
Homan Auto Waupun	Dodge Ram 3500	2023	\$ 55,800	\$ 49,905	Standard Fleet consists of Chevrolet and Ford
Lowest Bid	\$ 48,282.00				
Local Bid	\$ 49,905.00				
Variance Local to Lowest Bid	\$ 1,623.00	3.36%			
1% Allowance	\$ 482.82				
*1% Allowance Local Preference	\$ 48,764.82				
Bid Award Recommendation	Ewald State Contract				
* Pending policy approval. As drafted, the Local Preference Policy would allow for a 1% adjustment to a local business as defined by the DRAFT policy.					
** Policy requires award to lowest Bid unless the local preference bid is within 1% of the lowest Bid.					



AGENDA SUMMARY SHEET

MEETING DATE: 12/13/2022

TITLE: Authorization for the Purchase of 1-Ton Pickup Truck for the Department of Public Works

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, City Administrator

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

SUMMARY ISSUE:

Per the 2023 budget approval, we are presenting quotes for review and approval. An analysis that reflects application of the DRAFT purchasing policy language is attached along with the individual quotes from vendors. Note that the Homan quote for the Ford F350 is for reference only. The dealership has confirmed that they are unable to secure that vehicle. The order window for the Ewald bid under state contract closes December 16, 2022. \$50,000 was budgeted for this item in the 2023 capital budget as approved.

STAFF RECOMMENDATION:

ATTACHMENTS:

Example of Policy Application – 1 Ton Pickup Purchase Analysis
Vendor Quotes

RECOMMENDED MOTION:

Motion to approve the quote from [insert vendor name] for the purchase of a [insert type of vehicle to be purchased] in the amount of [insert amount].

Local Preference Purchasing Policy Analysis - 1 Ton Pickup Purchase					
City of Waupun - Department of Public Works			December 13, 2022 Presentation		
Source:	Vehicle Type	Model Year	Base Price	Price Discount Applied	Notes
Ewald State Contract	Ford F350	2022	\$ 55,469	\$ 48,282	Order window closes 12/16/2022
Homan Auto Waupun	Ford Superduty	2023	\$ 54,435	\$ 50,181	Unavailable Order window closed - unable to source vehicle
Homan Auto Waupun	Dodge Ram 3500	2023	\$ 55,800	\$ 49,905	Standard Fleet consists of Chevrolet and Ford
Lowest Bid	\$ 48,282.00				
Local Bid	\$ 49,905.00				
Variance Local to Lowest Bid	\$ 1,623.00	3.36%			
1% Allowance	\$ 482.82				
*1% Allowance Local Preference	\$ 48,764.82				
Bid Award Recommendation	Ewald State Contract				
* Pending policy approval. As drafted, the Local Preference Policy would allow for a 1% adjustment to a local business as defined by the DRAFT policy.					
** Policy requires award to lowest Bid unless the local preference bid is within 1% of the lowest Bid.					



Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

City of Waupun

Prepared For: Jeff Daane

920-324-7918

jeff@cityofwaupun.org

Vehicle: [Fleet] 2022 Ford Super Duty F-350 DRW (F3H) XL 4WD Reg Cab 169" WB 84" CA





Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2022 Ford Super Duty F-350 DRW (F3H) XL 4WD Reg Cab 169" WB 84" CA (Complete)

Quote Worksheet

	MSRP
Base Price	\$46,200.00
Dest Charge	\$1,795.00
Total Options	\$7,474.00
Subtotal	\$55,469.00
Subtotal Pre-Tax Adjustments	\$0.00
Less Customer Discount	(\$7,187.00)
Subtotal Discount	(\$7,187.00)
Trade-In	\$0.00
Subtotal Trade-In	\$0.00
Taxable Price	\$48,282.00
Sales Tax	\$0.00
Subtotal Taxes	\$0.00
Subtotal Post-Tax Adjustments	\$0.00
Total Sales Price	\$48,282.00

Comments:

2023 Ford F350 Regular Cab 4wd C&C 84" CA to your specs as detailed, (similar to '22 order). Registration fees are not included. Delivery can not be anticipated due to current market conditions.

2023 Model year ordering due to open up on 11/14, final order date 12/16. Subject to approved allocation by Ford.

State Contract # 505ENT-M21-VEHICLES-03.

Dealer Signature / Date

Customer Signature / Date

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 17867. Data Updated: Nov 2, 2022 6:50:00 PM PDT.



Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2022 Ford Super Duty F-350 DRW (F3H) XL 4WD Reg Cab 169" WB 84" CA (✔ Complete)

Standard Equipment

Mechanical

- Engine: 6.2L 2-Valve SOHC EFI NA V8 (Flex-Fuel) (STD)
- Transmission: TorqShift 10-Speed Automatic -inc: 10R140 w/neutral idle and selectable drive modes: normal, tow/haul, eco, deep sand/snow and slippery (STD)
- 3.73 Axle Ratio (STD)
- 50-State Emissions System
- Transmission w/Oil Cooler
- Electronic Transfer Case
- Part-Time Four-Wheel Drive
- 72-Amp/Hr 650CCA Maintenance-Free Battery w/Run Down Protection
- HD 200 Amp Alternator
- Towing Equipment -inc: Trailer Sway Control
- Trailer Wiring Harness
- 7500# Maximum Payload
- GVWR: 14,000 lb Payload Package
- HD Shock Absorbers
- Front And Rear Anti-Roll Bars
- Firm Suspension
- Hydraulic Power-Assist Steering
- 40 Gal. Fuel Tank
- Single Stainless Steel Exhaust
- Dual Rear Wheels
- Auto Locking Hubs
- Front Suspension w/Coil Springs
- Solid Axle Rear Suspension w/Leaf Springs
- 4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs and Brake Assist
- Upfitter Switches

Exterior

- Wheels: 17" Argent Painted Steel -inc: Hub covers/center ornaments not included (STD)
- Tires: LT245/75R17E BSW PLUS A/S -inc: Spare may not be the same as road tire (STD)

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 17867. Data Updated: Nov 2, 2022 6:50:00 PM PDT.



Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2022 Ford Super Duty F-350 DRW (F3H) XL 4WD Reg Cab 169" WB 84" CA (Complete)

Exterior

- Clearcoat Paint
- Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
- Black Side Windows Trim and Black Front Windshield Trim
- Black Door Handles
- Black Manual Side Mirrors w/Manual Folding
- Manual Extendable Trailer Style Mirrors
- Fixed Rear Window
- Light Tinted Glass
- Variable Intermittent Wipers
- Aluminum Panels
- Black Grille
- Autolamp Auto On/Off Aero-Composite Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off
- Cab Clearance Lights

Entertainment

- Radio w/Seek-Scan and Clock
- Radio: AM/FM Stereo w/MP3 Player -inc: 4 speakers
- Fixed Antenna
- SYNC Communications & Entertainment System -inc: enhanced voice recognition, 911 Assist, 4.2" LCD center stack screen, AppLink, 1 smart-charging USB port and steering wheel audio controls
- 2 LCD Monitors In The Front

Interior

- 4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
- 4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
- Manual Tilt/Telescoping Steering Column
- Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer
- FordPass Connect 4G Mobile Hotspot Internet Access
- Manual Air Conditioning
- Illuminated Locking Glove Box
- Interior Trim -inc: Chrome Interior Accents

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 17867. Data Updated: Nov 2, 2022 6:50:00 PM PDT.



Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2022 Ford Super Duty F-350 DRW (F3H) XL 4WD Reg Cab 169" WB 84" CA (Complete)

Interior

- Full Cloth Headliner
- Urethane Gear Shifter Material
- HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar
- Day-Night Rearview Mirror
- Passenger Visor Vanity Mirror
- 3 12V DC Power Outlets
- Front Map Lights
- Fade-To-Off Interior Lighting
- Full Vinyl/Rubber Floor Covering
- Smart Device Remote Engine Start
- Instrument Panel Covered Bin and Dashboard Storage
- Manual 1st Row Windows
- Systems Monitor
- Trip Computer
- Outside Temp Gauge
- Analog Appearance
- Seats w/Vinyl Back Material
- Manual Adjustable Front Head Restraints
- Air Filtration

Safety-Mechanical

- Driveline Traction Control

Safety-Exterior

- Side Impact Beams

Safety-Interior

- Dual Stage Driver And Passenger Seat-Mounted Side Airbags
- Low Tire Pressure Warning
- Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch
- Safety Canopy System Curtain 1st Row Airbags
- Outboard Front Lap And Shoulder Safety Belts -inc: Height Adjusters


This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 17867. Data Updated: Nov 2, 2022 6:50:00 PM PDT.



Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2022 Ford Super Duty F-350 DRW (F3H) XL 4WD Reg Cab 169" WB 84" CA ( Complete)

WARRANTY

Basic Years: 3
Basic Miles/km: 36,000
Drivetrain Years: 5
Drivetrain Miles/km: 60,000
Corrosion Years: 5
Corrosion Miles/km: Unlimited
Roadside Assistance Years: 5
Roadside Assistance Miles/km: 60,000

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 17867. Data Updated: Nov 2, 2022 6:50:00 PM PDT.



Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2022 Ford Super Duty F-350 DRW (F3H) XL 4WD Reg Cab 169" WB 84" CA (Complete)

Selected Model and Options

MODEL		
CODE	MODEL	MSRP
F3H	2022 Ford Super Duty F-350 DRW XL 4WD Reg Cab 169" WB 84" CA	\$46,200.00

COLORS	
CODE	DESCRIPTION
HX	Antimatter Blue Metallic

ENGINE		
CODE	DESCRIPTION	MSRP
99N	Engine: 7.3L 2V DEVCT NA PFI V8 Gas -inc: 240 Amp Alternator	\$1,705.00

TRANSMISSION		
CODE	DESCRIPTION	MSRP
44G	Transmission: TorqShift 10-Speed Automatic -inc: 10R140 w/neutral idle and selectable drive modes: normal, tow/haul, eco, deep sand/snow and slippery (STD)	\$0.00

OPTION PACKAGE		
CODE	DESCRIPTION	MSRP
640A	Order Code 640A	\$0.00

AXLE RATIO		
CODE	DESCRIPTION	MSRP
X4L	Limited Slip w/4.30 Axle Ratio	\$385.00

WHEELS		
CODE	DESCRIPTION	MSRP
64K	Wheels: 17" Argent Painted Steel -inc: Hub covers/center ornaments not included (STD)	\$0.00

TIRES		
CODE	DESCRIPTION	MSRP
TBM	Tires: LT245/75Rx17E BSW A/T -inc: Spare may not be the same as road tire	\$165.00

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 17867. Data Updated: Nov 2, 2022 6:50:00 PM PDT.



Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2022 Ford Super Duty F-350 DRW (F3H) XL 4WD Reg Cab 169" WB 84" CA (Complete)

PRIMARY PAINT

CODE	DESCRIPTION	MSRP
HX	Antimatter Blue Metallic	\$0.00

SEAT TYPE

CODE	DESCRIPTION	MSRP
1S	Medium Earth Gray, Cloth 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar	\$100.00

ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION	MSRP
90L	Power Equipment Group -inc: Deletes passenger side lock cylinder, upgraded door-trim panel, Accessory Delay, Advanced Security Pack, SecuriLock Passive Anti-Theft System (PATS) and inclination/intrusion sensors, MyKey, owner controls feature, Power Locks, Remote Keyless Entry, Folding Trailer Tow Mirrors w/Power Heated Glass, manual telescoping, heated convex spotter mirror and integrated clearance lamps/turn signals, Power Front Side Windows, 1-touch up/down driver/passenger window	\$1,100.00

ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	MSRP
41P	Transfer Case Skid Plates	\$100.00
473	Snow Plow Prep Package -inc: pre-selected springs (see order guide supplemental reference for springs/FGAWR of specific vehicle configurations), Note 1: Restrictions apply; see supplemental reference or body builders layout book for details, Note 2: Also allows for the attachment of a winch, Note 3: Highly recommended to add (86M) dual battery on 6.2L and 7.3L gas engines, Adding (67B) 397 amp alternators for diesel engine or (67E) 240 amp alternators for 6.2L gas engine is highly recommended for max output	\$250.00
52B	Trailer Brake Controller -inc: smart trailer tow connector, Verified to be compatible w/electronic actuated drum brakes only	\$300.00
67B	397 Amp Alternators	\$115.00
86M	Dual 78 AH Battery	\$0.00

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	MSRP
61S	Front Splash Guards/Mud Flaps (Pre-Installed)	\$75.00
63A	Utility Lighting System -inc: LED side-mirror spotlights	\$160.00

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 17867. Data Updated: Nov 2, 2022 6:50:00 PM PDT.



Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2022 Ford Super Duty F-350 DRW (F3H) XL 4WD Reg Cab 169" WB 84" CA (Complete)

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	MSRP
43C	110V/400W Outlet -inc: 1 in-dash mounted outlet and 2nd outlet in the console	\$175.00
525	Steering Wheel-Mounted Cruise Control	\$235.00
76C	Exterior Backup Alarm (Pre-Installed)	\$150.00
872	Rear View Camera & Prep Kit -inc: Pre-installed content includes cab wiring and frame wiring to the rear most cross member, Upfitters kit includes camera w/mounting bracket, 20' jumper wire and camera mounting/aiming instructions	\$415.00

CUSTOM EQUIPMENT

CODE	DESCRIPTION	MSRP
DI-1	Delivery from Hartford Ford to Waupun	\$44.00
Price	2023 Model year price increase	\$2,000.00
Options Total		\$7,474.00


This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 17867. Data Updated: Nov 2, 2022 6:50:00 PM PDT.



Ewald Automotive Group

Scott Kussow | 262-567-5555 | skfleet@ewaldauto.com

Vehicle: [Fleet] 2022 Ford Super Duty F-350 DRW (F3H) XL 4WD Reg Cab 169" WB 84" CA ( Complete)

Price Summary

PRICE SUMMARY

	MSRP
Base Price	\$46,200.00
Total Options	\$7,474.00
Vehicle Subtotal	\$53,674.00
Destination Charge	\$1,795.00
Grand Total	\$55,469.00

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 17867. Data Updated: Nov 2, 2022 6:50:00 PM PDT.

HOMAN AUTO SALES INC
 925 WEST MAIN STREET
 WAUPUN, WI 539631600

Configuration Preview

Date Printed: 2022-12-07 11:44 AM VIN: Quantity: 1
 Estimated Ship Date: VON: Status: BA - Pending order

Sold to:
 HOMAN AUTO SALES INC (43316)
 925 WEST MAIN STREET
 WAUPUN, WI 539631600

Ship to:
 HOMAN AUTO SALES INC (43316)
 925 WEST MAIN STREET
 WAUPUN, WI 539631600

Vehicle: 2023 3500 REG CAB CHASSIS 4X4 (167.5 in WB - CA of 84 in) (DD8L64)

	Sales Code	Description	MSRP(USD)	FWP(USD)
Model:	DD8L64	3500 REG CAB CHASSIS 4X4 (167.5 in WB - CA of 84 in)	49,610	45,938
Package:	2GA	Customer Preferred Package 2GA	0	0
	ESB	6.4L V8 Heavy Duty HEMI Engine	0	0
	DFX	8-Spd Auto 8HP75-LCV Transmission	0	0
Paint/Seat/Trim:	PPX	Patriot Blue Pearl Coat	200	184
	APA	Monotone Paint	0	0
	*V9	Cloth 40/20/40 Bench Seat	295	272
	-X9	Black	0	0
Options:	XF6	Voltage Monitoring Auto Idle Up Sys	150	139
	AHD	Heavy Duty Snow Plow Prep Group	285	263
	XHC	Trailer Brake Control	465	428
	XAW	Rear Backup Alarm	145	133
	XAC	ParkView Rear Back-up Camera	495	456
	MDA	Front License Plate Bracket	0	0
	4AJ	Connected Services Delete Credit	-250	-231
	TV3	LT235/80R17E OWI On/Off Rd Tires	250	231
	XF5	Dual Alternators Rated at 380 Amps	285	263
	A61	Tradesman Level 1 Equipment Group	1,780	1,637
	JKV	115V Auxiliary Power Outlet	195	180
	5N6	Easy Order	0	0
	151	Zone 51-Chicago	0	0
	4EA	Sold Vehicle	0	0

Destination Fees: 1,895 1,895
 = Restriction

HB: 1,618 Total Price: **55,800** **51,788**
 FFP: 51,345
 EP: 49,399

Order Type: Retail PSP Month/Week:
 Scheduling Priority: 1-Sold Order Build Priority: 99
 Salesperson:
 Customer Name:
 Customer Address:

Instructions:

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.



Preview Order 1104 - F3H 4x4 Reg Chas Cab DRW: Order Summary Time of Preview: 11/04/2022 16:18:03

Dealership Name: Homan Ford, Inc.

Sales Code : F41564

Dealer Rep.	CLYDE MANSMITH	Type	Fleet	Vehicle Line	Superduty	Order Code	1104
Customer Name	CITY OF WAU	Priority Code	A2	Model Year	2023	Price Level	315

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F350 4X4 CHASSIS CAB DRW/169	\$50525	SNOW PLOW PREP PACKAGE	\$250
169 INCH WHEELBASE	\$0	JOB #1 ORDER	\$0
ANTIMATTER BLUE	\$0	40 GAL AFT OF AXLE FUEL TNK	\$0
CLOTH 40/20/40 SEAT	\$100	410 AMP ALTERNATOR	\$115
MEDIUM DARK SLATE	\$0	EXTERIOR BACKUP ALARM	\$150
PREFERRED EQUIPMENT PKG.640A	\$0	DUAL BATTERY	\$210
.XL TRIM	\$0	REAR VIEW CAMERA & PREP KIT	\$415
.AIR CONDITIONING -- CFC FREE	\$0	XL CHROME PACKAGE	\$225
.AM/FM STEREO MP3/CLK	\$0	.FOG LAMPS	\$0
.7.3L DEVCT NA PFI V8 ENGINE	\$0	.BRIGHT GRILLE	\$0
10-SPEED AUTO TORQSHIFT	\$0	.REMOTE START SYSTEM	\$0
LT245/75R17E BSW ALL-TERRAIN	\$165	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
4.30 RATIO LIMITED SLIP AXLE	\$385	FUEL CHARGE	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	NATIONAL FLEET INCENTIVE (56M)	\$0
FLEET ADVERTISING CREDIT	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
14000# GVWR PACKAGE	\$0	PRICED DORA	\$0
SKID PLATES	\$100	ADVERTISING ASSESSMENT	\$0
50 STATE EMISSIONS	\$0	DESTINATION & DELIVERY	\$1795
TOTAL BASE AND OPTIONS			MSRP \$54435
DISCOUNTS			NA
TOTAL			\$54435

ORDERING FIN: QM848 END USER FIN: QM848

Customer Name:
Customer Address:

Customer Email:
Customer Phone:



AGENDA SUMMARY SHEET

MEETING DATE: 12-13-22 **TITLE:** Consideration of Holding Primary Election for Office of Aldermanic Districts 1, 3, and 5 on February 21, 2023

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Angela Hull, Clerk/Treasurer/HR

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

ISSUE SUMMARY:

The City does not have an ordinance that requires a primary be held whenever the number of candidates who qualify for the ballot is more than twice the number of seats open for an office. Because of this, we will not hold a primary regardless of the number of candidates, unless the Council makes motion upon a spring primary “not later than 3 days after the deadline for filing nomination papers or Electors of the City file a sufficient petition requesting a primary within 3 days after the deadline for filing nomination papers”.

At this time, Declaration of Candidacy has been filed for the each Aldermanic District race. I have been informed by the County Clerk’s that a Primary Election is expected for the Justice of Supreme Court race.

The filing deadline for Nomination Papers is Tuesday, January 3, 2023.

The due date for the Council’s decision to hold a Primary or not is January 6, 2023.

If a motion was made today, we would not have to hold a Special meeting prior to January 6, 2023 to vote on this issue.

STAFF RECCOMENDATION:

ATTACHMENTS:

WI Statute-Chapter 8

RECCOMENDED MOTION OPTIONS:

1. Motion to deny holding 2023 Primary Election for the local municipal races of Aldermanic Districts 1, 3 and 5 if there is more than twice the number of candidates filing for these seats
- OR**
2. Motion to approve holding a 2023 Primary Election for the local municipal races of Aldermanic Districts 1, 3 and 5 if there is more than twice the number of candidates filing for these seats

WI STATUTE – CH 8

Last day for governing body of a city or village to decide upon a primary, or for electors to petition for a primary, if not required by ordinance.

8.11(1)(a), (c), (1m)(a), (e) – 3rd day following deadline for nomination papers

8.11 Spring primary.

(1) CITY.

(a) A primary may be held in any city for the nomination of candidates for city office. When a majority of all the members of the governing body of a city decide upon a spring primary for any specific election, they shall so provide not later than 3 days after the deadline for filing nomination papers.

(b) Any city may provide by charter ordinance, under s. 66.0101, that whenever 3 or more candidates file nomination papers for a city office, a primary to nominate candidates for the office shall be held.

(c) Whenever electors, equal to at least 10 percent of the vote for governor in the city at the last general election, file a petition conforming to the requirements of s. 8.40 with the city clerk requesting a primary within 3 days after the deadline for filing nomination papers, there shall be a primary for any specific election.

(d) When the number of candidates for any city office does not exceed twice the number to be elected to the office, no primary may be held for the office and the candidates' names shall appear on the ballot for the ensuing election.



AGENDA SUMMARY SHEET

MEETING DATE: 12/13/2022

TITLE: ARPA Listening Session and Community Allocation

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, City Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality	N/A	

ISSUE SUMMARY

We are planning community for early 2023 to guide allocation of the City’s ARPA money. The following DRAFT communication is pending confirmation of schedules for this group and will appear on the City’s website, social media channels, mayor’s column, etc. We also are requesting that the you discuss whether you wish to stick with the current project prioritization list (attached) or carve-out a portion of funds to support community requests. Based on this discussion, staff would create a specific program application for community non-profits to apply for funds.

STAFF RECOMMENDATION:

ATTACHMENTS:

- DRAFT Listening Session Communication
- Staff Generated ARPA Project List
- ARPA Prioritization Matrix – Council Input

RECOMMENDED MOTION:

Motion to authorize \$ specific dollar amount from ARPA funds to offer to community non-profits to address pandemic recovery.

Listening Sessions for American Rescue Plan Funding

The City of Waupun was awarded \$1.2M of American Recovery Plan Act (ARPA) funds. ARPA Funds are one-time funds meant to transform communities in their recovery from the COVID-19 pandemic. The City must follow federal guidelines but community input is an essential part of determining distribution of the funds. The Waupun Common Council Committee of the Whole will host community listening sessions to engage the public in the identification of high priority needs in our community.

Community members are invited to attend one of two listening session. Dates and locations are as follows: *(DRAFT Dates to be Finalized Based on Mayor's Schedule Availability)*

- **Tuesday, January 10, 2023 at 7 pm** – Waupun City Hall, 201 E Main Street, Council Chambers
- **Tuesday, January 17, 2023 at 1 pm** – Waupun Senior Center, 301 E Main Street

If you are unable to attend an in-person listening session, you can submit comments via email to City Administrator, Kathy Schlieve by emailing kathy@cityofwaupun.org.

A list of staff-generated projects for ARPA funding consideration can be found here [hyperlink to project list/description].

Guidance from the US Treasury's office indicates eligible uses of the federal ARPA funds include:

- Replacing lost public sector revenue, using this funding to provide government services up to the amount of revenue lost due to the pandemic
- Responding to the significant public health and negative economic impacts of the pandemic by supporting the health of communities and helping households, small businesses, nonprofits, affected industries and the public sector recover from economic impacts
- Providing premium pay for essential workers, offering additional support to those who have experienced significant health risks because of their service in critical sectors
- Investing in water, sewer and broadband infrastructure, making needed improvements for access to clean drinking water, supporting vital wastewater and stormwater infrastructure and expanding affordable access to broadband internet

Restrictions on the uses of ARPA funds include:

- Funds cannot be deposited into any pension fund.
- Funds may only be used to cover costs incurred or obligated from March 3, 2021, to December 31, 2024.
- Funds must be expended to cover obligations with all work completed by December 31, 2026.

For more information on the American Rescue Plan Act of 2021 and spending guidelines, please visit: <https://www.naco.org/resources/featured/american-rescue-plan-act-funding-breakdown>.

City of Waupun
Aldersperson ARPA Prioritization

Item #	Item	Kaczmariski	Siebers	Westphal	Matoushek	Bishop	Langford	Vanderkin	Count
24	EMR Program	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000		\$ 250,000		5
22	Communication Meeting Solutions	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000				4
7	Stop and Go Light Cabinet	\$ 34,000	\$ 34,000			\$ 34,000	\$ 34,000		4
8	Dodge Park		\$ 35,000	\$ 35,000		\$ 35,000	\$ 35,000		4
20	Childcare Planning	\$ 25,000		\$ 25,000	\$ 25,000		\$ 25,000		4
11	Aquatic Center		\$ 30,000			\$ 30,000	\$ 30,000		3
6	Stormwater Pond		\$ 38,183		\$ 300,000		\$ 300,000		3
1	Facility Consolidation	\$ 350,000		\$ 350,000	\$ 350,000				3
9	ADA Improvements - War Memorial	\$ 125,000			\$ 125,000	\$ 125,000			3
23	Generator - City Hall		\$ 130,000				\$ 130,000		2
21	Communication Electronic Signage	\$ 30,000	\$ 30,000						2
13	Zoellner Park		\$ 50,000				\$ 50,000		2
14	Buwalda Park		\$ 50,000				\$ 50,000		2
7	Baseball Turf				\$ 95,000	\$ 500,000			2
19	Childcare Expansion					\$ 250,000	\$ 250,000		2
5	Essential Worker Pay		\$ 250,000						1
12	Wilcox Park		\$ 200,000						1
26	EV Charging Station		\$ 50,000						1
3	Lost Revenue - Utilities	\$ 332,000							1
25	Small Business			\$ 500,000					1
	Senior Center Overruns					\$ 226,000			1
18	Ladder Truck							\$1,200,000	1
27	City Hall Remodel								0
TOTAL		\$1,171,000	\$ 1,172,183	\$1,185,000	\$ 1,170,000	\$1,200,000	\$1,154,000	\$1,200,000	

COMMENTS:

While I have made these my list for spending ideas, this does not mean there aren't other areas where the money could make a large impact. The dollar amounts for what I believe to be very important items are larger than the funding available with these ARPA funds. These would be the completion of Shaler drive (needed to further develop the truck stop land), the ladder truck, City Hall boiler. I also believe City Hall updates are needed, or to go the direction of a new city hall public safety type building, but again that would be a lot more money than available. I would also like to see the downtown green space, and Wilcox park, but think we could stretch the funding further with the list supplied.

I saw in the eligible expenditures "investment into water, sewer, or broadband infrastructure." I did not see it in the list for city wide broadband, or public Wi-Fi. I do not know a cost, but think this is also a needed item.

I overspent but see the following as priorities that also need to be addressed: City Hall remodel, EMR, Childcare and All Parks need to be ADA accessible.

Item #	Name of Proposed Project	Project Description (general purpose of project, who projects serves, timeline to complete, what additional resources are needed/other departments impacted, etc.)	Estimated project cost:	What need within the community is being met/How will this project help the community?
1	Facility/Operational Consolidation	<p>Purpose: consolidation of city/utilities administration (though other areas could be researched), reduce/eliminate duplication of work efforts, produce cost savings (by going to 1 facility, through staff consolidation [achieved through attrition], etc), provide greater level of customer service to community (fewer staff coverage issues with centralized staff)</p> <p>Who project serves: taxpayers and utility customers</p> <p>Timeline: roughly 2-3 years to from conceptualization through completion</p> <p>Resources needed/other departments impacted: temporary project manager to lead project (as well as any smaller, sub-projects) from conceptualization through completion, at a minimum City Hall staff and Waupun Utilities staff would be impacted</p>	\$ 350,000.00	the project will provide cost savings and greater level of customer service to taxpayers and utility customers
2	Establish Internal (TID) RLF	<p>Purpose - reduce current/eliminate new GF advances to TID's (positive for bond rating), fund small TID projects and cover short-term cash flow shortfalls eliminating the need to borrow or advance from the GF (continue to borrow for large projects), RLF funds would be replenished as TID increment becomes available (could be within a year for some TID's), creates flexibility for implementation of TID projects, if used for repayment of current advances this would immediately free up dollars to be put towards capital improvement plan/LR financial plan, (Note - if pursued, this project would be done in a round-about way per auditor recommendation in order to comply with ARPA requirements)</p> <p>Who projects serves - taxpayers through potential interest savings, provides flexibility to city</p> <p>Timeline - roughly 2-3 months (auditor consultation, new fund creation, council approval)</p> <p>Resources needed/departments impacted - Admin-ED/Finance staff time, Council approval</p>	\$ 400,000.00	potential interest savings will benefit the community

3	Funding of lost sewer utility revenues from the DOC facilities during COVID shut-downs	Revenues from the three Department of Corrections facilities account for 45% of the sewer utilities annual revenues. As a result of COVID-19 lock-downs and operational changes, the three facilities modified their food distribution operations from serving inmates in "mess-halls" to locking-down cells and serving food to each cell as opposed to one communal location to prevent close-contact exposures. Because of this change, the facilities began disposing of food waste in the garbage vs dumping it into the sewer systems to be treated at the WWTF. Beginning in 2020, sewer revenues began a downward trend largely due to the decreases from the three DOC facilities. Actual, realized revenue losses/decreases were \$194,707 and \$66,351 in 2021 and 2020, respectively (\$261,057 for both years). These losses INCLUDED two, seven-percent rate increases (effective April 1 of each year) which "softened" the loss in revenue, however, had the rate increases not been implemented the revenue losses from the three facilities would have been an estimated \$331,900 combined for 2021 and 2020. The sewer utility's rates approved in 2019 were designed to recover additional costs associated with the WWTF upgrade currently being undertaken and did not account for this large loss of revenue the sewer utility experienced during the COVID shut-down period. The loss of revenue continues into our post-pandemic operating world without clarity if it will recover.	\$ 332,000.00	Any funding for lost sewer revenues will reduce the need / impact of reviewing and raises sewer rates in the future. Rate recovery for the sewer utility has been below the forecasts and expectations outlined in the 2019 sewer rate study and short-falls like those experienced with the DOC's may impact future sewer ratepayers.
4	South Madison Street Water/Sewer Re-construction Cost Increases	Material and construction costs for the water/sewer utilities portions of the South Madison Street re-construction project have increased an estimated \$248,679 or 23.3% since the original DOT cost estimate dated 5/29/2020. The City delayed the original project construction timing to obtain a substantial funding grant from the WDOT. The project was subsequently delayed from 2021 until 2022 due to the bidders not meeting State/Federal contracting requirements required for the WDOT grant funding. As a result of these delays, the bid awarded in January 2022 included significant increases in the water and sewer utilities portions of the project from the original WDOT estimates. The water utility's portion of the increases is estimated at \$123,443 or 19.4% and the sewer utility's increase is estimated at \$125,236 or 29.1% higher than original engineered estimates. These increased costs do not include an increase of 11% in inspection-related costs for the project as well. The utility's are still awaiting confirmation from the WDOT of the actual final cost break-down's. Upon receipt of these values (if at all), the water and sewer utility will need to complete a budget amendment to address the cost increases if other funding sources are not available. These cost increases are currently not supported in our 2022 budget or our water and sewer rate structures and place a significant strain on our cash reserves, resources available to fund operations and planning for future projects.	\$ 248,679.00	The water and sewer infrastructure along the planned South Madison Street re-construction site is old and in need of replacement. The water utility re-financed outstanding debt and incurred additional debt to pay for the North portion of the Madison Street re-construction project in 2019 and assist in funding the South portion of the project. Since 2019, costs for South portion of the project have risen significantly for both utilities which places a significant strain on finances for current and future operations/projects. Funding these construction cost increases with an additional funding source will reduce need to increase water and sewer rates in the near future.
5	Essential Worker Pay	In an effort to retain critical staff, essential to maintain operations, consider premium pay.	\$ 250,000.00	Continuity of business operations/delivery of essential services.
6	Stormwater Pond Installation	Allocate funds to purchase future stormwater pond locations per MS4 permit and agreements with WI-DNR.	\$ 300,000.00	Proactive acquire land needed to fulfill requirements of MS4 permit and reduce overall burden on capital budgets in future years.
7	Stop and Go Light Cabinets	The Stop and Go light cabinets are approaching end of life at Main and Madison and Main and Watertown Streets.	\$ 34,000.00	Proactively support capital replacement to reduce overall burden on capital budgets in future years.
8	Dodge Park	Replace tennis courts and add outdoor play equipment/elements	\$ 35,000.00	Proactively support capital replacement to reduce overall burden on capital budgets in future years.

9	Shaler ADA Improvement	ADA landscape around ware memorial wall and driveway	\$ 125,000.00	Proactively support capital replacement to reduce overall burden on capital budgets in future years.
10	Ball Diamond	Turf Replacement	\$ 500,000.00	Proactively support capital replacement to reduce overall burden on capital budgets in future years.
11	Aquatic Center	Climbing Wall	\$ 30,000.00	Proactively support capital replacement to reduce overall burden on capital budgets in future years.
12	Wilcox Park	ADA accessible playground	\$ 200,000.00	Proactively support capital replacement to reduce overall burden on capital budgets in future years.
13	Zoellner Park	Playground equipment replacement	\$ 50,000.00	Proactively support capital replacement to reduce overall burden on capital budgets in future years.
14	Buwalda Park	Playground equipment replacement	\$ 50,000.00	Proactively support capital replacement to reduce overall burden on capital budgets in future years.
15	Downtown Green Space	Develop a gathering space in the downtown to support community building as well as downtown revitalization efforts	\$ 750,000.00	Proactively support capital replacement to reduce overall burden on capital budgets in future years.
16	Shaler Drive	Install Shaler Drive to improve expand access to commerical and residential lots within the community and support growth of jobs and Tax Increment Districts.	\$ 1,600,000.00	Proactively support capital replacement to reduce overall burden on capital budgets in future years.
17	City Hall Boiler	Install/upgrade HVAC systems at City Hall to ensure longevity of building	\$ 1,100,000.00	Proactively support capital replacement to reduce overall burden on capital budgets in future years.
18	Ladder Truck	Replace ~30 year old ladder truck	\$ 2,000,000.00	Proactively support capital replacement to reduce overall burden on capital budgets in future years.
19	Childcare	Support renovations and expansion of daycare facilities in the community	\$ 250,000.00	Expand capacity of daycare services to strengthen workforce development in community.
20	Childcare Planning	Work with Dodge County communities on a Dream Up grant to plan sustainable childcare solutions in the community	\$ 25,000.00	Expand capacity of daycare services to strengthen workforce development in community.
21	Communication - Electronic Signage	Replace the digital signage in front of the public safety building.	\$ 30,000.00	Improve overall communication in the community essential to support community public safety needs/build community.
22	Communication - Meeting Solutions	Increase overall virtual meeting capabilities by upgrading technology to enhance presentation; consider digital recording/streaming capabilities.	\$ 25,000.00	Improve overall communication in the community to increase public engagement.
23	Generator - City Hall	Add a generator to City Hall to support emergency response capabilities and sustain basic services during EM events.	\$ 130,000.00	Improve service delivery and proactively support capital replacement to reduce burden on capital budget in future years.
24	EMR Program	Cover the costs associated with EMR start up and operation - established in response to COVID and workforce challenges associated with that to ensure appropriate levels of emergency response.	\$ 250,000.00	Improved Emergency Management Response / mitigate delays in ambulance service delivery.
25	Small Business Grants	Small business grants to offset revenue losses through pandemic - design in such a way that we encourage retention of business (similar to downtown C19 relief program but community wide)	\$ 500,000.00	Business retention
26	EV Charging Station	Add EV charging station in downtown	\$ 50,000.00	Future energy alignment/downtown traffic
27	City Hall Remodel	Address ADA improvements and renovation needs at City Hall	\$ 920,000.00	Public access for meetings and voting as well as general government services
28	Affordable Housing	Develop an affordable housing solution utilizing affordable housing funds.	\$ 750,000.00	Increase access to affordable housing solutions in the community.



AGENDA SUMMARY SHEET

MEETING DATE: December 13, 2022

TITLE: Ordinance to amend Ch. 16 entitled Zoning Code: Create subsection 16.02 (38m) and 16.145 for the use of Shipping Containers

AGENDA SECTION: RESOLUTIONS-ORDINANCES

PRESENTER: Public Works Director Jeff Daane

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

ISSUE SUMMARY

Over the past few years we have received a few complaints of shipping containers or POD containers at properties in the City. Some have been in place for over a year. At the November 30, 2022 plan Commission meeting an ordinance approved that residential properties would need to fill out a permit and get approval for a shipping container. This limits the time one can be located at the property and comes with conditions if located in the street. This ordinance does not apply to commercial or industrial properties.

STAFF RECCOMENDATION:

Adopt the ordinance as stated

ATTACHMENTS:

Striked version of ordinance
Draft ordinance in final form

RECCOMENDED MOTION:

1. Motion to accept the first reading of the ordinance to amend and recreate Ch.16.02 (38m) and Ch.16.145 entitled Zoning Code for the use of shipping containers
2. Waive first reading and adopt Ordinance #____ to amend and recreate Ch.16.02 (38m) and Ch.16.145 entitled Zoning Code for the use of shipping containers
3. Do nothing and the ordinance fails

ORDINANCE # 22 - ____

AN ORDINANCE TO AMEND CHAPTER SIXTEEN OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED "ZONING CODE."

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 16.02 of the Municipal Code of the City of Waupun entitled "Definitions" is amended to create new subsection (38m) to provide as follows:

(38m) SHIPPING CONTAINER. A Shipping Container is a steel box manufactured from steel or materials of similar strength and durability, which is characteristically used for temporary storage and shipping or other transport of products and materials between locations. Such containers are usually designed and constructed to standards established by the International Organization for Standards (ISO) and are typically 10, 20, 30 or 40 feet long, and may or may not have attached wheels.

SECTION 2: Chapter Sixteen of the Municipal Code of the City of Waupun entitled "ZONING CODE" is amended to create new Section 16.145 to provide as follows:

16.145 – SHIPPING CONTAINER RESTRICTIONS.

(1) PURPOSE. This subsection is established to regulate the use of shipping containers which may be placed outdoors and may only be used for storage purposes in certain zoning districts and in accordance with the provisions of this subsection, for the general purpose of protecting the aesthetic qualities of the City.

(2) GENERAL PROHIBITIONS. Shipping containers shall not be placed or used for residential purposes in any zoning district. Shipping containers shall

not be placed or used outdoors for storage or other purposes in any Residential District (R-1, R-2, R-3, R-4, R-5 or R-6), except as provided below.

(3) CONTRACTOR USE EXCEPTION. In any Residential District, contractors or property owners may temporarily place and use shipping containers outdoors in conjunction with construction activities duly authorized by building permit issued by the City for construction, remodeling or demolition projects, provided that not more than one (1) shipping container shall be used, nor shall such use be for more than ninety (90) days, unless additional containers and/or time for placement is authorized in writing by the Director of Public Works.

(4) HOUSEHOLD MOVING EXCEPTION. In any Residential District, a property owner or tenant may temporarily place and use shipping containers outdoors in conjunction with removal and relocation of personal property from the site, provided that not more than one (1) shipping container shall be used, nor shall such use be for more than ninety (90) days, unless additional containers and/or time for placement is authorized in writing by the Director of Public Works.

(5) PLACEMENT IN STREET OR STREET RIGHT OF WAY. In any Residential District, shipping containers may be temporarily placed and used in the public street or street right of way only on obtaining written permit approved by the Director of Public Works, and payment of such fee as set in the permit application. The permit shall specify the number of containers and term for such placement that is consistent with the provisions in subsections (3) and (4) above. The permit shall further require the applicant at all times to keep the area surrounding the shipping container free from accumulated snow, ice, refuse and other debris.

SECTION 3: All ordinances or portions of ordinances inconsistent with the provisions of this ordinance are repealed.

SECTION 4: This Ordinance shall be in full force and effect on its passage and publication as provided by law.

Enacted this ____ day of _____, 2022.

Rohn W. Bishop
Mayor

ATTEST:

Angela J. Hull
City Clerk

ORDINANCE # 22 - ____

AN ORDINANCE TO AMEND CHAPTER SIXTEEN OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED "ZONING CODE."

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 16.02 of the Municipal Code of the City of Waupun entitled "Definitions" is amended to create new subsection (38m) to provide as follows:

(38m) SHIPPING CONTAINER. A Shipping Container is a steel box manufactured from steel or materials of similar strength and durability, which is characteristically used for temporary storage and shipping or other transport of products and materials between locations. Such containers are usually designed and constructed to standards established by the International Organization for Standards (ISO) and are typically 10, 20, 30 or 40 feet long, and may or may not have attached wheels.

SECTION 2: Chapter Sixteen of the Municipal Code of the City of Waupun entitled "ZONING CODE" is amended to create new Section 16.145 to provide as follows:

16.145 – SHIPPING CONTAINER RESTRICTIONS.

(1) PURPOSE. This subsection is established to regulate the use of shipping containers which may be placed outdoors and may only be used for storage purposes in certain zoning districts and in accordance with the provisions of this subsection, for the general purpose of protecting the aesthetic qualities of the City.

(2) GENERAL PROHIBITIONS. Shipping containers shall not be placed or used for residential purposes in any zoning district. Shipping containers shall

not be placed or used outdoors for storage or other purposes in any Residential District (R-1, R-2, R-3, R-4, R-5 or R-6), except as provided below.

(3) CONTRACTOR USE EXCEPTION. In any Residential District, contractors or property owners may temporarily place and use shipping containers outdoors in conjunction with construction activities duly authorized by building permit issued by the City for construction, remodeling or demolition projects, provided that ~~such placement~~not more than one (1) shipping container shall ~~not be used, nor shall such use~~ be for more than ninety (90) days, unless additional ~~time~~containers and/or time for placement is authorized in writing by the Director of Public Works.

(4) HOUSEHOLD MOVING EXCEPTION. In any Residential District, ~~shipping containers~~a property owner or tenant may ~~be temporarily placed~~place and ~~used~~use shipping containers outdoors in conjunction with removal and relocation of personal property from the site, provided that ~~such placement~~not more than one (1) shipping container shall ~~not be used, nor shall such use~~ be for more than ~~sixty (60)~~ninety (90) days ~~per moving event~~, unless additional containers and/or time for placement is authorized in writing by the Director of Public Works.

(5) PLACEMENT IN STREET OR STREET RIGHT OF WAY. In any Residential District, shipping containers may be temporarily placed and used in the public street or street right of way only on obtaining written permit approved by the Director of Public Works, and payment of such fee as set in the permit application. The permit shall specify ~~a limited~~the number of containers and term for such placement that is consistent with the ~~term specified~~provisions in subsections (3)

and (4) above. The permit shall further require the applicant at all times to keep the area surrounding the shipping container free from accumulated snow, ice, refuse and other debris.

SECTION 3: All ordinances or portions of ordinances inconsistent with the provisions of this ordinance are repealed.

SECTION 4: This Ordinance shall be in full force and effect on its passage and publication as provided by law.

Enacted this ____ day of _____, 2022.

Rohn W. Bishop
Mayor

ATTEST:

Angela Hull
City Clerk



AGENDA SUMMARY SHEET

MEETING DATE: 12/13/22

TITLE: Ordinance to amend 6.05 Traffic Code entitled Handicapped Parking Zones (N. Madison-E. Franklin)

AGENDA SECTION: RESOLUTIONS-ORDINANCES

PRESENTER: Public Works Director Jeff Daane

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe and sustainable community		

ISSUE SUMMARY

When new streets are designed and constructed they are updated for new codes for both vehicle traffic and pedestrian safety.

This ordinance is amended to add a subsection 11 to include handicapped parking on the west side of N. Madison St. commencing 35 feet north of the north curblineline of E. Franklin St. going north for 20 feet.

STAFF RECOMMENDATION:

Approve the ordinance to include this additional handicapped parking.

ATTACHMENTS:

Ordinance for consideration

RECOMMENDED MOTION:

1. Motion to accept the first reading of the ordinance to amend Chapter 6.05 entitled Traffic Code –Handicapped Parking Zones
2. Motion to waive the first reading and adopt Ordinance #22-__ to amend Chapter 6.05 entitled Traffic Code – Handicapped Parking Zones
3. Do nothing and the ordinance fails

ORDINANCE # _____

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

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 6.05(3)(c) of the Municipal Code of the City of Waupun entitled "Handicapped Parking Zones" is amended to add subsection 11 as specified on Exhibit 1 to this ordinance, which exhibit is attached and incorporated by reference.

SECTION 2: Section 6.05(3)(e) of the Municipal Code of the City of Waupun entitled "No Parking" is amended to add subsections 122 through 150 as specified on Exhibit 1 to this ordinance, which exhibit is attached and incorporated by reference.

SECTION 3: All ordinances or portions of ordinances inconsistent with the provisions of this ordinance are repealed.

SECTION 4: This Ordinance shall be in full force and effect on its passage and publication as provided by law.

Enacted this ____ day of _____, 2022.

Rohn W. Bishop
Mayor

ATTEST:

Angela Hull
City Clerk

EXHIBIT 1

MADISON STREET PARKING ORDINANCE ADDITIONS

6.05(3)(c) - Handicapped Parking Addition.

- 11. On the west side of N. Madison St. commencing 35 feet north of the north curbline of E. Franklin St. going north for 20 feet.**

6.05(3)(e) No Parking Additions.

122. On the west side of N. Madison St. commencing 642' 6" north of the north curbline of Monroe St. continuing south for 324 ft.
123. On the east side of N. Madison St. commencing 325' south of the south curbline of Nummerdor continuing south for 324'
124. At the intersection of N. Madison St. and Monroe St.
The west 37 feet on the north side of Monroe St.
The north 34 feet on the west side of N Madison St.
The west 29 feet on the south side of Monroe St.
The south 48 feet on the west side of N. Madison St.
125. On the east side of N. Madison St. commencing 405 feet north of the north curbline of Jackson St. continuing south for 73 feet.
126. At the intersection of N. Madison St. and Jackson St.
The west 35 feet on the north side of Jackson St.
The north 35 feet on the west side of N. Madison St
The north 37 feet on the east side of N. Madison St.
The east 26 feet on the north side of Jackson St
The south 38 feet on the west side of N. Madison St.
The south 25 feet on the east side of N. Madison St.
127. At the intersection of N. Madison St. and E. Franklin St.
The west 58 feet on north side of E. Franklin St.
The north 35 feet on the west side of N. Madison St.
The north 38 feet on the east side of N. Madison St.
The east 28 feet north side of E. Franklin St.
The south 38 feet on the east side of N. Madison St.
128. On the west side of N. Madison St., commencing 54 feet 6 inches south of the south curbline of E. Franklin St. continuing south for 11 feet.

129. On the east side of N. Madison St., commencing 122 feet south of the south curbline of E. Franklin St. continuing south for 15 feet.
130. On the west side of S. Madison St., commencing 144 feet north of the north curbline of E. Jefferson St. continuing south for 15 feet
131. On the east side of S. Madison St., commencing 178 feet north of the north curbline of E. Brown St. continuing south for 17 feet.
132. At the intersection of S. Madison St. and E. Brown St.
The north 32 feet and the south 38 feet on the west side of S. Madison St.
The north 71 feet and the south 67 feet on the east side of S. Madison St.
The west 28 feet and the east 30 feet on the north side of E. Brown St.
133. On the east side of S. Madison St. commencing 448 feet south of the south curbline of E. Brown St. continuing south for 34 feet.
134. On the east side of S. Madison St. commencing 675 feet south of the south curbline of E. Brown St. continuing south for 14 feet.
135. On the east side of S. Madison St. commencing 828 feet south of the south curbline of E. Brown St. continuing south for 16 feet.
136. On the east side of S. Madison St. commencing 880 feet south of the south curbline of E. Brown St. continuing south for 27 feet.
137. On the east side of S. Madison St. commencing 468 feet north of the north curbline of E. Lincoln St. continuing north for 46 feet.
138. On the east side of S. Madison St. commencing 437 feet north of the north curbline of E. Lincoln St. continuing north for 14 feet.
139. On the east side of S. Madison St. commencing 261 feet north of the north curbline of E. Lincoln St. continuing south for 27 feet.
140. On the east side of S. Madison St. commencing 222 feet north of the north curbline of E. Lincoln St. continuing south for 25 feet.
141. On the west side of S. Madison St. commencing 339 feet north of the north curbline of Olmstead St. continuing north for 16 feet.
142. On the west side of S. Madison St. commencing 226 feet north of the north curbline of Olmstead St. continuing north for 36 feet.

143. On the north side of Olmstead St. from the west curblineline of S. Madison St. going west for 131 feet.
144. On the east side of S. Madison St. from the south curblineline of E. Lincoln St. going south for 33 feet.
145. On the east side of S. Madison St. commencing 272 feet north of the north curblineline of Park Ave. continuing north for 20 feet.
146. At the intersection of S. Madison St. and Park Ave (going west).
The north 34 feet of on the west side of S. Madison St.
The west 37 feet on the north and south side of Park Ave.
147. At the intersection of S. Madison St. and Park Ave (going east).
The north 113 feet on the east side of S. Madison St.
The east 42 feet on the north side of Park Ave.
The south 71 feet on the east side of S. Madison St.
The east 43 feet on the south side of Park Ave.
148. At the intersection of S. Madison St. and Doty St (going east)
The north 38 feet on the east side of S. Madison St.
The south 154 feet on the east side of S. Madison St.
The east 36 feet on the north side of Doty St.
The east 37 feet on the south side of Doty St.
149. At the intersection of S. Madison St. and Doty St. (going west)
The north 36 feet on the west side of S. Madison St.
The south 52 feet on the west side of S. Madison St.
The west 27 feet on the north side of Doty St.
The west 29 feet on the south side of Doty St.
150. On the east side of S. Madison St. commencing 92 feet north of the north curblineline of Doty St. continuing north for 51 feet.



AGENDA SUMMARY SHEET

MEETING DATE: 12/13/22

TITLE: Ordinance to amend Ch.6.05 entitled Traffic Code – Parking Limits

AGENDA SECTION: RESOLUTIONS-ORDINANCES

PRESENTER: Public Works Director Jeff Daane

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe and sustainable community		

ISSUE SUMMARY

When new streets are designed and constructed they are updated for new codes for both vehicle traffic and pedestrian safety. The “No Parking” areas change when new crosswalks are added and new design standards are implemented.

The 2019 project was from the bridge on N. Madison St. to E. Lincoln St. The Southern portion was pushed out a couple years as this was an STP-U grant we received in the amount of \$1,234,084. This was federally funded and the designers would have to follow federal guidelines for setting up signing and marking. The Southern portion went through many layers of reviews before approval. They follow MUTCD for parking zones and other features.

STAFF RECCOMENDATION:

Approve the parking ordinance with changes per changes to new crosswalks and designs during the past street reconstruction projects on Madison St.

ATTACHMENTS:

Ordinance for consideration

RECCOMENDED MOTION:

1. Motion to accept the first reading of the ordinance to amend Chapter 6.05 entitled Traffic Code –Parking Limits
2. Motion to waive the first reading and adopt Ordinance #22-__ to amend Chapter 6.05 entitled Traffic Code – Parking Limits
3. Do nothing and the ordinance fails

ORDINANCE # _____

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

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 6.05(2)(a) of the Municipal Code of the City of Waupun entitled "Two Hour Parking Limits" is amended to revise subsection 2. as follows:

2. Carrington Street, South Madison Street, South Mill Street and west side of South Forest Street between East Main Street and East Jefferson Street, except as otherwise provided in this Municipal Code.

SECTION 2: Section 6.05(2)(c) of the Municipal Code of the City of Waupun entitled "Fifteen Minute Limit" is amended to eliminate subsections 2. and 3. in their entirety.

SECTION 3: Section 6.05(2)(d) of the Municipal Code of the City of Waupun entitled "Thirty Minute Limit" is amended as follows:

(d) Thirty Minute Limit. The east side of South Madison Street extending from the south curb line of East Jefferson Street and continuing south for 38 feet.

SECTION 4: Section 6.05(3)(e) of the Municipal Code of the City of Waupun entitled "No Parking" is amended to revise subsection 2. as follows:

2. On the east side of North Madison Street commencing 149 feet north of the north curb line of East Main Street and continuing north for a distance of 24 feet.

SECTION 5: Section 6.05(3)(e) of the Municipal Code of the City of Waupun entitled "No Parking" is amended to revise subsection 11. as follows:

11. At the intersection of East Main Street and Madison Street:

The west 26 feet and the east 38 feet on the north side of E. Main St.

The west 37 feet and the east 30 feet on the south side of E. Main St.

The north 47 feet on the west side of N. Madison St.

The north 41 feet on the east side of N. Madison St.

The south 43 feet on the west side of S. Madison St.

The south 74 feet on the east side of S. Madison St.

SECTION 6: Section 6.05(3)(e) of the Municipal Code of the City of Waupun entitled "No Parking" is amended to revise subsection 14. as follows:

14. At the intersection of South Madison Street and East Jefferson Street:

The south 48 feet and the north 52 feet on the west side of S. Madison St.

The south 30 feet and the north 43 feet on the east side of S. Madison St.

The west 46 feet and the east 37 feet on the south side of E. Jefferson St.

SECTION 7: Section 6.05(3)(e) of the Municipal Code of the City of Waupun entitled "No Parking" is amended to revise subsection 25. as follows:

25. The south 106 feet and the north 64 feet of that portion of the west side of S. Madison St. lying between E. Lincoln St. and Olmstead St.

SECTION 8: Section 6.05(3)(e) of the Municipal Code of the City of Waupun entitled "No Parking" is amended to revise subsection 26. as follows:

26. The south 85 feet of that portion of the west side of S. Madison St. lying between Olmstead St. and the Wisconsin State Prison.

SECTION 9: Section 6.05(3)(e) of the Municipal Code of the City of Waupun entitled "No Parking" is amended to revise subsection 30. as follows:

30. The south side of that portion of E. Lincoln St. lying between the railroad tracks and S. Watertown St., and the north side of that portion of E. Lincoln St. lying between S. Madison St. and Carrington St. and the east 60 feet of the north side of that portion of E. Lincoln St. lying between S. Madison St. and S. Drummond St.

SECTION 10: Section 6.05(3)(e) of the Municipal Code of the City of Waupun entitled "No Parking" is amended to revise subsection 32. as follows:

32. The east 62 feet of the south side of that portion of Olmstead St. lying between S. Madison St. and S. Drummond St.

SECTION 11: Section 6.05(3)(e) of the Municipal Code of the City of Waupun entitled "No Parking" is amended to revise subsection 61. as follows:

61. The west side of S. Madison St. from its intersection with E. Lincoln St. to a point 106 feet south of the south curb line of E. Lincoln St. and from its intersection with Park Ave. to a point 28 feet north of the north curb line of Park Ave.

SECTION 12: Section 6.05(3)(e) of the Municipal Code of the City of Waupun entitled "No Parking" is amended to revise subsection 76. as follows:

76. The east side of S. Madison St. from the north curb line of E. Lincoln St. extending north a distance of 38 feet.

SECTION 13: Section 6.05(3)(e) of the Municipal Code of the City of Waupun entitled "No Parking" is amended to eliminate subsections 77, 78 and 79 in their entirety.

SECTION 14: Section 6.05(3)(e) of the Municipal Code of the City of Waupun entitled "No Parking" is amended to revise subsection 87. as follows:

87. The west side of S. Madison St. commencing at the south curb line of Park Ave. and continuing south for 148 feet.

SECTION 15: Section 6.05(3) of the Municipal Code of the City of Waupun entitled "RESTRICTED PARKING AT ANY TIME" is amended to eliminate in their entirety, subsection (q) "North Madison Street Parking Lot Loading Zone," and subsection (y) "Restricted Parking, South Madison Street."

SECTION 16: All ordinances or portions of ordinances inconsistent with the provisions of this ordinance are repealed.

SECTION 17: This Ordinance shall be in full force and effect on its passage and publication as provided by law.

Enacted this ____ day of _____, 2022.

Rohn W. Bishop
Mayor

ATTEST:

Angela J. Hull
City Clerk



AGENDA SUMMARY SHEET

MEETING DATE: 12/13/22

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

ISSUE SUMMARY:

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

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

Tuesday, December 27, 2022	Committee of the Whole	6:00PM
Tuesday, January 10, 2023	Common Council	6:00PM
Tuesday, January 31, 2023	Committee of the Whole	6:00PM
Tuesday, February 14, 2023	Common Council	6:00PM
Tuesday, February 28, 2023	Committee of the Whole	6:00PM
Tuesday, March 14, 2023	Common Council	6:00PM
Tuesday, March 28, 2023	Committee of the Whole	6:00PM
Tuesday, April 11, 2023	Common Council	6:00PM
Tuesday, April 18, 2023	Re-Organizational Meeting	5:30PM
Tuesday, April 25, 2023	Committee of the Whole	TBD

License and Permit Applications

OPERATOR LICENSE:

TEMPORARY CLASS B:

ATTACHMENTS:

Expense Report(s)

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

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
11/29/2022	118	CINTAS CORPORATION NO 2	518.96
11/29/2022	119	CREXENDO	451.84
11/29/2022	120	KWIK TRIP STORES	10,017.22
11/29/2022	121	WELLS FARGO PAYMENT REMITT	3,053.98
11/30/2022	104810	FOND DU LAC COUNTY CLERK	296.00
12/08/2022	104916	ABB&J INVESTEMENTS	24,550.00
12/08/2022	104917	AMAZON CAPITAL SERVICES	789.06
12/08/2022	104918	ALLIANT ENERGY/WP&L	4,445.68
12/08/2022	104919	ANYTHING & EVERYTHING HOME MN	675.00
12/08/2022	104920	ASSOCIATED APPRAISAL CONSULTA	3,134.29
12/08/2022	104921	AT & T	129.40
12/08/2022	104922	AT&T MOBILITY	1,107.43
12/08/2022	104923	B&B PLUMBING	5,000.00
12/08/2022	104924	BAKER TILLY US LLP	6,424.00
12/08/2022	104925	BROOKS SHOE & REPAIR	300.00
12/08/2022	104926	CARTRIDGE WORLD	56.00
12/08/2022	104927	DESTINATION LAKE WINNEBAGO RE	6,116.64
12/08/2022	104928	DEVRIES WELDING LLC	120.00
12/08/2022	104929	DODGE COUNTY REGISTER OF DEED	30.00
12/08/2022	104930	EMERGENCY MEDICAL PRODUCTS	693.91
12/08/2022	104931	MARTENS ACE HARDWARE	927.62
12/08/2022	104932	FIRE SAFETY USA INC	147.50
12/08/2022	104933	FOND DU LAC COUNTY	21,264.29
12/08/2022	104934	FOND DU LAC COUNTY TREASURER	865.00
12/08/2022	104935	GAPPA SECURITY SOLUTIONS LLC	78.00
12/08/2022	104936	GRAND VALLEY INSPECTION SERVIC	8,164.59
12/08/2022	104937	HERITAGE RIDGE TRAVEL PLAZA	59.02
12/08/2022	104938	HOMAN AUTO -GATEWAY	105.35
12/08/2022	104939	LYLE HULL & SON EQUIPMENT LLC	225.00
12/08/2022	104940	JOHN FABICK TRACTOR CO	2,323.42
12/08/2022	104941	KARTECHNER BROTHERS LLC	35,729.57
12/08/2022	104942	LANGE ENTERPRISES	99.38
12/08/2022	104943	LIFESTAR EMERGENCY MEDICAL	5,500.00
12/08/2022	104944	NAPA AUTO PARTS-WAUPUN	1,541.44
12/08/2022	104945	NORTHERN PIPE INC	596.25
12/08/2022	104946	OSHKOSH FIRE & POLICE EQUIPMNT	414.00
12/08/2022	104947	PITNEY BOWES INC	500.00
12/08/2022	104948	PITNEY BOWES GLOBAL FINANCIAL S	693.12
12/08/2022	104949	R BAUMAN & ASSOCIATES SC	495.00
12/08/2022	104950	SSM HEALTH AT WORK	304.00
12/08/2022	104951	SCHWAAB INC	128.23
12/08/2022	104952	SPEED NEEDLES CUSTOM EMBROID	1,675.00
12/08/2022	104953	STOBB PLUMBING & HEATING INC	53.05
12/08/2022	104954	STREICHER'S	875.00
12/08/2022	104955	SULLIVAN, TED	68.55
12/08/2022	104956	SURE FIRE INC	1,143.50
12/08/2022	104957	TRACTOR SUPPLY CREDIT PLAN	124.22
12/08/2022	104958	TRAFFIC & PARKING CONTROL CO	1,260.56
12/08/2022	104959	TRU CLEANERS LLC	4,532.81
12/08/2022	104960	US CELLULAR	390.05

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Amount
12/08/2022	104961	VANBUREN, KELLEY	562.37
12/08/2022	104962	VANDEZANDE & KAUFMAN, LLP	2,585.00
12/08/2022	104963	VON BRIESEN & ROPER, S.C.	2,772.00
12/08/2022	104964	WAUKESHA CTY TECH COLLEGE	350.00
12/08/2022	104965	WAUPUN AREA ANIMAL SHELTER INC	1,000.00
12/08/2022	104966	WAUPUN DOWNTOWN PROMOTIONS	125.00
12/08/2022	104967	WAUPUN UTILITIES	1,942.05
12/08/2022	104968	WERNER ELECTRIC SUPPLY	9.58
12/08/2022	104969	WI BUILDING SUPPLY	173.14
12/08/2022	104970	WI DEPT OF JUSTICE	133.00
12/08/2022	104971	WI DEPART OF TRANSPORTATION	68,875.90
12/08/2022	104972	WM CORPORATE SERVICES INC	48,930.92
12/08/2022	104973	WWW.323.TV LLC	1,124.00
12/08/2022	104974	HERO INDUSTRIES INC	1,095.00
12/08/2022	104975	BISHOP, ROHN	40.00
12/08/2022	104976	SENSIT TECHNOLOGIES LLC	373.87
Grand Totals:			<u>288,284.76</u>

Report Criteria:

Report type: Summary

Report Criteria:
 Report type: Invoice detail
 Check.Type = (<->) "Adjustment"

Payee	Description	Check Issue Date	Invoice Number	Invoice GI Account	Invoice Amount	Check Amount
ABB&J INVESTEMENTS						
ABB&J INVESTEMENTS	CDA TARGETED REINVESTMENT GRANT REIMBURSEMENT	12/08/2022	12-7-22	405-70-5436-3-38	15,000.00	15,000.00
ABB&J INVESTEMENTS	CDA REVITALIZATION GRANT REIMBURSEMENT	12/08/2022	12-7-22/1	405-70-5436-3-38	9,550.00	9,550.00
Total ABB&J INVESTEMENTS:						24,550.00
ALLIANT ENERGY/WP&L						
ALLIANT ENERGY/WP&L	COMMUNITY CENTER MONTHLY FUEL-NOV 2022 - CITY	12/08/2022	283133000-N	100-70-5410-3-32	1,575.16	1,575.16
ALLIANT ENERGY/WP&L	GARAGE MONTHLY FUEL - NOVEMBER 2022	12/08/2022	3264610000-N	100-70-5412-3-32	1,334.65	1,334.65
ALLIANT ENERGY/WP&L	MUSEUM MONTHLY FUEL CHARGE - NOVEMBER 2022	12/08/2022	3425110000-N	100-20-5512-3-32	422.96	422.96
ALLIANT ENERGY/WP&L	AQUATIC CENTER - NOVEMBER 2022	12/08/2022	5374620000-N	100-20-5523-3-32	136.30	136.30
ALLIANT ENERGY/WP&L	SENIOR CENTER - NOVEMBER 2022	12/08/2022	7255200000-N	100-20-5513-3-32	254.83	254.83
ALLIANT ENERGY/WP&L	FIRE DEPT - MONTHLY FUEL CHARGES - NOVEMBER 2022	12/08/2022	5946940000-N	100-50-5231-3-32	721.78	721.78
Total ALLIANT ENERGY/WP&L:						4,445.68
AMAZON CAPITAL SERVICES						
AMAZON CAPITAL SERVICES	SIGN POST WEDGE / REPLACEMENT HOOKS	12/08/2022	1DRJ-KRMG-1	100-70-5411-3-36	78.11	78.11
AMAZON CAPITAL SERVICES	LIGHTS FOR CITY GARAGE	12/08/2022	1RLX0GQ430	100-70-5412-3-36	271.02	271.02
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	12/08/2022	1JNF-9MXT-K	100-40-5211-3-30	439.93	439.93
Total AMAZON CAPITAL SERVICES:						789.06
ANYTHING & EVERYTHING HOME MNT						
ANYTHING & EVERYTHING HOME MN	STUMP REMOVAL	12/08/2022	4630	100-70-5443-3-38	675.00	675.00
Total ANYTHING & EVERYTHING HOME MNT:						675.00
ASSOCIATED APPRAISAL CONSULTAN						
ASSOCIATED APPRAISAL CONSULTA	MONTHLY SERVICES-REVAL PROGRAM DEC 2022	12/08/2022	165731	100-30-5152-3-38	3,134.29	3,134.29
Total ASSOCIATED APPRAISAL CONSULTAN:						3,134.29
AT & T						
AT & T	POLICE DEPT MONTHLY PHONE CHARGES	12/08/2022	OCT20-NOV1	100-40-5211-3-31	129.40	129.40
Total AT & T:						129.40
AT&T MOBILITY						
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - OCT 24-NOV 23, 2022	12/08/2022	287307537700	100-40-5211-3-31	829.43	829.43
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - OCT 24-NOV 23 2022 FD	12/08/2022	OCT24-NOV2	100-50-5231-3-31	278.00	278.00
Total AT&T MOBILITY:						1,107.43
B&B PLUMBING						
B&B PLUMBING	CDA BUILDING FACADE IMPROVEMENT REIMBURSEMENT	12/08/2022	12-7-22	405-70-5436-3-38	5,000.00	5,000.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total B&B PLUMBING:						5,000.00
BAKER TILLY US LLP	CITY'S 12/31/22 FINANCIAL STATEMENT AUDIT/ADMIN FEE	12/08/2022	BT2257402	100-10-5157-3-38	6,424.00	6,424.00
Total BAKER TILLY US LLP:						6,424.00
BISHOP, ROHN	REIMBURSEMENT FOR CELL PHONE - DECEMBER 2022	12/08/2022	12-1-22	100-10-5131-3-31	40.00	40.00
Total BISHOP, ROHN:						40.00
BROOKS SHOE & REPAIR	FERCH 2022 BOOT ALLOWANCE	12/08/2022	43793	100-70-5412-3-38	150.00	150.00
BROOKS SHOE & REPAIR	SCHAVER 2022 BOOT ALLOWANCE	12/08/2022	43794	100-70-5412-3-38	150.00	150.00
Total BROOKS SHOE & REPAIR:						300.00
CARTRIDGE WORLD	INKJET CARTRIDGE	12/08/2022	89740	100-40-5211-3-38	56.00	56.00
Total CARTRIDGE WORLD:						56.00
CINTAS CORPORATION NO 2	SAFETY BUILDING RUGS - OCT 2022	11/29/2022	4134917640	100-70-5410-3-38	81.96	81.96
CINTAS CORPORATION NO 2	LIBRARY RUGS - OCT 2022	11/29/2022	4134917744	100-70-5410-3-38	96.85	96.85
CINTAS CORPORATION NO 2	SENIOR CENTER RUGS - OCT 2022	11/29/2022	4134917776	100-70-5410-3-38	49.36	49.36
CINTAS CORPORATION NO 2	CITY HALL RUGS - OCT 2022	11/29/2022	4134917779	100-70-5410-3-38	107.95	107.95
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - OCT 2022	11/29/2022	4134918075	100-70-5411-3-38	69.14	69.14
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - OCT 2022	11/29/2022	4135623858	100-70-5411-3-38	38.40	38.40
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - NOV 2022	11/29/2022	4136350219	100-70-5411-3-38	37.65	37.65
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - NOV 2022	11/29/2022	4136861477	100-70-5411-3-38	37.65	37.65
Total CINTAS CORPORATION NO 2:						518.96
CREXENDO	SENIOR CENTER PHONE CHARGES - NOV 2022	11/29/2022	NOV2022	100-20-5513-3-31	451.84	451.84
Total CREXENDO:						451.84
DESTINATION LAKE WINNEBAGO REGION	70% OF ROOM TAX - OCTOBER 2022	12/08/2022	October 2022	430-70-5436-3-42	6,116.64	6,116.64
Total DESTINATION LAKE WINNEBAGO REGION:						6,116.64
DEVRIES WELDING LLC	LASER, FORM & INSTALL GUARD OVER AIR BAD IN K9 SQUAD	12/08/2022	01974	220-40-5212-3-38	120.00	120.00
Total DEVRIES WELDING LLC:						120.00
DODGE COUNTY REGISTER OF DEEDS	STORMWATER MAINT AGREEMENT					

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
	RECORDING - MAPLE TREE TOWNHOMES	12/08/2022	103	700-10-5192-3-38	30.00	30.00
Total DODGE COUNTY REGISTER OF DEEDS:						30.00
EMERGENCY MEDICAL PRODUCTS	MEDICAL SUPPLIES	12/08/2022	2469231	100-50-5230-3-38	326.19	326.19
EMERGENCY MEDICAL PRODUCTS	SUCTION HANDLES/SOFT STRETCHERS	12/08/2022	2477826	100-50-5230-3-38	316.90	316.90
EMERGENCY MEDICAL PRODUCTS	NASAL CANNULA	12/08/2022	2479519	100-50-5230-3-38	1.65	1.65
EMERGENCY MEDICAL PRODUCTS	BLOOD PRESSURE CUFFS	12/08/2022	2499096	100-50-5230-3-38	38.29	38.29
EMERGENCY MEDICAL PRODUCTS	GLUCOSE METER TESTING SOLUTION	12/08/2022	2503647	100-50-5230-3-38	10.88	10.88
Total EMERGENCY MEDICAL PRODUCTS:						693.91
FIRE SAFETY USA INC	FIRE SAFETY USA INC	12/08/2022	166163	100-50-5232-3-38	147.50	147.50
Total FIRE SAFETY USA INC:						147.50
FOND DU LAC COUNTY	CONF SPEAKER AND HAVIS LPS-137 POWER ADAPTER	12/08/2022	IS-2022-W02	100-40-5211-3-38	196.79	196.79
FOND DU LAC COUNTY	FDL IT TECH SUPPORT	12/08/2022	IS-Wap-2022-	100-40-5211-3-38	2,282.50	2,282.50
FOND DU LAC COUNTY	FDL IT - ANNUAL FEES	12/08/2022	IS-Wap-2022-	100-40-5211-3-38	18,785.00	18,785.00
Total FOND DU LAC COUNTY:						21,264.29
FOND DU LAC COUNTY CLERK	DOG LICENSES 2022	11/30/2022	11-30-22	100-44-4422-0-00	296.00	296.00
Total FOND DU LAC COUNTY CLERK:						296.00
FOND DU LAC COUNTY TREASURER	HARDWARD MAINTENANCE FOR ICE MACHINE	12/08/2022	25004	100-10-5142-3-38	865.00	865.00
Total FOND DU LAC COUNTY TREASURER:						865.00
GAPPA SECURITY SOLUTIONS LLC	STOCK DOOR LATCHES FOR PARKS	12/08/2022	26447	100-20-5525-3-36	78.00	78.00
Total GAPPA SECURITY SOLUTIONS LLC:						78.00
GRAND VALLEY INSPECTION SERVICES	BLG INSPECTION-ZONING ADMIN NOV 2022	12/08/2022	2022-205	230-30-5241-3-38	8,164.59	8,164.59
Total GRAND VALLEY INSPECTION SERVICES:						8,164.59
HERITAGE RIDGE TRAVEL PLAZA	POLICE DEPT FUEL	12/08/2022	20876	100-40-5212-3-38	12.96	12.96
HERITAGE RIDGE TRAVEL PLAZA	POLICE DEPT FUEL	12/08/2022	20877	100-40-5212-3-38	46.06	46.06
Total HERITAGE RIDGE TRAVEL PLAZA:						59.02
HERO INDUSTRIES INC	K9 PLUSH DOGS	12/08/2022	14372	220-40-5212-3-38	1,095.00	1,095.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total HERO INDUSTRIES INC:						1,095.00
HOMAN AUTO -GATEWAY					71.50	71.50
HOMAN AUTO -GATEWAY	REPLACE WATER PUMP & SEAL #39-06	12/08/2022	1019570	100-70-5411-3-36	71.50	71.50
HOMAN AUTO -GATEWAY	DRIVER SIDE DOOR REPAIR #27-20	12/08/2022	1019661	100-70-5411-3-36	33.85	33.85
Total HOMAN AUTO -GATEWAY:						105.35
JOHN FABICK TRACTOR CO					2,323.42	2,323.42
JOHN FABICK TRACTOR CO	REPLACE CYLINDER ON FORKS #105-08-B	12/08/2022	PIMK0219987	100-70-5411-3-36	2,323.42	2,323.42
Total JOHN FABICK TRACTOR CO:						2,323.42
KARTECHNER BROTHERS LLC					845.82	845.82
KARTECHNER BROTHERS LLC	STREET PATCHES	12/08/2022	2513	100-70-5431-3-36	845.82	845.82
KARTECHNER BROTHERS LLC	MILL & OVERLAY - S WEST ST	12/08/2022	2521	400-70-5436-8-00	34,883.75	34,883.75
Total KARTECHNER BROTHERS LLC:						35,729.57
KWIK TRIP STORES					5,511.45	5,511.45
KWIK TRIP STORES	DPW MONTHLY FUEL PURCHASES - OCT 2022	11/29/2022	DPW-OCT22	100-70-5411-3-38	5,511.45	5,511.45
KWIK TRIP STORES	FIRE DEPT MONTHLY FUEL - OCT 2022 - AMBULANCE	11/29/2022	FD-OCT22	100-50-5230-3-38	822.01	822.01
KWIK TRIP STORES	POLICE DEPT MONTHLY FUEL - OCT 2022	11/29/2022	PD-OCT22	100-40-5212-3-38	3,683.76	3,683.76
Total KWIK TRIP STORES:						10,017.22
LANGE ENTERPRISES					99.38	99.38
LANGE ENTERPRISES	STREET SIGN	12/08/2022	82244	100-70-5411-3-36	99.38	99.38
Total LANGE ENTERPRISES:						99.38
LIFESTAR EMERGENCY MEDICAL					5,500.00	5,500.00
LIFESTAR EMERGENCY MEDICAL	ACLS SERVICE- NOV 2022	12/08/2022	21-0141	100-10-5255-3-38	5,500.00	5,500.00
Total LIFESTAR EMERGENCY MEDICAL:						5,500.00
LYLE HULL & SON EQUIPMENT LLC					225.00	225.00
LYLE HULL & SON EQUIPMENT LLC	LIFT RENTAL - REPAIR WATER LEAK @ CITY GARAGE	12/08/2022	71	100-70-5412-3-36	225.00	225.00
Total LYLE HULL & SON EQUIPMENT LLC:						225.00
MARTENS ACE HARDWARE					43.92	43.92
MARTENS ACE HARDWARE	TAPE MEASURE/CUTOFF WHEEL	12/08/2022	224013	100-70-5411-3-36	43.92	43.92
MARTENS ACE HARDWARE	UPS POSTAGE CHARGE	12/08/2022	224037	100-50-5231-3-33	21.73	21.73
MARTENS ACE HARDWARE	PAINTERS TAPE/DISH SOAP	12/08/2022	224059	100-70-5411-3-36	9.98	9.98
MARTENS ACE HARDWARE	STORAGE TOTES	12/08/2022	224089	100-50-5232-3-38	71.97	71.97
MARTENS ACE HARDWARE	UPS POSTAGE - FD	12/08/2022	224090	100-50-5231-3-33	20.24	20.24
MARTENS ACE HARDWARE	RIVET TOOL SWIVEL	12/08/2022	224138	100-50-5232-3-38	29.99	29.99
MARTENS ACE HARDWARE	FASTENERS - BOARDWALK REPAIR	12/08/2022	224142	100-20-5525-3-36	10.54	10.54
MARTENS ACE HARDWARE	PINE-SOL	12/08/2022	224165	100-70-5410-3-38	27.98	27.98
MARTENS ACE HARDWARE	SPRINGS FOR LEAF VAC	12/08/2022	224300	700-10-5193-3-36	50.98	50.98
MARTENS ACE HARDWARE	LOCK ENTRY TYLO	12/08/2022	224315	100-70-5410-3-36	14.99	14.99
MARTENS ACE HARDWARE	TRUFUEL/CABLE TIE/SPARK PLUG	12/08/2022	224335	100-70-5411-3-36	45.94	45.94

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
MARTENS ACE HARDWARE	WIRE/GROUND CONNECTOR/GROUNDING PLUG	12/08/2022	224336	100-70-5411-3-36	128.38	128.38
MARTENS ACE HARDWARE	FASTENERS	12/08/2022	224345	100-70-5410-3-36	.66	.66
MARTENS ACE HARDWARE	PLUNGER	12/08/2022	224406	100-70-5410-3-38	12.99	12.99
MARTENS ACE HARDWARE	THERMOSTAT	12/08/2022	224414	100-70-5410-3-36	34.99	34.99
MARTENS ACE HARDWARE	PVC CEMENT/PRIMER/COUPLE/AUGER	12/08/2022	224438	100-70-5410-3-36	48.15	48.15
MARTENS ACE HARDWARE	CAR WASH/CLEANING WIPES/WAX/SIMPLE GREEN	12/08/2022	224463	100-70-5411-3-36	85.93	85.93
MARTENS ACE HARDWARE	BATTERIES	12/08/2022	224475	100-70-5410-3-36	50.97	50.97
MARTENS ACE HARDWARE	ELBOW/COUPLE & STOP	12/08/2022	224524	100-70-5412-3-36	4.75	4.75
MARTENS ACE HARDWARE	AIR FRESHENERS	12/08/2022	224526	100-70-5411-3-38	13.77	13.77
MARTENS ACE HARDWARE	BOW RAKE/HANDLE/RAKE BOW	12/08/2022	224563	100-70-5411-3-38	69.97	69.97
MARTENS ACE HARDWARE	STAIN/PAINT BRUSH	12/08/2022	224570	100-70-5410-3-36	31.14	31.14
MARTENS ACE HARDWARE	SPARYPAINT/BATTERIES	12/08/2022	224572	100-20-5525-3-36	26.97	26.97
MARTENS ACE HARDWARE	CREDIT - STAIN	12/08/2022	224585	100-70-5410-3-36	12.99	12.99
MARTENS ACE HARDWARE	AUTO CLEANING CLOTH/GLASS CLEANER	12/08/2022	224596	100-70-5411-3-38	30.97	30.97
MARTENS ACE HARDWARE	PAINT BRUSHES/SANDBELT/STAIN/POLYSH ADE	12/08/2022	224604	100-70-5410-3-36	47.12	47.12
MARTENS ACE HARDWARE	PUTTY WOOD	12/08/2022	224611	100-70-5410-3-36	5.59	5.59
Total MARTENS ACE HARDWARE:						927.62
NAPA AUTO PARTS-WAUPUN	HOSE - FUEL FILL	12/08/2022	363481	100-70-5411-3-36	89.25	89.25
NAPA AUTO PARTS-WAUPUN	SILICONE PASTE/CRIMPER CUTTER/WIRE	12/08/2022	364084	100-70-5411-3-36	122.85	122.85
NAPA AUTO PARTS-WAUPUN	ADAPTIVE ON TRUCK & SUV/REAR BRAKE ROTOR	12/08/2022	364526	100-70-5411-3-36	198.99	198.99
NAPA AUTO PARTS-WAUPUN	WATER PUMP	12/08/2022	364547	100-70-5411-3-36	174.59	174.59
NAPA AUTO PARTS-WAUPUN	LAMP	12/08/2022	364910	100-70-5411-3-36	12.22	12.22
NAPA AUTO PARTS-WAUPUN	REAR WIPER	12/08/2022	364916	100-40-5212-3-36	14.29	14.29
NAPA AUTO PARTS-WAUPUN	SPARK PLUGS	12/08/2022	365149	100-40-5212-3-36	113.88	113.88
NAPA AUTO PARTS-WAUPUN	AIR FILTER	12/08/2022	365156	100-70-5411-3-36	25.93	25.93
NAPA AUTO PARTS-WAUPUN	CONNECTOR/CAPSULES	12/08/2022	365310	100-70-5411-3-36	59.52	59.52
NAPA AUTO PARTS-WAUPUN	ELECTRICAL CONNECTOR	12/08/2022	365316	100-70-5411-3-36	14.24	14.24
NAPA AUTO PARTS-WAUPUN	BLSTR PK MINIATURES	12/08/2022	365631	100-40-5212-3-36	5.69	5.69
NAPA AUTO PARTS-WAUPUN	GLASS CLEANER	12/08/2022	365661	100-70-5411-3-36	12.57	12.57
NAPA AUTO PARTS-WAUPUN	REMAN ALTERNATOR/CORE DEPOSIT	12/08/2022	365726	100-40-5212-3-36	388.04	388.04
NAPA AUTO PARTS-WAUPUN	U-BOLT	12/08/2022	365754	100-70-5411-3-36	5.98	5.98
NAPA AUTO PARTS-WAUPUN	ANTIFREEZE	12/08/2022	365757	100-70-5411-3-36	53.88	53.88
NAPA AUTO PARTS-WAUPUN	FLOOR MATS	12/08/2022	365777	100-70-5411-3-36	162.95	162.95
NAPA AUTO PARTS-WAUPUN	PIPE REDUCER/COOLANT HOSE/HOSE CLAMP	12/08/2022	365794	100-70-5411-3-36	61.32	61.32
NAPA AUTO PARTS-WAUPUN	TIRE BEAD SEALER/TIRE VALVE	12/08/2022	393460	100-70-5411-3-36	25.25	25.25
Total NAPA AUTO PARTS-WAUPUN:						1,541.44
NORTHERN PIPE INC	STORM SEWER CLEANING (MAIN ST. & WATERTOWN ST)	12/08/2022	2724	700-10-5192-3-38	596.25	596.25
Total NORTHERN PIPE INC:						596.25
OSHKOSH FIRE & POLICE EQUIPMNT	SCBA COMPRESSOR ANNUAL MAINT	12/08/2022	189175	100-50-5232-3-36	414.00	414.00
Total OSHKOSH FIRE & POLICE EQUIPMNT:						414.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
PITNEY BOWES GLOBAL FINANCIAL SERVICES						
PITNEY BOWES GLOBAL FINANCIAL	LEASE FOR MAIL MACHINE - CITY HALL 9/30/22-12/29/22	12/08/2022	3316631355	100-10-5141-3-36	521.52	521.52
PITNEY BOWES GLOBAL FINANCIAL	LEASE FOR MAIL MACHINE - PD	12/08/2022	3316631453	100-40-5211-3-33	171.60	171.60
Total PITNEY BOWES GLOBAL FINANCIAL SERVICES:						693.12
PITNEY BOWES INC						
PITNEY BOWES INC	RESERVE ACCT - PD	12/08/2022	11302022	100-40-5211-3-33	500.00	500.00
Total PITNEY BOWES INC:						500.00
R BAUMAN & ASSOCIATES SC						
R BAUMAN & ASSOCIATES SC	PSYCH EVAL PRE-EMPLOYMENT - LAW ENFORCEMENT	12/08/2022	1533	100-40-5211-3-38	495.00	495.00
Total R BAUMAN & ASSOCIATES SC:						495.00
SCHWAAB INC						
SCHWAAB INC	PAY TO THE ORDER STAMPS	12/08/2022	7707396	100-10-5141-3-30	128.23	128.23
Total SCHWAAB INC:						128.23
SENSIT TECHNOLOGIES LLC						
SENSIT TECHNOLOGIES LLC	TWO YEAR METER MAINTENANCE	12/08/2022	0337099-IN	100-50-5232-3-36	373.87	373.87
Total SENSIT TECHNOLOGIES LLC:						373.87
SPEED NEEDLES CUSTOM EMBROIDERY						
SPEED NEEDLES CUSTOM EMBROID	WINTER HATS/REHAB SHIRTS	12/08/2022	7232	100-50-5231-3-38	1,675.00	1,675.00
Total SPEED NEEDLES CUSTOM EMBROIDERY:						1,675.00
SSM HEALTH AT WORK						
SSM HEALTH AT WORK	PRE-EMPLOYMENT PHYSICAL - KNUDSON	12/08/2022	38428	100-40-5215-3-37	304.00	304.00
Total SSM HEALTH AT WORK:						304.00
STOBB PLUMBING & HEATING INC						
STOBB PLUMBING & HEATING INC	SAFETY BUILDING - DRAIN PLUGGED	12/08/2022	13981	100-70-5410-3-36	42.50	42.50
STOBB PLUMBING & HEATING INC	PARTS - CITY GARAGE	12/08/2022	13993	100-70-5412-3-36	10.55	10.55
Total STOBB PLUMBING & HEATING INC:						53.05
STREICHER'S						
STREICHER'S	VEST-WARNER	12/08/2022	11601913	410-40-5211-4-00	875.00	875.00
Total STREICHER'S:						875.00
SULLIVAN, TED						
SULLIVAN, TED	SULLIVAN - CLOTHING ALLOWANCE - TACTICAL PANTS	12/08/2022	W176955916	100-12634	68.55	68.55
Total SULLIVAN, TED:						68.55
SURE FIRE INC						
SURE FIRE INC	LIBRARY HEAT NOT WORKING - BREAKROOM, DIRECTOR OFFICE, CARNEGIE ROOM, ENTRANCE	12/08/2022	33873667	100-70-5410-3-36	1,143.50	1,143.50

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total SURE FIRE INC:						1,143.50
TRACTOR SUPPLY CREDIT PLAN						
TRACTOR SUPPLY CREDIT PLAN	5 GALLON BUCKETS	12/08/2022	12-7-22	100-50-5232-3-36	124.22	124.22
Total TRACTOR SUPPLY CREDIT PLAN:						124.22
TRAFFIC & PARKING CONTROL CO						
TRAFFIC & PARKING CONTROL CO	WAYFINDING SIGN DECALS	12/08/2022	I742178	220-70-5430-3-38	1,260.56	1,260.56
Total TRAFFIC & PARKING CONTROL CO:						1,260.56
TRU CLEANERS LLC						
TRU CLEANERS LLC	CLEANING SERVICE FOR CITY OF WAUPUN - FOR NOV 2022	12/08/2022	CW120122	100-70-5410-3-38	4,052.81	4,052.81
TRU CLEANERS LLC	ADDITIONAL CLEANING SERVICE DUE TO COVID-19 - FOR NOV 2022	12/08/2022	CW120122-A	100-70-5410-3-38	480.00	480.00
Total TRU CLEANERS LLC:						4,532.81
US CELLULAR						
US CELLULAR	KAST HOTSPOT #190 - NOV 2022	12/08/2022	0544795054	100-10-5197-3-31	390.05	390.05
Total US CELLULAR:						390.05
VANBUREN, KELLEY						
VANBUREN, KELLEY	EMT BASIC SCHOOLING EXPENSES	12/08/2022	12-1-22	100-50-5230-3-38	562.37	562.37
Total VANBUREN, KELLEY:						562.37
VANDEZANDE & KAUFMAN, LLP						
VANDEZANDE & KAUFMAN, LLP	TRAFFIC MONTHLY ATTORNEY FEES - NOV 2022	12/08/2022	14237	100-10-5161-3-38	555.00	555.00
VANDEZANDE & KAUFMAN, LLP	MONTHLY CITY ATTORNEY FEES - NOV 2022	12/08/2022	NOV2022	100-10-5161-3-38	2,030.00	2,030.00
Total VANDEZANDE & KAUFMAN, LLP:						2,585.00
VON BRIESEN & ROPER, S.C.						
VON BRIESEN & ROPER, S.C.	PERSONNEL LEGAL REVIEW OCTOBER 2022	12/08/2022	410016	100-10-5143-3-38	2,772.00	2,772.00
Total VON BRIESEN & ROPER, S.C.:						2,772.00
WAUKESHA CTY TECH COLLEGE						
WAUKESHA CTY TECH COLLEGE	TRAINING - FTO BASIC W/ FIELD TRAINING ASSOCIATES	12/08/2022	S0788122	100-40-5215-3-38	350.00	350.00
Total WAUKESHA CTY TECH COLLEGE:						350.00
WAUPUN UTILITIES						
WAUPUN UTILITIES	STORMWATER BILLING & COLLECTION FEES - OCTOBER 2022	12/08/2022	5692	700-10-5192-3-38	875.25	875.25
WAUPUN UTILITIES	VERIZON CHARGES - DPW I-PADS - NOVEMBER 2022	12/08/2022	5695	100-70-5420-3-31	58.05	58.05
WAUPUN UTILITIES	WPPI SUPPORT - NOVEMBER 2022	12/08/2022	5715	100-10-5197-3-38	132.75	132.75
WAUPUN UTILITIES	STORMWATER BILLING & COLLECTION FEES - NOVEMBER 2022	12/08/2022	5716	700-10-5192-3-38	876.00	876.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total WAUPUN UTILITIES:						1,942.05
WAUPUN AREA ANIMAL SHELTER INC						
WAUPUN AREA ANIMAL SHELTER IN	MONTHLY CONTRACT - DEC 2022	12/08/2022	DEC2022	100-40-5343-3-38	1,000.00	1,000.00
Total WAUPUN AREA ANIMAL SHELTER INC:						1,000.00
WAUPUN DOWNTOWN PROMOTIONS						
WAUPUN DOWNTOWN PROMOTIONS	REFUND DUE TO FASHION SHOW CANCELLATION - TEMP SODA LIC	12/08/2022	12-7-22	100-44-4415-0-00	125.00	125.00
Total WAUPUN DOWNTOWN PROMOTIONS:						125.00
WELLS FARGO PAYMENT REMITT						
WELLS FARGO PAYMENT REMITT	POSTAGE - TOURISM INFO TO FRANCE	11/29/2022	ANGIE-SEPT2	100-10-5141-3-33	25.45	25.45
WELLS FARGO PAYMENT REMITT	OVERLIMIT FEE	11/29/2022	BJ-SEPT22/O	100-50-5231-3-38	1,138.17	1,138.17
WELLS FARGO PAYMENT REMITT	SPECTRUM BILL - LIBRARY - 9/18/22-10/17/22	11/29/2022	BRET-OCT22	210-60-5511-3-31	179.97	179.97
WELLS FARGO PAYMENT REMITT	TCEGLOBAL - NEW TIME CLOCK CITY GARAGE	11/29/2022	JEFF-SEPT22	100-70-5412-3-38	290.00	290.00
WELLS FARGO PAYMENT REMITT	WELLS FARGO CASH BACK CREDIT REMAINDER	11/29/2022	JEREMY-OCT	400-48-4813-0-00	426.35	426.35
WELLS FARGO PAYMENT REMITT	WELLS FARGO CASH BACK CREDIT	11/29/2022	JEREMY-SEP	400-48-4813-0-00	25.14-	25.14-
WELLS FARGO PAYMENT REMITT	WIND & UNWINED - LUNCH - RIPON CITY ADMIN	11/29/2022	KATHY-SEPT2	100-10-5191-3-37	615.10	615.10
WELLS FARGO PAYMENT REMITT	WELLS FARGO CASH BACK CREDIT FROM PRIOR	11/29/2022	PAM-OCT22	400-48-4813-0-00	172.03	172.03
WELLS FARGO PAYMENT REMITT	DOLLAR TREE - SENIOR CENTER OFFICE SUPPLIES	11/29/2022	RACHEL-SEP	100-20-5513-3-30	95.25	95.25
WELLS FARGO PAYMENT REMITT	VISTAPRINT CREDIT ON TAX	11/29/2022	SCOTT-OCT2	100-40-5214-3-38	136.80	136.80
Total WELLS FARGO PAYMENT REMITT:						3,053.98
WERNER ELECTRIC SUPPLY						
WERNER ELECTRIC SUPPLY	REPLACE LIGHT BULB	12/08/2022	S6951136.001	100-70-5412-3-36	9.58	9.58
Total WERNER ELECTRIC SUPPLY:						9.58
WI BUILDING SUPPLY						
WI BUILDING SUPPLY	CHRISTMAS TREE IN OPEN SPACE / STEP FOR BUILDING IN ALLEY	12/08/2022	3543532	100-10-5534-3-38	107.86	107.86
WI BUILDING SUPPLY	SIDEBOARDS FOR TRUCK #38-22	12/08/2022	3543640	100-70-5411-3-36	65.28	65.28
Total WI BUILDING SUPPLY:						173.14
WI DEPART OF TRANSPORTATION						
WI DEPART OF TRANSPORTATION	MADISON ST. PH 2 PMT 7/INV 283382	12/08/2022	395-00002833	400-70-5436-8-00	68,875.90	68,875.90
Total WI DEPART OF TRANSPORTATION:						68,875.90
WI DEPT OF JUSTICE						
WI DEPT OF JUSTICE	G3369 - BACKGROUND CHECKS - NOV 2022	12/08/2022	G3369-NOV22	100-40-5213-3-38	126.00	126.00
WI DEPT OF JUSTICE	BACKGROUND CHECK - JARET KNUDSON	12/08/2022	L1409T-NOV2	100-40-5212-3-38	7.00	7.00
Total WI DEPT OF JUSTICE:						133.00
WM CORPORATE SERVICES INC						
WM CORPORATE SERVICES INC	RESIDENTIAL TRASH - DEC 2022 -					

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
	INCLUDING FUEL/ENVIORNMENTAL CHARGE	12/08/2022	0028628-2321	425-70-5476-3-38	48,930.92	48,930.92
Total WM CORPORATE SERVICES INC:						48,930.92
WWW.323.TV LLC	TELE-CONFERENCE COMPUTER REPLACEMENT	12/08/2022	30924	100-50-5251-3-36	1,124.00	1,124.00
Total WWW.323.TV LLC:						1,124.00
Grand Totals:						288,284.76

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5131-3-31	40.00	.00	40.00
100-10-5141-3-30	128.23	.00	128.23
100-10-5141-3-31	68.93	.00	68.93
100-10-5141-3-33	25.45	.00	25.45
100-10-5141-3-36	521.52	.00	521.52
100-10-5142-3-35	165.00	.00	165.00
100-10-5142-3-38	700.00	.00	700.00
100-10-5143-3-38	2,772.00	.00	2,772.00
100-10-5157-3-38	6,424.00	.00	6,424.00
100-10-5161-3-38	2,585.00	.00	2,585.00
100-10-5191-3-31	45.63	.00	45.63
100-10-5191-3-37	31.10	.00	31.10
100-10-5197-3-31	402.72	.00	402.72
100-10-5197-3-38	332.75	.00	332.75
100-10-5255-3-38	5,500.00	.00	5,500.00
100-10-5534-3-38	107.86	.00	107.86
100-12634	68.55	.00	68.55
100-20-5512-3-32	422.96	.00	422.96
100-20-5513-3-30	22.50	.00	22.50
100-20-5513-3-31	107.73	.00	107.73
100-20-5513-3-32	254.83	.00	254.83
100-20-5513-3-33	24.00	.00	24.00
100-20-5523-3-32	136.30	.00	136.30
100-20-5525-3-36	115.51	.00	115.51
100-20-5525-3-39	48.75	.00	48.75
100-21100	224.39	83,810.63-	83,586.24-
100-30-5152-3-38	3,134.29	.00	3,134.29
100-40-5211-3-30	457.93	.00	457.93
100-40-5211-3-31	958.83	.00	958.83
100-40-5211-3-32	461.94	.00	461.94
100-40-5211-3-33	671.60	.00	671.60
100-40-5211-3-38	22,033.60	.00	22,033.60
100-40-5212-3-36	521.90	.00	521.90
100-40-5212-3-38	3,982.77	.00	3,982.77
100-40-5213-3-38	126.00	.00	126.00
100-40-5214-3-38	81.84	13.40-	68.44
100-40-5215-3-37	235.55	.00	235.55
100-40-5215-3-38	400.00	.00	400.00
100-40-5343-3-38	1,000.00	.00	1,000.00

GL Account	Debit	Credit	Proof
100-44-4412-0-00	20.00	.00	20.00
100-44-4415-0-00	5.00	.00	5.00
100-44-4422-0-00	296.00	.00	296.00
100-48-4821-0-00	100.00	.00	100.00
100-50-5230-3-38	1,347.29	.00	1,347.29
100-50-5231-3-31	278.00	.00	278.00
100-50-5231-3-32	259.84	.00	259.84
100-50-5231-3-33	41.97	.00	41.97
100-50-5231-3-38	1,891.90	.00	1,891.90
100-50-5232-3-36	912.09	.00	912.09
100-50-5232-3-38	980.46	.00	980.46
100-50-5233-3-37	1,056.00	198.00-	858.00
100-50-5233-3-38	63.27	.00	63.27
100-50-5251-3-36	1,124.00	.00	1,124.00
100-70-5410-3-32	1,575.16	.00	1,575.16
100-70-5410-3-36	1,419.61	12.99-	1,406.62
100-70-5410-3-38	4,909.90	.00	4,909.90
100-70-5411-3-36	4,005.23	.00	4,005.23
100-70-5411-3-38	3,740.67	.00	3,740.67
100-70-5412-3-31	94.97	.00	94.97
100-70-5412-3-32	1,334.65	.00	1,334.65
100-70-5412-3-36	520.90	.00	520.90
100-70-5412-3-38	677.00	.00	677.00
100-70-5420-3-31	134.33	.00	134.33
100-70-5431-3-36	845.82	.00	845.82
100-70-5443-3-38	675.00	.00	675.00
100-80-5670-3-38	384.00	.00	384.00
210-21100	88.96	497.15-	408.19-
210-60-5511-3-31	225.60	.00	225.60
210-60-5511-3-42	271.55	.00	271.55
210-60-5511-3-45	.00	88.96-	88.96-
220-21100	.00	2,475.56-	2,475.56-
220-40-5212-3-38	1,215.00	.00	1,215.00
220-70-5430-3-38	1,260.56	.00	1,260.56
230-21100	.00	8,164.59-	8,164.59-
230-30-5241-3-38	8,164.59	.00	8,164.59
400-21100	78.84	103,759.65-	103,680.81-
400-48-4813-0-00	.00	78.84-	78.84-
400-70-5436-8-00	103,759.65	.00	103,759.65
405-21100	.00	29,550.00-	29,550.00-
405-70-5436-3-38	29,550.00	.00	29,550.00
410-21100	.00	875.00-	875.00-
410-40-5211-4-00	875.00	.00	875.00
420-21100	.00	10,127.06-	10,127.06-
420-70-5436-3-38	10,127.06	.00	10,127.06
425-21100	.00	38,803.86-	38,803.86-
425-70-5476-3-38	38,803.86	.00	38,803.86
430-21100	.00	6,116.64-	6,116.64-
430-70-5436-3-42	6,116.64	.00	6,116.64
700-10-5191-3-38	1,062.89	.00	1,062.89
700-10-5192-3-38	2,723.56	.00	2,723.56
700-10-5193-3-36	710.36	.00	710.36
700-21100	.00	4,496.81-	4,496.81-
Grand Totals:	289,069.14	289,069.14-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"



MINUTES—CITY OF WAUPUN BOARD OF PUBLIC WORKS & FACILITIES

Tuesday, 13-September-2022 – City Council Chambers

CALL TO ORDER

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

ROLL CALL

Roll call was taken:

Alders—Peter Kaczmarki, Mike Matoushek, William Langford

Citizens—Dale Heering (absent with notification), Ryan Mielke, Dave Rens, Gregg Zonnefeld

Ex-officio—DPW Director Jeff Daane, Recreation Director Rachel Kaminski, City Administrator Kathy Schlieve

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

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

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

Next meeting will be on Tuesday, October 11 at 4:30PM. Be advised of a potential date change for the November meeting due to Election Day.

CONSIDERATION - ACTION

1. Approve minutes of the August 10th, 2022 Board of Public Works & Facilities Meeting.
Minutes of the August 10 meeting were presented. Motion (Rens/Matoushek) to approve minutes as presented.
MOTION CARRIED (6-0)
2. Review ordinance to amend chapter six of the municipal code of the city of Waupun entitled “Traffic Code”
DPW Director Jeff Daane requests approval for creating a handicapped parking zone for Zoellner Park as part of the Newton Avenue reconstruction. Motion (Langford/Matoushek) to approve recommending amendment to City Council. **MOTION CARRIED (6-0).**
3. Radar Speed Sign
DPW Director Daane shared options for the purchase of a solar radar speed sign for the cost of \$3,852.90. The sign could be relocated, and the sign also collects data. A Wal-Mart grant was secured for \$2,000 of the cost. Motion (Zonnefeld/Rens) to approve the expenditure of \$1,852.90. **MOTION CARRIED (6-0).**
4. Flooding concerns – 736 Fern Street
Jake Wojahn appeared before the Board of Public Works regarding basement flooding at 736 Fern Street. This has occurred four times in the last couple of years. Water appears to be flowing from adjacent properties. He is seeking assistance to assist in alleviating this issue. The BPW requests to have estimates to come from the homeowner and the city engineer and will reconnect on the issue with more information.
5. Sidewalk Replacement program
The crews are wrapping up their project with concrete this week, with restoration work to follow. ADA compliance has been a challenge to meet required code, and as a result curbing had to be addressed as well. Cost increases have been the net result. Roughly 40 curb ramps were planned, but because of these overruns less areas have been replaced.
6. Update on South Madison Street project
Things continue to progress on the project. West side curb and sidewalk have been completed, east side is in progress. October 1st is the contracted date with the state to be completed. Residents should be able to get back in their driveways late next week.

ADJOURNMENT

Motion (Matoushek/Mielke) to adjourn the meeting of the BPW at 5:08PM. **MOTION CARRIED (6-0)**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gregg Zonnefeld". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Gregg Zonnefeld, BPW Clerk



MINUTES
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, October 11, 2022 at 4:00 PM

CALL TO ORDER

Chairman Bishop called the Plan Commission meeting to order at 4:01 pm.

ROLL CALL

Members Present: Jerry Medema, Jeff, Daane, Chairman Rohn Bishop, Mike Matoushek, and Jon Dobbratz (arrived at 4:03 pm)

Members Excused: Jill Vanderkin, Elton TerBeest

Staff Present: Steve Brooks – Utility Manager, Kathy Schlieve – City Administrator, Susan Leahy – Building Inspector, BJ Demaa – Fire Chief, Mike Beer – Assistant to Fire Chief

Public Present: Frank – Sweet Fire Tobacco, John – United Cooperative, and Bailey – Zimmerman Design Group

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION—

None

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

Next scheduled Plan Commission meeting is Wednesday, November 30, 2022.

CONSIDERATION - ACTION

1. Approve minutes of the September 28, 2022 meeting.
Motion by Medema, 2nd by Matoushek to approve the minutes of the September 28, 2022 meeting. Motion carried, unanimously.

2. Extraterritorial Review - Certified Survey Map - VanBever Land Division on N. Madison St.
This item was on the last Plan Commission Agenda as the committee asked for legal advice on this matter.

Dan VandeZande appeared and stated that the Plan Commission has extraterritorial review of all land divisions within 1 ½ mile of the City Limits. The Plan Commission can't legally stop the development just because they don't like the plan, but if it does not conform to the City's Master Plan then it can be denied.

Kathy presented the Master Plan for this area.

Motion by Bishop, 2nd by Dobbratz to recommend that the Common Council deny the Certified Survey Map due to it not conforming with the City of Waupun Master Plan.

Vote: Medema, Bishop, Dobbratz – "AYE"
Daane, Matoushek – "NAY"
Motion carried, 3/2

3. Conditional Use Permit Application of Sweet Fire Tobacco 63, 606 W. Main St. to operate a tobacco retail store per Section 16.04(2)(d)(ix) of the Waupun Municipal Code.

Frank from Sweet Fire Tobacco appeared via zoom. They currently have 80 stores in 3 states. They are trying to get into 8 states. They have a contract with Family Video to occupy some of their vacant buildings. Specialize in cigars, import tobacco, cigarettes, little section. 70% is cigars and imports. They try to employ 6 people per store. There are currently 5 projects under construction. There will be some minor remodeling done to the building and they will occupy about 1200 sq. ft. of the store. Family Video will then

try to lease out the other part of the building to another company. No one under 18 is allowed in the store. They are inspected 4 times per year. There is no smoking in the facility, and they will not be selling marijuana. The hours of operation will be Monday – Saturday 9:00 am – 8:00 pm, and Sunday 10:00 am – 7:00 pm.

Motion by Matoushek, 2nd by Dobbratz to approve the Conditional Use Permit application of Sweet Fire Tobacco 63, at 606 W. Main St. as presented.

Vote: Medema, Daane, Bishop, Dobbratz, Matoushek – “AYE”
Motion carried 5/0.

4. Site Plan Review - United Cooperative - 1215 Moorman Dr

John from United was here to discuss the site plan. This is the next phase of getting the project built. Stormwater review has not been completed yet. We have a study of that area, however with the size of this site, a retention pond will be required. Any approval would have to be contingent on Storm water review.

BJ DeMaa stated the fire hydrant locations are good, but asked what the “proposed future building” on the plan was. That is the soy processing facility that is in Phase 3 of the project. BJ would like to see a hydrant on that side of the project then. MSA designed the plan with the expansion in mind. Sue stated that the future building would have to come back for site plan review. Water and sewer plans are good. Street elevations will match grade where the trucks come and go. When they tie into the storm sewer on Moorman Dr. make sure that place top is put back in. They are working with the railroad to make sure they meet their design standards for the spur.

Motion by Medema, 2nd by Matoushek to approve the site plan for United Cooperative at 1215 Moorman Dr. on the condition that the stormwater plans are approved.

Vote: Medema, Daane, Bishop, Dobbratz, Matoushek – “AYE”
Motion carried 5/0.

5. Site Plan Review - SSM Health - Eye Clinic Parking Lot

Bailey from Zimmerman Design Group appeared to discuss their plan. The proposed site is an empty lot north of the hospital and west of the dialysis center. This is a parking lot expansion and it was figured into the last expansion for the project. The only comment from MSA for stormwater review was to make sure the downspouts have a break in them so it doesn't back into the building. They are designed that way.

Motion by Matoushek, 2nd by Medema to approve the site plan as presented.

Vote: Medema, Daane, Bishop, Dobbratz, Matoushek – “AYE”
Motion carried, unanimously.

ADJOURNMENT

Motion by Matoushek, 2nd by Dobbratz to adjourn the meeting. Motion carried, meeting adjourned at 4:49 pm.

Minutes prepared by Trista Steinbach



MINUTES
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, November 09, 2022 at 6:00 PM

CALL TO ORDER

Mayor Bishop 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-person: Mayor Bishop, Alderman Westphal, Alderman Kaczmariski, Alderman Langford, Alderman Matoushek

Council Virtual: Alderman Siebers

Council Absent/Excused: Alderman Vanderkin

Management in-person: City Clerk/Treasurer Hull, Administrator Schlieve, Director of Public Works Daane, Recreation Director Kaminski, General Utility Manager Brooks, Police Chief Loudon, Fire Chief Demaa, Library Director Jaeger, Director of Finance Langenfeld

Management virtually: None

Management absent and excused: Attorney Vandezande, Finance Director Kast, Utility Finance Director Stanek

City Staff present: None

Media present: Ken Thomas of the Daily Citizen

Audience in-person: Jaedon Buchholz, Travis Schultz, Derek Standke

Audience virtually: None

PUBLIC HEARING

1. Public Hearing-2023 City of Waupun Budget and Tax Levy

Motion Matoushek, second Siebers to open the public hearing. Motion carried 5-0.

The Public Hearing is held for the 2023 Waupun budget, tax levy, and tax rates. A resolution is before the Council for approval of a tax levy in the amount of \$3,601,530 to fund the expenses of city government as contained in the 2023 annual budget summary and authorizes the City Clerk to place this tax on the current tax roll of the City of Waupun.

2. Close Public Hearing (Roll Call)

No audience participation for the public hearing is heard.

Motion Matoushek, second Langford to close the public hearing. Motion carried 5-0 on roll call.

3. Resolution Adopting the 2023 Budget and Tax Roll Levy

Mayor questions the purchase of a public works vehicle and the process. Purchasing Policy provides for equipment to be State bid. Daane states his deadline to purchase this vehicle is December 16, 2022. Mayor asks Council to consider a policy change to purchase from vendors within the City. Mayor considers vetoing the motion of budget adoption if made without further consideration. Legal representation is not available and is needed to provide options. Council agrees to approve the 2023 budget with the contingency that the public works vehicle is not purchased until further discussion, prior to December 16, 2022, is held and purchase approved. Schlieve requests if the funds remain in the budget but are not approved for the vehicle purchase that Council reallocate these funds for other budget projects.

Motion Matoushek, second Langford to adopt Resolution 11-09-22-01 Adopting the 2023 Budget and Tax Levy with the contingency of the public works vehicle is not purchased until further discussion, prior to December 16, 2022, is held and purchase approved. If this vehicle is not approved prior to the deadline, reallocation of these budgeted funds may be considered by the Council as recommended by City Staff. Motion carried 5-0 on roll call.

PERSONS WISHING TO ADDRESS COUNCIL

4. Waupun Little League - Travis Schultz, Ryan Hopp

Travis Schultz and Derek Standke are before the Council in discussion for ARPA funding for turf maintenance.

CONSENT AGENDA

Motion Siebers, second Matoushek to accept the consent agenda. Motion carried 5-0 on roll call.

Westphal is excused at 6:53pm.

RESOLUTIONS AND ORDINANCES:

22. Ordinance to amend Ch. 6.12(5) (c) entitled Traffic Code-Conditions and Restrictions on Operation

Motion Siebers, second Kaczmarski to adopt ordinance 22-08 to amend Ch. 6.12(5) (c) entitled Traffic Code Conditions and Restrictions on Operation to revise the hours of ATV/UTV operation. Motion carried 4-0 on roll call.

23. Ordinance to Amend Ch. 8.02(8) entitled Orderly Conduct and Ch. 9.02(2) Public Nuisances Affecting Health

Motion Matoushek, second Kaczmarski to accept the first reading of the ordinance to amend Ch. 8.02(8) entitled Orderly Conduct and Ch. 9.02(2) Public Nuisances Affecting Health regarding feral cats. Motion carried 4-0 on roll call.

24. Ordinance to Amend Chapter 6.03(2) entitled "Traffic Code" to add a Stop Sign at Sommerville/Rounsville

Motion Matoushek, second Langford to accept the first reading of the ordinance to amend Chapter 6.03(2) entitled "Traffic Code" to add a Stop Sign at Sommerville/Rounsville. Motion carried 4-0 on roll call.

BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

25. Business Improvement District Recommendation: 2023 Business Improvement District Operating Plan & Budget

Motion Matoushek, second Siebers to approve the 2023 Business Improvement District Budget. Motion carried 4-0 on roll call.

ADJOURNMENT

At 7:31pm, Motion Matoushek, second Kaczmarski to call the meeting adjourned. Motion carried 4-0.-=

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, November 14, 2022**

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

Commissioners Daane, Heeringa, Homan, Kaczmarski, Thurmer, Vanderkin and Westphal were present. Mayor Bishop was present.

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve minutes from October 10, 2022 meeting.

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

On motion by Kaczmarski, seconded by Thurmer and unanimously carried, year-to-date financial reports through September 2022 approved as presented. Electric operating income was \$374,100 or \$216,200 above budget from lower operating costs. Water operating income was \$580,700 or \$138,700 above budget from lower than budgeted operating expenses. Sewer operating income was \$245,600 or \$162,600 above budget due to controlling maintenance costs at the WWTF.

General Manager Brooks reported on an electric outage and current projects the crew have been working to complete. Equipment shortages and timelines continue to be an ongoing issue. Management team continues review of sewer ordinance, working to ensure code enforcement based on service size and discharge of industrial wastewater. Higher volumes and levels of BOD, phosphorus, suspended solids and TKN discharged make a big difference in the treatment process. Applicable customers will receive a letter in November communicating additional information and additional charges effective January 2023.

Treatment Facilities and Operations Superintendent Schramm reported on operations at Water and Wastewater Treatment Facilities. Treatment facilities staff have been working to complete routine maintenance and inspections of systems. Staff has considerable involvement with the switchover process of PLC's and programing taking place at the WWTF as part of ABNR construction project. Distribution/collection crew identified service and main line valve leaks found during the semi-annual leak audit and made necessary repairs. Slide presentation shown of ABNR construction progress at WWTF. Majority of work taking place is electrical, mechanical, and other finishing touches such as painting.

Finance Director Stanek presented the 2023 budget for review. The overall 2023 budget decreased \$10.6 million or 34.45% over 2022 budget figures, mainly due to the wastewater ABNR upgrade construction nearing completion in 2023 and no scheduled street reconstruction projects planned for the year. Major capital expenditure in the 2023 budget are remaining construction costs associated with the WWTP upgrade of \$3,906,100. These costs will be funded from grant proceeds with project completion scheduled for 2023 with commercial operation in early 2024. The 2023 budget also includes an overview of the sources and uses of funds for each utility including; revenues forecasted conservatively based upon historical data, operation and maintenance expense changes, COLA wage adjustments, health insurance cost increases, and additional cyber security services. The proposed overall budget would add \$88,600 in electric cash reserves and \$578,000 in water cash reserves and use \$186,300 in sewer cash reserves. Motion made by Kaczmarski and seconded by Thurmer, to approve the 2023 budget as presented. On roll call vote, motion passed 6-0. Homan, Daane, Westphal, Thurmer, Kaczmarski and Vanderkin voting yay.

On motion by Homan, seconded by Daane and unanimously carried, meeting adjourned at 5:26 p.m.

The next regular commission meeting is scheduled on January 9, 2023, at 4:00 p.m.

Jen Benson
Office & Customer Service Supervisor

**Minutes of the Waupun Public Library Board Meeting
Wednesday, November 16, 2022**

The Waupun Public Library Board was called to order by Bev Martens, President, at 4:30 p.m. on Wednesday, November 16, 2022. Present were, Gehl, Schultz, Rohrer, Garcia, and Jaeger. Hintze present per Zoom. Sullivan and Siebers were absent.

ARTICLE I: Motion by Schultz, supported by Gehl, to accept the minutes of the October 19, 2022 meeting as written. Motion carried.

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 108,477 items through the end of October.
- b. Drive-thru window service: handled 894 transactions through the end of October.

ARTICLE IV: Budget was reviewed and remains in good shape. Due to rising costs, Utilities line item is over budget and will be addressed in the revised 2023 Budget proposal.

ARTICLE V:

- a. Motion by Rohrer, supported by Schultz, to pay November bills. Motion carried 5-0 on roll call.

ARTICLE VI: No committee reports.

ARTICLE VII: Librarians' Report.

- a. After three months, the library is again fully staffed.
- b. Staff and residents had a great time during Halloween Main Street event. Thanks to staff creativity, the entrance area was set up and decorated so kids could have their picture taken outside on a bench, surrounded by pumpkins.
- c. Gerry Stiemsma presented a program on Saturday, November 12 at 10:00 a.m., describing his experience in the Vietnam War. 24 people attended.
- d. A donation plate has been attached to the truck display donated by Don Schultz.
- e. Bret and DPW Director Jeff Daane walked through the library with a company doing an energy audit.
- f. Bret was again a judge for the VFW's Patriot's Pen essay contest and Voice of Democracy speech contest. Judges panel met at the library November 14.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

a. Motion by Gehl, supported by Schultz, to discard the old, outdated Circulation Policy – Institutions (last updated in year 2000) and adopt the new Circulation Policy— Homebound Residents and Institutions as presented to replace it. Motion carried.

b. Motion by Schultz, supported by Gehl, to accept the 2023 Wage Grid for library staff as presented. Motion carried on 5-0 roll call.

c. Motion by Schultz, supported by Rohrer, to accept the revised 2023 Library Budget as presented. Motion carried on 5-0 roll call.

ARTICLE X: Motion by Rohrer, supported by Gehl, to adjourn at 5:07 p.m. Motion carried.

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

SANDRA ROHRER Secretary
SR/bkj



MINUTES
CITY OF WAUPUN SPECIAL COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, November 29, 2022 at 6:00 PM

CALL TO ORDER

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

ROLL CALL

Council in-person: Mayor Bishop, Alderman Westphal, Alderman Kaczmariski, Alderman Langford, Alderman Matoushek, Alderman Siebers, Alderman Vanderkin

Management in-person: City Clerk/Treasurer Hull, City Attorney Vandezande, Administrator Schlieve, Director of Public Works Daane, Recreation Director Kaminski, General Utility Manager Brooks, Police Chief Loudon, Fire Chief Demaa, Director of Finance Langenfeld

Management virtually: Library Director Jaeger

Management absent and excused: Finance Director Kast, Utility Finance Director Stanek

Media present: Ken Thomas of the Daily Citizen

Audience in-person: Jaedon Buchholz, Andy Glewen, Tyler Schultz, Mark Homan, Joel Sterk, Jason Whitford, Jon Venhuizen, Eric Homan, Liz Engh, Lisa Lefebber, Erin Lund, Craig Molitor

PUBLIC HEARING

1. **Class A Fermented Malt Beverage ad Class A "Liquor" Cider Only License Application - Kwik Trip Inc dba Stop-N-Go 1207 located at 1001 E Main St.**

No public comment is heard during the Public Hearing.

Motion Vanderkin, second Matoushek to approve the Class A Fermented Malt Beverage ad Class A "Liquor" Cider Only License to Kwik Trip Inc dba Stop-N-Go 1207 located at 1001 E Main St. Motion carried 6-0 on roll call.

CONSENT AGENDA

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

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

BOARDS, COMMITTEES, COMMISSIONS

3. **Appointment to Plan Commission - Jason Whitford**

Motion Matoushek, Siebers to accept the appointment of Jason Whitford to the Plan Commission. Motion carried 6-0 on roll call.

4. **Appointment to Board of Public Works - Andrew Sullivan**

Motion Langford, second Matoushek to accept the appointment of Andrew Sullivan to the Board of Public Works. Motion carried 6-0 on roll call.

5. **Acceptance of Resignation to the Board of Review - Jon Dobbratz**

Motion Kaczmariski, second Siebers to accept Jon Dobbratz resignation to the Board of Review. Motion carried 6-0 on roll call.

ORDINANCES-RESOLUTIONS

6. **Ordinance to Amend Ch.8.02 (8) entitled Orderly Conduct and Ch. 9.02(2) Public Nuisances Affecting Health**

Motion Kaczmariski, second Westphal and adopt Ordinance # 22-09 to amend Ch. 8.02(8) entitled Orderly Conduct and Ch. 9.02(2) Public Nuisances Affecting Health regarding feral cats. Motion carried 5-0 on roll call with Matoushek abstain.

7. Ordinance to Amend Chapter 6.03(2) entitled "Traffic Code" to add a Stop Sign at Sommerville/Rounsville
Motion Kaczmariski, second Vanderkin to adopt Ordinance # 22-10 to amend Chapter 6.03(2) entitled Traffic Code to add a Stop Sign at Sommerville/Rounsville. Motion carried 6-0 on roll call.

8. Resolution Establishing Fees for 2023 Solid Waste and Recycling Collection Service in the City of Waupun
Motion Westphal, second Matoushek to approve Resolution 11-29-22-01 Establishing Fees for 2023 Solid Waste and Recycling Collection Service in the City of Waupun. Motion carried 6-0 on roll call.

CONSIDERATION - ACTION

9. ACTION: 2023 WisDOT Public Transit Assistance Program Operating Grant Application (Roll Call)
Motion Matoushek, second Siebers to approve submission of the 2023 Public Transit Assistance Program operating grant application. Motion carried 6-0 on roll call.

10. ACTION: 2023 Additional Building Permit Fee (Roll Call)

Due to the implementation of new code enforcement and permitting software at a cost of \$6,000 annually and the hiring of a part-time code enforcement officer at an additional cost estimated at \$5,000 annually, Council is asked to consider a new \$45 administrative fee that would be added to each building permit issued in the City. 100% of the administrative fee collected would be retained by the City and used to offset the costs for both software and code enforcement labor.

Council will review this at a future meeting.

11. DISCUSSION: Destination Lake Winnebago Region Annual Report

Liz Engh, Lisa Lefeber, Erin Lund, and Craig Molitor from Destination Lake Winnebago Region are present to recap the 2022 annual report of tourism marketing and promotion work specific to Waupun and Schlieve provides an overview of the new Local Tourism Campaign and Grant Program that will launch in 2023.

12. DISCUSSION: Purchasing Policy

It has come before the Council to review the Purchasing Policy in order to purchase locally versus bidding of non-construction related purchases only (construction projects are governed by WI Stat. 62.15).

13. DISCUSSION: Neighborhood Investment Fund Grant Project for the Waupun Senior Center

Schlieve provides a project update and overview of next steps for the new senior center project.

CLOSED SESSION

At 7:47p, Motion Matoushek, second Siebers to adjourn to closed session under Section 19.85 (1) (g) of the WI Statutes for purposes of VanBever-Stuebs CSM Extraterritorial Review. Motion carried 6-0.

RECONVENE TO OPEN SESSION

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

ACTION FROM CLOSED SESSION

No action in open session.

ADJOURNMENT

At 8:23pm, Motion Vanderkin, second Matoushek to call the meeting adjourned. Motion carried 6-0.



Waupun Police Department Total Call Report



From: November 01, 2022 To: November 30, 2022

Agency	Incident Type	Total Incidents	WP		
WP	911 CHECK	31		FOOT PATROL	9
	911 MISDIAL	2		FOUND ANIMAL	1
	ABANDONED VEHICLE	1		FOUND PROPERTY	8
	ACCIDENT	6		FRAUD COMPLAINT	2
	ACCIDENT W/BLOCKAGE	1		FUNERAL ESCORT	3
	ACCIDENT W/INJURY	1		GAS DRIVE OFF	4
	AMBULANCE	48		HARASSMENT	2
	ANIMAL BITE	1		HIT AND RUN	5
	ANIMAL COMPLAINT	6		HOUSE WATCH REQUEST	24
	ASSIST AGENCY	17		INFORMATION TO DOCUMENT	6
	ASSIST CITIZEN	32		INTOXICATED	4
	ASSIST MOTORIST	2		INTOXICATED SUBJECT	2
	ATTEMPT TO LOCATE	1		INTRUSION ALARM	7
	BUILDING CHECK	79		JUVENILE PROBLEM	1
	CAR VS DEER	1		LITTERING	1
	CHECK WELFARE	25		LOITERING	5
	CHILD ABUSE/NEGLECT	1		LOST ANIMAL	2
	CHILD CUSTODY	2		MUTUAL AID	1
	CHILD LET AT SCHOOL	1		NEIGHBOR DISPUTE	1
	CIVIL PROBLEM	1		NEIGHBORHOOD POLICING	1
	DIRECTED AREA PATROL	209		NOISE COMPLAINT	2
	DISABLED VEHICLE	3		NOTIFY MED EXAMINER	3
	DISORDERLY CONDUCT	6		OFFICER STANDBY	3
	DOMESTIC	2		ORDINANCE VIOLATION	4
	DRUGS/NARCOTICS	4		PARKING ENFORCEMENT	18
	EXTRA PATROL	77		PATROL ASSIST FIRE	11
	FOLLOW UP	28		PORNOGRAPHY	2



Waupun Police Department Total Call Report



From: November 01, 2022 To: November 30, 2022

WP	PROBATION HOLD VIOLATION	2
	RECKLESS DRIVER	7
	REPOSSESSION	4
	SCAM COMPLAINT	3
	SEXUAL ASSAULT	1
	SHOPLIFTER	1
	SPECIAL ASSIGNMENT	5
	SUBJECT STOP	2
	SUSPICIOUS ACTIVITY	8
	SUSPICIOUS VEHICLE	14
	TAVERN CHECK	4
	THEFT	7
	THREATS COMPLAINT	3
	TRAFFIC COMPLAINT	1
	TRAFFIC ENFORCEMENT	3
	TRAFFIC PROBLEM	7
	TRAFFIC STOP	106
	TRUANCY	1
	VANDALISM	2
	VEHICLE LOCKOUT	1
	WARRANT	1
	WARRANT OTHER AGENCY	3
	WRONG WAY	1
	Total	907
Total		907

Waupun Police Department Update –November Report

Training – Officer Dumke Attended Field Training Instructor Course. Officer Hague attended Advanced Roadside Impaired Driving Enforcement. Officer Warner completed DAAT Training.

Events/Reports –

Life Saving Awards to Officer Hague and Cedarquist

Bi-annual drug drop-off to WSP – 44 pounds total weight

Veterans Day- Officer Dumke 10 years, Army, combat Medic and Officer Gile 7 years, Army, Military Police

Staffing/Hiring process – School Resource Officer Hraban is retiring Dec. 31st. This position will be posted internally. Patrol Officer Position was offered to Jaret Knudson which he accepted and will be sworn in on December 13th. Officer out on FMLA. Officer Warner in Field Training. Started a new hiring process to fill one vacancy.

Upcoming Events

FDL Shop w/ Cop- Thursday Dec. 8th @ 5:30pm

Dodge Shop w/ Cop- Saturday Dec. 10th @ 7:30 am

Breakfast w/ Santa- Saturday Dec. 10th @ 9:30 am

Briefs:

On 11/1/22 at approximately 3:36am, police responded to a business on Shaler Dr for a report of a stranded person from Oklahoma. Police made contact with a 29 year old Oklahoma woman who was attempting to return to her residence, but had no means of travel. Later in the morning an officer was able to secure donations for a train ticket for the woman. The Dodge County Sheriff's Office transported the woman to the Columbus, WI train station. Thanks to the Waupun Food Pantry, Heritage Ridge Travel Plaza, and Officer Gile for the donations.

*****On 11/2/22 at approximately 8:33pm, police, Waupun EMR, and Lifestar Ambulance responded to a residence on E Lincoln St. for a possible overdose. Police administered Narcan and CPR to a 24 year old man. EMS provided further medical care to the man and the man regained consciousness. Officer Hague and Officer Cedarquist were both awarded life-saving awards. Great job Officer Hague and Officer Cedarquist!*****

On 11/7/22 at approximately 1:38pm, police responded to a residence on Carrington St reference a check welfare incident. Police were informed that a 44 year old woman was currently out of state with a 46 year old man and the woman had contacted a family member stating she was in danger and being held against her will. It was learned that the phone belonging to the woman was in the St Louis area prior to the phone service being disconnected. The following day police obtained information that the woman and man may be travelling to Portage, WI for a court date. The city of Portage Police Department made contact with both subjects and an investigation was completed by their department reference injuries to the woman and being held against her will.

On 11/9/22 at approximately 12:55am, police responded to a residence on S Watertown St for a report of an unwanted intoxicated person refusing to leave the complainants residence. Police made contact with a 54 year old woman and escorted her across the street to her residence. The woman attempted to retrieve house keys from her pocket and as she did that she pulled out a pipe commonly used to smoke marijuana. The pipe was seized and additional marijuana was seized. The woman was cited for Possession of THC and Drug Paraphernalia and released.

On 11/9/22 at approximately 10:20am, police responded to a residence on W Lincoln St for a warrant pick up. A 31 year old man was taken into custody on a Probation and Parole Warrant. A 32 year old woman was cited for Possession of Drug Paraphernalia. The man was transported to the Fond du Lac County Jail.

On 11/9/22 at approximately 3:32pm, police responded to a business on E Main St for a report of theft by an employee. The business reported a significant amount of money and property had been stolen over the past 2 years. The complaint remains under investigation and the employee has been terminated.

On 11/10/22 at approximately 12:33am police responded to a residence on Rock Ave for a report of a disorderly intoxicated subject. A 19 year old man was taken into protective custody and later transported to a Detox facility.

On 11/16/22 at approximately 10:12pm, police responded to a business on W Main St reference a check welfare incident for a male acting disorderly. Police located a 19 year old man who was issued a citation for underage drinking and transported to his residence.

On 11/19/22 at approximately 7:28pm. Police responded to a business on Shaler Dr reference a probation violation. Police located a 54 year old man who was violating the conditions of his probation. Probation declined to take the subject into custody and he was released.

On 11/22/22 at approximately 12:33am, police conducted a traffic stop on Beaver Dam St at W Jefferson St. A 22 year old man was cited for Operating After Revocation – 2nd Offense.

On 11/22/22 at approximately 1:41pm, police conducted a traffic stop on W Lincoln St at Waubun Ave. A 44 year old woman was taken into custody for Operating While Intoxicated – 1st Offense. The woman was later released to a responsible party.

On 11/22/22 at approximately 9:01pm, police conducted a traffic stop on E Main St at S forest St. A 33 year old man was cited for Possession of Controlled Substances and Speeding.

On 11/23/22 at approximately 7:01pm, police responded to the area of N Harris Ave and Newton Ave for a report of a disturbance. A Disorderly Conduct charge was referred to the Fond du Lac County DA's Office against a 19 year old man. The man was also cited for Underage Alcohol Consumption.

On 11/24/22 at approximately 5:32pm, police conducted a traffic stop on E Main St at Young St. Two counts of Felony Bail Jumping and one count of Operating After Revocation were referred

to the Dodge County DA's Office against a 33 year old man. The man was taken into custody on a Probation and Parole Hold, then transported to the Fond du Lac County Jail.

On 11/25/22 at approximately 5:21pm, police conducted a traffic stop on River Rd at E Spring St. A 39 year old man was cited for Operating After Revocation.



Waupun Fire Department

16 E. Main Street Waupun, WI 53963

Non-emergency Number: 920-324-7910

B.J. DeMaa, Chief
bjdema@waupunpd.org

Monthly Report

Date: November 8, 2022
 To: Mayor, Council, City Administrator, and PFC
 From: Fire Chief, B.J. DeMaa
 Re: October report

Fire Calls:

There were thirteen (13) fire & rescue calls in the month of October for a total of one hundred seventeen (117) year-to-date. EMRs ran a total of forty-six (46) medical calls in the month of September for a total of three hundred ninety-five (395) year-to-date.

Average Fire Personnel Response (excluding mutual aid & shift calls):		
	Avg # of Responders	% of Total Department
4A – 8P	9.7	35%
8P – 4A	14.5	52%

* Current roster is 28 members.

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

RED = below recommended industry best practices

GREEN = meets industry best practices

Average Fire Personnel Response (excluding mutual aid & shift calls) YTD:												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
4A – 8P	10.4	11.6	11.5	14.8	11.2	11.0	9.8	9.8	9.7	9.7		
8P – 4A	13.3	5.0	11.6	11.5	16.0	12.3	8.0	10.0	17.0	14.5		

Notes:

- 5 mutual aid calls for the month (4 to Beaver Dam, 1 to Ripon)
- Numbers suggest staffing is a 24/7 issue.

Call Summary:

Emergency Medical Responder Calls YTD:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0	59	45	54	44	50	48	49	46				395

Notes:

- **Total calls EMRs first on scene – 17 (43%)**
- **Avg. arrival time before contracted service – 2.2 minutes** (does not include mutual aid calls)
- **Mutual aid requests – 2**
- **Calls covered by Fire Chief/Assistant Fire Chief during work day – 3 (8%)**
- **2 calls not covered by EMRs – both took place during daytime hours M-F**



2022 Fire Department Strategic Initiatives Update:

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

#2 – Add EMR response vehicle:	
Purchase EMR response vehicle:	Complete
Within approved budget	Complete

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

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

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

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

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

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

November 8, 2022

Code Enforcement:

Has been shifted to PD



Waupun Fire Department

16 E. Main Street Waupun, WI 53963

Non-emergency Number: 920-324-7910

B.J. DeMaa, Chief
bjdema@waupunpd.org

Monthly Report

Date: December 8, 2022
 To: Mayor, Council, City Administrator, and PFC
 From: Fire Chief, B.J. DeMaa
 Re: November report

Fire Calls:

There were thirteen (13) fire & rescue calls in the month of November for a total of one hundred thirty (130) year-to-date. EMRs ran a total of forty-two (42) medical calls in the month of November for a total of four hundred seventy-seven (477) year-to-date.

Average Fire Personnel Response (excluding mutual aid & shift calls):		
	Avg # of Responders	% of Total Department
4A – 8P	7.8	29%
8P – 4A	N/A	NA%

* 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.

RED = below recommended industry best practices

GREEN = meets industry best practices

Average Fire Personnel Response (excluding mutual aid & shift calls) YTD:												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
4A – 8P	10.4	11.6	11.5	14.8	11.2	11.0	9.8	9.8	9.7	9.7	7.8	
8P – 4A	13.3	5.0	11.6	11.5	16.0	12.3	8.0	10.0	17.0	14.5	NA	

Notes:

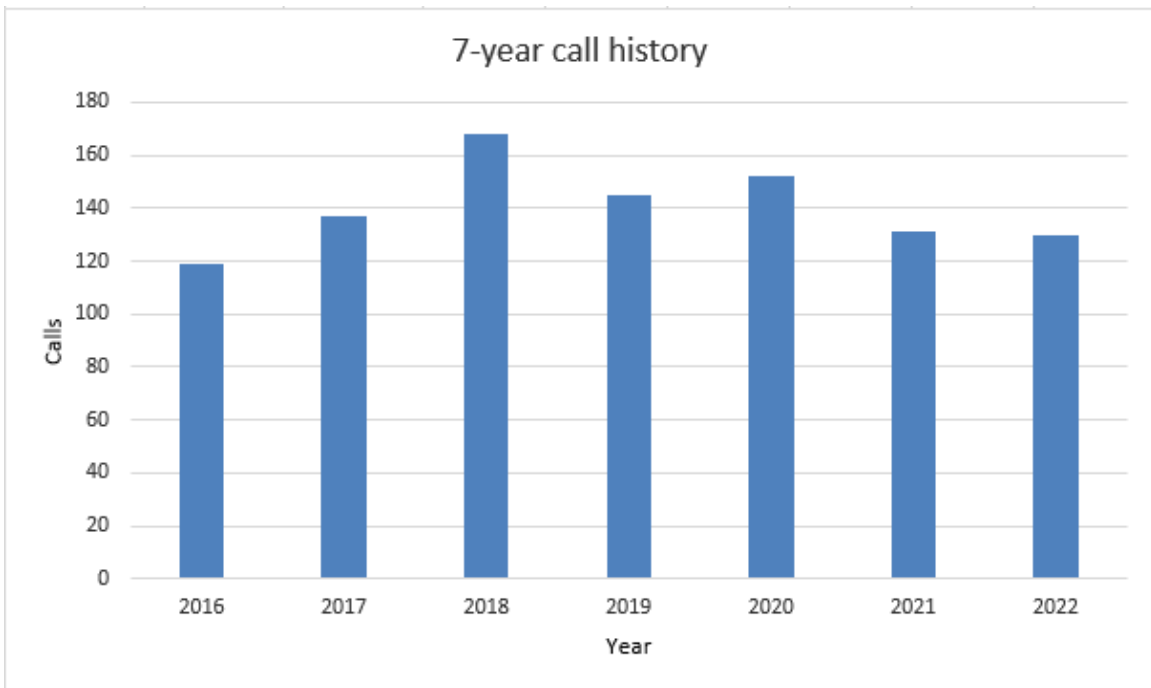
- 2 mutual aid calls for the month (1 to Eden, 1 to Kingston)
- Numbers suggest staffing is a 24/7 issue.

Call Summary:

Emergency Medical Responder Calls YTD:												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
0	59	45	54	44	50	48	49	46	40	42		477

Notes:

- **Total calls EMRs first on scene – 11 (26%)**
- **Avg. arrival time before contracted service – 1.5 minutes** (does not include mutual aid calls)
- **Mutual aid requests – 0**
- **Calls covered by Fire Chief/Assistant Fire Chief during work day – 3 (7%)**
- **1 calls not covered by EMRs –took place during daytime hours M-F**



2022 Fire Department Strategic Initiatives Update:

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

#2 – Add EMR response vehicle:	
Purchase EMR response vehicle:	Complete
Within approved budget	Complete

#3 – Establish back-up ambulance capabilities to mitigate service failures as call volume rises.	
Lifestar to secure mutual aid agreements	No response from Lifestar on status update – amendment to contract auto-renewed (x2)
Increase EMR training to EMT-Basic level	In progress – 3 EMRs enrolled in EMT-B
Equip EMR unit with EMT-Basic equip.	2 grants received; equip being ordered

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

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

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

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

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

December 8, 2022

Code Enforcement:

Has been shifted to PD

Chocolate LIBRARY	MONTHLY REPORT TO COMMON COUNCIL December 2022
Subject	Summary
Statistics	Through the end of November, the library circulated/downloaded/loaned 119,857 items, curbside/window service handled 985 transactions, and the gate count was 44,871 people.
Programming	With the additions of movie nights and game nights, the library’s programming is back to pre-covid levels. Our book club has doubled in size and we are now discussing ways to manage this unanticipated success.
Interactive movie	Recently, staffer Heather Van Buren led an interactive movie event with the movie “Home Alone.” For those not familiar with these events, here are some examples: when you see a gold tooth, eat a gold chocolate coin; see a tommy gun scene on tv, pop bubble wrap; anyone eats pizza, eat a pizza-flavored gold fish, hear Christmas music, shake your jingle bell and dance, and so on throughout the movie. 36 kids attended this fun program.

RECREATION DEPARTMENT	MONTHLY REPORT TO COMMON COUNCIL DECEMBER 13, 2022	
Activity/Project	Status	Notes/Other
Senior Center Attendance - November	1,253 participants	Open 20 days Average daily attendance: 62 participants
Senior Center Rentals - November	3 rentals	
Senior Center Meals - November	190 curbside 369 mobile	
Senior Center Upcoming Special Activities/Events		<p>Holiday Parade kids goodie bags on December 1</p> <p>Holiday Parade on December 2 participation and building open for the seniors to watch inside</p> <p>Responding to Letters to Santa from December 12 – December 16</p> <p>Senior Center Christmas Sweater Party on December 13</p> <p>Pool League starts on December 13</p>

DATE: December 13, 2022			
Project	Status		Other
GFL Transition	GFL has a third party vendor in the week of December 12 th delivering new carts to residents. Dumpsters will be delivered to facilities within the next 2 weeks. Residents are reminded to make sure to have carts out to the curb the night before pickup as the week of December 26 th will be the last pickup with Waste Management. Please leave carts at the curb and WM will have a 3 rd party pick carts up.		
Railroad repair on Main St. is scheduled to start June 13 th 2023	Wisconsin Southern Railroad has confirmed the start date. The closure of Main St. is anticipated to last about 4 days		
Energy Innovation Planning Grant	Slipstream met with City Staff to look at 3 facilities the Safety Building, Library and City Hall.		
New Senior Center Grant	We continue to have meetings with Cedar Corp. and staff. The plans are to have a project to bid April/May time period with construction to start in June.		
Bayberry Lane Street Project	We have submitted for the phase 2 of this project. We have a meeting setup with R&R Wash later this week with construction anticipated to start in April 2023		
Staff continues to work on Bids for 2023.	We should have most of our project ready to bid in January		
Winter weather season	Please follow all winter parking rules and have sidewalks cleared within 24hours after a snow event		
Staff are working on facility maintenance along with equipment repairs	This is the time of year that staff can get caught up on some of those repairs at buildings. We are also doing vehicle and equipment maintenance.		



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: November 14, 2022
SUBJECT: General Manager Report

Electric Department Update:

Power Outages

- October 12th at 10:40 am, a power outage was reported on County Hwy M north of town. A lightning arrester failed causing a phase-to-phase fault. The fault caused the upstream over current device to operate and isolate the outage. Equipment was replaced, overcurrent device refused and power was restored at 11:30 am. The outage affected 6 customers.

Central Wisconsin Christian School (CWC)

- Crews completed a scheduled service outage for CWC on October 20th. During the outage, crew relocated the service transformer, transferred load to new primary cable, and removed old electric service.
- A new primary cable extension was installed to provide power to a bus garage for CWC.

United Cooperative

- Staff is working to design the new electric infrastructure needed to support the additional load requirements for the United Cooperative project. We are working with vendors to secure new equipment needed for the project and meet the timeline for new projected startup dates.

Waupun Memorial Hospital Project

- The hospital requested that some of the electrical infrastructure on the north side of the hospital be relocated to accommodate an addition to the parking lot. Overhead lines were converted to underground lines and transformers were relocated to Beaver Dam St.

General Manager Update:

Tax Roll

- Tax roll letters were generated on October 13th for 432 customer accounts that had delinquent balances subject to 2022 tax roll. As of November 1st, the number of customers eligible for tax roll was down to 105 accounts. A 10% penalty was applied on November 1st for those accounts that still had a delinquent balance owed. Any outstanding balances plus penalty, if unpaid by November 15th, will be transferred to the tax roll.

WPPI Orientation

- On October 25th Mayor Bishop and Utility Commissioner Nate Daane attended Orientation to WPPI Energy in Sun Prairie. The orientation covered topics including: Organizational Overview, Power Supply, Government Relations, and Support Services Overview. We also had the opportunity to tour WPPI's Systems Operation Control room, ask operators questions about power supply, and see how the grid was operating in real time. Please let me know if anyone would like to attend the spring orientation.

Staff Training

- WU staff completed CPR, First Aid, AED and Blood Born Pathogen training. Electric department staff also completed annual pole top rescue training.

PSC Third-Party Ownership Dockets

- The question of whether or not solar developers can own solar generation facilities without being regulated as public utilities is one the Public Service Commission (PSC) of Wisconsin has considered multiple times over the years. Now, for the first time, the PSC has expressly decided to take up the question as the subject of possible declaratory relief in a pair of proceedings. Evidentiary hearings took place in late October and a final decision from the Commission is expected on December 1st. Legislative leaders recently sent a letter to the PSC to share their thoughts about the PSC dockets. MEUW and WPPI are actively engaged as an intervenor and will continue to provide updates.

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



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: November 9, 2022
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

Cutler Hammer soft start installation at Well #5 is complete. There was an 8-month lead-time for this replacement. Due to this extended down time of the well, test pumping to waste and analytical sampling were conducted to confirm no pump curve changes or water characteristic changes. The well is back in service under normal rotation.

RO conductivity internal probing on RO 1 and RO 2 is complete. Both systems' conductivity shows no signs of membrane fouling. Manufactures recommended life is 3-4 years before replacement; these sets of membranes were installed in 2016. The extended life is due to the upstream pretreatment and operational adjustments to protect the membranes.

Staff completed quarterly auxiliary operation of stand by generator at the water treatment facility and well 4. This is a quarterly requirement by the WDNR.

Wastewater Treatment Facility:

There are no call-ins to report this month.

Staff has considerable involvement with the switch over of process logic controllers (PLC) and programing changes. Involvement ranged from verifying input/output (I/O) on equipment to proper operational control of processes.

Butters-Fetting has completed annual boiler inspection and tuning. The inspection identified several deficiencies that required repairs and rebuilding of components.

Inspections and maintenance of all exterior tanks have been completed for the season.

Distribution/Collection System Crew:

There was one call-in to report this month for a damaged hydrant. The hydrant was hooked by a semi, which managed to pull the hydrant off the water main creating flooding and water discoloration in the Main St. and Shaler Dr. intersection. The crew isolated the main and made repairs to the hydrant and main. There was a total of 338,000 gallons of water lost over a 45 min period.

Distribution/Collection System Crew Continued:

With the aid of our loggers and correlator, the crew has identified and repaired (4) service leaks and (2) main line valve leaks this past month.

Wastewater Treatment Facility ABNR Update:

A brief progress slide presentation will be presented at the commission meeting.

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



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: November 14, 2022
SUBJECT: September 2022 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

The electric utility construction activity consisted of rebuilding overhead line in the back lot of Bly and Division streets in addition to continued work installing new infrastructure for customers. The water and sewer utilities incurred \$212,700 in project costs for South Madison Street reconstruction. Construction at the WWTF continues with monthly Disbursement Requests processed through the USDA.

Plant activity consisted of the replacement of gear motors on the belt press (\$8,732) at the WWTF and \$9,154 to replace the pump and floats at the Brandon Street lift station.

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

Sales

Electric

- Monthly kWh sales were **6.5% above** budget & **2.2% higher** than September 2021 on slightly lower sales to Residential and Small Power customers.
- YTD kWh sales were **3.0% above** budget & **1.6% higher** than September 2021 YTD actual sales.

Water

- Monthly sales units of 100 cubic feet were **4.3% above** budget & **10.6% higher** than September 2021 with increased sales to Industrial customers.
- YTD water sales were **4.2% above** budget & **5.0% higher** than September 2021 YTD actual sales due to an Industrial customer experiencing a leak in their production process that has persisted for much of the year.

Sewer

- Monthly sales units of 100 cubic feet were **6.2% below** budget & **1.6% lower** than September 2021 sales due to lower Public Authority volume. Sales to the Department of Corrections facilities continue to remain lower beginning in the spring of 2020 and have not returned to historical averages.
- YTD sewer sales were **7.8% below** budget & **5.8% lower** than September 2021 YTD actual sales.

Income Statement

Electric

- Operating revenues and purchased power expenses were **above** budget \$1,226,800 and \$1,129,700, respectively, due to overall higher purchased power costs from higher market energy prices passed through WPPI. This trend is expected to continue for the remainder of the year due to higher energy market volatility.
- Gross margin was \$97,200 **above** budget.

- Operating expenses were \$49,700 *below* budget primarily due to lower distribution maintenance costs than budgeted and the crews working on capital projects for customers.
- Operating income was \$374,100 or \$216,200 *above* budget from lower operating costs and the annual billings for joint pole attachments to communication companies, which occur in January of every year and totaled \$76,500.
- Net income was \$363,100 or \$236,200 *above* budget primarily from increased sales and timing of the joint pole attachment billings to communications companies.

Water

- Operating revenues were \$28,400 *above* budget due to overall higher consumption for one Industrial customer who continues to experience a water leak in their production line process.
- Operating expenses were \$104,100 *below* budget on lower treatment and distribution expenses including the abandonment of Well #1 originally budgeted for rehab in 2022.
- Operating income was \$580,700 or \$138,700 *above* budget from lower than budgeted operating expenses, primarily due to few distribution main breaks than budgeted.
- Net income was \$476,800 or \$162,200 *above* budget.

Sewer

- Operating revenues were \$81,100 *above* budget despite continued lower consumption from the Department of Corrections facilities. Trucked in waste revenues increased from the prior months, which led to the increase.
- Operating expenses were \$74,500 *below* budget due to lower laboratory and maintenance-related costs at the WWTF.
- Operating income was \$245,600 or \$162,600 *above* budget.
- Net income (loss) was \$1,602,500 or \$1,735,200 *above* budget as the utility received its first grant distribution from the USDA for \$1,619,000. Without this contribution, net income (loss) was (\$16,500) for the month and a net (loss) of (\$132,700) compared to year-to-date budget.

Balance Sheets

Electric

- Balance sheet *decreased* \$119,800 from August 2022.
- Accounts receivable *decreased* \$286,600 due to higher market energy costs passed through the monthly PCAC charges in the prior month offset by a *decrease* of \$150,900 in Accounts Payable from the monthly purchased power billing.
- Unrestricted cash *increased* \$179,500 due to the timing of payment of our monthly power bill and collections through the PCAC charge from customers and \$11,000 in interest-only payments on debt.
- Net position *increased* \$35,600 from August 2022.

Water

- Balance sheet *decreased* \$37,600 from August 2022.
- Total unrestricted cash *decreased* \$132,500 primarily due to payments associated with the South Madison street reconstruction project and \$50,600 in interest-only payments on debt.
- Net position *increased* by \$19,300.

Sewer

- Balance sheet *increased* \$4,700 from August 2022 due to month-to-month fluctuations in payables associated with construction work in progress at the WWTF offset by Disbursement Reimbursements from the USDA. Beginning in September 2022, the utility began receiving grant disbursements from the USDA to fund the remaining portion of the WWTF upgrades.
- Unrestricted cash *decreased* \$91,900 due to payments associated with the South Madison street reconstruction project and required monthly transfers for debt service.
- Net position *decreased* \$1,000 due to the South Madison street construction outflows.

Cash and Investments

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

- Total cash and investments *increased* \$50,900 or **0.6%** from August 2022 due to increased sales in the prior month offset by payments associated with the South Madison street reconstruction project and interest payments on debt.
- Received interest and distributions of \$6,300 and recorded an unrealized *negative* market adjustment of (\$24,900), along with \$500 in management fees, resulting in a net portfolio (unrealized) *loss* of (\$19,100) for the month.
- Total interest and investment income earned (excluding market value adjustments) on all accounts for the month was \$11,500 and \$74,500 year-to-date.

OTHER FINANCIAL MATTERS

WWTP Upgrade – Construction Update and Progress

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

Total Project Budget (As of 4/14/2021):	\$ 36,008,000
Total Authorized Funding (As of 5/31/2022):	\$ 37,508,000
Total Project Costs to Date (Thru 11/10/2022):	\$ 31,137,199
Loan Draws – Project to Date: (Thru 11/10/2022):	\$ 27,807,000
Grants Provided (Thru 11/10/2022):	\$ 3,121,000
Disburse Request #18 – Requested (9/13/2022):	\$ 1,110,588
Disburse Request #17, 18 – Paid (10/13/2022):	\$ 1,502,000

Tax Roll Process

The utility mailed tax roll notice letters to customers on October 14, 2022 notifying them of the tax roll timeline and process in accordance with Wisconsin State statutes. As of November 1, 2022, customers were assessed a 10% penalty on their outstanding balance. The outstanding balances (including penalty) will be transferred to the tax roll on November 15, 2022.

2023 Utility Budget Process

See separate 2023 Budget packet for detailed analysis of the final proposed budget.

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

Administrative Report for November 2022

Prepared by K Schlieve, 12/8/22

Personnel

- Recruitment for Code Enforcement position is in process.
- Working on updates to our hiring practices to streamline processes, increase access to job applicants and standardize our procedures across all departments.
- Evaluating modified/light duty policy language for future consideration.

Policy Work:

- Advanced work on a local preference policy as part of an update to the City's purchasing policy.

Grants Work:

- Preliminary site plan designs for Senior Center complete. Work is commencing on architectural design. We expect to have final designs in April 2023 with bid submittals initiated shortly thereafter.
- Work on the Healthcare Infrastructure Grant is in process. We are currently evaluating equipment needs and anticipate ordering remaining equipment within the next month.
- Working on reconciliation of Stone & Suede and back alley improvement.
- We are writing for a new Vibrant Spaces Grant to fund place-making improvements in the downtown green space in cooperation with CDA and BID. Applications are due January 31, 2023. The focus of the application will be on advancing improvements in the green space downtown per our proposed Streetscaping Plan.
- Work is commencing on a grant obtained from UW Extension to support implementation of the City's Market Analysis completed in 2021.

Administration:

- Planning is underway to support a strategic planning process in Q1/2 of 2023.
- Plannign underway for Community ARPA Listening Sessions.

2022 CITY OF WAUPUN - GRANT FUNDING REPORT / ARPA ALLOCATION
 Updated December 8, 2022

Grant	Purpose	*Status	Comments	Grant Manager	Grant Period	Request	Award	Reimbursement	Outstanding Funds	City Match
Storm Water Study - 50% match	WI DNR UNPS planning grant for '22 Storm Water Study - 50% match	Approved	50% match	Daane	2022	\$ 24,100	\$ 24,100		\$ 24,100	\$ 24,100
PSC Energy Innovation Planning Grant	Energy Innovation Planning Grant	Approved	Agreement Executed Planning in process	Daane	2022	\$ 50,000	\$ 50,000		\$ 50,000	\$ 8,511
CEASE Program (Police)	Federal Funds passed through State	Pending		Louden	2022	\$ 1,370			\$ -	\$ -
Federal American Rescue Plan Act - DOA Police Grant	DOA Law Enforcement Agency Grant	Automatic	2 squad cams (\$15K). Balance of funds must be spent by May 2023.	Louden	2022		\$ 25,164		\$ 25,164	\$ -
CVMIC Safety Grant	Support Safety Improvements to reduce risks	Approved	2 body cameras	Hull	2023	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$ -
WI-DOT Local Road Improvement Grant	Rock / Newton Avenues Phase 2	Approved	Working to update street plan to reflect award	Daane	2025	\$ 400,000	\$ 400,000		\$ 400,000	\$ 488,260
DOA Healthcare Infrastructure Capital Grant	EMR Program Start Up Costs	Approved	Contracts executed and implementation underway.	Schlieve/DeMaa	2022-2024	\$ 204,864	\$ 204,864	\$ 65,836	\$ 139,028	\$ -
DOA Neighborhood Investment Fund Grant	Senior Center Construction	Approved	Contract executed; preliminary designs and budgets being created	Schlieve	2022-2024	\$ 4,995,425	\$ 4,995,425		\$ 4,995,425	\$ 204,555
Community Development Investment (CDI) Grant	Stone + Suede Renovations/Public Infrastructure	Approved	Contract executed; Working with Stone+Suede to implement	Schlieve	2022	\$ 134,000	\$ 134,000	\$ -	\$ 134,000	\$ 75,000
EDA Grant - COVID Relief	Infrastructure to Expand in Waupun Industrial Park	Denied	TID 9 creation underway to underwrite cost; Exploring alternative grant funding	Schlieve	2023-2024	\$ 2,400,000	\$ -		\$ -	\$ -
EMS Flex Grant	Advance EMR Services to EMT Basic Level	Awarded	Due July 11, 2022	Schlieve/DeMaa	2022-2023	\$ 268,599	\$ 268,600	\$ 134,300	\$ 134,300	\$ -
American Recovery Plan Act (ARPA) Non-Entitlement Community Funds	Pre-determined allocation based on population; prioritization plan needs to be determined	Automatic	2nd tranche received; Claimed lost revenue exemption in first reporting; Prioritization spending plan needs to be finalized.	Schlieve	2022-2024		\$ 1,172,183		\$ 1,172,183	
BIL / Road Improvement Grant	Federal Funds for local road improvements - submitting for Roosevelt, Park and Grace Streets	Denied	Submitted	Daane	2025-2026	\$ 1,619,290	\$ -		\$ -	\$ -
FDL Co Hwy Traffic Safety Grant	Seat belt / speed enforcement reimbursement	Automatic	January - March 2022	Louden	2022		\$ 756		\$ 756	\$ -
Main Street Bounceback Grant	Support business starts and fill vacant buildings; 16 businesses supported to date.	Applications	June 2021 - April 2023	Businesses Awarded	2021-2023	\$ 160,000	\$ 160,000	\$ 160,000	\$ -	
									\$ -	
					TOTAL	\$ 10,260,148	\$ 7,437,592			\$ 800,426