



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, September 12, 2023 at 6:00 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Virtual Access: <https://us02web.zoom.us/j/88975185869?pwd=THJ4VGdZc25vMmc5QXEVT01LdFhscz09>

Teleconference Access: 1-312-626-6799

Meeting ID: 889 7518 5869 **Pass Code:** 157171

CALL TO ORDER

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

ROLL CALL

PUBLIC HEARING

1. 2024 Waupun Taxi Fares

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

There will be no public participation after this point

RESOLUTIONS AND ORDINANCES:

2. Resolution Closing American Rescue Plan Act Fund
3. Resolution Establishing Reserve Funds for the Purpose of Enhancing Quality of Life Assets in the Community
4. Resolution Authorizing a \$100,000 Grant in Support of Waupun Hockey Association Floor Replacement Project
5. Resolution Authorizing a \$100,000 Grant in Support of Waupun Baseball Complex Turf Replacement Project

BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS (Roll Call Motion)

6. Certified Survey Map - Fox Valley Bank, 101 S Madison Street (Plan Commission 8/16/23)
7. Site Plan - Driveway Easement through City Property on Shaler Drive (Plan Commission 8-16-23)
8. Asphalt Paving Contract Wilcox St. (Board of Public Works 9/12/23)

CONSIDERATION - ACTION

9. Intergovernmental Cooperation Agreement for Operation of an Employee Health Clinic with Waupun Area School District
10. Service Agreement for Dedicated Employee Clinic with SSM Health Dean Medical Group
11. Agreement with Cedar Corporation to Engineer the Food Truck Alley

MAYORAL CORRESPONDENCE/PRESENTATIONS

12. Recognition of Public Power Week October 1-7, 2023

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

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

14. Zoning Board 4-3-23
15. Plan Commission 7-19-23
16. Council 8-8-23

- [17.](#) Transit Committee 8-10-23
- [18.](#) Utility Commission 8-14-23
- [19.](#) Police and Fire Commission 8-16-23
- [20.](#) Library Board 8-16-23
21. Committee of the Whole 8-29-23

DEPARTMENT REPORTS

- [22.](#) Police Department
- [23.](#) Fire Department
- [24.](#) Library
- [25.](#) Recreation
- [26.](#) Public Works
- [27.](#) Utilities
- [28.](#) Finance
29. City Clerk-Treasurer-HR
- [30.](#) 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: 9/12/23

TITLE: 2024 Waupun Taxi Fares

AGENDA SECTION: PUBLIC HEARING

PRESENTER: Casey Langenfeld, Director of Finance

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

Waupun Transit Committee held a meeting on August 11, 2023 in which recommendation to the Council to adopt the 2024 proposed fees was heard.

As required, the Public Hearing Notice was published on August 17, 2023 (21-30 days prior to the Public Hearing) in the official city newspaper, the Daily Citizen.

SUMMARY

- 2023 and 2024 taxi services continue to rise, with an estimated increase in operating expenses in 2024 of \$6,000.
- The City will need to purchase a new Taxi in 2024, with an estimated cost of \$50,000. Portions of this purchase will be paid by grant revenue and fund balance.
- Taxi expenses are covered by 3 sources: grant funding, fare revenue, city tax levy/fund balance
- The purpose of this request is to increase fare prices to assist in covering the operating expenses for the taxi.
- The future goal is to review these fares annually to make adjustments as needed with rising operating expenses.

STAFF RECOMMENDATION:

Adopt proposed 2024 taxi fare rates

ATTACHMENTS:

Taxi Financial Comparison of other WI Municipalities 2023 Fare Rates and City of Waupun 2024 Proposed Rates

RECOMMENDED MOTIONS:

Motion to adopt the proposed rates for the 2024 Taxi Fares

City of Waupun
Waupun Taxi Fares
1/1/2024

Fare Category	2023 Current Fare	2024 Proposed Fare
Regular/Adult	\$ 3.75	\$ 4.00
Senior	\$ 2.75	\$ 3.00
Disabled	\$ 2.75	\$ 3.00
Student	\$ 2.75	\$ 3.00
Extra Passenger	\$ 2.50	\$ 2.75
Package Delivery	\$ 9.50	\$ 10.00
Late-Night	\$ 5.25	\$ 6.00
Agency	\$ 9.50	\$ 9.75
Outside Service Area	\$ 2.25/mile	\$2.50/mile

2024 **Estimate** Taxi Budget

Taxi Fare Comparison - 2023 Fares

City	Adult	Senior	Disabled	Student	Additional	Parcel	Mileage	Special Fare	Agency*
Waupun	\$ 3.75	\$ 2.75	\$ 2.75	\$ 2.75	\$ 2.50	\$ 9.50	\$ 2.25	\$1.50 additional after 9Pm	\$ 9.50
Ripon	\$ 4.75	\$ 3.50	\$ 3.50	\$ 4.00	\$ 3.75	\$ 7.00	\$ 3.50	\$1.25 additional after 10pm	\$ 7.50
Watertown	\$ 4.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ -	\$ 8.25	\$10.00 flat out of town fee	\$2.25 corner stop	\$ 9.00
Waupaca	\$ 4.50	\$ 3.25	\$ 3.25	\$ 3.25	\$ 1.00	\$ 9.50	\$ 2.50	\$2.00 additional after 10pm	\$ 9.50
Beaver Dam	\$ 3.50	\$ 2.00	\$ 2.00	\$ 3.00	\$ 1.50	\$ 10.00	\$ 1.50	\$2.50 additional after 10pm	\$ 10.00
Berlin	\$ 3.00	\$ 2.00	\$ 2.00	\$ 2.00	\$ 0.75	\$ 1.00	\$ 1.50	n/a	\$ 10.00
Portage	\$ 4.75	\$ 3.50	\$ 3.50	\$ 3.50	\$ -	\$ 5.50	\$ 2.25	\$1.00 additional from 12am - 5am	\$ 10.00
Average	\$ 4.04	\$ 2.86	\$ 2.86	\$ 3.07	\$ 1.36	\$ 7.25	\$ 2.25	\$1.75 additional	\$ 9.36
Over/(under)	\$ (0.29)	\$ (0.11)	\$ (0.11)	\$ (0.32)	\$ 1.14	\$ 2.25	\$ -		\$ 0.14

CPI 2023	8%
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2024 Proposed Increase	\$ 4.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 2.75	\$ 10.00	\$ 2.50	\$2.00 add after 9PM	\$ 9.75
Change	\$ 0.25	\$ 0.25	\$ 0.25	\$ 0.25	\$ 0.25	\$ 0.50	\$ 0.25	\$ 0.50	\$ 0.25

*Agency fare is paid by human service agencies with subsidized dollars.

Estimated Impact of Fare Increase on Revenue

	YTD Trips 4/30/23	Annualized	Fare Income	Potential Revenue Increase
Agency	31	93	0.25	23
Other	4,844	13,164	0.25	3,291
Total	4,875	13,257		3,314

2024 **Estimate** Taxi Budget

Trip Count History

	2018	2019	COVID 2020	2021	2022	Est 2023	Est 2024
Annual Trips	11,339	11,092	8,803	10,571	13,195	14,676	14,676
Change from Prior Year	15%	-2.2%	-20.6%	20.1%	24.8%	11.2%	0.0%

Expense Comparison

	2022	Est 2023	Change	Est 2024	
Service Hours	5730.5	5731	0.5	5731	
Hourly Rate	\$ 31.23	\$ 31.23	0%	\$ 32.29	3.4%
	\$ 178,963.52	\$ 178,979.13	\$ 15.61	\$ 185,054.0	
Less Est. Rev Change			(3,314)		
			\$ (3,298.64)		

2024 Taxi Operating Grant Application

Estimated Operating Expenses	\$ 185,054
Estimated Grant Funding	50.0%
Estimated State/Federal Grant Funding	\$ 92,527

Estimated Operating Expenses	\$ 185,054	
Less - Estimated Grand Funding	\$ (92,527)	50%
Less- Estimated Fare Revenue	\$ (40,712)	22%
Estimated City of Waupun Share of Cost	\$ 51,815	28%

2024 Taxi Fund Levy	\$ 45,000
Fund Balance Applied	\$ 6,815
Current Fund Balance Available	\$ 5,964
GAP	\$ (851)

City will need to purchase a new vehicle in 2024.	
Estimated Cost	\$ 100,000
Estimated City Portion	\$ 50,000
Grant Payment	\$ 50,000

COMMON COUNCIL
CITY OF WAUPUN, WISCONSIN

RESOLUTION NO. _____

RESOLUTION CLOSING AMERICAN RESCUE PLAN ACT FUND

WHEREAS, the Federal Government signed the American Rescue Plan Act (ARPA) into law on March 11, 2021 that directed funds to the City of Waupun; and

WHEREAS, the City of Waupun established a restricted American Rescue Plan Act (ARPA) fund for dollars received under this federal program and in accordance with federal and state agency guidelines to ensure accurate accounting, monitoring, and reporting of the funds; and

WHEREAS, the Waupun Common Council has thoroughly evaluated community needs and determined that the full amount of ARPA receipt qualifies under the lost revenue provision of the uniform guidelines of the program as established by the Federal Government; and

NOW, THEREFORE, BE IT RESOLVED, the City of Waupun Common Council is hereby authorizing closure of the Restricted ARPA Fund previously established by Resolution and directing the City Administrator to transfer all remaining ARPA funds to the City of Waupun's General Fund to replenish lost revenue.

Adopted this 12th day of September 2023.

Rohn W. Bishop, Mayor

Attest:

Angela J. Hull, City Clerk/Treasurer

COMMON COUNCIL
CITY OF WAUPUN, WISCONSIN

RESOLUTION NO. _____

**RESOLUTION ESTABLISHING RESERVE FUNDS FOR THE PURPOSE OF
ENHANCING QUALITY OF LIFE ASSETS IN THE COMMUNITY**

WHEREAS, the Waupun Common Council has established goals to enhance the quality of life within the City of Waupun by directing funds to support community-based projects as well as the work of various public-private partnerships at work within the community;

NOW, THEREFORE, BE IT RESOLVED, that the City of Waupun Common Council is hereby directing the City Administrator to establish general fund reserves to support childcare stabilization, capital improvement of recreation assets, and work to advance projects related to the creation of the Waupun Senior/Community Center.

Adopted this 12th day of September 2023.

Rohn W. Bishop, Mayor

Attest:

Angela J. Hull, City Clerk/Treasurer

COMMON COUNCIL
CITY OF WAUPUN, WISCONSIN

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING A \$100,000 GRANT IN SUPPORT OF
WAUPUN HOCKEY ASSOCIATION FLOOR REPLACEMENT PROJECT**

WHEREAS, the Waupun Common Council values public-private partnerships focused on the betterment of Waupun, recognizing that significant volunteer hours contribute to the success of non-profit organizations like the Waupun Hockey Association to enhance the Waupun community; and

WHEREAS, the Waupun Hockey Association has requested funds from the City of Waupun to support substantial improvements to a City-owned facility, located at 510 E Spring Street, to replace the facility floor essential to maintain recreational ice, and furthermore, accepts responsibility for funding future maintenance and replacement costs to maintain the floor; and

WHEREAS, the ASSOCIATION has entered into a contract with Rink-Tec to complete the floor replacement project in the summer of 2025, and has commenced with a significant fundraising campaign to finance the balance of the floor replacement project; and

WHEREAS, the Waupun Common Council has determined support of non-profit youth sports organizations is necessary to maintain a strong quality of life in Waupun, and furthermore recognizes that the Waupun Hockey Association contributes to the economic wellbeing of the City by drawing visitors to the community;

NOW, THEREFORE, BE IT RESOLVED, that the Waupun Common Council authorize a One Hundred Thousand Dollar (\$100,000) reimbursement grant to the Waupun Hockey Association to support their floor replacement project; and

LET IT BE FURTHER RESOLVED that the Waupun Common Council directs the City Administrator to enter into a Grant Agreement with the Waupun Hockey Association that details the promises and covenants of this grant award to ensure transparency and accountability to the taxpayers of the City of Waupun.

Adopted this 12th day of September 2023.

Rohn W. Bishop, Mayor

Attest:

Angela J. Hull, City Clerk/Treasurer

COMMON COUNCIL
CITY OF WAUPUN, WISCONSIN

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING A \$100,000 GRANT IN SUPPORT OF
WAUPUN BASEBALL COMPLEX TURF REPLACEMENT PROJECT**

WHEREAS, the Waupun Common Council values public-private partnerships focused on the betterment of Waupun, recognizing that significant volunteers hours contribute to the success of non-profit organizations such as Waupun Little League, Waupun Legion Baseball, and Waupun High School Baseball to enhance the community; and

WHEREAS, Waupun Little League, Waupun Legion Baseball, and Waupun High School Baseball have collectively requested funds from the City of Waupun to support substantial improvements to the city-owned Waupun Baseball Complex located at 810 E Lincoln Street to replace field turf at the facility's four diamonds, which is nearing end of life; and

WHEREAS, Waupun Little League, Waupun Legion Baseball, and Waupun High School Baseball collectively have obtained quotes from Midwest Sport and Turf System to complete the turf replacement project and are committing to fundraise the balance of the turf replacement project; and, furthermore, that these groups as primary users of the complex accept responsibility for funding future maintenance and replacement costs for the life of the turf; and

WHEREAS, the Waupun Common Council has determined support of youth sports organizations is necessary to maintain a strong quality of life in Waupun, and furthermore recognizes that Waupun Little League, Waupun Legion Baseball, and Waupun High School Baseball contribute to the economic wellbeing of the City by drawing visitors to the community;

NOW, THEREFORE, BE IT RESOLVED, that the Waupun Common Council authorize a One Hundred Thousand Dollar (\$100,000) reimbursement grant to the groups using the Waupun Baseball Complex to support the turf replacement project; and

BE IT FURTHER RESOLVED that the Waupun Common Council directs the City Administrator to enter into a Grant Agreement with the baseball groups that details the promises and covenants of this grant award to ensure transparency and accountability to the taxpayers of the City of Waupun.

Adopted this 12th day of September 2023.

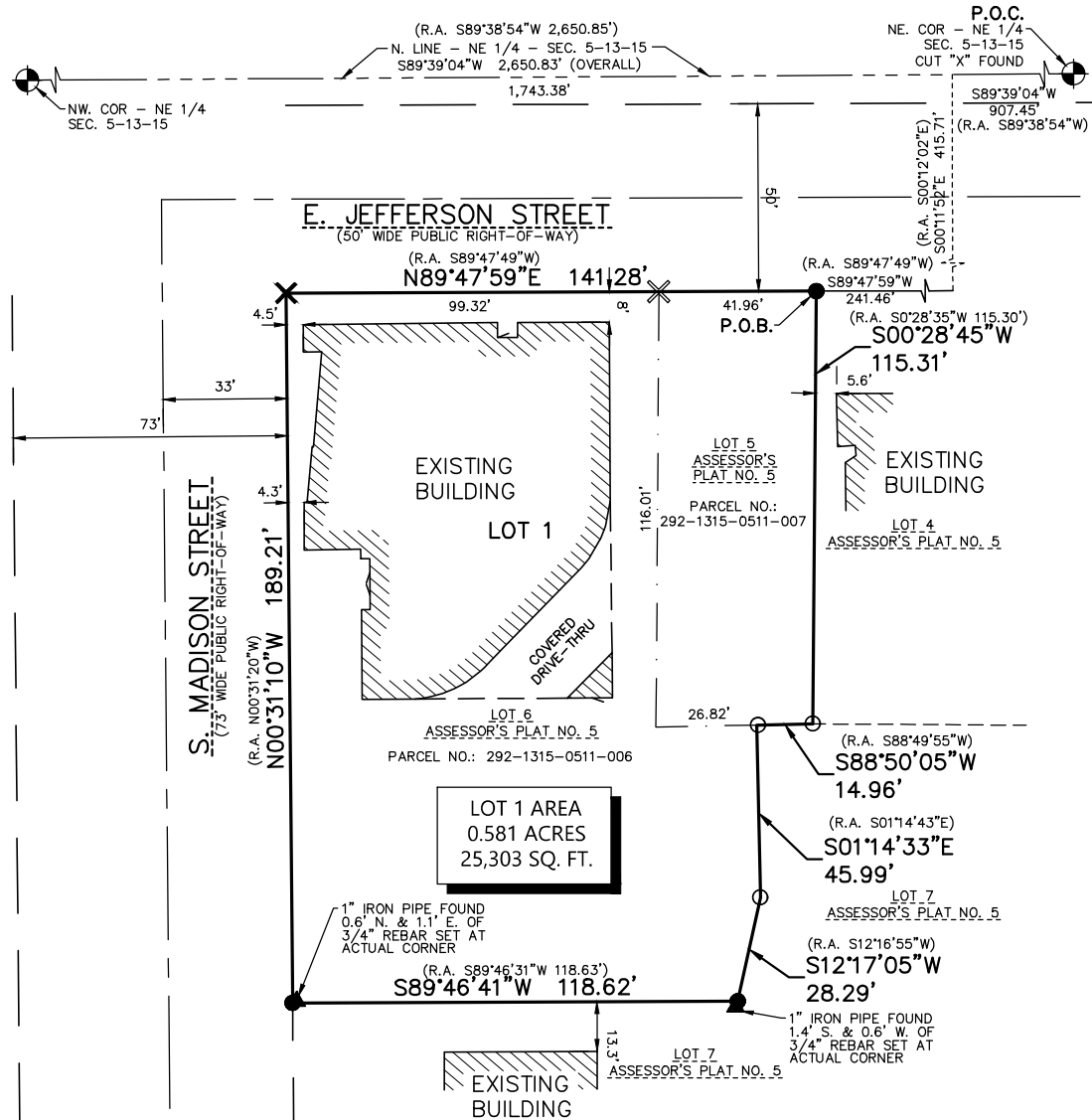
Rohn W. Bishop, Mayor

Attest:

Angela J. Hull, City Clerk/Treasurer

CERTIFIED SURVEY MAP NO. _____

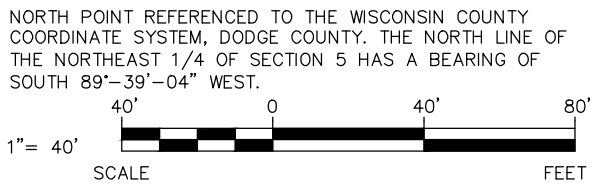
FOR
FOX VALLEY SAVINGS BANK
 LOTS 5 & 6 OF ASSESSOR'S PLAT NO. 5, BEING PART OF
 THE NORTHEAST 1/4 OF THE NORTHEAST 1/4, SECTION 5,
 TOWNSHIP 13 NORTH, RANGE 15 EAST, CITY OF WAUPUN,
 DODGE COUNTY, WISCONSIN.



- LEGEND**
- ✕ - CUT "X" SET
 - ✗ - CUT "X" FOUND
 - - 3/4" x 18" REBAR SET WEIGHING 1.50 LBS/FT.
 - ▲ - 1" IRON PIPE FOUND
 - - 3/4" REBAR FOUND
 - ⊕ - SECTION CORNER MONUMENT
 - (R.A.) - "RECORDED AS" INFORMATION

OWNER:
 FOX VALLEY SAVINGS BANK
 101 S. MADISON STREET
 WAUPUN, WI 53963

SHEET 1 OF 3 SHEETS



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 www.EXCELENGINEER.com
 JOB NO. 230191500

CERTIFIED SURVEY MAP NO. _____

LOTS 5 & 6 OF ASSESSOR'S PLAT NO. 5, BEING PART OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4, SECTION 5, TOWNSHIP 13 NORTH, RANGE 15 EAST, CITY OF WAUPUN, DODGE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, Ryan Wilgreen, Professional Land Surveyor, hereby certify:

That I have surveyed, divided and mapped a parcel of land described below.

That I have made such Certified Survey under the direction of Fox Valley Savings Bank bounded and described as follows:

Lots 5 and 6 of Assessor's Plat No. 5 recorded in the Dodge County Register of Deeds office on May 21, 2003 in Cabinet B of Plats on Page 58 as Document No. 990634, being part of the Northeast 1/4 of the Northeast 1/4 of Section 5, Township 13 North, Range 15 East, City of Waupun, Dodge County, Wisconsin being more particularly described as follows:

Commencing at the Northeast corner of the Northeast 1/4 of said Section 5; thence South 89°-39'-04" West along the North line of said Northeast 1/4, a distance of 907.45 feet; thence South 00°-11'-52" East, a distance of 415.71 feet to the South right-of way line of E. Jefferson Street; thence South 89°-47'-59" West along said South line, a distance of 241.46 feet to the Northeast corner of said Lot 5, said point also being the point of beginning; thence South 00°-28'-45" West along the East line of said Lot 5, a distance of 115.31 feet to the Southeast corner of said Lot 5; thence South 88°-50'-05" West along the South line of said Lot 5, a distance of 14.96 feet to an East corner of said Lot 6; thence South 01°-14'-33" East along an East line of said Lot 6, a distance of 45.99 feet to an East corner of said Lot 6; thence South 12°-17'-05" West along an East line of said Lot 6, a distance of 28.29 feet to the Southeast corner of said Lot 6; thence South 89°-46'-41" West along the South line of said Lot 6, a distance of 118.62 feet to the East right-of-way line of S. Madison Street; thence North 00°-31'-10" West along said East line, a distance of 189.21 feet to the South right-of-way line of E. Jefferson Street; thence North 89°-47'-59" East along said South line, a distance of 141.28 feet the point of beginning and containing 0.581 acres (25,303 sq. ft.) of land more or less.

That such is a correct representation of all the exterior boundaries of the land surveyed and the land division thereof made.

That I have fully complied with the provisions of Section 236.34 of the Wisconsin Statutes and the Subdivision Ordinance of the City of Waupun in surveying, dividing and mapping the same.

Ryan Wilgreen, P.L.S. No. S-2647
ryan.w@excelengineer.com
Excel Engineering, Inc.
Fond du Lac, Wisconsin 54935
Project Number: 230191500

CERTIFIED SURVEY MAP NO. _____

LOTS 5 & 6 OF ASSESSOR'S PLAT NO. 5, BEING PART OF THE NORTHEAST 1/4 OF THE NORTHEAST 1/4, SECTION 5, TOWNSHIP 13 NORTH, RANGE 15 EAST, CITY OF WAUPUN, DODGE COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

Fox Valley Savings Bank, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said corporation caused the land described on this map to be surveyed, divided and mapped as represented on this map.

Fox Valley Savings Bank does further certify that this map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

- 1. City of Waupun

WITNESS the hand and seal of said owner this _____ day of _____, 2023.

Fox Valley Savings Bank

_____,
(Print) (Title)

STATE OF _____)
_____ COUNTY)SS

Personally came before me this _____ day of _____, 2023, the above named _____ to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, _____ County, _____

My Commission Expires: _____

CERTIFICATE OF THE CITY OF WAUPUN

This certified survey map in the City of Waupun, is hereby approved by the City of Waupun Plan

Commission this _____ day of _____, 2023.

Chairperson

**PERMANENT ACCESS
EASEMENT**

Document No.

THIS EASEMENT, made by

THE CITY OF WAUPUN (Grantor) and

VANDE HOLSTEINS LLC (Grantee)

In consideration of the sum of One and 00/100 dollar (\$1.00) and other good and valuable consideration, the undersigned Grantor grants and conveys for themselves, their heirs, successors and assigns, unto the Grantee its heirs, successors and assigns, a 25 foot wide permanent access easement for the purpose of accessing, constructing, repairing, maintaining a driveway and other associated facilities, all necessary and usual in the conduct of its or their business on and beneath land owned by the Grantor in the City of Waupun, Dodge County, Wisconsin, and described as follows:

This Space Reserved for Recording Data

RETURN TO: MSA Professional Services
Ben Buchda
201 Corporate Drive
Beaver Dam, WI 53916
Tax Parcel No. 292-1315-0844-001

DESCRIPTION OF LANDS

A 25 foot wide permanent access easement being located within Lot 3 of CSM #7688 in Volume 53 on Page 314-318 as Document No. 1326504 in the Dodge County Register of Deeds Office and being a part of the SE 1/4 of the SE 1/4 of Section 8, T.13N., R.15E., City of Waupun, Dodge County, Wisconsin. **(SEE EXHIBIT A on sheet 2 for Full legal description and map)**

This grant likewise includes to Grantee the right of ingress and egress on the lands described, and the right of Grantee to conduct its business as may be necessary and usual in the exercise of the rights herein granted.

This grant shall run with the lands described herein and is binding upon the heirs, successors and assigns of the parties hereto. Grantee shall have the right to assign the easements granted hereunder, without the consent of the Grantor.

Grantor agrees that they will not construct or install upon the permanent easement, any buildings, trees, or similar structures that would interfere with the rights granted to the Grantee herein.

Grantee agrees that they will not construct or install upon the permanent easement, any buildings, trees, or similar structures and this access easement is for the sole purpose of using, constructing, repairing & maintaining and driveway to access the Lot 1 of CSM #7085 from Shaler Drive as shown on the attached Exhibit A.

SIGNATURE OF GRANTOR:

ROHN BISHOP, MAYOR OF THE CITY OF WAUPUN

STATE OF _____]
COUNTY OF _____]SS

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

Notary Public, State of Wisconsin
My Commission Expires _____



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PROJECT NO.	212056	GRANTOR:	CITY OF WAUPUN
DRAWN BY:	B. BUCHDA	GRANTEE:	VANDE HOLSTEINS LLC
SURVEYOR:	B. BUCHDA		
FILE NO.	VANDE ZANDE DRIVEWAY EASEMENT.DWG		
SHEET NO.	2 OF 2		

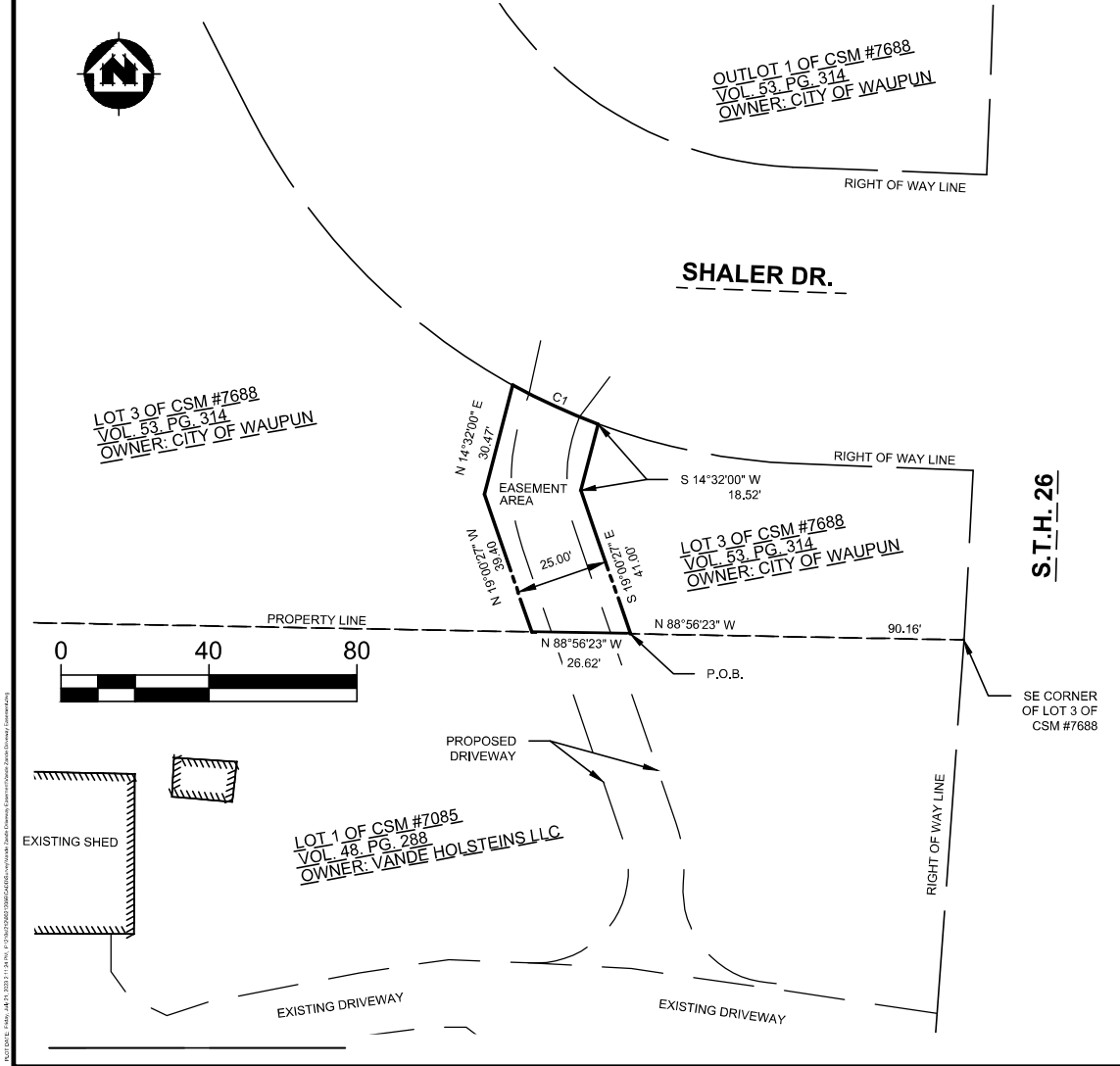
EXHIBIT A

LEGAL DESCRIPTION

COMMENCING at the SE Corner of Lot 3 of CSM #7688 thence N 88°56'23" W, 90.16 feet along the south line of Lot 3 of CSM #7688 to the **POINT OF BEGINNING**; thence continuing N 88°56'23" W, 26.62 feet along the south line of said Lot 3; thence N 19°00'27" W, 39.40 feet; thence N 14°32'00" E, 30.47 feet to the northerly line of said Lot 3, the southerly right of way of Shaler Drive and the beginning of a curve; thence southeasterly along the northerly line of said Lot 3 and the southerly right of way of Shaler Drive 25.41 feet along the arc of a curve to the left, having a radius of 173.00 feet, with a chord which bears S 65°26'44" E, 25.39 feet; thence S 14°32'00" W, 18.52 feet; S 19°00'27" E, 41.00 feet to the **POINT OF BEGINNING**.

CURVE TABLE

#	CHORD BEARING	DISTANCE	ARC DISTANCE	RADIUS
C1	S 65°26'44" E	25.39'	25.41'	173.00'





AGENDA SUMMARY SHEET

MEETING DATE: 9/12/23 **TITLE:** Asphalt Paving Contract Wilcox St. (Board of Public Works 9/12/23)

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS

PRESENTER: Public Works Director Jeff Daane

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

ISSUE SUMMARY

In March 2023, Public Works Director Daane submitted an application for the WisDOT FFY24 Surface Transportation Program (STP) Local Program Construction Only Grant, for the asphalt pavement of Wilcox Street, and received notice that it was not awarded to the City.

Funds for this project was provided in the 2023 budgeted and was on hold until results of the grant award was received.

Bids were solicited and due September 12, 2023 by 11:00am at which time they will be publicly opened.

STAFF RECOMMENDATION:

To be determined: The Board of Public Works will meet on September 12, 2023 and provide a recommendation to the Council.

ATTACHMENTS:

Bid Notice

RECOMMENDED MOTION:

Motion to award the bid for the project, Asphalt Paving Contract-Wilcox Street, to _____ in the amount of \$_____.



NOTICE OF BIDDING

The City of Waupun will receive sealed bids at the office of the City Clerk, located at 201 E. Main St., Waupun, Wisconsin 53963 for asphalt paving and mill and overlay projects until **Tuesday, September 12, 2023, at 11 am.** All bids will be publicly opened and read aloud at that time.

**PROJECT: ASPHALT PAVING CONTRACT WILCOX ST
Wilcox Street – from S. Grove St. to Washington Ave.**

All proposals must be made on blank forms furnished by the City of Waupun and in accordance with the General Instructions to Bidders. Plans, Specifications and Contract Documents may be examined and/or obtained at the Office of the Director of Public Works, 201 East Main Street, Waupun, WI. For bidding purposes, no deposit will be required for each set of plans, specifications, and contract documents. All proposal envelopes must be clearly marked **“BID – ASPHALT PAVING CONTRACT WILCOX ST.”**

Each proposal shall be accompanied by a certified check or bid bond, equivalent to five percent (5%) of the minimum proposal base bid, either of the above to guarantee that, if a proposal is accepted by the City, a contract will be entered into, and its performance properly secured. If the successful bidder fails to execute the contract and furnish payment and performance bonds within 15 days after the award, the Check or Bid Bond shall be forfeited to the City of Waupun as liquidated damages, Section 62.15(3), Wisconsin Statutes.

No bid may be withdrawn for a period of 60 days after the opening date.

The letting of the work described herein is subject to the provisions of Section 66.0901 of the Wisconsin Statutes. The City reserves the right to reject any or all bids, waive or not waive formalities in the bids received, and to accept any proposal which the City deems most favorable to the interests of the City.

Construction time is of the essence. Completion delays are subject to liquidated damages.

BOARD OF PUBLIC WORKS
Jeff Daane
Director of Public Works

(Publish August 29, and September 5, 2023)



AGENDA SUMMARY SHEET

MEETING DATE: 9/12/23 **TITLE:** Intergovernmental Cooperation Agreement for Operation of an Employee Health Clinic with Waupun Area School District

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	Planned 2024 Budget Expenditure	

ISSUE SUMMARY

Staff have been working with staff from Waupun Area School District (WASD) on an intergovernmental agreement that details the terms of our partnership and how it will work to oversee the employee health clinic with SSM Health Dean Medical Group. Legal from both sides of the table have reviewed the attached agreement. We are seeking your approval on language as presented and permission to enter the contract with WASD.

STAFF RECCOMENDATION:

Approve the Intergovernmental Agreement

ATTACHMENTS:

Intergovernmental Cooperation Agreement for Operation of an Employee Health Clinic with WASD

RECCOMENDED MOTION:

Motion to approve the intergovernmental cooperation agreement for operation of an employee health clinic and authorize the City Administrator to enter this agreement with WASD.

DRAFT Term Sheet
Intergovernmental Cooperation Agreement for Operation of an Employee Health Clinic

The purpose of this document is to define the terms of an intergovernmental ~~cooperative-cooperation~~ agreement (“Agreement”) between the Waupun Area School District (“District”) and the City of Waupun (“City”) (~~collectively, the “Parties”~~). The ~~P~~parties wish to establish and operate a wellness clinic (“Clinic”) that will be designed to assist the ~~m parties~~ in supplementing the current health benefit plans offered to their respective employees, as well as ~~reduce-reducing~~ occupational medicine costs associated with hiring ~~and retention~~, workers’ compensation, and injury care. The ~~P~~parties acknowledge that the success of the ~~clinic-Clinic~~ depends upon their ~~of the parties to working~~ commitment ~~of the parties to working~~ diligently and cooperatively to accomplish their mutual objectives with respect to the ~~clinic-Clinic~~.

PURPOSE:

The purpose of the ~~C~~clinic is to provide health and wellness services to the respective employees of both ~~P~~parties for the following purposes:

- Stabilize health care costs;
- Improve employee and employee’s family health and wellness;
- Reduce employee out of pocket costs;
- Provide easy access to services/care;
- Avoid delay in treatment time;
- Enhance access to care and reduce reliance on ER visits;
- Improve employee productivity by allowing staff to plan treatments that suit their schedules;
- Reduce absenteeism, ~~reduce and~~ work-related injuries, and prevent disability claims;
- Boost employee satisfaction and engagement;- and
- Compete for top talent as an employer of choice for the ~~Parties’ mutual benefit-of the parties~~.

Clinic Location: Waupun Memorial Hospital, 3rd Floor, 620 W Brown St., Waupun, WI 53963

TERMS:

1. **Agreement Term:** The initial term of the ~~agreement-Agreement~~ is 3 years, running from January 1, 2024 (or ~~the~~ effective date of ~~contract the associated agreement~~ with SSM (the “Provider Contract”), ~~whichever is earlier~~) through December 31, 2026. The ~~agreement-Agreement~~ will automatically renew for ~~one~~-year subsequent terms on January 1, 2027, unless terminated or renegotiated by either ~~party-Party as of by~~ July 1, 2026.
2. **Agreement Administrators:** Authorized decision makers regarding operation of the ~~e~~clinic and administration of the ~~A~~greement and ~~the Provider Contract~~~~provider contract~~ is granted by the governing body of each ~~P~~party to the following:
 - City Administrator or their designee, City of Waupun
 - Director of Business Services, Waupun Area School District

Commented [JMC1]: Is this intended to be a limited, one year extension, or an ongoing auto-renewal?

3. **Advisory Group:** The Pparties agree to create an Advisory Group consisting of one or more representatives of each Pparty as designated by that Pparty's chief executive officer. The Aadvisory Group will meet at least once each quarter to discuss operation of the Celinic, including a review of scope of services, staffing, hours of operation, pricing, provider contracts and all other provisions necessary or beneficial ~~for to~~ the coordination and operation of the Celinic. The Advisory Group has no authority to exercise any governmental authority, may not make financial commitments on behalf of any Pparty, and may not act on behalf of or bind any Pparty or any Pparty's officers, agents, managers, or elected officials in any regard whatsoever.
4. **Provider Contract:** Each party shall ~~enter into~~execute a ~~services contract~~contract with SSM Health—the health services provider “Provider” (“Provider”) for the initial 3-year term of this aAgreement. The Provider Contract shall establish the scope of services, staffing, hours of operation, pricing, insurance requirements, indemnification, and other provisions necessary for the operation of the Celinic by the Provider. A change of the Provider will require review and recommendation by the Advisory Group.
5. **Payment of Health Provider Expenses:** Each Pparty is responsible for paying directly to the Provider a portion of the health provider expenses as established by the Provider Contracts, according to the following percentages. The percentages s will be reviewed and adjusted annually with an effective date of January 1 each year.
 - District: 60%
 - City: 40%
6. **Payment of Lease Space:** If a lease of real property is required to support Celinic operations, each Pparty shall be responsible for paying a portion of the office lease expenses for the Celinic directly to the Provider. The percentage will be the same as the calculated percentage of Provider expenses listed above.
7. **Payment of Expenses for Special Services:** If either Pparty requires a specific program or service to be developed and delivered by the Provider, then the costs allocable to that specific program or service will be the sole responsibility of the Pparty or Pparties requiring the program or service and will not be included in the costs allocated under the Payment terms listed above.
8. **Time of Payment:** Each party agrees to make payment to the Provider within consistent with the terms outlined in the applicable contract or invoice.
9. **Withdrawal of Parties:** Parties may terminate the Agreement or withdraw as a Pparty at the expiration of the initial term, or at the expiration of any subsequent term, by delivering written notice of termination to the other Pparty (~~parties~~) by July 1 of a year where the term ends on December 31.
10. **Expulsion of Parties:** A Pparty may be expelled from the Agreement for cause where evidence of breach of the terms of the Agreement exists. Upon expulsion, the expelled Pparty continues to be responsible for its share of the costs of all contractual obligations until the end of the initial term or current subsequent term.

Commented [JMC2]: Perhaps combine this provision with the "Default" section below?

11. **Addition of New Parties:** Additional Pparties may join the Aagreement upon approval ~~of~~by the existing Pparties. Approval shall be conditioned upon the adoption by the governing body of the new Pparty of the terms and provisions of this Aagreement by resolution, with a certified copy of the resolution provided to each Pparty. Before joining, all Pparties must agree on the method of calculating the percentage of fees and improvement costs as well as the initial percentage of ~~Phealth-care~~ provider fees to be borne by the new Pparty.
12. **Disputes:** In the case of any dispute regarding the validity, operation, enforcement, breach, or interpretation of this Aagreement that cannot be resolved by mutual consent of the Pparties, then the Pparties shall, in good faith, attempt to mediate any dispute arising out of or in connection with this Aagreement with a mediator selected by and agreed upon by the Pparties. ~~In the event that the parties are unable to reach a satisfactory resolution through mediation, all disputes shall be settled by binding arbitration pursuant to the Commercial Arbitration Rules of the American Arbitration Association.~~
13. **Default:** If under this Aagreement there is an ~~alleged~~ default ~~by~~of either Pparty ~~and~~ the Pparty in violation shall have a reasonable period, not to exceed one hundred twenty (120) days to cure a failure or violation before being considered in default. The non-defaulting Pparty can, without notice, exercise any and all remedies available by law to remedy the situation, including any one or more of the following: (i) expulsion as outlined in the above terms; (ii) recovery from defaulting Pparty of all ~~costs~~, ~~damages~~, ~~losses~~ or ~~expenses~~, including attorney fees, reasonably paid or incurred by each non-defaulting Pparty as a result of such default.
14. **Authorizing Resolution:** The governing body of each Pparty will adopt by resolution or ordinance the terms of this Aagreement and authorizes and directs the representatives of the governing body to enter this ~~a~~Aagreement on behalf of the Pparty.
15. **HIPAA Compliance:** Each Pparty agrees to comply with the Health Insurance Portability and Accountability Act of 1996 to the extent those regulations apply to the services provided ~~ot to~~ the Pparty under the Pprovider ~~C~~contract and this Aagreement.
16. **Records:** The Pparties shall maintain such records and financial statements as required by state and federal laws, rules, and regulations. The Pparties shall have a duty of cooperation to each other as to access to and maintenance of such records and financial statements, and agree to cooperate with one another to provide access to needed information pertinent to operation of the ~~C~~clinic.
17. **No Assignments:** No Pparty to this Aagreement may assign its interest in this Aagreement to any other entity or individual.
18. **Entire Agreement: Rules of Construction:** The Parties acknowledge and agree that this Agreement, including the recitals which are incorporated into and made a part of this Agreement, expresses the entire agreement between the Parties as to the subject matter of this Agreement, and that this Agreement replaces and supersedes any prior negotiations and agreements, written or oral. The Parties further acknowledge and agree that each Party has been adequately and fully represented in connection with the negotiation and execution of this Agreement, and that accordingly, rules of interpretation that signify that an agreement shall be construed against the drafter shall ~~not~~ apply.

19. **Captions:** The captions or headings in the Agreement are for convenience and in no way define, limit, or describe the scope or intent of the provisions of this Agreement.

20. **Governing Law:** The laws of the State of Wisconsin shall govern the interpretation and enforcement of this Agreement. Venue over any action brought under this Agreement, including any action to enforce an arbitration decision or award, will lie in the Circuit Court for Dodge County.

~~20.~~

21. **No Joint Venture:** Nothing contained in this Agreement shall be deemed or construed as creating a partnership or joint venture between the Parties.

22. **Exculpatory Provision:** The Parties expressly acknowledge and agree that, anything herein to the contrary notwithstanding, ~~that~~ no officer, director, employee, agent, or official (elected or appointed) of any Party shall have any personal liability or obligation arising out of this Agreement, and no Party shall make any claim to the contrary.

23. **No Waiver:** No failure to exercise, and no delay in exercising, any right, power, or remedy under this Agreement on the part of any Party shall operate as a waiver of such right, power, or remedy, nor shall any single or partial exercise of any right, power, or remedy preclude any other or further exercise thereof or further exercise thereof or the exercise of any other right, power, or remedy. No express waiver shall affect any event or default other than the event or default specified in such waiver, and any such waiver, to be effective, must be in writing and shall be operative only for the time and to the extent expressly provided therein. A waiver of any covenant, term, or condition contained in the Agreement shall not be construed as a waiver of any subsequent breach of the same covenant, term, or condition.

24. **Severability:** The terms of this Agreement are severable and any determination by any court or agency having jurisdiction over the subject matter of this Agreement that results in the invalidity of any part, ~~section, or subsection hereof~~, shall not affect the remainder of the Agreement.

25. **Indemnification:** Each Party retains for itself all legal responsibility for any injuries, claims, or losses arising from and caused by the acts or omissions of its agents or employees acting within the scope of their employment. Nothing in this Agreement shall be construed as an assumption or indemnification by one Party or any legal liability of the other Party. The obligations of the Parties under this provision shall be subject to the limitations set forth in Wis. Stat. § 893.80 ~~and~~ Wis. Stat. ~~e~~ § 895.46, and shall survive the expiration or termination of this Agreement.

WAUPUN AREA SCHOOL DISTRICT

By: Steven Hill, Superintendent

Signature

Date

CITY OF WAUPUN, WISCONSIN

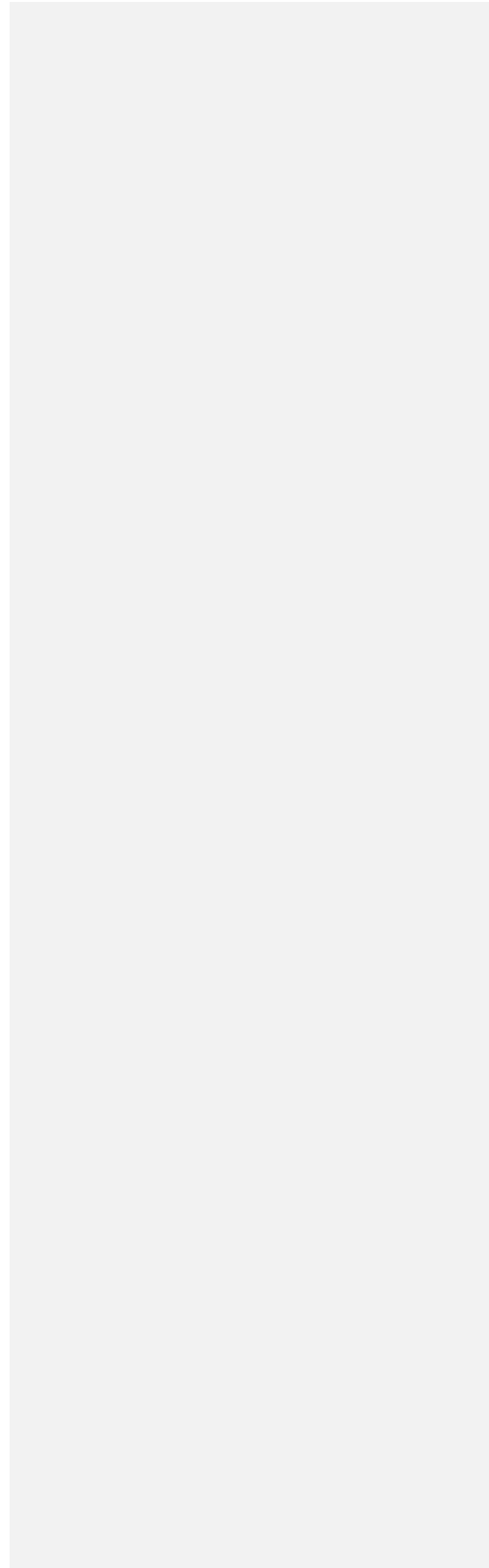
By: Rohn W. Bishop, Mayor

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Signature

Date





AGENDA SUMMARY SHEET

MEETING DATE: 9/12/23

TITLE: Service Agreement for Dedicated Employee Clinic with SSM Health Dean Medical Group

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, City Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
High Performance Government	Planned 2024 Budget Expenditure

ISSUE SUMMARY

As discussed in April, we have been working with Waupun Area School District (WASD) and SSM Health Dean Medical Group to develop a dedicated employee health clinic. The main objectives of the clinic are as follows:

- Stabilize health care costs;
- Improve employee and employee’s family health and wellness;
- Reduce employee out of pocket costs;
- Provide easy access to services/care;
- Avoid delay in treatment time;
- Enhance access to care and reduce reliance on ER visits;
- Improve employee productivity by allowing staff to plan treatments that suit their schedules;
- Reduce absenteeism and work-related injuries and prevent disability claims;
- Boost employee satisfaction and engagement; and
- Compete for top talent as an employer of choice for the Parties’ mutual benefit.

We are seeking approval of a three-year service agreement contract between SSM and the City. The contract as presented has been reviewed by Attorney Vande Zande. Time is of the essence on this approval to allow SSM to begin their procurement and hiring process to support an early 2024 opening of the clinic. WASD and SSM will sign a similar contract for their share of the service agreement.

STAFF RECCOMENDATION:

Approve the contract with SSM Health Dean Medical Group as presented.

ATTACHMENTS:

SSM Health Dean Medical Group Draft Contract

RECCOMENDED MOTION:

Motion to approve the Service Agreement with SSM Health Dean Medical Group for a dedicated employee clinic



AGENDA SUMMARY SHEET

MEETING DATE: 9/12/23

TITLE: Agreement with Cedar Corporation to Engineer the Food Truck Alley

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Economic Vitality	\$10,800 (TID 3 Expenditure)	

ISSUE SUMMARY

We are seeking approval on the attached contract with Cedar Corp to complete engineering for the Food Truck Alley in the downtown eastern green space owned by the City. This project is partially funded by WEDC and the Vibrant Spaces Grant. The City's portion of this work is funded by TID 3.

STAFF RECCOMENDATION:

Approve the Agreement as Presented

ATTACHMENTS:

Cedar Corporation Food Truck Alley Agreement

RECCOMENDED MOTION:

Motion to approve agreement with Cedar Corporation to engineer the Food Truck Alley funded by TID 3 and WEDC Vibrant Spaces Grant

**Confirmation of Client Request for Services
between Cedar Corporation (ENGINEER)
and City of Waupun (CLIENT)**

Authorization to Perform Professional Engineering Services

ENGINEER is hereby authorized to proceed with the project listed below. The services are to be completed in a timely manner mutually agreeable with the CLIENT and ENGINEER.

Project: Food Truck Alley

Scope of Work: ENGINEER will complete Scope of Work as identified in Attachment A.

Method of Compensation: Work for Site Design will be completed on an Hourly basis estimated at \$10,800.

Additional Services: Additional Services that may be required and provided upon request of the CLIENT will be completed on an Hourly basis estimated as follows:

- Bidding: \$1,950
- Construction Administration: \$5,950

Payments are due and payable thirty (30) days from the date of the ENGINEER’s invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of one percent (1%) per month from invoice date.


Timetable: Work will be completed as expeditiously as is consistent with the orderly progress of the Work. Progress will be periodically reviewed during the design to maintain the schedule determined by the CLIENT.

THIS AGREEMENT is hereby approved and executed this ____ day of _____, 20__.

CITY OF WAUPUN

CEDAR CORPORATION

By: _____

By: 

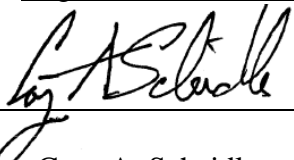
Name: _____

Name: Kris Dressler

Title: _____

Title: Registered Architect

By: _____

By: 

Name: _____

Name: Cory A. Scheidler, AIA

Title: _____

Title: Director of Architecture

Attachment A

Scope of Work

Project Understanding: It is understood that the project will include the redevelopment of the 0.14-acre site at 421 East Main Street, Waupun, Wisconsin for a food truck alley with landscaping, seating, stormwater collection, pavement, hardscaping, and lighting based on the attached concept plan. We understand that the City will complete the design and installation of all electrical and lighting and provide rough grading and storm utility installation.

Scope of Services:

ENGINEER will complete the following Scope of Services for the Project, as follows.

Topographic Survey: A field topographic and data collection survey of approximately 0.14 acre would be completed showing the property lines, adjacent buildings, actual ground elevations, pavement, roads, trees existing above and below grade utilities, one-foot contours, and any other relevant site features. The data would be compiled and shown on a drawing of the site.

Site Design: Site design drawings and specifications would include the following items:

- Site Layout
- Grading
- Erosion Control
- Utility plan
- Landscape plan
- Construction Details
- Technical specifications
- Full Front-End specifications

Additional Services:

Additional Services that may be required and provided upon request.

Bidding: Engineer will assist the CLIENT in obtaining and evaluating bids on the project as follows:

- Assist the CLIENT in obtaining bids by furnishing digital project bid documents to QuestCDN eBid for downloading of bid documents by those requesting such.
- Maintain a record of bid document holders.
- Interpretation of Contract Documents and preparation of Addenda during the bidding period.
- Administer a public online bid opening.
- Preparation of bid tabulations.
- Analysis of bid results
- Consultation with the CLIENT on the award of contracts.
- Assist in preparation of formal Contract Documents between the CLIENT and CONTRACTOR.

Project No. _____

Date: August 23, 2023

Construction Administration: Engineer will assist the CLIENT in administering the contract during construction on the project as follows:

- Conduct Pre-Construction Conference
- Review submittals
- Interpret the Contract Documents
- Answer Request for Interpretation from the CONTRACTOR
- Review Change Orders as required.
- Conduct monthly construction site visits.
- Review and approve Applications for Payment submitted by the CONTRACTOR.
- Complete final inspection and draft a punch list.
- Issue substantial completion certificate
- Review and approve final payment request.

Attachment C - Standard Conditions

PART I - DESCRIPTION OF SERVICES

1.1 CEDAR CORPORATION agrees to provide professional services for the PROJECT as more completely described in this Agreement.

1.2 CEDAR CORPORATION agrees to provide all professional services within a reasonable period of time following the date of authorization to proceed by OWNER. If a special time schedule must be met for a PROJECT, it shall be specifically set forth in this Agreement.

PART II - CLIENT'S RESPONSIBILITIES

Client, at its expense, shall do the following in a timely manner so as not to delay the services,

2.1 INFORMATION/REPORTS

Furnish Cedar Corporation with all reports, studies, site characterizations, regulatory orders, and similar information in its possession relating to the Project. Unless otherwise specified in Part I, Cedar Corporation may rely upon Client-furnished information without independent verification in performing the Service.

2.2 REPRESENTATIVE

Designate a representative for the project who shall have the authority to transmit instructions, receive information, interpret and define Client's policies, and make decisions with respect to the services.

2.3 GIVE NOTICE

Give prompt written notice to Cedar Corporation whenever Client observes or otherwise becomes aware of any defect in the Project or other event which may substantially affect performance of services under this Agreement.

PART III - BILLING, AND PAYMENT

3.1 Cedar Corporation will periodically bill the client with net payment due in 30 days. Unless Client provides Cedar

Corporation with a written objection to the bill within 15 days of receipt, Client shall be deemed to accept the bill as submitted.

3.2 Where Client disputes some portion of the charges contained in Cedar Corporation's bill for services, he shall make payment of that portion of the bill which is undisputed. In no case may Client elect to withhold payment to Cedar Corporation of the entire amount due.

3.3 If Client fails to make any payment due Cedar Corporation for services and expenses after receipt of Cedar Corporation's bill therefore, the amounts due Cedar Corporation shall bear interest from invoice date at the rate set forth in this agreement, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of Cedar Corporation. In addition Cedar Corporation may, after giving ten (10) days written notice to Client, suspend services under this agreement until paid in full all amounts due under this agreement. In the event Client does not pay, or does not pay timely, Cedar Corporation shall be entitled to collect from Client all amounts due plus expenses, including but not limited to attorney fees, incurred by Cedar Corporation in connection with collection efforts, in addition, the reasonable value of Cedar Corporation's time spent in connection with collection efforts, computed at Cedar Corporation's prevailing fee schedule.

PART IV - STANDARD TERMS AND CONDITIONS

4.1 STANDARD OF CARE. Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. Professional services are not subject to, and Cedar Corporation cannot provide any warranty or guarantee, either express or implied. Any such warranties or guarantees contained in any purchase orders, Client action, requisitions or notices to proceed issued by Client are specifically

objected to by Cedar Corporation.

4.2 CHANGE OF SCOPE. The Scope of Services set forth in this Agreement and in any addenda to the Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by Client. For some projects involving conceptual or process development services, scope may not be fully definable during initial phases. As the project progresses, facts discovered may indicate that scope must be redefined.

4.3 SAFETY. Cedar Corporation has established and maintains corporate programs and procedures for the safety of its employees. Unless specifically included as a service to be provided under this Agreement, Cedar Corporation specifically disclaims any authority or responsibility for general job site safety and safety of persons other than Cedar Corporation employees.

4.4 DELAYS. If events beyond the control of Client or Cedar Corporation, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of god or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement or in any Addenda to this Agreement, then such schedule shall be amended to the extent necessary to compensate for such delay. In the event such delay exceeds 60 days, Cedar Corporation shall be entitled to an equitable adjustment in compensation.

4.5 TERMINATION. Either party may terminate this Agreement at the end of the term hereof, or any extension thereof, upon 30 days written notice to the other party as provided at PART I above.

Also, this Agreement may be terminated by either party if the other party fails to fulfill its obligations under this Agreement through no fault of the terminating party. No such termination may be effected unless the other party is given not less than ten calendar day's

written notice of intent to terminate and an opportunity for correcting the default and for consultation with the terminating party before termination. If Cedar Corporation terminates as a result of Client default or the Client terminates for cause, Cedar Corporation shall be paid for services performed to the termination date including reimbursable expenses due. Upon receipt of the terminating action, Cedar Corporation shall promptly discontinue all services unless the notice directs otherwise, and upon receipt of final compensation make available to Client all appropriate documents prepared under the Agreement whether completed or in process.

4.6 OPINIONS OF PROBABLE CONSTRUCTION COST. Any opinion of probable construction costs prepared by Cedar Corporation is supplied for the general guidance of the Client only. Since Cedar Corporation has no control over competitive bidding or market conditions, Cedar Corporation cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Client.

4.7 RELATIONSHIP WITH CONTRACTORS. Cedar Corporation shall serve as Client's professional representative for the services, and may make recommendations to Client concerning action relating to Client's contractors. However, Cedar Corporation specifically disclaims any authority to direct or supervise

the means, methods, techniques, sequences or procedures of construction selected by Client's contractors.

4.8 CONSTRUCTION REVIEW. For projects involving construction, Client acknowledges that under generally accepted professional practice, interpretations of construction documents in the field are normally required, and that performance of construction-related services by the design professional for the municipal project permits errors or omissions to be identified and corrected at comparatively low cost. Client agrees to hold Cedar

Corporation harmless from any claims resulting from performance of municipal services by persons other than Cedar Corporation.

4.9 INSURANCE. Cedar Corporation will maintain insurance coverage for Professional Liability, Comprehensive General, Automobile, Workers Compensation, and Employer's Liability in amounts in accordance with applicable legal requirements as well as Cedar Corporation's business requirements. Certificates evidencing such coverage will be provided to Client upon request.

4.10 ALLOCATION OF RISKS. To the fullest extent permitted by law, Cedar Corporation shall indemnify and hold harmless, Client, Client's officers, directors, partners, and employees from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of Cedar Corporation or Cedar Corporation's officers, directors, partners, employees, and Cedar Corporation's consultants in the performance and furnishing of Cedar Corporation's services under this Agreement.

To the fullest extent permitted by law, Client shall indemnify and hold harmless Cedar Corporation, Cedar Corporation's officers, directors, partners, employees, and Cedar Corporation's consultants from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of Client or Client's officers, directors, partners, employees, and Client's consultants with respect to this Agreement or the Project.

To the fullest extent permitted by law, Cedar Corporation's total liability to Client and anyone claiming by, through, or under

Client for any cost, loss, or damages caused in part by the negligence of Cedar Corporation and in part by the negligence of Client or any other negligent entity or individual, shall not exceed the percentage share that Cedar Corporation's negligence bears to the total negligence of Client, Cedar Corporation, and all other negligent entities and individuals.

4.11 HAZARDOUS MATERIAL. Hazardous materials may exist at a site where there is no reason to believe they could or should be present. Cedar Corporation and Client agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the Project scope of work. Cedar Corporation agrees to notify Client as soon as practically possible should unanticipated hazardous materials or suspected hazardous materials are encountered. Client acknowledges and agrees that it retains title to all hazardous material existing on the site and shall report to the appropriate federal, state or local public agencies, as required, any conditions at the site may present a potential danger to the public health, safety or the environment. Client shall execute any manifests or forms in connection with transporting or storage and disposal of hazardous materials resulting from the site or work on the site or shall authorize Cedar Corporation to execute such documents as Client's agent. Client waives any claim against Cedar Corporation and agrees to defend, indemnify, and save Cedar Corporation harmless from any claim or liability for injury or loss arising from Cedar Corporation's discovery of unanticipated hazardous materials or suspected hazardous materials.

4.12 ACCESS. Client shall provide Cedar Corporation safe access to any premises necessary for Cedar Corporation to provide the services.

4.13 REUSE OF PROJECT DELIVERABLES. Reuse of any documents or other deliverables, including electronic media, pertaining to the project by Client for any purpose other than that for which such documents or deliverables were originally prepared, or alteration

of such documents or deliverables without written verification or adaptation by Cedar Corporation for the specific purpose intended, shall be at the Client's risk. Further, all title blocks and the engineer's seal, if applicable, shall be removed if and when Client provides deliverables in electronic media to another entity. Client agrees that relevant analyses, findings and reports provided in electronic media shall also be provided in "hard copy" and that the hard copy shall govern in the case of a discrepancy between the two versions, and shall be held as the official set of drawings, as signed and sealed. Client shall be afforded a period of thirty (30) days in which to check the hard copy against the electronic media. In the event that any error or inconsistency is discovered within such thirty (30) day period it shall be corrected at no additional cost to Client. Following the expiration of this thirty (30) day period, Client shall bear all responsibility for the care, custody and control of the electronic media. In addition, Client represents that it shall retain the necessary mechanisms to read the electronic media, which Client acknowledges to be of only limited duration. Client agrees to defend, indemnify, and hold harmless Cedar Corporation from all claims, damages, and expenses (including reasonable litigation costs), arising out of such reuse or alteration by Client or others acting through Client. Cedar Corporation agrees that all plans, engineering designs, electronic and computer data and imagery relating to Client's projects are the property of the Client and shall be presented to Client at no additional cost upon written request.

4.14 AMENDMENT. This Agreement, upon execution by both parties hereto, can be amended only by a written instrument signed by both parties.

4.15 ASSIGNMENT. Except for assignments (a) to entities which control, or are controlled by, the parties hereto or (b) resulting from operation of law, the rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and inure to the benefit of

any permitted assigns.

4.16 DISPUTE RESOLUTION. Parties shall attempt to settle disputes arising under this agreement by discussion between the parties senior representatives of management. If any dispute cannot be resolved in this manner within a reasonable length of time, parties agree to attempt non-binding mediation or any other method of alternative dispute resolution prior to filing any legal proceedings. In the event any actions are brought to enforce this Agreement, the prevailing party shall be entitled to collect its litigation costs, including attorneys' fees from the other party.

4.17 NO WAIVER. No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate any other section of this Agreement or operate as a waiver of any future default, whether like or different in character.

4.18 NO THIRD-PARTY BENEFICIARY. Nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party, including Client's municipal project contractors.

4.19 SEVERABILITY. The various terms, provisions and covenants contained in this Agreement or any addenda shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

4.20 AUTHORITY. The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

4.21 OTHER. Cedar Corporation reserves the right to enter into agreements with other design professionals for portions of the work included under this Agreement. Where this subagreement would represent a major portion of the design work, Cedar Corporation shall receive approval of Client for this subagreement.

MAYOR'S PROCLAMATION RECOGNIZING PUBLIC POWER WEEK

OCTOBER 1 - 7, 2023

A WEEK-LONG CELEBRATION OF WAUPUN UTILITIES' YEAR-ROUND SERVICE TO WAUPUN

WHEREAS, we, the citizens of Waupun, place a high value on local choice over community services and are proud to operate a community-owned, not-for-profit electric utility and, as customers and owners of our electric utility, have a direct say in utility operations and policies;

WHEREAS, Waupun Utilities provides our homes, businesses, schools, and social service and local government agencies with reliable, efficient, and safe electricity employing sound business practices designed to ensure the best possible service at not-for-profit rates;

WHEREAS, Waupun Utilities is a valuable community asset that contributes to the well-being of local citizens through energy efficiency, customer service, environmental protection, economic development, and safety awareness;

WHEREAS, Waupun Utilities is a dependable and trustworthy service provider whose local operations have been helping to make our community a better place to live and work since it was first formed in 1894;

WHEREAS, Waupun is one of 81 communities across Wisconsin to benefit from owning and operating its own electric utility and is a member of Municipal Electric Utilities of Wisconsin, a trade association marking its 95th anniversary advocating on behalf of public power utilities like Waupun Utilities;

NOW, THEREFORE BE IT RESOLVED: that Waupun Utilities remains committed to delivering affordable, safe, reliable, and sustainable electricity to Waupun and our citizens without the use of tax dollars;

BE IT FURTHER RESOLVED: that Waupun Utilities is united with other community-owned electric utilities in Wisconsin and other public power systems throughout the United States and plans to join in celebrating public power and the tremendous value and benefits of the not-for-profit, locally controlled business model;

BE IT FURTHER RESOLVED: that Waupun is "Proudly Public Power" and puts our residents, businesses, and the community before profits.

Dated this 12th day of September, 2023.

Rohn W. Bishop
Mayor

Steven L. Brooks
General Manager

ATTEST:

Angela J. Hull
Clerk/Treasurer



AGENDA SUMMARY SHEET

MEETING DATE: 9/12/23

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

FUTURE MEETINGS

Tuesday, September 26, 2023	Committee of the Whole	5:30PM
Tuesday, October 10, 2023	Common Council	6:00PM
Tuesday, October 31, 2023	Committee of the Whole	5:30PM
Tuesday, November 14, 2023	Common Council	6:00PM
Tuesday, November 28, 2023	Committee of the Whole	5:30PM
Tuesday, December 12, 2023	Common Council	6:00PM

LICENSE/PERMIT APPLICATIONS

Operator: Jennifer Smith, Gina Zuehlke, Brandon McCartney

Temporary Class B License:

Kickin' for Kevin Inc.: October 21-22, 2023 for 11th Annual Kickin' for Kevin Benefit located at 810 E Lincoln St., Waupun

Soda License:

Community Players

Amusement License:

Los Ramos Mexican Restaurant

EXPENSES

Attached

RECOMENDED MOTION:

Motion to approve the Consent Agenda, to include the Monthly Finance Report. *(Roll Call)*

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
08/30/2023	156	CINTAS CORPORATION NO 2	596.95
08/30/2023	157	CREXENDO	452.07
08/30/2023	158	KWIK TRIP STORES	6,861.63
08/30/2023	159	WELLS FARGO PAYMENT REMITT	1,752.90
08/28/2023	106465	CHARTER COMMUNICATIONS	99.99
08/29/2023	106466	EASTERN COLUMBIA COUNTY	462.00
09/01/2023	106467	DOVE DESIGNS INC	1,598.95
09/07/2023	106468	AMAZON CAPITAL SERVICES	16.69
09/07/2023	106469	ALLIANT ENERGY/WP&L	1,732.88
09/07/2023	106470	ASSOCIATED APPRAISAL CONSULTA	3,186.36
09/07/2023	106471	AT & T	129.40
09/07/2023	106472	AT&T MOBILITY	829.53
09/07/2023	106473	BALLWEG IMPLEMENT	780.69
09/07/2023	106474	BENTZ AUTOMOTIVE INC	212.13
09/07/2023	106475	BOUND TREE MEDICAL LLC	30.50
09/07/2023	106476	CAPITAL NEWSPAPERS	233.74
09/07/2023	106477	CAREW CONCRETE & SUPPLY INC	416.04
09/07/2023	106478	CEDAR CORPORATION	12,621.65
09/07/2023	106479	CHARTER COMMUNICATIONS	149.98
09/07/2023	106480	CIVIC PLUS LLC (PAYMENTS)	13,464.88
09/07/2023	106481	CITY OF BEAVER DAM	1,720.00
09/07/2023	106482	CLIA LABORATORY PROGRAM	180.00
09/07/2023	106483	CRETEX SPECIALTY PRODUCTS	259.17
09/07/2023	106484	DEVRIES WELDING LLC	630.50
09/07/2023	106485	DIGGERS HOTLINE	814.40
09/07/2023	106486	FOND DU LAC COUNTY	3,755.77
09/07/2023	106487	GAPPA SECURITY SOLUTIONS LLC	250.00
09/07/2023	106488	GFL ENVIRONMENTAL	45,359.74
09/07/2023	106489	GRAND VALLEY INSPECTION SERVIC	12,226.74
09/07/2023	106490	H & R SAFETY SOLUTIONS LLC	134.40
09/07/2023	106491	HALRON LUBRICANTS INC	2,420.84
09/07/2023	106492	HOMAN AUTO -GATEWAY	200.95
09/07/2023	106493	HOME CONTRACTORS & SUPPLY INC	40.52
09/07/2023	106494	KIMBALL MIDWEST	34.00
09/07/2023	106495	KREUZIGER, JEFFREY D	790.00
09/07/2023	106496	LANGE ENTERPRISES	615.40
09/07/2023	106497	LIFESTAR EMERGENCY MEDICAL	3,780.00
09/07/2023	106498	LINCOLN CONTRACTORS	218.70
09/07/2023	106499	MENARDS - BEAVER DAM	348.83
09/07/2023	106500	NAVIS, MIKE	51.21
09/07/2023	106501	NIELSON COMMUNICATIONS INC	5,763.00
09/07/2023	106502	O'REILLY AUTOMOTIVE INC	316.10
09/07/2023	106503	OTIS ELEVATOR COMPANY	5,874.84
09/07/2023	106504	PETTY CASH-CITY HALL	15.00
09/07/2023	106505	PIGGLY WIGGLY DISCOUNT FOODS	66.88
09/07/2023	106506	PITNEY BOWES GLOBAL FINANCIAL S	521.52
09/07/2023	106507	PROS 4 TECHNOLOGY INC	3,659.20
09/07/2023	106508	R BAUMAN & ASSOCIATES SC	1,980.00
09/07/2023	106509	REINDERS INC	22.07
09/07/2023	106510	RENNERTS	2,793.25

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Amount
09/07/2023	106511	SAFETY KLEEN	108.11
09/07/2023	106512	SHERWIN WILLIAMS	288.61
09/07/2023	106513	TRAFFIC & PARKING CONTROL CO	270.00
09/07/2023	106514	TRUCK COUNTRY	173.41
09/07/2023	106515	TRU CLEANERS LLC	4,134.27
09/07/2023	106516	US CELLULAR	370.62
09/07/2023	106517	VANDEZANDE & KAUFMAN, LLP	3,985.55
09/07/2023	106518	WAUPUN AREA ANIMAL SHELTER INC	1,000.00
09/07/2023	106519	WAUPUN UTILITIES	181.13
09/07/2023	106520	WI DEPT OF JUSTICE	35.00
09/07/2023	106521	YMCA OF DODGE COUNTY	14,828.81
09/07/2023	106522	ZARNOTH BRUSH WORKS INC	1,070.60
09/07/2023	106523	INSIGHT FS	15.87
09/07/2023	106524	BISHOP, ROHN	40.00
Grand Totals:			<u>166,973.97</u>

Report Criteria:

Report type: Summary

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
ALLIANT ENERGY/WP&L						
ALLIANT ENERGY/WP&L	CITY HALL MONTHLY FUEL CHARGES - AUG 2023	09/07/2023	1780510000-A	100-70-5410-3-32	59.19	59.19
ALLIANT ENERGY/WP&L	COMMUNITY CENTER MONTHLY FUEL-AUG 2023 - CITY	09/07/2023	2831330000-A	100-70-5410-3-32	95.47	95.47
ALLIANT ENERGY/WP&L	GARAGE MONTHLY FUEL - AUG 2023	09/07/2023	3264610000-A	100-70-5412-3-32	112.25	112.25
ALLIANT ENERGY/WP&L	MUSEUM MONTHLY FUEL CHARGE - AUG 2023	09/07/2023	3425110000-A	100-20-5512-3-32	14.85	14.85
ALLIANT ENERGY/WP&L	AQUATIC CENTER - AUG 2023	09/07/2023	5374620000-A	100-20-5523-3-32	1,374.30	1,374.30
ALLIANT ENERGY/WP&L	FIRE DEPT - MONTHLY FUEL CHARGES - AUG 2023	09/07/2023	5946940000-A	100-50-5231-3-32	61.97	61.97
ALLIANT ENERGY/WP&L	SENIOR CENTER - AUG 2023	09/07/2023	7255200000-A	100-20-5513-3-32	14.85	14.85
Total ALLIANT ENERGY/WP&L:						1,732.88
AMAZON CAPITAL SERVICES						
AMAZON CAPITAL SERVICES	NOTARY PUBLIC RECORD BOOK	09/07/2023	1K34-K3TJ-FH	100-10-5141-3-30	16.69	16.69
Total AMAZON CAPITAL SERVICES:						16.69
ASSOCIATED APPRAISAL CONSULTAN						
ASSOCIATED APPRAISAL CONSULTA	MONTHLY SERVICES-REVAL PROGRAM SEPT 2023	09/07/2023	170231	100-30-5152-3-38	3,186.36	3,186.36
Total ASSOCIATED APPRAISAL CONSULTAN:						3,186.36
AT & T						
AT & T	POLICE DEPT MONTHLY PHONE CHARGES	09/07/2023	JULY20-AUG1	100-40-5211-3-31	129.40	129.40
Total AT & T:						129.40
AT&T MOBILITY						
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - JULY 24-AUGUST 23 2023 - WP	09/07/2023	287307537700	100-40-5211-3-31	551.51	551.51
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - JULY 24-AUG 23 2023 FD - FIRE ADM	09/07/2023	JULY24-AUG2	100-50-5231-3-31	278.02	278.02
Total AT&T MOBILITY:						829.53
BALLWEG IMPLEMENT						
BALLWEG IMPLEMENT	KIT/BALL BEARINGS/SEALS	09/07/2023	P71573	100-70-5411-3-36	658.56	658.56
BALLWEG IMPLEMENT	PLUG/SHIM KIT/PRESSURE R/BEARING CONE/BEARING CUP	09/07/2023	P72012	100-70-5411-3-36	125.45	125.45
BALLWEG IMPLEMENT	SHEER PIN ON BROOM #160-96	09/07/2023	P72276	100-70-5411-3-36	3.32-	3.32-
Total BALLWEG IMPLEMENT:						780.69
BENTZ AUTOMOTIVE INC						
BENTZ AUTOMOTIVE INC	BATTERY SQUAD 8	09/07/2023	27481	100-40-5212-3-36	212.13	212.13
Total BENTZ AUTOMOTIVE INC:						212.13
BISHOP, ROHN						
BISHOP, ROHN	REIMBURSEMENT FOR CELL PHONE - SEPT 2023	09/07/2023	8-29-23	100-10-5131-3-31	40.00	40.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total BISHOP, ROHN:						40.00
BOUND TREE MEDICAL LLC	STERILE WATER FOR IRRIGATION -	09/07/2023	85062312	100-50-5230-3-38	30.50	30.50
BOUND TREE MEDICAL LLC	EMS FLEX GRANT					
Total BOUND TREE MEDICAL LLC:						30.50
CAPITAL NEWSPAPERS	23-06 OFF STREET PARKING	09/07/2023	170916	100-10-5110-3-35	90.75	90.75
CAPITAL NEWSPAPERS	REGULATIONS					
CAPITAL NEWSPAPERS	23-07 STOP SIGN ORDINANCE	09/07/2023	170918	100-10-5110-3-35	49.08	49.08
CAPITAL NEWSPAPERS	CUP HEARING NOTICE - 501 E MAIN	09/07/2023	171610	100-10-5110-3-35	27.44	27.44
CAPITAL NEWSPAPERS	STREET					
CAPITAL NEWSPAPERS	PUBLIC HEARING TAXI FARES FOR	09/07/2023	172625	501-10-5154-3-35	66.47	66.47
CAPITAL NEWSPAPERS	2024					
Total CAPITAL NEWSPAPERS:						233.74
CAREW CONCRETE & SUPPLY INC	SUPPLIES TO POUR CURB & GUTTER	09/07/2023	004316	100-70-5433-3-36	34.79	34.79
CAREW CONCRETE & SUPPLY INC	CONCRETE - SHALER DR & HWY 26 -	09/07/2023	1275354	700-10-5192-3-36	381.25	381.25
CAREW CONCRETE & SUPPLY INC	INLET REPAIRS					
Total CAREW CONCRETE & SUPPLY INC:						416.04
CEDAR CORPORATION	PROFESSIONAL SERVICES -	09/07/2023	116693	400-20-5513-8-00	12,621.65	12,621.65
CEDAR CORPORATION	SENIOR/COMM CENTER - THRU					
CEDAR CORPORATION	8/19/23					
Total CEDAR CORPORATION:						12,621.65
CHARTER COMMUNICATIONS	MUSEUM - INTERNET - PD BY	08/28/2023	84621-AUG23	100-13850	99.99	99.99
CHARTER COMMUNICATIONS	HISTORICAL SOCIETY					
CHARTER COMMUNICATIONS	CITY HALL - INTERNET	09/07/2023	171156301-AU	100-10-5197-3-31	149.98	149.98
Total CHARTER COMMUNICATIONS:						249.97
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS -	08/30/2023	4162183358	100-70-5411-3-38	50.96	50.96
CINTAS CORPORATION NO 2	JULY 2023					
CINTAS CORPORATION NO 2	SAFETY BUILDING RUGS - JULY 2023	08/30/2023	4162882647	100-70-5410-3-38	88.27	88.27
CINTAS CORPORATION NO 2	LIBRARY RUGS - JULY 2023	08/30/2023	4162882866	100-70-5410-3-38	104.30	104.30
CINTAS CORPORATION NO 2	SENIOR CENTER RUGS - JULY 2023	08/30/2023	4162882712	100-70-5410-3-38	53.16	53.16
CINTAS CORPORATION NO 2	CITY HALL RUGS - JULY 2023	08/30/2023	4162882766	100-70-5410-3-38	116.27	116.27
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS -	08/30/2023	4162883154	100-70-5411-3-38	84.07	84.07
CINTAS CORPORATION NO 2	JULY 2023					
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS -	08/30/2023	4163629388	100-70-5411-3-38	49.96	49.96
CINTAS CORPORATION NO 2	AUGUST 2023					
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS -	08/30/2023	4164325047	100-70-5411-3-38	49.96	49.96
CINTAS CORPORATION NO 2	AUG 2023					
Total CINTAS CORPORATION NO 2:						596.95
CITY OF BEAVER DAM	EMS CALL - 8-18-23	09/07/2023	21444	100-10-5255-3-38	860.00	860.00
CITY OF BEAVER DAM	EMS CALL - 8-27-23	09/07/2023	21458	100-10-5255-3-38	860.00	860.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total CITY OF BEAVER DAM:						1,720.00
CIVIC PLUS LLC (PAYMENTS)						
CIVIC PLUS LLC (PAYMENTS)	MUNICODE WEB 9/1/23-8/31/24	09/07/2023	266567	100-10-5197-3-38	4,740.75	4,740.75
CIVIC PLUS LLC (PAYMENTS)	MUNICODE MEETINGS RENEWAL 9/1/23-8/31/24	09/07/2023	266871	100-10-5110-3-38	3,031.88	3,031.88
CIVIC PLUS LLC (PAYMENTS)	WEB OPEN PLATFORM MIGRATION 9/1/2023-8/31/2024	09/07/2023	268252	100-10-5197-3-38	5,692.25	5,692.25
Total CIVIC PLUS LLC (PAYMENTS):						13,464.88
CLIA LABORATORY PROGRAM						
CLIA LABORATORY PROGRAM	CLIA LAB USER FEE - 52D2253785	09/07/2023	9-6-23	100-50-5230-3-38	180.00	180.00
Total CLIA LABORATORY PROGRAM:						180.00
CRETEX SPECIALTY PRODUCTS						
CRETEX SPECIALTY PRODUCTS	STORM SEWER INLET REPAIRS	09/07/2023	041176	700-10-5192-3-36	259.17	259.17
Total CRETEX SPECIALTY PRODUCTS:						259.17
CREXENDO						
CREXENDO	SENIOR CENTER PHONE CHARGES - AUG 2023	08/30/2023	AUG2023	100-20-5513-3-31	452.07	452.07
Total CREXENDO:						452.07
DEVRIES WELDING LLC						
DEVRIES WELDING LLC	SETUP NEW FLATBED #52-23	09/07/2023	02236	410-70-5412-4-00	37.00	37.00
DEVRIES WELDING LLC	REPAIR GRILL AT WEST END PARK	09/07/2023	02237	100-20-5525-3-36	45.00	45.00
DEVRIES WELDING LLC	SETUP NEW FLATBED	09/07/2023	02243	410-70-5412-4-00	548.50	548.50
Total DEVRIES WELDING LLC:						630.50
DIGGERS HOTLINE						
DIGGERS HOTLINE	2ND PREPAYMENT 2023	09/07/2023	230 7 50101 P	700-10-5192-3-38	814.40	814.40
Total DIGGERS HOTLINE:						814.40
DOVE DESIGNS INC						
DOVE DESIGNS INC	SHIRTS FOR NEW HIRES	09/01/2023	WORKORDER	100-50-5231-3-38	1,598.95	1,598.95
Total DOVE DESIGNS INC:						1,598.95
EASTERN COLUMBIA COUNTY						
EASTERN COLUMBIA COUNTY	PAID WARRANT - FREUCK - FALL RIVER PD	08/29/2023	8-29-23	100-13850	154.00	154.00
EASTERN COLUMBIA COUNTY	PAID WARRANT - FREUCK - PARDEEVILLE PD	08/29/2023	8-29-23-1	100-13850	308.00	308.00
Total EASTERN COLUMBIA COUNTY:						462.00
FOND DU LAC COUNTY						
FOND DU LAC COUNTY	ROADMARKING PAINT/BEADS	09/07/2023	23610693	100-70-5441-3-36	3,755.77	3,755.77
Total FOND DU LAC COUNTY:						3,755.77

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
GAPPA SECURITY SOLUTIONS LLC						
GAPPA SECURITY SOLUTIONS LLC	LIBRARY SERVICE - ADJUSTED AUTO OPERATOR ON FRONT DOORS	09/07/2023	28050	100-70-5410-3-36	250.00	250.00
Total GAPPA SECURITY SOLUTIONS LLC:						250.00
GFL ENVIRONMENTAL						
GFL ENVIRONMENTAL	RESIDENTIAL RECYCLING - AUG 2023	09/07/2023	U9000015650	420-70-5436-3-38	45,359.74	45,359.74
Total GFL ENVIRONMENTAL:						45,359.74
GRAND VALLEY INSPECTION SERVICES						
GRAND VALLEY INSPECTION SERVIC	BUILDING INSP/ZONING ADMIN FOR AUG 2023	09/07/2023	2023-154	230-30-5241-3-38	12,226.74	12,226.74
Total GRAND VALLEY INSPECTION SERVICES:						12,226.74
H & R SAFETY SOLUTIONS LLC						
H & R SAFETY SOLUTIONS LLC	SAFETY GLASSES	09/07/2023	8027	100-50-5232-3-38	134.40	134.40
Total H & R SAFETY SOLUTIONS LLC:						134.40
HALRON LUBRICANTS INC						
HALRON LUBRICANTS INC	BULK OIL & WINDSHIELD WASHER FLUID	09/07/2023	1434421-00	100-70-5411-3-36	1,222.84	1,222.84
HALRON LUBRICANTS INC	BULK OIL - SPIRAX SHELL	09/07/2023	1434678-00	100-70-5411-3-36	1,198.00	1,198.00
Total HALRON LUBRICANTS INC:						2,420.84
HOMAN AUTO -GATEWAY						
HOMAN AUTO -GATEWAY	SERVICE #15-17	09/07/2023	1021340	100-70-5411-3-36	54.90	54.90
HOMAN AUTO -GATEWAY	OIL CHANGE #34-09	09/07/2023	1021312	100-70-5411-3-36	106.28	106.28
HOMAN AUTO -GATEWAY	REPLACE FUEL FILTER #34-09	09/07/2023	1021313	100-70-5411-3-36	39.77	39.77
Total HOMAN AUTO -GATEWAY:						200.95
HOME CONTRACTORS & SUPPLY INC						
HOME CONTRACTORS & SUPPLY INC	FORMS FOR CURB REPAIR	09/07/2023	30034	100-70-5433-3-36	40.52	40.52
Total HOME CONTRACTORS & SUPPLY INC:						40.52
INSIGHT FS						
INSIGHT FS	STORM SEWER REPAIR - OATS TO HELP GRASS	09/07/2023	220011733	700-10-5192-3-36	15.87	15.87
Total INSIGHT FS:						15.87
KIMBALL MIDWEST						
KIMBALL MIDWEST	WASHERS - SHOP SUPPLIES	09/07/2023	101371294	100-70-5411-3-36	34.00	34.00
Total KIMBALL MIDWEST:						34.00
KREUZIGER, JEFFREY D						
KREUZIGER, JEFFREY D	AUGUST LAWN MOWING	09/07/2023	786510	100-70-5613-3-38	790.00	790.00
Total KREUZIGER, JEFFREY D:						790.00
KWIK TRIP STORES						
KWIK TRIP STORES	DPW MONTHLY FUEL PURCHASES -					

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
	JULY 2023	08/30/2023	DPW-JULY23	100-70-5411-3-38	3,252.66	3,252.66
KWIK TRIP STORES	FIRE DEPT MONTHLY FUEL - JULY 2023 - AMBULANCE	08/30/2023	FD-JULY23	100-50-5230-3-38	749.12	749.12
KWIK TRIP STORES	POLICE DEPT MONTHLY FUEL - JULY 2023 - IN-STORE PURCHASE - WATER/ICE	08/30/2023	PD-JULY23	100-40-5215-3-38	2,859.85	2,859.85
Total KWIK TRIP STORES:						6,861.63
LANGE ENTERPRISES						
LANGE ENTERPRISES	STREET SIGN REPLACEMENT	09/07/2023	84816	100-70-5441-3-36	615.40	615.40
Total LANGE ENTERPRISES:						615.40
LIFESTAR EMERGENCY MEDICAL						
LIFESTAR EMERGENCY MEDICAL	DEDUCTION DUE TO CITY OF BEAVER DAM ATTENDING A CALL ON 8-18-23	09/07/2023	21-0195	100-10-5255-3-38	3,780.00	3,780.00
Total LIFESTAR EMERGENCY MEDICAL:						3,780.00
LINCOLN CONTRACTORS						
LINCOLN CONTRACTORS	CAULK FOR JOINTS IN POOL	09/07/2023	164878	100-20-5523-3-36	218.70	218.70
Total LINCOLN CONTRACTORS:						218.70
MENARDS - BEAVER DAM						
MENARDS - BEAVER DAM	SUPPLIES - REPAIR BOARDWALK - MEADOWVIEW PARK	09/07/2023	40549	100-20-5525-3-36	172.21	172.21
MENARDS - BEAVER DAM	SUPPORT FOR SIGN #8738 - PART WAS HIT AND BROKEN	09/07/2023	40878	100-70-5441-3-36	37.99	37.99
MENARDS - BEAVER DAM	SET UP NEW FLATBED #52-23 - SIDE BOARD	09/07/2023	41224	410-70-5412-4-00	138.63	138.63
Total MENARDS - BEAVER DAM:						348.83
NAVIS, MIKE						
NAVIS, MIKE	MEALS - TRAINING	09/07/2023	08282023	100-40-5215-3-37	51.21	51.21
Total NAVIS, MIKE:						51.21
NIELSON COMMUNICATIONS INC						
NIELSON COMMUNICATIONS INC	RADIO FOR AMBULANCE	09/07/2023	AR30306	410-50-5231-4-00	5,763.00	5,763.00
Total NIELSON COMMUNICATIONS INC:						5,763.00
O'REILLY AUTOMOTIVE INC						
O'REILLY AUTOMOTIVE INC	OIL FILTER	09/07/2023	2391-110361	100-50-5230-3-36	23.79	23.79
O'REILLY AUTOMOTIVE INC	CREDIT	09/07/2023	2391-107178	100-70-5411-3-36	107.09	107.09
O'REILLY AUTOMOTIVE INC	2017 FORD TAURUS 02 SENSOR	09/07/2023	2391-113434	100-40-5212-3-36	34.20	34.20
O'REILLY AUTOMOTIVE INC	REPLACE BRAKES #34-09	09/07/2023	2391-114148	100-70-5411-3-36	365.20	365.20
Total O'REILLY AUTOMOTIVE INC:						316.10
OTIS ELEVATOR COMPANY						
OTIS ELEVATOR COMPANY	MAINT SERVICE 9-1-23 TO 8-31-24 - CITY HALL	09/07/2023	100401263299	100-70-5410-3-36	1,958.28	1,958.28
OTIS ELEVATOR COMPANY	MAINT SERVICE 9-1-23 TO 8-31-24 - LIBRARY	09/07/2023	100401263300	100-70-5410-3-36	1,958.28	1,958.28
OTIS ELEVATOR COMPANY	MAINT SERVICE 9-1-23 TO 8-31-24 - SAFETY BUILDING	09/07/2023	100401263301	100-70-5410-3-36	1,958.28	1,958.28

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total OTIS ELEVATOR COMPANY:						5,874.84
PETTY CASH-CITY HALL						
PETTY CASH-CITY HALL	REFUND PULDA - DUPLICATE PAYMENT	09/07/2023	9-6-23	100-44-4432-0-00	15.00	15.00
Total PETTY CASH-CITY HALL:						15.00
PIGGLY WIGGLY DISCOUNT FOODS						
PIGGLY WIGGLY DISCOUNT FOODS	SODA - REHAB TRAINING	09/07/2023	1913	100-50-5232-3-38	66.88	66.88
Total PIGGLY WIGGLY DISCOUNT FOODS:						66.88
PITNEY BOWES GLOBAL FINANCIAL SERVICES						
PITNEY BOWES GLOBAL FINANCIAL	LEASE FOR MAIL MACHINE - CITY HALL 6/30/23-9/29/23	09/07/2023	3317960958	100-10-5141-3-36	521.52	521.52
Total PITNEY BOWES GLOBAL FINANCIAL SERVICES:						521.52
PROS 4 TECHNOLOGY INC						
PROS 4 TECHNOLOGY INC	MANAGED SERVICE SEPT 2023	09/07/2023	45923	100-10-5197-3-38	2,785.00	2,785.00
PROS 4 TECHNOLOGY INC	PROS4 ADVANCED SECURITY	09/07/2023	45924	100-10-5197-3-38	632.00	632.00
PROS 4 TECHNOLOGY INC	MANAGED BACKUP SERVICE 8/11-8/31/23	09/07/2023	45925	100-10-5197-3-38	138.18	138.18
PROS 4 TECHNOLOGY INC	MICROSOFT 365 AGREEMENT 8/18-8/31/23	09/07/2023	45926	100-10-5197-3-38	104.02	104.02
Total PROS 4 TECHNOLOGY INC:						3,659.20
R BAUMAN & ASSOCIATES SC						
R BAUMAN & ASSOCIATES SC	HIRING SELECTION ASSESSMENT	09/07/2023	1669	100-50-5231-3-38	1,980.00	1,980.00
Total R BAUMAN & ASSOCIATES SC:						1,980.00
REINDERS INC						
REINDERS INC	BUSHING GROMMET	09/07/2023	6039169-00	100-70-5411-3-36	22.07	22.07
Total REINDERS INC:						22.07
RENNERTS						
RENNERTS	AMBULANCE - COT INSTALL - HEALTHCARE INFRASTRUCTURE GRANT	09/07/2023	1217	410-50-5231-4-00	2,793.25	2,793.25
Total RENNERTS:						2,793.25
SAFETY KLEEN						
SAFETY KLEEN	USED OIL	09/07/2023	92404859	100-70-5411-3-36	108.11	108.11
Total SAFETY KLEEN:						108.11
SHERWIN WILLIAMS						
SHERWIN WILLIAMS	STAIN FOR POLES AT POOL	09/07/2023	0036-9	100-20-5523-3-36	206.15	206.15
SHERWIN WILLIAMS	STAIN FOR POLES AT POOL	09/07/2023	0472-7	100-20-5523-3-36	82.46	82.46
Total SHERWIN WILLIAMS:						288.61
TRAFFIC & PARKING CONTROL CO						
TRAFFIC & PARKING CONTROL CO	TRAFFIC SIGNAL REPAIR - E MAIN ST					

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
	& WATERTOWN ST	09/07/2023	i761375	100-70-5441-3-36	270.00	270.00
Total TRAFFIC & PARKING CONTROL CO:						270.00
TRU CLEANERS LLC						
TRU CLEANERS LLC	CLEANING SERVICE FOR CITY OF WAUPUN - FOR AUG 2023	09/07/2023	CW090123	100-70-5410-3-38	4,134.27	4,134.27
Total TRU CLEANERS LLC:						4,134.27
TRUCK COUNTRY						
TRUCK COUNTRY	SENSOR - REPLACE SPEED SENSOR	09/07/2023	X202762818:0	100-70-5411-3-36	173.41	173.41
Total TRUCK COUNTRY:						173.41
US CELLULAR						
US CELLULAR	ECONOMIC DEVELOPER/ADMINISTRATOR CELL PHONE - AUG 2023	09/07/2023	0599055647	100-10-5191-3-31	370.62	370.62
Total US CELLULAR:						370.62
VANDEZANDE & KAUFMAN, LLP						
VANDEZANDE & KAUFMAN, LLP	MONTHLY CITY ATTORNEY FEES - AUG 2023	09/07/2023	AUG2023	100-10-5161-3-38	3,985.55	3,985.55
Total VANDEZANDE & KAUFMAN, LLP:						3,985.55
WAUPUN UTILITIES						
WAUPUN UTILITIES	REPLACE CIRCUIT BREAKER ON POLE AT COMMUNITY CENTER	09/07/2023	5928	100-70-5410-3-36	181.13	181.13
Total WAUPUN UTILITIES:						181.13
WAUPUN AREA ANIMAL SHELTER INC						
WAUPUN AREA ANIMAL SHELTER IN	MONTHLY CONTRACT - SEPT 2023	09/07/2023	SEPT2023	100-40-5343-3-38	1,000.00	1,000.00
Total WAUPUN AREA ANIMAL SHELTER INC:						1,000.00
WELLS FARGO PAYMENT REMITT						
WELLS FARGO PAYMENT REMITT	TRACTOR SUPPLY - OFF ROAD LIGHT - REPAIR REAR BACKUP LIGHTS	08/30/2023	ANGIE-JUNE2	100-70-5411-3-36	344.07	344.07
WELLS FARGO PAYMENT REMITT	SPECTRUM BILL - LIBRARY - 6/18/23-7/17/23	08/30/2023	BRET-JULY23	210-60-5511-3-31	359.94	359.94
WELLS FARGO PAYMENT REMITT	USPS - POSTAGE	08/30/2023	JEREMY-JULY	100-40-5211-3-33	28.75	28.75
WELLS FARGO PAYMENT REMITT	CIVIC SYSTEMS - 23RD SYMPOSIUM	08/30/2023	KATHY-JUNE2	100-10-5153-3-37	403.00	403.00
WELLS FARGO PAYMENT REMITT	GREEN WOOD HEINEMANN - LEVELED BOOK WEB SUBSCRIPTION	08/30/2023	PAM-JULY23	210-60-5511-3-42	25.00	25.00
WELLS FARGO PAYMENT REMITT	DOLLAR TREE - PARK PROGRAM	08/30/2023	RACHEL-JUN	100-20-5525-3-39	469.75	469.75
WELLS FARGO PAYMENT REMITT	DOT - DMV - REGISTRATION FEES	08/30/2023	SCOTT-JULY2	100-40-5211-3-38	122.39	122.39
Total WELLS FARGO PAYMENT REMITT:						1,752.90
WI DEPT OF JUSTICE						
WI DEPT OF JUSTICE	G3369 - BACKGROUND CHECKS - AUG 2023	09/07/2023	G3369-AUG23	100-40-5213-3-38	35.00	35.00
Total WI DEPT OF JUSTICE:						35.00
YMCA OF DODGE COUNTY						
YMCA OF DODGE COUNTY	WAUPUN AQUATIC CENTER					

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
	PAYROLL - 8-6-23 THRU 8-19-23	09/07/2023	8242023	100-20-5525-3-38	14,828.81	14,828.81
Total YMCA OF DODGE COUNTY:						14,828.81
ZARNOTH BRUSH WORKS INC						
ZARNOTH BRUSH WORKS INC	REPLACE BROOMS #12-18	09/07/2023	0195171-in	700-10-5192-3-36	1,070.60	1,070.60
Total ZARNOTH BRUSH WORKS INC:						1,070.60
Grand Totals:						166,973.97

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5110-3-35	167.27	.00	167.27
100-10-5110-3-38	3,031.88	.00	3,031.88
100-10-5131-3-31	40.00	.00	40.00
100-10-5141-3-30	16.69	.00	16.69
100-10-5141-3-31	74.47	.00	74.47
100-10-5141-3-36	521.52	.00	521.52
100-10-5141-3-37	10.00	.00	10.00
100-10-5153-3-37	235.00	.00	235.00
100-10-5161-3-38	3,985.55	.00	3,985.55
100-10-5191-3-31	74.48	.00	74.48
100-10-5197-3-31	483.22	.00	483.22
100-10-5197-3-38	14,260.20	.00	14,260.20
100-10-5255-3-38	7,220.00	1,720.00-	5,500.00
100-13850	811.99	.00	811.99
100-20-5512-3-32	14.85	.00	14.85
100-20-5513-3-31	65.29	.00	65.29
100-20-5513-3-32	14.85	.00	14.85
100-20-5523-3-32	1,374.30	.00	1,374.30
100-20-5523-3-36	507.31	.00	507.31
100-20-5523-3-39	172.82	.00	172.82
100-20-5525-3-36	217.21	.00	217.21
100-20-5525-3-38	14,828.81	.00	14,828.81
100-20-5525-3-39	324.89	27.96-	296.93
100-21100	1,858.37	85,999.21-	84,140.84-
100-30-5152-3-38	3,186.36	.00	3,186.36
100-40-5211-3-30	74.97	.00	74.97
100-40-5211-3-31	680.91	.00	680.91
100-40-5211-3-32	39.66	.00	39.66
100-40-5211-3-33	28.75	.00	28.75
100-40-5211-3-38	22.43	.00	22.43
100-40-5212-3-36	246.33	.00	246.33
100-40-5212-3-38	2,850.42	.00	2,850.42
100-40-5213-3-38	35.00	.00	35.00
100-40-5215-3-37	51.21	.00	51.21
100-40-5215-3-38	9.43	.00	9.43
100-40-5343-3-38	1,000.00	.00	1,000.00
100-44-4432-0-00	15.00	.00	15.00
100-50-5230-3-31	41.70	.00	41.70
100-50-5230-3-36	23.79	.00	23.79
100-50-5230-3-38	1,896.99	.00	1,896.99

GL Account	Debit	Credit	Proof
100-50-5231-3-30	24.99	.00	24.99
100-50-5231-3-31	208.52	.00	208.52
100-50-5231-3-32	22.31	.00	22.31
100-50-5231-3-38	1,965.40	.00	1,965.40
100-50-5232-3-38	877.46	.00	877.46
100-50-5251-3-31	27.80	.00	27.80
100-70-5410-3-32	154.66	.00	154.66
100-70-5410-3-36	6,390.69	.00	6,390.69
100-70-5410-3-38	4,496.27	.00	4,496.27
100-70-5411-3-36	4,192.66	110.41-	4,082.25
100-70-5411-3-38	3,092.45	.00	3,092.45
100-70-5412-3-31	95.02	.00	95.02
100-70-5412-3-32	112.25	.00	112.25
100-70-5420-3-31	138.71	.00	138.71
100-70-5433-3-36	75.31	.00	75.31
100-70-5441-3-36	4,679.16	.00	4,679.16
100-70-5613-3-38	790.00	.00	790.00
210-21100	.00	426.42-	426.42-
210-60-5511-3-31	401.42	.00	401.42
210-60-5511-3-42	25.00	.00	25.00
230-21100	.00	12,226.74-	12,226.74-
230-30-5241-3-38	12,226.74	.00	12,226.74
400-20-5513-8-00	12,621.65	.00	12,621.65
400-21100	.00	12,621.65-	12,621.65-
410-21100	.00	9,195.66-	9,195.66-
410-50-5231-4-00	8,556.25	.00	8,556.25
410-70-5412-4-00	639.41	.00	639.41
420-21100	.00	12,134.26-	12,134.26-
420-70-5436-3-38	12,134.26	.00	12,134.26
425-21100	.00	33,225.48-	33,225.48-
425-70-5476-3-38	33,225.48	.00	33,225.48
501-10-5154-3-35	66.47	.00	66.47
501-21100	.00	66.47-	66.47-
700-10-5191-3-38	107.15	.00	107.15
700-10-5192-3-36	1,726.89	.00	1,726.89
700-10-5192-3-38	1,102.41	.00	1,102.41
700-21100	.00	2,936.45-	2,936.45-
Grand Totals:	170,690.71	170,690.71-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"



MINUTES
CITY OF WAUPUN ZONING BOARD OF APPEALS
Waupun City Hall – 201 E. Main Street, Waupun WI
Monday April 3, 2023 at 4:30 PM

CALL TO ORDER

Chairperson Westphal called the In-house & Virtual Zoning Board of Appeals meeting to order at 4:30 p.m.

ROLL CALL

Members present: Jason Westphal (via zoom), Dylan Weber, Mark Nickel, Rick Vanthoff & Patricia Beyer.

Absent: Derek Minnema

Also in attendance were Susan Leahy, Zoning Administrator & Kathy Schlieve, Administrator

PERSONS WISHING TO ADDRESS THE ZONING BOARD OF APPEAL--State name, address, and subject of comments. (2 Minutes)

No persons appeared.

FUTURE MEETINGS AND GATHERING INVOLVING THE ZONING BOARD OF APPEAL

No future meetings planned.

CONSIDERATION - ACTION

1. Motion by Vanthoff, second by Weber to approve the March 6, 2023 Zoning Board of Appeals meeting minutes.
5 Ayes, 0 Nays. Motion carried unanimously
2. Public Hearing – Westphal read Variance request – Go-Dutch Solutions at 328 South Division Street, to install a ground mounted sign that is 32 sq. ft. per side per the Municipal Ordinance Section 16.11(4) Type 8 allows signs not exceeding 20 sq. ft. per side.
 - Casey, Go-Dutch Solutions, was unable to attend the meeting due to a death in the family so she forwarded an email to all the board members regarding the request for the sign.
 - Westphal stated he also spoke to Casey regarding the proposed sign and why the 32 sq. ft. Signarama, Sign company, stated to her that making the sign smaller, you would not be able to see the logo or the name would not be visible. Signarama told her that making it smaller would not benefit her. Westphal went on to add that he stopped at the site and measured the sign for the apartment complex on Bly Street and stated that sign is 3x8 and doesn't include the concrete pillars.
 - The sign will be non-lit per the drawing. All the board members were in favor of the non-lit sign.
 - Leahy stated she received one telephone from a resident on South Division Street that was against the size of the sign.
 - The sign will be located on South Division Street in front of here business.
 - No other questions
 - Motion by Vanthoff to approve the 32 sq. ft. non-lit sign as presented, seconded by Wber
Westphal – Aye, Weber – Aye, Nickel – Aye, Vanthoff – Aye, Beyer – Aye
5 Ayes, 0 Nays. Motion carried unanimously

ADJOURNMENT

Motion by Beyer, seconded by Nickel to adjourn the meeting. Motion carried, meeting adjourned at 4:39 pm.

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.



MINUTES
CITY OF WAUPUN PLAN COMMISSION MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, July 19, 2023 at 4:30 PM

The Waupun Plan Commission met on Wednesday, July 19, 2023 at 4:30 pm in the Waupun City Hall Council Chambers. The meeting was held in person, virtual, and teleconference.

CALL TO ORDER

Chairman Bishop called the meeting to order at 4:30 pm.

ROLL CALL

Members Present: Elton TerBeest, Rohn Bishop, Jill Vanderkin, Mike Matoushek, Jason Whitford (Zoom),

Members Excused: Jeff Daane and Gerald Medema

Staff Present: Kathy Schlieve, Susan Leahy

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION—

None

FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION

CONSIDERATION - ACTION

1. Approve minutes of the June 21, 2023 meeting.
Motion by Matoushek 2nd by Vanderkin to approve the minutes of the June 21, 2023 meeting. Motion carried, unanimously.
2. Public Hearing - Conditional Use Permit application of Denise Munro at 435 E Jefferson St. to extend the driveway 9' into the front yard plane of the house to the front property line per Municipal Code Section 16.03(4)(b)(iv) of the Waupun Municipal Code.

Motion by Matoushek 2nd by TerBeest to open the Public Hearing. Motion carried, unanimously.

Denise Munro appeared to discuss their plans. They want to extend their driveway over into the front plain of the house because they only have a 1 car driveway and parking is restricted in front of their house. 0 further questions were asked.

Motion by TerBeest 2nd by Vanderkin to close the Public Hearing. Motion carried, unanimously.

Motion by Vanderkin 2nd by Whitford to approve Conditional Use Permit as presented. Motion carried, unanimously.

3. Public Hearing - Conditional Use Permit application of James Hepp at 431 E. Jefferson St. to extend the driveway 5' into the front yard plane of the house to the front property line per Municipal Code Section 16.03(4)(b)(iv).

Motion by Matoushek 2nd by TerBeest to open the Public Hearing. Motion carried, unanimously.

James appeared and discussed their plans. They will extend driveway 5' x 7' into the front plane of the house. There is currently Two hour parking along street so this will help so he doesn't have to park in the street and avoid tickets. Parking limitations on Jefferson St. were discussed as well and will be discussed at a future Board of Public Works meeting.

Motion by Matoushek 2nd by Vanderkin to close the Public Hearing. Motion carried, unanimously.

Motion by Whitford 2nd by TerBeest to approve the Conditional Use Permit as presented. Motion carried, unanimously.

4. Site Plan Review - TJ's Autobody - 701 S Watertown St.
There was an apartment by the Laundry mat and they want to move the laundry mat to where the apartment was and the addition. They plan on making the existing laundry mat storage. It will be bigger than the existing laundry mat. It's open 24/7. Jeff and Sue looked at site for stormwater, there were no issues.

Motion by Whitford 2nd Matoushek by to approve the site plan. Motion carried, unanimously.

5. Extraterritorial Zoning Review for property owned by Richard and Penny Hull on Savage Rd. Parcel #'s T21-14-15-19-16-011-00 & T21-14-15-19-16-012-00

We received the extraterritorial review. They are dividing out the farm land from the house. There is no change of use, and it meets the City's code for setback requirements. This has been there for a number of years. The property is almost out by Longview Rd. and does not with future land use maps.

Motion by Vanderkin, 2nd by TerBeest to recommend approval of the Extraterritorial Certified Survey Map to the Common Council. Motion carried, unanimously.

6. Certified Survey Map Review - 810 N Madison St.
They are proposing to divide property to sell to neighbors. The property is in the City but Catherine Ct. is in the Township. It's a 3 lot CSM. One will stay with them and the other two lots will be sold to the neighbors. Motion by Vanderkin 2nd by Whitford to approve proposed Certified Survey Map. The final Certified Survey Map can go directly to the Common Council when we receive it. Motion carried, unanimously.

ADJOURNMENT

Motion by Whitford, 2nd by Vanderkin to adjourn the meeting. Motion carried, unanimously. Meeting adjourned at 4:49 pm



MINUTES
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, August 08, 2023 at 4:15 PM

CALL TO ORDER

Mayor Bishop called the meeting to order at 4:15pm.

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 Kaczmarek, Alderman Langford, Alderman Kunz, Alderman Siebers, Alderman Matoushek

Council absent/excused: None

Management in-person: Attorney VandeZande, City Clerk Hull, Administrator Schlieve, Steve Brooks

Audience in-person: Jeff Butzke, Compass Surveying LLC, Jaedon Buchholz

BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS *(Roll Call Motion)*

1. Certified Survey Map for Richard & Penny Hull - Jeff Butzke, Compass Surveying LLC (Plan Commission 7-19-23) Motion Siebers, second by Siebers to approve the Certified Survey Map for Richard & Penny Hull. Motion carried 6-0 on roll call.

CLOSED SESSION

At 4:25pm, motion Matoushek, second by Siebers to adjourn in closed session under Section 19.85 (1) (c) of the WI Statute for purposes of Public Employee Compensation. Motion carried 6-0.

OPEN SESSION

At 5:05pm, motion Matoushek, second by Kunz 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

At 5:06pm, a slight recess is held to allow those attending to be seated.

Attendance following closed session:

Council in-person: Mayor Bishop, Alderman Westphal, Alderman Kaczmarek, Alderman Langford, Alderman Kunz, Alderman Siebers, Alderman Matoushek

Council absent/excused: None

Management in-person: Attorney VandeZande, City Clerk Hull, Administrator Schlieve, Utility Director Brooks, Public Works Director Daane, Chief Loudon, Chief Demaa, Recreation Director Kaminski, Finance Director Langenfeld

Audience in-person: Jaedon Buchholz, Todd Snow

PERSONS WISHING TO ADDRESS COUNCIL

No persons appeared before the Council

CONSIDERATION - ACTION

3. City Department Hours of Service

Discussion of continuation of the summer hours that come to close following Labor Day.

Motion Westphal, second by Matoushek to approve City office hours of operation from 7 am to 4 p.m. Monday Through Thursday and Fridays from 7 to 11 a.m. unless specific roles require a traditional schedule due to the nature of a given position. Motion carried 6-0 on roll call.

4. 2024 Mayor and Alderperson Salary

Motion Kaczmariski, second by Westphal to increase the 2024 Mayor annual salary from \$10,000 to \$12,000 and no change to the Alderperson Annual salary. Motion carried 6-0 on roll call.

MAYORAL CORRESPONDENCE/PRESENTATIONS

5. Save the Date: Pillar & Vine 5th Annual Wine & Whiskey Fundraiser- November 4, 2023

The Mayor and Council have received a save the date invitation from Pillar and Vine for their 5th annual Wine and Whiskey Fundraiser to be held at the Rock River Country Club on November 4, 2023. The formal invitation will be coming in the near future.

CONSENT AGENDA

Motion Langford, second by Matoushek to accept the Consent Agenda and approve the monthly financial report. Motion carried 6-0 on roll call.

ADJOURNMENT

At 6:20pm, motion Kunz, second by Siebers to call the meeting adjourned. Motion carried 6-0.



MINUTES

CITY OF WAUPUN TRANSIT COMMITTEE
Waupun City Hall 201 E Main Street, Waupun
Thursday, August 10, 2023 at 10:00 AM

CALL TO ORDER

Acting Chairman Kaczmariski called the meeting to order at 10:00am.

ROLL CALL

Members In-Person: Alderman Matoushek, Alderman Kaczmariski, Alderman Langford, Police Chief Loudon

Members absent/excused: Rohn Bishop

Staff In person: City Clerk/Treasurer Hull, Finance Director Langenfeld

Audience: None

Media present: None

PERSONS WISHING TO ADDRESS THE TRANSIT COMMITTEE

Audience is not present

CONSIDERATION - ACTION

1. Approve Transit Committee Minutes 11/19/21

Motion Matoushek, second Loudon to approve the minutes from the November 19, 2023 Transit Committee meeting. Motion carried 4-0.

2. 2024 Waupun Taxi Fares

The purpose of the request to increase taxi fare rates is to assist in covering the operating expenses for the taxi. The current contract for taxi service concludes in two years.

Motion Matoushek, second Langford to recommend to the Common Council, the adoption of the 2024 Shared-Ride Taxi Service Fares. Motion carried 4-0 on roll call.

ADJOURNMENT

Motion Loudon, second Matoushek duly called the meeting adjourned at 10:08am. Motion carried 4-0.

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, August 14, 2023**

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

Commissioners Daane, Heeringa, Homan, Kunz, Siebers, Thurmer and Mayor Bishop present. Commissioner Westphal absent with notice.

Motion made by Thurmer, seconded by Daane and unanimously carried, to approve minutes from June 12, 2023 meeting.

Motion by Daane, seconded by Siebers and unanimously carried, bills for months of June and July 2023 approved as presented.

On motion by Siebers, seconded by Kunz and unanimously carried, year-to-date financial reports May and June 2023 approved as presented by Finance Director Stanek. Electric operating income was \$222,000. Water operating income was \$414,200. Sewer operating income was \$348,100.

General Manager Brooks reported on call-ins and electric projects. Planning, designing of easements and timing for installation of electric infrastructure continues for the United Coop project. The PSC reviewed the Utilities' application requests during their open meeting on August 3rd for certificate of authority for extension of electric distribution facilities to serve an industrial park agriculture processing development in the City of Waupun and authority to adjust electric rates. With the departure of tenured employee after 23 years of service, utility is currently accepting applications for position of Water and Sanitary Sewer Maintenance Technician Equipment Operator. Utility is also accepting applications to fill position of Line Technician – Journey Level within the electric department.

Assistant Electric Superintendent Vande Kolk presented pictures and explanation of damage and repair of a 3-phase transformer that fell to the ground while attached to a pole that snapped during a high wind event during the early morning hours on August 12th and remained energized in the area of E Jefferson/S Forest St. The line was de-energized and repairs were made. Electric crew worked for approximately 9 hours to make repairs and restore power.

Treatment Facilities and Operations Superintendent Schramm reported on operations and projects at water and wastewater treatment facilities and distribution/collection system. Treatment facilities staff have been monitoring towers and making necessary adjustments in collaboration with the distribution/collection crew as they completed the unidirectional flushing (UDF) program designed to remove mineral and sediment deposits that accumulate over time in the distribution system. Construction, equipment installation, demobilization, and restoration is complete at the WWTF for the ABNR construction project. "Wastewater testing" was successful and completed on July 23rd. The ABNR system was inoculated on July 31st. The biomass concentrations will continue to increase over the next few months to reach final design operational levels.

Commission President Heeringa welcomed visitors Jake Oelke and Jason Whitford. Oelke present in person and Whitford via Zoom.

Jake Oelke, WPPI Vice President Energy Services presented "Leading with Purpose," providing an update about member ownership of WPPI and what WPPI is doing as a Joint Action Agency. WPPI serves 51 member utilities in Wisconsin, Michigan and Iowa. WPPI and its members continue to lead the way through continued strength in joint action; provide reliable, affordable and responsible wholesale power; and setting the standard through forward-thinking programs and services with a shared voice for energy policy advocacy.

General Manager Brooks presented revised draft of Waupun Utilities Wage Compensation Policy. Revision includes language that allows a market wage and benefits study to be performed as often as two years by an outside compensation consultant to ensure Waupun Utilities' wage structure is competitive with current market. The commission may waive study if wage structure is at current market. On motion by Thurmer, seconded by Kunz, and unanimously carried to approve new language for Waupun Utilities Wage Compensation Policy.

Motion by Thurmer, seconded by Homan, to adjourn in closed session under Section 19.85 (1) (c) of the WI Statutes for discussion and approval of personnel updates.

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

On motion by Homan, seconded by Kunz and unanimously carried, meeting adjourned at 5:45 p.m.

The next regular commission meeting is scheduled on September 11, 2023, at 4:00 p.m. and will be held at the Waste Water Treatment Facility located at 501 Fond du Lac St, Waupun.

Jen Benson
Office & Customer Service Supervisor



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION (PFC)
Waupun Safety Building – 16 E. Main Street, Waupun WI
Wednesday, August 16, 2023 at 4:30pm

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.

CALL TO ORDER

Meeting convened at 4:30pm by PFC President in the Waupun Safety Building.

ROLL CALL

Present: John Bett, Bambi Buchholz, Teresa Heidemann, Bobbi Jo Kunz, Tara Rhodes, Mike Thurmer, Waupun Police Department (WPD) Chief Scott Loudon, WPD Deputy Chief Jeremy Rasch
Member(s) absent (excused): Waupun Fire Department (WFD) Chief BJ DeMaa
Guests: N/A

MINUTES FROM PREVIOUS MEETINGS

Minutes from the May 4, 2023 meeting were presented for approval. Motion to approve minutes as submitted at 4:31pm by J. Bett, T. Heidemann second; all in favor, motion passed.

CLOSED SESSION

The Waupun Police and Fire Commission adjourned into closed session under Section 19.85 (1) (c) of the WI Statutes to conduct interviews with qualified applicants for the open Patrol Officer positions.

(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion to go into Closed Session at 4:33pm was made by T. Rhodes, B. Buchholz second; all in favor, motion passed.

OPEN SESSION

The Waupun Police and Fire Commission reconvened in open session under Section 19.85(2) of the WI Statutes at 5:21pm after motion from T. Rhodes, second by B. Buchholz; all in favor, motion passed.

ACTION FROM CLOSED SESSION

Motion at 5:22pm to extend conditional offer to candidate J. Cupery was made by T. Rhodes, second by T. Heidemann; all in favor, motion passed.

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

Next Commission meeting is to-be-scheduled (the Commission meets quarterly, at minimum).
If necessary, please send any agenda requests to Chiefs BJ DeMaa or S. Loudon so appropriate preparation(s) can be made.

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.

ADJOURNMENT

Motion to adjourn meeting at 5:23pm made by J. Bett, second by B. Buchholz; all in favor, motion passed.

Respectfully submitted,
Tara Rhodes, Secretary

**Minutes of the Waupun Public Library Board Meeting
Wednesday, August 16, 2023**

The Waupun Public Library Board was called to order by Bev Martens, President, at 4:30 p.m. on Wednesday, August 16, 2023. Present were, Schultz, Gehl, Beer, Rohrer, Garcia, and Jaeger. Hintze present via Zoom. Sullivan arrived at 4:50 p.m. via phone. Siebers absent.

ARTICLE I: Motion by Beer, supported by Gehl, to accept the minutes of July 19, 2023 meeting as written. Motion carried.

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 82,137 items through the end of July, up 11%.
- b. 34,141 people visited the library through the end of July, up 24%.
- c. Program attendance up 126% through the end of July.
- d. Meeting room use up 153% through the end of July.

ARTICLE IV: Budget reviewed.

ARTICLE V:

- a. Motion by Hintze, supported by Schultz, to pay August 2023 bills. Motion carried 6-0 on roll call.

ARTICLE VI: Budget Committee reported that there were no new numbers to be presented since the first draft.

ARTICLE VII: Librarians' Report.

- a. A total of 1,134 youth and adult residents attended the six Summer Reading Program events and finale. Another successful year. Congratulations, Tami and staff!
- b. Interns Brooke Vander Galien and Logan Wobschall's most recent project required intense time and effort, and amazingly resulted in them tracking down all library directors of the Waupun Public Library and Waupun Library Association since 1858. Appreciation for work of the interns overall was noted.
- c. Monthly adult crafts continue on the 2nd Tuesday of every month at 6:00pm.
 1. Ribbon Bookmarks/September 12.
- d. Susan Baganz, a Wisconsin resident, will have a book talk on September 19 at 6:00pm.
- e. Several staff entered a float in the Alto Fair Parade. They received an amazing response from the spectators. Rohrer stated, "The enthusiasm from staff concerning the response as I spoke with them was contagious." Great work!

e. Fond du Lac County libraries will be meeting with Fond du Lac County Executive, Sam Kaufman, on August 17 regarding county reimbursement funding.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

a. Library Board By-Laws review: Jaeger and Rohrer to look at Article III, Section 6 for possible revision.

b. Motion by Schultz, supported by Gehl, to approve and forward to the City the 2024 Waupun Public Library Budget request as recommended by the Library Budget Committee. Motion carried 7-0 on roll call.

ARTICLE X: Motion by Rohrer, supported by Martens, to adjourn at 4:59 p.m. Motion carried.

*Next tentative meeting: Wednesday, September 20, 2023 at 4:30 p.m.

SANDRA ROHRER Secretary
SR/bkj

Waupun Police Department Update – August Report

Training: Officer Navis attended Leadership Training. Officer Halverson and Jet had K9 recertification.

Events/Reports:

Truckers Event – Successful event

Staffing/Hiring Process:

Our current staff level is 13 sworn personnel and 2 non-sworn personnel. We are currently hiring for 4 officer positions. We have one accepted conditional offer.

Briefs:

Calls for Service: 1113

Traffic Stops: 151

Arrests: 25

Code Enforcement	Warnings	Citations
January	10	5
February	10	6
March	5	10
April	8	1
May	19	2
June	11	1
July	11	1
August	8	2

Complaints:

On 8/02/23 at approximately 3:58am, police conducted a traffic stop on Fond du Lac St at Gateway Dr. Charges of Possession of Schedule I Narcotic Drugs and Possession of Drug Paraphernalia were referred to the Fond du Lac DA's Office against a 38 year old man.

On 8/05/23 at approximately 11:31am, police responded to a residence on Fond du Lac St for a check welfare complaint. A county crisis safety plan was put in place with a 41 year old woman.

On 8/06/23 at approximately 2:11am, police made contact with a suspicious vehicle. A 31 year old woman was cited for Possession of Controlled Substances and Possession of Drug Paraphernalia.

On 8/06/23 at approximately 4:16pm, police conducted a traffic stop on N Madison St at E Franklin St. A 34 year old woman was taken into custody on charges of Possession of Methamphetamine and Possession of Methamphetamine Paraphernalia. The woman was transported to the Fond du Lac County Jail.

On 8/07/23 at approximately 1:57am, police made contact with a suspicious vehicle on Wilson Dr at Barnes Ave. A 67 year old man was cited for Possession of Controlled Substances and Possession of Drug Paraphernalia.

On 8/07/23 at approximately 6:19pm, police responded to the 900 block of E Main St for a report of a man passed out in a parked vehicle. A 30 year old man was taken into custody for Operating While Intoxicated and on a Probation and Parole Hold. The man was also cited for Open Intoxicants. The man was transported to the Dodge County Jail.

On 8/08/23 at approximately 10:36pm, police conducted a traffic stop on W Main St at Bly St. A 32 year old woman was cited for Possession of Controlled Substances.

On 8/08/23 at approximately 10:40pm, police responded to a residence on S Harris Ave for a report of a physical disturbance. A 46 year old man was cited for Disorderly Conduct and taken into custody on a Probation and Parole Hold and a warrant through Dodge County. The man was transported to the Dodge County Jail. Charges of Battery and Disorderly Conduct were referred to the Dodge County DA's Office against a 59 year old man.

On 8/08/23 at approximately 11:24pm, police responded to the 300 block of Fond du Lac St for a report of a vehicle striking multiple parked vehicles. The suspect vehicle was located and the operator, a 21 year old man, was taken into custody for Operating While Intoxicated. The man was also cited for Hit and Run Unattended Vehicle. The man was later released to a responsible party.

On 8/10/23 at approximately 10:19am, police responded to the 600 block of W Brown St for a welfare check. While checking the welfare of a 59 year old man, police located drug paraphernalia. The man was cited for Possession of Drug Paraphernalia.

On 8/10/23 at approximately 10:31pm, police conducted a traffic stop on Fond du Lac St at N Grove St. An Operating After Revocation charge was referred to the Fond du Lac County DA's Office against a 30 year old woman.

On 8/11/23 at approximately 2:34am, police responded to a business in the 400 block of E Main St for an audible alarm. Upon arrival police located a 44 year old intoxicated man inside the business. The man was taken into custody on a Probation and Parole Hold and transported to the Fond du Lac County Jail.

On 8/11/23 at approximately 8:20pm, police responded to Fox Lake Rd at W Main St for a report of a reckless driver. Police conducted a traffic stop and a 17 year old male was cited for Reckless Driving.

On 8/12/23 at approximately 11:59am, police responded to the 600 block of W Brown St for a welfare check. A 38 year old man was placed into protective custody and later transported to a mental health facility.

On 8/12/23 at approximately 8:00pm, police responded to a residence on Robin Rd for a report of a physical disturbance. A 40 year old man was taken into custody for Disorderly Conduct, Battery, and False Imprisonment. The man was transported to the Dodge County Jail.

On 8/13/23 at approximately 11:59am, police conducted a subject stop on Newton Ave at Rock Ave after observing a man urinating in the street. A 23 year old man was cited for Indecent Conduct.

On 8/16/23 at approximately 3:41pm, police responded to the 900 block of E Main St for a report of an intoxicated subject. Police made contact with a 34 year old man and took him into custody on a Probation Hold. The man was transported to the Dodge County Jail.

On 8/16/23 at approximately 11:27pm, police responded to a residence on W Brown St for a report of a noise complaint of barking dogs. Police later made contact with the owner in the 300 block of E Main St. The 38 year old man was intoxicated and was violating his conditions of bond. The man was taken into custody on a Felony Bail Jumping charge and transported to the Fond du Lac County Jail.

On 8/17/23 at approximately 12:20am, police made contact with an intoxicated subject in the 300 block of E Main St. A 42 year old man was cited for Possession of Controlled Substances and Possession of Drug Paraphernalia.

On 8/19/23 at approximately 7:36pm, police conducted a traffic stop on USH 151 at STH 49. A charge of Operating After Revocation was referred to the Dodge County DA's Office against a 29 year old man.

On 8/19/23 at approximately 10:36pm, police conducted a traffic stop on STH 49 at Ver Hage Rd. A 33 year old man was cited for Operating w/out a Valid Driver's License.

On 8/20/23 at approximately 4:22pm, police responded to a residence on Bly St in the attempts to locate a suspect in a domestic disturbance for the Beaver Dam Police Department. A 26 year old man was taken into custody and turned over to the Beaver Dam Police Department.

On 8/21/23 at approximately 2:13pm, police responded to the 300 block of E Main St for a warrant pickup. A 41 year old woman was taken into custody on a Dodge County arrest warrant. The woman was transported to the Dodge County Jail.

On 8/21/23 at approximately 8:21pm, police responded to the 800 block of E Main St for a warrant pickup. A 31 year old man was taken into custody on a Probation and Parole arrest warrant. The man was transported to the Dodge County Jail.

On 8/25/23 at approximately 2:06am, police conducted a traffic stop on W Brown St at S State St. A 40 year old man was cited for Operating w/out a Valid Driver's License. The man was also taken into custody for the Fond du Lac Police Department for his involvement in a domestic disturbance in the city of Fond du Lac. The man was turned over to the Fond du Lac Police Department.

On 8/25/23 at approximately 10:06am, police conducted a traffic stop on Beaver Dam St at W Lincoln St. A 22 year old man was cited for Operating w/out a Valid Driver's License.

On 8/25/23 at approximately 8:36pm, police responded to a residence on Wilcox St for a report of a suicidal subject. Police made contact with a 28 year old woman and a safety plan was put in place with Dodge County Crisis.

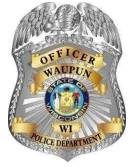
On 8/27/23 at approximately 12:43pm, police conducted a traffic stop on STH 49 at USH 151. A 27 year old man was cited for Operating After Suspension. The man was also taken into custody on 2 arrest warrants, one through the Pardeeville Police Department and one through the Fall River Police Department. The man posted bond and was released.

On 8/28/23 at approximately 7:58am, police responded to a business on Shaler Dr for a report of theft. A Theft charge was referred to the Dodge County DA's Office against a 35 year old man.

On 8/30/23 at approximately 4:12pm, police responded to a residence on S Madison St for a check welfare complaint. A 63 year old woman was placed into protective custody and later transported to a mental health facility.



Waupun Police Department Total Call Report



From: August 01, 2023 To: August 31, 2023

Agency	Incident Type	Total Incidents	WP	FOLLOW UP	
WP	911 CHECK	46		FOOT PATROL	10
	ACCIDENT	15		FOUND ANIMAL	2
	AMBULANCE	58		FOUND ANIMAL CLAIMED	2
	ANIMAL ABUSE	1		FOUND PROPERTY	7
	ANIMAL BITE	4		FRAUD COMPLAINT	3
	ANIMAL COMPLAINT	15		FUNERAL ESCORT	3
	ASSIST AGENCY	15		GAS DRIVE OFF	1
	ASSIST CITIZEN	25		HARASSMENT	1
	ASSIST MOTORIST	1		HIT AND RUN	1
	ATTEMPT TO LOCATE	4		HOUSE WATCH REQUEST	15
	ATV UTV TRAFFIC	2		INFORMATION TO DOCUMENT	10
	BUILDING CHECK	74		INTOXICATED DRIVER	4
	CHECK WELFARE	20		INTOXICATED SUBJECT	5
	CHILD ABUSE/NEGLECT	2		INTRUSION ALARM	7
	CHILD CUSTODY	3		JUVENILE PROBLEM	11
	CIVIL PROBLEM	11		LITTERING	1
	COURT ORDER VIOLATION	2		LOITERING	1
	CRIMES WITH CHILDREN	1		LOST ANIMAL	4
	DEPARTMENT K9 DOG	2		LOST ANIMAL LOCATED	2
	DIRECTED AREA PATROL	253		LOST PROPERTY	3
	DISABLED VEHICLE	2		MENTAL SUBJECT	1
	DISORDERLY CONDUCT	9		MISSING ADULT	1
	DOMESTIC	5		NEIGHBOR DISPUTE	5
	DRUGS/NARCOTICS	3		NEIGHBORHOOD POLICING	6
	ESCORT	1		NOISE COMPLAINT	10
	EXTRA PATROL	77		NOTIFY MED EXAMINER	2
	FIGHT	1			



Waupun Police Department Total Call Report



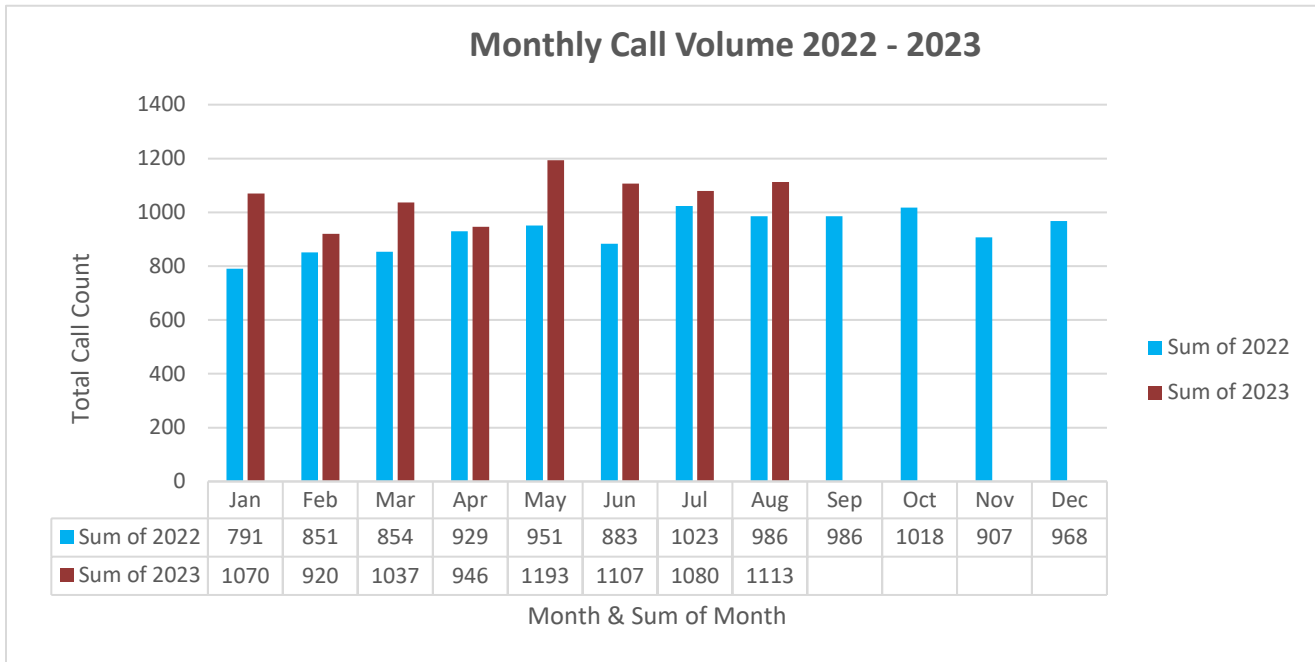
From: August 01, 2023 To: August 31, 2023

WP	OCCUPIED DISABLED	1
	OFFICER STANDBY	7
	OPEN DOOR	4
	ORDINANCE VIOLATION	15
	PARKING ENFORCEMENT	16
	PATROL ASSIST FIRE	7
	RECKLESS DRIVER	6
	REPOSSESSION	2
	SCAM COMPLAINT	2
	SEXUAL ASSAULT	1
	SHOPLIFTER	1
	SPECIAL ASSIGNMENT	8
	SUBJECT STOP	6
	SUSPICIOUS ACTIVITY	14
	SUSPICIOUS VEHICLE	15
	TAVERN CHECK	4
	THEFT	10
	THREATS COMPLAINT	1
	TRAFFIC COMPLAINT	1
	TRAFFIC ENFORCEMENT	6
	TRAFFIC PROBLEM	1
	TRAFFIC STOP	151
	TRESPASSING	1
	VEHICLE LOCKOUT	1
	WARRANT	5
	WARRANT OTHER AGENCY	3

WP	WEATHER RELATED INFO	1
	Total	1113
Total		1113

August 2023

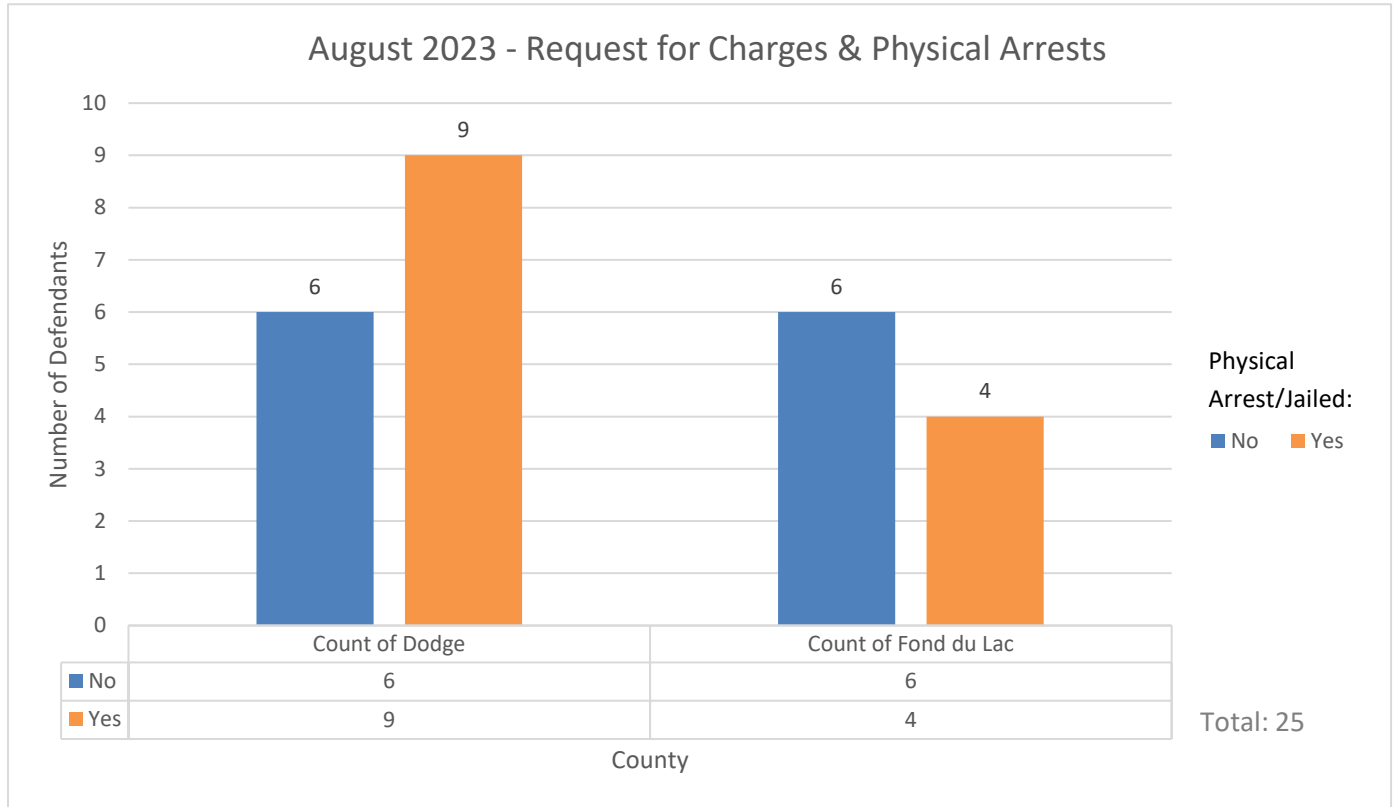
Monthly Call Volume Report



Call Volume Monthly 2022 - 2023			
Month	2022	2023	Percent Difference
January	791	1070	26.1%
February	851	920	8.1%
March	854	1037	21.4%
April	929	946	1.8%
May	951	1193	25.4%
June	883	1107	25.4%
July	1023	1080	5.6%
August	986	1113	12.9%
September	986		
October	1018		
November	907		
December	968		
Grand Total:	11,147	8,466	

August 2023

Request for Charges & Physical Arrest Report





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: September 5, 2023
 To: Mayor, Council, City Administrator, and PFC
 From: Fire Chief, B.J. DeMaa
 Re: August report

Fire Calls:

There were ten (10) fire & rescue calls in the month of August for a total of one hundred seven (107) year-to-date. EMRs ran a total of thirty-five (35) medical calls in the month of August for a total of four hundred two (402) year-to-date.

Average Fire Personnel Response (excluding mutual aid & shift calls):		
	Avg # of Responders	% of Total Department
4A – 8P	12.4	43%
8P – 4A	15.0	52%

* Current roster is 29 members.

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

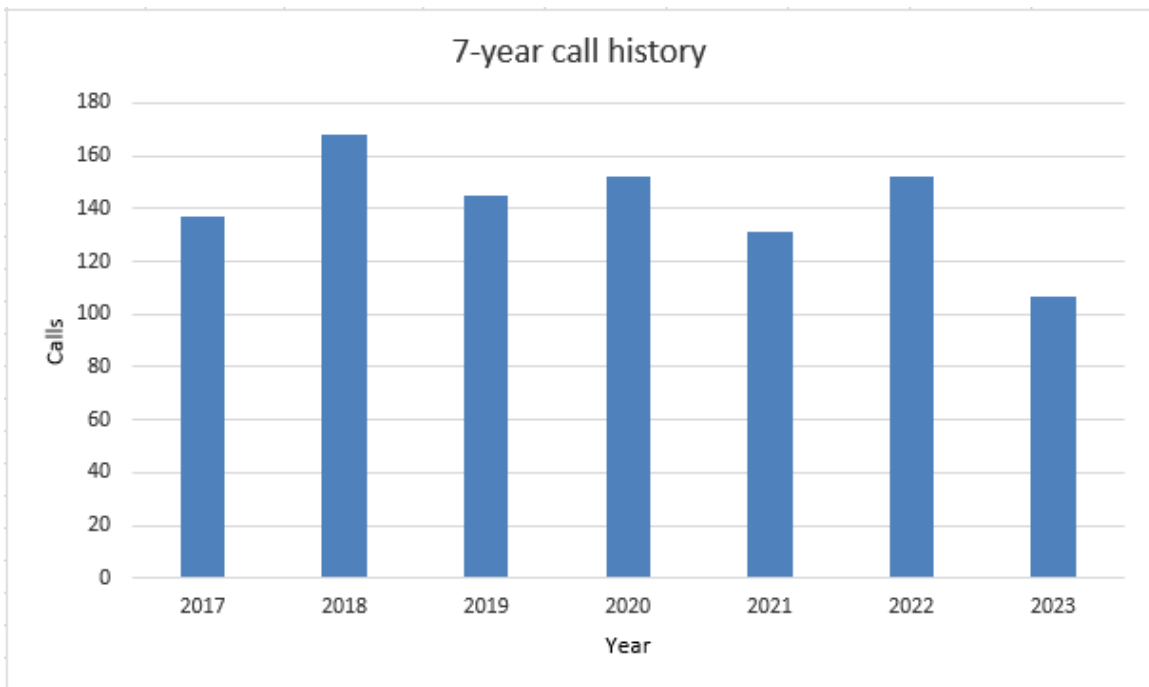
RED = below recommended industry best practices

GREEN = meets industry best practices

Average Fire Personnel Response (excluding mutual aid & shift calls) YTD:												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
4A – 8P	9.0	8.7	10.8	9.7	9.0	8.8	9.1	12.4				
8P – 4A	9.0	8.0	8.3	9.3	7.0	10.0	11.3	15.0				

Fire notes:

- Staffing:
 - o FFs: 29 (can go up to 30)
 - 1 firefighter currently enrolled in Firefighter I through MPTC.
 - o 1 High School Fire Intern from WASD. A 2nd is in the works.
- 2 Juvenile Firesetter presentations given
- We participated in 2 Community events:
 - o Survive Alive House at Downtown Market
 - o Giant sprinkler (ladder truck) at Rec Department's End of Year party
- Met with Wardens from all 3 Institutions to review fire response procedures. We received calls from 2 media outlets regarding our response to a fire at WCI. The problem was we had no idea there was a fire there.
- Staffing study through PAA continue to progress. A lot of information was passed along focusing on call and training data.
- 0 mutual aid calls for the month



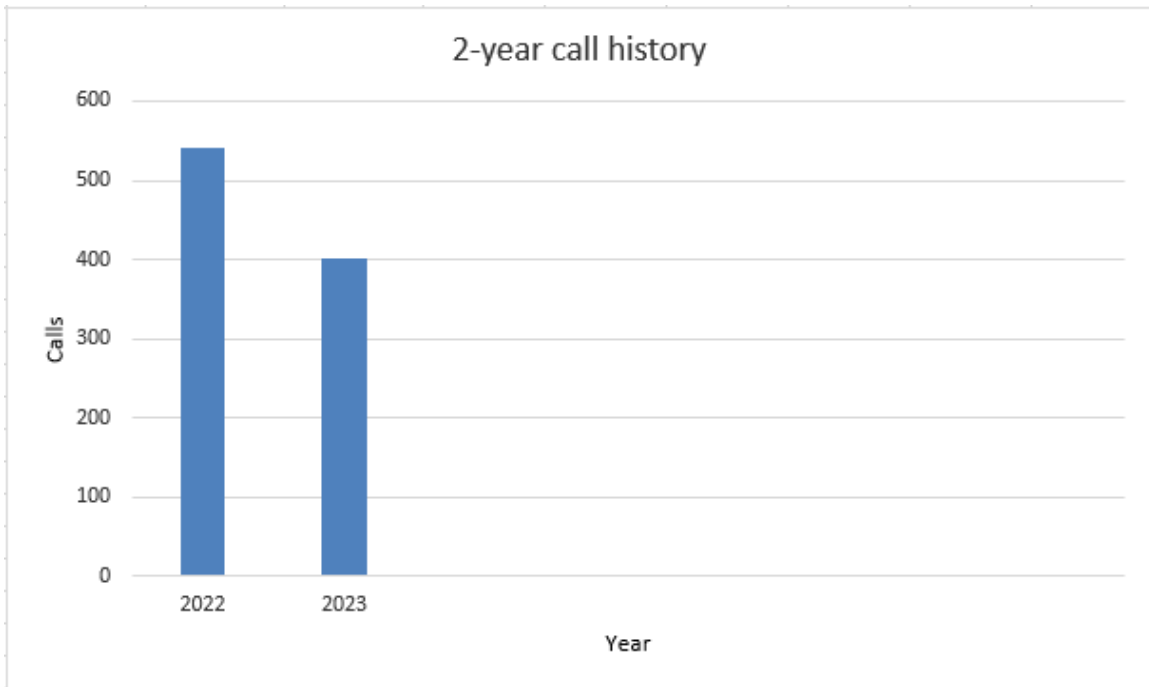
EMR Call Summary:

Emergency Medical Responder Calls YTD:

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
48	45	45	48	74	70	37	35					402

EMS notes:

- Staffing:
 - o EMRs: 12 (can go up to 15)
 - 3 EMRs enrolled in EMR course through MPTC
- Total calls EMRs first on scene – 13 (35%)
- Avg. arrival time before contracted service – 2.4 minutes (does not include mutual aid calls)
- Mutual aid requests by contracted service – 2 (both from Beaver Dam)
- Shift calls – 14 (39%)
- Calls not covered by EMRs for the month – 2
- EMS Flex Grant is closing soon. Final reports will be submitted in September.



2023 Fire Department Strategic Initiatives Update:

#1 – Implement grant programs to strengthen ambulance response:	
Healthcare Infrastructure Grant progress	In progress
EMS Flex Grant progress	In progress

#2 – Complete staffing study for fire and EMR to form recommendations for sustainable emergency response model:	
Work with contractor on study	All information has been submitted

#3 – Command Staff restructuring to balance call response and workload:	
Work with existing staff on structure	Discussing what needs to be in place
Post vacancies	
Fill vacancies and train	

#4 – Determine need for public safety referendum and timing:	
Dependent on staffing study and other inputs	See Initiative #2

#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 – Establish baseline schedule and process for Lexipol policy implementation:	
Put together schedule for policy edits	
Put together schedule for policy releases	

#7 – Integrate EMI AAR into overall Emergency Response Plan (Emergency Mgmt.):	
Resolve and implement identified gaps in program	

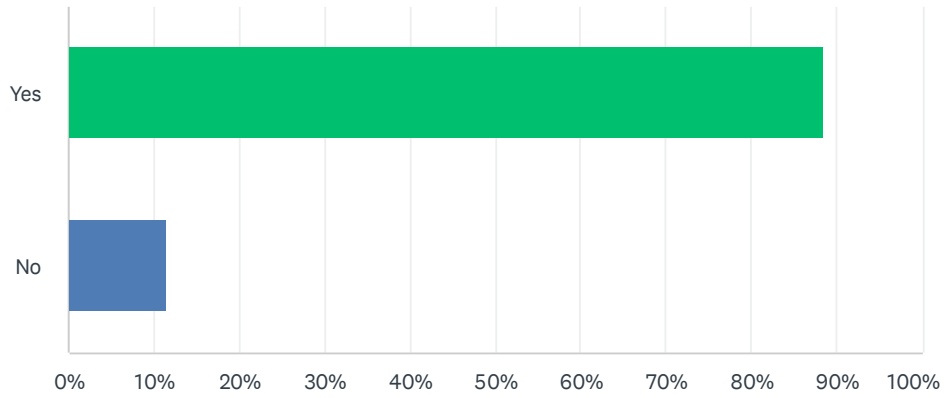
Legend:
On track to meet deadline or already completed.
Project is trending behind schedule.
Project will not meet established timeline or no work completed.

LIBRARY	MONTHLY REPORT September 2023
Subject	Summary
Statistics	Through the end of August, the library circulated/downloaded/loaned 94,258 items, up 10%, and 38,884 people walked through our doors, up 19%. Program attendance is up 112%, and meeting room use is up 115%.
Fond du Lac County libraries	The Fond du Lac County libraries are finishing up a draft of the next five-year service agreement with Fond du Lac County. Waupun is part of both Fond du Lac County and Dodge County library agreements.

RECREATION	MONTHLY REPORT TO COMMON COUNCIL – September 12, 2023	
Activity/Project	Status	Notes/Other
Senior Center Attendance – August	1,353 participants signed in Average daily attendance - 59 participants	Open 23 days
Senior Center Rentals – August	2 rentals	0 rentals in August 2022
Senior Center Meals – August	Serving Monday – Wednesday 58 Indoor Dining Meals Serving Monday – Friday 297 Mobile Meals	Average daily attendance indoor dining – 2 meals Average daily attendance mobile meals – 13 meals
Senior Center Special Activities/Events – August	<ul style="list-style-type: none"> • Friday Senior Swim at Aquatic Center • August 7 – Birdwatching with Park Program • August 16 – Tie-Dye with Park Program • August 15 – Buddy Bingo with Park Program • August 17 – Yoga in the Park with Park Program 	4 participants 11 participants 33 participants 37 participants
Upcoming Senior Center Special Activities/Events	<ul style="list-style-type: none"> • September 26 – Groundbreaking Ceremony • September 28 & 29 – Wisconsin Association of Senior Centers Conference in Fond du Lac • October 5 – Senior Expo 	
Park Program – August	Registered Participants <ul style="list-style-type: none"> • August 4 – Art in the Park • August 9 – Amazing Bike Race • August 11 – Pool Olympics • August 15 – Buddy Bingo with Senior Center • August 16 – Tie-Dye with Senior Center • August 17 – Yoga in the Park with Senior Center • August 18 – Last Day Picnic in the Park 	236 participants 29 participants 8 participants 18 participants 3 participants ~100 participants
2023 Park Program Attendance	Dodge Park = ~1,350 participants Pine Street Park = ~650 participants West End Park = ~800 participants	
2023 Park Program Survey	69 responses	Survey responses attached
Aquatic Center – August	Attendance – 3,385 Average Daily Attendance – 178 patrons/day	Closed on August 15 due to weather. Closed for the season on August 20.
2023 Aquatic Center Attendance	June = 6,024 patrons July = 6,817 patrons August = 3,385 patrons	16,226 patrons total
Park Rentals - August	Dodge Park – 3 rentals Harris Mill Park – 3 rentals McCune Park – 2 rental West End Park – 5 rentals Wilcox Park – 0 rentals	2 rentals in August 2022 2 rentals in August 2022 1 rental in August 2022 4 rentals in August 2022 4 rentals in August 2022

Q1 Did your children attend the 2023 Waupun Park Program?

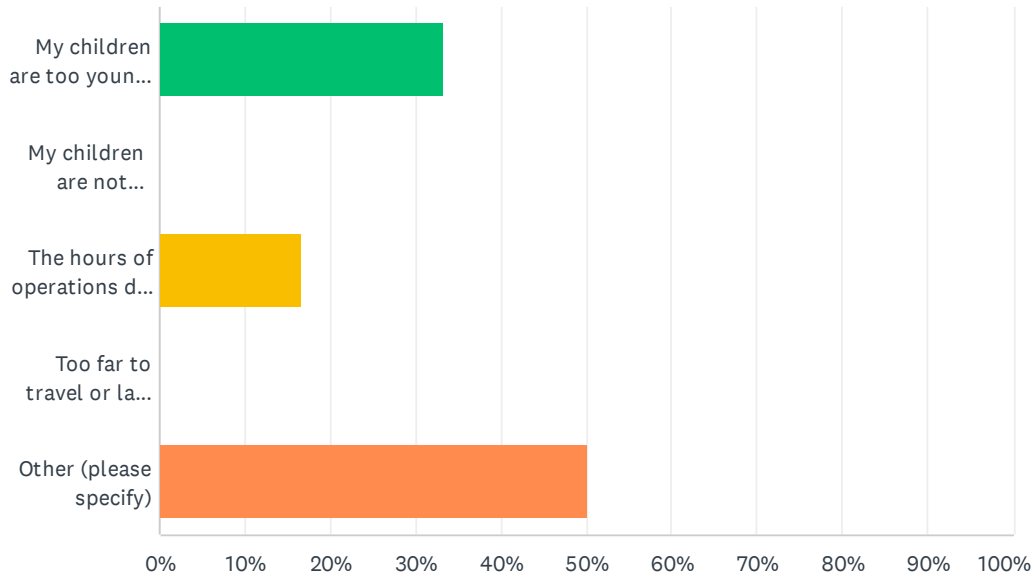
Answered: 69 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	88.41%	61
No	11.59%	8
TOTAL		69

Q2 Why did you not attend the Park Program in 2023?

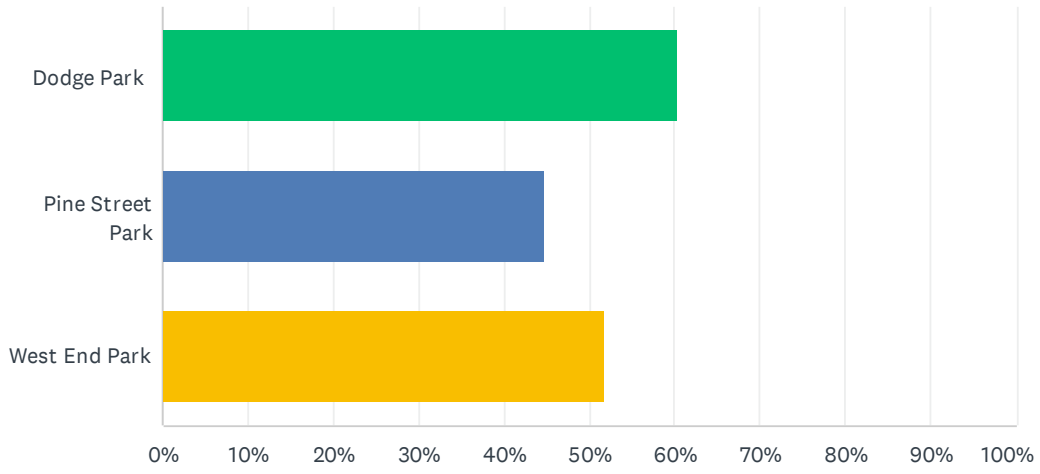
Answered: 6 Skipped: 63



ANSWER CHOICES	RESPONSES	
My children are too young or old to attend	33.33%	2
My children are not interested in the activities	0.00%	0
The hours of operations do not work for my family	16.67%	1
Too far to travel or lack of transportation	0.00%	0
Other (please specify)	50.00%	3
Total Respondents: 6		

Q3 What park(s) did your child(ren) attend?

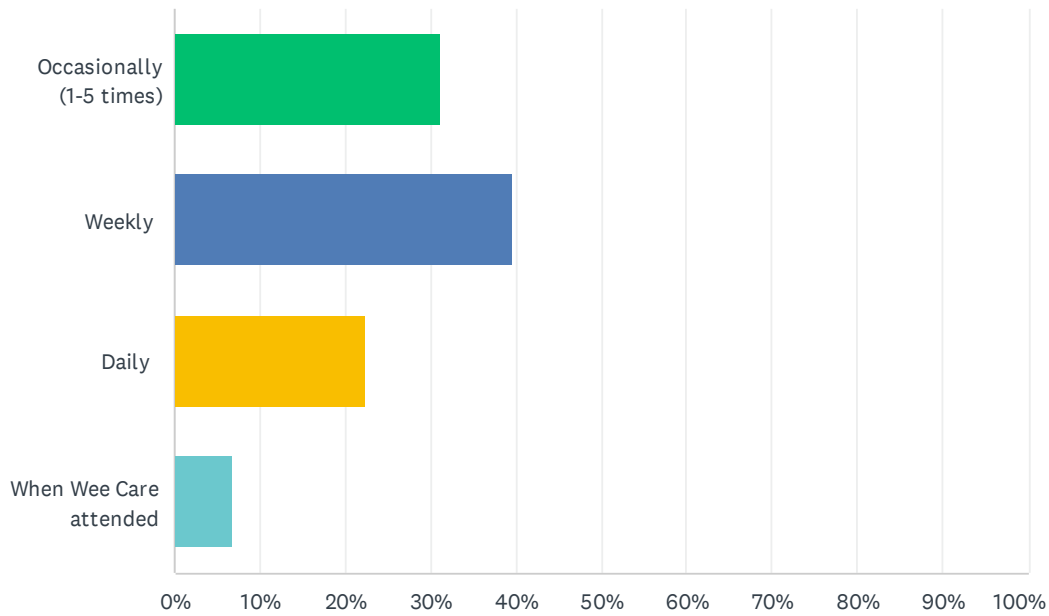
Answered: 58 Skipped: 11



ANSWER CHOICES	RESPONSES
Dodge Park	60.34% 35
Pine Street Park	44.83% 26
West End Park	51.72% 30
Total Respondents: 58	

Q4 How often did your child(ren) attend the Park Program?

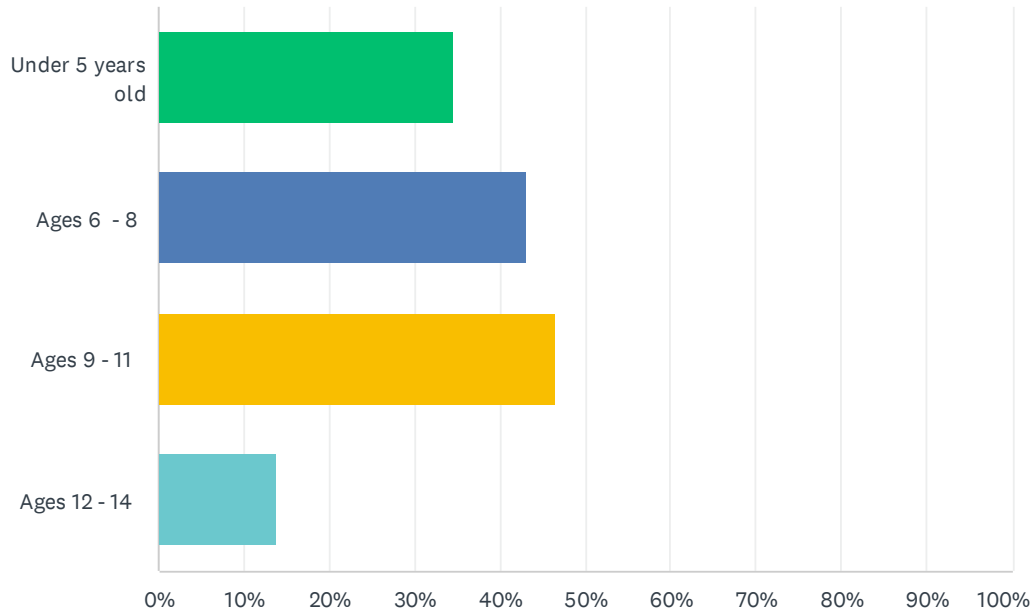
Answered: 58 Skipped: 11



ANSWER CHOICES	RESPONSES	
Occasionly (1-5 times)	31.03%	18
Weekly	39.66%	23
Daily	22.41%	13
When Wee Care attended	6.90%	4
TOTAL		58

Q5 How old are your children?

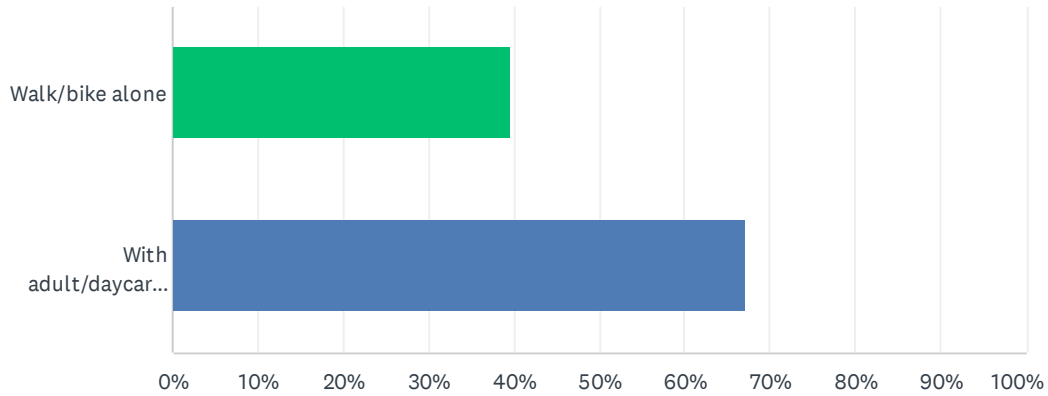
Answered: 58 Skipped: 11



ANSWER CHOICES	RESPONSES	
Under 5 years old	34.48%	20
Ages 6 - 8	43.10%	25
Ages 9 - 11	46.55%	27
Ages 12 - 14	13.79%	8
Total Respondents: 58		

Q6 How did your child(ren) get to the Park Program?

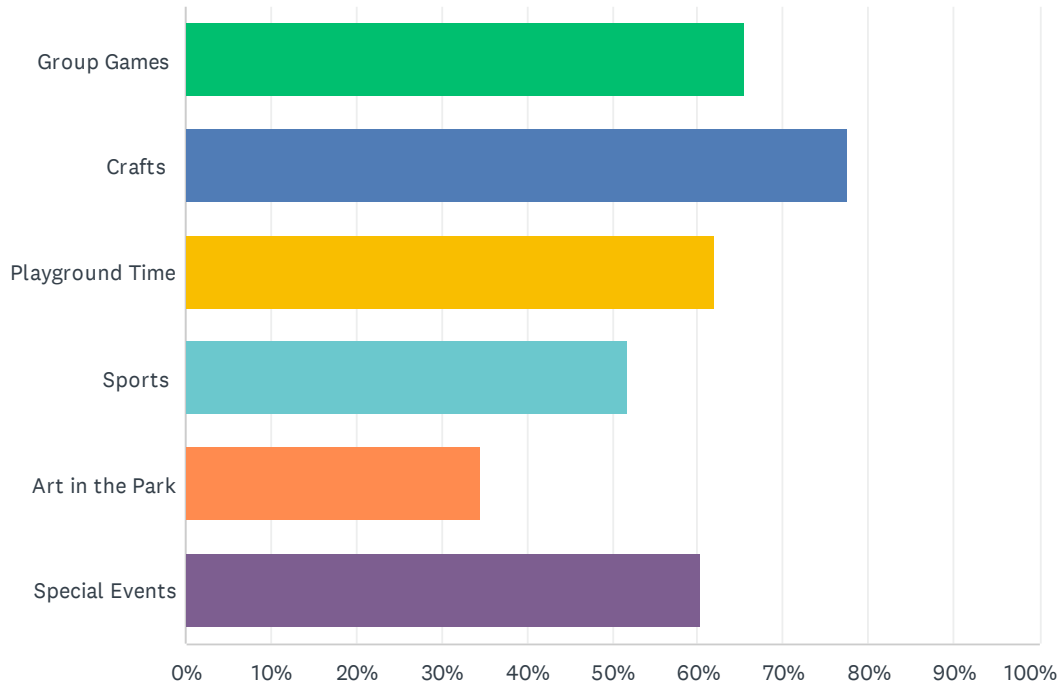
Answered: 58 Skipped: 11



ANSWER CHOICES	RESPONSES
Walk/bike alone	39.66% 23
With adult/daycare supervision	67.24% 39
Total Respondents: 58	

Q7 What activities did your child(ren) participate in while attending the Park Program?

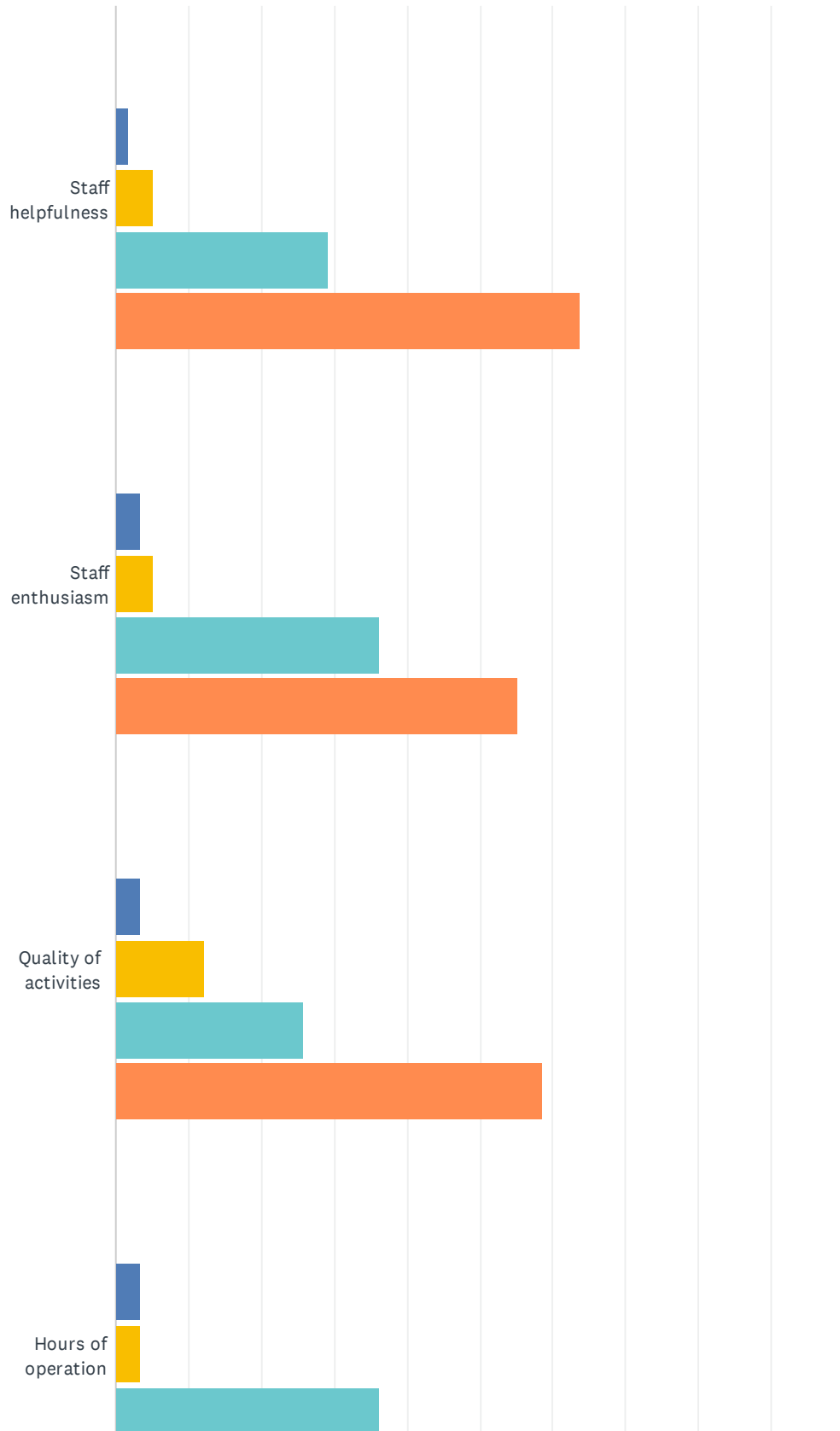
Answered: 58 Skipped: 11



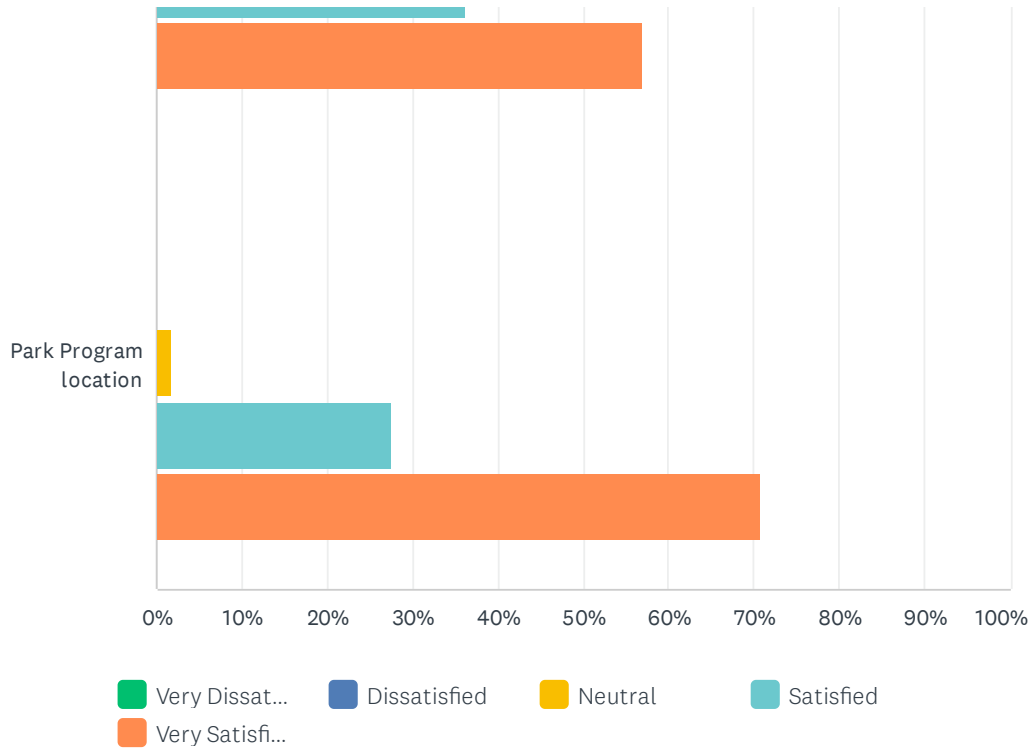
ANSWER CHOICES	RESPONSES	
Group Games	65.52%	38
Crafts	77.59%	45
Playground Time	62.07%	36
Sports	51.72%	30
Art in the Park	34.48%	20
Special Events	60.34%	35
Total Respondents: 58		

Q8 Please rate your satisfaction of the following topics

Answered: 58 Skipped: 11



2023 Waupun Park Program Survey



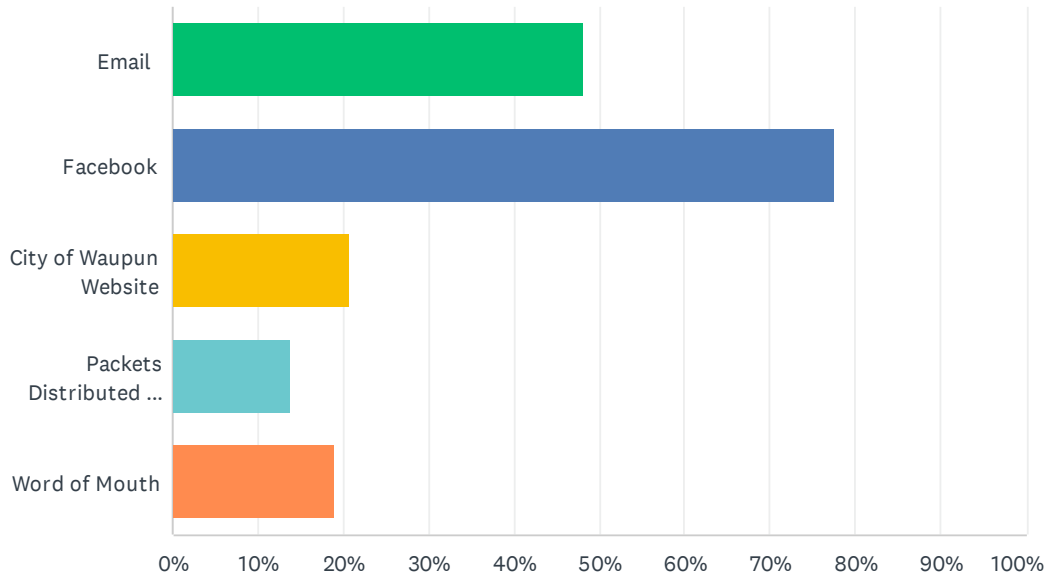
	VERY DISSATISFIED	DISSATISFIED	NEUTRAL	SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
Staff helpfulness	0.00% 0	1.72% 1	5.17% 3	29.31% 17	63.79% 37	58	4.55
Staff enthusiasm	0.00% 0	3.45% 2	5.17% 3	36.21% 21	55.17% 32	58	4.43
Quality of activities	0.00% 0	3.45% 2	12.07% 7	25.86% 15	58.62% 34	58	4.40
Hours of operation	0.00% 0	3.45% 2	3.45% 2	36.21% 21	56.90% 33	58	4.47
Park Program location	0.00% 0	0.00% 0	1.72% 1	27.59% 16	70.69% 41	58	4.69

Q9 What areas of improvement should the city focus their efforts on to enhance the Park Program?

Answered: 58 Skipped: 11

Q10 Where did you find information and updates about the Park Program?

Answered: 58 Skipped: 11



ANSWER CHOICES	RESPONSES	
Email	48.28%	28
Facebook	77.59%	45
City of Waupun Website	20.69%	12
Packets Distributed by School District	13.79%	8
Word of Mouth	18.97%	11
Total Respondents: 58		

Q9 What areas of improvement should the city focus their efforts on to enhance the Park Program?

Answered: 58 Skipped: 11

#	RESPONSES	DATE
1	Cool program for all ages	9/6/2023 11:41 AM
2	None	9/6/2023 11:39 AM
3	Thanks for helping them fish all summer	9/6/2023 11:37 AM
4	None	9/6/2023 11:35 AM
5	Thank you!	9/6/2023 11:30 AM
6	This was fun. We jumped around from park to park. The calendar of events was very helpful to plan our trips to the park program	9/6/2023 11:27 AM
7	My child attended with his grandmother. This was a perfect activity for them to do together	9/6/2023 11:24 AM
8	None! Kids loved it! It was an awesome summer!	9/6/2023 11:22 AM
9	This was nice to have in the neighborhood. I'm glad my little one could do all of the things that the bigger kids could do. The park program employee was very patient and nice.	9/6/2023 11:20 AM
10	It was such a great program for my children. Well worth it	9/6/2023 11:18 AM
11	My child had a great time! There was so much to do for only \$10. The only thing is that the bike rodeo fell on a baseball night. Evenings are pretty busy for families.	9/6/2023 8:08 AM
12	Maybe a movie in the park? Not sure if that was done?	8/31/2023 9:20 AM
13	Thank you for an awesome program! This gave my child something to do after summer school and when summer school was not held. There were so many things for him to do and the calendar helped him decide where and what he wanted to do.	8/29/2023 3:50 PM
14	None. Such a great program for kids. My grandchildren attended daily and it was so nice to see and hear about all the fun things they did. They looked forward to going and playing with friends and the workers at the park.	8/29/2023 3:40 PM
15	n/a	8/29/2023 10:29 AM
16	Not sure	8/28/2023 2:55 PM
17	None	8/25/2023 5:42 PM
18	The park program was great!	8/25/2023 11:12 AM
19	I can't think of any improvements, my daughter had a great time whenever she attended the park program. She especially liked the park leader Maci and had so much fun with her there. Thank you for offering this program!	8/25/2023 6:52 AM
20	I am filling this out as the owner of Wee Care- we were super happy about the program and activities offered- this was the best year for the park programs yet!	8/25/2023 6:19 AM
21	More events for older kids (9 - 12)	8/25/2023 12:31 AM
22	Build on what you did this year! It was fantastic!!	8/24/2023 11:12 PM
23	I think the park girls should be more involved with the kids that come, be more welcoming, this is their job! They should suggest crafts to do, they sat in a lawn chair or chit chat with other kids & some other girl at the park helped the little boy I had there. The family shouldn't pay \$10 for what he got.	8/24/2023 9:32 PM
24	Not sure. Very fun	8/24/2023 8:48 PM

2023 Waupun Park Program Survey

25	Not sure	8/24/2023 8:43 PM
26	.	8/24/2023 7:59 PM
27	N/A	8/24/2023 7:50 PM
28	My kids love the park activities!	8/24/2023 6:32 PM
29	Having it broken up with an hour in between made it hard to get him back and forth for those who work. It was easier when it was at Tanner Park after summer school and utilized the rec center when it was hot etc.	8/24/2023 6:32 PM
30	I thought this year ran great!	8/24/2023 6:22 PM
31	We need more activities for older kids. My kids felt that the activities were focused more on younger children vs children 12 and older. It would help to have games such as dodgeball or softball focused towards older children or maybe even bean bag tournaments, kite contests and possibly arts & crafts that tend to their age group like tshirt beading, tye dying or even drawing contests.	8/24/2023 6:21 PM
32	Staff members to be more engaging	8/24/2023 6:19 PM
33	N/A I just want to say that Jeni did an AMAZING job bringing so many great activities to the parks program. I appreciate all that she did to make this the best parks program in years! It was also super helpful that she "advertised" the park programs on her Facebook page and on the community pages as well. (What's Up Waupun, etc)	8/24/2023 6:01 PM
34	Mc cune beach program, gagaball pit, more field trips	8/24/2023 5:53 PM
35	Loved being able to drop off the older child but it was hard to make anything with multiple younger kids	8/24/2023 5:49 PM
36	We love this program!	8/24/2023 5:19 PM
37	None	8/24/2023 4:48 PM
38	It would be nice if some of the activites moves to different parks. One month Ag in the park is somewhere else, next month storytime and art moves, and the games changed. The park leaders at pine street and dodge park were amazing and my kids knew their names and had so much fun with them! Park program was so well ran this year and we loved the calendar so the kids could see what was going on. Last day party and games was so fun for the kids!	8/24/2023 4:23 PM
39	Add another person at Pine Park for morning time at least	8/24/2023 4:18 PM
40	More games that include water(water balloons, water guns, sprinklers, etc). More reminders to the children about bullying and maybe one freev activity that is focused on what bullying might look like...(seemed to have a small issue with bullying during activities).	8/24/2023 4:17 PM
41	None	8/24/2023 4:16 PM
42	If events are advertised, it would be great to have them followed through . We followed the Facebook flyers. One time, West End Park was offering water activities, and the park leader told us they were canceled because it was too cold. It was sunny and 75° that morning.	8/24/2023 3:49 PM
43	Some of the special activities (storytime)were in the morning during summer school. I would love to see greater partnership with the school district like with the library.	8/24/2023 3:47 PM
44	We thought it was fantastic!!	8/24/2023 3:45 PM
45	My children wished more kids attended. 2 park options vs. 3.	8/24/2023 3:41 PM
46	It's great for my kids. No complaints.	8/24/2023 3:39 PM
47	We missed a nature walk one day as they started early so we and another adult/child rushed to catch up but it was done....we were on time. Schedule the craft activities and post online for the week or daily... we did a lot of random water color. But the park leaders really did a great job at each location!!	8/24/2023 3:37 PM
48	More crafts for younger age children/toddlers	8/24/2023 3:30 PM
49	Would like to see like a splash pad at a park .	8/24/2023 3:27 PM

2023 Waupun Park Program Survey

50	n/a	8/24/2023 3:25 PM
51	I would like 1 or 2 more activities that are geared toward toddlers/preschoolers? She loved the story time in the park but another activity or two would be awesome next summer.	8/24/2023 3:24 PM
52	Don't let daycare come and not pay attention to their kids	8/24/2023 3:24 PM
53	None. This program was amazing. I loved the flexibility. My kids often just wanted to paint rocks and the staff never minded this. Even it was another scheduled activity time.	8/24/2023 3:21 PM
54	more staff and updating changes to the calendar if changes are made.	8/24/2023 3:18 PM
55	N/A	8/24/2023 3:16 PM
56	More crafts to do	8/24/2023 3:16 PM
57	Nothing	8/24/2023 3:15 PM
58	We loved the Park Program! It was so nice to come to the park and play with other families. The staff was really nice and the activity calendar was very impressive. Thank you!	8/24/2023 2:52 PM

DATE: September 12th, 2023			
Project	Status		Other
Storm water site inspections	We completed 8 inspections this month		
Wilson Dr. and Shaler Dr. Street construction	Curb and gutter are getting installed. Base course of blacktop is a few weeks out.		
Storm Sewer Compliance	We have cleaned and inspected 277 inlets. We have repaired 59 inlets.		
Aquatic Center	Pool is closed for the season. Staff have a couple weeks of work to get it ready for winter. They also caulk and touch up paint as needed in the fall.		
5 year plans	Working on updating the city 5 year capital and equipment plans		
Dodge Park	The new swing set donated by the Lions has been installed		
Code enforcement	4 letters were sent out this month		
Staff projects	Set up detour and barricades for truck show Sign evaluations and replacement Servicing equipment Gazebo at Harris Mill was re-stained and repaired the roof Update street information between county and DOT		
Sidewalk Replacement Program	The crew is working on removal and replacement. They are installing the curb ramps in to ADA specs		



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: August 14, 2023
SUBJECT: General Manager Report

Electric Department Update:

Call-Ins

- July 25th at approximately 9:40 pm, customer in the 600 block of E Brown St called to report the electric service wire was arcing and causing a fire. Crew responded and found a fault in the overhead service wire from the pole to the home. Power was disconnected, service wire repaired, and power restored at 10:44 pm. The outage affected one customer.
- July 29th at approximately 2:50 am, shortly after a severe thunderstorm passed through the service area, a large power outage was reported on the West side of town. Crew found Feeder #7 in the Main substation locked out. After patrolling the large section of line, crew was able to isolate feeder and restore power at approximately 4:45 am. After restoring power, crew used information from the breaker relay to locate fault that caused the outage. A broken tree branch was in contact with the 3 phase feeder causing a phase to phase fault. Tree branches were cleared and power was switched back to normal. Approximately 206 customers were affected by the outage.
- July 29th at 11:00 am, customer called in to report a large branch hanging over a primary power line in the 500 block of E Lincoln St. Crew was called back in to remove tree branch and prevent a power outage.

Overhead Rebuild

- Crew worked in the 400 & 500 block of W Lincoln St and Pleasant Ave to complete the overhead rebuild. New poles and conductors were installed and customers transferred to new line. Old infrastructure is planned for removal in 4th quarter.

Veterans Field

- Crew installed a new 3 phase pad mounted transformer, primary cable and riser pole. New metering equipment installed using 600:5 CTs with a multiplier of 120. The new equipment is energized and in service and old infrastructure has been removed.

United Coop

- We continue to work on the United Coop project in planning, designing easements and timing for installing the electric infrastructure. An additional temporary electric service for the office building was installed. We recently received (2) 1000 KVA transformers, still waiting on (2) 1000 KVA, (2) 1500 KVA transformers and 4 pad mounted switchgears.

Wilson and Shaler Dr Street Project

- Crew installed conduits for road crossings at intersection of Shaler and Wilson Dr and streetlight crossing on Shaler and HWY 26. City decided to have conduits installed for primary extension with street lighting but chose to hold off on primary wire and switchgear until there is interest in further development.

Infrared System Inspection

- The annual infrared system inspection was completed on July 27th. No urgent repairs are needed. A few hot spots were identified in the report. Staff will schedule time to make repairs early 4th quarter.

General Manager Update:

Office Staff

- A bill insert was included with July utility bills notifying customers of the rate application filed with the Public Service Commission to adjust electric rates.
- Department heads continue preparation of 2024 budget.

Public Service Commission Open Meeting

- Waupun Utilities application requests for Certificate of Authority for Extension of Electric Distribution Facilities to Serve an Industrial Park Agriculture Processing Development in the City of Waupun and Authority to Adjust Electric rates was reviewed August 3rd during the Public Service Commission's Open Meeting.

Staffing Update

- Craig Ruis has accepted a position outside of our organization and his last working day was July 28th. Craig had 23 years of service with Waupun Utilities.
- Waupun Utilities is currently accepting applications for positions of Water and Sanitary Sewer Maintenance Technician/Equipment Operator and Line Technician – Journey level.

Training

- Owen Vande Kolk and Darren Sytsma attended MEUW's Leading with Consistency training August 2nd. The one-day leadership development course focused on why consistency is essential to being an effective utility leader. The training is part of MEUW's Professional Development Certificate Program.

Community Outreach

- Darren Sytsma, Assistant Treatment Facilities Superintendent of Water and Wastewater Operations, met with kids on July 28th at Pine Street Park as part of Waupun Recreation Department's Summer Parks Program. While there, Darren and the kids did some fun experiments testing different types of water filtration methods using a variety of materials such as dirt, sand, stones, coffee filters, screens, and cotton balls to try to clean the dirty glitter water. It was fun for Darren and the kids to experiment with different filtering methods finding which method and combinations worked the best.

This concludes my report for August 2023. Please contact me at 324-7920 or sbrooks@waupunutilities.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: July 10, 2023
SUBJECT: General Manager Report

Electric Department Update:

Call-Ins

- June 20th two 3-phase customers reported a power outage on Gateway Dr. The crew found a URD termination failed causing a fault to occur on the riser pole. The affected stretch of cable was isolated and crew was able to close the normal open and restore power within 45 minutes to McDonalds and Baymont Hotel. The following day, crews repaired the isolated faulted cable and switched cable back to normal system opens.
- June 23rd customers reported partial power on Rounsville St. The crew found a connector on the transformer lead failed on the secondary line. The crew replaced both transformer leads and used copper connectors to repair connections to restore full power. The power outage affected 18 customers for a total of 97 minutes.

Electric Crew Construction

- 400 block of Lincoln/Pleasant: New poles, conductors, and customers transferred to new line. Old poles and conductors will be removed when 500 block rebuild is complete.
- 500 block of Lincoln/Pleasant: Poles are being set. Crews will be working on both blocks to complete the rebuilds over the next couple of weeks.
- Koch's Telecommunications Service transferred Waupun Utilities' fiber optic overhead line to new poles on S. Madison St.
- WPPI assisted staff with electric meter testing June 21st & 22nd. Tests were conducted on 3-phase instrument rated meter settings. Testing includes the meter, wiring, and current transformers. Staff tested 18 meter settings over the 2-day period.
- Crew replaced a transformer that had a small oil leak on the primary bushing. The transformer was installed on three-phase bank, providing electric service for Werner Harmsen, Library, Methodist Church, and AT&T.

Upcoming Work

- Change electric service at Well #1 from a 3-phase to single phase
- New 3-phase 277/480 volt service for Veterans Memorial Field and removal of old infrastructure
- Street lighting for Bayberry Ln. and Wilson/Shaler Dr.
- Replace trip counters on Main #7 with solid blades
- Provide temp/permanent power to scale building for the United Coop project
 - W&D Navis will excavate the trench needed for service due to high rock in the proposed utility easement

General Manager Update:

American Public Power Association (APPA) National Conference

- Jeff Stanek and I recently received a scholarship to attend the APPA National Conference in Seattle, Washington. This is APPA's largest conference. Many topics important to public power were discussed with colleagues from around the country. Topics included: Building pride in public service, How not to lose institutional knowledge, Renewed approaches for renewable energy, Creating a talent pipeline, Protecting the grid infrastructure, and Federal legislative updates.

Office Staff

- Updated WU's Disaster Recovery Plan and Emergency Action Plan.
- Working with Public Service Commission answering questions on electric rate case and Construction Authorization.
- Departments are starting to work on the 2024 budget.

Public Service Commission (PSC)

- Commissioner-elect Strand appoints Executive assistant PSC veteran Tanner Blair. In this role, Blair will provide advice on various issues and matters that come before the PSC. Most recently, he was Director of Rates and Finance within the PSC's Division of Energy Regulation and Analysis. He has worked in Wisconsin Government for six years. In addition, he worked for several years in different capacities within investor-owned utilities, both in Wisconsin and his home state of North Dakota.

American Public Power Association (APPA) Names New CEO

- Scott Corwin has been appointed as President and CEO of the APPA. Currently holding the position of Executive Director at the Northwest Public Power Association (NWPPA in Vancouver, Wash., Corwin has been serving over 500 utility and associate members across 10 western states and British Columbia. Prior to his role at NWPPA, he serviced as the Executive Director of the Public Power Council. Corwin has effectively developed and advocated for federal policy positions, engaging with Congress, executive branch agencies, industry partners, and the media.

This concludes my report for July 2023. Please contact me at 324-7920 or sbrooks@waupunutilities.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: August 10, 2023
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

The treatment facility has been performing well, despite run times varying day to day with the unidirectional flushing of the distribution system.

Wastewater Treatment Facility:

There are no call-ins to report this month.

Staff has been assisting Enhanced Automation and Ruekert Mielke with the final I/O checkout and remaining punch list items dealing with the transition from existing processors and control schemes to the new systems.

In preparation of inoculating the ABNR system, there has been an increase of additional analytical testing for quaternary ammonia and surfactants. These parameters have an inhibitory (toxic) effect on biological processes of the ABNR system.

Water/Sewer Crew:

There are no call-ins to report this month.

Staff has begun unidirectional flushing (UDF) program to remove mineral and sediment deposits that accumulate over time in the distribution system. UDF is a process designed to move water through pipelines in one direction at a high velocity and from a single water source. This systematic, street-by-street method of flushing is labor-intensive, requiring detailed preparation, planning and execution. UDF has been shown to scour water mains more effectively than traditional flushing. This highly effective flushing program will minimize the frequency of flushing events required by WDNR. In addition, UDF will promote water conservation and improve water quality.

Wastewater Treatment Facility ABNR Update:

All construction, equipment installation, demobilization, and restoration is complete. "Wastewater testing" was successful and completed on July 23rd. The ABNR system was inoculated on July 31st. The biomass concentrations will continue to increase over the next few months to reach final design operational levels.

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: Steve Schramm
DATE: July 7, 2023
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There was one call-in for Filter 1 valve failure. This created an uncontrolled shut down to the treatment facility. An operator troubleshot the valve, made repairs, and the system was restored to normal operation.

Lead and copper sampling and testing is complete for 2023. Both lead and copper results are below action levels.

- Lead 90th Percentile - 1.2 ppb
- Copper 90th Percentile - 235 ppb

EPA Lead and Copper Rule

The purpose of the Lead and Copper Rule (LCR) is to protect public health by minimizing lead and copper levels in drinking water. Lead and copper enter drinking water mainly from corrosion of lead and copper containing plumbing materials. The rule establishes action levels (AL) for lead and copper based on a 90th percentile level of tap water samples. An action level exceedance above 15 ppb for lead or 1300 ppb for copper are not a violation, but triggers other requirements to minimize exposure to lead and copper in drinking water, including water quality parameter monitoring, corrosion control treatment, source water monitoring/treatment, public education, and lead service line replacement.

Wastewater Treatment Facility:

There are no call-ins to report this month.

NR 101 annual fees have been calculated and submitted to the WDNR, these fees are associated with effluent loadings, that are discharged into our receiving stream. The parameters included in this calculation are BOD, TSS, NH₃, PO₄, and Cl₂.

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

Water/Sewer Crew:

There are no call-ins to report this month.

Staff's focus will continue to be preventative maintenance of the distribution and collection system. These tedious tasks are identified below.

- Valve exercising will continue over the next month. By regular surveying and valve exercising, we will have detailed records to ensure the operability of our distribution system. Surveying helps identify the condition and location of all our valves. Knowing the condition of the valves and having an updated GIS system helps eliminate; higher costs associated with water main breaks, lost time digging up buried valves, and congested traffic due to excavating roadways.
- Jetting the entire sanitary sewer basin will continue throughout the summer. Jetting is the use of a high-pressure jet/vac truck to clean the sanitary sewer system. To clean sanitary sewers high-pressure water is propelled through a jet nozzle at the end of a specialized hose through the sewer pipeline, breaking through obstructions and blockages. A flushing nozzle is installed on the end of the jet truck's hose and the hose is lowered into the downstream manhole of the sewer section being cleaned.

Wastewater Treatment Facility ABNR Update:

All construction and equipment installation is complete. Demobilization, restoration, and punch list work has begun. "Wastewater testing" is scheduled to begin Monday, July 10th. This testing protocol will be verifying all functional operation of the hydraulic processes. Upon successful completion of this continuous 7-day test, inoculation will begin the last week in July.

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



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: August 14, 2023
SUBJECT: June 2023 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

The electric utility construction activity consisted of rebuilding overhead line on Bly, Lincoln and Pleasant streets and prep work for the Bayberry street extension project. Back-ordered transformers were also received totaling \$97,142 for the month. Construction at the WWTF continues with monthly Disbursement Requests processed through the USDA.

MONTHLY OPERATING RESULTS – June 2023 Monthly and Year-To-Date (YTD)

Sales (Consumption)

Electric

- Monthly kWh sales were **0.8% above** budget & **1.0% above** than June 2022 on higher sales to Large Power customers.
- YTD kWh sales were **2.0% above** budget & **0.1% higher** than June 2022 YTD actual sales.

Water

- Monthly sales units of 100 cubic feet were **11.5% above** budget & **11.9% higher** than June 2022 sales on a change in sales to all customer classes.
- YTD water sales were **7.4% above** budget & **3.6% higher** than June 2022 YTD actual sales.

Sewer

- Monthly sales units of 100 cubic feet were **14.6% above** budget & **14.6% higher** than June 2022 from increased volumes to Public Authority customers.
- YTD sewer sales were **19.2% above** budget & **19.2% higher** than June 2022 YTD actual sales.

Income Statement

Electric

- Operating revenues and purchased power expense were **below** budget (\$41,300) and (\$54,100), respectively, due to overall lower purchased power costs from a marginal decrease in the PCAC factor.
- Gross margin was \$12,900 **above** budget.
- Operating expenses were \$72,900 **below** budget primarily due to lower tree trimming costs than budgeted during the non-construction season and increased customer work.
- Operating income was \$220,000 or \$142,300 **above** budget from lower operating costs than budgeted.
- Net income was \$262,700 or \$201,200 **above** budget primarily from lower than budgeted distribution expenses.
- The rolling 12-month Rate of Return was 6.1%.

Water

- Operating revenues were \$39,000 *above* budget due to overall higher consumption for Industrial customers.
- Operating expenses were \$65,000 *below* budget on lower supply and distribution expenses from fewer main breaks than the prior year.
- Operating income was \$414,200 or \$126,200 *above* budget from slight revenue increases and lower than budgeted operating expenses.
- Net income was \$398,800 or \$184,200 *above* budget.
- The rolling 12-month Rate of Return was 5.8%.

Sewer

- Operating revenues were \$260,700 *above* budget from increased consumption and high strength charges to Public Authority customers. Trucked in waste revenues were also higher than budgeted.
- Operating expenses were \$45,800 *above* budget due to unplanned maintenance at the WWTF during the year.
- Operating income was \$348,100 or \$197,500 *above* budget.
- Net income was \$1,539,900 or \$411,000 *below* budget largely due to the timing and dollar value of grant contributions compared to budget. Without grant contributions, net income was \$247,700 or \$249,900 *above* budget.
- The rolling 12-month Rate of Return was 4.6%.

Balance Sheets

Electric

- Balance sheet *increased* \$109,600 from May 2023 due to an increase in transformer plant additions.
- Unrestricted cash *decreased* \$133,700 from May 2023 due to changes in receivables balances and the purchase of transformers.
- Net position *increased* \$64,300 from May 2023.

Water

- Balance sheet *increased* \$83,000 from May 2023 due to an increase in cash associated with higher sales and collections.
- Unrestricted cash *increased* \$89,500 from May 2023 from operating sales volume margins.
- Net position *increased* by \$78,700.

Sewer

- Balance sheet *increased* \$209,000 from May 2023 due to an increase in Public Authority and trucked in waste revenues.
- Unrestricted cash *increased* \$74,100 because of increases in high strength and trucked in waste revenues.
- Net position *increased* \$177,500.

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 called before maturity by the issuer. Held to maturity investments recognize monthly mark to market adjustments that ultimately are not realized when the investment matures.

- Total cash and investments *increased* \$176,400 or **2.0%** from May 2023 primarily from increased cash flows associated with higher operating revenues.
- *Investment Activity*: Received interest and distributions of \$8,000 and recorded unrealized *neutral* market adjustments of \$6, along with (\$500) in management fees, resulting in a net portfolio *gain* of \$7,500 for the month.
- Total interest and investment income earned (excluding market value adjustments) on all accounts for the month was \$21,800 and \$134,300 year-to-date.

OTHER FINANCIAL MATTERS

WWTF 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 <i>(As of 4/14/2022):</i>	\$ 37,508,000
Total Project Costs to Date <i>(Thru 7/24/2023):</i>	\$ 33,621,952
Loan Draws – Project to Date <i>(Thru 4/4/2023):</i>	\$ 27,807,000
Grants Provided <i>(Thru 7/24/2023):</i>	\$ 5,975,200
Disburse Request #28 Requested <i>(7/11//2023):</i>	\$ 379,386
Disburse Request #27&28 – Paid <i>(7/11//2023):</i>	\$ 498,000

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



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: July 10, 2023
SUBJECT: May 2023 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

The electric utility construction activity consisted of rebuilding overhead line on Bly and South Madison streets and continued planning and design work associated with the United Cooperative primary extension project. The sewer utility completed Cured-In-Place sewer main lining on Park Street totaling \$63,626 and \$11,300 in plug valve replacements in the digester building at the WWTF. Construction at the WWTF continues with monthly Disbursement Requests processed through the USDA.

MONTHLY OPERATING RESULTS – May 2023 Monthly and Year-To-Date (YTD)

Sales (Consumption)

Electric

- Monthly kWh sales were **0.3% below** budget & **2.2% lower** than May 2022 on lower sales to Residential customers.
- YTD kWh sales were **2.3% above** budget & **0.2% lower** than May 2022 YTD actual sales.

Water

- Monthly sales units of 100 cubic feet were **8.1% above** budget & **7.2% higher** than May 2022 sales on a change in sales to Residential and Industrial customers.
- YTD water sales were **6.5% above** budget & **1.8% higher** than May 2022 YTD actual sales.

Sewer

- Monthly sales units of 100 cubic feet were **16.2% above** budget & **16.2% higher** than May 2022 from increased volumes to public authority customers.
- YTD sewer sales were **20.3% above** budget & **20.3% higher** than May 2022 YTD actual sales.

Income Statement

Electric

- Operating revenues and purchased power expense were **above** budget \$29,500 and \$29,200, respectively, due to overall higher purchased power costs from a marginal increase in sales.
- Gross margin was at budget.
- Operating expenses were \$60,100 **below** budget primarily due to lower tree trimming costs than budgeted during the non-construction season and increased customer work.
- Operating income was \$169,100 or \$117,400 **above** budget from lower operating costs than budgeted.
- Net income was \$198,400 or \$160,200 **above** budget primarily from lower than budgeted distribution expenses.
- The rolling 12-month Rate of Return was 6.15%.

Water

- Operating revenues were \$27,700 *above* budget due to overall higher consumption for Industrial customers.
- Operating expenses were \$56,100 *below* budget on lower supply and distribution expenses from fewer main breaks than the prior year.
- Operating income was \$332,600 or \$102,400 *above* budget from slight revenue increases and lower than budgeted operating expenses.
- Net income was \$320,100 or \$151,000 *above* budget.
- The rolling 12-month Rate of Return was 5.8%.

Sewer

- Operating revenues were \$223,300 *above* budget from increased consumption and high strength charges to public authority customers.
- Operating expenses were \$44,900 *above* budget due to unplanned maintenance at the WWTF during the year.
- Operating income was \$271,500 or \$163,900 *above* budget.
- Net income was \$1,362,500 or \$245,400 *below* budget largely due to the timing and dollar value of grant contributions compared to budget. Without grant contributions, net income was \$191,500 or \$211,100 *above* budget.
- The rolling 12-month Rate of Return was 4.3%.

Balance Sheets

Electric

- Balance sheet *increased* \$162,500 from April 2023 due to an increase in receivables associated with higher sales in the previous month.
- Unrestricted cash *decreased* \$41,500 from April 2023 as a result of a decrease in collections from the previous month.
- Net position *increased* \$43,100 from April 2023.

Water

- Balance sheet *increased* \$84,600 from April 2023 due to an increase in cash associated with higher sales and collections.
- Unrestricted cash *increased* \$83,800 from April 2023 from operating sales volume margins.
- Net position *increased* by \$70,500.

Sewer

- Balance sheet *decreased* \$1,016,400 from April 2023 due to \$1,099,289 in principal and interest debt payments made during the month. The final payment on the 2003 Clean Water Fund Loan was made for \$407,004. USDA Loan payments also totaled \$692,285.
- Unrestricted cash *decreased* \$37,300 because of unplanned maintenance at the WWTF in the previous month.
- Net position increased \$51,600.

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 called before maturity by the issuer. Held to maturity investments recognize monthly mark to market adjustments that ultimately are not realized when the investment matures.

- Total cash and investments *decreased* \$948,000 or **9.7%** from April 2023 primarily from sewer principal and interest payments on debt.
- *Investment Activity*: Received interest and distributions of \$14,300 and recorded unrealized *negative* market adjustments of (\$7,200), along with (\$500) in management fees, resulting in a net portfolio *gain* of \$6,600 for the month.
- Total interest and investment income earned (excluding market value adjustments) on all accounts for the month was \$28,000 and \$112,500 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 <i>(As of 4/14/2022):</i>	\$ 37,508,000
Total Project Costs to Date <i>(Thru 7/7/2023):</i>	\$ 33,512,631
Loan Draws – Project to Date <i>(Thru 4/4/2023):</i>	\$ 27,807,000
Grants Provided <i>(Thru 7/7/2023):</i>	\$ 5,477,200
Disburse Request #27 Requested <i>(6/14/2023):</i>	\$ 118,497
Disburse Request #26 – Paid <i>(6/12/2023):</i>	\$ 121,000

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



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: September 11, 2023
SUBJECT: General Manager Report

Electric Department Update:

Call-Ins

- August 11th a customer called to report a large limb on the electric service conductors at 109 Fox Lake Rd.
- August 12th at 3am a call was received that a 3-phase dead-end pole with a 3-phase transformer bank broke off. Crews replaced the pole, transformer, and installed new primary conductors. Customers effected: Waupun Public Library, AT&T, Werner Harmsen Funeral Home, and United Methodist Church. Power was restored at 12:30pm.
- August 12th the electric department was called to help resolve a Traffic Light Issue on Main and Watertown.
- August 20th At 7:30am the Outage Management System reported a large power outage on the South and West parts of town. The crew found Circuit 2 at the Comtech Substation locked out due to a phase to ground fault. After patrolling the large circuit, it was determined a squirrel came in contact with a grounded surface on G.O.A.B and an energized primary phase. Approximately 235 customers were affected. Power was restored at 8:30am.
- August 23rd at 8:15pm a power outage was reported at Wilcox and Carrington St. 16 customers were without power. The crew found a transformer fuse blew due to overload conditions. The crew refused transformer, fuse held for a couple minutes and experienced overload. The 25 KVA transformer was replaced with a larger 37.5 KVA transformer. Power was restored at 10:00pm.

Overhead Rebuild

- 400 & 500 block of Lincoln/Pleasant back lot rebuild started in June and is now complete. The crew replaced poles and conductors, wire. Customers are transferred over to the new line and the old infrastructure is removed.

Substation Testing

- AC Engineering tested relays and feeder equipment in the Comtech and Main substations. Relay time settings were changed in the Comtech Substation to better align with other relays on the system.

United Coop

- Crews installed a temporary 3 phase service to the scale building on the United Coop project installing approximately 6,640 ft. of conduit, 2,940 ft. of 1/0 primary cable and a 112 KVA transformer. Service was energized on August 21st.

Wilson and Shaler

- Curb was installed on August 24th & August 28th
- September 5th crew started on street lighting infrastructure and conduits for future primary extension

New System Peak Demand

- On August 23rd, the system load peaked at 24.5 MW's which is a new record for Waupun. Several other WPPI members also set new peak load records on the 23rd.

General Manager Update:

Market Energy Prices

- Actual average purchase power costs were below budget for July primarily due to lower market energy prices and lower congestion hedging cost.

2024 Budget

- Staff continues to work on the 2024 preliminary budget. The 2024 budget will be presented to the commission at the October meeting.

Staffing Update

- I am very pleased to announce Carson Schramm has joined our team starting as an Apprentice Line Technician. His first day with WU was Thursday August 31, 2023. Carson graduated from Moraine Park in 2019 with a degree in Electrical Power Distribution. He started his career with KS Energy Services and most recently worked for New London Utilities where he is in the 3rd year of the Line Worker Apprenticeship program at Chippewa Valley Technical Collage.
- Waupun Utilities is currently accepting applications for position of Water and Sanitary Sewer Maintenance Technician/Equipment Operator.

Federal Energy Regulatory Commission (FERC)

- Federal Energy Regulatory Commission (FERC) granted the request of WPPI and its members to terminate the "must purchase" obligation from Qualifying Facilities that are larger than 5 MW (or 20 MW for cogeneration facilities). A copy is attached. This is a great outcome and comes at a good time, as the Wisconsin PSC is currently considering changes to municipal parallel generation tariffs, starting with Sturgeon Bay Utilities.

This concludes my report for September 2023. Please contact me at 324-7920 or sbrooks@waupunutilities.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: September 7, 2023
SUBJECT: Monthly Operations Report

Water Treatment Facility:

There are no call-ins to report this month.

ER Controls replaced existing Micrologic 1500 PLC's with new Logix 5000 PLC's for both, Tower 1 and Tower 2.

Wastewater Treatment Facility:

There was a call-in for digester transfer pump interlock failure. The interlock failure did not allow sludge transfers between digesters causing a high level in digester 1 and primary clarifiers. Staff troubleshot and identified a timing relay failure with-in the VFD cabinet.

Staff has the capabilities of continuous real time and historian monitoring of the ABNR SCADA system. The data and trending greatly assists staff and their learning curve.

Staff has completed all tank maintenance and inspections for the year. No deficiencies were noted during inspections.

Collection and Distribution:

There was a call-in at the Harris Lift Station for a pump failure. The failure was caused by a hand towel being wedged between the cutter and wear ring. Staff cleaned the pump and restored tolerances.

There are two water main breaks this past month. Details are as follows:

- First break was located on North Madison Street and was a 3 inch "blow hole" on a 6-inch main. It was leaking approximately 1,827 gallons per minute for 1 hour, totaling 109,620 gallons.
- Second break was located on North Madison Street and was a 1 inch "blow hole" on a 6-inch main. It was leaking approximately 209 gallons per minute for 5 hours, totaling 62,700 gallons.

Wastewater Treatment Facility ABNR Update:

ABNR inoculation and density growth have been progressing well since 7/31/23. Clearas contractually has until 1/31/24 to complete start-up. Once start-up is complete the process will proceed into 30-day performance guarantee testing.

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: September 11, 2023
SUBJECT: July 2023 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

The electric utility construction activity consisted of rebuilding overhead line on Bly, Lincoln and Pleasant streets and prep work for the Bayberry street extension project. Back-ordered transformers were also received totaling \$97,142 for the month. Construction at the WWTF continues with monthly Disbursement Requests processed through the USDA.

MONTHLY OPERATING RESULTS – July 2023 Monthly and Year-To-Date (YTD)

Sales (Consumption)

Electric

- Monthly kWh sales were **2.2% above** budget & **1.0% above** than July 2022 on higher sales to Large Power customers.
- YTD kWh sales were **2.0% above** budget & **0.2% higher** than July 2022 YTD actual sales.

Water

- Monthly sales units of 100 cubic feet were **5.8% above** budget & **6.5% higher** than July 2022 sales on a change in sales to all customer classes.
- YTD water sales were **7.2% above** budget & **4.0% higher** than July 2022 YTD actual sales.

Sewer

- Monthly sales units of 100 cubic feet were **9.8% above** budget & **9.8% higher** than July 2022 from increased volumes to all customer classes.
- YTD sewer sales were **17.7% above** budget & **17.7% higher** than July 2022 YTD actual sales.

Income Statement

Electric

- Operating revenues and purchased power expense were **below** budget (\$88,100) and (\$118,700), respectively, due to overall lower purchased power costs from decreases in the monthly PCAC factor.
- Gross margin was \$30,600 **above** budget.
- Operating expenses were \$73,800 **below** budget primarily due to lower tree trimming costs than budgeted during the non-construction season and increased customer work throughout the year.
- Operating income was \$259,900 or \$142,300 **above** budget from lower operating costs than budgeted.
- Net income was \$312,500 or \$237,600 **above** budget primarily from lower than budgeted distribution expenses.
- The rolling 12-month Rate of Return was 6.0%.

Water

- Operating revenues were \$44,400 *above* budget due to overall higher consumption for Industrial customers.
- Operating expenses were \$59,700 *below* budget on lower supply and distribution expenses from fewer main breaks than the prior year.
- Operating income was \$478,600 or \$130,300 *above* budget from slight revenue increases and lower than budgeted operating expenses.
- Net income was \$461,300 or \$198,500 *above* budget.
- The rolling 12-month Rate of Return was 5.8%.

Sewer

- Operating revenues were \$278,500 *above* budget from increased consumption and high strength charges to Public Authority customers. Trucked in waste revenues were also higher than budgeted.
- Operating expenses were \$19,900 *above* budget due to unplanned maintenance at the WWTF during the year.
- Operating income was \$425,600 or \$238,200 *above* budget.
- Net income was \$2,097,500 or \$190,300 *below* budget largely due to the timing and dollar value of grant contributions compared to budget. Without grant contributions, net income was \$307,300 or \$298,100 *above* budget.
- The rolling 12-month Rate of Return was 4.8%.

Balance Sheets

Electric

- Balance sheet *increased* \$934,800 from June 2023 due to increased receivables from higher power sales and a deposit receipt from a new customer for service extensions. The deposit will be applied to offset costs of the extension project.
- Unrestricted cash *increased* \$653,600 from June 2023 due to the receipt of a customer advance for construction for line extension work.
- Net position *increased* \$49,800 from June 2023.

Water

- Balance sheet *increased* \$71,800 from June 2023 due to an increase in cash associated with higher sales and collections.
- Unrestricted cash *increased* \$85,900 from June 2023 from operating sales volume margins.
- Net position *increased* by \$62,400.

Sewer

- Balance sheet *increased* \$591,500 from June 2023 due to an increase in Public Authority and trucked in waste revenues and grant contributions related to the WWTF project.
- Unrestricted cash *increased* \$85,500 because of increases in high strength and trucked in waste revenues.
- Net position *increased* \$557,500.

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 called before maturity by the issuer. Held to maturity investments recognize monthly mark to market adjustments that ultimately are not realized when the investment matures.

- Total cash and investments *increased* \$977,500 or **12.8%** from June 2023 primarily from increased cash flows associated with higher operating revenues and the receipt of a customer advance for construction in the electric utility.
- *Investment Activity*: Received interest and distributions of \$6,000 and recorded an unrealized *gain* on market adjustments of \$4,700, along with (\$500) in management fees, resulting in a net portfolio *gain* of \$10,200 for the month.
- Total interest and investment income earned (excluding market value adjustments) on all accounts for the month was \$23,300 and \$157,600 year-to-date.

OTHER FINANCIAL MATTERS

WWTF 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 (<i>As of 4/14/2022</i>):	\$ 37,508,000
Total Project Costs to Date (<i>Thru 9/6/2023</i>):	\$ 33,924,728
Loan Draws – Project to Date (<i>Thru 4/4/2023</i>):	\$ 27,807,000
Grants Provided (<i>Thru 9/6/2023</i>):	\$ 5,975,200
Disburse Request #29 Requested (<i>8/16/2023</i>):	\$ 81,605
Disburse Request #27&28 – Paid (<i>7/11/2023</i>):	\$ 498,000

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



MONTHLY FINANCIAL REPORT 2023

January

Revenues	Expenses
\$22,215 - Library Board approved to move 2022 surplus from Library Fund to the Capital Project fund in 2023.	

February

Revenues	Expenses
\$55,389 Municipal Services Payment \$4,103 Parking Violation Revenue \$20,666 Interest Income	

March

Revenues	Expenses
\$30,819 Fond du Lac County Sales & Use Tax	\$175,192 Payment for Land Purchase
\$15,365 DOA Law Enforcement Agency Grant (Fund 220)	\$105,797 Payment to Stone & Suede from WEDC Grant
\$199,548 & \$22,215 year end transfers from GF and Library to Capital (Fund 400)	
\$210,452 transfer from GF to Bus Park (Fund 404) pay remaining loan payment to utilities	
\$134,200 WEDC CDI Grant Payment (Fund 405)	
\$80,000 assigned funds transfer in for Ambulance (Fund 410)	
\$16,956.14 DOT FED Grant (Fund 501)	

April

Revenues	Expenses

May

Revenues	Expenses
\$1,000 (Fund 100) Donation Economic Development from Waupun Utilities	
\$15,189 (Fund 410) Sale of 2 PD Explorers	
\$10,000 (Fund 410) Sale of Skid Loader	
\$220.00 (Fund 410) sale of snow blower	
\$134,300 (Fund 410) EMS Flex Grant Payment Received	

June

Revenues	Expenses

July

Revenues	Expenses
\$50,000 PSC Innovation Grant (Fund 220 pg 5, ln 85)	\$216,713 Fire/EMR Purchased new Ambulance (Fund 410) expense covered with Flex Grant

MONTHLY FINANCIAL REPORT
JULY 31, 2023

A B C D E
% of Year Past
58%

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FUND 100

General Operations Fund

	7/31/2023	7/31/2023	7/31/2023	7/31/2023	
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
TAXES	69,938	1,678,335	2,405,770	727,435	69.76
SPECIAL ASSESSMENTS	38	2,235	100	(2,135)	2235.29
INTERGOVERNMENTAL AIDS	699,904	1,060,416	3,340,523	2,280,107	31.74
LICENSES & PERMITS	1,575	26,551	58,160	31,609	45.65
PENALTIES, FOREFEITURES	2,646	26,417	45,500	19,083	58.06
PUBLIC CHARGES FOR SERVICE	53,490	217,170	266,368	49,198	81.53
INTERGOVERNMENTAL CHARGES	-	-	-	-	
MISCELLANEOUS REVENUE	19,255	164,810	50,000	(114,810)	329.62
SPECIAL FUNDS ACTIVITY	-	-	710,046	710,046	0.00
TOTAL REVENUE	846,845	3,175,935	6,876,467	3,700,532	

EXPENDITURES					
GENERAL GOVERNMENT	64,150	1,144,394	1,880,661	736,267	60.85
ECO DVLP/ADMIN	4,380	30,946	37,161	6,215	83.28
RECREATION	69,383	225,073	385,944	160,871	58.32
ASSESSOR/INSPECTOR	3,186	22,605	39,875	17,270	56.69
POLICE	156,548	1,175,203	2,288,462	1,113,260	51.35
FIRE	29,774	197,683	522,597	324,914	37.83
PUBLIC WORKS	135,219	916,462	1,721,767	805,305	53.23
TOTAL EXPENDITURES	462,641	3,712,365	6,876,467	3,164,102	
NET REVENUE OVER EXPENDITURES	384,204	(536,430)	0	536,430	

41 **FUND 200**

42 **Trust Fund**

	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
44 REVENUE					
45 ST AID-WINNEFOX/MID-WISC	-	-	-	-	0.00
46 INTEREST/DIVIDEND/GRANT	-	6	75	69	7.83
47 UNREALIZED GAINS	-	-	-	-	0.00
48 TOTAL REVENUE	-	6	75	69	

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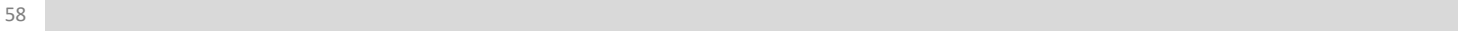
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51 EXPENDITURES					
52 OPERATING TRANSFER OUT	-	-	-	-	0.00
53 LIBRARY EXPENSES	-	-	-	-	0.00
54 TOTAL EXPENDITURES	-	-	-	-	

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56 NET REVENUE OVER EXPENDITURES	-	6	75	69	
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62 **FUND 210**

63 **Library Fund**

	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
64 REVENUE					
65 GENERAL PROPERTY TAXES	-	391,049	516,792	125,743	75.67
66 INTEREST/DIVIDEND/GRANT	-	213,939	213,938	(1)	100.00
67 FEES	67	453	1,200	747	37.77
68 DIVIDEND/REVENUE/DONATIONS	2,583	21,380	11,000	(10,380)	194.37
69 TOTAL REVENUE	2,650	626,822	742,930	116,108	

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73 EXPENDITURES					
74 LIBRARY EXPENSES	59,597	414,896	742,930	328,034	55.85
75 TRANSFER OUT - CAPITAL FUND	-	-	-	-	0.00
76 TOTAL EXPENDITURES	59,597	414,896	742,930	328,034	

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78 NET REVENUE OVER EXPENDITURES	(56,947)	211,926	-	(211,926)	
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FUND 220

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E

Grants and Donations Fund

	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
PSC/FEDERAL GRANT	50,000	50,000	-	(50,000)	0.00
GRANTS	-	46,085	6,010	(40,075)	766.81
TOTAL REVENUE	<u>50,000</u>	<u>96,085</u>	<u>6,010</u>	<u>(90,075)</u>	

EXPENDITURES					
GEN GOVERNMENT	-	5,000	-	(5,000)	0.00
GRANT EXPENSES - RECREATION	-	883	-	(883)	0.00
GRANT EXPENSES - POLICE	1,485	14,245	5,000	(9,245)	284.90
GRANT EXPENSES - FIRE/EMR	-	4,983	-	(4,983)	0.00
GRANT EXPENSES - DPW	-	-	-	-	0.00
ECONOMIC DEVELOPMENT EXPENSES	-	-	1,000	1,000	0.00
TOTAL EXPENDITURES	<u>1,485</u>	<u>25,111</u>	<u>6,000</u>	<u>(19,111)</u>	

NET REVENUE OVER EXPENDITURES	48,515	70,975	10	(70,965)	
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FUND 230

Building Inspection Fund

Month Activity

YTD Actual

Budget Amount

Unearned

Percent

	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
GENERAL PROPERTY TAXES-BLDG IN	-	-	-	-	0.00
PERMITS-BUILDING	25,330	58,952	75,000	16,048	78.60
FEES	1,625	8,960	9,150	190	97.92
TOTAL REVENUE	<u>26,955</u>	<u>67,912</u>	<u>84,150</u>	<u>16,238</u>	

EXPENDITURES					
OPERATING SUPPLIES/WAGES	9,388	44,613	86,816	42,203	51.39
TOTAL EXPENDITURES	<u>9,388</u>	<u>44,613</u>	<u>86,816</u>	<u>42,203</u>	

NET REVENUE OVER EXPENDITURES	17,567	23,299	(2,666)	(25,965)	
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FUND 240

ARPA Fund

A **B** **C** **D** **E**
Month Activity **YTD Actual** **Budget Amount** **Unearned** **Percent**

REVENUE					
FED GRANT (PD BY STATE)-ARPA	-	-	-	-	0.00
INTEREST INCOME-ARPA	<u>5,331</u>	<u>33,468</u>	<u>7,500</u>	<u>(25,968)</u>	446.23
TOTAL REVENUE	<u>5,331</u>	<u>33,468</u>	<u>7,500</u>	<u>(25,968)</u>	

EXPENDITURES					
ARPA POLICE OPERATING EXP	-	-	-	-	
ARPA EXPENSES	<u>-</u>	<u>45,281</u>	<u>-</u>	<u>(45,281)</u>	
ARPA EXPENSES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
TOTAL EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	

NET REVENUE OVER EXPENDITURES	5,331	33,468	7,500	(25,968)	
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FUND 300

Debt Fund

Month Activity **YTD Actual** **Budget Amount** **Unearned** **Percent**

REVENUE					
PAID TO ESCROW AGENT	-	-	-	-	0.00
GENERAL PROPERTY TAXES	-	596,329	788,080	191,751	75.67
FUNDS APPLIED	144	878	375	(503)	234.01
DEBT SERVICE FUND TRANSFERS IN	<u>515,850</u>	<u>693,504</u>	<u>827,080</u>	<u>133,576</u>	83.85
TOTAL REVENUE	<u>515,994</u>	<u>1,290,710</u>	<u>1,615,535</u>	<u>324,825</u>	

EXPENDITURES					
ROCK NEWTON 2021 P&I	126,175	137,350	137,350	-	100.00
PRINCIPAL AND INTEREST PAYMENTS	<u>624,615</u>	<u>1,005,072</u>	<u>1,478,185</u>	<u>473,114</u>	67.99
TOTAL EXPENDITURES	<u>750,790</u>	<u>1,142,422</u>	<u>1,615,535</u>	<u>473,114</u>	

NET REVENUE OVER EXPENDITURES	(234,796)	148,289	-	(148,289)	
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158 **FUND 400**159 **Capital Fund**

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	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
GENERAL PROPERTY TAXES-CIF	-	257,273	340,000	82,727	75.67
SIDEWALKS	-	-	100,000	100,000	0.00
STATE SHARED REVENUES-EXP REST	74,434	364,120	2,574,434	2,210,314	14.14
FEES-REC FACILITY MAINTENANCE	-	15,500	15,000	(500)	103.33
CO & MUNIC-STREET & HIGHWAYS	-	-	-	-	0.00
INTEREST AND MISC	2,092	35,101	8,000	(27,101)	438.77
TRANSFERS IN FROM OTHER FUNDS	-	221,763	680,000	458,237	32.61
TOTAL REVENUE	76,527	893,758	3,717,434	2,823,676	

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EXPENDITURES					
CITY HALL	-	-	-	-	
RECREATION	52,477	306,662	2,530,000	2,223,338	12.12
PUBLIC SAFETY	3,188	182,762	255,095	72,333	71.64
LIBRARY AND DPW	-	-	-	-	0.00
STREETS	-	162,556	450,000	287,444	36.12
TRANSFER OUT	-	-	-	-	0.00
TOTAL EXPENDITURES	55,665	651,980	3,235,095	2,583,115	

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NET REVENUE OVER EXPENDITURES	20,862	241,778	482,339	240,561	
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185 **FUND 401**186 **TID 5 Fund**

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	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	785	314,834	408,345	93,511	77.10
DEVELOPER GUARANTEES	-	24,735	-	(24,735)	0.00
FEES-MISCELLANEOUS	-	-	-	-	0.00
TIF 5 INTEREST REVENUE	-	-	-	-	0.00
PROCEEDS OF LONG-TERM DEBT	-	-	-	-	0.00
TOTAL REVENUE	785	339,569	408,345	68,776	

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EXPENDITURES					
TID 5 OPERATING EXPENSES	327,025	379,963	381,050	1,088	99.71
TOTAL EXPENDITURES	327,025	379,963	381,050	1,088	

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NET REVENUE OVER EXPENDITURES	(326,240)	(40,393)	27,295	67,688	
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FUND 404

Business Park Fund

A **B** **C** **D** **E**
Month Activity **YTD Actual** **Budget Amount** **Unearned** **Percent**

REVENUE					
TAX INCREMENT	-	-	-	-	0.00
INTEREST INCOME	-	-	-	-	0.00
LEASES/FUND BALANCE	-	219,526	224,103	4,577	97.96
TOTAL REVENUE	-	219,526	224,103	4,577	

EXPENDITURES					
OPERATING EXPENSES	1,817	3,151	15,109	11,958	20.86
TOTAL EXPENDITURES	1,817	3,151	15,109	11,958	

NET REVENUE OVER EXPENDITURES	(1,817)	216,375	208,994	(7,381)	
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FUND 405

TID 3 Fund

Month Activity **YTD Actual** **Budget Amount** **Unearned** **Percent**

REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	8,287	115,710	150,598	34,888	76.83
PAYMENT IN LIEU OF TAX	-	9,762	9,000	(762)	108.47
GRANTS	-	134,200	-	(134,200)	0.00
PERMITS	-	-	-	-	0.00
DONATIONS	-	-	-	-	0.00
PROCEEDS LONG TERM DEBT	-	-	-	-	0.00
TOTAL REVENUE	8,287	259,672	159,598	(100,074)	

EXPENDITURES					
TID 3 OPERATING EXPENSES	33,918	157,091	159,083	1,992	98.75
TRANSFER TO A DIF FUND	-	-	-	-	0.00
TOTAL EXPENDITURES	33,918	157,091	159,083	1,992	

NET REVENUE OVER EXPENDITURES	(25,631)	102,581	515	(102,066)	
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FUND 407
TID 7 Fund

A **B** **C** **D** **E**
Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	37,796	45,000	7,204	83.99
PERMITS-BUILDING-TIF 7	-	-	-	-	0.00
STATE GRANT	-	-	-	-	0.00
PERMITS	-	-	-	-	0.00
DONATIONS	-	-	-	-	0.00
TOTAL REVENUE	<u>-</u>	<u>37,796</u>	<u>45,000</u>	<u>7,204</u>	

EXPENDITURES					
INTEREST ON ADVANCES OTHER FUNDS	-	28,069	131,138	103,069	21.40
TID 7 OPERATING EXPENSES	-	913	6,500	5,588	14.04
TOTAL EXPENDITURES	<u>-</u>	<u>28,981</u>	<u>137,638</u>	<u>108,657</u>	

NET REVENUE OVER EXPENDITURES	-	8,815	(92,638)	(101,453)	
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FUND 408
TID 6 Fund

Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	4,949	83,057	98,488	15,431	84.33
STATE/FEDERAL GRANT-TIF 6	-	-	-	-	0.00
PERMITS	-	-	-	-	0.00
DONATIONS/TRANSFERS	-	-	-	-	0.00
TOTAL REVENUE	<u>4,949</u>	<u>83,057</u>	<u>98,488</u>	<u>15,431</u>	

EXPENDITURES					
FUND TRANSFERS OUT	53,000	53,000	65,630	12,630	0.00
TID 6 OPERATING EXPENSES	898	9,005	30,266	21,261	29.75
TOTAL EXPENDITURES	<u>53,898</u>	<u>62,005</u>	<u>95,896</u>	<u>33,891</u>	

NET REVENUE OVER EXPENDITURES	(48,949)	21,052	2,592	(18,460)	
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283 **FUND 410**

284 **Equipment Fund**

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	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
GENERAL PROPERTY TAXES-ERF	-	170,254	225,000	54,746	75.67
FEDERAL GRANT-MISC	-	268,600	-	(268,600)	0.00
MISCELLANEOUS	986	31,427	5,000	(26,427)	628.55
TRANSFERS	-	80,000	-	(80,000)	0.00
TOTAL REVENUE	<u>986</u>	<u>550,282</u>	<u>230,000</u>	<u>(320,282)</u>	

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EXPENDITURES					
EQUIPMENT ADMINISTRATION	-	-	7,000	7,000	0.00
EQUIPMENT RECREATION	1,027	5,000	5,000	-	100.00
EQUIPMENT POLICE	-	112,397	130,187	17,790	0.00
EQUIPMENT FIRE	216,714	218,106	30,500	(187,606)	715.10
EQUIPMENT LIBRARY	-	-	-	-	0.00
EQUIPMENT DPW	48,452	105,902	141,500	35,599	74.84
TOTAL EXPENDITURES	<u>266,192</u>	<u>441,404</u>	<u>314,187</u>	<u>(127,217)</u>	

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NET REVENUE OVER EXPENDITURES	(265,206)	108,878	(84,187)	(193,065)	
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307 **FUND 418**

308 **TID 8 Fund**

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	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
TAXES-TAX INCREMENTAL DISTRICT	-	104,702	125,000	20,298	83.76
PERMITS-BUILDING-TIF 8	-	-	-	-	0.00
FEES-MISCELLANEOUS	-	-	-	-	0.00
TIF 8 INTEREST REVENUE	-	-	-	-	0.00
PROCEEDS OF LONG-TERM DEBT	447,111	447,111	-	(447,111)	0.00
TOTAL REVENUE	<u>447,111</u>	<u>551,813</u>	<u>125,000</u>	<u>(426,813)</u>	

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EXPENDITURES					
TRANSFER OUT	15,171	15,171	15,405	235	0.00
TID 8 OPERATING EXPENSES	449,520	580,432	131,150	(449,282)	342.75
TOTAL EXPENDITURES	<u>464,690</u>	<u>595,603</u>	<u>146,555</u>	<u>(449,048)</u>	

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NET REVENUE OVER EXPENDITURES	(17,579)	(43,790)	(21,555)	22,235	
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327	FUND 419	A	B	C	D	E
328	TID 9 Fund	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
329						
330	REVENUE					
331	TAXES-TAX INCREMENTAL DISTRICT	-	-	-	-	0.00
331	TIF 9 INTEREST REVENUE	4,762	7,487	-	(7,487)	0.00
332	PROCEEDS LONG TERM DEBT	-	2,345,000	-	(2,345,000)	0.00
333	TOTAL REVENUE	<u>4,762</u>	<u>2,352,487</u>	<u>-</u>	<u>(2,352,487)</u>	

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336	EXPENDITURES					
337	TRANSFER OUT	-	(66,929)	-	66,929	0.00
338	TID 9 OPERATING EXPENSES	499,725	1,212,243	115,116	(1,097,127)	1053.06
339	TOTAL EXPENDITURES	<u>499,725</u>	<u>1,145,315</u>	<u>115,116</u>	<u>(1,030,199)</u>	

340						
341	NET REVENUE OVER EXPENDITURES	(494,962)	1,207,172	(115,116)	(1,322,288)	

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345	FUND 420					
346	Recycling Fund	Month Activity	YTD Actual	Budget Amount	Unearned	Percent

347						
348	REVENUE					
349	STATE GRANT-RECYCLING	-	50,365	50,000	(365)	0.00
350	FEES-RECYCLING	11,883	59,405	99,561	40,156	59.67
351	INTEREST REVENUE	454	2,770	750	(2,020)	369.34
352	TOTAL REVENUE	<u>12,336</u>	<u>112,540</u>	<u>150,311</u>	<u>37,771</u>	

353						
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355	EXPENDITURES					
356	OPERATING	12,057	76,410	148,828	72,418	51.34
357	TOTAL EXPENDITURES	<u>12,057</u>	<u>76,410</u>	<u>148,828</u>	<u>72,418</u>	

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359	NET REVENUE OVER EXPENDITURES	280	36,131	1,483	(34,647)	

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363 **FUND 425**364 **Solid Waste Fund**

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	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
FEES-SOLID WASTE	35,648	178,216	441,689	263,473	40.35
TOTAL REVENUE	35,648	178,216	441,689	263,473	

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EXPENDITURES					
OPERATING	33,135	202,107	436,846	234,739	46.26
TOTAL EXPENDITURES	33,135	202,107	436,846	234,739	

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NET REVENUE OVER EXPENDITURES	2,513	(23,891)	4,843	28,734	
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379 **FUND 430**380 **Tourism Fund**

381

	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
REVENUE					
LOCAL ROOM TAX-TOURISM FUND	8,843	34,723	60,000	25,277	57.87
MISCELLANEOUS REVENUE-TOURISM	-	-	10,000	10,000	0.00
TOTAL REVENUE	8,843	34,723	70,000	35,277	

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EXPENDITURES					
OPERATING EXPENSES	5,125	27,665	70,000	42,335	39.52
TOTAL EXPENDITURES	5,125	27,665	70,000	42,335	

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NET REVENUE OVER EXPENDITURES	3,718	7,058	-	(7,058)	
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FUND 501
Taxi Fund

A **B** **C** **D** **E**
Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
GENERAL PROPERTY TAXES	-	34,051	45,000	10,949	0.00
FED GRANT (PD BY ST)-TRANSPORT	-	75,016	109,930	34,914	68.24
SALE OF CITY PROPERTY-TAXI	-	-	-	-	0.00
OPERATING TRANSFER IN-GF	-	-	-	-	0.00
TOTAL REVENUE	<u>-</u>	<u>109,067</u>	<u>154,930</u>	<u>45,863</u>	

EXPENDITURES					
OPERATING EXPENSES	<u>11,922</u>	<u>66,260</u>	<u>163,303</u>	<u>97,043</u>	40.58
TOTAL EXPENDITURES	<u>11,922</u>	<u>66,260</u>	<u>163,303</u>	<u>97,043</u>	

NET REVENUE OVER EXPENDITURES	(11,922)	42,807	(8,373)	(51,180)	
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FUND 509
CDBG Fund

Month Activity YTD Actual Budget Amount Unearned Percent

REVENUE					
INTEREST REVENUE	4	31	20	(11)	154.10
TOTAL REVENUE	<u>4</u>	<u>31</u>	<u>20</u>	<u>(11)</u>	

EXPENDITURES					
OPERATING EXPENSES	<u>3,127</u>	<u>14,085</u>	<u>73,000</u>	<u>58,915</u>	0.00
TOTAL EXPENDITURES	<u>3,127</u>	<u>14,085</u>	<u>73,000</u>	<u>58,915</u>	

NET REVENUE OVER EXPENDITURES	(3,123)	(14,054)	(72,980)	(58,926)	
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432 **FUND 700**433 **StormWater Fund**

434

	A	B	C	D	E
	Month Activity	YTD Actual	Budget Amount	Unearned	Percent
435	REVENUE				
436	-	-	-	-	0.00
437	-	-	-	-	0.00
438	50,361	302,978	588,800	285,822	51.46
439	-	-	-	-	0.00
440	TOTAL REVENUE	50,361	302,978	285,822	
441					
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443	EXPENDITURES				
444	3,184	23,321	42,815	19,494	54.47
445	2,121	9,025	27,493	18,467	32.83
446	501	1,610	3,200	1,590	50.30
447	11,963	40,109	79,906	39,797	50.19
448	7,145	69,724	141,900	72,176	49.14
449	-	6,417	45,626	39,209	14.06
450	87,760	189,206	196,020	6,814	96.52
451	TOTAL EXPENDITURES	112,672	339,412	197,548	
452					
453	NET REVENUE OVER EXPENDITURES	(62,312)	(36,435)	51,840	88,275

Administrative Report for July 2023

Prepared by K Schlieve, 8/3/23

Personnel

- August saw the departure of three sworn police officers from the department. The recruitment process remains open and we are currently seeking to fill three open positions. The next academy opens in January 2024 and we hope that have trainees secured by that time to begin training.
- Ongoing turnover within police is an issue departments across the country are facing. The police union has approached the City to discuss the current contract and staff retention. The City is going to need to rethink their strategy on total compensation to retain talent needed to operate the department. We also must identify and address any other factors beyond compensation that are causing departures. Things such as different staffing/shift models, questions about command structure and more have come up in conversation and must be evaluated to ensure sustainability of the department moving forward. I am recommending that we bring an outside consultant in to conduct an organizational assessment. Recommendations on a consultant are forthcoming.
- We have finalized our renewal for 2024 health insurance with Dean. We are recommending no plan design change in 2024. Staff will move from a 12% premium contribution to a 15% and HSA contributions made by the city will decline 250/500 for single/family plans. This will bring consistency across all benefit-eligible staff members.

Planning:

- The community survey for the Fire Staffing Study is closed and our consultants are finalizing their report. Once staff have reviewed, we will provide further information on timing of report out and release of the information.

Grants Work:

- Thanks to work completed by Destination Lake Winnebago Region, Jeni Maly and Jodi Mallas, our community has been awarded a \$17K Joint Effort Marketing (JEM) grant from the Dept of Tourism to support the creation of Ice Fest.
- The groundbreaking ceremony for the Waupun Senior Center is scheduled for Tuesday, September 26, 2023 at 2 p.m. at 520 McKinley St.
- We received notice that we were not awarded a BIL grant for Wilcox St; we are commencing with the bid process to do a mill and overlay on the street yet this fall.
- We received notice that we were not awarded a Knowles-Nelson Stewardship Grant for downtown plaza work. We are reviewing scoring criteria to determine ways to strengthen our application for subsequent years. This is typically a grant that must be submitted year over year before it is considered for funding.

Community/Economic Development:

- UW Extension/Design WI will be doing a workshop with businesses and the community on September 18 & 19, 2023. An agenda has been published. Please plan to attend as much of this event as works in your schedule.

Budget:

- The State of WI has indicated that they will be making adjustments to the City's MSP payments for both police and ambulance service. We are currently in discussion with the DOA on calculations to reach final determination. I will provide an update at our September 12 meeting.
- We are shifting our budget planning process based on ability to forecast revenues over the biennium budget. As such, 2024 budgets are being adjusted based on discussion from the August COW meeting and to ensure sustainability over a 2-year budget cycle.

Administrative Report for July 2023

Prepared by K Schlieve, 8/3/23

- Overall, we have shifted \$175K from the operating budget after implementing a set of cost saving strategies into capital budgets. Note that this is a one-year adjustment designed to address the forecasted operating deficit in 2025 discussed at August COW.
- Additional cost reduction strategies bring us to a minimal fund balance application to preserve cash on hand for the Rock/Newton construction project in 2025. A detailed explanation of changes will be provided at the September COW.