



**A G E N D A**  
**CITY OF WAUPUN COMMON COUNCIL**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, March 09, 2021 at 6:00 PM**

**VIDEO CONFERENCE AND TELECONFERENCE**

The Waupun Common Council will meet virtually at **6:00pm on Tuesday, March 9, 2021**, via Zoom. The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:

**1. Join Zoom Meeting**

<https://us02web.zoom.us/j/85461612692?pwd=clZvem51RDd4MFpaQkxsb3BYRTBIQT09>

**Meeting ID: 854 6161 2692**

**Passcode: 715129**

**2. Dial by phone: 1-312-626-6799**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION**

**ROLL CALL**--Mayor to excuse any absent members

**PUBLIC HEARING**

1. Class B Intoxicating Liquor & Class B Fermented Malt Beverage License- Andy Soodsma, The Goose Shot of Waupun LLC

**CLOSE PUBLIC HEARING**

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

***No Public Participation after this point.***

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

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

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

**BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES**

3. Board of Public Works 1-12-21
4. Business Improvement District 1-13-21
5. Plan Commission 1-20-21
6. Economic Development 1-26-21
7. Utility Commission 2-8-21
8. Common Council 2-9-21
9. Library Board 2-17-21
10. Special Common Council 2-23-21

**DEPARTMENT REPORTS**

11. Library
12. Public Works
13. Building Inspector

- [14.](#) Recreation
- [15.](#) Police
- [16.](#) Fire
- [17.](#) Utility
- 18. Administrator

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

[19.](#) Award Bid for Newton and Rock Avenue Phase 1 Reconstruction *(Motion)*

[20.](#) Request for Proposal-Transportation Utility and Street funding Feasibility

**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:** March 9, 2021

**TITLE:** Class B Intoxicating Liquor & Class B Fermented Malt Beverage License- Andy Soodsma, The Goose Shot of Waupun LLC

**AGENDA SECTION:** PUBLIC HEARING

**PRESENTER:** Angela Hull, Clerk

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

### ISSUE SUMMARY

An Original Beverage Retail License Application has been filed with the Clerk for a Class B Intoxicating Liquor & Class B Fermented Malt Beverage License for The Goose Shot of Waupun LLC, Andy Soodsma owner, for the location of 5 W. Main Street, Waupun.

According to Ch. 11.01(4):

(e) Inspection of Application and Premises. (Am. #05-11)

The City Clerk shall notify the Health Officer and Chief of Police of all license and permit applications, and these officials shall inspect or cause to be inspected each application and premises to determine whether the applicant and the premises sought to be licensed comply with the regulations, ordinances and laws applicable thereto, and the applicant's fitness for the trust to be imposed. These officials shall furnish to the Council in writing the information derived from such investigation. No license or permit provided for in this section shall be issued without the approval of the Council, and no license shall be renewed without a reinspection of the premises and report as herein required.

(f) Health and Sanitation.

No license shall be issued for any premises which do not conform to the sanitary, safety and health requirements of the State Department of Industry, Labor and Human Relations and the State Department of Health and social Services and to all such ordinances and regulations adopted by the City.

(g) Tax Delinquencies.

No license shall be granted for operation on any premises upon which taxes or assessments or other financial claims of the City are delinquent or unpaid.

### STAFF RECCOMENDATION:

Approve licenses with contingency of approved inspections and any unpaid delinquencies be paid. I would request a designated time limit for the applicant to comply.

### ATTACHMENTS:

None

### RECCOMENDED MOTION:

Motion to approve the Class B Intoxicating Liquor & Class B Fermented Malt Beverage License for The Goose Shot of Waupun LLC, Andy Soodsma owner, for the location of 5 W. Main Street, Waupun contingent upon approval of inspections and all payments and delinquencies owed to the City be paid in full, **not to exceed sixty (60) days.**



## AGENDA SUMMARY SHEET

**MEETING DATE:** 03-09-21

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

**AGENDA SECTION:** CONSENT AGENDA

**PRESENTER:** Angela Hull, Clerk

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

### **ISSUE SUMMARY:**

The Consent Agenda consist of future meetings and gatherings of the Common Council and consideration of licenses and permits and payment of expenses.

### **Future Meetings/Gatherings (Due to certain circumstances- may be held in person at the City Hall or Virtually/Telephonically)**

Tuesday, March 30, 2021	Committee of the Whole	5:30pm
Tuesday, April 13, 2021	Common Council	6:00pm
Tuesday, April 20, 2021	Special Common Council	5:30pm
Tuesday, April 27, 2021	Committee of the Whole	5:30pm

### **License and Permit Applications**

#### **OPERATOR LICENSE:**

Briana S. Mecklenberg

#### **SODA LICENSE**

The Goose Shot of Waupun LLC, Andy Soodsma

#### **DAIRY LICENSE**

The Goose Shot of Waupun LLC, Andy Soodsma

#### **SOLICITOR-PEDDLER**

Charter Communications – Sheralind Markus

#### **STAFF RECOMENDATION:**

Approve the Consent Agenda

#### **ATTACHMENTS:**

Expense Report(s)

#### **RECOMENDED MOTION:**

Motion to approve the Consent Agenda. (Roll Call)



## Report Criteria:

Report type: Summary

Check.Check Number = 101568,101584,101585,18-21,101659-101707

Check Issue Date	Check Number	Payee	Amount	
02/14/2021	18	WELLS FARGO PAYMENT REMITT.	2,686.51	
02/28/2021	19	CREXENDO	495.22	
02/28/2021	20	DODGE COUNTY TREASURER	393,638.81	
02/28/2021	21	FAITH TECH, INC.	1,760.17	
02/27/2021	101568	KWIK TRIP STORES	1,739.07	M
02/27/2021	101584	LEVIN, TAGUE	936.24	M
02/27/2021	101585	REGISTER OF DEEDS	300.00	M
03/04/2021	101659	ALLIANT ENERGY/WP&L	3,225.11	
03/04/2021	101660	ASSOCIATED APPRAISAL CONSULTA	2,467.66	
03/04/2021	101661	BALLWEG IMPLEMENT	11.07	
03/04/2021	101662	BEAVER DAM LOCK & SECURITY	3,055.00	
03/04/2021	101663	BROWN CAB SERVICE INC	9,042.49	
03/04/2021	101664	CAPITAL NEWSPAPERS	7.75	
03/04/2021	101665	CEDAR CORPORATION	6,794.68	
03/04/2021	101666	CHARTER COMMUNICATIONS	124.98	
03/04/2021	101667	CITIES & VILLAGES MUTUAL INS.	25,601.00	
03/04/2021	101668	CONWAY SHIELD	1,290.00	
03/04/2021	101669	DESTINATION LAKE WINNEBAGO RE	2,937.58	
03/04/2021	101670	EVERBRIDGE INC	4,000.00	
03/04/2021	101671	MARTENS ACE HARDWARE	1,313.53	
03/04/2021	101672	FOND DU LAC COUNTY	21,027.39	
03/04/2021	101673	GENERAL COMMUNICATIONS	69.00	
03/04/2021	101674	GRAND VALLEY INSPECTION SERVIC	1,746.25	
03/04/2021	101675	GUNDERSON, INC.	112.61	
03/04/2021	101676	HOMAN AUTO -GATEWAY	36.96	
03/04/2021	101677	JOHN FABICK TRACTOR CO	78.35	
03/04/2021	101678	KEARNS, NICK	111.62	
03/04/2021	101679	KIMBALL MIDWEST	402.63	
03/04/2021	101680	KING MANUFACTURING CORP.	230.00	
03/04/2021	101681	LUECK, FRED	20.00	
03/04/2021	101682	MENARDS - BEAVER DAM	1,151.92	
03/04/2021	101683	NAPA AUTO PARTS-WAUPUN	4,174.14	
03/04/2021	101684	NICKEL, JULIE	40.00	
03/04/2021	101685	NOREGON SYSTEMS INC	1,499.00	
03/04/2021	101686	NORTHERN LIGHTS DISPLAY	464.50	
03/04/2021	101687	OSHKOSH OFFICE SYSTEMS	256.33	
03/04/2021	101688	PT TIRE & SERVICE CORP	180.00	
03/04/2021	101689	PITNEY BOWES, INC.	500.00	
03/04/2021	101690	PITNEY BOWES	693.12	
03/04/2021	101691	POMP'S TIRE	315.00	
03/04/2021	101692	RENNERTS	1,373.91	
03/04/2021	101693	SAN-A-CARE, INC	199.20	
03/04/2021	101694	SHARE CORPORATION	152.55	
03/04/2021	101695	STEINIG TAL KENNEL LLC	950.00	
03/04/2021	101696	STICKS AND STONES	60.00	
03/04/2021	101697	TRU CLEANERS LLC	4,882.81	
03/04/2021	101698	US CELLULAR	1,460.88	
03/04/2021	101699	VANDE ZANDE & KAUFMAN, LLP	3,200.00	
03/04/2021	101700	WAUPUN AREA ANIMAL SHELTER,INC	1,000.00	

Check Issue Date	Check Number	Payee	Amount
03/04/2021	101701	WAUSAU EQUIPMENT COMPANY INC	675.04
03/04/2021	101702	WERNER-HARMSSEN	101.50
03/04/2021	101703	WI BUILDING SUPPLY	79.68
03/04/2021	101704	WI DEPT OF JUSTICE	7.00
03/04/2021	101705	WI PARK AND RECREATION ASSOC	150.00
03/04/2021	101706	WMCA	15.00
03/04/2021	101707	PRECISIONCHEM LLC	140.00
Grand Totals:			508,983.26

## Report Criteria:

Report type: Summary

Check.Check Number = 101568,101584,101585,18-21,101659-101707

## Report Criteria:

[Report] Invoice Date = 02/14/2021,02/28/2021,02/27/2021,03/04/2021

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>1174 ALLIANT ENERGY/WP&amp;L</b>				
5946940000-FEB21	Police Dept - monthly fuel charges - Feb 2021	03/04/2021	733.33	100-40-5211-3-32
5946940000-FEB21	Fire Dept - monthly fuel charges - Feb 2021	03/04/2021	412.50	100-50-5231-3-32
3264610000-FEB21	Garage monthly fuel - Feb 2021	03/04/2021	2,079.28	100-70-5412-3-32
Total 1174 ALLIANT ENERGY/WP&L:			3,225.11	
<b>1787 ASSOCIATED APPRAISAL CONSULTAN</b>				
153223	Monthly services - Mar 2021	03/04/2021	2,467.66	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			2,467.66	
<b>4015 BALLWEG IMPLEMENT</b>				
P06748	cap screw - pull fan off shaft	03/04/2021	11.07	700-10-5192-3-36
Total 4015 BALLWEG IMPLEMENT:			11.07	
<b>5022 BEAVER DAM LOCK &amp; SECURITY</b>				
28506	ADA Door Handles - Comm C & Safety Building	03/04/2021	3,055.00	100-70-5410-3-36
Total 5022 BEAVER DAM LOCK & SECURITY:			3,055.00	
<b>6252 BROWN CAB SERVICE INC</b>				
1433/1	Jan monthly taxi service 2021	03/04/2021	9,042.49	501-10-5154-3-38
Total 6252 BROWN CAB SERVICE INC:			9,042.49	
<b>7058 CAPITAL NEWSPAPERS</b>				
36735	Notice of public test - election Feb 2021	03/04/2021	7.75	100-10-5142-3-35
Total 7058 CAPITAL NEWSPAPERS:			7.75	
<b>8046 CEDAR CORPORATION</b>				
106520R	City Hall - Energy Analysis & Grant App	03/04/2021	6,794.68	400-70-5420-8-00
Total 8046 CEDAR CORPORATION:			6,794.68	
<b>10048 CHARTER COMMUNICATIONS</b>				
13430-FEB21	city hall - internet	03/04/2021	124.98	100-10-5197-3-31
Total 10048 CHARTER COMMUNICATIONS:			124.98	
<b>10226 CITIES &amp; VILLAGES MUTUAL INS.</b>				
WC-21-1072	2021 Worker's Com Prem 2nd QTR - City Portion	03/04/2021	18,588.00	100-10-5196-3-38
WC-21-1072	2021 Worker's Com Prem 2nd QTR - Utilities Portion	03/04/2021	7,013.00	100-13850
Total 10226 CITIES & VILLAGES MUTUAL INS.:			25,601.00	
<b>10476 CONWAY SHIELD</b>				
0465761-IN	stuctural firefighting boots	03/04/2021	1,290.00	100-50-5232-3-38
Total 10476 CONWAY SHIELD:			1,290.00	
<b>10651 CREXENDO</b>				
2032446038	City Hall Phone Charges - Feb 2021	02/28/2021	365.05	100-10-5197-3-31

Invoice	Description	Invoice Date	Total Cost	GL Account
2032446038	Senior Center Phone Charges - Feb 2021	02/28/2021	26.08	100-20-5513-3-31
2032446038	Garage Phone Charges - Feb 2021	02/28/2021	104.09	100-70-5412-3-31
Total 10651 CREXENDO:			495.22	
<b>11275 DESTINATION LAKE WINNEBAGO REGION</b>				
3-4-21	70% Of Nov Room Tax - Jan 2021	03/04/2021	2,937.58	430-70-5436-3-42
Total 11275 DESTINATION LAKE WINNEBAGO REGION:			2,937.58	
<b>12000 DODGE COUNTY TREASURER</b>				
2020FEBSETT	2020 tax settlement - Feb	02/28/2021	393,638.81	202-24310
Total 12000 DODGE COUNTY TREASURER:			393,638.81	
<b>12617 EVERBRIDGE INC</b>				
M60697	Nixle Engage - year 3 fees - 4/30/21-4/29/22	03/04/2021	4,000.00	100-10-5197-3-38
Total 12617 EVERBRIDGE INC:			4,000.00	
<b>12676 FAITH TECH, INC.</b>				
FEB2021	energy efficiency ACH pmt 17 of 60	02/28/2021	1,760.17	300-10-5935-6-00
Total 12676 FAITH TECH, INC.:			1,760.17	
<b>12700 MARTENS ACE HARDWARE</b>				
FEB2021	batteries - election supplies	03/04/2021	15.99	100-10-5142-3-38
FEB2021	UPS postage - score board controller	03/04/2021	21.61	100-20-5525-3-36
FEB2021	hand/body/toe warmers - PD	03/04/2021	50.61	100-40-5212-3-38
FEB2021	keys	03/04/2021	8.48	100-50-5231-3-36
FEB2021	batteries	03/04/2021	31.98	100-50-5232-3-36
FEB2021	parts to hang soap dispensers at city hall	03/04/2021	26.97	100-70-5410-3-36
FEB2021	part for bathroom tile repair at city hall	03/04/2021	31.92	100-70-5410-3-36
FEB2021	dustpan/broom - comm center	03/04/2021	113.96	100-70-5410-3-36
FEB2021	wax ring - FD toilet	03/04/2021	4.99	100-70-5410-3-36
FEB2021	faucet - repair ice machine at complex	03/04/2021	29.96	100-70-5410-3-36
FEB2021	credit	03/04/2021	15.98	100-70-5410-3-36
FEB2021	parts to repair toilet leak	03/04/2021	10.97	100-70-5410-3-36
FEB2021	parts to repair FD bathroom floor	03/04/2021	3.99	100-70-5410-3-36
FEB2021	paint for garbage cans	03/04/2021	9.98	100-70-5410-3-36
FEB2021	parts to repair senior center toilet	03/04/2021	7.99	100-70-5410-3-36
FEB2021	parts to repair senior center toilet & floor	03/04/2021	41.98	100-70-5410-3-36
FEB2021	power bit	03/04/2021	7.99	100-70-5410-3-36
FEB2021	parts to repair senior center toilet	03/04/2021	17.55	100-70-5410-3-36
FEB2021	parts to repair senior center toilet	03/04/2021	38.95	100-70-5410-3-36
FEB2021	parts to replace toilet at senior center	03/04/2021	184.19	100-70-5410-3-36
FEB2021	parts to repair senior center toilet	03/04/2021	14.96	100-70-5410-3-36
FEB2021	parts to repair senior center toilet	03/04/2021	6.99	100-70-5410-3-36
FEB2021	parts to repair shop work light	03/04/2021	229.98	100-70-5411-3-36
FEB2021	grinding wheels	03/04/2021	27.96	100-70-5411-3-36
FEB2021	cleaner/clip hitch	03/04/2021	16.76	100-70-5411-3-36
FEB2021	simple green/washbrush	03/04/2021	30.97	100-70-5411-3-36
FEB2021	cable ties/measuring wheel	03/04/2021	94.95	100-70-5412-3-36
FEB2021	screws	03/04/2021	29.97	100-70-5412-3-36
FEB2021	snow shovels	03/04/2021	183.93	100-70-5435-3-36
FEB2021	snow shovels	03/04/2021	32.98	100-70-5435-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 12700 MARTENS ACE HARDWARE:			1,313.53	
<b>13495 FOND DU LAC COUNTY</b>				
21610029	salt	03/04/2021	17,630.27	100-70-5435-3-36
21610029	salt brine mix	03/04/2021	3,397.12	100-70-5435-3-36
Total 13495 FOND DU LAC COUNTY:			21,027.39	
<b>14553 GENERAL COMMUNICATIONS</b>				
291062	radiotronics gas spring	03/04/2021	69.00	100-40-5212-3-38
Total 14553 GENERAL COMMUNICATIONS:			69.00	
<b>14698 GRAND VALLEY INSPECTION SERVICES</b>				
2021-35	Building Insp/Zoning Admin for Feb 2021	03/04/2021	1,746.25	230-30-5241-3-38
Total 14698 GRAND VALLEY INSPECTION SERVICES:			1,746.25	
<b>15075 GUNDERSON, INC.</b>				
964007	CITY HALL rugs - Feb 2021	03/04/2021	65.45	100-70-5410-3-38
964087	Uniform/charges - Feb 2021	03/04/2021	19.13	100-70-5411-3-38
964086	Garage supplies - Feb 2021	03/04/2021	28.03	100-70-5411-3-38
Total 15075 GUNDERSON, INC.:			112.61	
<b>15950 HOMAN AUTO -GATEWAY</b>				
1015295	handle	03/04/2021	36.96	100-70-5411-3-36
Total 15950 HOMAN AUTO -GATEWAY:			36.96	
<b>16663 JOHN FABICK TRACTOR CO</b>				
PIMK0093790	coupling-replace leaking coupler for bucket	03/04/2021	78.35	100-70-5411-3-36
Total 16663 JOHN FABICK TRACTOR CO:			78.35	
<b>16939 KEARNS, NICK</b>				
3-4-21	Reimburse meals - Police Academy 2/15/21 thru 2/19/21	03/04/2021	53.51	100-40-5212-3-38
3-4-21/2	Reimburse meals - Police Academy 2/22/21 thru 2/26/21	03/04/2021	58.11	100-40-5212-3-38
Total 16939 KEARNS, NICK:			111.62	
<b>16987 KIMBALL MIDWEST</b>				
8676553	Shop supplies	03/04/2021	402.63	100-70-5411-3-36
Total 16987 KIMBALL MIDWEST:			402.63	
<b>17050 KING MANUFACTURING CORP.</b>				
14631	hose rack for 591	03/04/2021	230.00	100-50-5232-3-38
Total 17050 KING MANUFACTURING CORP.:			230.00	
<b>17175 KWIK TRIP STORES</b>				
PD-JAN2021	Police Dept monthly fuel - Jan 2021	02/27/2021	1,739.07	100-40-5212-3-38
Total 17175 KWIK TRIP STORES:			1,739.07	

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>17488 LEVIN, TAGUE</b>				
2-27-21	Refund of overpayment of taxes	02/27/2021	936.24	100-13850
Total 17488 LEVIN, TAGUE:			936.24	
<b>17900 LUECK, FRED</b>				
3-4-21	Plan Commission Minutes - Feb 2021	03/04/2021	20.00	100-80-5632-1-10
Total 17900 LUECK, FRED:			20.00	
<b>18961 MENARDS - BEAVER DAM</b>				
92753	vinyl/rubber wall base	03/04/2021	136.49	100-70-5410-3-36
92442	replace leaking toilet/repair damaged floor	03/04/2021	1,015.43	100-70-5410-3-36
Total 18961 MENARDS - BEAVER DAM:			1,151.92	
<b>19802 NAPA AUTO PARTS-WAUPUN</b>				
301142	25% country share of air compressor - FD	03/04/2021	1,000.00	100-13850
301460	oil filter - PD	03/04/2021	6.99	100-40-5212-3-36
301749	wiper blades - PD	03/04/2021	22.98	100-40-5212-3-36
302231	battery - PD	03/04/2021	132.69	100-40-5212-3-36
302873	credit - PD	03/04/2021	128.19-	100-40-5212-3-36
303680	rearview mirror - PD	03/04/2021	5.52	100-40-5212-3-36
301161	extractor tool	03/04/2021	8.29	100-70-5411-3-36
301395	floodlamp bulb/tie	03/04/2021	36.78	100-70-5411-3-36
301414	fuel filter	03/04/2021	14.34	100-70-5411-3-36
301450	batteries/core deposits	03/04/2021	124.56	100-70-5411-3-36
302088	air filter	03/04/2021	16.80	100-70-5411-3-36
302221	hose end fittings	03/04/2021	302.10	100-70-5411-3-36
302229	replace light bulbs - boxed capsules	03/04/2021	9.99	100-70-5411-3-36
302292	air filters	03/04/2021	92.80	100-70-5411-3-36
302741	battery	03/04/2021	293.38	100-70-5411-3-36
302874	credit	03/04/2021	109.87-	100-70-5411-3-36
302876	credit	03/04/2021	141.69-	100-70-5411-3-36
303470	coupler/pipe flare swivel/external pipe	03/04/2021	32.47	100-70-5411-3-36
303603	penetro	03/04/2021	34.47	100-70-5411-3-36
303604	penetro	03/04/2021	103.41	100-70-5411-3-36
301142	75% city share of air compressor - FD	03/04/2021	2,316.32	410-50-5231-4-00
Total 19802 NAPA AUTO PARTS-WAUPUN:			4,174.14	
<b>20480 NICKEL, JULIE</b>				
3-4-21	Reimbursement for cell phone use - Mar 2021	03/04/2021	40.00	100-10-5131-3-31
Total 20480 NICKEL, JULIE:			40.00	
<b>20580 NOREGON SYSTEMS INC</b>				
INV00074776	JPRO Scanner Annual Fee	03/04/2021	1,499.00	100-70-5411-3-38
Total 20580 NOREGON SYSTEMS INC:			1,499.00	
<b>20622 NORTHERN LIGHTS DISPLAY</b>				
21-0055	light bulbs for angels	03/04/2021	464.50	100-70-5410-3-36
Total 20622 NORTHERN LIGHTS DISPLAY:			464.50	
<b>20900 OSHKOSH OFFICE SYSTEMS</b>				
AR60507	City Hall Color Copier 6333 - contract - Feb 2021	03/04/2021	256.30	100-10-5141-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
AR59722	copy machine MPC 3500 - fire dept - contract - Jan 2021	03/04/2021	.03	100-50-5231-3-30
Total 20900 OSHKOSH OFFICE SYSTEMS:			256.33	
<b>20997 PT TIRE &amp; SERVICE CORP</b>				
22766	repair tire on loader	03/04/2021	180.00	100-70-5411-3-36
Total 20997 PT TIRE & SERVICE CORP:			180.00	
<b>21800 PITNEY BOWES, INC.</b>				
3-4-21	Reserve acct - PD	03/04/2021	500.00	100-40-5211-3-33
Total 21800 PITNEY BOWES, INC.:			500.00	
<b>21805 PITNEY BOWES</b>				
3313038976	lease for mail machine - City Hall	03/04/2021	521.52	100-10-5141-3-36
3313038446	lease for mail machine - PD	03/04/2021	171.60	100-40-5211-3-33
Total 21805 PITNEY BOWES :			693.12	
<b>22026 POMP'S TIRE</b>				
520097525	leaf vac tires	03/04/2021	315.00	700-10-5193-3-36
Total 22026 POMP'S TIRE:			315.00	
<b>22671 REGISTER OF DEEDS</b>				
2-27-21	Record 10 easements - Harris Park Subdivision	02/27/2021	300.00	700-10-5192-3-38
Total 22671 REGISTER OF DEEDS:			300.00	
<b>22750 RENNERTS</b>				
43246	repairs to 593 - parts & labor	03/04/2021	1,373.91	100-50-5232-3-36
Total 22750 RENNERTS:			1,373.91	
<b>23224 SAN-A-CARE, INC</b>				
538246	Cleaning supplies	03/04/2021	199.20	100-70-5410-3-36
Total 23224 SAN-A-CARE, INC:			199.20	
<b>23589 SHARE CORPORATION</b>				
160586	cleaning wipes	03/04/2021	152.55	100-70-5410-3-36
Total 23589 SHARE CORPORATION:			152.55	
<b>24290 STEINIG TAL KENNEL LLC</b>				
1568	K9 certification	03/04/2021	950.00	100-40-5212-3-38
Total 24290 STEINIG TAL KENNEL LLC:			950.00	
<b>24350 STICKS AND STONES</b>				
12182	snow removal 2021	03/04/2021	60.00	100-70-5435-3-36
Total 24350 STICKS AND STONES:			60.00	
<b>25450 TRU CLEANERS LLC</b>				
CW020121	cleaning service for City of Waupun - for Feb 2021	03/04/2021	4,052.81	100-70-5410-3-38
CW020121-A	additional cleaning service due to Covid-19 - for Feb 2021	03/04/2021	830.00	100-70-5410-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 25450 TRU CLEANERS LLC:			4,882.81	
<b>25760 US CELLULAR</b>				
0423472331	Clerk cell phone - Feb 2021	03/04/2021	67.23	100-10-5141-3-31
0423472331	Economic Developer/Administrator cell phone - Feb 2021	03/04/2021	49.54	100-10-5191-3-31
0423472331	Kast Hotspot #190 - Feb 2021	03/04/2021	53.31	100-10-5197-3-31
0423472331	cellular backup - Feb 2021	03/04/2021	87.96	100-10-5197-3-31
0423472331	Recreation cell phone - Feb 2021	03/04/2021	88.84	100-20-5513-3-31
0423655442	POLICE DEPT monthly cell phone charges - Feb 2021	03/04/2021	806.02	100-40-5211-3-31
0423472331	FIRE DEPT monthly cell phone charges - Feb 2021	03/04/2021	155.92	100-50-5231-3-31
0423472331	DPW Director/Foreman monthly cell phone - Feb 2021	03/04/2021	105.26	100-70-5420-3-31
0423472331	Library monthly cell - Feb 2021	03/04/2021	46.80	210-60-5511-3-31
Total 25760 US CELLULAR:			1,460.88	
<b>26042 VANDE ZANDE &amp; KAUFMAN, LLP</b>				
12393	Traffic monthly attorney fees - Feb 2021	03/04/2021	615.00	100-10-5161-3-38
FEB2021	monthly City Attorney Fees - Feb 2021	03/04/2021	2,585.00	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			3,200.00	
<b>26790 WAUPUN AREA ANIMAL SHELTER, INC</b>				
MAR2021	Monthly Contract - Mar 2021	03/04/2021	1,000.00	100-40-5343-3-38
Total 26790 WAUPUN AREA ANIMAL SHELTER, INC:			1,000.00	
<b>27847 WAUSAU EQUIPMENT COMPANY INC</b>				
7395999	plow springs	03/04/2021	675.04	100-70-5411-3-36
Total 27847 WAUSAU EQUIPMENT COMPANY INC:			675.04	
<b>27935 WELLS FARGO PAYMENT REMITT.</b>				
JEFF-DEC20/JAN21	2021 WGFOA Dues - Kast	02/14/2021	25.00	100-10-5153-3-34
ANGIE-DEC20/JAN21	WGFOA 2021 membership dues - Greenfield	02/14/2021	25.00	100-10-5153-3-34
BJ-DEC20/JAN21	Adobe office subscriptions - FD - 2020	02/14/2021	23.88	100-50-5231-3-30
BJ-DEC20/JAN21	Amazon - computer mouse - FD	02/14/2021	17.48	100-50-5231-3-30
BJ-DEC20/JAN21	Facebook - Breakfast w/ Santa - FD - 2020	02/14/2021	25.00	100-50-5231-3-35
BJ-DEC20/JAN21	Amazon - replace battery - FD - 2020	02/14/2021	65.00	100-50-5232-3-36
BJ-DEC20/JAN21	fuel - FD - 2020	02/14/2021	5.00	100-50-5232-3-38
BJ-DEC20/JAN21	fuel - FD - 2020	02/14/2021	83.00	100-50-5232-3-38
BJ-DEC20/JAN21	Call 2 Recycle - battery disposal box - FD	02/14/2021	65.00	100-50-5232-3-38
RACHEL-DEC20/JAN21	Amazon - senior center supplies	02/14/2021	488.65	220-20-5513-3-38
JEFF-DEC20/JAN21	SSC Tool & Supply - Madison St Phase 2 Curb Forms	02/14/2021	1,863.50	400-70-5436-8-00
Total 27935 WELLS FARGO PAYMENT REMITT.:			2,686.51	
<b>27950 WERNER-HARMSSEN</b>				
18258	floor molding - safety building & senior center	03/04/2021	101.50	100-70-5410-3-36
Total 27950 WERNER-HARMSSEN:			101.50	
<b>28247 WI BUILDING SUPPLY</b>				
3537635	pine park bridge repair	03/04/2021	79.68	100-70-5410-3-36
Total 28247 WI BUILDING SUPPLY:			79.68	



Invoice	Description	Invoice Date	Total Cost	GL Account
28600 WI DEPT OF JUSTICE				
G3369-FEB21	G3369 - background checks - Feb 2021	03/04/2021	7.00	100-40-5213-3-38
Total 28600 WI DEPT OF JUSTICE:			7.00	
29430 WI PARK AND RECREATION ASSOC				
2261 - 2021	membership - 2021	03/04/2021	150.00	100-20-5525-3-37
Total 29430 WI PARK AND RECREATION ASSOC:			150.00	
29758 WMCA				
3-4-21	WI Alcohol & Tobacco Laws meeting	03/04/2021	15.00	100-10-5141-3-37
Total 29758 WMCA:			15.00	
300073 PRECISIONCHEM LLC				
14484	Boiler Service - city Hall	03/04/2021	140.00	100-70-5410-3-36
Total 300073 PRECISIONCHEM LLC:			140.00	
Grand Totals:			508,983.26	

## Report GL Period Summary

GL Period	Amount
03/21	107,427.24
02/21	401,556.02
Grand Totals:	508,983.26

Vendor number hash: 1929949  
Vendor number hash - split: 2740113  
Total number of invoices: 88  
Total number of transactions: 137

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	508,983.26	.00	508,983.26
Grand Totals:	508,983.26	.00	508,983.26

## Report Criteria:

[Report].Invoice Date = 02/14/2021,02/28/2021,02/27/2021,03/04/2021



**MINUTES**  
**CITY OF WAUPUN**  
**BOARD OF PUBLIC WORKS MEETING**  
**201 E Main St**  
**Tuesday, January 12, 2021 at 4:30 PM**

**VIDEO CONFERENCE AND TELECONFERENCE**

**The Waupun Board of Public Works met at 4:30 pm on Tuesday, January 12, 2021 at 4:30 pm.**

**CALL TO ORDER**

Chairman Ryan Mielke called the meeting to order at 4:33 PM

**ROLL CALL**

Roll call was taken members present:

Alders—Mike Matoushek, Ryan Mielke (Chair), Bobbie Vossekuil

Citizens—Dale Heeringa, Brian Markus (departed - 4:54PM), Jessica Mueller (arrived - 4:37PM), Gregg Zonnefeld (departed - 5:06PM)

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

**PERSON WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS**

There were no guests for public comment.

**FUTURE MEETINGS AND GATHERINGS OF THE BOARD OF PUBLIC WORKS**

Next meeting will be February 9th at 4:30 PM.

**CONSIDERATION - ACTION**

1. Approve minutes of the November 10, 2020 Board of Public Works Meeting.  
Minutes of the November 10th meeting were presented. Motion (Nickel/Matoushek) for approval.  
**MOTION CARRIED (7-0)**
2. Ordinance Amendment – Install stop signs on Tanager Street  
DPW Director Daane presented a proposal to add two stop signs at the west and east ends. Motion (Vossekuil/Markus) to approve the ordinance amendment and forward to the Common Council for action/approval. **MOTION CARRIED (7-0)**
3. Madison Street Bridge Repair Quote  
DPW Director Daane reported on the inspection report on the bridge on North Madison Street. The work would be a month-long process in partnership with the County and the DOT. Project is tentatively set to begin on May 10<sup>th</sup>. Motion (Nickel/Zonnefeld) to give approval to the quote from Fond du Lac County with assistance from City of Waupun staff. **MOTION CARRIED (8-0)**
4. Waupun Dam – Auxiliary Spillway concept designs  
DPW Director Daane presented a report on an auxiliary design of the spillway from MSA. This is a consistent challenge for staff whenever there is a heavy rain. Two options were presented for investigation. The Commission directed Daane to pursue some cost options for the project and potentially moving the statue and report at a future meeting.
5. Ordinance Amendment – Update Winter Parking  
There have been several changes in wording that have been needed in our current winter parking ordinance as recommended by the City Attorney. This allows citizens to park in the city parking lots anytime there is

not snow. The Police Department was involved in the review. Motion (Zonnefeld/Nickel) to approve the changes and updates to the ordinance. **MOTION CARRIED (7-0)**

6. Waupun closed landfill monitoring for 2021  
We are required by law to send closed landfill monitoring reports to the Department of Natural Resources. Motion (Nickel/Heeringa) is made to engage MSA for these services. **MOTION CARRIED (7-0)**
7. ADA Canoe/Kayak launch for Shaler Park  
Following a fundraising campaign and securing a DNR grant, the City is able to contribute the remainder of the funds for this project. Motion (Nickel/Matoushek) to approve Sourcewell bid from EZ Dock for this project, with installation by City Crew. **MOTION CARRIED (7-0)**
8. Newton & Rock Avenue Project update  
DPW Director Daane reported on last week's public information meeting, which had positive responses from citizens. Phase I will be going out to bid in late January, with work slated for this summer. All easements also have been satisfactorily completed.
9. South Madison Street Project Update  
The gas company is doing the relocation and installation of the new gas lines. Today was the bid deadline to the DOT, so we should hear as early as tomorrow on the final bids being awarded. Projected start date is in late March.
10. Recreation Update  
Director Rachel Kaminski shared her recreation report. She is currently bringing the virtual world of Zoom to seniors and it is working out well. She has numerous programs scheduled and posted for seniors to join and participate in for the month of January and February. Rachel has also incorporated Ms. Hull's 3rd grade class for senior programing. Rachel stated that she will be bringing information regarding the pool to next month's meeting.

#### **ADJOURNMENT**

Motion (Vossekuil/Matoushek) to adjourn the meeting of the BPW at 5:14PM. **MOTION CARRIED (7-0)**

Respectfully submitted,  
Gregg Zonnefeld  
BPW Clerk



**MINUTES**  
**CITY OF WAUPUN AMENDED – SPECIAL BUSINESS**  
**IMPROVEMENT DISTRICT MEETING**  
**Zoom**  
**Wednesday, January 13, 2021 at 7:00 AM**

**Committee Members Present:**

Krista Bishop  
Kate Bresser  
Gary DeJager  
Jan Harmsen  
Jonathan Leonard (arrived 7:05 am.)  
Jodi Mallas  
Rich Matravers  
Teresa Ruch  
Tyler Schulz

**Committee Members Absent:**

Austin Armga

**Staff Present:**

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

**CALL TO ORDER:**

Chair Bishop called the meeting to order at 7:01 a.m.

**ROLL CALL OF BOARD MEMBERS:**

Roll call and quorum determined.

**PUBLIC COMMENT:**

None.

**CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:**

**1. Approval of Agenda/Motion to Deviate**

A motion to approve the agenda was made by Mr. Matravers and seconded by Ms. Harmsen, passing unanimously.

**2. Approval of December 9, 2020 Minutes**

A motion to approve the December 9, 2020 minutes was made by Mr. DeJager and seconded by Mr. Matravers, passing unanimously.

**3. Approval of December 2020 Financial Statement**

Ms. Van Buren highlighted the ending balance will be \$2,000 lower once reimbursement for the Gysbers project occurs. The large amount of "carryover" is due to small balances remaining in the Façade Improvement Grant program and the beautification program. The remaining funds being carried over are for the Pop-Up program (since it spans two calendar years) and the downtown market analysis that we deferred to 2021. Ms. Van Buren will work the accountant to allocate those dollars to the same budget categories for 2021 and that will be reflected on the January 2021 financial statement.

A motion to approve the December 2020 financial statement was made by Mr. DeJager and seconded by Ms. Ruch, passing unanimously.

**PRIOR OUTSTANDING APPLICATIONS:**

**4. Kate Bresser – Gysbers Jewelry (305 E. Main St.)**

Ms. Bresser stated the project was completed in December 2020. Copies of paid receipts are being submitted today to the City for reimbursement.

## **DISCUSSION ITEMS:**

### **5. Main Street Update**

Ms. Van Buren provided an update of the work group progress since the December 9, 2020 BID meeting. Included in the packet was a proposed structure for a City-led Main Street program with subcommittee description of members and responsibilities. Ms. Van Buren stated the vision of the group that each committee would be no more than five people, have at least 1 BID board member on each subcommittee, and invite others that have the knowledge, skill, abilities, and passion for the work being done. The Main Street is looking for guidance on how to proceed.

Questions were brought up regarding the Chamber involvement since much of the work they do aligns with the work of the Main Street. With the Chamber being a membership-based entity, it is important to remember that the work of the Main Street is much broader. There are opportunities to collaborate with organizations like the Chamber, tourism, etc. to move the work of the program forward.

Administrator Schlieve emphasized the importance of having the economic vitality group be led by the business community, with at least one BID Board Member. Mr. Shultz volunteered to be a part of that committee when the time is appropriate.

A motion to approve the proposed City-led structure was made by Ms. Harmsen and seconded by Mr. Leonard, passing unanimously.

### **6. Administrator Update**

Administrator Schlieve provided the following updates:

- Staff has been working ways to restructure the CDA funding structure to be discussed at the the next CDA meeting. The proposed changes, if approved, will reduce duplication of efforts between the BID and CDA and to create a bigger impact within TID #3 before the expenditure period expires.
- WEDC has the Community Development Investment (CDI) program that would help offset 25% of a project (up to \$250,000. Staff would like to be able to take advantage of the program within the community and asked Board members if they have any interest to reach out to Administrator Schlieve or Ms. Van Buren.
- A second round of PPP funding has been made available with the passage of the latest round of stimulus funding. Staff is still learning more about it but will pass along information shortly.
- Administrator Schlieve asked for feedback on ways the City can do a better job at disseminating information so businesses do not miss opportunities. This topic was brought up since Cultivate does not receive many “opens”. Mr. DeJager said he feels the City does a good job at informing businesses on the various opportunities. Ms. Harmsen and Mr. Leonard wondered if the businesses could receive a “text” altering them of new, timely information. Administrator Schlieve mentioned that the City does have this type of capability but we would need to look into it more on how to use it for these purposes.
- There have been a couple of business closures due to COVID impacts. If Board members are aware of any business that are struggling, please reach out to staff.
- The City is seeking an Energy Innovation Grant from the Public Services Commission to replace the boiler system in City Hall. If awarded, this will influence the timing of proposed work for a senior center.
- The McKinley Street property is by the City and a redevelopment plan/path moving forward will need to be developed. With the extension of TID #1 opens up funding to utilize toward affordable house and there may be an opportunity to use this toward McKinley property.
- Parking continues to be an issue on the north side of the 300 block of E. Main. This is a focus area for the CDA to address.
- Administrator Schlieve is actively engaged with IGNITE Network and new opportunities for entrepreneurial support are being developed and will be shared when more details are available.

Mr. DeJager asked for an update on the Pop-Up program. Administrator Schlieve stated the business is doing well and the owner is pleased with the support from the community. Administrator Schlieve and Ms. Van Buren will be meeting with the owner to see what the future of the business will be beyond the program. The business owner has previously expressed interested in staying in the space.

## **ADVANCED PLANNING:**

### **7. Potential Agenda Items**

- Grant Requests, if any
- Main Street Update

- Future BID Funding Structure

**8. Date of Next Scheduled Meeting**

The next meeting is scheduled for February 10, 2021 at 7:00 a.m.

**ADJOURNMENT**

The motion to adjourn was made by Mr. Schulz and seconded by Ms. Harmsen passing unanimously. The meeting adjourned at 7:38 a.m.



**MINUTES**  
**CITY OF WAUPUN PLAN COMMISSION MEETING**  
**201 E Main St**  
**Wednesday, January 20, 2021 at 4:45 PM**  
(Approved 2/17/21)

**CALL TO ORDER**

The Waupun Plan Commission met virtually at 4:45 pm via Zoom.

**ROLL CALL**

Member Present: Julie Nickel, Fred Lueck, Jerry Medema, Jill Vanderkin, Jeff Daane, and Mike Matoushek

Member Excused: Elton TerBeest

Staff Present: Sarah VanBuren, Sue Leahy, and Steve Brooks (by phone)

**PERSONS WISHING TO ADDRESS THE PLAN COMMISSION--**

Chairman Nickel asked if there were any persons wishing to address the committee on any items not included on today's agenda. Hearing nothing, Chairman Nickel proceeded to address the items listed for consideration and action on today's committee agenda.

**FUTURE MEETINGS AND GATHERING INVOLVING THE PLAN COMMISSION**

Chairman Nickel indicated the next meeting of the Plan Commission will be Wednesday, February 17, 2021 at 4:45 pm.

**CONSIDERATION - ACTION**

1. Approve minutes of the December 16, 2020 Plan Commission meeting.  
Chairman Nickel asked for a motion to act on the Plan Commission minutes of December 16, 2020. Motion by Lueck, seconded by Matoushek to approve the minutes of December 16, 2020 as presented. Motion carried, unanimously.
2. Approve minutes of the December 21, 2020 Plan Commission meeting.  
Chairman Nickel asked for a motion to act on the Plan Commission minutes of December 21, 2020. Motion by Daane, seconded by Medema to approve the minutes of December 21, 2020 as presented. Motion carried, unanimously.
3. CSM Review – Stanton & Son LLC, Edgewood Dr. & Beske St.  
Sue Leahy, City Zoning Administrator briefly explained that the committee approved the Zero Lot Line residence at the corner of Edgewood Dr. and Beske St last October. They are now providing a CSM to show the Zero Lot Line through the home creating two units and meeting the minimum 4,000 sq. ft. for each individual lot and other minimum setbacks. The property is recorded as Lot 30 of Woodland Hills and located in the SE ¼, NE ¼, Section 31, T14N R15E, City of Waupun, Fond du Lac County, Wisconsin. The committee asked if the required restrictive covenants regarding property maintenance were also submitted. Sue said they will probably submit them this spring before they sell the units. Lueck feels that a required number of restrictive covenants should be in the ordinance and the contractor can also add more covenants if needed before the City approves these units, not after. He feels the covenants aren't going to cover all the potential problems that may arise in the future with these zero lot line units, that is why the committee should review them.

Chairman Nickel called for a motion to act on this CSM.

Motion by Matoushek, seconded by Vanderkin to file a favorable recommendation with the City Council and approve the CSM of Stanton & Son LLC being a re-division of Part of Lot 30 of Woodland Hills located in the SE ¼, NE ¼ of Section 31, T14N, R15E, City of Waupun, Fond du Lac County, Wisconsin.

Vote: Matoushek, Daane, Vanderkin, Medema, Lueck, Nickel – “AYE”  
Motion carried, unanimously 6/0.

4. Site Plan Review – Tenneco Power Train, 401 Industrial Ave.  
Bill Hoch, architect with Blowfish Architects, LLC called in by phone to explain the site plan and answer any questions.

They intend to construct a 20' wide asphalt tanker drive from Wilson Dr. to the existing asphalt area to the NW. A 6' x 30' chain link fence will be installed at Wilson Dr. as well as a stone tracking pad.

A proposed hydrogen tank system would be constructed along the south dimension of the drive as well as a proposed concrete pad on the south side of the drive and north of the new tank system. A new utility trench would extend from the existing trench to the north to the new tank system to the south.

Steve Brooks of the Waupun Utilities called in by phone to question the utility trench extension. He had concerns about protecting the utility conduit from truck traffic over the conduit. It was suggested that Mr. Hoch have a follow up with Mr. Brooks on this issue. Mr. Hoch indicated the material has been ordered and they want to start in March or ASAP.

Jeff Daane, City Engineer said he has discussed stormwater issues with MSA and they are OK with their plans.

No further issues were forthcoming so Chairman Nickel called for a motion to act on this site plan.

Motion by Matoushek, seconded by Daane, to approve the site plan for Tenneco Power Train, 401 Industrial Dr. for a new LHY Supply tank, drive, gate, fencing, and utility conduits on the condition any issues regarding the utility trenches and conduits be resolved with the Waupun Utilities prior to construction.

Vote: Matoushek, Daane, Vanderkin, Medema, Lueck, and Nickel – "AYE" Motion carried, unanimously 6/0

#### **ADJOURNMENT**

Motion by Matoushek, seconded by Medema to adjourn the meeting. Motion carried, meeting adjourned at 4:58 pm.

Fred Lueck  
Secretary





**MINUTES**  
**CITY OF WAUPUN ECONOMIC DEVELOPMENT**  
**COMMITTEE MEETING**  
**Zoom**  
**Tuesday, January 26, 2021 at 4:30 p.m.**

**Committee Members Present:**

Steve Brooks .....	Waupun Utilities
Jim Cleveland .....	Envision Greater Fond du Lac
Pete Kaczmarek .....	City Council
Ryan Mielke .....	City Council
Julie Nickel .....	Mayor
Jason Westphal .....	City Council

**Staff Present:**

Jeff Daane .....	Director of Public Works
Michelle Kast .....	City of Waupun
Kathy Schlieve .....	Administrator
Jeff Stanek .....	Waupun Utilities
Sarah Van Buren .....	Community & Economic Development Coordinator
Dan VandeZande .....	City Attorney

**CALL TO ORDER:**

Mr. Kaczmarek called the virtual meeting of the Economic Development Committee meeting to order at 4:30 p.m.

**ROLL CALL OF BOARD MEMBERS:**

Roll call and quorum determined.

**PUBLIC COMMENT:**

None.

**CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:**

**1. Approval of Agenda/Motion to Deviate**

A motion to approve the agenda was made by Mr. Westphal and seconded by Mayor Nickel passing unanimously.

**2. Approval of January 12, 2021 Economic Development Committee Meeting Minutes**

A motion to approve the January 12, 2021 minutes was made by Mayor Nickel and seconded by Mr. Westphal, passing unanimously.

**3. Approval of January 12, 2021 Economic Development Closed Session Minutes**

A motion to approve the January 12, 2021 closed session minutes was made by Mayor Nickel and seconded by Mr. Cleveland, passing unanimously.

**ADJOURN TO CLOSED SESSION:**

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

(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Motion was unanimously approved.

**4. Land Negotiations of City-Owned Industrial Land**

**RECONVENE TO OPEN SESSION**

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

**ACTION FROM CLOSED SESSION**

None

**ADVANCED PLANNING:****5. Potential Agenda Items**

- Will be determined, as needed.

**6. Date of Next Scheduled Meeting**

The next meeting will be February 23, 2021 at 4:30 p.m. Due to the pace of opportunities presented, the members are willing to be flexible with future meeting dates and times.

**ADJOURNMENT**

The motion to adjourn was made by Mayor Nickel and seconded by Mr. Westphal, passing unanimously. The meeting adjourned at 5:10 p.m.

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, February 8, 2021**

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

Commissioners Gerritson and Homan were present in-person. Commissioners Heeringa, Kaczmariski, Mielke, and Westphal were present via Zoom. Thurmer was absent with notice.

Motion made by Kaczmariski, seconded by Homan and unanimously carried, to approve minutes from the January 11, 2021 meeting.

On motion by Gerritson, seconded by Homan and unanimously carried, bills for month of January 2021 were approved as presented.

On motion by Gerritson, seconded by Kaczmariski and unanimously carried, year-to-date financial reports through December 2020 were approved as presented. Electric operating income was \$409,200 or \$213,700 above budget from lower power costs and the reduction in distribution expenses. Water operating income was \$719,600 or \$48,200 above budget due to fewer project and material requirements during the COVID-19 period. Sewer operating income was \$274,400 or \$49,500 below budget on higher operating expenses.

General Manager Brooks reported on an outage that occurred due to a contractor digging into the electric service while installing a sump pump line at a premise. A new transformer was delivered in replacement of the spare that was put into service end of December. A monitoring device was put on new transformer installed in December for the purpose of figuring out what caused previous failure. A tragic accident occurred involving two lineworkers in January where there was one fatality and one injured with burns. This accident is a reminder of the dangers lineworkers' face on a daily basis and the importance of having a strong safety program, ongoing training and proper equipment to perform work safely.

Treatment Facilities and Operations Superintendent Schramm reported level 2 bleeders were turned on at designated locations to maintain water flow in service lines and prevent service lines from freezing. Frost levels will be monitored to determine if and when remaining level 3 & 4 bleeder locations will be turned on. Crane Engineering has completed concrete restorations and moisture barrier system installation for the influent dry well. Water/sewer crew continue to focus on televising the sanitary sewers.

Treatment Facilities and Operations Superintendent Schramm gave an update on the Wastewater Treatment Facility ABNR project. The project has gone out for bid. A walk through for prospective contractors is planned for Thursday, February 11<sup>th</sup>. Tentative bid award will take place mid-March. Notice to proceed is planned for early April.

A valued employee announced his plan of retirement after 24 years of service with Waupun Utilities. On motion by Gerritson, seconded by Homan and unanimously carried, approval of the Resolution Recognizing the Retirement of Dan Hopp for his years of service to Waupun Utilities.

Discussion was held regarding staffing changes spurred with recent events of upcoming retirement. Upon advertisement of job opening, a current employee expressed interest in the position. Based on the employee's qualifications and experience, the job opening was filled from within. Due to transfer of roles between current employee and departments, a new job opening was advertised, interview held and position filled.

On motion by Westphal, seconded by Homan and unanimously carried, meeting was adjourned at 5:04 p.m.

The next commission meeting is scheduled on March 8, 2021, at 4:00 p.m.

Jen Benson  
Office & Customer Service Lead



**MINUTES**  
**CITY OF WAUPUN COMMON COUNCIL**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, February 09, 2021 at 6:00 PM**

**ALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION**

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

**ROLL CALL**

Council in attendance on roll call is Mayor Nickel, Alderman Westphal, Alderman Vanderkin, Alderman Kaczmariski, Alderman Mielke, and Alderman Matoushek. Members absent and excused are Alderman Vossekuil.

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

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

Audience in attendance is Fond Du Lac County Executive Allen Buechel, Fond Du Lac County Supervisor District 6 Michael Beer, Candidate for Fond Du Lac County Circuit Court Judge Branch 3 Dawn Sabel, Dan Williams, and Andrew Christenson.

Media present is Ken Thomas of the Daily Citizen.

**PERSONS WISHING TO ADDRESS COUNCIL**

**1. Allen J. Buechel, Fond Du Lac County Executive**

Buechel provides information to the Council regarding a sales tax which will be shared with 33 other municipalities.

**2. Michael C. Beer, Fond Du Lac County Supervisor District 6**

Agrees with the comments from Buechel and will continue to keep the Council informed on the sales tax issue.

Candidate for Fond Du Lac County Circuit Court Judge Branch 3, Dawn Sabel, is here before the Council to introduce herself as she running for the seat on the February Election.

**CONSENT AGENDA**

Consent agenda consists of future Meetings & Gatherings, License and Permit Applications, and expenses for discussion and approval.

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

**RESOLUTIONS AND ORDINANCES:**

**23. Resolution to Terminate TID 1**

TID 1 was created in 1987 as industrial/distressed area and will close in 2021.

Motion Westphal, second Matoushek to approve Resolution 02-09-21-01 to terminate TID 1. Motion carried 5-0 on roll call.

#### **24. Resolution Authorizing 2020 Budget Amendments in a Series of Funds**

Kast provides 2020 budget amendments for consideration.

Motion Vanderkin, second Matoushek to approve Resolution 02-09-21-02 Authorizing 2020 Budget Amendments in a Series of Funds. Motion carried 5-0 on roll call.

#### **25. Resolution Approving the Carry Forward of Unexpended 2020 Appropriations**

A resolution for consideration is before the Council as unexpended appropriations from the Equipment Replacement Fund and the Capital Improvement Fund as of December 31, 2020 are requested to be carried forward to the 2021 budget year.

Motion Vanderkin, second Kaczmariski to approve Resolution 02-09-21-03 Approving the Carry Forward of Unexpended 2020 Appropriations. Motion carried 5-0 on roll call.

#### **26. Resolution Approving Assignment of General Fund Balances in Accordance with Governmental Accounting Standards**

The 12/31/2020 unassigned general fund balance is projected to fall above the City's financial policy of 30-40% of general fund revenues. The resolution before the Council will allow for a portion of the fund balance to be set aside ("assigned") for post-retirement benefit costs. This method of reserving funds will help the City stay within fund balance policy limits, while providing support for future post-retirement benefit costs.

Motion Westphal, second Matoushek to approve Resolution 02-09-21-04 Approving Assignment of General Fund Balances in Accordance with Governmental Accounting Standards. Motion carried 5-0 on roll call.

#### **BOARD/COMMITTEE/COMMISSION RECOMMENDATIONS**

##### **27. Consideration for High School Fire Intern position for the Waupun Fire Department**

Staffing was identified in the Fire Department's 5-year strategic plan as a need to ensure meeting local needs. There are programs available within our high schools to create interest in fire service. Consideration of hiring non-paid positions named High School Fire Intern, together with the Cadet program for high school graduates, may provide for future paid-on-call firefighters for the City. This position would be made available to high school seniors and was approved unanimously by the Police and Fire Commission.

Motion Kaczmariski, second Matoushek to approve the High School Fire Intern positions for the Waupun Fire Department. Motion carried 5-0 on roll call.

##### **28. Consideration for High School Fire Intern Job Description**

Motion Vanderkin, second Matoushek to approve the High School Fire Intern job description. Motion carried 5-0 on roll call.

#### **CONSIDERATION - ACTION**

##### **29. 2021 Public Works Equipment Rates**

Daane provides the Department of Public Works equipment rates for 2021 for consideration. At the February 9, 2021 Public Works Board meeting, motion was made to recommend approval.

Motion Westphal, second Vanderkin to approve the 2021 Public Works Equipment Rates. Motion carried 5-0 on roll call.

##### **30. 2020 City of Waupun Housing Fee Report**

VanBuren provides the annual 2020 housing fee report for review and discussion.

##### **31. COVID-19 Plan and Employment Policies Updated 2.09.2021**

Schlieve provides the updated COVID-19 plan which follows current CDC guidelines.

Motion Kaczmarski, second Mielke to approve the updated COVID-19 Plan and Employment Policies. Motion carried 5-0 on roll call.

**ADJOURN TO CLOSED SESSION**

Motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (g) of the WI Statutes for to Confer with Legal Counsel on Ambulance Services. Motion carried 5-0.

**RECONVENE TO OPEN SESSION**

Motion Vanderkin, second Matoushek to reconvene to open session under Section 19.85(2) of the WI Statutes. Motion carried 5-0.

**ACTION FROM CLOSED SESSION**

No action.

**ADJOURNMENT**

Motion Vanderkin, second Matoushek to call the meeting adjourned at 8:07pm. Motion carried 5-0.

## **Minutes of the Waupun Public Library Board Meeting February 17, 2021**

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:31 p.m. on Wednesday, February 17, 2021. Also present were Hintze, Gehl, Westphal, Garcia, Jaeger, and Rohrer, via Zoom. Sullivan was absent. Schultz arrived a short time after the meeting began. Mayor Nickel attended as a guest.

ARTICLE I: Motion by Gehl, supported by Hintze, to accept the minutes of the January 18, 2021 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 7,875 items through the end of January
- b. Curbside service: handled 690 transactions through the end of January.

ARTICLE IV: There was no Budget Summary due to the City completing its annual audit.

ARTICLE V:

- a. Motion by Hintze, supported by Rohrer, to pay the February bills. Motion carried on 5-0 roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. Bid documents for the Drive-up window project are finished.
- b. The Library received a \$50 donation in memory of Steve Procise, a member of the Library Board for many years.
- c. The state annual reports for the Department of Public Instruction are due on March 1<sup>st</sup>. The WPL report must be approved at February 17, 2021 board meeting. Action taken under New Business.
- d. The Monarch Library System Governance Committee on which Bret sits met to review survey questions to be sent to system libraries. The responses will be considered for updating the System Strategic Plan.
- e. Thursday, February 25, at 6:30 p.m. there will be a flower arranging virtual program via Zoom with Heidi of Rens Floral. Sign up required.

- f. The DPW replaced restroom manual faucets with motion-sensitive faucets in the library. Manual faucets remaining in the library are in the break room, the back workroom, and the janitor's closet.
- g. Performers for the annual Summer Reading Program will be virtual, via Zoom or Facebook Live. The tentative lineup includes a cartoonist, two magicians, an animal show, a big balloon show, and a variety program. More details to follow.
- h. The library has received rural library service checks from Dodge and Green Lake County. The check from Fond du Lac generally arrives later.
- i. The Historical Society will be taking the large table from the Shaler Conference room. The large table will then be replaced with more practical, smaller tables.

#### ARTICLE VIII: Old Business:

- a. Motion by Rohrer, supported by Hintze, to transfer the Special Fund Checking Account from Wells Fargo to the National Exchange Bank and Trust, with two of the four following staff signatures required to sign these checks: Director (Bret Jaeger), Assistant Director Pam Garcia), Circulation Librarian (Tyra Walters), and Youth Librarian (Tami Lont). Motion carried 6-0 on roll call.
- b. After a lengthy discussion concerning the re-opening of library: The Waupun Public Library will re-open on **March 1, 2021**, following the previously presented guidelines and procedures in the original 2/11/2021 Re-Opening Plan. Due to the changing situation with COVID this decision is subject to change.

#### ARTICLE IX: New Business:

- a. Motion by Westphal, supported by Schultz, that the Monarch Library System did provide effective leadership and adequately met the needs of our library in 2020. Motion carried.
- b. Motion by Rohrer, supported by Schultz, to accept the 2020 Annual Report for the DPI as presented. Motion carried.
- c. Motion by Westphal, supported by Hintze, to accept the Staff Restructuring as presented, with Jaeger required to bring the revised job descriptions to the Board for approval within three months. Motion carried.

ARTICLE X: Motion by Gehl, supported by Westphal, to adjourn at 5:46 p.m. Motion carried.

Next tentative meeting: **Wednesday, March 17, 2021 at 4:30 p.m.via Zoom.**

SANDRA ROHRER Secretary  
SR/bkj





**MINUTES**  
**CITY OF WAUPUN SPECIAL COMMON COUNCIL**  
**Virtual and Teleconference**  
**Tuesday, February 23, 2021 at 5:30 PM**

**ALL TO ORDER**

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

**ROLL CALL**

Council in attendance on roll call is Mayor Nickel, Alderman Westphal, Alderman Vossekuil, Alderman Kaczmarski, Alderman Mielke, and Alderman Matoushek. Members absent and excused are Alderman Vanderkin.

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

Other City Staff present is Sarah Van Buren, Community & Economic Development Coordinator and Code Enforcer Mike Beer.

Audience in attendance are Dan Williams, President, Strategic Management and Consulting.

Media present is Ken Thomas of the Daily Citizen.

**CONSENT AGENDA**

Consent agenda consists of future Meetings & Gatherings, License and Permit Applications, and expenses for discussion and approval.

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

**CONSIDERATION - ACTION**

**2. Certified Survey Map- 707/709 Brandon Street**

This was recommended to approved at the February 17, 2021 Plan Commission. This CSM will divide lot 1 with a zero lot line which is allowed by ordinance.

Motion Matoushek, second Vossekuil to approve the Certified Survey Map, requested by Darrell and Jill Stibb, to divide Lot 1 of 707/709 Brandon Street, Waupun. Motion carried 5-0 on roll call

**3. Residential Zoning Updates and Scope of Services from Cedar Corporation**

Due to its age, the current residential zoning ordinance does not fully reflect the goals and objectives of the city and lacks essential tools for addressing contemporary land use and development issues. Cedar Corporation, the firm utilized for the Housing Study & Needs Analysis, has submitted a scope of services for this update. The estimated cost is \$10,000, of which \$4,000 would be paid for by the aging grant and TID 6 would pay for the remaining \$6,000. Upon approval, work is anticipated to commence in May and to be completed in August. The content and policy direction to develop the ordinances will come directly from the Plan Commission

Motion Matoushek, second Kaczmarski to approve the Service Agreement between the City of Waupun and Cedar Corporation to perform residential zoning code updates for an amount not to exceed \$10,000. Motion carried 5-0 on roll call.

#### **4. Emergency Medical Responders (EMR) Deployment**

Dan Williams, President, Strategic Management and Consulting, provides discussion on emergency medical responders. 911 ambulance calls and Fire Department standbys have increased. Our Fire Department is not currently trained as medical first responders. The City currently provides ambulance service through a contract with Lifestar and periodically we are experiencing response times that fall outside our standard. As demand continues to grow, we believe a proactive approach is needed to ensure quality service for our residents and are proposing the addition of an Emergency Medical Responder (EMR) unit to supplement our current ambulance service.

If approved, we will begin EMR training for our current Fire Department staff with the possibility of adding other public members as the City simultaneously works to develop an operating plan. The estimate cost for the preliminary training will not exceed \$15,000. This is not a 2020 budget item contingency funds would recommend a budget amendment if warranted.

Motion Kaczmariski, second Matoushek to approve employee emergency medical responder training not to exceed \$15,000. Motion carried 5-0 on roll call.

#### **ADJOURNMENT**

Motion Vossekui, second Matoushek to call the meeting adjourned at 6:34pm. Motion carried 5-0.

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

**March 2021**

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

**Re: Report to Common Council**

**A. Statistics**

Through the end of February we have circulated/downloaded/loaned 15,233 items, with curbside service handling 1,386 transactions.

**B. Drive-up window project**

This project is moving along, the Library Board will be discussing the bids at their March 17 meeting.

**C. Building re-opened**

The library building re-opened on March 1. Both counties are in Phase 2 of their Covid re-opening plans.

**D. Take and Make kits**

The popularity of our Take and Make kits for kids has been increasing. These are bags of materials that parents can pick and make things at home with their kids. We usually have 30 kits available each week, but they go fast. Now we are thinking of offering these kits every other week, but have 60 available so more families can be part of this activity.

Any questions, please contact Bret at 324-7925 or [bret@monarchlibraries.org](mailto:bret@monarchlibraries.org).

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March 2, 2021

1. **Current Projects:**

- The transportation utility feasibility study RFP was due last week. We received 2 RFP's. We are currently reviewing them and will bring our recommendation to the Council.
  - The proposal to install a drive-thru window at the Library is due 3/2/20. Results will be brought to the Library board for approval.
  - The stormwater pond by Heritage Ridge needs some repairs. Met with the contractor to discuss the repairs.
  - Attended CVMIC work plan meeting.
  - Attended meeting with DOT about a development project.
  - Attended Lake Area Public Works Association Meeting
  - Discussing potential stimulus funding for infrastructure projects with MSA and City Administrator.
  - Rock River Storm Water group meeting
  - Working on updating our Lockout/Tagout procedures for electrical equipment. We have a posting out to hire a summer intern to help with this project. We usually hire 7 summer maintenance this year we will only hire 6 to cover this position. We will also use some CVMIC matching funds to offset wages and the program costs.
  - Working with Charter, AT&T and Waupun Utilities to move lines for Stormwater pond on Oak Ln
  - Working with Cedar Corp on building/park improvements.
  - Working with DOT on HWY 26 Mill and overlay tentatively scheduled for 2024-2026
  - Working with Gemmer on S. Madison St. phase 2 plans
  - Working with MSA on Rock Ave and Newton Ave plans.
  - Working with Alliant on gas repair or replacement along Rock Ave and Newton Ave. This work should start in the next couple weeks.
  - Bids are in for Newton Ave. and Rock Ave. street project. We will look for approval at the meetings on March 9<sup>th</sup>.
  - Working with WPPI and Focus on Energy on energy savings LED lighting at City Garage. Staff has the new lights installed.
  - Working with Alliant on new gas line install on S. Madison St. for Phase 2. This work has completed for now.
  - Working through some issues with the DOT on awarding to a contractor for the S. Madison St. phase 2 project.
  - Working on a Capital Improvement Plan for all City buildings.
  - We have tried to sell the 3 meter diving board that was removed for safety reasons at the aquatic center. Does not appear to be a market for this. We will be selling it on Govdeals.
  - We will be selling a mower attachment that has not been used in years on Govdeals.
  - We have found a good used mower to replace our old 1988 mower and tractor. We will be looking for final approval at the Board of public works. The old tractor will either be sold on Govdeals or traded in. This was budgeted for.
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- Working with CVMIC on the development of a safety committee.

## 2. **DPW Crew Projects**

- Buildings & Grounds daily duties
- Clean plow trucks
- Deliver garbage/recycle bins
- Fill Potholes
- Haul brush bins
- Plow / Salt / Spray / Shovel / Haul after snow events
- Diggers Hotline Locates
- Repair garbage bins
- Replace signs
- Vehicle Maintenance
- Installing new deck boards on the Pine St. bridge
- Cleaning shop area
- Installing new air compressor at Safety building for Fire trucks.

## **Administrative Assistant**

- Working on finalizing Storm Water Program that needs to be approved by the Board of Public Works and Council in March.
- Completed the MS4 Annual Report and sent to MSA for review before it will be presented to the Board of Public Works and Council.
- Garbage Issues – using database to track issues that are called in. This seems to be getting better results of us knowing when issues are resolved and how they took care of them. In the month of February there were 27 Issues sent to Waste Management. Of those issues 18 have been completed.
- Worked with Cartegraph to set up new fields in tasks to help us track better for the MS4 Annual Report. These changes should be ready to start using by Spring Yard Waste Clean-up.
- Updated storm sewer maps from field verification.
- Entered information for Salt usage for 2020-2021 season.
- LRIP application – working with DOT to get funds transferred from the Gateway Dr. project to the Edgewood Dr. project that will take place in 2022.
- Working on deleting Utility assets/work orders from Cartegraph since they no longer use the program.
- Input Diggers Hotline Locates into database
- Scan in building plans
- Ordered more garbage/recycle bins
- Scanned in property inspection reports.
- Plan Commission Agenda and Minutes.
- Assessment Letters

- 
- Put items (building permits / assessment letters / property maintenance letters) into Laserfiche.
  - Setup zoom meeting for Plan Commission and Board of Public Works
  - Entered equipment invoices into Cartegraph.
  - Updated website.
  - Monthly building permit report
  - Assign account #'s to bills.

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

TO: Mayor & Common Council  
 FROM: Building Inspector  
 SUBJECT: Building Permits for FEBRUARY 2021

DODGE COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
21-	20 Clear Choice Real Estate	420 E Jefferson St	Remodel, Reroof, Electrical, Plumbing	\$276.06	\$37,676.00
TOTAL				\$276.06	\$37,676.00

FOND DU LAC COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
21-	17 Kim Schmitz	255 N Watertwon St	remodel bed/bath & 12x4 deck w/ stairs	\$302.00	\$17,000.00
21-	18 Dan Vande Zande	176 Harmsen Ave	Remodel Basement	\$140.00	\$10,000.00
21-	19 Wesley & Jennifer McLinn	518 W Main St	Replace Furnace	\$50.00	\$6,727.76
21-	22 Sandy Stephens	800 Summer Ave	Construct a Bedroom in Basement	\$100.00	\$138.00
21-	23 Ryan Gerber	550 W Spring St	Remove wall between Kitchen/Dining/Living Room	\$100.00	\$1,000.00
TOTAL				\$692.00	\$34,865.76

GRAND TOTAL	\$968.06	\$72,541.76
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Permits issued in Dodge County	1
Permits issued in Fond du Lac Cty	5
Total Permits for the month	6
Total Estimated Cost of Construction	\$72,541.76

FEES

Building Permit Fees	\$968.06
Special Assessment Letter Fees	\$200.00
Certified Survey Map Review	\$260.00
Copies of House Plans	\$2.00
Grand Total	\$1,430.06

BUILDING PERMIT COMPARISON

February 2020: Dodge County - 4 permits; Fond du Lac County - 2 permits

Total Estimated Cost of Construction:	\$	281,961.00
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TWO MONTH COMPARISON

January - February 2018	estimated cost of construction	\$ 695,725.00
January - February 2019	estimated cost of construction	\$ 331,606.46
January - February 2020	estimated cost of construction	\$ 347,181.00
January - February 2021	estimated cost of construction	\$ 405,952.79

### MARCH SENIOR CENTER STATUS UPDATE

The Waupun Senior Center re-opened on Monday, March 1, 2021. The Fond du Lac County Health Department, City of Waupun Department of Public Works and other City of Waupun staff worked very hard to make this happen. Face masks are mandatory at all times inside the Waupun Senior Center. Handmade and disposable masks are available. The mask policy is closely monitored. Hand sanitizer is available in every room and at every table. High touch surfaces like chairs, tables, handrails, doors and restrooms are cleaned throughout the day. The entire building is professionally cleaned each day. The activity schedule has changed due to cleaning and location of each activity group, so some activity times and days have changed. We will continue to offer virtual, recorded and take home options for certain activities.

#### February Waupun Senior Center Virtual Programs:

- **SIA Insurance Bingo**: 14 participants
- **Book Club**: 4 participants
- **Learn to Zoom/Tech Support**: 3 participants
- **Waupun Historical Society**: 91 participants
- **Waupun Innovation Center Personation**: 16 participants
- **Meals for One/Two Presentation**: 10 participants
- **Police Academy**: 17 participants
- **Benefits of Pre-Planning**: 9 participants
- **Buddy Bingo**: 13 participants
- **Waupun Community Coalition on Aging Bingo**: 9 participants
- **Virtual Storytelling**: Rescheduled due to student testing
- **Marsh Haven**: 93 participants
- **DPW Interview**: 15 participants

#### Other February Activities:

- **Foot Care Clinic**: 34 participants
- **Manicures**: 4 participants
- **S'more Fun**: Rescheduled due to cold temperature
- **Eyeglass Adjustments**: 1 participant
- **Craft Club Take & Make Craft**: 11 participants
- **Pen Pals**: 22 participants
- **Drug Repository**: 0 participants
- **Curbside Lunch**: 106
- **Mobile Meals**: 395

### FITNESS CENTER

We are extremely grateful for a large fitness equipment donation. The Waupun Senior Center now has 14 resistance fitness machines to use. When: Monday—Friday from 8:00am—10:00am





**FOND DU LAC COUNTY HEALTH DEPARTMENT APPROVED RE-OPENING PLANS**

If Rachel Kaminski is positive for COVID-19, the Waupun Senior Center will close until recovery or a substitute has been named. If a senior participant is positive for COVID-19, the participant will need to stay in home quarantine. The class members and individuals in the building will be notified and told to stay home in quarantine.

**Activities and Safety Precautions:**

- Playing Cards (Euchre, Sheephead, Hand & Foot, Sevens)
  - All cards will be thrown away after each day of use or left to rest for 7 days
  - Hand sanitizer will be at each card table
  - Tables and chairs will be sanitized before and after activity
- Dice/Marbles/Board Games
  - Each player will roll their own set of dice and/or cards will be thrown away after each day of use
  - Hand sanitizer will be at the table
  - Card tables and chairs will be sanitized before and after activity
- Fitness (Yoga, Tone, Aerobics. Fitness Center)
  - Fitness class chairs and fitness center equipment will be spaced 6 feet apart
  - Fitness equipment will be sanitized before and after activity
  - Virtual fitness will still be available on our Facebook page
- Craft Club
  - Craft Club participants will be spaced 6 feet apart
  - Each participant will have their own work station, supplies, and equipment
  - Work stations and equipment will be sanitized before and after activity
  - Take and make craft kits will still be available
- Computer Classes/Tech Support
  - Each participant will have their own device
  - Work stations will be 6 feet apart
  - Tables and chairs will be sanitized before and after activity
- Movie Afternoon
  - Movie will be shown on the big screen
  - Participants will be spaced 6 feet apart
  - Tables and chairs will be sanitized before and after activity
- Bingo
  - Participants will be spaced 6 feet apart
  - Tables and chairs will be sanitized before and after activity
  - Disposable bingo cards will be used
  - Virtual bingo will still be available on Zoom
- Book Club
  - Discussions chairs will be spaced 6 feet apart
  - Chairs will be sanitized before and after activity
- Knitting Group
  - Participants will bring their own knitting supplies
  - Participants will be spaced 6 feet apart
  - Tables and chairs will be sanitized before and after activity
- Presentations
  - Participants will be spaced 6 feet apart
  - Tables and chairs will be sanitized before and after activity
  - Virtual presentations will still be available on Zoom
- Billiards
  - Sanitizing wipes will be available on shared equipment

## MARCH 2021 ACTIVITY CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>1</b> 8am Fitness Center 9am Marbles 10am Lunch 10:30am Yoga I (R) 1pm Euchre	<b>2</b> 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone (R)	<b>3</b> 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I (R) 1pm Sheepshead 6:15pm Knit-Wits	<b>4</b> 8am Fitness Center 8:30am Foot Care 10am Lunch 10:30am Yoga II (R) 1pm Sheepshead	<b>5</b> 8am Fitness Center 9am Se7ens 10am Lunch 10:30am Aerobics II (R)
<b>8</b> 8am Fitness Center 9am Pen Pals 9am Marbles 10am Lunch 10:30am Yoga I (R) 1pm Euchre	<b>9</b> 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone (R) 11:30am Easter Eggs 3pm Movie Afternoon	<b>10</b> 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I (R) 1pm Sheepshead 11:30am Historical (V) 6:15pm Knit-Wits	<b>11</b> 8am Fitness Center 9am Derby 10am Lunch 10:30am Yoga II (R) 1pm Sheepshead 1:30pm Storytelling (Z)	<b>12</b> 8am Fitness Center 9am Se7ens 10am Lunch 10:30am Aerobics II (R) 1pm SIA Bingo (Z)
<b>15</b> 8am Fitness Center 9am Marbles 10am Lunch 10:30am Yoga I (R) 1pm Euchre	<b>16</b> 8am Fitness Center 9am Hand & Foot 10:30am Tone (R) 10am Lunch 1:30pm Interview (Z)	<b>17</b> 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I (R) 12:30pm Eyeglasses 1pm Sheepshead 6:15pm Knit-Wits	<b>18</b> 8am Fitness Center 8:30am Foot Care 10am Lunch 10:30am Yoga II (R) 1pm Sheepshead	<b>19</b> 8am Fitness Center 9am Se7ens 10am Lunch 10:30am Aerobics I (R) 10:30 Buddy Bingo (Z)
<b>22</b> 8am Fitness Center 9am Pen Pals 9am Marbles 10am Lunch 1:30am Yoga I (R) 1pm Euchre	<b>23</b> 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone (R) 1pm ONE Waupun	<b>24</b> 8am Fitness Center 9am Dice 10am Lunch 10:30am Aerobics I (R) 1pm Sheepshead 6:15pm Knit-Wits	<b>25</b> 8am Fitness Center 9am Derby 10am Lunch 10:30am Yoga II (R) 1pm Sheepshead	<b>26</b> 8am Fitness Center 9am Book Club (Z) 9am Se7ens 10am Lunch 10:30am Aerobics II (R) 1pm WCCA Bingo (Z)
<b>29</b> 8am Fitness Center 9am Pen Pals 9am Marbles 10am Lunch 1:30am Yoga I (R) 1pm Euchre	<b>30</b> 8am Fitness Center 9am Hand & Foot 10am Lunch 10:30am Tone (R) 1pm S'mores Fun	<b>31</b> 8am Fitness Center 9am Dice 9am Manicures 10am Lunch 10:30am Aerobics I (R) 1pm Sheepshead 6:15pm Knit-Wits		

**SCHEDULE IS SUBJECT TO CHANGES**

(R) = Recorded and In-Person

(Z) = Zoom Option or In-Person

(V) = Virtual Zoom Video Only

# WAUPUN POLICE DEPARTMENT

## Monthly City Council Report

Dispatch Summary From 2/1/2021 To 2/28/2021

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

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Total Number of Calls for this reporting period: 1,034

72 HOUR DETENTION	3	JUVENILE PROBLEM	4
911 CHECK	7	LOITERING	1
911 MISDIAL	4	NOISE COMPLAINT	6
ABANDONED VEHICLE	3	NOTIFY MED EXAMINER	1
ACCIDENT	7	OCCUPIED DISABLED	3
ACCIDENT W/BLOCKAGE	2	OFFICER STAND BY	3
ACCIDENT/INJURIES	1	OPEN DOOR	1
ALARM TEST	1	PAPER SERVICE	3
ALPHA	1	PARKING ENFORCEMENT	31
ANIMAL BITE COMP	1	PHONE CO TESTING	2
ANIMAL COMPLAINT	1	PRISONER TRANSPORT	2
ASSIST CITIZEN	24	RAILROAD COMP/INFO	1
ASSIST MOTORIST	9	RECKLESS DRIVER	4
ASSIST OTHER AGENCY	15	REPOSSESSED PROPERTY	1
ATTEMPT TO LOCATE	2	SCAM	3
AUTO THEFT	1	SHOPLIFTER	1
BUILDING CHECK	83	SNOWMOBILE COMPLAINT	1
BURGLARY	2	SPECIAL ASSIGNMENT	4
CAR FIRE	1	SUBJECT STOP	1
CAR IN DITCH	3	SUSP ACTIVITY	5
CHARLIE	1	SUSP PERSON	2
CHECK WELFARE	21	SUSPICIOUS VEHICLE	15
CHILD ABUSE/NEGLECT	1	TAVERN CHECKS	3
CHILD CUSTODY	1	THEFT	3
CITY SIGN/ROAD REPAI	1	THREAT COMPLAINT	2
CIVIL PROBLEM	2	TRAFFIC ENFORC DAP	8
COUNTY AMBULANCE	45	TRAFFIC PROBLEM	3
COURT ORDER VIOLAT	1	TRAFFIC STOP	82
CR DAMAGE TO PROP	1	TRESPASSING	1
DELTA	1	TRUANCY	4
DIRECTED AREA PATROL	283	WARRANT	4
DISORDERLY CONDUCT	4	WARRANT OTHER AGENCY	2
DOMESTIC DISPUTE	4	WATER UTILITY	2
DRUGS/NARCOTICS	1	WAUPUN ORDINANCE	2
ESCORT FUNERAL	5	WRONG WAY DRIVER	1
EXTRA PATROL	176		
FIRE ALARM	6		
FIRE WORKS COMPLAINT	1		
FOLLOW UP	62		
FOOT PATROL	2		
FOUND ANIMAL	1		
FOUND PROPERTY	1		
FRAUD/FORGERY	9		
GAS DRIVE OFF	2		
GAS LEAK	1		
HARASSMENT	4		
HIGH SPEED CHASE	1		
HIT AND RUN	5		
INFO TO DOCUMENT	1		
INTRUSION ALARM	6		
JA/UNDERAGE/ALCOHOL	1		

## **Waupun Police Department Update –February Report**

**Meetings** –WI Emergency Management Planning Meeting, , Dodge and FDL County LEX Meeting, FDL Drug Unit Meeting, Aging Coalition Meeting, Dispatch Meeting, and Dodge Crisis Meeting.

**Training** – Job Description Updates and –k-9 Training. SFST Training, and online video training.

**Evidence Room-** continue purging, destroying and returning evidence.

**Events** – Police employees were offered thee Covid-19 Vaccine. Senior Center Academy- K9 presentation, Safety Building Tour, EMS Presentation, and Fire Presentation. Stregre Cold Case investigation review. FDL IT project with DPW assistance running CAD 6 cable in the PD.

**Hiring process** – Officer Dumke continuing in the FTO. Officer Kerns continues training at FVTC Police Academy. Written test was completed for the open position.

### **Complaints**

- |           |   |
|-----------|---|
| 2021-250  | Pursuit occurred after attempting to conduct a traffic stop. The operator fled from police traveling approximately six miles and ended with a crash. The suspect was taken into custody on warrants and arrested for Fleeing and Eluding an Officer.        |
| 2021-0187 | Hit-and-run injury crash resulting in an OWI arrest. ATL the suspect's vehicle in reference to a reckless driving complaint, and we ultimately found the vehicle on Hwy 26 near Cty Trk Hwy TC where driver was arrested for OWI-1 <sup>st</sup> offense. I |
| 2021-0208 | Harassment/TRO case; victim lives in Yuma, AZ and reported on-going harassment by resident of city. Claims are for the most part, unsubstantiated   |
| 2021-0104 | Vandalism (spray painting) incident in city; conducted multiple interviews of suspects and those in the area. Unable to charge at this time without further incriminating evidence.   |
| 2017-2176 | Stolen gun incident; gun was recovered in city of Milwaukee, WI. Arrangements made to have weapon returned to WPD, and arranged to return weapon to rightful owner (Dodge County Sheriff's Office); suspect was already charged                             |

- 2020-1896 Sexual assault case follow-up from CPS; second report of sexual assault incident previously investigated
- 2021-0232 Child Abuse- CPS referral; conducted several interviews and determined abuse was unsubstantiated. CPS working with family.
- 2020-1685 Drug case follow-up; drugs prepared and sent to WSCL for testing for upcoming trial
- 2020-1764 Four search warrants drafted for Fraud case and am awaiting follow up from the financial institutions.
- 2013-2159 Brad Young Investigation; we worked with City Hall to set up a bank account to handle restitution payments and determined which case(s) will take priority for re-payment; this information was documented in a report, and the payments will be recorded manually and electronically so there is a record for all employees to reference.
- 2020-1138 Drug incident follow-up; transmitted drugs to WSCL for testing for upcoming jury trial.



# *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: March 4, 2021  
To: Mayor, Council, City Administrator, and PFC  
From: Fire Chief, B.J. DeMaa  
Re: February Report

### Fire Calls:

There were eleven (11) fire & rescue calls in the month of January for a total of twenty-four (24) in 2021.

Time of Day:						
12A – 4A	4A – 8A	8A – 12P	12P – 4P	4P – 8P	8P – 12A	Total
1	1	0	6	2	1	11

\* 82% of fire calls came in during prime working hours.

Day of Week:							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
1	5	3	2	0	0	0	11

\* 91% of fire calls came in during Monday-Friday work week.

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

Incident Type:		
Incident Type	Count	% of Incidents
Mobile property (vehicle) fire, other (130)	1	9.09
Gas leak (natural gas or LPG) (412)	2	18.18
Service call, other (500)	2	18.18
Water or steam leak (522)	1	9.09
Dispatched and cancelled en route (622)	2	18.18
Smoke detector activation, no fire – unintentional (743)	1	9.09
Alarm system activation, no fire – unintentional (745)	2	18.18

Average Personnel Response (excluding mutual aid):		
	Avg # of Responders	% of Total Department
4A – 8P	13.4	45%
8P – 4A	12	40%

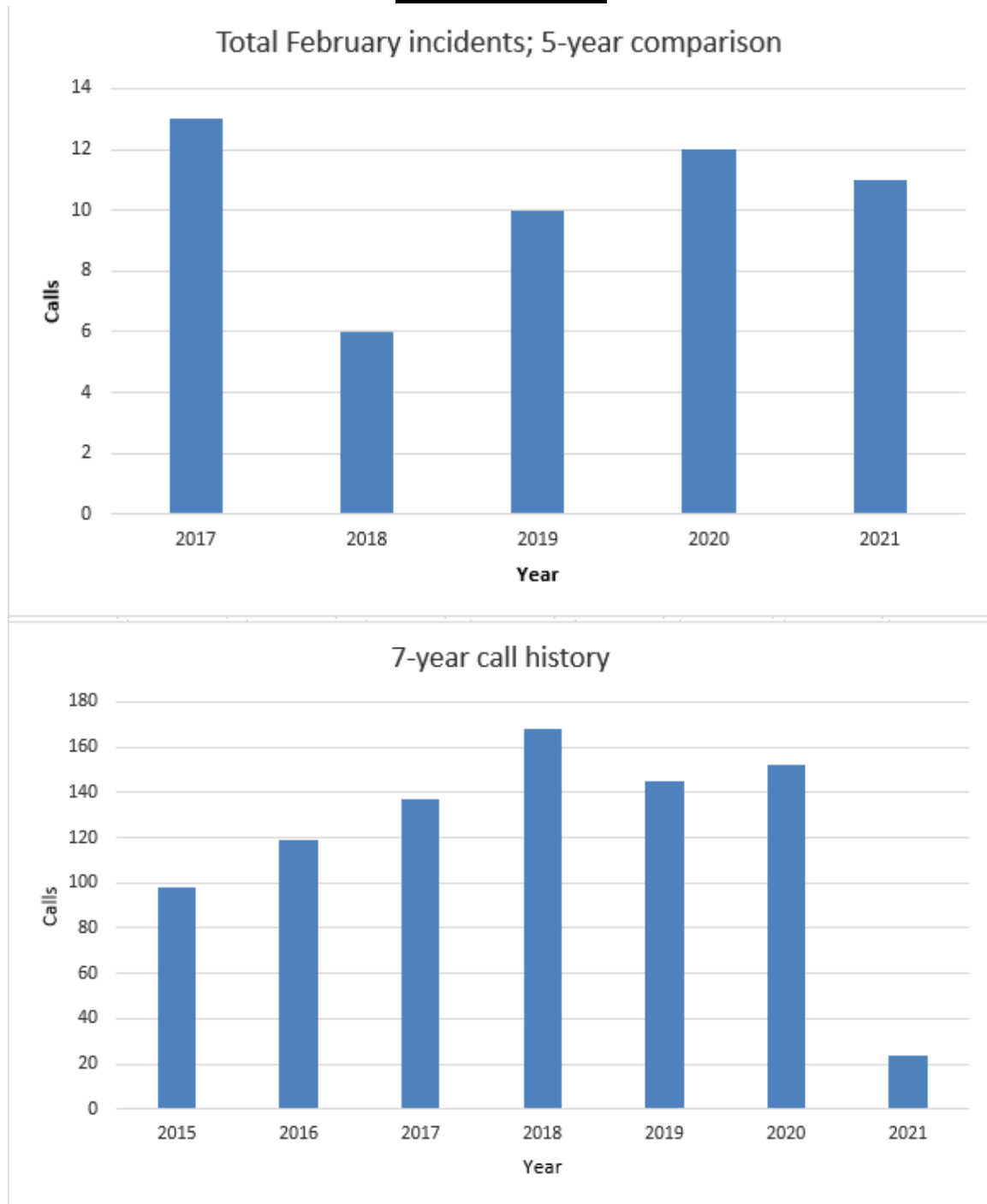
\* Current roster is 30 members.

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

**RED** = below recommended industry best practices

**GREEN** = meets industry best practices

**Call Summary:**





## **Department Information:**

Work continues on an overview of all department policies and revised job descriptions.

Participated in the virtual Police Academy sessions. We provided a tour of the Fire Department as well as sharing information on the department structure, call types, and equipment used.

The High School Fire Intern program and job description were approved by the Police and Fire Commission and Common Council. This program is being developed in an effort to encourage high school seniors to consider a career in the fire service. This program also aligns with needs identified in the Fire Department's 5-year Strategic Plan. Our first Intern is scheduled to start March 1!

Repairs in the amount of ~\$1,375 were made for leaking water valves on the aerial truck. Additionally, the brakes on engine 591 were replaced under warranty.

We submitted an Assistance to Firefighters Grant (AFG) in the amount of ~\$49,500. This grant application is intended to replace a majority of our fire suppression hose and some of our hose nozzles. We are choosing not to exceed \$50,000 so our grant retains "micro grant" status which provides higher scoring when placed against peer departments. A significant portion of our hose exceeds the 10-year replacement recommendation from the National Fire Protection Association (NFPA) and a higher number of failures were seen during this year's hose testing. The AFG grants are a 95%/5% split. If awarded, our cost would be covered through our operational budget.

## **Staffing:**

There are 2 firefighters out on medical leave with non-work related injuries.

Firefighters have completed both doses of the COVID vaccine. Participation on the fire department is around 50%.

## **Inspections:**

With Dodge and Fond du Lac Counties both moving back to phase 2, along with our Fire Inspectors receiving the COVID vaccine, we are moving forward with returning all inspectors to the inspection program. With a handful of exceptions, we anticipate a normal inspection cycle in 2021.

March 4, 2021

### **Training:**

February training focused on ice water rescue, residential search and rescue and below-grade rescues.

### **Emergency Government:**

We appear to have some direction around solving the polygon activation of our outdoor warning sirens. After another round of discussions with American Signal, Baycom, and Fond du Lac County, the plan is to change the activation tones from Dual Tone Multiple-Frequency (DTMF) to two-tone. As part of this process, it appears there is a larger issue throughout the county for those municipalities using the Federal Signal sirens. More testing is being done to determine the scope of the problem. Despite the issue, we still have the ability to activate locally and Dispatchers in Fond du Lac also have the ability to activate our sirens from their dispatch consoles.

Due to inclement weather, our Incident Command System (ICS) / Emergency Operations Center (EOC) interface training was moved to May 13. This training is focused on helping the team understand how ICS and the EOC work together and is pre-work for our IEMC trip to Emmitsburg in 2022.

### **Code Enforcement – Mike Beer:**

No report

### **EMS:**

Kathy is continuing to work on getting a signed agreement from Lifestar.

Multiple meetings held around the formation of an Emergency Medical Responder (EMR) group. Council has given approval to move forward with scheduling the training with Moraine Park Technical College. The start-up and operational plans are being discussed and developed which includes gathering information from other EMR groups around Dodge and Fond du Lac Counties. CVMIC is also reaching out to member-municipalities to see if they have any information to share.

March 4, 2021

BJ completed the 7-week EMS Operations Management and Leadership course sponsored by Strategic Management and Consulting and the WI Office of Rural Health.

Topics covered included:

- Attributes of a successful EMS service
- Functional call schedules
- Continuing education requirements
- Policy and procedure manuals
- Developing and sustaining a budget
- Quality improvement, evaluation and assurance
- Public relations
- Human resources
- State administrative rules, statutes and programs
- Operational self-assessment



TO: Waupun Utilities Commissioners  
FROM: Steve Brooks, General Manager  
DATE: March 8, 2021  
SUBJECT: General Manager Report

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## **Electric Department Update:**

### Power Outages

- On March 2<sup>nd</sup> at 6:15 pm a customer reported arcing on the power line at Brandon and Beekman St. The responding crew found a damaged cutout. The cutout was isolated affecting power to 57 customers in the area. The cutout was replaced and power restored. Total outage time was approximately 10 minutes.
- On March 3<sup>rd</sup> at 7:50 am we received a call of a power outage at 1211 Moorman Dr. The crew replaced the overcurrent protection and re-energized the electric service. Power was restored at 8:15 am.

### Line Clearance

- The electric crew continues line clearance maintenance work. Work will be complete in the next few weeks.

### New Electric Services

- Temporary electric services will be installed for 3 new homes on Tanager St. Once frost is out of the ground, services will be permanently installed.

### Equipment Update

- The electric department took delivery of a new backhoe. Waupun Equipment provided competitive pricing and was awarded the bid.
- The 1997 backhoe will be placed on the Wisconsin Surplus online auction site.

## **General Manager Update:**

### Staff Update

- Dan Hopp completed his last day with Waupun Utilities on March 1<sup>st</sup>. We wish Dan the best in his retirement.

- Craig Ruis has transitioned to his new role on the water and wastewater crew. Ryan Hoffman joined our team and is currently training and performing duties at the waste water and water treatment facilities.

## Training

- Chad Flegner and Owen Vande Kolk attended Session A of the MEUW Management Training Program. MEUW's Management Training Program consists of six sessions (A-F) focusing on educating municipal electric utility employees about the fundamentals of management. Session A focused on topics related to Communication, Time and Project Management.

## APPA - Best Practices in Public Power Governance

- Waupun Utilities was awarded a scholarship from WPPI to attend the APPA Best Practices in Public Power Governance webinar on March 11<sup>th</sup> from 11:00 am – 2:30 pm. The webinar will focus on exploring best practices in public power governance – including understanding and communicating the value of public power, strategies for successful board operations, the duties and legal obligations of governing officials, and techniques for board development and communications.
- Recommended attendees are utility managers, commissioners, council members and elected or appointed policymakers. Please let me know if you would like to take part in the webinar. The webinar will take place in the commission room.

## PSC Disconnection Plan

- Staff submitted the disconnection plan to the Public Service Commission. Information included in the disconnection plan consisted of: the dollar threshold that will trigger a disconnection notice, number of customers that meet that threshold, customer communications and outreach, addressing vulnerable customers and deferred payment agreement requirements.

This concludes my report for March 2021. Please contact me at 324-7920 or [sbrooks@waupunutilities.org](mailto:sbrooks@waupunutilities.org) with any questions or concerns.



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

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### **Water Treatment Facility:**

There are no call-ins to report this month.

The water treatment facility is performing well and water quality continues to be consistent barring the varying weather temperature swings.

### **Wastewater Treatment Facility:**

There are no call-ins to report this month.

Whole Effluent Toxicity (WET) testing has been completed for the first quarter. Both acute and chronic toxicity tests were performed and passed. WET testing is the measurement of potential effluent (discharge) toxicity to aquatic life in our receiving stream. In whole effluent toxicity (WET) tests, lab-reared aquatic organisms are exposed to various dilutions of effluent for a specific time period, in order to predict at what levels the effluent may cause harm to the organisms (e.g., at what level death, reproductive impairment, or growth inhibition occurs).

Staff completed replacement of (10) 8" plug valves that were forty-one years old. The new valves will allow for safe isolation of various tanks and pumps during maintenance.

Sabel Mechanical replaced a final clarifier drain valve that was inoperable and required confined space entry.

### **Distribution and Collection System Crew:**

There was a total of four water main breaks this past month. Details are as follows:

- The first break was located on Taylor Street. This was an 8 inch main, and the break was a radial crack. The break was leaking approximately 210 gallons per minute, for 5 hours, totaling 62,900 gallons.
- The second break was located on West Jefferson Street. This was an 8 inch main, and the break was a radial crack. The break was leaking approximately 210 gallons per minute, for 6 hours, totaling 75,490 gallons.

- The third break was located on Doty Street. This was an 8 inch main, and the break was a radial crack. The break was leaking approximately 210 gallons per minute, for 8 hours, totaling 100,000 gallons.
- The fourth break was located on Taylor Street. This was an 8 inch main, and the break was a radial crack. The break was leaking approximately 210 gallons per minute, for 5 hours, totaling 62,900 gallons.

There was one service break located on Watertown Street. This leak was estimated at 5 gallons per minute and totaling 7,142 gallons.

There were (3) residential meter freeze-ups that required replacement. These freeze ups were due to home owners not properly heating meter area.

Crew's focus remains to be preventative maintenance on the collection system. They will continue televising the sanitary sewers over the course of the next several months.

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



TO: Waupun Utilities Commissioners  
FROM: Jeff Stanek, CPA, Finance Director  
DATE: March 8, 2021  
SUBJECT: January 2021 Financial Report

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## CONSTRUCTION AND PLANT ADDITIONS

The electric utility purchased a large, three-phase transformer as a back-up for the unit replaced in December 2020 at a large customer. The administrative building security system was replaced as the hardware and software was outdated and no longer upgradable. The cost was split between the three utilities.

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

### Sales

#### Electric

- Monthly kWh sales were **2.5% below** budget & **1.4% lower** than December 2020 sales on lower power sales across all customer classes except residential.

#### Water

- Monthly sales units of 100 cubic feet were **2.3% below** budget & **2.2% lower** than December 2020 sales; usage decreases in commercial, industrial and public authority customer classes.

#### Sewer

- Monthly sales units of 100 cubic feet were **15.7% below** budget & **20.0% lower** than December 2020 sales due to lower public authority volume. Sales to public authority customers continue to trend downward beginning in the spring of 2020 with the onset of COVID.

### Income Statement

#### Electric

- Operating revenues and purchased power expense were **below** budget \$22,700 and \$13,900 respectively, due to lower than budgeted demand and overall lower associated purchased power costs.
- Gross margin was \$8,800 **below** budget
- Operating expenses were \$7,700 **above** budget primarily due to higher A&G expenses associated with the utility's annual partial funding of employee HSA contributions at the beginning of the year.
- Operating income was \$17,400 or \$20,000 **below** budget from lower than budgeted revenues and higher A&G operating expenses.
- Net income was \$14,100 or \$19,800 **below** budget primarily from revenues coming in under budget for the month.



#### Water

- Operating revenues were \$800 **below** budget due to overall slightly lower consumption
- Operating expenses were \$18,900 **below** budget due to fewer maintenance-related costs associated with the distribution system.
- Operating income was \$65,100 or \$15,800 **above** budget from lower than budgeted operating expenses
- Net income was \$53,300 or \$19,200 **above** budget

#### Sewer

- Operating revenues were \$28,500 **below** budget on a continued trend of a decrease in public authority sales from 2020.
- Operating expenses were \$21,200 **below** budget on lower than budgeted maintenance expenses
- Operating income (loss) was (\$900) or \$10,800 **below** budget
- Net income (loss) was (\$10,100) or \$14,900 **below** budget due to the decrease in public authority usage

### **Balance Sheets**

#### Electric

- Balance sheet **decreased** \$77,800 from December 2020
- Unrestricted cash **increased** \$48,200
- Accounts receivable **decreased** \$125,200 from lower sales for the month
- Accounts payable **decreased** \$93,400 on lower purchased power expense outstanding for the month
- A principal and interest payment on the 2019 Refunding Revenue bonds is due on March 1, 2021 which will require a \$181,000 cash payment. Funds are segregated monthly to fund this payment.

#### Water

- Balance sheet **increased** \$50,500 from December 2020
- Total unrestricted and restricted cash **increased** \$94,500 as a result of an increase in collections and lower operating costs for the month
- Accounts receivable **decreased** \$20,000
- Net position **increased** by \$53,300
- Principal and interest payments on the 2019 Refunding Revenue bonds and 2019 revenue bonds are due on March 1, 2021 which will require a total of \$482,900 in cash outlays. Funds are segregated monthly to fund this payment.

#### Sewer

- Balance sheet **decreased** \$43,700 from December 2020
- Unrestricted cash **decreased** \$36,900 primarily from a \$16,800 **decrease** in accounts receivable and \$40,900 **decrease** in accounts payable

### **Cash and Investments**

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

- Total cash and investments **increased** \$162,200, or 1.8% from December 2020 primarily from decreases in accounts payable / operating expenses between the three utilities.
- Received interest and distributions of \$3,200 and recorded an unrealized **negative** market adjustment of \$3,900, along with \$600 in management fees, resulting in a net portfolio **loss** of (\$1,300) for the month.
- Total interest and investment income earned on all accounts for the month was \$400.

## **OTHER FINANCIAL MATTERS**

### **Re-Establishment of Customer Disconnections**

Beginning April 1, 2021, the Utilities will reinstate our disconnection policy in accordance with our current PSCW rate orders and regulations. Previously the utilities had suspended disconnections to comply with PSCW guidelines surrounding COVID-19 and the winter moratorium. As of this report date the PSC has not extended the disconnection suspension through formal legislative processes.

### **Completion of Financial Audit Fieldwork**

Audit fieldwork was conducted virtually by Baker Tilly the first week in February 2021. Preliminary communications indicate no audit journal entries and no new control-related findings. The Utilities are preparing the financial statements in 2020 so save on external consultant costs. We anticipate a final audit presentation at the April 2021 Commission meeting.

### **Fourth USDA Loan Application – WWTP Upgrade**

The Utilities will begin the application process for the fourth and final construction loan through the USDA upon the acceptance of a final construction bid. The bid meeting was held on March 3<sup>rd</sup>, 2021 with management and Applied Technologies weighing bid results. A final construction total price is required to secure the final loan and will be completed during the first quarter of 2021.

### **Street Construction Projects**

The City of Waupun is currently conducting the bidding / evaluation process for its two partial street reconstruction projects budgeted for the spring / summer of 2021. The utility has included these projects in its 2021 water and sewer construction budgets and anticipates financing the projects with internal cash reserves. Construction for both the South Madison and Rock / Newton street projects is scheduled to commence in the second quarter of 2021.

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



## AGENDA SUMMARY SHEET

**MEETING DATE:** 3/9/21

**TITLE:** Award Bid for Newton and Rock Avenue Phase 1 Reconstruction

**AGENDA SECTION:** BOARD/COMMITTEE/COMMISSION  
RECOMMENDATIONS

**PRESENTER:** Jeff Daane Director of Public Works

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe, Healthy and Sustainable Community		

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**ISSUE SUMMARY:**

Sealed bids for Newton Avenue and Rock Avenue Reconstruction Phase 1 were due on Wednesday, February 24, 2021. MSA Professional Services received 4 bids at the opening:

PTS Contractors, Inc	\$2,400,000.00
Dorner Inc.	\$2,413,354.00
Jossart Brothers, Inc.	\$2,729,783.00
Woleske Construction	\$2,989,664.30

**STAFF RECOMENDATION:**

Select the lowest bid - PTS Contractors Inc.

**ATTACHMENTS:**

Bid Tab  
Notice of Award  
MSA letter of recommendation

**MOTIONS FOR CONSIDERATION:**

Motion to award PTS Contractors, Inc. for the Newton and Rock Avenue Phase 1 Reconstruction in the bid amount of \$2,400,000.00



February 24, 2021

Julie Nickel, Mayor  
City of Waupun  
201 E. Main Street  
Waupun, WI 53963

Re: Newton Avenue & Rock Avenue Reconstruction  
City of Waupun

Upon review of the bids received on February 24, 2021 for the above-referenced project, it was found that they were submitted by qualified contractors. It is our recommendation that the low responsive bidder listed below be accepted and award made at your next meeting.

PTS Contractors, Inc.  
4075 Eaton Road  
Green Bay, WI 54311

Bid Amount \$2,400,000.00

Please execute the enclosed Notice of Award in triplicate for the contract and return two copies to our office and keep one for your files. After receiving the executed copies, we will forward one copy of the Notice of Award and the remaining contract package to the Contractor.

Sincerely,

MSA Professional Services, Inc.

A handwritten signature in black ink, appearing to read "J. M. Laue", written over a horizontal line.

Jason M. Laue  
MSA Project Manager

trp  
Enc.

201 Corporate Drive  
Beaver Dam, WI 53916

P (920) 887-4242  
TF (800) 552-6330  
F (920) 887-4250

[www.msa-ps.com](http://www.msa-ps.com)

City of Waupun - Newton Ave. & Rock Ave. Reconstruction Phase 1 (#7558394)  
Owner: City of Waupun  
Solicitor: MSA Professional Services - Beaver Dam  
02/24/2021 11:00 AM CST

PTS Contractors, Inc						Dorner Inc.		Jossart Brothers, Inc.		Woleske Construction	
Item No.	Item Description	Units	Qty	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	Mobilization, Bonds, & Insurance	LS	1	\$132,506.00	\$132,506.00	\$25,715.00	\$25,715.00	\$260,000.00	\$260,000.00	\$190,000.00	\$190,000.00
2	Erosion and Sedimentation Controls (Remaining Project Area)	LS	1	\$3,100.00	\$3,100.00	\$3,167.00	\$3,167.00	\$4,500.00	\$4,500.00	\$5,000.00	\$5,000.00
3	Erosion and Sedimentation Controls (Harris Creek Area)	LS	1	\$3,600.00	\$3,600.00	\$3,695.00	\$3,695.00	\$4,500.00	\$4,500.00	\$5,000.00	\$5,000.00
4	Traffic Control	LS	1	\$3,800.00	\$3,800.00	\$3,906.00	\$3,906.00	\$5,000.00	\$5,000.00	\$18,000.00	\$18,000.00
5	Unclassified Excavation (Remaining Project Area)	LS	1	\$126,500.00	\$126,500.00	\$129,811.00	\$129,811.00	\$138,000.00	\$138,000.00	\$55,000.00	\$55,000.00
6	Unclassified Excavation (Harris Creek Area)	LS	1	\$79,000.00	\$79,000.00	\$81,030.00	\$81,030.00	\$82,000.00	\$82,000.00	\$145,000.00	\$145,000.00
7	Seeding/Fertilizing/Mulching	S.Y.	3600	\$2.50	\$9,000.00	\$2.60	\$9,360.00	\$1.90	\$6,840.00	\$1.77	\$6,372.00
8	Topsoil Placement & Grading	S.Y.	3600	\$8.90	\$32,040.00	\$3.70	\$13,320.00	\$5.00	\$18,000.00	\$1.00	\$3,600.00
9	Erosion Matting	S.Y.	100	\$4.10	\$410.00	\$4.20	\$420.00	\$1.45	\$145.00	\$5.00	\$500.00
10	Tree Clearing & Grubbing	EA.	48	\$335.00	\$16,080.00	\$301.00	\$14,448.00	\$300.00	\$14,400.00	\$333.00	\$15,984.00
11	30-Inch Concrete Curb/Gutter Remove & Replace	L.F.	4040	\$12.90	\$52,116.00	\$13.20	\$53,328.00	\$17.60	\$71,104.00	\$15.90	\$64,236.00
12	30-Inch Concrete Curb/Gutter Remove & Replace (Over New Box Culverts)	L.F.	160	\$30.00	\$4,800.00	\$31.00	\$4,960.00	\$32.00	\$5,120.00	\$33.00	\$5,280.00
13	Concrete Driveway (6 Inch Thick / 6 Inch Base) Remove & Replace	S.F.	8720	\$5.40	\$47,088.00	\$5.60	\$48,832.00	\$6.80	\$59,296.00	\$6.80	\$59,296.00
14	Asphalt Driveway (3 Inch Thick / 6 Inch Base) Remove & Replace	S.F.	1490	\$5.30	\$7,897.00	\$5.40	\$8,046.00	\$5.40	\$8,046.00	\$5.00	\$7,450.00
15	Concrete Sidewalk (6 Inch Thick) Remove & Replace	S.F.	3030	\$4.90	\$14,847.00	\$5.60	\$16,968.00	\$6.60	\$19,998.00	\$6.60	\$19,998.00
16	Concrete Sidewalk (4 Inch Thick) Remove & Replace	S.F.	13620	\$4.90	\$66,738.00	\$5.10	\$69,462.00	\$6.00	\$81,720.00	\$4.94	\$67,282.80
17	Detectable Warning Fields	S.F.	210	\$31.00	\$6,510.00	\$32.00	\$6,720.00	\$29.50	\$6,195.00	\$33.00	\$6,930.00
18	Dense Graded Base (4 Inch Thick)	S.Y.	9870	\$2.30	\$22,701.00	\$2.00	\$19,740.00	\$2.40	\$23,688.00	\$2.33	\$22,997.10
19	Breaker Run (8 Inch Thick)	S.Y.	9870	\$4.20	\$41,454.00	\$4.00	\$39,480.00	\$4.30	\$42,441.00	\$4.22	\$41,651.40
20	Asphaltic Binder (2.50 Inch Thick) (2021)	S.Y.	7920	\$7.90	\$62,568.00	\$8.10	\$64,152.00	\$8.10	\$64,152.00	\$8.00	\$63,360.00
21	Asphaltic Surface (1.75 Inch Thick) (2021)	S.Y.	180	\$11.70	\$2,106.00	\$12.00	\$2,160.00	\$12.00	\$2,160.00	\$12.00	\$2,160.00
22	Asphaltic Surface (1.75 Inch Thick) (2022)	S.Y.	7740	\$6.00	\$46,440.00	\$6.20	\$47,988.00	\$6.20	\$47,988.00	\$6.10	\$47,214.00
23	Concrete Pavement (Over New Box Culverts)	S.Y.	260	\$72.00	\$18,720.00	\$74.00	\$19,240.00	\$85.00	\$22,100.00	\$56.00	\$14,560.00
24	Excavation Below Subgrade (E.B.S.) w/ Breaker Run	C.Y.	1570	\$25.00	\$39,250.00	\$26.00	\$40,820.00	\$25.90	\$40,663.00	\$32.00	\$50,240.00
25	Stabilization Fabric (Type SAS)	S.Y.	9870	\$1.50	\$14,805.00	\$2.00	\$19,740.00	\$1.50	\$14,805.00	\$1.80	\$17,766.00
26	Metal Pipe Railing (Complete)	L.F.	200	\$150.00	\$30,000.00	\$100.00	\$20,000.00	\$92.50	\$18,500.00	\$90.00	\$18,000.00
27	Rock Excavation	C.Y.	800	\$0.01	\$8.00	\$100.00	\$80,000.00	\$150.00	\$120,000.00	\$0.01	\$8.00
28	Trucked Granular Backfill	TON	5880	\$8.00	\$47,040.00	\$15.00	\$88,200.00	\$16.00	\$94,080.00	\$6.00	\$35,280.00
29	Styrofoam Pipe Insulation	S.F.	2130	\$2.20	\$4,686.00	\$2.50	\$5,325.00	\$3.00	\$6,390.00	\$3.00	\$6,390.00
30	Street Inlet (2 Foot x 3 Foot I.D.)	EA.	20	\$1,850.00	\$37,000.00	\$1,977.00	\$39,540.00	\$2,100.00	\$42,000.00	\$2,300.00	\$46,000.00
31	Storm Manhole (4 Foot I.D.)	EA.	2	\$2,200.00	\$4,400.00	\$2,355.00	\$4,710.00	\$2,600.00	\$5,200.00	\$2,400.00	\$4,800.00
32	Storm Manhole (5 Foot I.D.)	EA.	6	\$3,270.00	\$19,620.00	\$3,494.00	\$20,964.00	\$3,850.00	\$23,100.00	\$3,200.00	\$19,200.00
33	R.C.P. Storm Sewer (12 Inch I.D.)	L.F.	260	\$60.00	\$15,600.00	\$50.00	\$13,000.00	\$40.00	\$10,400.00	\$47.00	\$12,220.00
34	R.C.P. Storm Sewer (15 Inch I.D.)	L.F.	354	\$55.00	\$19,470.00	\$48.00	\$16,992.00	\$41.00	\$14,514.00	\$48.00	\$16,992.00
35	R.C.P. Storm Sewer (18 Inch I.D.)	L.F.	130	\$69.00	\$8,970.00	\$52.00	\$6,760.00	\$45.00	\$5,850.00	\$52.00	\$6,760.00
36	R.C.P. Storm Sewer (24 Inch I.D.)	L.F.	729	\$66.00	\$48,114.00	\$58.00	\$42,282.00	\$52.00	\$37,908.00	\$63.00	\$45,927.00
37	R.C.P. Storm Sewer (30 Inch I.D.)	L.F.	345	\$79.00	\$27,255.00	\$75.00	\$25,875.00	\$62.00	\$21,390.00	\$78.00	\$26,910.00
38	H.D.P.E. Storm Sewer (4 Inch I.D.)	L.F.	374	\$59.00	\$22,066.00	\$36.00	\$13,464.00	\$29.00	\$10,846.00	\$26.00	\$9,724.00
39	H.D.P.E. Storm Sewer (6 Inch I.D.)	L.F.	749	\$37.00	\$27,713.00	\$37.00	\$27,713.00	\$30.00	\$22,470.00	\$26.00	\$19,474.00
40	H.D.P.E. Storm Lateral Cleanout (6" I.D.)	EA.	5	\$620.00	\$3,100.00	\$615.00	\$3,075.00	\$400.00	\$2,000.00	\$100.00	\$500.00

41	Storm Piping Plug (6 Inch I.D.) (At Phase Line)	EA.	2	\$68.00	\$136.00	\$36.00	\$72.00	\$25.00	\$50.00	\$100.00	\$200.00
42	Storm Piping Plug (18 Inch I.D.) (At Phase Line)	EA.	2	\$116.00	\$232.00	\$132.00	\$264.00	\$100.00	\$200.00	\$100.00	\$200.00
43	Pre-Cast Box Culvert (72 Inch x 120 Inch I.D.)	L.F.	340	\$770.00	\$261,800.00	\$1,157.00	\$393,380.00	\$1,045.00	\$355,300.00	\$1,454.00	\$494,360.00
44	Cast-In-Place Reinforced Concrete Inlet Apron (Rock Ave.) (Complete)	L.S.	1	\$25,000.00	\$25,000.00	\$22,891.00	\$22,891.00	\$22,000.00	\$22,000.00	\$18,400.00	\$18,400.00
45	Cast-In-Place Reinforced Concrete Outlet Apron (Rock Ave.) (Complete)	L.S.	1	\$25,000.00	\$25,000.00	\$22,891.00	\$22,891.00	\$22,000.00	\$22,000.00	\$21,400.00	\$21,400.00
46	Cast-In-Place Reinforced Concrete Inlet Apron (Newton Ave.) (Complete)	L.S.	1	\$25,000.00	\$25,000.00	\$22,891.00	\$22,891.00	\$22,000.00	\$22,000.00	\$18,150.00	\$18,150.00
47	Cast-In-Place Reinforced Concrete Outlet Apron (Newton Ave.) (Complete)	L.S.	1	\$25,000.00	\$25,000.00	\$22,891.00	\$22,891.00	\$22,000.00	\$22,000.00	\$20,700.00	\$20,700.00
48	Heavy Riprap w/ Geotextile Fabric	S.Y.	2130	\$30.00	\$63,900.00	\$30.00	\$63,900.00	\$30.00	\$63,900.00	\$85.00	\$181,050.00
49	Block Retaining Wall (Complete)	S.F.	1471	\$60.00	\$88,260.00	\$64.00	\$94,144.00	\$50.00	\$73,550.00	\$85.00	\$125,035.00
50	Sanitary Manhole	EA.	6	\$4,900.00	\$29,400.00	\$4,483.00	\$26,898.00	\$3,950.00	\$23,700.00	\$4,400.00	\$26,400.00
51	Sanitary Drop Manhole	EA.	5	\$5,900.00	\$29,500.00	\$6,080.00	\$30,400.00	\$5,300.00	\$26,500.00	\$5,500.00	\$27,500.00
52	P.V.C. Sanitary Sewer (8 Inch I.D.)	L.F.	2294	\$66.00	\$151,404.00	\$60.00	\$137,640.00	\$87.00	\$199,578.00	\$112.00	\$256,928.00
53	P.V.C. Sanitary Lateral (6 Inch I.D.)	L.F.	1059	\$68.00	\$72,012.00	\$61.00	\$64,599.00	\$55.00	\$58,245.00	\$74.00	\$78,366.00
54	Steel Casing Pipe (18 Inch I.D.)	L.F.	200	\$195.00	\$39,000.00	\$136.00	\$27,200.00	\$205.00	\$41,000.00	\$100.00	\$20,000.00
55	Sanitary Wye (8 Inch x 6 Inch)	EA.	33	\$120.00	\$3,960.00	\$90.00	\$2,970.00	\$75.00	\$2,475.00	\$240.00	\$7,920.00
56	P.V.C. 22.5 Degree Sanitary Bend (Connection at Phase Line) (8 Inch I.D.)	EA.	4	\$170.00	\$680.00	\$560.00	\$2,240.00	\$75.00	\$300.00	\$400.00	\$1,600.00
57	Lift Station Wet Well 7-feet diameter precast concrete (Complete)	LS	1	\$66,000.00	\$66,000.00	\$42,304.00	\$42,304.00	\$45,000.00	\$45,000.00	\$104,000.00	\$104,000.00
58	Lift Station Valve Vault 6-foot diameter precast concrete (Complete)	LS	1	\$14,000.00	\$14,000.00	\$11,668.00	\$11,668.00	\$9,700.00	\$9,700.00	\$14,000.00	\$14,000.00
59	Lift Station (6-inch I.D. C900 PVC) Process Piping	LS	1	\$2,250.00	\$2,250.00	\$2,870.00	\$2,870.00	\$3,500.00	\$3,500.00	\$4,000.00	\$4,000.00
60	Concrete Lift Station Control Panel House Keeping Pad (6 inch Thick/6 inch Base)	S.F.	10	\$150.00	\$1,500.00	\$75.00	\$750.00	\$90.00	\$900.00	\$9.00	\$90.00
61	P.V.C. Sanitary Forcemain Removal & Replace (6 inch I.D.) (Complete)	L.F.	50	\$77.00	\$3,850.00	\$65.00	\$3,250.00	\$81.00	\$4,050.00	\$180.00	\$9,000.00
62	P.V.C. 45 Degree Sanitary Bend (Forcemain Connection) (6 Inch I.D.)	EA.	2	\$540.00	\$1,080.00	\$769.00	\$1,538.00	\$290.00	\$580.00	\$1,400.00	\$2,800.00
63	P.V.C. Watermain (6 Inch I.D.)	L.F.	132	\$71.00	\$9,372.00	\$57.00	\$7,524.00	\$52.00	\$6,864.00	\$140.00	\$18,480.00
64	P.V.C. Watermain (8 Inch I.D.)	L.F.	2123	\$69.00	\$146,487.00	\$48.00	\$101,904.00	\$54.00	\$114,642.00	\$79.00	\$167,717.00
65	Valve and Road Box (6 Inch I.D.)	EA.	5	\$1,300.00	\$6,500.00	\$1,412.00	\$7,060.00	\$1,425.00	\$7,125.00	\$1,300.00	\$6,500.00
66	Valve and Road Box (8 Inch I.D.)	EA.	14	\$1,800.00	\$25,200.00	\$1,924.00	\$26,936.00	\$1,975.00	\$27,650.00	\$1,900.00	\$26,600.00
67	Watermain Tee (8 Inch x 6 Inch x 8 Inch I.D.)	EA.	5	\$580.00	\$2,900.00	\$603.00	\$3,015.00	\$575.00	\$2,875.00	\$600.00	\$3,000.00
68	Watermain Tee (8 Inch x 8 Inch x 8 Inch I.D.)	EA.	5	\$650.00	\$3,250.00	\$675.00	\$3,375.00	\$640.00	\$3,200.00	\$700.00	\$3,500.00
69	Reducer (8 Inch x 6 Inch I.D.)	EA.	6	\$345.00	\$2,070.00	\$358.00	\$2,148.00	\$330.00	\$1,980.00	\$400.00	\$2,400.00
70	45 Degree Bend w/ Blocking (6 Inch I.D.)	EA.	10	\$340.00	\$3,400.00	\$319.00	\$3,190.00	\$290.00	\$2,900.00	\$400.00	\$4,000.00
71	45 Degree Bend w/ Blocking (8 Inch I.D.)	EA.	8	\$420.00	\$3,360.00	\$409.00	\$3,272.00	\$390.00	\$3,120.00	\$500.00	\$4,000.00
72	22.5 Degree Bend w/ Blocking (8 Inch I.D.)	EA.	8	\$420.00	\$3,360.00	\$405.00	\$3,240.00	\$385.00	\$3,080.00	\$500.00	\$4,000.00
73	11.25 Degree Bend w/ Blocking (8 Inch I.D.)	EA.	3	\$400.00	\$1,200.00	\$388.00	\$1,164.00	\$370.00	\$1,110.00	\$500.00	\$1,500.00
74	Complete Hydrant Assembly	EA.	5	\$5,400.00	\$27,000.00	\$4,762.00	\$23,810.00	\$4,400.00	\$22,000.00	\$4,800.00	\$24,000.00
75	Water Service Corporation (1 Inch I.D.)	EA.	31	\$335.00	\$10,385.00	\$298.00	\$9,238.00	\$175.00	\$5,425.00	\$330.00	\$10,230.00
76	Curb Stop & Box (For 1 Inch I.D. Service)	EA.	31	\$380.00	\$11,780.00	\$376.00	\$11,656.00	\$235.00	\$7,285.00	\$350.00	\$10,850.00
77	H.D.P.E. Water Service (1 Inch I.D.)	L.F.	981	\$44.00	\$43,164.00	\$52.00	\$51,012.00	\$45.00	\$44,145.00	\$66.00	\$64,746.00
78	Water Service Corporation (1.5 Inch I.D.)	EA.	1	\$550.00	\$550.00	\$535.00	\$535.00	\$435.00	\$435.00	\$500.00	\$500.00
79	Curb Stop & Box (For 1.5 Inch I.D. Service)	EA.	1	\$530.00	\$530.00	\$536.00	\$536.00	\$410.00	\$410.00	\$500.00	\$500.00
80	H.D.P.E. Water Service (1.5 Inch I.D.)	L.F.	30	\$47.00	\$1,410.00	\$56.00	\$1,680.00	\$50.00	\$1,500.00	\$66.00	\$1,980.00
	<b>Bid Total Items #1 thru #80:</b>				<b>\$2,400,000.00</b>		<b>\$2,413,354.00</b>		<b>\$2,729,783.00</b>		<b>\$2,989,664.30</b>

**PTS CONTRACTOR'S BID BREAKDOWN SPREADSHEET (Bid Date 2/24/2021)**  
**City of Waupun - Newton Avenue & Rock Avenue Reconstruction Project, Phase #1**

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNITS	UNIT PRICE	TOTAL PRICE
<b>Street Improvements</b>					
1.	Cost Share with Waupun Utilities - Mobilization, Bonds, & Insurance (25%)	1	LS	\$ 33,126.50	\$ 33,126.50
2.	Cost Share with Waupun Utilities - Erosion and Sedimentation Controls (Remaining Project Area) (25%)	1	LS	\$ 775.00	\$ 775.00
3.	Erosion and Sedimentation Controls (Harris Creek Area) (Split with Storm Improvements)	1	LS	\$ 1,800.00	\$ 1,800.00
4.	Cost Share with Waupun Utilities - Traffic Control (25%)	1	LS	\$ 950.00	\$ 950.00
5.	Unclassified Excavation (Remaining Project Area)	1	LS	\$ 126,500.00	\$ 126,500.00
7.	Cost Share with Waupun Utilities - Seeding/Fertilizing/Mulching (80%)	2,880	S.Y.	\$ 2.50	\$ 7,200.00
8.	Cost Share with Waupun Utilities - Topsoil Placement & Grading (80%)	2,880	S.Y.	\$ 8.90	\$ 25,632.00
10.	Tree Clearing & Grubbing	48	EA.	\$ 335.00	\$ 16,080.00
11.	Cost Share with Waupun Utilities - 30-Inch Concrete Curb/Gutter Remove & Replace (80%)	3,232	L.F.	\$ 12.90	\$ 41,692.80
12.	30-Inch Concrete Curb/Gutter Remove & Replace (Over New Box Culverts)	160	L.F.	\$ 30.00	\$ 4,800.00
13.	Concrete Driveway (6 Inch Thick / 6 Inch Base) Remove & Replace	8,720	S.F.	\$ 5.40	\$ 47,088.00
14.	Asphalt Driveway (3 Inch Thick / 6 Inch Base) Remove & Replace	1,490	S.F.	\$ 5.30	\$ 7,897.00
15.	Concrete Sidewalk (6 Inch Thick) Remove & Replace	3,030	S.F.	\$ 4.90	\$ 14,847.00
16.	Cost Share with Waupun Utilities - Concrete Sidewalk (4 Inch Thick) Remove & Replace (80%)	10,896	S.F.	\$ 4.90	\$ 53,390.40
17.	Detectable Warning Fields	210	S.F.	\$ 31.00	\$ 6,510.00
18.	Cost Share with Waupun Utilities - Dense Graded Base (4 Inch Thick) (75%)	7,402	S.Y.	\$ 2.30	\$ 17,024.60
19.	Cost Share with Waupun Utilities - Breaker Run (8 Inch Thick) (75%)	7,402	S.Y.	\$ 4.20	\$ 31,088.40
20.	Asphaltic Binder (2.50 Inch Thick) (2021)	7,920	S.Y.	\$ 7.90	\$ 62,568.00
21.	Asphaltic Surface (1.75 Inch Thick) (2021)	180	S.Y.	\$ 11.70	\$ 2,106.00
22.	Asphaltic Surface (1.75 Inch Thick) (2022)	7,740	S.Y.	\$ 6.00	\$ 46,440.00
23.	Concrete Pavement (Over New Box Culverts)	260	S.Y.	\$ 72.00	\$ 18,720.00
24.	Excavation Below Subgrade (E.B.S.) w/ Breaker Run	1,570	C.Y.	\$ 25.00	\$ 39,250.00
25.	Stabilization Fabric (Type SAS)	9,870	S.Y.	\$ 1.50	\$ 14,805.00
26.	Metal Pipe Railing (Complete)	200	L.F.	\$ 150.00	\$ 30,000.00
<b>STREET IMPROVEMENTS SUBTOTAL:</b>					<b>\$ 650,290.70</b>
<b>Storm Sewer Improvements</b>					
1.	Cost Share with Waupun Utilities - Mobilization, Bonds, & Insurance (25%)	1	L.S.	\$ 33,126.50	\$ 33,126.50
2.	Cost Share with Waupun Utilities - Erosion and Sedimentation Controls (Remaining Project Area) (25%)	1	L.S.	\$ 775.00	\$ 775.00
3.	Erosion and Sedimentation Controls (Harris Creek Area) (Split with Street Improvements)	1	L.S.	\$ 1,800.00	\$ 1,800.00
4.	Cost Share with Waupun Utilities - Traffic Control (25%)	1	L.S.	\$ 950.00	\$ 950.00
6.	Unclassified Excavation (Harris Creek Area)	1	L.S.	\$ 79,000.00	\$ 79,000.00
9.	Erosion Matting	100	S.Y.	\$ 4.10	\$ 410.00
28.	Trucked Granular Backfill	1,176	TON	\$ 8.00	\$ 9,408.00
30.	Street Inlet (2 Foot x 3 Foot I.D.)	20	EA.	\$ 1,850.00	\$ 37,000.00
31.	Storm Manhole (4 Foot I.D.)	2	EA.	\$ 2,200.00	\$ 4,400.00
32.	Storm Manhole (5 Foot I.D.)	6	EA.	\$ 3,270.00	\$ 19,620.00
33.	R.C.P. Storm Sewer (12 Inch I.D.)	260	L.F.	\$ 60.00	\$ 15,600.00
34.	R.C.P. Storm Sewer (15 Inch I.D.)	354	L.F.	\$ 55.00	\$ 19,470.00
35.	R.C.P. Storm Sewer (18 Inch I.D.)	130	L.F.	\$ 69.00	\$ 8,970.00
36.	R.C.P. Storm Sewer (24 Inch I.D.)	729	L.F.	\$ 66.00	\$ 48,114.00
37.	R.C.P. Storm Sewer (30 Inch I.D.)	345	L.F.	\$ 79.00	\$ 27,255.00
38.	H.D.P.E. Storm Sewer (4 Inch I.D.)	374	L.F.	\$ 59.00	\$ 22,066.00
39.	H.D.P.E. Storm Sewer (6 Inch I.D.)	749	L.F.	\$ 37.00	\$ 27,713.00
40.	H.D.P.E. Storm Lateral Cleanout (6" I.D.)	5	EA.	\$ 620.00	\$ 3,100.00
41.	Storm Piping Plug (6 Inch I.D.) (At Phase Line)	2	EA.	\$ 68.00	\$ 136.00
42.	Storm Piping Plug (18 Inch I.D.) (At Phase Line)	2	EA.	\$ 116.00	\$ 232.00
43.	Pre-Cast Box Culvert (72 Inch x 120 Inch I.D.)	340	L.F.	\$ 770.00	\$ 261,800.00
44.	Cast-In-Place Reinforced Concrete Inlet Apron (Rock Ave.) (Complete)	1	L.S.	\$ 25,000.00	\$ 25,000.00
45.	Cast-In-Place Reinforced Concrete Outlet Apron (Rock Ave.) (Complete)	1	L.S.	\$ 25,000.00	\$ 25,000.00
46.	Cast-In-Place Reinforced Concrete Inlet Apron (Newton Ave.) (Complete)	1	L.S.	\$ 25,000.00	\$ 25,000.00
47.	Cast-In-Place Reinforced Concrete Outlet Apron (Newton Ave.) (Complete)	1	L.S.	\$ 25,000.00	\$ 25,000.00
48.	Heavy Riprap w/ Geotextile Fabric	2,130	S.Y.	\$ 30.00	\$ 63,900.00
49.	Block Retaining Wall (Complete)	1,471	S.F.	\$ 60.00	\$ 88,260.00
<b>STORM SEWER IMPROVEMENTS SUBTOTAL:</b>					<b>\$ 873,105.50</b>
<b>Sanitary Sewer Improvements</b>					
1.	Cost Share with City - Mobilization, Bonds, & Insurance (25%)	1	L.S.	\$ 33,126.50	\$ 33,126.50
2.	Cost Share with City - Erosion and Sedimentation Controls (Remaining Project Area) (25%)	1	L.S.	\$ 775.00	\$ 775.00
4.	Cost Share with City - Traffic Control (25%)	1	L.S.	\$ 950.00	\$ 950.00
7.	Cost Share with City - Seeding/Fertilizing/Mulching (10%)	360	S.Y.	\$ 2.50	\$ 900.00
8.	Cost Share with City - Topsoil Placement & Grading (10%)	360	S.Y.	\$ 8.90	\$ 3,204.00
11.	Cost Share with City - 30-Inch Concrete Curb/Gutter Remove & Replace (10%)	404	L.F.	\$ 12.90	\$ 5,211.60
16.	Cost Share with City - Concrete Sidewalk (4 Inch Thick) Remove & Replace (10%)	1,362	S.F.	\$ 4.90	\$ 6,673.80
18.	Cost Share with City - Dense Graded Base (4 Inch Thick) (12.5%)	1,234	S.Y.	\$ 2.30	\$ 2,838.20
19.	Cost Share with City - Breaker Run (8 Inch Thick) (12.5%)	1,234	S.Y.	\$ 4.20	\$ 5,182.80
27.	Rock Excavation (Split with Water Improvements)	600	C.Y.	\$ 0.01	\$ 6.00
28.	Trucked Granular Backfill	2,940	TON	\$ 8.00	\$ 23,520.00
50.	Sanitary Manhole	6	EA.	\$ 4,900.00	\$ 29,400.00

51.	Sanitary Drop Manhole	5	EA.	\$	5,900.00	\$	29,500.00
52.	P.V.C. Sanitary Sewer (8 Inch I.D.)	2,294	L.F.	\$	66.00	\$	151,404.00
53.	P.V.C. Sanitary Lateral (6 Inch I.D.)	1,059	L.F.	\$	68.00	\$	72,012.00
54.	Steel Casing Pipe (18 Inch I.D.) (Split with Water Improvements)	100	L.F.	\$	195.00	\$	19,500.00
55.	Sanitary Wye (8 Inch x 6 Inch)	33	EA.	\$	120.00	\$	3,960.00
56.	P.V.C. 22.5 Degree Sanitary Bend (Connection at Phase Line) (8 Inch I.D.)	4	EA.	\$	170.00	\$	680.00
57.	Lift Station Wet Well 7-foot diameter precast concrete (Complete)	1	LS	\$	66,000.00	\$	66,000.00
58.	Lift Station Valve Vault 6-foot diameter precast concrete (Complete)	1	LS	\$	14,000.00	\$	14,000.00
59.	Lift Station (6-inch I.D. C900 PVC) Process Piping	1	LS	\$	2,250.00	\$	2,250.00
60.	Concrete Lift Station Control Panel House Keeping Pad (6 inch Thick/6 inch Base)	10	S.F.	\$	150.00	\$	1,500.00
61.	P.V.C. Sanitary Forcemain Removal & Replace (6 inch I.D.) (Complete)	50	L.F.	\$	77.00	\$	3,850.00
62.	P.V.C. 45 Degree Sanitary Bend (Forcemain Connection) (6 Inch I.D.)	2	EA.	\$	540.00	\$	1,080.00
<b>SANITARY SEWER IMPROVEMENTS SUBTOTAL:</b>							<b>\$ 477,523.90</b>

<b>Water Improvments</b>							
1.	Cost Share with City - Mobilization, Bonds, & Insurance (25%)	1	L.S.	\$	33,126.50	\$	33,126.50
2.	Cost Share with City - Erosion and Sedimentation Controls (Remaining Project Area) (25%)	1	L.S.	\$	775.00	\$	775.00
4.	Cost Share with City - Traffic Control (25%)	1	L.S.	\$	950.00	\$	950.00
7.	Cost Share with City - Seeding/Fertilizing/Mulching (10%)	360	S.Y.	\$	2.50	\$	900.00
8.	Cost Share with City - Topsoil Placement & Grading (10%)	360	S.Y.	\$	8.90	\$	3,204.00
11.	Cost Share with City - 30-Inch Concrete Curb/Gutter Remove & Replace (10%)	404	L.F.	\$	12.90	\$	5,211.60
16.	Cost Share with City - Concrete Sidewalk (4 Inch Thick) Remove & Replace (10%)	1,362	S.F.	\$	4.90	\$	6,673.80
18.	Cost Share with City - Dense Graded Base (4 Inch Thick) (12.5%)	1,234	S.Y.	\$	2.30	\$	2,838.20
19.	Cost Share with City - Breaker Run (8 Inch Thick) (12.5%)	1,234	S.Y.	\$	4.20	\$	5,182.80
27.	Rock Excavation (Split with Sanitary Sewer Improvements)	200	C.Y.	\$	0.01	\$	2.00
28.	Trucked Granular Backfill	1,764	TON	\$	8.00	\$	14,112.00
29.	Styrofoam Pipe Insulation	2,130	S.F.	\$	2.20	\$	4,686.00
54.	Steel Casing Pipe (18 Inch I.D.) (Split with Sanitary Sewer Improvements)	100	L.F.	\$	195.00	\$	19,500.00
63.	P.V.C. Watermain (6 Inch I.D.)	132	L.F.	\$	71.00	\$	9,372.00
64.	P.V.C. Watermain (8 Inch I.D.)	2,123	L.F.	\$	69.00	\$	146,487.00
65.	Valve and Road Box (6 Inch I.D.)	5	EA.	\$	1,300.00	\$	6,500.00
66.	Valve and Road Box (8 Inch I.D.)	14	EA.	\$	1,800.00	\$	25,200.00
67.	Watermain Tee (8 Inch x 6 Inch x 8 Inch I.D.)	5	EA.	\$	580.00	\$	2,900.00
68.	Watermain Tee (8 Inch x 8 Inch x 8 Inch I.D.)	5	EA.	\$	650.00	\$	3,250.00
69.	Reducer (8 Inch x 6 Inch I.D.)	6	EA.	\$	345.00	\$	2,070.00
70.	45 Degree Bend w/ Blocking (6 Inch I.D.)	10	EA.	\$	340.00	\$	3,400.00
71.	45 Degree Bend w/ Blocking (8 Inch I.D.)	8	EA.	\$	420.00	\$	3,360.00
72.	22.5 Degree Bend w/ Blocking (8 Inch I.D.)	8	EA.	\$	420.00	\$	3,360.00
73.	11.25 Degree Bend w/ Blocking (8 Inch I.D.)	3	EA.	\$	400.00	\$	1,200.00
74.	Complete Hydrant Assembly	5	EA.	\$	5,400.00	\$	27,000.00
75.	Water Service Corporation (1 Inch I.D.)	31	EA.	\$	335.00	\$	10,385.00
76.	Curb Stop & Box (For 1 Inch I.D. Service)	31	EA.	\$	380.00	\$	11,780.00
77.	H.D.P.E. Water Service (1 Inch I.D.)	981	L.F.	\$	44.00	\$	43,164.00
78.	Water Service Corporation (1.5 Inch I.D.)	1	EA.	\$	550.00	\$	550.00
79.	Curb Stop & Box (For 1.5 Inch I.D. Service)	1	EA.	\$	530.00	\$	530.00
80.	H.D.P.E. Water Service (1.5 Inch I.D.)	30	L.F.	\$	47.00	\$	1,410.00
<b>WATER IMPROVEMENTS SUBTOTAL:</b>							<b>\$ 399,079.90</b>

**TOTAL ITEMS #1 thru #80:** **\$ 2,400,000.00**





## AGENDA SUMMARY SHEET

**MEETING DATE:** 3/9/21

**TITLE:** Request for Proposal-Transportation Utility and Street funding Feasibility

**AGENDA SECTION:** BOARD/COMMITTEE/COMMISSION  
RECOMMENDATIONS

**PRESENTER:** Jeff Daane, Director of Public Works

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DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Safe, Healthy and Sustainable Community Excellence in Government	\$20,500 (Budgeted in 2021 adopted budget)	

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### ISSUE SUMMARY:

At the February Board of Public Works meeting, staff provided a brief overview of capital project needs for the city over the next five to seven years. In addition to street improvements, the city's capital needs are extensive and include capital requirements to support upgrades and expansion of the senior center, city hall boiler, ladder truck, and storm water requirements (estimated costs range between \$17-20M). While staff are actively working to source grants and other funding options, we are projecting that meeting all identified requirements will outpace the City's debt capacity. The 2021 adopted City budget calls for examination of alternative revenue sources to address this issue. In February, staff provided a brief overview of a Transportation Utility (TU), which is an alternative revenue source being considered by municipalities across the state. The TU establishes fees for road maintenance costs and works similar to a storm water utility where user fees are charged and accrue to fund ongoing road maintenance expenditures in the City. The first step requires the City to complete a feasibility study and determine how a TU would be structured in the City. In February, an RFP was issued to identify a consultant to conduct a TU Feasibility Analysis. Two proposals were received, one from Ehlers and raSmith, and a second from Ruekert & Mielke. Staff conducted one-on-one interviews with both consultants, reviewed references, and is recommending selection of the Ehlers and raSmith proposal based on the following rationale:

1. Ehlers and raSmith are currently the leading experts in Wisconsin, working with municipalities to establish TUs. They bring a wealth of experience in advising the structure of and policy related to governing any Utility that may result from this work.
2. Ehlers and raSmith proposal prepares the City for implementation, whereas the Ruekert Mielke proposal would require a second round of consulting work and additional cost to achieve implementation readiness.
3. Ehlers is currently the city's designated Municipal Advisor and as such has a trusted working relationship with the City relative to financial planning and debt service issuance. Financial forecasts, including debt service obligation for future capital projects, will be included in the final presentation to the Council.

The Board of Public Works is reviewing this information on Tuesday prior to the Council meeting and will be making a recommendation to the Council. The results of that meeting will be shared with you during the staff presentation of this agenda item. Authorizing this study does not mean that authorization is granted to implement a TU, but rather that the underlying work to examine feasibility of this type of Utility will be done so that needed data is available for decision making purposes. The process will involve public meetings and input prior to the council taking final action on creation of a TU.

**STAFF RECOMENDATION:**

Approve Ehlers and raSmith proposal to conduct a Transportation Utility and Street Funding Feasibility Analysis

**ATTACHMENTS:**

Ehlers and raSmith Transportation Utility and street funding feasibility analysis

Copy of 2021-2029 Street Plan with Borrowing

**MOTIONS FOR CONSIDERATION:**

Motion to approve the proposal from Ehlers and raSmith to conduct a Transportation Utility and Street Funding Feasibility Analysis as presented in an amount not to exceed \$20,500.

FEBRUARY 23, 2021

PROPOSAL TO PROVIDE TRANSPORTATION UTILITY &  
STREET FUNDING FEASIBILITY ANALYSIS FOR:

# The City of Waupun, Wisconsin



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Ehlers & Associates, Inc.  
N21W23350 Ridgeview Parkway West, Suite 100  
Waukesha, Wisconsin

Municipal Advisor Registration Number: K0165  
SEC CIK Number: 0001604197

[ehlers-inc.com](http://ehlers-inc.com)

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## EHLERS ADVISORS:

**Jon Cameron, CIPMA**  
Senior Municipal Advisor  
[jcameron@ehlers-inc.com](mailto:jcameron@ehlers-inc.com)  
262-796-6179

**Brian Roemer**  
Municipal Advisor  
[broemer@ehlers-inc.com](mailto:broemer@ehlers-inc.com)  
262-796-6178

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# TABLE OF CONTENTS

SECTION 1: COVER LETTER	3
SECTION 2: QUALIFICATIONS OF CONSULTANT/SUBCONSULTANT	4
SECTION 3: ASSIGNED TEAM QUALIFICATIONS	8
SECTION 4: PROJECT APPROACH & PROPOSED SCHEDULE	13
SECTION 5: SEPARATE COST PROPOSAL	N/A
APPENDIX A: FIRM OVERVIEWS	16

**IMPORTANT NOTE:** EXCLUSIVE OF THE COVER PAGE AND THE TABLE OF CONTENTS, THE COMPLETE PROPOSAL RUNS FROM PAGE 3 TO 15 FOR A TOTAL OF 13 PAGES. WE DID INCLUDE AN OPTIONAL APPENDIX TO PROVIDE BRIEF OVERVIEWS OF FOR BOTH THE CONSULTANT AND SUBCONSULTANT.

February 23, 2021

Jeff Daane  
Director of Public Works  
City of Waupun  
201 E Main Street  
Waupun, WI 53963



**Re: Proposal to Provide a Transportation Utility & Street Funding Analysis**

Dear Mr. Daane,

We are pleased to present this proposal for a Transportation Utility and Street Funding Analysis to the City of Waupun. We believe our project team has the expertise and reputation, dedication to proactive client service, and a unique project approach that together provide a compelling relationship option for the City to consider.

The concept of a transportation utility is relatively new in Wisconsin and has no direct legislation to guide its creation or administration. As the City considers a consultant for this project, it is important to look for a firm that has the knowledge and experience to consider all aspects of the utility's feasibility. Doing so will help ensure that, if the City Council agrees to move forward with the creation of a transportation utility, it will possess as much knowledge as possible on the topic and be fully-equipped to implement a utility that is 1) fair to all customer classes, 2) developed with a rate setting methodology that is defensible, and 3) easy to understand and administer.

For this project, we have gathered a multi-disciplinary team to address all aspects of the feasibility analysis. Ehlers will serve the lead consulting Firm, with Jon Cameron as its overall project manager. Jon has over 15 years of experience in conducting utility rate studies, utility creation and feasibility studies. Jeff Mazanec of raSmith Engineers will provide technical support and has in-depth knowledge of transportation utilities. Jeff is an expert in leveraging Trip Generation as a means for developing a utility customer base and user rates. Ehlers' Brian Roemer and raSmith's Justin Schueler will provide analysis support and quality control. Collectively, we believe this is the most appropriate project team to fulfill the City's needs.

**We have provided brief firm overviews for each organization as an optional Appendix A to ensure compliance with the 15 page limit for this proposal submission.**

Thank you for including us in this RFP process. We appreciate your consideration and look forward to discussing how our project team can best serve the City of Waupun.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Jon P. Cameron'.

**Jon Cameron, CIPMA**  
Senior Municipal Advisor

A handwritten signature in blue ink, appearing to read 'Brian Roemer'.

**Brian Roemer**  
Municipal Advisor

## Qualifications of Consultant/Subconsultant

Creating a transportation utility requires a multi-disciplinary approach. The right project team for this type of study includes an engineering firm that is well versed in traffic generation analysis and understands the concept of Trip Generation and how it can and should be applied to different land use categories within the City. It also incorporates a consultant who fully understands the universal principals of utility rate setting and can apply those principals to a rate structure for Waupun that is fair, equitable and defensible. The City should expect a financial consultant who is a registered Municipal Advisor that will prepare “what-if” scenarios with and without a transportation utility, and examine the future projected impacts to the City’s General Obligation debt capacity and tax rate. We believe there is no other project team that has as much recent experience with transportation utilities as Ehlers and raSmith.

For the past 9+ months, the project team of Ehlers and raSmith have led the way in Wisconsin in performing transportation utility feasibility studies for both the Cities of Janesville and Clintonville. While other consulting firms have written on the subject and theorized about these utilities, our project team has been “in the trenches,” actually creating some of the first transportation utilities in Wisconsin. The Ehlers and raSmith project team has gained valuable experience with:

- » Helping to develop detailed parcel databases showing the number of Trips per parcel based on the Institute of Traffic Engineers (ITE) Trip Generation Manual.
- » Developing the revenue requirements and user rates.
- » Conducting analysis to show the impacts to property owners with and without a transportation utility.
- » Estimating future borrowing plans and tax impacts with and without a transportation utility.
- » Creating and assessing ideas on potential credit policies and policy impacts.
- » Facilitating discussions on implementing and administering these utilities.

## Ehlers' Relevant Projects & References

### CITY OF JANESVILLE, WISCONSIN

**PROJECT DATES:**

March 2020 - Present

**PROJECT CONTACT & REFERENCE:**

Paul Woodard  
Director of Public Works  
608-755-3160  
woodardp@ci.janesville.wi.us

**Transportation Feasibility Study**

**The City of Janesville hired the project team of Ehlers, raSmith** and Boardman Clark in 2020 to prepare a Feasibility Study for the Creation of a Transportation Utility. The feasibility analysis included the development of six different user rate scenarios under different transportation utility funding levels. It also included extensive Trip Generation sampling of non-residential parcels and the development of a preliminary database for residential and non-residential parcels. Our goal was to provide an accurate estimate of the total number of trips within the City. We then prepared an extensive debt modeling analysis to estimate the future tax rate for debt under a base level scenario assuming the City did not implement a transportation utility and six funding scenarios. Finally, we developed a summary analysis, scrutinizing the total estimated user fees, wheel tax and future tax rates for debt related to street rehabilitation for an average single-family home. This work was presented to the City Council in September, 2020 for initial feedback. The Council will be conducting more detailed workshops on the utility in January and February, 2021 with the goal of full implementation in 2022.

### CITY OF CLINTONVILLE, WISCONSIN

**PROJECT DATES:**

July 2020 - Present

**PROJECT CONTACT & REFERENCE:**

Sharon Eveland, City Administrator  
City of Clintonville  
715-823-7600  
seveland@clintonvillewi.org

**Transportation Utility Creation Study**

**In 2020, the City hired Ehlers and raSmith** to prepare a Transportation Utility Creation Study, which entailed preparing the database for all residential and non-residential parcels to estimate the total number of trips within the City. It also included the development of transportation utility user rates under two budget scenarios where we explored a) full funding of road costs (both operations and capital) through the transportation utility and b) partial funding of road costs from the utility and the remaining from the general fund. We prepared a future debt analysis, which projected the future tax rate for debt under four different borrowing scenarios; we looked at whether the utility is and is not created and whether or not the City would continue to receive grant funding for road projects. We presented to the City Council several times, updating them on the progress of the study. The City is currently working on developing a draft utility creation ordinance for consideration in 2021.

**CITY OF WISCONSIN RAPIDS, WISCONSIN****PROJECT DATES:**

February, 2021 - Present

**PROJECT CONTACT & REFERENCE:**

Joe Terry, P.E.  
Director of Public Works  
715-421-8255  
jterry@wirapids.org

**Transportation Utility Feasibility Study**

The City hired the project team of Ehlers and raSmith in early 2021 to explore the possibility of establishing a transportation utility. The City is wanting to evaluate a utility under a series of funding options. raSmith is working on establishing the parcel database based on the concept of Trip Generation and Ehlers is working on the utility rate calculations and running future debt models with and without a transportation utility to look current and future borrowing plans and impacts to specific properties of establishing the utility. The study will be concluded in spring, 2021.

**VILLAGE OF ELM GROVE, WISCONSIN****PROJECT DATES:**

February, 2021 - Present

**PROJECT CONTACT & REFERENCE:**

David De Angelis  
Village Manager  
262-782-6700  
ddeangelis@elmgrovwil.org

**Transportation Utility Feasibility Study**

The Village hired the project team of Ehlers and raSmith in early 2021 to explore the possibility of establishing a transportation utility. The Village is primarily looking to establish a Transportation Utility to cash fund street reconstruction projects within the Village. raSmith is creating the parcel database currently and Ehlers is working on the utility rate and cash flow analysis, as well as the comparison of funding through property taxes. The study will be concluded this spring.



## raSmith's Relevant Projects & References

### VILLAGE OF PEWAUKEE, WISCONSIN

**PROJECT CONTACT:**

Scott Gosse  
 Village Administrator  
 Village Hall  
 235 Hickory Street  
 Pewaukee, WI 53072  
 (262) 691-5660  
[sgosse@villageofpewaukee.com](mailto:sgosse@villageofpewaukee.com)

**TRANSPORTATION USER CHARGE SYSTEM**

The Village hired raSmith in spring of 2020 to develop a trip-generation based transportation user charge system, including determination of assigned trips for each property in the Village. Determination of assigned trips was based on the property use and size or other scalar factor with consideration for other unique property use characteristics. The resulting transportation user fee (TUF) model supports evaluation of various rate structure and revenue generation goals. raSmith is also working with the Village to develop municipal code, policies and procedures to establish and administer the system. The functional model was completed in 2020; the Village is progressing towards full user charge system implementation in 2021. raSmith serves as the Village Engineer and will continue to work with the Village to administer the transportation user charge system after initial implementation.

### VILLAGE OF WINNECONNE, WISCONSIN

**PROJECT CONTACT:**

David Porter  
 Village Administrator  
 Village Hall  
 30 S 1st Street  
 Winneconne, WI 54986  
 (920) 582-4381  
[administrator@winneconnewi.gov](mailto:administrator@winneconnewi.gov)

**WINNECONNE TUF MODEL DEVELOPMENT**

The Village of Winneconne hired raSmith in October of 2020 to develop a trip-generation based transportation user fund model to inform the Village Board of the impacts and benefits related to prospective implementation of a transportation utility. Prospective charges for each property in the Village were calculated based on property use and size or other scalar factors with consideration for other unique property use characteristics. The resulting TUF model supports evaluation of various rate structure and revenue generation goals as set by the Village. A first phase of the functional model was completed in 2020 and presented to the Village Board to support formal consideration of TUF implementation in 2021.

**PROJECT CONTACT:**

James Rabe, PE  
Director of Public Works  
City Hall  
215 Church Avenue  
Oshkosh, WI 54903  
(920) 236-5011  
jrabe@ci.oshkosh.wi.us

**TUF MODEL DEVELOPMENT**

The City of Oshkosh hired raSmith in December of 2020 to develop a city-wide trip-generation based transportation user fee (TUF) using trip-generation rates published in the Institute of Transportation Engineers Trip Generation Manual and relevant scalar data for each parcel. The purpose of the resulting TUF model is to provide a basis for evaluating various financial alternatives and determining the benefits and impacts of transportation utility implementation. Currently, this project is active with TUF model development in progress.

SECTION 3: PROPOSED TEAM & QUALIFICATIONS

## Proposed Team & Qualifications

Ehlers proposes the following professional services team to fulfill the City's needs:

### MUNICIPAL ADVISORS - EHLERS

**Jon Cameron, CIPMA**

Senior Municipal Advisor

**Project Manager**

*Primary Study Author & Lead Utility Analyst*

**Brian Roemer**

Municipal Advisor

**Project Support**

*Quality Control & Review*

### PROJECT ENGINEERS - RASMITH

**Justin Scheuler, P.E.**

Consultant

**Senior Traffic Engineer**

*ITE Trip Generation Rates*

**Jeff Mazanec, P. E.**

Senior Consultant

**Engineering Project Manager**

*Utility Parcel Database & TU Model*

Resumes detailing the education, experience and qualifications for all proposed staff members appear on the following pages.



### JON CAMERON, CIPMA

#### Senior Municipal Advisor

Jon is a Municipal Advisor on our Wisconsin City Team, advising local governments, public utilities and special districts on the design and implementation of custom financial solutions. Prior to joining Ehlers in 2013, Jon was an Economic Consultant with Municipal Economics and Planning, a Division of Ruekert/Mielke. He was also a founding member of Trilogy Consulting, LLC as a Principal and Senior Consultant. Clients rely on Jon for his ability to present complex analysis in an easy to understand format.

☎ (262) 796-6179    ✉ [jcameron@ehlers-inc.com](mailto:jcameron@ehlers-inc.com)

## AREAS OF EXPERTISE

### Debt Issuance & Management

Alternative Financing Options, Funding Sources, Plans & Tools  
General Obligation and Revenue Debt  
Environmental Improvement Fund Loans  
CDA/RDA Lease Revenue Bonds  
Special Assessment Bonds  
Refundings/Cash Defeasances  
Representation to Bond Market & Credit Rating Agencies  
Referendum Services

### Financial Management Planning

Capital Improvements Planning  
Project Feasibility Studies  
Financial Goals & Objectives Facilitation  
Project Impact Analysis  
Financial Management Plans  
Impact Fee Studies

### Economic Development & Redevelopment

Tax Increment District Creation & Amendment  
CDA/RDA Creation  
Developer Pro Forma Analysis  
Development Agreement Negotiation  
Developer Performance Evaluation  
Public Participation Process

### Special Financial Studies

Utility Rate Study/Analysis  
Fiscal Impact Study/Analysis  
Joint Service Studies  
Merger/Consolidation Studies

## LICENSES & CERTIFICATIONS

Certified Independent Professional Municipal Advisor  
Series 50 License: Municipal Advisor Representative

## PROFESSIONAL MEMBERSHIPS

Wisconsin City/County Management Association  
American Water Works Association - Wisconsin Chapter

## EDUCATION

Bachelor of Science - Criminal Justice  
University of Wisconsin, Milwaukee  
Master of Public Administration  
University of Wisconsin, Milwaukee

## COMMUNITY INVOLVEMENT

**Sussex Jr. Chargers Baseball** - Coach/Volunteer  
**Boy Scouts of America** - Cub Scout Leaders, Pack 175  
**Local Church** - Member/Volunteer



## BRIAN ROEMER

### Municipal Advisor

Brian began his career at Ehlers initially as an intern and worked as a Financial Specialist before being promoted to Municipal Advisor. Before joining the firm, he worked in the financial services industry for five years. Brian is currently working towards his Master of Business Administration with a concentration in Finance at the University of Wisconsin, Milwaukee. Brian has amassed strong experience in utility rate studies, cash flow analysis and financial management planning.

☎ (262) 796-6178    ✉ [broemer@ehlers-inc.com](mailto:broemer@ehlers-inc.com)

## AREAS OF EXPERTISE

### Debt Issuance & Management

Debt Planning & Structure  
Issuance  
Paying Agent Services  
Continuing Disclosures

### Financial Management Planning

Capital Improvements Planning  
Project Feasibility Studies  
Financial Goals & Objectives Facilitation  
Project Impact Analysis  
Financial Management Plans  
Impact Fee Studies

### Economic Development & Redevelopment

Tax Increment District Creation & Amendment  
Developer Pro Forma Analysis  
Development Agreement Negotiation  
Developer Performance Evaluation  
Public Participation Process

### Special Studies

Utility Rate Study/Analysis  
Fiscal Impact Study/Analysis  
Joint Service Studies  
Merger/Consolidation Studies

## LICENSES & CERTIFICATIONS

Series 50 License: Municipal Advisor Representative

## PROFESSIONAL MEMBERSHIPS

American Water Works Association - Wisconsin Chapter

## EDUCATION

Bachelor of Science - Aeronautics, Aviation Science/Aviation Management, Minor in Air Traffic Control  
St. Louis University

## NOTABLE PROJECTS

**Village of Darien, Wisconsin** - Water rate study including an analysis to request a lower than required rate of return to alleviate the burden on ratepayers while proving fiscal sustainability and aid with water loss control plan

**Greenville, Wisconsin Fire Station** - Fire Station needed to keep up with community's growth and features a proper decontamination area so that as responders are exposed to carcinogens and blood borne pathogens, they have a proper decontamination facility

## Jeff M. Mazanec, P.E. Senior Consultant



### Education

B.S. Civil Engineering, UW-Platteville,  
Platteville, WI, 1978

### Professional Registrations

Professional Engineer: Wisconsin, Michigan

### Awards/Honors

William J. Rheinfrank Award, APWA  
Wisconsin Chapter, 2017  
Outstanding Alumni Chapter Award – UW-  
Platteville College of EMS, 2015  
John W. Curtis Chapter Service Award,  
APWA Wisconsin Chapter 2005  
Friends of the Fox 2012 Visionary Award,  
2012  
President's Award, Appleton Downtown  
Incorporated, 2003

### Presentations

Numerous presentations covering a variety  
of engineering, stormwater and  
management issues to professional  
organizations and conferences nationwide.

### Professional Affiliations

American Public Works Association, WI  
Chapter: Life Member; Past President,  
Communications Chair 2010-Present  
Fox-Wolf Watershed Alliance: Watershed  
Conference Committee 2001–Present;  
Director 2000–2007, President 2006  
Northeast Wisconsin Storm Water  
Consortium: Municipal Committee 2011-  
Present  
College of Engineering, Mathematics and  
Science Advisory Board: UW-Platteville:  
Member 1993–Present; Chair 2001-2002  
Green Bay Area Chamber of Commerce  
Public Policy Council 2003-Present  
American Society of Civil Engineers –  
Wisconsin: Member 1976–Present

Jeff has more than 42 years of consulting engineer experience serving state, county and municipal clients throughout Wisconsin and beyond. His experience includes the management of projects and programs, as well as office and regional client management responsibilities. Jeff's project experience includes municipal, water and wastewater, water resources, transportation, and solid waste and environmental engineering services from planning through design and construction phases for public and private clients. He has held key leadership positions in several private and professional organizations within the public works and engineering industry, all with a strong focus on effective communication and team collaboration.

The following transportation user fee (TUF) development projects represent Jeff's prior and ongoing local project experience with the technology or skills required for this project.

### Project Experience

**Village of Pewaukee Transportation Utility Study:** Responsible for the development of a village-wide TUF model as the basis for a pending transportation utility formation in 2021. The TUF model addresses all properties in the Village and addresses unique situations related to seasonal use properties and properties served by non-Village streets.

**Village of Winneconne TUF Study:** Project manager responsible for development of a village-wide TUF model as the basis for a pending transportation utility formation in 2021. The TUF model addresses all properties in the Village, including unique situations related to seasonal use and special use properties.

**Janesville Transportation Utility Feasibility Study:** As part of the Ehlers & Associates team, responsible for development of a city-wide TUF model to assign trips to all properties in the City of Janesville as the basis for a pending transportation utility formation in 2021.

**Clintonville Transportation Utility Feasibility Study:** As part of the Ehlers & Associates team, responsible for development of a city-wide TUF model to assign trips to all properties in the City of Janesville as the basis for a pending transportation utility formation in 2021. Includes assignment of reduction factors and mapping of utility billing accounts to properties citywide.

**Transportation Utility Formation, Village of North Fond du Lac:** Project manager for the development of a functional transportation utility in the Village. As developed, user charges applied to all developed properties in the Village would fund the entire transportation infrastructure system. The trip-generation based TUF model was based on average weekday trip generation rates published by the Institute of Transportation Engineers for each specific land use. An additional heavy truck impact cost factor was also included in the rate structure. Several public information meetings and meetings with representatives of key Village properties and businesses were held. Upon completion in 2003, the transportation utility was not implemented in favor of instead forming a stormwater utility.

**raSmith**  
CREATIVITY BEYOND ENGINEERING

## Justin Schueler, P.E.

### Project Manager



#### Education

M.S. Civil & Environmental Engineering,  
Marquette University, 2014  
B.S. Civil & Environmental Engineering,  
Marquette University, 2008

#### Professional Registrations

Professional Engineer: Wisconsin, 2013,  
#42810-6  
WisDOT SE Region Certified TIA  
Preparer

#### Professional Affiliations

Institute of Transportation Engineers  
(ITE), Affiliate Member, Section  
Meeting Planning Committee,  
Midwest District Conference Planning  
Committee, 2013 & 2017  
Marquette University, Senior Design  
Mentor, 2008 to present

#### Awards

2012 – ITE Martin Bruening Technical  
Paper Award  
2017 – ITE Wisconsin Ken Voigt Young  
Member Award

Justin has 12 years of traffic engineering experience. His primary responsibilities include operational analysis, traffic studies, access and circulation evaluation, parking evaluation, pedestrian/bicycle evaluation, and safety assessment. He has served as the project task lead on many corridor, reasonable access, and traffic studies. Justin has experience with Synchro, Sidra, and HCS traffic analysis software and is very familiar with nationally published traffic manuals including ITE's Trip Generation Manual and FHWA's Manual on Uniform Traffic Control Devices.

#### Project Experience

**Traffic Support Services, WISDOT SE Region, 2011 to 2013:** Justin worked on-site part-time at WisDOT's Southeast Region in their traffic operations section. His responsibilities included reviewing traffic impact studies submitted to WisDOT by private developers, performing traffic analysis for intersection control alternatives, analyzing work zone traffic operations, and other traffic analysis.

**Woodman's Markets Trip Study, Wisconsin/Illinois, 2016:** Justin conducted a large-scale, trip-generation study for Woodman's Markets to establish local trip rates for the unique land use. The study included data collection/processing and rate calculations at six existing stores following procedures outlined in the ITE Trip Generation Manual Handbook. Results of this study have been used successfully in subsequent Woodman's traffic impact studies.

**Transportation User Fee (TUF) Model Development, 2020:** Justin assisted in selecting and applying appropriate ITE Trip Generation Manual land uses, independent variables, and trip generation rates as part of TUF model development in the Village of Pewaukee, City of Clintonville, and City of Janesville.

#### Traffic Studies

Justin has completed traffic impact and/or trip-generation studies for hundreds of developments in Wisconsin and nationally. These studies estimate development traffic, identify potential impacts to the public roadway system, and recommend mitigation measures where needed. A selection of these studies include:

#### Traffic Impact Study

- Hendricks Commercial Development, Delafield
- Westlawn Neighborhood Redevelopment, Milwaukee
- Falls at Pike Creek Apartments, Kenosha
- Walmart Supercenter, South Milwaukee, Greenfield, Delafield, Green Bay
- Titledown Mixed-Use Development, Green Bay
- Germantown Business Park, Washington County
- Shopping mall redevelopments, various locations (WI, IL, MN, OH)

#### Trip-Generation Assessment

- Kwik Trip, Waukesha, West Bend
- U-Haul, Kenosha
- Sendiks Fresh2Go, Hales Corners
- Forest Ridge Elementary School, Oak Creek
- Portillo's Restaurants, (WI, IL, IN)
- Senior Living Facilities, (WI, TX, PA)





## Project Approach

While the factors impacting a Transportation Utility Analysis are unique, our approach to this work mirrors the process of creating a stormwater or any other utility. Ehlers and its project partners will:

- » Collaborate with the City to determine revenue needs
- » Define & quantify appropriate billable units
- » Create an equitable rate structure while defining policies & practices for implementation

We propose to complete the study as follows:

### Step 1: Project Kickoff Meeting

The project team will discuss the following with City staff:

- » Information needs & timing for receiving requested data
- » Desired project timeline including identification of all major project milestones
- » Initial thoughts on transportation utility rate methods, including fairness, defensibility, ease of administration & understanding
- » Ideation on the type & extent of costs recovered via a transportation utility
- » Costs beyond City street rehabilitation program to be recovered via the Utility
  - Debt financing vs. cash financing for program needs
- » Legality of creating a transportation utility in Wisconsin
- » Potential marketing plan for the transportation utility and consideration of briefing or education sessions with elected officials, citizen groups & other interested parties
- » Show examples of related previous work & discuss desired structure/format for final presentation

After this meeting, the project team will develop a detailed project timeline including the identification of all major milestones and project deliverables. This will be completed within a week of the meeting.

### Step 2: Information Gathering

The project team will request and gather the following information:

- » Further history on the street rehabilitation program, including actual previous year costs & current year budgeted costs
- » Actual revenues for general transportation aids from the past three years
- » Debt service schedules for actual debt issued for street rehabilitation work in previous years to be supported by the transportation utility (if applicable)
- » The City's special assessment policy and understanding of future special assessment projects for roads in the City's Capital Improvement Budget

## SECTION 4: PROJECT APPROACH

- » Past three years of historical expenses and current year budget for all transportation related operational costs within the City
- » Development of database items for transportation utility:
  - Current property tax roll for the City
  - Available information on land/property use, business name & structure sizes or dimensions

### **Step 3: Develop Revenue Requirements for the Transportation Utility**

The project team will collaborate with City staff to identify the annual costs to be recovered by the transportation utility. It is possible that multiple revenue requirements could be developed for further analysis depending on the costs the City desires to fund via the utility.

### **Step 4: Develop Alternative Rate Structures for the Feasibility Analysis**

We will identify alternative rate structures for further analysis.

- » Potential rate structures will be evaluated based on:
  - Fairness
  - Equity to all customer classes
  - Ease of administration & understanding

We will conduct a proportionality test for any potential rate structure, evaluating estimated revenues received under user charges. This will compare to revenues received under property tax collection by property classification (i.e. residential, commercial, industrial).

We anticipate that rate structures chosen for further analysis will be fully or partially based upon trip generation as the method for equitably allocating costs to different land use classes, but may also involve a fixed charge as part of the rate structure.

### **Step 5: Conduct Feasibility Analysis for Chosen Rate Structures**

Based on a preliminary review of the properties in the City of Waupun, we anticipate evaluating approximately 3,400 properties with approximately 1,900 of those being residential with the remaining non-residential. For current use characteristics and assigning their respective TRIP generation rates to populate a functional user fee model. For the rate structures selected for further analysis, we will then complete a feasibility analysis to show the preliminary user rates (based on the defined revenue requirements for the utility) and how those rates would apply to sample City residential and non-residential properties.

The feasibility analysis will also include a comparison of what sample customers would pay for transportation related services under property taxes versus the utility, as well as a proportionality test showing the distribution of payment between customer classes under property taxes versus the utility.



### Step 6: Implementation & Administration Analysis

Our project team will develop recommendations and a tentative timeline for implementation of the utility. They will include suggested items for the ordinance governing the utility, billing practices, potential credit policies and other issues the City may consider with utility implementation.

### Step 7: Study Report & Project Deliverables

The project team will create a final report that includes:

- » A PowerPoint presentation to the City Council with a summary of the study methodology and results
- » Identification of the revenue requirements for the utility & rate methodologies identified for analysis
- » Analysis showing development of the customer database, trip generation methods (if a chosen method) & detailed user rate calculations
- » Development of preliminary user rates within each scenario for sample customers
- » All supporting data & analysis

## Proposed Project Schedule

Task	Start Date	End Date
Project Kick-Off Meeting	Week of 4/1/21	
Information Gathering	4/1/21	4/5/21
Revenue Requirement Development	4/8/21	4/19/21
Feasibility Analysis Model Development	4/22/21	5/26/21
Rate Structure & Feasibility Analysis	5/22/21	6/9/21
Implementation & Administration Analysis	6/12/21	6/16/21
Study Report Delivery	6/12/21	6/23/21
City Council Meeting	6/26/21	6/26/21

## Background & Organization

### BUILDING COMMUNITIES. IT'S WHAT WE DO.

Ehlers helps public sector clients build outstanding places to live, work, learn and play by delivering focused, fully-integrated municipal financial advisory services. We build strong, long-lasting client relationships - working directly and collaboratively with your staff - to complete projects and drive initiatives forward. We leverage decades of industry experience, deep market and community knowledge, and our unique team-based approach to successfully guide clients through all facets of public finance.

#### Our primary services include:

- » Financial Management Planning
- » Economic Development & Redevelopment
- » Arbitrage Consulting
- » Paying Agent Services
- » Debt Planning & Issuance
- » Investments & Treasury Management
- » Continuing Disclosure

**Founded in Minnesota in 1955**, Ehlers consists of more than 85 advisors, financial specialists, analysts and client support staff. We are an S-Corporation, 100% employee-owned by all staff members with at least one year of service. Specific to the City's needs, we are staffed and certified as follows:

<b>37</b>	<b>Advisors &amp; Financial Specialists</b> (28 registered MAs)	<b>5</b>	<b>Bond Marketing &amp; Sales Specialists</b>
<b>4</b>	<b>Senior Financial Analysts</b> (4 registered MAs)	<b>3</b>	<b>Senior Arbitrage Consultants</b>
<b>10</b>	<b>Senior Public &amp; Public Finance Analysts</b>	<b>4</b>	<b>Registered Investment Advisors</b>

Our firm and each of its municipal advisors are registered with the Securities and Exchange Commission and the Municipal Securities Rulemaking Board, meet all professional testing standards as well as continuing education requirements. **Our registration credentials are located on the cover page of this proposal.**

Ehlers' advisors assigned to this prospective engagement have over 20 years' combined advisory and public sector experience, with a strong focus on Utility Rate Studies.

**Today, Ehlers serves more than 1,500 public sector clients across five states. We do not represent developers, investors, broker-dealers or any private sector clientele.**

## Corporate Overview

raSmith is a multi-disciplinary consulting firm comprising civil engineers, structural engineers, land surveyors, development managers, landscape architects and ecologists.

Our services are focused on our public and private sector clients' needs in design and construction including land development, site planning and design, structural engineering, municipal engineering, transportation and

traffic, surveying, construction services and geographic information systems (GIS). We work on projects nationwide from our seven locations in Wisconsin, Illinois and California.

raSmith was founded in 1978 by the current owner and CEO, Richard A. Smith, M.S., P.E. Richard A. Smith Jr., P.E., (Ricky) leads the firm as president. The firm employs a staff of 210.



## Office Locations

### Brookfield, Wisconsin

16745 West Bluemound Road  
Brookfield, WI 53005-5938  
(262) 781-1000

### Milwaukee, Wisconsin

221 South 2nd Street, Suite 100  
Milwaukee, WI 53204-1412  
(262) 781-1000

### Appleton, Wisconsin

100 West Lawrence Street, Suite 412  
Appleton, WI 54911-5754  
(920) 731-3499

### Madison, Wisconsin

4001 Felland Road, Suite 108  
Madison, WI 53718-6459  
(608) 467-3034

### Cedarburg, Wisconsin

W62 N588 Washington Avenue, Suite 201  
Cedarburg, WI 53012-2074  
(262) 781-1000

### Naperville (Chicago), Illinois

1245 East Diehl Road, Suite 102  
Naperville, IL 60563-4816  
(630) 405-5722

### Irvine, California

8911 Research Drive  
Irvine, CA 92618-4237  
(949) 872-2378





February 23, 2021

Jeff Daane  
Director of Public Works  
City of Waupun  
201 E Main Street  
Waupun, WI 53963

**Re: Proposed Fees to Provide a Transportation Utility Fee & Street Funding Analysis**

Dear Mr. Daane,

Thank you for considering Ehlers and its sub-consultant raSmith to serve as your advisors in conducting a Transportation Utility Fee and Street Funding Analysis for the City of Waupun. We appreciate this opportunity.

**Ehlers' proposed fee for this service shall not exceed \$20,500.** This fee includes any and all reimbursable expenses incurred by Ehlers or raSmith in conjunction with the project.

Our project team is available to commence work with the City on April 1, 2021. Based on the schedule presented on page 16 of our proposal, we anticipate a 12-week project timeframe, with delivery of the final report slated for late June.

If you have any questions, please don't hesitate to reach out to us using the contact information provided below.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Jon P. Cameron'.

**Jon Cameron, CIPMA**  
Senior Municipal Advisor  
jcameron@ehlers-inc.com  
262-796-6179

A handwritten signature in blue ink, appearing to read 'Brian Roemer'.

**Brian Roemer**  
Municipal Advisor  
broemer@ehlers-inc.com  
262-796-6178

