



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

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Common Council will meet virtually at **6:00pm on Tuesday, February 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/82392362339?pwd=cUF0OFk2MIFZV0w1UnkwS3A2SEM0UT09>

Meeting ID: 823 9236 2339

Passcode: 242851

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

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

1. Allen J. Buechel, Fond Du Lac County Executive
2. Michael C. Beer, Fond Du Lac County Supervisor District 6

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.

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

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

- [4.](#) Zoning 10-05-20
- [5.](#) Community Development Authority 10-20-20
- [6.](#) Business Improvement District 12-09-20
- [7.](#) Economic Development Committee 12-15-20
- [8.](#) Plan Commission 12-16-20
- [9.](#) Plan Commission 12-21-20
- [10.](#) Utility Commission 1-11-21
- [11.](#) Common Council 1-12-21
- [12.](#) Economic Development Committee 1-12-21
- [13.](#) Library Board 1-18-21
- [14.](#) Special Common Council 1-26-21
- [15.](#) Police and Fire Commission 2-3-21

DEPARTMENT REPORTS

- [16.](#) Library
- [17.](#) Police
- [18.](#) Building Inspector

- [19.](#) Fire Department
- [20.](#) Public Works
- [21.](#) Recreation
- [22.](#) Utilities

RESOLUTIONS AND ORDINANCES:

- [23.](#) Resolution to Terminate TID 1
- [24.](#) Resolution Authorizing 2020 Budget Amendments in a Series of Funds
- [25.](#) Resolution Approving the Carry Forward of Unexpended 2020 Appropriations
- [26.](#) Resolution Approving Assignment of General Fund Balances in Accordance with Governmental Accounting Standards

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

- 27. Consideration for High School Fire Intern position for the Waupun Fire Department
- [28.](#) Consideration for High School Fire Intern Job Description

CONSIDERATION - ACTION

- [29.](#) 2021 Public Works Equipment Rates *(Motion)*
- [30.](#) 2020 City of Waupun Housing Fee Report *(Discussion)*
- [31.](#) COVID-19 Plan and Employment Policies Updated 2.09.2021 *(Motion)*

ADJOURN TO CLOSED SESSION

The Waupun Common Council will adjourn in closed session under Section 19.85 (1) (g) of the WI Statutes for:
(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

32. Confer with Legal Counsel on Ambulance Services

RECONVENE TO OPEN SESSION

The Waupun Common Council will reconvene in open session under Section 19.85(2) of the WI Statutes.

ACTION FROM CLOSED SESSION

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.



AGENDA SUMMARY SHEET

MEETING DATE: 02-09-21

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, February 23, 2021	Committee of the Whole	5:30pm
Tuesday, March 9, 2021	Common Council	6:00pm
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:

Miranda Fergelic, Kevin Homan, Dean Kreuziger, Robert Wuesthoff

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.Type = "Calculated","Manual"

Check Issue Date	Check Number	Payee	Amount	
01/26/2021	16	CREXENDO	495.22	
01/26/2021	17	FAITH TECH, INC.	1,760.17	
01/28/2021	101420	FOND DU LAC COUNTY CLERK OF C	1,051.50	M
01/28/2021	101499	WAUPUN UTILITIES	7,240.72	M
01/28/2021	101500	FOND DU LAC COUNTY CLERK OF C	387.25	M
01/28/2021	101501	BOYER, ANTHONY	636.30	M
02/04/2021	101503	ACS RBHS LLC	10,000.00	
02/04/2021	101504	ALLIANT ENERGY/WP&L	5,667.75	
02/04/2021	101505	ALLIED 100	171.00	
02/04/2021	101506	ANIXTER INC	674.15	
02/04/2021	101507	ASSOCIATED APPRAISAL CONSULTA	2,467.66	
02/04/2021	101508	BATTERIES PLUS LLC	87.72	
02/04/2021	101509	BEAR GRAPHICS, INC.	393.95	
02/04/2021	101510	CAPITAL NEWSPAPERS	21.49	
02/04/2021	101511	CASPERS TRUCK EQUIPMENT	642.61	
02/04/2021	101512	CARTRIDGE WORLD	118.00	
02/04/2021	101513	CEDAR CORPORATION	5,700.25	
02/04/2021	101514	CEDARQUIST, ANNIE	60.85	
02/04/2021	101515	CHARTER COMMUNICATIONS	124.98	
02/04/2021	101516	CRONIN, CAROL	40.00	
02/04/2021	101517	CELLEBRITE INC	3,700.00	
02/04/2021	101518	DICKHUT, ZAK	40.00	
02/04/2021	101519	DODGE COUNTY TREASURER	2,890.86	
02/04/2021	101520	ENVIRONMENTAL SYSTEMS RESEAR	8,300.00	
02/04/2021	101521	FAIR MANUFACTURING INC.	1,339.45	
02/04/2021	101522	MARTENS ACE HARDWARE	763.07	
02/04/2021	101523	FLEETPRIDE	108.22	
02/04/2021	101524	FOND DU LAC COUNTY	337.08	
02/04/2021	101525	FOND DU LAC COUNTY TREASURER	435,411.38	
02/04/2021	101526	GAPPA SECURITY SOLUTIONS LLC	235.00	
02/04/2021	101527	GRAND VALLEY INSPECTION SERVIC	3,361.44	
02/04/2021	101528	GUNDERSON, INC.	112.61	
02/04/2021	101529	H & R SAFETY SOLUTIONS LLC	366.00	
02/04/2021	101530	HOMAN AUTO -GATEWAY	92.23	
02/04/2021	101531	HORICON BANK	100,000.00	
02/04/2021	101532	HULL, ANGELA J	22.40	
02/04/2021	101533	INTERNATIONAL ASSOC OF CHIEFS O	190.00	
02/04/2021	101534	KEARNS, NICK	90.62	
02/04/2021	101535	KWIK TRIP STORES	4,780.10	
02/04/2021	101536	LEE RECREATION LLC	1,550.00	
02/04/2021	101537	LUECK, FRED	20.00	
02/04/2021	101538	MORaine PARK TECHNICAL COLLEG	94,835.97	
02/04/2021	101539	NAPA AUTO PARTS-WAUPUN	176.22	
02/04/2021	101540	NICKEL, JULIE	40.00	
02/04/2021	101541	NORTHERN LIGHTS DISPLAY	234.37	
02/04/2021	101542	OSHKOSH OFFICE SYSTEMS	453.13	
02/04/2021	101543	PERKINS OIL	1,037.55	
02/04/2021	101544	PETERSEN, JENNIFER	79.52	
02/04/2021	101545	PETTY CASH-CITY HALL	66.00	

Check Issue Date	Check Number	Payee	Amount
02/04/2021	101546	PETTY CASH-POLICE DEPT.	15.41
02/04/2021	101547	RENNERTS	28.57
02/04/2021	101548	RHODES, TARA	40.00
02/04/2021	101549	SCHNEIDER, RYAN	262.78
02/04/2021	101550	SCHOOL DISTRICT OF WAUPUN	1,340,755.23
02/04/2021	101551	STICKS AND STONES	120.00
02/04/2021	101552	THURMER, MIKE	40.00
02/04/2021	101553	TRACTOR SUPPLY CREDIT PLAN	16.47
02/04/2021	101554	TRU CLEANERS LLC	4,882.81
02/04/2021	101555	US CELLULAR	1,245.83
02/04/2021	101556	VANDE ZANDE & KAUFMAN, LLP	3,210.00
02/04/2021	101557	VON BRIESEN & ROPER, S.C.	2,793.00
02/04/2021	101558	WAUPUN AREA ANIMAL SHELTER, INC	1,000.00
02/04/2021	101559	WELLS FARGO PAYMENT REMITT.	1,028.47
02/04/2021	101560	WERNER ELECTRIC SUPPLY	350.01
02/04/2021	101561	WI DEPT OF JUSTICE	56.00
02/04/2021	101562	WI DEPART OF JUSTICE	358.50
02/04/2021	101563	WI SOCIETY OF EMERGENCY SERVIC	30.00
02/04/2021	101564	INSIGHT FS	401.80
02/04/2021	101565	TOP PACK DEFENSE LLC	336.49
02/04/2021	101566	MARCO TECHNOLOGIES LLC	244.86
02/04/2021	101567	BETT, JOHN	40.00
Grand Totals:			2,055,631.02

Report Criteria:

Report type: Summary

Check.Type = "Calculated", "Manual"

Report Criteria:

[Report], Invoice Date = 01/26/2021, 01/28/2021, 02/04/2021

Invoice	Description	Invoice Date	Total Cost	GL Account
449 ACS RBHS LLC				
2-4-21	Incentive Pmt 1 per DA term 6a - 305,309 Harris	02/04/2021	10,000.00	418-70-5436-8-00
Total 449 ACS RBHS LLC:			10,000.00	
1174 ALLIANT ENERGY/WP&L				
5374620000-JAN21	Aquatic Center - Jan 2021	02/04/2021	128.95	100-20-5523-3-32
5946940000-JAN21	Police Dept - monthly fuel charges - Jan 2021	02/04/2021	574.04	100-40-5211-3-32
5946940000-JAN21	Fire Dept - monthly fuel charges - Jan 2021	02/04/2021	322.89	100-50-5231-3-32
2831330000-JAN21	community center monthly fuel - hockey portion - Jan 202	02/04/2021	541.16	100-70-5410-3-32
2831330000-JAN21	community center monthly fuel - school portion - Jan 202	02/04/2021	676.45	100-70-5410-3-32
2831330000-JAN21	community center monthly fuel-City portion - Jan 2021	02/04/2021	135.28	100-70-5410-3-32
1780510000-JAN21	CITY HALL monthly fuel charges - Jan 2021	02/04/2021	1,511.53	100-70-5410-3-32
3264610000-JAN21	Garage monthly fuel - Jan 2021	02/04/2021	1,777.45	100-70-5412-3-32
Total 1174 ALLIANT ENERGY/WP&L:			5,667.75	
1175 ALLIED 100				
1839455	Adult/Pediatric Defibrillation Electrodes	02/04/2021	171.00	100-40-5212-3-38
Total 1175 ALLIED 100:			171.00	
1328 ANIXTER INC				
115862497	Safety building - computer system wiring	02/04/2021	674.15	100-70-5410-3-36
Total 1328 ANIXTER INC:			674.15	
1787 ASSOCIATED APPRAISAL CONSULTAN				
152723	Monthly services - Feb 2021	02/04/2021	2,467.66	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			2,467.66	
4078 BATTERIES PLUS LLC				
P36259618	Batteries for faucets & dispensers	02/04/2021	87.72	100-70-5410-3-36
Total 4078 BATTERIES PLUS LLC:			87.72	
5009 BEAR GRAPHICS, INC.				
0864537	laser checks	02/04/2021	393.95	100-10-5141-3-38
Total 5009 BEAR GRAPHICS, INC.:			393.95	
5900 BOYER, ANTHONY				
1-28-21	Tax Payment Refund	01/28/2021	636.30	202-12100
Total 5900 BOYER, ANTHONY:			636.30	
7058 CAPITAL NEWSPAPERS				
31882	Notice - public hearing	02/04/2021	21.49	100-10-5110-3-35
Total 7058 CAPITAL NEWSPAPERS:			21.49	
7070 CASPERS TRUCK EQUIPMENT				
0047508-IN	hydraulic motor gear- repair leaking motor	02/04/2021	642.61	700-10-5192-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 7070 CASPERS TRUCK EQUIPMENT:			642.61	
7075 CARTRIDGE WORLD				
81956	Cartridges	02/04/2021	118.00	100-40-5211-3-38
Total 7075 CARTRIDGE WORLD:			118.00	
8046 CEDAR CORPORATION				
106158	City Hall - Energy Analysis & Grant App	02/04/2021	5,700.25	400-70-5420-8-00
Total 8046 CEDAR CORPORATION:			5,700.25	
8049 CEDARQUIST, ANNIE				
2-4-21	clothing allowance	02/04/2021	31.07	100-12634
2-4-21	clothing allowance	02/04/2021	29.78	100-12634
Total 8049 CEDARQUIST, ANNIE:			60.85	
10048 CHARTER COMMUNICATIONS				
13430-JAN21	city hall - internet	02/04/2021	124.98	100-10-5197-3-31
Total 10048 CHARTER COMMUNICATIONS:			124.98	
10651 CREXENDO				
2031111468	City Hall Phone Charges - Jan 2021	01/26/2021	365.05	100-10-5197-3-31
2031111468	Senior Center Phone Charges - Jan 2021	01/26/2021	26.08	100-20-5513-3-31
2031111468	Garage Phone Charges - Jan 2021	01/26/2021	104.09	100-70-5412-3-31
Total 10651 CREXENDO:			495.22	
10715 CRONIN, CAROL				
2-4-21	2-3-21 Perdiem- Police & Fire Commission	02/04/2021	40.00	100-10-5210-3-38
Total 10715 CRONIN, CAROL:			40.00	
10726 CELLEBRITE INC				
INVUS226061	50% of 2021 Cellebrite Subscription - Ripon PD	02/04/2021	1,850.00	100-13850
INVUS226061	50% of 2021 Cellebrite Subscription - Waupun PD	02/04/2021	1,850.00	100-40-5211-3-38
Total 10726 CELLEBRITE INC:			3,700.00	
11293 DICKHUT, ZAK				
2-4-21	2-3-21 Police & Fire Commission meeting	02/04/2021	40.00	100-10-5210-3-38
Total 11293 DICKHUT, ZAK:			40.00	
12000 DODGE COUNTY TREASURER				
2-4-21	Heritage Ridge Land Conversion charge	02/04/2021	2,890.86	407-21100
Total 12000 DODGE COUNTY TREASURER:			2,890.86	
12610 ENVIRONMENTAL SYSTEMS RESEARCH				
93975501	ArcGIS Online Viewer - 3 of 8 licenses	02/04/2021	300.00	100-13850
93975501	ArcGIS Online Creator - 8 of 12 licenses	02/04/2021	4,000.00	100-13850
93975501	ArcGIS Desktop	02/04/2021	1,500.00	100-70-5420-3-38
93975501	ArcGIS Online Viewer - 5 of 8 licenses	02/04/2021	500.00	100-70-5420-3-38
93975501	ArcGIS Online Creator - 4 of 12 licenses	02/04/2021	2,000.00	100-70-5420-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 12610 ENVIRONMENTAL SYSTEMS RESEARCH:			8,300.00	
12675 FAIR MANUFACTURING INC.				
5824	replace cutting edge on snowblower - parts	02/04/2021	1,339.45	100-70-5435-3-36
Total 12675 FAIR MANUFACTURING INC.:			1,339.45	
12676 FAITH TECH, INC.				
JAN2021	energy efficiency ACH pmt 16 of 60	01/26/2021	1,760.17	300-10-5935-6-00
Total 12676 FAITH TECH, INC.:			1,760.17	
12700 MARTENS ACE HARDWARE				
JAN2021	charger	02/04/2021	9.99	100-40-5211-3-38
JAN2021	UPS Postage charge - FD	02/04/2021	19.40	100-50-5231-3-30
JAN2021	cords for city hall	02/04/2021	85.94	100-70-5410-3-36
JAN2021	data jacks for safety building	02/04/2021	29.75	100-70-5410-3-36
JAN2021	kickdown door holder	02/04/2021	7.99	100-70-5410-3-36
JAN2021	wallplate/jacks	02/04/2021	7.58	100-70-5410-3-36
JAN2021	cable/door stop	02/04/2021	24.58	100-70-5410-3-36
JAN2021	filler putty	02/04/2021	4.59	100-70-5410-3-36
JAN2021	threshold for door at city hall - copy room	02/04/2021	26.99	100-70-5410-3-36
JAN2021	batteries	02/04/2021	31.98	100-70-5410-3-36
JAN2021	car wash/cleaner/cleaning wipes	02/04/2021	53.54	100-70-5411-3-36
JAN2021	antifreeze	02/04/2021	15.96	100-70-5411-3-36
JAN2021	tubing/bobber/adaptor/fasteners - brine tank	02/04/2021	43.85	100-70-5411-3-36
JAN2021	strap/elbow insert/clamp hose - salt bring tank	02/04/2021	19.08	100-70-5411-3-36
JAN2021	tank sprayer	02/04/2021	39.99	100-70-5411-3-36
JAN2021	armor all/wash & wax/car fresheners	02/04/2021	39.75	100-70-5411-3-36
JAN2021	hose/fasteners/door stop	02/04/2021	85.27	100-70-5411-3-36
JAN2021	fasteners	02/04/2021	8.46	100-70-5411-3-36
JAN2021	hardware	02/04/2021	3.49	100-70-5411-3-36
JAN2021	oscillating tool	02/04/2021	79.99	100-70-5411-3-38
JAN2021	skip link chain/super chisel/file/stihl bar & chain	02/04/2021	124.90	100-70-5443-3-38
Total 12700 MARTENS ACE HARDWARE:			763.07	
13354 FLEETPRIDE				
67677363	pressure protection valve/center bearing	02/04/2021	108.22	100-70-5411-3-36
Total 13354 FLEETPRIDE:			108.22	
13495 FOND DU LAC COUNTY				
20610915	bridge inspection 2020	02/04/2021	337.08	100-70-5420-3-36
Total 13495 FOND DU LAC COUNTY:			337.08	
13497 FOND DU LAC COUNTY CLERK OF COURTS				
1-28-21	Paid Warrant - Hoekstra - city rcvd pmt 01/2021	01/28/2021	387.25	100-46-4624-0-00
1-28-21/2	Bond for Maldonado - city rcvd pmt 01/2021	01/28/2021	1,051.50	100-46-4624-0-00
Total 13497 FOND DU LAC COUNTY CLERK OF COURTS:			1,438.75	
13700 FOND DU LAC COUNTY TREASURER				
2-4-21	February Tax Settlement - 2020	02/04/2021	435,411.38	202-24310

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 13700 FOND DU LAC COUNTY TREASURER:			435,411.38	
14275 GAPPA SECURITY SOLUTIONS LLC				
22599	Tech replaced latch on door @ McCune/deadlatch	02/04/2021	135.00	100-20-5525-3-36
22533	Tech troubleshoot inside vestibule door - PD	02/04/2021	100.00	100-40-5211-3-38
Total 14275 GAPPA SECURITY SOLUTIONS LLC:			235.00	
14698 GRAND VALLEY INSPECTION SERVICES				
2021-29	Building Insp/Zoning Admin for Jan 2021	02/04/2021	3,361.44	230-30-5241-3-38
Total 14698 GRAND VALLEY INSPECTION SERVICES:			3,361.44	
15075 GUNDERSON, INC.				
954254	CITY HALL rugs - Jan 2021	02/04/2021	65.45	100-70-5410-3-38
954333	Uniform/charges - Jan 2021	02/04/2021	19.13	100-70-5411-3-38
954332	Garage supplies - Jan 2021	02/04/2021	28.03	100-70-5411-3-38
Total 15075 GUNDERSON, INC.:			112.61	
15297 H & R SAFETY SOLUTIONS LLC				
5716	gloves/marketing paint	02/04/2021	366.00	100-70-5412-3-38
Total 15297 H & R SAFETY SOLUTIONS LLC:			366.00	
15950 HOMAN AUTO -GATEWAY				
1015023	lamp - replace tail light	02/04/2021	152.00	100-70-5411-3-36
1014685	credit - panel	02/04/2021	59.77-	100-70-5411-3-36
Total 15950 HOMAN AUTO -GATEWAY:			92.23	
16015 HORICON BANK				
2-4-21	Reimbursement Pmt 1 per DA terms 5,6(b) - 305,309,401	02/04/2021	100,000.00	418-70-5436-8-00
Total 16015 HORICON BANK:			100,000.00	
16069 HULL, ANGELA J				
2-4-21	Mileage - FDL Cty - p/u absentee ballots for 2-16-21 electi	02/04/2021	22.40	100-10-5142-3-37
Total 16069 HULL, ANGELA J:			22.40	
16419 INTERNATIONAL ASSOC OF CHIEFS OF POLICE				
2-4-21	Dues 1/1/21 - 12/31/21	02/04/2021	190.00	100-40-5211-3-34
Total 16419 INTERNATIONAL ASSOC OF CHIEFS OF POLICE:			190.00	
16939 KEARNS, NICK				
2-4-21	Reimburse meals - Police Academy 1/18/21 thru 1/22/21	02/04/2021	55.38	100-40-5212-3-38
2-4-21/2	Reimburse meals - Police Academy 1/25/21 thru 1/29/21	02/04/2021	35.24	100-40-5212-3-38
Total 16939 KEARNS, NICK:			90.62	
17175 KWIK TRIP STORES				
FD-JAN2021	Fire dept monthly fuel - Jan 2021	02/04/2021	142.75	100-50-5232-3-38
DPW-JAN2021	DPW monthly fuel purchases - Jan 2021	02/04/2021	4,637.35	100-70-5411-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 17175 KWIK TRIP STORES:			4,780.10	
17410 LEE RECREATION LLC				
13236-21	Bench/Plaque in Memory of Robert Bentley	02/04/2021	1,550.00	220-20-5520-3-38
Total 17410 LEE RECREATION LLC:			1,550.00	
17900 LUECK, FRED				
2-4-21	Plan Commission Minutes - Jan 2021	02/04/2021	20.00	100-80-5632-1-10
Total 17900 LUECK, FRED:			20.00	
19450 MORaine PARK TECHNICAL COLLEGE				
2-4-21	February Settlement 2020 - Dodge	02/04/2021	47,984.06	202-24620
2-4-21	February Settlement 2020 - FDL	02/04/2021	46,851.91	202-24620
Total 19450 MORaine PARK TECHNICAL COLLEGE:			94,835.97	
19802 NAPA AUTO PARTS-WAUPUN				
298542	air filter - PD	02/04/2021	16.99	100-40-5212-3-36
299831	oil filter/air filter - PD	02/04/2021	38.27	100-40-5212-3-36
298395	batteries - FD	02/04/2021	413.98	100-70-5411-3-36
298423	credit - FD	02/04/2021	20.00-	100-70-5411-3-36
298645	air filters	02/04/2021	118.80	100-70-5411-3-36
298646	oil filter/fuel filter	02/04/2021	29.96	100-70-5411-3-36
298862	fuel filter/hydraulic filter	02/04/2021	65.40	100-70-5411-3-36
298863	hydraulic filter	02/04/2021	40.40	100-70-5411-3-36
298873	fab loom-split poly	02/04/2021	24.50	100-70-5411-3-36
299170	air filters/hydraulic filters/oil filters	02/04/2021	233.41	100-70-5411-3-36
299304	shop towels	02/04/2021	105.38	100-70-5411-3-36
299438	oil drain plug gasket	02/04/2021	57.18	100-70-5411-3-36
299777	impact socket	02/04/2021	19.48	100-70-5411-3-36
299924	fuel filter	02/04/2021	18.89	100-70-5411-3-36
299925	fuel filter	02/04/2021	18.89	100-70-5411-3-36
300092	fittings	02/04/2021	4.90	100-70-5411-3-36
300309	fittings	02/04/2021	1.91	100-70-5411-3-36
300402	windshield wiper blades	02/04/2021	31.98	100-70-5411-3-36
300766	cap screw	02/04/2021	1.62	100-70-5411-3-36
298260	credit	02/04/2021	1,045.72-	100-70-5411-3-36
Total 19802 NAPA AUTO PARTS-WAUPUN:			176.22	
20480 NICKEL, JULIE				
2-4-21	Reimbursement for cell phone use - Feb 2021	02/04/2021	40.00	100-10-5131-3-31
Total 20480 NICKEL, JULIE:			40.00	
20622 NORTHERN LIGHTS DISPLAY				
21-0012	Christmas Lights repair - bulbs	02/04/2021	234.37	100-10-5534-3-38
Total 20622 NORTHERN LIGHTS DISPLAY:			234.37	
20900 OSHKOSH OFFICE SYSTEMS				
AR59489	City Hall Color Copier 6333 - contract - Jan 2021	02/04/2021	201.57	100-10-5141-3-36
AR59855	copier toner - Jen's copier	02/04/2021	251.56	100-10-5141-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 20900 OSHKOSH OFFICE SYSTEMS:			453.13	
21245 PERKINS OIL				
0108119-IN	Shell tellus/drum deposit	02/04/2021	1,037.55	100-70-5411-3-36
Total 21245 PERKINS OIL:			1,037.55	
21357 PETERSEN, JENNIFER				
2-4-21	MILEAGE - 2-4-21 - Juneau - dropped off tax payments	02/04/2021	19.04	100-10-5141-3-37
2-4-21	MILEAGE - 1-25-21 - p/u absentee ballots for 2-16-21 ele	02/04/2021	19.04	100-10-5142-3-37
2-4-21	MILEAGE - 1-25-21 - p/u election day ballots for 2-16-21	02/04/2021	19.04	100-10-5142-3-37
2-4-21	MILEAGE - 2-4-21 - picked up election day ballots for 2-1	02/04/2021	22.40	100-10-5142-3-37
Total 21357 PETERSEN, JENNIFER:			79.52	
21450 PETTY CASH-CITY HALL				
2-4-21	Refund to Elizabeth Cox - overpayment on parking ticket	02/04/2021	15.00	100-45-4511-0-00
2-4-21	Gift Cert from Chamber - Senior Center purchase	02/04/2021	50.00	220-54-5460-3-38
2-4-21	Harris Creek Perm Easment	02/04/2021	1.00	700-10-5192-3-38
Total 21450 PETTY CASH-CITY HALL:			66.00	
21550 PETTY CASH-POLICE DEPT.				
2-4-21	Postage - PD	02/04/2021	7.40	100-40-5211-3-33
2-4-21	Postage - PD	02/04/2021	5.90	100-40-5211-3-33
2-4-21	Walgreens - card - PD	02/04/2021	2.11	100-40-5211-3-38
Total 21550 PETTY CASH-POLICE DEPT.:			15.41	
22750 RENNERTS				
43143	connector for plug in on truck	02/04/2021	28.57	100-50-5232-3-36
Total 22750 RENNERTS:			28.57	
22940 RHODES, TARA				
2-4-21	2-3-21 Police & Fire Comm per diem	02/04/2021	40.00	100-10-5210-3-38
Total 22940 RHODES, TARA:			40.00	
23274 SCHNEIDER, RYAN				
2-4-21/2	Clothing allowance	02/04/2021	105.48	100-12634
2-4-21/3	Clothing allowance	02/04/2021	66.30	100-12634
2-4-21	Meal reimbursement - K9 training	02/04/2021	91.00	410-48-4861-0-00
Total 23274 SCHNEIDER, RYAN:			262.78	
23300 SCHOOL DISTRICT OF WAUPUN				
2-4-21	2020 February settlement - Dodge	02/04/2021	678,380.76	202-24610
2-4-21	2020 February settlement - FDL	02/04/2021	662,374.47	202-24610
Total 23300 SCHOOL DISTRICT OF WAUPUN:			1,340,755.23	
24350 STICKS AND STONES				
11927	snow removal - sidewalk in front of vacant lot between Ta	02/04/2021	40.00	100-70-5435-3-36
11945	snow removal 2021	02/04/2021	80.00	100-70-5435-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 24350 STICKS AND STONES:			120.00	
25027 THURMER, MIKE				
2-4-21	2-3-21 Police & Fire Commission per diem	02/04/2021	40.00	100-10-5210-3-38
Total 25027 THURMER, MIKE:			40.00	
25249 TRACTOR SUPPLY CREDIT PLAN				
100060319	bushings/coupler - brine tank	02/04/2021	16.47	100-70-5411-3-36
Total 25249 TRACTOR SUPPLY CREDIT PLAN:			16.47	
25450 TRU CLEANERS LLC				
CW010121	cleaning service for City of Waupun - for Jan 2021	02/04/2021	4,052.81	100-70-5410-3-38
CW010121-A	additional cleaning service due to Covid-19 - for Jan 2021	02/04/2021	830.00	100-70-5410-3-38
Total 25450 TRU CLEANERS LLC:			4,882.81	
25760 US CELLULAR				
0417624898	Clerk cell phone - Jan 2021	02/04/2021	57.37	100-10-5141-3-31
0417624898	Economic Developer/Administrator cell phone - Jan 2021	02/04/2021	36.84	100-10-5191-3-31
0417624898	Kast Hotspot #190 - Jan 2021	02/04/2021	40.61	100-10-5197-3-31
0417624898	cellular backup - Jan 2021	02/04/2021	9.85	100-10-5197-3-31
0417624898	Recreation cell phone - Jan 2021	02/04/2021	76.14	100-20-5513-3-31
0417750842	POLICE DEPT monthly cell phone charges - Jan 2021	02/04/2021	777.68	100-40-5211-3-31
0417624898	FIRE DEPT monthly cell phone charges - Jan 2021	02/04/2021	133.38	100-50-5231-3-31
0417624898	DPW Director/Foreman monthly cell phone - Jan 2021	02/04/2021	79.86	100-70-5420-3-31
0417624898	Library monthly cell - Jan 2021	02/04/2021	34.10	210-60-5511-3-31
Total 25760 US CELLULAR:			1,245.83	
26042 VANDE ZANDE & KAUFMAN, LLP				
12287	Traffic monthly attorney fees - Jan 2021	02/04/2021	270.00	100-10-5161-3-38
JAN2021	monthly City Attorney Fees - Jan 2021	02/04/2021	2,940.00	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			3,210.00	
26465 VON BRIESEN & ROPER, S.C.				
343954	Campbell Litigation 2020	02/04/2021	2,793.00	100-10-5143-3-38
Total 26465 VON BRIESEN & ROPER, S.C.:			2,793.00	
26790 WAUPUN AREA ANIMAL SHELTER, INC				
FEB2021	Monthly Contract - Feb 2021	02/04/2021	1,000.00	100-40-5343-3-38
Total 26790 WAUPUN AREA ANIMAL SHELTER, INC:			1,000.00	
27450 WAUPUN UTILITIES				
1-28-21	2019 CVMIC Workers Comp Dividend Allocation	01/28/2021	7,240.72	100-10-5196-3-38
Total 27450 WAUPUN UTILITIES:			7,240.72	
27935 WELLS FARGO PAYMENT REMITT.				
SCOTT-JAN21	Staples - office supplies - PD	02/04/2021	65.83	100-40-5211-3-30
SCOTT-JAN21	Amazon - first aid supplies/coin envelopes - PD	02/04/2021	53.00	100-40-5211-3-30
SCOTT-JAN21	FBINAA National Dues - PD - Loudon	02/04/2021	110.00	100-40-5211-3-34
SCOTT-JAN21	WI Law Enforcement Officer's Assoc membership - Loude	02/04/2021	20.00	100-40-5211-3-34

Invoice	Description	Invoice Date	Total Cost	GL Account
JEREMY-JAN21	FBINAA National Dues - PD - Rasch	02/04/2021	110.00	100-40-5211-3-34
SCOTT-JAN21	Microsoft Online Services - PD	02/04/2021	184.00	100-40-5211-3-38
SCOTT-JAN21	Jimmy Johns - PD	02/04/2021	15.03	100-40-5211-3-38
SCOTT-JAN21	Unity Manuf - wedge for spotlight - PD	02/04/2021	21.61	100-40-5212-3-36
JEREMY-JAN21	NWTC Corp Training - PD	02/04/2021	275.00	100-40-5215-3-37
JEREMY-JAN21	WAI Virtual Conf - Sullivan - PD	02/04/2021	25.00	100-40-5215-3-37
JEREMY-JAN21	Police Records & Information Management Group - Gree	02/04/2021	149.00	100-40-5215-3-37
Total 27935 WELLS FARGO PAYMENT REMITT.:			1,028.47	
27948 WERNER ELECTRIC SUPPLY				
S6365505.001	light bulbs - senior center & city garage	02/04/2021	350.01	100-70-5410-3-36
Total 27948 WERNER ELECTRIC SUPPLY:			350.01	
28600 WI DEPT OF JUSTICE				
G3369-JAN21	G3369 - background checks - Jan 2021	02/04/2021	56.00	100-40-5213-3-38
Total 28600 WI DEPT OF JUSTICE:			56.00	
28650 WI DEPART OF JUSTICE				
455TIME-0000009875	Time System-quarterly billing	02/04/2021	358.50	100-40-5213-3-38
Total 28650 WI DEPART OF JUSTICE:			358.50	
29497 WI SOCIETY OF EMERGENCY SERVICES INSTRUC				
2-4-21	2021 membership dues - Beer	02/04/2021	30.00	100-50-5234-3-34
Total 29497 WI SOCIETY OF EMERGENCY SERVICES INSTRUC:			30.00	
300032 INSIGHT FS				
220001022	salt for buildings	02/04/2021	401.80	100-70-5435-3-36
Total 300032 INSIGHT FS:			401.80	
300187 TOP PACK DEFENSE LLC				
5554	clothing allowance - Halverson	02/04/2021	336.49	100-12634
Total 300187 TOP PACK DEFENSE LLC:			336.49	
300188 MARCO TECHNOLOGIES LLC				
71236218	KONMIN/BHC308 - contract	02/04/2021	244.86	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			244.86	
300205 BETT, JOHN				
2-4-21	2-3-21 Per Diem - Police & Fire Commission	02/04/2021	40.00	100-10-5210-3-38
Total 300205 BETT, JOHN:			40.00	
Grand Totals:			2,055,631.02	

GL Period	Amount
02/21	2,044,059.86
01/21	11,571.16
Grand Totals:	<u>2,055,631.02</u>

Vendor number hash: 2962410
Vendor number hash - split: 3935005
Total number of invoices: 108
Total number of transactions: 164

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	2,055,631.02	.00	2,055,631.02
Grand Totals:	<u>2,055,631.02</u>	<u>.00</u>	<u>2,055,631.02</u>

Report Criteria:

[Report].Invoice Date = 01/26/2021,01/28/2021,02/04/2021



MINUTES
CITY OF WAUPUN ZONING BOARD OF APPEALS
Waupun City Hall – 201 E. Main Street, Waupun WI
Monday, October 5, 2020 at 4:30 PM

CALL TO ORDER

Kathy Schlieve, Administrator called the Virtual Zoning Board of Appeals meeting at 4:33 p.m via Zoom.

ROLL CALL

Members present: Mark Nickel, Patricia Beyer, Pete Kaczmarski, Dylan Weber.

Absent: Chairman Frank Mesa and Derek Minnema

Also in attendance were Susan Leahy, Zoning Administrator, Kathy Schlieve, Administrator, and Shirley Williams

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

No persons appeared.

CONSIDERATION - ACTION

1. Motion by Nickel, second by Weber to appoint Kaczmarski as acting chairman.
2. Approve minutes of the May 20, 2020 meeting. Motion by Weber, second by Nickel to approve the May 20, 2020 Zoning Board of Appeals meeting minutes. Motion carried unanimously.
3. Public Hearing – Kaczmarski read request to Discuss/Approve Variance request of Shirley Williams at 920 Rock Avenue to construct a 10 foot wide deck that will encroach into the required front yard setback.
 - Shirley Williams explained the project and the reason for the deck being 10 feet wide. The current steps are crumbling and need to be replaced. She has always dreamed of having a deck out front where she can do entertaining, crafts and just to be outside. To have a table and chairs to fit and be able to move around, a 10 foot wide area is required. By adding the deck to the front it would increase the value of the home.
 - Weber asked if there were any other issues.
 - Leahy state no, but because the property is in the R1 district is must meet the 25 foot front yard setback. Any other R district there would not be an issue. She is only asking for 10-inches into the setback.
 - Kaczmarski asked why not build the deck at the rear of the house.
 - Williams stated there is no reason why it couldn't go back there but really wants the deck in the front.
 - Kaczmarski asked if there was any other questions.
 - Kaczmarski closed the hearing.
 - Weber made a motion to approve the variance as written. Nickel seconded motion.
 - 4 Ayes, 0 Nays. Motion carried unanimously.

ADJOURNMENT

Motion by Weber, seconded by Beyer to adjourn the meeting. Motion carried, meeting adjourned at 4:49 pm.

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.



MINUTES
COMMUNITY DEVELOPMENT AUTHORITY
MEETING
Virtual/Teleconference
October 20, 2020 at 8:00 AM

Committee Members Present:

Gary DeJager
Derek Drews
Mayor Julie Nickel
Jill Vanderkin
Nancy Vanderkin
Cassandra VerHage

Committee Members Absent:

Sue VandeBerg

Staff Present:

Michelle Kast (left at 8:10am) Director of Finance
Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator
Dan VandeZande (arrived at 8:06 a.m.) City Attorney

CALL TO ORDER

Mayor Nickel called the virtual and teleconference meeting of the Community Development Authority to order at 8:00 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, as presented, was made by Ms. N. Vanderkin and seconded by Ms. J. Vanderkin, passing unanimously.

2. Approval September 15, 2020 Community Development Authority Minutes

A motion to approve the September 15, 2020 minutes was made by Mr. DeJager and seconded by Mr. Drews, passing unanimously.

3. Approval of September Financial Statement

A motion to approve the September Financial Statement, balance sheet, and income statement, as presented by Ms. Kast, was made by Ms. J. Vanderkin and seconded by Ms. N. Vanderkin, passing unanimously.

DISCUSSION ITEMS

4. Draft CDA Budget

Administrator Schlieve reviewed the proposed expenditures for 2021. To have the greatest impact on the downtown with the limited time left on the TID, the City will be approaching expenditures differently. To help determine how the City should proceed with the \$72,000 that is usually allocated for the Downtown Revitalization Grant and targeted redevelopment opportunities. Based on the feedback from the September brainstorming session, CDA members were asked to rank their top three priorities. This feedback will be used by staff to restructure program guidelines for 2021.

Based on the feedback and discussion the top priorities of the group moving forward are the Rock Shop and back alley/parking improvements. Staff will develop recommendations for the group's consideration at a future meeting.

5. Administrator Report

Administrator Schlieve provided the following update:

- On October 21st, the Chamber, Waupun Downtown Promotions, and the City will be meeting with Errin Welty to discuss what it will take for Waupun to move from a Connect Community to a Main Street Community.
- WEDC has released a second round of We're All In Grants. The application period opens on October 19th. What is currently known is that industries that were hardest hit or those that did not apply in the first round will be eligible. Recipients would receive up to \$5,000.
- Start-Up Wisconsin week is November 8-11, 2020. During the week, many different programming opportunities will be available throughout the region. Staff is working with the Venture Center at Fox Valley Technical College to bring programming specifically geared toward entrepreneurs ages 50+.
- Housing continues to be a need within the community. Ground has been broken on the west side for a new subdivision. Staff continues to work with developers to bring more ADA accessible, multi-family units to the City.
- Development of the 2021 budget continues and budget hearing have been scheduled.

FUTURE MEETINGS AND GATHERINGS

6. Possible Future Agenda Items

7. Next Schedule Meeting

- a. The next scheduled meeting will be November 17, 2020 at 8:00 a.m.

ADJOURNMENT

The motion to adjourn was made by Ms. N. Vanderkin and seconded by Ms. J. Vanderkin, passing unanimously. The meeting adjourned at 9:01 a.m.



MINUTES
CITY OF WAUPUN AMENDED – SPECIAL BUSINESS
IMPROVEMENT DISTRICT MEETING
Zoom
Wednesday, December 9, 2020 at 7:00 AM

Committee Members Present:

Krista Bishop (left at 7:51 a.m.)
Kate Bresser
Gary DeJager
Jan Harmsen
Jonathan Leonard
Rich Matravers
Teresa Ruch (arrived at 7:04 a.m.)

Committee Members Absent:

Austin Armga
Jodi Mallas
Tyler Schulz

Staff Present:

Kathy Schlieve Administrator
Sarah Van Buren Community & Economic Development Coordinator

Waupun Area Chamber of Commerce:

Casey Koehler (arrived at 7:08 am) Executive Director

Guest:

B.J. DeMaa Fire Chief, Waupun Fire Department
Errin Welty Wisconsin Main Street Program

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 Ms. Harmsen and seconded by Mr. Matravers, passing unanimously.

2. Approval of November 11, 2020 Minutes

A motion to approve the November 11, 2020 minutes was made by Mr. DeJager and seconded by Mr. Leonard, passing unanimously.

3. Approval of November 2020 Financial Statement

A motion to approve the November 2020 financial statement was made by Mr. Matravers and seconded by Ms. Bresser, passing unanimously.

PRIOR OUTSTANDING APPLICATIONS:

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

Ms. Bresser provided an updated on her building expansion project and a couple of small items need to be completed before the project is done. Though Ms. Bresser is confident the project will be done by the December 23rd deadline, Ms. Van Buren recommended the group consider another extension since the board

will not meet again prior to the deadline to be on the safe side.

A motion to extend the project to January 13, 2021 to allow for completion was made by Mr. DeJager and seconded by Ms. Harmsen, passing unanimously.

DISCUSSION ITEMS:

5. Wisconsin Main Street Program Informational Session

Ms. Schlieve provided background on Waupun's Connect Community status and the work that is being done to bring more awareness as to why can Waupun do to get to a Main Street status. Errin Welty, from the Wisconsin Main Street program was introduced to provide an overview of the program.

Discussion among the Board members was positive regarding the merits of belonging to the program and expressed their desire to apply. Administrator Schlieve recommended a small group be formed to assist with this effort. Mr. DeJager, Mr. Leonard, and Ms. Ruch volunteered to be a part of that group with Ms. Koehler and Ms. Van Buren.

A motion to have staff proceed with gathering information and applying to become a Main Street community was made by Ms. Harmsen and seconded by Mr. DeJager, passing unanimously.

ADVANCED PLANNING:

6. Potential Agenda Items

- Grant Requests, if any
- Main Street Update

7. Date of Next Scheduled Meeting

The next meeting is scheduled for January 13, 2021 at 7:00 a.m.

ADJOURNMENT

The motion to adjourn was made by Mr. DeJager and seconded by Ms. Bresser passing unanimously. The meeting adjourned at 8:01 a.m.



MINUTES
CITY OF WAUPUN ECONOMIC DEVELOPMENT
COMMITTEE MEETING
Zoom
Tuesday, December 15, 2020 at 4:30 PM

Committee Members Present:

Steve Brooks	Waupun Utilities
Jim Cleveland	Envision Greater Fond du Lac
Pete Kaczmarek	City Council
Ryan Mielke (arrived at 4:38 p.m.)	City Council
Julie Nickel	Mayor
Jason Westphal	City Council

Staff Present:

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

Guests:

Elle Henne	Envision Greater Fond du Lac
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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

Administrator Schlieve requested agenda item #7 be moved to be discussed in advance of items to be discussed in closed session. A motion to approve the agenda, with the recommended change, was made by Mayor Nickel and seconded by Mr. Westphal, passing unanimously.

2. Approval of October 27, 2020 Economic Development Committee Meeting Minutes

A motion to approve the October 27, 2020 minutes was made by Mayor Nickel and seconded by Mr. Brooks, passing unanimously.

3. Approval of October 27, 2020 Economic Development Closed Session Minutes

A motion to approve the October 27, 2020 closed session minutes was made by Mr. Westphal and seconded by Mayor Nickel, 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

5. Update on 520 McKinley Street Negotiations in TID 6

6. Negotiations of Property Located at 505 Libby Street

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

DISCUSSION ITEMS:

7. Economic Development Strategic Plan Update & Market Research

Administrator Schlieve providing an update on the work being done by Envision Greater Fond du Lac regarding the market research being done to assist the City how to best use the available industrial land. Ms. Henne, Envision Greater Fond du Lac, put together a comprehensive draft report that was included in the meeting packet.

Ms. Henne provided an overview of the draft document. Three industries were researched: meat packing; food processing; and advanced manufacturing. Based on the research, Envision Greater Fond du Lac is supportive of Waupun attracting companies in the advanced manufacturing sector. There is already a significant number of skilled workers in manufacturing and employees in that industry would not qualify for community resources.

Mr. Kaczmarek asked Ms. Henne if there were any median or long-range recommendations from this report. Ms. Henne stated Envision Greater Fond du Lac has the ability to do a long-range economic impact analysis but more information would be needed that was not currently available. However, it was noted that even additional information would not change their recommendation.

Mr. Westphal raised concerns about workforce availability for the advanced manufacturing sector. Ms. Henne reminded the group that workforce is a concern that is being seen across the country and is not unique to Wisconsin. With the strong manufacturing sector in the region, the workforce is available and the starting wages being offered still makes this an attractive industry to pursue.

Administrator Schlieve mentioned logistics and warehousing would be looked at in future iterations of this report.

8. Attaining Main Street Status

Due to a lack of time, this item will be discussed at a future meeting.

ADVANCED PLANNING:

9. Potential Agenda Items

Agenda items will be determined as needed.

10. Date of Next Scheduled Meeting

The next meeting will be in January 2021. A date and time will be determined based on Committee member availability.

ADJOURNMENT

The motion to adjourn was made by Mayor Nickel and seconded by Mr. Brooks, passing unanimously. The meeting adjourned at 5:55 p.m.



MINUTES
CITY OF WAUPUN PLAN COMMISSION MEETING
201 E Main St
Wednesday, December 16, 2020 at 4:45 PM
(Approved 1/20/21)

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, Elton TerBeest, and Jeff Daane

Member Excused: Mike Matoushek

Staff Present: Sarah VanBuren and Sue Leahy

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, January 20, 2021 at 4:45 pm.

CONSIDERATION - ACTION

1. Approve minutes of the November 18, 2020 Meeting.
Motion by Medema, seconded by TerBeest to approve the minutes of the November 18, 2020 Plan Commission meeting as presented. Motion carried, unanimously.
2. Review CSM of Waupun West Realty JIG, LLC.
City Zoning Administrator Sue Leahy noted the property included in the CSM includes Lots 1, 2, 3, 4, 5, 7, 8, 9, 10 and all of lots 12, and 13, Block 2 Harris Park Subdivision, City of Waupun, Fond du Lac County, WI. Sue said the owner of the subdivision has passed away and one of the business owners in this subdivision would like to create a lot for her business. The business is a hair salon and to be located on proposed lot #2. Daane, City Engineer had a concern that the CSM does not appear to include an access easement across proposed Lot 2 for proposed Lot 1, as the State will not allow a driveway access to Lot 1 from STH 49. Lueck also questioned whether the proposed north lot line of Lot 1 actually extends 19 +/- ' onto Lots 7, 8, 9, 10, and 11 of the adjacent residential subdivision to the north. Daane tried calling the surveyor to get some answers but no one was answering the phone.

Chairman Nickel suggested that further action on this CSM should be laid over until a future meeting of the committee for answers to the committee's questions.

Motion by Nickel, seconded by Lueck to lay over any further action on the CSM of Waupun West Realty until the committee's next available meeting date or the next regularly scheduled meeting on January 20, 2020.

Vote: Daane, TerBeest, Vanderkin, Medema, Lueck, and Nickel – "AYE"

Motion carried, unanimously. 6/0

3. Discuss property compliance issues at 124 E Main St. Chairman Nickel noted that the owner never received his certified letter from the City so he was informed the matter would be tabled until a future meeting.

ADJOURNMENT

Motion by Lueck, seconded by Nickel to adjourn the meeting. Motion carried, meeting adjourned at 5:05 pm.

Fred Lueck
Secretary



MINUTES
CITY OF WAUPUN PLAN COMMISSION MEETING
201 E Main St
Monday, December 21, 2020 at 4:45 PM
(Approved 1/20/21)

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, and Jeff Daane

Member Excused: Mike Matoushek and Elton TerBeest

Staff Present: Sarah VanBuren, Sue Leahy, and Steve Brooks

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, January 20, 2021 at 4:45 pm.

CONSIDERATION - ACTION

1. Review CSM of Waupun West Realty JJG, LLC.

Chairman Nickel indicated the Waupun West Realty JJB LLC CSM was back on the agenda for further committee review as we now have more information on the proposed access to Lot 1. City Engineer Daane noted after talking to the surveyor, there will be an easement to get to Lot 1 but the exact location has yet to be determined. Eric Otte, surveyor appeared by Zoom and confirmed an easement will be provided across Lots 2 and 3 for access to Lot 1. Another possible solution would be a frontage road easement along STH 49. The easement location has yet to be worked out. It was also pointed out that the north boundary across existing Lots 7, 8, 9, and 10 is existing and this survey will not change those lots.

The committee had no further questions so Chairman Nickel asked for a motion to act on the request for approval of the CSM.

Motion by Daane, seconded by Vanderkin to provide a favorable recommendation to the City Council for a CSM for Waupun West Realty JJG, LLC for part of Lots 1, 2, 3, 4, 5, 7, 8, 9, 10, and all of Lots 12 and 13 Block 2, Harris Park Subdivision, City of Waupun, Fond du Lac County, Wisconsin.

Vote: Daane, Vanderkin, Medema, Lueck and Nickel – "AYE"

Motion carried unanimously 5/0.

ADJOURNMENT

Motion by Daane, seconded by Nickel to adjourn the meeting. Motion carried, meeting adjourned at 4:52 pm.

Fred Lueck
Secretary

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, January 11, 2021**

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

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

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve minutes from the November 8, 2020 meeting.

On motion by Kaczmariski, seconded by Westphal and unanimously carried, bills for months of November 2020 and December 2020 were approved as presented.

On motion by Thurmer, seconded by Kaczmariski and unanimously carried, year-to-date financial reports through November 2020 were approved as presented. Electric operating income was \$315,000 or \$142,700 above budget from lower power costs and the reduction in distribution expenses. Water operating income was \$639,000 or \$22,000 above budget due to fewer project and material requirements during the COVID-19 period. Sewer operating income was \$270,400 or \$27,800 below budget on higher operating expenses.

Finance Director Stanek reported that the Utilities will reinstate the application of late payment penalties to overdue balances beginning January 1, 2021 in accordance with our current PSC rate orders and regulations. Late payment penalties were previously suspended March – December 2020. Utilities' staff continues to try and work with customers to setup payment plan agreements and recommend additional resources to contact for assistance.

General Manager Brooks reported on the replacement of a 1500 KVA transformer for a large power customer due to an internal secondary fault that occurred in the internal windings of the transformer. A crane was needed to assist in the removal of the old and placement of new transformer due to the tight location of the transformer. Two utility employees were brought in to assist the Department of Public Works with snow removal due to them being short staffed at the time.

Treatment Facilities and Operations Superintendent Schramm reported level 1 bleeders were turned on at designated locations to maintain water flow in service lines and prevent service lines from freezing. Crane Engineering has completed their preventative maintenance program for all pumps. Water/sewer crew will continue focus on televising the sanitary sewers over the next couple of months. Advertisement will be posted for bid on the ABNR project at the WWTP January 19, 2021. Next steps to follow in February and March will be pre-bid onsite walk through, bid opening, notice of award, and receive and review of contractor documents. Notice to proceed is scheduled for April 5, 2021.

Utilities' Senior Energy Services Manager Eric Kostecki presented a recap on 2020 Energy Services and plans for 2021 Energy Services. Waupun Utilities customers received \$50,173 in Focus on Energy incentives during 2020. In October 2020, Waupun Utilities was recognized for receiving the designation of being a Smart Energy Provider. Plans for 2021 include enhanced business incentive offerings, continued relations with large power customers, supporting the City of Waupun on economic development and strengthen community relations and presence with our customers.

Discussion held on the process for permitting of existing private wells in the utility service territory. The permit process involves DNR and municipal code requirements be met. On motion made by Thurmer, seconded by Homan and unanimously carried, reissuance for a five- year term of private well permit numbers 36, 37, 38, 39, 40, 41, 42 and 43 was approved.

General Manager Brooks requested that agenda item to review and approve Amendment to the Waupun Utilities COVID-19 Policy be tabled until the February 2021 commission meeting. Waupun Utilities' management will be working closely with the City of Waupun to revise and update our current COVID-19 Policy.

On motion by Kaczmariski, seconded by Westphal and unanimously carried, meeting was adjourned at 5:18 p.m.

The next commission meeting is scheduled on February 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, January 12, 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 Vossekuil, Alderman Mielke, and Alderman Matoushek. No members absent.

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.

No audience is in attendance.

Media present is Ken Thomas of the Daily Citizen.

PERSONS WISHING TO ADDRESS COUNCIL

No personal appear before the Council.

CONSENT AGENDA

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

Motion Vanderkin, second Vossekuil to approve the consent agenda. Motion carried 6-0 on roll call.

RESOLUTIONS AND ORDINANCES:

16. Ordinance to amend Ch.6.05(5) entitled Traffic Code-Winter Parking

Have been a few issues with parking in the parking lots. This ordinance will update and clarify ordinance language. Once this ordinance is passed, signage will be placed for public awareness. The Board of Public Works has made recommendation to approve this ordinance.

Motion Vossekuil, second Vanderkin to waive the first reading and adopt Ordinance #20-01 to amend Chapter 6.05(5) entitled Traffic Code Winter Parking to clarify overnight winter parking. Motion carried 5-1 on roll call with Westphal voting Nay.

17. Ordinance to amend Ch.6.03(2) entitled Traffic Code-Other Intersection Controls

This ordinance is for stop sign placement at the Tanager development. The Board of Public Works has made recommendation to approve this ordinance.

Motion Vossekuil, second Mielke to waive the first reading and adopt Ordinance # 20-02 to amend Chapter 6.03(2) entitled Traffic Code Other Intersection Controls to include stop sign placement at the intersection of Tanager and County Park Road and Tanager and N. Harris Ave. Motion carried 6-0 on roll call.

CONSIDERATION - ACTION

18. Updates to Future Land Use Map

As we rezone and add new development, this land use map must be updated. Updates include the Tanager Development and the MPV property on Young Street and a small plot on Commercial St were rezoned.

Motion Vanderkin, second Westphal to accept the updates to the future land use map. Motion carried 6-0.

DISCUSSION / CORRESPONDENCE

19. Performance Issues with Current Waste and Recycling Contract

Waste Management has acquired Advanced Disposal's residential contract and we have had a vast amount of Complaints and issues. Staff has been logging numerous resident complaints about service failures and held ongoing meetings with Waste Management leadership to work to rectify known problems. Discussion of next steps which pertains to restoring service levels to an acceptable level is heard. Possibility to provide a written statement suggesting that they are in default of the agreement which could lead to arbitration.

CLOSED SESSION

Motion Matoushek, second Vossekul to adjourn in closed session under Section 19.85 (1) (c) (e) of the WI Statutes for the purpose of City Administration Organizational Structure Review and Finance Director Compensation Consideration. Motion carried 6-0.

RECONVENE TO OPEN SESSION

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

ACTION FROM CLOSED SESSION

No action.

ADJOURNMENT

Motion Vanderkin, second Vossekul to call the meeting adjourned at 7:23pm. Motion carried 6-0.



MINUTES
CITY OF WAUPUN ECONOMIC DEVELOPMENT
COMMITTEE MEETING
Zoom
Tuesday, January 12, 2021 at 7:00 p.m.

Committee Members Present:

Steve Brooks	Waupun Utilities
Jim Cleveland	Envision Greater Fond du Lac
Pete Kaczmariski.....	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

Guests:

Elle Henne	Envision Greater Fond du Lac
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CALL TO ORDER:

Mr. Kaczmariski called the virtual meeting of the Economic Development Committee meeting to order at 7:27 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 Mayor Nickel and seconded by Mr. Westphal, passing unanimously.

2. Approval of December 15, 2020 Economic Development Committee Meeting Minutes

A motion to approve the December 15, 2020 minutes was made by Mayor Nickel and seconded by Mr. Westphal, passing unanimously.

3. Approval of December 15, 2020 Economic Development Closed Session Minutes

A motion to approve the December 15, 2020 closed session minutes was made by Mayor Nickel and seconded by Mr. Westphal, passing unanimously.

ADJOURN TO CLOSED SESSION:

A motion was made by Mr. Mielke and seconded by Mayor Nickel 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

- Items tabled from December 15, 2020 meeting

6. Date of Next Scheduled Meeting

The next meeting will be January 26, 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 8:29 p.m.

**Minutes of the Waupun Public Library Board Meeting
January 18, 2021**

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:46 p.m. on Monday, January 18, 2021. Also present were Schultz, Hintze, Sullivan, Gehl, Westphal, Garcia, Jaeger, and Rohrer, via Zoom.

ARTICLE I: Motion by Sullivan, supported by Westphal, to accept the minutes of the December 21, 2020 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

- a. Downloads (OverDrive) 10,898. This is up 29.4% YTD.
- b. 96,735 items circulated/handled through the end of December.
- c. 4,451 curbside transactions through the end of December.
- d. When the building was open during 2020 the library had a total of 20,885 visitors.

ARTICLE IV: Current budget was discussed. The library continues to come in under budget.

ARTICLE V:

- a. Motion by Rohrer, supported by Gehl, to pay the remaining 2020 December bills. Motion carried on 7-0 roll call.
- b. Motion by Hintze, supported by Schultz, to pay the January 2021 bills. Motion carried on 7-0 roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. No update on The Drive-up window project. Waiting to hear from DPW when bid documents are completed.
- b. The library's old Minolta 605 microfilm reader/printer will eventually need to be replaced. At this point there is enough toner to run the unit for one more year.
- c. Michelle Kast, Finance Director, is still working on the Edward Jones account gift from the Ellen Johnson estate.
- d. It may be necessary to move the Trust Fund and manual checkbook accounts from Wells Fargo to another bank. It appears the Wells Fargo accounts will soon have monthly fees charged to them. Action to be taken under New Business.
- e. The Monarch Library System is looking at updating their strategic plan. Bret sits on the Governance Committee so will be actively involved. Work to begin in February.
- f. Pam update
 - 1. Pam has scheduled 4 virtual programs, the first being a flower arranging program on February 25. Tami and Pam will be working on Make and Take projects for adults as well as children.

2. Weeding is continuing at a successful rate. Criteria for possible weeding is 5 or more years with no circulation in the children and youth sections and 10 or more years with no circulation in the adult sections, final decision to be made by the librarians.
3. The pandemic has added individuals to homebound delivery service. Now delivering to 9 people.

g. 2020 Accomplishments

- Received a \$5,000 grant from the Nelson G. and Vera C. Hicks Charitable Foundation.
- Staff answered 2,767 reference questions.
- 4,451 curbside service transactions.
- 24,944 website hits.
- Circulated 85,837 physical items.
- Local residents downloaded 10,898 electronic resources (eBooks, eAudio, etc).
- Exterior power outlets added for future parking lot programs.
- Safety mirror added at staff entrance door due to vehicle traffic in parking lot.
- Curbside service implemented.
- Take and Make projects for kids program created.

h. Year End Stock Report: The library held stock in a company, Pyxus, that went bankrupt this past year. With the small payout the library received from the stock, the overall stock value dropped to \$89,191 at the end of the year, which started the year at \$95,666. The remaining stocks the Library Board holds are Ameren, Wisconsin Energy Corporation, and Wisconsin Electric Preferred. These stocks pay quarterly dividends. The 4th quarter dividends totaled \$618.48.

i. Libraries across the state are preparing to fill out the annual online report for their libraries. The report for our library will be presented at the February meeting.

ARTICLE VIII: No old Business.

ARTICLE IX: New Business:

a. Motion by Hintze, supported by Sullivan, to move the regular date of the Waupun Public Library Board meetings **to 4:30 p.m. on the third (3rd) Wed. of each month.** Motion passed unanimously.

b. Motion by Hintze, supported by Sullivan, to direct the City Finance Director to close the Library Trust Fund Savings Account and transfer \$60K to the Library Board's LGIP subaccount and transfer the remaining balance to the Wells Fargo main checking for payment of library invoices paid by the Trust Fund. Motion passed on roll call 7-0.

ARTICLE X: Motion by Rohrer, supported by Schultz, to adjourn at 5:28 p.m. Motion carried.

Next tentative meeting: **Wednesday, February 17, 2021 at 4:30 via Zoom.**

SANDRA ROHRER Secretary
SR/bkj



MINUTES
CITY OF WAUPUN SPECIAL COMMON COUNCIL
City Hall 201 E Main Street Waupun
Tuesday, January 26, 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 Vanderkin, Alderman Kaczmariski, Alderman Vossekui, Alderman Mielke, and Alderman Matoushek. No members absent.

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 Christine Brennan.

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 Vanderkin to approve the consent agenda. Motion carried 6-0 on roll call.

RECOMMENDATIONS FROM BOARDS, COMMITTEES, COMMISSIONS

2. Certified Survey Map-Stanton and Son LLC Edgewood Dr./Beske St.

Stanton & Sons provides a new CSM dividing a parcel to provide a zero lot line, splitting the 2-family home (duplex) in the R-2 District. Each lot exceeds the 4000 sf requirement per ordinance. On January 20, 2021, the Plan Commission made recommendation for the Council to approve.

Motion Kaczmariski, second Vossekui to approve the Certified Survey Map provided by Stanton & Son's. Motion carried 6-0 on roll call.

BUSINESS FOR DISCUSSION-REVIEW

3. COVID-19 Updates and Policy Revisions

City staff provides their intentions in relation to opening or continuing closures of their facilities. Light openings of facilities are heard for City Hall and Utilities and March 1 for the Senior Center. City Hall rentals to begin April 15th.

Schlieve reflects on the COVID-19 Plan policy and its relation to the newest changes which are being discussed/considered by the CDC. Travel: currently, one must quarantine. CDC guidelines do not isolate travel via train/plane, but suggest safety precautions for returning. COVID-19 Sick Pay: Expired 12/31/20. Consideration for a policy for additional paid leave. Legal opinion states as an employer you may wish to consider this pay so employees are not returning to work with the possibility of infecting other employees. A policy will be brought forward at a future meeting for consideration.

4. Update on Energy Innovation Grant Program Application

The Energy Innovation Grant Program covers a wide variety of energy related projects that reduce energy consumption and support renewable energy and energy storage, energy efficiency and demand response, electric and renewable natural gas (RNG) vehicles and infrastructure, or comprehensive energy planning.

The Public Service Commission of Wisconsin's Office of Energy Innovation's Energy Innovation Grant Program (EIGP) application for modifying the HVAC system at City Hall is complete and was submitted by the January 22, 2021 deadline. Grant findings and inclusions of this project are provided to the Council. Total cost of the project: \$955,781 with the possibility of grant funding of \$721,657. Staff will continue to inform Council as this grant proceeds.

5. Transportation Utility Feasibility Study

Due to declining revenue and increase costs, a provision in the 2021 budget was provided to conduct a feasibility study to examine alternative and viable revenue sources to meet the capital needs of our community, such as a transportation utility. Other considerations voiced are the wheel tax and county tax.

CLOSED SESSION

Motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (e) of the WI Statutes for the purpose of **Land Negotiations of City Owned Industrial Land**. Motion carried 6-0.

RECONVENE TO OPEN SESSION

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

ACTION FROM CLOSED SESSION

No action.

ADJOURNMENT

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



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION
Waupun Safety Building – 16 E. Main Street, Waupun WI
Wednesday, February 3, 2021 at 4:30pm

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.

CALL TO ORDER

Meeting convened at 4:35 p.m. by PFC President in the Waupun Safety Building.

ROLL CALL

Due to COVID; meeting was held virtually via Zoom.

Members present: John Bett, Carole Cronin, Zak Dickhut, Tara Rhodes, Michael Thurmer

Also present: WFD Chief BJ DeMaa

Member(s) absent (excused): Nancy Vanderkin (City Council Liaison)

MINUTES FROM PREVIOUS MEETINGS

Minutes from the August 26, 2020 meetings were presented for approval. Motion to approve by J. Bett (C. Cronin second; all in favor). Minutes approved as presented.

Minutes from the November 5, 2020 meetings were presented for approval. Motion to approve by C. Cronin (J. Bett second; all in favor). Minutes approved as presented.

ACTION

The WFD was contacted by an area student interested in an intern position; however, there is not currently an option for internship.

Chief DeMaa noted that since staffing needs are an ongoing focus, the addition of an internship program would be very beneficial to the WFD by engaging senior-level high-school students' interest in firefighting roles. An internship program would likely act as a "pipeline" to give interested high-school students first-hand knowledge of the field. Then, they would naturally progress to the existing Cadet Program (college-level, receive on-the-job training) and then ultimately becoming a firefighter.

To begin a formal internship program, approval of the following two documents is necessary from the PFC (these two forms were emailed out to the PFC prior to this meeting for review):

- High School Fire Intern Job Description
- High School Fire Intern Program Description

Following approval from the PFC, these documents would go to the City Council for final review/approval decision.

The following questions were addressed:

1. Is parental consent needed on the Job Description?
There is a signature section for the student, parent, Fire Chief and School Counselor on the Program Description so it is not necessary on the Job Description.
2. Is any medical clearance or a physical necessary for an intern?
The documents were reviewed by insurance and the SCBA (self-contained breathing apparatus) is only for donning/doffing; and no physical is needed at this time.
3. Is an internship only available to senior-level students? Yes.

Motion to approve the High School Fire Intern Job Description by J. Bett (C. Cronin second; all in favor).

Motion to approve the High School Fire Intern Program Description by C. Cronin (J. Bett second; all in favor).

FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION

Next Commission meeting to-be-determined.

If necessary, please send any agenda requests to Chiefs BJ DeMaa or S. Louden so appropriate preparation(s) can be made.

ADJOURNMENT

Motion to adjourn meeting at 4:46pm made by C Cronin (second by J Bett; all in favor).

Respectfully submitted,
Tara Rhodes, Secretary

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

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

February 2021

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

Re: Report to Common Council

A. Statistics

Through the end of January we have circulated/downloaded/loaned 7,875 items, with curbside service handling 690 transactions.

B. Drive-up window project

This project is moving along. Bid documents for this project are being created.

C. Memorial donation

The library received a \$50 donation in memory of Steve Procise, a member of the Library Board for many years.

D. State Library Annual Report

Every public library in the state is busy putting together their online state annual reports for the Department of Public Instruction. These reports are due at DPI on March 1st, which means our report needs to be completed by, and approved at, the February 17th Library Board meeting.

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

WAUPUN POLICE DEPARTMENT

Monthly City Council Report

Dispatch Summary From 1/1/2021 To 1/31/2021

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

Total Number of Calls for this reporting period: 891

72 HOUR DETENTION	4	INTOXICATED SUBJECT	3
911 CHECK	11	INTRUSION ALARM	6
911 MISDIAL	2	JA/UNDERAGE/ALCOHOL	1
ABANDONED VEHICLE	1	JUVENILE PROBLEM	13
ACCIDENT	6	LOST PROPERTY	3
ACCIDENT W/BLOCKAGE	1	NEIGHBOR DISPUTE	2
ALARM TEST	3	NOISE COMPLAINT	2
ANIMAL BITE COMP	2	NOTIFY MED EXAMINER	2
ANIMAL COMPLAINT	11	OCCUPIED DISABLED	1
ASSIST CITIZEN	29	OFFICER STAND BY	3
ASSIST MOTORIST	5	OPEN DOOR	1
ASSIST OTHER AGENCY	14	PAPER SERVICE	1
ATTEMPT TO LOCATE	3	PARKING ENFORCEMENT	23
AUTO THEFT	2	PRISONER TRANSPORT	1
BIKE STOP	1	PROBATION HOLD/VOL	1
BUILDING CHECK	5	RECKLESS DRIVER	9
BURGLARY	3	RESTRAIN ORDER VIOL	1
CAR IN DITCH	5	RUNAWAY	2
CHECK WELFARE	18	SCAM	4
CHILD ABUSE/NEGLECT	1	SEXUAL ASSAULT	1
CHILD CUSTODY	3	SHOPLIFTER	2
CIVIL PROBLEM	6	SPECIAL ASSIGNMENT	6
CLICK IT GRANT	1	STRUCTURE FIRE	1
COMMUNITY POLICING	3	SUBJECT STOP	3
COUNTY AMBULANCE	46	SUSP ACTIVITY	4
COURT ORDER VIOLAT	5	SUSP PERSON	1
CR DAMAGE TO PROP	1	SUSPICIOUS VEHICLE	10
DEATH INVESTIGATION	1	TALKS/TOURS	1
DIRECTED AREA PATROL	211	THEFT	2
DISORDERLY CONDUCT	9	THREAT COMPLAINT	1
DODGE CO GRANT	1	TRAFFIC PROBLEM	2
DOMESTIC DISPUTE	5	TRAFFIC STOP	93
DRUGS/NARCOTICS	4	TRESPASSING	2
ESCORT FUNERAL	5	TRUANCY	4
EXTRA PATROL	151	VANDALISM	2
FIRE ALARM	3	VEHICLE LOCKOUT	1
FIRE MUTUAL AID	1	WARRANT	4
FOLLOW UP	55	WARRANT OTHER AGENCY	1
FOUND ANIMAL	1	WAUPUN ORDINANCE	3
FOUND ANIMAL CLAIMED	1	WEATHER RELATED INFO	1
FOUND JUVENILE	2		
FOUND PROPERTY	3		
FRAUD/FORGERY	4		
GAS DRIVE OFF	1		
GAS LEAK	2		
HARASSMENT	1		
HIT AND RUN	3		
HOUSE WATCH REQUEST	8		
INFO TO DOCUMENT	1		
INFORMATION	1		
INTOXICATED DRIVER	1		

Waupun Police Department Update –January Report

Meetings –WI Emergency Management Planning Meeting, Salvation Army Meeting, Dodge and FDL County LEX Meeting, FDL Drug Unit Meeting, Aging Coalition Meeting, Squad Body Camera Meeting, PFC Meeting, Community Corrections, and Dodge Crisis Meeting.

Training – Job Description Updates and –k-9 Training. Officer Dumke- Defense and Arrest Tactics, and Emergency Vehicle Operation Course. Detective Sullivan - ICAC webinar “Exploiting Kids Online”

Evidence Room- continue purging, destroying and returning evidence.

Events – Police employees were offered first dose of Covid-19 Vaccine. Senior Center Academy- Financial Crimes/Scams/Internet Safety and Backing/Safe Driving. Strege Cold Case investigation review. FDL IT project with DPW assistance running CAD 6 cable in the PD.

Hiring process – Officer Dumke continuing in FTO. Officer Kerns started Police Academy. Currently accepting applications for one position that is still open.

Complaints

Case 20-1764- Currently writing four search warrants for a financial fraud case

Case 21-0023- Out of control juvenile assist- autistic son out of control; referral to CPS

Case 21-0028- Child Sexual assault investigation; both suspect and victim out of city; currently awaiting interview report from N. St. Paul PD; conducted several interviews and had to work with multiple agencies to arrange interviews and obtain reports

Case 21-0092- Domestic/Disorderly Conduct investigation

Case 21-0069- Fake currency passed in Waupun; assisted 383 in contacting U.S. Secret Service, bills sent to their agency along with WPD report

Case 21-0104- Vandalism/tagging incident; conducted several interviews of juveniles and one adult; still working on resolution and assisted DOSO with their investigation

Case 21-0162- Stolen vehicles from Homan Auto Sales; worked with Illinois State Police and Peoria Police Dept. and both vehicles located and returned

Case 21-0155- Storage unit break-ins; working with DePere PD/Brown County as vehicle was located with evidence from our burglaries; investigation to continue

BUILDING PERMITS

NO	HOLDER	ADDRESS	TYPE	FEE	COST
21-	2 ARAE PROPERTIES LLC	403 W Brown St	Service Upgrade	\$80.00	
21-	3 Kathy Vande Berg	700 Sunrise Avenue	Kitchen Remodel	\$260.00	\$30,000.00
21-	6 Derek Metzger	412 Shaler Drive	Wall Sign & Ground Sign	\$159.75	
21-	12 Federal Mogul	401 Industrial Dr	New Liquid Hydrogen Facility	\$1,181.36	\$196,894.00
21-	13 Mike Vanderbush	7 Lori Court	Reroof, Reside & Gutters	\$290.60	\$48,433.03
21-	14 Jamie & Sam Johnston	606 Carrington St	Foundation Reapir - Drain Tile & Sump Crock	\$90.00	\$18,000.00
21-	15 David & Cynthia Boone	605 W Lincoln St	Bathroom Remodel	\$60.00	\$10,000.00
TOTAL				\$2,121.71	\$303,327.03

NO	HOLDER	ADDRESS	TYPE	FEE	COST
21-	1 Thomas Pritchard	711 Tulip Lane	Install Solar Panel System	\$80.00	
21-	4 Marei Svec	22 Pluin Drive, #21	Replace Furnace & AC	\$50.00	\$4,900.00
21-	5 Steve & Randi Harr	731 Park Street	125' Interior Drain Tile System	\$50.00	\$7,650.00
21-	7 Dale Pfeffer	10 North State St	Service Upgrade	\$80.00	
21-	8 David Garcia	118 Commercial St	Raze House	\$100.00	\$1,500.00
21-	9 Mike Vandeberg	10 Birdie Blvd	Generator	\$80.00	
21-	10 Danielle Donnermeyer	219 Taylor Street	Replace Furnace	\$50.00	\$3,384.00
21-	11 Steve Abel	607 E Franklin St	Replace Furance	\$50.00	\$3,250.00
21-	16 Jerrold & Joann Nuemanr	809 N Madison St	Replace Furnace & AC	\$80.00	\$9,400.00
TOTAL				\$620.00	\$30,084.00

MONTH END SUMMARY

Total Estimated Cost of Construction	\$333,411.03
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BUILDING PERMIT COMPARISON

Total Estimated Cost of Construction:	\$65,220.00
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January 2018	estimated cost of construction	\$68,540.00
January 2019	estimated cost of construction	\$61,006.46
January 2020	estimated cost of construction	\$65,220.00
January 2021	estimated cost of construction	\$333,411.03



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: February 3, 2021
To: Mayor, Council, City Administrator, and PFC
From: Fire Chief, B.J. DeMaa
Re: January Report

Fire Calls:

There were thirteen (13) fire & rescue calls in the month of January for a total of thirteen (13) in 2021.

Time of Day:						
12A – 4A	4A – 8A	8A – 12P	12P – 4P	4P – 8P	8P – 12A	Total
2	0	4	4	1	2	13

* 69% of fire calls came in during prime working hours.

Day of Week:							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
1	2	1	0	3	4	2	13

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

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

Incident Type:		
Incident Type	Count	% of Incidents
Building Fire (111)	1	7.69
Medical assist, assist EMS crew (311)	3	23.07
Extrication of victim(s) from vehicle	1	7.69
Extrication of victim(s) from machinery (357)	1	7.69
Service call (500)	2	15.38
Smoke or odor removal (531)	1	7.69
No incident found on arrival at dispatch address (622)	2	15.38
Smoke detector activation, no fire – unintentional (743)	2	15.38

Average Personnel Response (excluding mutual aid):		
	Avg # of Responders	% of Total Department
4A – 8P	11.75	39%
8P – 4A	12.0	40%

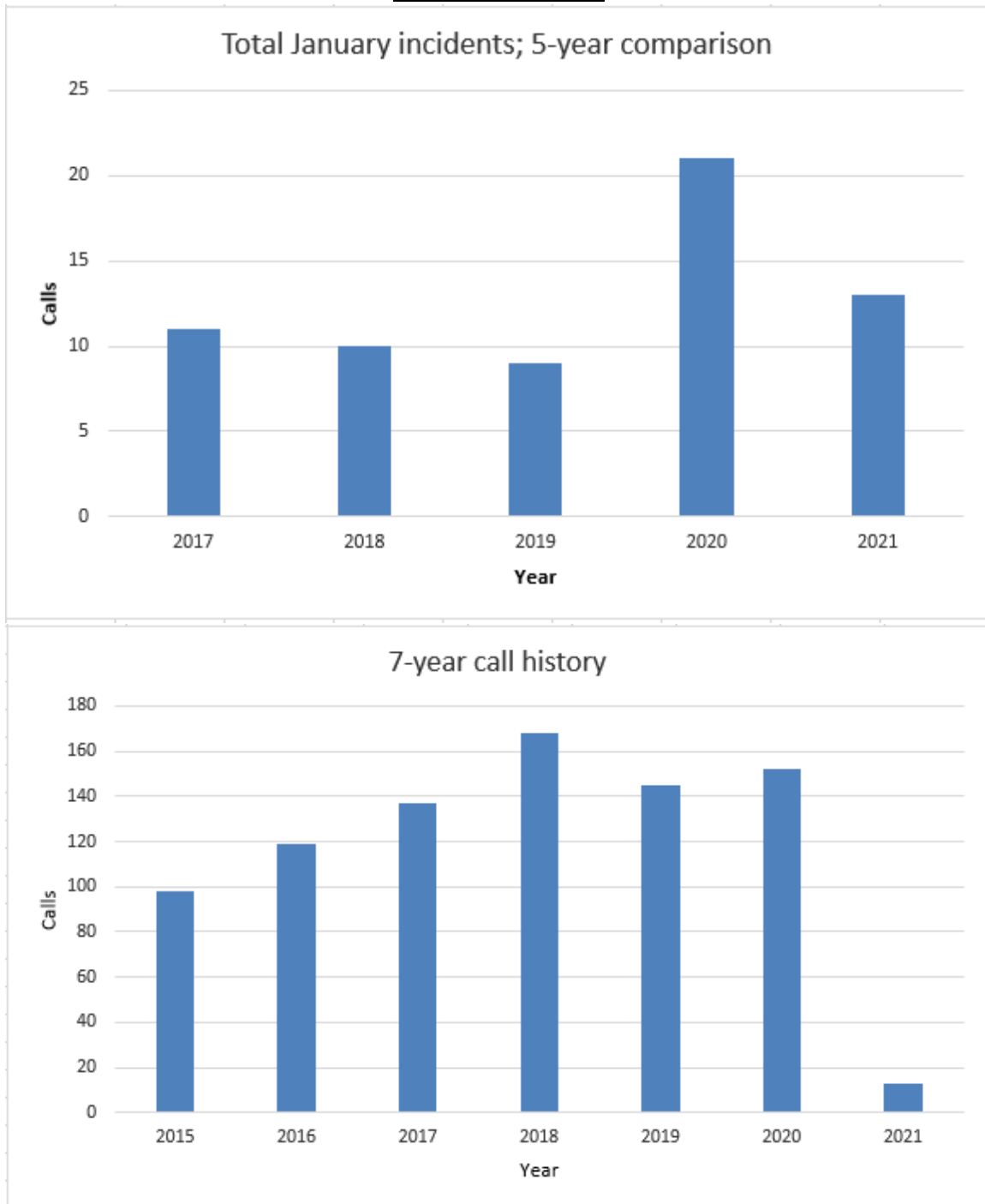
* Current roster is 30 members.

** 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.

Meetings were held to review fire department consolidation. Kathy, Michelle, and BJ met to review where last year's meetings had left off and to discuss a path forward. BJ recommended meeting with the Watertown Fire Department to discuss a contracted service model they have with their townships.

Kathy and BJ met with Watertown Fire Department Chief Kraig Biefeld to discuss and review the contracted service agreements that Watertown has with their townships. Chief Biefeld indicated these contracts have been in place for a number of years and work well for them. Kathy and BJ will be reviewing the information as part of our larger consolidation discussion.

A High School Fire Intern program and job description has been put together and will go before the Police and Fire Commission in early February. 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.

Met with Dan Williams and Kathy Schlieve to continue discussions on a First Responder (EMR) group to enhance the EMS service here in Waupun. More information/discussion will be forthcoming at a Committee of the Whole meeting.

Met with Moraine Park and Fire Chiefs from Beaver Dam and Campbellsport to discuss concerns related to the fire and ems programs at MPTC. Areas that MPTC was asked to focus on were: class availability, class modality (how it is offered), timely communication and credentialing for their fire classes. A follow-up conversation regarding EMS programming in the high schools was also discussed. Waupun and Beaver Dam are still planning to move forward with this offering in the 2021/2022 school year. The Campbellsport School District has moved it back to 2024.

We are working on a grant that is due in February through the Assistance to Firefighters Grant (AFG) program. This grant will be 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 remains as a micro grant 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

February 4, 2021

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.

A number of firefighters have received their first dose of the COVID vaccine. Second doses will be administered during the first 2 weeks of February. Participation on the fire department is believed to be around 50%.

Inspections:

Met with Tenneco to do a site inspection. They are relocating a large piece of machinery within their facility and were seeking input on placement to ensure egress paths within the facility were not compromised.

Training:

January training focused on mayday and Rapid Intervention Team (RIT) procedures and protocols, a facility tour at the vacant Silgan building, and ice water rescue training.

Emergency Government:

We continue to troubleshoot the polygon activation of our outdoor warning sirens. Discussions are ongoing between American Signal, Baycom, and Fond du Lac County to determine the root cause. Based on the testing completed so far, our sirens do not appear to be the issue. In addition to our ability to activate locally, Dispatchers in Fond du Lac also have the ability to activate our sirens from their dispatch consoles.

Plans are being finalized for our Incident Command System (ICS) / Emergency Operations Center (EOC) interface training which is scheduled for early February. 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:

Met with Kathy and Sue Leahy to review properties that have been in non-compliance for some time. 19 properties are currently being worked on with 6 of them already receiving compliance letters.

EMS:

There were 5 occurrences in January in which there was a delayed response (>10 minutes) or an ambulance from another community needed to cover the call. 4 of these took place in the city and 1 in the Township of Alto.

Met with Lifestar to discuss amendments that they would like to see made to the Council-approved EMS Agreement. Items of particular note include:

- Increased response time in zone 1 (City of Waupun). Turnout times are longer at night due to employees sleeping when pages come in. Additionally, from the west side of Waupun, some of the distant locations on the east side are difficult to get to even when staff is readily available. We have offered to increase this by 1 minute (6 to 7) and review again in 3 months.
- Lifestar is concerned over charges from the City of Beaver Dam over what Lifestar defines as mutual aid. Mike Krueger will be trying to resolve this with Beaver Dam's Legal team.
- Lifestar expressed concerns over what they define as an adversarial relationship and indicated they are willing to exit the area if this cannot be corrected. We explained that as a local government, there are expectations from our citizens that we are responsible for managing. Ensuring ambulances are available when someone calls 9-1-1 is one of those items our citizens expect.
- At the time of our last meeting, Mike was informed we were holding the January payment until the agreement is signed.

Three weeks after the meeting, we are still waiting for a signed copy of the 3-year EMS agreement from Lifestar. Kathy is continuing to work on getting a signed agreement.

BJ is currently enrolled in a 7-week EMS Operations Management and Leadership course sponsored by Strategic Management and Consulting and the WI Office of Rural Health.

Topics covered include:

- Attributes of a successful EMS service
- Functional call schedules

February 4, 2021

- 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

February 4, 2021

1. **Current Projects:**

- The new door system at City Hall has been installed for the main doors to City Hall Offices. Also, a door was installed into the copy room in the Clerk's office to alleviate people walking through the Clerk's office to get to the printer/copier.
- Working on the transportation utility feasibility study
- Working on getting proposals to install a drive-thru window at the Library
- Lappen Security completed inspections of all of the security systems.
- Attended Rock River Storm Water group meeting
- Attended job description training
- Gathering information for energy Innovation grant, Met with focus on energy, J&H Contols and Cedar Corp. to discuss the cost of a boiler replacement at City Hall
- Working on updating our Lockout/Tagout procedures for electrical equipment.
- Attended LAPWA meeting
- 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. This should be out to bid this week.
- Working with Alliant on gas repair or replacement along Rock Ave and Newton Ave.
- 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 started.
- Tanager St. Development. The weather has been good, water, sanitary, gas along with road base have been completed. Site grading will be completed in the spring.
- Working on a Capital Improvement Plan for all City buildings.

2. **DPW Crew Projects**

- Buildings & Grounds daily duties
 - Pick-up Christmas trees
 - Burn brush
 - Clean plow trucks
 - Deliver garbage/recycle bins
 - Fill Potholes
 - Haul brush bins
 - Plow / Salt / Spray / Shovel / Haul after snow events
 - Diggers Hotline Locates
-

-
- Replace Signs
 - Trim Trees
 - Vehicle Maintenance

Administrative Assistant

- Created Stormwater Management Program to be submitted with this years MS4 Annual Report
- Working on MS4 Annual report to be reviewed by the Board of Public works in March.
- Created database to track garbage complaints better.
- Helped with tax collection in the Clerk's Office
- Created maps for MS4 report including stormwater ponds, Public Works site layout.
- Working with Cartegraph to delete all of the Utility assets/work details as they no longer use this program.
- Updated Equipment rates for 2021.
- Updated 2022-2029 Street Plan
- Input Diggers Hotline Locates into database
- Scan in building plans
- Ordered more garbage/recycle bins
- Created RFP for drive-thru window at the Library
- Updated RFP for Transportation Utility Study RFP
- Completed Building Permit reports for 2020.
- Scanned in property inspection reports.
- Snow removal complaints forwarded to Sticks-N-Stones to have them shovel properties.
- Plan Commission Agenda and Minutes.
- Zoning Board Public Hearing Notice and Agenda
- Assessment Letters
- Garbage complaints
- Put items (building permits / assessment letters / property maintenance letters) into Laserfiche.
- Setup zoom meeting for Plan Commission, Board of Public Works, Public Information Meeting, and Zoning Board.
- 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

FEBRUARY SENIOR CENTER STATUS UPDATE

We will only be allowing nail services and one-on-one appointments inside the Senior Center building this month. Face masks are required when entering the building. More virtual programs have been added and daily fitness videos will continue to be posted on our Facebook page. Mobile meals and curbside meal pick up will remain the same. On Monday, March 1, 2021 we will re-open the Waupun Senior Center. Waupun Senior Center and Fond du Lac County Health Department will work together to resume activities in a safe and healthy manner for all our participants. The March Waupun Senior Center newsletter will describe the re-opening process and what activities will be offered in-person and virtually.

January Waupun Senior Center Virtual Programs:

- SIA Insurance Bingo: 14 participants
- Book Club: 0 participants
- Learn to Zoom: 6 participants
- Waupun Historical Society: 103 participants
- Foot Care Presentation: 4 participants
- Healthy Recipes: 11 participants
- Police Academy on 1/19 and 1/26: 18 participants
- Buddy Bingo: 34 participants
- Eyeglasses 101: 3 participants
- Snowy Owls: 121 participants
- Waupun Community Coalition on Aging Bingo: 12 participants
- Virtual Storytelling: 25 participants
- Wildlife at Marsh Haven: 114 participants
- Mayor Interview: 117 participants

Other January Activities:

- Foot Care Clinic on 1/7 and 1/21: 34 participants
- Manicures: 3 participants
- Craft Club Take & Make Craft: 11 participants
- Pen Pals: 44 participants
- Drug Repository: 1 participant
- Curbside Lunch: 103 served
- Mobile Meals: 353 served

February Waupun Senior Center Virtual Programs:

- SIA Insurance Bingo:
- Book Club:
- Learn to Zoom:
- Waupun Historical Society:
- Waupun Innovation Center Personation:
- Meals for One/Two Presentation:
- Police Academy:
- Benefits of Pre-Planning:
- Buddy Bingo:
- Waupun Community Coalition on Aging Bingo:
- Virtual Storytelling:
- Marsh Haven:
- DPW Interview:

Other February Activities:

- Foot Care Clinic:
 - Manicures:
 - Smore's Fun:
 - Eyeglass Adjustments:
 - Craft Club Take & Make Craft:
 - Pen Pals:
 - Drug Repository:
 - Curbside Lunch:
 - Mobile Meals:
-



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

Electric Department Update:

Power Outages

- On January 27th a crew installing a sump pump line severely damaged the electric service feeding a duplex located at 1033/1035 Tanager St. The line crew repaired the damaged conduit and installed a new electric service. We are currently waiting for the damaged customer equipment to be replaced before the service can be re-energized.

Line Clearance

- The electric crew continues line clearance work on primary feeders. They also removed trees at the WWTP to prepare for the upcoming project.

Tenneco (Federal Mogul)

- After the transformer failure in late December, recording equipment was installed on 2 of the 5 services feeding Tenneco to monitor load. We will review the data and use the information collected to help determine the cause of the fault and how to prevent future problems.

General Manager Update:

Staff Update

- Dan Hopp informed management of his plans to retire March 1, 2021. Dan started with the Utilities February 24, 1997 working as a Water Plant Operator. Later in his career Dan transitioned to the Water and Sewer crew accepting the position of Water and Sewer Maintenance Technician and Equipment Operator. Waupun Utilities will be losing a valued and dedicated employee with a vast knowledge of our utility. If you see Dan, please congratulate him on his retirement.
- Office Staff continues to cross-train for billing and customer service duties. This is part of the ongoing training for office staff to ensure we can always cover essential duties in the absence of critical staff members due to sickness, vacation, or request for extended leave.

Cybersecurity

- Waupun Utilities and the City of Waupun contracted with OnTech to conduct a Cybersecurity Assessment. Half the cost of the assessment is covered by our insurance company CVMIC. The remaining costs will be split between the City and Utility. Cybersecurity is a very serious threat to our critical systems and infrastructure. The assessment will help identify our weaknesses and give us a professional opinion on priorities for the future.

Public Service Commission (PSC)

- The PSC has approved parameters for revisiting administrative codes governing “distributed generation facilities”- Rooftop solar panels, hydroelectric dams and biogas generators. Some codes are needed to be modernized.
- The commission first adopted WI. Admin. Code ch. PSC 119 in January 2004, outlining rules for the interconnection of customer owned distributed generation facilities with the distribution system of electric public utilities. In the years since, growth in the adoption of residential solar has grown exponentially. The rules review is designed to help refine rule provisions related to the application processing and information sharing to ensure they are fair, timely, and balance the needs of customers, utilities, and installers.

Line Worker Accident in Wisconsin

- The Occupational Safety and Health Administration is investigating an incident that occurred January 21st and claimed the life of a lead line technician working for an investor owned utility. Another employee was transported to a burn unit in Milwaukee. The workers were responding to an outage after a excavator struck an electric line during a construction project. Investigators are still trying to determine how the line became re-energized during the repair.
- This tragic accident is another reminder how dangerous utility work can be and how important it is to have a strong safety program, provide proper training, and equipment to perform work safely.

This concludes my report for February 2021. Please contact me at 324-7920 or sbrooks@wppienergy.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: February 3, 2021
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There is one call-in to report this month. The call in was for pc/plc communication failure. Staff replaced a failed wireless router and restored communication.

Level 2 bleeders were turned on February 2nd, due to the forecasted below zero weather and current frost depths of 30 inches in the road. The total number of bleeders turned on is 23. "Bleeding" means the controlled wasting of water through an orifice (prior to meter). The orifice will maintain water flow in the service lines and prevent freezing.

Wastewater Treatment Facility:

There are no call-ins to report this month.

Crane Engineering has completed concrete restorations and moisture barrier system installation for the influent dry well. These repairs will significantly improve and correct the corrosive environment, which house the influent pumps.

Staff piloted a rotary screw press, that "claimed" to reduce chemical usage and increase percent solids of the sludge. After performing several runs and operational changes, the screw press was unsuccessful. Staff is always interested in new technology that could potentially optimize the performance of the treatment facility.

Water/Sewer Crew:

There is one call-in to report this month for a hydrant hit and run at the intersection of Main and South Madison St. There was no below grade damage, as the hydrant broke free as designed. Staff made repairs and placed hydrant back into service.

Staff received onsite training from WinCan, who is a software integrator for the televising trailer. Training encompassed tying assets and grading structure to our GIS system. This integration will allow greater asset management and forecasting for budgeting.

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@wppienergy.org.



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: February 8, 2021
SUBJECT: December 2020 Financial Report

This month's report contains the December YTD 2020 financial report. The Utilities audit fieldwork was conducted February 3-5 and at this time we don't have any changes to the financial statements

2020 financial highlights will be presented during Monday's meeting.

Financial Items to Note:

- **Sales and Revenues Dashboard**
 - Electric sales were below budget primarily from the loss of a Large Industrial customer during the year. Water and Sewer sales were both above budget largely within the Residential class.
- **Sales by Customer Class**
 - Electric General Service, Large Power and Large Industrial Power experienced a falloff in sales from COVID-19 temporary shut-downs and the loss of the large customer.
 - Water and Sewer experienced an overall decrease from the prior year and a shift in consumption patterns from Commercial & Industrial to Residential as a result of the COVID-19 shut-downs.
 - Sewer Public Authority sales began the year strong and began to fall-off towards the end of the year due to changes in the facilities operations.

Electric Utility

- Pg 4 – Regulatory Operating Income *increased* \$107,000 resulting in the Rate of Return to *increase* from 4.16 to 5.40. This is a result of higher operating margins and lower operating expenses.
 - Operating margins are higher primarily from customers shifting to different classes that yielded higher electric costs for the customers and less load from the loss of the Large Industrial customer.
 - Operating expenses were lower on fewer labor and materials used during typical construction season from the COVID-19 shut down. Planned maintenance and replacement of overhead and underground lines was delayed or reduced which resulted in less overall construction activity. The utility also completed the purchase of Alliant Energy Area 4 which added 33 new customers and additional infrastructure for the utility.
- Pg 10 – Balance Sheet (comparison to December 2019)

- Cash and investments increased \$273,000 as a result of yielding higher operating margins.
- Plant decreased \$13,000 and includes the Alliant Energy Area 4 purchase for \$174,000.

Water Utility

- Pg 6 - Regulatory Operating Income **decreased** \$87,000 resulting in the Rate of Return to decrease from 6.08 to 5.39. This is a result of slight changes in operating revenues and expenses during the year and an increase in non-cash depreciation expense from assets associated with Madison Street being placed into service.
 - Revenues were lower from shifting consumption patterns from Commercial and Public Authority customers to Residential and Multi-family from local shut-down orders.
 - Operating expenses were higher due to a planned major routine maintenance expense for well #4 (source of supply). There were also fewer maintenance expenses required for main breaks and service leaks.
- Pg 10 – Balance Sheet (comparison to December 2019)
 - Cash and investments increased \$283,000
 - Net Plant decreased \$339,000 from additional non-cash depreciation expense associated with Madison street offset by contributions from developers for Tanager and Mayfair (Pine Valley apartments) streets.
 - Debt decreased \$723,000 from payments made on existing outstanding debt and savings from the 2019 Revenue Bond Refunding transactions.

Sewer Utility

- Pg 8 - Regulatory Operating Income **decreased** \$89,000 resulting in the Rate of Return to decrease from 2.74 to 2.05. This is a result of slightly lower operating revenues and expenses and additional revenues from step two of four from the 2019 rate increase which took effect in April 2020. Non-cash depreciation expense also increased as a result of the assets from Madison street being placed into service during the year.
- Pg 10 – Balance Sheet (comparison to December 2019)
 - Cash and investments increased \$761,000 primarily from the reimbursement of \$1.9 million in preliminary engineering costs paid for by the utility and reimbursed through its first loan draw with the 2020 USDA loan.
 - Net Plant increased \$821,000 from \$1.2 million in preliminary engineering costs associated with the WWTP upgrade and \$132,000 paid to the Electric Utility to re-locate a feeder at the WWTP. These additional costs were offset by additional non-cash depreciation expense from Madison Street infrastructure additions and Tanager and Mayfair street developer contributions.
 - Net outstanding Debt increased \$1.5 million from the first draw from the USDA loan to reimburse the utility for preliminary engineering costs offset by payments on outstanding debt. The first debt payment on the 2020 USDA loan was paid during the year and will increase as construction is completed and reimbursement requests are submitted to the USDA.

Other Noncash Items

- WRS Pension Expense
 - The pension liability or pension asset related to the WRS pension plan lags by one year. The entry recorded this year is based on the 12/31/2019 actuary report for the entire WRS pension plan. The 2019 plan year was a strong year which resulted in a lower than expected expense adjustment for plan participants and created a net pension asset for the utility.
 - Recorded \$7,200 in noncash pension expense in 2020 compared to a \$116,400 noncash pension expense in 2019. Actual pension contributions for 2020 totaled \$97,000.



AGENDA SUMMARY SHEET

MEETING DATE: 2/9/2021

TITLE: Resolution to Terminate TID 1

AGENDA SECTION: RESOLUTIONS AND ORDINANCES

PRESENTER: Kathy Schlieve, Administrator

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

ISSUE SUMMARY:

The attached resolution authorizes closure of TID 1 (Waupun Industrial Park). All expenses for the TID have been paid. As a reminder, you adopted an affordable housing resolution in 2020 that will permit the city to capture this final year of increment and allocate to a special fund to address future affordable housing needs in the community.

ATTACHMENTS:

Tax Increment Termination Resolution for TID 1 in the Waupun Industrial Park

RECOMENDED MOTION:

Motion to approve Tax Increment Termination Resolution for TID 1 in the Waupun Industrial Park

Tax Incremental District (TID) Termination Resolution

City ☐ of Waupun Resolution _____
(town, village, city) (municipality) (number)

Termination of TID 1 and authorization to: (check one)
(number)

- ☐ Distribute excess increment to overlying taxing districts
☒ Transfer all remaining debts to the municipality

WHEREAS, the City ☐ of Waupun created TID 1 on 09 30, 1987, and adopted
(month) (day) (year)
a project plan in the same year, and

WHEREAS, all TID 1 projects were completed in the prescribed allowed time; and:

- ☐ WHEREAS, sufficient increment was collected as of the 19 tax roll, payable 20, to cover TID 1
(year) (year) project costs.
☒ WHEREAS, insufficient increment was collected to cover project costs.

THEREFORE BE IT RESOLVED, that the City ☐ of Waupun terminates TID 1; and

BE IT FURTHER RESOLVED, that the City ☐ Clerk shall notify the Wisconsin Department of Revenue (DOR),
within sixty (60) days of this resolution or prior to the deadline of April 15, 21, whichever comes first, that the TID
(year)
has been terminated; and

BE IT FURTHER RESOLVED, that the City ☐ Clerk shall sign the required DOR Final Accounting Submission
Date form (PE-223) agreeing on a date by which the City ☐ shall submit final accounting information to DOR;
and:

- ☐ BE IT FURTHER RESOLVED, that the City ☐ Treasurer shall distribute any excess increment collected after
providing for ongoing expenses of the TID, to the affected taxing districts with proportionate shares as
determined in the final audit by the City ☐ 's auditor, Baker Tilly US, LLP.
(auditor name)
☒ BE IT FURTHER RESOLVED, that the City ☐ of Waupun shall accept all remaining debts for
TID 1 as determined in the final audit by the City ☐ auditor, Baker Tilly US, LLP.
(auditor name)

Adopted this 9 day of February, 21
(day) (month) (year)

Resolution introduced and adoption moved by alderperson _____
(name)

Motion for adoption seconded by alderperson _____
(name)

On roll call motion passed by a vote of _____ ayes to _____ nays
(number) (number)

ATTEST:

Mayor/Head of Government Signature

Clerk Signature

AGENDA SUMMARY SHEET

MEETING DATE: 2/09/2021

TITLE: Resolution Authorizing 2020 Budget
Amendments in a Series of Funds

AGENDA SECTION: RESOLUTIONS AND ORDINANCES

PRESENTER: Michelle Kast, Finance Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
	Amendments will support funding 2020 carryovers and transfer surplus funds to the Capital Improvement Fund.

SUMMARY:

During 2020, Common Council took action that requires related 2020 budget adjustments and carryovers.

Budget Amendments

(Addressed in first resolution following summary sheet):

- 1) General Fund / Capital Improvements – Reallocate surplus funds created largely through COVID-19 restrictions to Capital Improvement Fund, totaling \$225K.
- 2) General Fund / TID 5 – Amend debt payments in TID 5 due to refunding completed in 2020. Redirect a portion of the planned General Fund Transfer to TID 5 to the Capital Improvement Fund (\$135K).
- 3) Equipment Replacement Fund – Amend IT budget to reflect additional COVID 19 expenditures totaling \$23,500.

Carry-Overs

(Addressed in second resolution following summary sheet):

A number of capital projects were placed on hold/delayed during 2020 in response to revenue losses and supply-chain delays related to the COVID-19 pandemic. Capital improvement and equipment replacement carryovers totaling \$93,800 are being requested for the following items with each project slated complete in 2021:

- Canoe/Kayak Launch (portion grant funded; portion funded through donations raised)
- Cedar Corporation Agreement for Energy Innovation Grant (grant application submitted January 2021)
- Accounting Software Upgrades
- Police Department Squad Car acquisition (ordered but not delivered)
- Fire Department Truck acquisition

ATTACHMENTS:

Resolution Authorizing 2020 Budget Amendments in a Series of Funds

Resolution Approving the Carryforward of Unexpended 2020 Appropriations

RECOMMENDED MOTIONS:

Approve the Resolution 2021-02-09-__ Authorizing 2020 Budget Amendments in a Series of Funds

Approve the Resolution 2021-02-09-__ Authorizing the Carryforward of Unexpended 2020 Appropriations

AUTHORIZING 2020 BUDGET AMENDMENTS IN A SERIES OF FUNDS

WHEREAS, the Common Council of the City of Waupun approved a series of actions that require related 2020 budget adjustments in a series of funds;

WHEREAS, budget amendments are necessary to fund COVID-19 related expenditures in information technology that were necessary to improve remote connectivity during the pandemic;

WHEREAS, COVID-19 forced closures and cancellations that reduced spending in a number of key areas;

WHEREAS, TID #5 performance and cash flow projections have improved allowing the budgeted transfer of funds from the General Fund to be reallocated to the Capital Improvement Fund.

BE IT THEREFORE RESOLVED, the Waupun Common Council approves Budget Amendments as follows:

Account	Account Name	Original Budget	Adjustment Amount	Adjusted Budget	Purpose of Amendment
General Fund					
100-10-5153-1-10	FINANCE-SALARY/WAGES	67,431	(6,000)	61,431	Reallocate Surplus Funds
100-10-5193-3-38	CONTINGENCY-OPERATING	40,000	(40,000)	-	Reallocate Surplus Funds
100-10-5194-3-38	PROPERTY & LIABILITY-OPERATING	79,146	(10,000)	69,146	Reallocate Surplus Funds
100-10-5255-3-38	AMBULANCE-OPERATING EXP	66,000	(12,000)	78,000	Reallocate Surplus Funds
100-10-5534-1-10	CELEB/ENTERTAIN-SALARY/WAGES	12,597	(6,000)	6,597	Reallocate Surplus Funds
100-10-5534-3-36	CELEB/ENTERTAIN-TOURISM	8,500	(8,000)	500	Reallocate Surplus Funds
100-10-5534-3-38	CELEB/ENTERTAIN-OPERATING	16,700	(13,000)	3,700	Reallocate Surplus Funds
100-20-5513-1-10	SENIOR CENTER-SALARIES/WAGES	35,517	(6,000)	29,517	Reallocate Surplus Funds
100-20-5513-3-32	SENIOR CENTER-UTILITIES	8,000	(2,000)	6,000	Reallocate Surplus Funds
100-20-5513-3-38	SENIOR CENTER-OPERATING EXP	9,015	(5,000)	4,015	Reallocate Surplus Funds
100-20-5525-1-10	RECREATION-SALARIES/WAGES	23,642	(7,000)	16,642	Reallocate Surplus Funds
100-20-5525-3-32	RECREATION-UTILITIES	42,500	(7,000)	35,500	Reallocate Surplus Funds
100-20-5525-3-39	RECREATION-PARKS PROGRAMS	4,000	(3,000)	1,000	Reallocate Surplus Funds
100-50-5231-2-20	FIRE ADM-HEALTH INSURANCE	20,008	(6,000)	14,008	Reallocate Surplus Funds
100-50-5233-2-20	FIRE PREVENTION-HEALTH INSURE	4,617	(4,000)	617	Reallocate Surplus Funds
100-70-5410-3-32	BGMS-UTILITIES	70,884	(10,000)	60,884	Reallocate Surplus Funds
100-70-5411-3-38	MACHINERY & EQUIP-OPERATING	56,920	(19,000)	37,920	Reallocate Surplus Funds
100-70-5420-3-38	ENGIN & ADM-OPERATING EXPENSES	43,550	(17,000)	26,550	Reallocate Surplus Funds
100-70-5431-3-36	STREET MAINT-REPAIRS/MAINT	72,000	(6,000)	66,000	Reallocate Surplus Funds
100-70-5435-3-36	SNOW/ICE CONT-REPAIRS/MAINT	61,000	(17,000)	44,000	Reallocate Surplus Funds
100-70-5444-3-38	SIDEWALKS/XWALKS-OPERATING EXP	8,000	(8,000)	-	Reallocate Surplus Funds
100-80-5670-3-38	ECONOMIC DEV-OPERATING EXP	24,000	(13,000)	11,000	Reallocate Surplus Funds
100-10-5950-6-01	TRANSFER TO TIF #5	230,000	(135,000)	95,000	Reallocate Transfer from GF to Other Funds
100-10-5950-6-06	TRANSFER TO CAPITAL PROJECTS	-	360,000	360,000	Reallocate Surplus Funds/Transfer for Capital Projects
General Fund Total		1,004,027	-	1,028,027	
Debt Service Fund					
300-10-5911-6-00	PRINCIPAL ON BONDS - 2019 STFL	30,719	319,281	350,000	Amend for Debt Payments due to 2020 TID 5 Refunding
300-10-5918-6-00	PRINCIPAL ON BONDS-TIF #5	215,000	3,050,000	3,265,000	Amend for Debt Payments due to 2020 TID 5 Refunding
300-49-4913-0-00	OPERATING TRANSFER IN-TIF #5	(520,550)	(3,373,481)	(3,894,031)	Transfer in for Debt Payoffs due to 2020 TID 5 Refunding
300-49-4921-0-00	OPERATING TRANSFER IN-CPF 400	(77,244)	(21,122)	(98,366)	Transfer in for LED Lighting Lease Payments
300-10-5935-600	CAPITAL LEASE-2019 LED LIGHTIN	-	21,122	21,122	Transfer Lighting Upgrade budget due to lease acctg rqrmnts
Debt Service Fund Total		(352,075)	(4,200)	(356,275)	
Capital Improvement Fund					
400-70-5412-800	CAPITAL IMPRV-PUBLIC WORKS	21,122	(21,122)	-	Transfer Lighting Upgrade budget due to lease acctg rqrmnts
400-80-5950-338	OPERATING TRANS OUT-CIF TO DSF	77,244	21,122	98,366	Transfer out for LED Lighting Lease Payments
400-49-4920-0-00	TRANSFERS IN FROM OTHER FUNDS	-	(135,000)	(135,000)	Reallocate Transfer from GF to Capital Improvement Fund
Capital Improvement Fund Total		98,366	(135,000)	(36,634)	
Equipment Replacement Fund					
410-10-5140-400	EQUIPMENT-CITY HALL	20,400	23,500	47,900	Amend budget for IT costs for virtual mtgs and remote work
Equipment Replacement Fund Total		20,400	23,500	47,900	
TIF 5					
401-49-4920-0-00	TRANSFER FROM GENERAL FUND	(230,000)	135,000	(95,000)	Reallocate Transfer from GF to Other Funds
401-49-4912-0-00	PROCEEDS OF LONG-TERM DEBT	-	(3,145,000)	(3,145,000)	Amend for 2020 TID 5 Refunding Bond Debt Proceeds
401-70-5950-3-38	OPERATING TRANSFER OUT-DSF	520,550	3,373,481	3,894,031	Transfer out for Debt Payoffs due to 2020 TID 5 Refunding
TIF 5 Fund Total		290,550	363,481	654,031	

This is to certify that the foregoing Resolution was duly adopted by the Common Council on February, 9 2021.

ATTEST:

Angela J. Hull, City Clerk

CITY OF WAUPUN
APPROVED:

By: _____
Julie j. Nickel, Mayor

RESOLUTION NO. 2021-02-09-_____

RESOLUTION APPROVING THE CARRYFORWARD OF UNEXPENDED 2020 APPROPRIATIONS

BE IT HEREBY RESOLVED, that the following unexpended appropriations on December 31, 2020 be carried forward to 2021:

Fund	Account	Account Name	Amount	Description
Equipment Replacement Fund				
	410-10-5140-400	EQUIPMENT-CITY HALL	11,900	Accounting Software Upgrades
	410-40-5211-400	EQUIPMENT-POLICE	22,000	Police Department Squad Car
	410-50-5231-400	EQUIPMENT-FIRE	40,400	Fire Department Truck
Equipment Replacement Fund Total			74,300	
Capital Improvement Fund				
	400-20-5525-800	CAPITAL IMPROVEMENTS-PARKS	7,000	Canoe/Kayak Launch
	400-70-5420-800	CAPITAL IMPR-ENGINEERING	12,500	Service Agreement for Energy Innovation Grant
Capital Improvement Fund Total			19,500	

Passed this 9th day of January, 2021.

ATTEST:

Julie J. Nickel, Mayor

Angela J. Hull, City Clerk



AGENDA SUMMARY SHEET

MEETING DATE: 2/09/2021

TITLE: Resolution Approving Assignment of General Fund Balances in Accordance with Governmental Accounting Standards

AGENDA SECTION: RESOLUTIONS AND ORDINANCES

PRESENTER: Michelle Kast, Finance Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
	Assignment of general fund balances will support future post-retirement benefit costs, while helping to stay within fund balance policy limits	

SUMMARY:

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.

This resolution 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 and help the City stay within fund balance policy limits, while providing support for future post-retirement benefit costs.

ATTACHMENTS:

Resolution Approving Assignment of General Fund Balances in Accordance with Governmental Accounting Standards

RECOMMENDED MOTION:

Approve the Resolution 2021-02-09-__ Authorizing Assignment of General Fund Balance for Post-Retirement Benefits

RESOLUTION APPROVING ASSIGNMENT OF GENERAL FUND BALANCES IN
ACCORDANCE WITH GOVERNMENTAL ACCOUNTING STANDARDS

WHEREAS, the Governmental Accounting Standards Board issued its Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions (“GASB 54”), and the City of Waupun was first required to adopt the provisions of GASB 54 for its financial statements for the year ending December 31, 2011; and

WHEREAS, GASB 54 requires legislative action by the governing body to recognize constraints for specific purposes of certain portions of the City’s general fund balance in order to classify such amounts as assigned, as defined in the accounting standard.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Waupun, that the general fund balance reporting in the City’s financial statements include amounts assigned for post-retirement benefits, computed as of the end of the fiscal year.

Passed and adopted by the Common Council this 9th day of February, 2021.

Julie J. Nickel
Mayor

ATTEST:

Angela J. Hull
City Clerk

AGENDA SUMMARY SHEET

MEETING DATE: 2/9/2021

TITLE: Consideration for High School Fire Intern Job Description

AGENDA SECTION: Board/Committee/Commission
Recommendations

PRESENTER: B.J. DeMaa, Fire Chief and
Emergency Management Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	\$ [Enter]
Safe, Healthy, and Sustainable Community High Performance Government	\$0	

ISSUE SUMMARY:

Volunteerism within the American fire service has seen a decline in recent years. In a poll conducted by FireRescue 1, one item that was noted as a reason was inadequate recruitment efforts. As part of the Fire Department's 5-year strategic plan, we have identified a need to ensure our firefighter staffing model meets local needs. Based on input we have received; it is imperative that we have programs available within our high schools to start driving interest in the fire service. We believe this position, coupled with our Cadet program for high school graduates, begins to establish a pipeline for future paid-on-call firefighters for our department.

This position is a non-paid position being made available to high school seniors and was approved unanimously by the Police and Fire Commission.

STAFF RECOMMENDATION:

Approve the High School Fire Intern program and job description

ATTACHMENTS:

High School Fire Intern job description

RECOMMENDED MOTION:

Approve the job description for the High School Fire Intern position.

WAUPUN FIRE DEPARTMENT
POLICY NO.:
Position Description – Fire Intern

Position Title: High School Fire Intern

Job Summary:

- A. Under the direction and supervision of the Fire Chief or designee, the Fire Intern will gain experience while at the fire department with the primary focus on safety. This work is performed at a learning level in the areas of administration, community risk reduction, all-hazards emergency response and training.
- B. Work may include but not limited to: administrative assignments, equipment and facility maintenance, fire inspection walk-alongs, public education participation, pre-plan development and maintenance, and exposure to fire training and operations. Interns may also receive additional knowledge in the areas of: fire behavior, communications, ropes and knots, rescue operations, first aid, forcible entry, ventilation, automatic sprinklers, salvage and overhaul, breathing apparatus, fire hose, fire streams, ground ladders, hazardous materials, and vehicle rescues.

Essential Job Functions:

- A. Performs support activities in the following areas: administrative assignments, equipment and facility maintenance, fire inspections, public education, and pre-plan development.
- B. Participates in department calls (as available), drills, general meeting, and maintenance provided these activities do not interfere with school obligations.
- C. Responds and assists at emergency incidents by performing duties, including but not limited to: photography, victim assistance, restoring apparatus & equipment, rehabilitative assistance and duties assigned by the Incident Commander.
- D. Follows supervisory direction from any Waupun Fire Officer.

Knowledge, Skills, and Abilities Required:

- A. Basic computer knowledge and skills to include Excel and Microsoft Word.
- B. Ability to think clearly and react effectively.

WAUPUN FIRE DEPARTMENT
POLICY NO.:
Position Description – Fire Intern

- C. Ability to understand and follow oral or written instructions.
- D. Ability to effectively communicate orally and in writing.
- E. Ability to use reason and good judgement in dealing with all kinds of people.
- F. Ability to be professional in appearance and actions.
- G. Ability to positively interact with the public.
- H. Ability to work in restrictive clothing.
- I. Valid driver's license during the time of internship.

Working Conditions and Physical Requirements:

- A. Work takes place both inside and outside. Occasionally exposed to extreme heat/cold, changes in temperature, wet and humid conditions. Occasionally exposed to odors, dust, poor ventilation, vibrations, and moderate noise.
- B. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently.
- C. Frequently required to exert light to heavy physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, running, stooping, kneeling or crouching.
- D. Requires the use of Self-Contained Breathing Apparatus (SCBA) for time periods of up to 45 minutes.
- E. Requires the use of protective devices such as, but not limited to: SCBA face mask, fire resistant clothing (turnout gear), helmet, goggles, boots, and gloves.

Other Job Functions:

- A. Maintain all issued department equipment in good working condition.
- B. Wear complete department uniform when arriving for shift.

WAUPUN FIRE DEPARTMENT
POLICY NO.:
Position Description – Fire Intern

- C. Maintain confidentiality related to calls, records and files.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Waupun is an Equal Opportunity Employer. In compliance with state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Requirements:

- A. Enrolled as a high school senior in an accredited high school program.
- B. Maintain a minimum of a “C” Average while attending High School. Interns must provide a copy of their grades upon receipt of them. An “F” in any class will result in a conversation between the Fire Chief and High School Counselor on whether the student will remain eligible for the High School Fire Intern program.
- C. No felony criminal records.
- D. Complete an application along with a signed copy of this description. All signatures must be completed on the High School Fire Intern form (SOG).
- E. Provide character references from two teachers.
- F. Possess and maintain a valid Wisconsin Driver's License.
- G. Must be able to obtain/perform the above listed essential job qualifications and functions.

2021 Equipment Rates

ID	Description	Manufacturer	Model	Year	VIN
1-16	Ford Escape	Ford	Escape	2017	1FMCU9G97HUA 52025
	Ratesub				
	Default		1/1/21	\$14.98	
3-08	Tandem Dump Truck	Sterling	LT-7501	2008	2FZHATBS78AY7 9046
	Ratesub				
	Truck		1/1/2021	\$68.52	
	Power Reversible		1/1/2021	\$13.04	
	Tailgate-Mounted-computerized		1/1/2021	\$12.58	
	Widening Wing		1/1/2021	\$12.10	
5-09	Tandem Dump Truck	Freightliner	M2106V	2009	1FVHC3BS19HAJ 1444
	Ratesub				
	Truck		1/1/2021	\$68.52	
	Power Reversible		1/1/2021	\$13.04	
	Tailgate-Mounted-computerized		1/1/2021	\$12.58	
	Widening Wing		1/1/2021	\$12.10	
6-13	Single Axle Dump Truck	Freightliner	108SD	2013	1FVAG5BS0DHF B9538
	Ratesub				
	Truck		1/1/2021	\$53.82	
	Power Reversible		1/1/2021	\$13.04	
	Tailgate - mounted - computerized - prewetting sy		1/1/2021	\$13.72	
	Widening Wing		1/1/2021	\$12.10	
7-03	Tandem Dump Truck	Sterling	LT-7501	2003	2FZHATAKX3AM 13718
	Ratesub				
	Truck		1/1/2021	\$68.52	
	Power Reversible		1/1/2021	\$13.04	
	Widening Wing		1/1/2021	\$12.10	
8-20	Tandem Dump Truck	Freightliner	114SD	2020	1FVHG3FE9LHLW7783
	Ratesub				
	Truck		1/1/2021	\$68.52	
	Power Reversible		1/1/2021	\$13.04	
	Tailgate - mounted - computerized - prewetting sy		1/1/2021	13.72	
	Widening Wing		1/1/2021	\$12.10	
9-12	Tandem Dump Truck	Freightliner	M280	2012	1FVHC3BS3CHB R5339
	Ratesub				
	Truck		1/1/2021	\$68.52	
	Power Reversible		1/1/2021	\$13.04	
	Tailgate - mounted - computerized		1/1/2021	\$12.58	
	Widening Wing		1/1/2021	\$12.10	
11-01	Tandem Dump Truck	Sterling	LT-7501	2001	2FZHATAK01AJ9 3549
	Ratesub				
	Truck		1/1/2021	\$68.52	
	Power Reversible		1/1/2021	\$13.04	
	Widening Wing		1/1/2021	\$12.10	
12-18	Global Street Sweeper	Global	M4HSD	2017	1G9GS4HL3HS4 62010
	Ratesub				
	Default		1/1/2021	\$92.48	
15-17	3/4 Ton Pick-up Truck	Chevrolet	Silverado 15	2017	1GCNKNEC4HZ1 85094
	Ratesub				
	Default		1/1/2021	\$14.16	

ID	Description	Manufacturer	Model	Year	VIN
19-03	1/2-Ton Pickup Truck	Chevrolet	1500	2003	1GCEK14T63Z26 3023
	Ratesub				
	Default		1/1/2021		\$14.16
22-13	1/2-Ton Pickup Truck	Chevrolet	Silverado	2013	1GCNKPE01DZ1 65235
	Ratesub				
	Default		1/1/2021		\$14.16
27-20	1-Ton Flatbed Truck w/hoist	Chevrolet	Silverado 35	2020	1GB3YSEY8LF278652
	Ratesub				
	Default		1/1/2021		\$14.16
28-03	1-Ton Flatbed Truck w/hoist	Chevrolet	3500	2003	1GBJK34173E26 6968
	Ratesub				
	Default		1/1/2021		\$14.16
29-11	1/2 Ton Pick-up	Chevrolet	Silverado	2011	1GCNKPE03BZ3 61139
	Ratesub				
	Default		1/1/2021		\$14.16
30-06	1-Ton Flatbed Truck w/hoist	Chevrolet	3500	2006	1GBJK34266E12 6374
	Ratesub				
	Default		1/1/2021		\$14.16
34-09	1-Ton Pickup Truck w/ hoist	Chevrolet	3500	2009	1GBJK74649F15 8829
	Ratesub				
	Default		1/1/2021		\$14.16
34-12-A	Wideout Plow	Western		2012	
	Ratesub				
	Default		1/1/2021		\$13.04
38-96	3/4-Ton Pickup Truck	Chevrolet	2500	1996	1GBGK24RXTZ2 06086
	Ratesub				
	Default		1/1/2021		\$14.16
39-06	1-Ton Flatbed Truck w/hoist	Chevrolet	3500	2006	1GBJK34296E12 5381
	Ratesub				
	Default		1/1/2021		\$14.16
40-07	1-Ton Flatbed Truck	Chevrolet	Silverado	2007	1GBJK34667E52 5564
	Ratesub				
	Default		1/1/2021		\$14.16
52-99	1-Ton Flatbed Pickup Truck	Chevrolet	3500	1999	1GBJK34F2XF01 7036
	Ratesub				
	Default		1/1/2021		\$14.16
101-88	Track Loader	Caterpillar	953	1988	20Z01628
	Ratesub				
	Default		1/1/2021		\$46.48
102-84	Grader	Caterpillar	140G	1984	72V06860
	Ratesub				
	Default		1/1/2021		\$61.96
	Ripper Attachment		1/1/2021		\$124.78
	Widening Wing		1/1/2021		\$32.98
103-10	Caterpillar Payloader	Caterpillar	930H	2010	CAT0930HPDHC 02116
	Ratesub				
	Default		1/1/2021		\$59.02
103-96	Snowblower	Fair Snocrete	7421C	1996	
	Ratesub				
	Default		1/1/2021		\$185.20

ID	Description	Manufacturer	Model	Year	VIN
103-10-B	Payloader Wausau Plow	Wausau	HSP4212H	2010	17494
	Ratesub				
	Default		1/1/2021	\$32.78	
103-10-C	Payloader Wausau Wing	Wausau	PW10 RHTE Wing	2010	17494
	Ratesub				
	Default		1/1/2021	\$32.98	
104-18	New Holland Backhoe	New Holland	895CSC	2018	NJHH01346
	Ratesub				
	Default		1/1/2021	\$50.30	
104-18-A	Compactor	New Holland		2018	
	Ratesub				
	Default		1/1/2021	\$29.48	
104-18-B	Breaker	New Holland		2018	12986
	Ratesub				
	Default		1/1/2021	\$32.38	
105-08	Front End Loader	Caterpillar	930H	2008	CAT0930HLDHC 00679
	Ratesub				
	Default		1/1/2021	\$59.02	
105-08-C	Payloader Wausau Plow	Wausau	SS4212H	2008	08172
	Ratesub				
	Default		1/1/2021	\$32.78	
105-08-D	Payloader Wausau Wing	Wausau	PW9RHTE	2008	08172
	Ratesub				
	Default		1/1/2021	\$32.98	
106-96	Backhoe / Tractor	Caterpillar	311	1996	9LJ00491
	Ratesub				
	Default		1/1/2021	\$48.66	
107-96	Bobcat Loader, skid w/ auger & chisel	Melroe	773	1996	509638612
	Ratesub				
	Default		1/1/2021	\$27.06	
151-76	Tractor	Massey Ferguson	MF-20	1976	9A236875
	Ratesub				
	Default		1/1/2021	\$30.52	
	Roto-tiller		1/1/2021	\$37.00	
152-20	Groundsmaster Mower/Snowblower	Toro	7210	2020	405498862
	Ratesub				
	Default		1/1/2021	\$21.66	
153-98	Floor Sweeper	Clarke	575-100	1998	350802
	Ratesub				
	Default		1/1/2021	\$107.56 PER DAY	
154-08	Compactor	Honda	WP 1550AW	2008	7576 121 6644032
	Ratesub				
	Default		1/1/2021	\$31.36	
155-96	Leaf Vac	Giant Vac	6600 JD	1996	96267144
	Ratesub				
	Default		1/1/2021	\$36.92	
156-10	Leaf Vac	Giant Vac	6600JDT-TR14	2010	111910001
	Ratesub				
	Default		1/1/2021	\$36.92	
157-18	Toro Groundsmaster	Toro	30695	2018	403155061
	Ratesub				
	Default		1/1/2021	\$21.66	

ID	Description	Manufacturer	Model	Year	VIN
158-84	Tractor	John Deere	430	1984	M00430X360056
	Ratesub				
	Default		1/1/2021	\$13.78	
159-15	Mower	John Deere	1600 WAM TD TP	2015	1TC1600TPEF30 0039
	Ratesub				
	Default		1/1/2021	\$21.66	
160-96	Tractor / Blade / Broom	John Deere	455	1996	00455C040252
	Ratesub				
	Default		1/1/2021	\$13.78	
	Broom		1/1/2021	\$36.24	
	Sprayer		1/1/2021	\$13.88	
162-85	Tractor	John Deere	430	1985	
	Ratesub				
	Default		1/1/2021	\$13.78	
163-88	Case Internatio 885 Tractor	Case	T25	1988	021303
	Ratesub				
	Default		1/1/2021	\$27.06	
	2 pan section		1/1/2021	\$22.04	
164-94	Roller / Vibrating	Wacker	RD880	1994	629601130
	Ratesub				
	Default		1/1/2021	\$27.20	
165-07	Brush Chipper	Brush Bandit	1290H Drum Bandit	2007	007231
	Ratesub				
	Default		1/1/2021	\$30.62	
166-12	Rustler 120 4X4	New Holland	120	2012	CM1234-304085
	Ratesub				
	Default		1/1/2021	\$19.06	
167-03	Toyota Fork Lift	Toyota	7FGU25	2003	69064
	Ratesub				
	Default		1/1/2021	\$79.40	
168-00	Versa Vac Trailer		1266	2000	1J911172XYC124 266
	Ratesub				
	Default		1/1/2021	\$62.80	
200-18	Walk behind concrete saw		FS400	2018	20181400182
	Ratesub				
	Default		1/1/2021	\$52.54	
201	Makita Concrete Saw	Makita	DPC7311		0507096193
	Ratesub				
	Default		1/1/2021	\$52.54	
202	Cement Saw	ICS	613GC		4470492
	Ratesub				
	Default		1/1/2021	\$52.54	
203	Cement Saw	Dolmar	309		309000150
	Ratesub				
	Default		1/1/2021	\$52.54	
250-98	Air Compressor	Atlas	XAS90JD	1998	4500A0717WH60 6309
	Ratesub				
	Default		1/1/2021	\$15.18	
251-73	Trailer	Roller Trailer	8-12	1973	Home Made
	Ratesub				
	Default		1/1/2021	\$21.04	

ID	Description	Manufacturer	Model	Year	VIN
253	Paint / Cone Trailer				Home Made
	Ratesub				
	Default	1/1/2021	\$10.66		
254	425 Gal. Water Tank & Pump		PG2		5806936
	Ratesub				
	Default	1/1/2021	\$26.76		
255	Toro Mower Trailer	Toro			Home Made
	Ratesub				
	Default	1/1/2021	\$14.10		
256-12	3" Diaphragm Pump	Wacker - Neuson PD3	PDT3A	2012	20059729
	Ratesub				
	Default	1/1/2021	\$19.28		
257-13	Generator	Honda	EU2000I	2013	EACT-1120920
	Ratesub				
	Default	1/1/2021	\$16.32		
258	Compactor	Wacker	B5-604		0501310334
	Ratesub				
	Default	1/1/2021	\$31.36		
260	Tiller	Gilson			13D2C1-433
	Ratesub				
	Default	1/1/2021	\$37.00		
261	Portable Generator	OHV	OVH50		H934107
	Ratesub				
	Default	1/1/2021	\$16.32		
263	Bobcat Flatbed Trailer				Home Made
	Ratesub				
	Default	1/1/2021	\$21.04		
265-94	CAT Flatbed Trailer	Trail King	TK40LP	1994	1TKC02422RM11 5296
	Ratesub				
	Default	1/1/2021	\$36.92		
269	Power Washer	Alkota	5181		D02-05181
	Ratesub				
	Default	1/1/2021	\$47.92		
277-12	All Seasons Sprayer	Monroe	ASSU 325	2012	12-04-9001
	Ratesub				
	Default	1/1/2021	\$32.86		
278-13	Anti-Icer	Monroe	Anti Icer Unit	2013	18-08-9000
	Ratesub				
	Default	1/1/2021	\$29.50		
283	Cement Trailer	Radius			Home Made
	Ratesub				
	Default	1/1/2021	\$14.10		
285-05	Cement Trailer			2005	Home Made
	Ratesub				
	Default	1/1/2021	\$36.92		
366-13	Air Compressor	Rolair	D2002HPV5	2013	13103350
	Ratesub				
	Default	1/1/2021	\$13.36		
376	Air Compressor	NAPA	NAC82-309-VBT		0006995
	Ratesub				
	Default	1/1/2021	\$15.18		

ID	Description	Manufacturer	Model	Year	VIN
379-13	Pressure Washer	MI-T-M	cv-2400-4mbc	2013	10663263
	Ratesub				
	Default		1/1/2021	\$41.56	
380-14	Pressure Washer	MI-T-M	cv-2600-ommc	2014	10702320
	Ratesub				
	Default		1/1/2021	\$41.56	
381-14	Pressure Washer	Clean Blue	AR142plus	2014	13019-0813040
	Ratesub				
	Default		1/1/2021	\$41.56	
900	Cub Cadet Volunteer 4x2 625		625		
	Ratesub				
	Default		1/1/2021	\$19.06	
901	John Deere Gator CX	John Deere	Gator CX		1M00CXRAEEM1 20288
	Ratesub				
	Default		1/1/2021	\$19.06	
902	John Deere 3 Wheeler	John Deere	1200A		TC1200A14480
	Ratesub				
	Default		1/1/2021	\$19.06	



AGENDA SUMMARY SHEET

MEETING DATE: 02-09-21

TITLE: 2020 City of Waupun Housing Fee Report

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Sarah VanBuren, Community and
Economic Development
Coordinator

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

ISSUE SUMMARY:

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

On November 16, 2020, the City's request to be waived for the housing affordability mandate was approved by the Department of Revenue for a four-year period. However, the City is still responsible for annually producing a housing fee report.

The attached report meets the statutory requirements and will be posted to the City of Waupun website prior to January 1, 2022.

STAFF RECOMENDATION:

Discussion only.

ATTACHMENTS:

2020 City of Waupun Housing Fee Report

RECOMENDED MOTION:

N/A



City of Waupun New Housing Fee Report

For 2020 Calendar Year



Background

This report is written to satisfy the requirements as outlined in Section 66.10014 of the Wisconsin Statutes. Section 66.10014 reads as follows:

- (1) In this section, “municipality” means a city or village with a population of 10,000 or more.
- (2) Not later than January 1, 2020, a municipality shall prepare a report of the municipality's residential development fees. The report shall contain all of the following:
 - (a) Whether the municipality imposes any of the following fees or other requirements for purposes related to residential construction, remodeling, or development and, if so, the amount of each fee:
 1. Building permit fee.
 2. Impact fee.
 3. Park fee.
 4. Land dedication or fee in lieu of land dedication requirement.
 5. Plat approval fee.
 6. Storm water management fee.
 7. Water or sewer hook-up fee.
 - (b) The total amount of fees under par. (a) that the municipality imposed for purposes related to residential construction, remodeling, or development in the prior year and an amount calculated by dividing the total amount of fees under this paragraph by the number of new residential dwelling units approved in the municipality in the prior year.
- (3)
 - (a) A municipality shall post the report under sub. (2) on the municipality's Internet site on a web page dedicated solely to the report and titled “New Housing Fee Report.” If a municipality does not have an Internet site, the county in which the municipality is located shall post the information under this paragraph on its Internet site on a web page dedicated solely to development fee information for the municipality.
 - (b) A municipality shall provide a copy of the report under sub. (2) to each member of the governing body of the municipality.
- (4) If a fee or the amount of a fee under sub. (2) (a) is not properly posted as required under sub. (3) (a), the municipality may not charge the fee.

Process and Data Sources

Community & Economic Development staff prepared this report for the calendar year ending December 31, 2020 using the adopted City of Waupun Fee Schedule, permit/development records maintained by the Building Inspector and the Department of Public Works, and adopted City of Waupun Ordinances. This report has been posted on the City's website (www.cityofwaupun.org) and has been shared with the City of Waupun City Council. For record keeping purposes, projects are reported in the year in which they were permitted (approved). Projects approved in prior calendar years but completed and occupied in 2020 are not included in this report.

Residential Fee List

The City of Waupun imposes the following fees or other requirements for purposes related to residential construction, remodeling, or development. Only fees the City sets/collects are included in this report. Fees set by others, such as sanitary and utility districts, county, etc., are not included in this report. A complete copy of the municipal fee schedule is included in Appendix A. Table 1 lists the residential development fees collected for 2020.

Table 1: Residential Development Fees (2020)

Building permit fee	Impact fee	Park fee	Land dedication or fee in lieu of land dedication requirement	Plat approval fee	Final plat approval fee	Storm water management fee	Water or sewer hook-up fee
\$500.00 Base + \$0.28/SF (Minimum \$1,000.00)	N/A	N/A	N/A	N/A	N/A	No fee. Developer uses their own contractor to make connections. Waupun Utilities inspects connections.	No fee. Developer uses their own contractor to make connections. Waupun Utilities inspects connections.

Calculations

Section 66.10014(2)(b) states, "The total amount of fees under par. (a) that the municipality imposed for purposes related to residential construction, remodeling, or development in the prior year and an amount calculated by dividing the total amount of fees under this paragraph by the number of new residential dwelling units approved in the municipality in the prior year."

The total amount of fees that the City of Waupun imposed for residential construction, remodeling, or development in 2020 is listed in Table 2. The average fee collected per permit has been calculated by dividing the total amount of fees collected by the number of permits issued. A full listing of all permits issued in 2020 can be found in Appendix B.

Table 2: Residential Development Fees Collected in 2020

Permit Type	# of Permits Issued	Total Permit Fees Collected	Avg. Fee Collected /Permit
Single Family Dwelling Units	14	\$30,921.04	\$2,208.65
Multi-Family Dwelling Units	5	\$14,664.36	\$2,932.87
Mobile Home Units	0	0	0
Residential Housing Additions & Remodel	108	\$14,550.35	\$134.73
Total Fees Permit Fees Collected		\$60,135.75	

Exclusions

This report was prepared in order to meet requirements enacted by 2017 WI Act 243 in Wis. Stat. 66.10014. As such, it does not include the most significant costs of residential development, including the cost of land, the cost of infrastructure, the cost of labor, and the cost of building materials.

Appendix A – Municipal Fee Schedule

FEE SCHEDULE (EFFECTIVE 7/30/19)	
Permit fees double if work commenced without permit.	
MINIMUM FEE	\$50.00
RESIDENTIAL - NEW 1 & 2 FAMILY DWELLINGS	
Building, Plumbing, Electric, & HVAC	\$500.00 Base + \$0.28/SF (Minimum \$1,000.00)
UDC Seal	\$40.00 (Fee subject to Change)
Bond (Returned after Occupancy)	\$1,000.00
Erosion Control	\$50.00
Plan Review	INCLUDED
Occupancy Permit	\$50.00
Zoning	\$100.00
RESIDENTIAL ADDITIONS	
Building (Ftg, Fndn, Floor, Frame, Insul, Final)	\$0.16/SF (Minimum \$300.00)
Plumbing	\$0.04/SF (Minimum \$80.00)
Electric	\$0.04/SF (Minimum \$80.00)
HVAC	\$0.04/SF (Minimum \$80.00)
Erosion Control	\$50.00
Plan Review	INCLUDED
Bond (Returned after Occupancy) (Required for Additions over 500 SF)	\$1,000.00
Occupancy Permit	\$50.00
Zoning	\$75.00
RESIDENTIAL REMODELS	\$6.00 Per \$1,000 Construction Cost
RESIDENTIAL GARAGES/ACCESSORY (NEW & ADDITIONS)	
Building	\$0.14/SF (Minimum \$100.00)
Plumbing	\$0.04/SF (Minimum \$80.00)
Electric	\$0.04/SF (Minimum \$80.00)
HVAC	\$0.04/SF (Minimum \$80.00)
Erosion Control	\$50.00
Plan Review	INCLUDED
Occupancy Permit	\$50.00
Zoning	\$50.00
MISCELLANEOUS	
Electrical Service	\$80.00
Laterals	\$60.00
Replace Furnace or AC	\$50.00
Plumbing Remodel	\$50.00 or \$8.00 per fixture
Early Start (Footings & Foundation Only)	\$100.00 or \$0.03/SF (whichever is greater)
Decks (2-3 Inspections @ \$50 Each)	\$100.00 - \$150.00
Permanent Swimming Pools (Provide site plan)	\$50.00

Prefabricated Sheds (Provide site plan)	\$50.00
Fences (Provide site plan)	\$50.00
Signs	Base \$50.00 + \$0.50/SF Each Face
Zoning (Swimming Pools, Fences, Signs, Decks, Sheds)	\$50.00
Chicken Coop & Run	\$50.00
AGRICULTURAL	
Building	\$0.14/SF (Minimum \$100.00)
Plumbing	\$0.04/SF (Minimum \$80.00)
Electric	\$0.04/SF (Minimum \$80.00)
HVAC	\$0.04/SF (Minimum \$80.00)
Erosion Control	\$50.00
Plan Review	INCLUDED
Occupancy Permit	\$50.00
Zoning	\$50.00
MULTI-FAMILY, ASSISTED LIVING, NURSING HOMES, COMMERCIAL & INDUSTRIAL (NEW, ADDITIONS, AND REMODELS)	
Building	Base Fee \$100.00 + \$0.20/SF (Min. \$500.00)
Plumbing	Base Fee \$60.00 + \$0.06/SF (Min. \$80.00) OR \$8.00 per Fixture (whichever is greater)
Electric	Base Fee \$60.00 + \$0.06/SF (Min. \$80.00) Or \$1.25 per Opening (whichever is greater)
HVAC	Base Fee \$60.00 + \$0.06/SF (Min. \$80.00)
Fire Protection - Sprinkler	Base Fee \$60.00 + \$0.04/SF (Min. \$80.00) OR \$1.00 per Head (whichever is greater)
Erosion Control	See DPW Fee Schedule
Bond (Returned after Occupancy)	Under 10,000 SF - \$1,500.00 Over 10,001 SF - \$3,000.00
Remodels	\$6.00 per \$1,000 Construction Cost
Occupancy Permit	\$100.00
Plan Review	Under 10,000 SF - \$100.00 Over 10,001 SF - \$200.00
Zoning	\$200.00
Building Plan Review for Approval - Under 50,000 CF	Per DSPS Fees
Note: Over 50,000 CF, Plan Approval must be completed by DSPS	
DEMOLITION	
Residential Dwelling	\$100.00
Accessory/Garage/Agricultural	\$50.00
Commercial/Industrial Building	\$300.00
MOVING	
Principal Building	\$200.00
Garage/Accessory/Agricultural	\$100.00

City of Waupun Municipal Ordinance

Chapter 7 – STREETS AND SIDEWALKS

Section 7.05 STREETS AND SIDEWALKS EXCAVATIONS AND OPENINGS

(1) PERMIT REQUIRED

- (a) No person shall make, direct or cause to be made any excavation or opening in any street, alley, highway, sidewalk or other public way within the City without first obtaining a permit from the Director of Public Works.
- (b) Except as otherwise provided here, the City shall charge an application fee of \$15.00 for each permit issued under this section. A permit shall be required but no permit fee shall be charged if the permit is obtained pursuant to an order of the City of Waupun requiring sidewalk replacement or reconstruction. A permit shall be required but no separate or additional permit fee shall be charged if the permit is issued in conjunction with a building permit where the excavation or opening is ancillary to the project for which the building permit is issued.
- (c) Any person who violates any provision of this section shall be subject to the forfeiture provisions identified in Section 18.04 of this Code. In addition, any contractor who makes an excavation or opening in violation of this subsection without first ensuring that the appropriate permit has been issued shall be subject to the forfeiture provisions identified in Section 18.04 of this Code.

Appendix B – 2020 Annual Report of Permits Issued

		# of Permits	Permit Fee	Est. Value
Res. Houses New Const.	Dodge County:	1	\$ 2,019.32	\$ 250,000.00
	Fond du Lac County:	13	\$ 28,901.72	\$ 3,439,700.00
	Total:	14	\$ 30,921.04	\$ 3,689,700.00
Res. Houses Add & Remodel	Dodge County:	58	\$ 6,716.64	\$ 615,559.60
	Fond du Lac County:	50	\$ 7,833.71	\$ 940,073.80
	Total:	108	\$ 14,550.35	\$ 1,555,633.40
Res. Garages New Const.	Dodge County:	10	\$ 2,483.88	\$ 132,528.00
	Fond du Lac County:	3	\$ 611.60	\$ 14,600.00
	Total:	13	\$ 3,095.28	\$ 147,128.00
Res. Garages Add & Remodel	Dodge County:	4	\$ 912.88	\$ 82,000.00
	Fond du Lac County:	5	\$ 680.00	\$ 7,500.00
	Total:	9	\$ 1,592.88	\$ 89,500.00
Multi-Family Const.	Dodge County:	5	\$ 14,664.36	\$ 1,440,000.00
	Fond du Lac County:	0	\$ -	\$ -
	Total:	5	\$ 14,664.36	\$ 1,440,000.00
Swimming Pools	Dodge County:	0	\$ -	\$ -
	Fond du Lac County:	1	\$ 100.00	\$ -
	Total:	1	\$ 100.00	\$ -
Commercial Const. & Add.	Dodge County:	2	\$ 3,188.30	\$ 1,007,800.00
	Fond du Lac County:	5	\$ 5,752.80	\$ -
	Total:	7	\$ 8,941.10	\$ 1,007,800.00
Commercial Alt. & Improve	Dodge County:	8	\$ 2,438.02	\$ 322,272.48
	Fond du Lac County:	9	\$ 1,737.65	\$ 215,623.92
	Total:	17	\$ 4,175.67	\$ 537,896.40
Industrial Const. & Addition	Dodge County:	2	\$ 4,064.92	\$ 1,200,000.00
	Fond du Lac County:	0	\$ -	\$ -
	Total:	2	\$ 4,064.92	\$ 1,200,000.00
Industrial Alt. & Improve	Dodge County:	2	\$ 116.00	\$ 21,710.00
	Fond du Lac County:	0	\$ -	\$ -
	Total:	2	\$ 116.00	\$ 21,710.00
Tax Exempt	Dodge County:	4	\$ 1,338.00	\$ 161,145.00
	Fond du Lac County:	0	\$ -	\$ -
	Total:	4	\$ 1,338.00	\$ 161,145.00
Fences	Dodge County:	18	\$ 1,950.00	\$ 51,337.00
	Fond du Lac County:	7	\$ 700.00	\$ 18,318.00
	Total:	25	\$ 2,650.00	\$ 69,655.00
Razing	Dodge County:	1	\$ 50.00	\$ -
	Fond du Lac County:	0	\$ -	\$ -
	Total:	1	\$ 50.00	\$ -
Signs	Dodge County:	5	\$ 361.42	\$ 8,500.00
	Fond du Lac County:	6	\$ 744.00	\$ 30,363.00
	Total:	11	\$ 1,105.42	\$ 38,863.00
Moving	Dodge County:	0	\$ -	\$ -
	Fond du Lac County:	0	\$ -	\$ -
	Total:	0	\$ -	\$ -
Electric	Dodge County:	14	\$ 1,112.00	\$ 14,395.00
	Fond du Lac County:	7	\$ 530.00	\$ 2,900.00
	Total:	21	\$ 1,642.00	\$ 17,295.00
Grand Total:		240	\$ 89,007.02	\$ 9,976,325.80



AGENDA SUMMARY SHEET

MEETING DATE: 2/9/2021

TITLE: COVID-19 Plan and Employment Policies
Updated 2.09.2021

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator

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

ISSUE SUMMARY:

COVID-19 business continuity and employment policy has been amended to address pending changes in federal legislation and to move more in alignment with the latest CDC guidelines as it pertains to travel and other safety guidelines outlined in the policy. There are no substantial shifts in this policy language beyond what was discussed at the January 26, 2021 COW meeting. The final policy revision has been reviewed and approved by the City's labor attorney. We are seeking your adoption of the policies as presented.

ATTACHMENTS:

City of Waupun COVID-19 Plan and Employment Policies Updated 2.09.2021

RECOMENDED MOTION:

Motion to approve the City of Waupun COVID-19 Plan and Employment Policy, dated February 9, 2021, as presented.

City of Waupun, WI COVID-19 Plan and Employment Policies

Adopted 12.15.2020 and Updated 02.09.2021

1. The following COVID-19 response employment policy is effective under State of Wisconsin Executive Orders #72, #82, #86, #90, #95 #104, and #105 declaring a health emergency in Wisconsin. This policy is subject to further change that may come as a result of federal and state legislation or through further modification by the Waupun Common Council.

1. **Purpose.** The purpose of this plan is to state the guidelines under which the City of Waupun will operate in responding to the rapidly evolving coronavirus disease 2019 (COVID-19) public health emergency. This Plan will be included as an agenda item and reviewed periodically by the Waupun Common Council until the Public Health Emergency is declared concluded. The Plan includes protocols and procedures that must be followed by the City and its employees to best safeguard its workplaces and its citizens. Failure to follow safety protocols or to come into or remain in the workplace while having COVID-19 symptoms or diagnosis may result in discipline up to and including termination.

2. Communication Plan

The City's Director of Emergency Management or City Administrator shall serve as the liaison between department heads and the Public Health Officer.

At the department level, department heads may continue to provide information to their employees concerning the manner in which services will be provided to the public in light of COVID-19.

The City Administrator or a staff member appointed by the City Administrator will periodically post information on Facebook concerning COVID-19. City departments that have Facebook sites are encouraged to post links to the Waupun Municipal Government Facebook page.

3. About COVID-19 and Its Spread

3.01 On March 11, 2020, the World Health Organization declared that the new coronavirus outbreak, now identified as COVID-19, is a pandemic. This signaled the recognition that the health emergency from COVID-19 spread is at the highest level across the world.

3.02 COVID-19 is a new disease and the CDC is still learning how it spreads but it has resulted in the deaths of thousands and is continuing to result in an exponential number of fatalities in countries and regions where steps have not been taken to stem its spread. The severity of the illness and related risks cannot be understated. It is critical for Waupun employees to understand how the virus spreads and to take all possible action to prevent the spread of the virus. Currently, the virus is thought to spread: :

- A. Between people who are in close contact with one another (within about 6 feet);
- B. Through respiratory droplets produced when an infected person coughs or sneezes;
- C. By symptomatic and asymptomatic people;
- D. By an individual who has touched a surface or object that has the virus on it and

then touched their own mouth, nose, or eyes.

Because of this transmission, the City has put policies in place to minimize risk of contagion for employees and citizens. The following practices are to be followed by all employees.

4. Limiting Risk/Non-Pharmaceutical Interventions. To slow the spread of COVID-19 the City will require employees to immediately do the following:

- 4.01 Stay home when sick, which will be subject to other City rules;
- 4.02 Cover coughs and sneezes using a tissue or sleeve, and disposing of the tissue properly immediately afterwards;
- 4.03 Wash your hands often using hot water and soap for 20 seconds or longer, and immediately wash your hands with soap and water for at least 20 seconds after coughing or sneezing;
- 4.04 Routinely clean frequently touched surfaces using a disinfectant bearing an EPA-approved emerging viral pathogens claims label;
- 4.05 Avoid touching your eyes, nose, and mouth;
- 4.06 Greet others without shaking their hands;
- 4.07 Avoid close contact with people who are sick, and keep a six-foot distance between yourself and other people;
- 4.08 Regularly clean and disinfect tables, doorknobs, light switches, countertops, desks, phones, keyboards, toilets, faucets, sinks and any other areas frequently touched by others;
- 4.09 Avoid travel to areas within the United States and abroad having verified COVID-19 infections (see Travel Restrictions below);
- 4.10 Avoid non-essential large gatherings of 10 or more people; and
- 4.11 Avoid non-essential visits to long-term care facilities.

5. Social Distancing

Social distancing must be practiced to limit contact with others. This should be done in three ways:

Limiting face-to-face meetings: To the greatest extent possible, limit face-to-face meetings, including by using email, phone conferences, or videoconferencing. All non-essential meetings within departments or within the community, should be cancelled, rescheduled to a time later this year, or conducted remotely with the use of technology.

Modifying work schedules: Department Heads should immediately determine ways to modify work schedules to reduce overlap of staff in our non-24/7 operations.

Working remotely: Department Heads should consider whether and how staff may be able to work remotely. Not all departments and functions will be able to accommodate this, as many city services require direct client interaction. Limitations on technology and equipment may restrict the ability to implement this option. The Department Head and City Administrator must approve proposals for remote work.

6. Employee Screening

All employees reporting to work will be screened for respiratory symptoms and have their body temperature taken daily as a precautionary measure to reduce the spread of COVID-19. This will be done through a self-screen process, which includes each employee taking his or her temperature, when reporting to work. A touchless forehead thermometer is available at each work site. The employee's temperature is recorded along with answers to respiratory symptom questions. The record will be maintained confidential. Time spent waiting for the health screening should be recorded as time worked for nonexempt employees.

An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home and should follow the procedures outlined in this policy.

7. Face-Covering Requirements

All city staff are required to comply with a mandate to wear a face covering when indoors or in an enclosed space; and when another person or persons who are not members of an employee's household or living unit are present in the same room or enclosed space. Exceptions that permit removal of a face covering under this emergency order include but are not limited to:

- a. When communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.
- b. While swimming or on duty as a lifeguard.
- c. When engaging in work where wearing a face covering would create a risk to the individual, as determined by government safety guidelines.
- d. When federal or state law or regulations prohibit wearing a face covering.
- e. Individuals who have trouble breathing.

Employees who have trouble breathing or with medical or mental health conditions or other sensory sensitivities that prevent the individual from wearing face coverings are exempt from this section of the policy. Employees seeking exemption may be required to provide medical documentation supporting the need for exemption.

Definition:

A face covering includes but is not limited to a piece of cloth or other material that is worn to cover the nose and mouth completely. A "face covering" includes but is not limited to a bandana, a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering. A "face covering" does not include face shields, mesh masks, masks with holes or openings, or masks with vents.

A confined space includes space open to the public where individuals congregate, including but not limited to outdoor bars, outdoor restaurants, taxis, public transit, ride-share vehicles, and outdoor park structures.

8. When to Stay Home from Work

Anticipating the spread of COVID-19 to the City of Waupun, we will have staff who will need to stay home, either because they are ill, have been exposed, are caring for an ill family member, or are watching children due to school or daycare closures.

The most important message we can send is to stay home if you have any symptoms or have any reason to believe you may have been exposed to COVID-19. As we plan for ways to continue to provide necessary, and in some cases, life-saving services for our community at a time we anticipate potential staffing shortages, the last action we want you to take is to potentially spread COVID-19 to your co-workers and the community.

To help manage the distribution of staffing resources city-wide and plan for more significant interventions, we will be implementing a protocol so that we can centrally track which staff are out due to flu-like symptoms or potential COVID-19 exposure. Specifically, when you communicate to your normal department contact that you are sick or concerned about coming to work, you will be asked to report the following types of information:

- 1) Are you staying home because you are sick, or because you are caring for someone else who is sick?
- 2) Does the illness present flu-like symptoms (fever, cough, sore throat, headache/body aches), or something else?
- 3) If it is flu-like symptoms, do you have any reason to believe you may have contracted COVID-19?
- 4) Have you or a member of a party you have been traveling with come into contact with someone contagious with COVID-19?

If you are experiencing flu-like symptoms, please call and consult your medical provider. If you are exhibiting some symptoms but are not sure whether you should stay home, please stay home and consult your physician via telephone for guidance. If you live with someone who has been confirmed with COVID-19, you must stay home and consult with your medical provider or public health officials for guidance.

Given the potential seriousness and magnitude of the situation, our goal is to remove as many barriers as possible for staff to be able to stay home if they are exhibiting symptoms or otherwise have reason to believe they may have been infected, or exposed to the virus. In addition, a Department Head, in consultation with the City Administrator, may send an employee home who reports to work exhibiting signs of illness as described below. Immediate notification and proper documentation must be on file with the city's human resource department to claim paid leave benefits per the terms of this policy.

An employee who has been diagnosed with COVID-19 will be required to follow isolation protocol and will not be able to return to work until the employee meets the following criteria:

- A. Non-Hospitalized Employees: An employee must isolate for a period of 10 days from date of positive test, and have gone 24 hours without a fever (100.4° or greater) without the use of fever-reducing or other symptom-altering medicines;
- B. Hospitalized employees: An employee must isolate for a period of 10 days from date of positive test, be released from the hospital and have gone 24 hours without a fever (100.4° or greater) without the use of fever-reducing or other symptom-altering medicines, and must have a physician's release to return to work.

An employee who has had close contact with someone who has been diagnosed with COVID-19 must quarantine, following the protocol outlines below. Close contact is defined as contact with someone confirmed with COVID-19, even if masks were worn and no symptoms are present, if one or more of the following conditions are met:

- A. Employee was within 6 feet of someone who has COVID-19 for a total of 15 minutes or more over the course of a day;
- B. Employee provides care at home to someone who is sick with COVID-19;

- C. Employee had direct physical contact with the person infected (kissing or hugging)
- D. Employee shared eating or drinking utensils.
- E. The infected person sneezed, coughed, or somehow spread respiratory droplets.

Employees previously confirmed with COVID-19 in the three months prior to exposure are exempt from this requirement, however, if at any time these individuals present symptoms consistent with COVID-19, they must isolate until well for at least 24 hours, or if an alternative diagnosis is made and until they can return to work according to that diagnosis.

For all other employees with close contact exposure, a quarantine period of 14 days after the time of exposure remains the safest strategy for preventing asymptomatic transmission of COVID-19. As such, employees who are able to work from home are required to quarantine for the full 14 days unless authorized by the City Administrator to follow the alternative protocol outlined below. Additionally, if an employee has a confirmed household contact with COVID-19, and they are unable to completely separate from the positive case, they are required to quarantine for the full amount of time that the positive case is in isolation and an additional 7-14 days from the positive case's last day of isolation.

All employees subject to quarantine are required to conduct daily symptom monitoring through the duration of their quarantine period. If symptoms develop at any time, employees should follow CDC guidelines that require self-isolation and testing.

10-Day Quarantine: Quarantine can end after DAY 10 without testing and if no symptoms have been reported during daily monitoring.

7-10 Day Quarantine: Quarantine can end after DAY 7 with a negative rapid-antigen or PCR test result and if no symptoms were reported during daily monitoring. The employee can be tested no sooner than DAY 6 of their quarantine and must remain in quarantine until a result comes back. If the test is negative and no symptoms have been reported during daily monitoring, the employee's last quarantine may be as early as DAY 7.

9. Paid Leave Provision

The City desires to provide and maintain a safe and healthy workplace and is equally committed to complying with all applicable laws. Accordingly, the City will provide paid sick leave benefits ("COVID-19 Leave") to eligible employees retroactive to January 1, 2021 and until March 31, 2021, or until other legally required paid leave becomes available and is required by law. This Policy is intended to provide employees with information regarding rights and responsibilities related to this leave. Should you have any questions about this Policy, please contact Human Resources.

9.1 Employee Eligibility

Eligible employees may receive emergency paid sick leave benefits, regardless of their length of employment with the City, provided that a qualifying reason for leave exists and is adequately communicated to the City as soon as practical. Paid Sick Leave under this Policy is available for immediate use for any of the qualifying reasons identified in this Policy. **Note however, that if an employee has failed to obtain a COVID-19 vaccination that has been made available to the employee, the employee will be required to follow the City's**

quarantine or isolation rules, but is not eligible for paid sick leave under this policy.

Exceptions will be made for individuals who do not obtain the vaccination due to disability-related medical reasons or sincerely held religious beliefs.

9.2 Qualifying Reasons for Paid Sick Leave

Employees may use emergency paid sick leave under this Policy **if the employee is unable to work (or telework)** due to any of the following reasons:

1. The employee is subject to a Federal, State, or local health department quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis; or
4. The employee is caring for an individual who is subject to an order and has been advised by a health care provider or ordered by a Federal, State or local health department to self-quarantine.

Leave available under this Policy may only be used for reasons permitted by this Policy unless otherwise required by law.

9.3 Application Process

Employees may make an initial request leave under this Policy either orally or in writing, including email. Requests for leave should not be conveyed via voicemail unless circumstances prevent the other forms of communication. Requests for paid sick leave must be directed to Human Resources. An employee seeking such leave should notify the City of the need for leave as soon as practical after the employee becomes aware of the need for paid sick leave but no later than the first workday (or portion of such workday) that the employee has need for the Leave. Please note that leave will not be automatically granted because you make a request. Your request will be evaluated and you will be notified whether or not your leave is granted.

The notice to the City and request for leave must identify the qualifying reason for leave as identified in above. An employee may be required to provide Human Resources with documentation supporting the reason for leave. The City may follow up with an employee requesting such leave to obtain additional information and to advise the employee of other benefits available to the employee including FMLA.

9.4 Duration and Use of Paid Sick Leave

Eligible full-time employees are entitled to a **combined total** of 40 hours of emergency paid sick leave under this Policy and the 2020 federal FPSLA. Eligible part-time employees are entitled to a number of hours equal to the number of hours that they work, on average, over a 1-week period. If the employee's hours of work are variable, the average bi-weekly hours the employee worked over the previous 6 months will be used. Unused paid sick leave under this policy is not paid to an employee upon the employee's separation from employment.

Unless an employee is demonstrably teleworking, paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It **cannot** be taken intermittently.

Unless an employee is teleworking, once the employee begins taking paid sick leave for one or more of these qualifying reasons, the employee must continue to take paid sick leave each day until they either: (1) use the full amount of paid sick leave or (2) no longer have a qualifying reason for taking paid sick leave. This limit is imposed because if an employee is sick or possibly sick with COVID-19, or caring for an individual who is sick or possibly sick with COVID-19, such paid sick leave is necessary to keep the employee from spreading the virus to coworkers.

If an employee who would otherwise qualify for leave under this policy has previously scheduled non-FMLA benefit hours (i.e. vacation, comp time and holidays), the employee will be required to use that previously scheduled benefit during their qualifying COVID-19 related absence.

Once these hours have been exhausted and if the employee is still unable to return to work, the employee may use their own paid time under current City policies. Employees who are eligible to work from home will be required to work from home if medically possible. These work from home hours will be paid as regular hours and will not be counted toward this paid sick leave.

This policy provision remains in effect until a vaccine is made widely available to employees or until such time as federal legislation is enacted that governs leave for COVID-19, in which case this policy will sunset. The determination of any sunset provision of this policy will be made by the sole discretion of the City Administrator and be based on Fond du Lac and Dodge County Public Health Department notification of vaccine access to individual employee groups.

9.5 Compensation During Leave

When taking paid sick leave under this policy, employees are entitled to receive their regular rate of pay as compensation during a period of absence.

9.6 Effect on Existing Policies

This Policy is not intended to replace any existing leave or paid time off policies maintained by the City. Paid sick leave provided under this Policy is made available to eligible employees in addition to any leave or paid time off benefits provided under any of the City's existing policies.

9.7 Nondiscrimination and No Retaliation

The City strictly prohibits any form of discrimination or retaliation in the administration of this Policy. The requesting or taking of leave under this Policy will not be used against any employee in any employment decision, including in the determination of raises, employment opportunities, or discipline. Similarly, paid sick leave under any section of this Policy will not serve as a negative factor or count against any employee for purposes of meeting the City's attendance requirements.

10. Travel Restrictions

- A. The CDC currently shows most areas, domestic and international, with sustained community transmission as outlined on the following CDC map ([view here](#)). Areas with sustained community transmission are considered high-risk. It is strongly recommended that employees postpone or cancel domestic and international

personal travel. Employees who choose to travel are required to self-report travel plans to their supervisor prior to departure including their planned activities, contacts, modes of travel and lodging, and are advised to follow CDC travel guidelines as issued by the CDC ([view here](#)). The Department Head and Human Resources must review and approve the travel request prior to departure, and documentation of such must be filed with Human Resources.

Effective January 26, 2021, the CDC issued an order ([view here](#)), requiring all air passengers arriving to the US from a foreign country to test for COVID-19 infection no more than 3 days before their flight departs and to provide proof of a negative result from COVID-19 to the airline before boarding their flight to the United States. If an employee chooses to travel internationally, they should be advised that federal policy requiring a negative test result prior to reentry to the United States may result in their delayed return if they test positive while on their trip. Additionally, any legislation that may be enacted regarding domestic travel while this policy remains in force may have similar effects on return to work plans.

- B. An employee returning to work after travel will be subject to the following requirements:
 - i. Normal return to work following travel:
 - a. If upon return from travel, employee or any person traveling in an employee's group has no known exposure to COVID-19 and, no symptoms exist, the employee may return to work provided that they self-monitor daily and immediately report any symptoms and leave the workplace if symptoms present until further instruction. While at the workplace, the employee shall practice social distancing at all times and wear a mask for the 14-days following return from travel.
 - ii. Self-Quarantine will be required under the following circumstances:
 - a. If the employee or a member of the employee's traveling party have come into contact with someone who has contracted COVID-19, or if the employee otherwise has reason to believe someone in their party may have contracted COVID-19, the employee will not be allowed to return to work and will be asked to self-quarantine per the protocols listed in this policy. Whenever remote work is possible, the city will permit remote work during a period of self-quarantine under the city's work from home policy.
- C. Travel for work shall be limited to essential purposes to conduct City business or operations.

11. Temporary Vacation Carry Over:

The city recognizes that COVID-19 has and may place strain on an employee's ability to utilize vacation, specifically restricting travel and causing potential workforce capacity constraints that require the employee to report to work to ensure continuity of operations. As such, prior to December 31, 2020, all non-represented employees may request up to five (5) days of vacation carryover from vacation earned but not used as of December 31, 2020. This vacation carry over provision is a temporary adjustment to current vacation policy as outlined in the City of Waupun

Employee Handbook. Carry-over time must be taken in full day increments and must be utilized by April 30, 2021. The request is subject to approval by the City Administrator. Unused vacation carry over will be forfeited after April 30, 2021.

12. Office Closures:

City facilities are open to varying degrees as outlined in the Safe Reopening COVID-19 Facility Plan presented to Common Council on June 9, 2020. City Administration will continue to monitor county metrics related to COVID-19 per websites listed subsequent to this paragraph and recommend modifications to facility opening plans to respond to changing conditions. This strategy is designed to allow for loosening or tightening of facility and operating policies and procedures over the duration of the pandemic to maintain public health and to maintain continuity of operation. As such, facilities may close periodically in response to changing local conditions.

10. **Public Health Emergency Declaration:** Based upon the public health emergency, all department heads shall immediately begin tracking and recording eligible expenses relating to COVID-19 planning and preparedness until further notice.

Julie Nickel
Mayor of Waupun

Date

Kathy Schlieve
City Administrative

Date