



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, February 14, 2023 at 6:00 PM

VIRTUAL AND TELECONFERENCE MEETING LINK (Via Zoom)

Virtual: <https://us02web.zoom.us/j/88975185869?pwd=THJ4VGdZc25vMmc5QXEvT01LdFhsdz09>

Teleconference: 1 312 626 6799

Meeting ID: 889 7518 5869

Passcode: 157171

CALL TO ORDER

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

ROLL CALL--Mayor to excuse any absent members

PUBLIC HEARING - NONE

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

1. Recognition of Years of Service - Roland Yohn
2. Consideration of Appointment / Oath of Office to Aldermanic District 6 Vacancy (Roll Call Motion)

No Public Participation after this point

RESOLUTIONS AND ORDINANCES:

- [3.](#) Resolution Authorizing 2022 Budget Amendments in a Series of Funds
- [4.](#) Resolution Approving the Carry Forward of Unexpended 2022 Appropriations

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

- [5.](#) 2023 Public Works Equipment Rates (Board of Public Works 2-14-23)
- [6.](#) 2023 Asphalt Paving Mill & Overlay Bid (Board of Public Works 2-14-23)
- [7.](#) 2023 Asphalt Paving Railroad Tracks Contract (Board of Public Works 2-14-23)
- [8.](#) 2023 Sidewalk Management Program Contract (Board of Public Works 2-14-23)
- [9.](#) Appointment of Public Safety Planning Needs Ad-Hoc Committee (Board of Public Works 2-14-23)
- [10.](#) Update to the Comprehensive Outdoor Recreation Plan (CORP) Agreement with MSA (Board of Public Works 2-14-23)

CONSIDERATION - ACTION

- [11.](#) Safety Policies: Lock-Out Tag-Out, Power Industrial Truck (Forklift), Silica, Work Zone traffic Safety
- [12.](#) 2022 City of Waupun Housing Fee Report
- [13.](#) Open Burn Waiver to City Ordinance 8.01(3)(a) for the Rock Golf Club (700 County Park Road, Waupun)
- [14.](#) 2023 Fire Department Equipment and Personnel Billable Rates
- [15.](#) City of Waupun Grant Management Policy
- [16.](#) Proposal for Purchase of an Ambulance under the EMS Flex Grant

MAYORAL CORRESPONDENCE/PRESENTATIONS

- [17.](#) Envision Greater Fond Du Lac - Warrior Innovation Center - February 21, 2023
- [18.](#) Envision Greater Fond Du Lac - Annual Meeting February 23, 2023

CONSENT AGENDA (*Roll Call Motion*)

Items under the consent agenda may be acted upon by one motion. It is the judgment of any Board Member that any item may be moved to later on the agenda for discussion and/or action.

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

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

- [20.](#) Community Development Authority 07-19-22 and 11-15-22
- [21.](#) Recreation and Wellness 07-13-22
- [22.](#) Business Improvement District 09-14-22
- [23.](#) Economic Development Committee 09-27-22
- [24.](#) Board of Public Works and Facilities 12-13-22
- [25.](#) Utility Commission 01-09-23
- [26.](#) Common Council 01-10-23
- [27.](#) Library Board 01-18-23
- [28.](#) Committee of the Whole 01-31-23

DEPARTMENT REPORTS

- [29.](#) Police Department
- [30.](#) Fire Department
- [31.](#) Library
- [32.](#) Recreation
- [33.](#) Public Works
- [34.](#) Utilities
- 35. City Clerk-Treasurer-HR
- [36.](#) Administrator-Economic Development

ADJOURNMENT

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



AGENDA SUMMARY SHEET

MEETING DATE: 2/14/2023

TITLE: Resolution Authorizing 2022 Budget Amendments in a Series of Funds

AGENDA SECTION: RESOLUTIONS AND ORDINANCES

PRESENTER: Casey Langenfeld, Finance Director

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

ISSUE SUMMARY:

The following Council and Committee approved actions took place in 2022 creating the need for budget amendments:

General Fund:

- An \$18,468 transfer from the Contingency Account to the Human Resources Operating Expense account to cover unbudgeted expenses relating to Human Resources.
- A \$48,950 transfer from Police Patrol Operating Expenses to the Police Administration Overtime account to cover unbudgeted expenses for Police Officer Overtime.
- A \$150,000 transfer from the Capital Projects Account to cover the amount transferred to Fund 404 for Business Park expenses.
- A \$9,480 transfer from the Economic Development Salaries and Wages account to the Administrator Operation Expense.
- A \$22,836 transfer from the Contingency Operating Account to the BGMS Utilities Account to cover the unbudgeted utilities expenses.

Debt Fund:

- A \$36,963 adjustment to the Debt Service fund to cover the costs of paying off the Capital Lease 2019 LED Lighting Project.

ATTACHMENTS:

Resolution Authorizing 2022 Budget Amendments in a Series of Funds.

RECOMMENDED MOTIONS:

Motion to approve Resolution # _____ Authorizing 2022 Budget Amendments in a Series of Funds

AUTHORIZING 2022 BUDGET AMENDMENTS IN A SERIES OF FUNDS

WHEREAS, the Common Council of the City of Waupun approved a series of actions that require related 2022 budget adjustments in a series of funds;

WHEREAS, budget amendments are necessary to fund costs incurred related to Human Resource Operating Expenses;

WHEREAS, the Library Board approved expenditures that require related 2022 budget adjustments;

WHEREAS, budget amendments are necessary to fund expenses in the Business Park;

WHEREAS, funds were necessary to pay off Debt Service Lease expenses;

WHEREAS, budget amendments are necessary to fund costs incurred related to Economic Development;

WHEREAS, funds were necessary to cover cost incurred for increase utility expenses;

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					
100-10-5143-338	HUMAN RESOURCES-OPERATING EXP	30,350	18,468	48,818	Allocate funds from Contingency to Human Resources Operation
100-10-5193-338	CONTINGENCY-OPERATING	50,000	(41,304)	8,696	Allocate funds from Contingency to HR and Utilities Expenses
100-40-5211-111	POLICE ADM-OVERTIME	11,664	48,950	60,614	Allocate funds from Police Patrol to Police Admin Overtime
100-40-5212-1-10	POLICE PATROL-SALARIES/WAGES	404,749	(35,574)	369,175	Allocate funds from Police Patrol to Police Admin Overtime
100-40-5212-220	POLICE PATROL-HEALTH INSURANCE	90,072	(13,376)	76,696	Allocate funds from Police Patrol to Police Admin Overtime
100-10-5950-6-07	TRANSFER TO 404 BUS PARK	-	150,000	150,000	Reallocate funds for Business Park from Capital Projects
100-10-5950-6-06	TRANSFER TO CAPITAL PROJECTS	280,000	(150,000)	130,000	Reallocate funds for Business Park from Capital Projects
100-10-5191-338	ADMINISTRATOR-OPERATING EXP	1,000	9,480	10,480	Allocate funds to Administration from Economic Development
100-80-5670-110	ECONOMIC DEV-SALARIES/WAGES	73,864	(9,480)	64,384	Allocate funds to Administration from Economic Development
100-70-5410-332	BGMS-UTILITIES	66,000	22,836	88,836	Allocate funds from Contingency to Utilities Expenses
General Fund Total		1,007,699	0	1,007,700	
Library Fund					
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	57,000	57,000	Amend for Library transfer to Capital Projects
400-49-4920-0-00	TRANSFERS IN FROM OTHER FUNDS	(230,000)	(57,000)	(287,000)	Amend to transfer 2021 budget surplus
Library Fund Total		(230,000)	-	(230,000)	
Debt Service Fund					
300-10-5935-6-00	CAPITAL LEASE-2019 LED LIGHTIN	21,122	36,964	58,086	Amend for Debt Lease payments to pay off LED Lighting proj.
Debt Service Fund Total		21,122	36,964	58,086	

This is to certify that the foregoing Resolution was duly adopted by the Common Council on February 14, 2023.

ATTEST:

Angela J. Hull, City Clerk

CITY OF WAUPUN

APPROVED:

By: _____
Rohn W. Bishop, Mayor



AGENDA SUMMARY SHEET

MEETING DATE: 2-14-23

TITLE: Resolution Approving the Carry Forward of Unexpended 2022 Appropriations

AGENDA SECTION: RESOLUTIONS AND ORDINANCES

PRESENTER: Casey Langenfeld, Finance Director

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

SUMMARY:

Projects and purchases budgeted for 2022 but not completed include:

- Public Safety Bollards and New Facility Plan/Design Work
- Seal Coat Project – Would like to use these funds to pay for Updated Park & Recreation Comp Plan
- Street and Facility Design Costs
- Madison Street Project Carryover and Mill Overlay
- Computers and Server Upgrade
- Land Acquisition

A total carryover of \$713,169 is being requested to fund these projects/purchases in 2023.

ATTACHMENTS:

Resolution Approving the Carryforward of Unexpended 2022 Appropriations

RECOMMENDED MOTION:

Motion to approve Resolution #____ Authorizing the Carryforward of Unexpended 2022 Appropriations

RESOLUTION NO. _____

RESOLUTION APPROVING THE CARRYFORWARD OF UNEXPENDED 2022 APPROPRIATIONS

BE IT HEREBY RESOLVED, that the following unexpended appropriations on December 31, 2022 be carried forward to 2023:

Fund	Account	Account Name	Amount	Description
Capital Improvement Fund				
	400-40-5211-800	CAPITAL IMPROVEMENT-PUB SAFETY	87,050	Bollards and Facility Plan/Design
	400-70-5412-8-00	CAPITAL IMPRV-PUBLIC WORKS	21,724	Seal coat Project to be used to update Park & Rec COMP Plan
	400-70-5420-8-00	CAPITAL IMPR-ENGINEERING	83,512	Street Design and Facility CIP design
	400-70-5436-8-00	CAPITAL IMPROV-STREETS	236,962	Completion of Madison Street and Mill/Overlay
Capital Improvement Fund Total			429,248	
Equipment Replacement Fund				
	410-10-5140-4-00	EQUIPMENT-CITY HALL	20,743	Computers and Server Upgrade
Equipment Replacement Fund Total			20,743	
Stormwater Fund				
	700-10-5192-800	STORMWATER UTILITY-CAPITAL OUT	263,178	Land Acquisition
Stormwater Fund Total			263,178	

Passed this 14th day of February, 2023.

ATTEST:

Rohn W. Bishop, Mayor

Angela J. Hull, City Clerk



AGENDA SUMMARY SHEET

MEETING DATE: 2/14/23

TITLE: 2023 Public Works Equipment Rates (Board of Public Works 2-14-23)

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION
RECOMMENDATIONS

PRESENTER: Jeff Daane, Director of Public Works

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

ISSUE SUMMARY:

Each year the Department of Public Works updates their equipment rates. These rates come from the Wisconsin DOT website. These rates help the city to get funding or reimbursement in the event of a weather event or accident cleanup.

STAFF RECOMENDATION:

Approve 2023 equipment rates

ATTACHMENTS:

Proposed public works equipment rates

MOTIONS FOR CONSIDERATION:

Motion to approve the 2023 Public Works Equipment Rates

2023 Equipment Rates

ID	Description	Manufacturer	Model	Year	VIN
1-16	Ford Escape	Ford	Escape	2017	1FMCU9G97HUA 52025
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$17.48	119
3-08	Tandem Dump Truck	Sterling	LT-7501	2008	2FZHATBS78AY7 9046
	Ratesub				
	Name		Date	Rate	DOT #
	Truck		1/1/2023	\$90.30	118
	Power Reversible		1/1/2023	\$16.26	633
	Tailgate-Mounted-computerized		1/1/2023	\$16.64	426
	Widening Wing		1/1/2023	\$15.50	635
5-09	Tandem Dump Truck	Freightliner	M2106V	2009	1FVHC3BS19HAJ 1444
	Ratesub				
	Name		Date	Rate	DOT #
	Truck		1/1/2023	\$90.30	118
	Power Reversible		1/1/2023	\$16.26	633
	Tailgate-Mounted-computerized		1/1/2023	\$16.64	426
	Widening Wing		1/1/2023	\$15.50	635
6-13	Single Axle Dump Truck	Freightliner	108SD	2013	1FVAG5BS0DHF B9538
	Ratesub				
	Name		Date	Rate	DOT #
	Truck		1/1/2023	\$68.84	106
	Power Reversible		1/1/2023	\$16.26	633
	Tailgate - mounted - computerized - prewetting sy		1/1/2023	\$18.52	420
	Widening Wing		1/1/2023	\$15.50	635
7-03	Tandem Dump Truck	Sterling	LT-7501	2003	2FZHATAKX3AM 13718
	Ratesub				
	Name		Date	Rate	DOT #
	Truck		1/1/2023	\$90.30	118
	Power Reversible		1/1/2023	\$16.26	633
	Widening Wing		1/1/2023	\$15.50	635
8-20	Tandem Dump Truck	Freightliner	114SD	2020	1FVHG3FE9LHLW7783
	Ratesub				
	Name		Date	Rate	DOT #
	Truck		1/1/2023	\$90.30	118
	Power Reversible		1/1/2023	\$16.26	633
	Tailgate - mounted - computerized - prewetting sy		1/1/2023	\$18.52	420
	Widening Wing		1/1/2023	\$15.50	635
9-12	Tandem Dump Truck	Freightliner	M280	2012	1FVHC3BS3CHB R5339
	Ratesub				
	Name		Date	Rate	DOT #
	Truck		1/1/2023	\$90.30	118
	Power Reversible		1/1/2023	\$16.26	633
	Tailgate - mounted - computerized		1/1/2023	\$16.64	426
	Widening Wing		1/1/2023	\$15.50	635
11-01	Tandem Dump Truck	Sterling	LT-7501	2001	2FZHATAK01AJ9 3549
	Ratesub				
	Name		Date	Rate	DOT #
	Truck		1/1/2023	\$ 90.30	118
	Power Reversible		1/1/2023	\$ 16.26	633
	Widening Wing		1/1/2023	\$ 15.50	635

ID	Description	Manufacturer	Model	Year	VIN
12-18	Global Street Sweeper	Global	M4HSD	2017	1G9GS4HL3HS4 62010
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$127.96	433
15-17	3/4 Ton Pick-up Truck	Chevrolet	Silverado 15	2017	1GCNKNEC4HZ1 85094
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$16.52	101
19-03	1/2-Ton Pickup Truck	Chevrolet	1500	2003	1GCEK14T63Z26 3023
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$16.52	101
22-13	1/2-Ton Pickup Truck	Chevrolet	Silverado	2013	1GCNKPE01DZ1 65235
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$16.52	101
27-20	1-Ton Flatbed Truck w/hoist	Chevrolet	Silverado 35	2020	1GB3YSEY8LF278652
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$16.52	101
28-03	1-Ton Flatbed Truck w/hoist	Chevrolet	3500	2003	1GBJK34173E26 6968
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$16.52	101
29-11	1/2 Ton Pick-up	Chevrolet	Silverado	2011	1GCNKPE03BZ3 61139
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$16.52	101
30-06	1-Ton Flatbed Truck w/hoist	Chevrolet	3500	2006	1GBJK34266E12 6374
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$16.52	101
34-09	1-Ton Pickup Truck w/ hoist	Chevrolet	3500	2009	1GBJK74649F15 8829
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$16.52	101
34-12-A	Wideout Plow	Western		2012	
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$16.26	633
38-22	F350 Pick-Up Truck	Ford	F350	2022	1FDRF3H4NDA 19380
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$16.52	101
39-06	1-Ton Flatbed Truck w/hoist	Chevrolet	3500	2006	1GBJK34296E12 5381
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$16.52	101
40-07	1-Ton Flatbed Truck	Chevrolet	Silverado	2007	1GBJK34667E52 5564
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$16.52	101

ID	Description	Manufacturer	Model	Year	VIN
52-99	1-Ton Flatbed Pickup Truck	Chevrolet	3500	1999	1GBJK34F2XF01 7036
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$16.52	101
101-88	Track Loader	Caterpillar	953	1988	20Z01628
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$63.32	217
102-84	Grader	Caterpillar	140G	1984	72V06860
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$78.10	307
	Ripper Attachment		1/1/2023	\$180.08	907
	Widening Wing		1/1/2023	\$40.88	612
103-10	Caterpillar Payloader	Caterpillar	930H	2010	CAT0930HPDHC 02116
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$75.50	208
103-22	Snowblower	Larue	D40	2022	D40186
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$206.72	9296
103-10-B	Payloader Wausau Plow	Wausau	HSP4212H	2010	17494
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$16.26	633
103-10-C	Payloader Wausau Wing	Wausau	PW10 RHTE Wing	2010	17494
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$40.88	612
103-10-D	GEM Grapple Bucket		GEM	2023	
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$21.04	9113
104-18	New Holland Backhoe	New Holland	895CSC	2018	NJHH01346
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$70.86	250
104-18-A	Compactor	New Holland		2018	
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$36.60	9254
104-18-B	Breaker	New Holland		2018	12986
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$36.64	9054
105-08	Front End Loader	Caterpillar	930H	2008	CAT0930HLDHC 00679
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$75.50	208
105-08-C	Payloader Wausau Plow	Wausau	SS4212H	2008	08172
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$16.26	633

ID	Description	Manufacturer	Model	Year	VIN
105-08-D	Payloader Wausau Wing	Wausau	PW9RHTE	2008	08172
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$40.88	612
106-96	Backhoe / Tractor	Caterpillar	311	1996	9LJ00491
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$58.94	558
107-96	Bobcat Loader, skid w/ auger & chisel	Melroe	773	1996	509638612
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$38.38	221
107-23	CAT 259 Skid Loader	Caterpillar	259D	2023	
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$38.12	222
151-76	Tractor	Massey Ferguson	MF-20	1976	9A236875
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$40.40	204
	Roto-tiller		1/1/2023	\$42.88	9114
152-20	Groundsmaster Mower/Snowblower	Toro	7210	2020	405498862
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$28.78	411
153-98	Floor Sweeper	Clarke	575-100	1998	350802
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$87.38	9258
					PER DAY
154-08	Compactor	Honda	WP 1550AW	2008	7576 121 6644032
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$41.18	906
155-96	Leaf Vac	Giant Vac	6600 JD	1996	96267144
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$32.76	9284
156-10	Leaf Vac	Giant Vac	6600JDT-TR14	2010	111910001
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$32.76	9284
157-18	Toro Groundsmaster	Toro	30695	2018	403155061
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$28.78	411
158-84	Tractor	John Deere	430	1984	M00430X360056
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$17.92	410
159-15	Mower	John Deere	1600 WAM TD TP	2015	1TC1600TPEF30 0039
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$28.78	411
160-96	Tractor / Blade / Broom	John Deere	455	1996	00455C040252

ID	Description	Manufacturer	Model	Year	VIN
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$17.92	410
	Broom		1/1/2023	\$46.64	431
	Sprayer		1/1/2023	\$15.74	925

ID	Description	Manufacturer	Model	Year	VIN
162-85	Tractor	John Deere	430	1985	
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$17.92	410
163-08	John Deere 6330 Premium Tractor	John Deere	6330	1988	LO6330H535002
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$48.38	224
	2 pan section		1/1/2023	\$29.08	415
164-94	Roller / Vibrating	Wacker	RD880	1994	629601130
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$37.98	533
165-07	Brush Chipper	Brush Bandit	1290H Drum Bandit	2007	007231
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$38.98	902
166-12	Rustler 120 4X4	New Holland	120	2012	CM1234-304085
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$23.92	9201
167-03	Toyota Fork Lift	Toyota	7FGU25	2003	69064
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$75.44	9352
168-00	Versa Vac Trailer		1266	2000	1J911172XYC124 266
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$71.56	9375
169-22	50 Gallon Sprayer	Master MFG		2022	
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$15.74	925
200-18	Walk behind concrete saw		FS400	2018	20181400182
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$69.12	934
201	Makita Concrete Saw	Makita	DPC7311		0507096193
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$69.12	934
202	Cement Saw	ICS	613GC		4470492
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$69.12	934
203	Cement Saw	Dolmar	309		309000150
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$69.12	934
211-15	Cement Saw	Stihl	TS500i		4250-351-0500B
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$69.12	934
250-98	Air Compressor	Atlas	XAS90JD	1998	4500A0717WH60 6309

ID	Description	Manufacturer	Model	Year	VIN
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$19.80	402

ID	Description	Manufacturer	Model	Year	VIN
251-73	Trailer	Roller Trailer	8-12	1973	Home Made
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$17.12	491
252-01	Paint Striper	Line Laze II		3900	2001 BA5980
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$22.48	9036
253	Paint / Cone Trailer				Home Made
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$13.38	490
254	425 Gal. Water Tank & Pump		PG2		5806936
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$33.90	926
255	Toro Mower Trailer	Toro			Home Made
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$17.12	491
256-12	3" Diaphragm Pump	Wacker - Neuson PD3	PDT3A	2012	20059729
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$24.78	924
257-13	Generator	Honda	EU2000I	2013	EACT-1120920
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$24.00	805
258	Compactor	Wacker	B5-604		0501310334
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$41.18	906
260	Tiller	Gilson			13D2C1-433
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$42.88	9114
261	Portable Generator	OHV	OVH50		H934107
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$24.00	805
262-22	H&H ATV Utility Trailer		H&H	2022	5JWU11412MR556409
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$17.12	491
263	Bobcat Flatbed Trailer				Home Made
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$25.02	493
265-94	CAT Flatbed Trailer	Trail King	TK40LP	1994	1TKC02422RM11 5296
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$51.98	496
269	Power Washer	Alkota	5181		D02-05181
	Ratesub				

ID	Description	Manufacturer	Model	Year	VIN
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$73.32	960

ID	Description	Manufacturer	Model	Year	VIN
277-12	All Seasons Sprayer	Monroe	ASSU 325	2012	12-04-9001
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$24.34	9255
278-13	Anti-Icer	Monroe	Anti Icer Unit	2013	18-08-9000
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$39.32	9257
282	Floor Cleaner	Advance		393670	1162169
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$87.38	9258 PER DAY
283	Cement Trailer	Radius			Home Made
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$17.12	491
285-05	Cement Trailer			2005	Home Made
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$17.12	491
346	Miller Arc Welder	Miller			JD724859
	Ratesub				
	Name		Date	Rate	DOT #
	Default			\$5.90	976
366-13	Air Compressor	Rolair	D2002HPV5	2013	13103350
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$15.14	9006
376	Air Compressor	NAPA	NAC82-309-VBT		0006995
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$19.80	402
379-13	Pressure Washer	MI-T-M	cv-2400-4mbc	2013	10663263
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$58.64	947
380-14	Pressure Washer	MI-T-M	cv-2600-ommc	2014	10702320
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$58.64	947
381-14	Pressure Washer	Clean Blue	AR142plus	2014	13019-0813040
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$58.64	947
382-14	Laser Level		Stabila	LAR200	2014 08044LAR2
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$7.96	9159
900	Cub Cadet Volunteer 4x2 625		625		
	Ratesub				
	Name		Date	Rate	DOT #
	Default		1/1/2023	\$23.92	9201

ID	Description	Manufacturer	Model	Year	VIN
901	John Deere Gator CX	John Deere	Gator CX		1M00CXRAEM1 20288
	Ratesub				
	Name	Date	Rate	DOT #	
	Default	1/1/2023	\$23.92	9201	
902	John Deere 3 Wheeler	John Deere	1200A		TC1200A14480
	Ratesub				
	Name	Date	Rate	DOT #	
	Default	1/1/2023	\$23.92	9201	



AGENDA SUMMARY SHEET

MEETING DATE: 2/14/23

TITLE: 2023 Asphalt Paving Mill & Overlay Bid

AGENDA SECTION: BOARD/COMMISSION/COMMITTEE
RECOMMENDATIONS

PRESENTER: Jeff Daane, Director of Public Works

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
	\$119,631.25	

ISSUE SUMMARY:

The City of Waupun received two bids at the Monday January 25, 2023 bid opening. There will be a recommendation from the Board of Public Works and Facilities meeting on February 14, 2023.

STAFF RECOMENDATION:

Approve the low bid.

ATTACHMENTS:

Bid Tab

MOTIONS FOR CONSIDERATION:

1. Approve Kartechner Brothers for the 2023 Asphalt Paving Contract for the bid amount of \$119,631.25
or
2. Approve Northeast Asphalt for the 2023 Asphalt Paving Contract for the bid amount of \$122,589.60

**CITY OF WAUPUN
 BID TAB FOR
 ASPHALT PAVING
 Mill & Overlay Projects**

Kartechner Brothers LLC N11829 County Rd I Waupun, WI 53963					
Item No	Item Description	Approx S.Y.	Mill Price	Surface Price	Total Price
1	2" Profile Mill				
	2" Blacktop Surface (4LT 58-28s)				
	Taylor St. (Howard St. to Brandon St.)	3392	\$1.40	\$9.35	\$36,464.00
	Rens Way (Fox Lake Rd. to W. Lincoln St.)	5183	\$1.40	\$9.35	\$55,717.25
Total Item #1					\$92,181.25
Item No	Item Description – Community Center Parking Lot Patching	Approx S.F.	Unit Price	Total Price	
2	Fine Grade and Compact	9,000	\$0.10	\$900.00	
	HMA Binder Course (2.25 3LT 58-28s)	9,000	\$1.55	\$13,950.00	
	HMA Surface Course (1.75 4LT 58-28s)	9,000	\$1.40	\$12,600.00	
Total Item #2					\$27,450.00
Total Price (Item #1 & #2)					\$119,631.25

Northeast Asphalt 20 Camelot Dr Fond du Lac, WI 54935					
Item No	Item Description	Approx S.Y.	Mill Price	Surface Price	Total Price
1	2" Profile Mill				
	2" Blacktop Surface (4LT 58-28s)				
	Taylor St. (Howard St. to Brandon St.)	3392	\$1.70	\$9.95	\$39,516.80
	Rens Way (Fox Lake Rd. to W. Lincoln St.)	5183	\$1.70	\$9.90	\$60,122.80
Total Item #1					\$99,639.60
Item No	Item Description – Community Center Parking Lot Patching	Approx S.F.	Unit Price	Total Price	
2	Fine Grade and Compact	9,000	\$0.50	\$4,500.00	
	HMA Binder Course (2.25 3LT 58-28s)	9,000	\$1.05	\$9,450.00	
	HMA Surface Course (1.75 4LT 58-28s)	9,000	\$1.00	\$9,000.00	
Total Item #2					\$22,950.00
Total Price (Item #1 & #2)					\$122,589.60



AGENDA SUMMARY SHEET

MEETING DATE: 2/14/23

TITLE: 2023 Asphalt Paving Railroad Tracks Contract

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION
RECOMMENDATIONS

PRESENTER: Jeff Daane, Director of Public Works

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Sustainability	\$ 13,785.00	

ISSUE SUMMARY:

The City of Waupun received three bids at the Monday January 25, 2023 bid opening. The two lowest bids have done quality asphalt work in the City. There will be a recommendation from the Board of Public Works and Facilities meeting on February 14, 2023.

STAFF RECOMENDATION:

Approve the low bid.

ATTACHMENTS:

Bid Tab

MOTIONS FOR CONSIDERATION:

1. Approve Northeast Asphalt for the 2023 Asphalt Paving Railroad Tracks for the bid amount of \$ 13,785.00
or
2. Approve Kartechner Brothers for the 2023 Asphalt Paving Railroad Tracks for the bid amount of \$23,475.00
or
3. Approve Forward Contractors for the 2023 Asphalt Paving Railroad Tracks for the bid Amount of \$41,750.00

**CITY OF WAUPUN
 BID TAB FOR
 ASPHALT PAVING
 Railroad Tracks**

				Northeast Asphalt 20 Camelot Dr Fond du Lac, WI 54935		Kartechner Brothers LLC N11829 County Rd I Waupun, WI 53963		Forward Contractors PO Box 396 Grafton, WI 53024	
Item No	Item Description	Quantity		Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	6" ASPHALT – Mix 4LT 58-28s								
	MOBILIZATION	1	ea	\$1,860.00	\$1,860.00	\$1,500.00	\$1,500.00	\$8,000.00	\$8,000.00
	FINE GRADE & COMPACT	1700	SF	\$1.25	\$2,125.00	\$0.80	\$1,360.00	\$4.00	\$6,800.00
	PAVE 6" HOT MIX ASPHALT IN THREE LIFTS	70	TON	\$140.00	\$9,800.00	\$294.50	\$20,615.00	\$385.00	\$26,950.00
Total Item #1					\$13,785.00		\$23,475.00		\$41,750.00



AGENDA SUMMARY SHEET

MEETING DATE: 2/14/23

TITLE: 2023 Sidewalk Management Program Contract

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION
RECOMMENDATIONS

PRESENTER: Jeff Daane, Director of Public Works

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Sustainability	\$ 213,782.75 - \$217,568.20	

ISSUE SUMMARY:

The City of Waupun received two bids at the Monday January 25, 2023 bid opening. Both contractors have done work in the City. There will be a recommendation from the Board of Public Works and Facilities meeting on February 14, 2023.

STAFF RECOMENDATION:

Approve the low bid.

ATTACHMENTS:

Bid Tab

MOTIONS FOR CONSIDERATION:

1. Approve Forward Contractors for the 2023 Sidewalk Management Program for the bid amount of \$213,782.75
or
2. Approve Rennhack Construction for the 2023 Sidewalk Management Program for the bid amount of \$217,568.20

**CITY OF WAUPUN
 BID TAB FOR
 CONCRETE SIDEWALK
 CONTRACT 1-2023**

Item No.	Quantity	Unit	Item Description	Forward Contractors PO Box 396 Grafton, WI 53024		Rennhack Construction N3715 CTH G Reeseville, WI 53579	
				Bid Price	Total Amount	Bid Price	Total Amount
1	11425	SQFT	4" Concrete Sidewalk	\$8.25	\$94,256.25	\$9.10	\$103,967.50
2	2250	SQFT	6" Concrete Sidewalk	\$8.25	\$18,562.50	\$10.20	\$22,950.00
3		SQFT	8" Concrete Pavement	\$20.00	\$0.00	\$58.50	\$0.00
4	13664	SQFT	Sidewalk & Driveway Removal	\$2.25	\$30,744.00	\$2.35	\$32,110.40
5		LNFT	Sawcut Asphalt Pavement	\$20.00	\$0.00	\$4.00	\$0.00
6	1740	EACH	Drilled Sidewalk Bars (#4 x 12")	\$5.00	\$8,700.00	\$6.75	\$11,745.00
7	50	EACH	Install Detectable Warning Field - Supplied by City	\$20.00	\$1,000.00	\$50.00	\$2,500.00
8		LNFT	6" Wide Variable Concrete Pedestrian Curb	\$80.00	\$0.00	\$32.10	\$0.00
9	890	LNFT	30" Concrete Curb & Gutter - Standard	\$55.00	\$48,950.00	\$37.27	\$33,170.30
10	890	LNFT	Curb and Gutter Removal	\$13.00	\$11,570.00	\$12.50	\$11,125.00
11		SQFT	4½" Asphalt Pavement	\$50.00	\$0.00	\$85.00	\$0.00
Total					\$213,782.75		\$217,568.20



AGENDA SUMMARY SHEET

MEETING DATE: 2/14/2023

TITLE: Appointment of Public Safety Planning Needs
Ad-Hoc Committee

AGENDA SECTION: BOARD/COMMITTEE/COMMISSION
RECOMMENDATIONS

PRESENTER: Kathy Schlieve, Administrator
Jeff Daane, Director of Public Works

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

ISSUE SUMMARY:

Currently a number of public safety initiatives are being worked on independent of one another. We are at a point where we need to coordinate planning efforts and start to articulate a broad vision for public safety as there are a number of dependencies between the various projects that must be well planned and coordinated to ensure success.

STAFF RECOMMENDATION:

The Board of Public Works and Facilities will meet on February 14, 2023 and provide a recommendation to the Council of Committee members to appoint. Staff will be recommending two Alderman and one Board of Public Works and Facilities Board Member to reside.

ATTACHMENTS:

None

MOTION FOR CONSIDERATION:

Accept the recommendation from the Board of Public Works and Facilities and appoint _____ to the Public Safety Planning Needs Ad-Hoc Committee.



AGENDA SUMMARY SHEET

MEETING DATE: 2/14/2023 **TITLE:** Update to the Comprehensive Outdoor Recreation Plan (CORP) Agreement with MSA (Board of Public Works 2-14-23)

AGENDA SECTION: BOARD/COMMISSION/COMMITTEE RECOMMENDATIONS

PRESENTER: Kathy Schlieve, Administrator
Jeff Daane, Director of Public Works

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
High Performance Government	\$7,500 (Budgeted carryover)

ISSUE SUMMARY:

To maintain the City’s eligibility for State and Federal park and recreation grants, the city must maintain a five-year Comprehensive Outdoor Recreation Plan (CORP). This plan envisions a connected system of parks, open spaces, and trails throughout the community related to the city’s natural resources, geography and neighborhoods. The current CORP plan expired in 2022. The Board of Public Works meets at 4:30 on Tuesday, 2/14, to review a proposal to support the plan update and, if approved will be recommending to you for approval that same night. Following is a schedule of milestones that will need to be met to align with grant deadlines:

- March 14, 2023: Staff and Board of Public Works Meeting # 1
- March 20th – April 16th: Public Survey Live
- April 21, 2023: MSA sends Board of Public Works draft plan for their review; Committee sends any comments/edits back to MSA by April 26th
- May 2, 2023: Send updated draft plan to Board of Public Works and City Council for review and inclusion in meeting packets
- May 9, 2023: Department of Public Works Board Meeting #2 (4:30pm) and City Council Adoption (6:00pm)

NOTE: We are interested in applying for a Knowles Nelson Stewardship grant estimated value of \$250-\$300k due mid-May. To have our application considered this plan must be updated.

STAFF RECOMMENDATION:

Approve MSA Agreement for a CORP Plan update as presented

ATTACHMENTS:

MSA Service Agreement for CORP Plan Update

MOTIONS FOR CONSIDERATION:

Motion to approve the MSA agreement for updating the Comprehensive Outdoor Recreation Plan



Task Order

To: **City of Waupun**
Katherine Schlieve
201 E Main Street
Waupun, WI 53963

Date of Issuance: February 9, 2023

MSA Project No.: 00212134

This task order will acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project:

Project Name: City of Waupun CORP Update 2023-2028

The scope of the work authorized is: See Attachment A

The schedule to perform the work is: approximate start: 3/7/2023
approximate completion: 5/16/2023

The lump sum fee for the work is: \$7,500

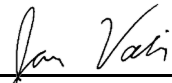
This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum basis.

Approval: MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files.

CITY OF WAUPUN

MSA PROFESSIONAL SERVICES, INC.

Katherine Schlieve
Director, Dept. of Economic Development
Date: _____



Jason Valerius
Senior Planner
Date: February 9, 2023

Attest: City/Township/Village Clerk (WI Only)

1702 Pankratz St.
Madison, WI 53704
Phone: (608) 242-7779
Fax: (608) 242-5664

Clerk Name: _____
Date: _____

201 E Main St.
Waupun, WI 53963
Phone: (920) 324-7900

ATTACHMENT A - SCOPE OF SERVICES

CITY OF WAUPUN COMPREHENSIVE OUTDOOR RECREATION PLAN UPDATE

FEBRAURY 9, 2023

Comprehensive Outdoor Recreation Plan (CORP) Content

Introduction & Community Overview

The outline of this plan is designed to meet the Wisconsin DNR's requirements for CORP's. Chapter 1: *Introduction* will provide a summary of the plan purpose and description of the overall planning process. Chapter 2: *Description of Waupun* will detail the City's existing park and recreation facilities, summarize significant natural resources in the area, and provide an overview of projected demographics. Chapter 3: *Open Space and Recreation Inventory* provides a detailed summary of the City's parks and recreation facilities, City-owned as well as school, county, and other regional facilities.

Analysis of Needs & Demands

Chapter 4 will detail MSA's quantitative and qualitative analysis, including an analysis of available park land per acre based on current and estimated City population projections, map of existing parks and trails, and a summary of the public engagement activities conducted.

Goals & Objectives

Chapter 5 will provide goals and objectives to guide the development and maintenance of parks in Waupun based on feedback from the City and current best practices.

Recommendations & Implementation

Chapter 6: *Recommendations* will summarize the recommended improvements for the City's parks, recreational programming, and trails. Chapter 7: *Implementation* will summarize state and federal grant opportunities, provide cost estimates for the recommended improvements in Chapter 6, and outline the adoption process for the plan.

Planning Process

CORRESPONDENCE & MEETINGS

We understand the need for quality and frequent communication to make the process run smoothly. As such we propose the following elements of communication during this project:

Staff Communication

We will work with Village staff via email and phone conversations to move the plan along and work through any issues or opportunities which may arise.

Staff and Board of Public Works and Facilities Committee (BPWFC) Meetings

for working meetings two (2) times throughout the process:

1. Meeting 1 (Virtual): Discuss items in the current plan have been accomplished since its last adoption; discuss any proposed new park and trail improvements to be incorporated into the plan update; discuss any other items to be included or removed from the current CORP; review survey draft survey questions (using previous survey questions as a starting point).
2. Meeting 2 (Virtual): Draft copies of the CORP will be provided to staff and BPWFC members for review in advance of the meeting. MSA will present a summary of the plan and results from the public survey, and pending any non-substantial edits, it will be recommended for adoption by the City Council.

Plan Adoption

City Council will adopt the plan by resolution. MSA will present a summary of the CORP at the City Council meeting; MSA will attend this meeting virtually.

We will typically provide any materials for meetings 7 days before the scheduled meeting, including drafts and agenda items

NOTE: All meetings and required meeting notifications throughout the process are to be arranged by the City.

Proposed Timeline

CORP Update

January 2023 to May 2023

- **March 14, 2023:** Staff and Board of Public Works and Facilities Committee (BPWFC) Meeting # 1
- **March 20th – April 16th:** Public Survey Live
- **April 21, 2023:** MSA sends BPWFC draft plan for their review; Committee sends any comments/edits back to MSA by April 26th
- **May 2, 2023:** Send updated draft plan to BPWFC and City Council for review and inclusion in meeting packets
- **May 9, 2023:** Department of Public Works Board Meeting #2 (4:30pm) and City Council Adoption (6:00pm)

Cost Breakdown

CORP Update – \$7,500

Additional, Optional Fees:

- \$1,200 for an additional public engagement activity
- \$500 per meeting to convert virtual meetings to in-person attendance



Lockout/Tagout Policy

Issue Date: 5/29/12	Revision(s): 2/14/23	Pages: 3
Policy Source: -Cities and Villages Mutual Insurance Company - Occupational Safety and Health Administration (OSHA) 29 CFR 1910.147 - Wisconsin Department of Safety and Professional Services (SPS) Administrative Code SPS 332.15		
Special Instructions: This policy applies to Cities/Villages who have employees that perform maintenance or service on machines or equipment.		

POLICY

The City of Waupun is committed to providing a safe and healthy work environment for all our employees. In addition, The City of Waupun goal is to comply with the OSHA 29 CFR 1910.147 “The Control of Hazardous Energy (Lockout/Tagout)” standard and incorporated by reference in SPS 332 for Public Employee Safety and Health.

PURPOSE

The purpose of this policy is to set the minimum requirements for the lockout/tagout of energy isolating devices whenever maintenance or servicing is done on machines or equipment. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

RESPONSIBILITY

Human Resources and the Public Works Director will serve as Program Coordinators. Specific responsibilities include:

- Provide or coordinate Lockout/Tagout training to employees.
- Maintain a current listing of employees who have completed lockout/tagout training.
- Conduct a hazardous-energy survey to determine affected machines and equipment, types and magnitude of energy, and necessary service and maintenance tasks.
- Implement and enforce this program.
- Maintain an adequate supply of locks and DANGER tags for use each time a lockout process is performed. LOTO equipment is located at Waupun Safety Building (16 E. Main Street, Waupun) and Waupun Public Works Garage (903 N. Madison St., Waupun).
- Conduct the annual inspection and review.

Supervisors are responsible for the effective use of this program in their department and to see that all required procedures are followed in every instance.

Employees are responsible for learning and following the procedures and practices developed under this

program.

LOCKOUT SEQUENCE

The following steps are required each time lockout/tagout is performed:

1. Notify all affected employees that maintenance is required on a machine and that the machine must be shut down and locked out to perform the maintenance.
2. The authorized employee shall refer to The City of Waupun procedure to identify the type and magnitude of the energy that the machine utilizes, understand the hazards of the energy, and know the methods to control the energy.
3. If the machine is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.)
4. De-activate the energy isolating device(s) so that the machine is isolated from the energy source(s).
5. Lock out the energy isolating device(s) with assigned individual lock(s).
6. Stored or residual energy (such as that in capacitors, springs, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, blocking, bleeding down, etc.
7. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate.
 - o Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.
8. The machine or equipment is now locked out. The task may be performed.

RESTORING EQUIPMENT TO SERVICE

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken:

1. Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
2. Check the work area to ensure that all employees have been safely positioned or removed from the area.
3. Verify that the controls are in neutral.
4. Remove the lockout devices and reenergize the machine or equipment.
 - Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.
5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

REMOVING ANOTHER INDIVIDUAL'S LOTO DEVICE

The authorized employee's supervisor must:

1. Verify that the authorized employee who applied the device is not at the facility.
2. Make all reasonable efforts to contact the authorized employee to inform them that their lockout/tagout device has been removed.

3. Ensure that the authorized employee knows that the lockout device has been removed before they resume work at the facility.

EMPLOYEE TRAINING

- Employees working in areas where lockout/tagout may be used will be trained in the purpose of the lockout/tagout program, identification of locks and tags, and restrictions these impose on equipment operation.
- Employees must be retrained if a significant OSHA regulation or lockout/tagout guideline change has been made (i.e., new requirement, change in locks or tags).
- Employees will be trained on the procedure and instructed never to attempt to restart or reenergize a machine that has been locked out or tagged out.

PROGRAM EVALUATION

All lockout/tagout procedures will be reviewed at least annually by the Program Coordinators. If any deviations or inadequacies are identified, the Program Coordinators will take all necessary steps to update the procedure.



Powered Industrial Truck (Forklift) Policy

Approved: 2/14/23	Revision(s):	Pages: 5
-----------------------------	---------------------	--------------------

Policy Source:
 -Cities and Villages Mutual Insurance Company
 -Occupational Safety and Health administration (OSHA) 29 CFR 1910.178
 -Wisconsin Department of Safety and Professional Services (SPS) Administrative Code SPS 332.15

Special Instructions:
 This policy applies to Cities/Villages that have employees operating powered industrial trucks.

POLICY

City of Waupun is committed to providing a safe and healthy work environment for all our employees. In addition, City of Waupun goal is to comply with the OSHA Powered Industrial Truck, (PIT) 29 CFR 1910.178 and incorporated by reference in SPS 332.15, Public Employee Safety and Health.

PURPOSE

The purpose of this program is to ensure the safety of all City of Waupun employees whenever they may operate a Powered Industrial Truck. Powered Industrial Trucks include; fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks. In addition, this policy is meant to establish program responsibilities, training and inspection requirements, and outline safe work practices.

RESPONSIBILITIES

Management

Human Resources and the Director of Public Works to be responsible for the following:

- Developing specific policies and procedures pertaining to the operation and maintenance of powered industrial trucks.
- Coordinating the training and performance testing of PIT operators.
- Maintaining the training certification records and performance tests of all employees included in the training sessions.
- Periodically reviewing the effectiveness of the program.
- Ensuring that all employees who operate powered industrial trucks have received appropriate training.

Powered industrial truck operators

Operators are responsible for the following:

- Operating all powered industrial trucks in a safe manner consistent with the manufacturer's safe rules of operation.
- Inspecting powered industrial trucks at the beginning of each work shift and completing the appropriate inspection forms.
- Reporting all equipment malfunctions and/or maintenance needs to their supervisors immediately.
- After reporting the malfunction/maintenance need, park the lift in a safe place, remove key, and tag or note problem.

TRAINING REQUIRMENTS

Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, written material), practical training (exercises performed by the trainee), and evaluation of the operator's performance in the workplace.

Training Program Topics

Training shall include providing information on the following topics:

- Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate.
- Truck controls and instrumentation: where they are located, what they do, and how they work.
- Engine or motor operation.
- Steering and maneuvering.
- Visibility (including restrictions due to loading).
- Fork and attachment adaptation, operation, and use limitations.
- Vehicle capacity and stability.
- Any vehicle inspection and maintenance that the operator will be required to perform.
- Refueling and/or charging and recharging of batteries.
- Operating limitations.
- Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.

Workplace-related topics:

- Surface conditions where the vehicle will be operated.
- Composition of loads to be carried and load stability.
- Load manipulation, stacking, and unstacking.
- Pedestrian traffic in areas where the vehicle will be operated.
- Narrow aisles and other restricted places where the vehicle will be operated.
- Hazardous locations where the vehicle will be operated.
- Ramps and other sloped surfaces that could affect the vehicle's stability.
- Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust.

- Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

Refresher training requirements

Refresher training will be conducted when:

- The operator has been observed to operate the vehicle in an unsafe manner.
- The operator has been involved in an accident or near-miss incident.
- The operator has received an evaluation that reveals that the operator is not operating the truck safely.
- The operator is assigned to drive a different type of truck.
- A condition in the workplace changes in a manner that could affect safe operation of the truck.

An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three years.

EQUIPMENT INSPECTION AND MAINTENANCE

- Each powered industrial truck will be inspected before each shift.
- A file will be maintained that lists the shift inspections of equipment.
- A maintenance log will be kept that identifies repair needs and corrective actions taken for each powered industrial truck.
- If repairs are needed on a powered industrial truck in such a manner that it cannot be safely operated, it will be taken out of service until the repairs have been made.
- After repairs have been completed, the powered industrial truck will be given a performance test to ensure that the equipment is safe to operate.
- Powered industrial trucks will be kept in clean condition, free of dirt, excess oil and grease.

SAFE WORK PRACTICES

General safe work practices

- The operator shall use three points of contact to get in and out of the powered industrial truck.
- Only authorized, trained personnel shall operate lift trucks.
- Before the start of a shift, a visual inspection must be conducted and documented.
- Employees shall not operate an unsafe forklift at any time.
- Operators shall drive with both hands on the steering wheel.
- No person shall ride as a passenger on a forklift or on the load being carried.
- A forklift will not be used to elevate a platform or pallet with persons on it, except work platforms especially designed for this purpose. Work platforms must have standard guard rails, and must be securely fastened to the forks.
- No person shall stand or walk under elevated forks.
- Operators should avoid making jerky starts, quick turns, or sudden stops.

- Slow down on wet and slippery surfaces and at cross aisles or locations where vision is obstructed.
- Operators entering a building or nearing a blind corner shall make their approach at reduced speed, sound their horn, and proceed carefully.
- Operators shall give pedestrians the right-of-way at all times.
- Operators shall not drive toward any person who is in front of a fixed object or wall.
- Operators shall not overtake and pass another forklift traveling in the same direction, at intersections, blind spots, or hazardous locations.
- Operators should not put their fingers, arms, or legs between the uprights of the mast, or beyond the contour of the forklift.
- Forks should always be placed under the load as far as possible. Do not lift a load with one fork.
- No load should be moved unless it is absolutely safe and secure.
- Use extra care when handling long lengths of bar stock, pipe, or other materials.
- Avoid sharp or fast end-swing.
- When unloading trucks or trailers, the brakes on the vehicle will be set (locked) and the wheels chocked. If equipped, use a dock-lock.
- Forklifts must be safely parked when not in use. The controls shall be neutralized, power shut off, brakes set, key removed, and the forks left in a down position flat on the surface, and not obstructing walkways or aisles.
- A forklift shall not be left on an incline unless it is safely parked and the wheels blocked.
- Only stable and safely arranged loads will be handled.
- Only loads within the rated capacity of the powered industrial truck will be handled.

Traveling

- If posted, speed limits will be observed, and under all travel conditions, a powered industrial truck will be operated at speeds that will permit it to be brought to a stop in as safe manner.
- Three truck lengths will be maintained between powered industrial trucks in operation.
- The powered industrial truck will be kept under control at all times.
- When vision is obscured, the operator will slow down and sound the horn.
- If the load blocks the operator's view, the powered industrial truck will be driven in the direction that provides the best visibility.
- The operator will keep a clear view of the path of travel.
- Dock boards and bridge plates will be properly secured before they are driven over.
- When the forklift is not carrying a load, the operator shall travel with the forks as low as possible.
- When carrying a load, it should be carried as low as possible (consistent with safe operation, 4 to 6 inches above the surface.)
- The forks should not be operated while the forklift is traveling.
- On a downgrade, the load shall be last, on an upgrade, the load shall be first.



Respirable Crystalline Silica Exposure Control Plan

Approved:
2/14/23

Revision(s):

Pages:
12

Policy Source:

- Cities and Villages Mutual Insurance Company
- Occupational Safety and Health Administration (OSHA) 29 CFR 1926.1153
- Wisconsin Department of Safety and Professional Services (SPS) Administrative Code SPS 332.15

Special Instructions:

This policy applies to Cities/Villages who have employees that have an occupational exposure to respirable crystalline silica at or above 25 micrograms per cubic meter of air (25 $\mu\text{g}/\text{m}^3$) as an 8-hour time-weighted average (TWA). Typical exposure may include but are not limited to: cutting concrete/asphalt, and grinding, cutting, mixing, and/or otherwise pulverizing concrete and masonry products.

POLICY

City of Waupun is committed to providing a safe and healthy work environment for all our employees. In addition, City of Waupun goal is to comply with the OSHA Respirable Crystalline Silica Standard 29 CFR 1926.1153 incorporated by reference in SPS 332.15.

PURPOSE

The purpose of this Exposure Control Plan is to ensure that appropriate precautions are taken to protect City of Waupun employees (and others) from the adverse health effects associated with exposure to respirable crystalline silica.

SPECIFIED EXPOSURE CONTROL METHODS

For each City of Waupun employee engaged in a task identified on Table 1 (Appendix A), the City of Waupun shall fully and properly implement the engineering controls, work practices, and respiratory protection specified for the task on Table 1. For tasks not listed in Table 1, or where the City of Waupun does not fully and properly implement the engineering controls, work practices, and respiratory protection described in Table 1, the City of Waupun shall execute either the Performance or Scheduled exposure assessment method described below as appropriate.

EXPOSURE ASSESSMENTS

City of Waupun shall ensure that no employee is exposed to an airborne concentration of respirable crystalline silica in excess of 50 $\mu\text{g}/\text{m}^3$, calculated as an 8-hour TWA.

City of Waupun shall assess the exposure (using either the Performance or Scheduled option listed below) of each employee who is or may reasonably be expected to be exposed to respirable crystalline silica at or above the action level of 25 micrograms per cubic meter of air (25 µg/m³) as an 8-hour time-weighted average (TWA).

Performance Option- The City of Waupun shall assess the 8-hour TWA exposure for each employee on the basis of any combination of air monitoring data or objective data sufficient to accurately characterize employee exposures to respirable crystalline silica.

Scheduled Monitoring Option- The City of Waupun shall perform initial monitoring to assess the 8-hour TWA exposure for each employee on the basis of one or more personal breathing zone air samples that reflect the exposures of employees on each shift, for each job classification, in each work area. Where several employees perform the same tasks on the same shift and in the same work area, the City of Waupun may sample a representative fraction of these employees in order to meet this requirement. In representative sampling, the City of Waupun shall sample the employee(s) who are expected to have the highest exposure to respirable crystalline silica.

*The City of Waupun shall provide affected employees or their designated representatives an opportunity to observe any monitoring of employee exposure to respirable crystalline silica. When observation of monitoring requires entry into an area where the use of protective clothing or equipment is required for any workplace hazard, the City of Waupun shall provide the observer with protective clothing and equipment at no cost and shall ensure that the observer uses such clothing and equipment.

MONITORING RESULTS

1. If initial monitoring indicates that employee exposures are below the action level, the City of Waupun may discontinue monitoring for those employees whose exposures are represented by such monitoring.
2. Where the most recent exposure monitoring indicates that employee exposures are at or above the action level but at or below the PEL, the City of Waupun shall repeat such monitoring within six months of the most recent monitoring.
3. Where the most recent exposure monitoring indicates that employee exposures are above the PEL, the City of Waupun shall repeat such monitoring within three months of the most recent monitoring.
4. Where the most recent (non-initial) exposure monitoring indicates that employee exposures are below the action level, the City of Waupun shall repeat such monitoring within six months of the most recent monitoring until two consecutive measurements, taken seven or more days apart, are below the action level, at which time the employer may discontinue monitoring for those employees whose exposures are represented by such monitoring.

REASSESSMENT OF EXPOSURES

The City of Waupun shall reassess exposures whenever a change in the production, process, control equipment, personnel, or work practices may reasonably be expected to result in new or additional exposures at or above the action level, or when the City of Waupun has any reason to believe that new or additional exposures at or above the action level have occurred.

EMPLOYEE NOTIFICATION OF RESULTS

The employee shall be notified:

- Within five working days after completing an exposure assessment, the City of Waupun shall individually notify each affected employee in writing of the results of that assessment or post the results in an appropriate location accessible to all affected employees.
- Whenever an exposure assessment indicates that employee exposure is above the PEL, the City of Waupun shall describe in the written notification the corrective action being taken to reduce employee exposure to or below the PEL.

WORKPLACE EXPOSURES AND CONTROLS

Job/Task that Involve Exposure to Respirable Crystalline Silica	Control, Work Practice, and Respiratory Protection Used to Protect Employee	Housekeeping Measures to Limit Employee Exposure (If needed)	Procedures to Restrict Access of Non-essential Employees (if needed)
Cutting Concrete, blocks, bricks	Water <4hours	Water	N/A

COMPETENT PERSON

City of Waupun shall designate a competent person to make frequent and regular inspections of the job sites, materials, and equipment and to properly implement this Exposure Control Plan. A competent person is capable of identifying existing and foreseeable respirable crystalline silica hazards and who has authorization to take prompt corrective measures to eliminate or minimize them.

The designated competent person(s) for City of Waupun include: Director of Public Works

METHODS OF COMPLIANCE

The City of Waupun shall use engineering and work practice controls to reduce and maintain employee exposure to respirable crystalline silica to or below the PEL, unless the City of Waupun can demonstrate that such controls are not feasible. Wherever such feasible engineering and work practice controls are not sufficient to reduce employee exposure to or below the PEL, the City of Waupun shall nonetheless use them to reduce employee exposure to the lowest feasible level and shall supplement them with the use of respiratory protection.

Where respiratory protection is required, the City of Waupun must provide each employee an appropriate respirator that complies with the requirements of 29 CFR 1910.134.

HOUSE KEEPING

City of Waupun shall not allow dry sweeping or dry brushing where such activity could contribute to employee exposure to respirable crystalline silica unless wet sweeping, HEPA-filtered vacuuming or other methods that minimize the likelihood of exposure are not feasible.

The City of Waupun shall not allow compressed air to be used to clean clothing or surfaces where such activity could contribute to employee exposure to respirable crystalline silica unless the compressed air is used in conjunction with a ventilation system that effectively captures the dust cloud created by the compressed air or no alternative method is feasible.

MEDICAL SURVEILLANCE

The City of Waupun shall make medical surveillance available at no cost to the employee, and at a reasonable time and place, for each employee who will be required under this section to use a respirator for **30 or more days per year**. If the employee is required to wear a respirator at any time during a day, that counts as one day of respirator use. The employer shall ensure that all medical examinations and procedures required by this section are performed by a PLHCP. 29 CFR 1926.1153 (h) shall be consulted and followed should medical surveillance be required.

EMPLOYEE INFORMATION AND TRAINING

The City of Waupun shall include respirable crystalline silica in the program established to comply with the Hazard Communication Standard (HCS) (29 CFR 1910.1200). The City of Waupun shall ensure that each employee has access to labels on containers of crystalline silica and safety data sheets, and is trained in accordance with the provisions of HCS. The City of Waupun shall ensure that at least the following hazards are addressed: Cancer, lung effects, immune system effects, and kidney effects.

In addition, the City of Waupun shall ensure that each employee covered by this section can demonstrate knowledge and understanding of at least the following:

- The health hazards associated with exposure to respirable crystalline silica.
- Specific tasks in the workplace that could result in exposure to respirable crystalline silica.
- Specific measures the employer has implemented to protect employees from exposure to respirable crystalline silica, including engineering controls, work practices, and respirators to be used.
- The contents of this policy.
- The identity of the competent person.
- The purpose and a description of the medical surveillance program

RECORDKEEPING

The City of Waupun shall make and maintain an accurate record of all exposure measurements taken to assess employee exposure to respirable crystalline silica. The records should contain at least the following:

- The date of measurement for each sample taken
- The task monitored
- Sampling and analytical methods used
- Number, duration, and results of samples taken
- Identity of the laboratory that performed the analysis
- Type of personal protective equipment, such as respirators, worn by the employees monitored
- Name, social security number, and job classification of all employees represented by the monitoring, indicating which employees were actually monitored

The City of Waupun shall ensure that exposure records and medical surveillance records are maintained and made available in accordance with 29 CFR 1910.1020.

*This written Exposure Control Plan shall be made readily available for examination and copying, upon request, to each employee covered by this policy, their designated representatives, and regulatory agents.

APPENDIX REFERENCE INFORMATION

Appendix A Specified Exposure Control Methods by Task

APPENDIX A

Specified Exposure Control Methods by Task

Equipment/Task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	> 4 hours/shift
(1) Stationary masonry saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer’s instructions to minimize dust emissions.	None	None
(2) Handheld power saws (any blade diameter)	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer’s instructions to minimize dust emissions.		
	-When used outdoors	None	APF 10
	-When used indoors or in an enclosed area	APF 10	APF 10
(3) Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less)	For tasks performed outdoors only: Use saw equipped with commercially available dust collection system. Operate and maintain tool in accordance with manufacturer’s instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency.	None	None
(4) Walk-behind saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with		

Equipment/Task	Engineering and work practice control methods manufacturer's instructions to minimize dust emissions. -When used outdoors -When used indoors or in an enclosed area	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	> 4 hours/shift
(5) Drivable saws	For tasks performed outdoors only: Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
(6) Rig-mounted core saws or drills	Use tool equipped with integrated water delivery system that supplies water to cutting surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
(7) Handheld and stand-mounted drills (including impact and rotary hammer drills)	Use drill equipped with commercially available shroud or cowling with dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. Use a HEPA-filtered vacuum when cleaning holes.	None	None
(8) Dowel drilling rigs for concrete	For tasks performed outdoors only: Use shroud around drill bit with a dust collection system. Dust collector must have a filter with 99% or greater efficiency and a filter cleaning	APF 10	APF 10

Equipment/Task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	> 4 hours/shift
	mechanism. Use a HEPA-filtered vacuum when cleaning holes.		
(9) Vehicle-mounted drilling rigs for rock and concrete	Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector. OR Operate from within an enclosed cab and use water for dust suppression on drill bit.	None	None
		None	None
(10) Jackhammers and handheld powered chipping tools	Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact. When used outdoors When used indoors or in an enclosed area OR Use tool equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. When used outdoors When used indoors or in an enclosed area	None APF 10	APF 10 APF 10
		None	APF 10
		APF 10	APF 10
(11) Handheld grinders for mortar	Use grinder equipped with commercially available shroud and dust collection	APF 10	APF 25

Equipment/Task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	> 4 hours/shift
removal (i.e., tuckpointing)	<p>system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.</p>		
(12) Handheld grinders for uses other than mortar removal	<p>For tasks performed outdoors only: Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>OR</p> <p>Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.</p> <p>When used outdoors</p> <p>When used indoors or in an enclosed area</p>	None	None
		None	None
		None	APF 10

Equipment/Task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	> 4 hours/shift
(13) Walk-behind milling machines and floor grinders	Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
	OR Use machine equipped with dust collection system recommended by the manufacturer. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes.	None	None
(14) Small drivable milling machines (less than half-lane)	Use a machine equipped with supplemental water sprays designed to suppress dust. Water must be combined with a surfactant. Operate and maintain machine to minimize dust emissions.	None	None
(15) Large drivable milling machines (half-	For cuts of any depth on asphalt only: Use machine equipped with exhaust	None	None

Equipment/Task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	> 4 hours/shift
lane and larger)	ventilation on drum enclosure and supplemental water sprays designed to suppress dust. Operate and maintain to minimize dust emissions.		
	For cuts of four inches in depth or less on any substrate: Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. Operate and maintain machine to minimize dust emissions. OR Use a machine equipped with supplemental water spray designed to suppress dust. Water must be combined with a surfactant. Operate and maintain machine to minimize dust emissions.	None	None
(16) Crushing machines	Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyors, sieves/sizing or vibrating components, and discharge points). Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions. Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote control station.	None	None
(17) Heavy equipment and utility vehicles used to abrade or fracture silica-	Operate equipment from within an enclosed cab.	None	None
	When employees outside of the cab are	None	None

Equipment/Task	Engineering and work practice control methods	Required respiratory protection and minimum assigned protection factor (APF)	
		≤ 4 hours/shift	> 4 hours/shift
containing materials (e.g., hoe-ramming, rock ripping) or used during demotion activities involving silica-containing materials	engaged in the task, apply water and/or dust suppressants as necessary to minimize dust emissions.		
(18) Heavy equipment and utility vehicles for tasks such as grading and excavating but not including: demolishing, abrading or fracturing silica-containing materials	Apply water and/or dust suppressants as necessary to minimize dust emissions. OR When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab.	None	None



Work Zone Traffic Safety Policy

Approved: 2/14/23	Revision(s):	Pages: 4
-----------------------------	---------------------	--------------------

Policy Source:
 -Cities and Villages Mutual Insurance Company
 -Manual on Uniform Traffic Control Devices (MUTCD) (U.S. Department. of Transportation – Federal Highway Administration)
 -Wisconsin Manual on Uniform Traffic Control Devices (Supplement to the MUTCD)
 -Wisconsin Department of Safety and Professional Services (SPS) Administrative Code SPS 332.15 and 332.21

Special Instructions:
 This policy applies to Cities/Villages who have employees that work in and around roadways as part of their assigned job duties.

POLICY

City of Waupun is committed to providing a safe and healthy work environment for all our employees. In addition, City of Waupun goal is to comply with the most current Manual on Uniform Traffic Control Devices (MUTCD) and the Wisconsin Supplement and the Wisconsin Department of Safety and Professional Services Administrative Code, SPS 332.15 & 332.21.

RESPONSIBILITIES

Supervisors and managers shall be responsible for:

1. Establishing an internal traffic control plan for all projects, regardless of size.
2. Knowing the work zone and the employee’s position within it.
3. Using designated equipment routes and areas.
4. Identifying rollover hazards such as unlevelled areas, embankments, and unstable soil.
5. Setting up a means of communication with workers.
6. Being aware that job-site conditions may change.

Employees shall be responsible for:

1. Performing all functions in adherence to the training provided by the City of Waupun.
2. ALWAYS wearing high visibility clothing and other PPE as required.
3. Following all safe work practices and using proper precautions required by the safe work guidelines in this policy.
4. Reporting any equipment problems immediately and if necessary, taking the equipment out of service.

GENERAL GUIDELINES AND BEST PRACTICES

1. All work on highways, roads, streets or their easements shall be planned and implemented with full regard for safety and to minimize interference with traffic, which includes pedestrian and bicycle traffic. All planned layouts should be documented.
2. No work shall begin until all appropriate warning signs, devices and protection methods are in place and fully functional. All warning signs, devices and protection methods shall be maintained until all work is complete. All work zones shall comply with the *MUTCD* and the *Wisconsin Supplement*.
3. All warning signs shall have prismatic, reflectorized sheeting material that complies with the *MUTCD* and the *Wisconsin Supplement*, current edition.

TRAFFIC CONTROL SECTION

Factors

When selecting the appropriate work zone setup for work conducted in and around the roadway, consideration shall be given to the following factors:

- Physical characteristics (hills, curves, accesses, etc.)
- Available sight distance
- Posted speed limit
- Traffic volume
- Type and duration of work
- Time of day
- Weather conditions
- Light conditions

Long-term, intermediate-term, and short-term stationary work

All work conducted in and around the roadway that takes longer than 60 minutes to perform should utilize the guidelines in the *MUTCD* and *Wisconsin Supplement*. The *Work Zone Safety: Guidelines for Construction, Maintenance, & Utility Operations* handbook should be utilized as a guideline for constructing work zones.

A greater level of protection may be needed when additional factors exist, such as those listed above.

Short duration work

Daytime work that will be completed in 60 minutes or less must still be provided with adequate traffic control and work zone protection. All work conducted in and around the roadway that takes less than 60 minutes to perform should utilize the guidelines in the *MUTCD* and *Wisconsin Supplement*. The *Work Zone Safety: Guidelines for Construction, Maintenance, & Utility Operations* handbook should be utilized as a guideline for constructing work zones.

A greater level of protection may be needed when additional factors exist, such as those listed above.

Mobile work

Mobile operations are work activities that move along the road either intermittently or continuously. Safety for mobile operations should not be compromised by using fewer devices simply because the operation will frequently change its location.

Mobile devices should be used. For example, appropriately colored or marked vehicles with activated high intensity lights, perhaps augmented with signs or arrow panels, may be used in place of stationary signs and channelizing devices. For mobile operations to be successful, the advance warning area should move with the work area or be repositioned periodically to be near the mobile work area.

When volumes and/or speeds are high, a shadow vehicle, equipped with an arrow panel or sign, should follow the work vehicle. In addition, vehicles may be equipped with truck-mounted attenuators and/or portable, changeable message signs.

Flagging operations

When traffic in both directions must use a single lane for a limited distance, movements from each end shall be coordinated. Provisions should be made for alternate one-way movement through the constricted section via flagger control.

All workers involved in flagging operations should be trained on the proper flagging techniques and safety measures.

All workers performing flagging operations on state highways/roadways or state funded projects must complete Wisconsin DOT certification training.

All workers performing flagging operations on state highways/roadways or state funded projects must complete Wisconsin DOT refresher certification training every two years after the initial certification training.

WORKER PROTECTION

Employees who work on highways, roads, streets or their easements shall wear high- visibility clothing that meets the most current *ANSI/ISEA 107 – High-Visibility Safety Apparel* standard.

EMPLOYEE TRAINING

All City of Waupun employees should be trained in how to work next to traffic in a way that minimizes their vulnerability. In addition, employees with specific traffic control responsibilities should be trained in traffic control techniques, device usage, and placement.

POLICY REVIEW

This policy will be reviewed on an annual basis by Human Resources and the Public Works Director to ensure that any changes in applicable safety standards, operational procedures, or safe practices that have occurred will be incorporated to ensure compliance.



AGENDA SUMMARY SHEET

MEETING DATE: 2/14/23

TITLE: 2022 City of Waupun Housing Fee Report

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator

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

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.

STAFF RECOMENDATION:

Approve report as presented

ATTACHMENTS:

2022 City of Waupun Housing Fee Report

RECOMENDED MOTION:

Motion to approve the 2022 City of Waupun Housing Fee Report for publication



City of Waupun New Housing Fee Report

For 2022 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, 2022 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 2022 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 2022.

Table 1: Residential Development Fees (2022)

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 2022 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 2022 can be found in Appendix B.

Table 2: Residential Development Fees Collected in 2022

Permit Type	# of Permits Issued	Total Permit Fees Collected	Avg. Fee Collected /Permit
Single Family Dwelling Units	20	\$41,114.68	\$2,055.73
Multi-Family Dwelling Units	0	\$0	\$0
Mobile Home Units	0	\$0	\$0
Residential Housing Additions & Remodel	162	\$21,335.18	\$131.70
Total Fees Permit Fees Collected		\$62,449.86	

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 1/1/2023)	
City of Waupun Will include a \$45 Administrative Fee on all building permits	
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 – 2022 Annual Report of Permits Issued

ANNUAL REPORT OF PERMITS ISSUED 2022

		# of Permits	Permit Fee	Est. Value
Res. Houses (1 & 2 Family)	Dodge County:	10	\$ 17,300.80	\$ 2,750,000.00
	Fond du Lac County:	10	\$ 23,813.88	\$ 4,685,276.00
	Total:	20	\$ 41,114.68	\$ 7,435,276.00
Res. Houses Add & Remodel	Dodge County:	102	\$ 13,675.59	\$ 1,739,898.03
	Fond du Lac County:	60	\$ 7,659.59	\$ 1,071,236.24
	Total:	162	\$ 21,335.18	\$ 2,811,134.27
Res. Garages New Const.	Dodge County:	12	\$ 2,866.76	\$ 250,500.00
	Fond du Lac County:	2	\$ 635.20	\$ 54,000.00
	Total:	14	\$ 3,501.96	\$ 304,500.00
Res. Garages Add & Remodel	Dodge County:	4	\$ 557.00	\$ 36,833.00
	Fond du Lac County:	3	\$ 510.00	\$ 58,800.00
	Total:	7	\$ 1,067.00	\$ 95,633.00
Multi-Family Const.	Dodge County:	0	\$ -	\$ -
	Fond du Lac County:	0	\$ -	\$ -
	Total:	0	\$ -	\$ -
Swimming Pools	Dodge County:	1	\$ 100.00	\$ -
	Fond du Lac County:	2	\$ 350.00	\$ 12,500.00
	Total:	3	\$ 450.00	\$ 12,500.00
Commercial Const. & Add.	Dodge County:	1	\$ 4,505.36	\$ 660,000.00
	Fond du Lac County:	2	\$ 2,737.52	\$ 1,100,000.00
	Total:	3	\$ 7,242.88	\$ 1,760,000.00
Commercial Alt. & Improve	Dodge County:	22	\$ 2,262.42	\$ 213,197.73
	Fond du Lac County:	9	\$ 2,432.75	\$ 588,522.00
	Total:	31	\$ 4,695.17	\$ 801,719.73
Industrial Const. & Addition	Dodge County:	2	\$ 1,324.00	\$ 3,800,000.00
	Fond du Lac County:	0	\$ -	\$ -
	Total:	2	\$ 1,324.00	\$ 3,800,000.00
Industrial Alt. & Improve	Dodge County:	2	\$ 174.00	\$ 37,257.00
	Fond du Lac County:	0	\$ -	\$ -
	Total:	2	\$ 174.00	\$ 37,257.00
Tax Exempt	Dodge County:	13	\$ 21,854.58	\$ 10,882,990.00
	Fond du Lac County:	2	\$ 160.00	\$ 19,682.55
	Total:	15	\$ 22,014.58	\$ 10,902,672.55
Fences	Dodge County:	18	\$ 1,800.00	\$ 55,745.00
	Fond du Lac County:	14	\$ 1,450.00	\$ 96,725.00
	Total:	32	\$ 3,250.00	\$ 152,470.00
Razing	Dodge County:	3	\$ 400.00	\$ -
	Fond du Lac County:	0	\$ -	\$ -
	Total:	3	\$ 400.00	\$ -
Signs	Dodge County:	6	\$ 1,630.48	\$ 138,000.00
	Fond du Lac County:	7	\$ 906.57	\$ 74,323.00
	Total:	13	\$ 2,537.05	\$ 212,323.00
Moving	Dodge County:	0	\$ -	\$ -
	Fond du Lac County:	0	\$ -	\$ -
	Total:	0	\$ -	\$ -
Electric	Dodge County:	20	\$ 1,848.00	\$ 56,750.00
	Fond du Lac County:	6	\$ 480.00	\$ 1,500.00
	Total:	26	\$ 2,328.00	\$ 58,250.00
Grand Total:		333	\$ 111,434.50	\$ 28,383,735.55



AGENDA SUMMARY SHEET

MEETING DATE: 2/14/23

TITLE: Open Burn Waiver to City Ordinance 8.01(3)(a) for the Rock Golf Club (700 County Park Road, Waupun)

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: BJ DeMaa, Fire Chief

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

ISSUE SUMMARY:

City of Waupun Ordinance 8.01(3)(a) prohibits open burning in the City of Waupun unless noted as an exception in ordinance. The owners of The Rock have petitioned for an exception to this ordinance, requesting permission to burn large amounts of trees that have been removed due to disease or damage. The request is not covered by a defined exception in the ordinance. The Common Council approved the existing ordinance and has the authority to provide a special exemption for the request purpose. Staff has evaluated the request. While not without risk, and recognizing that others may follow with similar requests, staff would recommend approval of this request if, and only if, the following conditions were met:

1. Work must be completed by a defined date (4/30/2023 proposed).
2. The Waupun Fire Department must receive notification prior to the start of any burn.
3. The property owner is responsible for having at least one person onsite to monitor conditions during the entire time of the burn.
4. Winds must be out of the east (NE, E or SE) or South (SE, S, SW) to prevent ash and smoke from carrying into the City. All fires shall comply at all times with the wind requirements listed. A shift in wind mid-burn would require the burn to be extinguished.
5. Only removed trees and tree debris may be burned. No other materials shall be included in open burn.
6. Smaller burning piles where debris can be fully burned in a single day must be used. No overnight burns allowed.
7. To the extent possible, areas around the burn piles shall be free of any combustible material that would cause the fire to spread beyond the original burn pile.
8. All permits required by WI-DNR (if any) must be in secured and a copy provided to the City prior to the start of the burn.

This would be consistent with WI-DNR requirements that allow the City to burn brush piles north of the city on city-owned land.

STAFF RECOMENDATION:

ATTACHMENTS: None

RECOMENDED MOTION:

Motion to approve/deny the request by the Rock Golf Club to open burn tree and tree debris on property they own within the City of Waupun. This motion expires April 30, 2023 and will not be allowed to renew without authorization of the Common Council.



AGENDA SUMMARY SHEET

MEETING DATE: 2/14/2023

TITLE: 2023 Fire Department Equipment and Personnel Billable Rates

AGENDA SECTION: CONSIDERATION-ACTION

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

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	\$0
High Performance Government		

ISSUE SUMMARY:

This was missed at the November/December 2022 Common Council meetings so we are completing the task now. Every year, equipment and personnel rates for the Fire Department are set for the upcoming year. These rates establish a schedule to use when larger events occur in the community and we have an opportunity to bill for the incurred costs.

STAFF RECOMMENDATION:

Approve 2023 equipment and personnel rates for billable calls

ATTACHMENTS:

2023 Fire Department equipment and personnel billable rate schedule

RECOMMENDED MOTION:

Motion to approve the 2023 Fire Department Equipment and Personnel Billable Rates



Waupun Fire Department

16 E. Main Street Waupun, WI 53963

Non-emergency Number: 920-324-7910

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

To: Mayor and Council Members

From: B.J. DeMaa, Fire Chief

Subject: 2023 Equipment and Personnel Rates

Annually, we set the rates for billable calls. It is recommended that we set equipment rates for 2023 at the rates listed below. These rates remain flat compared to 2022.

Engine / Pumper @ \$225.00 per hour (1-hour min.)

Aerial Ladder @ \$325.00 per hour (1-hour min.)

Squad / Command Post @ \$175.00 per hour (1-hour min.)

Mini Pumper / Rescue Tools @ \$175.00 per hour (1-hour min.)

One charge for Personnel @ \$360.00 per hour (1-hour min.)

Individual or small groups at \$18.00 per hour, per firefighter (1-hour min.)

Incidentals @ cost

If you have any questions, feel free to call me at 324-7910 or email at bjdema@waupunpd.org.



AGENDA SUMMARY SHEET

MEETING DATE: 2/14/2023

TITLE: City of Waupun Grant Management Policy

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Kathy Schlieve, Administrator

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

ISSUE SUMMARY:

Many people think of grant money as “free money.” Nothing could be further from the truth. Instead, think of a grant as money that comes with guidelines and restrictions. Once a grant award is received, an organization is charged with managing the grant to ensure money is used in certain ways, that reporting requirements are met, and that there is demonstration of progress on intended outcomes outlined in a grant application. Failure to meet any of these obligations could put the city at risk of penalties and/or repayment of funds. The City has not historically had a grants management policy. However, given the large number of state and federal grants that we have received we are recommending that change. A grant management policy seeks to reduce grant-related legal liability by ensuring grants pursued align with organizational goals, are resourced to ensure effective management, and to ensure accountability for all grant criteria. This is particularly important with federal grants. The attached DRAFT policy is for your review. It would become effective upon your approval.

STAFF RECOMMENDATION:

Approve the City of Waupun Grant Management Policy as presented.

ATTACHMENTS:

City of Waupun DRAFT Grant Management Policy
Grant Request Form

MOTIONS FOR CONSIDERATION:

Motion to approve the City of Waupun Grant Management Policy

GRANT MANAGEMENT POLICY



CITY OF

WAUPUN

municipal government

ADOPTED BY COUNCIL: 11/21/2022

Purpose

It shall be the policy of the City of Waupun to identify and apply for grants that provide additional financial resources to the City in carrying out its core services, along with specific initiatives identified by the City Council. Grants applied for must adhere to this policy, be financially feasible to the City's operation, and should not create a financial burden by virtue of funding match requirements. Grant funding allows the City to leverage local public funds in order to extend and enhance the services it offers to the community, the impact of grant funding upon the City is significant, with the process of grants administration and management a critical and important function.

The purpose of this Policy is to establish internal controls and guidelines for the application, financial and reporting administration for all, regardless of the amount, grants awarded to the City of Waupun and to assist in providing accurate and complete disclosure of the program reporting and financial results of each grant.

This policy applies to all grant applications or requests for funds for which the City of Waupun is the applicant or for which the City is required to act as the sponsor. This is a city-wide policy affecting all persons and departments that research, apply for, and/or manage grants. When the City applies for and receives a grant, it agrees to administer the funding according to the granting agency's (grantor) terms and conditions. Reporting and accounting properly for grant expenditures and providing program documentation and evaluation is critical to the City's success in receiving and maintaining grant awards.

Conflict of Interest

Grant audit findings due to conflicts of interest can damage the reputation and credibility of the City. Further, the appearance of a conflict of interest can be just as damaging to the City's reputation and credibility as an actual conflict.

The purpose of this policy is to avoid the appearance, as well as the actuality, of any conflict of interest or breach of trust by an official or employee of the City.

No officer or employee of the City shall have any interest, financial or otherwise, direct or indirect, or have any arrangement concerning prospective employment that will, or may be reasonably expected to, bias the design, conduct, or reporting of a grant funded project on which a City official or employee is working.

It shall be the responsibility of the Grant Project Manager for each particular grant funded project to ensure that in the use of project funds, officials or employees of the City and nongovernmental recipients or sub-recipients shall avoid any action that might result in, or create the appearance of:

1. Using his/her/their official position for private gain.
2. Giving preferential treatment to any person or organization.
3. Losing complete independence of impartiality.
4. Making an official decision outside the official channels.
5. Affecting adversely public confidence in the grant funded program in particular and the City in general.

Grant Application Procedures

The department considering an application for a grant is responsible for performing a grant application assessment, in which the following factors shall be evaluated. The assessment shall be done well in advance of grant submission due dates to avoid last minute delays or problems that could cause the grant deadline to be missed.

Grant Application Assessment:

- 1) Financial
 - a. Total anticipated project cost
 - b. Matching requirements (both financial and in-kind) and sources
 - c. Program income considerations
 - d. Staffing requirements
 - e. Verify and document the source of the grant funds – Federal (direct), Federal (pass-thru), State and local.
 - f. Federal Funds – Obtain the applicable Catalog for Federal Domestic Assistance (CFDA) number.
 - g. Documentation of a clear continuation plan. It is required that departments develop continuation plans (plans for sustaining grant funded programs if funding is reduced or terminated) prior to applying for grants, which reflect the potential loss of funding and the subsequent loss of grant funded positions or program components. Departments must plan responsibly for either termination or reduction of the program or seek to secure alternative sources of funding.
- 2) Programmatic
 - a. Alignment with City's and/or department's strategic goals and priorities
 - b. Provision or expansion of services to address critical needs
 - c. Department's capacity to administer the financial and administrative aspects of the grant.

Upon the Department completing the grant application assessment, the Department will prepare the City of Waupun Grant Request Form and provide any supporting documents for the grant. The completed documents will be delivered to the Finance Director and the appropriate approval process will be determined. No grant applications shall be submitted to the funding agency or organization without the prior approvals defined in this policy.

Departments shall adhere to the following grant application approval requirements.

Grant Application Scenario	STEPS			
	1	2	3	4
	Department Head	Finance Director	Mayor	Committee of the Whole / Common Council
Grants \$5,000 or less				
No local match is required.	✓	✓		
Local match can be found within the Department's adopted budget.	✓	✓	✓	
The Department cannot identify funds within its adopted budget to offset 100% of the local match.	✓	✓	✓	✓
There is no continuing commitment of local funds beyond the grant period.	✓	✓	✓	
A continuing commitment of local funds beyond the grant period.	✓	✓	✓	✓
Grants more than \$5,000, less than \$25,000				
No local match is required.	✓	✓	✓	
Local match can be found within the Department's adopted budget.	✓	✓	✓	✓
The Department cannot identify funds within its adopted budget to offset 100% of the local match.	✓	✓	✓	✓
There is no continuing commitment of local funds beyond the grant period.	✓	✓	✓	✓
A continuing commitment of local funds beyond the grant period.	✓	✓	✓	✓
Grants \$25,000 or more				
	✓	✓	✓	✓

Post-Award Procedures

Department heads are accountable for all grants within their departmental jurisdiction. In cases where more than one department is responsible for the grant, a lead department shall be designated for accountability. Each department that applies for and/or receives grant funding shall:

- 1) Designate a grant project manager for every grant awarded to the department.
- 2) Implement awarded grant projects according to the terms and conditions of each grant award.
- 3) Ensure invoices and/or personnel costs are for legitimate expenditures and allowable costs per the terms of the grant agreement. As part of the expenditure approval, the grant project manager shall note on the invoice that item(s) purchased or service performed is a grant eligible expenditure.
- 4) Ensure that all project managers know how to designate project expenditure account numbers to ensure accuracy.
- 5) The Finance Director will submit regular grant drawdown requests to the funding agency coordination with the Project Manager.
- 6) The Finance Director will ensure that project reporting requirements and deadlines for submission are met.

- 7) The Finance Department will maintain a grant project file that contains all required support documentation to meet reporting/audit requirements. The grant project file shall consist of, at a minimum, the following documents:
- a. Completed Grant Request Form.
 - b. Completed and properly approved grant application.
 - c. Authorized and executed grant agreement and/or contract.
 - d. Authorized and executed grant agreement and/or contract amendments.
 - e. Grant reimbursement/drawdown requests to the funding agency. All documentation supporting eligible grant expenditures will be attached to the request including the appropriate procurement documentation.
 - f. Documentation of any required in-kind match requirements.
 - g. Documentation of the achievement of grant goals and objectives (i.e. job creation, performance objectives, etc.).
 - h. Applicable Davis-Bacon documentation.
 - i. Any required periodic grant reports to the funding agency and/or organization.
 - j. Any required grant close-out reports.
 - k. Any correspondence with the funding agency and/or organization.

All grant agreements and/or contracts will be executed by the City of Waupun Mayor and a copy of the executed contract will be delivered to the Finance Director.

Procurement Policies and Procedures

Departments should follow the grantor’s policies and procedures for all practices including procurement for the selection of contractors and vendors. If grant applications have special conditions regarding procurement it should be noted on the Grant Request Form. **Absent of any specific procurement requirements dictated by the grant agreement or if federal, state and/or grantor’s procurement requirements are less restrictive; the following thresholds should be adhered to:**

Supplies and Services	Under \$2,999	\$3,000 - \$4,999	\$5,000 - \$9,999	\$10,000 - \$24,999	\$25,000 - \$150,000
Bid Specifications	Not required for purchases under \$150,000				
Solicitation of Bids, Proposals, and Quotes	Encouraged	2 or more written quotes			
	Public bid is required for purchases over \$150,000				
Advertising and Notice	Not required				
Approval / Award – Unless a contract is approved by the Common Council	Department Head				Mayor or Finance Director

Public Construction	Under \$2,999	\$3,000 - \$4,999	\$5,000 - \$9,999	\$10,000 - \$24,999	\$25,000 - \$150,000
Bid Specifications	Not required		Written specifications required		
Solicitation of Bids, Proposals, and Quotes	Encouraged	2 or more verbal or written quotes		3 or more written quotes	Public Bid
Advertising and Notice	Not required		Class 1 notice before contract is executed		Class 2 notice
Approval / Award – Unless a contract is approved by the Common Council	Department Head				Mayor or Finance Director

Sole-Source Procurement – Sole-source procurements are only permissible when a reasonable investigation shows that there is only one practicable source for the required supply or service. The determination that only one practicable source exists must be documented in grant project file.

Public Construction Public Bid Process – For public construction projects over \$25,000, a class 2 notice will be published and all contractors will be required to complete a Bid Packet if applicable for the project. The submitted bid packets will be reviewed by the Public Works Director and City Engineer if needed and will approve the contractor as a qualified bidder. At the bid opening, the contract award will be based on lowest qualified bidder and approved by the Common Council.

Procurement and Professional Services – The general project scope is developed by the City and invitations to submit proposals are sent to consulting firms the City believes may be qualified to do the work and/or general request for proposals is published. Having at least two proposals has been the minimum required for review and efforts are always made to have more than two.

Proposals are reviewed by the Director of Public Works, City Engineer, staff delegates, and/or an ad-hoc or standing committee appointed by the Mayor or City Council that has an understanding of the project and is capable of performing an evaluation. In order of importance, the following is evaluated:

1. The scope proposed by the consulting service provider is identified, complete, and consistent with the scope requested.
2. The qualifications of the consulting service provider are evaluated to insure they are capable of performing the work defined in the project scope. Qualification evaluation includes the project staff's education, training, experience, past-performance, capabilities, personnel, and workloads.
3. The cost of the proposal is evaluated to determine the value of the services proposed is representative of the scope of work to be performed.

The evaluation process is documented in the grant project file and a recommendation is then presented to the City Council for review and approval.

Grant Accounting

Finance Department Responsibilities

1. Upon review and approval of the grant application, the Finance Department will assign and set-up in the City's financial accounting system a revenue and expenditure account number that will be unique to that grant. These financial account numbers will be noted on the Grant Request Form.
2. The Finance Department will open any specific bank account that is required by the grant agreement and/or contract.
3. The Finance Director will review all grand drawdown requests before they are submitted to the grantor and verify that any grant expenditures that are being reimbursed are recorded in the appropriate expenditure account.
4. All grant proceeds received will be promptly deposited in the applicable bank account and recorded in the appropriate grant revenue financial account.
5. Issue regular reports on the status of grant-funded projects to departments and special reports when requested.
6. Maintain a schedule of expenditures of federal and state awards.

Grant Closeout

Upon completion of the grant term of each grant award, the grant project manager will review the grant project file to ensure that it contains all the necessary documentation that is required by both the grantor and this policy. The Finance Director will be notified that the grant project has been completed and is now considered closed and the grant project file will be delivered to the Finance Department and placed in the City's official grant storage file.

Audits

The City of Waupun is subject to the Single Audit Act. A Single Audit encompasses the review of compliance with program requirements and the proper expenditure of funds by an independent Certified Public Accountant according to the standards of OMB Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

All findings are reported directly from the independent Certified Public Accountant to the City in the form of the Federal Awards and State Financial Assistance Report. If the Audit includes findings, the City will complete and submit to the independent Certified Public Accountant a corrective Action Plan.



CITY OF WAUPUN GRANT REQUEST FORM

Upon the Department completing the grant and grant application assessment as outlined in the Grant Management Policy, the Department will complete this form and supporting documentation on the grant and submit it to the Finance Director. No grant applications shall be submitted to the funding agency or organization without the prior approvals defined in the Grant Management Policy. Created 12/01/2022

Date	
Department	
Department Grant Project Manager	

Grant Program Name		Application Deadline	
Granting Agency Name		Grant Amount	
Agency Contact		Agency Phone No.	
Agency Website		Agency Email Contact	

Source of Funds					
Federal	State (Federal Pass-thru)	State	Other	Local Match	Total Grant Project Budget
					\$
If source of funds is either Federal or State (Federal Pass-thru), please provide the appropriate Federal Grant Catalog of Federal Domestic Assistance (CFDA) number				CFDA#	

If local match is required, are funds available in the department budget?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, identify budget line item	Name	
				Account Number	

Please provide a concise description of the grant and potential sources of local match if funds are not available in department budget.

Grant Accounting (Completed by Finance Department)				
Grant Revenue Account No.		Grant Expenditure Account No.		
Budget Resolution Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If a budget resolution is required please attach	Date Approved

Grant Request Approvals (Level of approval governed by the Grant Management Policy.)			
Department Head	Name	Signature	Date
Finance Director	Name	Signature	Date
Mayor	Name	Signature	Date
Committee of the Whole and/or Common Council Approval (Attach minutes)	Date	Common Council Approval	Date



AGENDA SUMMARY SHEET

MEETING DATE: 2/14/2023

Proposal for Purchase of an Ambulance under the EMS Flex Grant

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Fire Chief BJ DeMaa
Kathy Schlieve Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Public Safety	EMS Flex Grant Capped at \$200,000	

ISSUE SUMMARY:

In follow up to our January COW discussion on public safety planning, we are advancing work on ordering a fully equipped ambulance under the EMS Flex Grant. Staff have been working with vendors to identify available quality used equipment that fit our specifications. In conversation, we uncovered an opportunity through North Central Emergency Vehicles (Midwest's largest emergency vehicle dealership) to acquire a refurbished ambulance box mounted on a new chassis. The attached proposal outlines the terms of the proposal that staff will walk through. According to City purchasing policy, items exceeding \$100,000 are subject to sealed bidding requirements **unless designated otherwise** by the Council. You must approve purchase agreements for items over \$100,000. The window of opportunity on this vehicle will close shortly and we would not have time to pursue a sealed bid in this case. If we are interested in this vehicle, we must act. The EMS Flex grant caps ambulance expenses at \$200,000 expenditures in acquiring this vehicle. Any additional capital would need to come from capital equipment budget and/or ARPA designations. Alternatives considerations would require we go out to bid on a vehicle but it would be unlikely that we'd find a quality used vehicle and would need to budget additional capital to make a new purchase (estimate an added \$100k) as discussed at the COW.

STAFF RECOMMENDATION:

ATTACHMENTS:

North Central Emergency Vehicle Proposal

MOTIONS FOR CONSIDERATION:

Motion to approve the North Central Emergency Vehicle proposal

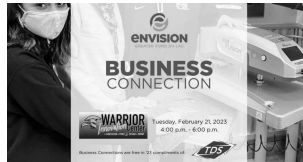
Cost	Vendor	Condition	Type	Expected Delivery	Comments
\$ 240,000.00	North Central Emergency Vehicles	Re-mount	III	Q3/Q4 2024	Chassis - 2024; box is 2008
\$ 260,000.00	Emergency Vehicles Plus	Re-mount	III	Available immediately	Chassis - 2023; box is 2014
\$ 280,000.00	Lifeline Emergency Vehicles	Demo	III	Q1/Q2 2024	All new 2023/2024
\$ 320,000.00	Emergency Vehicles Plus	New	III	Available immediately	All new 2023/2024
	Pomsal				
	ARV				
	Foster Coach				
Type I - Truck chassis					
Type II - Van chassis/body					
Type III - Van chassis (cutaway)					

Business Connection at Warrior Innovation Center

Tuesday, February 21, 2023 4:00 PM - 6:00 PM CST

Warrior Innovation Center
801 E. Lincoln St.
Waupun, WI 53963

The Innovation Center is on the west side of the high school. Please park in west parking lot. Use door entrance IC-N



Register

Sponsors

TDS Telecommunications



The Warrior Innovation Center is home to Waupun Area Junior/Senior High School's School-Based Enterprise (SBE). The building was opened in the fall of 2018. The inspiration for the building's design originated from established Fab Labs, higher education institutions, design studios, and manufacturing spaces with the purpose of providing an atmosphere that was distinguishable from a typical high school classroom. Another intended outcome is to create a space that is inviting to a diverse group of students and one that promotes collaboration. We have a student-run business called Warrior Fab, which gives students the opportunity to work with local businesses.

Creating banners, vinyl graphics, logo development, window graphics, sublimation awards, laser etched designs, logo design, interior and exterior signage, metal and wood projects, basic vehicle work, partial vehicle wraps, and routed signage.

Dawn Disch and her current students will share some of their experiences and impact the Innovation Center has had on their education. Current Culinary students will cater the event.

Registration is free but strongly encouraged as attendance is limited to 75.

Event Item Name	Expires	Pricing
Registration	Feb 14, 2023	\$0.00

Register



Find us on social media!



23 S. Main Street, Suite 101
Fond du Lac, WI 54935
phone: 920.921.9500
fax: 920.921.9559

Annual Meeting

Thursday, February 23, 2023 5:00 PM - 9:00 PM CST

*Radisson Hotel & Conference Center
625 W. Rolling Meadows Dr.
Fond du Lac, WI 54937*



Register

Envision Greater Fond du Lac will host their annual meeting on Thursday, February 23 at the Radisson Hotel & Conference Center from 5:00 p.m.- 9:00 p.m.

Guests will enjoy a networking hour from 5:00 p.m. - 6:00 p.m., with dinner at 6pm, followed by 2022 highlights and community awards.

Additionally, we will celebrate this year's award winners:

- Business of the Year - Wisconsin Lighting Lab (WILL)
- Eden-Schneider Award - Marian University & Fond du Lac Dock Spiders
- Volunteer of the Year - Jason Zellner
- Allen J. Buechel Lifetime Achievement Award - Martin Farrell
- Entrepreneur of the Year - Hang 10 Poké and Real Sportscards

If you have dietary restrictions, please contact Tracy at tqualmann@envisiongreaterfdl.com

No refunds will be given on purchased admission to this event.

Event Item Name	Expires	Pricing
Registration	Feb 21, 2023	\$60.00

Register



Find us on social media!





AGENDA SUMMARY SHEET

MEETING DATE: 02/14/2023

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

ISSUE SUMMARY:

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

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

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

License and Permit Applications

OPERATOR LICENSE:

Alaina Snow, Donald Hoffman, Jillian VandeZande, Brandon Wolford, Rebekah Burkhalter

TEMPORARY CLASS B:

Waupun Learn to Hunt Banquet – February 25, 2023 at Go Dutch Kitchen, 328 S Division St., Waupun

CHICKEN PERMITS (RENEWAL):

Alexandria Atkinson, Jared Ramthun, and Alicia Schweder

ATTACHMENTS:

Expense Report(s)

RECOMENDED MOTION:

Motion to approve the Consent Agenda (*Roll Call*)

Report Criteria:

Report type: Summary

Invoice.Batch = "021423","M","ACH2023","ACH2022","2023","2022","021023"

Check Issue Date	Check Number	Payee	Amount
01/30/2023	126	CINTAS CORPORATION NO 2	482.06
01/30/2023	127	KWIK TRIP STORES	9,282.51
01/30/2023	128	WELLS FARGO PAYMENT REMITT	2,999.68
01/30/2023	129	CINTAS CORPORATION NO 2	434.66
01/30/2023	130	CREXENDO	454.79
01/30/2023	131	WELLS FARGO PAYMENT REMITT	762.80
01/31/2023	105106	FOND DU LAC COUNTY CLERK OF C	318.00
01/09/2023	105118	FOND DU LAC COUNTY TREASURER	695,903.73
01/09/2023	105119	MORAINÉ PARK TECHNICAL COLLEGE	125,939.60
01/09/2023	105120	SCHOOL DISTRICT OF WAUPUN	1,893,476.02
01/31/2023	105121	FOND DU LAC COUNTY CLERK OF C	543.00
01/12/2023	105122	AMAZON CAPITAL SERVICES	103.03
01/12/2023	105123	ALLIANT ENERGY/WP&L	12,514.97
01/12/2023	105124	AT&T MOBILITY	829.55
01/12/2023	105125	BAKER & TAYLOR	196.99
01/12/2023	105126	BENTZ AUTOMOTIVE INC	61.80
01/12/2023	105127	CAPITAL NEWSPAPERS	343.34
01/12/2023	105128	FIRE SAFETY USA INC	354.95
01/12/2023	105129	FOND DU LAC COUNTY	13,558.41
01/12/2023	105130	LANGE ENTERPRISES	2,484.42
01/12/2023	105131	MSA PROFESSIONAL SERVICES INC	5,900.00
01/12/2023	105132	NORTHEAST ASPHALT	1,130.45
01/12/2023	105133	PIGGLY WIGGLY DISCOUNT FOODS	328.77
01/12/2023	105134	PURCHASE POWER	1,065.79
01/12/2023	105135	ROET'S HOME HEATING	154.80
01/12/2023	105136	SCHOOL DISTRICT OF WAUPUN	12,337.70
01/12/2023	105137	SHRED-IT	77.03
01/12/2023	105138	SMITS & BLAZEL LAW OFFICE	978.00
01/12/2023	105139	SURE FIRE INC	1,087.93
01/12/2023	105140	TRU CLEANERS LLC	4,532.81
01/12/2023	105141	UNIFORM SHOPPE	688.55
01/12/2023	105142	VANTAGE POINT TRANSFER AGENTS	18,437.40
01/12/2023	105143	WAUPUN UTILITIES	63,656.15
01/12/2023	105144	WI DEPART OF TRANSPORTATION	15,910.38
01/12/2023	105145	MONARCH LIBRARY SYSTEM	1,432.46
01/12/2023	105146	AMAZON CAPITAL SERVICES	226.97
01/12/2023	105147	ASCAP	420.00
01/12/2023	105148	ACS RBHS LLC	30,000.00
01/12/2023	105149	AIRGAS USA LLC	572.29
01/12/2023	105150	ALSTAR COMPANY LLC	458.25
01/12/2023	105151	ASSOCIATED APPRAISAL CONSULTANTS	3,186.36
01/12/2023	105152	BOND TRUST SERVICES CORPORATION	800.00
01/12/2023	105153	BUSINESS IMPROVEMENT DISTRICT	19,532.25
01/12/2023	105154	CARTRIDGE WORLD	109.96
01/12/2023	105155	CHARTER COMMUNICATIONS	850.02
01/12/2023	105156	CIVIC PLUS LLC (PAYMENTS)	550.00
01/12/2023	105157	CIVIC SYSTEMS	7,241.00
01/12/2023	105158	CITIES & VILLAGES MUTUAL INS	100,235.37
01/12/2023	105159	CITY OF WAUPUN	176.40

Check Issue Date	Check Number	Payee	Amount
01/12/2023	105160	COUNTRY HILLS PET HOSPITAL	287.65
01/12/2023	105161	EMERGENCY SERVICES MARKETING	660.00
01/12/2023	105162	EWALD'S HARTFORD FORD LLC	76,015.00
01/12/2023	105163	FERCH, DAN	83.64
01/12/2023	105164	GAPPA SECURITY SOLUTIONS LLC	268.00
01/12/2023	105165	GCS SOFTWARE INC	682.50
01/12/2023	105166	HOMAN AUTO -GATEWAY	87.93
01/12/2023	105167	HORICON BANK	100,000.00
01/12/2023	105168	IMAGETREND INC	844.14
01/12/2023	105169	IAAI	100.00
01/12/2023	105170	INTERNATIONAL ASSOCIATION OF FI	245.00
01/12/2023	105171	INTERNATIONAL ASSOC OF CHIEFS O	190.00
01/12/2023	105172	IWORQ	9,500.00
01/12/2023	105173	LAKE AREA PUBLIC WORKS ASSOC	75.00
01/12/2023	105174	LEAGUE OF WI MUNICIPALITIES	2,661.23
01/12/2023	105175	LEXIPOL LLC	1,675.40
01/12/2023	105176	MENARDS - BEAVER DAM	662.99
01/12/2023	105177	SSM HEALTH AT WORK	450.00
01/12/2023	105178	SAN-A-CARE INC	626.27
01/12/2023	105179	SCHAUER, ALEX	83.64
01/12/2023	105180	SESAC	553.00
01/12/2023	105181	SHRM - DODGE COUNTY	225.00
01/12/2023	105182	SMITS & BLAZEL LAW OFFICE	924.00
01/12/2023	105183	STOBB PLUMBING & HEATING INC	4.00
01/12/2023	105184	SUMMIT AUTOMOTIVE	226.85
01/12/2023	105185	SURE FIRE INC	295.00
01/12/2023	105186	TRUCK EQUIPMENT INC	233.34
01/12/2023	105187	UNIFORM SHOPPE	21.95
01/12/2023	105188	WAUPUN AREA ANIMAL SHELTER INC	1,000.00
01/12/2023	105189	WAUPUN UTILITIES	9,438.14
01/12/2023	105190	WI CITY/COUNTY MANAGEMENT	321.34
01/12/2023	105191	WI MUNICIPAL CLERKS ASSOC	65.00
01/12/2023	105192	WI SOCIETY OF EMERGENCY SERVIC	130.00
01/12/2023	105193	WI STATE FIRE CHIEF'S ASSOC	475.00
01/12/2023	105194	W.W. ELECTRIC MOTORS INC	645.00
01/12/2023	105195	BISHOP, ROHN	40.00
01/12/2023	105196	SALAMONE SUPPLIES	170.35
01/12/2023	105197	WARRIOR FABRICATION	141.00
01/12/2023	105198	ENVISION GREATER FOND DU LAC IN	15,450.00
01/26/2023	105216	AMAZON CAPITAL SERVICES	506.04
01/26/2023	105217	ACS RBHS LLC	260.08
01/26/2023	105218	CARTRIDGE WORLD	55.00
01/26/2023	105219	CEDAR CORPORATION	12,931.25
01/26/2023	105220	CHARTER COMMUNICATIONS	466.09
01/26/2023	105221	FERGUSON WATERWORKS #1476	741.60
01/26/2023	105222	DETROIT INDUSTRIAL TOOL	399.80
01/26/2023	105223	DIGGERS HOTLINE	814.40
01/26/2023	105224	FENRICH, ANDREA	450.00
01/26/2023	105225	FDL COUNTY LE EXECUTIVE ASSOCI	264.00
01/26/2023	105226	GFL ENVIRONMENTAL	45,767.92
01/26/2023	105227	GOVCONNECTION	194.34
01/26/2023	105228	GRAFIX SHOP	778.40
01/26/2023	105229	HAGUE, JACKSON	250.35

Check Issue Date	Check Number	Payee	Amount
01/26/2023	105230	HALRON LUBRICANTS INC	41.84
01/26/2023	105231	HILL, KRISTA	450.00
01/26/2023	105232	HOMAN AUTO -GATEWAY	82.85
01/26/2023	105233	HOME CONTRACTORS & SUPPLY INC	23.27
01/26/2023	105234	KIMBALL MIDWEST	404.25
01/26/2023	105235	LAPPEN SECURITY PRODUCTS	95.20
01/26/2023	105236	MARSH, DAVID	2,124.62
01/26/2023	105237	O'REILLY AUTOMOTIVE INC	260.92
01/26/2023	105238	PETERSEN, JENNIFER	48.47
01/26/2023	105239	PETTY CASH-CITY HALL	.47
01/26/2023	105240	RAPID HOUSING	38.07
01/26/2023	105241	ROUTE 961 TRAINING & CONSULTAN	150.00
01/26/2023	105242	SCHAUER, ALEX	90.00
01/26/2023	105243	SCHLIEVE, NATE	90.00
01/26/2023	105244	SCHWAAB INC	239.55
01/26/2023	105245	SHARE CORPORATION	205.36
01/26/2023	105246	SIA INSURANCE SERVICES	1,457.12
01/26/2023	105247	STOBB, CHARLES	90.00
01/26/2023	105248	STOBB PLUMBING & HEATING INC	21.25
01/26/2023	105249	STRYKER	1,067.04
01/26/2023	105250	TARCO INDUSTRIES INC	490.40
01/26/2023	105251	THOMAS, LANCE	450.00
01/26/2023	105252	TIPTON, ALEXANDRA	11.17
01/26/2023	105253	TRUCK COUNTRY	324.72
01/26/2023	105254	US PETROLEUM EQUIPMENT	230.00
01/26/2023	105255	VANBUREN, KELLEY	450.00
01/26/2023	105256	WI BUILDING SUPPLY	59.00
01/26/2023	105257	WI DEPART OF JUSTICE	384.00
01/26/2023	105258	YMCA OF DODGE COUNTY	1,500.00
01/26/2023	105259	TOP PACK DEFENSE LLC	354.47
01/26/2023	105260	MARCO TECHNOLOGIES LLC	160.91
01/26/2023	105261	BAYCOM	435.00
01/26/2023	105262	BROWN CAB SERVICE INC	11,753.29
01/26/2023	105263	DALE MARKS	375.00
01/26/2023	105264	DESTINATION LAKE WINNEBAGO RE	4,567.57
01/26/2023	105265	FOND DU LAC COUNTY	442.87
01/26/2023	105266	KREITZMAN, TREVOR	69.99
01/26/2023	105267	MSA PROFESSIONAL SERVICES INC	26,915.00
01/26/2023	105268	O'NEILL, THOMAS	98.00
01/26/2023	105269	OSHKOSH OFFICE SYSTEMS	134.89
01/26/2023	105270	PETTY CASH-CITY HALL	54.63
01/26/2023	105271	SMITS & BLAZEL LAW OFFICE	1,050.00
01/26/2023	105272	TOTAL BUSINESS PRODUCTS	155.00
01/26/2023	105273	VON BRIESEN & ROPER, S.C.	598.50
01/26/2023	105274	WAUPUN UTILITIES	2,200.87
01/26/2023	105275	MONARCH LIBRARY SYSTEM	2,837.76
01/26/2023	105276	WATERLOO TENT & TARP COMPANY I	1,567.30
01/31/2023	105277	MARSHFIELD CLINIC HEALTH SYSTE	8,296.43
02/09/2023	105278	AMAZON CAPITAL SERVICES	431.94
02/09/2023	105279	ALLIANT ENERGY/WP&L	7,883.98
02/09/2023	105280	ASSOCIATED APPRAISAL CONSULTA	3,186.36
02/09/2023	105281	AT & T	129.40
02/09/2023	105282	AT&T MOBILITY	829.91

Check Issue Date	Check Number	Payee	Amount
02/09/2023	105283	BUREAU OF CORRECTIONAL ENTER	779.25
02/09/2023	105284	BENTZ AUTOMOTIVE INC	573.85
02/09/2023	105285	CAPITAL NEWSPAPERS	440.27
02/09/2023	105286	CHARTER COMMUNICATIONS	551.23
02/09/2023	105287	SSM HEALTH LABORATORIES	40.00
02/09/2023	105288	COUNTRY HILLS PET HOSPITAL	70.57
02/09/2023	105289	DAILY CITIZEN	413.49
02/09/2023	105290	DEVRIES WELDING LLC	202.50
02/09/2023	105291	DISPLAY SALES	1,040.00
02/09/2023	105292	MARTENS ACE HARDWARE	1,778.71
02/09/2023	105293	GRAND VALLEY INSPECTION SERVIC	3,881.52
02/09/2023	105294	HALRON LUBRICANTS INC	99.00
02/09/2023	105295	HOME CONTRACTORS & SUPPLY INC	88.50
02/09/2023	105296	KAST, MICHELLE	2,188.75
02/09/2023	105297	LIFESTAR EMERGENCY MEDICAL	5,500.00
02/09/2023	105298	MACQUEEN EQUIPMENT	555.43
02/09/2023	105299	MENARDS - BEAVER DAM	435.62
02/09/2023	105300	MIDWEST SERVICE EQUIPMENT	792.37
02/09/2023	105301	NAPA AUTO PARTS-WAUPUN	25.98
02/09/2023	105302	O'REILLY AUTOMOTIVE INC	84.56
02/09/2023	105303	PETERSEN, JENNIFER	93.01
02/09/2023	105304	PIGGLY WIGGLY DISCOUNT FOODS	60.60
02/09/2023	105305	PURCHASE POWER	500.00
02/09/2023	105306	ROET'S HOME HEATING	204.00
02/09/2023	105307	SSM HEALTH AT WORK	157.50
02/09/2023	105308	SCHWAAB INC	91.59
02/09/2023	105309	SHRED-IT	113.35
02/09/2023	105310	STAPLES CREDIT PLAN	682.88
02/09/2023	105311	TRACTOR SUPPLY CREDIT PLAN	102.97
02/09/2023	105312	TRUCK COUNTRY	1,906.17
02/09/2023	105313	UNIFORM SHOPPE	214.45
02/09/2023	105314	US CELLULAR	573.55
02/09/2023	105315	VANDEZANDE & KAUFMAN, LLP	2,470.00
02/09/2023	105316	WAUPUN AREA ANIMAL SHELTER INC	1,000.00
02/09/2023	105317	WAUPUN UTILITIES	7,044.81
02/09/2023	105318	WERNER ELECTRIC SUPPLY	121.76
02/09/2023	105319	WI DEPT OF JUSTICE	42.00
02/09/2023	105320	BISHOP, ROHN	40.00
02/09/2023	105321	ALLIANT ENERGY	3,380.10
02/09/2023	105322	TOP PACK DEFENSE LLC	159.98
02/09/2023	105323	WARRIOR FABRICATION	12.00
02/09/2023	105324	WITMER PUBLIC SAFETY GROUP	218.50
02/10/2023	105342	DODGE COUNTY TREASURER (LICEN	240.00
02/10/2023	105343	FOND DU LAC COUNTY TREASURER	345,371.75
02/10/2023	105344	MORAIN PARK TECHNICAL COLLEG	72,222.49
02/10/2023	105345	SCHOOL DISTRICT OF WAUPUN	1,085,850.26
Grand Totals:			<u>4,970,381.99</u>

Report Criteria:

Report type: Summary

Invoice.Batch = "021423","M","ACH2023","ACH2022","2023","2022","021023"

Report Criteria:

Report type: Invoice detail
 Check.Type = {<->} "Adjustment"
 Invoice.Batch = "021423","021023","2022","2023","M","ACH2022","ACH2023"

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
ACS RBHS LLC						
ACS RBHS LLC	INCENTIVE PMT 3 PER DA TERM 6A - 0 SFT, 4 DUPLEX	01/12/2023	1-10-23	418-70-5436-8-00	30,000.00	30,000.00
ACS RBHS LLC	REFUND - OVERPAYMENT OF REAL ESTATE TAXES 2022	01/26/2023	1-23-23	100-13850	260.08	260.08
Total ACS RBHS LLC:						30,260.08
AIRGAS USA LLC						
AIRGAS USA LLC	CYLINDER RENTAL 1/1/23 - 12/31/23	01/12/2023	9993468697	100-70-5411-3-36	572.29	572.29
Total AIRGAS USA LLC:						572.29
ALLIANT ENERGY						
ALLIANT ENERGY	COMMUNITY CENTER MONTHLY FUEL - JAN 2023 - CITY	02/09/2023	2831330000	100-70-5410-3-32	3,380.10	3,380.10
Total ALLIANT ENERGY:						3,380.10
ALLIANT ENERGY/WP&L						
ALLIANT ENERGY/WP&L	GARAGE MONTHLY FUEL - DECEMBER 2022	01/12/2023	326461000-D	100-70-5412-3-32	3,042.43	3,042.43
ALLIANT ENERGY/WP&L	SENIOR CENTER - DECEMBER 2022	01/12/2023	7255200000-D	100-20-5513-3-32	242.16	242.16
ALLIANT ENERGY/WP&L	MUSEUM MONTHLY FUEL CHARGE - DECEMBER 2022	01/12/2023	3425110000-D	100-20-5512-3-32	821.56	821.56
ALLIANT ENERGY/WP&L	AQUATIC CENTER - DECEMBER 2022	01/12/2023	5374620000-D	100-20-5523-3-32	303.33	303.33
ALLIANT ENERGY/WP&L	FIRE DEPT - MONTHLY FUEL CHARGES - DECEMBER 2022	01/12/2023	5946940000-D	100-50-5231-3-32	1,823.58	1,823.58
ALLIANT ENERGY/WP&L	COMMUNITY CENTER MONTHLY FUEL-DEC 2022 - CITY	01/12/2023	2831330000-D	100-70-5410-3-32	2,818.13	2,818.13
ALLIANT ENERGY/WP&L	CITY HALL MONTHLY FUEL CHARGES - DECEMBER 2022	01/12/2023	1780510000-D	100-70-5410-3-32	3,463.78	3,463.78
ALLIANT ENERGY/WP&L	CITY HALL MONTHLY FUEL CHARGES - JANUARY 2023	02/09/2023	1780510000-J	100-70-5410-3-32	2,385.66	2,385.66
ALLIANT ENERGY/WP&L	AQUATIC CENTER - JANUARY 2023	02/09/2023	5374620000-J	100-20-5523-3-32	285.73	285.73
ALLIANT ENERGY/WP&L	GARAGE MONTHLY FUEL - JANUARY 2023	02/09/2023	3264610000-J	100-70-5412-3-32	2,817.01	2,817.01
ALLIANT ENERGY/WP&L	SENIOR CENTER - JANUARY 2023	02/09/2023	7255200000-J	100-20-5513-3-32	88.69	88.69
ALLIANT ENERGY/WP&L	MUSEUM MONTHLY FUEL CHARGE - JANUARY 2023	02/09/2023	3425110000-J	100-20-5512-3-32	631.54	631.54
ALLIANT ENERGY/WP&L	FIRE DEPT - MONTHLY FUEL CHARGES - JANUARY 2023	02/09/2023	5946940000-J	100-50-5231-3-32	1,675.35	1,675.35
Total ALLIANT ENERGY/WP&L:						20,398.95
ALSTAR COMPANY LLC						
ALSTAR COMPANY LLC	REPLACE HOSE & SWIVEL #269	01/12/2023	29835	100-70-5411-3-36	458.25	458.25
Total ALSTAR COMPANY LLC:						458.25
AMAZON CAPITAL SERVICES						
AMAZON CAPITAL SERVICES	PHONE CHARGER BLOCK	01/12/2023	147P-HKD9-1	100-70-5420-3-31	10.99	10.99
AMAZON CAPITAL SERVICES	AVERY BINDER TABS	01/12/2023	16YW-J1YC-G	100-10-5153-3-38	87.99	87.99
AMAZON CAPITAL SERVICES	AED REPLACEMENT BATTERY	01/12/2023	1TL4-YQLT-9R	100-40-5212-3-38	103.03	103.03
AMAZON CAPITAL SERVICES	DESK CALENDAR	01/12/2023	1GHD-HN7K-9	100-40-5211-3-30	15.67	15.67
AMAZON CAPITAL SERVICES	DESK CALENDAR	01/12/2023	1RXH-1LV4-C	100-40-5211-3-30	12.34	12.34
AMAZON CAPITAL SERVICES	SUCTION CUP MOUNT FOR SQUAD CARS DASH CAMS	01/12/2023	1LHJ-7VM7-6	100-40-5212-3-38	99.98	99.98

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
AMAZON CAPITAL SERVICES	E-Z SEAL SEALING SOLUTION	01/26/2023	1YWQ-FGNJ-	100-10-5141-3-36	49.78	49.78
AMAZON CAPITAL SERVICES	RAM MOUNT - SUCTION CUP - FOR SQUAD CARS	01/26/2023	1V9G-P7VG-9	100-40-5212-3-38	69.50	69.50
AMAZON CAPITAL SERVICES	SCREEN & ELECT CLEANING WIPES - FOR SQUAD CARS	01/26/2023	1397-KJWY-C	100-40-5211-3-38	63.12	63.12
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	01/26/2023	1YQX-RT93-H	100-40-5211-3-30	215.50	215.50
AMAZON CAPITAL SERVICES	OFFICE SUPPLY - DRY ERASE BOARD	01/26/2023	14J9-TYXY-76	100-40-5211-3-30	62.15	62.15
AMAZON CAPITAL SERVICES	BREAKROOM SUPPLIES - CITY HALL	01/26/2023	1PVL-4CNL-4	100-10-5110-3-38	45.99	45.99
AMAZON CAPITAL SERVICES	ENVELOPES	02/09/2023	1WVF-1VY7-T	100-10-5141-3-38	25.59	25.59
AMAZON CAPITAL SERVICES	BREAKROOM SUPPLIES - CITY HALL	02/09/2023	1V4G-MVRK-3	100-10-5110-3-38	40.58	40.58
AMAZON CAPITAL SERVICES	EXIT SIGN & FIRE EXTINGUISHER SIGNS PER DSPS	02/09/2023	1CH6-Y4TF-G	100-70-5412-3-36	36.89	36.89
AMAZON CAPITAL SERVICES	REPLACE HEADLIGHT #11-01	02/09/2023	1CH6-Y4TF-G	100-70-5411-3-36	129.99	129.99
AMAZON CAPITAL SERVICES	RADIO RECEIVER REPLACEMENT #106-96	02/09/2023	14MX-FC74-D	100-70-5411-3-36	24.98	24.98
AMAZON CAPITAL SERVICES	24V TO 12V VOLTAGE CONVERTER	02/09/2023	1RNJ-K3FY-H	100-70-5411-3-36	12.95	12.95
AMAZON CAPITAL SERVICES	USB FLASH DRIVE S & BREAK ROOM SUPPLIES	02/09/2023	16LC-4TV9-J	100-40-5211-3-30	117.33	117.33
AMAZON CAPITAL SERVICES	PHONE CHARGING STATION - INVESTIGATION	02/09/2023	1X3L-WTPD-1	100-40-5213-3-38	106.62	106.62
AMAZON CAPITAL SERVICES	CREDIT MEMO - CREDIT FOR DRY ERASE BOARD DAMAGED DURING SHIPPING	02/09/2023	1XJV-PMWX-6	100-40-5211-3-30	62.99-	62.99-
Total AMAZON CAPITAL SERVICES:						1,267.98
ASCAP						
ASCAP	2023 MUSIC LIC FEE	01/12/2023	1-11-23	100-20-5525-3-38	420.00	420.00
Total ASCAP:						420.00
ASSOCIATED APPRAISAL CONSULTAN						
ASSOCIATED APPRAISAL CONSULTA	MONTHLY SERVICES-REVAL PROGRAM JAN 2023	01/12/2023	166243	100-30-5152-3-38	3,186.36	3,186.36
ASSOCIATED APPRAISAL CONSULTA	MONTHLY SERVICES-REVAL PROGRAM FEB 2023	02/09/2023	166729	100-30-5152-3-38	3,186.36	3,186.36
Total ASSOCIATED APPRAISAL CONSULTAN:						6,372.72
AT & T						
AT & T	POLICE DEPT MONTHLY PHONE CHARGES	02/09/2023	DEC20-JAN19	100-40-5211-3-31	129.40	129.40
Total AT & T:						129.40
AT&T MOBILITY						
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - NOV 24-DEC 23, 2022	01/12/2023	287307537700	100-40-5211-3-31	829.55	829.55
AT&T MOBILITY	FIRSTNET MOBILE AIRCARDS - DEC 24 -JAN 23, 2023	02/09/2023	287307537700	100-40-5211-3-31	829.91	829.91
Total AT&T MOBILITY:						1,659.46
BAKER & TAYLOR						
BAKER & TAYLOR	BOOKS 2022	01/12/2023	2037233901	210-60-5511-3-39	196.99	196.99
Total BAKER & TAYLOR:						196.99
BAYCOM						
BAYCOM	CODEPLUGS	01/26/2023	SRVCE00000	100-50-5232-3-38	435.00	435.00
Total BAYCOM:						435.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
BENTZ AUTOMOTIVE INC						
BENTZ AUTOMOTIVE INC	COOLANT LEAK - REPLACE PIPE #5-09	01/12/2023	24771	100-70-5411-3-36	30.90	30.90
BENTZ AUTOMOTIVE INC	COOLANT LEAK - REPLACE PIPE #5-09	01/12/2023	25037	100-70-5411-3-36	30.90	30.90
BENTZ AUTOMOTIVE INC	CHIPPER BATTERY REPLACEMENT #165-07	02/09/2023	25187	100-70-5411-3-36	191.95	191.95
BENTZ AUTOMOTIVE INC	REPLACE BATTERY #39-06	02/09/2023	25254	100-70-5411-3-36	381.90	381.90
Total BENTZ AUTOMOTIVE INC:						635.65
BISHOP, ROHN						
BISHOP, ROHN	REIMBURSEMENT FOR CELL PHONE - JANUARY 2023	01/12/2023	1-10-23	100-10-5131-3-31	40.00	40.00
BISHOP, ROHN	REIMBURSEMENT FOR CELL PHONE - FEBRUARY 2023	02/09/2023	2-8-23	100-10-5131-3-31	40.00	40.00
Total BISHOP, ROHN:						80.00
BOND TRUST SERVICES CORPORATION						
BOND TRUST SERVICES CORPORATI	GENERAL OBLIGATION PROMISSORY NOTES SERIES 2021A	01/12/2023	77142	300-10-5943-6-00	400.00	400.00
BOND TRUST SERVICES CORPORATI	GENERAL OBLIGATION REFUNDING BONDS SERIES 2020A	01/12/2023	77141	300-10-5943-6-00	400.00	400.00
Total BOND TRUST SERVICES CORPORATION:						800.00
BROWN CAB SERVICE INC						
BROWN CAB SERVICE INC	DECEMBER MONTHLY TAXI SERVICE 2022	01/26/2023	3303	501-10-5154-3-38	11,753.29	11,753.29
Total BROWN CAB SERVICE INC:						11,753.29
BUREAU OF CORRECTIONAL ENTERPRISES						
BUREAU OF CORRECTIONAL ENTER	CAN LINERS	02/09/2023	306-191397	100-70-5410-3-38	779.25	779.25
Total BUREAU OF CORRECTIONAL ENTERPRISES:						779.25
BUSINESS IMPROVEMENT DISTRICT						
BUSINESS IMPROVEMENT DISTRICT	2022 BID ASSESSMENT (2023 BUDGET YEAR)	01/12/2023	1-10-23	202-12100	19,532.25	19,532.25
Total BUSINESS IMPROVEMENT DISTRICT:						19,532.25
CAPITAL NEWSPAPERS						
CAPITAL NEWSPAPERS	ORD #22-10	01/12/2023	137761	100-10-5110-3-35	39.99	39.99
CAPITAL NEWSPAPERS	ORD #22-01	01/12/2023	137338	100-10-5110-3-35	43.56	43.56
CAPITAL NEWSPAPERS	CLASS A BEER-CIDER KWIK TRIP STOP N GO	01/12/2023	133319	100-10-5110-3-35	34.15	34.15
CAPITAL NEWSPAPERS	ORD #22-09	01/12/2023	137763	100-10-5110-3-35	84.97	84.97
CAPITAL NEWSPAPERS	ORD #22-11	01/12/2023	139828	100-10-5110-3-35	95.68	95.68
CAPITAL NEWSPAPERS	ORD #22-12	01/12/2023	139831	100-10-5110-3-35	44.99	44.99
CAPITAL NEWSPAPERS	2023 ASPHALT PAVING - MILL-OVERLAY - BID NOTICE	02/09/2023	142259	100-70-5420-3-35	101.41	101.41
CAPITAL NEWSPAPERS	2023 - ASPHALT PAVING - RAILROAD TRACKS - BID NOTICE	02/09/2023	142260	100-70-5420-3-35	97.11	97.11
CAPITAL NEWSPAPERS	BID NOTICE - 2023 SIDEWALK MANAGEMENT PROGRAM	02/09/2023	142261	100-70-5420-3-35	115.75	115.75
CAPITAL NEWSPAPERS	ORD 23-01	02/09/2023	142988	100-10-5110-3-35	126.00	126.00
Total CAPITAL NEWSPAPERS:						783.61

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
CARTRIDGE WORLD						
CARTRIDGE WORLD	INK CARTRIDGES	01/12/2023	90037	100-40-5211-3-30	109.96	109.96
CARTRIDGE WORLD	INK CARTRIDGES	01/26/2023	90253	100-40-5211-3-30	55.00	55.00
Total CARTRIDGE WORLD:						164.96
CEDAR CORPORATION						
CEDAR CORPORATION	SENIOR CENTER DESIGN & PLANNING THRU 1-14-23	01/26/2023	114247	400-20-5513-8-00	12,931.25	12,931.25
Total CEDAR CORPORATION:						12,931.25
CHARTER COMMUNICATIONS						
CHARTER COMMUNICATIONS	SENIOR CENTER - TV, INTERNET	01/12/2023	16011-JAN23	100-20-5513-3-38	162.43	162.43
CHARTER COMMUNICATIONS	AQUATIC CENTER	01/12/2023	54053-JAN23	100-20-5523-3-38	114.97	114.97
CHARTER COMMUNICATIONS	PD - VOICE, TV - SERVICES 1-1-23 TO 1-31-23	01/12/2023	18615-JAN23	100-40-5211-3-38	82.62	82.62
CHARTER COMMUNICATIONS	PD - INTERNET - SERVICES 1-1-23 TO 1-31-23	01/12/2023	3194-JAN23	100-40-5211-3-38	490.00	490.00
CHARTER COMMUNICATIONS	MUSEUM - INTERNET - PD BY HISTORICAL SOCIETY	01/26/2023	84621-JAN23	100-13850	99.99	99.99
CHARTER COMMUNICATIONS	GARAGE - TV, INTERNET	01/26/2023	15199-JAN23	100-70-5412-3-38	226.12	226.12
CHARTER COMMUNICATIONS	CITY HALL - INTERNET	01/26/2023	13430-JAN23	100-10-5197-3-31	139.98	139.98
CHARTER COMMUNICATIONS	PD - INTERNET - SERVICES 2-1-23 TO 2-28-23	02/09/2023	000319402012	100-40-5211-3-38	490.00	490.00
CHARTER COMMUNICATIONS	PD - VOICE, TV - SERVICES 2-1-23 TO 2-28-23	02/09/2023	001861502012	100-40-5211-3-38	61.23	61.23
Total CHARTER COMMUNICATIONS:						1,867.34
CINTAS CORPORATION NO 2						
CINTAS CORPORATION NO 2	CITY HALL RUGS - DEC 2022	01/30/2023	4140560963	100-70-5410-3-38	107.95	107.95
CINTAS CORPORATION NO 2	LIBRARY RUGS - DEC 2022	01/30/2023	4140560947	100-70-5410-3-38	96.85	96.85
CINTAS CORPORATION NO 2	SENIOR CENTER RUGS - DEC 2022	01/30/2023	4140560936	100-70-5410-3-38	49.36	49.36
CINTAS CORPORATION NO 2	SAFETY BUILDING RUGS - DEC 2022	01/30/2023	4140560819	100-70-5410-3-38	81.96	81.96
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - DEC 2022	01/30/2023	4140561121	100-70-5411-3-38	69.14	69.14
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - DEC 2022	01/30/2023	4141228763	100-70-5411-3-36	38.40	38.40
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - DEC 2022	01/30/2023	4141831997	100-70-5411-3-38	38.40	38.40
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - JAN 2023	01/30/2023	4142450564	100-70-5411-3-38	37.63	37.63
CINTAS CORPORATION NO 2	CITY HALL RUGS - JAN 2023	01/30/2023	4143305180	100-70-5410-3-38	105.78	105.78
CINTAS CORPORATION NO 2	LIBRARY RUGS - JAN 2023	01/30/2023	4143305292	100-70-5410-3-38	94.91	94.91
CINTAS CORPORATION NO 2	SENIOR CENTER RUGS - JAN 2023	01/30/2023	4143305171	100-70-5410-3-38	48.37	48.37
CINTAS CORPORATION NO 2	SAFETY BUILDING RUGS - JAN 2023	01/30/2023	4143305141	100-70-5410-3-38	80.32	80.32
CINTAS CORPORATION NO 2	GARAGE SHOP TOWELS/UNIFORMS - JAN 2023	01/30/2023	4143305321	100-70-5411-3-38	67.65	67.65
Total CINTAS CORPORATION NO 2:						916.72
CITIES & VILLAGES MUTUAL INS						
CITIES & VILLAGES MUTUAL INS	2023 EPLI PREMIUM	01/12/2023	2023APP55	100-10-5194-3-38	100,235.37	100,235.37
Total CITIES & VILLAGES MUTUAL INS:						100,235.37
CITY OF WAUPUN						
CITY OF WAUPUN	SIDEWALK PAYMENT ON DAMASK TAX BILL DUE TO PAPERWORK ERROR	01/12/2023	1-11-23	400-70-5444-8-00	176.40	176.40

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total CITY OF WAUPUN:						176.40
CIVIC PLUS LLC (PAYMENTS)	ONLINE CODE HOSTING 2/1/23-1/31/24	01/12/2023	248590	100-10-5163-3-38	550.00	550.00
Total CIVIC PLUS LLC (PAYMENTS):						550.00
CIVIC SYSTEMS	SEMI ANNUAL CIVIC SUPPORT FEES 1/1/23-6/30/23	01/12/2023	CVC22977	100-10-5141-3-38	7,241.00	7,241.00
Total CIVIC SYSTEMS:						7,241.00
COUNTRY HILLS PET HOSPITAL	K9 WELLNESS EXAM	01/12/2023	01052023	220-40-5212-3-38	287.65	287.65
COUNTRY HILLS PET HOSPITAL	URINE - URINALYSIS WITH SEDIMENT VISIT	02/09/2023	212695	220-40-5212-3-38	70.57	70.57
Total COUNTRY HILLS PET HOSPITAL:						358.22
CREXENDO	SENIOR CENTER PHONE CHARGES - JAN 2023	01/30/2023	JAN2023	100-20-5513-3-31	454.79	454.79
Total CREXENDO:						454.79
DAILY CITIZEN	ANNUAL SUBSCRIPTION - CITY HALL	02/09/2023	FEB2023	100-10-5110-3-35	413.49	413.49
Total DAILY CITIZEN:						413.49
DALE MARKS	INSTALL RADIO IN EMS UNIT	01/26/2023	3567	100-50-5230-3-38	375.00	375.00
Total DALE MARKS:						375.00
DESTINATION LAKE WINNEBAGO REGION	70% OF ROOM TAX - DECEMBER 2022	01/26/2023	December 202	430-70-5436-3-42	4,567.57	4,567.57
Total DESTINATION LAKE WINNEBAGO REGION:						4,567.57
DETROIT INDUSTRIAL TOOL	BLADES FOR CONCRETE SAW	01/26/2023	594157	100-70-5411-3-36	399.80	399.80
Total DETROIT INDUSTRIAL TOOL:						399.80
DEVRIES WELDING LLC	ANGLE/FLAT/CUT - REPAIR EVENT SIGN	02/09/2023	02022	100-10-5534-3-36	202.50	202.50
Total DEVRIES WELDING LLC:						202.50
DIGGERS HOTLINE	1ST PREPAYMENT 2023	01/26/2023	230 1 5010 pp	700-10-5192-3-38	814.40	814.40
Total DIGGERS HOTLINE:						814.40

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
DISPLAY SALES						
DISPLAY SALES	REPLACEMENT FLAGS FOR DOWNTOWN	02/09/2023	INV-34995	100-70-5410-3-36	1,040.00	1,040.00
Total DISPLAY SALES:						1,040.00
DODGE COUNTY TREASURER (LICENSES)						
DODGE COUNTY TREASURER (LICEN	2023 DOG LICENSES SOLD (DEC1-FEB9, 2023) TAG # SOLD 8071-8152	02/10/2023	2-10-23	100-44-4422-0-00	240.00	240.00
Total DODGE COUNTY TREASURER (LICENSES):						240.00
EMERGENCY SERVICES MARKETING						
EMERGENCY SERVICES MARKETING	IAR RENEWAL 2023	01/12/2023	22-11627	100-50-5232-3-38	660.00	660.00
Total EMERGENCY SERVICES MARKETING :						660.00
ENVISION GREATER FOND DU LAC INC						
ENVISION GREATER FOND DU LAC IN	ANNUAL ECONOMIC DEV INVESTMENT 2023	01/12/2023	1223482	100-80-5670-3-38	15,000.00	15,000.00
ENVISION GREATER FOND DU LAC IN	WAUPUN BUS ALLIANCE MEMBERSHIP/ENVISION GREATER FDL BUS BASIC MEMBERSHIP	01/12/2023	300235	100-10-5110-3-34	450.00	450.00
Total ENVISION GREATER FOND DU LAC INC:						15,450.00
EWALD'S HARTFORD FORD LLC						
EWALD'S HARTFORD FORD LLC	2023 FORD EXP PD #20619	01/12/2023	43090	410-40-5211-4-00	38,007.50	38,007.50
EWALD'S HARTFORD FORD LLC	'23 FORD EXPLORER PD #19431	01/12/2023	43089	410-40-5211-4-00	38,007.50	38,007.50
Total EWALD'S HARTFORD FORD LLC:						76,015.00
FDL COUNTY LE EXECUTIVE ASSOCIATION						
FDL COUNTY LE EXECUTIVE ASSO	FDL CO LAW ENFORCEMENT EXEC'S BANQUET-2023	01/26/2023	01242023	100-40-5211-3-38	264.00	264.00
Total FDL COUNTY LE EXECUTIVE ASSOCIATION:						264.00
FENRICH, ANDREA						
FENRICH, ANDREA	WI EMS ASSOCIATION CONFERENCE 2023	01/26/2023	1-16-23	100-50-5230-3-37	450.00	450.00
Total FENRICH, ANDREA:						450.00
FERCH, DAN						
FERCH, DAN	CDL RENEWAL	01/12/2023	1-11-23	100-70-5412-3-38	83.64	83.64
Total FERCH, DAN:						83.64
FERGUSON WATERWORKS #1476						
FERGUSON WATERWORKS #1476	15 GALV FLR END SECTION	01/26/2023	0379614	700-10-5192-3-36	741.60	741.60
Total FERGUSON WATERWORKS #1476:						741.60
FIRE SAFETY USA INC						
FIRE SAFETY USA INC	FIREFIGHTER FLASHLIGHTS	01/12/2023	165311	100-50-5232-3-38	354.95	354.95
Total FIRE SAFETY USA INC:						354.95

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
FOND DU LAC COUNTY						
FOND DU LAC COUNTY	SALT BRINE MIX	01/12/2023	22610905	100-70-5435-3-36	13,558.41	13,558.41
FOND DU LAC COUNTY	BRIDGE INSPECTION 2022	01/26/2023	22610927	100-70-5420-3-36	442.87	442.87
Total FOND DU LAC COUNTY:						14,001.28
FOND DU LAC COUNTY CLERK OF COURTS						
FOND DU LAC COUNTY CLERK OF C	PAID WARRANT - GUIMARAIS	01/31/2023	1-31-23	100-13850	543.00	543.00
FOND DU LAC COUNTY CLERK OF C	PAID WARRANT - REFFKE	01/31/2023	1-31-23/1	100-13850	318.00	318.00
Total FOND DU LAC COUNTY CLERK OF COURTS:						861.00
FOND DU LAC COUNTY TREASURER						
FOND DU LAC COUNTY TREASURER	JANUARY SETTLEMENT 2022	01/09/2023	1-9-23	202-24310	695,903.73	695,903.73
FOND DU LAC COUNTY TREASURER	FEBRUARY SETTLEMENT - 2022	02/10/2023	2-10-23	202-24310	345,371.75	345,371.75
Total FOND DU LAC COUNTY TREASURER:						1,041,275.48
GAPPA SECURITY SOLUTIONS LLC						
GAPPA SECURITY SOLUTIONS LLC	INSTALL AND REPLACE ANALOG CAMERA IN PD LOBBY	01/12/2023	26710	100-40-5213-3-38	268.00	268.00
Total GAPPA SECURITY SOLUTIONS LLC:						268.00
GCS SOFTWARE INC						
GCS SOFTWARE INC	TAX COLLECTION SOFTWARE - 1/1/23 -12/31/23	01/12/2023	INV4317572	100-10-5141-3-38	682.50	682.50
Total GCS SOFTWARE INC:						682.50
GFL ENVIRONMENTAL						
GFL ENVIRONMENTAL	RESIDENTIAL RECYCLING/FUEL SURCHARGE - JAN 2023	01/26/2023	U9000012584	420-70-5436-3-38	45,767.92	45,767.92
Total GFL ENVIRONMENTAL:						45,767.92
GOVCONNECTION						
GOVCONNECTION	ADOBE LICENSE RENEWAL	01/26/2023	25443043.01	100-10-5141-3-36	194.34	194.34
Total GOVCONNECTION:						194.34
GRAFIX SHOP						
GRAFIX SHOP	GRAPHICS FOR SQUADS 2023	01/26/2023	148648	410-40-5211-4-00	778.40	778.40
Total GRAFIX SHOP:						778.40
GRAND VALLEY INSPECTION SERVICES						
GRAND VALLEY INSPECTION SERVIC	BLG INSPECTION-ZONING ADMIN JAN 2023	02/09/2023	2023-22	230-30-5241-3-38	3,881.52	3,881.52
Total GRAND VALLEY INSPECTION SERVICES:						3,881.52
HAGUE, JACKSON						
HAGUE, JACKSON	CLOTHING ALLOWANCE - GUN PURCHASE - HAGUE	01/26/2023	77901	100-12634	250.35	250.35
Total HAGUE, JACKSON:						250.35

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
HALRON LUBRICANTS INC						
HALRON LUBRICANTS INC	WINDOW WASHER FLUID	01/26/2023	0178950-IN	100-70-5411-3-36	41.84	41.84
HALRON LUBRICANTS INC	PUMP FOR 55 GALLON BARRELS	02/09/2023	0180290-IN	100-70-5411-3-36	99.00	99.00
Total HALRON LUBRICANTS INC:						140.84
HILL, KRISTA						
HILL, KRISTA	WI EMS ASSOCIATION CONF	01/26/2023	1-16-23	100-50-5230-3-37	450.00	450.00
Total HILL, KRISTA:						450.00
HOMAN AUTO -GATEWAY						
HOMAN AUTO -GATEWAY	REPLACE PULLEY & BELT #28-03	01/12/2023	1019899	100-70-5411-3-36	87.93	87.93
HOMAN AUTO -GATEWAY	REPLACE TRANSMISSION GASKET & FILTER #29-11	01/26/2023	1019878	100-70-5411-3-36	68.59	68.59
HOMAN AUTO -GATEWAY	REPLACE TRANSMISSION DIPSTICK TUBE #29-11	01/26/2023	1019934	100-70-5411-3-36	14.26	14.26
Total HOMAN AUTO -GATEWAY:						170.78
HOME CONTRACTORS & SUPPLY INC						
HOME CONTRACTORS & SUPPLY INC	SCHLIEVE FIELD SHED	01/26/2023	31989	100-20-5525-3-36	23.27	23.27
HOME CONTRACTORS & SUPPLY INC	SCHLIEVE FIELD TRACTOR SHED REPAIR	02/09/2023	31974	100-20-5525-3-36	88.50	88.50
Total HOME CONTRACTORS & SUPPLY INC:						111.77
HORICON BANK						
HORICON BANK	REIMBURSEMENT PMT 3 PER DA TERMS 5,6(C)-4 TOTAL UNITS (2 DUPLEX)	01/12/2023	1-10-23	418-70-5436-8-00	100,000.00	100,000.00
Total HORICON BANK:						100,000.00
IAAI						
IAAI	IAAI MEMBERSHIP 2023	01/12/2023	72719	100-50-5233-3-34	100.00	100.00
Total IAAI:						100.00
IMAGETREND INC						
IMAGETREND INC	ANNUAL RENEWAL FEE	01/12/2023	139953	100-50-5232-3-38	844.14	844.14
Total IMAGETREND INC:						844.14
INTERNATIONAL ASSOC OF CHIEFS OF POLICE						
INTERNATIONAL ASSOC OF CHIEFS	DUES 1/1/23-12/31/23	01/12/2023	0257273	100-40-5211-3-34	190.00	190.00
Total INTERNATIONAL ASSOC OF CHIEFS OF POLICE:						190.00
INTERNATIONAL ASSOCIATION OF FIRE CHIEFS						
INTERNATIONAL ASSOCIATION OF FI	IAFA MEMBERSHIP 2023	01/12/2023	1-10-23	100-50-5231-3-34	245.00	245.00
Total INTERNATIONAL ASSOCIATION OF FIRE CHIEFS:						245.00
IWORQ						
IWORQ	PUBLIC WORKS PACKAGE-WORK,SIGN,PAVEMENT MNGMT-JAN2023-DEC2023	01/12/2023	199307	100-70-5420-3-38	9,500.00	9,500.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total IWORQ:						9,500.00
KAST, MICHELLE	JAN 2023 FIN DIR TRAINING/AUDIT PREP/MEET W/ CITY STAFF/ARPA/OMITTED TAXES/YR END BANK REC/INDEP TASKS/YR END LAND SCHEDULE/WASTE-RECY A/R	02/09/2023	2-8-23	100-10-5153-3-38	2,188.75	2,188.75
Total KAST, MICHELLE:						2,188.75
KIMBALL MIDWEST	SHOP SUPPLIES	01/26/2023	100639976	100-70-5411-3-36	404.25	404.25
Total KIMBALL MIDWEST:						404.25
KREITZMAN, TREVOR	SAFARILAND 6004-25 SINGLE STRAP LEG SHROUD W/ DROP FLEX ADAPTER	01/26/2023	220000124450	100-40-5211-3-38	69.99	69.99
Total KREITZMAN, TREVOR:						69.99
KWIK TRIP STORES	DPW MONTHLY FUEL PURCHASES IN STORE DIS - DEC 2022	01/30/2023	DPW-DEC22	100-10-5110-3-38	6,333.91	6,333.91
KWIK TRIP STORES	FIRE DEPT MONTHLY FUEL - DEC 2022	01/30/2023	FD-DEC22	100-50-5232-3-38	444.03	444.03
KWIK TRIP STORES	POLICE DEPT MONTHLY FUEL - DEC 2022	01/30/2023	PD-DEC22	100-40-5212-3-38	2,504.57	2,504.57
Total KWIK TRIP STORES:						9,282.51
LAKE AREA PUBLIC WORKS ASSOC	2023 ANNUAL MEMBERSHIP FEE	01/12/2023	2023/YR	100-70-5420-3-34	75.00	75.00
Total LAKE AREA PUBLIC WORKS ASSOC:						75.00
LANGE ENTERPRISES	SIGNS	01/12/2023	82605	100-70-5441-3-36	2,484.42	2,484.42
Total LANGE ENTERPRISES:						2,484.42
LAPPEN SECURITY PRODUCTS	BATTERIES AT MUSEUM & AQUATIC CENTER	01/26/2023	LSPQ48327	100-70-5410-3-36	95.20	95.20
Total LAPPEN SECURITY PRODUCTS:						95.20
LEAGUE OF WI MUNICIPALITIES	2023 STANDARD DUES	01/12/2023	10542-2023	100-10-5110-3-34	2,661.23	2,661.23
Total LEAGUE OF WI MUNICIPALITIES:						2,661.23
LEXIPOL LLC	LEXIPOL POLICY SUBSCRIPTION	01/12/2023	INVLEX12967	100-50-5234-3-38	1,675.40	1,675.40
Total LEXIPOL LLC:						1,675.40

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
LIFESTAR EMERGENCY MEDICAL						
LIFESTAR EMERGENCY MEDICAL	ACLS SERVICE- JAN 2023	02/09/2023	21-0156	100-10-5255-3-38	5,500.00	5,500.00
Total LIFESTAR EMERGENCY MEDICAL:						5,500.00
MACQUEEN EQUIPMENT						
MACQUEEN EQUIPMENT	REPLACE BLOWER COVER #155-96	02/09/2023	P27645	700-10-5193-3-36	555.43	555.43
Total MACQUEEN EQUIPMENT:						555.43
MARCO TECHNOLOGIES LLC						
MARCO TECHNOLOGIES LLC	KONICA MINOLTA C3001 COPIER - CONTRACT	01/26/2023	491663928	100-40-5211-3-38	160.91	160.91
Total MARCO TECHNOLOGIES LLC:						160.91
MARSH, DAVID						
MARSH, DAVID	REFUND OVER PAYMENT OF TAX BILL 2022	01/26/2023	1-20-23	100-13850	2,124.62	2,124.62
Total MARSH, DAVID:						2,124.62
MARSHFIELD CLINIC HEALTH SYSTEM						
MARSHFIELD CLINIC HEALTH SYSTE	REFUND TAX PAYMENT - WAS ALREADY PAID	01/31/2023	1-31-23	100-13850	8,296.43	8,296.43
Total MARSHFIELD CLINIC HEALTH SYSTEM:						8,296.43
MARTENS ACE HARDWARE						
MARTENS ACE HARDWARE	WALL CHARGER/C&S CABLE LIGHTING	02/09/2023	225983	100-40-5212-3-38	37.98	37.98
MARTENS ACE HARDWARE	DRAIN CLEANER	02/09/2023	225431	100-70-5412-3-36	15.99	15.99
MARTENS ACE HARDWARE	J BEND	02/09/2023	225451	100-70-5410-3-36	19.99	19.99
MARTENS ACE HARDWARE	UPS POSTAGE	02/09/2023	225459	100-70-5410-3-36	29.00	29.00
MARTENS ACE HARDWARE	BALL	02/09/2023	225498	100-70-5411-3-36	14.99	14.99
MARTENS ACE HARDWARE	ELEC TAPE/CONNECTORS	02/09/2023	225516	100-70-5411-3-36	51.95	51.95
MARTENS ACE HARDWARE	DISTILLED WATER	02/09/2023	225540	100-70-5411-3-36	17.94	17.94
MARTENS ACE HARDWARE	UPS POSTAGE	02/09/2023	225547	100-50-5231-3-33	15.65	15.65
MARTENS ACE HARDWARE	NAILS/DRILL BIT SDS	02/09/2023	225544	100-70-5410-3-36	31.97	31.97
MARTENS ACE HARDWARE	CREDIT	02/09/2023	2255681	100-70-5411-3-36	14.99-	14.99-
MARTENS ACE HARDWARE	WASH & WAX/CLEANING WIPES/CLEANER	02/09/2023	225569	100-70-5411-3-36	85.92	85.92
MARTENS ACE HARDWARE	PAINT SUPPLIES	02/09/2023	225579	100-70-5410-3-36	57.97	57.97
MARTENS ACE HARDWARE	DOOR STOP	02/09/2023	225580	100-70-5410-3-36	8.99	8.99
MARTENS ACE HARDWARE	MAG NUT/SQUARE BIT/BIT INSERT	02/09/2023	225608	100-70-5410-3-36	15.97	15.97
MARTENS ACE HARDWARE	SAW BRUSHED 20V MAX	02/09/2023	225645	100-70-5411-3-38	119.99	119.99
MARTENS ACE HARDWARE	PAINT SUPPLIES/CAULK GUN	02/09/2023	225654	100-20-5525-3-36	65.72	65.72
MARTENS ACE HARDWARE	CARWASH	02/09/2023	225661	100-50-5232-3-36	15.98	15.98
MARTENS ACE HARDWARE	ANCHOR/LADDER HOOK/HOOK CLOTHSLINE	02/09/2023	225652	100-70-5410-3-36	27.96	27.96
MARTENS ACE HARDWARE	CLIP HITCH PIN	02/09/2023	225668	100-70-5411-3-36	3.99	3.99
MARTENS ACE HARDWARE	PAINT	02/09/2023	225669	100-20-5525-3-36	89.98	89.98
MARTENS ACE HARDWARE	BALL VLV	02/09/2023	225681	100-70-5411-3-36	44.97	44.97
MARTENS ACE HARDWARE	PAINT SUPPLIES - CITY HALL	02/09/2023	225689	100-70-5410-3-36	107.48	107.48
MARTENS ACE HARDWARE	PAINT SUPPLIES - CITY HALL	02/09/2023	225700	100-70-5410-3-36	41.98	41.98
MARTENS ACE HARDWARE	THREAD ROD	02/09/2023	225715	100-70-5411-3-36	13.98	13.98
MARTENS ACE HARDWARE	SHUT COLD ZNC	02/09/2023	225723	100-70-5411-3-36	11.96	11.96
MARTENS ACE HARDWARE	PAINT SUPPLIES - CITY HALL	02/09/2023	225807	100-70-5410-3-36	85.97	85.97
MARTENS ACE HARDWARE	GREAT STUFF/WALLPLT	02/09/2023	225817	100-70-5410-3-36	18.97	18.97
MARTENS ACE HARDWARE	FASTENERS/HASP SWVL/BARREL					

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
	BOLT	02/09/2023	225828	100-20-5525-3-36	52.54	52.54
MARTENS ACE HARDWARE	WIRE CHANNEL/BOX RND FIXT	02/09/2023	225846	100-70-5410-3-36	92.94	92.94
MARTENS ACE HARDWARE	PAINT	02/09/2023	225840	100-70-5410-3-36	85.98	85.98
MARTENS ACE HARDWARE	20V BATTERIES	02/09/2023	225883	100-70-5411-3-36	189.99	189.99
MARTENS ACE HARDWARE	GROUND RECEPTACLE/WALLPLATE	02/09/2023	225904	100-70-5410-3-36	2.58	2.58
MARTENS ACE HARDWARE	TAG PLUG	02/09/2023	225912	100-70-5411-3-36	9.99	9.99
MARTENS ACE HARDWARE	FASTENERS/CUT WHEEL/FIX NUTS/MARKER PAINT/SANDPAPER	02/09/2023	225917	100-70-5411-3-36	61.30	61.30
MARTENS ACE HARDWARE	ANCHORS/SNAP LINKS/HITCHING RING/SPRING SNAP/EYE SCREW	02/09/2023	225963	100-70-5412-3-36	94.53	94.53
MARTENS ACE HARDWARE	PLASTIC TRIPLE LED CEILING LIGHT	02/09/2023	226003	100-70-5412-3-36	29.99	29.99
MARTENS ACE HARDWARE	BUNGEE CORD/SCREW EYE	02/09/2023	226010	100-70-5410-3-36	11.78	11.78
MARTENS ACE HARDWARE	PVC GROUND CONN/PLUG GROUND/CONNECTORS/PLUG 3 WIRE/2G DUP	02/09/2023	226006	100-70-5412-3-36	106.25	106.25
MARTENS ACE HARDWARE	LABEL RECT	02/09/2023	225914	100-70-5412-3-36	2.59	2.59
Total MARTENS ACE HARDWARE:						1,778.71
MENARDS - BEAVER DAM						
MENARDS - BEAVER DAM	REPAIR TRACTOR SHED AT SCHLIEVE FIELD	01/12/2023	28267	100-20-5525-3-36	662.99	662.99
MENARDS - BEAVER DAM	CHANGE BASEMENT LIGHTS FROM FLOURESENT TO LED - MUESUM	02/09/2023	28993	100-70-5410-3-36	184.88	184.88
MENARDS - BEAVER DAM	SHOP SUPPLIES	02/09/2023	29423	100-70-5411-3-36	250.74	250.74
Total MENARDS - BEAVER DAM:						1,098.61
MIDWEST SERVICE EQUIPMENT						
MIDWEST SERVICE EQUIPMENT	PRESSURE WASHER REPAIR SWIVEL	02/09/2023	30204	100-70-5411-3-36	188.99	188.99
MIDWEST SERVICE EQUIPMENT	SALT NEUTRALIZER	02/09/2023	30318	100-70-5411-3-36	603.38	603.38
Total MIDWEST SERVICE EQUIPMENT:						792.37
MONARCH LIBRARY SYSTEM						
MONARCH LIBRARY SYSTEM	OPTIPLEX 5000 SFF, SERV TAGS, INTEL VPRO ESSENTIALS	01/12/2023	122032	210-60-5511-3-38	1,432.46	1,432.46
MONARCH LIBRARY SYSTEM	OPTIPLEX 5000 SMALL FORM FACTOR COMPUTERS	01/26/2023	415817	210-60-5511-3-38	2,837.76	2,837.76
Total MONARCH LIBRARY SYSTEM:						4,270.22
MORAIN PARK TECHNICAL COLLEGE						
MORAIN PARK TECHNICAL COLLEGE	JANUARY SETTLEMENT 2022 - FDL	01/09/2023	1-9-23	202-24620	125,939.60	125,939.60
MORAIN PARK TECHNICAL COLLEGE	FEBRUARY SETTLEMENT 2022 - FDL	02/10/2023	2-10-23	202-24620	72,222.49	72,222.49
Total MORAIN PARK TECHNICAL COLLEGE:						198,162.09
MSA PROFESSIONAL SERVICES INC						
MSA PROFESSIONAL SERVICES INC	WAUPUN CLOSED LANDFILL MONITORING - JULY 24 - DEC 31, 2022	01/12/2023	R00212069.0-	100-70-5420-3-38	5,900.00	5,900.00
MSA PROFESSIONAL SERVICES INC	BAYBERRY LANE EXTENSION CONSTRUCTION ADMIN SERVICES	01/26/2023	R00212132.0	419-70-5435-8-00	2,691.00	2,691.00
MSA PROFESSIONAL SERVICES INC	WILSON & SHALER DRIVE EXTENSION PROJECT ENGINEERING PLAN PREP	01/26/2023	R00212130.0-	419-70-5436-8-00	21,044.00	21,044.00
MSA PROFESSIONAL SERVICES INC	HAWTHORNE DR DRAINAGE PLANNING	01/26/2023	R00212056.0-	700-10-5192-3-38	3,180.00	3,180.00
Total MSA PROFESSIONAL SERVICES INC:						32,815.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
NAPA AUTO PARTS-WAUPUN						
NAPA AUTO PARTS-WAUPUN	SHOP TOWELS - FD	02/09/2023	371166	100-50-5232-3-36	25.98	25.98
Total NAPA AUTO PARTS-WAUPUN:						25.98
NORTHEAST ASPHALT						
NORTHEAST ASPHALT	ALLEY BEHIND STONE & SUEDE - MILL & PAVE - BALANCE	01/12/2023	809817-01 PM	405-70-5436-8-00	1,130.45	1,130.45
Total NORTHEAST ASPHALT:						1,130.45
O'NEILL, THOMAS						
O'NEILL, THOMAS	NREMT TEST	01/26/2023	Jan2023	100-50-5230-3-38	98.00	98.00
Total O'NEILL, THOMAS:						98.00
O'REILLY AUTOMOTIVE INC						
O'REILLY AUTOMOTIVE INC	FUEL FILTER - EMR AMBULANCE	01/26/2023	2391-489908	100-50-5230-3-36	66.49	66.49
O'REILLY AUTOMOTIVE INC	LEAF VAC SERVICE	01/26/2023	2391-490081	700-10-5193-3-36	114.67	114.67
O'REILLY AUTOMOTIVE INC	REPLACE BRAKE CHAMBERS	01/26/2023	2391-490438	100-70-5411-3-36	79.76	79.76
O'REILLY AUTOMOTIVE INC	INSTALL SEATBELT PER DSPTS #151-76	02/09/2023	2391-492117	100-70-5411-3-36	21.99	21.99
O'REILLY AUTOMOTIVE INC	REPLACE SPEAKERS FOR RADIO #108-96	02/09/2023	2391-492119	100-70-5411-3-36	36.99	36.99
O'REILLY AUTOMOTIVE INC	WIPER BLADES #28-03	02/09/2023	2391-492116	100-70-5411-3-36	25.58	25.58
Total O'REILLY AUTOMOTIVE INC:						345.48
OSHKOSH OFFICE SYSTEMS						
OSHKOSH OFFICE SYSTEMS	RICOH MP301SPF-CITY HALL-CONTRACT USAGE CHARGE 12/15/22-1/14/23	01/26/2023	AR83357	100-10-5141-3-36	134.89	134.89
Total OSHKOSH OFFICE SYSTEMS:						134.89
PETERSEN, JENNIFER						
PETERSEN, JENNIFER	MILEAGE - DODGE - PICK UP ABSENTEE BALLOTS 2-21-23 ELECTION	01/26/2023	1-25-23	100-10-5142-3-37	22.27	22.27
PETERSEN, JENNIFER	MILEAGE - FDL CTY - PU ABSENTEE BALLOTS FOR 2-21-23	01/26/2023	1-25-23/1	100-10-5142-3-37	26.20	26.20
PETERSEN, JENNIFER	MILEAGE - DODGE - PICK UP ELECTION DAY BALLOTS 2-21-23 ELECTION	02/09/2023	2-8-23	100-10-5142-3-37	22.27	22.27
PETERSEN, JENNIFER	MILEAGE - DODGE 2/8/23 & 2/9/23 - DROP OFF FINAL TAX PAYMENTS	02/09/2023	2-8-23/1	100-10-5141-3-37	44.54	44.54
PETERSEN, JENNIFER	MILEAGE - FDL - PICK UP ELECTION DAY SUPPLIES 2-21-23	02/09/2023	2-8-23/2	100-10-5142-3-37	26.20	26.20
Total PETERSEN, JENNIFER:						141.48
PETTY CASH-CITY HALL						
PETTY CASH-CITY HALL	KAMINSKI MILEAGE - AUG 2022	01/26/2023	1-20-23	100-20-5513-3-37	54.63	54.63
PETTY CASH-CITY HALL	SONSALLA - TAX REFUND OVERPAYMENT REIMBURSEMENT	01/26/2023	1-20-23/1	100-13850	.47	.47
Total PETTY CASH-CITY HALL:						55.10
PIGGLY WIGGLY DISCOUNT FOODS						
PIGGLY WIGGLY DISCOUNT FOODS	BREAK ROOM SUPPLIES - LIBRARY	01/12/2023	12012022-2 LI	210-60-5511-3-45	125.03	125.03
PIGGLY WIGGLY DISCOUNT FOODS	AWARDS BANQUET FD 2022	01/12/2023	6862	100-50-5231-3-38	111.98	111.98
PIGGLY WIGGLY DISCOUNT FOODS	WATER FOR REHAB - FD	01/12/2023	7576	100-50-5232-3-38	13.38	13.38

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
PIGGLY WIGGLY DISCOUNT FOODS	BREAK ROOM SUPPLIES - GARAGE	01/12/2023	6363	100-70-5410-3-38	78.38	78.38
PIGGLY WIGGLY DISCOUNT FOODS	SENIOR CENTER - MOVIE POPCORN	02/09/2023	5329	100-20-5513-3-38	27.46	27.46
PIGGLY WIGGLY DISCOUNT FOODS	WATER FOR REHAB - FD	02/09/2023	6354	100-50-5232-3-38	13.38	13.38
PIGGLY WIGGLY DISCOUNT FOODS	ARPA WORKING SESSION	02/09/2023	7243	100-10-5110-3-38	19.76	19.76
Total PIGGLY WIGGLY DISCOUNT FOODS:						389.37
PURCHASE POWER						
PURCHASE POWER	SUPPLIES	01/12/2023	1-10-22	100-10-5141-3-36	1,065.79	1,065.79
PURCHASE POWER	POSTAGE REFILL FEE	02/09/2023	2-8-22	100-16210	500.00	500.00
Total PURCHASE POWER:						1,565.79
RAPID HOUSING						
RAPID HOUSING	OVERPAYMENT OF JAN 2023 MOBILE HOME PERMIT FEE	01/26/2023	1-19-23	100-41-4114-0-00	38.07	38.07
Total RAPID HOUSING:						38.07
ROET'S HOME HEATING						
ROET'S HOME HEATING	FILTERS	01/12/2023	2838	100-70-5410-3-36	154.80	154.80
ROET'S HOME HEATING	FILTERS	02/09/2023	2904	100-70-5410-3-36	204.00	204.00
Total ROET'S HOME HEATING:						358.80
ROUTE 961 TRAINING & CONSULTANTS						
ROUTE 961 TRAINING & CONSULTAN	TRAINING - CEDARQUIST - 420 4 PATROL	01/26/2023	1060	100-40-5215-3-37	150.00	150.00
Total ROUTE 961 TRAINING & CONSULTANTS:						150.00
SALAMONE SUPPLIES						
SALAMONE SUPPLIES	SUPPLIES	01/12/2023	165035	100-70-5410-3-38	170.35	170.35
Total SALAMONE SUPPLIES:						170.35
SAN-A-CARE INC						
SAN-A-CARE INC	CLEANING SUPPLIES	01/12/2023	587809	100-70-5410-3-36	626.27	626.27
Total SAN-A-CARE INC:						626.27
SCHAVER, ALEX						
SCHAVER, ALEX	CDL RENEWAL	01/12/2023	1-11-23	100-70-5412-3-38	83.64	83.64
SCHAVER, ALEX	REIMBURSEMENT FOR PHONE USE DURING SALT SEASON 2022-2023	01/26/2023	1-17-23	100-70-5420-3-31	90.00	90.00
Total SCHAVER, ALEX:						173.64
SCHLIEVE, NATE						
SCHLIEVE, NATE	REIMBURSEMENT FOR CELL PHONE DURING SALT SEASON 2022-2023	01/26/2023	1-17-23	100-70-5420-3-31	90.00	90.00
Total SCHLIEVE, NATE:						90.00
SCHOOL DISTRICT OF WAUPUN						
SCHOOL DISTRICT OF WAUPUN	JANUARY SETTLEMENT - 2022 - FDL	01/09/2023	1-9-23	202-24610	1,893,476.02	1,893,476.02
SCHOOL DISTRICT OF WAUPUN	2022 MOBILE HOME FEE ALLOCATION	01/12/2023	1-11-23	100-41-4114-0-00	12,337.70	12,337.70
SCHOOL DISTRICT OF WAUPUN	2022 FEBRUARY SETTLEMENT - FDL	02/10/2023	2-10-23	202-24610	1,085,850.26	1,085,850.26

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total SCHOOL DISTRICT OF WAUPUN:						2,991,663.98
SCHWAAB INC						
SCHWAAB INC	CITY OF WAUPUN/CLERK/FINAL NOTICE STAMPS	01/26/2023	7918203	100-10-5141-3-38	239.55	239.55
SCHWAAB INC	PAY TO THE ORDER STAMPS - COUNTIES	02/09/2023	7934146	100-10-5141-3-38	91.59	91.59
Total SCHWAAB INC:						331.14
SESAC						
SESAC	2023 MUSIC LICENSE FEE	01/12/2023	1-11-23	100-20-5525-3-38	553.00	553.00
Total SESAC:						553.00
SHARE CORPORATION						
SHARE CORPORATION	HAND SOAP FOR SHOP	01/26/2023	222990	100-70-5410-3-38	205.36	205.36
Total SHARE CORPORATION:						205.36
SHRED-IT						
SHRED-IT	DESTRUCTION OF RECORDS - DEC 2022	01/12/2023	8003051032	100-40-5211-3-38	77.03	77.03
SHRED-IT	DESTRUCTION OF RECORDS - JAN 2023	02/09/2023	8003245360	100-40-5211-3-38	113.35	113.35
Total SHRED-IT:						190.38
SHRM - DODGE COUNTY						
SHRM - DODGE COUNTY	2023 MEMBERSHIP FEES	01/12/2023	1-10-23	100-10-5141-3-34	225.00	225.00
Total SHRM - DODGE COUNTY:						225.00
SIA INSURANCE SERVICES						
SIA INSURANCE SERVICES	VFIS ACCIDENT & SICKNESS RENEWAL FIREMENS INS	01/26/2023	2221	100-50-5231-3-38	1,457.12	1,457.12
Total SIA INSURANCE SERVICES:						1,457.12
SMITS & BLAZEL LAW OFFICE						
SMITS & BLAZEL LAW OFFICE	ATTORNEY FEES - PROCHNOW	01/12/2023	15073	100-10-5161-3-38	924.00	924.00
SMITS & BLAZEL LAW OFFICE	ATTORNEY FEES - PROCHNOW	01/12/2023	15063	100-10-5161-3-38	474.00	474.00
SMITS & BLAZEL LAW OFFICE	ATTORNEY FEES - JANZEN	01/12/2023	15074	100-10-5161-3-38	294.00	294.00
SMITS & BLAZEL LAW OFFICE	ATTORNEY FEES - KUSLITS	01/12/2023	15075	100-10-5161-3-38	210.00	210.00
SMITS & BLAZEL LAW OFFICE	ATTORNEY FEES-TRAFFIC	01/26/2023	15077	100-10-5161-3-38	308.00	308.00
SMITS & BLAZEL LAW OFFICE	ATTORNEY FEES-TRAFFIC	01/26/2023	15078	100-10-5161-3-38	742.00	742.00
Total SMITS & BLAZEL LAW OFFICE:						2,952.00
SSM HEALTH AT WORK						
SSM HEALTH AT WORK	EAP QUARTERLY FEE	01/12/2023	38582	100-10-5143-3-38	450.00	450.00
SSM HEALTH AT WORK	DOT DRUG SCREEN - C STOB	02/09/2023	39012	100-70-5412-3-38	57.50	57.50
SSM HEALTH AT WORK	RANDOM DRUG SCREEN CONSORTION FEE	02/09/2023	38842	100-70-5412-3-38	100.00	100.00
Total SSM HEALTH AT WORK:						607.50
SSM HEALTH LABORATORIES						
SSM HEALTH LABORATORIES	LEGAL BLOOD DRAWS - JAN 2023	02/09/2023	4594510	100-40-5213-3-38	40.00	40.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total SSM HEALTH LABORATORIES:						40.00
STAPLES CREDIT PLAN						
STAPLES CREDIT PLAN	CLERK - TAX FORMS	02/09/2023	2-8-23	100-10-5141-3-38	682.88	682.88
Total STAPLES CREDIT PLAN:						682.88
STOBB PLUMBING & HEATING INC						
STOBB PLUMBING & HEATING INC	WAX RING - LIBRARY	01/12/2023	14113	100-70-5410-3-36	4.00	4.00
STOBB PLUMBING & HEATING INC	DRAIN CLEANER	01/26/2023	14133	100-70-5410-3-36	21.25	21.25
Total STOBB PLUMBING & HEATING INC:						25.25
STOBB, CHARLES						
STOBB, CHARLES	REIMBURSEMENT FOR CELL PHONE USAGE DURING SALT SEASON 2022-2023	01/26/2023	1-17-23	100-70-5420-3-31	90.00	90.00
Total STOBB, CHARLES:						90.00
STRYKER						
STRYKER	ASSEMBLY, BATTERY CHARGER	01/26/2023	4016878	100-50-5230-3-38	1,067.04	1,067.04
Total STRYKER:						1,067.04
SUMMIT AUTOMOTIVE						
SUMMIT AUTOMOTIVE	REPLACE SEAT BELT SPRING (#1-16)	01/12/2023	14371	100-70-5411-3-36	226.85	226.85
Total SUMMIT AUTOMOTIVE:						226.85
SURE FIRE INC						
SURE FIRE INC	LIBRARY FURNACE NOT WORKING - BRET'S OFFICE, BREAK ROOM, CARNEGIE ROOM	01/12/2023	33971459	100-70-5410-3-36	1,087.93	1,087.93
SURE FIRE INC	CITY HALL - STEAM LEAK - UPSTAIRS EAST CHANGING ROOM	01/12/2023	34626841	100-70-5410-3-36	295.00	295.00
Total SURE FIRE INC:						1,382.93
TARCO INDUSTRIES INC						
TARCO INDUSTRIES INC	RETRACTABLE AIR HOSE REEL	01/26/2023	85301	100-70-5412-3-38	490.40	490.40
Total TARCO INDUSTRIES INC:						490.40
THOMAS, LANCE						
THOMAS, LANCE	WI EMS ASSOC CONF 2023	01/26/2023	1-17-23	100-50-5230-3-37	450.00	450.00
Total THOMAS, LANCE:						450.00
TIPTON, ALEXANDRA						
TIPTON, ALEXANDRA	MEAL REIMBURSEMENT - FDL IN SERVICE	01/26/2023	01122023	100-40-5215-3-37	11.17	11.17
Total TIPTON, ALEXANDRA:						11.17
TOP PACK DEFENSE LLC						
TOP PACK DEFENSE LLC	CLOTHING ALLOWANCE - DUMKE	01/26/2023	9799	100-12634	194.47	194.47
TOP PACK DEFENSE LLC	CLOTHING ALLOWANCE - GILE	01/26/2023	9803	100-12634	50.00	50.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
TOP PACK DEFENSE LLC	CLOTHING ALLOWANCE - DUMKE	01/26/2023	9800	100-12634	110.00	110.00
TOP PACK DEFENSE LLC	CLOTHING ALLOWANCE - GILE	02/09/2023	9860	100-12634	159.98	159.98
Total TOP PACK DEFENSE LLC:						514.45
TOTAL BUSINESS PRODUCTS						
TOTAL BUSINESS PRODUCTS	'22 CHRISTMAS BANQUET PROGRAMS	01/26/2023	91161	100-50-5231-3-38	155.00	155.00
TOTAL BUSINESS PRODUCTS:						155.00
TRACTOR SUPPLY CREDIT PLAN						
TRACTOR SUPPLY CREDIT PLAN	TUBE MOUNT/ROUND WORK LIGHT	02/09/2023	2-8-23	100-70-5411-3-36	102.97	102.97
Total TRACTOR SUPPLY CREDIT PLAN:						102.97
TRU CLEANERS LLC						
TRU CLEANERS LLC	CLEANING SERVICE FOR CITY OF WAUPUN - FOR DEC 2022	01/12/2023	CW010123	100-70-5410-3-38	4,052.81	4,052.81
TRU CLEANERS LLC	ADDITIONAL CLEANING SERVICE DUE TO COVID-19 - FOR DEC 2022	01/12/2023	CW010123-A	100-70-5410-3-38	480.00	480.00
Total TRU CLEANERS LLC:						4,532.81
TRUCK COUNTRY						
TRUCK COUNTRY	DIESEL EXHAUST FILTER STRAPS #6-13	01/26/2023	x20733451:01	100-70-5411-3-36	324.72	324.72
TRUCK COUNTRY	REPLACE DPF #6-13	02/09/2023	X202734594:0	100-70-5411-3-36	1,906.17	1,906.17
Total TRUCK COUNTRY:						2,230.89
TRUCK EQUIPMENT INC						
TRUCK EQUIPMENT INC	REPLACE AIR DRYER AND GOVERNOR #5-09	01/12/2023	1032952-00	100-70-5411-3-36	233.34	233.34
Total TRUCK EQUIPMENT INC:						233.34
UNIFORM SHOPPE						
UNIFORM SHOPPE	CLOTHING ALLOWANCE - PFALZGRAF	01/12/2023	329125	100-12634	26.95	26.95
UNIFORM SHOPPE	CLOTHING ALLOWANCE - KNUDSON	01/12/2023	329209	100-12634	388.75	388.75
UNIFORM SHOPPE	CLOTHING ALLOWANCE - CEDARQUIST	01/12/2023	329020	100-12634	272.85	272.85
UNIFORM SHOPPE	CANINE BADGE HOLDER	01/12/2023	329976	220-40-5212-3-38	21.95	21.95
UNIFORM SHOPPE	COMMENDATION PINS	02/09/2023	330726	100-40-5211-3-38	214.45	214.45
Total UNIFORM SHOPPE:						924.95
US CELLULAR						
US CELLULAR	KAST HOTSPOT #190 - JAN 2023 - CREDIT	02/09/2023	0556784345	100-10-5197-3-31	573.55	573.55
Total US CELLULAR:						573.55
US PETROLEUM EQUIPMENT						
US PETROLEUM EQUIPMENT	ANNUAL INSPECTION ON TWO HOISTS	01/26/2023	153021	100-70-5411-3-36	230.00	230.00
Total US PETROLEUM EQUIPMENT:						230.00

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
VANBUREN, KELLEY						
VANBUREN, KELLEY	WI EMS ASSOCIATION CONF	01/26/2023	1-16-23	100-50-5230-3-37	450.00	450.00
Total VANBUREN, KELLEY:						450.00
VANDEZANDE & KAUFMAN, LLP						
VANDEZANDE & KAUFMAN, LLP	MONTHLY CITY ATTORNEY FEES - JAN 2023	02/09/2023	JAN2023	100-10-5161-3-38	1,595.00	1,595.00
VANDEZANDE & KAUFMAN, LLP	TRAFFIC MONTHLY ATTORNEY FEES - JAN 2023	02/09/2023	14382	100-10-5161-3-38	875.00	875.00
Total VANDEZANDE & KAUFMAN, LLP:						2,470.00
VANTAGE POINT TRANSFER AGENTS						
VANTAGE POINT TRANSFER AGENTS	2022 SICK LEAVE PAYOUT TO ICMA	01/12/2023	1-10-23	100-70-5420-2-24	18,437.40	18,437.40
Total VANTAGE POINT TRANSFER AGENTS:						18,437.40
VON BRIESEN & ROPER, S.C.						
VON BRIESEN & ROPER, S.C.	5504-00033 PERSONNEL-DEC 2022	01/26/2023	415466	100-10-5143-3-38	315.00	315.00
VON BRIESEN & ROPER, S.C.	005504-00002 GENERAL - DEC 2022	01/26/2023	415467	100-10-5143-3-38	283.50	283.50
Total VON BRIESEN & ROPER, S.C.:						598.50
W.W. ELECTRIC MOTORS INC						
W.W. ELECTRIC MOTORS INC	REPLACE CONTROL PANEL #345	01/12/2023	WPN12978	100-70-5411-3-36	645.00	645.00
Total W.W. ELECTRIC MOTORS INC:						645.00
WARRIOR FABRICATION						
WARRIOR FABRICATION	DECALS & NUMBERS FOR VEHICLES	01/12/2023	WAUPSIGNS-	100-70-5411-3-36	141.00	141.00
WARRIOR FABRICATION	NUMBERS FOR VEHICLES	02/09/2023	WAUPSIGNS-	100-70-5411-3-36	12.00	12.00
Total WARRIOR FABRICATION:						153.00
WATERLOO TENT & TARP COMPANY INC						
WATERLOO TENT & TARP COMPANY	SHIPPING CHARGES FOR UMBRELLAS/PARTS	01/26/2023	12623-2	410-20-5523-4-00	1,567.30	1,567.30
Total WATERLOO TENT & TARP COMPANY INC:						1,567.30
WAUPUN UTILITIES						
WAUPUN UTILITIES	EV CHARGING STATION - E MAIN	01/12/2023	5667-2	405-70-5436-8-00	4,318.77	4,318.77
WAUPUN UTILITIES	2022 WATER PILOT TRUE UP	01/12/2023	5747	100-41-4131-0-00	33,574.00	33,574.00
WAUPUN UTILITIES	STORMWATER BILLING & COLLECTION FEES - DEC 2022	01/12/2023	5748	700-10-5192-3-38	872.00	872.00
WAUPUN UTILITIES	WPPI SUPPORT - DEC 2022	01/12/2023	5752	100-10-5197-3-38	236.00	236.00
WAUPUN UTILITIES	JANUARY SETTLEMENT - 2022 TAXES - DELINQUENT UTILITY ASSESSMENTS	01/12/2023	1-10-23	100-25620	9,438.14	9,438.14
WAUPUN UTILITIES	JOHNSON PROPERTY UTILITIES	01/12/2023	DEC 2022	404-10-5711-3-32	24,655.38	24,655.38
WAUPUN UTILITIES	CITY PARK LIGHT MAINT 2022	01/26/2023	5755	100-70-5410-3-36	1,893.10	1,893.10
WAUPUN UTILITIES	2022 MAINT OF TRAFFIC SIGNALS	01/26/2023	5754	100-70-5441-3-36	307.77	307.77
WAUPUN UTILITIES	2021 CVMIC WORKERS COMP DIVIDEND ALLOCATION	02/09/2023	2-8-23	100-10-5196-3-38	6,112.03	6,112.03
WAUPUN UTILITIES	STORMWATER BILLING & COLLECTION FEES - JANUARY 2023	02/09/2023	5776	700-10-5192-3-38	874.75	874.75
WAUPUN UTILITIES	VERIZON CHARGES - DPW I-PADS - JANUARY 2023	02/09/2023	5777	100-70-5420-3-31	58.03	58.03

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total WAUPUN UTILITIES:						82,339.97
WAUPUN AREA ANIMAL SHELTER INC						
WAUPUN AREA ANIMAL SHELTER IN	MONTHLY CONTRACT - JAN 2023	01/12/2023	JAN2023	100-40-5343-3-38	1,000.00	1,000.00
WAUPUN AREA ANIMAL SHELTER IN	MONTHLY CONTRACT - FEB 2023	02/09/2023	FEB2023	100-40-5343-3-38	1,000.00	1,000.00
Total WAUPUN AREA ANIMAL SHELTER INC:						2,000.00
WELLS FARGO PAYMENT REMITT						
WELLS FARGO PAYMENT REMITT	ANIMOTO - PRESENTATION SOFTWARE	01/30/2023	BJ-NOV22/DE	100-50-5231-3-38	820.88	820.88
WELLS FARGO PAYMENT REMITT	WELLS FARGO CASH BACK CREDIT	01/30/2023	ANGIE-NOV2	400-48-4813-0-00	88.66	88.66
WELLS FARGO PAYMENT REMITT	HOTEL STAY - CONFERENCE	01/30/2023	KATHY-NOV2	100-10-5191-3-37	730.00	730.00
WELLS FARGO PAYMENT REMITT	ZOOM SUBSCRIPTION - DEC 2022 - DEC 2023	01/30/2023	KATHY-NOV2	100-10-5197-3-38	299.80	299.80
WELLS FARGO PAYMENT REMITT	1000 BULBS - LIGHTBULBS FOR BASEBALL COMPLEX	01/30/2023	JEFF-NOV22/	100-20-5525-3-36	604.16	604.16
WELLS FARGO PAYMENT REMITT	FBI NATIONAL ACADEMY - NATIONAL & WISCONSIN	01/30/2023	SCOTT-DEC2	100-40-5211-3-34	115.00	115.00
WELLS FARGO PAYMENT REMITT	CONDOLENCES.COM - PLANT - VANDERKIN	01/30/2023	SCOTT-DEC2	100-40-5211-3-38	139.12	139.12
WELLS FARGO PAYMENT REMITT	FBI NATIONAL ACADEMY - NATIONAL & WISCONSIN	01/30/2023	JEREMY-DEC	100-40-5211-3-34	348.00	348.00
WELLS FARGO PAYMENT REMITT	WELLS FARGO CASH BACK CREDIT	01/30/2023	JEREMY-DEC	400-48-4813-0-00	436.89	436.89
WELLS FARGO PAYMENT REMITT	SPECTRUM BILL - LIBRARY - 11/18/22-12/17/22	01/30/2023	BRET-DEC22	210-60-5511-3-31	179.97	179.97
Total WELLS FARGO PAYMENT REMITT:						3,762.48
WERNER ELECTRIC SUPPLY						
WERNER ELECTRIC SUPPLY	REPLACE LIGHTS WITH LED - SAFETY BUILDING	02/09/2023	S7005232.001	100-70-5410-3-36	121.76	121.76
Total WERNER ELECTRIC SUPPLY:						121.76
WI BUILDING SUPPLY						
WI BUILDING SUPPLY	FASCIA	01/26/2023	3543997	100-20-5525-3-36	59.00	59.00
Total WI BUILDING SUPPLY:						59.00
WI CITY/COUNTY MANAGEMENT						
WI CITY/COUNTY MANAGEMENT	WCMA MEMBERSHIP RENEWAL - 2023 - SCHLIEVE	01/12/2023	1-10-23	100-10-5191-3-34	171.00	171.00
WI CITY/COUNTY MANAGEMENT	WCMA MEMBERSHIP RENEWAL - 2023 - LANGENFELD	01/12/2023	1-10-23/1	100-10-5191-3-34	150.34	150.34
Total WI CITY/COUNTY MANAGEMENT:						321.34
WI DEPART OF JUSTICE						
WI DEPART OF JUSTICE	TIME SYSTEM-QUARTERLY BILLING	01/26/2023	455TIME-0000	100-40-5212-3-38	384.00	384.00
Total WI DEPART OF JUSTICE:						384.00
WI DEPART OF TRANSPORTATION						
WI DEPART OF TRANSPORTATION	WATERTOWN ST. PRELIMINARY ENGINEERING	01/12/2023	395-00002913	100-70-5420-3-38	1,140.73	1,140.73
WI DEPART OF TRANSPORTATION	MADISON ST. PH 2 PMT 8/INV 291379	01/12/2023	395-00002913	400-70-5436-8-00	14,769.65	14,769.65
Total WI DEPART OF TRANSPORTATION:						15,910.38

Payee	Description	Check Issue Date	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
WI DEPT OF JUSTICE						
WI DEPT OF JUSTICE	G3369 - BACKGROUND CHECKS - JAN 2023	02/09/2023	G3369-JAN23	100-40-5213-3-38	42.00	42.00
Total WI DEPT OF JUSTICE:						42.00
WI MUNICIPAL CLERKS ASSOC						
WI MUNICIPAL CLERKS ASSOC	MEMBERSHIP RENEWAL 2023	01/12/2023	1-10-23	100-10-5141-3-34	65.00	65.00
Total WI MUNICIPAL CLERKS ASSOC:						65.00
WI SOCIETY OF EMERGENCY SERVICES INSTRUC						
WI SOCIETY OF EMERGENCY SERVIC	EMERGENCY SERVICES INSTRUCTOR II CERTIFICATION	01/12/2023	N22063	100-50-5234-3-37	130.00	130.00
Total WI SOCIETY OF EMERGENCY SERVICES INSTRUC:						130.00
WI STATE FIRE CHIEF'S ASSOC						
WI STATE FIRE CHIEF'S ASSOC	2023 MEMBERSHIP DUES - DEMAA	01/12/2023	DEMAA2023	100-50-5231-3-34	95.00	95.00
WI STATE FIRE CHIEF'S ASSOC	2023 MEMBERSHIP DUES - BEER	01/12/2023	BEER2023	100-50-5231-3-34	95.00	95.00
WI STATE FIRE CHIEF'S ASSOC	2023 MEMBERSHIP DUES - DEMOTTS	01/12/2023	DEMOTTS202	100-50-5231-3-34	95.00	95.00
WI STATE FIRE CHIEF'S ASSOC	2023 MEMBERSHIP DUES - TELETZKE	01/12/2023	TELETZKE20	100-50-5231-3-34	95.00	95.00
WI STATE FIRE CHIEF'S ASSOC	2023 MEMBERSHIP DUES - DUER	01/12/2023	DUER2023	100-50-5231-3-34	95.00	95.00
Total WI STATE FIRE CHIEF'S ASSOC:						475.00
WITMER PUBLIC SAFETY GROUP						
WITMER PUBLIC SAFETY GROUP	FIRE GLOVES - CHARGE BACK TO 2022	02/09/2023	SO127500	100-50-5231-3-38	218.50	218.50
Total WITMER PUBLIC SAFETY GROUP:						218.50
YMCA OF DODGE COUNTY						
YMCA OF DODGE COUNTY	2023 CONTRACT FEE	01/26/2023	1-23-23	100-20-5523-1-10	1,500.00	1,500.00
Total YMCA OF DODGE COUNTY:						1,500.00
Grand Totals:						4,970,381.99

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-10-5110-3-34	3,111.23	.00	3,111.23
100-10-5110-3-35	882.83	.00	882.83
100-10-5110-3-38	112.08	.57-	111.51
100-10-5131-3-30	68.75	.00	68.75
100-10-5131-3-31	80.00	.00	80.00
100-10-5141-2-24	2,983.68	.00	2,983.68
100-10-5141-3-30	194.61	.00	194.61
100-10-5141-3-31	119.87	.00	119.87
100-10-5141-3-34	290.00	.00	290.00
100-10-5141-3-36	444.80	.00	444.80
100-10-5141-3-37	44.54	.00	44.54
100-10-5141-3-38	8,392.21	.00	8,392.21
100-10-5142-3-37	96.94	.00	96.94

GL Account	Debit	Credit	Proof
100-10-5143-3-38	1,048.50	.00	1,048.50
100-10-5153-3-38	2,430.08	.00	2,430.08
100-10-5161-3-38	5,422.00	.00	5,422.00
100-10-5163-3-38	550.00	.00	550.00
100-10-5191-3-30	68.75	.00	68.75
100-10-5191-3-31	119.87	.00	119.87
100-10-5191-3-34	321.34	.00	321.34
100-10-5191-3-37	530.00	.00	530.00
100-10-5194-3-38	74,212.49	.00	74,212.49
100-10-5195-3-38	484.88	.00	484.88
100-10-5196-3-38	31,650.03	.00	31,650.03
100-10-5197-3-31	475.23	32.71-	442.52
100-10-5197-3-38	735.80	.00	735.80
100-10-5210-3-38	15.00	.00	15.00
100-10-5255-3-38	5,500.00	.00	5,500.00
100-10-5534-3-36	202.50	.00	202.50
100-10-5534-3-38	62.19	.00	62.19
100-12634	1,453.35	.00	1,453.35
100-13850	11,642.59	.00	11,642.59
100-16210	1,500.00	.00	1,500.00
100-20-5512-3-32	1,563.69	.00	1,563.69
100-20-5513-3-30	68.75	.00	68.75
100-20-5513-3-31	112.99	.00	112.99
100-20-5513-3-32	1,118.65	.00	1,118.65
100-20-5513-3-37	54.63	.00	54.63
100-20-5513-3-38	189.89	.00	189.89
100-20-5523-1-10	1,500.00	.00	1,500.00
100-20-5523-3-32	1,494.83	.00	1,494.83
100-20-5523-3-38	114.97	.00	114.97
100-20-5525-3-32	2,159.43	.00	2,159.43
100-20-5525-3-36	1,646.16	.00	1,646.16
100-20-5525-3-38	973.00	.00	973.00
100-21100	111.26	380,177.36-	380,066.10-
100-25620	9,438.14	.00	9,438.14
100-30-5152-3-38	6,372.72	.00	6,372.72
100-40-5211-2-24	6,449.37	.00	6,449.37
100-40-5211-3-30	561.13	62.99-	498.14
100-40-5211-3-31	1,788.86	.00	1,788.86
100-40-5211-3-32	3,070.65	.00	3,070.65
100-40-5211-3-34	420.00	.00	420.00
100-40-5211-3-37	143.00	.00	143.00
100-40-5211-3-38	2,225.82	.00	2,225.82
100-40-5212-3-38	3,469.06	.00	3,469.06
100-40-5213-3-38	483.44	.00	483.44
100-40-5215-3-37	502.17	.00	502.17
100-40-5343-3-38	2,000.00	.00	2,000.00
100-41-4114-0-00	12,375.77	.00	12,375.77
100-41-4131-0-00	33,574.00	.00	33,574.00
100-44-4422-0-00	240.00	.00	240.00
100-50-5230-3-36	66.49	.00	66.49
100-50-5230-3-37	1,800.00	.00	1,800.00
100-50-5230-3-38	1,540.04	.00	1,540.04
100-50-5231-2-24	2,030.40	.00	2,030.40
100-50-5231-3-32	1,752.20	.00	1,752.20
100-50-5231-3-33	15.65	.00	15.65
100-50-5231-3-34	720.00	.00	720.00
100-50-5231-3-38	2,206.60	.00	2,206.60
100-50-5232-3-36	41.96	.00	41.96

GL Account	Debit	Credit	Proof
100-50-5232-3-38	2,764.88	.00	2,764.88
100-50-5233-3-34	100.00	.00	100.00
100-50-5233-3-35	67.36	.00	67.36
100-50-5234-3-37	130.00	.00	130.00
100-50-5234-3-38	1,675.40	.00	1,675.40
100-50-5251-3-32	16.00	.00	16.00
100-70-5410-2-24	817.95	.00	817.95
100-70-5410-3-32	18,147.62	.00	18,147.62
100-70-5410-3-36	6,367.72	.00	6,367.72
100-70-5410-3-38	6,431.65	.00	6,431.65
100-70-5411-3-36	8,524.64	14.99-	8,509.65
100-70-5411-3-38	4,375.94	.00	4,375.94
100-70-5412-3-31	95.59	.00	95.59
100-70-5412-3-32	6,977.42	.00	6,977.42
100-70-5412-3-36	776.64	.00	776.64
100-70-5412-3-38	550.90	.00	550.90
100-70-5420-2-24	2,548.22	.00	2,548.22
100-70-5420-3-30	68.75	.00	68.75
100-70-5420-3-31	565.76	.00	565.76
100-70-5420-3-34	75.00	.00	75.00
100-70-5420-3-35	314.27	.00	314.27
100-70-5420-3-36	442.87	.00	442.87
100-70-5420-3-38	16,765.73	.00	16,765.73
100-70-5435-3-36	13,558.41	.00	13,558.41
100-70-5441-3-32	274.02	.00	274.02
100-70-5441-3-36	2,792.19	.00	2,792.19
100-70-5442-3-32	10,353.08	.00	10,353.08
100-80-5670-3-30	68.75	.00	68.75
100-80-5670-3-38	15,000.00	.00	15,000.00
202-12100	19,532.25	.00	19,532.25
202-21100	.00	4,238,296.10-	4,238,296.10-
202-24310	1,041,275.48	.00	1,041,275.48
202-24610	2,979,326.28	.00	2,979,326.28
202-24620	198,162.09	.00	198,162.09
210-21100	.00	9,213.73-	9,213.73-
210-60-5511-2-24	2,970.72	.00	2,970.72
210-60-5511-3-31	230.71	.00	230.71
210-60-5511-3-32	1,420.06	.00	1,420.06
210-60-5511-3-38	4,270.22	.00	4,270.22
210-60-5511-3-39	196.99	.00	196.99
210-60-5511-3-45	125.03	.00	125.03
220-21100	.00	380.17-	380.17-
220-40-5212-3-38	380.17	.00	380.17
230-21100	.00	3,881.52-	3,881.52-
230-30-5241-3-38	3,881.52	.00	3,881.52
300-10-5943-6-00	800.00	.00	800.00
300-21100	.00	800.00-	800.00-
400-20-5513-8-00	12,931.25	.00	12,931.25
400-21100	193.44	27,877.30-	27,683.86-
400-48-4813-0-00	.00	193.44-	193.44-
400-70-5436-8-00	14,769.65	.00	14,769.65
400-70-5444-8-00	176.40	.00	176.40
404-10-5711-3-32	47.02	.00	47.02
404-21100	.00	47.02-	47.02-
405-21100	.00	5,449.22-	5,449.22-
405-70-5436-8-00	5,449.22	.00	5,449.22
410-20-5523-4-00	1,567.30	.00	1,567.30
410-21100	.00	78,850.22-	78,850.22-

GL Account	Debit	Credit	Proof
410-40-5211-4-00	76,793.40	.00	76,793.40
410-50-5231-4-00	489.52	.00	489.52
418-21100	.00	130,000.00-	130,000.00-
418-70-5436-8-00	130,000.00	.00	130,000.00
419-21100	.00	23,735.00-	23,735.00-
419-70-5435-8-00	2,691.00	.00	2,691.00
419-70-5436-8-00	21,044.00	.00	21,044.00
420-21100	.00	12,217.39-	12,217.39-
420-70-5436-3-38	12,217.39	.00	12,217.39
425-21100	.00	33,550.53-	33,550.53-
425-70-5476-3-38	33,550.53	.00	33,550.53
430-21100	.00	4,567.57-	4,567.57-
430-70-5436-3-42	4,567.57	.00	4,567.57
501-10-5154-3-38	11,753.29	.00	11,753.29
501-21100	.00	11,753.29-	11,753.29-
700-10-5190-2-24	637.06	.00	637.06
700-10-5192-3-32	39.76	.00	39.76
700-10-5192-3-38	741.60	.00	741.60
700-10-5192-3-38	7,801.75	.00	7,801.75
700-10-5193-3-36	670.10	.00	670.10
700-21100	.00	9,890.27-	9,890.27-
Grand Totals:	<u>4,970,991.39</u>	<u>4,970,991.39-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Invoice detail

Check.Type = {<>} "Adjustment"

Invoice.Batch = "021423","021023","2022","2023","M","ACH2022","ACH2023"



**CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING MINUTES**
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, July 19, 2022 at 8:00 AM

CALL TO ORDER

Meeting called to order at 8 a.m. by Mayor Bishop.

ROLL CALL

Present: Derek Drews, Sue VandeBerg, Jill Vanderkin, Nancy Vanderkin, Cassandra VerHage, Gary DeJager, Mayor Bishop

Absent & Excused: Attorney Vande Zande

Also Present: Administrator Schlieve, Bryan Yohn, Krista Bishop, Jeni Maly

APPROVAL OF MEETING AGENDA

Motion Nancy Vanderkin, second Jill Vanderkin to adopt the agenda as presented. Carried unanimously.

PERSONS WISHING TO ADDRESS THE COMMUNITY DEVELOPMENT AUTHORITY--*State name, address, and subject of comments. (2 Minutes)*

None present.

CONSIDERATION - ACTION

1. Approve Minutes from June 21, 2022 CDA Meeting
Motion DeJager, second Drews to approve minutes from June 21, 2022 as presented. Carried unanimously.
2. Approve CDA Financials for June 2022
Motion N. Vanderkin, second VandeBerg to approve June 2022 financials as presented. Carried unanimously.
3. Application for 20 W Main St - B&B Plumbing Services
BJ Yohn presents his project to relocate plumbing operations to the back of his building and to construct a new commercial lease space in the front of the building. Administrator Schlieve notes that the BID has reviewed and approved a \$2000 grant on this project. Motion to approve a matching grant not to exceed \$5,000 by VandeBerg, second J. Vanderkin. Carried unanimously.
4. Application 307 E Main St - Weaving It Up To You
Krista Bishop presents a project to repair masonry on the east side of her building. Schlieve notes that the BID has approved up to a \$2000 matching grant on the project. Motion VerHage, second N. Vanderkin. Carried 5-1 with DeJager voting no and Mayor Bishop abstaining.
5. Application 409 E Main Street - Imagine That! Art Studio
Jeni Maly presents her project to open an art studio at this address. Administrator Schlieve explains a request to support needed interior building repairs to attract the business, using the Business Attraction program that was introduced in 2022. Schlieve notes that the BID is providing a \$3,000 grant for this purpose

and that, as in the previous year, they are requesting that the CDA provide a similar match. Motion DeJager, second N. Vanderkin to provide a matching grant up to \$3,000. Carried unanimously.

DISCUSSION

6. Roger Brooks Secret Shopping Assessment

Administrator Schlieve overviews the work of Destination Lake Winnebago Region to host Roger Brooks in Waupun, an international tourism consultant. Brooks secret shopped Waupun in May and shared his findings at a county-wide meeting in June. Brooks recognized Waupun for the City of Sculpture brand and talked about areas of improvement for the city to focus on. Specifically talked about the importance of working to add restaurants, noting the formula for success for downtowns includes 10 restaurants, 10 retailers with 60% open after 6 p.m. Schlieve noted that the downtown businesses are interested in having a follow-up discussion on the Brook's findings and may host a watch party with follow up discussion.

7. Administrator Updates

Administrator Schlieve discussed that the BID Board was interested in and staff have applied for a planning grant to support downtown green space design. Application has been filed. Schlieve noted that she has been working with several restaurant operators interested in locating in the City. Groups are focused on identifying a suitable location for their operations. Schlieve reported that the Chamber and Envision have formed a partnership and are relocating to a different space on Main Street. Additional conversation on TID 9 creation, business attraction to Heritage Ridge subdivision, and expansion of housing was had.

ADVANCED PLANNING

8. Future Meeting Date – Administrator Schlieve is on vacation during August regularly scheduled meeting and requested that a new date be selected. If a meeting is needed, the next meeting date was identified as August 23, 2022 at 8 a.m.

ADJOURNMENT

Motion N. Vanderkin, second J. Vanderkin to adjourn. Carried unanimously. Meeting adjourned at 8:43 a.m.



MINUTES
CITY OF WAUPUN COMMUNITY DEVELOPMENT
AUTHORITY MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, November 15, 2022 at 8:00 AM

CALL TO ORDER

CDA Chair, Rohn Bishop, calls the meeting to order at 8 a.m.

Motion DeJager, second Drews to approve the agenda as printed. Carried unanimously.

ROLL CALL

Present: Derek Drews, Sue VandeBerg, Jill Vanderkin, Nancy Vanderkin, Cassandra VerHage, Gary DeJager, Mayor Bishop, Attorney Vande Zande

Staff Present: Administrator Schlieve, Assistant City Administrator Langenfeld

PERSONS WISHING TO ADDRESS THE COMMUNITY DEVELOPMENT AUTHORITY

None present.

FUTURE MEETINGS AND GATHERING INVOLVING THE COMMUNITY DEVELOPMENT AUTHORITY

The Waupun Business Alliance is a newly formed entity that will be the voice of Waupun businesses. The Alliance results from work between the Waupun Chamber Board and Envision Greater Fond du Lac to form a collaborative partnership. The Business Alliance has a new location (10 W Main St) and an array of new support services and programming that will benefit businesses. The organization is hosting listening session and a ribbon cutting as follows:

1. Q&A on Thursday, November 17, at 5:30 p.m. at the Brittain House.
2. Q&A on Tuesday, November 29, at 8 a.m. at 10 W Main St.
3. Ribbon Cutting and Grand Opening on Friday, December 2, 8 a.m. at 10 W Main Street.

CONSIDERATION – ACTION

Motion DeJager, Second Drews to approve the consent agenda as printed, including minutes from July 19, 2022 CDA meeting, and financials for July, August, September and October of 2022. Carried unanimously.

Group discussed the 2023 CDA Grant program guidelines. It is the staff recommendation that we review eligibility requirements but that we leave the program unchanged for 2023. Staff noted that the TID expenditure period that funds CDA ends in 2027. Staff further recommends that the committee evaluate program and funding options to begin evolving the program in 2024 with the goal of promoting sustainability of downtown improvement efforts. Consensus from the group to support staff recommendations.

Staff presented the 2023 CDA budget. Estimated carryover from unfinished 2022 projects is roughly \$41K. TID 3 revenue is projected to decrease due to a drop in the City's mill rate and the unlikelihood that commercial properties will gain value at a rate equal to residential. Increment generated is projected to be \$130 (down from \$170K in 2022). Planned expenditures in 2023 include:

- \$15K in wages
- \$33K debt service
- \$1K audit
- Carry over payout – assume all will be paid out
- Façade improvement program (\$40K – which would provide 8 grants of \$5K each)
- Targeted investment /streetscaping – nearly \$54k – designated for grant match.

Motion DeJager, second Verhage to approve the budget as presented. Carried unanimously.

Administrator Schlieve reviewed outstanding applications. Work on projects for ABB+J Inv., AP Solutions, Main Street Bistro & Bakery, and Southern rust Free Parts is advancing slower than planned due to supply chain problems. Both business owners are running into significant cost overruns. Staff recommends payout of the applications based on significant work completed to support cash flow of the projects to completion. After some discussion, motion Drews, second J. Vanderkin to approve early payout of the applications with paid receipts. Carried unanimously.

Open Space Improvements funded in support of the CDI grant with Stone & Suede are nearing completion and will close at the end of the year with funds expended.

The owner of Weaving It Up To You identified that the work from her original proposal was guaranteed for only one year and has communicated that she is seeking a longer-term solution. She is also working to overcome challenges with the neighboring property owner to allow contractors on her roof to make needed repairs. Schlieve indicates that we will most likely seek an extension on this application into Spring of 2023.

B&B Plumbing was inspected and granted occupancy this week. The grant application will be paid out on schedule.

The City is working to pursue a pilot Grant through WEDC. The Vibrant Spaces Grant is a 50% matching grant that will fund projects up to \$50,000. The target project for the grant is the green space located to the east and west of Stone & Suede. The purpose of the grant is to help communities activate spaces in their downtowns to improve foot traffic. We must be able to demonstrate how the area would be activated with programming. Concepts created for the green spaces on either side of Stone & Suede were reviewed. The application is due January 31, 2023. We will need letters of support from various groups showing collaboration. Grant process will be competitive. If this application is not awarded, the City has identified a WI-DNR grant that may provide some funding opportunity. The City's outdoor recreation plan expires in 2022 and will need to be updated and adopted by the council before an application can be submitted to the WI-DNR grant program. The group discussed priorities for the grant, naming a public restroom and an area for food trucks as main priorities to focus on.

Administrator Schlieve provided an update, noting that the City has hired Casey Langenfeld as the Assistant City Administrator/Director of Finance. Langenfeld comes to the City from New Holstein where she was the City Administrator/Clerk-Treasurer.

The City continues to see a lot of interest for businesses looking to locate in Downtown Waupun but that quality space is a barrier. A number of properties have recently vacated and/or listed for sale and staff is working to fill those spaces. The Main Street Bounceback program that provides \$10K per vacant space expires at the end of the year. Staff is currently working on trying to secure a brewery/restaurant in the community, which would be consistent with the findings of the market analysis plan.

Work continues to daycare expansion with a strong emphasis on an employer-engaged model.

Facilities advisory committee will be meeting on Nov 17, 2022 to finalize site plan details for the new Senior Center. Schlieve notes that the new center will be completed in 2024. The City will be seeking to sell the current facility as soon as the new building can be occupied.

The BID recently approved their operating plan for 2023 with four objectives. The BID Board has set objectives to be a voice for the downtown Waupun Business Community, Support efforts to promote the downtown as a destination, beautification of the downtown, and work to attract, retain and expand the business mix in the downtown. The BID's façade improvement program remains unchanged for 2023.

Finally, Schlieve notes that work is underway on nominations for Main Street Awards. The last time the Community won this award it had significant impact on business attraction work. Nominations are due January 23, 2023.

Motion J. Vanderkin, second Verhage to adjourn the meeting. Carried unanimously. Meeting adjourned at 8:45 a.m.



MINUTES
CITY OF WAUPUN RECREATION & WELLNESS
BOARD MEETING
In-Person & Teleconference
Wednesday, July 13, 2022 at 4:30 PM

CALL TO ORDER

Meeting called to order at 4:30 p.m. by alternate Chairperson, Karen Gibbs.

ROLL CALL

Committee Members Present:

- Rohn Bishop, Mayor
- Karen Gibbs, Church Health Services
- Will Langford, City Council
- Scott Loudon, Waupun Police Department
- Terri Respalje, Waupun Food Pantry
- Linda Nickel, Citizen
- BJ DeMaa, Waupun Fire Department
- Dan Siebers, Waupun Common Council
- Sandy Buchholz, Citizen
- B.J. DeMaa, Waupun Fire Department

Committee Members Absent:

- Vacant, REACH Waupun
- Diane Posthuma (excused), Waupun Memorial Hospital
- Mike Matoushek (excused), City Council
- Steve Hill (excused), Waupun School District

Staff Present / Guests.....

- Rachel Kaminski, Waupun Senior Center
- Kathy Schlieve, Administrator
- Sarah Gradinjan, Fond du Lac County Public Health

PERSONS WISHING TO ADDRESS THE RECREATION & WELLNESS BOARD

None Present.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS

1. Approval of Agenda
Motion Siebers, second Langofrd to approve agenda as presented. Carried unanimously.
2. Minutes April 13, 2022 Recreation & Wellness Board Meeting
Motion Langord, second Respalje to approve minutes as presented. Carried unanimously.

PURPOSE OF RECREATION & WELLNESS BOARD

3. Update on Community Programming
Kaminski provided an update on summer park programming. Discussion on involvement of Jeni Maly to coordinate programming and partnership involvement. New this year was a summer kick-off event that had strong attendance. Discussed need for improved signage and communication for upcoming events. Other summer programming with strong attendance included Fishing tournament and bike rodeo.
4. Community Partner Updates

Roundtable discussion with updates from community partners. In general, there is a need to continue to message and promote volunteerism in the community. Food Pantry continues to see increase demand and usage with rising costs. City staff provided an update on new Senior Center grant work, which is in preliminary design phase. The City is looking to collaborate with organizations like REACH Waupun, the Food Pantry and possibly a daycare to host as tenants at the site. Public safety staff reported growing demand for public safety response with specific delays / service gaps noted with volunteer fire fighter and EMS response. The City was awarded two grants that will increase team readiness to serve in a backup ambulance capacity with basic EMT response.

Discussed possibility for other partners to join this conversation, including ministerial group as well as understanding ways that the City can work with United Way to achieve goals.

5. Plan for State of Waupun Meeting

Staff introduced subject but suggested that further work needs to put against what this could look like for the community. General input from the group that the greatest value of this committee comes through sharing by community partners. Future meetings should focus in the area of sharing to promote stronger collaboration amount community groups and duration of meeting should be 90 minutes. Meeting will switch to quarterly meetings instead of monthly as such.

ADVANCED PLANNING

5. Potential Agenda Items

7. Date of Next Scheduled Meeting – August 10, 2022 at 4:30pm

ADJOURNMENT

Motion Langford, second Siebers to adjourn meeting. Carried unanimously. Meeting adjourned at 5:43 p.m.



MINUTES
CITY OF WAUPUN BUSINESS IMPROVEMENT
DISTRICT MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, September 14, 2022 at 7:00 AM

CALL TO ORDER:

Called to order at 7:01 a.m. by Chairperson Bishop.

ROLL CALL:

Committee Members Present:

Krista Bishop
Gary DeJager
Rich Matravets
Mitch Greenfield
Teresa Ruch
Craig Much
Tyler Schulz
Jodi Mallas

Committee Members Absent:

Kate Bresser (excused)
Jonathan Leonard

Others Present:

Kathy Schlieve, Administrator

Motion Schulz, second Matravets to approve agenda as presented with adjusted financials handed out by the City Administrator for July and August. Carried 8-0.

CONSIDER APPROVAL OF THE FOLLOWING AGENDA ITEMS:

1. Approve July 13, 2022 BID Meeting Minutes
Motion Schulz, second Matravets to approve minutes as presented. Carried unanimously.
2. Approve July 2022 BID Financials
Motion Greenfield, second Ruch to approve July 2022 financials as presented. Carried unanimously.
Motion Schulz, second Matravets to approve August 2022 financials as presented. Carried unanimously.

PRIOR OUTSTANDING APPLICATIONS: (if expired, possible extension or cancellation)

3. Review Outstanding Applications: Administrator Schlieve provides a list of outstanding applications in various stages of development, noting that there are no action items at this time. At least one project is examining an alternative improvement and is experiencing delays due to availability/response of contractors.

NEW APPLICATIONS FOR REVIEW AND CONSIDERATION:

4. Grant Application 426 E Main Street - C.Verhage Photography
Administrator Schlieve provides an overview of the project for C. Verhage Photography to add graphics to beautify the back of her building. Schulz motion, second Mallas to approve a matching grant application in the amount not to exceed \$530 as presented. Carried unanimously.

DISCUSSION ITEMS:

5. UW Extension USDA Grant to Support Strategic Plan for Community Development
Administrator Schlieve provides an overview of a grant obtained through the UW Extension to support strategic planning for community development. Schlieve notes that we are requesting support to help with green space design through this project. Volunteers to help with grant planning include: Krista Bishop, Craig Much, Jodi Mallas, and outreach will be done to try to recruit Brooke Straks. Targeting kick off meeting late September/early October.

6. Administrator Update
Administrator Schlieve notes that the city is struggling with staffing changes. On the economic development front, TID 9 creation is nearing completion later this month, which will support industrial and residential development. Schlieve also notes that we are seeking space in the downtown for restaurant and retail prospects.

ADVANCED PLANNING:

ADJOURNMENT

Motion Schulz, second Much to adjourn. Carried unanimously. Meeting adjourned at 7:40 a.m.



MINUTES
CITY OF WAUPUN ECONOMIC DEVELOPMENT
COMMITTEE
 Waupun City Hall – 201 E. Main Street, Waupun WI
 Tuesday, September 27, 2022 at 4:30 PM

CALL TO ORDER

Meeting called to order at 4:31 p.m. by Chairperson Pete Kaczmariski.

ROLL CALL

Name	Role	Attendance
Pete Kaczmariski	Council Member, Chairperson	Present
Dan Siebers	Council Member	Present
Jason Westphal	Council Member	Present
Rohn Bishop	Mayor, Member	Present
Steve Brooks	Waupun Utilities, Member	Present
Vacant	Envision Greater FDL, Member	Vacant / Absent
Dan Vande Zande	City Attorney, Ex officio (non-voting)	Present
Kathy Schlieve	City Administrator, Ex officio (non-voting)	Present
Jeff Daane	Direct of DPW, Ex officio (non-voting)	Present

PUBLIC COMMENT --State name, address, and subject of comments. (2 Minutes)

CONSIDERATION – ACTION

Motion Westphal, second Siebers to approve minutes from July 26, 2022 Minutes Open Session. Carried unanimously.

Motion Siebers, second Westphal to approve minutes July 26, 2022 Economic Development Committee Minutes Closed Session. Carried unanimously.

ADJOURN TO CLOSED SESSION

Motion Siebers, second Westphal to adjourn in 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 for land negotiations in TID 7 Heritage Ridge. Carried unanimously.

RECONVENE TO OPEN SESSION

Motion Siebers, second Westphal for the Economic Development Committee will reconvene in open session under Section 19.85(2) of the WI Statutes. Carried unanimously.

No action from closed session.

Motion Westphal, second Siebers to adjourn meeting. Carried unanimously. Meeting adjourned at 5:43 p.m.



MINUTES
CITY OF WAUPUN BOARD OF PUBLIC WORKS AND
FACILITIES COMMITTEE
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, December 13, 2022 at 4:30 PM

CALL TO ORDER

Chairman Peter Kaczmarski called the meeting to order at 4:32 pm

ROLL CALL

Mayoral Appointment to Board of Public Works – Andrew Sullivan

Roll call was taken:

Alderspersons: Peter Kaczmarski, Mike Matoushek, Will Langford

Citizens: Dave Rens, Andrew Sullivan

Ex-officio: Mayor Rohn Bishop, DPW Director Jeff Daane, City Administrator Kathy Schlieve

Guest: Jason Whitford

Members excused: Gregg Zonnefeld, Dale Heeringa

PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS—

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

FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS

Next meeting will be January 10, 2023 at 4:30 pm

CONSIDERATION - ACTION

1. Approve Minutes of the November 9, 2022 meeting.
Minutes of the November 9, 2022 meeting were presented. Motion (Matoushek/Rens) to approve the minutes as presented. **MOTION CARRIED (5-0)**

2. Madison St. Parking ordinance updates. Chairman Kaczmarski asked the Board if anyone else wanted to Chair this portion of the agenda as he is one of the homeowners requesting changes to the proposed ordinance. No Board members thought this was an issue, but did ask that Chairman Kaczmarski abstain from voting on this agenda item.

DPW Director Daane reviewed the ordinance changes and explained the additional No Parking regulations that have been added per MUTCD Standards and State Engineering reviews. He also shared there were some concerns from property owners about the changes. Pete shared his concerns as well as his neighbors. Motion (Matoushek/Rens) to recommend approval of the two parking ordinances to the Common Council. **MOTION CARRIED (4-0-1) Kaczmarski abstain**

3. 5 year street plan
DPW Director Daane presented the 2023-2027 Street Plan. He explained that in order to receive most grant funding the streets have to be part of an approved street plan. This is fluid plan and may change if needs arise. Motion (Matoushek/Langford) to approve the 5 year street plan as presented. **MOTION CARRIED (5-0)**

ADJOURNMENT

Motion (Matoushek/Langford) to adjourn the meeting of the BPW at 5:16 PM. **MOTION CARRID (5-0)**

Minutes prepared by Trista Steinbach

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, January 9, 2023**

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

Commissioners Heeringa, Homan, Kaczmariski, Thurmer, and Westphal were present. Commissioner Daane absent.

Commission President Heeringa began the meeting by addressing the passing of Commissioner Nancy Vanderkin and reminiscing about the impact that Nancy had on his life and others in our community. General Manager Brooks spoke of the commemoration that took place at her funeral service. All in attendance agreed that the service was a wonderful celebration of Nancy's life. Those who wished to speak shared a story or two of a memory they have of Nancy. Nancy Vanderkin will be missed and we are thankful for all she did for our community and our commission.

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve minutes from November 14, 2022 meeting.

Motion by Westphal, seconded by Thurmer and unanimously carried, bills for months of November and December 2022 approved as presented.

On motion by Kaczmariski, seconded by Westphal and unanimously carried, year-to-date financial reports through November 2022 approved as presented. Electric operating income was \$409,300 or \$214,600 above budget from lower operating costs. Water operating income was \$700,700 or \$172,000 above budget from lower than budgeted operating expenses, primarily due to fewer distribution main breaks than budgeted. Sewer operating income was \$335,800 or \$226,700 above budget due to lower laboratory and maintenance related costs at the WWTF.

General Manager Brooks reported on current projects the electric crew have been working to complete. Plans were in place and staff on stand-by during the winter storm emergency that occurred Dec 21-24, however no outages occurred in result of storm. Waupun Utilities' stand-by generator was called online for approximately three hours due to a winter weather event that occurred on December 23 within the Midcontinent Independent System Operator (MISO) region to help during a time of a natural gas line pipeline failure that affected North and Central sub-regions.

Treatment Facilities and Operations Superintendent Schramm reported on operations at Water and Wastewater Treatment Facilities and current projects of Distribution/Collection crew. ABNR construction progress is at 90% completion mark, with mostly electrical work being completed. Treatment facilities staff is preparing to start testing various system processes. System process testing projected for completion in July 2023. Projected date for ABNR system to be in full operation is September 2023. Slide presentation shown of recap of ABNR construction progress from 2022.

Commission President Heeringa acknowledged Daniel Siebers, Alderman District 5, present as visitor.

Discussion held regarding no longer having printed commission packets and going solely electronic. General Manager Brooks said the utility would provide an electronic device for commissioners that do not currently have a device and could create a separate commission email address. No formal decision reached on the topic and will be revisited a later date.

Motion by Westphal, seconded by Kaczmariski, to adjourn in closed session under Section 19.85 (1) (c) of the WI Statutes to review and approve new job description and position. Motion carried unanimously.

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

On motion by Homan, seconded by Westphal and unanimously carried, meeting adjourned at 6:24 p.m.

The next regular commission meeting is scheduled on February 13, 2023, at 4:00 p.m.

Jen Benson
Office & Customer Service Supervisor



A G E N D A
CITY OF WAUPUN COMMON COUNCIL
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, January 10, 2023 at 6:00 PM

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE FOLLOWED BY A MOMENT OF SILENT MEDITATION

Pledge of Allegiance is heard, followed by a moment of silence. Mayor requests, during the moment of silence, take a moment in reflection of Alderman Nancy Vanderkin.

ROLL CALL

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

Council Virtual: None

Council Absent/Excused: None

Management in-person: Attorney VandeZande, Administrator Schlieve, Director of Public Works Daane, , Deputy Police Chief Rasch, Fire Chief Demaa, Library Director Jaeger, Finance Director Langenfeld, Utility Finance Director Stanek

Management virtually: City Clerk/Treasurer Hull, General Utility Manager Brooks

Management absent and excused: Police Chief Loudon, Recreation Director Kaminski

Media present: Ken Thomas of the Daily Citizen

Audience in-person: Jaedon Buchholz, Carly Crook, Jason Whitford, Jon Venhuizen

Audience virtually: Allison Neumann

PERSONS WISHING TO ADDRESS COUNCIL

1. Jon Venhuizen, Fond Du Lac County Supervisor

Fond du Lac County Supervisor Venhuizen provides an update on county proceedings.
Jason Whitford request Council review the buy local

RESOLUTIONS AND ORDINANCES:

2. Resolution Authorizing Application for a Vibrant Spaces Grant Through the WI Economic Development Corporation

CDA and BID Boards have identified an opportunity to pursue grant funding through WEDC's pilot downtown vibrant spaces grant which supports improvements to public spaces to increase the vibrancies of Central Business Districts.

Motion Siebers, second Matoushek to approve Resolution 01-10-23-01 Authorizing Application for a Vibrant Spaces Grant through the Wisconsin Economic Development Corporation. Motion carried 5-0 on roll call.

3. Ordinance to amend Ch.6.05 entitled Traffic Code-Parking Limits

Motion Matoushek, second Westphal to accept the second reading and adopt Ordinance #23-01 to amend Chapter 6.05 entitled Traffic Code –Parking Limits. Motion carried 4-1 on roll call with Kaczmarek voting Nay.

CONSIDERATION - ACTION

4. Notice to Residents to serve the remaining unexpired term of the Aldermanic District 6 seat

Options are heard for the appointment of the District 6 vacant seat.

Motion Matoushek, second Westphal to authorize City Clerk Hull to publish notice and accept application from candidates who wish to serve for the remaining unexpired term of the Aldermanic District 6 seat. Application shall be due no later than Tuesday, February 7, 2023 by 4:00pm, for Council consideration and appointment at the February 14, 2023 Common Council meeting. Motion carried 5-0 on roll call.

5. PILOT Payment Settlement and 2023 Revenue Impacts

The drop in the mill rate for 2023 was offset by a significant increase in the valuation of residential properties in 2022. Commercial property values did not increase at a similar rate. This resulted with an overpayment of the PILOT paid by Waupun Utilities for 2022, which we are refunding. PILOT payments with Utilities have been decreasing and we would expect 2023 to be less than forecasted. We wanted to call this to your attention as this trend is placing additional pressure on general fund operations as revenues drop.

CONSENT AGENDA

Motion Siebers, second Matoushek to accept the consent agenda and authorize the City Clerk to release future expenditures. Motion carried 5-0 on roll call.

At 6:38pm, Council takes a recess.

At 7:00pm, Council resumes.

PUBLIC LISTENING SESSION

21. ARPA Listening Sessions

Several members of the public attended the listening session in which they identify possible use of ARPA dollars. Discussions of the use of these funds will continue in future meetings.

ADJOURNMENT

At 8:10pm, Motion Matoushek, second Langford to call the meeting adjourned. Motion carried 5-0.

**Minutes of the Waupun Public Library Board Meeting
Wednesday, January 18, 2023**

The Waupun Public Library Board was called to order by Bev Martens, President, at 4:30 p.m. on Wednesday, January 18, 2023. Present were, Gehl, Siebers, Schultz, Sullivan, Garcia, and Jaeger. Rohrer present per Zoom. Hintze absent.

ARTICLE I: Motion by Sullivan, supported by Schultz, to accept the minutes of December 21, 2022 meeting as written. Motion carried.

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 129,326 items through the end of December.
- b. Visits up 69.5% YTD.

ARTICLE IV: 2022 budget was reviewed.

ARTICLE V:

- a. Motion by Siebers, supported by Gehl, to pay the remaining December bills from 2022 and January 2023 bills. Motion carried 6-0 on roll call.

ARTICLE VI: No committee reports.

ARTICLE VII: Librarians' Report.

- a. 2023 adult programming schedule full with a program planned every month starting in February.

*February 21 @ 6:30: Carol Shirk, Dodge County Master Gardener/Succulents

*2nd Tuesday of every month @ 6:00: optional in-person craft hour for adults. The craft will also be available as a take-home. February 14 @ 6:00 crafters can create a Valentine gnome.

- b. After several requests to add Hoopla, a streaming movie/TV series/CD/audiobook/ebook service, it will be added to the library resources. It will require another service to be dropped. Pam is communicating with Hoopla and efforts will be made to begin this service as soon as possible. Usage will be evaluated to determine amount of services provided.

- c. The yearly State Annual Report for public libraries will be opening soon on the DPI website.

- d. Tami Lont, Youth Librarian, attended the South East Wisconsin Youth Services Programming Workshop. She found the workshop very informative and is sharing ideas with others.

e. After years of service on the Monarch Library System's Circulation Committee, Pam is stepping down in 2023. Bret will remain on the Governance Committee for another year. Both started their committee duties shortly after Monarch Library System was created in 2017.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business: The Collection Development Policy, last revised in 2016, was reviewed with no changes required.

ARTICLE IX: Motion by Siebers, supported by Sullivan, to adjourn at 4:51 p.m. Motion carried.

*Next tentative meeting: Wednesday, February 15, 2023 at 4:30 p.m.

SANDRA ROHRER Secretary
SR/bkj



MINUTES
CITY OF WAUPUN COMMITTEE OF THE WHOLE
Waupun Safety Building - Lower Level (16 E. Main
Street, Waupun)
Tuesday, January 31, 2023 at 5:00 PM

CALL TO ORDER

Mayor Bishop called the meeting to order at 5:04pm.

ROLL CALL

Council: Mayor Bishop, Alderman Westphal, Alderman Kaczmarek, Alderman Langford, Alderman Matoushek, Alderman Siebers

Council Absent/Excused: None

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

Management absent and excused: Library Director Jaeger, Utility Finance Director Stanek

Media present: None

Audience: Jason Whitford, Jaedon Buchholz

DISCUSSION ITEMS

1. Public Safety Planning Needs

Discussion was heard on the need for emergency services/public safety. Fire Safety provides the rising call volume and the struggle to attract paid-volunteers. Police Department struggles to attract candidates.

Matoushek excused at 5:30pm.

2. ARPA Workshop

Council provided categories/departments of priority: Public Safety, Public Works, Utilities, Child Care and Parks and Sports. Conversations will continue at future meetings.

ADJOURNMENT

Motion Siebers, second Westphal to call the meeting adjourned at 7:32pm. Motion carried 4-0.

Waupun Police Department Update –January Report

Training – FDL County In-Service

Events/Reports –

Defense and Arrest Tactic/Work out room added

Lock Downs Drills – MVP, RRIS, JR/SR High

New Squads In and will be installed in Feb

Officer Graham selected as PSLO and will transfer to that position in April.

Community Corrections Relation Board

Staffing/Hiring process – Three positions off the schedule. We need to hire one, we have one in field training, and have one out on FMLA set to return in May. We have three applicants left in the hiring process which will be complete in February.

Community Events – MLK Day speech at FDL Legislative Chambers

Briefs:

Calls for Service: 1,018

Traffic Stops: 145

Arrests: 16

On 1/01/23 at approximately 2:47pm, police responded to a business on Gateway Dr for a report of an intoxicated subject refusing to leave the premises. A 64 year old man was removed from the business and transported to a local hotel.

On 1/02/23 at approximately 12:46pm, police conducted a traffic stop on E Main St at Young St. A 47 year old woman was taken into custody for Possession w/the Intent to Deliver THC. The woman was transported to the Dodge County Jail.

On 1/03/23 at approximately 5:04pm, police responded to Waupun Memorial Hospital for a welfare check. A 19 year old man was placed into protective custody and later transported to a mental health facility.

On 1/03/23 at approximately 9:48pm, police responded to a residence on S Harris Ave for a report of a suicidal subject. A 28 year old man was placed into protective custody and later transported to a mental health facility.

On 1/05/23 at approximately 1:07pm, police responded to a residence on W Lincoln St for a warrant pickup. A 52 year old man was taken into custody for a Fond du Lac County Failure to Pay warrant. The man posted bond and was released.

On 1/06/23 at approximately 3:48pm, police responded to a threats complaint that occurred at a residence on Brandon St. Police learned a 64 year old man had threatened another man at gun point. The 64 year old man was taken into custody for the following charges; Recklessly Endangering Safety by use of a Dangerous Weapon, False Imprisonment, Disorderly Conduct, and Resisting/Obstructing an Officer. The man was transported to the Fond du Lac County Jail.

On 1/06/23 at approximately 4:22pm, police responded to a business on Gateway Dr for a report of a disorderly patron. A 59 year old man was cited for Disorderly Conduct and removed from the business.

On 1/06/23 at approximately 8:31pm, police responded to a business on Shaler Dr for a warrant pickup. A 40 year old man was taken into custody for a Fond du Lac County Failure to Pay warrant. The man posted bond and was released.

On 1/10/23 at approximately 3:33pm, police responded to a residence on Rock River Ave for a report of a court order violation. A 26 year old man was taken into custody for Intimidating a Victim, 2 counts of Felony Bail Jumping, 2 counts of Misdemeanor Bail Jumping, and Disorderly Conduct Domestic Related. The man was transported to the Fond du Lac County Jail.

On 1/12/23 at approximately 3:13pm, police responded to a business on Shaler Dr for a report of a stranded subject. Police made contact with a 65 year old man who had been stranded by the people he was riding with. The man was taken into custody for an arrest warrant out of Jefferson County. The man was turned over to the Jefferson County Sheriff's Office.

On 1/13/23 at approximately 1:33pm, police responded to a residence on E Lincoln St for a warrant pickup. An 87 year old man was taken into custody on 2 arrest warrants through Dodge County. The man was turned over to the Dodge County Sheriff's Office.

On 1/15/23 at approximately 3:50am, police conducted a welfare check in the 400 block of E Main St. Police observed a vehicle running and a subject inside either sleeping or passed out. Police made contact with a 31 year old man and administered field sobriety tests. The man was taken into custody for Operating While Intoxicated 3rd Offense. The man was later released to a responsible party.

On 1/17/23 at approximately 10:11pm, police located a subject lying in the roadway on E Franklin St and N Madison St. A 29 year old woman was placed into protective custody and later transported to a Detox facility. The woman was also cited for Disorderly Conduct.

On 1/20/23 at approximately 4:10am, police responded to a residence on Brandon St for a report of a physical disturbance. A 39 year old man was taken into custody for Domestic Battery and Disorderly Conduct charges and he was transported to the Fond du Lac County Jail. Charges of Domestic Battery and Disorderly Conduct are also being referred to the Fond du Lac County DA's Office against a 47 year old woman.

On 1/21/23 at approximately 1:10pm, police responded to a residence on Beaver Dam St for a report of a disturbance. A 30 year old man was taken into custody for a Probation and Parole Order to Detain. The man was transported to the Dodge County Jail.

On 1/21/23 at approximately 6:31pm, police responded to a residence on E Main St for check welfare complaint and possible overdose. A Human Services Safety Plan was put in place with a 29 year old woman.

On 1/22/23 at approximately 3:19pm, police responded to a residence on W Franklin St for a report of a disturbance. A 19 year old man was taken into custody for Domestic Criminal Damage to Property and Disorderly Conduct charges. The man was transported to the Fond du Lac County Jail.

On 1/25/23 at approximately 7:25pm, police responded to a residence on Fond du Lac St for a report of a possible suicidal subject. Police made contact with a 40 year old woman and a safety plan was put in place with Fond du Lac County Crisis.

On 1/26/23 at approximately 3:36am, police assisted the Fond du Lac Police Department in locating and arresting 2 subjects involved in a shoplifting incident in the city of Fond du Lac. Police responded to a residence on W Franklin St and took a 26 year old man into custody on a Probation and Parole warrant and for the shoplifting charge. Police also responded to a residence on Fox Lake Rd and took a 24 year

old man into custody for the shoplifting charge. Both men were transported to the Fond du Lac County Jail.

On 1/27/23 at approximately 1:31pm, police responded to a residence on W Brown St for possible overdose. A juvenile was transported to a local medical facility and Dodge County Crisis was contacted for their assistance with a voluntary commitment.



Waupun Police Department Total Call Report



From: January 01, 2023 To: January 31, 2023

Agency	Incident Type	Total Incidents	WP	DRUGS/NARCOTICS	5
WP	911 CHECK	57		EXTRA PATROL	114
	911 MISDIAL	2		FOLLOW UP	48
	ABANDONED VEHICLE	1		FOOT PATROL	8
	ACCIDENT	8		FOUND ANIMAL	3
	ACCIDENT W/BLOCKAGE	1		FOUND PROPERTY	6
	ACCIDENT W/INJURY	1		FRAUD COMPLAINT	2
	AMBULANCE	57		FUNERAL ESCORT	7
	ANIMAL ABUSE	1		GAS DRIVE OFF	2
	ANIMAL BITE	1		HARASSMENT	2
	ANIMAL COMPLAINT	5		HIT AND RUN	1
	ASSIST AGENCY	14		HOUSE WATCH REQUEST	4
	ASSIST CITIZEN	32		INFORMATION TO DOCUMENT	7
	ASSIST MOTORIST	3		INTOXICATED DRIVER	1
	ATTEMPT TO LOCATE	2		INTOXICATED SUBJECT	4
	AUTO THEFT	2		INTRUSION ALARM	4
	BUILDING CHECK	42		JUVENILE PROBLEM	6
	CHECK WELFARE	35		LOST ANIMAL LOCATED	1
	CHILD ABUSE/NEGLECT	1		LOST PROPERTY	1
	CHILD CUSTODY	1		MISSING ADULT	2
	CIVIL PROBLEM	3		NEIGHBOR DISPUTE	1
COURT ORDER VIOLATION	1		NEIGHBORHOOD POLICING	1	
DEPARTMENT K9 DOG	4		NOISE COMPLAINT	1	
DIRECTED AREA PATROL	236		NOTIFY MED EXAMINER	3	
DISABLED VEHICLE	1		OFFICER STANDBY	8	
DISORDERLY CONDUCT	4		OPEN DOOR	2	
DOMESTIC	7		ORDINANCE VIOLATION	12	



Waupun Police Department Total Call Report



From: January 01, 2023 To: January 31, 2023

WP	PARKING ENFORCEMENT	25
	PATROL ASSIST FIRE	7
	PORNOGRAPHY	1
	PRISONER TRANSPORT	1
	RECKLESS DRIVER	5
	REPOSSESSION	6
	RUNAWAY	4
	SCAM COMPLAINT	1
	SEXUAL ASSAULT	1
	SPECIAL ASSIGNMENT	16
	SUBJECT STOP	2
	SUBJECT WITH A WEAPON	1
	SUBJECT WITH GUN	1
	SUSPICIOUS ACTIVITY	13
	SUSPICIOUS VEHICLE	22
	TAVERN CHECK	4
	THEFT	9
	THREATS COMPLAINT	5
	TRAFFIC PROBLEM	2
	TRAFFIC STOP	153
	TRESPASSING	2
	VANDALISM	4
	VEHICLE LOCKOUT	1
	WARRANT	1
	WARRANT OTHER AGENCY	5
	Total	1070
Total		1070



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 1, 2023
 To: Mayor, Council, City Administrator, and PFC
 From: Fire Chief, B.J. DeMaa
 Re: January report

Fire Calls:

There were twelve (12) fire & rescue calls in the month of January for a total of twelve (12) year-to-date. EMRs ran a total of forty-eight (48) medical calls in the month of January for a total of forty-eight (48) year-to-date.

Average Fire Personnel Response (excluding mutual aid & shift calls):		
	Avg # of Responders	% of Total Department
4A – 8P	9.0	33%
8P – 4A	9.0	33%

* Current roster is 27 members.

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

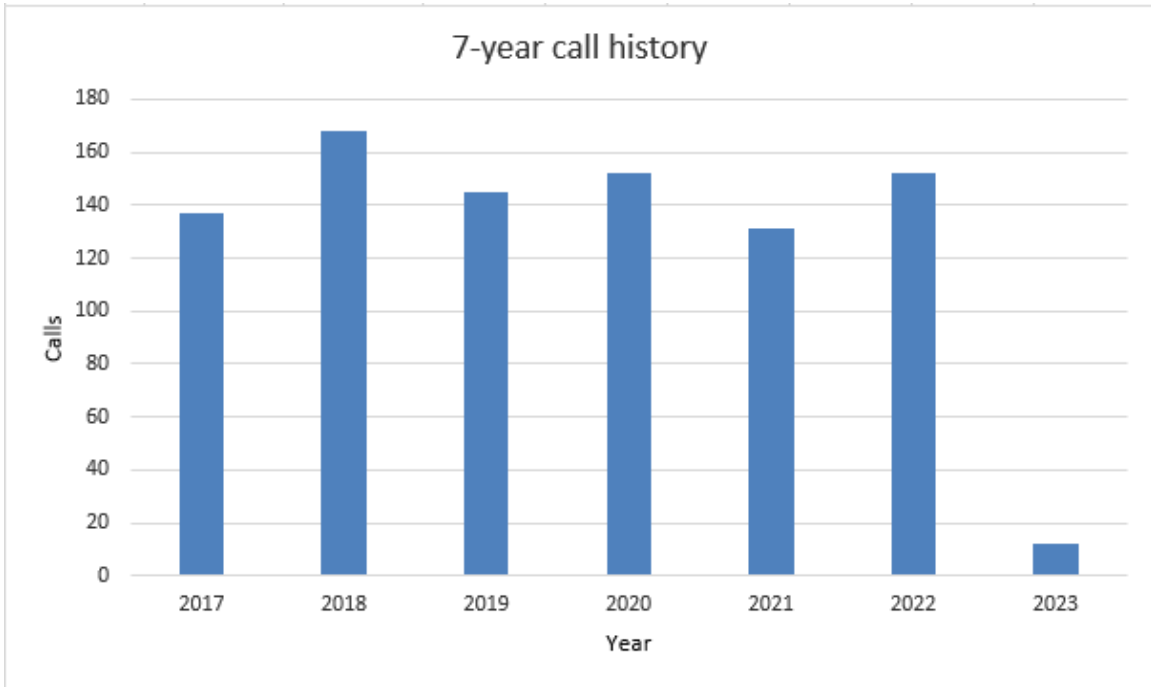
RED = below recommended industry best practices

GREEN = meets industry best practices

Average Fire Personnel Response (excluding mutual aid & shift calls) YTD:												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
4A – 8P	9.0											
8P – 4A	9.0											

Notes:

- 2 mutual aid calls for the month (1 to Ripon, 1 to Brandon)
- Staffing:
 - o Firefighters: 27 (can go up to 33)
 - o EMRs: 10 (can go up to 15)
- Response numbers suggest staffing is a 24/7 issue.



EMR Call Summary:

Emergency Medical Responder Calls YTD:												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
48												48

Notes:

- **Total calls EMRs first on scene – 14 (29%)**
- **Avg. arrival time before contracted service – 2.23 minutes (does not include mutual aid calls)**
- **Mutual aid requests by Lifestar – 0**
- **Calls covered by Fire Chief/Assistant Fire Chief during work day – 2 (4%)**
- **Calls covered by other EMRS w/ daytime availability – 12 (25%)**
- **Shift calls – 28 (52%)**
- **Calls not covered by EMRs for the month – 0**

2023 Fire Department Strategic Initiatives Update:

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

#2 – Complete staffing study for fire and EMR to form recommendations for sustainable emergency response model:	
Work with contractor on study	Finalizing scope of work proposal

#3 – Command Staff restructuring to balance call response and workload:	
Work with existing staff on structure	
Post vacancies	
Fill vacancies and train	

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

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

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

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

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

LIBRARY	MONTHLY REPORT TO COMMON COUNCIL February 2023
Subject	Summary
Statistics	Through the end of January, the library circulated/downloaded/loaned 11,906 items, and 4,034 people walked through our doors.
Universal Classes	After several years of providing the Gale Courses online database of classes for the public, our Monarch Library System is dropping that database in favor of Universal Classes. Universal Classes is less expensive. We are still in the early stages of setting this up.
Hoopla	We will soon be offering Hoopla to enhance the access to eBooks, eAudiobooks, magazines, music and movies. Hoopla can connect everywhere you have a screen – computer, phone, car, even your smart TV. Also in the early stages of setting it up.
Valentine's Day Take & Make	The adult craft for February is a Valentine-themed Sock Gnome. Not only is this a Take & Make on February 14 th , but residents can stop by from 6 – 7 pm that night to make their sock gnomes in a social setting with other residents.
State Annual Report	Like all public libraries around the state, we have been working on our Annual State Public Library Report. The Library Board will be reviewing this document at their February 15 meeting.

RECREATION DEPARTMENT	MONTHLY REPORT TO COMMON COUNCIL FEBRUARY 14, 2023	
Activity/Project	Status	Notes/Other
Senior Center Attendance – January	924 participants	Open 21 days. Did not have fitness classes January 9-13
Senior Center Rentals – January	0 rentals	
Senior Center Meals – January	142 curbside 334 mobile	Met with ADRC of Fond du Lac County nutrition program coordinators to evaluate meal program and resume on-site dining and volunteer duties
Senior Center Special Activities/Events – January	January 17 – Mayor Bishop Talk January 24 – Dementia Friendly Presentation and Simulation January 26 – Dementia Care Specialist monthly office hours and memory screens January 27 – Buddy Bingo	ARPA Listening Session 7 individuals completed the training Will repeat on the 4 th Thursday of every month 3 rd Grade students did not attend due to weather. Will try again in February and March
Upcoming Senior Center Special Activities/Events	WASD Student Council Buddy Activity - TBD Pickleball Tournament & Learn to Play Clinic– March 11	

DATE: February 14, 2023			
Project	Status		Other
MS4 Report	Staff has been putting together all of the needed information for the annual report. This will be on next month's meeting for approval before submitting to the DNR		
Wilson Dr. and Shaler Dr. extension project is out for bid	We have been waiting on the soil boring to be completed. This has been pushed back numerous times. So we released the project to bid and will add an addendum to the bid once we get the report		
ARPA Projects	Working on gathering updated project estimates		
New Senior Center Grant	We continue to have meetings with Cedar Corp. and staff. The plans are to have a project to bid April/May time period with construction to start in June.		
WisDOT Signals and ITS Standalone Program Grant	This grant if awarded would pay for 90% of the total cabinet replacement at Main and Madison, Main and Watertown, Main and Gateway. All three of these locations have older cabinets that should be replaced. The total cost is about \$80,000 and if awarded the grant the City would pay about \$8,000.		
MSA is working on a UNPS planning grant for storm water	If awarded this grant would help us define more accurate locations for future storm water ponds and update our 2017 master plan		
Winter weather season	We had the police department contact owners of vehicles that have been in lots for a few storms to have them moved. We also had numerous sidewalk complaints for not shoveling. Those were sent to our contractor to complete.		
Staff projects	Picnic table repairs, Burned the brush pile, cleaning up facility key boxes, moved shelving at Safety building and move mats into that room for training, equipment repairs, ordering supplies for summer projects		

DSPS random inspection	They came through our facilities on February 1 st . They looked at some of our policies and procedures. Both the City and Utilities did very well. They found a few small issues that we are working on updating and a few policies we are updating		
------------------------	--	--	--



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: February 13, 2023
SUBJECT: General Manager Report

Electric Department Update:

Power Outage

- On February 7, 2023 at 6:55 a.m. a meter in the 200 Block of Monroe St. reported the loss of utility power. After troubleshooting the outage the crew found a bad service connector and several damaged areas in the service conductor. New service conductor was installed and power restored at 8:00 a.m.

Line Clearance

- Concluded line clearance on Comtech 1 Feeder
- Tree removals on W. Main St. and County Park Rd.

Annual Equipment Testing

- Completed the annual testing of hot line tools and protective grounds

Electric Service Work

- Removal of service at N11456 Hwy. 26 for house move
- Installed temp service to 1804/1806 Shaler Dr. (All-Phase HVAC LLC and indoor softball/baseball training facility)
- Installed service at 1017 Tanager St.
- Completed Monthly Sub Station Inspections
- Installed and energized service at 417 E. Main St. (Stone and Suede)

General Manager Update:

EV-Friendly Time-of-Use Rate

- The Wisconsin Public Service Commission voted to approve Waunakee Utilities' proposed optional, residential, three tier time-of-use (Rg-3) rate. While the new rate will be available for all Waunakee residential customers, the offering should hold particular appeal for electric vehicle users. The Rg-3 rate was designed with an on-peak window of just four hours – much shorter than the 12-hour period typical in two-tier TOU rates. In addition, the Rg,3 off-peak period is more deeply discounted. We expect that these elements will make the rate more RV-friendly for many who use level-two home chargers.

WPPI Member Utility Survey

- WPPI member utilities have again earned top honors in a customer satisfaction survey from E Source, the utility industry's leading data authority. Together, the WPPI membership received top marks in the 2022 study and outranked larger utilities in the region. Survey participants ranked WPPI member utilities an 8.5 out of 10. The average for all utilities across the nation in 2022 was 7.3.
- WPPI members earned the highest scores in four of the survey's eight customer satisfaction categories, including: Providing reliable energy, offering a variety of rate options, programs and services, playing an active role in the community, and trustworthiness.

Staff Update

- Todd Flegner informed management of his plans to retire June 1, 2023. Todd started with Waupun Utilities March 1, 1995 and has worked as a Journeyman Line Technician since. Waupun Utilities will lose a very dedicated and experienced line worker. If you see Todd, please congratulate him on his retirement.
- Owen VandeKolk accepted the new role within our utility as Assistant Electric Superintendent on January 23, 2023. I look forward to working with Owen in his new role.
- Waupun Utilities is accepting applications for employment for the position of Line Technician – Journey Level. We are looking to fill the position as soon as possible.

Department of Safety and Professional Services

- Department of Safety and Professional Services (DSPS) inspectors audited WU February 1, 2023. The inspectors reviewed all training policies and training records, then following with inspections of main shop building, Water Treatment Facility and Well #2. After the audit was completed, the Occupational Safety Inspector followed up with a list of recommendations for improvement in a few areas in the shop. All recommendations will be reviewed and changes made to align with the recommendations. Our MEUW Safety Coordinator will follow up with DSPS and provide written documentation and pictures of improvements made.

Paperless Billing Promotion

- An insert was included in the residential customer's bill this month encouraging enrollment in paperless billing. For the customers who enroll in the month of February to receive paperless bills (and those currently enrolled), they will be entered in a giveaway for a chance to win 1 of 3 \$50 bill credits. For those customers who choose to enroll in paperless statements, they will need to do so through MyAccount. The MyAccount site is a great tool for customers and enables them to have the ability to view bills, pay bills, setup recurring automatic payments, view electric and water usage, receive water leak notifications and setup high electric and water usage alerts.

Distribution Services Advisory Group

- I was recently nominated to serve on WPPI's Distribution Services Advisory Group (DSAG). The DSAG's role is to develop and recommend the best possible services within the budget and other parameters set by the Executive Committee (EC) and provide feedback to WPPI staff to assure that services are practical and meet member and customer needs.
- The first DSAG meeting I had the opportunity to attend was on February 9, 2023. Agenda items included review and award of distribution material RFP contracts and updates on lead times pertaining to transformers, conduit, conductors, and other materials.

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



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: February 7, 2023
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

The WDNR has released drinking water monitoring requirements for 2023. Within these requirements are new initial monitoring for perfluorooctanoic acid (PFOA) and perfluorooctane sulfonic acid (PFOS). These chemicals have been used for decades in consumer products to make them non-stick and water-resistant material. Both manufactured chemicals have gained considerable attention over the past couple of years in the water community. The USEPA has identified three types of treatment for PFAS removal. One being reverse osmosis, which is the current treatment technology used by the utilities. Current preliminary testing of PFAS has been non-detectable.

Wastewater Treatment Facility:

There are no call-ins to report this month.

Staff has been assisting Enhanced Automation and Ruekert Mielke with I/O checkout and control verification during the transitioning from existing processors and control schemes to the new systems.

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

After reviewing proposals for a diesel stand-by generator and automatic transfer equipment, there were four qualified suppliers. The lowest bidder was Fabick Cat with a bid of \$365,624 and shortest lead-time of 48 weeks. Costs associated with the stand-by generator project are covered by a USDA grant.

Water/Sewer Crew:

There are no call-ins to report this month.

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

- The break was located on Fond du Lac Street and was a radial crack on a 6-inch main. It was leaking approximately 209 gallons per minute for 48 hours, totaling 603,910 gallons.

Water/Sewer Crew Continued:

Staff's focus is televising the sanitary sewer system. This allows staff to see "inside" of the sanitary sewer. The camera measures the exact distance in a pipe to allow staff to easily and precisely repair cracks, joints, or remove obstructions. Pipe condition recorded as camera moves through pipe and information then used to establish a pipe priority grade. The grading allows staff to pinpoint areas within the gravity sanitary collection system that need a more thorough investigation due to the critical nature of the location, physical attributes of a pipe section, structural integrity of the pipe, and operation and maintenance needs of the pipe.

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



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: February 13, 2022
SUBJECT: December 2022 Financial Report

This month's report contains the December YTD 2022 financial report. The Utilities audit fieldwork was completed February 5-8 and the auditors have not communicated any audit adjustments as of the date of this report. We don't anticipate any material changes in the figures included in this report.

The December YTD 2022 financial report follows.

CONSTRUCTION AND PLANT ADDITION SUMMARY - 2022

The attached construction and plant additions summary shows activity for December and year-to-date 2022. Total construction activity for budgeted line items for the year was \$2,010,400 **under** budget largely due to the timing of WWTF construction disbursement draws. This has a zero cash-flow impact on the sewer utility as all construction costs were financed with USDA debt and grant proceeds. The Electric Utility was \$106,300 **under** its construction budget; however, this was primarily the result of unbudgeted work completed for and billed to customers which has a positive cash flow impact. The largest billable project for Electric was ATC upgrades for \$57,700. Water and Wastewater infrastructure associated with the S. Madison street reconstruction project was completed during the year, however, \$78,000 still remains to be billed from the WDOT in future fiscal periods.

Plant additions were **under** budget overall as a result of delaying several equipment / maintenance purchases until future periods. Supply chain, lead time and increased material costs continue to be an issue for all three Utilities and are expected into the foreseeable future. The attached schedule highlights budget to actual variances for each utility.

2022 FINANCIAL HIGHLIGHTS

Sales

Total electric sales were 3,228,000 kWh or 3.2% **above** budget on higher sales to Small Power and Large Industrial Power customer classes. Total electric kilowatt hours sold totaled 104,899,000 in 2022 compared to 103,982,000 in 2021. Revenues associated with the kWh sales **increases** generated an additional \$932,500 or 9.4% over 2021 revenues largely due to higher PCAC revenues that resulted from increasing market energy prices.

Total water sales revenue was 2.8% or \$49,100 **above** budget. The water utility sold 12,200 **more** units of 100 cubic feet compared to 2021 largely due an on-going water leak at an Industrial customer's operational process that persisted throughout the year. Sales revenue in 2022 **increased** \$48,800 to \$1,778,900 from \$1,730,100 in 2021 on higher Industrial water sales.

Total sewer sales were 6.2% **below** budget on **lower** flows and loadings from the three Department of Corrections facilities that resulted from changes in their operations dating back to 2020. Total volume from the three facilities **increased** 329,000 gallons or 1.7% but were still lower than budgeted volumes. Sewer rates were adjusted effective October 1, 2022 do address continued cash flow short-falls developed in the Test Year 2019 sewer rate study from decreased volumes. Total sewer revenues from 2022 sales **increased** \$339,600 from 2021 primarily from the October 1, 2022 rate increase.

Income Statement

Electric

The electric utility's regulatory operating income **increased** \$20,800 to \$526,600 in 2022 compared to \$505,700 in 2021 from the following:

- *Gross Margin* – **Increase** of \$42,300 from increased electric sales from large users
- *PILOT* – **Decrease** of \$13,000 as a result of significantly decreased tax mill rates from taxing authorities in 2022

Net income was \$642,900 or \$481,000 **above** budget. Net income was **higher** than budget due to:

- \$112,600 from higher gross margin resulting from increased kWh sales
- \$175,200 in lower operational & maintenance expenses, primarily from increased billable customer work
- \$146,700 in capital contributions from ATC and customers

Electric's 2021 rate of return of 6.13 was similar to 2020's return of 6.14. The largest impact on the rate of return was the increase in billable customer work and higher operating margins.

Water

The water utility's regulatory operating income **decreased** \$7,800 to \$800,300 in 2022 compared to \$808,100 in 2021. Operating expenses **increased** \$70,600 in 2022 compared to 2021 on **higher** source of supply expenses from Well #1 abandonment in 2022 that did not occur in 2021. Overall, water net income was \$685,900 or \$287,200 **above** budget due higher revenues of \$55,300 and operational expenses being \$142,200 **below** budget. PILOT also decreased \$39,000 from decreased taxing authority mill rates. The 2022 rate of return **increased** to 5.69 compared to 5.63 in 2021.

Sewer

The sewer utility's operating income (loss) (excluding GASB 68 & 75) **increased** \$565,300 to \$453,800 in 2022 compared to a (loss) of \$(141,600) in 2021. Operating expenses **decreased** \$172,200 from temporary equipment and operating costs incurred during WWTF construction during 2021 that did not occur in 2022. Operating revenues were \$239,700 **above** budget largely from rate increases effective April 1 and October 1, 2022. Operating expenses were \$68,700 **below** budget on lower administrative & general expenses. Net income was \$4,315,800 or \$4,484,100 **above** budget due to unbudgeted grant revenues from the USDA related to the WWTF ABNR upgrade. Total grant revenues totaled \$4,185,000 as all USDA loan draws were maxed out during the year. Net Income without grant revenues amounted to \$130,800 in 2022.

Balance Sheets – Years Ended December 31, 2022 and 2021

The electric utility balance sheet **increased** \$647,000 to \$14,776,000 from \$14,129,000 in 2021. Unrestricted cash increased \$571,000 and restricted cash increased \$3,000. The unrestricted cash increase was the result of delays in cash outflows for transformer and material purchases from supply chain and lead-time issues. Receivables decreased by \$153,000 compared to 2021 on lower customer receivables. Net plant decreased \$106,000 because of current year depreciation expense being higher than net plant additions less retirements. Debt decreased by \$170,000 from scheduled annual payments. Net position **increased** by \$643,000 largely from higher unrestricted cash.

The water utility balance sheet **increased** \$337,000 to \$19,426,000 from \$19,009,000 in 2021. Unrestricted and designated cash and investments **increased** \$224,100. Unrestricted cash increased \$42,000 from increased sales during the year. Net plant increased \$186,000 including additions and retirements associated with the S. Madison street reconstruction project reduced by depreciation. Debt decreased by \$425,000 from annual scheduled payments. Net position **increased** \$685,900 from operating results and reductions from debt payments.

The sewer utility balance sheet **increased** \$13,768,000 to \$52,921,000 from \$39,153,000 in 2021. Unrestricted cash and investments **decreased** \$568,000 from operating results and payments associated with the S. Madison street reconstruction project. Net plant increased \$13,935,000 from \$13,984,000 in additions to construction in progress associated with the WWTF upgrade, \$648,200 in plant additions for S. Madison street improvements and decreases for retirements and depreciation. Debt increased \$10,012,000 from \$10,501,000 in construction loan draws offset by \$488,700 in debt payments. Net position **increased** \$4,321,000 from \$4,185,000 in grants received from the USDA for the WWTF ABNR upgrade.

Cash and Investments

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

Total cash and investments **increased** \$221,400 in 2022. Unrestricted and designated cash and investments **increased** \$44,500 from operating results and payments of \$1,281,000 associated with water & sewer infrastructure improvements for the S. Madison street project. The long-term investments portfolio included \$575,000 in net withdrawals, received interest and distributions of

\$80,600, incurred portfolio management fees of \$7,000, and recorded an unrealized negative market adjustment of \$133,200 resulting in a net \$634,100 decrease for the year.

OTHER FINANCIAL MATTERS

WWTP Upgrade – Construction Update and Progress

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

Total Project Budget <i>(As of 4/14/2021):</i>	\$ 36,008,000
Total Authorized Funding <i>(As of 5/31/2022):</i>	\$ 37,508,000
Total Project Costs to Date <i>(Thru 2/9/2023):</i>	\$ 32,171,803
Loan Draws – Project to Date: <i>(Thru 2/9/2023):</i>	\$ 27,807,000
Grants Provided <i>(Thru 2/9/2023):</i>	\$ 4,185,000
Disburse Request #22/23 – Requested <i>(2/9/2022):</i>	\$ 794,799
Disburse Request #20/221 – Paid <i>(12/27/2022):</i>	\$ 1,064,000

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

CITY HALL	
ADMINISTRATION	FINANCE
<ul style="list-style-type: none"> • Ratified a four-year contract with Police Union • Implemented a flex-work policy • Identified staff priorities on American Recovery Plan Act fund allocations and facilitated council discussion on priorities • Secured \$4.9M Neighborhood Investment Grant to construct NEW senior center • Implemented organizational structure changes at City Hall, eliminating .5 FTE for economic development and replacing with finance and administration resource • Interim market update completed • Implemented employee taskforce to evaluate health insurance options • Began work on sourcing new IT provider • Design of wayfaring signage modifications 	<ul style="list-style-type: none"> • 2021 audit of city finances complete with no material findings • Hired new Assistant City Administrator/Director of Finance • Workflow improvement project started • Introduced staff to a grants management policy • Introduced a buy-local preference rule within the City's Purchasing Policy • Established process for annual service fee review process
ECONOMIC DEVELOPMENT	
<ul style="list-style-type: none"> • Secured \$135K Community Development Investment grant to redevelop 417 E Main • Negotiated a Developer's Agreement with United Cooperative on a three-phase agribusiness development in the Waupun Industrial Park with a minimum guaranteed valuation of \$31.5M • Community Development Authority supported 6 businesses incurring \$708K public/private investment • Business Improvement District supported 5 businesses with \$103K public/private investment • Supported Main Street Bounceback Grant awards to 25 business totaling \$250K • Annexed 18 acres of land to the City of Waupun to support future development • Creation of Tax Increment District 9, in the Waupun Industrial Park and surrounding area • Approved Residential Zoning Code modifications to improve housing affordability 	

PUBLIC SAFETY	
FIRE/EMERGENCY RESPONSE	POLICE
<ul style="list-style-type: none"> • Emergency Medical Responder program startup • Integrated Emergency Management Planning course • Lexipol policy management rollout • \$460K of grant awards (Healthcare Infrastructure and EMS Flex Grant) to support emergency response • Residential lockbox program rollout • Staffing study and compensation review 	<ul style="list-style-type: none"> • Ranked as 15th Safety City in Wisconsin by Safewise • Successfully rolled out a new records management system in collaboration with Fond du Lac County • Reintroduced the Waupun PD K9 program with the purchase of Jet and naming of Officer Halverson as the K9 Handler. • Citizen Police Academy returned in person post-COVID • Implemented policy and use of body cameras for all sworn officers • Officer Dumke was certified to train on active shooter incident management

COMMUNITY PROGRAMMING

RECREATION	LIBRARY
<ul style="list-style-type: none"> • Created and implemented Senior Center volunteer policy • Expanded community partnerships with Prairie Ridge Assisted Living • Expanded Senior Center indoor pickleball opportunities with 2nd location and beginner instruction • Reintroduced the Summer Park Program at three parks across the city • Expanded partnerships to strengthen youth summer program opportunities 	<ul style="list-style-type: none"> • Created and implemented Senior Center volunteer policy • Expanded community partnerships with Prairie Ridge Assisted Living • Expanded Senior Center indoor pickleball opportunities with 2nd location and beginner instruction • Reintroduced the Summer Park Program at three parks across the city • Expanded partnerships to strengthen youth summer program opportunities

PUBLIC WORKS

INFRASTRUCTURE	FACILITIES
<ul style="list-style-type: none"> • Updated 5-year street plan complete • Mill and Overlay Streets <ul style="list-style-type: none"> ✓ W Lincoln St (Bly to Beaver Dam) ✓ Pioneer Ave (Rock Ave to N West St) ✓ Edgewood Dr (Brandon to Beske) ✓ Hawthorn Dr (Madison to Astra) ✓ Alley (N. Grove to Moore) ✓ S. West St. (W. Main to Brown St) • Final S Madison Street reconstruction (Libby to Lincoln Streets) funded primarily through WI-DOT grant • NE section of city sidewalk replacement program completed • Wayfaring signage installed 	<ul style="list-style-type: none"> • \$58K energy efficiency planning grant • New Senior Center design underway • New library shelving • Installed hail guards on library roof • Installed gas line pipe protection at City Hall • LED light replacement • Demolished old structure at 520 McKinley St and site prep for new Senior Center • Installed storm water pipe and EV charging station in alley south of 400 E Main block and completed mill and overlay of alley/parking • Madison St Bridge Railing paint • Tree removal continued • Repaired steel beams at City Garage • Planning public safety needs
STORMWATER	PARKS
<ul style="list-style-type: none"> • Completed WI-DNR Storm Water Audit • Inlet and curb repair for various streets • Inlet cleaning and inspection • New culvert installation on County Park and W Brown Streets • Storm pond installation in Heritage Ridge 	<ul style="list-style-type: none"> • Planted 12 new trees in City Parks to replace ash removals • Dugout improvements and shingled score booth at McCune • Shingled dugouts at Schlieve Field • Shaler park driveway grading and repair, installation of flagpole, podium and lights at Veterans' Memorial • Ball diamond maintenance and repair • Drain tile and sprinkler repair at baseball complex • Medema field repairs and ADA improvements

Waupun Utilities

- Earned the Reliable Public Power Provider (RP3)[®] designation from American Public Power Association (APPA) for providing reliable and safe electric service
- Smart Energy Provider designation from APPA
- Earned APPA's Safety Award of Excellence for Safe Operating Practices in 2021
- Earned MEUW's Safety Achievement Award
- Awarded (2) \$1,000 Scholarships to selected graduating seniors
- Jen Benson awarded the Shining Star Award from WPPI
- General Manager Steve Brooks elected to serve on the Executive Committee of the Board of Directors for WPPI
- Silent Sponsor of Celebrate Waupun
- Involvement with Community Table

Administrative Report for January 2023

Prepared by K Schlieve, 2/8/23

Personnel

- Recruitment continues for Code Enforcement position. Several applicants are being reviewed for qualifications; also reviewing capabilities of a third-party provider.
- An Occupational Safety Inspector with DSPS conducted a random walk through safety inspection of facilities, policies and training documents under WI SPS 332. Overall, a favorable outcome and special thanks go out to Angie Hull, Jeff Daane and our CVMIC partnership for helping prepare for this visit. Findings were documented and an action plan was put in place. You will see a series of policy updates coming for review in accordance with our action plan.

Policy Work:

- Work continues on a number of ordinance revisions, including revisions to address/permit nuisance citations, and needed work around public right of way use pertaining to broadband/small cell tower use.
- Staff have been working to update ARPA projects and prioritize them. Our hope is to have a prioritized list on the February COW agenda for further discussion.

Grants Work:

- A Grant Management Policy has been created and tested by staff. As we manage larger grants, particularly from federal sources. The DRAFT policy will be on the agenda for your review and approval.
- Construction committee continued work on architectural design for senior center. We expect to have final designs in April 2023 with bid submittals initiated shortly thereafter. Significant progress has been made on the facility-operating plan and work is under way on policies to support center operations. We have obtained a verbal commitment from the Food Pantry Board for a long-term lease agreement. We will meet with REACH Waupun on 2/14 to discuss their commitment.
- Vibrant Spaces Grant was submitted to WEDC for the creation of a food truck alley to be located east of \$47K Stone + Suede. Match requirement will come from TID 3 if awarded.
- Nomination for a Main Street award for the redevelopment of 417 E Main (Stone + Suede) project.
- We are framing up a grant application for the AARP Community Challenge Grant to continue to advance the Vibrant Spaces green space work downtown. Applications due March 15, 2023.

Administration:

- Planning continues to support a strategic planning process in Q1/2 of 2023.
- Employee taskforce conducted their first meeting to begin work on 2024 benefits strategy.