



**A G E N D A**  
**CITY OF WAUPUN COMMON COUNCIL MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, January 14, 2020 at 6:00 PM**

**CALL TO ORDER**

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

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

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

1. Waupun Museum Update - Kyle Clark

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

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

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

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

**BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES**

3. Board of Public Works 11-12-19
4. Plan Commission 11-20-19
5. Common Council 12-3-19
6. Common Council 12-10-19
7. Library Board 12-16-19
8. Police and Fire Commission 12-17-19

**DEPARTMENT REPORTS**

9. Police Department
10. Library
11. Fire Department
12. Utility
13. Recreation
14. Building Inspector

**ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION/ACTION**

**RESOLUTIONS AND ORDINANCES:**

15. Ordinance to Amend Ch.12.06 of the Municipal Code entitled Sanitary Sewer System
16. Resolution Approving Sewer Rate Increase Plan for WWTP Upgrade
17. Resolution Adopting the Fond Du Lac County Hazard Mitigation Plan 2019-2024

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

18. Acceptance of Resignation of Business Improvement District Board Member Theune

**CONSIDERATION - ACTION**

19. 2020 Taxi Fare Increase
20. 2020 Public Transit Assistance Program Operating and Capital Grant Applications
21. City of Waupun Warning Siren Activation

### **CLOSED SESSION**

The Waupun Common Council will adjourn in closed session under Section 19.85 (1) (c) (g) of the WI Statutes **for the following:**

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

(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

22. Discussion of Employment, Promotion, Compensation or Performance Evaluation Data of Public Employees

23. Discussion of property located at 275 S. Madison Street

### **OPEN SESSION**

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

### **ACTION FROM CLOSED SESSION**

### **ADJOURNMENT**

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



## AGENDA SUMMARY SHEET

**MEETING DATE:** 1/14/2020

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

**AGENDA SECTION:** CONSENT AGENDA

**PRESENTER:** Angela Hull, Clerk

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

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**ISSUE SUMMARY:**

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

**Future Meetings and Gatherings**

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Tuesday, January 28, 2020	Committee of the Whole	5:30pm	City Hall
Tuesday, February 11, 2020	Common Council	6:00pm	City Hall
Tuesday, February 25, 2020	Committee of the Whole	5:30pm	City Hall
Tuesday, March 10, 2020	Common Council	6:00pm	City Hall
Tuesday, March 31, 2020	Committee of the Whole	5:30pm	City Hall
Tuesday, April 14, 2020	Common Council	6:00pm	City Hall
Tuesday, April 21, 2020	Seating of the 2020 Council	5:30pm	City Hall

**License and Permit Applications**

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**OPERATOR LICENSE:** Sheryl Muth, Whitney Welk, Devin Bleecker, Megan Smith, Jordan Bille, Emily Smith

**STAFF RECOMENDATION:**

Approve the Consent Agenda

**ATTACHMENTS:**

Expense Report

**RECOMENDED MOTION:**

Motion to approve the Consent Agenda. (Roll Call)

## Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount	
12/31/2019	99020	BALEY, WARREN D	300.00	M
12/31/2019	99021	THE RIVER CHURCH OF WAUPUN	300.00	M
12/31/2019	99100	WAUPUN FOOD PANTRY	760.00	M
12/30/2019	99128	ALLIANT ENERGY/WP&L	4,677.40	
12/30/2019	99129	AT & T	159.40	
12/30/2019	99130	BADGER STATE INDUSTRIES	125.28	
12/30/2019	99131	CHARTER COMMUNICATIONS	161.29	
12/30/2019	99132	DESTINATION LAKE WINNEBAGO RE	3,885.37	
12/30/2019	99133	GAPPA SECURITY SOLUTIONS LLC	1,269.00	
12/30/2019	99134	GLATFELTER SPECIALTY BENEFITS/V	10,594.40	
12/30/2019	99135	GUNDERSON, INC.	146.47	
12/30/2019	99136	INTER-QUEST	31.24	
12/30/2019	99137	JMB & ASSOCIATES, LLC.	651.15	
12/30/2019	99138	MB SPRINGBROOK APARTMENTS LLC	138.46	
12/30/2019	99139	PETTY CASH-CITY HALL	28.47	
12/30/2019	99140	PITNEY BOWES	118.99	
12/30/2019	99141	REINDERS INC.	76.65	
12/30/2019	99142	RENS FLORAL	1,820.00	
12/30/2019	99143	SCHLIEVE, KATHY	2,426.95	
12/30/2019	99144	STAPLES CREDIT PLAN	269.42	
12/30/2019	99145	SURE FIRE, INC.	1,632.14	
12/30/2019	99146	TRU CLEANERS LLC	90.00	
12/30/2019	99147	US CELLULAR	1,596.37	
12/30/2019	99148	VANBUREN, SARAH	34.22	
12/30/2019	99149	WAUPUN UTILITIES	10,011.58	
12/30/2019	99150	WELLS FARGO PAYMENT REMITT.	1,699.06	
12/30/2019	99151	YESCO CENTRAL WISCONSIN	95.00	
01/10/2020	99163	AGNESIAN WORK & WELLNESS-	1,800.00	
01/10/2020	99164	ASSOCIATED APPRAISAL CONSULTA	2,467.62	
01/10/2020	99165	BUSINESS IMPROVEMENT DISTRICT	17,287.50	
01/10/2020	99166	CHARTER COMMUNICATIONS	208.19	
01/10/2020	99167	CIVIC SYSTEMS	5,290.00	
01/10/2020	99168	CITIES & VILLAGES MUTUAL INS.	89,841.00	
01/10/2020	99169	EMERGENCY SERVICES MARKETING	660.00	
01/10/2020	99170	ENVIRONMENTAL SYSTEMS RESEAR	8,300.00	
01/10/2020	99171	FIRST-IN TRAINING LLC	2,400.00	
01/10/2020	99172	FOND DU LAC COUNTY TREASURER	600,654.30	
01/10/2020	99173	GUNDERSON, INC.	44.68	
01/10/2020	99174	HARDESTY, CARSON A & STACEY L	776.86	
01/10/2020	99175	IMAGETREND INC	772.50	
01/10/2020	99176	IAAI	100.00	
01/10/2020	99177	LAPPEN SECURITY PRODUCTS	6,468.40	
01/10/2020	99178	LEAGUE OF WI MUNICIPALITIES	2,180.15	
01/10/2020	99179	MARTIN, DONALD	200.00	
01/10/2020	99180	MID-STATES ORGANIZED CRIME INF	150.00	
01/10/2020	99181	MORaine PARK TECHNICAL COLLEG	120,169.38	
01/10/2020	99182	MOTION PICTURE LICENSING CORPO	344.38	
01/10/2020	99183	MUNICIPAL CODE CORPORATION	350.00	
01/10/2020	99184	NICKEL, JULIE	40.00	
01/10/2020	99185	PIGGLY WIGGLY DISCOUNT FOODS	13.67	

Check Issue Date	Check Number	Payee	Amount
01/10/2020	99186	PLUIM, JERRY	90.00
01/10/2020	99187	PRAETORIAN DIGITAL	150.00
01/10/2020	99188	SCHAUER, ALEX	90.00
01/10/2020	99189	SCHOOL DISTRICT OF WAUPUN	1,816,805.69
01/10/2020	99190	STOBB, CHARLES	90.00
01/10/2020	99191	STOBB PLUMBING & HEATING, INC.	47.70
01/10/2020	99192	TRU CLEANERS LLC	4,012.68
01/10/2020	99193	UMR	1,500.00
01/10/2020	99194	WAUPUN AREA ANIMAL SHELTER, INC	1,000.00
01/10/2020	99195	WAUPUN CHAMBER OF COMMERCE	160.00
01/10/2020	99196	WAUPUN UTILITIES	9,297.88
01/10/2020	99197	WI CHIEFS OF POLICE ASSN	130.00
01/10/2020	99198	WI DEPT OF REVENUE	10.00
01/10/2020	99199	WI LAW ENFORCEMENT OFFICERS	20.00
01/10/2020	99200	WI OFFICE OF RURAL HEALTH	70.00
01/10/2020	99201	WI SOCIETY OF EMERGENCY SERVIC	30.00
01/10/2020	99202	WI STATE FIRE CHIEF'S ASSOC.	570.00
01/10/2020	99203	WMCA	65.00
01/13/2020	99204	ALLIANT ENERGY/WP&L	539.79
01/13/2020	99205	BAKER TILLY VIRCHOW KRAUSE LLP	5,285.00
01/13/2020	99206	BENTZ AUTOMOTIVE INC	463.41
01/13/2020	99207	BROOKS SHOE & REPAIR	150.00
01/13/2020	99208	BROWN CAB SERVICE INC	5,720.91
01/13/2020	99209	CAPITAL AUTOBODY, LLC	110.00
01/13/2020	99210	CEDAR CORPORATION	11,787.64
01/13/2020	99211	CHARTER COMMUNICATIONS	932.56
01/13/2020	99212	COBAN TECHNOLOGIES INC	494.00
01/13/2020	99213	CONSULTANTS LABORATORY-FDL	40.00
01/13/2020	99214	CONWAY SHIELD	69.00
01/13/2020	99215	COUNTRY HILLS PET HOSPITAL	530.55
01/13/2020	99216	DEBOER, ELTON AND DONNA	.38
01/13/2020	99217	MARTENS ACE HARDWARE	1,264.44
01/13/2020	99218	FASTENAL CO.	60.21
01/13/2020	99219	FIRE SAFETY USA INC	780.00
01/13/2020	99220	GALLS, LLC	165.97
01/13/2020	99221	GIESE, CHRISTINE	.54
01/13/2020	99222	GRAND VALLEY INSPECTION SERVIC	2,653.55
01/13/2020	99223	JOHN FABICK TRACTOR CO	157.56
01/13/2020	99224	KWIK TRIP STORES	4,317.03
01/13/2020	99225	LEON METAL WORK LLC	42.00
01/13/2020	99226	LIFESTAR EMERGENCY MEDICAL	3,500.00
01/13/2020	99227	LITE 11 LLC	192.50
01/13/2020	99228	MSA PROFESSIONAL SERVICES INC.	10,575.08
01/13/2020	99229	MOCCO, SAMANTHA	.60
01/13/2020	99230	NAPA AUTO PARTS-WAUPUN	1,083.40
01/13/2020	99231	OSHKOSH OFFICE SYSTEMS	223.03
01/13/2020	99232	PURCHASE POWER	2,015.00
01/13/2020	99233	RADIO PLUS	195.00
01/13/2020	99234	STOBB PLUMBING & HEATING, INC.	1,045.00
01/13/2020	99235	HIGHLAND GROUP	10,800.00
01/13/2020	99236	TOTAL BUSINESS PRODUCTS	129.00
01/13/2020	99237	UNIFORM SHOPPE	1,675.75
01/13/2020	99238	VANDE ZANDE & KAUFMAN, LLP	3,095.00

Check Issue Date	Check Number	Payee	Amount
01/13/2020	99239	WAUPUN EQUIPMENT COMPANY, INC.	21.50
01/13/2020	99240	WAUPUN UTILITIES	1,160.50
01/13/2020	99241	WELLS FARGO PAYMENT REMITT.	697.00
01/13/2020	99242	WI DEPT OF JUSTICE	28.00
01/13/2020	99243	MONARCH LIBRARY SYSTEM	4,698.52
01/13/2020	99244	MARCO TECHNOLOGIES LLC	244.86
01/13/2020	99245	WARRIOR FABRICATION & REPAIR	4,200.00
Grand Totals:			<u>2,818,900.17</u>

Report Criteria:

Report type: Summary

## Report Criteria:

[Report]. Invoice Date = 12/30/2019-01/13/2020

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>955 AGNESIAN WORK &amp; WELLNESS-</b>				
29591	EAP Annual Fee	01/10/2020	1,800.00	100-10-5143-3-38
Total 955 AGNESIAN WORK & WELLNESS-:			1,800.00	
<b>1174 ALLIANT ENERGY/WP&amp;L</b>				
3425110000-DEC19	MUSEUM monthly fuel charges - 2019	01/13/2020	396.80	100-20-5512-3-32
7255200000-DEC19	Senior Center monthly heat - 2019	01/13/2020	142.99	100-20-5513-3-32
5374620000-DEC19	Aquatic Center	12/30/2019	93.96	100-20-5523-3-32
5946940000-DEC19	Police Dept - monthly fuel charges	12/30/2019	500.90	100-40-5211-3-32
5946940000-DEC19	Fire Dept - monthly fuel charges	12/30/2019	281.76	100-50-5231-3-32
1780510000-DEC19	CITY HALL monthly fuel charges	12/30/2019	1,290.11	100-70-5410-3-32
2831330000-DEC19	community center monthly fuel - hockey portion	12/30/2019	502.55	100-70-5410-3-32
2831330000-DEC19	community center monthly fuel - school portion	12/30/2019	628.19	100-70-5410-3-32
2831330000-DEC19	community center monthly fuel	12/30/2019	125.63	100-70-5410-3-32
3264610000-DEC19	Garage monthly fuel	12/30/2019	1,254.30	100-70-5412-3-32
Total 1174 ALLIANT ENERGY/WP&L:			5,217.19	
<b>1787 ASSOCIATED APPRAISAL CONSULTAN</b>				
146236	Monthly services - Jan 2020	01/10/2020	2,467.62	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			2,467.62	
<b>1904 AT &amp; T</b>				
7924NOV/DEC19	Police Dept monthly phone charges	12/30/2019	159.40	100-40-5211-3-31
Total 1904 AT & T:			159.40	
<b>3072 BADGER STATE INDUSTRIES</b>				
927-173962	tax bill stuffer	12/30/2019	58.28	100-10-5141-3-38
927-173961	tax bill stuffer	12/30/2019	67.00	100-10-5141-3-38
Total 3072 BADGER STATE INDUSTRIES:			125.28	
<b>3088 BALEY, WARREN D</b>				
12-31-19	Nominal Payment Parcel	12/31/2019	300.00	400-70-5436-8-00
Total 3088 BALEY, WARREN D:			300.00	
<b>4005 BAKER TILLY VIRCHOW KRAUSE LLP</b>				
BT1530593	2019 financial statement audit - 2019	01/13/2020	5,285.00	100-10-5157-3-38
Total 4005 BAKER TILLY VIRCHOW KRAUSE LLP:			5,285.00	
<b>5130 BENTZ AUTOMOTIVE INC</b>				
10963	Vehicle repair - FD - 2019	01/13/2020	82.35	100-50-5231-3-36
10980	Vehicle repair - FD - 2019	01/13/2020	381.06	100-50-5231-3-36
Total 5130 BENTZ AUTOMOTIVE INC:			463.41	
<b>6162 BROOKS SHOE &amp; REPAIR</b>				
32211	boot allowance - Sullivan - 2019	01/13/2020	150.00	100-70-5412-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 6162 BROOKS SHOE & REPAIR:			150.00	
<b>6252 BROWN CAB SERVICE INC</b>				
1809	Dec monthly taxi service 2019	01/13/2020	5,720.91	501-10-5154-3-38
Total 6252 BROWN CAB SERVICE INC:			5,720.91	
<b>6765 BUSINESS IMPROVEMENT DISTRICT</b>				
2020	2019 BID Assessment	01/10/2020	17,287.50	202-12100
Total 6765 BUSINESS IMPROVEMENT DISTRICT:			17,287.50	
<b>7057 CAPITAL AUTOBODY, LLC</b>				
7918	paint rim for dump truck - 2019	01/13/2020	110.00	100-70-5411-3-36
Total 7057 CAPITAL AUTOBODY, LLC:			110.00	
<b>8046 CEDAR CORPORATION</b>				
102210	Housing Study & needs analysis thru 12-14-19 - 2019	01/13/2020	4,975.00	100-80-5670-3-38
102209	Facilitation Services thru 12-14-19 - 2019	01/13/2020	6,812.64	400-70-5420-8-00
Total 8046 CEDAR CORPORATION:			11,787.64	
<b>10048 CHARTER COMMUNICATIONS</b>				
16011-JAN20	senior center - tv, internet, voice	01/10/2020	39.99	100-20-5513-3-31
16011-JAN20	senior center - tv, internet, voice	01/10/2020	168.20	100-20-5513-3-38
3194-2019	PD - Ethernet Intrastate - 2 months	01/13/2020	932.56	100-40-5211-3-38
DEC19	library - internet, voice	12/30/2019	161.29	210-60-5511-3-31
Total 10048 CHARTER COMMUNICATIONS:			1,302.04	
<b>10222 CIVIC SYSTEMS</b>				
CVC18860	1/1-6/30/20 software support fees	01/10/2020	5,290.00	100-10-5141-3-38
Total 10222 CIVIC SYSTEMS:			5,290.00	
<b>10226 CITIES &amp; VILLAGES MUTUAL INS.</b>				
CX-20-4147	2020 Excess Public Entity Liability Ins Prem	01/10/2020	1,507.00	100-10-5194-3-38
EPL-20-4245	2020 Employment Practice Liability Insurance Prem	01/10/2020	5,931.00	100-10-5194-3-38
CRM-20-4545	2020 Crime Coverage Insurance Premium	01/10/2020	429.00	100-10-5194-3-38
APD-20-3049	2020 Auto Physical Damage Insurance	01/10/2020	25,183.00	100-10-5194-3-38
CL-20-2048	2020 Liability Coverage Prem	01/10/2020	35,695.00	100-10-5194-3-38
WC-20-1040	2020 Worker's Comp Prem 1st QTR City Portion	01/10/2020	15,192.00	100-10-5196-3-38
WC-20-1040	2020 Worker's Comp Prem 1st QTR Utility Portion	01/10/2020	5,904.00	100-13850
Total 10226 CITIES & VILLAGES MUTUAL INS.:			89,841.00	
<b>10354 COBAN TECHNOLOGIES INC</b>				
26346	DEV Software - 2019	01/13/2020	494.00	100-40-5212-3-38
Total 10354 COBAN TECHNOLOGIES INC:			494.00	
<b>10468 CONSULTANTS LABORATORY-FDL</b>				
1WPN-DEC19	legal blood draws - 2019	01/13/2020	40.00	100-40-5213-3-38
Total 10468 CONSULTANTS LABORATORY-FDL:			40.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>10476 CONWAY SHIELD</b>				
0450689-IN	Clothing allowance - Beer - 2019	01/13/2020	69.00	100-12634
Total 10476 CONWAY SHIELD:			69.00	
<b>10579 COUNTRY HILLS PET HOSPITAL</b>				
161196	K-9 Medical services - 2019	01/13/2020	530.55	410-48-4861-0-00
Total 10579 COUNTRY HILLS PET HOSPITAL:			530.55	
<b>11052 DEBOER, ELTON AND DONNA</b>				
1-13-20	Disposition of Real Estate Taxes - 2019	01/13/2020	.38	400-70-5436-8-00
Total 11052 DEBOER, ELTON AND DONNA:			.38	
<b>11275 DESTINATION LAKE WINNEBAGO REGION</b>				
12-30-19	70% Of Nov Room Tax	12/30/2019	3,885.37	430-70-5436-3-42
Total 11275 DESTINATION LAKE WINNEBAGO REGION:			3,885.37	
<b>12532 EMERGENCY SERVICES MARKETING</b>				
1-10-20	IAR renewal 2020	01/10/2020	660.00	100-50-5232-3-38
Total 12532 EMERGENCY SERVICES MARKETING :			660.00	
<b>12610 ENVIRONMENTAL SYSTEMS RESEARCH</b>				
93741069	ArcGIS Online Viewer	01/10/2020	300.00	100-13850
93741069	ArcGIS Online Creator	01/10/2020	4,000.00	100-13850
93741069	ArcGIS Desktop	01/10/2020	1,500.00	100-70-5420-3-38
93741069	ArcGIS Online Viewer	01/10/2020	500.00	100-70-5420-3-38
93741069	ArcGIS Online Creator	01/10/2020	2,000.00	100-70-5420-3-38
Total 12610 ENVIRONMENTAL SYSTEMS RESEARCH:			8,300.00	
<b>12700 MARTENS ACE HARDWARE</b>				
DEC2019	clothing allowance - Sullivan - 2019	01/13/2020	784.97	100-12634
DEC2019	key - 2019	01/13/2020	2.99	100-40-5211-3-38
DEC2019	shoe polish - 2019	01/13/2020	11.98	100-40-5212-3-38
DEC2019	helmet light batteries - FD - 2019	01/13/2020	61.93	100-50-5232-3-36
DEC2019	cable ties - 2019	01/13/2020	17.98	100-70-5410-3-36
DEC2019	fasteners - 2019	01/13/2020	.55	100-70-5410-3-36
DEC2019	v belt - 2019	01/13/2020	33.98	100-70-5410-3-36
DEC2019	supplies for museum repairs - 2019	01/13/2020	50.96	100-70-5410-3-36
DEC2019	batteries - 2019	01/13/2020	31.98	100-70-5410-3-36
DEC2019	sledge handle/spraypaint - 2019	01/13/2020	23.97	100-70-5410-3-36
DEC2019	cam lock - 2019	01/13/2020	29.95	100-70-5410-3-36
DEC2019	wood putty/snap quik - 2019	01/13/2020	9.58	100-70-5410-3-36
DEC2019	paper towel - 2019	01/13/2020	9.99	100-70-5410-3-36
DEC2019	stihl bar/chain/filler cap - 2019	01/13/2020	22.98	100-70-5411-3-36
DEC2019	shop tools - 2019	01/13/2020	39.97	100-70-5411-3-36
DEC2019	armor all/simple green/wash&wax/car freshner/polyshade	01/13/2020	97.72	100-70-5412-3-36
DEC2019	magnetic DRV guide/bit tip holder - 2019	01/13/2020	14.98	100-70-5412-3-36
DEC2019	cable ties - 2019	01/13/2020	17.98	100-70-5412-3-36
Total 12700 MARTENS ACE HARDWARE:			1,264.44	
<b>12760 FASTENAL CO.</b>				
WIBE110432	parts/supplies - 2019	01/13/2020	60.21	100-70-5411-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 12760 FASTENAL CO.:			60.21	
<b>13011 FIRE SAFETY USA INC</b>				
130101	suppression hose - 2019	01/13/2020	780.00	100-50-5232-3-38
Total 13011 FIRE SAFETY USA INC:			780.00	
<b>13146 FIRST-IN TRAINING LLC</b>				
1-10-20	Ice rescue train the trainer course	01/10/2020	2,400.00	100-50-5234-3-37
Total 13146 FIRST-IN TRAINING LLC:			2,400.00	
<b>13700 FOND DU LAC COUNTY TREASURER</b>				
2019SETT	2019 January tax settlement	01/10/2020	600,654.30	202-24310
Total 13700 FOND DU LAC COUNTY TREASURER:			600,654.30	
<b>14160 GALLS, LLC</b>				
014506545	Clothing allowance - 2019	01/13/2020	165.97	100-12634
Total 14160 GALLS, LLC:			165.97	
<b>14275 GAPPA SECURITY SOLUTIONS LLC</b>				
20422	service call - PD	12/30/2019	1,269.00	100-40-5213-3-38
Total 14275 GAPPA SECURITY SOLUTIONS LLC:			1,269.00	
<b>14625 GIESE, CHRISTINE</b>				
1-13-20	Disposition of Real Estate Taxes - 2019	01/13/2020	.54	400-70-5436-8-00
Total 14625 GIESE, CHRISTINE:			.54	
<b>14646 GLATFELTER SPECIALTY BENEFITS/VFIS</b>				
12-30-19	Length of Service Awards	12/30/2019	10,594.40	100-50-5231-1-10
Total 14646 GLATFELTER SPECIALTY BENEFITS/VFIS:			10,594.40	
<b>14698 GRAND VALLEY INSPECTION SERVICES</b>				
2020-09	Building Insp/Zoning Admin for Dec 2019	01/13/2020	2,653.55	100-30-5241-3-38
Total 14698 GRAND VALLEY INSPECTION SERVICES:			2,653.55	
<b>15075 GUNDERSON, INC.</b>				
812059	Library Rugs	12/30/2019	61.18	100-70-5410-3-36
814394	CITY HALL rugs	01/10/2020	62.93	100-70-5410-3-36
CREDIT1	Credit Invoice	01/10/2020	62.93-	100-70-5410-3-36
813605	Garage supplies	12/30/2019	42.84	100-70-5411-3-36
815934	Garage supplies	01/10/2020	26.29	100-70-5411-3-36
813606	Uniform/charges	12/30/2019	42.45	100-70-5412-3-38
815935	Uniform/charges	01/10/2020	18.39	100-70-5412-3-38
Total 15075 GUNDERSON, INC.:			191.15	
<b>15548 HARDESTY, CARSON A &amp; STACEY L</b>				
1-10-20	2019 Tax Refund	01/10/2020	776.86	202-12100

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 15548 HARDESTY, CARSON A & STACEY L:			776.86	
16096 IMAGETREND INC				
120293	Annual fee 2020	01/10/2020	772.50	100-50-5232-3-38
Total 16096 IMAGETREND INC:			772.50	
16398 IAAI				
21460	Arson Investigator membership	01/10/2020	100.00	100-50-5233-3-34
Total 16398 IAAI:			100.00	
16440 INTER-QUEST				
67421	remote support - PD	12/30/2019	31.24	100-40-5211-3-38
Total 16440 INTER-QUEST:			31.24	
16595 JMB & ASSOCIATES, LLC.				
33716	Annual calibration - DPW Garage/Safety Building	12/30/2019	651.15	100-70-5410-3-36
Total 16595 JMB & ASSOCIATES, LLC.:			651.15	
16663 JOHN FABICK TRACTOR CO				
6235172	wiper blades - 2019	01/13/2020	157.56	100-70-5411-3-36
Total 16663 JOHN FABICK TRACTOR CO:			157.56	
17175 KWIK TRIP STORES				
PD-DEC2019	Police Dept monthly fuel - 2019	01/13/2020	2,025.71	100-40-5212-3-38
FD-DEC2019	Fire dept monthly fuel - 2019	01/13/2020	119.30	100-50-5232-3-38
DPW-DEC19	DPW monthly fuel purchases - 2019	01/13/2020	1,946.97	100-70-5411-3-38
DPW-DEC19	DPW monthly fuel purchases - 2019	01/13/2020	225.05	700-10-5193-3-36
Total 17175 KWIK TRIP STORES:			4,317.03	
17281 LAPPEN SECURITY PRODUCTS				
LSPQ42508	replace broken door handle at comm center	01/10/2020	205.12	100-70-5410-3-36
LSPQ42503	senior center/museum/city hall fire alarm & hardware	01/10/2020	472.00	100-70-5410-3-36
LSPQ42503	replace 32 smoke detectors in city hall	01/10/2020	2,423.00	100-70-5410-3-36
LSPQ42518	50% down payment for cell upgrade	01/10/2020	2,491.78	100-70-5410-3-38
LSPQ42503	replace 19 heat detectors at city garage	01/10/2020	876.50	100-70-5412-3-36
Total 17281 LAPPEN SECURITY PRODUCTS:			6,468.40	
17400 LEAGUE OF WI MUNICIPALITIES				
2020	2020 Standard Dues	01/10/2020	2,180.15	100-10-5110-3-34
Total 17400 LEAGUE OF WI MUNICIPALITIES:			2,180.15	
17450 LEON METAL WORK LLC				
5566	sharp shooter holder - 2019	01/13/2020	42.00	100-70-5411-3-36
Total 17450 LEON METAL WORK LLC:			42.00	
17759 LIFESTAR EMERGENCY MEDICAL				
19-0932	ACLS Service Dec - 2019	01/13/2020	3,500.00	100-10-5255-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 17759 LIFESTAR EMERGENCY MEDICAL:			3,500.00	
17827 LITE 11 LLC				
1460	install/repair equipment/parts - 2019	01/13/2020	192.50	100-40-5212-3-38
Total 17827 LITE 11 LLC :			192.50	
17957 MB SPRINGBROOK APARTMENTS LLC				
12-30-19	TAX REFUND 2019	12/30/2019	69.59	202-26120
12-30-19	TAX REFUND 2019	12/30/2019	68.87	202-26120
Total 17957 MB SPRINGBROOK APARTMENTS LLC:			138.46	
18009 MSA PROFESSIONAL SERVICES INC.				
R00212056.0-60/1	Grant Application Assit Per City Staff - 2019	01/13/2020	2,448.08	100-70-5420-3-38
R00212056.0-60/1	Tanager Street Project - 2019	01/13/2020	274.00	100-80-5670-3-38
R00212096.0-14	Newton-Rock-Walker Design - 2019	01/13/2020	1,964.90	400-70-5420-8-00
R00212056.0-60/1	Mayfair Estates Lot 1 Parking lot layout - 2019	01/13/2020	411.00	401-70-5436-8-00
R00212114.0-6	Mayfair CSM - 2019	01/13/2020	325.50	401-70-5436-8-00
R00212056.0-60/1	WisDOT Harris Creek & Hwy 68 Culvert Eval - 2019	01/13/2020	469.00	700-10-5192-3-38
R00212096.0-14	Harris Creek Analysis Prelim Design - 2019	01/13/2020	460.00	700-10-5192-3-38
R00212096.0-14	Newton-Rock-Walker Design - 2019	01/13/2020	1,870.60	700-10-5192-3-38
R00212117.0-2	Feasibility Study - Monroe St Pond Project - 2019	01/13/2020	2,352.00	700-10-5192-8-00
Total 18009 MSA PROFESSIONAL SERVICES INC.:			10,575.08	
18594 MARTIN, DONALD				
1-10-20	2019 Tax Refund	01/10/2020	200.00	202-12100
Total 18594 MARTIN, DONALD:			200.00	
19072 MID-STATES ORGANIZED CRIME INF				
93031-2881	2020 Annual Membership Fees	01/10/2020	150.00	100-40-5211-3-34
Total 19072 MID-STATES ORGANIZED CRIME INF:			150.00	
19293 MOCCO, SAMANTHA				
1-13-20	Disposition of Real Estate Taxes - 2019	01/13/2020	.60	400-70-5436-8-00
Total 19293 MOCCO, SAMANTHA:			.60	
19450 MORAIN PARK TECHNICAL COLLEGE				
2019SETT	2019 tax settlement	01/10/2020	120,169.38	202-24620
Total 19450 MORAIN PARK TECHNICAL COLLEGE:			120,169.38	
19525 MOTION PICTURE LICENSING CORPORATION				
504241874	Umbrella Lic Covering term 12/1/19-12/1/20	01/10/2020	344.38	100-20-5513-3-38
Total 19525 MOTION PICTURE LICENSING CORPORATION:			344.38	
19695 MUNICIPAL CODE CORPORATION				
00337385	Admin Support Fee 12/1/2019-11/30/2020	01/10/2020	350.00	100-10-5163-3-38
Total 19695 MUNICIPAL CODE CORPORATION:			350.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>19802 NAPA AUTO PARTS-WAUPUN</b>				
263104	belt for air compressor - 2019	01/13/2020	15.19	100-70-5410-3-36
263012	stainless couplers - 2019	01/13/2020	759.28	100-70-5411-3-36
263210	credit	01/13/2020	11.54-	100-70-5411-3-36
263261	fittings - 2019	01/13/2020	36.24	100-70-5411-3-36
263565	oil filter - 2019	01/13/2020	7.59	100-70-5411-3-36
263566	credit	01/13/2020	1.59-	100-70-5411-3-36
263688	blister pack capsules/deicer/air filter - 2019	01/13/2020	66.08	100-70-5411-3-36
263859	oil filter/air filter - 2019	01/13/2020	40.28	100-70-5411-3-36
264229	adapter - 2019	01/13/2020	3.69	100-70-5411-3-36
264384	cabin air filter - 2019	01/13/2020	14.59	100-70-5411-3-36
264387	cabin air filter - 2019	01/13/2020	14.59	100-70-5411-3-36
265323	hybrid blade - 2019	01/13/2020	19.99	100-70-5411-3-36
265361	blDMTL adapter - 2019	01/13/2020	16.49	100-70-5411-3-36
263860	deicer - 2019	01/13/2020	19.80	100-70-5412-3-36
263863	cleanup wiper - 2019	01/13/2020	52.69	100-70-5412-3-36
263689	beam blades/lock pin - 2019	01/13/2020	14.43	100-70-5412-3-36
264328	fab loom-split poly - 2019	01/13/2020	15.60	100-70-5412-3-36
Total 19802 NAPA AUTO PARTS-WAUPUN:			1,083.40	
<b>20480 NICKEL, JULIE</b>				
1-10-20	Reimbursement for cell phone use - January 2020	01/10/2020	40.00	100-10-5131-3-31
Total 20480 NICKEL, JULIE:			40.00	
<b>20900 OSHKOSH OFFICE SYSTEMS</b>				
AR46641	City Hall Color Copier 6333 - 2019	01/13/2020	181.60	100-10-5141-3-36
AR46871	copy machine MPC 3500 - fire dept - 2019	01/13/2020	41.43	100-50-5231-3-30
Total 20900 OSHKOSH OFFICE SYSTEMS:			223.03	
<b>21450 PETTY CASH-CITY HALL</b>				
12-30-19	retirement card	12/30/2019	9.48	100-10-5141-3-38
12-30-19	retirement cake	12/30/2019	18.99	100-40-5211-3-38
Total 21450 PETTY CASH-CITY HALL:			28.47	
<b>21665 PIGGLY WIGGLY DISCOUNT FOODS</b>				
9453	O'Donovan retirement	01/10/2020	13.67	100-40-5211-3-38
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			13.67	
<b>21805 PITNEY BOWES</b>				
1014602166	ink cartridges	12/30/2019	118.99	100-10-5141-3-36
Total 21805 PITNEY BOWES :			118.99	
<b>21895 PLUIM, JERRY</b>				
1-10-20	reimburse cell phone use during salt season	01/10/2020	90.00	100-70-5420-3-31
Total 21895 PLUIM, JERRY:			90.00	
<b>22112 PRAETORIAN DIGITAL</b>				
010135-3207	Fire Series - training material	01/10/2020	150.00	100-50-5234-3-38
Total 22112 PRAETORIAN DIGITAL:			150.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
<b>22324 PURCHASE POWER</b>				
1-30-20	Postage overage fee - 2019	01/13/2020	15.00	100-10-5141-3-33
1-30-20	refill postage machine - 2019	01/13/2020	2,000.00	100-16210
Total 22324 PURCHASE POWER:			2,015.00	
<b>22570 RADIO PLUS</b>				
6276-00128-0002	Janet Planet adv - 2019	01/13/2020	195.00	450-70-5450-3-40
Total 22570 RADIO PLUS:			195.00	
<b>22700 REINDERS INC.</b>				
1812527-00	hose	12/30/2019	76.65	100-70-5411-3-36
Total 22700 REINDERS INC.:			76.65	
<b>22795 RENS FLORAL</b>				
1491	Program - library	12/30/2019	1,820.00	210-60-5511-3-44
Total 22795 RENS FLORAL:			1,820.00	
<b>23235 SCHAUER, ALEX</b>				
1-10-20	reimbursement for phone use during salt season	01/10/2020	90.00	100-70-5420-3-31
Total 23235 SCHAUER, ALEX:			90.00	
<b>23250 SCHLIEVE, KATHY</b>				
12-30-19	Administration - Travel	12/30/2019	212.40	100-10-5191-3-37
12-30-19	Administration - Professional Devel - Tuition	12/30/2019	1,673.64	100-10-5191-3-38
12-30-19	economic development - travel	12/30/2019	540.91	100-80-5670-3-37
Total 23250 SCHLIEVE, KATHY:			2,426.95	
<b>23300 SCHOOL DISTRICT OF WAUPUN</b>				
2019SETT	2019 tax settlement	01/10/2020	1,816,805.69	202-24610
Total 23300 SCHOOL DISTRICT OF WAUPUN:			1,816,805.69	
<b>24108 STAPLES CREDIT PLAN</b>				
12-30-19	office supplies	12/30/2019	75.58	100-10-5141-3-30
12-30-19	timecard paper	12/30/2019	193.84	100-10-5141-3-38
Total 24108 STAPLES CREDIT PLAN:			269.42	
<b>24399 STOB, CHARLES</b>				
1-10-20	cell phone usage salt season	01/10/2020	90.00	100-70-5420-3-31
Total 24399 STOB, CHARLES:			90.00	
<b>24400 STOB PLUMBING &amp; HEATING, INC.</b>				
10818	heater motor city garage - 2019	01/13/2020	1,045.00	100-70-5412-3-36
10817	pvc - street crossing flag holders	01/10/2020	47.70	100-70-5441-3-36
Total 24400 STOB PLUMBING & HEATING, INC.:			1,092.70	
<b>24650 SURE FIRE, INC.</b>				
SD18146	SERVICE damper motor	12/30/2019	253.75	100-70-5410-3-36
SD18132	SERVICE at City hall	12/30/2019	1,378.39	100-70-5410-3-36

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 24650 SURE FIRE, INC.:			1,632.14	
<b>24902 HIGHLAND GROUP</b>				
INV#1	Madison Ph 2 Sales Study & Nominal Pmt Prep - 2019	01/13/2020	10,800.00	400-70-5436-8-00
Total 24902 HIGHLAND GROUP:			10,800.00	
<b>24932 THE RIVER CHURCH OF WAUPUN</b>				
12-31-19	STH 68 resurfacing	12/31/2019	300.00	400-70-5436-8-00
Total 24932 THE RIVER CHURCH OF WAUPUN:			300.00	
<b>25143 TOTAL BUSINESS PRODUCTS</b>				
89521	banquet programs - FD - 2019	01/13/2020	129.00	100-50-5231-3-38
25143 TOTAL BUSINESS PRODUCTS:			129.00	
<b>25450 TRU CLEANERS LLC</b>				
12-30-19	additional cleaning senior center - Dec 2019	12/30/2019	90.00	100-70-5410-3-38
CW010119/1	cleaning service for City of Waupun	01/10/2020	4,012.68	100-70-5410-3-38
Total 25450 TRU CLEANERS LLC:			4,102.68	
<b>25475 UMR</b>				
0008338721	2020 short term disability renewal	01/10/2020	1,500.00	100-10-5143-3-38
Total 25475 UMR:			1,500.00	
<b>25482 UNIFORM SHOPPE</b>				
294996	clothing allowance - Sullivan - 2019	01/13/2020	130.85	100-12634
294433	clothing allowance - Sullivan - 2019	01/13/2020	371.80	100-12634
294695	clothing allowance - 2019	01/13/2020	44.95	100-12634
294600	clothing allowance - 2019	01/13/2020	363.80	100-12634
294599	clothing allowance - 2019	01/13/2020	411.70	100-12634
295097	clothing allowance - 2019	01/13/2020	74.95	100-12634
294598	clothing allowance - 2019	01/13/2020	277.70	100-12634
Total 25482 UNIFORM SHOPPE:			1,675.75	
<b>25760 US CELLULAR</b>				
0347227482	Clerk cell phone	12/30/2019	78.58	100-10-5141-3-31
0347227482	Economic Developer/Administrator	12/30/2019	83.18	100-10-5191-3-31
0347227482	PARK-rec cell phone	12/30/2019	51.08	100-20-5513-3-31
0347347942	POLICE DEPT monthly cell phone charges	12/30/2019	931.47	100-40-5211-3-31
0347227482	FIRE DEPT monthly cell phone charges	12/30/2019	243.54	100-50-5231-3-31
0347227482	DPW Director/Foreman monthly cell phone	12/30/2019	138.83	100-70-5420-3-31
0347227482	Library monthly cell	12/30/2019	69.69	210-60-5511-3-31
Total 25760 US CELLULAR:			1,596.37	
<b>25980 VANBUREN, SARAH</b>				
12-30-19	mileage FDL to FVTC & FVTC to City Hall	12/30/2019	34.22	100-80-5670-3-37
Total 25980 VANBUREN, SARAH:			34.22	
<b>26042 VANDE ZANDE &amp; KAUFMAN, LLP</b>				
11002	Traffic monthly attorney fees - 2019	01/13/2020	15.00	100-10-5161-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
DEC2019	monthly City Attorney Fees - Dec 2019	01/13/2020	3,080.00	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			3,095.00	
<b>26790 WAUPUN AREA ANIMAL SHELTER, INC</b>				
JAN2020	Monthly Contract	01/10/2020	1,000.00	100-40-5343-3-38
Total 26790 WAUPUN AREA ANIMAL SHELTER, INC:			1,000.00	
<b>26900 WAUPUN CHAMBER OF COMMERCE</b>				
1-10-20/1	2020 Chamber dues - City	01/10/2020	80.00	100-10-5110-3-34
1-10-20	2020 Chamber dues - Waupun Festival	01/10/2020	80.00	450-70-5440-3-38
Total 26900 WAUPUN CHAMBER OF COMMERCE:			160.00	
<b>27000 WAUPUN EQUIPMENT COMPANY, INC.</b>				
82494W	paint - 2019	01/13/2020	21.50	100-70-5411-3-36
Total 27000 WAUPUN EQUIPMENT COMPANY, INC.:			21.50	
<b>27103 WAUPUN FOOD PANTRY</b>				
12-31-19	Donation from Breakfast with Santa 2019	12/31/2019	760.00	100-13850
Total 27103 WAUPUN FOOD PANTRY:			760.00	
<b>27450 WAUPUN UTILITIES</b>				
4835	WPPI monthly email user/archiving accts/IT support - 201	01/13/2020	297.00	100-10-5197-3-38
2019SETT	January Settlement	01/10/2020	9,297.88	100-25620
4818	tennis court & ball park lights maint 2019	12/30/2019	1,072.23	100-70-5410-3-36
4817	Park light maint 2019	12/30/2019	370.55	100-70-5410-3-36
4816	Sewer lnt on advance - land purch from WIDC	12/30/2019	8,568.80	404-10-5711-3-38
4836	Stormwater Billing & Collection Fees - 2019	01/13/2020	863.50	700-10-5192-3-38
Total 27450 WAUPUN UTILITIES:			20,469.96	
<b>27935 WELLS FARGO PAYMENT REMITT.</b>				
ANGIE-NOV19	netgear extender - Angie	12/30/2019	58.01	100-10-5141-3-30
ANGIE-NOV19	DVI display cable	12/30/2019	12.00	100-10-5141-3-36
SCOTT-DEC19	microsoft - PD - 2019	01/13/2020	200.00	100-40-5211-3-30
JEREMY-DEC19	Gov conf - PD - 2019	01/13/2020	225.00	100-40-5211-3-37
JEREMY-DEC19	hotel stay - PD - 2019	01/13/2020	82.00	100-40-5211-3-37
SCOTT-DEC19	WI Active Threat Conf - PD - 2019	01/13/2020	95.00	100-40-5215-3-37
SCOTT-DEC19	WI Active Threat Conf - PD - 2019	01/13/2020	95.00	100-40-5215-3-37
BJ-NOV19	fuel - FD	12/30/2019	100.00	100-50-5232-3-38
BJ-NOV19	piggly wiggly - FD - water for workout/mtg area	12/30/2019	20.07	100-50-5232-3-38
BJ-NOV19	piggly wiggly - FD - rehab beverages	12/30/2019	53.04	100-50-5232-3-38
BJ-NOV19	Animoto - FD - presentation software	12/30/2019	239.88	100-50-5232-3-38
BJ-NOV19	IAAI dues - Beer	12/30/2019	25.00	100-50-5233-3-34
BJ-NOV19	Facebook - FD - food drive/pizza del event	12/30/2019	66.71	100-50-5233-3-35
BJ-NOV19	Code enforcement dues - Beer	12/30/2019	75.00	100-50-5243-3-34
BJ-NOV19	Best Buy - tv for meeting room - FD	12/30/2019	519.98	100-50-5251-3-38
ANGIE-NOV19	gloves - DPW	12/30/2019	125.94	100-70-5412-3-38
KATHY-NOV19	meal - Viroqua Chamber education - Schlieve	12/30/2019	46.97	100-80-5670-3-37
KATHY-NOV19	parking - Future WI Summit	12/30/2019	16.00	100-80-5670-3-37
KATHY-NOV19	2019 Future WI Summit - Schlieve	12/30/2019	150.00	100-80-5670-3-38
ANGIE-NOV19	pickleballs - Rec	12/30/2019	35.90	220-20-5513-3-38
KATHY-NOV19	meal - VanBuren - aging	12/30/2019	32.00	220-54-5460-1-10
ANGIE-NOV19	Waupun Festivals Annual Report	12/30/2019	10.00	450-70-5440-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
ANGIE-NOV19	Facebook - Festivals - Janet Planet	12/30/2019	112.56	450-70-5450-3-40
Total 27935 WELLS FARGO PAYMENT REMITT.:			2,396.06	
<b>28425 WI CHIEFS OF POLICE ASSN</b>				
3373	2020 membership renewal	01/10/2020	130.00	100-40-5211-3-34
Total 28425 WI CHIEFS OF POLICE ASSN:			130.00	
<b>28600 WI DEPT OF JUSTICE</b>				
G3369-DEC19	G3369 - background checks - Dec 2019	01/13/2020	28.00	100-40-5213-3-38
Total 28600 WI DEPT OF JUSTICE:			28.00	
<b>28911 WI DEPT OF REVENUE</b>				
1-10-20	Business Registration Renewal Fee	01/10/2020	10.00	100-10-5110-3-38
Total 28911 WI DEPT OF REVENUE:			10.00	
<b>29236 WI LAW ENFORCEMENT OFFICERS</b>				
2020	membership renewal 2020	01/10/2020	20.00	100-40-5211-3-34
Total 29236 WI LAW ENFORCEMENT OFFICERS:			20.00	
<b>29405 WI OFFICE OF RURAL HEALTH</b>				
1-10-20	EMS Operations Management training	01/10/2020	70.00	100-50-5234-3-37
Total 29405 WI OFFICE OF RURAL HEALTH:			70.00	
<b>29497 WI SOCIETY OF EMERGENCY SERVICES INSTRU</b>				
2020	Instructor renewal - DeMaa	01/10/2020	30.00	100-50-5234-3-34
Total 29497 WI SOCIETY OF EMERGENCY SERVICES INSTRU:			30.00	
<b>29501 WI STATE FIRE CHIEF'S ASSOC.</b>				
MR-2019-0254	Company Officer Renewal Fee 2020	01/10/2020	95.00	100-50-5231-3-34
MR-2019-0068	Company Officer Renewal Fee 2020	01/10/2020	95.00	100-50-5231-3-34
MR-2019-0118	Company Officer Renewal Fee 2020	01/10/2020	95.00	100-50-5231-3-34
MR-2019-0117	Company Officer Renewal Fee 2020	01/10/2020	95.00	100-50-5231-3-34
MR-2019-0116	Company Officer Renewal Fee 2020	01/10/2020	95.00	100-50-5231-3-34
MR-2019-0067	Company Officer Renewal Fee 2020	01/10/2020	95.00	100-50-5231-3-34
Total 29501 WI STATE FIRE CHIEF'S ASSOC.:			570.00	
<b>29758 WMCA</b>				
1-10-20	Membership renewal	01/10/2020	65.00	100-10-5141-3-34
Total 29758 WMCA:			65.00	
<b>29897 YESCO CENTRAL WISCONSIN</b>				
SVO-4857	technician - electronic sign	12/30/2019	95.00	100-70-5410-3-36
Total 29897 YESCO CENTRAL WISCONSIN:			95.00	
<b>300156 MONARCH LIBRARY SYSTEM</b>				
414872	Automation/technology - 2019	01/13/2020	4,698.52	210-60-5511-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 300156 MONARCH LIBRARY SYSTEM:			4,698.52	
300188 MARCO TECHNOLOGIES LLC				
66328170	KONMIN/BHC308 - 2019	01/13/2020	244.86	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			244.86	
300208 WARRIOR FABRICATION & REPAIR				
53086942-0002	banners - 2019	01/13/2020	4,200.00	405-70-5436-3-38
Total 300208 WARRIOR FABRICATION & REPAIR:			4,200.00	
Grand Totals:			2,818,900.17	

## Report GL Period Summary

GL Period	Amount
01/20	2,694,657.58
12/19	124,242.59
Grand Totals:	2,818,900.17

Vendor number hash: 4014456  
Vendor number hash - split: 5210343  
Total number of invoices: 173  
Total number of transactions: 236

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	2,818,900.17	.00	2,818,900.17
Grand Totals:	2,818,900.17	.00	2,818,900.17

## Report Criteria:

[Report].Invoice Date = 12/30/2019-01/13/2020



## **MINUTES**

**CITY OF WAUPUN BOARD OF PUBLIC WORKS**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, November 12, 2019 at 4:30 PM**

### **CALL TO ORDER**

Chairman Mielke called the meeting of the Board of Public Works to Order at 4:30pm.

### **ROLL CALL**

Board members present on roll call are Chairman Mielke, Alderman Matoushek, Alderman Vossekuil, Deputy Chief Rasch, Public Works Director Daane, and City Clerk Hull. No members are absent.

Common Council members in attendance are Mayor Nickel.

No City Staff is present.

No members in the audience are present.

### **PERSONS WISHING TO ADDRESS THE BOARD OF PUBLIC WORKS**

No member of the public appeared before the Board.

### **FUTURE MEETINGS AND GATHERING INVOLVING THE BOARD OF PUBLIC WORKS**

The next regularly scheduled meeting of the Board of Public Works is December 10, 2019 at 430pm in the City Hall Council Chambers, if needed.

### **CONSIDERATION - ACTION**

#### **1. Approve minutes of the October 8, 2019 meeting.**

Motion Rasch, second Matoushek to approve the October 8, 2019 minutes of the Board of Public Works.  
Motion carried 6-0.

#### **2. No Parking Stall Request at Waupun Memorial Hospital. Stall is located just west of the hospital driveway on the north side of W. Brown St.**

Daane was contacted by Waupun Memorial Staff requesting to eliminate the compact car parking space and replace with no parking due to visibility safety issues.

Motion Rasch, second Vossekuil to authorize the elimination of the compact parking space, located in the Waupun Memorial Hospital parking lot, and replace with a no parking sign. Motion carried 6-0 on roll call.

#### **3. Resolution - DNR Grant for ADA Canoe/Kayak launch.**

Due to the Recreation Board favoring a canoe/kayak launch, Daane is applying for a DNR grant which requires a resolution authorizing Daane to act on behalf of the City and submit an application for possible grant consideration.

Motion Matoushek, second Rasch to recommend to the Common Council to approve the resolution to authorize Daane to submit an application for an ADA Canoe/Kayak Launch at Shaler Park. Motion carried 6-0 on roll call.

#### **4. Ordinance Amendment - to delete Christian Home Loading Zone designation.**

Ch. 6.05(3)(n) entitled Traffic Code-Parking Limitations provides "Christian Home Loading Zone. An area of not more than 30 feet along the north side of Grandview Ave., extending 15 feet easterly and 15 feet westerly from the centerline of the sidewalk leading from the Christian Home for the Aged to Grandview

Ave., shall be designated as a "Loading Zone" and no parking shall be permitted in such area except for the sole purpose of permitting persons residing at or visiting the Christian Home for the Aged to exit from or enter into motor vehicles". As the Christian Home has relocated, there is no need for this loading zone and Daane requests to update the ordinance by eliminating this language.

Motion Rasch, second Vossekul to recommend the Common Council adopt the ordinance to amend Ch. 6.05(3)(n) entitled Traffic Code-Parking Limitations to eliminate (n) Christian Home Loading Zone. Motion carried 6-0 on roll call.

**5. Set fees for contractors using compost site for City residents.**

Daane requests to charge an annual fee to contractors for dumping at the compost site to aid in the departments time and expense in clearing the debris. N. Fond Du Lac charges a \$300 annual fee and Daane wishes to do the same.

Motion Vossekul, second Matoushek to authorize a \$300 annual fee to contractors for dumping at the City Garage compost site. Motion carried 6-0 on roll call.

**6. Review 2019 Street Ratings.**

Daane provide the 2019 street ratings for review.

**7. Grant Funding Opportunities:**

Daane informs the Board of the grants he is applying for:

LRIP - Gateway Dr. from Main (mill & overlay) (2020)

LRIP - Newton Ave. & Rock Ave. reconstruction (2021)

MLS - Shaler Dr. & Baybarry Ln – construction

DNR - ADA Canoe / Kayak launch at Shaler Park

**ADJOURNMENT**

Motion Vossekul, second Rasch to duly call the meeting adjourned at 4:50pm.



**CITY OF WAUPUN PLAN COMMISSION**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Wednesday, November 20, 2019 at 4:45 PM**  
(Approved 12/18/19)

**CALL TO ORDER**

The Waupun Plan Commission met at 4:45 pm in the Council Chambers, City Hall, Waupun.

**ROLL CALL**

Members Present: Julie Nickel, Fred Lueck, Mike Matoushek, Elton TerBeest, and Jerry Medema

Members Excused: Derek Drews and Jeff Daane

Staff Present: Kathy Schlieve, Sarah VanBuren, Susan Leahy, and BJ DeMaa

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

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

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

Chairman Nickel indicated the next meeting of the Plan Commission may be December 18, 2019 at 4:45. Lueck will be excused.

**CONSIDERATION - ACTION**

1. Approve minutes of the October 16, 2019 Meeting. Motion by Medema, seconded by Matoushek to approve the minutes of the October 16, 2019 meeting as presented. Motion carried, unanimously.
2. Public Hearing - Rezoning Petition of Alex and Ann Zabel to rezone Lots 20 through 34 and Lot 50 of Park Estates Subdivision from the R-1 Single Family Residential District to the R-2 Two Family Residential District.

Chairman Nickel read the call of the hearing and its purpose. She noted that Lot 50 had been omitted from the original petition and is now to be included in the request. Kathy Schlieve introduced the developer for the Zabels who gave a brief presentation on the Zabels proposal in this rezoning request. They are proposing to rezone 15 platted lots which are presently zoned R-1 Single Family Residential to the R-2 Two Family Residential District which includes Lots 20 through 34. They now wish to strike lot 50 from the rezoning petition. They hope to construct ten duplexes and five single family zero lot line duplexes. The duplexes would contain approximately 1300 sq. ft. They proposed a homeowners association for the duplex structures.

More than a dozen neighbors appeared to ask questions and voice their concerns about the number of duplexes and zero lot line single family residences proposed for their neighborhood. The plans for the duplexes show the garages on the outer side of each structure thereby resulting in two driveways on each lot. Neighbors were concerned about all the new driveways being proposed on each street. Water and drainage problems were the main concerns of most of the neighbors as they all have water problems on their lots and in their basements. One neighbor said he has three sump pumps running on his lot. Other neighbors were concerned with a proposed retention pond across from her lot which will lower her property value and be dangerous for her kids and others in the area. Chairman Nickel said the City is responsible for retention ponds. Most lots are approximately 100' x 140' or around 14,000 sq. ft. The new homes and lots would sell for about \$250,000. Down spout drainage is also a large problem in this area. It was questioned if sidewalks will be required. Chairman Nickel noted that many of the engineering questions brought up tonight could not be answered, as the City Engineer, who is a member of this committee, was not here today. These questions and problems will be worked out by the City Engineer prior to any construction if the Council approves this

rezoning request. The Plan Commission must first make a recommendation to the Council, the Council makes the final decision on rezoning petitions. In the meantime if anyone has any questions they can contact the City Engineer or their Alderman or attend the next Council meeting in December. It is hereby noted that a sign in sheet of all those who attended this public hearing will be forwarded to the City Administrator.

Other questioned why we need so many duplexes in the City. Kathy and Chairman Nickel said the City is working on a housing plan for the City and it has been found that there will be a need for more housing for the elderly or retirees, and young married couples looking for a starter home or a retirement residence. Chairman Nickel hearing no further questions declared the hearing closed and called for a motion to act on the rezoning request.

Motion by Matoushek, seconded by Nickel to file a favorable recommendation to the City Council on the rezoning request of Alex and Ann Zabel to rezone Lots 20-34 of the Park Estates Plat being part of the NE 1/4, SW 1/4, and the SE 1/4, SW 1/4 and the NW 1/4, SE 1/4 and the SW 1/4, SE 1/4, Section 31 T14N R15E, City of Waupun, Fond du Lac County, Wisconsin from the R-1 Single Family Residential Zoning District to the R-2 Two-Family Residential Zoning District for the construction of duplexes and zero lot line single family residences.

Vote: Medema, TerBeest, Matoushek, Lueck, Nickel - "AYE"  
Motion carried, unanimously.

3. CSM - Lot 1 of Mayfair Estates. A CSM has been submitted to the City in order to create an approximately 0.292 acre lot, known as Lot 1 at the intersection of Watertown St (Business STH 26) and Mayfair St. The lot would have an average depth of 161' and an average width of 80.6'. The intended use of this lot would be an accessory or off premises parking lot for the Brittain House restaurant/bar across the street. Lueck questioned if the subdivision ordinance requires a corner lot to be 10' wider so a vision corner for safety can be established at this intersection and so that a safe driveway access can be constructed at this intersection. A site plan for the new parking lot has yet to be designed showing the number, size, and location of the parking spaces as well as the location and size of a safe driveway access. They City of Waupun is the owner of the property and it would be sold to Scott and Michele Brittain, owners of the restaurant across the street.

Chairman Nickel asked for a motion to act on this CSM. Motion by TerBeest, seconded by Matoushek to provide a favorable recommendation to the City Council on the proposed CSM for the City of Waupun, said property located in part of the SW 1/4, SW 1/4, Section 4, T13N R15E, City of Waupun, Dodge County , Wisconsin on the condition a vision triangle is shown on the new lot at the intersection of Watertown St. and Mayfair St. and a site plan is provided showing the proposed number , size and location of the parking spaces on the lot and the location of a safe driveway access.

Vote: Medema, TerBeest, Matoushek, Lueck, and Nickel - "AYE"  
Motion carried, unanimously.

## **ADJOURNMENT**

Motion by Medema, seconded by Matoushek to adjourn the meeting. Motion carried, meeting adjourned at 5:43 pm.

Fred Lueck  
Secretary



**MINUTES**  
**CITY OF WAUPUN COMMON COUNCIL SPECIAL**  
**MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, December 03, 2019 at 4:30 PM**

**CALL TO ORDER**

Mayor Nickel called the meeting to order at 430pm.

**ROLL CALL**

Council in attendance on roll call is Mayor Nickel, Alderman Westphal, Alderman Kaczmarski, Alderman Mielke, Alderman Matoushek, Alderman Vossekuil, and Alderman Vanderkin. No members are absent.

Management Staff present is Clerk Hull, Administrator Schlieve, and Fire Chief Demaa. Staff absent and excused are Attorney VandeZande, Finance Director Oosterhouse, Library Director Jaeger, Police Chief Loudon, Public Works Director Daane, Utility General Manager Posthuma, and Recreation Director Kaminski.

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

Members in the audience are Chris Haas, Steve and Michelle Foote, and Robert Ballweg.

No media is present.

**CONSENT AGENDA**

Motion Vossekuil, second Kaczmarski k to approve the Consent Agenda. Motion carried 6-0 on roll call.

**ORDINANCES AND RESOLUTIONS**

**2. Ordinance to amend Ch.16.01(10) entitled Zoning Ordinance-Zoning Map: Lots 20-34 of Park Estates Subdivision**

The Plan Commission made recommendation of an ordinance to change the zoning of lots 20-34 of Park Estates Subdivision from R1 to R2 as a developer would like to construct a combination of single family and two family Homes on these lots. Due to a concern of water run-off, the developer would be required to work with city engineers to address/control water runoff in the area as part of any development plan.

Motion Westphal, second Matoushek to adopt Ordinance 19-10 to amend Ch.16.01(10) entitled Zoning Ordinance-Zoning Map to rezone Lots 20-34 of Park Estates Subdivision from the R-1 Single Family Residential Zoning District to the R-2 Two Family Residential District. Motion carried 6-0 on roll call.

**CONSIDERATION - ACTION**

**3. Certified Survey Map- Lot 1 Mayfair Estates**

The Plan Commission made recommendation to approve the Certified Survey Map for Lot 1 Mayfair Estates.

Motion Kaczmarski, second Vossekuil to approve the Certified Survey Map for Lot 1 Mayfair Estates. Motion carried 6-0 on roll call.

**4. 2020-2021 Election Inspectors**

The City Clerk is required to have the municipal body appoint Election Inspectors every two-years, no later than December 1. As the two-year term expires, December 31, 2019, the Clerk provides the names of those to be appointed for the 2020-2021 term.

Motion Westphal, second Matoushek to approve the 2020-2021 City of Waupun Election Inspectors. Motion carried 6-0 on roll call.

**5. Consideration of holding Primary Election for Office of Mayor and Aldermanic Districts 2, 4, and 6 on February 18, 2020**

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

Motion to deny holding a 2020 Primary Election for the local municipal races of Mayor and Aldermanic District 2, 4, and 6 if there is more than twice the number of candidates filing for these seats. Motion carried 6-0 on roll call.

**6. 2020 Fire Department Equipment Rates**

Motion Vanderkin, second Matoushek to adopt the 2020 Fire Department Equipment Rates. Motion carried 6-0 on roll call.

**7. City of Waupun Warning Sirens**

Mayor Nickel has received complaints on the City warning sirens. The sirens are locally sound Monday through Friday and County activated on Saturday. Christine Haas of 602 S Madison Street, Waupun, resides near a warning tower and requests consideration for the siren sounding to be one time per week. Chief Demaa comments that growl testing (sounded for a shorter time and at a very low volume to ensure it and all the associated hardware and monitoring equipment is in working order) could be activated instead of general testing. Westphal is not in favor of a change unless the manufacturer approves. Discussion will be tabled for the January Council meeting.

**CLOSED SESSION**

**The Waupun Common Council will adjourn in closed session under Section 19.85 (1) (e) of the WI Statutes for:**

**8. Consideration of Land Sale and Terms of Developer Agreement for Lot 1 of Mayfair Street**

Motion Vanderkin, second Mielke to adjourn in closed session under Section 19.85 (1)(e) of the WI Statutes for Consideration of Land Sale and Terms of Developer Agreement for Lot 1 of Mayfair Street, Waupun. Motion carried 6-0.

**OPEN SESSION**

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

**ACTION FROM CLOSED SESSION**

No action in open session.

**ADJOURNMENT**

Motion Vanderkin, second Matoushek to duly call the meeting adjourned at 5:33pm.



**MINUTES**  
**CITY OF WAUPUN COMMON COUNCIL MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Tuesday, December 10, 2019 at 6:00 PM**

**CALL TO ORDER**

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

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

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

**ROLL CALL**

Council in attendance on roll call is Mayor Nickel, Alderman Westphal, Alderman Kaczmarski, Alderman Mielke, Alderman Matoushek, Alderman Vossekul, and Alderman Vanderkin. No members are absent.

Management Staff present is Attorney VandeZande, Clerk Hull, Administrator Schlieve, Finance Director Oosterhouse, Library Director Jaeger, Fire Chief Demaa, Deputy Police Chief Rasch, Public Works Director Daane, Utility General Manager Posthuma, and Recreation Director Kaminski. Chief Louden is absent and excused.

Other City Staff present is Fire Dept Mike Beer and Economic Development Coordinator Sarah Van Buren.

Members in the audience are Rick Searvogel, Missy Searvogel, Hailey Searvogel, Cody Searvogel, Aaron Jahnke, Frederick Mohr, Karen Mohr, Brenda Smith, Linda Borguardt, Rick Smith, Mike Schwandt, John Devries, Matt and Tracy Vellema, Brian Scheers, Kylie Searvogel, Erick Searvogel, Nathan Foote, Sheryl Rickerman, William Rickerman, Matt Navis, Jodi Mallas, Chad Riter, Mike Manchester, Mark Schmidt, Tara Rhodes, Robert Ballweg, Bridget Mayes, Carrey Terlisner, Beth Lienhard, and Rob Raddatz.

Media present is Ken Thomas of Daily Citizen and Kevin Haugen of WBEV/WXRO.

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

**1. Fire Department- Oath of Office and Badge Pinning Ceremony: Firefighters Erick L. Searvogel and Richard W. Smith**

Fire Chief Demaa introduces newly hired Fire Fighters Erick L. Searvogel and Richard W. Smith. Chief Demaa presents the Badge Pinning Ceremony and City Clerk Hull offers the Oath of Office.

**2. Fond Du Lac County Supervisor Sam Kaufman- Update of Fond Du Lac County Proceedings**

This is tabled for future meeting as Kaufman was unable to attend.

**CONSENT AGENDA**

Schlieve has future business that the Council must be engaged in. The Council will meet in Special Session on Thursday, December 19, 2019 at 430pm in the Council Chambers.

Motion Matoushek, second Vossekul to approve the Consent Agenda. Motion carried 6-0 on roll call.

**ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION/ACTION**

No items were removed from the Consent Agenda.

**CONSIDERATION - ACTION**

**23. 2018 City of Waupun Affordability Housing & Housing Fee Reports**

Van Buren provides, 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 and housing fees in an effort to shed light and foster change on affordable housing issues across the state. Van Buren provides these reports to the Council for review.

#### **24. REACH Donation Request- Giving Tuesday**

REACH is requesting donations for Giving Tuesday, which was designated as December 3, 2019. Hull reflects on past practice and provides that in 2017 the Council did make approval of a donation for Giving Tuesday as well as in 2019 for a dinner.

Motion Vossekul, second Matoushek to approve the donation of \$500 to REACH for Giving Tuesday which was designated at December 3, 2019. Motion carried 6-0 on roll call.

#### **25. Consideration of City of Waupun Wage Compensation Policy**

Schlieve presents a Compensation Policy which is a follow up due to the compensation wage scale which the Council adopted in October 8, 2019. This mirrors the Utilities policy. As we will be developing a performance management tool for implementation in 2020, this policy is considered a working document and may be revised upon the adoption of the performance tool to reflect the integration of a way to measure performance and support administration of the new compensation system.

Motion Westphal, second Matoushek to approve the Compensation Policy. Motion carried 6-0 on roll call.

### **RESOLUTIONS AND ORDINANCES**

#### **26. Ordinance- Consideration for ATV UTV Access in City Limits**

Discussion was heard on the consideration for ATV/UTV access on City streets.

Kaczmariski stated he initially voted against this ordinance but believes all issues have been addressed and likes that the police department can review this in a year or as needed for any revisions that may be necessary. Kaczmariski made contact with Dodge County Parks Department regarding the Gold Star Trail between Mayville and Horicon. He understands they are now at an impasse for financing and land issues. Kaczmariski believes they should reconsider the trail going north if their main attraction is for tourism, which would provide access to Highway 49, the rock trail, and Waupun. Westphal states we have addressed the issues of concerns in the ordinance and does not see any downside to this ordinance. Matoushek has talked with many constituents either by voice or email and the comments out-way for it, then against it. Matoushek states we are the voice for people in our area so he approves this ordinance.

Motion Westphal, second Matoushek to adopt Ordinance 19-11 to amend Ch. 6.11 entitled Traffic Code-Snowmobiles to add subsections (4)(5)(6) and recreate Ch.6.12 to be entitled Off Road Vehicles for the use of ATV/UTV in the City limits. Motion carried 4-2 on roll call with Mielke and Vossekul voting nay.

### **CLOSED SESSION**

Motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (e) of the WI Statutes for Consideration of Land Sale and Terms of Developer Agreement for Lot 1 of Mayfair Street. Motion carried 6-0.

### **OPEN SESSION**

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

### **ACTION FROM CLOSED SESSION**

No action is taken.

### **ADJOURNMENT**

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

**Draft Minutes of the Waupun Public Library Board Meeting  
December 16, 2019**

The meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:45 p.m. on December 16, 2019. Also present were Sullivan, Martens, Schultz, Westphal, Hintze, Jaeger, and Rohrer. Garcia was absent.

ARTICLE I: Motion by Martens, supported by Hintze, to accept the minutes of the November 18, 2019 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Circulation/downloads thru end of November was 136,858 items, up .3% YTD.
2. Library visits thru the end of November was 65,998 people.
3. Rural circulation thru the end of November was 35,510 items, up 4.4%
4. Total Juvenile Circulation was up again through November, 2019, by 8.6%

ARTICLE IV: Current budget was discussed. It is at 91% with no concerns noted.

ARTICLE V: Motion by Martens, supported by Sullivan, to pay the December bills. Motion carried 7-0 on roll call.

ARTICLE VI: No committee Reports.

ARTICLE VII: Librarian's Report.

a. Future Programs:

- December 17 – Flower Arranging with Heidi Braker, 6:00 pm. and 7:00 pm.
- December 19 – The Santa Claus Movie, at 1:00 pm. and 6:00 pm.
- December 21 – Flower Arranging 10:30 am. and 12:30 pm.
- January 7 – Tech Days, 10am-noon; 1pm-3pm.
- January 9 – Lego/Game Night, 4-8pm.
- January 13 – Windowsill Herbs with Master Gardener, Carol Shirk, 6pm.
- January 16 – Movie (TBD) 1pm and 6pm.

b. A gift of \$13,075.34 was received from the Ellen M. Johnson estate and deposited into the Library Trust Fund.

c. The 22-year-old materials security panels suffered burnt electrical boards and a fried power supply. Part of the system needed to be replaced. The panels alert staff when materials try to exit the library without being checked out. Sensors on this panel also

count how many people walk through the gate. Funding for this repair work will be taken from the Library Trust Fund once the invoice is received.

d. A 22-year-old section of carpet in the children's area was replaced. Areas of the old carpet were "tenting" and became a trip hazard. The Library Board authorized funds from the Library Trust Fund to pay for this replacement.

e. Following the budgeted change for staffing, Wayne Fix will be moving from nights to days. Library Page Mira Lacrosse will be promoted to Library Assistant I, filling in the vacant slot. Pam is in the process of hiring a new Page to fill the position Mira vacated.

f. The library will be looking at a shelving project in the near future. Bret is waiting for quotes at this time.

ARTICLE VII. No Old Business.

ARTICLE IX: New Business.

a. Motion by Hintze, supported by Rohrer, to approve the Monarch Library System Membership Agreement as presented with the change in name of the library to Waupun Public Library. Motion carried.

ARTICLE X: Motion by Martens, supported by Schultz, to adjourn at 5:05 pm. Motion carried.

Next tentative meeting: January 20, 2020, at **4:45 p.m.**

SANDRA ROHRER Secretary  
SR/bkj



**MINUTES**  
**CITY OF WAUPUN POLICE & FIRE COMMISSION**  
**Waupun Safety Building – 16 E. Main Street, Waupun WI**  
**Tuesday, December 17, 2019 at 4:30pm**

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

**CALL TO ORDER**

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

**ROLL CALL**

Members present: John Bett, Carole Cronin, John Forsythe, Tara Rhodes, Michael Thurmer; Nancy Vanderkin (City Council Liaison).

Members absent (excused): none

Also present: WFD Chief BJ DeMaa, WPD Chief Scott Loudon

**MINUTES FROM PREVIOUS MEETING**

Minutes from the November 4, 2019 meetings were presented for approval. Motion to approve by John B. (C. Cronin second; all in favor). Minutes approved as presented.

**GENERAL DISCUSSION AND EXCHANGE OF INFORMATION CONCERNING THE NORMAL OPERATIONS OF THE WAUPUN POLICE DEPARTMENT AND WAUPUN FIRE DEPARTMENT.**

WFD BJ DeMaa provided the following update(s):

- Recognition: Five years of service to firefighters Craig Ruis, Dan Holz, and Jeremy Thurk who will be recognized at 12/14 Annual Awards banquet; they are wonderful members of the department.
- Personnel: Three firefighters on probationary status performing well. A possible second cadet candidate would put the department at full-roster.
- Projects: Fire Inspector shortage (five, down to one) resulting in prioritizing those which are required by the end of the year. Asset consolidation discussion continues related to Township Consolidation. A meeting has been scheduled with LifeStar and City representatives regarding service concerns/next steps.

WPD Chief Scott Loudon provided the following update(s):

- Active Cases: Gregory Spittel: formally charged with first trial hearing scheduled for January; he is currently in FDL Jail on \$1million bond. Dog: charges being forwarded for consideration.
- Personnel: New hire Lieutenant Detective Ted Sullivan is doing an amazing job already and department is benefitting from his experience. Upcoming retirement dates and celebrations for Administrative Assistant Carla Wojahn and Lieutenant Detective Brian O'Donovan – congratulations and thank you for many years of service to the Community. Inservice scheduled for January related to ATV laws.
- Recognition: Congratulations to the following who will be receiving Annual Awards at the December banquet: Officers AJ Halverson and Ali Tipton and Lieutenant Joe Pfalzgraf (Commendation), Officers AJ Halverson, Brad Rasmussen x2, Ryan Schneider, Ali Tipton, Bobby Williams x2 (Life Saving), Officer Bobby Williams (Department Pin). (See attachment.)
- Other discussion: Package thefts in Waupun are very minimal, usually a mistaken delivery to another address which is resolved. ATV ordinance was accepted; violations of the law will be enforced (which include, but are not limited to: 10:00pm curfew, age 16-18 require helmet, insurance and active driver's license required, use of hand signals/headlamps/stop lamps; displayed license, one rider maximum, etc.)

**CLOSED SESSION**

The meeting was held in Closed Session under Section 19.85(1)(c) of the Wisconsin Statutes regarding discipline of a Police Department employee. Motion to go into Closed Session at 4:43pm was made by J. Bett (second by C. Cronin; all in favor).

**OPEN SESSION**

Open Session was reconvened under Section 19.85(2) of the Wisconsin Statutes at 4:55pm after motion from C. Cronin (second by J. Bett; all in favor).

**ACTION FROM CLOSED SESSION**

(None)

**FUTURE MEETINGS AND GATHERING INVOLVING THE POLICE AND FIRE COMMISSION**

Next Commission meeting will be held March 11, 2020 at 4:30pm.

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

**ADJOURNMENT**

Motion to adjourn meeting at 5:25pm made by J. Bett (second by C. Cronin; all in favor).

Respectfully submitted,  
Tara Rhodes, Secretary

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

# WAUPUN POLICE DEPARTMENT

## Monthly City Council Report

Dispatch Summary From 12/1/2019 To 12/31/2019

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

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Total Number of Calls for this reporting period: 1,120

72 HOUR DETENTION	5	HOUSE LOCKOUT	2
911 CHECK	13	HOUSE WATCH REQUEST	56
911 MISDIAL	6	INFO TO DOCUMENT	1
ABANDONED VEHICLE	2	INFORMATION	1
ACCIDENT	10	INTOXICATED DRIVER	6
ACCIDENT/INJURIES	3	INTOXICATED SUBJECT	3
ALARM TEST	3	INTRUSION ALARM	5
ANIMAL ABUSE	2	JA/UNDERAGE/ALCOHOL	2
ANIMAL COMPLAINT	7	JUVENILE PROBLEM	10
ASSIST CITIZEN	31	LAW ASSIST FIRE	1
ASSIST MOTORIST	2	LITTERING	1
ASSIST OTHER AGENCY	20	LOITERING	5
ATTEMPT TO LOCATE	6	LOST ANIMAL	1
AUTO THEFT	1	MISSING JUVENILE	1
BATTERY	1	NEIGHBOR DISPUTE	2
BIKE STOP	1	NOISE COMPLAINT	5
BUILDING CHECK	29	NOTIFY MED EXAMINER	1
CAR FIRE	1	OCCUPIED DISABLED	2
CAR VS DEER	1	OFFICER STAND BY	8
CHECK WELFARE	13	PAPER SERVICE	10
CHILD ABUSE/NEGLECT	1	PARKING ENFORCEMENT	16
CHILD CUSTODY	7	PRISONER TRANSPORT	6
CITY SIGN/ROAD REPAI	1	RECKLESS DRIVER	6
CIVIL PROBLEM	5	REPOSSESSED PROPERTY	2
CLICK IT GRANT	1	RUNAWAY	3
COMMUNITY POLICING	4	SCAM	5
COUNTY AMBULANCE	40	SEXUAL ASSAULT	2
COURT ORDER VIOLAT	1	SHOPLIFTER	1
CR DAMAGE TO PROP	1	SPECIAL ASSIGNMENT	5
DEPARTMENT K9 DOG	2	SPEED GRANT	1
DIRECTED AREA PATROL	224	SUBJECT STOP	4
DISORDERLY CONDUCT	18	SUBJECT WITH GUN	1
DOMESTIC DISPUTE	6	SUSP ACTIVITY	6
DRUGS/NARCOTICS	5	SUSP PERSON	4
ESCORT	1	SUSPICIOUS VEHICLE	12
ESCORT FUNERAL	6	TAVERN CHECKS	1
EVICIONS	2	THEFT	11
EXTRA PATROL	134	TRAFFIC ENFORC DAP	3
FIGHT	1	TRAFFIC PROBLEM	1
FIRE ALARM	3	TRAFFIC STOP	148
FIRE WORKS COMPLAINT	1	UNDERAGE POSSESSION	1
FOLLOW UP	70	VANDALISM	2
FOOT PATROL	16	WARRANT	5
FOUND ANIMAL	5	WARRANT OTHER AGENCY	4
FOUND PROPERTY	2	WAUPUN ORDINANCE	3
FRAUD/FORGERY	4		
GAS DRIVE OFF	8		
GAS LEAK	1		
HARASSMENT	11		
HIGH SPEED CHASE	1		
HIT AND RUN	5		

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

Retirement – Records Clerk Carla Wojahn is retired on December 18<sup>th</sup> 2019. Detective Brian O'Donovan retirement date is January 3<sup>rd</sup> 2020.

Event- Christmas Parade, Breakfast with Santa December 14<sup>th</sup> at 8am at the Country Club. Chief Loudon and D.C. Rasch attended FBI Holiday Lunch event.

Meetings – Department Head Meeting, FDL & Dodge County Law Enforcement Executive Meeting, Detective Meeting, Drug Free Communities, and CART Command meeting.

Lt. of Investigations Hiring Interviews. Offered Job to Ted Sullivan and he accepted and started December 3<sup>rd</sup>.

Department Training – Taser/DAAT training, and SFST refresher training

Training- Chief Loudon, Lt. Brzezinski, and Lt. Kreitzman attended ICS-400 Training. Lt. Pfalzgraf set up annual department training schedule.

Grant- FEMA emergency management grant application.

Traffic Safety Grant – Waupun is partnering with both Dodge and FDL County in the traffic safety campaign.

**ATV Arrest** - On 12/22/19 at approximately 5:37pm, police attempted to conduct a traffic stop on an ATV that was illegally operating on Fond du Lac St near N Watertown St. The operator on the ATV fled, attempting to elude the traffic stop. A high speed pursuit ensued in the residential area. The ATV appeared to malfunction and as the officer approached the operator, the operator was continually attempting to restart the ATV. The operator, and 18-year-old Waupun man, was decentralized from the ATV and taken into custody. Charges of Vehicle Operator Flee and Elude an Officer and disorderly conduct are being referred to the FDL County DA's office against the man. Citations of Operate ATV in a Careless Manner, Fail to Affix Public use Registration Decals, Operate ATV w/o Adequate Muffler or Spark Arrestor, and Operate ATV on Public Property were also issued.

**Gun Call** - On 12-29-2019 at approximately 12:08pm, police were dispatched to the Ultimart Gas Station located at 612 E Main St in Waupun, WI for a report by the Green Bay Police Department that they were taking several calls about a male subject who was supposed to be on a Greyhound or Lamers bus, possibly armed and threatening to shoot up the whole bus. The reporting party described the male wearing a green jacket, black pants and carrying a back pack possibly with a gun inside of it. The suspect, an 18-year-old La Crosse man, also had an active felony nationwide warrant for his arrest.

Waupun Police made contact with Green Bay Police as well as the Lamers bus driver who was in control of the bus at that time. After getting a better description of the suspect the Waupun Police directed the bus driver to evacuate the bus occupants into the gas station. Once the male subject matching the description exited the bus, officers were able to detain him without incident. No weapons were located and the threat to shoot up the bus was unfounded and may have been a false report to the

Green Bay Police Department. The male suspect was taken into custody for the Felony Warrant and transported to the Fond du Lac County Jail without incident

**High Speed Pursuit** – On 12/29/19 at approximately 7:52pm, police conducted a traffic stop on E Main St near S Drummond St. Upon police requesting the operator, a 25-year-old West Allis man, to exit the vehicle, the man fled the scene in his vehicle attempting to elude the officer. A pursuit ensued and the subject was taken into custody in the first hundred block of Plum Dr. The man was held at the Dodge County Jail on charges of Possession of Cocaine, Possession of THC, and Fleeing/Eluding an Officer.

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

**January 2020**

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

**Re: Report to Common Council**

**A. Statistics**

Circulation/downloads through the end of December was 148,059 items.  
Library visits through the end of December was 70,108 people.

**B. Future programs**

January 13 – Windowsill Herbs with Master Gardener Carol Shirk, 6 pm  
January 16 – Movie (title TBD), 1pm and 6pm  
February 10 – Flower Arranging, 6 pm  
February 18 – WWII Waupun, 1 pm and 6 pm  
March 16 – Wonderful World of garlic, 6 pm  
March 26 – Your Genealogy Journey, 6:30 pm  
March 30 – Pioneers of Comedy, 6 pm

**C. Staffing**

Since mid-December we have been short one full-time person as she is out on medical leave until February. At least three other staff are trying to cover parts of that position so our operations are minimally affected.

**D. Summer Reading Program**

While we're in the middle of winter, we do have all performers lined up for the annual Summer Reading Program. Good performers are always in high demand, so it's always a good thing to start planning early.

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



# *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: January 9, 2020  
To: Mayor, Council, City Administrator, and PFC  
From: Fire Chief, B.J. DeMaa  
Re: December Report

### Fire Calls:

There were fourteen (14) fire & rescue calls in the month of December for a total of one hundred and forty-five (145) YTD.

Time of Day:						
12A – 4A	4A – 8A	8A – 12P	12P – 4P	4P – 8P	8P – 12A	Total
1	0	5	4	2	2	14

\* 79% of fire calls came in during prime working hours.

Day of Week:							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
2	7	0	2	0	1	2	14

\* 71% of fire calls came in during Monday-Friday work week.

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

Incident Type:		
Incident Type	Count	% of Incidents
Assist EMS crew (311)	1	7.14
Gas Leak (412)	1	7.14
Vehicle accident, general clean-up (463)	1	7.14
Service call (500)	1	7.14
Lock-out (511)	2	14.29
Animal rescue (542)	1	7.14
Dispatched/cancelled en route (611)	3	21.43
CO detector activation – malfunction (736)	1	7.14
Alarm system activation – unintentional (745)	3	21.43

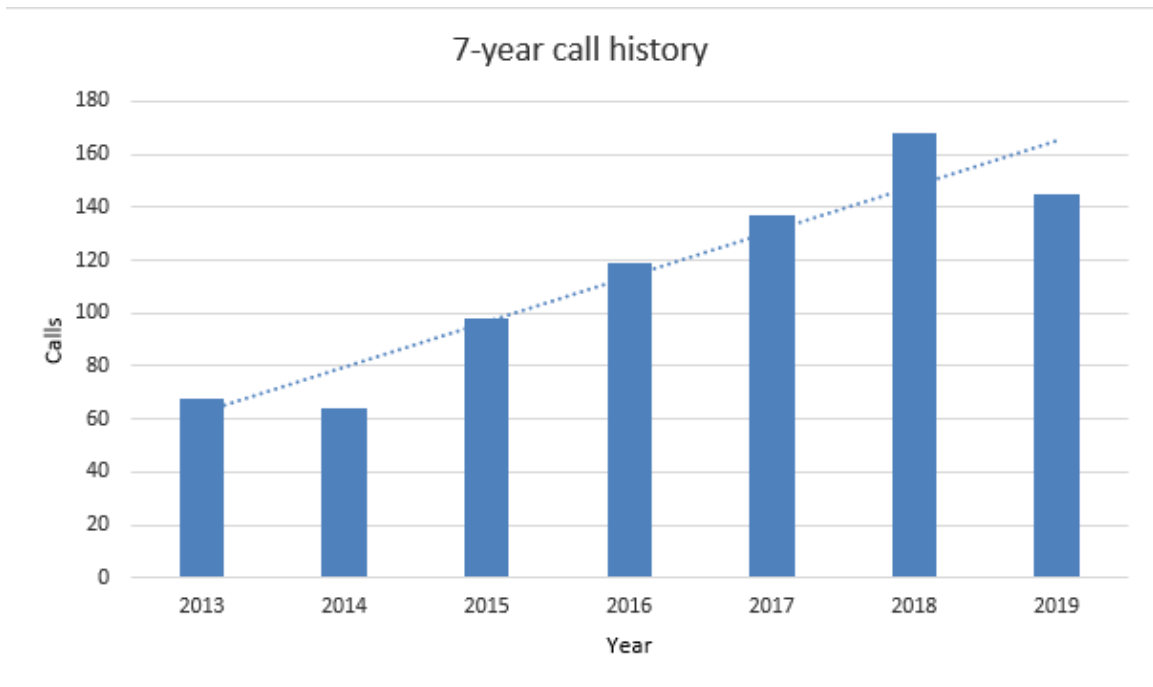
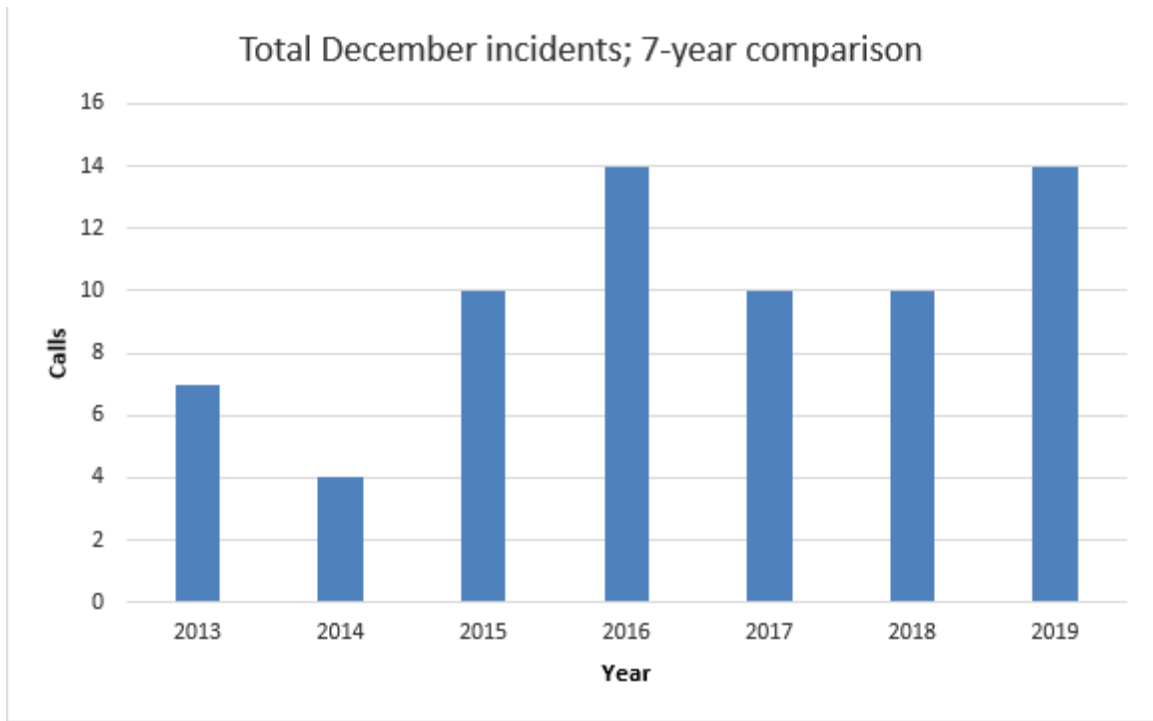
Average Personnel Response (excluding mutual aid):		
	Avg # of Responders	% of Total Department
4A – 8P	10.7	36%
8P – 4A	14	47%

\* Current roster is 30 members.

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

**Call Breakdown Summary (7-year comparison):**

<b><u>Breakdown of City calls:</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>	<b><u>2015</u></b>	<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>
Structural Fires	4	6	7	2	2	7	4
Cooking Fires	6	0	1	1	0	2	
Vehicle Fires	g sepa	2	2	0	0	5	2
Grass / Brush Fires	0	1	0	0	2	0	
Fires Misc. (chimney, bonfire, etc.)	racking	1	6	9	7	4	4
Controlled Burn	racking	1	0	0	0	0	1
Smell of Smoke or Something Hot	0	0	2	1	1	0	2
Cooking Related - no fire	racking	6	7	7	4	4	5
Vehicle Accident	g sepa	4	6	12	12	10	10
Rescue tools	g sepa	0	0	0	0	0	
Fuel Leak/Spill	racking	1	1	2	2	1	
Electrical / Gas Leaks / CO	13	7	15	12	13	6	3
Bad Detector	racking	4	4	15	17	2	21
Equipment Malfunction	racking	5	5	3	8	16	11
Mutual Aid	3	5	6	6	10	14	5
Rapid Intervention Team (RIT)				5	7	9	5
EMS Assist	g sepa	2	2	7	6	12	13
Prison Farm	0	0	0	0	0	0	
False Alarms	19	17	15	21	29	36	37
Severe Weather Related	0	2	1	6	5	30	2
Misc. (Hazardous condition, etc.)	8	0	18	10	12	9	20
Vehicle Fires / Accidents	4	Began tracking separately in 2014					
Accident/EMS assist/Rescue Tools	11	Began tracking separately in 2014					
<b>TOTAL:</b>	<b>68</b>	<b>64</b>	<b>98</b>	<b>119</b>	<b>137</b>	<b>167</b>	<b>145</b>



### **Projects/Special Events/Information:**

Follow-ups from the Intergovernmental EMS meeting for the Waupun Ambulance District continued. A meeting with Lifestar was also held covering a variety of topics.

Meeting held with Fox Lake EMS to discuss concerns they have shared over mutual aid requests to the City.

We submitted a \$10,500 grant application for Fire Prevention material through State Farm. This grant would replace our Sparky the Fire Dog costume (over 20 years old) and allow us to purchase items such as fire safety DVDs, carbon monoxide detectors, and smoke detectors to help support our community risk reduction efforts.

We continue to await word on our United Coop grant in the amount of \$2,814,50. If awarded, we plan to use these funds to further enhance firefighter safety at roadside incidents. First Responders are extremely vulnerable while working at accident and roadway incidents. We plan to purchase 7 LED flashlights, 30 class 2 traffic safety vests, 10 LED traffic wands, and 2 LED Slow/Stop traffic control signs.

### **Staffing:**

No staffing updates to report.

### **Inspections:**

We are prioritizing inspections according to State Statute to determine which inspections can be done once this year. We lost 2 inspectors this fall, one due to medical issues and the other due to the closure of Silgan.

### **Training:**

Training for the December 2<sup>nd</sup> meeting consisted of annual Personal Protective Equipment inspections, locker clean-outs, and smoke alarm installations.

Training for the December 16<sup>th</sup> meeting consisted of annual fit testing for Self-Contained Breathing Apparatus (SCBA).

### **Emergency Government:**

We received notification from Amy Nehls with Dodge County Emergency Management that the County has received a grant for the series of trainings that will focus on a mass casualty incident at Celebrate Waupun (car driving into the crowd or an active threat at the event). This will start as a tabletop exercise and finish with a full-scale event.

A draft application has been completed for the Integrated Emergency Management Course (IEMC). The IEMC is a four day, exercise-based training activity for Emergency Operations personnel and community stakeholders to practice simulated, but realistic, crisis situations, within a structured learning environment. The jurisdiction selects the hazards and core capabilities it wishes to simulate in classroom and exercise components of the course. The design will reflect the jurisdiction's specific hazards and organizational structure included in its emergency plans.

### **Code Enforcement – Mike Beer:**

#### **November:**

New Complaints: 4

Closed Complaints: 7

Open Complaints: 2

Total time committed to Code Enforcement: 12

Officer Brett Gerritsen has been assisting with code enforcement issues due to capacity issues. Due to the loss of 2 Fire Inspectors, more of Mike's time has shifted to focus on fall inspections.

	Oct-19	Nov-19	Dec-19
<b>Monthly Breakdown:</b>			
Pre-Hospital Calls	68%	88%	62%
DOC Calls	32%	12%	18%
Care Facility Calls			20%

<b>Annual Breakdown: (Q4)</b>	
Pre-Hospital Calls	73%
DOC Calls	21%
Care Facility Calls	6%

<b>Annual Call Type Breakdown: (Q4)</b>	
Allergic Reaction	0%
Altered Mental Status	4%
Bleeding	2%
Chest Pain	7%
Choking	0%
CO Poisoning	0%
Diabetic	1%
Dead on Arrival	1%
Dog Bite	0%
Fainting	5%
Falls	14%
Fever	2%
Headache	1%
Heat/Cold Exposure	0%
Ingestion	0%
Laceration	1%
Medical Alarm	1%
Motor Vehicle Collision	4%
N/V	2%
Overdose	2%
Pain	9%
Pulseless, Non-breathing	1%
Psychiatric	2%
Shortness of Breath	10%
Stroke	2%
Seizure	6%
Suicide Attempt	2%
Trauma	2%
Unknown	8%
Unresponsive	1%
Weakness	6%
FD standby	1%
PD standby	1%
Paramedic Intercept	0%

**Annual Call Disposition: (Q4)**

Medical Facility	83%
No transport	17%

**Annual Dept. of Corrections Usage: (Q4)**

DCI	69%
FLCI	18%
John Burke	0%
WCI	13%

**Annual Care Facility Usage: (started reporting in Dec)**

Christian Home	33%
Christian Homestead	0%
Marvin's Manor	0%
Prairie Ridge	28%
Anchor Communities - Brandon	0%
Bethesda Lutheran - Brandon	39%

**Interfacility Transports out of WMH: (started reporting in Apr)**

Total requests	272
Total accepted	235
Acceptance rate	86%



TO: Waupun Utilities Commissioners  
FROM: Randy Posthuma, General Manager  
DATE: Jan. 13, 2020  
SUBJECT: General Manager Report

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2020 Legislative Rally: The 2020 APPA Legislative Rally is scheduled for February 24-26, 2020 in Washington, D.C. The annual rally is crucial to ensuring that US Senators and Congressional members hear the voices and concerns of WPPI Energy members and the communities we serve. As local elected officials, commissioners and utility managers, we are well positioned to influence policy and to represent the public power community as a whole.

I'm excited to report that Mayor Nickel and I will be representing Waupun Utilities at this year's APPA rally.

Accounting Coordinator Update: Barb Armga has announced her retirement effective February 20, 2020. Barb will have completed 30 years of service as our accounting coordinator. As I had mentioned during our prior commission meetings, we anticipated the likelihood of this position opening up in 2020. Following Barb's retirement announcement, we have advertised and accepted applications for the accounting coordinator position. Jared and I spent the last part of December and the first part of January conducting interviews. With this timeline in place, we intend to have this position filled and a new hire in place by February 1, 2020.

Alliant Purchase Update: We continue to make progress in completing our fourth and final purchase of electric customers from Alliant Energy.

The PSC public hearing for the notice of proceeding for the joint application of Waupun Utilities and WP&L to transfer 33 electric customers from WP&L to Waupun Utilities took place on December 19, at 2:00pm. This was a telephonic hearing for docket 5-BS-238. The hearing took place at Waupun Utilities with PSC attorneys participating telephonically from Madison. There were no customers that attended the meeting or provided written comments.

Following the completion of the public hearing, PSC staff will forward the recommendation to approve the purchase to the three appointed PSC members for a vote. I'm anticipating that final approval will take place within the next couple of weeks.

Wastewater Utility Process Upgrade and Rate Impact Open House: On December 18<sup>th</sup> utility management, along with Jim Smith and Leo Kucek from Applied Technologies, held an open house at the utility office. The purpose was to provide further details on the wastewater facility upgrade and coinciding rate impact.

The open house was attended primarily by city staff, council members, utility commissioners and the media. Additional information was presented on the drivers behind the needed upgrade and rate increase.

We have been somewhat surprised by the lack of calls, comments on social media and light attendance at the Open House following the letter that was sent to our customers regarding the project. It's our hope that the lack of feedback regarding the project is an indication that the information in the letter has been beneficial in providing a clear picture of the reasons for the facility upgrade.

This concludes my report for January 2020. Please contact me at 324-7920 or [rposthuma@wppienergy.org](mailto:rposthuma@wppienergy.org), with any questions or concerns.



TO: Waupun Utilities Commissioners  
FROM: Steve Schramm  
DATE: January 7, 2020  
SUBJECT: Monthly Operation Report

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### **Water Treatment Facility:**

There are no call-ins to report this month.

Level 1 bleeders were turned on January 3rd. "Bleeding" means the controlled wasting of water through an orifice (prior to meter). The orifice will maintain water flow in the service lines and prevent freezing.

### **Wastewater Treatment Facility:**

There are no call-ins to report this month.

Crane Engineering has completed their annual preventative maintenance program for all pumps. This program includes setting pump clearances, seal adjustments, and laser alignment of the rotating assembly. This program identifies potential problems prior to a major mechanical failure, saving the Utilities costly repairs.

Staff has been limited this past month due to several vacations. With limited staff the operators worked on preventive maintenance items.

### **Water/Sewer Crew:**

There was one call-in this month for a water main break located on Rock Ave. This was a 6 inch main with a "blow hole" break. The break was leaking approximately 1580 gallons per minute, for 2.0 hours, totaling 190,000 gallons.

Staff will be televising sanitary laterals on Madison St. for the next month. This allows WU to verify sanitary lateral condition and location, along with verifying water lateral type prior to construction.

Staff will be replacing (17) turbine meters with new compound meters at commercial and industrial locations. This is the remaining group of turbine meters to be exchanged. Once completed, all large meter customers will be switched over to the new compound meters.

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



TO: Waupun Utilities Commissioners  
FROM: Steve Brooks Electric Operations Supervisor  
DATE: January 13, 2020  
SUBJECT: Electric Operations Report

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### **Electric Department Update:**

No power outages to report for December.

#### Ongoing work

- The electric crew started working on the request for greater clearances between the American Transmission Company (ATC) owned transmission line and Waupun Utilities owned underbuild distribution line. The work will continue until completed near the end of January.
- ATC requested a power outage at the Main Sub Station. The power outage is scheduled for January 27<sup>th</sup> -31<sup>st</sup>. At that time ATC will have a contractor build a new line to feed from the new ATC substation to Waupun Utilities Main substation. Our electric crew will transfer the load from all 6 feeders from the Main substation to 4 substations still in service. The Waupun Utilities transmission line will be on a radial feed until the work on the new line is complete.

#### Line Clearance

- The electric crew will start the annual line clearance program in February. We also will have a line clearance crew from Makovsky Brush Service (MBS) assisting in the clearance efforts. The contractor is scheduled to start the last week in January.

#### LED Street Light Replacement

- During 2019, the electric crew replaced 140 high pressure sodium (HPS) street light fixtures throughout the city with new 50 watt LED light fixtures. They will continue to replace HPS street lights in 2020 as time permits.

This concludes my report for January 2020. Please contact me at 324-7920 or [sbrooks@wppienergy.org](mailto:sbrooks@wppienergy.org) with any questions or concerns.



TO: Waupun Utilities Commissioners  
FROM: Jared Oosterhouse, Finance Director  
DATE: January 6, 2020  
SUBJECT: November 2019 Financial Report

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## CONSTRUCTION AND PLANT ADDITIONS

The electric utility construction activity consisted of LED street lighting and installation of overhead and underground conductor, devices, and services. The sewer and water utility incurred \$12,601 in project costs for Madison Street reconstruction. The sewer utility paid \$110,395 in engineering fees for the WWTP upgrade.

There were no plant additions for the month of November.

## MONTHLY METRICS – November 2019 YTD

### Sales

#### Electric

- kWh sales were 1.94% above budget and 0.02% below 2018 on higher residential, small power, and large industrial power sales

#### Water

- Sales units of 100 cubic feet were 3.93% above budget, and
- 3.05% above 2018 on higher sales in all classes except for multifamily

#### Sewer

- Sales units of 100 cubic feet were 9.25% above budget and 4.98% above 2018 on higher public authority and residential volume

## Income Statement

#### Electric

- Operating revenues and purchased power expense were below budget \$494,800 and \$514,200 respectively, due to overall lower purchased power costs
- Gross margin was \$19,400 above budget
- Operating expenses were \$11,100 below budget on lower administrative and general expenses
- Operating income was \$246,400 or \$31,800 above budget on higher gross margins and lower expenses
- Net income was \$314,000 or \$121,100 above budget primarily from the 2018 FEMA storm reimbursements and strong investment income

#### Water

- Operating revenues were \$59,800 above budget due to additional days included in the billing period and from higher consumption from most customer classes
- Operating expenses were \$55,800 below budget on lower expenses in all expense categories
- Operating income was \$744,200 or \$128,500 above budget
- Net income was \$594,000 or \$124,400 above budget

#### Sewer

- Operating revenues were \$130,700 above budget on strong public authority treatment charges
- Operating expenses were \$42,100 above budget on higher WWTP operation, laboratory, and maintenance expenses
- Operating income was \$338,200 or \$88,700 above budget
- Net income was \$434,800 or \$196,700 above budget on higher operating revenues and investment income

### **Balance Sheets**

#### Electric

- Balance sheet decreased \$16,000 from October 2019
- Unrestricted cash increased \$13,300
- Accounts receivable decreased \$2,300 on lower sales for the month
- Accounts payable decreased \$39,600 on lower purchased power expense

#### Water

- Balance sheet increased \$51,200 from October 2019
- Total unrestricted and restricted cash increased \$87,400
- Net position increased by \$39,400

#### Sewer

- Balance sheet increased \$7,900 from October 2019
- Unrestricted cash decreased \$79,800 from payments made for engineering work completed for the WWTP upgrade
- Plant increased by \$76,900 from payments made for engineering work completed for the WWTP 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.

- Total cash and investments increased \$49,800 from October 2019
- Received interest and distributions of \$4,700 and recorded an unrealized negative market adjustment of \$2,000, along with \$500 in management fees, resulting in a net portfolio gain of \$2,200 for the month.
- Total interest and investment income earned on all accounts for the month was \$7,900 and \$214,800 year-to-date

This concludes my report. Please do not hesitate to contact me at 324-7923 or [joosterhouse@wppienergy.org](mailto:joosterhouse@wppienergy.org) with any questions or comments.

Senior Center 2019 Duplicate Count/*Individual	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	December Notes
Monthly Attendance	1,110	873	1,155	1,239	1,243	1,043	1,177	1,186	1,027	1,311	1,421	1,129	Open 19 days
Average Daily Attendance	58	52	53	54	52	50	54	49	52	55	62	59	
*Rentals	-	2	-	3	3	2	3	3	1	0	6	8	31
Mobile Meals	192	217	250	260	342	322	322	298	239	230	204	209	
Table Meals	198	143	171	212	193	215	187	181	176	224	171	210	
Transportation Rides	30	29	38	31	41	34	42	62	45	72	37	31	3 individuals
Open Pool	96	85	91	36	24	18	20	25	28	119	145	492	
Monday Euchre	63	74	87	114	66	85	107	82	100	98	113	56	
Tuesday Pool League	64	64	64	-	-	-	-	-	-	-	48	36	Did not meet 12/24 and 12/31
Sheepshead	211	168	213	233	309	211	210	228	217	288	231	201	Wednesdays & Thursdays, Did not meet on 12/25
Wednesday Workout	62	54	66	72	77	34	89	60	62	79	90	42	Did not meet on 12/25
Friday Fitness	44	48	62	69	81	59	47	55	43	48	45	45	
Yoga Stretch	324	318	381	362	341	321	349	295	216	346	326	249	Mondays & Thursdays
*Book Club	13	8	15	16	16	14	12	13	14	10	7	12	Last Friday of the month
Bingo	136	59	152	137	141	108	81	89	78	96	123	139	3 times this month
Friday Sevens Cards	19	16	30	42	34	24	20	51	48	37	57	24	
Tuesday Hand & Foot Cards	32	23	36	72	66	72	86	65	52	63	98	40	Did not meet on 12/24 and 12/31
*Jam Session/Party	52	22	49	73	-	43	35	28	-	41	53	54	Christmas Lunch Party
Board Games/Marbles	17	10	14	13	17	12	17	15	12	16	13	16	Thursdays
Bank or Bust Dice	24	21	31	38	52	40	49	40	33	50	29	26	Wednesdays, Not on 12/25
*Craft Club	12	6	-	12	12	19	12	-	-	12	13	6	1 Tuesday a month
*Paint Pals	6	6	10	-	22	7	-	-	-	8	-	-	1 Tuesday a month
* Presentations/Services	21	-	26	22	19	41	18	6	6	8	5	12	Eyeglasses, Smart Driver
*Computer/Tech Classes	14	5	8	6	6	5	6	8	-	20	17	14	Individual meetings this month
*Movie Night	-	13	17	-	-	-	12	-	-	11	26	16	
Thursday Night Knit-Wits	24	15	28	18	24	18	26	35	18	15	15	18	Did not meet on 12/26
*Euchre Tournament	41	-	32	41	32	26	37	41	32	36	41	55	1 <sup>st</sup> Saturday of the month
*Sheepshead Tournament	-	-	-	-	-	-	-	-	-	31	32	-	3 <sup>rd</sup> Saturday of the month
Tuesday Night Pickleball	29	26	40	63	47	49	64	45	48	57	57	42	Did not meet the week of 12/24
*Trips	-	-	15	-	54	-	18	-	-	-	-	-	

**Waupun Senior Center 2014 - 2019**

	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Rentals	17	22	23	25	35	31
Meals	5,596	5,885	5,594	5,379	5,202	5,366
Transportation Rides	732	940	957	1,031	533	492
Attendance	-	8,877	12,119	12,541	12,988	13,914
Average Daily Attendance	35	35	48	49	50	57
Lunch Individuals	78	162	173	192	186	139

TO: Mayor & Common Council  
 FROM: Susan Leahy  
 SUBJECT: Building Permits for DECEMBER 2019

**DODGE COUNTY**

NO	HOLDER	ADDRESS	TYPE	FEE	COST
19-	298 Dodge County Housing	100 S Harris St	Replace exterior french door	\$50.00	\$2,600.00
19-	299 Dodge County Housing	110 S Harris St	Replace exterior french door	\$50.00	\$2,600.00
19-	300 Jennifer Kuehn	542 Wilcox St	Replace front Landing & Stairs, 6x4	\$50.00	\$5,700.00
19-	302 Eric & Erica Mulder	819 Grace St	Replace Furnace	\$50.00	\$3,169.18
19-	304 Steve Aronson	4 Lori Ct	replace 5 windows with same size windows	\$50.00	\$1,600.00
19-	305 Heidi Bailey	308 Pleasant Ave	replacement windows	\$50.00	\$5,200.00
19-	306 Bly Street, LLC	220 Grandview Ave	Change rooms to interior storage rooms	\$60.00	\$10,000.00
19-	307 Riedel Enterprises	319 Carrington St	Service Upgrade	\$80.00	\$2,500.00
19-	308 Chad Klatt	211 S State St	Remodel 2nd Floor Bath	\$100.00	\$5,000.00
19-	309 Charles Schranz	413 E Jefferson St	Reroof	\$90.00	\$15,000.00
<b>Total</b>				<b>\$630.00</b>	<b>\$53,369.18</b>

NO	HOLDER	ADDRESS	TYPE	FEE	COST
19-	296 Bagerland YFC	421 Jackson St	Replace Furnace	\$50.00	\$5,102.07
19-	297 ACS RBHS LLC	305 N Harris St	SFD w/Attached Garage	\$1,846.28	\$180,000.00
19-	301 Ken Billie	695 Rock River Ave	Reside, Replacing front window & patio Door	\$96.00	\$16,000.00
19-	303 BJ DeMaa	5 Riverview Ct	Remodel Basement	\$130.00	\$5,000.00
<b>Total</b>				<b>\$2,122.28</b>	<b>\$206,102.07</b>

<b>GRAND TOTAL</b>	<b>\$2,752.28</b>	<b>\$259,471.25</b>
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Permits issued in Dodge County	10
Permits issued in Fond du Lac Cty	4
<b>Total Permits for the month</b>	<b>14</b>

Building Permit Fees	\$2,752.28
Special Assessment Letter Fees	\$110.00
Conditional Use Permit	\$150.00
CSM Review	\$115.00
<b>Grand Total</b>	<b>\$3,127.28</b>

**BUILDING PERMIT COMPARISON**

December 2018: Dodge County - 12 permits; Fond du Lac County - 10 permits  
 Estimated cost of construction: \$915,854.50

**TWELVE MONTH COMPARISON**

January - December 2016	estimated cost of construction	\$20,612,319.03
January - December 2017	estimated cost of construction	\$19,469,436.12
January - December 2018	estimated cost of construction	\$28,031,218.62
January - December 2019	estimated cost of construction	\$12,439,644.09

## AGENDA SUMMARY SHEET

**MEETING DATE:** 01/14/2020

**TITLE:** Ordinance to Amend Ch.12.06 Of The Municipal Code Of The City Of Waupun Entitled Sanitary Sewer System

**AGENDA SECTION:** RESOLUTIONS AND ORDINANCES

**PRESENTER:** Jared Oosterhouse,  
Finance Director

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

### SUMMARY:

The amendment includes the following changes as shown in the redline version:

- 12.06(5) Amount of Service Charge
  - Remove rate detail from the ordinance
  - Add sewer service charge formula for Category A customers
  - Add Phosphorus charges to the Category B sewer service charge formula
  - Add Rate determinations: The City Common Council upon recommendation of the Utility Commission shall set and adopt rates in subsection (a) and (b) of this section by resolution.
  - Eliminate Septic Holding Tank Waste rate detail and add that the rate charge is set by the Utility Commission

### ATTACHMENTS:

Ordinance

### **RECOMMENDED MOTION:**

Motion to waive the first reading and adopt Ordinance #\_\_\_\_\_ to amend Ch.12. entitled Sanitary Sewer System

## 12.06 - SANITARY SEWER SYSTEM.

### (1) DEFINITIONS.

Approving Authority. The Waupun Utility Commission or its duly authorized agent.

BOD (Denoting Biochemical Oxygen Demand). The quantity of oxygen utilized in the biochemical oxidation of organic matter in 5 days at 20°C, expressed as milligrams per liter. Quantitative determination of BOD shall be made in accordance with procedures set forth in "Standard Methods".

Building Drain. That part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste and other drainage pipes inside walls of the building and conveys it to the building sewer, beginning 5 feet (1.5 meters) outside inner face of the building wall.

Building Sewer. The extension from the building drain to the property line.

Category A. Those sanitary sewer users who discharge domestic strength wastewater with concentrations of BOD and suspended solids no greater than 200 mg/l.

Category B. Those sanitary sewer users who discharge industrial strength wastewater with concentrations of BOD and suspended solids greater than 200 mg/l.

Chlorine Requirement. The amount of chlorine in milligrams per liter, which must be added to sewage to produce a specified residual chlorine content in accordance with procedures set forth in "Standard Methods".

City. The City of Waupun.

Combined Sewer. A sewer intended to receive both wastewater and storm or surface water.

Easement. An acquired legal right for the specific use of land owned by others.

Floatable Oil. Oil, fat or grease in a physical state such that it will separate by gravity from wastewater by treatment in an approved pretreatment facility. Wastewater shall be considered of floatable oil if it is properly pretreated and the wastewater does not interfere with the collection system.

Garbage. The residue from the preparation, cooking and dispensing of food and from the handling, storage and sale of food products and produce.

Ground Garbage. The residue from the preparation, cooking and dispensing of food that has been shredded to such degree that all particles will be carried freely in suspension under the flow conditions normally prevailing in public sewers with no particle greater than one-half inch in any dimension.

Incompatible Pollutants. Wastewater with pollutants that will adversely affect or disrupt the quality of wastewater treatment if discharged to a wastewater treatment facility.

Industrial Waste. Wastewater from industrial processes, trades or business as distinct from domestic or sanitary wastes.

Major Contributing Industry. An industry that:

- (a) Has a flow of 50,000 gallons or more per average workday;
- (b) Has a flow greater than 5% of the flow carried by the City system receiving the waste;
- (c) Has a material in its discharge included on a list of toxic pollutants issued under §147.07(1), Wis. Stats.; or

- (d) Has significant impact, either singularly or in combination with other contributing industries on the treatment works or the quality of its effluent.

Natural Outlet. Any outlet, including storm sewers and combined sewer overflows, into a watercourse, pond, ditch, lake or other body of surface water or groundwater.

Normal Domestic Strength Wastewater. Wastewater with concentrations of BOD no greater than 200 mg/l and suspended solids no greater than 200 mg/l.

Operation and Maintenance. Cost to the Sewer Department for the provision of labor, utilities, supplies, maintenance and other normal costs necessary for the provision of sewage service. Operation and maintenance includes replacement.

Parts Per Million. A weight to weight ratio. The parts per million value multiplied by the factor 8.34 shall be equivalent to pounds per million gallons of water. Parts per million equals milligrams/liter (mg/l).

Person. Any person including any individual, firm, company, municipal or private corporation, association, society, institution, enterprise governmental agency or other entity.

pH. The logarithm of the reciprocal of the hydrogen ion concentration. The concentration is the weight of hydrogen ions in grams per liter of solution. Neutral water, for example, has a pH value of 7 and a hydrogen ion concentration of  $10^{-7}$ .

Sewer. Any sewer provided by or subject to the jurisdiction of the City. It shall also include sewers within or outside the City that serve one or more persons and ultimately discharge into the City sanitary or combined sewer system even though those sewers may not have been constructed with City funds.

Replacement. Expenditures for obtaining and installing equipment, accessories or appurtenances which are necessary to maintain the capacity and performance of the treatment works during the service life for which such works were designed and constructed.

Sanitary Sewage. A combination of water-carried wastes from residences, business buildings, institutions and industrial plants, other than industrial wastes from such plants, together with such ground, surface and stormwaters as may be present.

Sanitary Sewer. A sewer that carries sanitary and industrial water-carried wastes from residences, commercial buildings, industrial plants and institutions, together with minor quantities of ground, storm and surface waters that are not admitted intentionally.

Sanitary Sewer Lateral. A connection from the sanitary sewer main to the building sewer.

Sewer. A pipe or conduit that carries wastewater or drainage water.

Shall. Shall is mandatory. May is permissible.

Slug. Any discharge of water or wastewater which in concentration of any given constituent or in quantity of flow exceeds for longer than 15 minutes more than 5 times the average 24 hour concentration of flows during normal operation and shall adversely affect the system and/or performance of the wastewater treatment works.

Standard Methods. The examination and analytical procedures set forth in the most recent edition of "Standard Methods for the Examination of Water, Sewage and Industrial Wastes," published jointly by the American Health Association, the American Water Works Association and the Federation of Sewage and Industrial Wastes Association.

Storm Drain or Storm Sewer. A drain or sewer for conveying water, groundwater, subsurface water or unpolluted water from any source. That portion of the rainfall that is drained into the sewers.

Suspended Solids. Solids that either float on the surface of or are in suspension in water, wastewater or other liquids, are removable by laboratory filtering as prescribed in "Standard Methods for Examination of Water and Wastewater" and are referred to as nonfilterable residue.

Toxic Substances. Toxic substances shall be as defined in Ch. NR 215, Wis. Adm. Code.

Unpolluted Water. Water of quality equal to or better than the effluent criteria in effect or water that would not cause violation of receiving water quality standards and would not be benefited by discharge to the sanitary sewers and wastewater treatment facilities provided.

Wastewater. The spent water of a community. It may be a combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants and institutions, together with any groundwater, surface water and stormwater that may be present.

Wastewater Facilities. The structures, equipment and processes required to collect, carry away and treat domestic and industrial wastes and dispose of the effluent.

Wastewater Treatment Works. An arrangement of devices and structures for treating wastewater, industrial waste and sludge. Sometimes it is synonymous with waste treatment.

Watercourse. A natural or artificial channel for the passage of water, either continuously or intermittently.

## (2) USE OF THE SEWERS.

- (a) Sanitary Sewers. No person shall discharge or cause to be discharged any unpolluted waters, such as stormwater, groundwater, roof runoff, subsurface drainage or cooling water to any sanitary sewer.
- (b) Storm Sewers. Stormwater other than that exempted under §12.06(2)(a) and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as storm sewers or to a natural outlet approved by the approving authority and other regulatory agencies. Unpolluted industrial cooling water or process waters may be discharged, on approval of the approving authority, to a storm sewer or natural outlet.
- (c) Prohibitions and Limitations. Except as provided herein, no person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewer.
  - 1. Any gasoline, benzine, naptha, fuel oil, other flammable or explosive liquid, solid or gas.
  - 2. Any waters or wastes containing toxic or poisonous solids, liquids or gases in sufficient quantity, either singly or by interaction with other wastes, to injure or interfere with any waste treatment process, constitute a hazard to humans or animals or create a public nuisance in the receiving waters of the wastewater treatment plant.
  - 3. Any waters or wastes having a pH lower than 5.5 or having any other corrosive property capable of causing damage or hazard to structures, equipment and personnel of the wastewater works.
  - 4. Any waters or wastes having a pH in excess of 9.
  - 5. Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in sewers or interference with the proper operation of the wastewater facilities, such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, cloth gloves, product wrappers, feathers, tar, plastics, wood, unground garbage, whole blood, paunch manure, hair and fleshings, entrails and paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders.

6. The following described substances, materials, waters or waste shall be limited in discharges to municipal systems to concentrations or quantities which will not harm either the sewers, wastewater treatment process or equipment, will not have an adverse effect on the receiving stream, or will not otherwise endanger lives, limb, public property or constitute a nuisance. The approving authority may set limitations lower than the limitations established in the regulations below if in his opinion such more severe limitations are necessary to meet the above objectives. In forming his opinion as to the acceptability, the approving authority shall give consideration to such factors as the quantity of subject waste in relation to flows and velocities in the sewers, materials of construction of the sewers, the wastewater treatment process employed, capacity of the wastewater treatment plant, degree of treatability of the waste in the wastewater treatment plant and other pertinent factors. No person shall exceed the limitations or violate the restrictions on materials or characteristics of waste or wastewater discharged into the sanitary sewer in the manners set forth below without previous approval of the approving authority:
- a. Wastewater having a temperature higher than 150°F (65°C).
  - b. Wastewater containing more than 15 mg/l of petroleum oil, nonbiodegradable cutting oils or product of mineral oil origin.
  - c. Wastewater from industrial plants containing floatable oils, fat or grease.
  - d. Any garbage that has not been properly shredded. Garbage grinders may be connected to sanitary sewers from homes, hotels, institutions, restaurants, hospitals, catering establishments or similar places where garbage originates from the preparation of food in kitchens to be consumed on the premises or when served by caterers.
  - e. Any waters or wastes containing iron, chromium, copper, zinc and similar objectionable or toxic substances to such degree that any such material received in the composite wastewater at the wastewater treatment works exceeds the limits established by the approving authority for such materials.
  - f. Any waters or wastes containing odor producing substances exceeding limits which may be established by the approving authority.
  - g. Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the approving authority in compliance with applicable State or Federal regulations.
  - h. Quantities of flow, concentrations or both which constitute a slug as defined herein.
  - i. Incompatible pollutants containing substances which are not amenable to treatment or reduction by the wastewater treatment processes employed or are amenable to treatment only to such degree that the wastewater treatment plant effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters.
  - j. Any water or wastes which by interaction with other water or wastes in the public sewer system release obnoxious gases, form suspended solids which interfere with the collection system or create a condition deleterious to structures and treatment processes.
  - k. Materials which exert or cause:
    - i. Unusual BOD, chemical oxygen demand or chlorine requirements in such quantities as to constitute a significant load on the wastewater treatment plant.
    - ii. Unusual volume of flow or concentration of waste constituting slugs as defined herein.

- iii. Unusual concentrations of inert suspended solids (such as, but not limited to, fuller's earth, lime slurries and lime residues) or of dissolved solids (such as, but not limited to, sodium sulfate)
- iv. Excessive discoloration (such as, but not limited to, dye wastes and vegetable tanning solutions).
- l. Any wastewater containing toxic pollutants in sufficient quantities, either singly or by interaction, to injure or interfere with any wastewater treatment process, constitute a hazard to humans or animals, or to exceed the limitations set forth in State or Federal Categorical Pretreatment Standards. A toxic pollutant shall include but not be limited to any pollutant identified in the Toxic Pollutant List set forth in Ch. NR 215, Wis. Adm. Code.
- m. Any wastewater containing concentrations of the following materials, exceeding the following values:

Material	Concentration (mg/l)
Arsenic	5.1
Cadmium	0.7
Chromium	4
Copper	2.7
Cyanide	1
Lead	0.4
Molybdenum	.1
Mercury	3 ug/l
Nickel	2.6
Selenium	0.11
Silver	0.4
Zinc	2.6

The above limits apply at the point where the wastewater is discharged to the sanitary sewer. All concentrations for metallic substances are for "total" metal unless indicated otherwise. The approving authority may impose mass limitations in addition to, or in place of, concentration-based limitations above.

7. The Waupun Utilities shall comply with all requirements of WPDES Permit No. WI 0022772 and of all modifications thereof. No discharge shall be allowed into the sanitary sewerage system that is in violation of the requirements of the WPDES Permit and modifications thereof.
  8. The discharge shall not utilize any technique which has as its purpose or likely result the dilution of its effluent, including but not limited to increasing the use of potable or process water, mixing separate wastestreams, collecting and temporarily containing a wastestream for later discharge, or, in any way, attempting to dilute an effluent as a partial or complete substitute for adequate treatment to achieve compliance with the limitations contained in this ordinance. The approving authority may impose mass limitations on discharges if, in the opinion of the approving authority, the discharger may be using dilution to meet applicable pretreatment standards or requirements, or in such cases where imposition of mass limitations is deemed appropriate by the approving authority.
- (d) New Connections. New connections to the Waupun Utilities sanitary system shall be allowed only for properties located within the corporate limits of the City of Waupun, and only if there is available capacity in all downstream wastewater collection and treatment facilities.
  - (e) Septic Tank and Holding Tank Disposal. No person in the business of gathering and disposing of septic tank sludge or holding tank sewage shall transfer such material into any disposal area or sewer manhole located within the City unless a permit for disposal has been first obtained from the approving authority. Written application for this permit shall be made to the approving authority and shall state the name and address of the applicant; the number of disposal vehicles; and the make, model and license number of each vehicle. Permits shall be nontransferable except for the replacement of the disposal vehicle for which a permit shall have been originally issued. The permit may be obtained upon payment of a fee of \$10.00 per calendar year. The place of disposal shall be designated by the approving authority. The approving authority may impose such conditions, as it deems necessary on any permit granted.
  - (f) Special Arrangements. No statement contained in this section shall be construed as prohibiting any special agreement between the approving authority and any person whereby an industrial waste of unusual strength or character may be admitted to the sewage disposal works, either before or after pretreatment, provided there is no impairment of the functioning of the sewage disposal works from admission of such wastes, and no extra costs are incurred by the Waupun Utilities without recompense by the person provided all rates and provisions of this section are recognized and adhered to.
  - (g) Precedence. The rules and regulations as contained in this section shall take precedence over any preexisting agreements which may be inconsistent herewith.
- (3) CONTROL OF INDUSTRIAL WASTES DIRECTED TO PUBLIC SEWERS.
- (a) Submission of Basic Data. By August 4, 1976, firms that discharge industrial wastes to a public sewer shall prepare and file with the approving authority a report that shall include pertinent data relating to the quantity and characteristics of the wastes discharged to the wastewater works. Similarly, each person desiring to make a new connection to public sewer to discharge industrial wastes shall prepare and file with the approving authority a report that shall include actual or predicted data relating to the quantity and characteristics of the waste to be discharged.
  - (b) Extension of Time. When it can be demonstrated that circumstances exist which would create an unreasonable burden on the person to comply by August 4, 1976, a request for extension of time may be presented for consideration of the approving authority.

- (c) Industrial Discharges. If any wastes are discharged to the public sewers, containing substances or possessing the characteristics enumerated in subsection (2)(c) which, in the judgment of the approving authority, may have deleterious effects upon the sewage works, process, equipment or receiving waters or which otherwise create a hazard to life, health or constitute a public nuisance, the approving authority may:
1. Reject the wastes.
  2. Require pretreatment to normal domestic strength wastewater for discharge to the public sewers.
  3. Require control over the quantities and rates of discharge.
  4. Require payment to cover the added cost of handling and treating the wastes not covered by existing taxes or sewer charges under the provisions of subsection (2)(c).
- (d) Control Manholes.
1. Each person discharging industrial wastes into a public sewer shall construct and maintain one or more control manholes or access points to facilitate observation, measurement and sampling of his wastes, including domestic sewage.
  2. Control manholes or access facilities shall be located and built in a manner acceptable to the approving authority. If measuring devices are to be permanently installed, they shall be of a type acceptable to the approving authority.
  3. Control manholes, access facilities and related equipment shall be installed by the person discharging the waste at his expense and shall be maintained by him in a safe condition, accessible and in proper operating condition at all times. Plans for installation of the control manholes or access facilities and related equipment shall be approved by the approving authority prior to the beginning of construction.
- (e) Measurement of Flow. The volume of flow used for computing the user charges shall be the metered water consumption of the person as shown in the records of meter readings maintained by the Waupun Utilities except as noted in subsection (3)(g) of this section.
- (f) Provision for Deductions. If a person discharging industrial waste into the public sewers produces evidence satisfactory to the approving authority that some of the total annual volume of water used for all purposes does not reach the public sewer, the determination of the water consumption to be used in computing the waste volume discharged into the public sewer may be made a matter of agreement between the approving authority and the person.
- (g) Metering of Waste. Devices for measuring the volume of waste discharged may be required by the approving authority if this volume cannot otherwise be determined from the metered water consumption records. Metering devices for determining the Volume of waste shall be installed, owned and maintained by the person. Following approval and installation such meters may not be removed without consent of the approving authority.
- (h) Waste Sampling. Industrial wastes discharged into the public sewers shall be subject to periodic inspection and a determination of character and concentration of such wastes. The determinations shall be made by the industry as often as may be deemed necessary by the approving authority. The approving authority shall also maintain the prerogative to sample the industrial waste discharge. All costs associated with sampling and testing by the Approving Authority shall be borne by the discharger.

Samples shall be collected so as to be representative of the composition of the wastes. The sampling may be accomplished either manually or by use of mechanical equipment acceptable to the approving authority.

Installation, operation and maintenance of the sampling facilities shall be the responsibility of the person discharging the waste and shall be subject to the approval of the approving authority. Access to sampling locations shall be granted to the approving authority or its

authorized representatives at all times. Every care shall be exercised in the collection of samples to ensure their preservation in a state comparable to that at the time the sample was taken.

(i) Analyses.

1. All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made in this section shall be determined in accordance with the latest edition of "Standard Methods for the Examination of Water and Wastewater," published by the American Public Health Association and with the Federal Regulations 40 CFR 136, "EPA Regulations on Test Procedures for the Analysis of Pollutants." Sampling methods, location, times, durations and frequencies are to be determined on an individual basis subject to approval by the approving authority.
2. Determination of the character and concentration of the industrial wastes shall be made by the person discharging them, or his agent, as designated and required by the approving authority. The Waupun Utilities may also make its own analyses of the wastes.

(j) Pretreatment. Where required, in the opinion of the approving authority, to modify or eliminate incompatible wastes that are harmful to the structures, processes or operation of the wastewater treatment works, the person shall provide at his expense such preliminary treatment or processing facilities as necessary to render his wastes acceptable for admission to the public sewers.

(k) Grease and/or Sand Interceptors. Grease, oil and sand interceptors shall be provided when, in the opinion of the approving authority, they are necessary for proper handling of liquid wastes containing floatable grease in excessive amounts, as specified in subparagraph (2)(c)6.c. or any flammable wastes, sand or other harmful ingredients; except such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the approving authority and shall be located as to be readily and easily accessible for cleaning and inspection. In maintaining these interceptors, the owner shall properly remove and dispose of by appropriate means the captured material and shall maintain records of the dates and means of disposal which are subject to review by the approving authority. Any removal and hauling of the collected materials not performed by the owner's personnel shall be performed by currently licensed waste disposal firms. Property owners shall allow the City's Plumbing Inspector access to these interceptors whenever requested by the City. A report shall be filed annually with the approving authority containing dates of service, service company and disposal location.

(l) Submission of Information. Plans, specifications and other pertinent information relating to proposed flow equalizations, pretreatment or processing facilities shall be submitted for review of the approving authority prior to the start of their construction if the effluent from such facilities is to be discharged into the sewers.

(4) **BASIS FOR USER CHARGES.**

(a) Sewer Uses Served by Water Utility Water Meters. There is hereby levied and assessed upon each lot, parcel of land, building or premises having a connection with the wastewater system and being served with water solely by the Utility, a user charge based in part on the quantity of water used as measured by the Utility water meter used upon the premises.

(b) Residential Sewer Deduction. The quantity of water measured in paragraph (a) may be reduced by the quantity of water measured by a residential sewer deduction meter, which shall be installed, operated metered and billed as follows:

1. *Installation*. A residential customer may install at their own expense permanent iron or copper pipes and fittings from an opening adjacent to the meter location as specified by the Waupun Utilities, directly to no more than 2 outside faucets or yard hydrants. Such piping shall have no additional tees or openings.

2. *Meter.* The Waupun Utilities shall own and install a 5/8 inch by 3/4 inch water meter with outside reader.
  3. *Installation Charge.* The customer shall pay to the Waupun Utilities for installation the sum of \$100.00, which amount shall be payable prior to installation and shall be nonrefundable.
  4. *Monthly Charges.* It is hereby levied and assessed a monthly service charge- to be billed and paid in accordance with the normal billing practices of the Waupun Utilities.
  5. *Duration.* The aforesaid service shall be available only on an annual basis and shall be removed only upon written request of the customer, effective on the anniversary date of installation, notwithstanding the intervening charge of ownership of the property.
- (c) Commercial Industrial Sewer Deduction. The quantity of water measured in paragraph (a) may be reduced by the quantity of water measured by a commercial sewer deduction meter, which shall be installed, operated metered and billed as follows:
1. A commercial or industrial customer may install, at its own expense, the appropriate permanent plumbing fittings as specified by the Waupun Utilities. Installation must comply with meter manufacturer specifications.
  2. Piping after the deduct meter shall be identified with blue and red stripes every 10 feet along the complete length of piping. The words "Do Not Tap" shall be inscribed along side of blue and red stripes. Each stripe shall be 2 inches wide and wrap the full circumference of the pipe. The words shall be one inch in height.
  3. Meters shall be installed to allow in-place testing of 2 inches or larger meters.
  4. Facilities with deduction meters shall notify Waupun Utilities of any changes and allow Utilities to inspect annually.
- (d) Sewer Users Served by Private Wells.
1. If any person discharging sewage into the public sanitary sewer system procures any part or all of his water from sources other than the Waupun Utilities, all or part of which is discharged into the public sanitary sewer system, the person shall have water meters installed to determine the volume of water obtained from these other sources. Where sewage meters are already installed, the water meters shall not be required. The water meters shall be furnished by the Waupun Utilities and installed under its supervision, all costs being at the expense of the person requiring the meter.
  2. The Waupun Utilities shall charge for each meter a rental charge set by the Utility Commission to compensate for the cost of furnishing and servicing the meter. The rental charge shall be billed at the time the user charge is billed.
- (5) AMOUNT OF SEWER SERVICE CHARGE.

- (a) Category A. The sewer user charges for Category A wastewater shall be as follows:

$$T = F + (V \times C_v)$$

Where:

T = Total sewer service charge

F = Fixed monthly charge

C<sub>v</sub> = Volume charge per 100 cubic feet of flow.

V = Wastewater volume in 100 cubic feet

Minimum Monthly Fixed Charge

According to meter size:			
<del>5/8" or 3/4"</del>	<del>\$6.76</del>	<del>3</del>	<del>\$24.66</del>
<del>1</del>	<del>\$8.68</del>	<del>4</del>	<del>\$37.45</del>
<del>1 1/2"</del>	<del>\$11.87</del>	<del>6</del>	<del>\$69.41</del>
<del>2</del>	<del>\$15.71</del>	<del>8</del>	<del>\$107.77</del>

-

#### Volume Charge per 100 Cubic Feet

Operation, Maintenance and Replacement Cost	\$1.91
Other Costs	\$1.25
TOTAL	\$3.16

#### (b) Category B.

1. —The sewer user charges for Category B wastewater shall be as follows:

#### Minimum Monthly Fixed Charge

~~Same as Category A, according to meter size.~~

#### Volume Charge Per 100 Cubic Feet

Operation, Maintenance and Replacement Cost	\$1.91
Other Costs	\$1.25
TOTAL	\$3.16

-

BOD Greater Than 200 mg/l Per Pound

Operation, Maintenance and Replacement Cost	\$0.33
Other Costs	\$0.21
TOTAL	\$0.54

-

Suspended Solids Greater Than 200 mg/l Per Pound

Operation, Maintenance and Replacement Cost	\$0.27
Other Costs	\$0.17
TOTAL	\$0.44

-

Phosphorus Greater Than 7 mg/l Per Pound

Operation, Maintenance and Replacement Cost	\$8.36
Other Costs	\$5.47
TOTAL	\$13.83

-

2. — The Category B sewer service charge shall be computed in accordance with this formula:

$$C_T = F + (V \times C_V) + .00624 V [C_B (B-200) + C_S (S-200) + C_P (P-7)]$$

Where:

$C_T$  = Total sewer service charge for collection and treatment of wastewater.

F = Fixed charge per billing period.

$C_V$  = Volume charge per 100 cubic feet of flow.

$C_B$  = Cost per pound of BOD.

C<sub>P</sub> = Cost per pound of phosphorus.

C<sub>S</sub> = Cost per pound of suspended solids.

B = Concentration of BOD in milligrams per liter in the wastewater (must be greater than 200).

P = Concentration of phosphorus in milligrams per liter in the wastewater (must be greater than 7).

S = Concentration of suspended solids in milligrams per liter in the wastewater (must be greater than 200).

V = Wastewater volume in 100 cubic feet for the billing period.

.00624 = Conversion factor.

(c) Rate determinations. The City Common Council upon recommendation of the Utility Commission shall set and adopt rates in subsection (a) and (b) of this section by resolution.

(ed) Septic and Holding Tank Waste. Sewer user charge for persons with permit for disposing of septic tank and holding tank waste into the sewage collection and treatment system shall ~~be as follows:~~ charge a rate set by the Utility Commission.

Septic Tank Waste Per 100 Cubic Feet

Operation, Maintenance and Replacement Cost	\$25.00
Other Costs	25.00
TOTAL	50.00

-

Holding Tank Waste Per 100 Cubic Feet

Operation, Maintenance and Replacement Cost	\$2.50
Other Costs	2.50
TOTAL	5.00

-

(de) Reassignment of Sewer Users. The approving authority can reassign sewer users into the appropriate sewer service charge category if wastewater sampling or other related information indicates such change is necessary.

(ef) General Sewer Rate. Total sewer rates, Category A and B shall be increased by 25% for services provided outside the corporate limits of the City.

(gf) Biannual Audit. An audit of the Department's financial standing shall be made biannually on a calendar year basis. This audit will be used to review the adequacy of the then existing rates and such rates shall be adjusted if necessary to provide sufficient revenues to adequately finance the Department's operation in accordance with the original intent of the rate structure. The biannual audit and review shall also be used to insure that each recipient of sewage service (or user class) is charged in proportion to the cost of providing such recipient (or user class) with sewage service. Should revenues collected for operation and maintenance, including replacement, from any recipient of sewage service be determined to have been excessive, such excessive revenues shall be applied to offset charges for operation and maintenance, including replacement, for the recipient of sewage service (or user class) in the following calendar year.

(g) Replacement Fund. Annual income from the wastewater service charges which constitute funds required to "replacement" shall be separately accounted for and shall not be utilized for any purpose other than replacement.

(h) Notification. Each customer billing shall identify the amount billed which is attributable to sewer service.

(i) Charges for Wastewater Generated Outside of the Corporate Limits. The Approving Authority or its duly authorized agent reserves the right to establish sewer use charges for wastewater generated outside of the corporate limits on a case-by-case basis independent of the other billing systems contained in this section.

ORDINANCE # 20-\_\_\_\_\_

AN ORDINANCE TO AMEND CHAPTER TWELVE SECTION SIX OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED "SANITARY SEWER SYSTEM."

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 12.06(5) of the Municipal Code of the City of Waupun entitled

"AMOUNT OF SEWER SERVICE CHARGE" is repealed and recreated as follows:

5) AMOUNT OF SEWER SERVICE CHARGE.

Category A. The sewer user charges for Category A wastewater shall be as follows:

$$T = F + (V \times C_v)$$

Where:

T = Total sewer service charge F =

Fixed monthly charge

C V = Volume charge per 100 cubic feet of flow.

V = Wastewater volume in 100 cubic feet

(b) Category B. The sewer user charges for Category B wastewater shall be as follows:

$$C T = F + (V \times C V) + .00624 V [C B (B-200) + C S (S-200) + C P (P-7)]$$

Where:

C T = Total sewer service charge for collection and treatment of wastewater. F = Fixed charge per billing period.

C V = Volume charge per 100 cubic feet of flow. C B =

Cost per pound of BOD.

C P = Cost per pound of phosphorus.

C S = Cost per pound of suspended solids.

B = Concentration of BOD in milligrams per liter in the wastewater (must be greater than 200).

P = Concentration of phosphorus in milligrams per liter in the wastewater (must be greater than 7).

S = Concentration of suspended solids in milligrams per liter in the wastewater (must be greater than 200).

V = Wastewater volume in 100 cubic feet for the billing period.

.00624 = Conversion factor.

- (c) Rate determinations. The City Common Council upon recommendation of the Utility Commission shall set and adopt rates in subsection (a) and (b) of this section by resolution.
- (d) Septic and Holding Tank Waste . Sewer user charge for persons with permit for disposing of septic tank and holding tank waste into the sewage collection and treatment system shall charge a rate set by the Utility Commission.
- (e) Reassignment of Sewer Users . The approving authority can reassign sewer users into the appropriate sewer service charge category if wastewater sampling or other related information indicates such change is necessary.
- (f) General Sewer Rate . Total sewer rates, Category A and B shall be increased by 25% for services provided outside the corporate limits of the City.
- (g) Biannual Audit . An audit of the Department's financial standing shall be made biannually on a calendar year basis. This audit will be used to review the adequacy of the then existing rates and such rates shall be adjusted if necessary to provide sufficient revenues to adequately finance the Department's operation in accordance with the original intent of the rate structure. The biannual audit and review shall also be used to insure that each recipient of sewage service (or user class) is charged in proportion to the cost of providing such recipient (or user class) with sewage service. Should revenues collected for operation and maintenance, including replacement, from any recipient of sewage service be determined to have been excessive, such excessive revenues shall be applied to offset charges for operation and maintenance, including replacement, for the recipient of sewage service (or user class) in the following calendar year.

SECTION 2: All ordinances or portions of ordinances inconsistent with the provisions

of this ordinance are repealed.

SECTION 3: This Ordinance shall be in full force and effect on its passage and

publication as provided by law.

Enacted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

City of Waupun

\_\_\_\_\_  
Julie J. Nickel, Mayor

Attest: \_\_\_\_\_  
Angela J. Hull, City Clerk



## AGENDA SUMMARY SHEET

**MEETING DATE:** 01/14/2020

**TITLE:** Resolution Approving Sewer Rate Increase Plan for WWTP Upgrade

**AGENDA SECTION:** RESOLUTIONS AND ORDINANCES

**PRESENTER:** Jared Oosterhouse,  
Finance Director

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Complete Wastewater Treatment Plant upgrade to comply with mandated phosphorus requirements by the U.S. Environmental Protection Agency and WI DNR	Sewer rate increase of 32.2% to be phased in at approximately 7.2% annually over a four-year period	

### SUMMARY:

Waupun Utilities Sewer Utility is required to meet new stringent phosphorus requirements mandated by the U.S. Environmental Protection Agency and Wisconsin Department of Natural Resources by 2025.

It was determined that the Sewer Utility will need to construct and install a new treatment process to comply with lowered phosphorus requirement. The recommended treatment process is Advanced Biological Nutrient Recovery (ABNR). The estimated cost to construct and install the ABNR System and other capital improvements is \$32.3 million. The project will be funded with a \$22.8 million USDA loan at 2.375% and a grant totaling almost \$9.5 million.

A sewer rate analysis was prepared for the Year 2023, which is the first year of expected debt repayment. It was determining the existing sewer rates are deficient in supporting projected annual operations, maintenance, capital improvements, and debt service on the USDA loan.

On November 11, 2019, the Utilities Commission by resolution approved the Test Year 2023 Sewer Rate Analysis, including the rate increase of 32.21% to be phased in at approximately 7.2% annually over a four-year period starting April 1, 2020. The Commission recommends the City of Waupun Common Council adopt the sewer rates recommended for the years 2020, 2021, 2022, and 2023.

Additionally, on December 16<sup>th</sup> an Open House meeting was held providing information to the public on the WWTP project and the planned sewer rate increase.

### ATTACHMENTS:

Resolution

### RECOMMENDED MOTION:

Motion to approve Resolution 01-14-20-\_\_\_\_\_approving a Sewer Rate Increase Plan for WWTP Upgrade

COMMON COUNCIL  
CITY OF WAUPUN, WISCONSIN

RESOLUTION NO. 01-14-20-\_\_

RESOLUTION APPROVING SEWER RATE INCREASE PLAN FOR WWTP UPGRADE

WHEREAS, the Waupun Utilities Sewer Utility is required to meet new stringent phosphorus requirements mandated by the U.S. Environmental Protection Agency and Wisconsin Department of Natural Resources by 2025;

WHEREAS, it was determined that the Sewer Utility will be unable to meet the new level of effluent phosphorus limits with only operational improvements and minor facility modifications;

WHEREAS, several compliance options were considered and evaluated for technical feasibility and life cycle cost resulting in the recommendation of the treatment process Advanced Biological Nutrient Recovery;

WHEREAS, projected costs to construct and install an Advanced Biological Nutrient Recovery System and other capital improvements is \$32.3 million;

WHEREAS, the Sewer Utility was awarded a USDA loan at 2.375% in the amount of \$22,807,000 and a grant in the amount of \$9,479,000 to fund the facility improvements;

WHEREAS, the Waupun Utilities Commission (the "Commission") has reviewed the Test Year 2023 Sewer Rate Analysis findings concluding the existing sewer rates are deficient in supporting the projected annual operations, maintenance, capital improvements, and debt service required;

WHEREAS, on November 11, 2019 by resolution the Commission approved the Test Year 2023 Sewer Rate Analysis, including the rate increase of 32.21% to be phased in at approximately 7.2% annually over a four-year period starting April 1, 2020;

WHEREAS, the Commission recommends the City of Waupun Common Council adopt the sewer rates recommended for the years 2020, 2021, 2022, and 2023;

NOW, THEREFORE, BE IT RESOLVED, by the City of Waupun Common Council that Sewer User Charges for Category A and B users as defined in Section 12.06 of the Municipal Code of the City of Waupun entitled "Sanitary Sewer System" shall be effective April 1<sup>st</sup> of each year as follows:

Category A. The sewer user charges for Category A wastewater shall be as follows:

Minimum Monthly Fixed Charge. According to water meter size:

<u>Meter Size</u>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
5/8"	\$ 7.50	\$ 8.37	\$ 9.45	\$ 10.62
3/4"	\$ 7.50	\$ 8.37	\$ 9.45	\$ 10.62
1"	\$ 10.45	\$ 12.22	\$ 13.99	\$ 15.76
1-1/2"	\$ 14.99	\$ 18.11	\$ 21.23	\$ 24.33
2"	\$ 20.44	\$ 25.17	\$ 29.90	\$ 34.61
3"	\$ 33.15	\$ 41.64	\$ 50.13	\$ 58.61
4"	\$ 51.31	\$ 65.17	\$ 79.03	\$ 92.88
6"	\$ 96.70	\$ 123.99	\$ 151.28	\$ 178.56
8"	\$ 151.17	\$ 194.57	\$ 237.97	\$ 281.38

Where a sewage meter is installed for metering of waste, the minimum monthly fixed charge will be calculated based on average annual wastewater flow.

Volume Charge per 100 Cubic Feet

<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
\$ 3.33	\$ 3.50	\$ 3.67	\$ 3.84

Category B. The sewer user charges for Category B wastewater shall be as follows:

Minimum Monthly Fixed Charge

Same as Category A, according to water meter size. Where a sewage meter is installed for metering of waste, the minimum monthly fixed charge will be calculated based on average annual wastewater flow.

Volume Charge Per 100 Cubic Feet

<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
\$ 3.33	\$ 3.50	\$ 3.67	\$ 3.84

BOD Greater Than 200 mg/l Per Pound

<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
\$ 0.56	\$ 0.58	\$ 0.59	\$ 0.60

Suspended Solids Greater Than 200 mg/l Per Pound

<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
\$ 0.46	\$ 0.48	\$ 0.49	\$ 0.50

*Phosphorus Greater Than 7 mg/l Per Pound*

<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
\$ 14.82	\$ 15.81	\$ 16.80	\$ 17.79

Adopted and recorded this\_\_\_\_\_day of January, 2020

\_\_\_\_\_  
Julie J. Nickel, Mayor

ATTEST:

\_\_\_\_\_  
Angela J. Hull, Clerk

RESOLUTION NO. 72-19

**RESOLUTION ADOPTING THE FOND DU LAC COUNTY  
HAZARD MITIGATION PLAN: 2019-2024**

**WHEREAS**, Fond du Lac County towns, villages, and cities were invited to participate in the preparation of a multijurisdictional natural hazard mitigation plan, and

**WHEREAS**, pursuant to 42 U.S.C. § 5165(b), a mitigation plan developed by a local government shall describe actions to mitigate hazards, risks, and vulnerabilities identified under the plan and establish a strategy to implement those actions, and

**WHEREAS**, along with a consultant, Fond du Lac County Emergency Management worked in partnership with the participating municipalities to prepare a final natural hazard mitigation plan in conformance with the state and federal guidelines, and

**WHEREAS**, the plan was submitted for final review and approval by the Federal Emergency Management Agency and was conditionally approved on November 1, 2019, pursuant to 44 CFR § 201.6(a)(4), which also requires each participating incorporated jurisdiction to officially adopt the plan, and

**WHEREAS**, the Public Safety Committee has reviewed the plan and recommends its adoption by the Fond du Lac County Board of Supervisors.

**NOW, THEREFORE, BE IT RESOLVED** that the Fond du Lac County Board of Supervisors hereby adopts the Fond du Lac County Hazard Mitigation Plan: 2019-2024 and authorizes the Emergency Management director to submit the plan to the appropriate local, state, and federal offices, consistent with 44 CFR § 201.6(c)(5).

**BE IT FURTHER RESOLVED** that the Fond du Lac County Board of Supervisors authorizes the Fond du Lac County Emergency Management director to make any nonsubstantive revisions to the adopted plan that may be required.

**BE IT FURTHER RESOLVED** that the Fond du Lac County Board of Supervisors understands that, pursuant to 44 CFR § 201.6(d)(3), the plan must be reviewed and revised to reflect changes in development, progress in local mitigation efforts, and changes in priorities and must be resubmitted for approval within five years in order to continue to be eligible for mitigation project grant funding.

Dated December 17, 2019

**SUBMITTED BY:  
PUBLIC SAFETY COMMITTEE**

Martin E. Schroeder  
Martin E. Schroeder

Gary A. Will  
Gary A. Will

Michael C. Beer  
Michael C. Beer

Thomas M. Kitchen  
Thomas M. Kitchen

Robert J. Simon  
Robert J. Simon

**FISCAL NOTE:** This resolution does not require an appropriation from the county general fund.

**APPROVED BY:**

Allen J. Buechel  
Allen J. Buechel  
COUNTY EXECUTIVE

**APPROVED BY:**

Meggin R. McNamara  
Meggin R. McNamara  
CORPORATION COUNSEL

**CERTIFICATION:** I hereby certify this to be a true and exact copy of Resolution No. 72-19.

Ayes 25 Nays 0 Abstained      Excused      Absent     

☒ Approved and adopted this 17th day of December 2019.

     Denied this      day of     .

Lisa Freiberg  
Lisa Freiberg  
COUNTY CLERK



VOTE RESULTS: Passed By Majority Vote

AYE: 25 NAY: 0 ABSTAIN: 0 ABSENT: 0

FARRELL	Yes
G. WILL	Yes
MADIGAN	Yes
M. WILL	Yes
EVERSON	Yes
BEER	Second
KAUFMAN	Yes
SIMON	Yes
KOCH	Yes
DEPPERMAN	Yes
ABEL	Yes
STENZ	Yes
RICKERT	Yes

GIESE	Yes
FENRICK	Yes
SCHROEDER	Motion
MYRECHUCK	Yes
KITCHEN	Yes
ZORN	Yes
ALDRICH	Yes
D. WILL	Yes
KOLSTAD	Yes
RYAN	Yes
HAYES	Yes
GOLDSMITH	Yes



**COMMON COUNCIL  
CITY OF WAUPUN, WISCONSIN**

**RESOLUTION NO. 01-14-20-01**

**RESOLUTION ADOPTING THE FOND DU LAC COUNTY, WISCONSIN**

**HAZARD MITIGATION PLAN: 2019-2024**

**WHEREAS**, pursuant to 42 U.S.C. §5165(b), a mitigation plan developed by a local government shall describe actions to mitigate hazards, risks and vulnerabilities of the area identified under the plan and establish a strategy to implement those actions, and

**WHEREAS**, the City of Waupun worked with Fond du Lac County Emergency Management to develop the countywide mitigation plan; and

**WHEREAS**, the City of Waupun makes the following findings:

1. Natural disasters pose a tangible threat to residents and property.
2. Undertaking hazard mitigation actions before disasters occur will reduce the potential for harm to residents and property and save taxpayer dollars.
3. Preparation of this plan is in the public interest.
4. This plan is intended to serve as a general strategy and may be amended from time to time.
5. Nothing in this plan obligates the City of Waupun to undertake any of the recommended activities and/or projects.
6. Adoption of this plan is needed to apply for federal funding for mitigation projects.

**NOW THEREFORE, BE IT RESOLVED**, the plan entitled "Fond du Lac County, Wisconsin Hazard Mitigation Plan: 2019-2024" is adopted; and

**BE IT FURTHER RESOLVED**, the City of Waupun Clerk is directed to send a signed copy of this resolution, at their earliest convenience, to Bobbi Hicken, Emergency Management Director; Fond du Lac County; City/County Government Center; 160 S. Macy Street, Fond du Lac, WI 54935.

Adopted this 14th day of January, 2020.

City of Waupun

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Julie J. Nickel, Mayor

Attest: \_\_\_\_\_  
Angela J. Hull, City Clerk



John Theune  
SIA Insurance Services  
999 W. Main St.  
Waupun, WI 53963  
January 2, 2020

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

Dear Mayor Nickel:

It is with regret that I tender my resignation from the Business Improvement District board, effective immediately.

I am grateful for having the opportunity to serve on the board and I offer my best wishes for its continued success.

Sincerely,

John Theune  
BID Board Member

A handwritten signature in black ink, appearing to read "John Theune". The signature is stylized with large, flowing loops.

cc. Krista Bishop, Business Improvement District Chair

## AGENDA SUMMARY SHEET

**MEETING DATE:** 01/14/2020

**TITLE:** 2020 Taxi Fare Increase

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Kathy Schlieve, Administrator

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
	Included in 2020 Taxi Fund Budget

### ISSUE SUMMARY:

The proposed taxi fare increases affect Agency and Delivery Fares only. Agency Fares are separate fares charged to human service organizations for the use of transit services by their clients. The proposed fares have been incorporated in the 2020 taxi operating grant application.

Waupun Taxi Fare Schedule:

		2020	
Fare Type	2019	Proposed	Change
Agency	\$7.50	\$9.50	2.00
Pre-Paid Agency	\$6.85	\$8.85	2.00
Elderly & Disabled	\$2.50	\$2.50	-
Student	\$2.50	\$2.50	-
Regular Base Fare	\$3.50	\$3.50	-
Add'l Passenger	\$2.50	\$2.50	-
Late Night	\$5.00	\$5.00	-
Outside Service Area/Mile	\$2.00	\$2.00	-
Package Delivery	\$5.50	\$9.50	4.00

**STAFF RECOMMENDATION:** Approve proposed fares.

**ATTACHMENTS:** None

### RECOMMENDED MOTION:

Motion to approve the proposed taxi fares, effective January 1, 2020.

## AGENDA SUMMARY SHEET

**MEETING DATE:** 01/14/2020

**TITLE:** 2020 Public Transit Assistance Program  
Operating and Capital Grant Applications

**AGENDA SECTION:** CONSIDERATION-ACTION

**PRESENTER:** Kathy Schlieve, Administrator

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT
	Included in 2020 Taxi Fund Budget

### ISSUE SUMMARY:

The City's annual grant application for state and federal aid for the shared-ride taxi program was due December 13 and has been submitted.

The City has contracted with Brown Cab, Inc. to provide shared-ride taxi services for a period of up to 5 years, 2017-2021.

Financial Summary	
<b><u>Operating Grant Application</u></b>	
Operating Expenses	\$134,405
Operating Revenue	<u>35,700</u>
Net Operating Deficit	98,705
	<u>50%</u>
Federal Grant (50% of deficit)	49,353
State Grant	23,898
Total Grant Funding (estimated at 54.5% of expenses)	73,251
<b>City of Waupun Share of Cost</b>	<b>25,454</b>
<b><u>Capital Grant Application</u></b>	
ADA Minivan Purchase	\$40,000
Grant Funding	<u>\$32,000 - \$34,000</u>
<b>City of Waupun Share of Cost</b>	<b>\$6,000 - \$8,000</b>

The capital grant will fund replacement of Waupun Taxi's 2011 minivan, which has \$185K miles and is in poor condition. If approved, grant coverage will be at 80% or 85% of cost, depending on type of grant awarded.

**STAFF RECOMMENDATION:** Approve grant applications.

**ATTACHMENTS:** None

### **RECOMMENDED MOTION:**

Motion to approve the 2020 Public Transit Assistance Program operating and capital grant applications.





## AGENDA SUMMARY SHEET

**MEETING DATE:** 1/14/2020

**TITLE:** City of Waupun Warning Siren Activation

**AGENDA SECTION:** CONSIDERATION-ACTION

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

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

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**ISSUE SUMMARY:**

Citizens have voiced concerns over the number of times the outdoor warning sirens are activated. They have requested the City explore whether the frequency can be lowered to align with the practices of other communities.

**STAFF RECCOMENDATION:**

Based on information gathered from our siren installer and best practices recommended by the Wisconsin Emergency Management Association, it is recommended that the City reduce its weekly activation to 2 days. The first activation would be done with our local system every Wednesday at noon. The second activation would be done with the county-wide system every Saturday at noon.

**ATTACHMENTS:**

None

**RECCOMENDED MOTION:**

Motion to reduce the activation of the outdoor warning sirens to twice a week with the first activation taking place on Wednesdays at noon and the second on Saturdays at noon.