



A G E N D A
CITY OF WAUPUN COMMON COUNCIL MEETING
 Waupun City Hall – 201 E. Main Street, Waupun WI
 Tuesday, August 13, 2019 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)*

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.

BOARDS, COMMITTEE AND COMMISSION MEETING MINUTES

- [1.](#) Zoning Board 4-3-19
- [2.](#) Board of Public Works 6-11-19
- [3.](#) Business Improvement District 6-12-19
- [4.](#) Zoning Board 6-19-19
- [5.](#) Plan Commission 6-19-19
- [6.](#) Common Council 7-9-19
- [7.](#) Board of Recreation 7-22-19
- [8.](#) Library 7-22-19
- [9.](#) Police and Fire Commission 7-25-19
- [10.](#) Committee of the Whole 7-30-19

DEPARTMENT REPORTS

- [11.](#) Recreation
- [12.](#) Police Department
- [13.](#) Library
- [14.](#) Building Inspector
- [15.](#) Utilities
- [16.](#) Fire Department
17. Administrator/Economic Development

FUTURE MEETINGS AND GATHERINGS INVOLVING THE COMMON COUNCIL

- [18.](#) Future Meetings & Gatherings Involving the Common Council

PAYMENT OF THE BILLS

- [19.](#) Authorize Payment of Expenses

LICENSES AND PERMITS

- [20.](#) Authorize Approval of Licenses and Permits

ITEMS REMOVED FROM THE CONSENT AGENDA FOR FURTHER DISCUSSION/ACTION

CONSIDERATION - ACTION

- [21.](#) ATC Communications Easement Petition and Resolution

- 2
2. Consideration of Class B Liquor and Fermented Malt Beverage License - Jeff Collien
 3. Consideration to Award a Request for Proposal for the Housing Study and Needs Analysis Services

CLOSED SESSION

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

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

24. Land Negotiations for Tanager Street TID 8
25. Land Negotiations for Spirits Field TID 5
26. Investment of public funds for property located at 520 McKinley 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.

**City of Waupun Zoning Board of Appeals
Minutes of Meeting April 3, 2019
(Approved 6/19/19)**

1. Chairman Mesa called The Zoning Board of Appeals meeting at 3:55 p.m.
2. Members present on roll call are Chairman Frank Mesa, Nancy Vanderkin, Dylan Weber, Dick Walters, and Jon Dobbratz

Member absent: Mark Nickel

Also in attendance were Zoning Administrator, Susan Leahy, Property Owners Jason & Kelly Hraban

3. Motion by Weber, second by Dobbratz, to approve the September 12, 2018 meeting minutes of the Zoning Board of Appeals. Motion carried, unanimously.
4. Public Hearing –Mesa read request to Discuss/Approve Variance request of Jason Hraban at 306 Brandon Street to install a 12x14 prefab shed, 3 feet from front yard setback. Municipal Code Section 16.03(1)(c)(ii) states properties must have a front yard setback of 30 feet.

Mesa questioned if the shed will be tight against the sidewalk and driveway and will it be a hardship if denied.

Jason Hraban stated there is a shed there already and he has moved the wood pile behind it.

Weber stated that they clearly meet the 30 foot setback on Brandon Street, and they have a Brandon Street address, why we are here.

Leahy stated that they are a corner lot which has 2 front yards. Each street must have a 30 foot setback.

It was asked if the shed could be moved closer to the house.

Leahy stated that if the shed was moved between the house and side yard property line they would not meet setbacks.

Walters asked if the shed was bigger than the previous. Owner stated yes.

Walters also stated that if moved closer to the intersection it would cause a problem.

No further facts were presented for or against the case, so Chairman Mesa closed the hearing and called for a motion.

Motion by Weber, seconded by Vanderkin to approve the variance as requested.

Vote: Vanderkin, Walters, Dobratz and Weber – “AYE”

Mesa “SUSTAINED”

Motion carried, Variance Approved.

5. Motion by Dobbratz, seconded by Walters to adjourn the meeting. Motion carried, meeting adjourned at 4:06 p.m.

Minutes submitted by:

Susan K. Leahy, Zoning Administrator



APPROVED MINUTES
CITY OF WAUPUN BOARD OF PUBLIC WORKS
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, June 11, 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.

Other Staff in attendance are Mayor Nickel and Administrator Schlieve.

Audience in attendance is Carrey Terlisner, Mike Schwandt, Bridget Mayes, and Eric Kostecki of WPPI.

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 scheduled meeting of the Board of Public Works is July 9, 2019 at 4:30pm in the City Hall Council Chambers.

CONSIDERATION - ACTION

Approve minutes of the May 14, 2019 meeting.

Motion Rasch, second Matoushek to approve the May 14, 2019 minutes of the Board of Public Works.

Motion carried 6-0.

Parking Regulations on N. Drummond Street

June 12, 2018, owners of 24 E Main Street, made request for on street parking on Drummond, between Main and Franklin. The Board approved a one year trial period for 2 hour parking to be reviewed in one year. The Police Department provides that there have been no issues during this one year period.

Motion Rasch, second Hull to make recommendation to the Common Council to adopt an ordinance to amend Ch. 6.05 entitled Traffic Code-Parking Limitations to include on street parking on Drummond Street, between Main and Franklin Street. Motion carried.

LED Lighting Upgrade Performance Contract

Daane submitted a Request for Proposal for lighting energy efficient upgrades for City Hall, Safety Building, Library, and Community Center and received three competitive proposals: Faith Technologies, Staples Energy, and C Braaksma Electric Inc. Daane reviewed the proposals and recommends Faith Technologies as they are the lowest bid and meet the requirements of the proposal.

Motion Matoushek, second Vossekuil to recommend to the Common Council to award the request of proposal for lighting energy efficient upgrades for City Hall, Safety Building, Library, and Community Center to Faith Technologies. Motion carried 6-0 on roll call.

Creating an Ordinance to allow ATV-UTV's on City Streets

Members of the Marshview Riders return to the Board of Public Works in the request for the allowance of ATV/UTV access on City streets. Daane spoke with LAPWA regarding ordinances and Rasch spoke with the DNR. Safety is the main concern when mixing ATV/UTV with general traffic. Other concerns are signage costs and the confusion the signs may cause. Terlisner comments that the club would consider assisting in payment of signage.

Mayes provides statistics from DNR and DOT sites. Would welcome sitting down and mapping out routes.

Hull comments this could be accepted on a temporary basis, to be revisited and considered for a permanent ordinance change, in order to measure its usage and economic impact.

Motion Matoushek, to move forward to establish an ordinance to include all city streets, with no more than 35 mph. Motion fails due to no second.

Matoushek suggests the following route:

City limits from County Road M (S. Madison St) to Libby Street; Libby Street turns into Mayfair Street then to Shaler Drive; Shaler Drive to Gateway Drive to Kelly Avenue. Route would also include 1700 block of Shaler Drive.

Motion Matoushek, second Vossekul to approve the proposed route or ATV/UTV access and make recommendation to Council for consideration. On roll call: Nay votes from Rasch, Daane, and Hull. Aye votes from Vossekul, Mielke, and Matoushek. Motion failed due to tie vote.

Marshland Riders intend to approach the Common Council for consideration of ATV/UTV access on City Streets.

ADJOURNMENT

Motion Matoushek, second Rasch duly called the meeting adjourned at 5:32pm. Motion carried 6-0.



MINUTES
CITY OF WAUPUN BUSINESS
IMPROVEMENT DISTRICT MEETING
Waupun City Hall – 201 E. Main Street,
Waupun WI
Wednesday, June 12, 2019 at 7:00 AM

Committee Members Present:

Krista Bishop
Gary DeJager
Jack Dunham
Jan Harmsen
Rich Matravers
Teresa Ruch
Tyler Schulz

Committee Members Absent:

John Karsten
John Theune
Al Verhage

Staff Present:

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

Waupun Chamber of Commerce Present:

Casey Despres... Executive Director

Audience Present:

Jack Qualmann.....Q-Tronics

Call to Order

In the absence of Vice-Chair Verhage, Ms. Van Buren called the meeting to order at 7:00 a.m.

Roll Call of Board Members

Roll call and quorum determined.

Public Comment

Jack Qualmann wants to know if the BID has considered signage (directional) for the construction project and advertising. From his prospective, his business has been impacted and he is not the only one that is struggling.

1. Recognition of Mayoral Appointment of Members to the Business Improvement District Board

Recognition of Mr. Gary DeJager and Mr. Tyler Schulz to the BID Board is heard.

2. Nominations and Appointment of Chair of the Business Improvement District Board

A motion to appoint Ms. Bishop as Chair of the BID Board was made by Ms. Ruch and seconded by Ms. Harmsen, passing unanimously.

3. Nominations and Appointment of Vice-Chair of the Business Improvement District Board

A motion to appoint Ms. Ruch as Vice-Chair of the BID Board was made by Ms. Bishop and seconded by Ms. Harmsen, passing unanimously.

4. Selection of the Day of Month and Time of Business Improvement District Board Meetings

A motion to continue with the second Wednesday at 7:00am for holding the monthly meeting was made by Mr. Matravers and seconded by Mr. DeJager, passing unanimously.

5. Approval of April 10, 2019 Minutes

A motion to approve the April 10, 2019 minutes was made by Mr. Matravers and seconded by Ms. Ruch, passing unanimously. Rich/Teresa approved unanimously.

6. May 2019 Financial Statement

A motion to approve the May Financial Statement was made by Ms. Harmsen and seconded by Mr. DeJager, passing unanimously.

7. 2018 Business Improvement District Audit

As required by Wisconsin statutes regulating business improvement district, Baker Tilly completed the 2018 Waupun Business Improvement District audit, as part of the City's annual audit process. On behalf of Ms. Kast, City Accountant, Ms. Van Buren stated no material modifications to the financial statements were needed in order to comply with accounting principles. City staff recommend accepting the 2018 Business Improvement District Audit. A motion accepting the 2018 audit was made by Mr. Schulz and seconded by Mr. Matravers, passing unanimously.

8. New applications for Review and Consideration

- A. Jack Qualmann, Q-Tronics, submitted a Façade Improvement Program application for the property located at 313 E. Main St. for the replacement of one window due to a crack on one of the front windows. The crack started in the winter but due to construction on Madison, the vibrations have caused the crack to become worse. If replacement is delayed any longer, the structure integrity of the façade will be compromised. The total project cost is \$890. Staff recommends approval. Motion made by Ms. Harmsen and seconded by Mr. Schulz to approve 50% of the total project cost, not to exceed \$445, passing unanimously.

9. Prior Outstanding Applications

- A. Ms. Van Buren stated Jesus Vengas Gutierrez, Mateo's Café & Restaurant, completed the procurement and installation of signage. Reimbursement has occurred, as demonstrated in the May financial statement. The restaurant opened May 20, 2019, business has been good and the customers have been happy with the service and quality of food.

10. Historic District Designation

Ms. Van Buren provided an update on the Historic Commercial District designation and upcoming training opportunity on the use of Historic Tax Credits (HTC). Funding from the BID and CDA are not enough when it comes to the needs of downtown property owners,

specifically for items like roofing repairs and HVAC. This designation allows property owners to utilize HTC's for such work.

Ms. Schlieve stated that a recommendation identified in the Comprehensive Plan is to obtain certified local government status. Becoming a certified local government would open the City up to additional funding opportunities. Staff will look into the requirements of obtaining this status.

11. Waupun Chamber Update

Ms. Despres providing the following updates:

- A. "Brave the Barrels"
 - i. The Mayor is doing videos with participating businesses to discuss promos and sales offered during the project.
 - ii. Six additional businesses have signed up to participate in the program.
 - iii. The drawing for the first winner will occur in mid-July.
 - iv. BID Board members discussed the need for enhanced social media and signage in other parts of the community to not only provide an update on the project but also detours. Ms. Schlieve stated she would work with Ms. Daane to discuss options.
- B. Trivia Night
 - i. The Chamber will be hosting its first ever Chamber night on July 18th from 6-9pm at Jud's Bowling Alley. For more information, please visit the Chamber's Facebook page.

12. Administrator Update

Administrator Schlieve provided the members an update on the following:

- A. An update was provided regarding transitions occurring in the downtown. K's Boutique will be moving at the end of the month to 317 E. Main St. The former owner has moved to the industrial park. A new tenant is coming to 425 E. Main St. Warzala's Rustic Design opened May 3, 2019 in the space formerly occupied by Riel's Carpet and Vacuum.
- B. Errin Welty, from WEDC, will be coming to the July BID meeting to discuss visioning, as well as ways to better connect resources and increase effectiveness between the BID and CDA.
- C. City Staff has been working the Chamber to offer more entrepreneurial training opportunities. A survey will be going out shortly.
- D. An update on the streetscaping efforts in downtown were discussed. The mural has been installed but due to construction installation of other streetscaping elements have been delayed due to construction. Tweaks are also being made to the banners due to the recent historic district designation.
- E. The City submitted an AARP Community Challenge grant request for pedestrian project back in April. It is anticipated a decision will be made this week as to if the City was awarded the funding.
- F. Silgan will be closing November 8, 2019. Staff is still trying to find out more information as to the true impact of the closure and ways to assist displaced workers.
- G. Due to the tariff discussions, the land option expired on the property slated for the soybean processing facility. The city will not be actively marketing this land again.
- H. Envision Greater Fond du Lac continues working on gathering the needed support for its new talent led economic development strategy. Envision staff will be meeting with businesses to explain the plan to help raise the needed investments to implement the plan.

13. Possible Future Agenda Items

- A. New application for consideration.
- B. Visioning session with WEDC

14. Date of Next Scheduled Meeting

The next meeting is scheduled for July 10, 2019 at 7am

15. Adjourn

The motion to adjourn was made by Mr. Schulz with a second by Ms. Ruch. The motion passed unanimously, and the meeting was adjourned at 7:38 a.m.



MINUTES
CITY OF WAUPUN ZONING BOARD OF APPEALS
 Waupun City Hall – 201 E. Main Street, Waupun WI
 Wednesday, June 19, 2019 at 4:00 PM

CALL TO ORDER

Chairman Mesa called The Zoning Board of Appeals meeting at 4:00 p.m.

RECOGNITION OF MAYORAL APPOINTMENTS OF COUNCIL MEMBERS AND CITIZENS TO THE ZONING BOARD OF APPEALS

Mesa read the Recognition of Mayoral Appointments of Council Members and Citizens to the Zoning Board of Appeals.

Citizen	4-30-22	Mark Nickel
Citizen	4-30-20	Dick Walters
Citizen	4-30-21	Frank Mesa, Chairman (<i>Mayor appoints Chairman</i>)
Citizen Alternate	4-30-21	Dylan Weber
Citizen	4-30-20	Jon Dobbratz
Council Member		Pete Kaczmariski
Public Works Dir., Ex Officio		
Utility Manager, Ex Officio		

SELECTION OF THE DAY AND MONTH AND TIME OF ZONING BOARD MEETINGS

No discussion

ROLL CALL

Members present: Nickel, Walters, Chairman Mesa, Dobbratz, Kaczmariski, Weber

Also in attendance were Mayor Julie Nickel, Jeff Daane, DPW, Susan Leahy, Zoning Administrator, Property Owners Scott Roffers, Jodi Mallas, and Todd Tesdal

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

No persons appeared.

CONSIDERATION - ACTION

1. Approve minutes of the April 3, 2019 meeting. Motion by Dobbratz, second by Walters to approve the April 3, 2019 meeting minutes of the Zoning Board of Appeals. Motion carried, unanimously.
2. Public Hearing –Mesa read request to Discuss/Approve Variance request of Brian Schouten at 728 West Main Street, to construct a detached garage with a side yard setback of 20-inches. Section 16.03(4)(c)(iv) requires a side yard setback of 3 feet from the overhang to the property line.

Mesa asked if any one hear to talk about request. Mesa recommended to table to next meeting.

Motion by Kaczmariski to table until the next meeting. Nickel 2nd. Motion carried, unanimously.

3. Public Hearing – Mesa read request to Discuss/Approve Variance request of Scott Roffers and Jodi Mallas at 910 Taft Lane to install an auto safety cover in lieu of a fence around a pool. Section 16.01(11)(g) requires that all swimming pools with more than 12-inches of water or water and sides more than 18-inches must have a barrier side or fence surrounding the pool.

Scott Roffers spoke in lieu of the fence would like to install the safety cover which is keyed to open/close. Certain townships are allowing the use of the covers.

Mesa asked if they were above ground. Roffers stated no, below ground. Mesa asked what the hardship would be to allow the cover. Roffers stated a fence is unsightly, unsocial, and we are located in a new subdivision. Mesa addressed the safety due to height.

Nickel stated that is the purpose of the cover. He read the article out loud from the Town of Howard regarding safety issues. Cover must be closed when not in use. Dobbratz stated that this is a life safety issue. The ordinance should be changed to reflect using the covers.

Mesa recommends that this should go to plan commission as an ordinance change. The Zoning Board of Appeals does not have the power to approve a variance because of safety issue. Mayor Nickel stated to have the discussion and provide info to the plan commission. Mesa recommends using the guidelines in material to address an ordinance change to plan commission.

Weber stated he thought this was a slam dunk. Nickel stated that they have no authority to approve something not in the ordinance. If an accident should occur, the City would be liable. Weber, so we cannot override what is not there. Nickel stated to use Baraboo's verbage.

Dobbratz made a motion to provide a proposed ordinance change to include the pool covers, Kaczmariski 2nd.

Vote: Dobbratz, Walters, Mesa, Nickel, Kaczmariski – "AYE"

Weber - Nay

Motion carried

4. Public Hearing – Mesa read request to Discuss/Approve Variance of Insight FS, 1208 West Brown Street to request the following structures over 65 feet tall. Municipal Code Section 16.05(2)(c)(iii) states "Not exceed a maximum building height of 65 feet".

Bucket elevator #1 – 163 feet high above grade

Bucket elevator #2 – 161 feet high above grade

Grain dryer – 88 feet high above grade

36 foot diameter storage tank – 68 feet high above grade

Leg support tower – 151 high above grade.

Todd Tesdal of Insight is requesting the height variance to upgrade their facility for fall harvest. The new dump pit will elevate corn to wet bin to new dryer. This will increase their daily processing.

Kaczmariski asked if the Fire Department has signed off. Dobbratz & Leahy both stated that it is normally done at the Plan Commission Meeting.

Weber asked is same height as Farmers Elevator that was constructed last year. Tesdal stated it is smaller scale than Farmers.

Walters asked if there was anything below ground. Tesdal stated the receiving leg about 4 feet below grade in pit. Relatively small. Not large enough to fit a whole semi load of product. Pit maybe 6 to 7 feet deep.

Leahy asked if this was going to be similar to what they did in Brandon. Tesdal stated that Brandon was more a feed mill. The bins will be sitting on stabs and no tunnels.

Mesa asked if there were any concerns. Nickel stated again that Fire Department would look at it at Plan Commission. Mayor Nickel stated that all departments review.

13 Walters asked if there were any problems with the height. Tesdal stated that the legs are actually enclosed in a tower and due to the height lights are installed for aircraft.

Mesa asked for any further discussion.

Dobbratz made a motion to approve the heights for the Bucket elevator #1 at 163 feet high above grade, Bucket elevator #2 at 161 feet high above grade, Grain dryer at 88 feet high above grade, 36 foot diameter storage tank at 68 feet high above grade and the Leg support tower at 151 high above grade. Walters 2nd. Motion carried, unanimously.

ADJOURNMENT

Motion by Nickel, seconded by Dobbratz to adjourn the meeting. Motion carried, meeting adjourned at 4:36 pm.

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



MINUTES (APPROVED 7/17/19)
CITY OF WAUPUN PLAN COMMISSION
Waupun City Hall – 201 E. Main Street, Waupun WI
Wednesday, June 19, 2019 at 4:45 PM

CALL TO ORDER

The 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, Jerry Medema, and Jeff Daane

Member Excused: Derek Drews

Staff Present: Kathy Schlieve and Susan Leahy

PERSONS WISHING TO ADDRESS THE PLAN COMMISSION—

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

CONSIDERATION - ACTION

1. Minutes of the May 29, 2019 meeting.
 Chairman Nickel called for a motion to approve the minutes of the May 29, 2019 meeting. Motion by Matoushek, seconded by TerBeest to approve the minutes of the May 29, 2019 meeting as presented. Motion carried, unanimously. Minutes approved 6/0.
2. Public Hearing - Conditional Use Permit application of Signarama (representing Homan Value Center) at 700 W. Main St. to allow a projecting sign.

Chairman Nickel read the call of the hearing and its purpose. Zoning Administrator Leahy noted this property is in the B-2 Business District and Section 16.11(2)(a) of the City's Zoning Code states that projecting signs shall be permitted only as a Conditional Use in all business and institutional districts. Melissa Schoop representing Signarama appeared to discuss their proposal for the Homan Value Center on W. Main St. The sign would be centered on the front of the building or about in the center of the present wall sign. It would have a total height of 72" and a width of 34". It would be "L" Shaped and be double sided and contain 8 sq. ft. It would be mounted on the front wall by a 3" steel projecting frame about 6" from the wall. It would have LED internal lighting. The final color has not yet been decided. Josh Russell, a neighbor, wanted to see a picture of the sign as he does not want the sign to affect his line of site from his bedroom window. The sign would be a minimum of 10' above the ground surface. Lueck noted his concerns with projecting signs in business districts. He is familiar with several cases where projecting signs have been blown off of buildings or where their mounting points over time become loose and fall off and have injured people and vehicles below. In addition, in colder climate states many projecting signs have collected snow and ice which have fallen off and injured pedestrians and vehicles below. Melissa indicated that their sign would have three strong metal connections.

No further facts were presented for or against this projecting sign so Chairman Nickel called for a motion to act on this request.

Motion by Matoushek, seconded by TerBeest to approve a Conditional Use Permit for Homan Auto Sales "Homan Value Center" at 700 W Main St., Waupun on the condition that the color of the sign is approved by the City Administrator before issuance of said permit. The Plan Commission finds the projecting sign will not be detrimental to any adjacent land use, would not create an undesirable level of light in the immediate area, nor cause property values to measurably decline.

Vote: Daane, Medema, TerBeest, Matoushek and Nickel – “AYE”
 Lueck – Abstain.
 Motion carried 5/0/1.

3. Public Hearing - Conditional Use Permit Application of Rob Bartz, at 331 Bly St. to use the middle section of the former Christian Home property as indoor residential storage per section 16.03(3)(d) of the Waupun Municipal Code.

Chairman Nickel read the call of the hearing and its purpose. Rob Bartz, contractor, discussed the proposed change in use for the middle section of the former Christian Home. They noted that the western third of the building will be converted to senior living efficiency/workforce apartments. The middle section of this building is proposed as indoor residential storage lockers for those residents of the adjacent apartments as an accessory use. Any unused storage lockers would be rented out to the general public for personal, non-commercial storage. Doors would be reinforced with locks for easy customer access and the main access door would be coded. They would have approximately 84 storage units. Lueck agreed that the storage units for the multifamily use of the west portion of the structure would be an accessory use on this property but to rent most of the other storage units out to the general public would seem to be a commercial storage business which may not be an allowed use here. Sue Leahy, Zoning Administrator said she and Kathy discussed this issue with the City Attorney and his opinion is that this would not constitute a commercial business. The only alternative in this situation would be to rezone this portion of the property to a Commercial Zoning District and that would be spot zoning and would probably be illegal. Lueck said he would like to see this structure back on the City Tax roll. Kurt DeVries, a neighbor on Grandview Ave. questioned what income level would the units cater to? He doesn't want to see their land values lowered because of these low income units.

Mr. Bartz said the residential units would range between \$500 and \$650 per month and include heat. It was also noted the property is already in an R-3 Multi-Family Zoning District and these living units are a permitted use in the present district and does not require a Conditional Use Permit. Another neighbor questioned whether the storage units would be accessible 24/7. Mr. Bartz said no, he would set a time period from maybe 7 am – 11 pm. That is still negotiable and there would only be one service door for the storage units. Matoushek doesn't feel the storage unit business is a commercial business. Security cameras would be used in the storage unit area. Daane felt the property will be better maintained if the new use is allowed.

No further facts were presented for or against this interior storage unit business so Chairman Nickel declared the hearing closed and called for a motion to act on the Conditional Use Permit request.

Motion by TerBeest, seconded by Medema to grant a Conditional Use Permit to Rob Bartz at 331 Bly St. to convert the middle section of the former Christian Home to an indoor residential storage area per 16.03(3)d) of the Waupun Municipal Code subject to the following conditions:

1. The storage units are incidental to the adjoining multi-family units with tenants utilizing storage space as well as additional storage units can be rented to the public for personal storage.
2. No commercial storage is allowed.
3. Water to all rooms is to be shut off and all bathrooms are to be closed off and made inaccessible .
4. Doors shall be reinforced with locks for customers easy access.
5. The main access door shall be coded for customer access.
6. Security Camera(s) shall be required.
7. The exterior of the building must be maintained residential and appear to blend in with the existing neighborhood.

Findings: The committee finds this conditional use permit will not be detrimental to the adjacent land uses and it will not create any traffic hazard or parking problems for the area, will not hinder future development

in the area, will not create undesirable levels of noise or light in the immediate area and will not cause property values to measurably decline.

Vote: Daane, Medema, TerBeest, Matoushek, and Nickel – “AYE”

Lueck – Abstain

Motion carried – 5/0/1.

4. Public Hearing - Conditional Use Permit Application of Rob Bartz at 331 Bly St. to use the east side of the former Christian Home property as a commercial kitchen and commercial gathering for non-profit or for profit groups.

Chairman Nickel read the call of the hearing and its purpose. Kathy Schlieve and Rob Bartz briefly explained the proposal for the eastern third of the former Christian Home building. They noted this section of the Campus has a commercial kitchen and a hall that will be closed off from the rest of the building. It could be used for a commercial catering business, the Senior Center, weddings, private for profit or non-profit clubs, other charitable institutions or a community kitchen. Bruce Paulson, a neighbor was concerned about noise and parking problems if a wedding is held there. He doesn't want any bands playing live music and there needs to be time frames for each event so as to not disturb the neighbors as well as on street parking concerns. Sue Leahy noted that in conversations with the City Attorney the proposed use of this section of the building would not constitute a commercial use. No further facts were presented for or against this proposal so Chairman Nickel closed the hearing and asked for a motion to act on the Conditional Use Permit.

Motion by Nickel, seconded by TerBeest to grand a Conditional Use Permit to Rob Bartz to use the kitchen and dining hall area of the former Christian Home as a commercial kitchen and/or a commercial gathering area for a non-profit and/or a for profit group or club subject to the following conditions:

1. Without a specific defined use for this portion of the building, the owner shall contact the City to determine if the proposed use will be consistent with the allowed uses for this Zoning District.
2. Appropriate noise levels for the adjacent residential neighborhood shall be maintained.
3. Hours of use of this portion of the building shall be 8:00 am – 11 :00 pm unless modified by the City if said use of this area changes for special events.
4. Adequate parking shall be established by the City to support the proposed use once the tenant and/or the future use is determined.

Findings: The committee finds the proposed use of the eastern portion of the former Christian Home will not be detrimental to the adjacent residential uses, it will not result in a traffic hazard or parking problem, it will not hinder future or existing development in this area, it will not create undesirable levels of noise or light in the immediate area or will not cause property values to measurably decline.

Vote: Daane, Medema, TerBeest, Matoushek, and Nickel – “AYE”

Lueck – Abstain

Motion carried, 5/0/1.

5. Site Plan Review - Insight FS, at 1208 W Brown St.

Todd Tesdal, Grain Department Manager, provided a site plan and narrative for their project at 1208 W. Brown St. They wish to construct new grain handling equipment in the SW portion of their property. Equipment will include an open air grain receiving pit, a grain dryer, a tower which will house 2 grain legs and a storage bin. Mr. Tesdal indicated they received a height variance from the City's Zoning Board of Appeals today for the storage bin at 71', the dryer at 109', and the two legs at 160' tall. He said they have explosion proof motors and blast doors on the grain legs which releases pressure. Mike Beer with the City of Waupun Fire Department said the Fire Department does not have a problem with this construction. Lueck questioned Todd regarding the excessive height of these structures if there would be any problems with airplane flight

patterns due to the Reabe airport a short distance to the west. He also asked if the structure would be lighted for airplanes. He felt there would not be any problem with airport and yes they will be lighted.

Todd said they deal mostly with wet corn so there should not be much dust, but yes, there will be dust. They are considering a structure over the dump area within the next 18 months.

They are also working on a storm water plan and retention pond.

No further questions were asked on the site plan, so Chairman Nickel called for a motion to approve the site plan for Insight FS at 1208 W. Brown St.

Motion by Daane, seconded by Nickel to approve the site plan for Insight FS subject to the following Conditions:

1. They shall comply with the City's storm water ordinance.
2. A cover structure shall be constructed over the dump area to help contain dust within the next 18 months.

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

Motion carried, unanimously. 6/0.

ADJOURNMENT

Motion by Matoushek, seconded by Medema to adjourn the meeting. Motion carried, meeting adjourned at 5:39 pm.



MINUTES
CITY OF WAUPUN COMMON COUNCIL MEETING
 Waupun City Hall – 201 E. Main Street, Waupun WI
 Tuesday, July 9, 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 Kaczmariski, Alderman Mielke, Alderman Vossekui, Alderman Matoushek, 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, Recreation Director Kaminski, Police Chief Loudon, Public Works Director Daane, and Utility General Manager Posthuma. No staff is absent.

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

Those in the audience is Sam Kaufman.

Media present is Ken Thomas of the Daily Citizen.

PERSONS WISHING TO ADDRESS COUNCIL

Update of Fond Du Lac County Proceedings - Sam Kaufman, FDL County Supervisor

Sam Kaufman, Supervisor for Fond Du Lac County, is before the Council to provide an update on the proceedings and happenings of Fond Du Lac County. Fond Du Lac County Board has renewed the sales tax issue and removed the sunset provision. Did not decide on the allocation/distribution of the set aside amount of the sales tax proceeds to the municipalities. Initial thought was to set aside \$1M and distribute according to equalized value. The disagreement came in to the dollar amount as some wanted to do \$2.5M. This will not take place until 2021. Courthouse security should start this month. UW Extension Committee is reviewing County Park. They are working with the disc golf. ATV/UTV will be coming before the Board to request road access.

CONSENT AGENDA

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

CONSIDERATION / ACTION

Approve Job Description and Hourly Rate for part-time LTE Recreation Program Leader

Consideration for a job description and hourly rate for a part-time, limited term, Recreation Program Leader is before the Council. Schlieve indicates that this position is being proposed for \$15.00/hour at 8 hours per week for a limited time.

Motion Vanderkin, second Vossekui to approve the job description for a limited-term/part-time Recreation Program Leader at the hourly rate of \$15.00. Motion carried 6-0 on roll call.

Approving the Hiring of a Limited Term Employment Recreation Program Leader

Due to a medical leave of the current Recreation Director, a request for a part-time temporary position is being proposed to fill in until the return of the Director.

tion Vossekuil, second Vanderkin to approve the hiring of a Limited Term Employment Recreation Program der. Motion carried 6-0 on roll call.

Approve Agreement with ECWRP to file annual reports for housing and housing fees in accordance with Wis. Stats. 66.10013 (Housing affordability report) and 66.10014 (Housing fees report).

A Proposal and Agreement to Prepare State Required Housing Reports with Enhanced Data and Narrative for East Central Communities is before the Council. This proposal is between the City of Waupun and East Central WI Regional Planning Commission (ECWRPC). This agreement will approve for ECWRPC to file annual reports and housing fees for the City of Waupun.

Motion Matoushek, second Westphal to approve the agreement between the City of Waupun and ECWRPC for the filing of annual housing reports and fees. Motion carried 6-0 on roll call.

Overview of Housing Study RFP (*no action will be taken*)

Request for proposals for the housing study will be due July 24, 2019 at 12:00pm.

Request for Proposal for Housing Development of Spirits Fields Plat

The City of Waupun is seeking bids for the land sales from contractors interested in construction of 5 lots in Spirit Fields, located in Mayfair Estates. Construction estimated to begin the second quarter of 2020. Lots are zoned R2 for single and 2-family residential Development. Tax increment generated from the construction of homes on the site would pay 100% of the project costs related to public infrastructure improvements needed for the development.

Motion Westphal, second Matoushek to approve the request for proposal for housing development of the Spirit Fields Plat. Motion carried 5-1 on roll call with Mielke voting nay.

Establish Annual Permit Fee and Designation of Compliance Officer for Regulation of Chickens

On June 11, 2019, the Council adopted an ordinance approving the keeping of chickens in the City limits. The Council is requested to establish a permit fee, to include number of chickens per permit, and assign the duties of issuing compliance orders and citations.

Motion Westphal, second Matoushek to approve a \$15.00 permit fee, to include up to 4 chickens. Motion carried 5-1 on roll call with Matoushek voting nay.

Motion Westphal second Matoushek to appoint the duties for issuing compliance orders and citations to the Code Enforcer, which is currently occupied by Mike Beer. The Code Enforcer will seek aid from the Waupun Police Department and Building Inspector as needed. Motion carried 6-0.

RESOLUTIONS AN ORDINANCES

Existing Employer Update Resolution-Wisconsin Public Employers' Group Health Insurance Program

The City of Waupun is enrolled with Employee Trust Funds (ETF) for their health insurance program. The local Employer health insurance reference tool and the local employer manual have been updated. By creating one document for the ease of reference, ETF moved applicable contract provisions from the contract between the Group insurance Board and the participating health insurance providers into this one manual. In doing so, the prior resolution passed by Council must be revised.

Motion Vossekuil, second Matoushek to approve Resolution 07-09-19-01 Existing Employer Update Resolution Wisconsin Public Employers' Group Health Insurance Program. Motion carried 6-0 on roll call.

CLOSED SESSION

Motion Kaczmariski, second Matoushek to adjourn in closed session under Section 19.85 (1) (e) of the WI Statutes for Potential Investment of Funds - 120 E Franklin St, Land Negotiations for Tanager Street TID 8 , and Land negotiation along Oak and Fern Street. Motion carried 6-0.

OPEN SESSION

Motion Matoushek, second Mielke 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 Matoushek, second Westphal to duly call the meeting adjourned at 7:05pm.

Angela J. Hull, Clerk

Waupun Recreation Board
Minutes of Meeting
Monday, July 22, 2019

The Waupun Recreation Board met on Monday, July 22, 2019 at 6:00pm at the Waupun Senior Center, located at 301 E. Main Street, Waupun.

CALL TO ORDER

ROLL CALL

Members Present: Mike Matoushek, Bobbi Vossekuil, Larry Sullivan, Amy Ewert, Jan Harmsen

Members Absent: Randy Armga, Beth Lienard

Other Present: Jeff Daane, Kathy Schlieve, Rachel Kaminski, Julie Nickel, Jason Westphal, Jacob Van Den Berg, Loren Greenfield, Amber Gathney, Liz Patrykus, Doug Mock, Kathy Larsen, Adam Nisler, Justin Schmidt, Jason Steinbach

PERSONS WISHING TO ADDRESS THE RECREATION BOARD

1. Facility Usage Fees and City Contributions- Youth Leagues of Waupun

- a. Doug Mock - Disappointment in tennis court conditions at Dodge Park and West End Park. Please consider making a basketball court with lights on tennis court area. Other topic discussed was possible changes to youth programming in Waupun. Respect for parents/volunteers that run their own programs in return to support youth sports and youth sports facilities. City charging user fee to offset the cost. Nice facilities mean nice community like the youth baseball complex. In support of the revenue benefit to the City. He appreciates the facility. Also would appreciate a new Senior Center facility. In support of this. All age support of all programs. Maybe a referendum is the answer for a new facility that supports all ages. Please do not charge youth organization a fee to use facilities. In many cases, youth sports are already raising money to support program and facility needs. Youth involvement is best. Involvement is the way to increase participation. The most ugly gym, field, diamond or court is an empty one.
 - b. Jason Steinbach, Waupun Little League Vice President – Handout on Little League Responses was passed around the table. Incurring more cost means kids will not play and miss opportunities. Sports keep kids active and involvement in a positive way and out of trouble. Positive situations are created rather than negative. Youth is the future and Waupun has done a phenomenal job of getting kids involved in positive things. Volunteer based organizations help this. Incurred costs can lose volunteers or support. I do not want to lose volunteers or parent ran organizations. General discussion on how to find common ground between volunteers/parents organization and city. How can this work for everybody? General discussion on public input importance to see what can be done in the future.
 - c. Justin Schmidt, President of Waupun Little League –Little League currently has 14 board member positions, 1 paid position, 4 nonvoting board members and 525 kids in Little League. 360 Waupun kids. Other kids come from Cambria and Markesan. There are 7 travel teams with multiple tournaments, 47 total combine teams up to junior division. Paid out \$16,000 for umpire and \$30,000 went back into the baseball complex. Some reimbursement from DPW for repairs and maintenance. Little League works with DPW and CWC to split costs. It would be additional approximately \$51/kid to cover the cost pf all Little League expenses with more increased fees for Markesan and Cambria participants. Little League does supply equipment to kids who
-

cannot afford it. Out of town kids pay less to play and do not have to do volunteer hours. Out of town kids fee is part of school fees.

- d. Jason Westphal, Waupun Youth Softball - Every dime that comes into program goes into facility or equipment. No outsourcing happens. The money stays in Waupun. DPW prepares fields Monday – Thursday. Youth Softball has purchased the equipment and supplies for field preparation. DPW provides field preparation labor, winterization of equipment and equipment storage. Working together has always been the policy. This is a quality of life situation. Tennis courts and horseshoe pit have lights. Swimming pool in a quality of life benefit that loses money. Little league and youth softball already has fees. Room tax dollars comes from youth sports tournaments and activities. Sponsorship for legion tournament is youth sports dollars. Volunteers have been asked to produce with lack of city support in money and youth sports grants. Fees are not being charged at the Senior Center for exercise classes. It must be fair for all ages to participate in activities.
- e. Amber Gathney, Waupun Youth Softball Vice President - I am a 15 year volunteer and discouraged to hear that this is happening. Will the City be hiring a position to track diamond time? Who is going to monitor this? I do understand the problem with outsiders coming in. We need the competition and they spend money in our community. If we did not have players from Waupun then we would traveling multiple nights per week. Laconia and Ripon will not come if fees are higher. No one will come to tournaments if fees increase. Waupun is not a very wealthy community. We will price ourselves out of sports and opportunities for kids if additional fees are charged. We are lucky to have volunteers right now. Outsiders coming into the city are spending money in Waupun. The school district uses the facility too. Youth softball provides scholarships and usage for school. Do we need the money that bad? What is the money going to be used for? General discussion followed stating that this meeting is for informational purposes only. The idea for subcommittee was also discussed to meet and create a policy. A subcommittee could work together to sit down and make a plan. Other discussion on need for subcommittee. Why would there be a need to form another committee when the Recreation Board can do the work that needs to be done? We can work with each youth sports organization within our board. School district example of subcommittee. Rec Board can determine the result and recommend to council for the final outcome. Discussion followed about complicated process, up against levy limits, and very limited revenue. Fire Department in need of a new ladder truck example. City is hitting the ceiling to make revenue. Fees can help with that. Pressed by outside groups and taxpayer equity. How do we pay for assists and what does the city of Waupun taxpayer represent and pay for? Appleton players example of using Waupun baseball fields. Common standardized rules for appropriate costs and how to accommodate. Any kid can come and play. Club players are playing rec and travel leagues who live out of town. Fees collected would go to cost to maintain facilities. Discussion about travel teams bring in revenue. How can we prove that there is an economic impact? Ask hotels. We do not want to travel as a Waupun team, we want them to come to us. Rec league older levels are going to other cities due to price or package price of playing in on multiple teams.
- f. Loren Greenfield, Waupun Hoopsters – In the past, Hoopsters has gone through difficult times with school board resulting in miscommunication. Meeting and getting together was missing in that relationship. Cooperation between both parties was lacking. Developed committees to work together and make decisions. Fees increased drastically. Greenfield encouraged bringing people around the table to talk and grow together. We have great people and great work to do together.
- g. Adam Nisler, Waupun Youth Soccer – Transparency would go a long way so no one is blindsided by a decision. Fees in general will increase due to time. For the City to add on fees already on top of fees that we

already have will hurt some families and kids. Free and reduced lunch discount kids already get to play at half price. Soccer barely breaks even now with current fees being charged. Slowly have increased fee but not drastically. Countless volunteer hours to set up and line the field once a week, checking nets, and field conditions. Additional burden would be put on everyone with user fees. Soccer currently does not have a facility to maintain as their own and sell concessions. They do sell some concessions, but limited items do to what the current situation is. Could be better ways of making revenue in terms of concessions.

- h. Kathy Larson – Soccer – Talked about current financial structure. Soccer could not afford to pay the additional fees or choose not to use a city park.
- i. Julie Nickel, Mayor of Waupun – Stated that many cities around the country are doing different things to make up costs. For example, Arlington, VA does adopt of field program, Vero Beach, FL charges \$30,000 to use community facilities. I have raised two kids in this community. I have been in every one of your shoes. Sat with Doug Mock about 20 years ago talking about this. We have had five Recreation Directors since that. Our goal was to go through Comprehensive Recreation Plan to determine what needs to be looked at and how to fill those needs. It took 10 years to build the Little League Complex. Soccer needs are in the Comprehensive Recreation Plan. School District track example that took 15 years of planning. These things do not happen overnight. Recommendations to Recreation Board make recommendations to Common Council. God bless you for doing what you do. Volksfest is gone after this year due to lack of volunteers. I have to look at \$25,000 to light up a park; we need a better Senior Center, better roads, and so many other things. Youth is keeping the city growing. People raise their kids here. What is there to do in this town? We are trying to keep kids here. The Recreation Plan details how to be ADA compliant. I feel for you, but need a happy medium. How do we do that? Sitting down with each organization? What can we afford? Plan for? What can we save and budget for? Recreation Board guidance is important.

MINUTES FROM PRIOR MEETINGS (Recommendation to the Common Council to Approve)

- 2. Recreation Board Minutes -June 24, 2019
 - a. Harmsen motioned for approval, Ewert seconded, all approved

FUTURE MEETINGS AND GATHERING INVOLVING THE RECREATION BOARD

- 3. 2019 Tentative Future Meeting and Gatherings of the Waupun Board of Recreation
 - a. August 26 at 6:00pm will be the next meeting and all other future dates listed in agenda packet

CONSIDERATION - ACTION (Roll Call Vote)

- 4. Establish 2020 Recreation Board Budget Priorities
 - a. Canoe/Kayak Facilities
 - b. Controlling Erosion Around River
 - c. Bike/Walking Trails
 - d. Fishing Pier at Harris Mill Park
- 5. Bean Bag Toss Equipment Rental Agreement and Fee
 - a. Revise maximum number of boards to rent to 20 full sets.
 - i. Harmsen motioned for approval, Matoushek seconded, all approved

6. Consideration for a Recreation Sub-Committee for Development of a Facility Usage Policy
 - a. Amy Ewert – Recommendation for review policy and creation of subcommittee made up of city representatives and representatives from youth sports leagues. Goal is to determine and develop a facility usage policy. Questions followed on number of board members, city employees and alderpersons. Mayor Nickel stated that she is not leaning this way due to confusion. Alderpersons are assigned to city boards as representatives of Common Council. Alderpersons relay the message to Council. Mayor Nickel and Schlieve attend voluntary when asked.
 - i. Ewert first motion for subcommittee to be formed by Mayor Nickel, seconded by none

DEPARTMENTAL UPDATES (No action to be taken)

7. Jacob Van Den Berg, YMCA of Dodge County
 - a. Mock drill was today. Fake drowning and rescue drills. It went well. June was a slower month due to weather. July hot temperatures increased attendance and sold passes. State inspection happened on 7/15/19. Few things to change over the next 30 days. No citations or fines. Swim lessons and water aerobics going well.
8. Rachel Kaminski, Recreation Director
 - a. Kaminski discussed Senior Center attendance in the month of June and Senior Center summer highlights. Park Program event attendance and daily attendance was also discussed. Kaminski thanked Waupun Police Department and Waupun DPW for their help and support of the Bike rodeo and fishing tournament. Sully's Sporting goods was also thanked for their donation of fishing equipment to the fishing tournament. A full Park Program report will be completed at the end of the 2019 summer season. Pool concessions stand was inspected by Fond du Lac County Health Department. Next year, a refrigerator that is stamped "Commercial" must be installed and used.
9. Jeff Daane, Director of Public Works
 - a. Daane discussed items that are done, soon to be completed and items that are being moved on his 5 year park facility plan. He encouraged the board to add or remove items on the list. 5 year facility plan was included in the agenda packet.
10. Kathy Schlieve, Administrator-Economic Development Director
 - a. There needs to be an upfront analysis that has to happen to develop committees and policies. Schlieve is looking for input and what makes sense. Draft policies, public hearings, multiple steps need to be taken before recommendation to Council. This is an advisory committee only. Tried to pull this off the agenda, because this is not ready to. More to come in the future regarding facility usage fees and city contributions. Hired Casey Despres to cover 8 hours a week Senior Center. She is certified to teach senior fitness and will do limited administrative support. Facility Advisory committee retained Cedar Cooperation and will be looking into Senior Center facility replacement. The big goal would be recreational community center for all ages to use that is a multipurpose facility. General discussion on how the various youth sports organization came to the meeting. They were personally invited by Ewert asking for input and more information. Ewert sent budget questions and worksheet to Schlieve on general sense of recreation programming, implantation, city support, contracts, maintenance, season, and other expenses. Schlieve will share worksheet with the Recreation Board.

ADJOURNMENT - Matoushek motioned for approval, Harmsen seconded, all approved

Submitted by Rachel Kaminski

Minutes of the Waupun Public Library Board Meeting July 22, 2019

In the absence of Waskow, Board President, the monthly meeting of the Waupun Public Library Board was called to order by Beverly Martens, Vice President, at 4:37 p.m. on Monday, July 22, 2019. Also present were Schultz, Westphal, Sullivan, Hintze, Garcia, Jaeger, and Rohrer.

ARTICLE I: Motion by Sullivan, supported by Schultz, to accept the minutes of the June 17, 2019 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Circulation/downloads through end of June 2019 was 70,860 items.
2. Library visits through the end of June 2019 was 36,302 people.
3. Rural circulation through the end of June 2019 was 19,444 items, which is up 2.7% YTD.

ARTICLE IV: Current budget was discussed and is on target for the year.

ARTICLE V: Motion by Hintze, supported by Rohrer, to pay the bills. Motion carried 6-0 on roll call.

ARTICLE VI: Committee Reports.

- a. Budget Committee: A tentative budget for 2020 with two options was presented. No action was taken at this time.

ARTICLE VII: Librarian's Report.

a. Future Programs:

- July 25, 6:00 pm: Gemstone Wrapping
- July 26, 4:00-7:00 pm: SRP Carnival Finale
- August 7, 6:00 pm: Jodi Schmidt, Living Donation
- August 8, 4:00-8:00 pm: Lego/Game Night
- August 12, 10:00 am - 6:00 pm: Friends of Waupun Library Book Sale
- August 14, 1:00-3:00 pm; 5:00-7:00 pm: Tech Days
- August 15, 1:00 pm & 6:00 pm, Movie: Avengers: End Game
- August 16, 10:00 am: Waupun Public Library Book Club
- August 21, 6:00 pm: Guided Meditation

b. Attendance for the three June performances of the Summer Reading Programs was 559 people.

c. A donation of \$1,000 was received from the Waupun Lions Club for the purchase of additional large print books.

d. Interesting finds

While looking through old, unmarked storage boxes, one of our interns ran across several ledger sheets dated 1863. These sheets were from the Regimental Quartermaster of the 106th New York Infantry Regiment, documenting provisions to this Civil War regiment from January 1863 to July 1863. A question is: Why is our library in possession of these items? Once we are finished with our investigation, they will be sent to the New York State Military Museum and Veterans Research Center. We would really like to know how they ended up in Waupun.

Other finds include a glass plate image of the first mayor of Waupun (John Ackerman), a letter from the office of Andrew Carnegie approving additional funds to build the Carnegie Library in Waupun, and a check receipt ledger covering the years 1904 –1908. All of these were brought to the meeting for all to see.

e. Bret is now on the Educational Resources Committee of the Waupun Aging Coalition for the next two years. Meetings are held once a month.

f. DPW has moved the new display cases to the second floor. A collection from the Waupun Historical Society has already been placed in the cases.

g. For the sake of safety, outlet covers have been installed on exposed outlets in the Conference Room and youth area of the library.

h. Jeff Daane, DPW Director, has been reviewing LED lighting changes for the library as part of the plan to convert city buildings to LEDs. Changes will range from motion sensor lights in some areas to complete light fixture replacement in others.

ARTICLE VII. No Old Business.

ARTICLE IX: No New Business.

ARTICLE X: Motion by Sullivan, supported by Hintze, to adjourn at 5:00 p.m. Motion carried.

Next tentative meeting: August 19, 2019, at 4:30 p.m.

SANDRA ROHRER Secretary
SR/bkj



MINUTES
CITY OF WAUPUN POLICE & FIRE COMMISSION
Waupun Safety Building – 16 E. Main Street, Waupun WI
Thursday, July 25, 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.

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

Purpose of this meeting is solely for consideration of fire department cadet position. Approval of June 19, 2019 minutes and Police and Fire department updates will occur at next regularly-scheduled quarterly meeting on September 25, 2019.

Roll Call

Members present: John Bett, Carole Cronin, John Forsythe, Tara Rhodes, Michael Thurmer.

Also present: WFD Chief B.J. DeMaa.

Members absent (excused): Nancy Vanderkin (City Council Liaison).

Closed Session

The meeting was held in Closed Session under Section 19.85(1)(c) of the Wisconsin Statutes to consider approval for filling one of two fire department cadet positions. (Motion by J. Bett, second by J. Forsythe; all in favor).

Open Session

Open Session was reconvened under Section 19.85(2) of the Wisconsin Statutes at 4:35pm after motion from J. Bett (second by C. Cronin, all in favor).

Action from Closed Session: Motion made by J. Bett (second by C. Cronin, all in favor) to place candidate Selena Rosales into an open fire fighter cadet position due to completion of successful interview process with Chief DeMaa and Assistant Chief Mike Beer.

Adjournment at 4:36pm (J Bett/C. Cronin, all in favor).

Next quarterly meeting scheduled for:

September 25th, 2019, 4:30pm. If necessary, please send any agenda requests to Chiefs BJ DeMaa or S. Loudon so appropriate preparation(s) can be made.

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.



MINUTES
CITY OF WAUPUN COMMITTEE OF THE WHOLE
MEETING
 Waupun City Hall – 201 E. Main Street, Waupun WI
 Tuesday, July 30, 2019 at 5:30 PM

CALL TO ORDER

Mayor Nickel called the Waupun Committee of the Whole meeting to order at 5:30pm.

ROLL CALL

Council in attendance on roll call is Mayor Nickel, Alderman Westphal, Alderman Kaczmariski, Alderman Mielke, Alderman Vossekuil, Alderman Matoushek, 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, Recreation Director Kaminski, Public Works Director Daane, and Utility General Manager Posthuma. Chief Loudon is absent and excused.

Other City Staff present is Lieutenant Pfalzgraf, Code Enforcer Mike Beer, and Records Clerk/Support Staff Deboer.

Those in the audience is Timmy Rahn.

Media present is Ken Thomas of the Daily Citizen.

PERSONS WISHING TO ADDRESS THE COMMITTEE OF THE WHOLE

1. Introduction of Danyelle Deboer, Police Department Records Clerk/Support Staff

Lieutenant Pfalzgraf introduces Danyelle Deboer who was hired January 21, 2019 as a part-time Records Clerk and Support Staff for the Waupun Police Department. Deboer has successfully completed her six-month probation period and is considered a regular status employee. The Council welcomes Deboer.

CONSENT AGENDA

2. Consideration for Payment of Expenses

3. Approval of Licenses and Permits

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

RECOMMENDATIONS FROM BOARDS, COMMITTEES, AND COMMISSIONS (Roll Call)

4. Painting of the Waupun Family Aquatic Center Pool

Daane informs the Committee that the Board of Public Works has made the painting of the Waupun Aquatic center pool a priority. Pool painting generally should be repainted every three to five years. The Waupun aquatic center is going on six years. If waiting any longer, the costs will increase.

Proposals were received from Omni (\$100,000) and Coplien Painting Inc. (\$25,000), in which the Board of Public Works is recommending Coplien Painting Inc. Daane has been informed from Coplien Painting Inc., this needs to be scheduled now for spring painting. Daane is seeking approval today so he is assured this will be included in the 2020 budget.

Kaczmariski questions possible funding from other sources such as the City of Fox Lake received donations from the Agnesian Foundation, Waupun Memorial, local Chamber of Commerce, and holding a brat fry. He wishes for awareness to finding other funding sources whenever possible. Schlieve spoke with Agnesian. She was informed that Agnesian decides how they are going to allocate funds within all the communities they serve. In Waupun, they just invested \$40,000 in handicapped accessible playground equipment. Agnesian is open to meeting with the City in the future to see what our needs are.

tion Vossekuil, second Matoushek to award the proposal to Coplien Painting Inc. for the painting of the Waupun Aquatic Center pool in the spring of 2020. Motion carried 6-0 on roll call.

5. Consideration for the Hiring for the Vacant Position of Fire Department Cadet

Demaa informs the Committee of a vacancy in the position of Cadet. The Waupun Fire and Police Commission have made recommendation for this position to be filled.

Motion Matoushek, second Vanderkin to approve the hiring of a Cadet in the Waupun Fire Department. Motion carried 6-0 on roll call.

RESOLUTIONS AND ORDINANCES

6. Resolution to Establish Permit Application Fees for Keeping and Maintaining Backyard Chickens

The Council approved an ordinance for the keeping of chickens in the City limits. Due to this, the rate of the permit must be approved by resolution.

Motion Westphal, second Mielke to approve Resolution 07-30-19-01 to Establish Permit Application Fees for Keeping and Maintaining Backyard Chickens in the City of Waupun, which provides a \$15.00 permit fee. Motion carried 6-0 on roll call.

CONSIDERATION - ACTION

7. Rahn vs City of Waupun

The City received a liability claim from Timmy Rahn of 606 Grace Street, Waupun. According to the claim, on May 25, 2019 at approximately 8:45am, Rahn was traveling on his bicycle on the riding/walking trail near Meadowview Park and hit a water patch, which caused the bike to slip and Rahn to fall onto his right shoulder. Rahn was taken to Waupun Hospital emergency room and found to have a broken rib. Rahn submitted for estimated expenses of \$3,000.

Daane recalls receiving a call from Rahn's wife, following the fall, stating Rahn was riding his bike that morning on the boardwalk and it was wet from dew or rain the night before, and that the bike had slipped from underneath him and fell. She asked if there were any wet/slippery signs that could be posted. Daane recalls signs posted stating "slow for pedestrians" and informed her that he would see if we had any signs relating to her request. Daane did located some signs and had them posted. Daane was not told by his wife, during their conversation that he had gone to the emergency room.

The written claim was submitted to Hull on July 8, 2019. Hull provided to Cities and Villages Mutual Insurance Company (CVMIC) for review and recommendation. CVMIC responded, stating Wis. Stat. 895.52 provides immunity to municipalities for injuries that occur on city property as a result of a recreational activity. The riding of a bicycle on a city boardwalk would fall under this statute. Also, Wis. Stat. 895.52(2) provides that there is no duty to keep the property safe for recreational activity, no duty to inspect and no duty to give warning of an unsafe condition. The decision to put up warning signs on the boardwalk was a discretionary decision and would provide immunity under Wis. Stat. 893.80 (4). Based on these facts, a recommendation to deny was received.

Motion Vossekuil, second Kaczmariski to deny the liability claim received from Timmy Rahn due to the injuries he sustained while riding his bicycle on the boardwalk on May 25, 2019. Motion carried 6-0 on roll call.

8. Amend Building Permit Fee Schedule

Due to the permit fees required for the keeping of chickens, the building inspector has provided the inspections fees for inspection and review of chicken coops for consideration. The building inspector fees for this service will be at a minimum of \$50.00.

Motion Kaczmariski, second Vossekuil to accept the building permit fees for the inspections and review of chicken coops at a minimum of \$50.00 and to be incorporated in the building permit fee schedule. Motion carried 6-0 on roll call.

CLOSED SESSION

The Waupun Committee of the Whole will adjourn in closed session under Section 19.85 (1) (e)] of the WI Statutes for the following:

9. Potential Investment of Public Funds - 120 E Franklin St.
10. Potential Investment of Public Funds – 520 McKinley St.
11. Land Negotiations for Tanager Street TID 8
12. Land Negotiations for Former MVP Site in TID 5
13. Land Negotiations for Spirit Fields in TID 5

Motion Vanderkin, second Matoushek to adjourn in closed session under Section 19.85 (1) (e)] of the WI Statutes. Motion carried 6-0.

OPEN SESSION

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

Motion Vanderkin, second Matoushek to reconvene in open session. Motion carried 6-0.

ACTION FROM CLOSED SESSION

No Action.

ADJOURNMENT

Motion Matoushek, second Vossekuil to duly call the meeting adjourned at 7:02pm. Motion carried 6-0.

Angie Hull, Clerk

August 13, 2019 Recreation Report

Senior Center *Individual Count Duplicate Count	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	July 2019	July Notes
Monthly Attendance	1,110	873	1,155	1,239	1,243	1,043	1,177	Open 22 days
Average Daily Attendance	58	52	53	54	52	50	54	
*Rentals	-	2	-	3	3	2	3	
Mobile Meals	192	217	250	260	342	322	322	
Table Meals	198	143	171	212	193	215	187	
Transportation Rides	30	29	38	31	41	34	42	6 individuals
Open Pool	96	85	91	36	24	18	20	
Euchre	63	74	87	114	66	85	107	Mondays
Pool League	64	64	64	-	-	-	-	Will start again in November
Sheepshead	211	168	213	233	309	211	210	Wednesdays and Thursdays, did not meet on 7/4
Wednesday Workout	62	54	66	72	77	34	89	
Friday Fitness	44	48	62	69	81	59	47	Did not meet on 7/5
Yoga Stretch	324	318	381	362	341	321	349	Mondays and Thursdays, did not meet on 7/4
*Book Club	13	8	15	16	16	14	12	Last Friday of the month
Bingo	136	59	152	137	141	108	81	2 times this month
Sevens Cards	19	16	30	42	34	24	20	Fridays
Hand & Foot Cards	32	23	36	72	66	72	86	Tuesdays
*Jam Session/Party	52	22	49	73	-	43	35	Lunch with Mayor
Board Games/Marbles	17	10	14	13	17	12	17	Thursdays
Bank or Bust Dice	24	21	31	38	52	40	49	Wednesdays
*Craft Club	12	6	-	12	12	19	12	1 Tuesday a month
*Paint Pals	6	6	10	-	22	7	-	
*Local Presentations/Services	21	-	26	22	19	41	18	Eyeglass Adjustments, Social Security & Retirement
*Computer/Tech Classes	14	5	8	6	6	5	6	Individual meetings this month
*Movie Night	-	13	17	-	-	-	12	
Knit-Wits	24	15	28	18	24	18	will report next month	Wednesdays
*Euchre Tournament	41	-	32	41	32	26	37	1 st Saturday of the month
Pickleball	29	26	40	63	47	49	will report next month	Tuesdays
Trips	-	-	15	-	54	-	18	Timber Rattlers

WAUPUN POLICE DEPARTMENT**Monthly City Council Report**

Dispatch Summary From 7/1/2019 To 7/31/2019

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

Total Number of Calls for this reporting period: 1,246

72 HOUR DETENTION	2	JUVENILE PROBLEM	9
911 CHECK	17	LAW ASSIST FIRE	1
911 MISDIAL	6	LEWD/LACIVIOUS	1
ABANDONED VEHICLE	4	LITTERING	1
ACCIDENT	11	LOITERING	3
ACCIDENT W/BLOCKAGE	1	LOST PROPERTY	1
ACCIDENT/INJURIES	1	LOST/FOUND ANIMAL	7
ALARM TEST	2	MISSING JUVENILE	2
ANIMAL BITE COMP	2	NEIGHBOR DISPUTE	1
ANIMAL COMPLAINT	15	NOISE COMPLAINT	4
ANNOYING PHONE CALLS	1	NOTIFY MED EXAMINER	1
ASSIST CITIZEN	35	OFFICER STAND BY	7
ASSIST MOTORIST	6	OPEN DOOR	2
ASSIST OTHER AGENCY	15	PAPER SERVICE	11
ATTEMPT TO LOCATE	1	PARKING ENFORCEMENT	26
BATTERY	1	PRISONER TRANSPORT	2
BIKE STOP	1	PROBATION HOLD/VIO	1
BUILDING CHECK	46	RECKLESS DRIVER	7
CHECK WELFARE	13	REPOSSESSED PROPERTY	1
CHILD ABUSE/NEGLECT	1	ROAD CLOSE/REPAIR	1
CHILD CUSTODY	2	RUNAWAY	2
CIVIL PROBLEM	12	SCAM	1
COMMUNITY POLICING	8	SEX OFFENDER	1
COUNTY AMBULANCE	30	SHOPLIFTER	4
COURT ORDER VIOLAT	1	SPECIAL ASSIGNMENT	2
CR DAMAGE TO PROP	5	SPEED GRANT	13
DEPARTMENT K9 DOG	7	STRUCTURE FIRE	1
DIRECTED AREA PATROL	262	SUBJECT STOP	6
DISORDERLY CONDUCT	9	SUSP ACTIVITY	10
DOMESTIC DISPUTE	10	SUSP PERSON	5
ESCORT FUNERAL	4	SUSPICIOUS VEHICLE	14
EVICIONS	4	TAVERN CHECKS	2
EXTRA PATROL	140	THEFT	9
FIGHT	1	THREAT COMPLAINT	4
FIRE ALARM	6	TRAFFIC ENFOR BYPASS	1
FIRE WORKS COMPLAINT	5	TRAFFIC ENFORC DAP	5
FOLLOW UP	73	TRAFFIC PROBLEM	9
FOOT PATROL	7	TRAFFIC STOP	205
FOUND JUVENILE	1	TRESPASSING	2
FOUND PROPERTY	10	VANDALISM	7
FRAUD/FORGERY	2	WARRANT	5
GAS DRIVE OFF	1	WARRANT OTHER AGENCY	3
HARASSMENT	7	WAUPUN ORDINANCE	20
HIT AND RUN	4		
HOUSE WATCH REQUEST	8		
INFO TO DOCUMENT	1		
INFORMATION	4		
INTOXICATED DRIVER	1		
INTOXICATED SUBJECT	6		
INTRUSION ALARM	12		
JA/UNDERAGE/ALCOHOL	2		

**Waupun Police Department Update
July, 2019**

Celebrate Waupun and Fireworks – Police Department provided extra staffing for these event. Events went very well in law enforcements perspective.

Waupun Police Department participated in Drug Free Fishing in Waupun and C.O.P.S Recognition at Beaver Dam Raceway.

Meetings – Department Head Meeting, FDL Law Enforcement Executive Meeting, Aging Coalition Education Meeting, Dodge County Traffic Safety Commission Meeting, Child Abduction Response Team Meeting, and WMH Scenario Exercise meeting

Training – Force on force training, Outdoor Firearms Training, and Dementia Friendly Training. Officer Hraban was certified as a Mobile Field Force Instructor. Officer Tipton and Fix attended Public information Officer training

Waupun Police Department teamed with Fond du Lac Drug Free Communities and Department of Revenue for Retailer Training.

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

Waupun Police Department is a Dementia Friendly Facility.

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

August 2019

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

Re: Report to Common Council

A. Statistics

Circulation/downloads through the end of July was 88,032 items.
Library visits through the end of July was 43,694 people.

B. Future programs

August 14 – Device Day/Night, 1-3 p.m. and 5-7 p.m.

August 21 – Guided Meditation, 6 p.m.

September 11 – Device Day/Night, 1-3 p.m. and 5-7 p.m.

September 12 – Lego and Game Night, 4 p.m.

September 26 – Fall Flower Arranging, 6 p.m.

C. Summer Reading Program

The 2019 Summer Reading Program has ended, and it was another successful program. This year 345 kids signed up for the program and read for 2,046 hours. Additionally, 1,021 people attended the performer programs.

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

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

DODGE COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
19-	161 Ginger Lemmenes	515 Carrington St	Replace Deck, 16x16	\$200.00	\$21,076.00
19-	162 Kurt Hein	1 Beverly Ct	replace deck	\$100.00	\$10,600.00
19-	166 Jason Wetphal	902 Taft Ln	16x31x52" Swimming Pool	\$50.00	\$1,500.00
19-	168 Julie Edgerton	223 WMain St	Replace (2) Storm & Entry Doors & (21) Windows	\$172.51	\$28,752.00
19-	170 Michelle Meyer	501 Grandview Ave	Reroof	\$50.00	\$8,616.00
19-	172 John Bestul	401 S Watertown St.	replacement windows	\$50.00	\$13,000.00
19-	173 David Tebeest	619 EBrown St	Service Upgrade	\$80.00	\$1,400.00
19-	174 Pella Church	315 S Madison St	Replace (2) Boilets & Water Heater	\$108.00	
19-	176 Philip Tousey	503 W Main St	Reroof	\$50.00	\$8,000.00
19-	177 Barb Cross	500 S Grove St	Wood Fence, 4' High	\$100.00	\$1,000.00
19-	179 Erik Marwitz	227 Bly St	swimming pool & garage addition	\$350.00	\$3,500.00
19-	181 Judy Lyon	200 Pleasant St	Generator	\$80.00	\$6,000.00
19-	182 CWCS	301 Fox Lake Rd	HVAC for (2) Additions	\$909.96	
19-	184 Michael Andrews	722 E Jefferson St	Interior Drain Tile	\$50.00	\$2,600.00
19-	185 Michael Dommise	518 E Jefferson St	Reroof	\$144.00	\$24,389.00
19-	187 Lorna Harmsen	109 S Division St.	siding & windows	\$187.20	\$31,200.00
19-	188 Bob Barsh	433 E Main St	39"x39" Sign Face Replacement	\$110.56	
TOTAL				\$2,792.23	\$161,633.00

FOND DU LAC COUNTY

NO	HOLDER	ADDRESS	TYPE	FEE	COST
19-	159 David Witthun	355 Fond du Lac	Replace Roofs over existing porches	\$50.00	\$400.00
19-	160 Mitchell Vree	713 Rock River Avenue	Reside & Replace Windows	\$72.00	\$12,000.00
19-	163 Derek Navis	6 Chapman Place	5 x 5 landing	\$50.00	\$400.00
19-	164 Bruce Huizenga	157 Harmsen Avenue	Temp Service	\$80.00	
19-	165 568 East Main Street, LL	568 East Main Street	replace porches, fascia, and reroof garage	\$90.00	\$15,000.00
19-	167 Luke Pflum	330 West Main Street	Reroof Porch & back Section of House, north side	\$50.00	\$7,600.00
19-	169 Joe Priebe	900 Summer Avenue	Replace AC	\$50.00	\$3,957.00
19-	171 Ryan Farley	26 Meadowview Cir	replace roof	\$50.00	\$1,600.00
19-	175 Robert Parks	803 Rock River Avenue	Service Upgrade	\$80.00	
19-	178 Bruce Huizenga	157 Harmsen Avenue	Early Start - Footings & Foundation Only	\$150.00	\$300,000.00
19-	180 Brian Schouten	728 West Main Street	Demo Garage & Construct 24x26 Detached Garage	\$410.00	\$30,000.00
19-	183 Syd Soodsma	809 East Frnaklin Stree	Replace AC	\$50.00	\$2,979.75
19-	186 Haley Kanthack	38 West Franklin Stree	Inspection for Re-hook-up to Service	\$80.00	
19-	189 KT Real Estate Holdings	800 West Main Street	Signage	\$100.83	\$3,000.00
19-	190 Rene Riddle	303 East Franklin Stree	Reroof	\$50.00	\$2,000.00
TOTAL				\$1,412.83	\$378,936.75

GRAND TOTAL

\$4,205.06 \$540,569.75

Permits issued in Dodge County	17
Permits issued in Fond du Lac Cty	15
Total Permits for the month	32

Building Permit Fees	\$4,205.06
Special Assessment Letter Fees	\$100.00
Copies of House Plans	\$7.00
Variance	\$150.00

Conditional Use Permit	\$150.00
Grand Total	\$4,312.06

BUILDING PERMIT COMPARISON

July 2018: Dodge County - 21 permits; Fond du Lac County - 12 permits
Total estimated cost of construction: \$541,328.00

SEVEN MONTH COMPARISON

January - July 2016	estimated cost of construction	\$19,108,252.20
January - July 2017	estimated cost of construction	\$7,139,197.98
January - July 2018	estimated cost of construction	\$20,240,343.00
January - July 2019	estimated cost of construction	\$7,713,114.95



TO: Waupun Utilities Commissioners
 FROM: Randy Posthuma, General Manager
 DATE: August 9, 2019
 SUBJECT: General Manager Report

Small Cell Legislation Takes Effect: On July 10 Governor Tony Evers signed Senate Bill 239 – the small cell bill – into law as Act 14. The Act took effect July 12, creating a uniform framework for the deployment of 5G advanced wireless equipment in municipal rights-of-way within the state.

Act 14 mirrors limitations placed on municipal right-of-way regulatory powers by the September 2018 Federal Communications Commission (FCC) 5G ruling. It creates a regulatory framework for the state and local governments for: (1) the deployment by wireless service providers of wireless equipment and facilities for 5G service, including the placement of such items in rights-of-way; (2) the local permitting process for certain activities by wireless providers; (3) access to government poles by wireless providers; and (4) the resolution of disputes.

Many other states have passed similar legislation. Wisconsin's version has higher fee caps and is less restrictive on local governments than those passed in other states.

Municipal Electric Utilities of Wisconsin (MEUW) has formed an ad hoc committee to enable municipal electric utilities to take an organized and common method working with wireless providers seeking to deploy the small cell wireless technology in Wisconsin. A handful of Board members recently stepped forward to provide insights and help to develop guidelines and model agreements that will eventually be made available to all MEUW members for the purpose of coordinating a consistent approach.

WPPI Energy Annual Meeting: I would like to invite our Utility Commissioners to the annual WPPI Energy meeting on September 19 at The Osfhoff Resort in Elkhart Lake, WI. This year's annual gathering of members and staff will meet to engage on industry issues and the ways in which we can continue to strengthen the "Power of Great Places" together. The Board of Directors meeting is the following day.

Invitations were mailed to more than 750 utility leaders and local elected/appointed officials. WPPI Energy will again provide one hotel accommodation scholarship per member for an elected or appointed public official attending the annual meeting.

A few items to note for 2019:

- WPPI Energy is hosting its third annual Public Power Open – a scramble-format golf outing for all levels of play on Wednesday, September 18.
- New this year, they'll be coordinating a Public Power Walk through Elkhart Lake bright and early on the day of the event

- This year's Keynote Speaker, Jeff Havens will be offering incite on "Decoding your Customers: Perfecting the Customer Experience".

2020 Budget Prep: Planning for 2020 project year is starting to take shape. Every year around this time, management has the discussion regarding prioritizing for potential construct projects and equipment needs for the following year.

There is no street construction taking place in 2020. This will likely free up waste water utility budget funds for additional sanitary sewer main lining.

The electric utility is having an electric system study completed in 2019. The study will help with identifying future capital projects for the next five years.

In the coming months we will be providing preliminary budget information at our meetings in order to keep you informed on plans for 2020.

League of Municipalities Is Organizing a Public Sector PFAS Group In Response To Proposed Groundwater Standards: Last month, the Wisconsin Department of Health Services, the Wisconsin Department of Natural Resources and Department of Agriculture, Trade and Consumer Protection announced recommendations for groundwater enforcement standards and preventive action limits for 27 substances. Two of the substances are per-and polyfluoroalkyl (PFAS), which are human-made chemicals used in many products, including non-stick cookware, fast food wrappers, stain-resistant sprays and firefighting foam.

Wisconsin DHS has recommended one of the most restrictive proposed standards for PFAS in groundwater in the nation at 20 parts per trillion combined. In addition, DHS recommends a combined preventive action limit for PFOS and PFOA of just 2 parts per trillion, the lowest limit in the nation to date. If the standard is enforced, DNR could take regulatory action against any local government that has even trace amounts of these two chemicals in public water systems. Eliminating these compounds from drinking water will require water utilities to install expensive control equipment.

The DNR is expected to begin a rule-making process updating groundwater quality standards for these substances. The rulemaking process will likely take two years or more. The DNR will be conducting a public input period in coming months.

The League of Municipalities has helped create a Public Sector PFAS Coalition consisting of groups representing municipal water and wastewater utilities. The group's goals are to advocate for science based standards, educate the public about PFAS, and communicate our concerns about the potential high cost to municipal utilities of complying with the proposed PFAS standards.

This concludes my report for August 2019. Please contact me at 324-7920 or rposthuma@wppienergy.org, with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: August 8, 2019
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

Water quality and operations remain stable this past month.

Wastewater Treatment Facility:

There are no call-ins to report this month.

Staff continues to focus on tank maintenance, which will continue throughout the remainder of the summer and into the early fall. The length of the schedule is due to a combination of vacations, and the total number of tanks to be inspected.

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

Water/Sewer Crew:

Staff's focus continues to be preventative maintenance of the distribution and collection system, which will continue over the next month and consist of jetting the remaining sanitary sewer basin and fire hydrant preventative maintenance.

Considerable time remains dedicated to relocating utilities and working with the Madison Street contractors.

Madison Street Update:

Multiple crews continue installing sanitary sewer and water main from Main Street south to Lincoln Street. Crews have encountered significant rock, which has slowed progress at times. Overall the project has been going well and remains on schedule. Main line is scheduled to be completed by mid-next week. Once completed, crews will drop back and finish remaining sewer and water laterals.

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



TO: Waupun Utilities Commissioners
FROM: Steve Brooks Electric Operations Supervisor
DATE: August 9, 2019
SUBJECT: Electric Operations Report

Electric Department Update:

Two power outages to report

1. Wednesday July 17th, at approximately 1:00 p.m., a contract crew working on S. Madison street road construction project struck an underground electric secondary line causing a power outage. A total of 7 customers were affected, including Fox Valley Savings. The wires were replaced and power was restored at 4:00 p.m.
2. Sunday July 21st, at approximately 12:00 p.m., a primary cable faulted in the north back lot line of Clagget Ave. resulting in a power outage affecting 12 customers in the area. The primary cable fault was located and repaired. Power was restored to all customers at 8:00 p.m.

Monday July 29th a contractor was working on the S. Madison street road construction project when the equipment he was operating came in contact with an overhead 3 phase primary power line. The contact caused significant damage to the overhead conductor. The electric crew removed the damage area and spliced in new wire. They were able to perform this repair with the line energized resulting in no prolonged outages. I am happy to report no one was injured when the contact was made.

Voltage conversion work continues on the west side of town (Feeder #1 West sub) re-insulating, installing new taller poles, dual voltage transformers, and new underground cable.

Electrical work on N. Madison St. is nearing completion. Street light poles will be installed the first week in August.

Enclosed is a report on a mutual aid event in Wisconsin Rapids.

Upcoming work

- Install new electric services to several new homes
- Voltage conversion work on Feeder 1 West sub (north west side of town)
- Install new street lighting infrastructure on S. Madison Street
- Install new switchgear and distribution feeder from the Main substation. The new feeder will be used to feed the Alliant line purchase (Area 4)

This concludes my report for August 2019. Please contact me at 324-7920 or sbrooks@wppienergy.org, with any questions or concerns.

LOCAL UTILITY PERSONNEL SUPPORT CENTRAL WISCONSIN STORM RECOVERY

In the wake of severe storms that hit parts of northern and central Wisconsin on July 20, local utility crews were deployed to assist with power restoration efforts.

A crew from Waupun Utilities worked alongside other public power utility crews from across Wisconsin to assist Wisconsin Rapids Water Works and Lighting Commission recover after the catastrophic storm damaged much of the utility's electric system.

At the height of the storm, more than 10,000 Wisconsin Rapids-area customers had lost power. The outages continued for several days as utility crews cleared trees and rebuilt lines to enable service to be restored. The last of the customers was able to accept power one week later. More than 100 broken utility poles needed to be replaced.

In total, 120 utility workers from 44 Wisconsin communities, including Waupun, were marshaled to provide "mutual aid" assistance to the Wisconsin Rapids utility. Through its statewide trade association, Municipal Electric Utilities of Wisconsin (MEUW), public power utilities are organized and send available personnel to assist with power restoration and recovery after major outage events. The effort organized to support Wisconsin Rapids' cleanup is believed to be the largest MEUW has ever coordinated. MEUW also monitors the lineworkers' safety and emphasizes safe working practices during mutual aid events.

Locally, Waupun Utilities sent two lineworkers. They responded to the mutual aid call on Saturday July 20th at 2:00 p.m. and returned home Friday July 26th at 4:30 p.m.

Public power utilities like ours benefit from a strong network of neighbors helping neighbors, and we were glad to lend a hand to help get the lights back on. Mutual aid is an important element when utilities are recovering from devastating storms, and we know we'll get the same kind of support if the worst happens here.



TO: Waupun Utilities Commissioners
 FROM: Jared Oosterhouse, Finance Director
 DATE: August 7, 2019
 SUBJECT: July 2019 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

The electric utility construction activity consisted primarily of routine replacement work and rebuilding overhead line near Madison Street. The sewer and water utility incurred \$371,743 in project costs for Madison Street reconstruction.

There were no plant additions during the month of July.

MONTHLY METRICS – July 2019 YTD

With the transition of residential billing from mid-month to the end of the month, we are seeing higher sales as expected. The month of June and July each had an additional 4 days in the billing period. August and September will also see additional days in the billing period as we reach the bill period to end of month. In total, 2019 will see an additional 15 days of sales consumption and revenue compared to the prior year and budget amounts.

Sales

Electric

- kWh sales were 2.66% above budget and 1.32 % above 2018 on higher residential, small power, and large industrial power sales

Water

- Sales units of 100 cubic feet were 3.40% above budget, and
- 1.63% above 2018 on higher sales in all classes except for multifamily

Sewer

- Sales units of 100 cubic feet were 5.82% above budget and 4.90% above 2018 on higher public authority and residential volume

Income Statement

Electric

- Operating revenues and purchased power expense were below budget \$288,700 and \$263,300 respectively, due to overall lower purchased power costs
- Gross margin was \$25,500 below budget
- Operating expenses were \$11,100 above budget on higher distribution expenses
- Operating income was \$133,600 or \$30,800 below budget on lower gross margins and higher expenses.

Water

- Operating revenues were \$36,000 above budget due to additional days included in the billing period and from higher consumption from most customer classes
- Operating expenses were \$50,000 below budget on lower water treatment, transmission and distribution expenses, and administrative and general expenses
- Operating income was \$481,700 or \$93,500 above budget
- Net income was \$393,100 or \$98,000 above budget

Sewer

- Operating revenues were \$40,800 above budget on strong public authority treatment charges
- Operating expenses were \$38,000 below budget on lower maintenance expenses
- Operating income was \$234,300 or \$78,700 above budget
- Net income was \$301,500 or \$153,200 above budget on lower expenses and higher operating revenues and investment income

Balance SheetsElectric

- Balance sheet increased \$138,700 from June 2019
- Total unrestricted cash decreased \$33,700 on making the final intercompany loan payment to the sewer utility in the amount of \$114,365
- Accounts receivable increased \$167,400 on higher sales
- Accounts payable increased \$196,100 on higher purchased power expense

Water

- Balance sheet increased \$73,700 from June 2019
- Total unrestricted cash decreased \$227,500 from payments made for Madison Street reconstruction
- Accounts receivable increased \$19,000 from a combination of higher sales and less payments received

Sewer

- Balance sheet increased \$49,700 from June 2019
- Unrestricted cash increased \$59,300 from receiving final payment on the intercompany receivable from the electric utility in the amount of \$114,365
- Accounts receivable decreased \$27,500 from a large public authority customer becoming current in July

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 decreased \$79,000 from June 2019 from Madison Street construction payments
- Received interest and distributions of \$2,000 and recorded an unrealized positive market adjustment of \$800, along with \$600 in management fees, resulting in a net portfolio gain of \$600 for the month.
- Total interest and investment income earned on all accounts for the month was \$8,100 and \$147,900 year-to-date

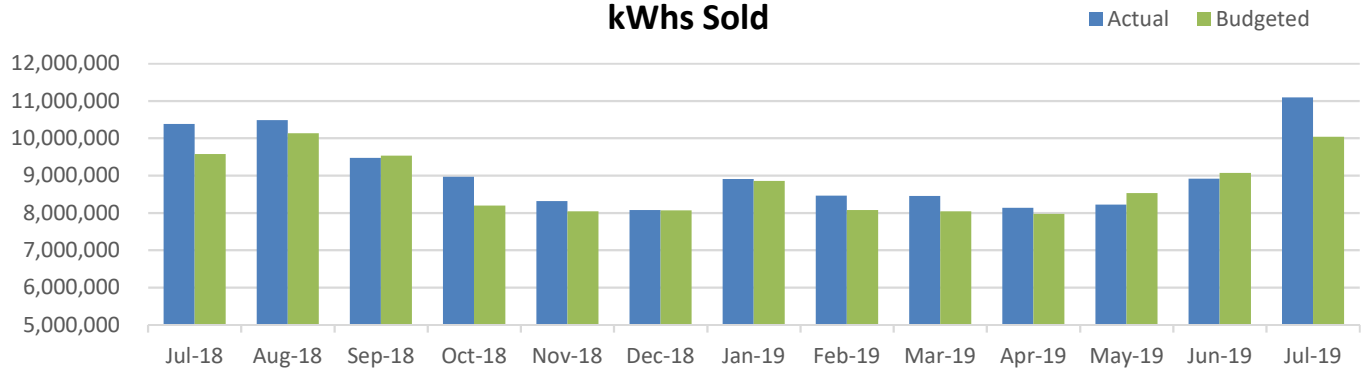
This concludes my report. Please do not hesitate to contact me at 324-7923 or joosterhouse@wppienergy.org with any questions or comments.

Waupun Utilities											
Construction and Plant Additions Summary											
July 2019											
CONSTRUCTION:											
	Electric			Sewer			Water			Total	
Description	Month	Project To Date	Budget	Month	Project To Date	Budget	Month	Project To Date	Budget	Project To Date	Budget
Projects:											
Poles, towers and fixtures	\$ 410	\$ 410	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 410	\$ 10,000
Overhead and underground conductor and devices	372	7,490	10,000	-	-	-	-	-	-	7,490	10,000
Transformers	-	100,474	100,000	-	-	-	-	-	-	100,474	100,000
Overhead and Underground Services	4,297	15,204	15,000	-	-	-	-	-	-	15,204	15,000
LED street lighting	2,908	29,943	50,000	-	-	-	-	-	-	29,943	50,000
Voltage conversion	2,523	22,990	60,000	-	-	-	-	-	-	22,990	60,000
Rebuild overhead line	8,036	46,101	175,000	-	-	-	-	-	-	46,101	175,000
Customer Contributed Extensions and Services	-	941	-	-	-	-	-	-	-	941	-
Newton/Rock Avenue Engineering	-	-	-	-	15,809	25,000	-	15,809	25,000	31,618	50,000
Meters	-	-	6,000	-	-	-	-	27,450	26,700	27,450	32,700
WWTP Phosphorus Upgrade Engineering	-	-	-	38,630	38,630	900,000	-	-	-	38,630	900,000
Madison St Engineering & Construction	-	-	-	101,866	511,857	1,148,100	269,877	763,213	1,442,500	1,275,070	2,590,600
Services / Laterals	-	-	-	-	-	-	-	-	-	-	-
Hydrants	-	-	-	-	-	-	-	-	25,000	-	25,000
TOTAL CONSTRUCTION	\$ 25,442	\$ 232,393	\$ 426,000	\$ 140,496	\$ 566,296	\$ 2,073,100	\$ 269,877	\$ 806,472	\$ 1,519,200	\$ 1,605,161	\$ 4,018,300
PLANT ADDITIONS:											
	Electric			Sewer			Water			Total	
Description	Month	YTD	Budget	Month	YTD	Budget	Month	YTD	Budget	YTD	Budget
Server Replacement	\$ -	\$ -	\$ 3,600	\$ -	\$ -	\$ 3,600	\$ -	\$ -	\$ 3,600	\$ -	\$ 10,800
Pickup trucks and SUV	-	34,157	40,000	-	20,638	24,000	-	20,638	24,000	75,433	88,000
Portable meter test bench	-	10,165	11,000	-	-	-	-	-	-	10,165	11,000
Portable generator	-	-	-	-	21,699	23,000	-	-	-	21,699	23,000
Push camera with locator	-	-	-	-	12,370	13,500	-	-	-	12,370	13,500
Hydrant listener replacement	-	-	-	-	-	-	-	4,000	4,000	4,000	4,000
Well PLC hardware upgrade	-	-	-	-	-	-	4,500	4,500	24,400	4,500	24,400
Water treatment plant - equipment replacement	-	-	-	-	-	-	-	4,500	5,000	4,500	5,000
Shaler lift station - control panel	-	-	-	-	12,770	14,000	-	-	-	12,770	14,000
Digester building equipment replacement	-	-	-	-	6,964	6,900	-	-	-	6,964	6,900
Blower building equipment replacement	-	-	-	-	196,106	219,600	-	-	-	196,106	219,600
Filter building equipment replacement	-	-	-	-	-	80,000	-	-	-	-	80,000
Other equipment replacement	-	-	-	-	11,660	5,300	-	2,173	-	13,833	5,300
TOTAL PLANT ADDITIONS	\$ -	\$ 44,322	\$ 54,600	\$ -	\$ 282,207	\$ 389,900	\$ 4,500	\$ 35,811	\$ 61,000	\$ 362,340	\$ 505,500

Sales and Revenues Dashboard - July 2019

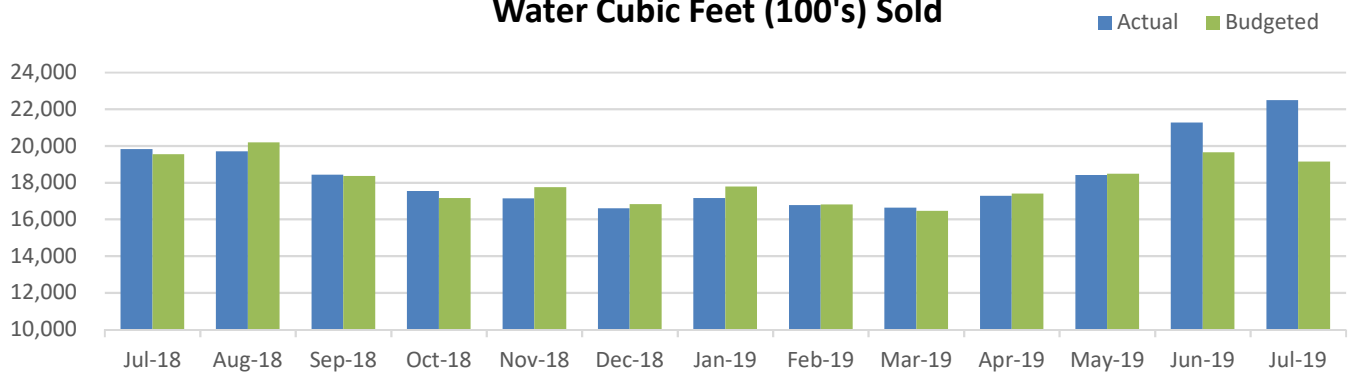
	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
KWh	11,089,174	↑ 10.5%	↑ 2.7%	Power Costs	\$ 892,738	↓ -0.7%	↓ -5.6%
Revenues	\$ 1,082,571	↑ 8.4%	↓ -4.9%	Gross Margin	\$ 189,833	↑ 90.6%	↓ -2.1%

kWhs Sold



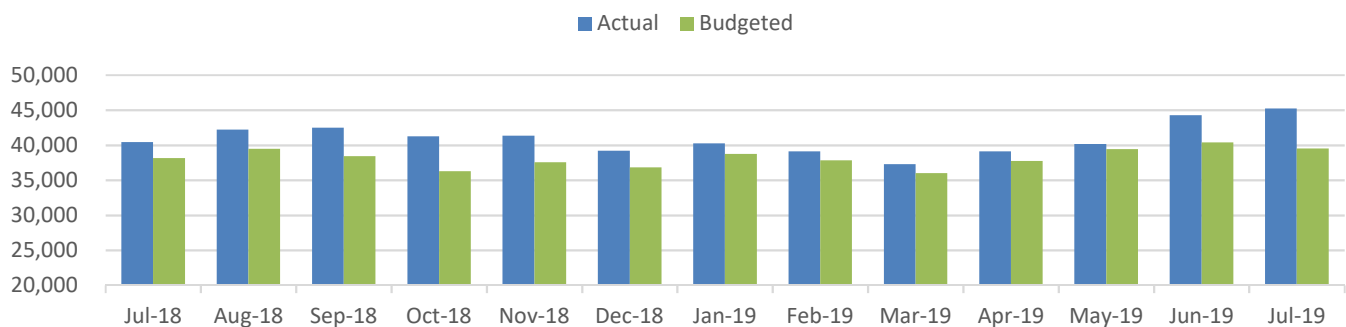
	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
Cubic Ft (100)	22,498	↑ 17.5%	↑ 3.4%	Revenues	164,296	↑ 10.5%	↑ 2.0%

Water Cubic Feet (100's) Sold

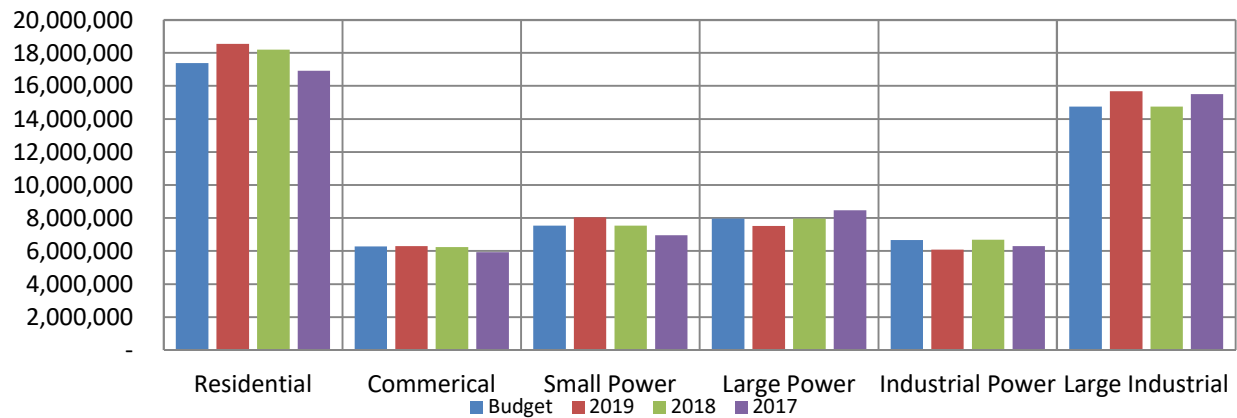


	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
Cubic Ft (100)	45,238	↑ 14.4%	↑ 5.8%	Revenues	179,102	↑ 8.9%	↑ 4.7%

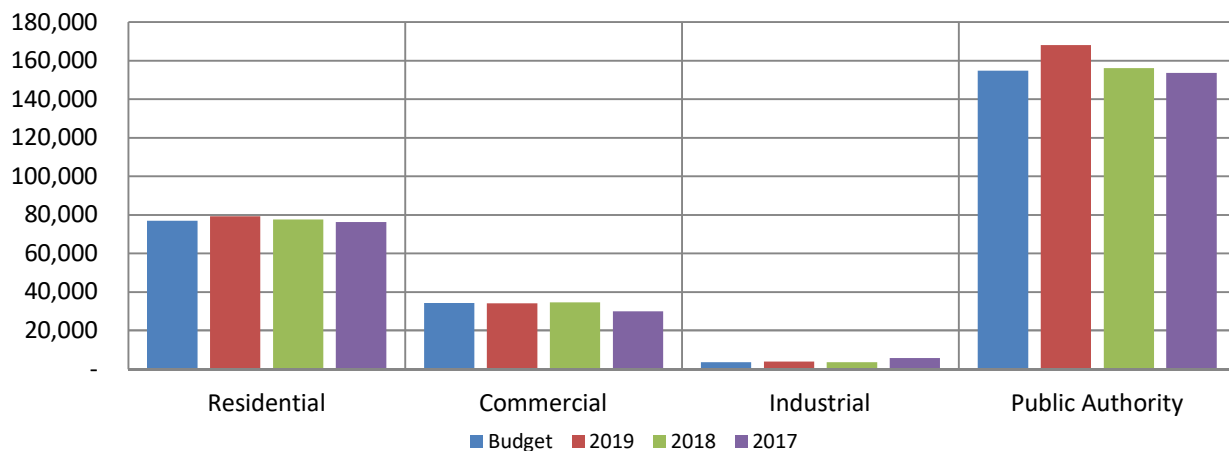
Sewer Cubic Feet (100's) Treated



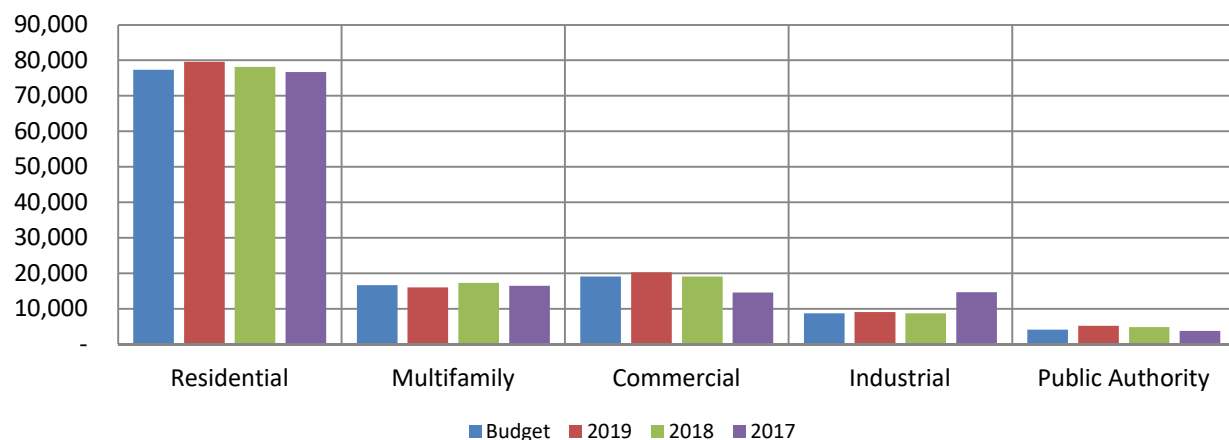
YTD Electric Sales (kWh)



YTD Sewer Sales (Ccf)



YTD Water Sales (Ccf)



WAUPUN UTILITIES
Income Statement and Financial Ratios
Electric Utility
For the 12 Months Ending:

ELECTRIC	July 2017	July 2018	July 2019
Sales of Electricity	\$ 10,297,992	\$ 10,156,334	\$ 9,919,130
Purchased Power	8,330,356	8,118,904	7,826,658
Gross Margin	1,967,636	2,037,430	2,092,471
	19.1%	20.1%	21.1%
Other Operating Revenues	95,771	135,931	101,718
Operating Expenses			
Distribution expense	416,841	242,812	425,657
Customer accounts expense	112,708	114,603	115,559
Advertising expense	1,730	1,784	2,010
Administrative & general expense	418,091	389,578	392,786
Total operating expenses	949,370	748,777	936,011
Other Operating Expenses			
Depreciation expense	553,603	572,584	584,536
Taxes	319,545	346,640	344,185
Total other operating expenses	873,148	919,224	928,720
Operating Income	240,890	505,361	329,459
Other Income (Expense)			
Interest expense	(41,277)	(37,087)	(33,147)
Capital contributions	63,043	172,206	94,765
Other	(18,475)	32,204	(67,035)
Total other income (expense)	3,291	167,323	(5,418)
Net Income	\$ 244,181	\$ 672,684	\$ 324,040

Regulatory Operating Income	312,651	592,626	391,460
Rate of Return	3.76	7.12	4.62
Authorized Rate of Return	6.00	5.00	5.00
Current Ratio	2.1	2.5	3.1
Months of Unrestricted Cash on Hand	1.8	2.4	2.2
Debt vs Equity	0.82	0.84	0.86
Asset Utilization	0.48	0.49	0.50
Combined E&W Debt Coverage	2.66	3.00	2.70
Minimum Required Coverage	1.25	1.25	1.25

Note 1 - Electric rates were increased September 2016.

Definitions

Rate of Return - Return on investment in capital infrastructure. Should be near authorized rate of return.

Current Ratio - measure of liquidity or ability to pay obligations. Should be > 1.

Months of Unrestricted Cash on Hand - measure of reserves. Should be at least 2-3 months.

Debt vs. Equity - Percent of infrastructure financed by operations. 50% is a good benchmark.

Asset Utilization - Illustrates the relative age of the system. Ratio of 1 indicates a system at full life expectancy.

Debt Coverage - Earnings coverage of annual debt service. Must exceed 1.25

WAUPUN UTILITIES
Detailed Income Statement and YTD Budget Comparison
Electric Utility
For the Period Ended July, 31 2019

	Last 12 Months	YTD 2019	YTD Budget	Difference
ELECTRIC				
Operating Revenues	\$ 9,919,130	\$ 5,608,654	\$ 5,897,420	\$ (288,766)
Purchased Power	7,826,658	4,433,122	4,696,435	(263,313)
Gross Margin	2,092,471 21.1%	1,175,532 21.0%	1,200,985 20.4%	(25,453)
Other Operating Revenues	101,718	57,906	55,983	1,923
Operating Expenses				
Distribution expense	425,657	242,863	214,436	28,427
Customer accounts expense	115,559	68,442	71,429	(2,986)
Advertising expense	2,010	4,610	1,167	3,443
Administrative & general expense	392,786	241,843	259,610	(17,768)
Total operating expenses	936,011	557,758	546,642	11,116
Other Operating Expenses				
Depreciation expense	584,536	343,827	343,827	-
Taxes	344,185	198,294	202,125	(3,831)
Total other operating expenses	928,720	542,121	545,952	(3,831)
Operating Income	329,459	133,558	164,374	(30,816)
Other Income (Expense)				
Interest expense	(33,147)	(18,370)	(18,369)	(0)
Capital contributions	94,765	-	-	-
Other	(67,035)	21,755	4,564	17,191
	(5,418)	3,385	(13,805)	17,190
Net Income	\$ 324,040	\$ 136,943	\$ 150,569	\$ (13,625)

	July 2019	June 2019	May 2019	April 2019	March 2019	Feb 2019	Jan 2019	Dec 2018	Nov 2018	Oct 2018	Sept 2018	Aug 2018	July 2018
Operating Revenues	\$ 1,082,571	\$ 836,621	\$ 712,923	\$ 726,750	\$ 735,403	\$ 753,842	\$ 760,543	\$ 756,494	\$ 756,512	\$ 804,298	\$ 925,687	\$ 1,067,486	\$ 1,056,345
Purchased Power	892,738	707,698	556,360	560,654	571,584	575,344	568,745	582,164	593,232	604,710	731,023	882,407	893,266
Gross Margin	189,833 17.5%	128,923 15.4%	156,562 22.0%	166,096 22.9%	163,820 22.3%	178,499 23.7%	191,798 25.2%	174,330 23.0%	163,280 21.6%	199,587 24.8%	194,664 21.0%	185,078 17.3%	163,078 15.4%
Other Operating Revenues	7,457	9,820	8,356	7,600	9,213	7,817	7,643	10,285	9,353	8,387	7,734	8,053	7,648
Operating Expenses													
Distribution expense	22,295	25,900	31,021	42,964	38,981	38,822	42,881	28,946	23,835	24,074	78,051	27,889	24,201
Customer accounts expense	8,828	9,436	10,142	9,568	10,067	9,234	11,167	6,532	8,963	9,492	8,898	13,232	12,915
Advertising expense	1,000	500	549	1,661	250	200	450	(304)	434	120	(3,350)	500	-
Administrative & general expense	31,963	30,226	28,260	34,802	39,953	32,734	43,907	42,930	27,937	28,872	22,801	28,403	23,492
Total operating expenses	64,085	66,063	69,973	88,994	89,250	80,989	98,405	78,103	61,169	62,558	106,399	70,023	60,608
Other Operating Expenses													
Depreciation expense	49,118	49,118	49,118	49,118	49,118	49,118	49,118	49,604	47,776	47,776	47,776	47,776	47,776
Taxes	26,715	27,008	26,862	33,403	27,206	27,569	29,531	27,304	26,672	38,604	26,088	27,222	26,479
Total other operating expenses	75,833	76,126	75,980	82,521	76,324	76,687	78,649	76,907	74,448	86,381	73,864	74,998	74,255
Operating Income	57,373	(3,446)	18,965	2,180	7,458	28,640	22,388	29,604	37,016	59,036	22,134	48,110	35,864
Other Income (Expense)													
Interest expense	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,956)	(2,956)	(2,956)	(2,956)	(2,956)	(2,956)
Capital contributions	-	-	-	-	-	-	-	44,072	49,776	(3,827)	-	4,743	5,762
Other	388	2,957	4,406	1,770	5,942	3,354	2,937	4,239	(98,899)	904	464	4,502	(396)
	(2,236)	332	1,782	(854)	3,318	730	313	45,355	(52,078)	(5,878)	(2,492)	6,290	2,410
Net Income	\$ 55,137	\$ (3,113)	\$ 20,747	\$ 1,327	\$ 10,776	\$ 29,370	\$ 22,701	\$ 74,959	\$ (15,062)	\$ 53,158	\$ 19,642	\$ 54,400	\$ 38,274

WAUPUN UTILITIES
Income Statement and Financial Ratios
Water Utility
For the 12 Months Ending:

WATER	July 2017	July 2018	July 2019
Operating Revenues	\$ 2,563,262	\$ 2,563,893	\$ 2,602,141
Operating Expenses			
Source of supply expenses	55,414	52,717	657
Pumping expenses	86,027	91,740	93,121
Water treatment expenses	290,488	181,444	187,002
Transmission & distribution expenses	226,507	317,737	315,523
Customer accounts expenses	96,053	110,819	109,958
Administrative & general expense	295,962	252,831	234,388
Total operating expenses	1,050,451	1,007,288	940,649
Other Operating Expenses			
Depreciation expense	546,280	554,690	538,558
Taxes	362,410	373,818	384,433
Total other operating expenses	908,690	928,509	922,992
Operating Income	604,122	628,097	738,500
Other Income (Expense)			
Interest expense	(161,969)	(139,878)	(125,014)
Capital contributions from customers and municipal	64,209	383,082	67,178
Other	(45,320)	(54,106)	(33,805)
Total other income (expense)	(143,080)	189,098	(91,641)
Net Income	\$ 461,042	\$ 817,194	\$ 646,859
Regulatory Operating Income	661,907	685,987	784,361
Rate of Return	5.10	5.14	5.68
Authorized Rate of Return	6.50	6.50	6.50
Current Ratio	10.56	5.79	17.71
Months of Unrestricted Cash on Hand	5.72	9.14	7.94
Debt vs Equity	0.61	0.65	0.66
Asset Utilization	0.33	0.33	0.35

Note 1 - Water rates were increased May 2012.

Definitions

Rate of Return - Return on investment in capital infrastructure. Should be near authorized rate of return.

Current Ratio - measure of liquidity or ability to pay obligations. Should be > 1.

Months of Unrestricted Cash on Hand - measure of reserves. Should be at least 2-3 months.

Debt vs. Equity - Percent of infrastructure financed by operations. 50% is a good benchmark.

Asset Utilization - Illustrates the relative age of the system. Ratio of 1 indicates a system at full life expectancy.

WAUPUN UTILITIES
Detailed Income Statement and YTD Budget Comparison
Water Utility
For the Period Ended July, 31 2019

	Last 12 Months	YTD 2019	YTD Budget	Difference
WATER				
Operating Revenues	\$ 2,602,141	\$ 1,525,541	\$ 1,489,484	\$ 36,057
Operating Expenses				
Source of supply expenses	657	335	1,750	(1,415)
Pumping expenses	93,121	53,986	54,422	(435)
Water treatment expenses	187,002	105,521	124,076	(18,556)
Transmission & distribution expenses	315,523	143,618	154,776	(11,158)
Customer accounts expenses	109,958	65,931	69,146	(3,215)
Administrative & general expense	234,388	134,472	149,814	(15,342)
Total operating expenses	940,649	503,863	553,984	(50,121)
Other Operating Expenses				
Depreciation expense	538,558	316,852	316,852	-
Taxes	384,433	223,111	230,475	(7,364)
Total other operating expenses	922,992	539,963	547,327	(7,364)
Operating Income	738,500	481,715	388,173	93,541
Other Income (Expense)				
Interest expense	(125,014)	(69,279)	(69,280)	0
Capital contributions	67,178	-	-	-
Other	(33,805)	(19,318)	(23,718)	4,400
	(91,641)	(88,597)	(92,997)	4,400
Net Income	\$ 646,859	\$ 393,117	\$ 295,176	\$ 97,941

	July 2019	June 2019	May 2019	April 2019	March 2019	Feb 2019	Jan 2019	Dec 2018	Nov 2018	Oct 2018	Sept 2018	Aug 2018	July 2018
WATER													
Operating Revenues	\$ 236,283	\$ 230,922	\$ 216,260	\$ 212,132	\$ 207,623	\$ 211,393	\$ 210,927	\$ 207,734	\$ 209,828	\$ 219,788	\$ 216,233	\$ 223,017	\$ 222,299
Operating Expenses													
Source of supply expenses	-	208	-	127	-	-	-	98	102	31	91	-	-
Pumping expenses	8,031	7,567	7,052	8,022	7,865	7,675	7,775	8,818	7,146	7,305	7,172	8,693	8,602
Water treatment expenses	15,539	14,749	10,553	15,749	11,824	16,442	20,665	12,950	11,857	14,912	20,731	21,031	14,563
Transmission & distribution expenses	34,228	19,032	28,626	25,611	12,992	14,020	9,108	62,216	27,955	17,349	17,983	46,402	11,943
Customer accounts expenses	8,334	8,910	9,593	9,313	9,843	8,729	11,209	5,722	8,488	8,944	8,356	12,517	11,532
Administrative & general expense	18,494	18,614	16,010	18,404	22,180	18,226	22,543	27,073	19,677	16,075	15,345	21,746	15,134
Total operating expenses	84,626	69,080	71,835	77,226	64,704	65,092	71,300	116,876	75,225	64,617	69,679	110,390	61,774
Other Operating Expenses													
Depreciation expense	45,265	45,265	45,265	45,265	45,265	45,265	45,265	39,736	45,493	45,493	45,493	45,493	45,493
Taxes	31,986	31,647	31,893	32,214	31,665	31,590	32,117	30,698	31,960	34,191	31,664	32,809	31,713
Total operating expenses	77,250	76,911	77,158	77,479	76,929	76,855	77,381	70,434	77,453	79,683	77,156	78,302	77,206
Operating Income	74,407	84,931	67,267	57,427	65,990	69,446	62,246	20,424	57,151	75,487	69,398	34,325	83,319
Other Income (Expense)													
Interest expense	(9,897)	(9,897)	(9,897)	(9,897)	(9,897)	(9,897)	(9,897)	(11,147)	(11,147)	(11,147)	(11,147)	(11,147)	(11,147)
Capital contributions	-	-	-	-	-	-	-	67,178	-	-	-	-	-
Other	(2,023)	(318)	(775)	(401)	(10,905)	(2,455)	(2,440)	(2,544)	(2,884)	(3,042)	(3,288)	(2,730)	(3,273)
	(11,920)	(10,215)	(10,672)	(10,298)	(20,802)	(12,352)	(12,337)	53,487	(14,031)	(14,189)	(14,435)	(13,877)	(14,420)
Net Income	\$ 62,487	\$ 74,715	\$ 56,595	\$ 47,129	\$ 45,188	\$ 57,094	\$ 49,909	\$ 73,912	\$ 43,120	\$ 61,298	\$ 54,964	\$ 20,448	\$ 68,899

WAUPUN UTILITIES
Income Statement and Financial Ratios
Sewer Utility
For the 12 Months Ending:

SEWER	July 2017	July 2018	July 2019
Operating Revenues	\$ 2,204,008	\$ 2,350,911	\$ 2,385,899
Operating Expenses			
WWTP operation expenses	354,774	375,137	367,840
Laboratory expenses	54,957	56,944	70,634
Maintenance expenses	407,570	448,618	389,102
Customer accounts expenses	146,464	145,806	150,354
Administrative & general expenses	386,748	427,841	383,518
Total operating expenses	1,350,514	1,454,346	1,361,448
Other Operating Expenses			
Depreciation expense	717,704	678,212	671,781
Total other operating expenses	717,704	678,212	671,781
Operating Income	135,790	218,353	352,670
Other Income (Expense)			
Interest expense	(92,094)	(76,082)	(59,500)
Capital contributions	43,142	342,072	63,390
Other	20,439	30,746	161,153
Total other income (expense)	(28,513)	296,737	165,044
Net Income	\$ 107,277	\$ 515,089	\$ 517,714

Operating Income (excluding GASB 68 & 75)	165,057	249,473	372,416
Rate of Return	1.14	1.90	2.77
Current Ratio	62.67	10.28	110.39
Months of Unrestricted Cash on Hand	21.82	6.94	21.85
Debt vs Equity	0.82	0.85	0.89
Asset Utilization	0.48	0.48	0.49

Note 1 - Sewer rates were increased January 2019.

Definitions

Rate of Return - Return on investment in capital infrastructure.

Current Ratio - measure of liquidity or ability to pay obligations. Should be > 1.

Months of Unrestricted Cash on Hand - measure of reserves. Should be at least 2-3 months.

Debt vs. Equity - Percent of infrastructure financed by operations. 50% is a good benchmark.

Asset Utilization - Illustrates the relative age of the system. Ratio of 1 indicates a system at full life expectancy.

WAUPUN UTILITIES
Detailed Income Statement and YTD Budget Comparison
Sewer Utility
For the Period Ended July, 31 2019

	Last 12 Months	YTD 2019	YTD Budget	Difference
SEWER				
Operating Revenues	\$ 2,385,899	\$ 1,376,615	\$ 1,335,856	\$ 40,759
Operating Expenses				
WWTP operation expenses	367,840	219,858	213,665	6,193
Laboratory expenses	70,634	42,257	36,132	6,125
Maintenance expenses	389,102	174,743	220,086	(45,343)
Customer accounts expenses	150,354	88,179	92,966	(4,787)
Administrative & general expenses	383,518	222,412	222,578	(166)
Total operating expenses	1,361,448	747,449	785,428	(37,979)
Other Operating Expenses				
Depreciation expense	671,781	394,844	394,844	-
Total other operating expenses	671,781	394,844	394,844	-
Operating Income	352,670	234,322	155,584	78,738
Other Income (Expense)				
Interest Expense	(59,500)	(30,619)	(30,619)	(0)
Capital contributions	63,390	-	-	-
Other	161,153	97,778	23,333	74,445
	165,044	67,160	(7,285)	74,445
Net Income	\$ 517,714	\$ 301,482	\$ 148,299	\$ 153,183

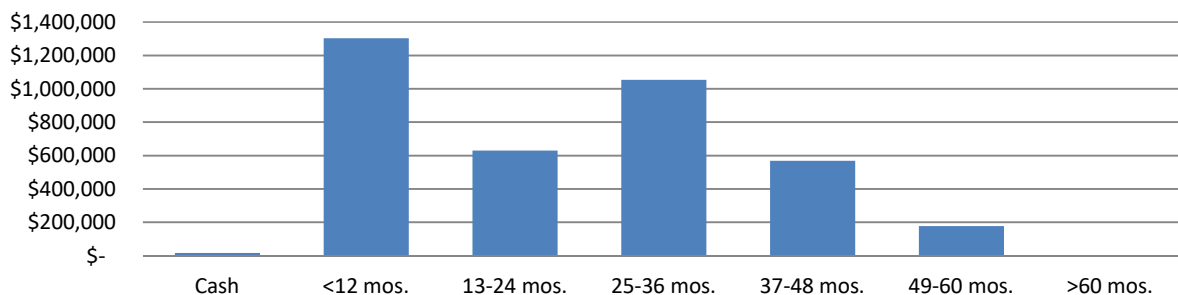
	July 2019	June 2019	May 2019	April 2019	March 2019	Feb 2019	Jan 2019	Dec 2018	Nov 2018	Oct 2018	Sept 2018	Aug 2018	July 2018
SEWER													
Operating Revenues	\$ 210,122	\$ 202,731	\$ 190,316	\$ 194,363	\$ 198,544	\$ 187,540	\$ 193,000	\$ 189,816	\$ 189,849	\$ 209,172	\$ 204,337	\$ 216,110	\$ 215,884
Operating Expenses													
WWTP operation expenses	33,107	45,356	24,886	24,079	36,034	28,205	28,191	23,092	35,443	22,703	25,942	40,802	36,127
Laboratory expenses	4,180	5,825	7,206	7,724	6,218	3,583	7,521	4,541	7,998	4,678	5,577	5,584	4,117
Maintenance expenses	24,144	38,879	28,165	19,867	23,558	20,149	19,981	113,299	17,196	24,597	27,961	31,307	26,546
Customer accounts expenses	11,856	12,271	12,809	12,382	12,915	12,087	13,859	9,679	12,293	12,323	11,709	16,170	14,734
Administrative & general expense	25,203	38,671	30,354	24,840	33,074	30,130	40,140	43,750	26,952	27,931	30,129	32,344	40,448
Total operating expenses	98,490	141,002	103,420	88,892	111,799	94,154	109,692	194,360	99,882	92,232	101,318	126,207	121,972
Other Operating Expenses													
Depreciation expense	56,406	56,406	56,406	56,406	56,406	56,406	56,406	54,248	55,672	55,672	55,672	55,672	55,672
Total other operating expenses	56,406	56,406	56,406	56,406	56,406	56,406	56,406	54,248	55,672	55,672	55,672	55,672	55,672
Operating Income	55,226	5,322	30,489	49,065	30,339	36,980	26,902	(58,792)	34,294	61,268	47,346	34,231	38,240
Other Income (Expense)													
Interest expense	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(5,776)	(5,776)	(5,776)	(5,776)	(5,776)	(5,776)
Capital contributions	-	-	-	-	-	-	-	63,390	-	-	-	-	-
Other	4,185	14,331	16,775	9,704	24,439	15,252	13,093	21,702	11,479	5,989	4,897	19,308	1,402
	(189)	9,957	12,401	5,330	20,065	10,877	8,719	79,316	5,703	213	(879)	13,532	(4,374)
Net Income	\$ 55,037	\$ 15,279	\$ 42,890	\$ 54,394	\$ 50,404	\$ 47,857	\$ 35,621	\$ 20,524	\$ 39,997	\$ 61,480	\$ 46,467	\$ 47,763	\$ 33,866

WAUPUN UTILITES
Balance Sheets
Electric, Water, and Sewer

ELECTRIC	July 2017	July 2018	July 2019	June 2019	Change
Cash and investments - unrestricted	\$ 1,446,798	\$ 1,866,668	\$ 1,673,332	\$ 1,703,474	\$ (30,142)
Cash and investments - restricted	170,776	171,339	172,367	155,815	16,551
Receivables	1,178,913	1,066,697	1,227,130	1,059,772	167,358
Materials and Supplies	231,155	208,707	215,015	211,318	3,697
Other assets	464,531	382,241	577,278	587,084	(9,806)
Plant - net of accumulated depreciation	8,982,022	9,193,877	9,174,510	9,179,886	(5,376)
Total Assets	12,474,195	12,889,527	13,039,632	12,897,349	142,283
Accounts payable	997,171	987,461	927,078	730,965	196,113
Payable to sewer utility	264,547	176,365	-	114,365	(114,365)
Interest accrued	15,868	14,236	12,567	9,943	2,624
Accrued benefits	282,412	304,183	88,249	88,249	-
Deferred Credits	198,015	179,066	718,981	716,208	2,774
Long-term debt	1,593,410	1,432,760	1,268,540	1,268,540	-
Net Position	9,122,772	9,795,456	10,024,217	9,969,080	55,137
Total Liabilities & Net Position	\$ 12,474,195	\$ 12,889,527	\$ 13,039,632	\$ 12,897,349	\$ 142,283
WATER	July 2017	July 2018	July 2019	June 2019	Change
Cash and investments - unrestricted / designated	\$ 673,633	\$ 1,051,691	\$ 876,438	\$ 1,103,964	\$ (227,526)
Cash and investments - restricted	464,760	426,711	775,042	703,854	71,188
Receivables	194,182	201,280	260,244	240,906	19,338
Materials and Supplies	61,538	69,949	53,130	57,459	(4,329)
Other assets	555,653	458,965	482,004	492,890	(10,886)
Plant - net of accumulated depreciation	15,411,458	15,504,531	15,952,056	15,726,103	225,953
Total Assets	17,361,224	17,713,127	18,398,915	18,325,177	73,738
Accounts payable	22,357	162,789	16,805	15,451	1,354
Interest accrued	59,842	53,690	47,395	37,497	9,897
Accrued benefits	144,656	151,447	46,840	46,840	-
Deferred Credits	105,797	87,854	353,723	353,723	-
Long-term debt	6,009,464	5,403,652	5,484,188	5,484,188	-
Net Position	11,019,107	11,853,695	12,449,964	12,387,478	62,487
Total Liabilities & Net Position	\$ 17,361,224	\$ 17,713,127	\$ 18,398,915	\$ 18,325,177	\$ 73,738
SEWER	July 2017	July 2018	July 2019	June 2019	Change
Cash and investments - unrestricted	\$ 2,455,931	\$ 841,016	\$ 2,478,933	\$ 2,419,588	\$ 59,344
Cash and investments - restricted	2,105,396	3,902,224	2,011,266	1,976,085	35,181
Receivables	233,224	216,301	228,185	255,654	(27,469)
Receivable from electric utility	261,265	176,365	-	114,365	(114,365)
Materials and Supplies	10,641	9,301	8,763	8,676	87
Advances to other funds	428,440	428,440	428,440	428,440	-
Other assets	281,556	226,787	330,726	335,063	(4,337)
Plant - net of accumulated depreciation	13,597,791	13,667,175	14,087,434	13,986,216	101,218
Total Assets	19,374,246	19,467,608	19,573,747	19,524,087	49,659
Accounts payable	23,118	87,946	14,679	24,430	(9,752)
Interest accrued	19,789	14,908	9,845	5,471	4,374
Accrued benefits	138,989	148,478	61,691	61,691	-
Deferred Credits	139,395	116,026	459,328	459,328	-
Long-term debt	2,490,705	2,019,629	1,532,153	1,532,153	-
Net Position	16,562,250	17,080,621	17,496,051	17,441,014	55,037
Total Liabilities & Net Position	\$ 19,374,246	\$ 19,467,608	\$ 19,573,747	\$ 19,524,087	\$ 49,659

Monthly Dashboard - Cash & Investments						July 2019	
Account	Restrictions	July 2019	June 2019	\$ Inc/(Dec)	% Inc/(Dec)		
Checking - E	Unrestricted	\$ 240,125	\$ 121,936	\$ 118,189	96.93%		
Checking - W	Unrestricted	(130,206)	90,502	(220,708)	-243.87%		
Checking - S	Unrestricted	131,305	190,252	(58,947)	-30.98%		
Reserves - E	Unrestricted	1,433,207	1,581,538	(148,331)	-9.38%		
Reserves - W	Unrestricted	596,509	604,213	(7,704)	-1.28%		
Reserves - S	Unrestricted	2,347,627	2,229,336	118,291	5.31%		
P&I Redemption - E	Restricted	82,759	66,208	16,551	25.00%		
P&I Redemption - W	Restricted	357,636	286,174	71,463	24.97%		
P&I Redemption - S	Restricted	103,409	69,053	34,356	49.75%		
Construction - W	Restricted	302,246	302,521	(275)	-0.09%		
Depreciation - E	Restricted	89,608	89,608	-	0.00%		
Depreciation - W	Restricted	115,160	115,160	-	0.00%		
ERF - Water Plant	Designated	410,135	409,249	886	0.22%		
ERF - WWTP	Restricted	1,907,857	1,907,033	825	0.04%		
		<u>\$ 7,987,377</u>	<u>\$ 8,062,781</u>	<u>\$ (75,404)</u>	-0.94%		
Unrestricted and Designated		<u>\$ 5,028,703</u>	<u>\$ 5,227,026</u>	<u>\$ (198,324)</u>	-3.79%		
	Restricted	<u>\$ 2,958,675</u>	<u>\$ 2,835,755</u>	<u>\$ 122,920</u>	4.33%		

Long-Term Investment by Maturity



Long-Term Investments by Type





Waupun Fire Department



Fire Chief, B.J. DeMaa
16 E. Main Street
Waupun, Wisconsin 53963

Phone: (920) 324-7910
Fax: (920) 324-7854
E-mail: bjdema@waupunpd.org

Monthly Report

Date: August 8, 2019
To: Mayor, Council, City Administrator, and PFC
From: Fire Chief, B.J. DeMaa
Re: July Report

Fire Calls:

There were fourteen (14) fire & rescue calls in the month of June for a total of eighty-six (86) YTD.

Time of Day:						
12A – 4A	4A – 8A	8A – 12P	12P – 4P	4P – 8P	8P – 12A	Total
2	2	2	2	6	0	14

* 86% of fire calls came in during prime working hours.

Day of Week:							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
2	2	5	0	1	1	3	14

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

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

Incident Type:		
Incident Type	Count	% of Incidents
Building Fire (111)	2	14.29
Medical Assist (311)	1	7.14
Arching/shorted electrical equipment (445)	2	14.29
Vehicle accident/general clean-up (463)	1	7.14
Person in distress (510)	1	7.14
Smoke/odor removal (531)	1	7.14
No incident found (622)	1	7.14
Smoke detector activation, no fire (743)	5	35.71

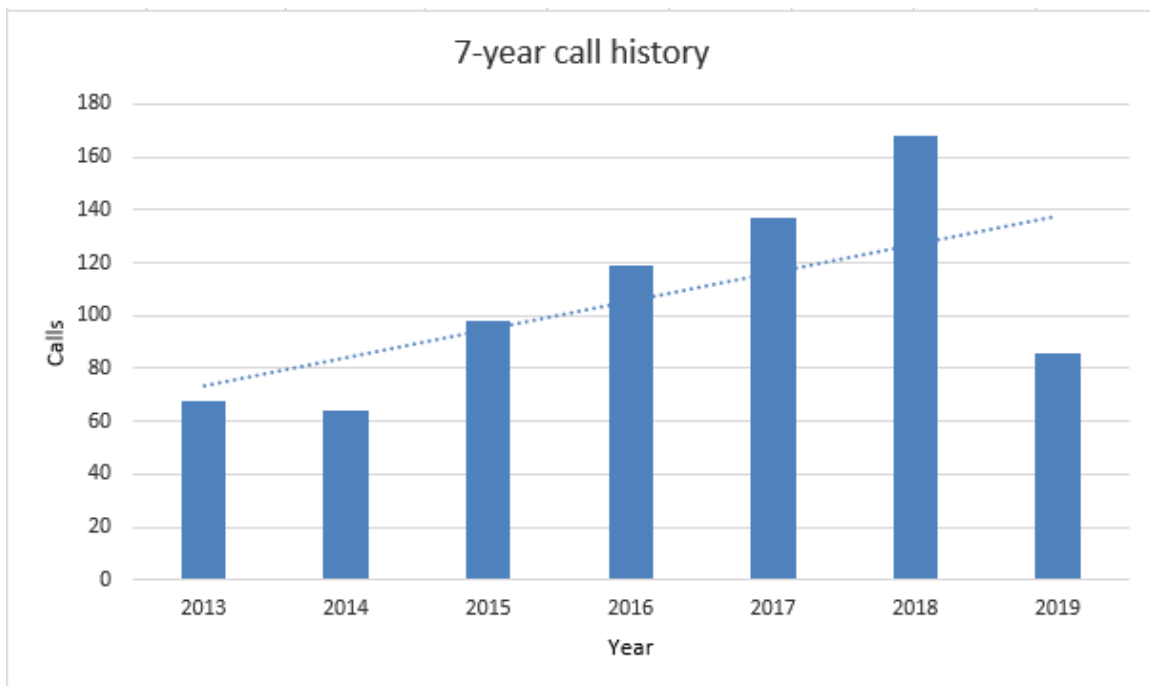
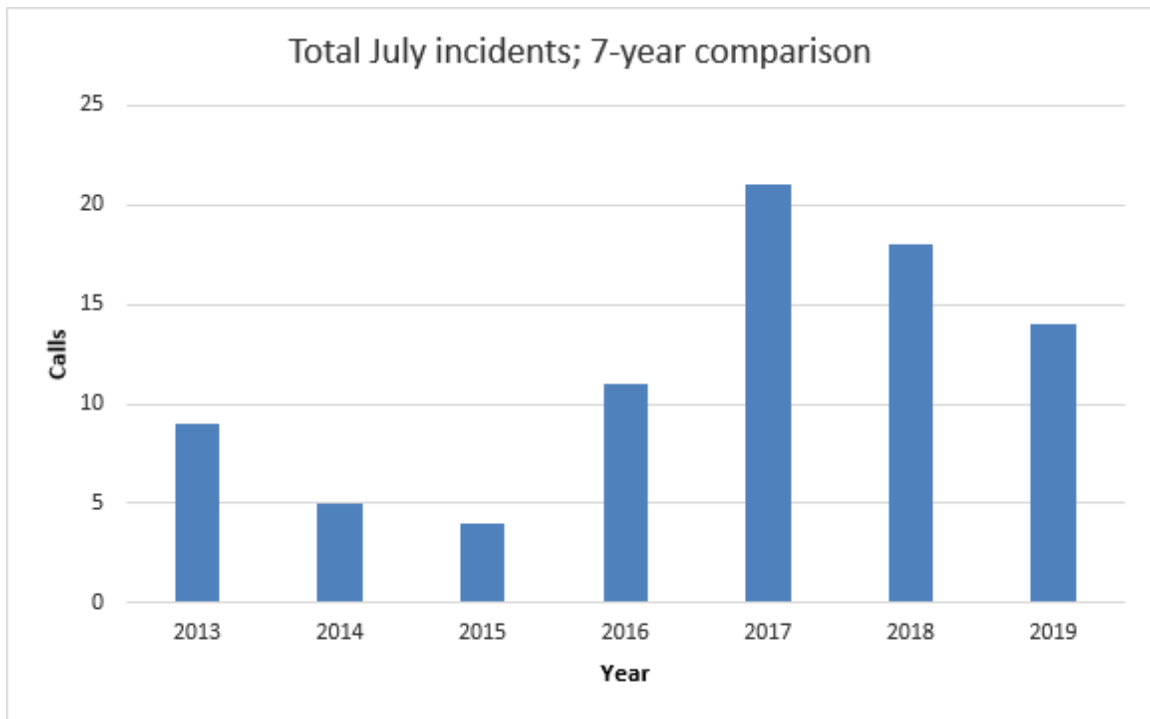
Average Personnel Response (excluding mutual aid):		
	Avg # of Responders	% of Total Department
4A – 8P	12.4	86%
8P – 4A	16.0	14%

* Current roster is 27 members.

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

Call Breakdown Summary (7-year comparison):

<u>Breakdown of City calls:</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Structural Fires	4	6	7	2	2	7	2
Cooking Fires	6	0	1	1	0	2	
Vehicle Fires	g sepa	2	2	0	0	5	
Grass / Brush Fires	0	1	0	0	2	0	
Fires Misc. (chimney, bonfire, etc.)	racking	1	6	9	7	4	3
Controlled Burn	racking	1	0	0	0	0	1
Smell of Smoke or Something Hot	0	0	2	1	1	0	1
Cooking Related - no fire	racking	6	7	7	4	4	2
Vehicle Accident	g sepa	4	6	12	12	10	7
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	2
Bad Detector	racking	4	4	15	17	2	15
Equipment Malfunction	racking	5	5	3	8	16	4
Mutual Aid	3	5	6	6	10	14	4
Rapid Intervention Team (RIT)				5	7	9	1
EMS Assist	g sepa	2	2	7	6	12	8
Prison Farm	0	0	0	0	0	0	
False Alarms	19	17	15	21	29	36	25
Severe Weather Related	0	2	1	6	5	30	1
Misc. (Hazardous condition, etc.)	8	0	18	10	12	9	10
Vehicle Fires / Accidents	4	Began tracking separately in 2014					
Accident/EMS assist/Rescue Tools	11	Began tracking separately in 2014					
TOTAL:	68	64	98	119	137	167	86



Projects/Special Events/Information:

Continue to work through contract negotiations with Lifestar Ambulance on a 3-year service agreement.

Initial 2020 budget, equipment replacement, and capital worksheets have been completed and submitted.

Pump testing was completed on all apparatus. Engine 594 (2006) and Truck 593 (1996) both failed vacuum test due to bad valves. Vehicles are scheduled for repairs in early September.

The Consolidation Committee met again and reviewed asset valuation. All parties have agreed to the following funding formula: 25% population, 25% usage, 50% property valuation. Work will begin with Jared and Michelle to draft a financial model for the September meeting. From a regionalization standpoint, a second meeting was held with Beaver Dam and the Wisconsin Policy Forum to understand what other communities are doing related to consolidation, different options that exist within the consolidation “bucket”, and how the Wisconsin Policy Forum could possibly assist in the process. Beaver Dam and Waupun will meet again in August to begin developing questions that will help further explore what regionalization could look like and if it is a viable option.

Work continues on the City-wide staff identification project. All information has been submitted to Dodge County so the cards can be printed. This project focuses on the creation of staff ID cards for all City Staff and Council Members.

We received notification that our State Farm grant was denied. This was a \$10,000 grant application for Fire Prevention material, the replacement our Sparky the Fire Dog costume (over 20 years old) and 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 Assistance to Firefighters Grant (AFG). A \$44,500 grant application was submitted to replace all of our fire suppression hose and a number of our hose nozzles. A significant portion of our hose exceeds the 10-year replacement recommendation from the National Fire Protection Association (NFPA) and a higher number of failures were seen during this year’s hose testing. The AFG grants are a 95%/5% split. If awarded, our cost would be covered through our operational budget.

August 8, 2019

Staffing:

Interview was conducted and recommendation made to Police and Fire Commission to move forward with the hiring of a cadet candidate. PFC and Common Council have approved the hiring. Pre-employment checks and testing are underway.

Pre-employment checks and testing continue on 3 new hires. Anticipated start date is August 28 (orientation).

Inspections:

Inspection conducted on property at 275 S. Madison Street alongside the Building Inspector. Property has essentially been abandoned and the owner shows no interest in wanting the home.

Final sprinkler system inspection was conducted at Central Wisconsin Christian School. The system passed and was approved.

Training:

There was no training on July 1. Firefighters were heavily involved in Celebrate Waupun this year with the 9/11 Never Forget Mobile Exhibit and fireworks. This was also a holiday week.

Training for the July 15th meeting consisted of forcible entry and hose advancement techniques. The group Brew City Fools, which is comprised of firefighters from around SE Wisconsin, was on hand to provide the training.

Emergency Government:

The final 4 obligation packets have been signed and submitted to the state. We should expect to see reimbursement checks for these 4 areas in the next 30-60 days. To recap, we had damage in 5 of the 7 categories (A – debris removal, B – protective measures, C – roads and bridges, F – Utilities, and G – parks) that have been logged as separate projects. Each project continues to be reviewed by number of different agencies before decisions are made. Approved costs resulting from damage in Fond du Lac County qualify for FEMA funding which breaks down accordingly: 75% FEMA, 12.5% State, and 12.5% Local.

August 8, 2019

Code Enforcement – Mike Beer:

July:

No report



AGENDA SUMMARY SHEET

MEETING DATE: 8/13/19

TITLE: Future Meetings & Gatherings Involving the Common Council

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

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

ISSUE SUMMARY:

The Consent Agenda consist of future meetings of the Council. Dates and times of meeting are subject to change.

Future Meetings of the Body of the Common Council

Tuesday, August 20, 2019	Committee of the Whole	5:30pm	Council Chambers-City Hall
Tuesday, September 10, 2019	Common Council	6:00pm	Council Chambers-City Hall
Tuesday, September 24, 2019	Committee of the Whole	5:30pm	Council Chambers-City Hall
Tuesday, October 08, 2019	Common Council	6:00pm	Council Chambers-City Hall
Tuesday, October 29, 2019	Committee of the Whole	5:30pm	Council Chambers-City Hall
Tuesday, November 12, 2019	Common Council	6:00pm	Council Chambers-City Hall
Tuesday, November 26, 2019	Committee of the Whole	5:30pm	Council Chambers-City Hall
Tuesday, December 10, 2019	Common Council	6:00pm	Council Chambers-City Hall
Monday, December 30, 2019	Committee of the Whole	5:30pm	Council Chambers-City Hall

STAFF RECOMENDATION:

Approve the Consent Agenda

ATTACHMENTS:

None

RECOMENDED MOTION:

Motion to approve the Consent Agenda. (Roll Call)

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Report Criteria:
Report type: Summary

Check Issue Date	Check Number	Payee	Amount
08/08/2019	98243	AGNESIAN WORK & WELLNESS-	232.00
08/08/2019	98244	AIRGAS USA, LLC	2,236.36
08/08/2019	98245	ALLIANT ENERGY/WP&L	704.93
08/08/2019	98246	ASSOCIATED APPRAISAL CONSULTA	2,192.66
08/08/2019	98247	AT & T	159.40
08/08/2019	98248	BADGER STATE INDUSTRIES	468.16
08/08/2019	98249	BATTERIES PLUS LLC	35.90
08/08/2019	98250	BLACKSTONE TECHNOLOGIES LLC	1,225.02
08/08/2019	98251	CAPITAL NEWSPAPERS	492.80
08/08/2019	98252	CAREW CONCRETE & SUPPLY INC	2,701.93
08/08/2019	98253	CEDAR CORPORATION	9,948.89
08/08/2019	98254	CENTRAL CABLE CONTRACTORS INC	600.00
08/08/2019	98255	CHARTER COMMUNICATIONS	756.40
08/08/2019	98256	CITIES DIGITAL	693.00
08/08/2019	98257	CONSULTANTS LABORATORY-FDL	360.00
08/08/2019	98258	CRONIN, CAROL	40.00
08/08/2019	98259	CUSTOM TROPHIES	34.45
08/08/2019	98260	DESTINATION LAKE WINNEBAGO RE	7,866.82
08/08/2019	98261	DIAMOND SPEED PRODUCTS, INC.	294.51
08/08/2019	98262	DIAMOND VOGEL-SHEBOYGAN	750.00
08/08/2019	98263	DIGGERS HOTLINE	1,156.80
08/08/2019	98264	FLORES, PABLO	400.00
08/08/2019	98265	FORSYTHE, JOHN	40.00
08/08/2019	98266	GALLS, LLC	35.98
08/08/2019	98267	GRAND VALLEY INSPECTION SERVIC	4,359.55
08/08/2019	98268	GUNDERSON, INC.	340.64
08/08/2019	98269	H & R SAFETY SOLUTIONS LLC	154.60
08/08/2019	98270	HOLIDAY WHOLESALE	1,199.34
08/08/2019	98271	HOME CONTRACTORS & SUPPLY INC	16.38
08/08/2019	98272	HOMETOWN GLASS & IMPROVEMEN	205.40
08/08/2019	98273	INTER-QUEST	299.86
08/08/2019	98274	KWIK TRIP STORES	247.82
08/08/2019	98275	LAMERS BUS LINES INC	298.38
08/08/2019	98276	LAPPEN SECURITY PRODUCTS	1,643.92
08/08/2019	98277	LEON METAL WORK LLC	48.00
08/08/2019	98278	LIFESTAR EMERGENCY MEDICAL	3,500.00
08/08/2019	98279	MSA PROFESSIONAL SERVICES INC.	7,422.50
08/08/2019	98280	MARSH HAVEN NATURE CENTER	100.00
08/08/2019	98281	NICKEL, JULIE	40.00
08/08/2019	98282	NORTHEAST ASPHALT-APPLETON	5,331.10
08/08/2019	98283	OSHKOSH OFFICE SYSTEMS	751.95
08/08/2019	98284	PETTY CASH-POLICE DEPT.	67.18
08/08/2019	98285	PIGGLY WIGGLY DISCOUNT FOODS	136.11
08/08/2019	98286	PIT-STOP PORTABLES	137.25
08/08/2019	98287	PIZZA RANCH	30.97
08/08/2019	98288	PREMIUM WATERS	546.00
08/08/2019	98289	QUALIFICATION TARGETS INC	282.14
08/08/2019	98290	RAY O'HERRON CO., INC.	912.00
08/08/2019	98291	REINDERS INC.	170.18
08/08/2019	98292	RHODES, TARA	40.00

Check Issue Date	Check Number	Payee	Amount
08/08/2019	98293	SERVICE MOTOR COMPANY	37.26
08/08/2019	98294	SEVEN UP BOTTLING CO.-WATERTO	160.50
08/08/2019	98295	SURE FIRE, INC.	501.00
08/08/2019	98296	TAYLOR RENTAL	127.84
08/08/2019	98297	THURMER, MIKE	40.00
08/08/2019	98298	TOTAL BUSINESS PRODUCTS	20.90
08/08/2019	98299	TOTAL ENERGY SYSTEMS LLC	1,733.00
08/08/2019	98300	TRU CLEANERS LLC	4,012.68
08/08/2019	98301	US CELLULAR	1,369.32
08/08/2019	98302	VANBUREN, SARAH	120.42
08/08/2019	98303	VANDE ZANDE & KAUFMAN, LLP	3,524.00
08/08/2019	98304	WALMART COMMUNITY/GEMB	982.31
08/08/2019	98305	WAUPUN AREA ANIMAL SHELTER,IN	1,000.00
08/08/2019	98306	WAUPUN UTILITIES	1,086.25
08/08/2019	98307	WELLS FARGO PAYMENT REMITT.	570.83
08/08/2019	98308	WI DEPT OF JUSTICE	14.00
08/08/2019	98309	WI DEPARTMENT OF TRANSPORTATI	500.00
08/08/2019	98310	WPPI ENERGY	2,636.80
08/08/2019	98311	KAMINSKI, RACHEL	22.45
08/08/2019	98312	MARCO TECHNOLOGIES LLC	244.86
08/08/2019	98313	BETT, JOHN	40.00
Grand Totals:			80,451.70

Report Criteria:
Report type: Summary

Report Criteria:

[Report]. Invoice Date = 08/08/2019

Invoice	Description	Invoice Date	Total Cost	GL Account
955 AGNESIAN WORK & WELLNESS-				
28338	Hearing Test	08/08/2019	20.00	100-40-5215-3-37
28338	New Hire Screenings	08/08/2019	212.00	100-50-5231-3-38
Total 955 AGNESIAN WORK & WELLNESS:-			232.00	
987 AIRGAS USA, LLC				
9091306420	Carbon dioxide	08/08/2019	470.00	100-20-5523-3-40
9963439716	Carbon dioxide	08/08/2019	1,124.30	100-20-5523-3-40
9963440790	Gas cylinders	08/08/2019	642.06	100-70-5411-3-36
Total 987 AIRGAS USA, LLC:			2,236.36	
1174 ALLIANT ENERGY/WP&L				
3425110000JULY2019	monthly meter reading	08/08/2019	14.83	100-20-5512-3-32
7255200000JULY	monthly meter reading	08/08/2019	14.83	100-20-5513-3-32
5374620000JULY2019	monthly meter reading	08/08/2019	385.15	100-20-5523-3-32
5946940000JULY2019	monthly meter reading	08/08/2019	40.67	100-40-5211-3-32
5946940000JULY2019	monthly meter reading	08/08/2019	22.88	100-50-5231-3-32
2831330000JULY2019	monthly meter reading	08/08/2019	80.57	100-70-5410-3-32
1780510000JULY2019	monthly meter reading	08/08/2019	62.38	100-70-5410-3-32
3264610000JULY2019	monthly meter reading	08/08/2019	83.62	100-70-5412-3-32
Total 1174 ALLIANT ENERGY/WP&L:			704.93	
1787 ASSOCIATED APPRAISAL CONSULTAN				
143729	Monthly assessment fees - August	08/08/2019	2,192.66	100-30-5152-3-38
Total 1787 ASSOCIATED APPRAISAL CONSULTAN:			2,192.66	
1904 AT & T				
7924-JUNEJULY2019	Monthly calls	08/08/2019	159.40	100-40-5211-3-31
Total 1904 AT & T:			159.40	
3072 BADGER STATE INDUSTRIES				
306179800	can liners	08/08/2019	468.16	100-70-5410-3-36
Total 3072 BADGER STATE INDUSTRIES:			468.16	
4078 BATTERIES PLUS LLC				
P16939867	12v lead	08/08/2019	35.90	100-20-5523-3-36
Total 4078 BATTERIES PLUS LLC:			35.90	
5538 BLACKSTONE TECHNOLOGIES LLC				
19985	Cold Patch for streets	08/08/2019	1,225.02	100-70-5431-3-36
Total 5538 BLACKSTONE TECHNOLOGIES LLC:			1,225.02	
7058 CAPITAL NEWSPAPERS				
3752977	employment ad-PT Rec Program Leader	08/08/2019	492.80	100-20-5513-3-38
Total 7058 CAPITAL NEWSPAPERS:			492.80	

Invoice	Description	Invoice Date	Total Cost	GL Account
7065 CAREW CONCRETE & SUPPLY INC				
1139466	concrete- Rock & Pioneer	08/08/2019	377.00	100-13850
1140277	concrete N Madison E Franklin	08/08/2019	203.75	100-13850
1138466	curb repair on FDL St	08/08/2019	618.75	100-70-5433-3-36
1138467	curb repair on FDL St	08/08/2019	148.68	100-70-5433-3-36
1138753	alley approach FDL St	08/08/2019	693.00	100-70-5444-3-36
1139466	concrete- Rock & Pioneer	08/08/2019	154.25	700-10-5192-3-36
1140277	concrete N Madison E Franklin	08/08/2019	506.50	700-10-5192-3-36
Total 7065 CAREW CONCRETE & SUPPLY INC:			2,701.93	
8046 CEDAR CORPORATION				
100379	Facilitation Services thru 7-20-19	08/08/2019	9,948.89	400-70-5420-8-00
Total 8046 CEDAR CORPORATION:			9,948.89	
8999 CENTRAL CABLE CONTRACTORS INC.				
8459	dirt shredder rental	08/08/2019	600.00	100-70-5431-3-36
Total 8999 CENTRAL CABLE CONTRACTORS INC.:			600.00	
10048 CHARTER COMMUNICATIONS				
16011-AUG2019	senior center tv, internet, voice	08/08/2019	206.40	100-20-5513-3-31
3194-JULY2019	monthly FDLCounty-PD	08/08/2019	550.00	100-40-5211-3-38
Total 10048 CHARTER COMMUNICATIONS:			756.40	
10223 CITIES DIGITAL				
46382	Laserfiche Annual Support & Updates	08/08/2019	693.00	100-40-5211-3-38
Total 10223 CITIES DIGITAL:			693.00	
10468 CONSULTANTS LABORATORY-FDL				
1WPD-JULY2019	legal blood draws	08/08/2019	360.00	100-40-5213-3-38
Total 10468 CONSULTANTS LABORATORY-FDL:			360.00	
10715 CRONIN, CAROL				
PFC-072519	Perdiem- Police & Fire Commission	08/08/2019	40.00	100-10-5210-3-38
Total 10715 CRONIN, CAROL:			40.00	
10800 CUSTOM TROPHIES				
29273119	awards plaques	08/08/2019	34.45	100-40-5211-3-38
Total 10800 CUSTOM TROPHIES:			34.45	
11275 DESTINATION LAKE WINNEBAGO REGION				
ROOMTAX-JUNE2019	70% Of June Room Tax	08/08/2019	7,866.82	430-70-5436-3-42
Total 11275 DESTINATION LAKE WINNEBAGO REGION:			7,866.82	
11283 DIAMOND SPEED PRODUCTS, INC.				
60989	Seg Ht Speedg Blade	08/08/2019	294.51	100-70-5411-3-36
Total 11283 DIAMOND SPEED PRODUCTS, INC.:			294.51	

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Invoice	Description	Invoice Date	Total Cost	GL Account
11284 DIAMOND VOGEL-SHEBOYGAN				
283067958	traffic paint	08/08/2019	603.00	100-70-5441-3-36
283068059	traffic paint	08/08/2019	147.00	100-70-5441-3-36
Total 11284 DIAMOND VOGEL-SHEBOYGAN:			750.00	
11297 DIGGERS HOTLINE				
190650101	2nd prepayment for locates	08/08/2019	1,156.80	700-10-5192-3-38
Total 11297 DIGGERS HOTLINE:			1,156.80	
13425 FLORES, PABLO				
BONDDEPOSIT2019	Solisor Bond Deposit Fee	08/08/2019	400.00	100-44-4418-0-00
Total 13425 FLORES, PABLO:			400.00	
13735 FORSYTHE, JOHN				
PFC-7-25-19	Perdiem- Fire and Police Commission	08/08/2019	40.00	100-10-5210-3-38
Total 13735 FORSYTHE, JOHN:			40.00	
14160 GALLS, LLC				
013257469	Name Plate	08/08/2019	35.98	100-12634
Total 14160 GALLS, LLC:			35.98	
14698 GRAND VALLEY INSPECTION SERVICES				
JULY2019	Building Insp/Zoning Admin for July	08/08/2019	4,359.55	100-30-5241-3-38
Total 14698 GRAND VALLEY INSPECTION SERVICES:			4,359.55	
15075 GUNDERSON, INC.				
761210	Library Rugs	08/08/2019	61.18	100-70-5410-3-36
761216	fire Dept-Rugs	08/08/2019	23.61	100-70-5410-3-36
761209	Senior center rugs	08/08/2019	52.26	100-70-5410-3-36
763546	CITY HALL rugs	08/08/2019	62.93	100-70-5410-3-36
762858	Garage rugs towels	08/08/2019	42.84	100-70-5411-3-36
765251	Garage rugs towels	08/08/2019	26.29	100-70-5411-3-36
762859	Mechanic Uniform	08/08/2019	53.14	100-70-5412-3-38
765252	Mechanic Uniform	08/08/2019	18.39	100-70-5412-3-38
Total 15075 GUNDERSON, INC.:			340.64	
15297 H & R SAFETY SOLUTIONS LLC				
4066	gloves, safety supplies	08/08/2019	79.00	100-40-5213-3-38
4079	marking paint	08/08/2019	75.60	100-70-5441-3-36
Total 15297 H & R SAFETY SOLUTIONS LLC:			154.60	
15920 HOLIDAY WHOLESALE				
8987029	rental cool moose machine	08/08/2019	250.00	100-20-5523-3-39
9005425	rental cool moose machine	08/08/2019	250.00	100-20-5523-3-39
9085117	Aquatic Center Concession Stand food	08/08/2019	378.94	100-20-5523-3-39
9093778	Aquatic Center Concession Stand food	08/08/2019	320.40	100-20-5523-3-39
Total 15920 HOLIDAY WHOLESALE:			1,199.34	

Invoice	Description	Invoice Date	Total Cost	GL Account
16001 HOME CONTRACTORS & SUPPLY INC.				
29350 1x4		08/08/2019	16.38	100-70-5410-3-36
Total 16001 HOME CONTRACTORS & SUPPLY INC.:			16.38	
16020 HOMETOWN GLASS & IMPROVEMENT				
1218620 install windshield in payload		08/08/2019	205.40	100-70-5411-3-36
Total 16020 HOMETOWN GLASS & IMPROVEMENT:			205.40	
16440 INTER-QUEST				
65078 IT Support		08/08/2019	299.86	100-40-5211-3-38
Total 16440 INTER-QUEST:			299.86	
17175 KWIK TRIP STORES				
14628-JULY2019 Fire dept monthly fuel		08/08/2019	247.82	100-50-5232-3-38
Total 17175 KWIK TRIP STORES:			247.82	
17250 LAMERS BUS LINES INC				
559883 Field trip Timber Rattlers		08/08/2019	298.38	100-20-5513-3-38
Total 17250 LAMERS BUS LINES INC:			298.38	
17281 LAPPEN SECURITY PRODUCTS				
LSPQ41352 Camera repair-Aquatic Center		08/08/2019	1,643.92	100-20-5523-3-36
Total 17281 LAPPEN SECURITY PRODUCTS:			1,643.92	
17450 LEON METAL WORK LLC				
5349 Lift Lugs		08/08/2019	48.00	100-70-5411-3-36
Total 17450 LEON METAL WORK LLC:			48.00	
17759 LIFESTAR EMERGENCY MEDICAL				
19-0899 Ambulance Contractual Services-July2019		08/08/2019	3,500.00	100-10-5255-3-38
Total 17759 LIFESTAR EMERGENCY MEDICAL:			3,500.00	
18009 MSA PROFESSIONAL SERVICES INC.				
R00212056.0-56 General Serv-Waupun Storage Plan Review		08/08/2019	352.00	100-13840
R00212056.0-56 General Serv-412 Shaler Dr Plan Review		08/08/2019	44.00	100-13840
R00212096.0-11 Newton-Rock-Walker Design & Bidding		08/08/2019	1,964.90	400-70-5420-8-00
R00212114.0-4 Lot 1 Mayfair-Topo Survey & Base Map		08/08/2019	815.00	401-70-5436-8-00
R00212114.0-4 Lot 1 Mayfair-Multiple Rezoning Changes		08/08/2019	261.00	401-70-5436-8-00
R00212112.0-11 Seymour St Extension-Topo Survey		08/08/2019	435.50	401-70-5436-8-00
R00212096.0-11 Newton-Rock-Walker Design & Bidding		08/08/2019	1,870.60	700-10-5192-3-38
R00212096.0-11 Harris Creek Analysis Prelim Design		08/08/2019	460.00	700-10-5192-3-38
R00212110.0-5 Monroe Pond Design June 23-July 27,2019		08/08/2019	1,219.50	700-10-5192-8-00
Total 18009 MSA PROFESSIONAL SERVICES INC.:			7,422.50	
18505 MARSH HAVEN NATURE CENTER				
062819 Park Program Earthcamp		08/08/2019	100.00	100-20-5525-3-39
Total 18505 MARSH HAVEN NATURE CENTER:			100.00	

Invoice	Description	Invoice Date	Total Cost	GL Account
20480 NICKEL, JULIE				
MILEAGE AUGUST	Reimbursement for cellphone Use-August	08/08/2019	40.00	100-10-5131-3-31
Total 20480 NICKEL, JULIE:			40.00	
20599 NORTHEAST ASPHALT-APPLETON				
809104-01	Street Patching	08/08/2019	5,331.10	100-70-5431-3-36
Total 20599 NORTHEAST ASPHALT-APPLETON:			5,331.10	
20900 OSHKOSH OFFICE SYSTEMS				
AR41004	copy machine contract charges-July	08/08/2019	165.31	100-10-5141-3-36
AR41003	City Hall Color Copier 6333	08/08/2019	521.11	100-10-5141-3-36
AR41237	copy machine contract charges-July	08/08/2019	65.53	100-50-5231-3-30
Total 20900 OSHKOSH OFFICE SYSTEMS:			751.95	
21550 PETTY CASH-POLICE DEPT.				
JULY2019	Salvation Army Meeting-Pizza Ranch	08/08/2019	20.66	100-40-5211-3-37
JULY2019	Exchange tanks - Milton Propane	08/08/2019	46.52	100-40-5212-3-38
Total 21550 PETTY CASH-POLICE DEPT.:			67.18	
21665 PIGGLY WIGGLY DISCOUNT FOODS				
021021181734	Historic Tax Credit Training-beverage snacks	08/08/2019	22.32	100-13850
022077461201	pizza and plates	08/08/2019	26.03	100-20-5523-3-39
021060811058	Soda	08/08/2019	7.96	100-50-5232-3-38
021060821100	Soda	08/08/2019	7.96	100-50-5232-3-38
021060831102	Soda	08/08/2019	7.96	100-50-5232-3-38
021060841104	Soda	08/08/2019	7.96	100-50-5232-3-38
021060851107	Soda	08/08/2019	7.96	100-50-5232-3-38
021060861110	Soda	08/08/2019	7.96	100-50-5232-3-38
021060871115	water	08/08/2019	40.00	100-50-5232-3-38
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			136.11	
21790 PIT-STOP PORTABLES				
A89623	Port a potty rental-Pine Stree Park	08/08/2019	137.25	100-20-5525-3-38
Total 21790 PIT-STOP PORTABLES:			137.25	
21825 PIZZA RANCH				
1907011302	Harris Mill-pizza soda	08/08/2019	30.97	100-20-5525-3-39
Total 21825 PIZZA RANCH:			30.97	
22118 PREMIUM WATERS				
390674478	Bottled Water with logo	08/08/2019	273.00	100-40-5214-3-38
390674478	Bottled Water with logo	08/08/2019	273.00	100-50-5233-3-38
Total 22118 PREMIUM WATERS:			546.00	
22345 QUALIFICATION TARGETS INC				
21902176	WI Dept of Justice Target	08/08/2019	282.14	100-40-5215-3-38
Total 22345 QUALIFICATION TARGETS INC:			282.14	

Invoice	Description	Invoice Date	Total Cost	GL Account
22660 RAY O'HERRON CO., INC.				
1941903 ammo		08/08/2019	912.00	100-40-5215-3-38
Total 22660 RAY O'HERRON CO., INC.:			912.00	
22700 REINDERS INC.				
1795631 Cap-grease,nuts,washers		08/08/2019	139.70	100-70-5411-3-36
179563-01 washer		08/08/2019	30.48	100-70-5411-3-36
Total 22700 REINDERS INC.:			170.18	
22940 RHODES, TARA				
PFC07-25-19 Police & Fire Comm per diem		08/08/2019	40.00	100-10-5210-3-38
Total 22940 RHODES, TARA:			40.00	
23550 SERVICE MOTOR COMPANY				
P08176 Clutch repair		08/08/2019	37.26	100-70-5411-3-36
Total 23550 SERVICE MOTOR COMPANY:			37.26	
23573 SEVEN UP BOTTLING CO.-WATERTOW				
50867 credit-return		08/08/2019	50.00	100-20-5523-3-39
52216 soda		08/08/2019	83.00	100-20-5523-3-39
412915 lids		08/08/2019	127.50	100-20-5523-3-39
Total 23573 SEVEN UP BOTTLING CO.-WATERTOW:			160.50	
24650 SURE FIRE, INC.				
SD17236 condenser repair		08/08/2019	501.00	100-70-5410-3-36
Total 24650 SURE FIRE, INC.:			501.00	
24818 TAYLOR RENTAL				
0141420 Deep fryer filter		08/08/2019	127.84	100-20-5523-3-39
Total 24818 TAYLOR RENTAL:			127.84	
25027 THURMER, MIKE				
PFC07-25-19 Police & Fire Commission per diem		08/08/2019	40.00	100-10-5210-3-38
Total 25027 THURMER, MIKE:			40.00	
25143 TOTAL BUSINESS PRODUCTS				
89228 Building Permit Stock		08/08/2019	20.90	100-30-5241-3-38
25143 TOTAL BUSINESS PRODUCTS:			20.90	
25146 TOTAL ENERGY SYSTEMS LLC				
327697 maintenance on generator at safety bldg		08/08/2019	1,733.00	100-70-5410-3-36
25146 TOTAL ENERGY SYSTEMS LLC:			1,733.00	
25450 TRU CLEANERS LLC				
JULY2019 cleaning service-July		08/08/2019	4,012.68	100-70-5410-3-38
Total 25450 TRU CLEANERS LLC:			4,012.68	

Invoice	Description	Invoice Date	Total Cost	GL Account
25760 US CELLULAR				
0320784387	Monthly Cellular charges	08/08/2019	70.36	100-10-5141-3-31
0320784387	Monthly Cellular charges	08/08/2019	74.45	100-10-5191-3-31
0320784387	Monthly Cellular charges	08/08/2019	42.35	100-20-5513-3-31
0320999678	Monthly Cellular charges	08/08/2019	788.10	100-40-5211-3-31
0320784387	Monthly Cellular charges	08/08/2019	200.73	100-50-5231-3-31
0320784387	Monthly Cellular charges	08/08/2019	131.85	100-70-5420-3-31
0320784387	Monthly Cellular charges	08/08/2019	61.48	210-60-5511-3-31
Total 25760 US CELLULAR:			1,369.32	
25980 VANBUREN, SARAH				
JULY2019	mileage reimbursement-July	08/08/2019	120.42	100-80-5670-3-37
Total 25980 VANBUREN, SARAH:			120.42	
26042 VANDE ZANDE & KAUFMAN, LLP				
JULY2019	monthly City Attorney Fees	08/08/2019	2,669.00	100-10-5161-3-38
10361	monthly City Attorney Fees	08/08/2019	855.00	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			3,524.00	
26540 WALMART COMMUNITY/GEMB				
918900232439	Senior center supplies	08/08/2019	68.47	100-20-5513-3-30
919600526866	Senior center supplies	08/08/2019	10.84	100-20-5513-3-38
918400595563	phone	08/08/2019	34.92	100-20-5523-3-38
919000099797	aquatic center supplies	08/08/2019	8.94	100-20-5523-3-39
918900232439	aquatic center supplies	08/08/2019	50.48	100-20-5523-3-39
919600526866	aquatic center supplies	08/08/2019	62.82	100-20-5523-3-39
918400595563	park program supplies	08/08/2019	67.64	100-20-5525-3-39
919000099797	park program supplies	08/08/2019	135.85	100-20-5525-3-39
918900232439	park program supplies	08/08/2019	63.11	100-20-5525-3-39
919600526866	park program supplies	08/08/2019	78.52	100-20-5525-3-39
919700811319	park program supplies	08/08/2019	80.00	100-20-5525-3-39
920500399260	park program supplies	08/08/2019	309.55	100-20-5525-3-39
0803	Late Fee	08/08/2019	11.17	100-20-5525-3-39
Total 26540 WALMART COMMUNITY/GEMB:			982.31	
26790 WAUPUN AREA ANIMAL SHELTER, INC				
AUGUST2019	Monthly Contract	08/08/2019	1,000.00	100-40-5343-3-38
Total 26790 WAUPUN AREA ANIMAL SHELTER, INC:			1,000.00	
27450 WAUPUN UTILITIES				
4725	Monthly email user/archiving	08/08/2019	180.00	100-10-5197-3-38
4725	Monthly Network Assmt	08/08/2019	44.00	100-10-5197-3-38
4724	Stormwater Billing & Collection Fees	08/08/2019	862.25	700-10-5192-3-38
Total 27450 WAUPUN UTILITIES:			1,086.25	
27935 WELLS FARGO PAYMENT REMITT.				
8988-JULY2019	Staples Order-office supplies	08/08/2019	370.83	100-40-5211-3-30
8988-JULY2019	microsoft office PD	08/08/2019	200.00	100-40-5211-3-38
Total 27935 WELLS FARGO PAYMENT REMITT.:			570.83	

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Invoice	Description	Invoice Date	Total Cost	GL Account
28600 WI DEPT OF JUSTICE				
L1409T-JULY2019	L1409T - background checks - July	08/08/2019	14.00	100-40-5213-3-38
Total 28600 WI DEPT OF JUSTICE:			14.00	
28962 WI DEPARTMENT OF TRANSPORTATION				
23932044012-2019	Fund acct to process unpd parking tickets	08/08/2019	500.00	100-40-5211-3-38
Total 28962 WI DEPARTMENT OF TRANSPORTATION:			500.00	
29836 WPPI ENERGY				
INV12150	Laptops	08/08/2019	2,636.80	410-10-5140-4-00
Total 29836 WPPI ENERGY:			2,636.80	
300054 KAMINSKI, RACHEL				
MILEAGE-JULY2019	Mileage July	08/08/2019	22.45	100-20-5513-3-37
Total 300054 KAMINSKI, RACHEL:			22.45	
300188 MARCO TECHNOLOGIES LLC				
64449421	KONMIN/BHC308	08/08/2019	244.86	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			244.86	
300205 BETT, JOHN				
PFC7-25-19	Per Diem - Police & Fire Commission	08/08/2019	40.00	100-10-5210-3-38
Total 300205 BETT, JOHN:			40.00	
Grand Totals:			80,451.70	

Report GL Period Summary

GL Period	Amount
08/19	80,451.70
Grand Totals:	80,451.70

Vendor number hash: 2878213
 Vendor number hash - split: 3353601
 Total number of invoices: 122
 Total number of transactions: 145

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	80,451.70	.00	80,451.70
Grand Totals:	80,451.70	.00	80,451.70

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
07/31/2019	98098	GRAND RAPIDS POLICE DEPARTMEN	136.60 M
07/31/2019	98099	FOND DU LAC COUNTY CLERK OF C	7,500.00 M
07/31/2019	98110	WELLS FARGO PAYMENT REMITT.	513.15 M
07/31/2019	98111	WI NARCOTICS OFFICERS ASSOC.	185.00 M
07/31/2019	98137	YMCA OF DODGE COUNTY	18,204.91 M
07/31/2019	98229	WI EMERGENCY MANAGEMENT ASSC	125.00 M
07/31/2019	98230	ALTO FAIR	60.00 M
07/31/2019	98231	CHARTER COMMUNICATIONS	161.29 M
07/31/2019	98232	YMCA OF DODGE COUNTY	16,183.80 M
Grand Totals:			43,069.75

Report Criteria:

[Report].Invoice Date = 07/31/2019

Invoice	Description	Invoice Date	Total Cost	GL Account
1190 ALTO FAIR				
7-31-19	Waupun Festivals space at fair	07/31/2019	60.00	450-70-5440-3-40
Total 1190 ALTO FAIR:			60.00	
10048 CHARTER COMMUNICATIONS				
9909-JULY19	library - internet, voice	07/31/2019	161.29	210-60-5511-3-31
Total 10048 CHARTER COMMUNICATIONS:			161.29	
13497 FOND DU LAC COUNTY CLERK OF COURTS				
7-31-19	Voilmer - due to condemnation	07/31/2019	7,500.00	700-10-5192-8-00
Total 13497 FOND DU LAC COUNTY CLERK OF COURTS:			7,500.00	
14697 GRAND RAPIDS POLICE DEPARTMENT				
7-31-19	Paid Warrant	07/31/2019	136.60	100-13850
Total 14697 GRAND RAPIDS POLICE DEPARTMENT:			136.60	
27935 WELLS FARGO PAYMENT REMITT.				
SCOTT-JUNE19	office supplies - PD	07/31/2019	85.88	100-40-5211-3-30
SCOTT-JUNE19	microsoft office PD	07/31/2019	204.90	100-40-5211-3-38
SCOTT-JUNE19	Walmart purchase - PD	07/31/2019	91.66	100-40-5214-3-38
JEREMY-JUNE19	hotel stay - PD	07/31/2019	93.00	100-40-5215-3-37
SCOTT-JUNE19	fuel - PD	07/31/2019	32.04	100-40-5215-3-37
SCOTT-JUNE19	meal - PD	07/31/2019	5.67	100-40-5215-3-37
Total 27935 WELLS FARGO PAYMENT REMITT.:			513.15	
29114 WI EMERGENCY MANAGEMENT ASSC				
2019	membership	07/31/2019	125.00	100-40-5211-3-37
Total 29114 WI EMERGENCY MANAGEMENT ASSC:			125.00	
29390 WI NARCOTICS OFFICERS ASSOC.				
7-31-19	conference registration	07/31/2019	185.00	100-40-5212-3-37
Total 29390 WI NARCOTICS OFFICERS ASSOC.:			185.00	
29893 YMCA OF DODGE COUNTY				
7440	Manage/Lifeguard/Admin/Concessions	07/31/2019	17,169.94	100-20-5523-1-10
7550	Manage/Lifeguard/Admin/Concessions	07/31/2019	15,263.74	100-20-5523-1-10
7440	Manage/Lifeguard/Admin/Concessions	07/31/2019	1,034.97	100-20-5523-2-23
7550	Manage/Lifeguard/Admin/Concessions	07/31/2019	920.06	100-20-5523-2-23
Total 29893 YMCA OF DODGE COUNTY:			34,388.71	
Grand Totals:			43,069.75	

Report GL Period Summary

GL Period	Amount
07/19	43,069.75
Grand Totals:	43,069.75

Vendor number hash: 213592
Vendor number hash - split: 385118
Total number of invoices: 10
Total number of transactions: 16

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	43,069.75	.00	43,069.75
Grand Totals:	43,069.75	.00	43,069.75

Report Criteria:

[Report].Invoice Date = 07/31/2019



AGENDA SUMMARY SHEET

MEETING DATE: 8/13/19

TITLE: Authorize Approval of Licenses and Permits

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

DEPARMTENT GOAL(S) SUPPORTED (if applicable)	FISCAL IMPACT	

ISSUE SUMMARY:

The Consent Agenda consist of license and permit applications received for consideration of approval.

Operator License

Caitlin	M	Andrews	217 S College Ave	Fox Lake WI 53933
Jessica	L	Welch	N3645 W Center Rd	Waupun WI 53963
Barbara	J	Gitzel	459 Neevel Ave	Waupun WI 53963

Temporary Class B License

Applicant:	VFW
Dates of Event:	Saturday, September 07, 2019
Location:	Waupun Historical Society 520 McKinley St. Waupun
Event Name:	District 6 Meeting

Taxi Cab Driver's License

Barbara	K	Brautigam	409 E Jefferson St	Waupun WI 53963
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Appointment of Agent

Applicant:	Luana J Ford
Entity:	Kwik Trip 651
Location:	800 W Main Street, Waupun WI 53963

STAFF RECOMENDATION:

Approve the Consent Agenda

ATTACHMENTS:

None

RECOMENDED MOTION:

Motion to approve the Consent Agenda. (Roll Call)



VIA CERTIFIED MAIL – 7011 1570 0003 4874 7977

July 29, 2019

CITY OF WAUPUN
MAYOR JULIE NICKEL
201 E MAIN STREET
WAUPUN, WI 53963

RE: PETITION/COMMUNICATION EASEMENT; WAUPUN MAIN SUBSTATION

Dear Mayor Julie Nickel and Members of the Common Council of the City of Waupun:

American Transmission Company LLC (ATC) respectfully petitions the City of Waupun to consider granting a communication easement that affects property you own in Part of City of Waupun Northward Outlots 62 and 72 for the purpose of constructing, maintaining and operating an underground communication line. Cables will be installed in conduit to control and monitor equipment in the Waupun Main Substation.

An appraisal has been made of the easement rights to be acquired which affect your property and a copy of the appraisal is enclosed for your records. The appraisal has been used in establishing the offering price in the amount of **\$350.00** for the easement.

After you have had a chance to review the material and appraisal, please contact me at 608-877-3631 to discuss any questions or concerns you may have regarding this project. If my attendance is necessary at your next scheduled regular meeting on August 13, 2019 at 6:00 p.m. to discuss the easement, please contact me at the same number. Thank you for your consideration of this information.

Sincerely,

A handwritten signature in black ink that reads "Julie Hanson". The signature is written in a cursive, flowing style.

Julie Hanson-SR/WA
Real Estate Representative

Enclosures: Petition, Communication Line Easement, Sketch, Appraisal, Compensation Summary Sheet, Resolution, Return Envelope

RESOLUTION 2019-__

A RESOLUTION AUTHORIZING THE MAYOR AND COMMON COUNCIL TO EXECUTE AN EASEMENT GRANT TO AMERICAN TRANSMISSION COMPANY LLC, A WISCONSIN CORPORATION.

WHEREAS: American Transmission Company has requested the City of Waupun to grant an underground easement in order to accommodate cables to be installed in conduit to control and monitor the 69kV line associated equipment in the Waupun Main substations, and

WHEREAS: The location of the easement grant is along property on Lot 62 and 72 of North Ward City of Waupun, located in the West 1/2 of the Southeast 1/4 of Section 32, Town 14 North, Range 15 East in the City of Waupun, Fond du Lac County, Wisconsin, and

WHEREAS: American Transmission Company is agreeable to pay \$350.00 in consideration of the easement grant, and

WHEREAS: the Common Council Committee has reviewed the request and recommends that the City of Waupun authorize the Mayor to execute the easement grant to American Transmission Company as shown on Exhibit A, and

WHEREAS: the City of Waupun concurs with the recommendation of the Common Council.

NOW THEREFORE, BE IT RESOLVED: that the Common Council of the City of Waupun authorizes the Mayor and City Clerk to execute the attached easement grant to American Transmission Company to install underground cable and conduit between the Waupun Substation and the Waupun Main Substation.

ADOPTED this _____ day of _____, 2019.

Respectfully submitted by

Julie Nickel, Mayor

Attest: _____
Angela Hull, City Clerk

Date Passed: _____

Vote: _____

Exhibit "A"
CONTROL AND CABLE EASEMENT
 Not subject to Wis. Stat. § 77.22(1)

The undersigned Grantor, the **City of Waupun** (hereinafter referred to as "**Grantor**" or "**Landowner**"), in consideration of the sum of Three hundred fifty dollars and no/100, (\$350.00), receipt of which is hereby acknowledged, does hereby grant, convey and warrant unto Grantee, **American Transmission Company LLC, a Wisconsin limited liability company, and its manager ATC Management Inc., a Wisconsin Corporation** (hereinafter jointly referred to as "**Grantee**"), its successors, assigns, licensees and manager, the perpetual right and easement to construct, install, maintain, operate, repair, inspect and remove an underground communication line for the transmission of communications and signals for electric transmission facilities, including vaults, upon, in, under and across property owned by the Grantor in the City of Waupun, County of Fond du Lac, State of Wisconsin, as described on Exhibit A.

The legal description and location of the Perpetual Easement Strip is described on Exhibit A, attached hereto and incorporated by reference in this easement document.

The Grantee is also granted the associated necessary rights to:

1) Enter upon the easement strip for the purposes of exercising the rights conferred by this easement. 2) Construct, install, maintain, operate, repair, inspect and remove the above-described facilities and other appurtenances that the Grantee deems necessary. 3) Remove any or all brush and trees now or hereafter existing on said easement strip, together with the right, permission and authority to enter in a reasonable manner upon the property of the Grantor adjacent to said Perpetual Easement Strip for such purpose.

The Grantee shall pay a reasonable sum for all damages to property, crops, fences, livestock, lawns, roads, fields and field tile (other than trees cut down and removed), caused by the construction, maintenance, replacement or removal of said facilities.

Grantor, for itself, its successors and assigns, agrees that it will not locate any dwelling or mobile home intended for residential occupancy within the limits of the Perpetual Easement Strip. Grantor, for itself, its successors and assigns, further agrees that within the limits of the Perpetual Easement Strip, it will not construct, install or erect any structures or fixtures, including but not limited to swimming pools, construct any non-residential type buildings or store any inflammable goods or products, plant trees or shrubs, place water, sewer or drainage facilities, or change the grade more than one (1) foot without first securing the prior written consent of the Grantee.

Grantor warrants and represents that Grantor has clear, merchantable, fee simple title to said property, and that Grantor knows of no claim, pending contract for sale, or negotiation for such contract of sale for any of the lands described herein.

This agreement is binding upon the heirs, successors and assigns of the parties hereto, and shall run with the lands described herein.

As provided by PSC 113, the Grantor shall have a minimum period of five days to examine materials approved or provided by the Public Service Commission of Wisconsin describing the Grantor's rights and options in the easement negotiating process. The Grantor hereby voluntarily waives the five-day review period, or acknowledges that they have had at least five (5) days to review such materials.

WITNESS the signature(s) of the Grantor this _____ day of _____, 2019.

City of Waupun

By: _____

Name: Julie J. Nickel

Title: Mayor

Recording Area

Name and Return Address
 American Transmission Company
 Attn: Real Estate Department
 5303 Fen Oak Drive
 Madison, WI 53718-8810

Parcel Identification Number(s)
 WPN-14-15-99-OV-062-01

ACKNOWLEDGEMENT

STATE OF WISCONSIN)
) SS
COUNTY OF FOND DU LAC)

Personally came before me this _____ day of _____, 2019, the above-named Julie J. Nickel, Mayor of the City of Waupun, to me known to be the person who executed the foregoing instrument in such capacity and acknowledged the same.

Name: Angela J. Hull
Notary Public, Wisconsin
My commission expires: August 4, 2023

This instrument was drafted by Julie Hanson on behalf of American Transmission Company, PO Box 47, Waukesha, WI 53187-0047.

Exhibit "A"

Legal Description of Parcel: WPN-14-15-99-OV-062-01

Part of City of Waupun North Ward Outlots 62 and 72; and part of Lots 4, 5 and 6 in Block 10 of Sexton's Addition; being located in the West Half (W ½) of the Southeast Quarter (SE ¼) of Section 32, Township 14 North, Range 15 East, City of Waupun, Fond du Lac County, Wisconsin, and more fully described as follows:

Lots 4, 5 and 6, Block 10 of the recorded plat of the Village of Waupun in Sextons Addition, EXCEPTING THEREFROM those lands described and conveyed in the Municipal Deed recorded April 22, 1959 in Vol. 413 of Records, page 580 as Document No. 162725.

~AND~

Part of Outlots 62 and 72 of City of Waupun North Ward Outlots and part of the West Half (W ½) of the Southeast Quarter (SE ¼) of Section 32, T14N, R15E, City of Waupun, Fond du Lac County, Wisconsin, more fully described as: Commencing at a point 60 feet East of the Southwest (SW) corner of Outlot 72 of North Ward City of Waupun, thence East 160 feet, thence North to a line running due West from the North end of the stone and concrete portion of the Mill Dam in Rock River, thence West to the East line of the Chicago, Milwaukee, St. Paul and Pacific Railroad right of way, thence South along the East line of said right of way to the Northwest (NW) corner of Block 10 in Lester Sexton's Addition to East Waupun as recorded in the office of the Register of Deeds for Fond du Lac County, Wisconsin, thence East to the Northeast (NE) corner of Block 10 of said Addition, situated as aforesaid, thence South following the East line of said Block 10, 102.5 feet, thence East 60 feet, thence South 145 feet to the South line of said Outlot 72, which point is 60 feet East of the Southwest (SW) corner of said Outlot 72.

~AND~

Part of Outlots 62 and 72 of City of Waupun North Ward Outlots and part of the West Half (W ½) of the Southeast Quarter (SE ¼) of Section 32, T14N, R15E, City of Waupun, Fond du Lac County, Wisconsin, more fully described as: Commencing at a point 160 feet East of the Southwest corner of North Ward Out Lot 72 of the City of Waupun, as said Out Lot is recorded in the office of the Register of Deeds in and for said County of Fond du Lac, thence North to a line running West from the North end of the stone and concrete portion of the mill dam in Rock River, thence East along said line to a point 150.5 feet West of the extension of the West line of Forest Street, thence South to a point 150.5 feet West and 70 feet North of the Southeast corner of said North Ward Out Lot 72, thence East 130 feet, thence South 70 feet, and thence West to the place of beginning.

~AND~

EXCEPTING THEREFROM those lands conveyed and described in the Quit Claim Deed recorded June 15, 1954 in Vol. 371 of Records, page 232 as Document No. 126108A.

~AND~

Part of Outlots 62 and 72 of City of Waupun North Ward Outlots and part of the West Half (W ½) of the Southeast Quarter (SE ¼) of Section 32, T14N, R15E, City of Waupun, Fond du Lac County, Wisconsin, more fully described as: Commencing at a point 49.5 feet north of the northwest corner of Block 28, East Waupun, now City of Waupun, being a point in the north line of Monroe Street in said City; thence West along the north line of Monroe Street continued, 70 feet; thence North, parallel to the West line of Forest Street continued, of said City of Waupun, 70 feet to an iron pipe which shall be the point of beginning for this description; thence West, parallel to the north line of Monroe Street continued, 130 feet to an iron pipe; thence north parallel to Forest Street continued, approximately 104 feet to the centerline of the railroad spur track; thence easterly and northeasterly along the centerline of said spur track to a point due north of the place of beginning; thence south to the place of beginning.

Legal Description of Easement Area:

A 10-foot-wide easement which crosses a part of the grantor's premises being a part of Outlots 62 and 72, North Ward City of Waupun, located in the West ½ of the Southeast ¼ of Section 32, T14N, R15E, City of Waupun, Fond du Lac County, Wisconsin the centerline being more particularly described as follows:

Commencing at the southwest corner of said Outlot 72; thence along the south line of said Outlot 72 also being the north right-of-way line of Monroe Street N88°38'11"E, 238.4 feet; thence N01°21'49"W, 116.3 feet to the point of beginning; thence N15°45'01"E, 91.1 feet to the point of termination located on the north line of grantor's premises also being the south line of lands by Wisconsin Power & Light, Vol. 371 of records, page 232 as Document No. 126108. The side lines of said easement to be prolonged or shortened to terminate at said north line of grantor's premises.

The above described easement contains 778 square feet or 0.01 acres more or less and is subject to restrictions, reservations, rights-of-way and easements of record.

PETITION**TO THE MAYOR AND COMMON COUNCIL FOR THE CITY OF WAUPUN**

Your Petitioner, American Transmission Company LLC, a Wisconsin corporation, respectfully alleges and shows that it is a public utility engaged in the business of the ownership and operation of electric transmission systems which support the energy needs of the State of Wisconsin including the City of Waupun; that in order to accommodate monitoring of equipment located in the City of Waupun's Waupun Main Substation to the Waupun Substation, it needs to build underground cables in conduit between both substations and obtain an easement from the City of Waupun upon land located in part of City of Waupun Northward Outlots 62 and 72 located in the West 1/2 of the Southeast 1/4 of Section 32, T14N, R15E, City of Waupun, Fond du Lac County, Wisconsin; and that attached hereto and incorporated herein are copies of the proposed COMMUNICATION LINE EASEMENT, and a sketch showing the route of the line, for the future maintenance and operation of the communication line. Wherefore, your petitioner prays that your City Council consider this request and take the appropriate action by resolution authorizing and directing the proper City Officers to execute and convey such easement and other agreements as may be necessary to permit the construction and operation and maintenance of said communication line to American Transmission Company LLC.

AMERICAN TRANSMISSION COMPANY LLC

By: _____

Julie Hanson, Real Estate Representative

Date: _____

7/29/2019

EXHIBIT "A"
COMMUNICATION EASEMENT
 Not subject to Wis. Stat. § 77.22(1)

The undersigned Grantor, **the City of Waupun (hereinafter referred to as "Grantor" or "Landowner")**, in consideration of the sum of _____, (\$ _____), receipt of which is hereby acknowledged, does hereby grant, convey and warrant unto Grantee, **American Transmission Company LLC, a Wisconsin limited liability company, and its manager ATC Management Inc., a Wisconsin Corporation (hereinafter jointly referred to as "Grantee")**, its successors, assigns, licensees and manager, the perpetual right and easement to construct, install, maintain, operate, repair, inspect and remove an underground communication line for the transmission of communications and signals for electric transmission facilities, including vaults, upon, in, under and across property owned by the Grantor in the City of Waupun, County of Fond du Lac, State of Wisconsin, as described on Exhibit A.

The legal description and location of the Perpetual Easement Strip is described on Exhibit A, attached hereto and incorporated by reference in this easement document.

The Grantee is also granted the associated necessary rights to:

1) Enter upon the easement strip for the purposes of exercising the rights conferred by this easement. 2) Construct, install, maintain, operate, repair, inspect and remove the above-described facilities and other appurtenances that the Grantee deems necessary. 3) Remove any or all brush and trees now or hereafter existing on said easement strip, together with the right, permission and authority to enter in a reasonable manner upon the property of the Grantor adjacent to said Perpetual Easement Strip for such purpose.

The Grantee shall pay a reasonable sum for all damages to property, crops, fences, livestock, lawns, roads, fields and field tile (other than trees cut down and removed), caused by the construction, maintenance, replacement or removal of said facilities.

Grantor, for itself, its successors and assigns, agrees that it will not locate any dwelling or mobile home intended for residential occupancy within the limits of the Perpetual Easement Strip. Grantor, for itself, its successors and assigns, further agrees that within the limits of the Perpetual Easement Strip, it will not construct, install or erect any structures or fixtures, including but not limited to swimming pools, construct any non-residential type buildings or store any inflammable goods or products, plant trees or shrubs, place water, sewer or drainage facilities, or change the grade more than one (1) foot without first securing the prior written consent of the Grantee.

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As provided by PSC 113, the Grantor shall have a minimum period of five days to examine materials approved or provided by the Public Service Commission of Wisconsin describing the Grantor's rights and options in the easement negotiating process. The Grantor hereby voluntarily waives the five-day review period, or acknowledges that they have had at least five (5) days to review such materials.

WITNESS the signature(s) of the Grantor this _____ day of _____, 2019.

City of Waupun

By: _____
 Name:
 Title:

By: _____
 Name:
 Title:

Recording Area

Name and Return Address
 American Transmission Company
 Attn: Real Estate Department
 5303 Fen Oak Drive
 Madison, WI 53718-8810

Parcel Identification Number(s)
 WPN-14-15-99-OV-062-01

EXHIBIT "A"

ACKNOWLEDGEMENT

STATE OF WISCONSIN

)

COUNTY OF FOND DU LAC

) SS

)

Personally came before me this _____ day of _____, 2019, the above-named _____, and _____ of the City of Waupun, to me known to be the person who executed the foregoing instrument in such capacity and acknowledged the same.

Name:

Notary Public, Wisconsin

My commission expires: _____

This instrument was drafted by Julie Hanson on behalf of American Transmission Company, PO Box 47, Waukesha, WI 53187-0047.

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~AND~

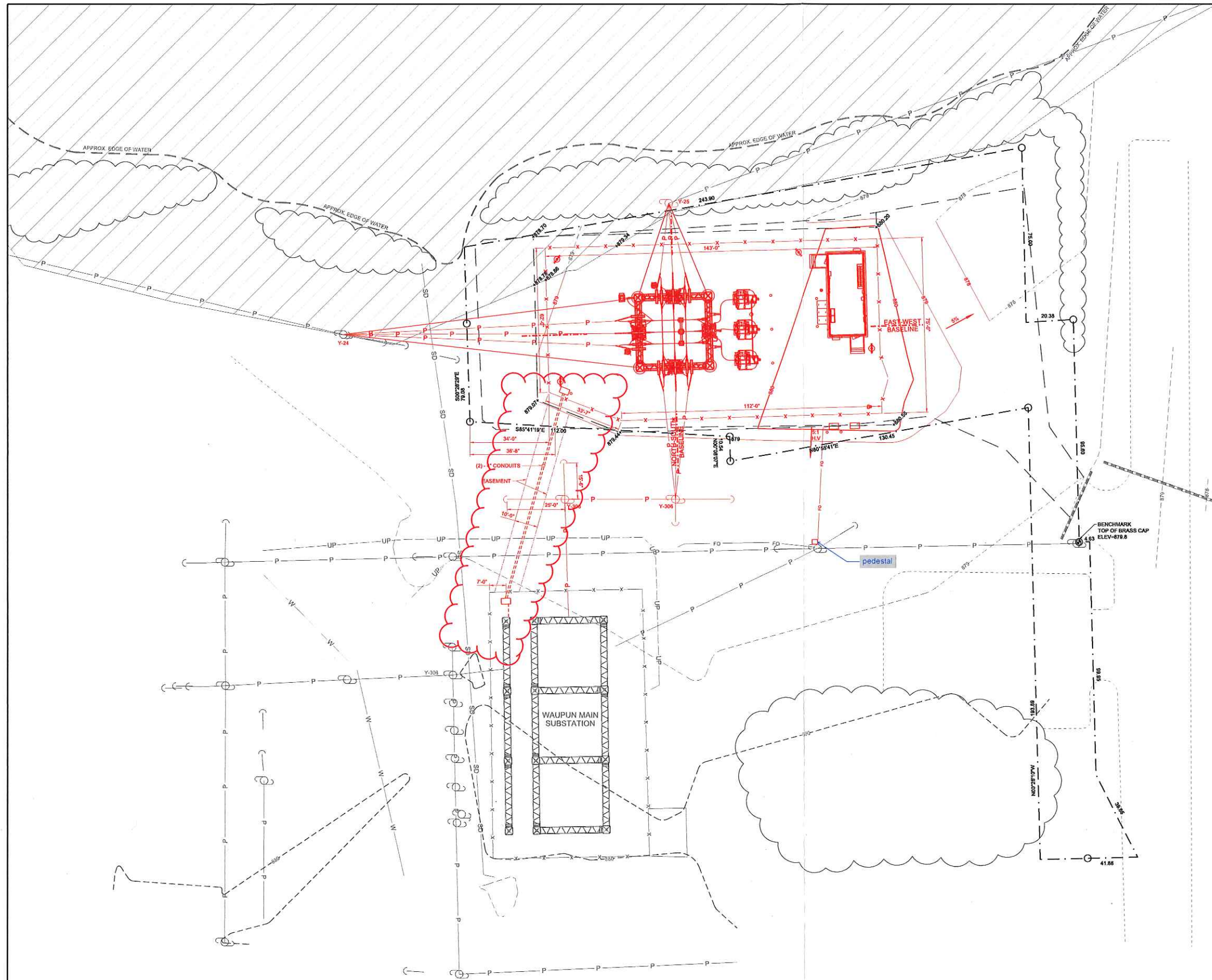
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The above described easement contains 778 square feet or 0.01 acres more or less and is subject to restrictions, reservations, rights-of-way and easements of record.



LEGEND

- EXISTING MAJOR CONTOURS
- EXISTING MINOR CONTOURS
- PROPOSED MAJOR CONTOURS
- PROPOSED MINOR CONTOURS
- BASE LINE
- EXISTING GRAVEL EXTENTS
- PROPOSED GRAVEL EXTENTS
- EXISTING FENCELINE
- PROPOSED FENCELINE
- PROPOSED UNDERGROUND FIBER OPTIC
- PROPERTY BOUNDARIES EXISTING
- EXISTING OVERHEAD POWER LINE
- PROPOSED OVERHEAD POWER LINE
- EXISTING UNDERGROUND POWER LINE
- EXISTING STORM DRAIN
- EXISTING CULVERT PIPE
- EXISTING WATERMAIN
- APPROX. EXTENT OF EXISTING ASPHALT
- APPROX. EXTENT OF EXISTING TREELINE
- SPOT ELEVATIONS
- FLOODWAY
- PROPERTY PINS
- BENCHMARK
- EXISTING UTILITY POLE
- PROPOSED UTILITY POLE
- EXISTING UTILITY POLE ANCHOR
- STONE TRACKING PAD

0 FT 10 FT 20 FT 40 FT 60 FT
SCALE: 1" = 20'-0"

DRAWING APPROVAL
PLEASE CIRCULATE DRAWING(S)
IN ORDER SHOWN BELOW:

Comments are needed by : MM-DD-YY

	Name	Initial	Code
PLN			
OPS			
PROT			
SCADA			
MAINT			
DE			
PM			
OTHER			


Codes: A = Approved for final
B = Approved with comments
C = Revise and resubmit

NEW

GENERAL NOTES:

1. NO PROPERTY SURVEY HAS BEEN COMPLETED AS PART OF THIS WORK, ANY LINE SHOWN ARE APPROXIMATE.

2. UTILITY LOCATIONS AS SHOWN ARE A REPRESENTATION OF MARKINGS FOUND IN THE FIELD. UTILITY LOCATES SHOULD BE COMPLETED BEFORE ANY EXCAVATION.

												SITE PLAN			
												WAUPUN SUBSTATION			
												DRAWING No.			
												WAN - 02 - 01A			



FORESTLAND MGMT

INVESTMENT & ANALYSIS

APPRAISAL

RIGHT-OF-WAY

ENVIRONMENTAL

Professional Report

**Appraisal of 129,808.80 Square Feet of Waterfront Recreational Property
Affected by an Underground ATC Communication Line
(SLS 6304)**

Property Owner:

City of Waupun
201 East Main Street
Waupun, WI 53963

Part of the W $\frac{1}{2}$ of the SE $\frac{1}{4}$ of Section 32,
T14N-R15E, Fond du Lac County, Wisconsin

Prepared by Steigerwaldt Land Services, Inc.

Edward F. Steigerwaldt, ACF
Wisconsin Certified General Appraiser No. 293

Steven R. Kimble
Appraisal Assistant

Effective Date: May 23, 2019

Date of Report: June 5, 2019



Real Estate Appraisal Report

Summary of Facts and Conclusions

Project	"Before" condition and "after" condition appraisal of a 129,808.80 square foot property that will be affected by an underground communication line easement in Fond du Lac County, Wisconsin.
Location	The subject property is located in the City of Waupun in Fond du Lac County, Wisconsin.
Property Owner	City of Waupun 201 East Main Street Waupun, WI 53963 Tract ID Number: WPN-14-15-99-OV-062-01
Client	American Transmission Company, LLC c/o Julie Hanson Real Estate Manager P.O. Box 408 Waukesha, WI 53187
Appraiser	Steigerwaldt Land Services, Inc. 856 North Fourth Street Tomahawk, WI 54487 T: (715) 453-3274 F: (715) 453-8325 Edward F. Steigerwaldt, ACF Wisconsin Certified General Appraiser No. 293 Steven R. Kimble Appraisal Assistant Qualifications of the appraisal staff for this assignment are provided in the last exhibit.
Date of Field Work	May 23, 2019
Date of Property Inspection	May 23, 2019
Effective Date	May 23, 2019

Reporting Format	Appraisal report according to the Uniform Standards of Professional Appraisal Practice (USPAP 2018-2019 Edition, effective January 1, 2018, Standards Rules 1 and 2)	
Tract Size	129,808.80 square foot vacant waterfront property	
Highest and Best Use	"Before": Waterfront recreation "After": Waterfront recreation	
Area and Interest to Be Acquired	Permanent Easement: 778 square feet	
<u>Method 1:</u> Market Value Estimate	"Before":	\$51,923.52
	"After":	\$51,612.32
	Total Loss:	\$ 311.20
	Rounded To:	\$ 350.00
<u>Method 2:</u> Market Value Estimate	"Before":	\$51,923.52
	"After":	\$51,923.52
	Total Loss:	\$ 0.00
Loss in Value Attributable to Communication Line Easement	Total Loss:	\$ 350.00

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Exhibit 4	Survey of Site Maps	
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Exhibit 6	Sales Comparison Data and Maps	
Exhibit 7	Qualifications	

1. Introduction

1.1 Statement of Assumptions and Limiting Conditions

Title to the property is assumed to be marketable. The appraisers assume no responsibility for matters of legal nature, especially those affecting title to the property.

The legal descriptions furnished to the appraisers are assumed to be correct. Information in this report furnished to the appraisers by others is believed to be reliable and correct, but no responsibility is assumed for its accuracy.

The land is appraised as though free and clear of liens and mortgages, but outstanding third party leases and interests are reflected in the appraised value.

Maps, sketches, or drawings in this report are believed to be correct and are included to assist the reader in visualizing the property. No legal surveys were conducted regarding the location of descriptions provided.

The estimate of value loss determined in this appraisal is based on the easement description of the Communication Easement shown in Exhibit 3. Any revision to the location or width of the line may require a change in the appraised value.

The contents of this report including, but not limited to, conclusions as to value, comparable sales data, and other addenda may not be reproduced, in whole or in part, without prior written consent and approval of the authors.

The appraiser reserves the right to alter opinions of value contained in this appraisal report in the event information was withheld or not discovered in the normal course of diligent investigation.

Unless otherwise stated in this report, the existence of hazardous material, which may or may not be present on the property, was not observed by the appraiser. The appraiser has no knowledge of the existence of such material on or in the property appraised. The appraiser, however, is not qualified to detect such substances. The presence of potentially hazardous materials may affect the value of the property. The value estimate is based on the assumption that there is no such material on or in the property that would cause a loss in value. No responsibility is assumed for any such conditions or for any expertise or engineering to discover them. The client is urged to retain an expert in this field, if desired.

2. Factual Data

2.1 Purpose of Appraisal

The purpose of this appraisal is to estimate the cash market value, in both the "before" condition and the "after" condition, of 129,808.80 square feet (2.98 acres) of property that will be affected by a utility easement in Fond du Lac County, Wisconsin. The difference in market value between the "before" condition and the "after" condition is the impact on value attributable to the proposed utility easement and the basis for the amount of just compensation due the landowner.

The intended users of this report are authorized representatives of American Transmission Company (ATC).

2.2 Scope of Appraisal

The subject property was inspected on May 23, 2019. During the inspection, notes were compiled on the location, vegetative cover, land quality, soils, access, topography, water features, and overall character of the property. The project requires evaluation and determination if any improvements on the property are affected by the proposed easement. Comparable sales that occurred on various dates within a three-year

period prior to the effective date of this appraisal were identified, investigated, and inspected. Facts concerning comparable sales and other pertinent information relating to the subject were confirmed from courthouse records and contacts with assessors and local tax officials.

This assignment involves the development of a real estate appraisal report according to Standards Rules 1 and 2 of the Uniform Standards of Professional Appraisal Practice (USPAP, 2018-2019 Edition, effective January 1, 2018).

2.3 Definition of Market Value

Market value is defined as follows:

The most probable price a property should bring in a competitive open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- A. buyer and seller are typically motivated;
- B. both parties are well informed or well advised, and acting in what they consider their own best interests;
- C. a reasonable time is allowed for exposure in the open market;
- D. payment is made in terms of cash in United States dollars or in terms of financial arrangements comparable thereto; and
- E. the price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

(The Dictionary of Real Estate Appraisal, 5th Edition, Appraisal Institute, 2010)

2.4 Estate Appraised

The estate appraised in the "before" condition is fee simple, subject to rights of the state, the county, and the public for roads, and rights of utility companies for electric distribution, gas, and telephone line easements. In the "after" condition, the estate appraised is as stated above, but also subject to a communication line easement described in Exhibit 3.

2.5 Effective Date of Appraisal

The subject property is valued as of the date of inspection, or May 23, 2019.

2.6 Date of Report

This report was completed on June 5, 2019, which indicates that the perspective of the appraiser is current.

2.7 Legal Description

The subject is described as part of the W½ of the SE¼ of Section 32, T14N-R15E, City of Waupun, Fond du Lac County, Wisconsin. The property contains 129,808.80 square feet. The acreage was determined using geographic information systems (GIS) due to the acreage of the parcel being not listed. The subject is made up of one tax parcel (Parcel No. WPN-14-15-99-OV-062-01). A property location map is provided as Figure 2 in Exhibit 1 of this report.

2.8 Area Data

The property is located in southwestern Fond du Lac County in east central Wisconsin, near the Fond du Lac/Dodge County border, in the City of Waupun (population 11,340). The City of Fond du Lac (43,021) the Fond du Lac County seat, is roughly 15 miles northeast of the subject. A general location map is provided as Figure 1 in Exhibit 1 of this report.

The main transportation arteries in this area of Wisconsin include U.S. Highway 151 and State Highways 49 and 26. Numerous county and town roads also provide excellent transportation linkages throughout the vicinity.

East central Wisconsin is predominantly rural with vast amounts of agriculture land with scattered small wood lots. The economy of the area relies heavily on manufacturing, health care industries, service industries, agriculture, and retail industries. Small agricultural-based communities are prevalent surrounding the larger economic centers like Fond du Lac, Madison, and Milwaukee. The Horicon National Wildlife Refuge and significant water features such as the Rock River, Fox Lake, and Beaver Dam Lake increase tourism and recreational opportunities.

2.9 Property Data

2.9.1 Property Inspection

Jeff Daane of the City of Waupun, the landowner, was invited to accompany the appraiser on an inspection of the subject and to discuss the easement and the appraisal process via a phone call on May 21, 2019. On May 23, 2019, Steven R. Kimble, appraisal assistant with Steigerwaldt Land Services, Inc., met with Mr. Daane and inspected the subject property. During the inspection, notes were taken to document the subject's access, land cover, and overall land quality. Photos of the property are presented in Exhibit 2 of this report.

2.9.2 Location, Access, and Utilities

The property is located within the City of Waupun, in southwestern Fond du Lac County, Wisconsin. The property has access from Monroe Street and North Forest Street. All city utilities are available to the property. A property location map is provided as Figure 2 in Exhibit 1 of this report.

2.9.3 Land Cover

The property is approximately 95 percent upland grass and 5 percent wooded with low density central hardwoods. An aerial photograph is provided as Figure 3 in Exhibit 1 of this report.

2.9.4 Land Quality, Soils, and Topography

The subject property is 100 percent upland. The topography is level. The soils are mostly mixed silt loams. Research into the soils was done using the Natural Resources Conservation Service's (NRCS) Web Soil Survey. A USGS topographic map is provided as Figure 4 in Exhibit 1 of this report.

2.9.5 Water Features

The subject has approximately 400 feet of frontage on the South Branch of the Rock River. The frontage is all upland.

2.9.6 Zoning

The subject is in the M1 - Closed Storage/Light Manufacturing District. The M-1 District is intended to provide for light industry and manufacturing in areas separated from other sections of the community.

Permitted uses for the M1 District include the manufacture, processing or assembly of goods which do not require open storage; repair, service, processing, and assembly of products without open storage; wholesale

business without open storage; storage and warehousing of products without open storage; and public utilities. There is one conditional use: group child care centers.

The M1 District has a minimum lot size of 1 acre, a minimum lot width of 100 feet, buildings cannot exceed 65 feet in height, and there must be public utilities available.

In our opinion, the zoning could be changed to support a recreation use due to the property's location on the Rock River and away from other manufacturing areas within Waupun.

2.9.7 Improvements

The subject property has an electric substation which includes electrical transmission equipment and a small cinder block building. These improvements will be unaffected by the proposed easement and are not valued as part of this appraisal assignment.

2.9.8 Taxes and Assessments

The subject is owned by the City of Waupun and is neither taxed nor assessed. See Exhibit 5 for the 2018 real estate property record showing that the subject is exempt from taxes and assessments.

2.9.9 Outstanding Rights

In most assignments, outstanding rights include rights of the public for roads, rights of quasi-public utilities, and the likely reservation of mineral rights. Reservations for roads, utilities, and minerals are common in the marketplace and would not impact value.

Currently the subject has several electric transmission line easements, communication easements, and sewer and water easements that encumber several areas. See Exhibit 4 – Survey of Site for more information.

2.9.10 Environmental Hazards

No dumping or environmental hazards were noted during the inspection.

2.9.11 Ten-Year Sale History

The City of Waupun has owned the subject for more than ten years. More recent comparable sales will be used in the estimation of value of the subject property.

2.10 The Communication Line

The communication line easement traveling across a portion of the subject property will involve construction of a buried communication line from the Waupun Substation to the Waupun Main Substation in the city of Waupun.

2.10.1 The Acquisition

The proposed acquisition is a communication line easement that is a strip of land that travels across a portion of the subject's eastern half. The proposed easement on the subject will total 778 square feet in size, is up to 10 feet in width (perpendicular to the path of travel of the communication line), and has a length of approximately 91.1 feet. The proposed communication line will be underground.

Within the easement area the grantor (landowner) cannot construct or install any structures or dwellings; plant trees or shrubs; put in water, sewer, or drainage facilities; or change the grade more than 1 foot without the written consent of the grantee.

For this project, the easement will be required to maintain an underground communication line, including vaults. No trees will need to be removed for the easement.

2.10.2 Property Remaining

After the acquisition, the property will still be 129,808.80 square feet in size; however, it will be encumbered by a new 778 square foot communication line easement. The "after" condition property, including the area within the easement, can still be used for recreational purposes. The net land area outside the proposed easement is 129,030.80 square feet.

Restrictions that do not permit improvements and grade changes will not interfere with the recreational use of the land.

3. Analyses and Conclusions

3.1 The Larger Parcel

The larger parcel is defined as the portion of a property that has unity of ownership, contiguity, and unity of use. The 129,808.80 square foot subject meets the three tests of the larger parcel, as it has unity of ownership, contiguity, and unity of use.

3.2 Highest and Best Use

The highest and best use is defined as the reasonable, possible, or probable use to which the property appraised will develop the highest value. After our analysis of location, access, land cover, tract size, zoning, and surrounding use, it is our opinion that the subject property has a highest and best use of waterfront recreation in the "before" condition.

After the communication line easement is in place, the subject will retain its recreational use and function very similar to its condition before the easement is imposed. Therefore, the highest and best use in the "after" condition is also as a waterfront recreation property.

Physically possible: The subject has land quality features that are well suited for recreational uses. The property is entirely upland and has good access.

Legally permissible: The property is zoned M1 - Closed Storage/Light Manufacturing District by the City of Waupun. The highest and best use of waterfront recreation is considered possible through a zoning change.

Economically feasible: Potential buyers are currently looking for waterfront recreation properties. The existence of this pool of prospective buyers ensures that the highest and best use of waterfront recreation is economically feasible and profitable.

Maximally productive: Of all the possible uses, waterfront recreation is maximally productive.

In summary, the highest and best use of waterfront recreation as both vacant and improved in the "before" and "after" conditions for the subject property meets the four criteria for highest and best use.

3.3 Real Estate Appraisal Procedure

3.3.1 Approach to Appraisal

In general appraisal practice, an approach is a procedure used to derive an indication of the value of real property. The three approaches most often used in the valuation of properties are the sales comparison approach, the cost approach, and the income approach. Each of these approaches is summarized as follows:

Sales comparison approach: This is a direct comparison technique that relates recent land sales (preferably in the same market area) to the specifics of the subject property. Prices of comparable sales are time adjusted and then adjusted further based on the presence or quality of individual value elements.

Cost approach: This approach is utilized in appraising property with improvements and is generally derived by combining the land value (as though it were vacant) with the cost to reconstruct or replace existing structures, less a deduction for each structure's accrued depreciation.

Income approach: This is used in appraising properties with a potential for generating income. An estimate from the income approach is found by calculating the net present value of the annual income stream that can be generated by the property.

The approach or combination of approaches taken is generally dependent upon the type of property being appraised, its highest and best use, and the availability of income and comparable sales data. In this particular appraisal assignment, it is our opinion that the sales comparison approach is the most reliable and appropriate for appraising the subject's value. The cost approach is not utilized, as the improvements on the subject property are not negatively affected by the addition of the easement and are not valued. Due to the lack of income data available and the number of assumptions that would have to be made in arriving at an income approach value estimate, the income approach is not applicable for this assignment. Because there is an adequate supply of market evidence in the form of comparable sales data, the sales comparison approach is utilized as the most appropriate method for determining the property's market value in the "before" condition.

3.4 Market Analysis

3.4.1 Price-Time Trends

The strongest markets in east central Wisconsin continue to be those areas in close proximity to urban areas and areas of quality agricultural land. Prices for all types of property were flat through 2012. Since then a better economy and higher consumer confidence has brought a modest increase in real estate values in Fond du Lac and Dodge Counties.

The current recreation real estate market is showing signs of strengthening. It is our opinion that time adjustments to sales of land since 2015 should be at 3 percent per year. Since all of the comparable sales have occurred since 2017, this rate has been applied to the sale prices of the comparable sales.

3.4.2 Effects of Value Elements on Price

Comparable sales are selected based on several elements known to contribute directly to the value of property. These elements of value are summarized as follows:

Location: Sales in Fond du Lac or Dodge County would set the ideal market location. Selected sales may require specific adjustments due to their location in stronger or weaker real estate markets as compared to the subject.

Tract Size: Sales of approximately 60,000 to 250,000 square feet are selected from the waterfront recreation land market as being most comparable to the 129,808.80 square foot size of the subject.

Utilities: The availability and type of utilities (phone, electricity, sewer, water, and natural gas) affect property values in the market.

Access: The presence and type of access (private roads, town roads, county roads, and major highways) greatly affect property values in the market.

Land Cover: The land cover on the sales is compared to the subject property. Significant differences in the types of land cover must be compared and related to the subject.

Land Quality: Sales are analyzed for topography, soils, upland versus lowland ratio, and overall productivity. These factors are directly related to land use, both current and future.

Water Features: The presence of water features (lakes, rivers, and streams) greatly influences land values. If present, the type, quantity, and quality of water frontage must be compared to the subject property.

3.4.3 Effects of Cash Versus Term Sales on Price

To accurately determine current market value for the subject property, comparable sales are analyzed on a cash basis. There is generally no effect on current market value by term sales assuming that the interest rate involved is the current market rate. However, when below-market or above-market interest rate financing is involved, appropriate adjustments to the sale price are justified and warranted.

3.5 "Before" Value Estimate

In this approach, the appraiser analyzes comparable sales, in an adjustment grid, to determine the per-acre and total value of the subject property in the "before" condition.

3.5.1 "Before" Valuation – Sales Comparison Approach

For the "before" condition appraisal of the subject, sales of similar properties were selected from the regional market as being comparable to the subject property. Of the sales explored and inspected, it is our opinion that the following sales are the most comparable. The sale sheets for each comparable sale and a sale location map can be found in Exhibit 6.

3.5.2 Sales Comparison Adjustment Grid

The subject land in the "before" condition is compared to the comparable sales in the following adjustment table:

Land Sales Comparison Adjustment			
Criteria	Sale 1	Sale 2	Sale 3
Time-Adj. Price Per Square Foot	\$0.21	\$0.36	\$0.64
Location	++	+	=
Tract Size	=	=	--
Access/Utilities	+	+	=
Land Cover	=	=	=
Land Quality	++	=	=
Water Features	=	=	=
Easement Encumbrances	--	--	--
Net Adjustment	+++	=	----
Indicated Value Per Square Foot	>\$0.21	\$0.36	<\$0.64

Adjustment Key:

- indicates a feature that is superior and adjusted downward
- + indicates a feature that is inferior and adjusted upward
- = indicates a feature that is similar to the property and not adjusted

3.5.3 Adjustment Explanations

Location: The subject is located in the city of Waupun in south central Fond du Lac County. Sale 3 is located nearby in Waupun and no adjustments are needed. Sale 1 and 2 are located in more rural areas and are adjusted upward accordingly.

Tract Size: The subject property is 129,808.80 square feet in size. For waterfront recreation properties, Sales 1 and 2 are considered to be in the same size class as the subject and are not adjusted. Sale 3 is in a smaller size class and is adjusted downward.

Access/Utilities: The subject property and Sale 3 have similar public road access and full city utilities. Sale 3 is not adjusted. Sales 1 and 2 have public road access, but only rural (telephone and electric) utilities. These sales are adjusted upward.

Land Cover: The subject is 95 percent upland grass and 5 percent forested. For waterfront recreational properties, all of the sales are considered to have comparable land cover and are not adjusted.

Land Quality: The subject property has level topography, is entirely upland, and has good soils. Sales 2 and 3 have similar land quality and are not adjusted. Sale 1 has more wetland than the subject and is adjusted upward.

Water Features: The subject and the sales all have frontage on rivers. No adjustments are needed.

Easement Encumbrances: The subject property has several existing transmission line and utility easements. The sales have no significant easements and are adjusted downward.

3.5.4 Value Summary – "Before" Condition

After adjustments the indicated value of the subject ranges from greater than \$0.21 per square foot to less than \$0.64 per square foot. The subject is considered to be a waterfront recreation property that has good land quality and water frontage. It is part of a city park. All of the sales have river frontage and similar land cover. Sale 2 is adjusted the least and is given the most weight in the estimation of value for the subject property.

Taking all of the comparable sales into consideration, but giving more weight to Sale 2, it is our opinion that the subject carries a value near the middle of the range presented by the adjusted sales. It is our opinion that the subject property would have a land market value of \$0.40 per square foot.

"Before" Land Value 129,808.80 square feet X \$0.40 = \$51,923.52

Total Estimated "Before" Market Value: \$51,923.52

3.6 "After" Valuation

To begin the "after" analysis, sales of properties with underground communication lines on them similar to the subject property were searched for in the immediate market area. However, none were discovered, so different methods of analysis will be used.

3.6.1 Method 1 – Market Value Impact from the Easements

The subject will be encumbered by a new easement that travels through the property in a north/south direction. The land area within the new easement is 778 square feet. The land in the new easement can still be used for recreation purposes. The proposed easement, however, will allow the existence of communication lines.

The landowner will not have some property rights on land encumbered by the easement. This area is restricted from any future building, the planting of trees, and from significant grade changes.

Steigerwaldt Land Services, Inc. has made various studies that continue to show that, in most instances, utility lines have no or minimal impact on property value. Our conclusion is that the most likely impact of utility line easements to a property, as a whole, can be measured as the fee value or a percentage of fee value of land encumbered by the easement.

In the "after" condition, the owner will have 778 square feet encumbered by a new easement. The new easement will affect the rights and use of 778 square feet in perpetuity. Studies and interviews of buyers and sellers of properties with underground communication line easements typically show that the lines have no or very minimal impact on value. The subject has no trees within the proposed easement to be removed and the easement area will be excavated for a short amount of time during installation. In the "after" condition, 129,030.80 square feet will be unencumbered by the proposed communication line easement. It is our opinion that fair compensation for the communication line easement on the subject property is 100 percent full value of the 778 square feet of land within the easement.

For purposes of this appraisal, an "after" value due to the communication line easement will be applied to the subject as follows:

129,030.80 square feet at \$0.40 per square foot =	\$51,612.32
778 square feet at \$0.00 per square foot =	+\$ 0.00
Market Value in the "After" Condition=	\$51,612.32

It is our opinion that the subject property, in the "after" condition, has a value of \$51,612.32 as of May 23, 2019.

Values for the subject property in both the "before" and the "after" condition, using Method 1, are summarized as follows:

Market Value "Before" Condition:	\$51,923.52
Minus Market Value "After" Condition:	<u>-\$51,612.32</u>
Value Impact of Communication Line Easement:	\$ 311.20

Rounded To: \$ 350.00

Method 1 provides a measure of market value impact of \$350.00, which is the difference between the market value in the "before" condition and the "after" condition.

3.6.2 Method 2 – Market Value Impact from Transmission Line Easement–Study Reference

The after value of the subject should measure the impact of the communication line easement from the perspective of the typical buyer. Specifically a buyer will encounter inconvenience due to the loss of rights within the easement area.

The easement area covers 778 square feet of the subject and will extend over a portion of the subject property's eastern half. The area of the new easement is partially covered by existing electric transmission line easements. The property can still be used as a waterfront recreational property and the underground line will not likely be noticed by park users or interfere with land use.

Most of the studies reviewed by the appraiser cite the effects of high voltage transmission lines on property value to fall between 0 and 3 percent of property value.

It is our opinion that the impact of the communication line on the subject property would be below the range determined by the studies. This is because the new easement is an underground communication line. This line is considered to have lower impact than a high voltage transmission line. A 0 percent value diminishment is applied in Method 2.

Values for the subject property in both the "before" and the "after" condition, using Method 2, are summarized as follows:

Market Value "Before" Condition:	\$51,923.52
Minus Market Value "After" Condition:	<u>\$51,923.52</u>
Value Impact of Communication Line Easement:	\$ 0.00

Method 2 provides a measure of market value impact of \$0.00, which is the difference between the market value in the "before" condition and the "after" condition.

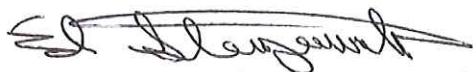
3.7 Reconciliation

Two methods of estimating the value diminishment to the subject property conclude values of \$350.00 for Method 1 and \$0.00 for Method 2. It is our opinion that the most weight be given to Method 1.

Just Compensation for the Proposed Communication Line Easement: \$350.00

Submitted by:

STEIGERWALDT LAND SERVICES, INC.



Edward F. Steigerwaldt, ACF
Wisconsin Certified General Appraiser No. 293



Steven R. Kimble
Appraisal Assistant

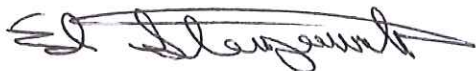
4. Certification

I certify that, to the best of my knowledge and belief:

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
3. I have no present or prospective interest in the property that is the subject of this report, and no personal interest with respect to the parties involved.
4. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
5. My engagement in this assignment was not contingent upon developing or reporting predetermined results.
6. My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
7. My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the "Uniform Standards of Professional Appraisal Practice."
8. Steven R. Kimble of Steigerwaldt Land Services, Inc. inspected the subject property on May 23, 2019. Edward F. Steigerwaldt did not physically inspect the subject property. The comparable sales used in this report were inspected by the appraisers or by qualified staff of Steigerwaldt Land Services, Inc.
9. No one provided significant real property appraisal assistance to the person(s) signing this certification.
10. I have performed no services as an appraiser or in any other capacity regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.

Submitted by:

STEIGERWALDT LAND SERVICES, INC.



Edward F. Steigerwaldt, ACF
Wisconsin Certified General Appraiser No. 293



Steven R. Kimble
Appraisal Assistant

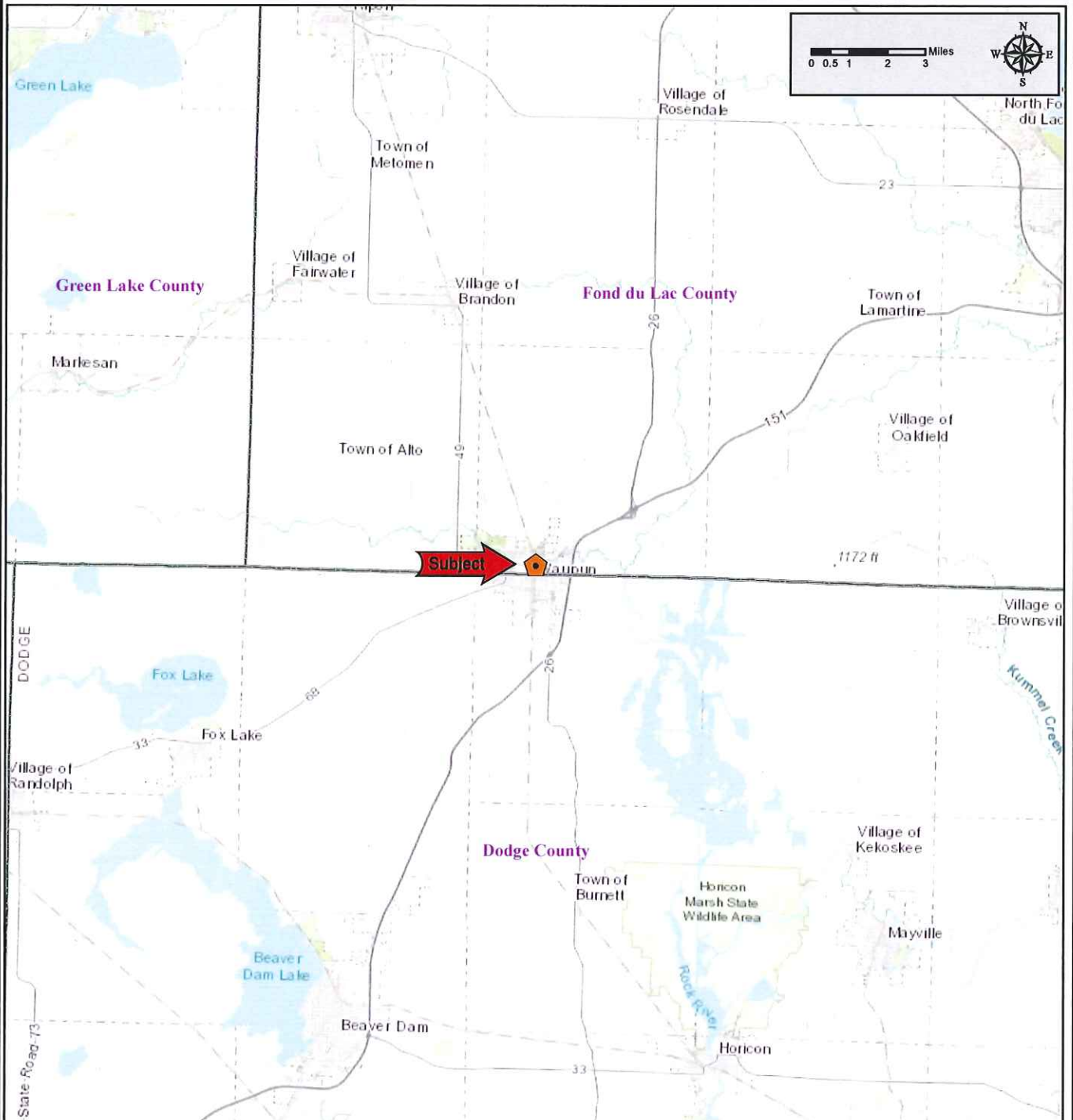
Exhibit 1

Appraisal Maps – Figures 1 - 4



Subject Property
Part of Sec. 32, T14N-R15E
Fond du Lac Co., Wisconsin

Figure 1
General Location Map



Map Disclaimer:

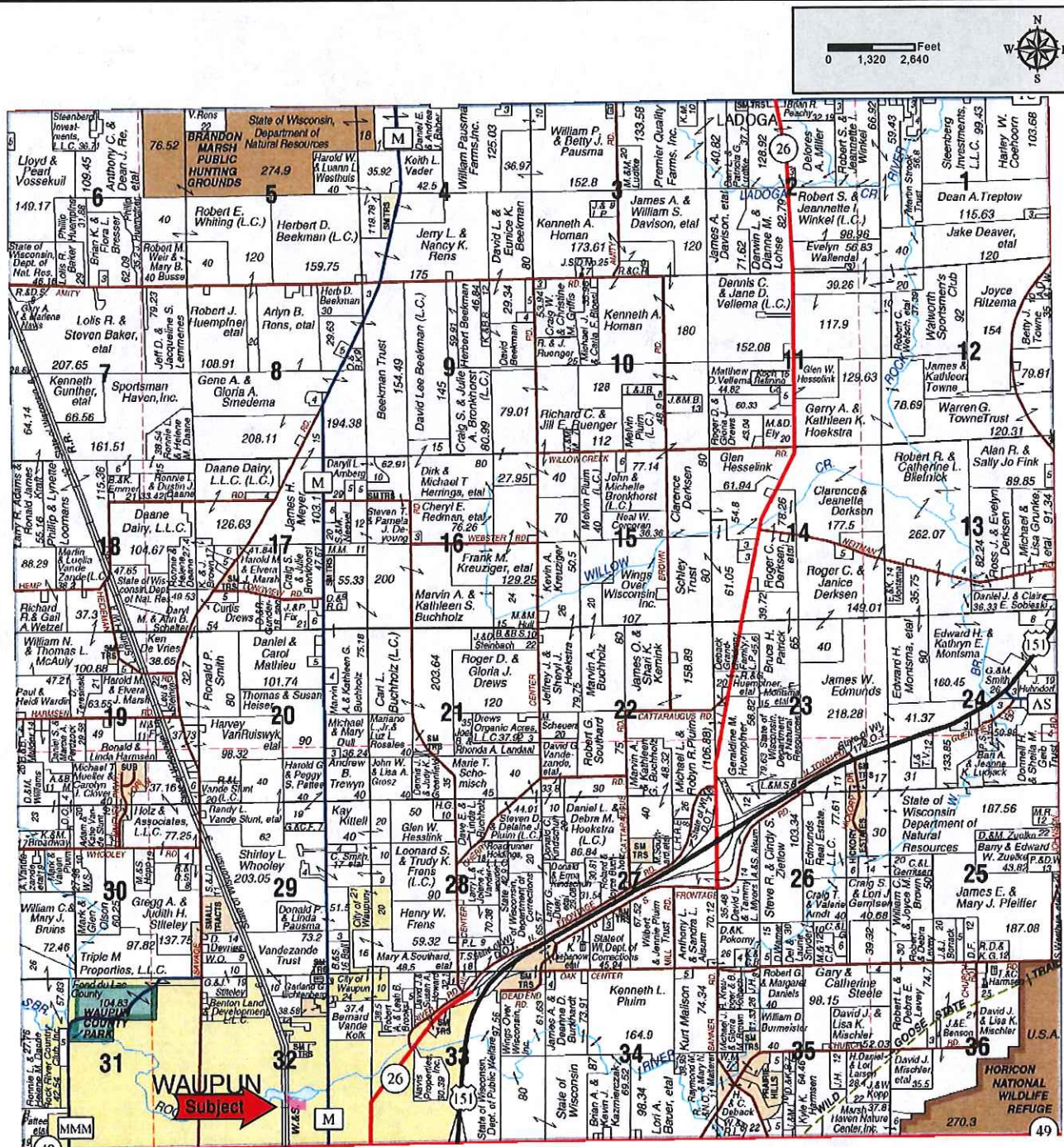
This map is intended to provide a visual representation of property and geographic features. It is not a legal survey but a depiction of the property based on reasonably available information suitable for the intended purposes. This map shows the approximate relative location of property boundaries but was not prepared by a professional land surveyor. The use of this map is limited to applications consistent with the intent and accuracy of the map and source data. It may not be sufficient or appropriate for legal, engineering, or surveying purposes. No guarantees or warranties are expressed. This map is not a survey of the actual boundary of any property this map depicts.

Subject Property
Part of Sec. 32, T14N-R15E
Fond du Lac Co., Wisconsin

Figure 2
Property Location Map

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May 2019



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Map Disclaimer:

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Subject Property
Part of Sec. 32, T14N-R15E
Fond du Lac Co., Wisconsin

Figure 3
2017 NAIP Background



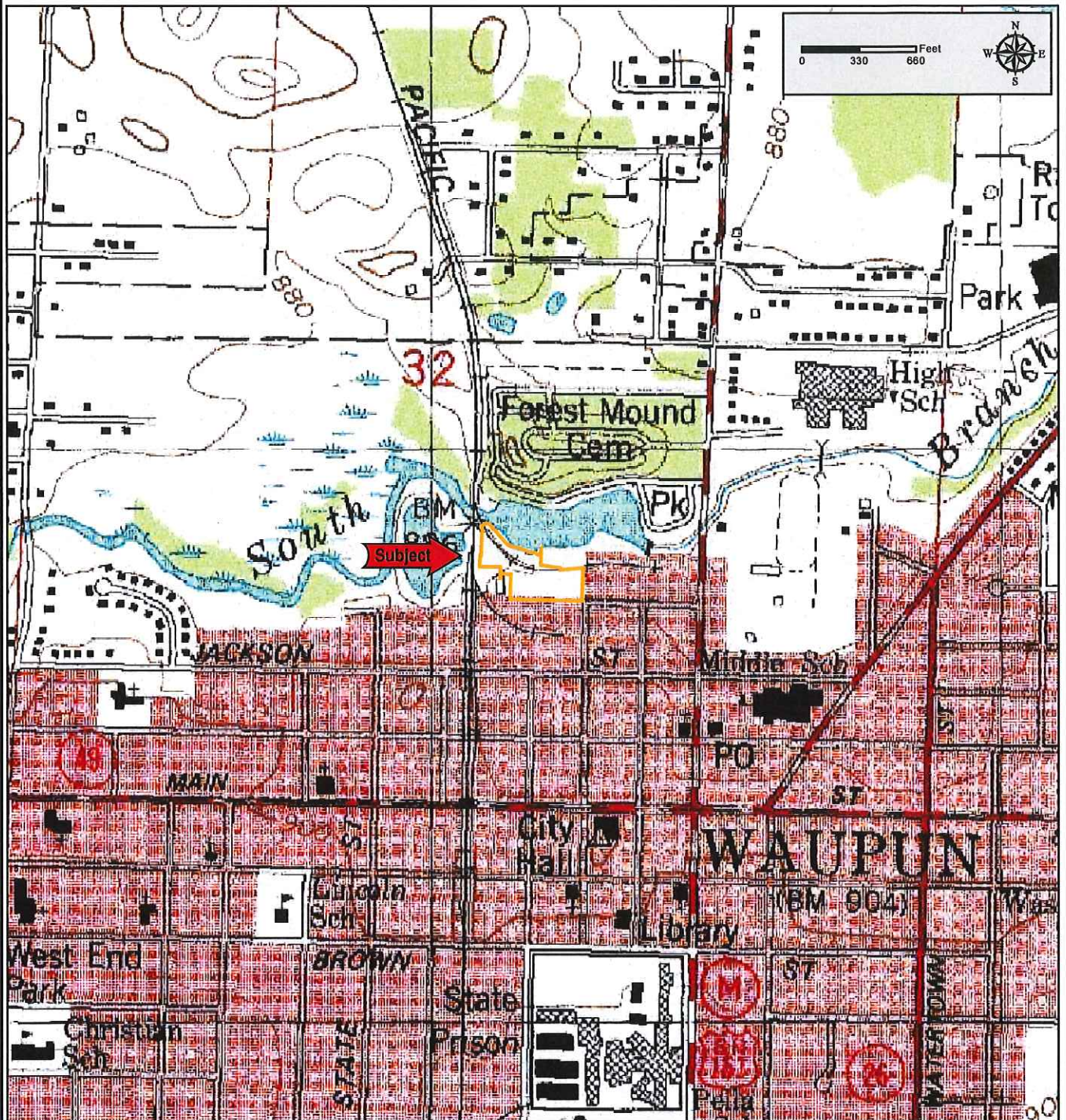
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Subject Property
 Part of Sec. 32, T14N-R15E
 Fond du Lac Co., Wisconsin

Figure 4
 USGS Topographic Map

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Exhibit 2

Subject Property Photographs





This is a view looking east from the central portion of the subject. The easement will run underground between the two substations. All of the photos in this report were taken by Steven R. Kimble on May 23, 2019.



This is a view looking east from the central portion of the subject.



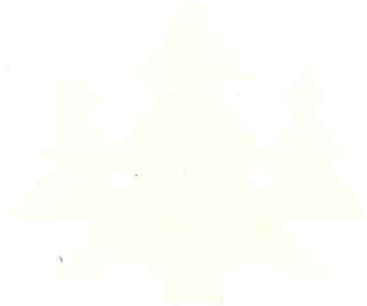
A view of the subject's water frontage on the South Branch of the Rock River. The frontage is all upland.



Another view of the easement area from the southwest. The easement will travel between the metal-sided shed on the left side of the photo to near the corner of the fence on the right side of the photo.

Exhibit 3

Easement Document



COMMUNICATION EASEMENT

Not subject to Wis. Stat. § 77.22(1)

The undersigned Grantor, **the City of Waupun (hereinafter referred to as "Grantor" or "Landowner")**, in consideration of the sum of _____, (\$ _____), receipt of which is hereby acknowledged, does hereby grant, convey and warrant unto Grantee, **American Transmission Company LLC, a Wisconsin limited liability company, and its manager ATC Management Inc., a Wisconsin Corporation (hereinafter jointly referred to as "Grantee")**, its successors, assigns, licensees and manager, the perpetual right and easement to construct, install, maintain, operate, repair, inspect and remove an underground communication line for the transmission of communications and signals for electric transmission facilities, including vaults, upon, in, under and across property owned by the Grantor in the City of Waupun, County of Fond du Lac, State of Wisconsin, as described on Exhibit A.

The legal description and location of the Perpetual Easement Strip is described on Exhibit A, attached hereto and incorporated by reference in this easement document.

Recording Area

Name and Return Address
American Transmission Company
Attn: Real Estate Department
5303 Fen Oak Drive
Madison, WI 53718-8810

Parcel Identification Number(s)
WPN-14-15-99-OV-062-01

The Grantee is also granted the associated necessary rights to:

1) Enter upon the easement strip for the purposes of exercising the rights conferred by this easement. 2) Construct, install, maintain, operate, repair, inspect and remove the above-described facilities and other appurtenances that the Grantee deems necessary. 3) Remove any or all brush and trees now or hereafter existing on said easement strip, together with the right, permission and authority to enter in a reasonable manner upon the property of the Grantor adjacent to said Perpetual Easement Strip for such purpose.

The Grantee shall pay a reasonable sum for all damages to property, crops, fences, livestock, lawns, roads, fields and field tile (other than trees cut down and removed), caused by the construction, maintenance, replacement or removal of said facilities.

Grantor, for itself, its successors and assigns, agrees that it will not locate any dwelling or mobile home intended for residential occupancy within the limits of the Perpetual Easement Strip. Grantor, for itself, its successors and assigns, further agrees that within the limits of the Perpetual Easement Strip, it will not construct, install or erect any structures or fixtures, including but not limited to swimming pools, construct any non-residential type buildings or store any inflammable goods or products, plant trees or shrubs, place water, sewer or drainage facilities, or change the grade more than one (1) foot without first securing the prior written consent of the Grantee.

Grantor warrants and represents that Grantor has clear, merchantable, fee simple title to said property, and that Grantor knows of no claim, pending contract for sale, or negotiation for such contract of sale for any of the lands described herein.

This agreement is binding upon the heirs, successors and assigns of the parties hereto, and shall run with the lands described herein.

As provided by PSC 113, the Grantor shall have a minimum period of five days to examine materials approved or provided by the Public Service Commission of Wisconsin describing the Grantor's rights and options in the easement negotiating process. The Grantor hereby voluntarily waives the five-day review period, or acknowledges that they have had at least five (5) days to review such materials.

WITNESS the signature(s) of the Grantor this _____ day of _____, 2019.

City of Waupun

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

Legal Description of Parcel: WPN-14-15-99-OV-062-01

Part of City of Waupun North Ward Outlots 62 and 72; and part of Lots 4, 5 and 6 in Block 10 of Sexton's Addition; being located in the West Half (W ½) of the Southeast Quarter (SE ¼) of Section 32, Township 14 North, Range 15 East, City of Waupun, Fond du Lac County, Wisconsin, and more fully described as follows:

Lots 4, 5 and 6, Block 10 of the recorded plat of the Village of Waupun in Sexton's Addition, EXCEPTING THEREFROM those lands described and conveyed in the Municipal Deed recorded April 22, 1959 in Vol. 413 of Records, page 580 as Document No. 162725.

~AND~

Part of Outlots 62 and 72 of City of Waupun North Ward Outlots and part of the West Half (W ½) of the Southeast Quarter (SE ¼) of Section 32, T14N, R15E, City of Waupun, Fond du Lac County, Wisconsin, more fully described as: Commencing at a point 60 feet East of the Southwest (SW) corner of Outlot 72 of North Ward City of Waupun, thence East 160 feet, thence North to a line running due West from the North end of the stone and concrete portion of the Mill Dam in Rock River, thence West to the East line of the Chicago, Milwaukee, St. Paul and Pacific Railroad right of way, thence South along the East line of said right of way to the Northwest (NW) corner of Block 10 in Lester Sexton's Addition to East Waupun as recorded in the office of the Register of Deeds for Fond du Lac County, Wisconsin, thence East to the Northeast (NE) corner of Block 10 of said Addition, situated as aforesaid, thence South following the East line of said Block 10, 102.5 feet, thence East 60 feet, thence South 145 feet to the South line of said Outlot 72, which point is 60 feet East of the Southwest (SW) corner of said Outlot 72.

~AND~

Part of Outlots 62 and 72 of City of Waupun North Ward Outlots and part of the West Half (W ½) of the Southeast Quarter (SE ¼) of Section 32, T14N, R15E, City of Waupun, Fond du Lac County, Wisconsin, more fully described as: Commencing at a point 160 feet East of the Southwest corner of North Ward Out Lot 72 of the City of Waupun, as said Out Lot is recorded in the office of the Register of Deeds in and for said County of Fond du Lac, thence North to a line running West from the North end of the stone and concrete portion of the mill dam in Rock River, thence East along said line to a point 150.5 feet West of the extension of the West line of Forest Street, thence South to a point 150.5 feet West and 70 feet North of the Southeast corner of said North Ward Out Lot 72, thence East 130 feet, thence South 70 feet, and thence West to the place of beginning.

~AND~

EXCEPTING THEREFROM those lands conveyed and described in the Quit Claim Deed recorded June 15, 1954 in Vol. 371 of Records, page 232 as Document No. 126108A.

~AND~

Part of Outlots 62 and 72 of City of Waupun North Ward Outlots and part of the West Half (W ½) of the Southeast Quarter (SE ¼) of Section 32, T14N, R15E, City of Waupun, Fond du Lac County, Wisconsin, more fully described as: Commencing at a point 49.5 feet north of the northwest corner of Block 28, East Waupun, now City of Waupun, being a point in the north line of Monroe Street in said City; thence West along the north line of Monroe Street continued, 70 feet; thence North, parallel to the West line of Forest Street continued, of said City of Waupun, 70 feet to an iron pipe which shall be the point of beginning for this description; thence West, parallel to the north line of Monroe Street continued, 130 feet to an iron pipe; thence north parallel to Forest Street continued, approximately 104 feet to the centerline of the railroad spur track; thence easterly and northeasterly along the centerline of said spur track to a point due north of the place of beginning; thence south to the place of beginning.

Legal Description of Easement Area:

A 10-foot-wide easement which crosses a part of the grantor's premises being a part of Outlots 62 and 72, North Ward City of Waupun, located in the West ½ of the Southeast ¼ of Section 32, T14N, R15E, City of Waupun, Fond du Lac County, Wisconsin the centerline being more particularly described as follows:

Commencing at the southwest corner of said Outlot 72; thence along the south line of said Outlot 72 also being the north right-of-way line of Monroe Street N88°38'11"E, 238.4 feet; thence N01°21'49"W, 116.3 feet to the point of beginning; thence N15°45'01"E, 91.1 feet to the point of termination located on the north line of grantor's premises also being the south line of lands by Wisconsin Power & Light, Vol. 371 of records, page 232 as Document No. 126108. The side lines of said easement to be prolonged or shortened to terminate at said north line of grantor's premises.

The above described easement contains 778 square feet or 0.01 acres more or less and is subject to restrictions, reservations, rights-of-way and easements of record.

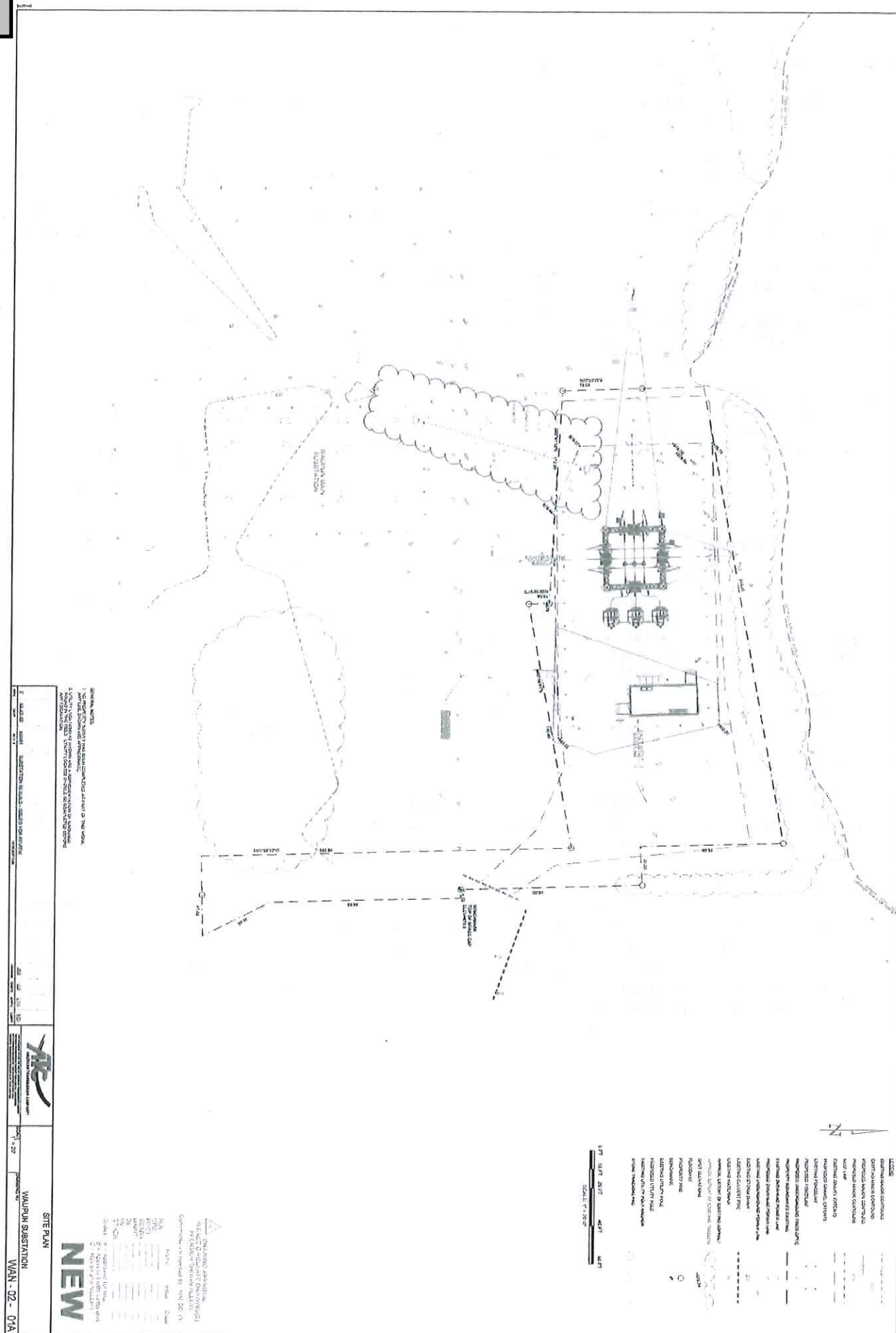


Exhibit 4

Survey of Site Maps



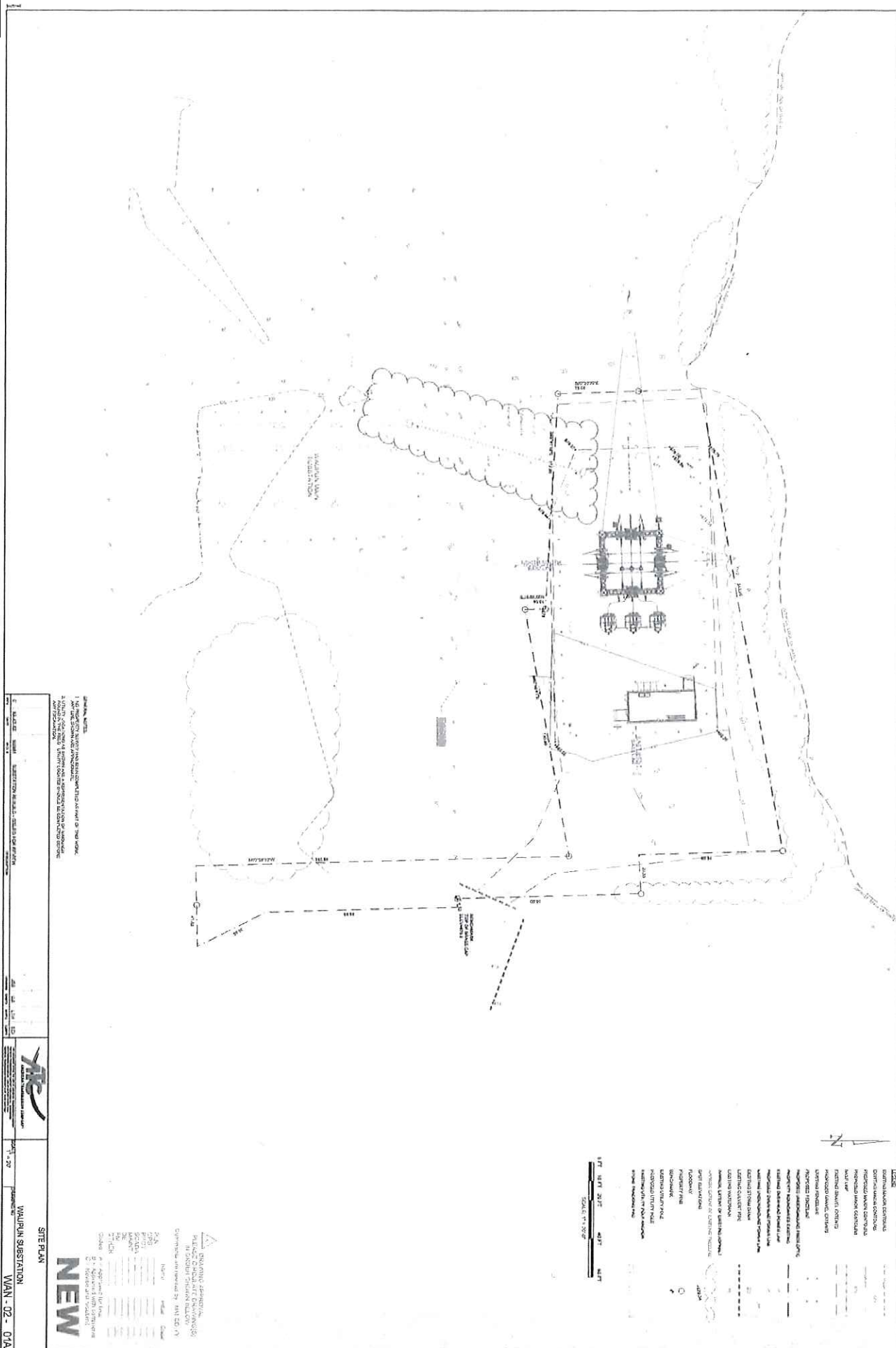


Exhibit 5

Taxes and Assessments



Load Complete.

[Return to search results](#)[Property Summary](#)

Owner (s): CITY OF WAUPUN		Location:	
Mailing Address: CITY OF WAUPUN 201 E MAIN ST WAUPUN, WI 53963		School District: 6216 - WAUPUN SCHOOL	
Tax Parcel ID Number: WPN-14-15-99-OV-062-01		Tax District: 20292-CITY OF WAUPUN	Status: Active
Alternate Tax Parcel Number:		Acres: 0.0000	

[Request Mailing Address Change](#)

Description - Comments (Please see Documents tab below for related documents. For a complete legal description, see recorded document.):

**S32 T14N R15E NORTH WARD OUTLOTS PT OF O.L 62 & 72 AS REC V278-615 V280-150 & V496-162 EXC V371-232
ALSO LOTS 4 5 & 6 BLK 10 SEXTON'S ADD AS REC V50-324 EXC V413-580**

Site Address (es): (Site address may not be verified and could be incorrect. DO NOT use the site address in lieu of legal description.)

Select Detail - Assessments

->

[Make Default Detail](#)[Printer Friendly Page](#)[View Property Info](#)

Sheet

[View Interactive Map](#)

Tax Year: 2018

[Click here](#) for detailed assessment data. (square footage, year built, building type, etc)

Real Estate Assessments

Code	Description	Acres	Land Value	Improvement Value	Total Value
4	Exempt Other (Other)	0	\$0	\$0	\$0
Total:		0.00	\$0	\$0	\$0
Estimated Fair Market Value:		Average Assessment Ratio:	1.005566748	* MFL and PFC values are not included in the total.	

Special Assessments

Assessment	Amount
------------	--------

[Log in](#)[View Disclaimer](#)[Database Versions](#)

© 2019 Transcendent Technologies

[Return to search results](#)[Property Summary](#)

Owner (s): CITY OF WAUPUN		Location:	
Mailing Address: CITY OF WAUPUN 201 E MAIN ST WAUPUN, WI 53963 Request Mailing Address Change		School District: 6216 - WAUPUN SCHOOL	
Tax Parcel ID Number: WPN-14-15-99-OV-062-01	Tax District: 20292-CITY OF WAUPUN		Status: Active
Alternate Tax Parcel Number:			Acres: 0.0000

Description - Comments (Please see Documents tab below for related documents. For a complete legal description, see recorded document.):

**S32 T14N R15E NORTH WARD OUTLOTS PT OF O.L 62 & 72 AS REC V278-615 V280-150 & V496-162 EXC V371-232
ALSO LOTS 4 5 & 6 BLK 10 SEXTON'S ADD AS REC V50-324 EXC V413-580**

Site Address (es): (Site address may not be verified and could be incorrect. DO NOT use the site address in lieu of legal description.)

Select Detail -

Taxes

->

[Make Default Detail](#)[Printer Friendly Page](#)[View Property Info](#)

Sheet

[View Interactive Map](#)

0 Lottery credits claimed

Print tax
bills:**201820172016201520142013201220112010****Tax History**

*Click on a Tax Year for detailed payment information.

Tax Year*	Tax Bill	Taxes Paid	Taxes Due	Interest	Penalty	Total Payoff
2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2011	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total						\$0.00

If taxes are 3 years or more delinquent, please contact the Treasurer's office for additional fees due. (920) 929-3010

NOTE: Current year tax bills may not be processed by the county.

[Pay Taxes](#)

Interest and penalty on delinquent taxes are calculated to **May 31, 2019**.

Exhibit 6

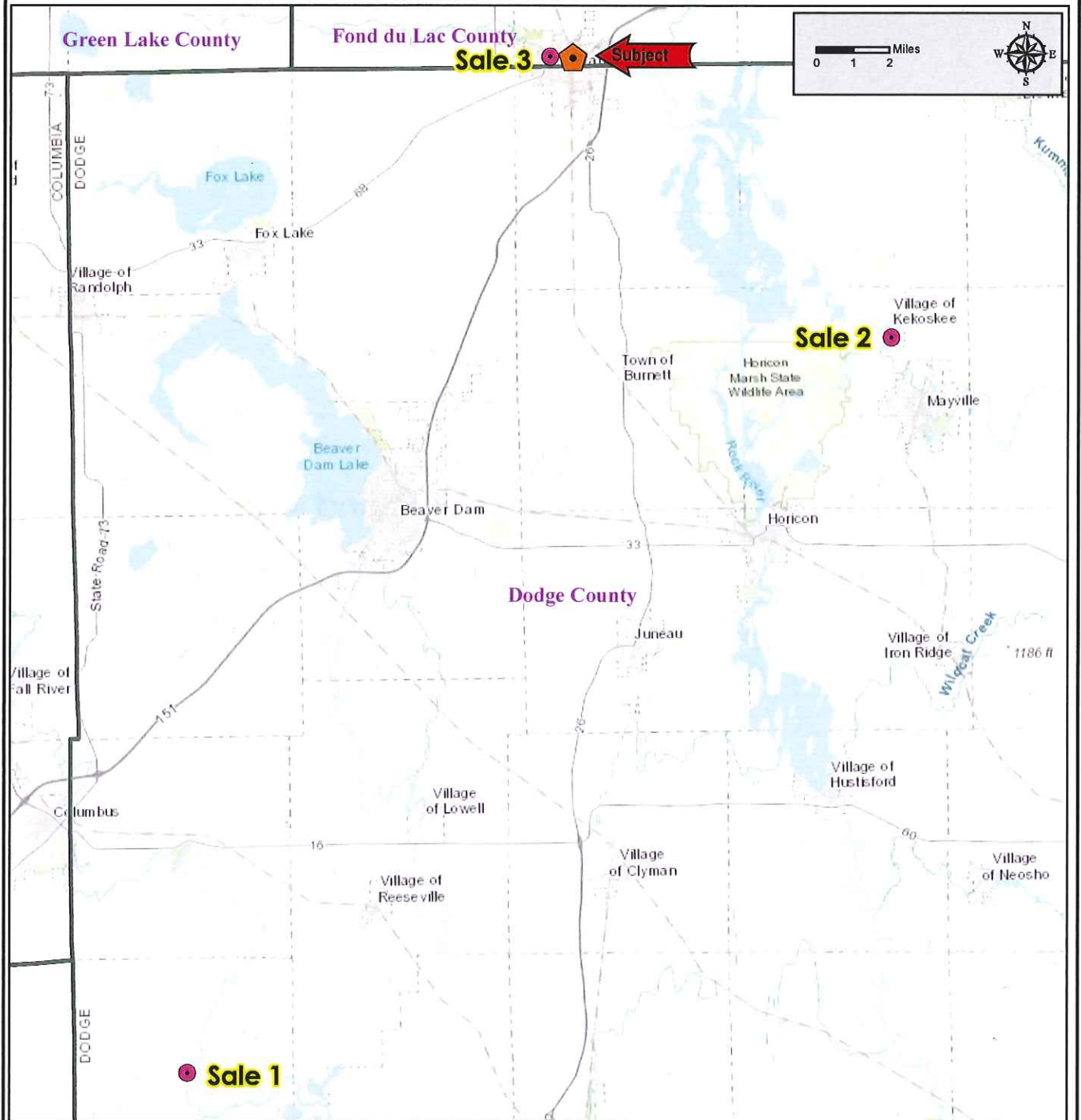
Sales Comparison Data and Maps



Subject Property
Part of Sec. 32, T14N-R15E
Fond du Lac Co., Wisconsin

Figure 5
Sales Location Map

STEIGERWALDT
 Your confidence lands here
 May 2019



Map Disclaimer:

This map is intended to provide a visual representation of property and geographic features. It is not a legal survey but a depiction of the property based on reasonably available information suitable for the intended purposes. This map shows the approximate relative location of property boundaries but was not prepared by a professional land surveyor. The use of this map is limited to applications consistent with the intent and accuracy of the map and source data. It may not be sufficient or appropriate for legal, engineering, or surveying purposes. No guarantees or warranties are expressed. This map is not a survey of the actual boundary of any property this map depicts.



Type of Property:
Vacant Residential Waterfront

Use at Inspection:
Residential

Sale Date:
02/07/2017

Doc Number:
1246941

Sale Price:
\$27,000.00

Improvement Value:
N/A

Land Value:
N/A

Time-Adjusted Sale Price:
\$28,920.38

Time-Adj. Land Value/Sq. Foot:
\$0.21



Total Sq Feet:
140,263

Sale Inspected By: Steve Kimble on May 23, 2019

Location: 3 miles northeast of Waterloo in southwestern Dodge County.

Grantor: Everett King and George P. King II

Grantee: Collin E. Westphal and Brooke E. Skarda

Confirmed To: Steve Kimble

Date Verified: May 22, 2019

Sale Price Confirmed by: ☐ Buyer ☐ Seller ☐ Broker ☒ Other

Document Type: Warranty Deed

Terms/Conditions: N/A

PROPERTY DATA

Legal Description: Part of the NWNW of Section 22, T9N-R13E, Town of Portland, Dodge County, Wisconsin.

Improvements: None

☒ Electricity ☒ Telephone ☐ City Sewer/Water **Access:** Town Road

Road Name: North Dalman Road

Zoning: Unzoned

Water Feature: Crawfish River

Frontage: 160

Utility Corridor: N/A

Primary Soil: Silty Clay Loam **Secondary Soil:** Loam

Topography: Rolling to Steep

☐ Mining

Percent Wooded: 80%

Percent Upland: 30%

Percent Tilled: 0

Primary Land Cover: Central Hardwoods

Secondary Land Cover: Swamp Hardwood

Comments:

The property is split crossed by Dalman Road. The area between the road and the river, about 65 percent of the property, is in the floodplain.

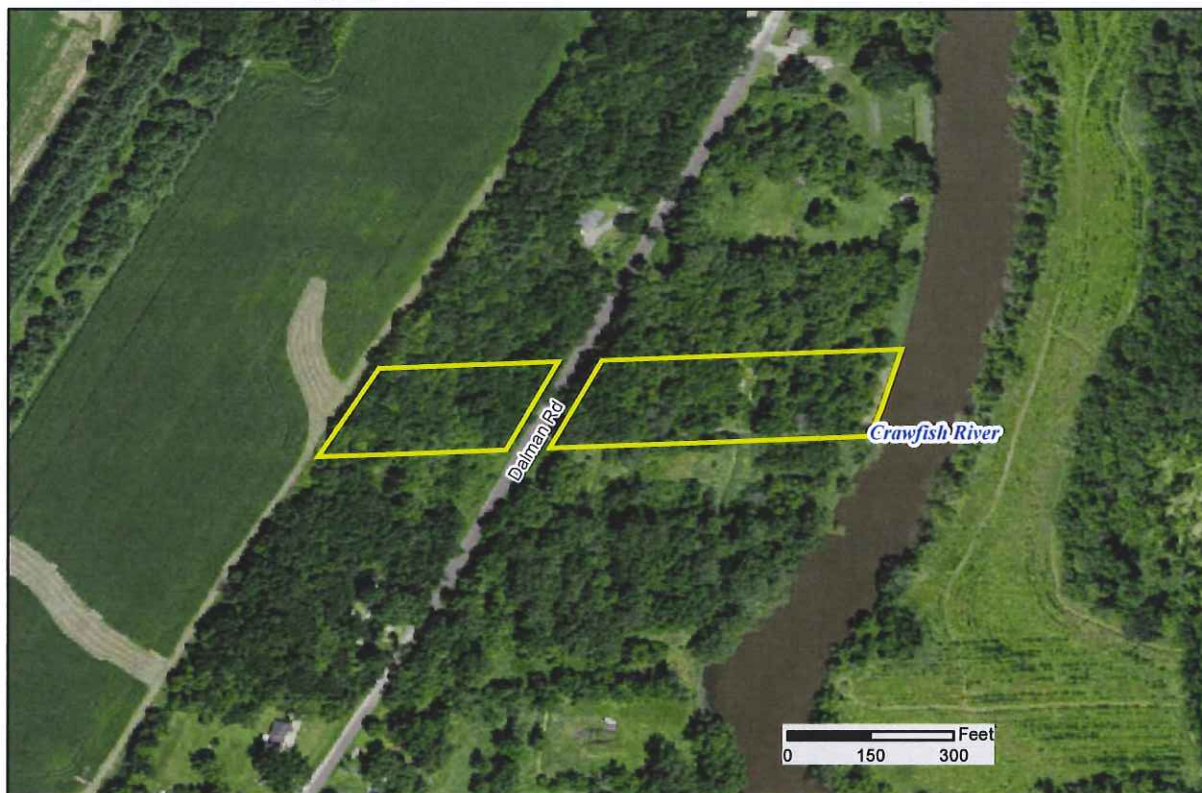
Sale Location Map

SLS 17827

T9N-R13E, DODGE COUNTY



2017 Aerial Photograph



Map Disclaimer:

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Type of Property:
Vacant Residential Waterfront

Use at Inspection:
Residential

Sale Date:
10/12/2017

Doc Number:
1256054

Sale Price:
\$60,000.00

Improvement Value:
N/A

Land Value:
N/A

Time-Adjusted Sale Price:
\$62,975.99

Time-Adj. Land Value/Sq. Foot:
\$0.36



Total Sq Feet:
174,240

Sale Inspected By: Steve Kimble on May 23, 2019

Location: In the village of Kekoskee in central Dodge County.

Grantor: Estate of Robert A. Delhardt

Confirmed To: Steve Kimble

Sale Price Confirmed by: ☐ Buyer ☐ Seller ☐ Broker ☒ Other

Document Type: Personal Representative's Deed

Grantee: Timothy N. and Tammy L. Casper

Date Verified: May 21, 2019

Terms/Conditions: N/A

PROPERTY DATA

Legal Description: Lot 2 of CSM 358, Volume 6, Page 112, Document No. 602402; being part of the SENE of Section 10, T12N-R16E, Village of Kekoskee, Dodge County, Wisconsin.

Improvements: None

☒ Electricity ☒ Telephone ☒ City Sewer/Water **Access:** Village Street

Road Name: County Road Y

Zoning: Unzoned

Water Feature: East Fork Rock River

Frontage: 285

Utility Corridor: N/A

Primary Soil: Silt Loam

Secondary Soil: Loam

Topography: Sloped

☐ Mining

Percent Wooded: 50%

Percent Upland: 100%

Percent Tilled: 0

Primary Land Cover: Central Hardwoods

Secondary Land Cover: Upland Grass

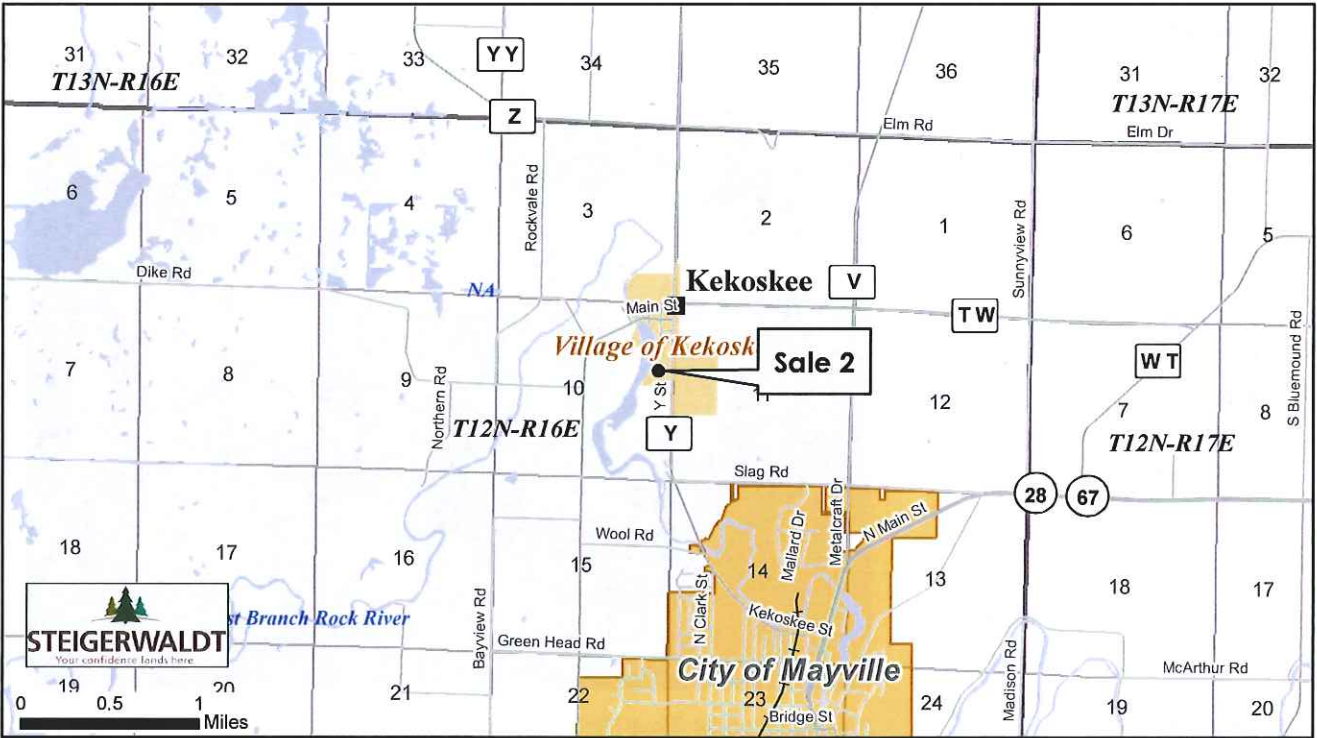
Comments:

The property slopes down from the road and is steep to the river bank.

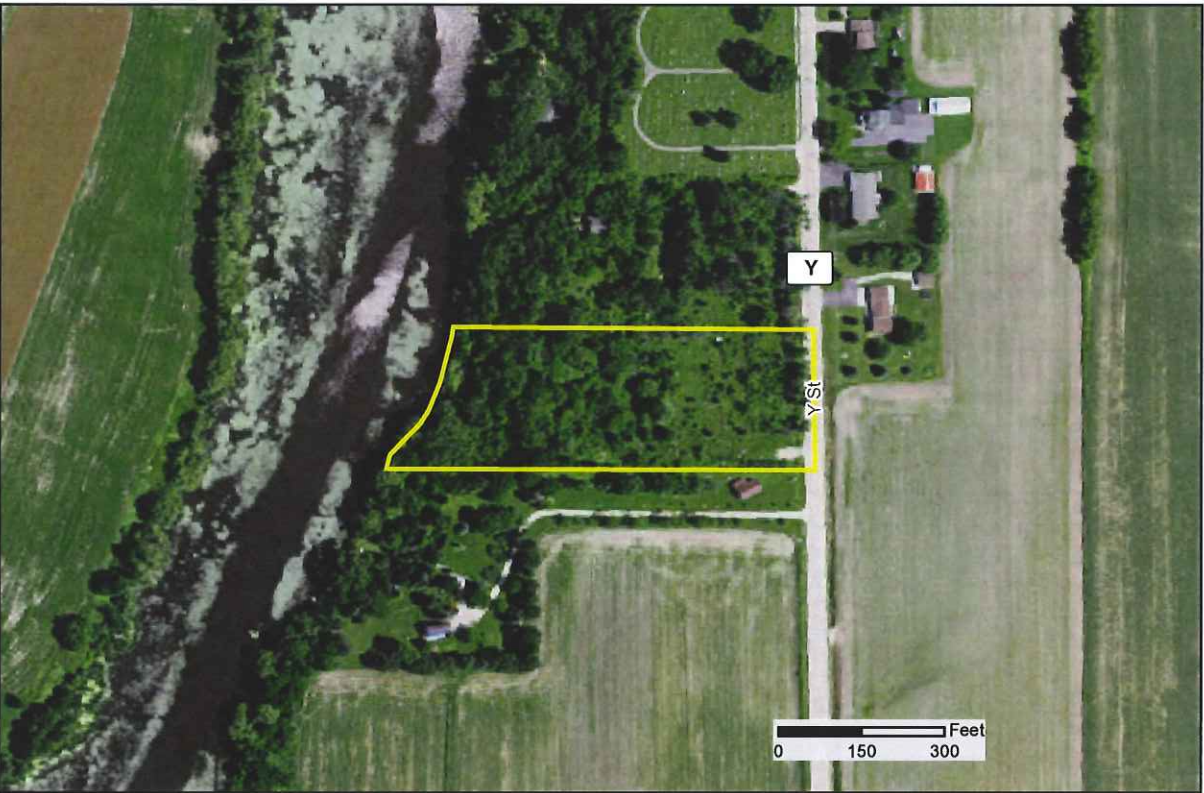
Sale Location Map

SLS 17826

T12N-R16E, DODGE COUNTY



2017 Aerial Photograph



Map Disclaimer:
This map is intended to provide a visual representation of property and geographic features. It is not a legal survey but a depiction of the property based on reasonably available information suitable for the intended purposes. This map shows the approximate relative location of property boundaries but was not prepared by a professional land surveyor. The use of this map is limited to applications consistent with the intent and accuracy of the map and source data. It may not be sufficient or appropriate for legal, engineering, or surveying purposes. No guarantees or warranties are expressed.
This map is not a survey of the actual boundary of any property this map depicts.



Type of Property:
Vacant Residential Waterfront

Use at Inspection:
Residential

Sale Date:
04/30/2019

Doc Number:
1112373

Sale Price:
\$22,500.00

Improvement Value:
N/A

Land Value:
N/A

Time-Adjusted Sale Price:
\$22,544.43

Time-Adj. Land Value/Sq. Foot:
\$0.64



Total Sq Feet:
35,284

Sale Inspected By: Steve Kimble on May 23, 2019

Location: In the city of Waupun in south central Fond du Lac County, Wisconsin

Grantor: Michael J. Martens

Grantee: Mark and Julie Nickel

Confirmed To: Steve Kimble

Date Verified: May 21, 2019

Sale Price Confirmed by: ☐ Buyer ☐ Seller ☐ Broker ☒ Other

Document Type: Warranty Deed

Terms/Conditions: N/A

PROPERTY DATA

Legal Description: Lot 6 of Parkview South Subdivision to the City of Waupun, Fond du Lac County, Wisconsin.

Improvements: None

☒ Electricity ☒ Telephone ☒ City Sewer/Water **Access:** City Street

Road Name: Harmsen Avenue

Zoning: Residential - R1

Water Feature: South Branch of the Rock River

Frontage: 122

Utility Corridor: N/A

Primary Soil: Silt Loam

Secondary Soil: N/A

Topography: Sloped

☐ Mining

Percent Wooded: 100%

Percent Upland: 100%

Percent Tilled: 0

Primary Land Cover: Central Hardwoods

Secondary Land Cover: N/A

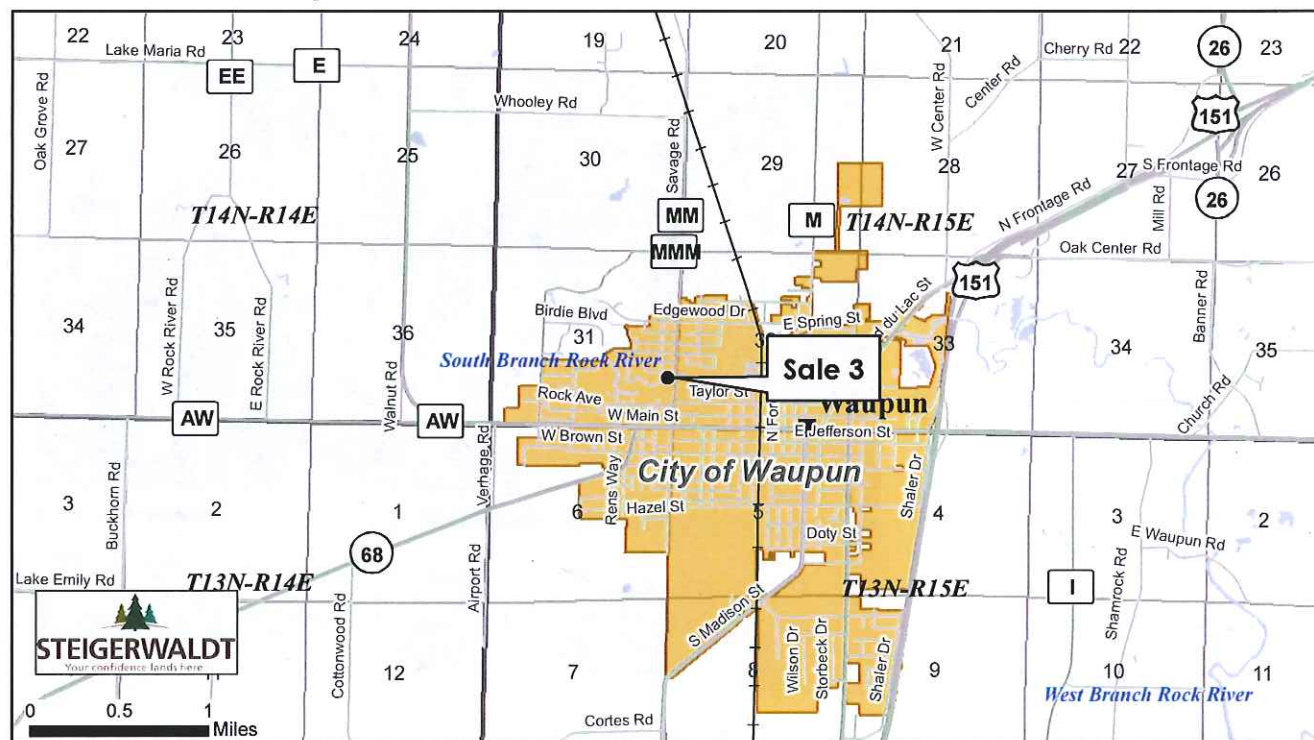
Comments:

A portion of the property is within the flood plain. A new house was being built on the property at the time of inspection.

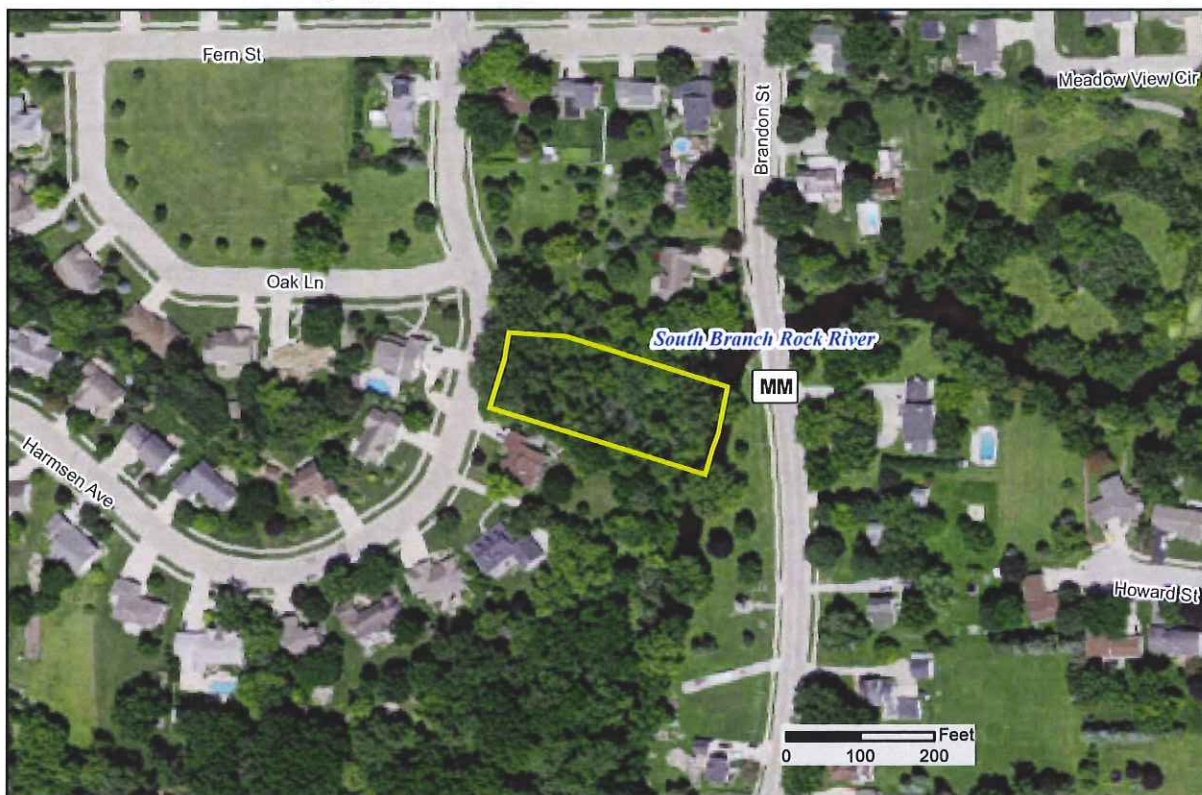
Sale Location Map

SLS 17825

T14N-R15E, FOND DU LAC COUNTY



2017 Aerial Photograph



Map Disclaimer:

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Exhibit 7

Qualifications



Qualifications of Edward F. Steigerwaldt President



Education: University of Michigan, 1970
Bachelor of Science, Forestry

Appraisal Institute, McKissock, IRWA, ASFMRA, Appraisal Education Academy, WI DOT and DNR, and other continuing education providers: Annual advanced classes on residential appraisals, income approach techniques, and Standards of Professional Appraisal Practice. Completed "Uniform Appraisal Standards for Federal Land Acquisitions" course on May 8, 2004.

Employment Period: 1970 to present – Owner and President since 1983

Experience:

Forester and real estate appraiser with over 45 years' experience. As owner of the Steigerwaldt companies, Mr. Steigerwaldt helps direct daily business management and directs the staff of appraisers, foresters, assistants, and land managers. His appraisal experience includes a wide variety of assignments including the appraisal of waterfront, recreation, forest land, residential, commercial, agricultural, and industrial property, as well as easements and individual trees and landscaping. He currently directs real estate appraisal projects throughout Wisconsin, Michigan, Minnesota, and other states when requested. Mr. Steigerwaldt has qualified as an expert witness in court proceedings in Wisconsin, Michigan, Minnesota, Oregon, and California. He has given numerous presentations covering real estate and tree appraisal. Mr. Steigerwaldt also has 30 years of experience as a Wisconsin tax assessor.

Expert Witness Testimony:

Mr. Steigerwaldt has appeared as an expert witness in over 150 jury trial and county commission hearings involving real estate valuation. Recent appearances include the following:

United States District Court, Western District of Wisconsin

Expert witness testimony for the U.S. Department of Justice

- Voyageurs National Park land acquisition
- Apostle Islands land acquisition
- North Manitou Island land acquisition

State Court Proceedings

Expert witness testimony for transmission line easement acquisitions

- Wisconsin Public Service Corporation acquisitions in Portage County Circuit Court and Brown County Circuit Court, Wisconsin
- Xcel Energy acquisitions in St. Croix County Circuit Court, Wisconsin
- American Transmission Company acquisitions in Clark, Dane, Marathon, Rock, Sawyer, Taylor, and Winnebago Counties, Wisconsin

Expert witness testimony for right-of-way acquisitions

- Department of Transportation acquisitions in circuit courts of Lincoln and Oneida Counties, Wisconsin
- Right-of-way acquisition testimony in Iron County, Wisconsin

Expert witness testimony for timber and real estate valuation

- Timber trespass litigation in Adams, Forest, Jackson, and Oneida Counties, Wisconsin
- Litigation involving private parties in Juneau County, Wisconsin
- Divorce proceedings in Pine County, Minnesota, and Lincoln County, Wisconsin
- Litigation involving private parties in Fort Wayne, Indiana

County Hearings

- Testimony in approximately 36 hearings before county condemnation commissions for parcels affected by a high-voltage transmission line in multiple counties in southwestern Wisconsin
- Testimony in four county condemnation hearings for parcels affected by a high-voltage transmission line in southeastern Minnesota
- County condemnation hearing testimony in Oneida County, Wisconsin

- County condemnations depositions in Florence County, Wisconsin
- Testimony before the Board of Review in Bayfield County, Wisconsin

Other Litigation Support

- Testimony before the Michigan Department of Environmental Quality
- Testimony before the California Franchise Tax Board
- Testimony for mediation between private parties in tree damage litigation in Texas

Publications:

- *Appraising Trees by Value Contribution – Right of Way Magazine*, May 2019
- *A Practical Guide to Tree Appraisal*, by Edward Steigerwaldt and Lee Steigerwaldt, published May 2012
- *Appraising Christmas Trees – American Christmas Tree Journal*, Fall 2012
- *Meeting the Challenge of the Fragmenting Forest – The Consultant Magazine*, Association of Consulting Foresters of America, Inc., Winter 2007
- *Estimating Individual Tree and Landscape Value by Contribution – The Consultant Magazine*, Association of Consulting Foresters of America, Inc., Winter 2001
- *The Unique Appraisal Assignment in the Boundary Waters Canoe Area Wilderness – The Consultant Magazine*, Association of Consulting Foresters of America, Inc., Winter 2002

Recent Presentations:

- *Basic Principles of Forest Land Appraisal – American Society of Farm Managers and Rural Appraisers*, Duluth, Minnesota, June 2018
- *Basic Principles of Tree Appraisal – Minnesota Shade Tree Conference*, Minneapolis, Minnesota, March 2017
- *Basic Principles of Tree Appraisal – International Right of Way Association*, Appleton, Wisconsin, October 2016
- *Basic Principles of Tree Appraisal – Minnesota Department of Transportation*, Brainerd, Minnesota, September 2016
- *Study of High Voltage Transmission Line Effect on Commercial Land Value – International Right of Way Association*, Wausau, Wisconsin, June 2016
- *Tree and Landscape Appraisal – Montana Nursery and Landscape Association*, Billings, Montana, January 2013
- *Tree Appraisal Class – American Society of Farm Managers and Rural Appraisers*, Tomahawk, Wisconsin, October 2012
- *Christmas Tree, Shade Tree, and Landscape Appraisal – Association of Consulting Foresters*, Louisville, Kentucky, June 2012
- *Tree Appraisal Workshop – Maine Chapter of the Association of Consulting Foresters*, Portland, Maine, November 2009
- *A Real Estate Professional's View of Tree Appraisal – American Society of Consulting Arborists*, Tucson, Arizona, December 2008

Certifications:

Wisconsin Certified General Appraiser No. 293
 Minnesota Certified General Appraiser No. 20183266
 Michigan Certified General Appraiser No. 1201001969
 Wisconsin Real Estate Broker License No. 6461-90

Professional Associations:

International Right-of-Way Association
 Association of Consulting Foresters of America – Past Financial Director, Past President (2006-2008)
 Society of American Foresters
 Wisconsin Silviculture Guidance Team – Member (2013-present)
 State of Michigan Registered Forester
 Wisconsin Christmas Tree Growers Association – Past President and Director
 Past ACF Representative for American Tree Farm System (2004-2005)
 Xi Sigma Pi, Scholastic Honor Society
 University of Michigan – Society of Les Voyageurs

**Qualifications of
Steven R. Kimble
Appraisal Assistant**



Education:

University of Wisconsin-Stevens Point, 1995
Bachelor of Science, Geography
GIS/Cartography Option

Employment Period:

2010 to present

Memberships and Certifications:

Completed all educational and experience requirements for Certified General Appraiser license in Wisconsin.

Experience:

Steve works as an Appraisal Assistant and specializes in utility easement appraisals, waterfront properties, hunting land, large tracts of forestland, and agricultural land. Steve earned a Bachelor of Science degree in Geography – Cartography/GIS Option from the University of Wisconsin-Stevens Point. Steve's previous work as a GIS professional assists him with his current job of assisting appraising vacant land all over Wisconsin, Michigan, Minnesota, and beyond.

In his free time, Steve enjoys almost any outdoor activity including hunting, fishing, canoeing, skiing, and backpacking.



COMPENSATION SUMMARY

ATC File Number: City of Waupun 2019

Date: July 29, 2019

LANDOWNER INFORMATION:

OWNER: CITY OF WAUPUN

Address: 201 E MAIN STREET, WAUPUN, WI 53963

Phone #: 920-324-7918

Easement (appraisal) *	\$ 350.00
Total Compensation	\$ 350.00

* Per appraisal prepared by Steigerwaldt Land Services, Inc. dated June 5, 2019



AGENDA SUMMARY SHEET

MEETING DATE: 8/13/19

TITLE: **Consideration of Class B Liquor and Fermented Malt Beverage License - Jeff Collien**

AGENDA SECTION: **CONSIDERATION - ACTION**

PRESENTER: Angela Hull, Clerk

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

ISSUE SUMMARY:

At the June 11, 2019 Common Council meeting, Jeff Collien of ABBJ & Investments LLC, applied for a Class B Liquor and Fermented Malt Beverage License for the business, Wine and Unwined, located at 310 E. Main Street, Waupun. At the time of the application, construction of the premises and inspections were not complete. Due to this, the Council approved the license contingent upon approval of inspections and all payments and delinquencies owed to the City be paid in full, not to exceed sixty (60) days. Motion carried 6-0 on roll call.

The sixty-day extension concluded on August 10, 2019.

STAFF RECOMENDATION:

The Common Council may extend the deadline additional days or let the application expire and Mr. Collien would need to reapply.

ATTACHMENTS:

None

RECOMENDED MOTION:

OPTIONS

1. Motion to approve the Class B Liquor and Fermented Malt Beverage License to Jeff Collien of ABBJ & Investments LLC for the business Wine and Unwined, located at 310 E. Main Street, Waupun contingent upon approval of inspections and all payments and delinquencies owed to the City be paid in full, not to exceed an additional (# of days).
2. Do nothing and the application is expired and the license must be reapplied for.

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AGENDA SUMMARY SHEET

MEETING DATE: 8/13/19

TITLE: **Consideration to Award a Request for Proposal for the Housing Study and Needs Analysis Services**

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Sarah VanBuren, Community and Economic Development Coordinator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Develop a housing plan based on recommendations identified in the 2040 Comprehensive Plan	\$20,000 (2019 budget includes \$20,000 for this project)	

ISSUE SUMMARY:

The City issued an RFP for services to develop a housing study based on recommendations identified in the 2040 Comprehensive Plan. The basis for this work is to assist elected officials, City staff, stakeholders, and community members develop a meaningful sense of the housing market, as well as an understanding of the key housing issues and how they affect the City.

Volunteers from the Waupun Community Aging Coalition reviewed the three proposals submitted (Cedar Corporation, Martenson & Eisele, and MSA) in response to the RFP. The review panel requested staff to conduct follow-up interviews for two (Cedar Corporation and MSA) of the three firms. Based on the information received during the follow-up interviews, and favorable reference checks, the review panel endorsed the proposal from Cedar Corporation for recommendation to the Waupun Common Council for approval.

STAFF RECOMMENDATION:

Approve contract for Cedar Corporation as presented with a dollar amount not to exceed \$20,000.

ATTACHMENTS:

Proposals from Cedar Corporation, Martenson & Eisele, and MSA

RECOMENDED MOTION:

Motion to award the request for proposal to Cedar Corporation to provide the Housing Study and Needs Analysis Services in an amount not to exceed \$20,000.

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Proposal
to provide
Housing Study and
Needs Analysis Services
for
the City of Waupun

Submitted by :
Cedar Corporation

(800) 472-7372
www.cedarcorp.com



Submitted to:
Angela Hull
City Clerk

City of Waupun
201 E. Main Street
Waupun, WI 53963

(920) 324-7915
angie@cityofwaupun.org

July 24, 2019

Angela Hull
Clerk, City of Waupun
201 E. Main Street
Waupun, WI 53963

Dear Ms. Hull:

Thank you for the opportunity to assist the City of Waupun by providing planning services to complete a Housing Study and Needs Analysis. We have assembled a team for this project who have conducted housing related studies and development plans, served on a regional housing taskforce, and worked with communities and agencies to plan for affordable housing throughout the State of Wisconsin. We believe this broad range of experience will fit well with the needs of your project.

Cedar is proposing a Project Team of senior level leaders supported by additional planning staff, as needed. Patrick Beilfuss, Senior Planner, will be our contact during the proposal process and will also serve as project manager. He and others on our Project and Support Teams have extensive planning and facilitation experience.

- **Patrick Beilfuss**, Senior Planner, has over 18 years of planning experience working with various municipal clients and providing services such as data collection and interpretation, report writing, meeting facilitation, opinion surveys, and project management. **100% Availability**
- **Seth Hudson**, Certified Economic Development Finance Professional, has over 19 years of economic development experience working with public and private entities on business attraction, expansion, and retention projects along with community facilitation and strategy development. **75% Availability**
- **Ken Jaworski**, Senior Consultant, has over 30 years of experience in community comprehensive planning and also assists with public meeting facilitation, planning and zoning administration, GIS mapping, business development, and contract negotiation and execution. **50% Availability**
- **James Erickson**, Planner, has two years of experience which includes mapping, geoprocessing and spatial analysis, process automation, data collection and interpretation, and review of municipal ordinances. **75% Availability**

Cedar is prepared to begin working with the City of Waupun upon notification of selection. The project shall generally be undertaken over an approximate 12-week period with a proposed start date of September 2, 2019 and completion by November 29, 2019. Major milestones and dates are provided in our timeline.

Qualifications

Our planning team has an extensive resume of planning projects (approximately 30 annually) in the areas of community development and economic development. We have provided our most recent and relevant project descriptions for your review in this proposal.

Project Management

Our project management approach for this project will include:

- Identifying a wide range of housing stakeholders and talking with them to understand their needs and challenges
- Gathering housing and employment data to provide the best understanding of current housing conditions and future needs
- Sharing information to increase an understanding of housing needs
- Involving stakeholders and City staff throughout the process
- Providing solutions to allow the City to identify specific steps to meet housing needs

Terms and Conditions

We are confident the City of Waupun will benefit from our experience in providing a wide variety of planning services to communities throughout Wisconsin. Per your request, Cedar Corporation accepts all terms and conditions contained in the request for proposal.

We look forward to meeting with you to further discuss your project.

If you have any questions, please contact Patrick Beilfuss at 800-472-7372.

Sincerely,



Patrick Beilfuss
Project Manager and Senior Planner
patrick.beilfuss@cedarcorp.com

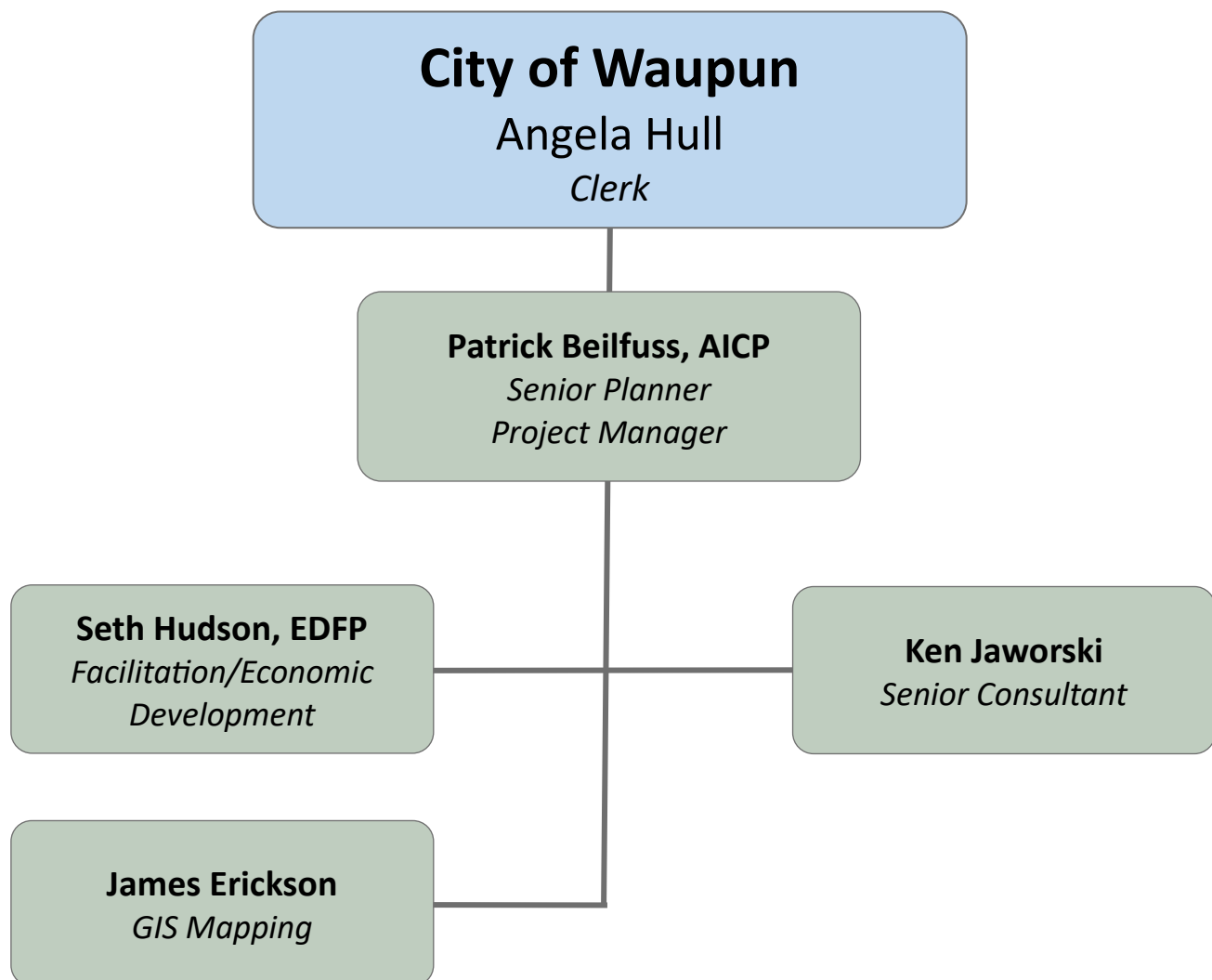


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- WATER RESOURCE SERVICES
- ENVIRONMENTAL SERVICES
- LANDSCAPE ARCHITECTURE
- GRANTS/FUNDING ASSISTANCE
- PLANNING/ECONOMIC DEVELOPMENT





Patrick Beilfuss, AICP
Senior Planner

Patrick Beilfuss is a member of the American Institute of Certified Planner and has over 18 years of planning experience. His experiences include; data collection and interpretation, report writing, meeting facilitation, opinion surveys, and project management. Patrick was the lead in working with the City of Eau Claire Housing Division to complete the 2018 Analysis of Impediments to Fair Housing Choice. Patrick was a member of the Chippewa Valley Housing Taskforce assembled to address affordable housing in the area and has developed conceptual site plans for affordable/workforce housing projects.

Education

BA in Human Geography: University of Minnesota (1995)

Associate Degree in Geographic Information Systems: Chippewa Valley Technical College (2000)

Total Experience: Since 2000



Seth Hudson, EDFP
Senior Manager of Economic and Community Development Services

Seth Hudson is a Certified Economic Development Finance Professional, with over 21 years of economic development experience working with public and private entities on redevelopment and affordable housing projects. Seth has worked with affordable housing developers to identify sites and funding options to facilitate development. In 2018, he organized Momentum West's Workforce Housing Forum that focused on the needs and hindrances to developing workforce housing in the 10 county West Central Wisconsin Region.

Education

Certified Economic Development Finance Professional (EDFP), National Development Council (2003)

Graduate of Economic Development Institute (EDI), Certified Economic Developer Program (2001)

BA in Economics and Political Science: University of Southern Maine (1996)

Total Experience: Since 1997



Ken Jaworski
Senior Consultant

Ken Jaworski is new to the Cedar Corp team, but brings over 30 years of experience in community comprehensive planning, land use, natural resource management, park planning, and farmland preservation. Ken is an accomplished facilitator and presenter having led conference presentations for WTA, WAPA, and various other organizations. He is knowledgeable in zoning ordinance development and zoning administration. Ken has extensive experience developing fundraising strategies for 501c3 non-profit organizations including planning giving, underwriting, and sponsorships. Ken has served as project manager, facilitator, author or co-author in the development of over 80 Comprehensive Plans within Wisconsin's Smart Growth requirements.

Education

Bachelor of Science Regional Analysis, Co-Major in Geography: UW-Green Bay (1982)

Total Experience: Since 1983



James Erickson
Planner

James Erickson is a member of Cedar Corporation's Planning Team. James' experience includes mapping, geoprocessing and spatial analysis, process automation, data collection and interpretation, and review of municipal ordinances.

Education

BS in Geography and Anthropology: University of Wisconsin—Eau Claire

Associate Degree in Liberal Arts and Sciences: University of Wisconsin—Barron County

Total Experience: Since 2017

Scope of Services

Cedar Corporation understands that the City of Waupun desires to conduct a housing study and needs assessment to help elected officials, City staff, stakeholders, and community members develop a meaningful sense of the housing market, as well as an understanding of key housing issues and how they affect the City of Waupun.

The study will include an assessment of existing housing conditions, demographic and market demands, identification of critical housing gaps and issues, identification of any current and anticipated unmet housing needs, and provide an outlook toward anticipated housing demands over the next ten or more years. The study will be used to identify area, City, and neighborhood focused housing priorities and provide policy alternatives and intervention strategies the City can use to guide decision making for future housing needs.

The study should help answer the following questions:

1. How will anticipated economic, employment, and population growth impact housing demand, especially when it comes to sensitive populations and workforce housing needs?
2. What are the current, 5-year, and 10-year housing needs in the City? Where do gaps exist in terms of types and/or price range? Where should the needed housing types be located?
3. Does Waupun have the right balance between owner-occupied and rental housing? If not, what strategies could be employed to improve the balance?
4. What impact is the addition of new multi-family housing structures likely to have on aged rental housing stock?
5. What are the City's strategic options for promoting or attracting market rate developers, especially those willing to build speculative homes? What housing demand will likely not be met without incentives, if any?
6. How are workforce and sensitive population housing needs impacted in terms of price and community livability? What steps can be done by the City to remedy that?
7. What strategies and programs should Waupun pursue or provide for the development and/or redevelopment of necessary housing within the community? How should the community maximize the use of limited public funds to support the potential housing market?
8. How can community partners (e.g. major employers, hospital, school district) support Waupun as the community of choice, and the preferred location for employees to live? How can community partners support the development of quality housing or rehabilitation of existing housing in Waupun?
9. Does the current City code and zoning allow for the recommended strategies? If not, what are the recommended best practices?

The Housing Study and Needs Analysis will contain:

1. Demographic review and projects with special attention to poverty, homelessness, sensitive populations, disabled, etc. and identify any concentrated areas of poverty with regard to developing fair housing policies
2. Inventory of existing housing stock
3. Housing needs analysis and prioritization
4. Summary of results from focus groups, surveys, and interviews with stakeholders
5. Recommendations:
 - City Code/Zoning Changes
 - Housing Assistance Programs
 - Housing Related Investments
 - Marketing Efforts
6. Examples of innovation housing programs in similarly situated communities

Proposed Management Approach

Facilitation Approach and Coordination of Public Input

Cedar Corporation has been providing facilitation services to its clients for over 40 years. We believe active consensus building that engages the client, stakeholders and community is of the utmost importance when working on a project. We use the Consensus Organizing Model for meeting facilitation.

Consensus Organizing Model:

This model engages participants in a creative and participatory manner. Using this model, participants can develop relationships with each other to collaboratively create their own agenda and develop a joint process for working together in ways that are mutually beneficial and of broad interest to the community as a whole. This approach provides community stakeholders and leaders with a shared sense of empowerment and leverages the talents and expertise of each member. When members have a voice in the process, they are less likely to oppose group decisions and will often develop a vested, sustainable interest in the outcomes.

Depending on the project, we will bring in one or more additional facilitation techniques in order to drive results. Some of the more common techniques are: brainstorming, multi-voting, nominal group, consensus, flow charting, interviews, and strategic doing, to name a few.

In the end, we strive to create a process that is:

1. Compatible, with Waupun's goals
2. Feasible, within your strengths and weaknesses
3. Implementable, based on available leadership and resources
4. Change making, by addressing difficult and urgent challenges
5. Innovative, that enables forward movement

Throughout the planning process, opportunities for public input will be achieved utilizing the following ways:

1. Posting public meetings and agendas
2. Conducting an online survey
3. Newspaper articles
4. Providing information on the City's website

When we identify stakeholders, this will include any citizen boards or committees who will be invited to take part in the interviews and review of the findings and recommendations.

Communication

Cedar Corporation's trademark quality is to listen to our clients, understand the project from their perspective, and respond in a timely manner. We want to learn and understand your wants, needs, and expectations. We seek to create an environment that allows various stakeholders to work together and develop mutually acceptable solutions. To achieve this goal, our process includes focused discussions and follows a well-defined agenda and encourages open communication. This process allows us to efficiently gather all the available information and ideas and then review them to complete a thorough evaluation of the challenge.

Communication is key to any relationship as is access; our staff is reachable at any time via email, phone (work or cell), or text.

Proposed Management Approach

Project Management and Quality Control

- *Project Team* - Our integrated project team will provide a full array of expertise to assure the best information and most cost-effective solutions during the facilitation process.
- *Quality* - Quality is achieved through a team work environment which includes peer reviews, state-of-the-art software and equipment, and quality assurance review during the facilitation process.
- *Timeliness* - Proven processes in place to establish realistic milestones and to monitor progress through regular communication among all parties involved and frequent detailed status reports to the client through the facilitation process.
- *Cost* - Structured project management to maintain control of the project, yet have the ability to make modifications so your changing goals can be met.

Methodology to Monitor Project Budgets and Schedules

We will closely oversee the project scope, schedule, and budget throughout the entire project.

- *Budgets and Schedule* - Many of our clients are small communities with limited funds. We ensure that the project adheres to the stated schedules, scope and budgets while meeting the client's expectations and desires for the project. During community visits, we will schedule multiple meetings during the day to maximize our time and minimize travel related expenses.
- *Change orders* - Over the years we have worked on behalf of our client communities to review third party scopes, contracts, and related change orders. Through our experience and experienced staff, we have the in-house experience and knowledge to evaluate change orders and determine the need for them and appropriate corresponding costs

Dispute Resolution

We use consensus building to bring diverse requests from different organizations and departments together, exploring how each influences the others, and guiding clients through a dynamic process that aims to establish goals and directions while gaining consensus throughout all levels of the stakeholder's respective organizations.

Timeline/Milestones

The Cedar Project Team proposes the following timeline and milestones:

TASK	PROPOSED COMPLETION DATE
1. Kick-off Meeting with City Staff; Identify Key Stakeholder and Data Needed	September
2. Conduct Stakeholder Interviews; Review Existing Planning Document and Reports, Collect Data	September-October
3. Summarize Findings, Review with City Staff and Stakeholders	October-November
4. Present Housing Study and Needs Analysis Report to City Council	November



Anticipated Costs of Service

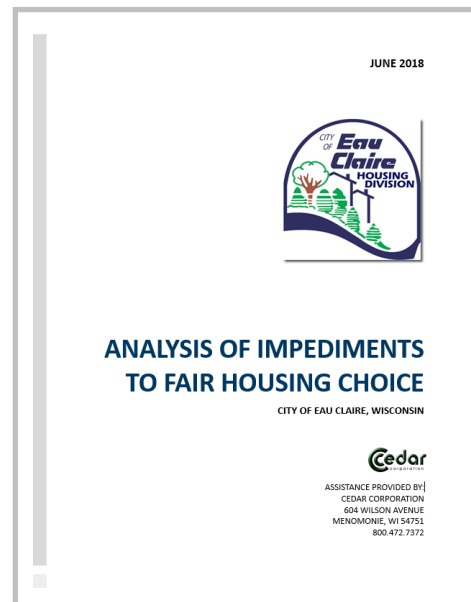
Our scope of services is based on a fee not to exceed approach. We have combined the tasks needed to ensure that each task in the proposed timeline can be completed as stated. However, we can shift dollar amounts between the tasks as needed to meet the overall needs of the project.

Task 1	Kick-off Meeting with City Staff	\$2,500
Task 2	Stakeholder Interviews; Review of Existing Documents	\$10,000
Task 3	Summarize Findings; Review with Staff and Stakeholders	\$6,000
Task 4	Present Report to City Council	\$1,500
Total		\$20,000

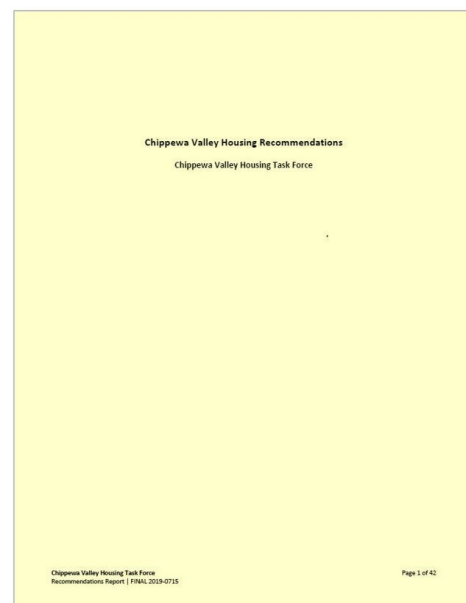
Representative Projects

Our Project Team members have worked on several recent projects that have similar requirements and tasks that we believe qualify Cedar Corporation to perform the tasks needed for the Consolidated Plan update. A brief summary of these projects are provided below.

PROJECT: Analysis of Impediments of Fair Housing Choice 2018
CLIENT: City of Eau Claire
LOCATION: Eau Claire, Wisconsin
CONTACT: Keith Johnathan, Housing Authority Executive Director, 715-839-4953
COST: \$5,750
DESCRIPTION: Cedar Corporation completed the Analysis of Impediments of Fair Housing Choice for the City of Eau Claire Housing Authority. The Analysis provided an assessment of City policies, programs, and U.S. Census data in order to identify trends and conditions that can impact the ability of low to moderate income residents to find affordable housing. The Analysis identified eight impediments to fair housing choice and recommended actions that can be implemented to address the impediments.



PROJECT: Chippewa Valley Housing Task Force 2018-2019
CLIENT: City of Altoona and City of Eau Claire
LOCATION: Chippewa County and Eau Claire County, Wisconsin
CONTACT: Josh Clements, City Planner, 715-839-6092
COST: Volunteer Services, Estimated Value: \$5,000
DESCRIPTION: Project Team members Patrick Beilfuss and Seth Hudson were members of the Chippewa Valley Housing Task Force, a voluntary group of stakeholders collaborating to better understand area housing challenges, investigate solutions and encourage interdisciplinary cooperation to increase affordable housing. The Task Force identified factors that limit housing affordability and contribute to rising costs of living, investigated potential solutions, and generated recommendations to foster collaboration to increase affordable housing. Cedar Corporation provided data analysis that looked at the relationship between job trends, housing values, and affordability.



Representative Projects

PROJECT: Village of Hilbert Village-Wide Development Plan 2018
CLIENT: Village of Hilbert
LOCATION: Hilbert, Wisconsin
CONTACT: Dennis DuPrey, Village Administrator/Clerk, 920-853-3241
COST: \$50,000

DESCRIPTION: The Village of Hilbert contracted with Cedar Corporation to assess the needs of the community, evaluate utilities to accommodate growth, and to create strategies to increase commercial, industrial, and residential development. Cedar Corporation hosted a housing forum and invited area realtors, developers, contractors, property managers, business owners, and school district officials to discuss the employee needs of industry and the lack of new residential development. Cedar Corporation created a conceptual site plan for single family and multi-family housing, cost estimates to extend utilities to serve the development, and identified incentives to act as a catalyst for residential growth.



VILLAGE-WIDE DEVELOPMENT PLAN

Village of Hilbert, Calumet County, Wisconsin



PROJECT: City of Washburn Development Plan for City-Owned Properties 2016
CLIENT: City of Washburn
LOCATION: Washburn, Wisconsin
CONTACT: Scott Kluver, City Administrator/Clerk, 715-373-6160
COST: \$13,250

DESCRIPTION: Cedar Corporation assisted the City of Washburn to identify the best use for city-owned properties. Cedar staff conducted an inventory of existing commercial buildings and vacancy rates, industrial park capacity, and housing demand. Realtors were interviewed to gain an understanding of what types of housing people were looking for when searching in Washburn, price range and whether they were finding housing that met their needs. Cedar Corporation provided an analysis of housing affordability rates, local incomes, and existing housing stock to identify housing type needs and created a housing development concept that the City is using to market to affordable housing developers.

Development Plan for City-Owned Properties



Prepared for the:
**The Washburn Development Authority &
 The City of Washburn**

With assistance from:



604 Wilson Avenue
 Menomonie, WI 54751
 1-800-472-7372

June 2016

Representative Projects

Comprehensive Plans

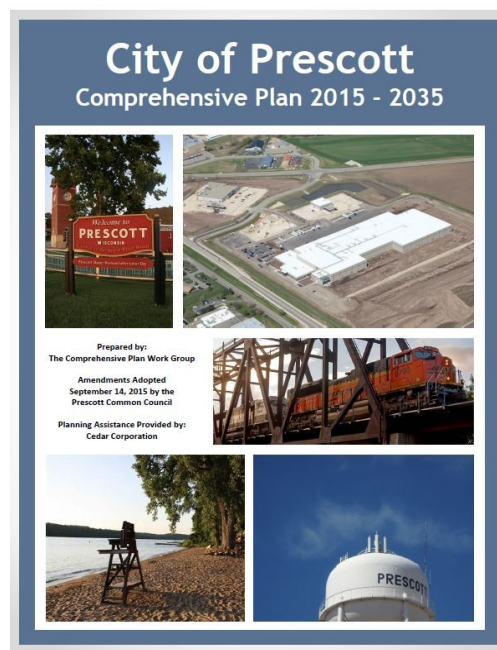
Cedar Corporation has assisted numerous communities with the creation of their Comprehensive Plans. The Comprehensive Plan acts as a community's long range plan for the future growth and development and establishes goals, objectives, and action steps to be implemented to realize the community's vision. It is comprehensive in the sense that it looks at a wide variety of community "elements" and how they are interwoven. Analysis included in the development of a Comprehensive Plan include population forecasts, housing forecasts, income levels, and other demographic data to determine housing needs over a 20-year period. Parcels are classified by use to determine areas best suited for future residential development or properties best suited for redevelopment.

Community Development Block Grant-Public Facilities Applications and Grant Administration

Cedar Corporation provides engineering and planning services for several communities that have high percentages of low to moderate income residents. Cedar staff help these communities to prioritize municipal projects to protect the health, safety, and welfare of residents and write and submit the grant applications on behalf of the community. After grants are awarded and contracts are signed, the project can begin. Cedar Corporation administers these grants per HUD standards.

Community Development Block Grant-Housing

Cedar Corporation's housing staff currently works with 29 communities managing their respective Housing Rehabilitation Programs, Down Payment Assistance Programs, and Landlord Rehabilitation Programs for low to moderate income individuals and families. Cedar is involved in all stages of the process including processing applications, performing home inspections, assuring projects meet HUD program guidelines for funding, prepare loan documents, monitor improvements through completion of construction to assure adherence to federal guideline, and file online the annual CDBG Housing Revolving Loan Fund Activity Report on behalf of the municipality.



The below references represent clients in the last three (3) years that Cedar Corporation has updated local planning documents that included information gathering, public meetings, mapping, interviews, drafting documents, and final presentations and deliverables. The timeframes ranged from three to twelve months.

City of Eau Claire

City Housing Authority
Keith Johnathan
Housing Authority Executive Director
2020 Prairie Lane
Eau Claire, WI 54703
715-839-4943

City of Altoona

Chippewa Valley Housing Task Force
Joshua Clements
City Planner
1303 Lynn Avenue
Altoona, WI 54720
715-839-6092

Village of Hilbert

Comprehensive Outdoor Recreation Plan Update
Dennis DuPrey
Administrator/Clerk Treasurer
26 N 6th Street, PO Box 266
Hilbert, WI 54129
920-853-3241

City of Washburn

Development Plan
Scott Kluver
City Administrator/Clerk
119 Washington Avenue
Washburn, WI 54891
715-373-6160