



A G E N D A
CITY OF WAUPUN SPECIAL COMMON COUNCIL
City Hall Council Chambers 201 E. Main Street,
Waupun WI
Tuesday, August 30, 2022 at 6:00 PM

The Waupun Common Council will meet In-person, virtual, and teleconference. Instructions to join the meeting are provided below:

Join Zoom Meeting: <https://us02web.zoom.us/j/84082497238?pwd=ZVphTWNKMTVxQlFyMHOrQThjOGRrQT09>
Dial by your location: 1 312 626 6799

Meeting ID: 840 8249 7238
Passcode: 478959

CALL TO ORDER

ROLL CALL

JONATHON VENHUIZEN-FOND DU LAC COUNTY SUPERVISOR DISTRICT 7 UPDATE

CONSENT AGENDA

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

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

2. Certified Survey Map Review of Kari Pattee for properties at 19 and 23 S. Madison St. (*Plan Commission 8-24-22*)
3. Ordinance to Annex Real Estate Located in the Town of Chester to the City of Waupun (State Road 26 #010-1315-0922-000) (*Plan Commission 8-24-22*)

CONSIDERATION - ACTION

4. Award Bid for Asphalt Paving S. West Street (W. Main Street to W. Brown Street) (*Roll Call Motion*)

DISCUSSION FOR POSSIBLE FUTURE CONSIDERATION

5. Aerial Ladder Truck Strategy
6. Public Safety Building Long-Range Strategy
7. 2023 Budget Workshop (Capital and Equipment)
8. ARPA Spending Priorities
9. Ordinance - Shipping Containers
10. Use of Technology and Communications System Policy
11. Social Networking Policy

CLOSED SESSION

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

12. Mitchell v. City of Waupun

OPEN SESSION

ACTION FROM CLOSED SESSION

ADJOURNMENT

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



AGENDA SUMMARY SHEET

MEETING DATE: 8/30/22

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

AGENDA SECTION: CONSENT AGENDA

PRESENTER: Angela Hull, Clerk

ISSUE SUMMARY:

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

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

Tuesday, September 13, 2022	Common Council	6:00pm
Tuesday, September 27, 2022	Committee of the Whole	6:00pm
Tuesday, October 11, 2022	Common Council	6:00pm
Tuesday, October 25, 2022	Committee of the Whole	6:00pm
<i>Tuesday, November 8, 2022</i>	<i>Common Council</i>	<i>6:00pm Election</i>
Tuesday, November 29, 2022	Committee of the Whole	6:00pm
Tuesday, December 13, 2022	Common Council	6:00pm
Tuesday, December 27, 2022	Committee of the Whole	6:00pm

License and Permit Applications

Operator License:

Doryn Bastida

Temporary Class B

Waupun Community Players- Musical Comedy Murders of 1940 Play on October 14 and 15 in the City Hall Auditorium

Soda License

Waupun Community Players - Musical Comedy Murders of 1940 Play on October 14 and 15

Waupun Chamber– Volksfest September 10, 2022

Dairy License

Waupun Chamber – Volksfest September 10, 2022

ATTACHMENTS:

Expense Report(s)

RECOMENDED MOTION: Motion to approve the Consent Agenda. *(Roll Call)*

Report Criteria:

Report type: Summary

Check Issue Date	Check Number	Payee	Amount
08/25/2022	104373	AMAZON CAPITAL SERVICES	682.32
08/25/2022	104374	AIRGAS USA, LLC	1,679.01
08/25/2022	104375	ARMGA, BARB	294.11
08/25/2022	104376	ARMGA, RANDY	200.90
08/25/2022	104377	AT&T MOBILITY	887.65
08/25/2022	104378	BADGER ENVIRONMENTAL SERV.	75.00
08/25/2022	104379	BISHOP'S DETAIL SERVICES	400.00
08/25/2022	104380	BODA, SUSAN	210.70
08/25/2022	104381	BOERSON, ANN C.	132.30
08/25/2022	104382	BOUWKAMP, DARLENE	323.51
08/25/2022	104383	BROWN CAB SERVICE INC	10,912.42
08/25/2022	104384	CAPITAL NEWSPAPERS	307.30
08/25/2022	104385	CAREW CONCRETE & SUPPLY INC	1,356.00
08/25/2022	104386	CEDAR CORPORATION	3,487.50
08/25/2022	104387	CHARTER COMMUNICATIONS	1,308.39
08/25/2022	104388	COBAN TECHNOLOGIES INC	12,530.00
08/25/2022	104389	CODA, DEB	53.90
08/25/2022	104390	SSM HEALTH LABORATORIES	80.00
08/25/2022	104391	CONTREE	1,150.00
08/25/2022	104392	CRETEX SPECIALTY PRODUCTS	1,440.37
08/25/2022	104393	DAANE, BETTY G	132.30
08/25/2022	104394	DANULA, KIM	132.30
08/25/2022	104395	DANULA, CHARLIE	132.30
08/25/2022	104396	FERGUSON WATERWORKS #1476	1,168.96
08/25/2022	104397	DETROIT INDUSTRIAL TOOL	211.90
08/25/2022	104398	DESTINATION LAKE WINNEBAGO RE	11,388.55
08/25/2022	104399	DILLE, KAROL	147.00
08/25/2022	104400	EMERGENCY MEDICAL PRODUCTS	23.96
08/25/2022	104401	FARMERS ELEVATOR CO.	330.00
08/25/2022	104402	FIRE SAFETY USA INC	10,845.00
08/25/2022	104403	FIX, WAYNE	66.15
08/25/2022	104404	GOODYEAR COMMERCIAL TIRE & SE	876.64
08/25/2022	104405	GOPALAN, GRACIE	75.95
08/25/2022	104406	HANDSHY, ARLENE	156.80
08/25/2022	104407	LIFESTAR EMERGENCY MEDICAL	5,500.00
08/25/2022	104408	MESA, FRANK	162.42
08/25/2022	104409	MILTON PROPANE INC	134.89
08/25/2022	104410	MULDER, GEORGENE	83.30
08/25/2022	104411	NAPA AUTO PARTS-WAUPUN	1,452.05
08/25/2022	104412	NEENAH FOUNDRY COMPANY	1,342.00
08/25/2022	104413	NEUMAN POOLS INC	601.03
08/25/2022	104414	OSHKOSH OFFICE SYSTEMS	149.60
08/25/2022	104415	PATROUILLE, LORNA MAE	142.10
08/25/2022	104416	PETERSEN, KAYL	95.55
08/25/2022	104417	PETERSEN, CLAIRE	144.55
08/25/2022	104418	PETERSEN, JENNIFER	67.50
08/25/2022	104419	PIGGLY WIGGLY DISCOUNT FOODS	553.17
08/25/2022	104420	PIT-STOP PORTABLES	152.50
08/25/2022	104421	PIZZA RANCH	162.00
08/25/2022	104422	PLUIM, JOAN	142.10

Check Issue Date	Check Number	Payee	Amount
08/25/2022	104423	POMP'S TIRE	3,283.40
08/25/2022	104424	QUALITY AGGREGATE LLC	1,016.07
08/25/2022	104425	RENNERTS	1,165.22
08/25/2022	104426	STAPLES CREDIT PLAN	140.50
08/25/2022	104427	STICKS AND STONES	3,152.50
08/25/2022	104428	STOBB PLUMBING & HEATING, INC.	5,096.15
08/25/2022	104429	SUPERIOR CHEMICAL CORP.	204.39
08/25/2022	104430	TAMBLIN, JAN	132.30
08/25/2022	104431	TOTAL BUSINESS PRODUCTS	65.00
08/25/2022	104432	TOTAL ENERGY SYSTEMS LLC	1,793.00
08/25/2022	104433	VANDERKIN, BETH L	142.10
08/25/2022	104434	VANDERKIN, NANCY ANN NOLAN	142.10
08/25/2022	104435	VANDE ZANDE & KAUFMAN, LLP	2,440.00
08/25/2022	104436	VAN HIERDEN, KATIE L.	176.40
08/25/2022	104437	VON BRIESEN & ROPER, S.C.	10,996.92
08/25/2022	104438	WALMART COMMUNITY/CAPITAL ONE	618.68
08/25/2022	104439	WAUPUN UTILITIES	32,614.75
08/25/2022	104440	WI DEPART OF TRANSPORTATION	15,989.21
08/25/2022	104441	WM CORPORATE SERVICES INC	49,675.05
08/25/2022	104442	YMCA OF DODGE COUNTY	13,567.04
08/25/2022	104443	INSIGHT FS	185.25
08/25/2022	104444	BOS, LOIS	132.30
08/25/2022	104445	PEACHEY, MARGE	132.30
08/25/2022	104446	MARCO TECHNOLOGIES LLC	160.91
08/25/2022	104447	WATERLOO TENT & TARP COMPANY I	5,639.11
08/25/2022	104448	CND SPECIALTIES INC	136.78
Grand Totals:			222,881.38

Report Criteria:

Report type: Summary

Report Criteria:

Invoice Detail Input date = 08/25/2022

Invoice	Description	Invoice Date	Total Cost	GL Account
48 AMAZON CAPITAL SERVICES				
1Y97-JXN7-M7JW	"Voted Today" Stickers	08/04/2022	14.00	100-10-5142-3-38
1YGM-LNCY-9HVY	address labels	08/11/2022	20.74	100-10-5142-3-38
1J7R-HQ7J-199K	car jump starter w/ USB quick charge 12V portable batter	08/11/2022	59.99	100-40-5211-3-30
1QHK-CGKW-4GVX	poly tubing roll - for investigation/evidence - PD	08/10/2022	224.20	100-40-5213-3-38
1NR7-DJGP-1PGT	flush valve for city hall bathroom	08/18/2022	27.46	100-70-5410-3-36
1JNM-DQDW-39FY	light bar - street sweeper	08/11/2022	335.93	700-10-5192-3-36
Total 48 AMAZON CAPITAL SERVICES:			<u>682.32</u>	
987 AIRGAS USA, LLC				
9989990729	Chemicals - Pool	07/31/2022	1,237.76	100-20-5523-3-40
9128628985	Chemicals - Pool	08/04/2022	441.25	100-20-5523-3-40
Total 987 AIRGAS USA, LLC:			<u>1,679.01</u>	
1565 ARMGA, BARB				
8-25-22	8-9-22 election	08/25/2022	294.11	100-10-5142-1-10
Total 1565 ARMGA, BARB:			<u>294.11</u>	
1566 ARMGA, RANDY				
8-25-22	8-9-22 election	08/25/2022	200.90	100-10-5142-1-10
Total 1566 ARMGA, RANDY:			<u>200.90</u>	
1906 AT&T MOBILITY				
JUNE23-JULY23 2022	FirstNet Mobile Aircards - June 23-July 23 2022 PD	07/23/2022	887.65	100-40-5211-3-31
Total 1906 AT&T MOBILITY:			<u>887.65</u>	
3059 BADGER ENVIRONMENTAL SERV.				
694B	Asbestos testing floor tile - comm center	08/11/2022	75.00	100-70-5410-3-36
Total 3059 BADGER ENVIRONMENTAL SERV.:			<u>75.00</u>	
5452 BISHOP'S DETAIL SERVICES				
8-25-22	Detail squad cars	08/25/2022	400.00	100-40-5212-3-36
Total 5452 BISHOP'S DETAIL SERVICES:			<u>400.00</u>	
5640 BODA, SUSAN				
8-25-22	8-9-22 election	08/25/2022	210.70	100-10-5142-1-10
Total 5640 BODA, SUSAN:			<u>210.70</u>	
5645 BOERSON, ANN C.				
8-25-22	8-9-22 election	08/25/2022	132.30	100-10-5142-1-10
Total 5645 BOERSON, ANN C.:			<u>132.30</u>	
5875 BOUWKAMP, DARLENE				
8-25-22	8-9-22 election	08/25/2022	323.51	100-10-5142-1-10

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 5875 BOUWKAMP, DARLENE:			323.51	
6252 BROWN CAB SERVICE INC				
2899	July monthly taxi service 2022	08/16/2022	10,912.42	501-10-5154-3-38
Total 6252 BROWN CAB SERVICE INC:			10,912.42	
7058 CAPITAL NEWSPAPERS				
117306	Public Hearing - 7-27-22 - Variance Req - Bly St	07/31/2022	20.28	100-10-5110-3-35
116423	Public Hearing - 7-20-22 - PHN Conditional Use - That Art	07/31/2022	24.56	100-10-5110-3-35
116546	2022 Bid Notice - Asphalt Paving Shaler Park	07/31/2022	84.08	100-70-5420-3-35
116547	2022 Bid Notice - Asphalt Paving Alley	07/31/2022	85.35	100-70-5420-3-35
115808	Bayberry Lane Ext Bids	07/31/2022	93.03	419-70-5435-3-38
Total 7058 CAPITAL NEWSPAPERS:			307.30	
7065 CAREW CONCRETE & SUPPLY INC				
1247685	concrete - W Brown S/S West St	08/09/2022	402.00	700-10-5192-3-36
1247680	concrete - storm sewer inlet repair	08/09/2022	681.00	700-10-5192-3-36
1247684	concrete - storm sewer inlet repair	08/09/2022	273.00	700-10-5192-3-36
Total 7065 CAREW CONCRETE & SUPPLY INC:			1,356.00	
8046 CEDAR CORPORATION				
112128	Professional Services - Senior/Comm Center - thru 7-16-	07/25/2022	3,487.50	400-20-5513-8-00
Total 8046 CEDAR CORPORATION:			3,487.50	
10048 CHARTER COMMUNICATIONS				
13430-AUG22	city hall - internet	08/15/2022	139.98	100-10-5197-3-31
84621-AUG22	museum - internet - pd by Historical Society	08/10/2022	99.99	100-13850
16011-AUG22	senior center - tv, internet	08/03/2022	154.71	100-20-5513-3-38
54053-AUG22	aquatic center	08/06/2022	114.97	100-20-5523-3-38
3194-AUG22	Ethernet Infrastate MBPS	08/01/2022	490.00	100-40-5211-3-38
18615-AUG22	PD - voice, tv	08/01/2022	82.62	100-40-5211-3-38
15199-AUG22	garage - tv, internet	08/09/2022	226.12	100-70-5412-3-38
Total 10048 CHARTER COMMUNICATIONS:			1,308.39	
10354 COBAN TECHNOLOGIES INC				
47240	Body cameras	05/25/2022	12,025.00	410-40-5211-4-00
46962	Camera kit, rear seat IR 14ft ext.	05/06/2022	505.00	410-40-5211-4-00
Total 10354 COBAN TECHNOLOGIES INC:			12,530.00	
10358 CODA, DEB				
8-25-22	8-9-22 election	08/25/2022	53.90	100-10-5142-1-10
Total 10358 CODA, DEB:			53.90	
10468 SSM HEALTH LABORATORIES				
3764749	legal blood draws - July 2022	08/01/2022	80.00	100-40-5213-3-38
Total 10468 SSM HEALTH LABORATORIES:			80.00	
10475 CONTREE				
73385	UTV sprayer	08/03/2022	1,150.00	100-70-5411-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 10475 CONTREE:			<u>1,150.00</u>	
10649 CRETEX SPECIALTY PRODUCTS				
039165	Inlet & manhole rings	08/19/2022	<u>1,440.37</u>	700-10-5192-3-36
Total 10649 CRETEX SPECIALTY PRODUCTS:			<u>1,440.37</u>	
10892 DAANE, BETTY G				
8-25-22	8-9-22 election	08/25/2022	<u>132.30</u>	100-10-5142-1-10
Total 10892 DAANE, BETTY G:			<u>132.30</u>	
10938 DANULA, KIM				
8-25-22	8-9-22 election	08/25/2022	<u>132.30</u>	100-10-5142-1-10
Total 10938 DANULA, KIM:			<u>132.30</u>	
10939 DANULA, CHARLIE				
8-25-22	8-9-22 election	08/25/2022	<u>132.30</u>	100-10-5142-1-10
Total 10939 DANULA, CHARLIE:			<u>132.30</u>	
11013 FERGUSON WATERWORKS #1476				
0366493	parts/supplies - storm sewer repair projects	07/29/2022	<u>1,168.96</u>	700-10-5192-3-36
Total 11013 FERGUSON WATERWORKS #1476:			<u>1,168.96</u>	
11269 DETROIT INDUSTRIAL TOOL				
592250	saw blade for concrete saw	08/16/2022	<u>211.90</u>	100-70-5411-3-36
Total 11269 DETROIT INDUSTRIAL TOOL:			<u>211.90</u>	
11275 DESTINATION LAKE WINNEBAGO REGION				
8-25-22	70% Of Room Tax - June 2022 w/ additional Baymont pa	08/08/2022	<u>11,388.55</u>	430-70-5436-3-42
Total 11275 DESTINATION LAKE WINNEBAGO REGION:			<u>11,388.55</u>	
11299 DILLE, KAROL				
8-25-22	8-9-22 election	08/25/2022	<u>147.00</u>	100-10-5142-1-10
Total 11299 DILLE, KAROL:			<u>147.00</u>	
12530 EMERGENCY MEDICAL PRODUCTS				
2471271	Safety Lancets	08/15/2022	<u>23.96</u>	100-50-5230-3-38
Total 12530 EMERGENCY MEDICAL PRODUCTS:			<u>23.96</u>	
12750 FARMERS ELEVATOR CO.				
164712	weed spray	07/18/2022	<u>330.00</u>	100-70-5613-3-38
Total 12750 FARMERS ELEVATOR CO.:			<u>330.00</u>	
13011 FIRE SAFETY USA INC				
162516	Fire hose project - city share	08/11/2022	<u>10,845.00</u>	410-50-5231-4-00
Total 13011 FIRE SAFETY USA INC:			<u>10,845.00</u>	

Invoice	Description	Invoice Date	Total Cost	GL Account
13276 FIX, WAYNE				
8-25-22	8-9-22 election	08/25/2022	66.15	100-10-5142-1-10
Total 13276 FIX, WAYNE:			66.15	
14641 GOODYEAR COMMERCIAL TIRE & SER				
132-1193019	tires - police dept	08/03/2022	481.86	100-40-5212-3-36
132-1193019	tires - DPW	08/03/2022	394.78	100-70-5411-3-36
Total 14641 GOODYEAR COMMERCIAL TIRE & SER:			876.64	
14649 GOPALAN, GRACIE				
8-25-22	8-9-22 election	08/25/2022	75.95	100-10-5142-1-10
Total 14649 GOPALAN, GRACIE:			75.95	
15460 HANDSHY, ARLENE				
8-25-22	8-9-22 election	08/25/2022	156.80	100-10-5142-1-10
Total 15460 HANDSHY, ARLENE:			156.80	
17759 LIFESTAR EMERGENCY MEDICAL				
21-0121	ACLS Service July 2022	08/04/2022	5,500.00	100-10-5255-3-38
Total 17759 LIFESTAR EMERGENCY MEDICAL:			5,500.00	
18969 MESA, FRANK				
8-25-22	8-9-22 election	08/25/2022	162.42	100-10-5142-1-10
Total 18969 MESA, FRANK:			162.42	
19169 MILTON PROPANE INC				
U0154349	fork lift cylinders	08/17/2022	117.29	100-70-5411-3-36
T505226	fork lift cylinders	08/11/2022	17.60	100-70-5411-3-38
Total 19169 MILTON PROPANE INC:			134.89	
19672 MULDER, GEORGENE				
8-25-22	8-9-22 election	08/25/2022	83.30	100-10-5142-1-10
Total 19672 MULDER, GEORGENE:			83.30	
19802 NAPA AUTO PARTS-WAUPUN				
352762	drill bits/hose end fittings/hose	08/25/2022	711.66	100-70-5411-3-36
352768	fuel tubing/motor tune-up	08/25/2022	13.78	100-70-5411-3-36
352919	clamp	08/25/2022	31.72	100-70-5411-3-36
352987	motor tune-up	08/25/2022	16.96	100-70-5411-3-36
353017	wheel battery charger	08/25/2022	200.00	100-70-5411-3-36
353401	batteries	08/25/2022	579.80	100-70-5411-3-36
353807	drain plug	08/25/2022	1.19	100-70-5411-3-36
353808	fuel tubing	08/25/2022	32.61	100-70-5411-3-36
354684	hex key set	08/25/2022	19.94	100-70-5411-3-36
352737	battery charger	08/25/2022	200.00	100-70-5411-3-38
354865	steering stabilizer	08/25/2022	44.39	700-10-5192-3-36
Total 19802 NAPA AUTO PARTS-WAUPUN:			1,452.05	

Invoice	Description	Invoice Date	Total Cost	GL Account
20300 NEENAH FOUNDRY COMPANY				
463601	adjusting ring	08/10/2022	1,342.00	700-10-5192-3-36
Total 20300 NEENAH FOUNDRY COMPANY:			1,342.00	
20349 NEUMAN POOLS INC				
7423	ladder treads - replacement steps	08/15/2022	251.03	100-20-5523-3-36
39273	CPO Class for aquatic center - Hopp	08/02/2022	350.00	100-20-5523-3-37
Total 20349 NEUMAN POOLS INC:			601.03	
20900 OSHKOSH OFFICE SYSTEMS				
AR78559	Ricoh IMC4500 Color Copier - city hall - contract 7/15/22-	08/25/2022	149.60	100-10-5141-3-36
Total 20900 OSHKOSH OFFICE SYSTEMS:			149.60	
21168 PATROUILLE, LORNA MAE				
8-25-22	8-9-22 election	08/25/2022	142.10	100-10-5142-1-10
Total 21168 PATROUILLE, LORNA MAE:			142.10	
21355 PETERSEN, KAYL				
8-25-22	8-9-22 election	08/25/2022	95.55	100-10-5142-1-10
Total 21355 PETERSEN, KAYL:			95.55	
21356 PETERSEN, CLAIRE				
8-25-22	8-9-22 election	08/25/2022	144.55	100-10-5142-1-10
Total 21356 PETERSEN, CLAIRE:			144.55	
21357 PETERSEN, JENNIFER				
8-25-22/1	MILEAGE - Dodge Cty - PU absentee envelopes for 8-9-2	08/25/2022	21.25	100-10-5110-3-37
8-25-22	MILEAGE - Dodge Cty - Drop off election day ballots 8-9-	08/25/2022	21.25	100-10-5142-3-37
8-25-22	MILEAGE - FDL - Drop off election day ballots 8-9-22	08/25/2022	25.00	100-10-5142-3-37
Total 21357 PETERSEN, JENNIFER:			67.50	
21665 PIGGLY WIGGLY DISCOUNT FOODS				
1189	retirement party	08/25/2022	25.83	100-10-5110-3-38
9545	Election 8-9-22	08/25/2022	90.17	100-10-5142-3-38
0050	Election 8-9-22	08/25/2022	3.99	100-10-5142-3-38
1219	pool concessions	08/25/2022	43.95	100-20-5523-3-39
2930	pool concessions	08/25/2022	61.43	100-20-5523-3-39
7228	pool concessions	08/25/2022	87.60	100-20-5523-3-39
9259-1	water for rehab - FD	08/25/2022	13.14	100-50-5232-3-38
2888	water for rehab - FD	08/25/2022	13.38	100-50-5232-3-38
0915	retirement party	08/25/2022	114.62	100-70-5410-3-38
0474	break room supplies - garage	08/25/2022	99.06	100-70-5410-3-38
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:			553.17	
21790 PIT-STOP PORTABLES				
A-132902	Pine Street Park Port a Potty 7/23/22-8/19/22	08/19/2022	152.50	100-20-5525-3-38
Total 21790 PIT-STOP PORTABLES:			152.50	

Invoice	Description	Invoice Date	Total Cost	GL Account
21825 PIZZA RANCH				
8-25-22	park program - end of summer party	08/25/2022	162.00	100-20-5525-3-39
Total 21825 PIZZA RANCH:			162.00	
21896 PLUIM, JOAN				
8-25-22	8-9-22 election	08/25/2022	142.10	100-10-5142-1-10
Total 21896 PLUIM, JOAN:			142.10	
22026 POMP'S TIRE				
520116073	replace rear tires on dump truck	08/04/2022	2,362.20	100-70-5411-3-36
520116075	replace front tires on dump truck	08/04/2022	691.20	100-70-5411-3-36
520116655	tires	08/18/2022	230.00	100-70-5411-3-36
Total 22026 POMP'S TIRE:			3,283.40	
22350 QUALITY AGGREGATE LLC				
3276	base - Shaler Park driveway	08/01/2022	1,016.07	220-20-5560-3-38
Total 22350 QUALITY AGGREGATE LLC:			1,016.07	
22750 RENNERTS				
45101	parts - unit temp	05/11/2022	62.71	100-50-5232-3-36
45441	remove & rebuild valve	07/29/2022	1,102.51	100-50-5232-3-36
Total 22750 RENNERTS:			1,165.22	
24108 STAPLES CREDIT PLAN				
8-25-22	office supplies - city hall	08/25/2022	140.50	100-10-5141-3-30
Total 24108 STAPLES CREDIT PLAN:			140.50	
24350 STICKS AND STONES				
13118	Noxious Weeds 220 Grandview-cut/spray weeds - trim lo	08/08/2022	3,152.50	100-70-5613-3-38
Total 24350 STICKS AND STONES:			3,152.50	
24400 STOBBS PLUMBING & HEATING, INC.				
13701	parts - Sports Complex	08/17/2022	33.75	100-20-5525-3-36
13675	parts - womens bathroom @ city hall	08/11/2022	40.00	100-70-5410-3-36
13664	parts - city hall	08/04/2022	40.00	100-70-5410-3-36
13672	parts - community center	08/08/2022	25.95	100-70-5410-3-36
13677	parts - replace AC unit & coil for fire training room	08/11/2022	4,956.45	400-40-5211-8-00
Total 24400 STOBBS PLUMBING & HEATING, INC.:			5,096.15	
24610 SUPERIOR CHEMICAL CORP.				
342161	rubber gloves	08/22/2022	204.39	100-70-5410-3-38
Total 24610 SUPERIOR CHEMICAL CORP.:			204.39	
24797 TAMBLIN, JAN				
8-25-22	8-9-22 election	08/25/2022	132.30	100-10-5142-1-10
Total 24797 TAMBLIN, JAN:			132.30	

Invoice	Description	Invoice Date	Total Cost	GL Account
25143 TOTAL BUSINESS PRODUCTS				
91007	Waupun Truck-N-Show trophy - Mayor's choice	08/20/2022	65.00	100-10-5534-3-38
25143 TOTAL BUSINESS PRODUCTS:			65.00	
25146 TOTAL ENERGY SYSTEMS LLC				
INV85140	Safety building generator maint	08/08/2022	1,793.00	100-70-5410-3-36
25146 TOTAL ENERGY SYSTEMS LLC:			1,793.00	
25988 VANDERKIN, BETH L				
8-25-22	8-9-22 election	08/25/2022	142.10	100-10-5142-1-10
Total 25988 VANDERKIN, BETH L:			142.10	
25991 VANDERKIN, NANCY ANN NOLAN				
8-25-22	8-9-22 election	08/25/2022	142.10	100-10-5142-1-10
Total 25991 VANDERKIN, NANCY ANN NOLAN:			142.10	
26042 VANDE ZANDE & KAUFMAN, LLP				
JULY2022	monthly City Attorney Fees - July 2022	08/05/2022	2,440.00	100-10-5161-3-38
Total 26042 VANDE ZANDE & KAUFMAN, LLP:			2,440.00	
26149 VAN HIERDEN, KATIE L.				
8-25-22	8-9-22 election	08/25/2022	176.40	100-10-5142-1-10
Total 26149 VAN HIERDEN, KATIE L.:			176.40	
26465 VON BRIESEN & ROPER, S.C.				
398872	Personnel Issues - June 2022	07/27/2022	4,508.00	100-10-5143-3-38
399898	005504-00002 General - July 2022	08/09/2022	63.00	100-10-5143-3-38
399900	005504-00033 Personnel - July 2022	08/09/2022	768.42	100-10-5143-3-38
398871	5504-00038 Public Records Litigation - June 22	07/27/2022	5,229.00	100-10-5194-3-38
399901	005504-00038 Public Records Case 2022-01 - July 2022	08/09/2022	428.50	100-10-5194-3-38
Total 26465 VON BRIESEN & ROPER, S.C.:			10,996.92	
26540 WALMART COMMUNITY/CAPITAL ONE				
8-25-22	fC	08/25/2022	.93	100-20-5525-3-38
8-25-22	park program supplies	08/25/2022	184.89	100-20-5525-3-39
8-25-22	park program supplies	08/25/2022	33.48	100-20-5525-3-39
8-25-22	park program supplies	08/25/2022	20.68	100-20-5525-3-39
8-25-22	park program supplies	08/25/2022	29.52	100-20-5525-3-39
8-25-22	park program supplies	08/25/2022	349.18	100-20-5525-3-39
Total 26540 WALMART COMMUNITY/CAPITAL ONE:			618.68	
27450 WAUPUN UTILITIES				
JULY2022	Monthly utility charges	08/25/2022	347.00	100-20-5512-3-32
JULY2022	Monthly utility charges	08/25/2022	353.33	100-20-5513-3-32
JULY2022	Monthly utility charges	08/25/2022	6,872.47	100-20-5523-3-32
JULY2022	Monthly utility charges	08/25/2022	5,096.16	100-20-5525-3-32
JULY2022	Monthly utility charges	08/25/2022	1,152.99	100-40-5211-3-32
JULY2022	Monthly utility charges	08/25/2022	648.56	100-50-5231-3-32
JULY2022	Monthly utility charges	08/25/2022	16.00	100-50-5251-3-32
JULY2022	Monthly utility charges	08/25/2022	2,771.53	100-70-5410-3-32

Invoice	Description	Invoice Date	Total Cost	GL Account
JULY2022	Monthly utility charges	08/25/2022	1,123.36	100-70-5412-3-32
JULY2022	Monthly utility charges	08/25/2022	242.46	100-70-5441-3-32
JULY2022	Monthly utility charges	08/25/2022	11,404.17	100-70-5442-3-32
JULY2022	Monthly utility charges	08/25/2022	2,520.30	210-60-5511-3-32
JULY2022	Johnson Property Utilities	08/25/2022	20.64	404-10-5711-3-32
JULY2022	Monthly utility charges	08/25/2022	45.78	700-10-5192-3-32
Total 27450 WAUPUN UTILITIES:			32,614.75	
28963 WI DEPART OF TRANSPORTATION				
395-0000272841	Madison St Ph 2 Pmt 4/Inv 272841	08/01/2022	15,989.21	400-70-5436-8-00
Total 28963 WI DEPART OF TRANSPORTATION:			15,989.21	
29749 WM CORPORATE SERVICES INC				
002556-2321-0-AUG22	Aquatic Center Trash - Aug 2022	08/02/2022	130.46	100-20-5523-3-36
002556-2321-0-AUG22	Aquatic Center Recycling - Aug 2022	08/02/2022	40.08	100-20-5523-3-36
002556-2321-0-AUG22	Residential Recycling - Aug 2022 - including fuel/enviorn	08/02/2022	10,237.71	420-70-5436-3-38
002556-2321-0-AUG22	Residential Trash - Aug 2022 - including fuel/enviornment	08/02/2022	39,266.80	425-70-5476-3-38
Total 29749 WM CORPORATE SERVICES INC:			49,675.05	
29893 YMCA OF DODGE COUNTY				
8112022	Concession/Pool Staff Wage & 25% Admin	08/25/2022	12,795.74	100-20-5523-1-10
8112022	Taxes	08/25/2022	771.30	100-20-5523-2-23
Total 29893 YMCA OF DODGE COUNTY:			13,567.04	
300032 INSIGHT FS				
220007561	ranger pro	08/22/2022	240.00	100-70-5613-3-38
CREDIT	credit	08/22/2022	54.75-	100-70-5613-3-38
Total 300032 INSIGHT FS:			185.25	
300085 BOS, LOIS				
8-25-22	8-9-22 election	08/25/2022	132.30	100-10-5142-1-10
Total 300085 BOS, LOIS:			132.30	
300086 PEACHEY, MARGE				
8-25-22	8-9-22 election	08/25/2022	132.30	100-10-5142-1-10
Total 300086 PEACHEY, MARGE:			132.30	
300188 MARCO TECHNOLOGIES LLC				
479634933	KONICA MINOLTA C3001 Copier - Contract	08/01/2022	160.91	100-40-5211-3-38
Total 300188 MARCO TECHNOLOGIES LLC:			160.91	
300211 WATERLOO TENT & TARP COMPANY INC				
8/9/22-1	Downpayment - replace umbrellas at Aquatic Center	08/09/2022	5,639.11	410-20-5523-4-00
Total 300211 WATERLOO TENT & TARP COMPANY INC:			5,639.11	
300229 CND SPECIALTIES INC				
1500-1	Election food 8-9-22	08/08/2022	136.78	100-10-5142-3-38

Invoice	Description	Invoice Date	Total Cost	GL Account
Total 300229 CND SPECIALTIES INC:			136.78	
Grand Totals:			222,881.38	

Report GL Period Summary

GL Period	Amount
08/22	222,881.38
Grand Totals:	222,881.38

Vendor number hash: 4077936
 Vendor number hash - split: 4722624
 Total number of invoices: 129
 Total number of transactions: 153

Terms Description	Invoice Amount	Discount Amount	Net Invoice Amount
Open Terms	222,881.38	.00	222,881.38
Grand Totals:	222,881.38	.00	222,881.38

Report Criteria:

Invoice Detail Input date = 08/25/2022

CERTIFIED SURVEY MAP NO. _____

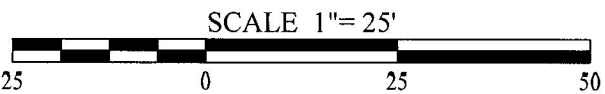
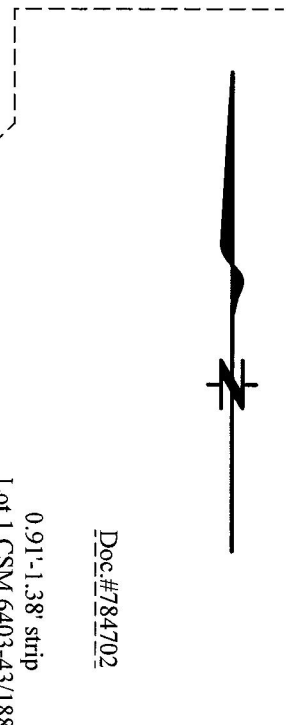
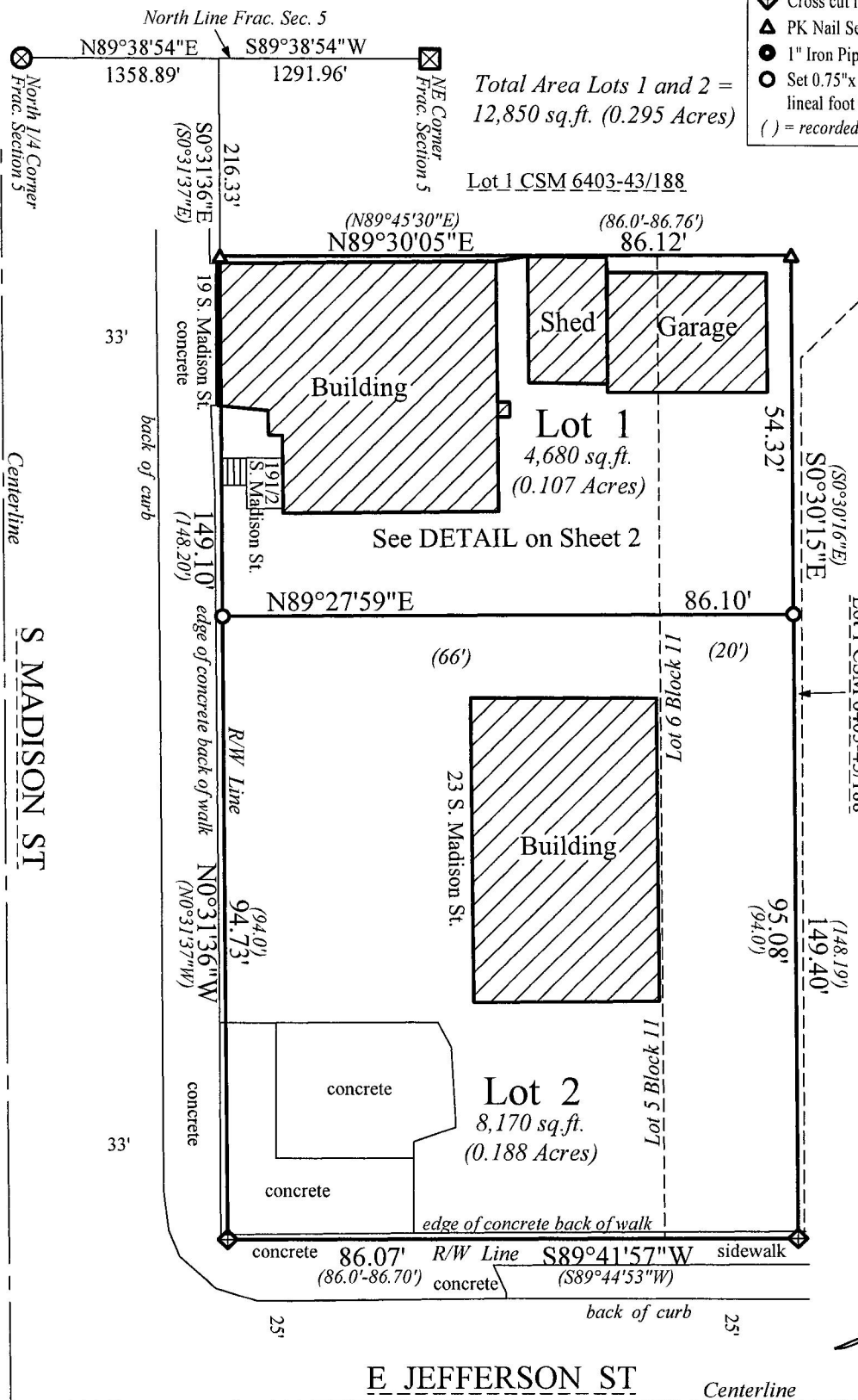
For Kari A. Pattee

Part of Lots 5 and 6 of Block 11, Plat of East Waupun, Located in the NE1/4-NE1/4 of Fractional Section 5, T13N-R15E, City of Waupun, Dodge County, Wisconsin

These lots are in the Zoning B2 Central Business District.

LEGEND

- Found Cross Cut in Concrete
- Found Accessory Referenced
- Cross cut in Concrete
- PK Nail Set
- 1" Iron Pipe Found
- Set 0.75"x 18" rebar weighing 1.5 lbs. per lineal foot w/orange plastic ID cap
- () = recorded bearings and/or distances



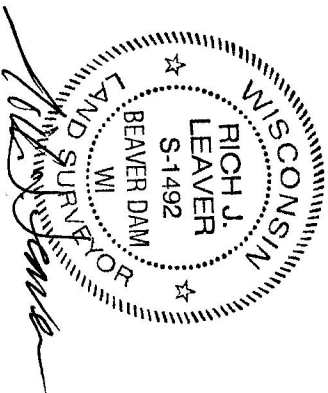
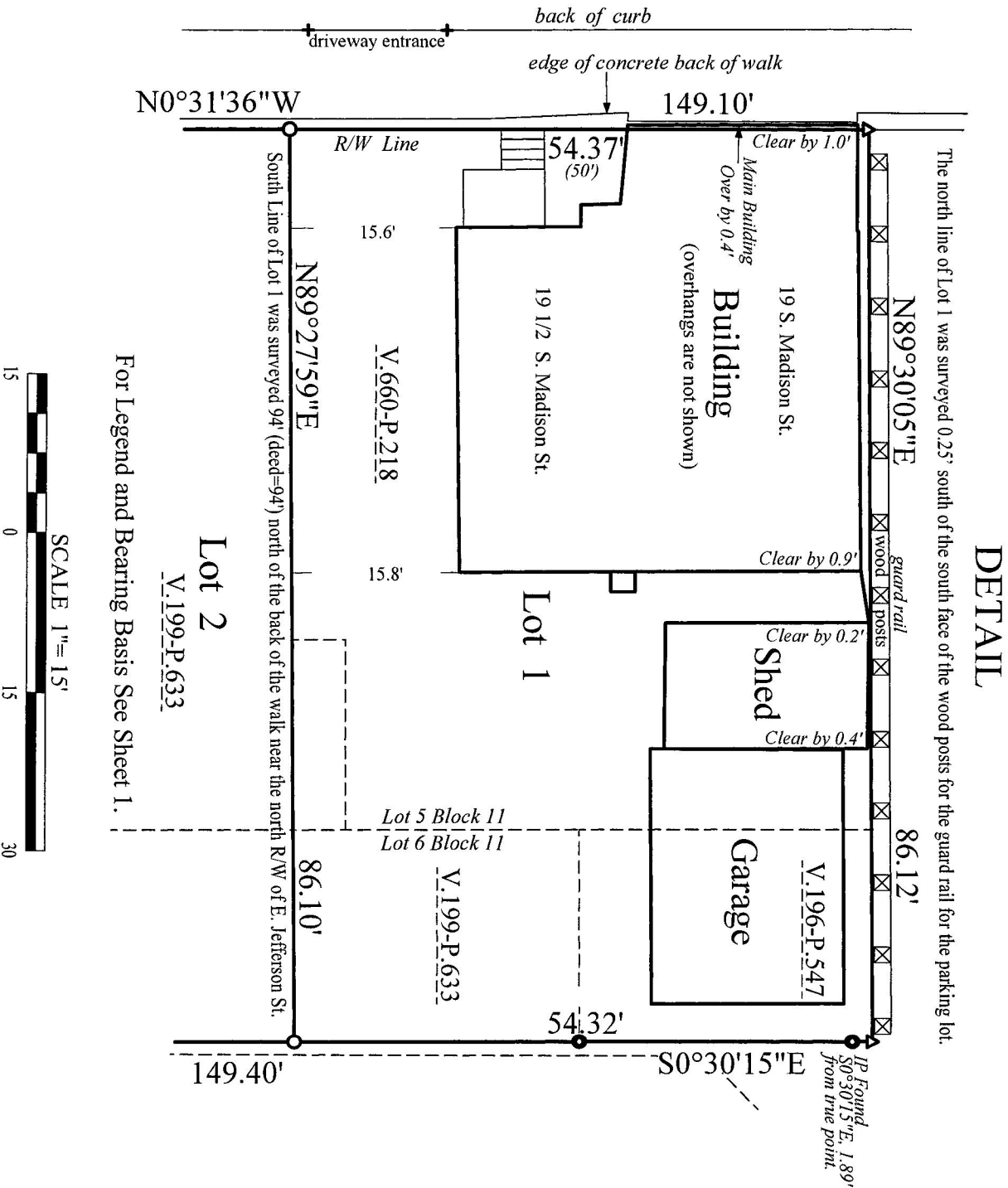
Bearings are referenced to the Dodge County Coordinate System, with a bearing of S89°38'54"W on the north line of the NE1/4 of Section 5. Previously recorded bearings and/or distances are indicated in parentheses.

CERTIFIED SURVEY MAP NO. _____

For Kari A. Pattee

Part of Lots 5 and 6 of Block 11, Plat of East Waupun, Located in the NE1/4-NE1/4 of Fractional Section 5, T13N-R15E, City of Waupun, Dodge County, Wisconsin

S MADISON ST



CERTIFIED SURVEY MAP NO. _____

For Kari A. Pattee

Part of Lots 5 and 6 of Block 11, Plat of East Waupun, Located in the NE1/4-NE1/4 of Fractional Section 5, T13N-R15E, City of Waupun, Dodge County, Wisconsin

Reason for the Survey

The agents for Shermco LLC, Sherman Lackey and Amber Lackey, are selling part of their property to the landowner north, Kari A. Pattee. This becomes a sale of land to the adjacent landowner. The City of Waupun is requiring a 2-lot certified survey map of the resulting 2 properties to comply with their city subdivision ordinances.

SURVEYOR’S CERTIFICATE

I, Rich J. Leaver, Wisconsin Professional Land Surveyor, hereby certify that I have surveyed, divided and mapped a parcel of land by the direction of Kari A. Pattee, representing the owners. This parcel of land is described and located as indicated above, and more particularly described as the following:

Commencing at the NE Corner of Fractional Section 5, T13N-R15E,
thence S89°38'54"W, 1291.96 feet along the north line of the NE1/4 of fractional Section 5;
thence S0°31'36"E, 216.33 feet along the east right-of-way line of S. Madison St. to the point of beginning;
thence N89°30'05"E, 86.12 feet along the south line of the City of Waupun parking lot, this line being determined 0.25' south of the south face of the wooden posts supporting a guard rail for the parking lot;
thence S0°30'15"E, 149.40 feet along a west line of Lot 1 of Certified Survey Map No. 6403, recorded in Volume 43, page 188 of the Dodge County Register of Deeds to the north right-of-way line of E. Jefferson St., this right-of-way line being determined in said Certified Survey Map No. 6403;
thence S89°41'57"W, 86.07 feet along this north right-of-way line of E. Jefferson St. to the east right-of-way line of S. Madison St.;

thence N0°31'36"W, 149.10 feet along this east right-of-way line of S. Madison St. to the point of beginning.
Bearings are referenced to the Dodge County coordinate system.

The above-described parcel contains 12,850 square feet (0.295 acres) of land. This parcel is subject to all easements including utility easements, setbacks and restrictions, either recorded or unrecorded, if any.

I further certify that the information contained herein is a correct representation of the boundaries of the land as surveyed and mapped, and that I have fully complied with the provisions of Chapter 236.34 of the revised Wisconsin State Statutes, and the subdivision ordinances of the City of Waupun, to the best of my knowledge and belief.



Rich J. Leaver, WI_LS-1492
Leaver Land Surveying LLC
W8871 Gossfeld Ln.
Beaver Dam, WI 53916
920-887-2401



OWNERS OF RECORD

Kari A. Pattee (will be owning Lot 1)
N4198 Dehring Rd.
Oakfield, WI 53065

Shermco LLC (will be owning Lot 2)
Agents Sherman Lackey and Amber Lackey
23 S. Madison St.
Waupun, WI 53963

CITY OF WAUPUN CERTIFICATE

Approved by the City of Waupun this _____ day of _____ 2022,

Rohn W. Bishop, Mayor

Angela Hull, City Clerk/Treasurer and
Director of Human Resources

ORDINANCE # _____

**AN ORDINANCE TO ANNEX REAL ESTATE LOCATED IN THE TOWN OF CHESTER
TO THE CITY OF WAUPUN**

THE COMMON COUNCIL OF THE CITY OF WAUPUN, DO ORDAIN:

SECTION 1: Real estate described on the attached Exhibit "A," currently owned by Debra E. Levey, Susan M. Rogahn, Janice G. Bauman, Nancy B. Hodgson, f/k/a Nancy B. Maleck, Arthur O. Claggett and Dwight E. Claggett, is detached from the Township of Chester and annexed to the City of Waupun

SECTION 2: The real estate shall be zoned PCD Planned Community Development for zoning purposes until the zoning map may otherwise be amended.

SECTION 3: The real estate shall be placed in the Ward 15 and the First Aldermanic District for the City of Waupun.

Enacted and effective this ____ day of _____, 2022.

Rohn W. Bishop
Mayor

ATTEST:

Angela Hull
City Clerk

EXHIBIT "A"

PROPERTY DESCRIPTION

Parcel 1.

Lot Two (2) of Certified Survey Map No. 5337 as recorded in Volume 35 of Surveys at page 54 as Document No. 991668, being a part of the Northeast Quarter (NE1/4) of the Northwest Quarter (NW1/4), part of the Southeast Quarter (SE1/4) of the Northwest Quarter (NW1/4), and part of the Northwest Quarter (NW1/4) of the Northeast Quarter (NE1/4) of Section 9, and also part of the Southeast Quarter (SE1/4) of the Southwest Quarter (SW1/4) of Section 4, all in Township 13 North, Range 15 East, Town of Chester, Dodge County, Wisconsin.

EXCEPT that part described in Document No. 1045007, being a part of Lot 2 of Certified Survey Map No. 5337 as recorded in Volume 35 of Certified Surveys on Pages 54-57 in the Dodge County Register of Deeds Office and Being located in the Northwest 14/ of the Northwest ¼ of Section 9, Town 13 North, Range 15 East, Town of Chester, Dodge County, Wisconsin, more particularly described as follows: BEGINNING at an iron pipe found at the Southeast corner of Lot 1 of said Certified Survey Map No. 5337 as recorded in Volume 35 of Certified Surveys on Pages 54-57 in the Dodge County Register of Deeds Office; thence S.01°06'35"E., 248.74 feet to an iron pipe set on the South line of said Lot 2 of Certified Survey Map No. 5337 also being on the North line of Certified Survey Map No. 308; thence S.88°52'25"W., 60.18 feet along said South line of Certified Survey Map No. 5337 and said North line of Certified Survey Map No. 308 to an iron pipe found at a Southwesterly corner of said Lot 2 of Certified Survey Map No. 5337; thence N.01°17'05"W., 38.45 feet along a Westerly line of said Lot 2 of Certified Survey Map No. 5337 to an iron pipe found at a Southwesterly corner of said Lot 2 of Certified Survey Map No. 5337; thence S.88°44'35"W., 6.97 feet along a Southerly line of said Lot 2 of Certified Survey Map No. 5337 to an iron pipe found at a Southwesterly corner of said Lot 2 of Certified Survey Map No. 5337; thence N.00°09'56"E., 211.58 feet along a Westerly line of said Lot 2 of Certified Survey Map No. 5337 to an iron pipe found on the South line of said Lot 1 of Certified Survey Map No. 5337; thence S.89°50'50"E., 62.57 feet along said South line of Lot 1 of Certified Survey Map No. 5337 to the POINT OF BEGINNING.

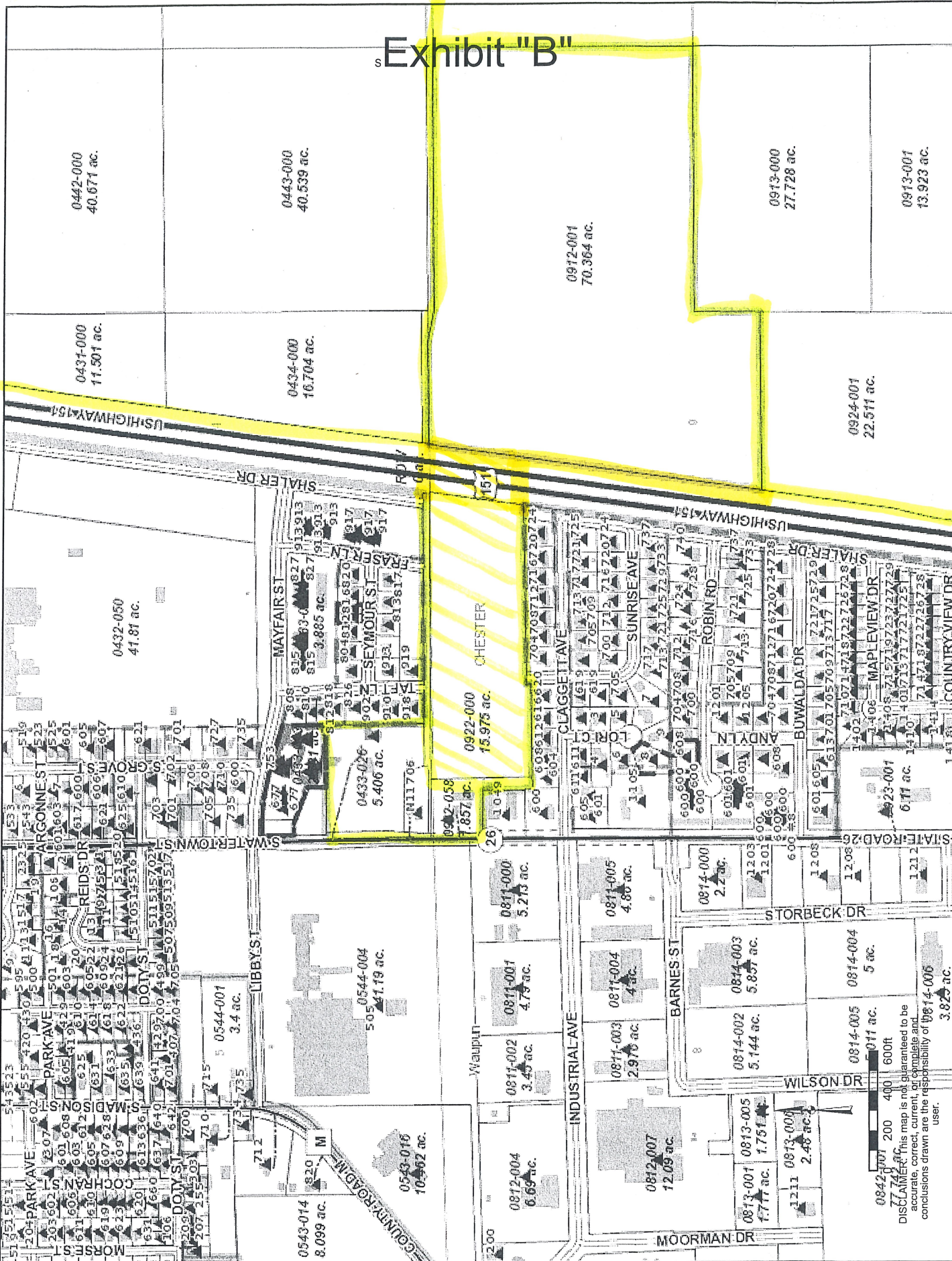
Parcel 2.

That portion of the US Highway 151 right-of-way of lying immediately to the east of parcel 1 above, described as follows: beginning at the northeast corner of the parcel described above, thence extending due east to the northwest corner of real estate owned by the City of Waupun, more particularly described as Lot One (1) of Certified Survey Map No. 6382 as recorded in Volume 43 of Surveys at page 128 as Document No. 1129467, City of Waupun, Dodge County, Wisconsin; thence extending in a southerly direction to a point that is due east of the southeast corner of parcel 1 described above; thence due west to the southeast corner of the parcel described above; thence extending in a northerly direction to the point of beginning.

Property Address: State Road 26, Waupun, WI 53963

Tax Parcel Number: 010-1315-0922-000

Exhibit "B"



0842-001 200
77.766 ac
DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.



AGENDA SUMMARY SHEET

MEETING DATE: 8/30/22

TITLE: Award Bid for Asphalt Paving S. West Street
(W. Main Street to W. Brown Street)

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Jeff Daane, Public Works Director

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
	\$18,556.25	

ISSUE SUMMARY

We received two bids for this project. Both bidders have done work for the City in the past. The City received a Local Roads and Improvements grant for this project in the amount of \$15,000.

STAFF RECCOMENDATION:

Award the low bid for the Asphalt Paving Contract for S. West Street (W. Main Street to W. Brown Street) to Kartechner Brothers LLC.

ATTACHMENTS:

Bid Tab

RECCOMENDED MOTION:

Motion to award the Asphalt Paving Contract for S. West Street (W. Main Street to W. Brown Street) to Kartechner Brothers LLC for the low bid amount of \$33,556.25

**CITY OF WAUPUN
 BID TAB FOR
 ASPHALT PAVING
 S. West St.**

Kartechner Brothers LLC N11829 County Road I Waupun, WI 53963					
Item No	Item Description	Approx S.Y.	Mill Price	Surface Price	Total Price
1	2" Profile Mill	2275	7,166	\$26,390.00	\$33,556.25
2	2" Blacktop Surface (4LT 58-28s)				
TOTAL PRICE					\$33,556.25

Northeast Asphalt 20 Camelot Dr Fond du Lac, WI 54935					
Item No	Item Description	Approx S.Y.	Mill Price	Surface Price	Total Price
1	2" Profile Mill	2275	6,143	\$32,077.50	\$38,220.00
2	2" Blacktop Surface (4LT 58-28s)				
TOTAL PRICE					\$38,220.00



AGENDA SUMMARY SHEET

MEETING DATE: 8/30/22

TITLE: Aerial Ladder Truck Strategy

AGENDA SECTION: DISCUSSION

PRESENTER: Kathy Schlieve, Administrator
BJ DeMaa, Fire Chief

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Public Safety	\$1.75M	

ISSUE SUMMARY

The aerial ladder truck is approaching 30 years of life (26 years in 2022) and we have been experiencing increasing maintenance costs to keep the vehicle operational. The salvage value of our current vehicle is estimated at less than \$50,000. The vehicle is on the City's Capital Equipment Replacement Schedule for 2023 (assuming a 2 year lead time to receipt) at a cost of \$1.75M. Staff are recommending removal of the aerial truck purchase from the 2023 capital equipment budget because of fiscal constraints, but are seeking input from the Council to develop a strategy that meets the long-range fire protection needs of the community. The attached worksheet outlines a number of options to aid a discussion. Please review and come prepared to discuss an approach.

STAFF RECCOMENDATION:

Discussion only

ATTACHMENTS:

Fire Dept Aerial Truck Alternatives

RECCOMENDED MOTION:

Discussion Only

City of Waupun
Aerial Ladder Truck Replacement Strategies

Option	Strategy	Projected Cost	Life	Annual Cost	Added Costs (annual) Due to Debt/Interest/Maintenance	Considerations
A	New Ladder Truck	\$ 1,750,000	30 Years	\$ 58,333	TBD based on financing terms	26-36 months lead time Debt capacity a concern Delaying purchase increases costs and in 2035 and 2036 an additional engine and squad are due for replacement.
B	Refurbish Existing Truck	\$ 372,000	7-10 years	\$ 46,500	\$ 80,624	Annual cost includes additional costs to delay purchase of ladder truck by 8 years, projected at \$81K annually. Truck would be out of service for 6 to 8 months, would require a service agreement with Fond du Lac or Beaver Dam. In 2035 and 2036, an additional engine and squad will also be due for replacement.
C	Acquire a Used Truck	\$ 750,000	15 Years	\$ 50,000	TBD based on financing terms	Debt capacity a concern Future replacement would come at a much higher cost
D	Lease - turn in* (note numbers from 2019 need to be updated)	\$ 1,152,468	10 Years	\$ 128,052		Levels out capital requirements annually; However, we only levy \$230K for all equipment needs annually. To maintain other equipment, we would need to increase the amount of our levy at an amount equivalent to annual lease payment. Note that 12 and 15 year lease options are also available.
E	Delay Action of Purchase or Refurbish to 2028	\$ 225,000	6 - 8 years	\$ 37,500	\$ 77,385	Annual cost to support increasing maintenance costs. Target dropping debt in 2029; project cost of new ladder at that time will exceed \$2M; Uncertainty as to whether we can get 8-9 years of life from current vehicle. In 2035 and 2036, an additional engine and squad will also be due for replacement.
F	Fire District Consolidation (estimated at 80% of new purchase)	\$ 1,400,000.0	30 Years	\$ 46,667	TBD based on financing terms	Fire Consolidation Project Completion - reduce City portion of aerial to roughly 80% of total cost. ARPA funds applied to this purchase would significantly reduce capital requirement, making a new purchase more attainable. Declining volunteerism may require alternative staffing models that require inclusion of EMS to increase feasibility. Other capital considerations must be given to facilities to address need for showers to reduce to firefighters posed by carcinogens.
G	Fire District Consolidation (estimated at 80% of new purchase) and Application of ARPA	\$ 230,000.0	30 Years	\$ 7,667	TBD based on financing terms	Shows full application of ARPA award.
H	Refurbish Existing Truck Using ARPA	\$ -	7-10 Years	\$ -	\$ 80,624	Annual cost includes additional costs to delay purchase of ladder truck by 8 years, projected at \$81K annually. Truck would be out of service for 6 to 8 months, would require a service agreement with Fond du Lac or Beaver Dam. In 2035 and 2036, an additional engine and squad will also be due for replacement.



AGENDA SUMMARY SHEET

MEETING DATE: 8/30/22

TITLE: Public Safety Building Long-Range Strategy

AGENDA SECTION: DISCUSSION

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

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

ISSUE SUMMARY

In 2021, we approved Cedar Corp to conduct an assessment of our public safety building needs. At the time, we had identified the need to increase space to add showers within the fire department to protect our fire fighters from exposure to potential carcinogens, the addition of the EMR program staff and equipment, and the need to house a backup ambulance as essential. The building study is now complete. Given future expansion requirements to support identified needs, findings from the study conclude that expanding the current public safety building, while possible, is not in the city’s best interest nor may that be our most cost-effective option. Predominately, the study showed that additional land would need to be acquired near the current facility, which is significantly land locked. Given that there is not adequate land available near the site, and that acquiring an abutting building and addressing demolition needs would be expensive without providing adequate space to maintain safe and efficient operations, the study also evaluated possible sites around the community. One site of interest was identified. That land is currently available and the City has reached an agreement with the property owners to pursue purchase of that property for future use. Note that, if acquired, the property could easily be used for another development purpose if the City decided to not use the site for public safety purposes. Additionally, the site is large enough to meet the need of both public safety and administrative personnel should the City wish to create operational efficiency by bringing all operations under one roof. In debt planning, the City will see long-term debt drop significantly in 2029 and 2030, creating an opportunity to address some of these needs. A long-term strategy must be defined to lay a foundation for any facility modifications. The urgency around the showers is such that an expenditure in the capital improvement budget of \$400,000 appears in the 2023 capital plan. However, staff are recommending removal of that project from the 2023 CIP in favor of addressing long-term planning to insure smart investments are made that meet the long-term needs of our community.

STAFF RECCOMENDATION:

Discussion only

ATTACHMENTS:

Site findings overview.

RECOMMENDED MOTION:

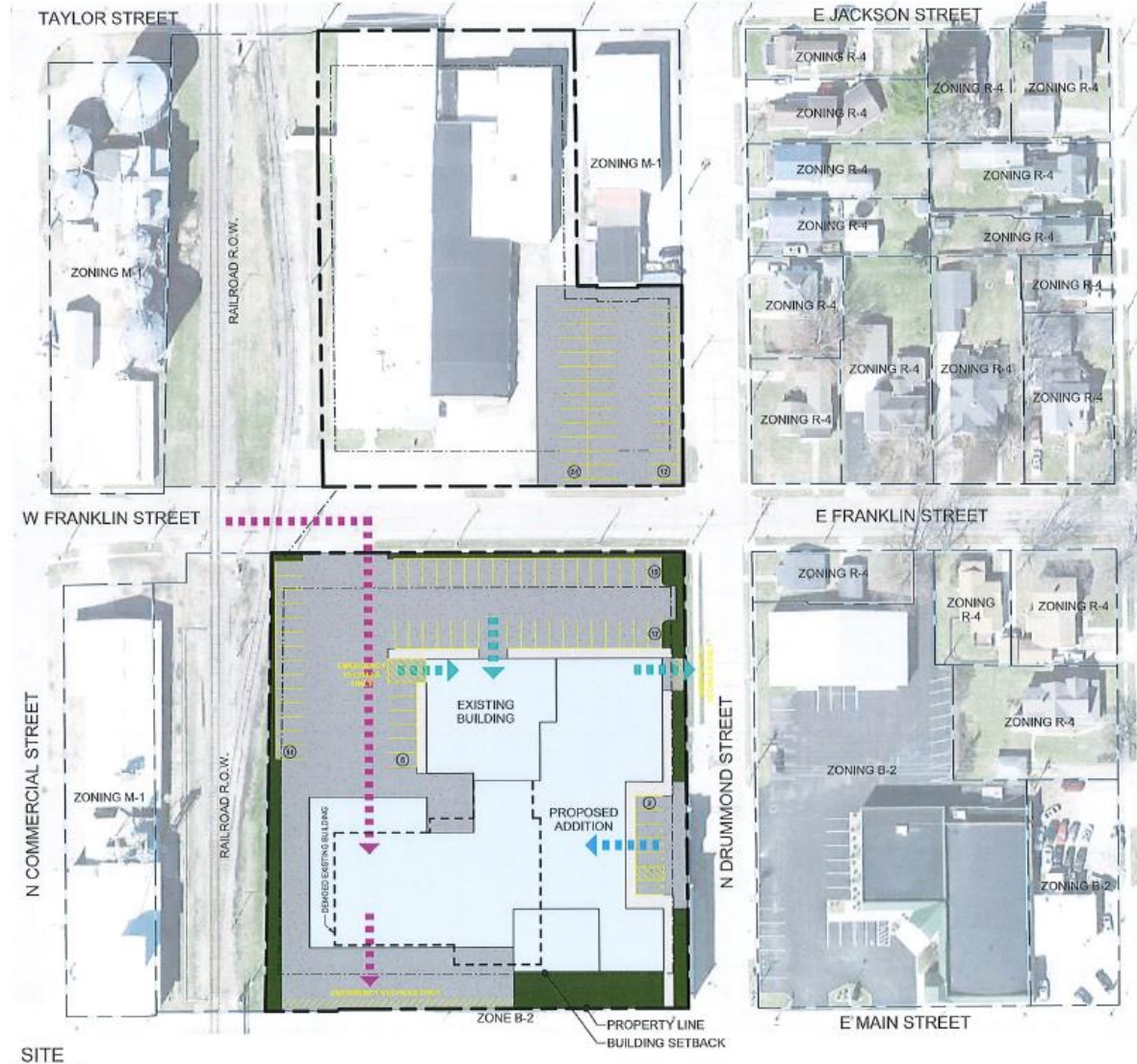
Discussion Only

Current Site Option 1



OPTION 05 SITE PLAN | **PUBLIC SAFETY PLANNING** |
PREFERRED OPTION C

CITY OF WALUPUN
05.05.2022 //A15



PROPERTY ZONING INFORMATION	
PROPERTY IDENTIFICATION	16 EAST MAIN STREET
ADDRESS	CITY OF WALUPUN
MUNICIPALITY	FOND DU LAC
COUNTY	NORTH WISCONSIN
ZONING DESIGNATION	SECTION 95-1
PROPERTY BUILDING SETBACKS	
FRONT YARD SETBACK	25 FEET
SIDE YARD SETBACK	8 FEET
REAR YARD SETBACK	25 FEET
PARKING REQUIREMENTS	
TOTAL PAVED SPACE SQUARE FEET OF FLOOR AREA	77
ADA PARKING (PER 100)	4

AREA LEGEND	
	PROPOSED ADDITION FOOTPRINT 34,129 SF
	EXISTING BUILDING FOOTPRINT 7,384 SF
	DEMOED EXISTING BUILDING FOOTPRINT 14,503 SF

SITE	
IMPERVIOUS:	46,522 SF
PERVIOUS:	3,217 SF
STORMWATER:	5,217 SF
PARKING COUNT:	96
ADA PARKING COUNT:	4

VEHICLE FLOW	
	POLICE
	FIRE
	PUBLIC ENTRY



Current Site Option 2

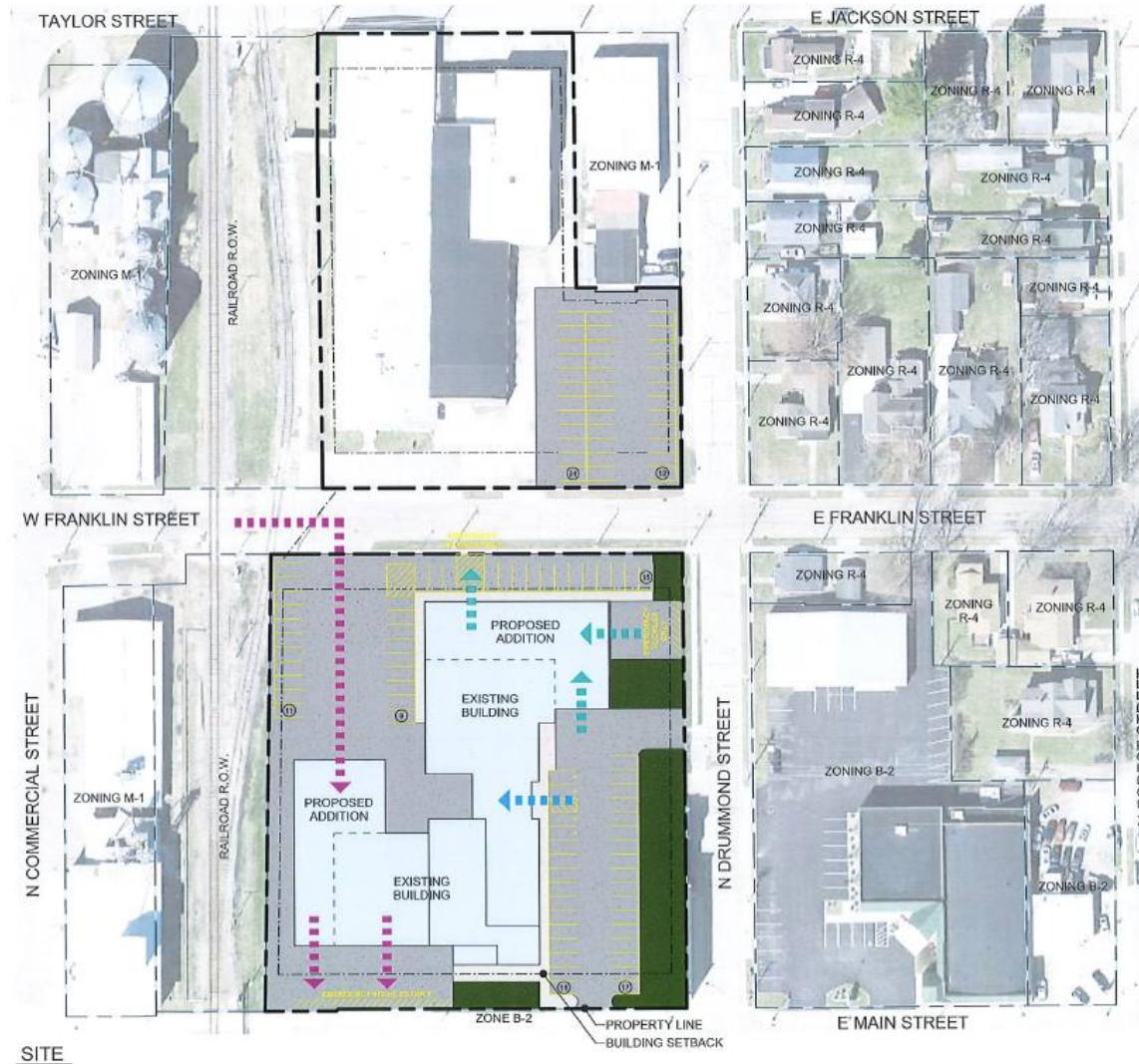


OPTION 04 SITE PLAN | PUBLIC SAFETY PLANNING |

PREFERRED OPTION B

CITY OF WAUPUN

05.05.2022 //A13



PROPERTY ZONING INFORMATION	
PROPERTY INFORMATION	16 EAST MAIN STREET
ADDRESS:	CITY OF WAUPUN
MUNICIPALITY:	FOND DU LAC
COUNTY:	NORTH SEE M-1
ZONING DESIGNATION:	SOUTH SITE B-1
PROPERTY BUILDING SETBACKS	
FRONT YARD SETBACK:	20 FEET
SIDE YARD SETBACK:	5 FEET
REAR YARD SETBACK:	20 FEET
PARKING REQUIREMENTS	
TOTAL PER EACH 100 SQUARE FEET OF FLOOR AREA:	20
ADA PARKING (8% TO 95%)	4

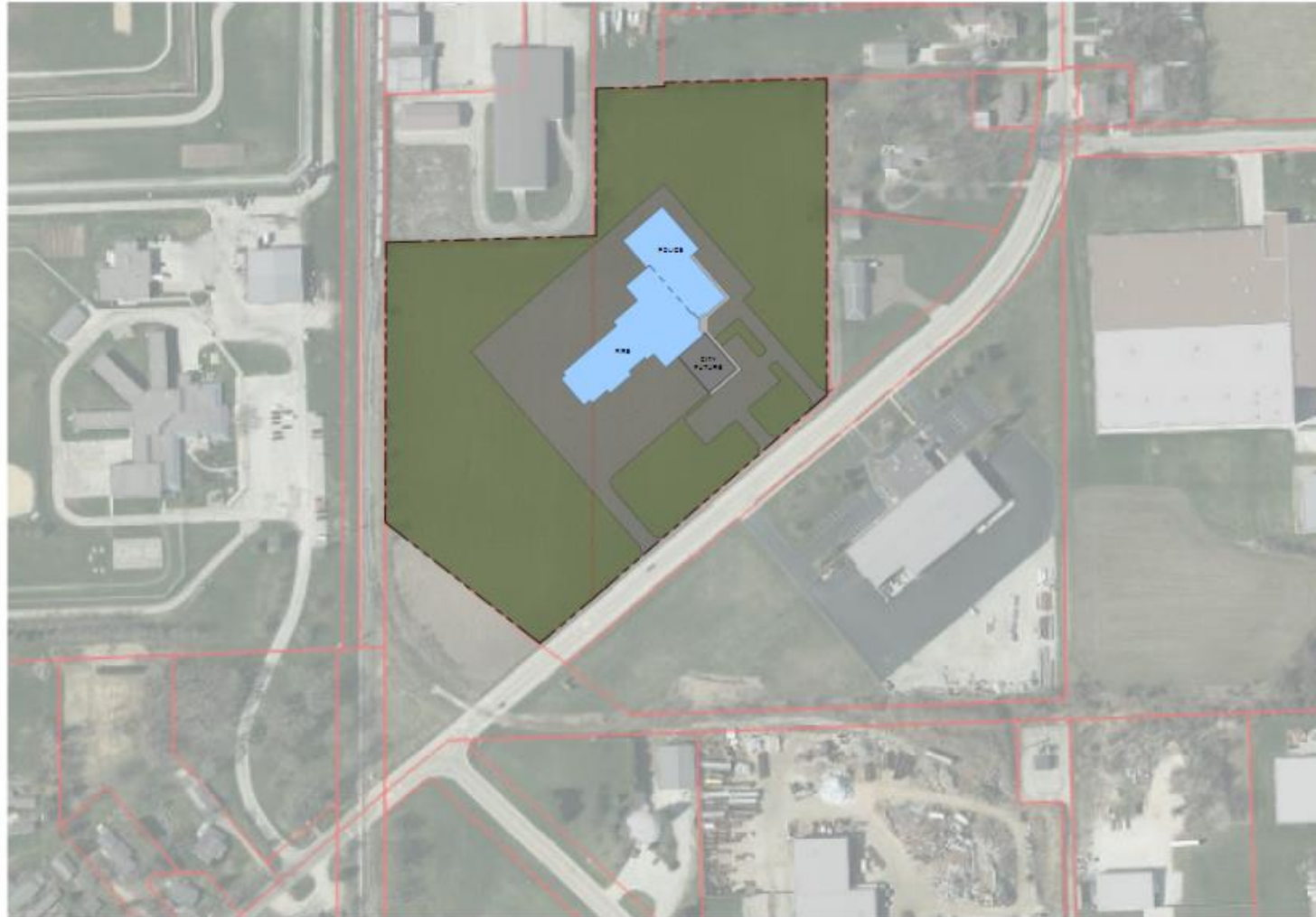
AREA LEGEND	
	PROPOSED ADDITION FOOTPRINT 12,359 SF
	EXISTING BUILDING FOOTPRINT 7,384 SF

SITE	
IMPERVIOUS:	52,064 SF
PERVIOUS:	1,920 SF
STORMWATER:	8,239 SF
PARKING COUNT:	99
ADA PARKING COUNT:	4

VECHILE FLOW	
	POLICE
	FIRE
	PUBLIC ENTRY



Alternative Site Option 1 – Layout A

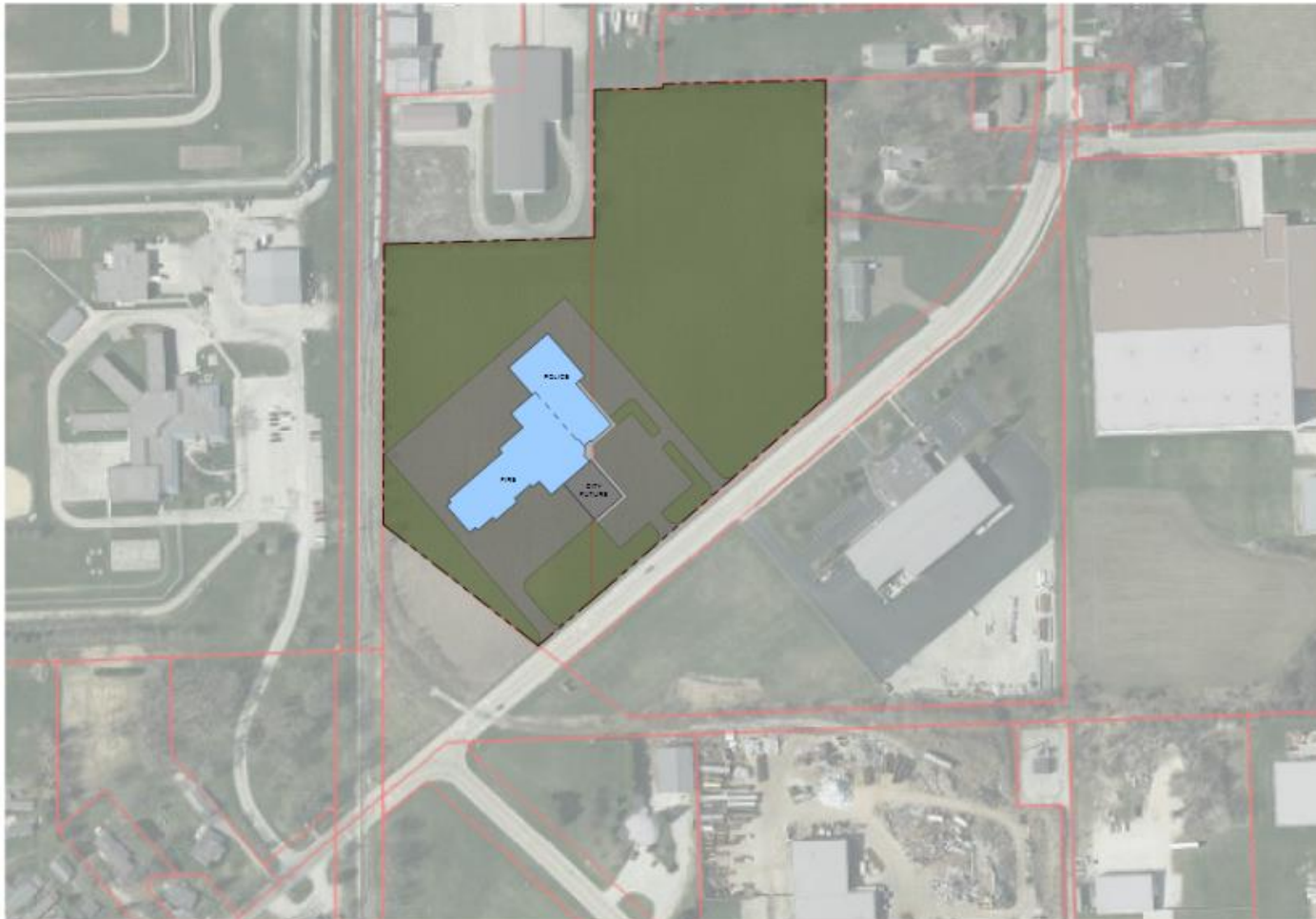


PROPERTY ZONING INFORMATION	
PROPERTY INFORMATION	
ADDRESS	WALTON BL
CITY	WARRIN
COUNTY	DOUG
ZONING DESCRIPTION	***
PROPERTY BUILDING SETBACK	
FRONT YARD SETBACK	11 FEET
SIDE YARD SETBACK	11 FEET
REAR YARD SETBACK	11 FEET
MAXIMUM BUILDING HEIGHT	11 FEET
PARKING REQUIREMENTS	

MATERIAL LEGEND	
BUILDING	ASPHALT
GRASS	CONCRETE
LANDSCAPING	RETENTION POND



Alternative Site Option 1 – Layout B



PROPERTY ZONING INFORMATION	
PROPERTY JURISDICTION	WAURUN, WI
COUNTY	DOUGLASS
ZONING DESCRIPTION	111
PROPERTY BUILDING SETBACK	11 FEET
FRONT YARD SETBACK	11 FEET
SIDE YARD SETBACK	11 FEET
REAR YARD SETBACK	11 FEET
MAXIMUM BUILDING HEIGHT	11 FEET
PLANNING REQUIREMENTS	

MATERIAL LEGEND	
BUILDING	ASPHALT
GRASS	CONCRETE
LANDSCAPING	PAVEMENT PAVED

SITE PLAN
11-1824





AGENDA SUMMARY SHEET

MEETING DATE: 8/30/22

TITLE: 2023 Budget Workshop (Capital and Equipment)

AGENDA SECTION: DISCUSSION

PRESENTER: Kathy Schlieve, Administrator

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

ISSUE SUMMARY

Staff will provide an overview of 2023 capital improvement and equipment replacement budgets. Prior discussions on the aerial ladder truck replacement and public safety building improvements feed into this presentation.

STAFF RECCOMENDATION:

Discussion only

ATTACHMENTS:

- Capital Equipment Replacement Schedule
- Capital Improvement Schedule
- Capital Budget PowerPoint

RECCOMENDED MOTION:

Discussion Only

Equipment Replacment Schedule - Tax Levy Funded

Fund/Category/Department/Item	2023	2024	2025	2026	2027	Total
Equipment Replacement Fund						
General Government						
City Hall						
Computer & Device Updates	7,000	9,000	9,100	9,200	9,300	43,600
Payroll Software Upgrades	11,000					11,000
iWorQ Licensing/Inspection Software	5,000					5,000
Plotter Printer			10,000			10,000
General Government Total	23,000	9,000	19,100	9,200	9,300	69,600
Public Safety						
Police						
Lexipole Policy Mgt Software Startup Costs	10,350					10,350
Police Squad(s) and Equipment	101,524	54,822	59,207	127,886	69,059	412,498
AED	1,350	1,571	1,665	1,764	1,905	8,255
Computer Upgrades	1,023	1,200	1,300	1,400	1,500	6,423
Bullet Resistant Vests	2,200	2,300	2,300	7,000	-	13,800
Tasers	3,162	3,400	3,932	4,167	4,500	19,161
Mobile Data Computer(s) for squad cars	3,300	3,500	3,700	3,900	4,100	18,500
Portable Radios	9,368	9,700	10,100	10,500	10,800	50,468
Radar System (new squad)	4,860	2,539	2,691	2,852	3,100	16,042
Squad Camera (new squad)	9,000	9,300	9,600	9,900	10,200	48,000
Body Cameras	1,400	1,500	1,600	1,700		6,200
Radar Trailer		7,000				7,000
Police Total	147,537	96,832	96,095	171,069	105,164	616,697
Fire						
Computer Updates		5,500				5,500
Turnout Gear	10,000				33,000	43,000
Mobile Radios	5,300	5,500				10,800
Thermal Imaging Camera				6,100	6,400	12,500
Survive Alive Fire Safety House			48,000			48,000
SCBAs with Breathing Tanks			110,000	99,000		209,000
Aerial Ladder Truck	1,750,000					1,750,000
4-Gas Meter				3,000	3,100	6,100
Fire Extinguisher Trainer					9,500	9,500
Fire Total	1,765,300	11,000	158,000	108,100	52,000	2,094,400
Public Safety Total	1,912,837	107,832	254,095	279,169	157,164	2,711,097
Public Works						
Dump Truck			250,000		277,190	527,190
Payloader with attachments (25% to SW)				187,500		187,500
Mower or Tractor/Mower		85,000			20,000	105,000
1/2 Ton or 1 Ton Truck	50,000	52,000	54,500		55,000	211,500
Skidloader with Auger (25% to SW)	58,500					58,500
Payloader Grapple Bucket	23,000					23,000
Line Laze		7,000				7,000
Radar Speed Signs		7,200				7,200
Price Increase Contingency	10,000					10,000
Public Works Total	141,500	151,200	304,500	187,500	352,190	1,136,890
Culture, Recreation, Education						
Aquatic Facility						
Pool Furnishings and Safety Equipment	5,000	12,000	5,000	5,000	5,000	32,000
Recreation Total	5,000	12,000	5,000	5,000	5,000	32,000
Taxi						
ADA Minivan		9,000				9,000
Taxi Total	-	9,000	-	-	-	9,000
Grand Total	2,082,337	289,032	582,695	480,869	523,654	3,958,587

	2023	2024	2025	2026	2027	Total
Funding Sources - Equipment Replacement Fund						
Estimated Tax Levy	230,000	220,000	210,000	200,000	190,000	1,050,000
Estimated Other Revenue (Interest, Equipment Sales)	10,000	10,000	10,000	10,000	10,000	50,000
Estimated Fund Balance Applied	92,337	59,032	50,981	-	-	202,350
Total Funding Sources	332,337	289,032	270,981	210,000	200,000	1,302,350
Total Expenses - Equipment Replacement Fund	2,082,337	289,032	582,695	480,869	523,654	3,958,587
Surplus / (Shortfall)	(1,750,000)	-	(311,714)	(270,869)	(323,654)	(2,656,237)

Capital Projects - Tax Levy Funded

Fund/Department/Project	2023	2024	2025	2026	2027	Total
Capital Improvement Fund						
Capital Projects						
City Hall						
City Hall Facility Improvements	-	235,000	306,000	397,000	427,000	1,365,000
City Hall Total	-	235,000	306,000	397,000	427,000	1,365,000
Public Safety						
Police						
Land Purchase (Future Safety Bldg/City Hall)	175,000					175,000
Safety Building Design and Engineering	50,000					50,000
Firearms Range	30,095					30,095
Safety Building Facility Improvements			150,000	1,647,000	1,647,000	3,444,000
Police Total	255,095	-	150,000	1,647,000	1,647,000	3,699,095
Fire						
Post Incident Showers	400,000					400,000
Fire Total	400,000	-	-	-	-	400,000
Public Safety Total	655,095	-	150,000	1,647,000	1,647,000	4,099,095
Public Works						
Community Center Lot Repair	30,000					30,000
Library Facility Improvements		12,000	5,000	36,000	119,000	172,000
Museum Facility Improvements		62,500			36,000	98,500
Garage Facility Improvements				283,000	72,000	355,000
Sidewalk Replacement	250,000	200,000	215,000			665,000
Sidewalk Replacement Special Assessments	(180,000)	(150,000)	(161,250)			(491,250)
Street Design and Engineering		6,000	52,000			58,000
Grove/Roosevelt/Park Reconstruction				1,246,000		1,246,000
Newton/Rock Phase 2 Reconstruction			1,184,000			1,184,000
Newton/Rock Phase 2 Grant			(400,000)			(400,000)
Mill and Overlay Streets	280,000	210,000	-	20,000	101,000	611,000
Public Works Total	380,000	340,500	894,750	1,585,000	328,000	3,528,250
Culture, Recreation, Education						
Senior Center						
Senior Center Design & Build	2,500,000	2,700,000				5,200,000
Senior Center Grant	(2,500,000)	(2,500,000)				(5,000,000)
Recreation						
Paint Pool Surface			30,000		32,000	62,000
McCune Park ADA Upgrades		25,000				25,000
Baseball Complex Turf Repair		530,000				530,000
Fund Balance Restricted for Turf Replacement		(76,000)				(76,000)
Wilcox Park Inclusive Playground		232,000				232,000
Wilcox Park Playground Grant (25%)		(58,000)				(58,000)
Wilcox Playground Fundraising (33%)		(76,560)				(76,560)
Playground Replacement			35,000		40,000	75,000
Welcome to Waupun Entry Signs		80,000				80,000
Culture, Recreation, Education Total	-	856,440	65,000	-	72,000	993,440
Capital Projects Total (less grants/assessments)	1,035,095	1,431,940	1,415,750	3,629,000	2,474,000	9,985,785

	2023	2024	2025	2026	2027	Total
Funding Sources - Capital Improvement Fund						
Estimated Grant Funding and Special Assessments	2,680,000	2,860,560	561,250	-	-	6,101,810
Expenditure Restraint Payment Revenue	69,000	69,000	69,000	69,000	69,000	345,000
Estimated Tax Levy	300,000	225,000	150,000	75,000	-	750,000
Estimated Fund Balance Applied	266,095	250,000	200,000	150,000	133,905	1,000,000
Total Funding Sources	3,315,095	3,404,560	980,250	294,000	202,905	8,196,810
Total Expenses - Capital Improvement Fund	3,715,095	4,292,500	1,977,000	3,629,000	2,474,000	16,087,595
Surplus / (Shortfall)	● (400,000)	● (887,940)	● (996,750)	● (3,335,000)	● (2,271,095)	● (7,890,785)

AUGUST 30, 2022




2023 BUDGET WORKSHOP

CAPITAL AND EQUIPMENT

BUDGET WORKSHOPS

- May 31 Budget Planning and Timeline
- June 28 Department Priorities & Budget Assumptions
- July 26 Budget Priorities
- August 30 Capital and Equipment Budgets
- September 27 High Level Draft Budget
- October 18 Draft Budget
- November 8 Public Hearing & Budget Adoption

CITY TAX LEVY DISTRIBUTION

Fund	2022 Budget	2023 Proposed
General Fund	\$1,560,495	
 Debt Service Fund	\$783,244	\$788,080
Library Fund	\$516,792	
 Capital Improvements	\$390,000	\$300,000
 Equipment Replacement	\$225,000	\$230,000
Taxi Fund	<u>\$26,000</u>	
Total	\$3,501,531	

PROPOSED EQUIPMENT PURCHASES

Total Proposed Equipment Budget \$2,082,337

- City Hall \$23,000
 - Annual Computer Updates, Payroll Software Upgrades, iWorQ Inspection & Licensing Software

- Police \$147,537
 - Policy Management Software Startup Costs, Vehicles and related equipment (2 vehicles), AED, Computer Updates, Bullet Resistant Vests, Tasers, Mobile Data Computers, Portable Radios, Radar System, Squad Camera, Body Cameras

- Fire \$1,765,300
 - Turnout Gear, Mobile Radios, **Aerial Ladder Truck**

PROPOSED EQUIPMENT PURCHASES

- Public Works \$141,500
 - 1-Ton Flatbed Truck, Skidloader with Auger, Grapple Bucket for Payloader, Price Increase Contingency

- Aquatic Center \$5,000
 - Pool Furnishing and Safety Equipment

	2023
Funding Sources - Equipment Replacement Fund	
Estimated Tax Levy	230,000
Estimated Other Revenue (Interest, Equipment Sales)	10,000
Estimated Fund Balance Applied	92,337
Total Funding Sources	332,337
Total Expenses - Equipment Replacement Fund	2,082,337
Surplus / (Shortfall)	(1,750,000)

- Equipment Levy History:

	2018	2019	2020	2021	2022	2023 proposed
	\$200,000	\$205,000	\$225,000	\$169,350	\$225,000	\$230,000
Change	↑	5,000	↑	20,000	↓ (55,650)	↑ 55,650
					↑	5,000

PROPOSED CAPITAL IMPROVEMENTS

Total Proposed Capital Improvements \$3,715,095 (tax levy funded)

- Police \$255,095
 - Land Acquisition, Safety Building Design & Engineering, Firearms Range
- Fire \$400,000
 - Post Incident Showers
- Public Works \$560,000 (\$380K after assessment revenue)
 - Community Center Parking Lot Repair, Sidewalk Replacement (Year 2 of 4), Mill and Overlay Streets
- Senior Center \$2.5M (\$0 after grant funding)
 - Senior Center Design & Build

PROPOSED CAPITAL IMPROVEMENTS

	2023
Funding Sources - Capital Improvement Fund	
Estimated Grant Funding and Special Assessments	2,680,000
Expenditure Restraint Payment Revenue	69,000
Estimated Tax Levy	300,000
Estimated Fund Balance Applied	266,095
Total Funding Sources	3,315,095
Total Expenses - Capital Improvement Fund	3,715,095
Surplus / (Shortfall)	● (400,000)

- Capital Improvement Levy History

	2018	2019	2020	2021	2022	2023 proposed
	\$476,500	\$536,799	\$441,554	\$420,000	\$390,000	\$300,000
Change	↑	60,299	↓ (95,245)	↓ (21,554)	↓ (30,000)	↓ (90,000)

DEBT OVERVIEW

- 2022 Debt Payments

Funding for Debt Payments	
Estimated Debt Service Fund Levy	\$788,080
Debt Pymts Made by Other Funds (TID's, SW, etc)	\$757,083
Estimated Fund Balance Applied	<u>\$22,000</u>
Estimated Total 2022 Debt Payments	\$1,567,163

- Debt Levy History:

	2018	2019	2020	2021	2022	2023 proposed
	\$637,216	\$625,983	\$760,983	\$768,233	\$783,244	\$788,080
Change		↓ (11,233)	↑ 135,000	↑ 7,250	↑ 15,011	↑ 4,836

- Future Debt Payments



- Debt payments (levy funded) remain fairly steady 2023-2028 at roughly \$822K/year
- Debt payments drop by \$472K in 2029 & another \$298K in 2030
- **This assumes no additional debt is taken on**

FUTURE CAPITAL AND EQUIPMENT NEEDS

10 YEARS (2023-2032)

Equipment	\$6,556,645
Parks	\$731,440
Facilities	\$10,121,345
Streets	\$6,641,000
Total	\$24,050,430

Equipment: Vehicle Replacement (Police/Fire/DPW), Aerial Ladder Truck, Fire Engine, Dump Trucks, Payloader, Grader, Tractors/Mowers, Etc.

Parks: Turf Replacement, Playground Replacement (Wilcox, Buwalda, Zoellner)

Facilities: City Hall, Safety Building, City Garage, Library, Museum, etc.

Streets: Newton/Rock Phase 2, Grove/Roosevelt/Park, River/Wilcox, Rock River/McKinley, Mill & Overlay



AGENDA SUMMARY SHEET

MEETING DATE: 8/30/22

TITLE: ARPA Spending Priorities

AGENDA SECTION: DISCUSSION

PRESENTER: Kathy Schlieve , Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Allocation of ARPA Dollars	\$1.17M	

ISSUE SUMMARY

The attached chart outlines the priorities selected by each alder person for use of ARPA funds. Since the publication of the Mayor’s column on 8/20 where this matter was highlighted, a number of groups have reached out to understand how they might be able to appeal to the City for a portion of the funds for the purpose of supporting their quality of life efforts in the city. We will have a discussion about priorities and next steps in this process. I am recommending that some listening sessions be held at various times and locations around the community to ensure we have community input prior to making final award of funds.

STAFF RECCOMENDATION:

Discussion only

ATTACHMENTS:

ARPA Prioritization Matrix

RECCOMENDED MOTION:

Discussion Only

City of Waupun
Aldersperson ARPA Prioritization

Item #	Item	Kaczmariski	Siebers	Westphal	Matoushek	Bishop	Langford	Vanderkin	Count
24	EMR Program	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000		\$ 250,000		5
22	Communication Meeting Solutions	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000				4
7	Stop and Go Light Cabinet	\$ 34,000	\$ 34,000			\$ 34,000	\$ 34,000		4
8	Dodge Park		\$ 35,000	\$ 35,000		\$ 35,000	\$ 35,000		4
20	Childcare Planning	\$ 25,000		\$ 25,000	\$ 25,000		\$ 25,000		4
11	Aquatic Center		\$ 30,000			\$ 30,000	\$ 30,000		3
6	Stormwater Pond		\$ 38,183		\$ 300,000		\$ 300,000		3
1	Facility Consolidation	\$ 350,000		\$ 350,000	\$ 350,000				3
9	ADA Improvements - War Memorial	\$ 125,000			\$ 125,000	\$ 125,000			3
23	Generator - City Hall		\$ 130,000				\$ 130,000		2
21	Communication Electronic Signage	\$ 30,000	\$ 30,000						2
13	Zoellner Park		\$ 50,000				\$ 50,000		2
14	Buwalda Park		\$ 50,000				\$ 50,000		2
7	Baseball Turf				\$ 95,000	\$ 500,000			2
19	Childcare Expansion					\$ 250,000	\$ 250,000		2
5	Essential Worker Pay		\$ 250,000						1
12	Wilcox Park		\$ 200,000						1
26	EV Charging Station		\$ 50,000						1
3	Lost Revenue - Utilities	\$ 332,000							1
25	Small Business			\$ 500,000					1
	Senior Center Overruns					\$ 226,000			1
18	Ladder Truck							\$1,200,000	1
27	City Hall Remodel								0
TOTAL		\$1,171,000	\$ 1,172,183	\$1,185,000	\$ 1,170,000	\$1,200,000	\$1,154,000	\$1,200,000	

COMMENTS:

While I have made these my list for spending ideas, this does not mean there aren't other areas where the money could make a large impact. The dollar amounts for what I believe to be very important items are larger than the funding available with these ARPA funds. These would be the completion of Shaler drive (needed to further develop the truck stop land), the ladder truck, City Hall boiler. I also believe City Hall updates are needed, or to go the direction of a new city hall public safety type building, but again that would be a lot more money than available. I would also like to see the downtown green space, and Wilcox park, but think we could stretch the funding further with the list supplied.

I saw in the eligible expenditures "investment into water, sewer, or broadband infrastructure." I did not see it in the list for city wide broadband, or public Wi-Fi. I do not know a cost, but think this is also a needed item.

I overspent but see the following as priorities that also need to be addressed: City Hall remodel, EMR, Childcare and All Parks need to be ADA accessible.

Katharine Schlieve

From: waupun hockey <waupunhockeypresident@gmail.com>
Sent: Monday, August 29, 2022 7:49 AM
To: Katharine Schlieve
Subject: Ice Rink needs & funding
Attachments: History and advertising info.docx; Ice Schedule 22-23 working.pdf; Fundraising Flyer.jpeg

Dear City Council Members,

My name is Lucas Dawson, president of the Waupun Hockey Association. On behalf of our board and the entire association, I am writing to you to inform you of the current situation regarding the aging cooling system in the floor at the Waupun Community Center that is used to make the ice rink.

I would like to first apologize if this is the first you are hearing of this. As with any volunteer board, we have had many new members and were under the impression that the city was already aware of the need for a floor replacement.

In October 2019 due to the age of the flooring system and recent, more expensive repairs, we brought in a contractor to understand the current state of the floor, the estimated life remaining and to get a recommendation on whether a full replacement was needed. After review, the contractor recommended that a full replacement was required. We were told the current floor has exceeded its life span and that we were operating on limited time and that we would only face additional costly repairs, the last repair was approximately \$25,000. Prior to last season (21-22) we did replace the Ammonia Condenser unit at a cost of \$87,400. The total cost for the floor replacement project in 2019 was quoted at \$646,846. We are in the process of obtaining an updated quote due to the rising inflation.

The Waupun Hockey Association hosts numerous events throughout the year. I have listed a few details below. Attached to this email is our ice schedule for the upcoming season, a brief history on how the rink was built and paid for along with our new advertising flyer that is being distributed this year.

- 148 skaters from our Learn to skate, Cross Ice, Squirt, PeeWee & Bantam Hockey Teams
- 82 first time participants last season in our Try Hockey for free events
- 50 Figure Skaters
- J.V. & Varsity Hockey teams
- 50th Year of our Hockey Unlimited fundraiser banquet
- Open skate (community event), Halloween Skate, Skating with Santa, New Years Skate, etc.
- Tournaments being hosted this year: Adult only, 19U Team WI, Girls Trophy Hunters, 2 Squirt A & B, PeeWee, Bantam, Mite Jamboree partnered with Fond du Lac and our Senior Class Tournament
- We are also hosting Youth Play Down games, an Alumni game, Girls U10 State games, the Figure Skating Competition and a Figure Skating Show
- Volks Fest is being brought back into the community center and being ran by Hockey and Figure Skater volunteers

From mid-October to mid-March the rink is in constant use. Every single weekend is filled with games, tournaments, and competitions. The Waupun High School J.V. and Varsity teams also use the rink during the week for games. Along with public skating events.

Each of these activities brings visitors from out of town to our community. Over the course of the season, this equates to thousands of visitors to Waupun. We are constantly asked by incoming teams/spectators for information on what our great city has to offer. This could be anything from our local bars/restaurants to hotels to other leisure activities in and around our city. Our local sponsors have reported additional sales due to advertising within our facility.

We are working diligently to raise the funds needed for the flooring replacement and are asking for your support. If we are unable to obtain the funds needed to replace the floor in the next few years or if there was a catastrophic leak, it would not only end the season but could mean the end to hockey and figuring skating programs entirely. We have hundreds of children and adults that enjoy our rink, by either a team sport or at one of our public skating events and it is an important part of what makes Waupun a destination.

Please consider supporting us with any funding possible.

Thank you,

Lucas Dawson & Waupun Hockey Association

Warrior Hockey

The Waupun Youth Hockey Association is a community-based, non-profit organization formed to instruct, promote and provide an affordable opportunity for our youth to compete in the sport of ice hockey. We are consistent with that of USA Hockey for its Youth programs: "To provide an improved grass-roots foundation for the growth and development of USA Hockey, designing programs aimed at increased participation, improved skills and a responsible environment for the conduct of youth hockey".

The Waupun Hockey Ice Rink is a very unique facility. We are one of the few non-profit ice skating facilities in Wisconsin that is owned by the City of Waupun but operated by the Waupun Youth Hockey Association, Inc.. The hockey rink began as a single outdoor rink in 1962 and a second outdoor rink was added in 1972. The Association built the rink by donations, fund raising efforts and private donors along with a tremendous amount of volunteers in 1977. Once the building was complete it was sold to the City of Waupun for a total of \$69,300 and was later valued at \$450K dollars. The first fundraiser for the building began in 1972 with a Hockey Unlimited Banquet, this banquet is still continued today marking this to be our 50th Hockey Unlimited Banquet. Our rink has been successful due to our sponsors, donors and the vast amount of volunteers.

Hundreds of volunteers, local companies and donors helped build the Waupun Hockey Rink. Today, the Warriors have over 148 participants, including a Learn to Skate program, ATOMS, Mites/Cross Ice teams along with Squirt, PeeWee and Bantam level teams. We hosted 3 "Try Hockey for Free" events last season including a girls only Try Hockey for Free, in total we had approximately 82 participants spread out for the three events. The Waupun Figure Skaters Club began in 1981 as a separate organization under Waupun Hockey but had separated from the parks and rec department. Last season Waupun Figures Skaters had approximately 50 youth skaters in their program and host 2- large on ice events every year. The Waupun Hockey Rink is also pleased to host the high school Junior Varsity and Varsity teams that play in Waupun.

Our rink host games, tournaments or other related events every single weekend from mid-October to mid-March each season. We are very proud of our rink and of the people who work and volunteer here. With these facts in mind, advertising with the Waupun Hockey Association produces a great opportunity to give your company more exposure to the local community at a cost-effective price to help provide a better return on your investment. This all adds up to thousands of people attending practices, games, clinics and special events month after month, giving your ad & business constant and repetitive exposure all year!

It has come time to replace our floor and all fundraising efforts are being made to help raise the funds need for a complete floor replacement. Everything from the demolition to the concrete and in floor cooling system will be replaced. We are attempting to raise approximately 900K based on current price of materials.

The Waupun Hockey Association appreciates your interest in the community in considering this unique and cost-effective advertising opportunity. We look forward to working with you and supporting your business as one of our advertisers.

Thank you,
WHA Board of Directors, Players and Parents

SEPTEMBER

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01	02	03
04	05	06	07	08	09	10
					FDL Fall Fire Up	Volk Fest 10am to 11pm
11	12	13	14	15	16	17
FDL Fall Fire Up	Board Pull out				Board setup	
18	19	20	21	22	23	24
Compressor Start-up					Ice Painting	
25	26	27	28	29	30	01
	5-645pm Open Youth Hockey Tenative	515p Cross Ice 615p Squirt a&b 730p Pee Wee 830p Bantam	All tentative pending ice condition 530p WFSC	515p Cross Ice 615p Squirt a&b 730p Pee Wee 830p Bantam	5-645 Open Youth Hockey 7pm WFSC	

OCTOBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	01
						8am WFS
						1p-3p Skills Session Open 330p-8p
02	03	04	05	06	07	08
	515p Cross Ice 615p Squirt A&B 730 Squirt A&B	515p GOALIES 615p PeeWee 730p Bantam	330p Captains 530p WFSC	515p Cross Ice 615p Squirt a&b 730p Pee Wee 830p Bantam	5-645 Open Youth Hockey	8am WFS
					7p WFSC	ElmBrook Bantam 11-1230p Open 11a-3p 1p-3p Skills Session Elmbrook Bantam 5-630p Open 330p-8p
09	10	11	12	13	14	15
	515p Cross Ice 615p Squirt A&B 730 Squirt A&B	515p GOALIES 615p PeeWee 730p Bantam	330p Captains 530p WFSC	515p Cross Ice 615p Squirt a&b 730p Pee Wee 830p Bantam	H.S. clear ice by 4pm	
						Cowan 19U Girls tournament
16	17	18	19	20	21	22
	515p Cross Ice 615p Squirt A 730 Bantam	515p GOALIES 615p Squirt B 730p PeeWee	330p Captains 530p WFSC	515p Cross Ice 615p Squirt a&b 730p Pee Wee 830p Bantam	Hockey Unlimited	8am WFS
						245p-415p Skills Session
						Cowan Games 1130a, 1115p, 430p, 615p
23	24	25	26	27	28	29
	515p Cross Ice 615p Squirt A 730 Bantam	515p GOALIES 615p Squirt B 730p PeeWee	330p Captains 530p WFSC	515p Cross Ice 615p Squirt a&b 730p Pee Wee 830p Bantam	H.S. clear ice by 4pm	
						2-Day Adult tournament
30	31					
	515p Cross Ice 615p Squirt A 730 Bantam					

NOVEMBER

2022

SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
30	31	01	02	03	04	05	
515p Cross Ice 615p Squirt A 730 Bantam 830 Open	515p GOALIES 615p Squirt B 730p PeeWee 830 Open	330p H.S. 530p WFSC	515p Cross Ice 615p Squirt a&b 730p Pee Wee 830p Bantam	5:15p Public Skate 7p WFSC	8am WFS 11am THFF/ATOMS 1245 CI 230p SA 415p SB 530p PeeWee 7p Bantam Opening Day!	Break for skill competition 145p-215p 330p-4p 630p-7p	
9a Open 1015a CI 1115a SB 1230pm SA 2p PeeWee 315p Bantam 445p Public Skate 7pm WFS	515p Cross Ice 615p Squirt A 730 Bantam 830 Open	515p Skills Session 615p Squirt B 730p PeeWee 830 Open	330p H.S. 530p WFSC	515p Cross Ice 615p Squirt a&b 730p Pee Wee 830p Bantam	5:15p Public Skate 7p WFSC	8am WFS 11am LTS/1145 ATOMS 1245p CI 2p SA 315p Bantam 445p CI 6p SA 715p Bantam 8pm Open	
9a Open 1015a Open 1115a SB 1230pm PeeWee 2p SB 315p PeeWee 445p Public Skate 7pm WFS	515p GOALIES 615p Squirt B 730p PeeWee 830 Open	330p H.S. 530p WFSC	515p Cross Ice 615p Squirt a&b 730p Pee Wee 830p Bantam	H.S. clear ice by 4 530pm FDL 14U Girls	FDL 14U Girls Tournament		
FDL 14U Girls Tournament 445p Public Skate 7pm WFS	515p Cross Ice 615p Squirt a&b 730p Pee Wee 830p Bantam	515p Cross Ice 615p Squirt a&b 730p Pee Wee 830p Bantam	330p H.S. 530p WFSC	Thanksgiving	5:15p Public Skate	8am WFS 11am LTS/1145 ATOMS 1245p CI 2p SA 315p Bantam 445p CI 6p SA 715p Bantam 8pm Open	
9a Open 1015a Open 1115a SB 1230pm PeeWee 2p SB 315p PeeWee 445p Public Skate 7pm WFS	330p H.S. 515p Skills Session 615p Squirt B 730p PeeWee 830 Open	530p WFSC	515p Cross Ice 615p Squirt A 730 Bantam 830 Open	515p Cross Ice 615p Squirt a&b 730p Pee Wee 830p Bantam	8pm Open		

DECEMBER 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	01	02	03
			330p H.S. 530p WFSC	6p JV (Shawano)	515p Public Skate	8am WFS 1pm Varsity (Northland Pines)
					7p WFSC	4p CI 515p SB 630 PeeWee 745 SB
04	05	06	07	08	09	10
915a Open 1030a Open 1115a SA 1230pm Bantam 2p SA 315p Bantam 445p Public Skate 7pm WFS	515p Skills Session 615p Squirt B 730p PeeWee 830 Open	330p H.S. 515p Cross Ice 615p Squirt A 730p Bantam 830 Open	530p WFSC	515p Cross Ice 615p Squirt a&b 730p Pee Wee 830p Bantam	7pm Varsity (Tomah) Skate w/Warrior & Youth night	8am WFS 11am LTS/ 1145 ATOMS 1245p CI 2p SB 315p PeeWee 430p CI 545p SB 7p PeeWee 8p Open
11	12	13	14	15	16	17
915a Open 1030a Open 1115a SA 1230pm Bantam 2p SA 315p Bantam 445p Public Skate 7pm WFS	6p JV (Kenosha) 745 PeeWee&Bantam	330p H.S. 5p SA&SB 7pm Varsity (Oshkosh) Squirt recognition night/HS parent night No CI practice this week	530p WFSC	5pm SA&SB 7pm JV (Cedarburg)	H.S. clear ice by 4pm Squirt A & B Tournament	
18	19	20	21	22	23	24
Squirt A & B Tournament	530p JV (St. Mary's Springs) 730pm PeeWee 830pm Bantam	515p Cross Ice 615p Squirt a&b 730p Pee Wee 830p Bantam	330p H.S. 530p WFSC	515p Cross Ice 615p Squirt a&b 730p Pee Wee 830p Bantam	7pm Varsity (Beaver Dam)	Christmas
25	26	27	28	29	30	31
7pm WFS	530p Goalsies 630p Pee Wee 730p Bantam	515p Cross Ice 615p Squirt b 730 Squirt a	330p H.S. 530p WFSC	515p Cross Ice 615p Squirt a&b 730p Pee Wee 830p Bantam	5p-7p Public Holiday Skate	New Years Eve
Christmas			Page 4 of 8			

JANUARY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
01 New Years Day	02 515p Cross Ice 615p Squirt A&B 730 PeeWee 830 Bantam	03 530pm JV (DeForest) 730 PeeWee 830 Bantam	04 330p H.S. 530p WFSC	05 7p Varsity (Monona Grove) Alumni Night	06 515p Public Skate 715p WFSC	07 8am WFS 11am LTS/ 1145 ATOMS 1245p CI 2p SA 315p Bantam 445p SA 7pm Alumni Game
08 9a Open 1015a Open 1115a SB 1230pm PeeWee 2p SB 315p PeeWee 445p Public Skate 7pm WFS	09 5pm JV (Muskego) 630p Squirt A&B 730 PeeWee 830 Bantam	10 330p H.S. 7pm Varsity (Muskego) PeeWee/Bantam recognition night	11 530p WFSC	12 515p Cross Ice 615p Squirt a&b 730p Pee Wee 830p Bantam	13 H.S. clear ice by 4pm PeeWee & Bantam Tournament	14
15 Pee Wee & Bantam tournament 7pm WFS	16 530pm JV (ST Mary Springs) 730p PeeWee 830p Bantam	17 5pm CI 7pm Varsity (Springs) LTS, U6, CI recognition night	18 330p H.S. 530p WFSC	19 5pm SA&SB 7pm Varsity (Stoughton)	20 515p Public Skate 715p WFSC	21 8am WFS 11am LTS/ 1145 ATOMS 1230p CI 145p SA 3p Bantam 430p SA 7pm Varsity (McFarland) PinkOut
22 9a Open 1015a Open 1115a SB 1230pm PeeWee 2p SB 315p PeeWee 445p Public Skate 7pm WFS	23 515p Cross Ice 615p Squirt A 730 Bantam 830 Open	24 515p Skills session 615p Squirt B 730p PeeWee 830 Open	25 330p H.S. 530p WFSC	26 530pm JV (Fondy) 730p Pee Wee 830p Bantam	27 7pm Varsity (Antigo) Senior Night	28 8am WFS 11am LTS/ 1145 ATOMS 1245p CI 2p SA 315p Bantam 445p CI 6p SA 715p Bantam
29 9a Open 1015a Open 1115a SB 1230pm PeeWee 2p SB 315p PeeWee 445p Public Skate 7pm WFS	30 5pm JV (Baraboo) 730 PeeWee 830 Bantam	31 515p Cross Ice 615p Squirt A&B 730p PeeWee 830 Open	01 330p H.S.	02	03	04

FEBRUARY

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	01	02	03	04	
		330p H.S.	515p Cross Ice 615p Squirt a&b 730p Pee Wee 830p Bantam	H.S. clear ice by 4pm	Play Downs	
05	06	07	08	09	10	11
Play Downs	515pm Cross Ice 630p Squirt A&B 730pm Pee Wee 830pm Bantam	530p JV (Oshkosh) 7pm Pee Wee 8pm Bantam	330p H.S.	515p Cross Ice 615p Squirt a&b 730p Pee Wee 830p Bantam	515p Public Skate	8am WFS 11am LTS/ 1145 ATOMS 1230p CI 145p SB 3p PeeWee 415p CI 530p SB 645p PeeWee
515 Public Skate 7pm WFS					7p WFSC	
12	13	14	15	16	17	18
915a Open 1030a Open 1115a SA 1230pm Bantam 2p SA 315p Bantam 445p Public Skate 7pm WFS	515 Squirt B 615p Pee Wee 730 Open	515p Cross Ice 615p Squirt A 730p Bantam	330p H.S.	515p Cross Ice 615p Squirt a&b 730p Pee Wee 830p Bantam	515p Public Skate	8am WFS 11am LTS/ 1145 ATOMS 1245p CI 2p SB 315p PeeWee 430p CI 545p SB 7p PeeWee 8p Open
					7p WFSC	
19	20	21	22	23	24	25
915a Open 1030a Open 1115a SA 1230pm Bantam 2p SA 315p Bantam 445p Public Skate 7pm WFS	515 Squirt B 630p Pee Wee 730 Open	515p Cross Ice 615p Squirt A 730p Bantam	330p H.S.	515p Cross Ice 615p Squirt a&b 730p Pee Wee 830p Bantam	H.S. clear ice by 4pm	FDL Mite Jamboree
26	27	28	01	02	03	04
FDL Mite Jamboree	515 Squirt B 630p Pee Wee 730 Open	515p Cross Ice 615p Squirt A 730p Bantam	330p H.S.			Feb 1 Varsity away Feb 4 Varsity away Feb 5 Varsity away Feb 8 JV away
515 Public Skate 7pm WFS						

MARCH

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	01	02	03	04
Hosting Girls U10 A State	5p Open 630p Open 730p Open	515p Cross Ice 615p Squirt A 730p Bantam	330p H.S. Captains? 530p WFSC	515p Cross Ice 615p Squirt a&b 730p Pee Wee 830p Bantam	615p Public Skate (last one) 7p WFSC	Hosting Girls U10 A State
05	06	07	08	09	10	11
7pm WFS	5p Open 630p Open 730p Open	5p PeeWee 615p Open 730p Open	330p H.S. Captains? 530p WFSC	515p PeeWee Ice Out Party	State Tournament Squirt & Bantam	8am WFS
12	13	14	15	16	17	18
Figure Skater Competition	5pm Open	5pm WFSC	530p WFSC	5pm Open	State tournament PeeWee	
19	20	21	22	23	24	25
S.C.I.	5pm Open	5pm WFSC	5pm WFSC	5pm Open	5pm WFSC	8am WFS
26	27	28	29	30	31	01
8am WFS	5pm WFSC	5pm WFSC	5pm WFSC	5pm WFSC	Figuer Skater Show	

APRIL

2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	01
02	03	04	05	06	07	08
<u>Figuer Skater Show</u>					<u>Board Pull Out</u>	
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29



WAUPUN HOCKEY FUNDRAISING



Thank you for your past support of Waupun Hockey Association (WHA) program. We are again asking for your support for the 2022-2023 season! Our floor is in need of replacement and all funds raising will be going towards a new floor. Over the years we have had numerous costly leaks and the time has come to replace it before it is too late. Our goal is to raise \$900,000 and the sooner we reach that number the sooner we can start construction.

The money raised will be used for a complete floor replacement including but not limited to removal of current floor and equipment, refrigeration mains, sub-floor heating system, regrading, insulation, vapor barrier, reinforced steel, refrigeration pipping, concrete along with many more items. Below we have put together several ways you can choose to donate. We are also accepting money donations by check or through our website link. Please spread the word to other local businesses and citizens of our great community! All advertising is open to business and members of the public.

ADVERTISING OPPORTUNITIES

RINK NAMING RIGHTS:

\$15,000 for 3 year contract (one time setup fee on company)

CONCESSION STAND NAMING RIGHTS:

\$2,000 per year w/min 2 year contract (Sign set up cost on company)

ZAMBONI GRAPHIC: Two Sides and Top of Zamboni available - (one time setup fee on company) \$1,000 per side per year

IN ICE: 6 x 3 \$1000.00 per year / 10 x 4 \$1300.00 per year (\$250.00 one time setup fee)

DASHER BOARD: 2.5 x 8 \$600.00 per year (one time setup fee on company)

PRESS BOX BANNER: Size TBD \$500.00 per year, 2 available (\$100 one time setup fee)

BANNER: 2 x 4 \$300.00 per year (\$100 one time setup fee)

NAME ON BLEACHER STEPS:
\$125 first year, \$100 to renew

SAVE THE RINK!

SHOOTOUT - 10K OR HIGHER

HAT TRICK - \$5,000-\$9,999

PLAYMAKER - \$2,500-\$4,999

GOAL - \$1,000-\$2,499

ASSIST - \$500-\$999

Level donations will go towards the floor replacement costs and the name of your choice will be displayed on a plaque in the main entrance of the Hockey Rink.

To make a donation, please contact waupunhockeyfundraising@gmail.com or visit our website for more information: <https://www.waupunhockey.com/fundraising>



WAUPUN YOUTH SOCCER ASSOCIATION

PO Box 269
Waupun, WI 53963

August 24, 2022

Kathy Schlieve
City of Waupun
201 E Main St
Waupun, WI 53963

Dear Ms. Schlieve:

The Waupun Youth Soccer Association is a non-profit organization that has been an anchor in our community's youth sports for over 15 years. We provide our community's youth with a recreational soccer league that has over 500 children participating in our program every year. Our program affects our community's children between the ages of 4-14 and helps them to learn and compete in the growing sport of soccer.

Each week of our soccer season, we host over a thousand fans that come to watch and cheer on our youth players. Whether it's parents with kids playing in our league, grandparents who cheer on their grandkids, or even supportive relatives, we continually draw a large crowd of people who come to watch the kids in our program. If you were to ask around, you would find it difficult to find someone whose life has not been touched, in some way, by our soccer program.

We currently operate our youth league on school and city land; however, we have long dreamed of developing our own soccer complex. For the past few years, we have been exploring the possibility of acquiring land to develop a soccer complex, but we currently lack the funding to accomplish this dream. This is where we need your support.

Our dream to create our soccer complex is still in its infancy stage, but we have identified what we would need to make it happen. To start, we would need to acquire a minimum of 20 acres of land to house our fields and parking lots. After that, we would need to pay for design engineering, grading and landscaping, construction of roads and parking lots, and construction of support buildings, such as garages or sheds, and possibly even a pavilion.

We seek any aid, whether via donation of land or financial contribution. Our current estimates to achieve this dream range widely. We estimate that we will require anywhere from around \$500,000 to \$1 million, depending on the cost of acquiring land and the soccer complex's size and scope.

We know that the city of Waupun has historically done a great job of aiding in improving our community sports. Your aid to the Waupun Youth Soccer Association will continue your trend of helping to make Waupun a better place to live for our youth athletes.

Sincerely,
Clay Daane
President
Waupun Youth Soccer Association

Katharine Schlieve

From: Andy Glewen <andyglewen@gmail.com>
Sent: Thursday, August 25, 2022 11:53 AM
To: Katharine Schlieve; Megan VandeZande
Subject: City Covid Grant

Good Morning Kathy

As you know I have been attempting to facilitate some action on the football field lighting situation. This is a long story but the long and short of it is we need to raise approx \$200,000 to install a new lighting system. The existing poles were condemned. They have been recently cut down with only a stub left to maintain the sound system.

This has obviously resulted in no night games scheduled for this year. If we don't act quickly we will miss next season also.

There has been a committee formed to try and come up with the most cost effective solution. They have tentatively made a commitment to Veterans field and are moving forward with a new system including steel poles. We have made some great progress but there is an obvious monetary need. I noticed particularly how much money was thrown at the baseball program in the Mayors recent post. I would like to respectfully ask how football can go about getting a piece of the pie? Please advise on what the committee can do to make our case.

Thank you.

Andy Glewen President

A.Glewen & Sons Excavating, INC
N3228 Marshview Rd.
Waupun, WI 53963
Cell 920-375-0213
Office 920-346-2150



From: rsv007@charter.net <rsv007@charter.net>
Sent: Saturday, August 27, 2022 2:59:20 PM
To: Mike Matoushek Jr. <mmatoushek@cityofwaupun.org>
Subject: ARPA funds?

Can ARPA funds be used to do something productive with the run down McCune beach? Preferable restore to nice useable beach , but if not turn it into something useful instead of eyesore it currently is? Baseball complexes don't benefit everyone who lives in the city, just the business owners. People that live in Waupun but have no interest in baseball but use the parks could benefit some. Can you bring it up at common council meeting?

78% 10:34

SHARE THIS
 WEB ONLY
MCCUNE PARK PLAN
kthomas-at-capitalnewspapers-com Jun 2, 2017 0

This is a view of the master plan for McCune Park in Waupun. Plans will move forward to revitalize the park. McCune Beach Swimming Pool has been permanently closed since 2013. kthomas-at-capitalnewspapers-com

By kthomas-at-capitalnewspapers-com
 Beaver Dam Daily Citizen Senior Reporter



shot on moto g power
R5V

Aug 25, 2022, 7:21 PM



AGENDA SUMMARY SHEET

MEETING DATE: 8/30/22

TITLE: Ordinance - Shipping Containers

AGENDA SECTION: DISCUSSION

PRESENTER: Kathy Schlieve, Administrator

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

ISSUE SUMMARY

Staff have completed policy work on shipping container ordinances. Attorney Vande Zande will be presenting a draft ordinance for your review and discussion on the matter.

STAFF RECCOMENDATION:

Discussion only

ATTACHMENTS:

Ordinance draft (forthcoming)

RECCOMENDED MOTION:

Discussion Only

ORDINANCE # 22 - ____

AN ORDINANCE TO AMEND CHAPTER SIXTEEN OF THE MUNICIPAL CODE OF THE CITY OF WAUPUN ENTITLED "ZONING CODE."

THE COMMON COUNCIL OF THE CITY OF WAUPUN ORDAINS:

SECTION 1: Section 16.02 of the Municipal Code of the City of Waupun entitled "Definitions" is amended to create new subsection (38m) to provide as follows:

(38m) SHIPPING CONTAINER. A Shipping Container is a steel box manufactured from steel or materials of similar strength and durability, which is characteristically used for temporary storage and shipping or other transport of products and materials between locations. Such containers are usually designed and constructed to standards established by the International Organization for Standards (ISO) and are typically 10, 20, 30 or 40 feet long, and may or may not have attached wheels.

SECTION 2: Chapter Sixteen of the Municipal Code of the City of Waupun entitled "ZONING CODE" is amended to create new Section 16.145 to provide as follows:

16.145 – SHIPPING CONTAINER RESTRICTIONS.

(1) PURPOSE. This subsection is established to regulate the use of shipping containers which may be placed outdoors and may only be used for storage purposes in certain zoning districts and in accordance with the provisions of this subsection, for the general purpose of protecting the aesthetic qualities of the City.

(2) GENERAL PROHIBITIONS. Shipping containers shall not be placed or used for residential purposes in any zoning district. Shipping containers shall

not be placed or used outdoors for storage purposes in any Residential District (R-1, R-2, R-3, R-4, R-5 or R-6), except as provided below.

(3) CONTRACTOR USE EXCEPTION. In any Residential District, contractors or property owners may temporarily place and use shipping containers outdoors in conjunction with construction activities duly authorized by building permit issued by the City for construction, remodeling or demolition projects, provided that such placement shall not be for more than ninety (90) days, unless additional time is authorized in writing by the Director of Public Works.

(4) HOUSEHOLD MOVING EXCEPTION. In any Residential District, shipping containers may be temporarily placed and used outdoors in conjunction with removal and relocation of personal property from the site, provided that such placement shall not be for more than sixty (60) days per moving event, unless additional time is authorized in writing by the Director of Public Works.

SECTION 3: All ordinances or portions of ordinances inconsistent with the provisions of this ordinance are repealed.

SECTION 4: This Ordinance shall be in full force and effect on its passage and publication as provided by law.

Enacted this ____ day of _____, 2022.

Rohn W. Bishop
Mayor

ATTEST:

Angela Hull
City Clerk



AGENDA SUMMARY SHEET

MEETING DATE: 8/30/22

TITLE: Use of Technology and Communications System Policy

AGENDA SECTION: DISCUSSION

PRESENTER: Kathy Schlieve, Administrator

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

ISSUE SUMMARY

Staff have working to address known gaps in both policy and IT structures to meet the latest guidelines provided by CVMIC on use of technology and electronic communication systems. A draft of an updated policy is included for review and discussion.

STAFF RECCOMENDATION:

Discussion only

ATTACHMENTS:

Draft Policy

RECCOMENDED MOTION:

Discussion Only

Use of Technology & Electronic Communications Systems Policy (DRAFT)

Issue Date: August 30, 2022	Revision(s):	Pages: 9
Policy Source: Cities and Villages Mutual Insurance Company		

I. Use of Technology

a. Purpose

To better serve our citizens and give our workforce the best tools to do their jobs, the City of Waupun has adopted and utilizes various forms of technology for the purposes of conducting official business. Technology the City of Waupun provides its employees includes, but is not limited to, the City of Waupun's computers, networks, programs, internet, software, hardware, data, telephones (including cellular and landline), voicemail, fax machines, e-mail, pagers, instant messaging, Internet, Intranet, and other technology or electronic sources capable of sending, receiving, or storing electronic communications (collectively "technology").

The City of Waupun encourages the use of technology because it provides employees with efficient and effective tools to carry out their job duties for the City of Waupun and, in doing so, allows the City of Waupun to better serve the public. However, inappropriate usage of the City of Waupun's technology can adversely affect the City of Waupun, interfere with the work of its employees, increase its costs, and even expose the City of Waupun to damage, liability, and security risks. All technology provided by the City of Waupun is the property of the City of Waupun and is provided to employees for the sole purpose of conducting and facilitating official business of the City of Waupun.

Employees utilizing the City of Waupun's technology shall have no expectation of privacy in regards to any use of such technology. For purposes of this policy, "use" includes, but is not limited to, any storage, transmission, retrieval, creation, downloading, uploading, and deletion of communications, data, software, files, or other items involving or requiring the use or access of City of Waupun technology, whether from an on-site or off-site location, whether utilizing a device owned by the employee (i.e., personal laptop, thumb drive, etc.), or otherwise. An employee's use of the City of Waupun's technology constitutes acceptance of the City of Waupun's monitoring and disclosure of such use. Use of the City of Waupun's technology can be limited by the City of Waupun at any time for any reason. The City of Waupun may consent to the disclosure of information from use of technology or any other property, the City of Waupun may consent or authorize a law enforcement agency to search or review the City of Waupun's technology, and the City of Waupun may use such information for the City of Waupun's intentions and purposes.

No written policy can list every conceivable circumstance that relates to proper use. The City of Waupun's employees are professionals who are expected to exercise responsible professional judgment and act in the interests of the City of Waupun. The City of Waupun has complete and sole discretion to determine whether any use is inappropriate, even if the use is not expressly prohibited or addressed in this policy or rules. The City of Waupun may ask employees to stop any use it believes is improper. In addition, the City of Waupun may block access to any use or content it believes is not appropriate. Employees who do not adhere to this policy may be disciplined, which can include restriction of use, restriction of technology use, or discipline up to and including termination and pursuit of any criminal or civil liability.

This policy applies to all of the City of Waupun's employees, appointed and elected officeholders, and volunteers. When the term employee is used herein, the rules and expectations of conduct apply to these other users.

b. Procedures

1. Access and Authority

- a. Each Department Head shall determine which employees in their department shall have access to City of Waupun-owned and City of Waupun-provided technology, based on business practices and necessity, and who shall have authority to communicate on behalf of the City of Waupun through the utilization of and access to such technology.
- b. The provisions of this policy shall apply to the use of City of Waupun-owned/provided technology.
- c. City of Waupun-owned/-provided technology may be removed from City of Waupun premises solely for City of Waupun work-related purposes pursuant to prior authorization from the Department Head.

2. Prohibited Uses of Municipality-Owned/-Provided Technology

- a. Employees are prohibited from engaging in the following activities while using technology that is owned or provided by the City of Waupun:
 - i. Engaging in personal, non- City of Waupun related activities, including activities for gain or profit (e.g., consulting for pay or advertising or selling goods or services for personal gain), except as otherwise allowed under #3 below;
 - ii. Copying, disseminating, or printing copyrighted or other protected materials, which can include articles, images, games, and other software, in violation of the law;
 - iii. Accessing, sending, soliciting, displaying, printing, or otherwise disseminating material that is reasonably likely to harass, threaten, or embarrass others or that is obscene, defamatory, discriminatory, fraudulent, or otherwise inappropriate in a professional environment;
 - iv. Searching for, accessing, or transmitting content that is reasonably likely to be perceived as offensive or disparaging of others, including content that is sexually explicit, profane, pornographic, disrespectful, disparaging based on race, national origin, sex, sexual orientation, age, disability, religious, or political beliefs or any other legally protected basis;
 - v. Engaging in illegal activities or using the technology for any illegal purposes, including initiating or receiving communications that would violate any laws or regulations;
 - vi. Engaging in activities that interfere with or disrupt the work of other employees or which are otherwise contrary to the City of Waupun's business interests;
 - vii. Except as specifically authorized, gaining access by using any access control mechanism (e.g., login name, password, etc.) not assigned to the user, or permitting anyone to have access by using another person's access control mechanism;
 - viii. Unless first authorized by the City of Waupun's City Administrator, downloading, transferring to or from, or deleting software or data from technology. Employees must never install downloaded software to networked storage devices without the assistance and approval or appropriate personnel.
 - ix. Unless first authorized by the City of Waupun's City Administrator disabling, tampering with, or otherwise adjusting any anti-virus, anti-malware, or other similar software installed on the City of Waupun's technology.
 - x. Engaging in any transaction or other conduct that, if done through other means other than through the use of technology, would not be authorized or lawful.

If an employee has a question about whether a particular use of the City of Waupun's technology is proper, then he or she should consult his or her Department Head before engaging in such use.

3. Personal Use

- a. Except as otherwise stated herein, technology is provided by the City of Waupun for business use during City of Waupun time. Limited, occasional, or incidental use of technology for personal non-business purposes is permitted as set forth below:
 - i. Personal use must be limited to unpaid breaks, lunch or immediately before/after work;
 - ii. Personal use must not interfere with the productivity of the employee or his or her co-workers;
 - iii. Personal use must not involve any prohibited activity (see Section I.B.2);
 - iv. Personal use must not consume system resources or storage capacity on an ongoing basis
 - v. Personal use must not involve large file transfers or otherwise deplete system resources available for business purposes;
 - vi. Personal use is merely incidental to the primary use of personal resources available to the employee such as a personal cell phone or personal tablet or computer with personal internet access.

4. Access to Municipality-Owned/Provided Technology

- a. Employees utilizing City of Waupun-owned/-provided technology shall have no expectation of privacy in regards to use of such technology. An employee's use of the City of Waupun's technology constitutes acceptance of the City of Waupun's monitoring and disclosure of such use. Use of City of Waupun's technology can be limited by the City of Waupun at any time for any reason. The City of Waupun may consent to the disclosure of information from use of technology or any other property, the City of Waupun may consent or authorize a law enforcement agency to search or review the City of Waupun's technology, and the City of Waupun may use such information for its intentions and purposes.

II. Electronic Communications System

a. Purpose

In addition to providing employees with technology, as defined above, the City of Waupun provides employees with access to various means of electronic communication so they may better perform their job-related duties (e.g., e-mail, instant messaging, Intranet, cell phones, pagers, etc.). The City of Waupun's electronic communications system includes all messages and data sent through or received through the City of Waupun's networks or technology either externally via the internet or internally and through the City of Waupun's technology (collectively the "electronic communications system").

The City of Waupun's electronic communications system is a valuable business asset. As such, appropriate usage by employees is critical.

Communications sent and received through the electronic communications system which relate to official governmental business, regardless of whether sent /or received during the business day, may constitute records under Wisconsin's Public Records Law and, therefore, constitute property of the City of Waupun. Additionally, other records, even personal in nature, may constitute records under Wisconsin's Public Records Law.

Employees shall have no expectation of privacy in their use of the City of Waupun's electronic communications system. The City of Waupun reserves the right to monitor and/or access its electronic communications system at any time and for any lawful reason. The use of such system constitutes an employee's consent to such monitoring and access, as well as compliance with this policy. Employees are prohibited from deleting any communication, document, or any other transmission of information deemed to constitute a public record under Wisconsin's Public Records Law. This prohibition applies to the deletion of public records contained on an employee's personal devices and accounts (e.g., laptops, cell phones, e-mail accounts, etc.). A safe rule of thumb for any employee is that the employee should presume any communication may be treated as a record for Public Records Law compliance purposes.

No written policy can list every conceivable circumstance that relates to proper use. The City of Waupun's employees are professionals who are expected to exercise responsible professional judgment. The City of Waupun has complete and sole discretion to determine whether any use or access is inappropriate, even if the use is not expressly prohibited or addressed in this policy or rules. The City of Waupun may ask employees to stop any use it believes is improper. In addition, the City of Waupun may block access to any content it believes is not appropriate. Employees who do not adhere to this policy may be disciplined, which can include restriction of internet use, restriction of technology use, or discipline up to and including termination.

b. Procedures

1. Appropriate Use of Electronic Communications System

- a. Electronic communications should be courteous, concise, focused and written or spoken in good business English. The same care should be used in drafting electronic communications as used for drafting any other professional written communication. All electronic communications are unavoidably attributed to the City of Waupun. When composing electronic communications, employees should keep in mind that personal comments may be perceived as comments made on behalf of the City of Waupun.
- b. Employees are prohibited from engaging in the following activities while engaging in the use of the electronic communications system:
 - i. Engaging in personal, non- City of Waupun related activities, including activities for gain or profit (e.g., outside employment or business activity, consulting for pay or advertising or selling goods or services for personal gain), except as otherwise allowed under #2 below;
 - ii. Using another individual's electronic communications system account(s) without authorization or falsely holding one's self out as another individual through the use of the electronic communications system;
 - iii. Accessing another individual's electronic communications system account without prior authorization or permitting an unauthorized individual access to an electronic communications system.
 - iv. Engaging in any of the activities outlined in I.B.2 above.

If an employee has a question about whether a particular use of the City of Waupun's electronic communications system is proper, then he or she should consult his or her Department Head before engaging in such use.

2. Personal Use

- a. The City of Waupun allows limited, occasional, or incidental personal use of its electronic communications system during lunch, breaks or immediately before or after work, subject to the following conditions and restrictions:
- b. Personal use must not:
 - i. Involve any prohibited activity (see II.B.1.b above);
 - ii. Interfere with the productivity of the employee or co-workers;
 - iii. Consume system resources or storage capacity on an ongoing basis; or
 - iv. Involve large file transfers or otherwise deplete system resources available for City of Waupun business purposes.

- v. Incur charges or otherwise violate the terms and conditions of the contract associated with the electronic communications system (e.g., sending pictures when a cell phone does not provide for a data package, sending too many text messages in a particular month or period, calling a phone number outside of a telephone plan, etc.).
3. Monitoring and Accessing the Use of the Electronic Communications System
- a. Communications sent or received through the electronic communications system are subject to monitoring, access, auditing, interception, and disclosure by the City of Waupun at the City of Waupun's sole discretion and as permitted by law. As such, no expectation of privacy shall apply to such use, including when such use is for the transmission or receipt of private or personal communications. All communications sent or received through the electronic communications system may constitute a public record under Wisconsin's Public Records Law and, as a result, may be subject to disclosure under the law. Therefore, employees are prohibited from deleting any such communications so as to ensure compliance with the City of Waupun's retention requirements. To the extent possible, employees should avoid sending and receiving personal messages through the electronic communications system, particularly when such messages are private or confidential in nature. If an internal communication is business related and confidential, it should be distributed personally or by a confidential routing envelope and not by e-mail or other electronic forms. If an external communication is business related and confidential, careful dissemination of such communication is required. To ensure careful dissemination of external, confidential communications, employees should consult their Department Head before sending the communication in question.
 - b. Electronic communications may reside on the electronic communications system in different recoverable forms (system backup, sent mail folders, spool queues, etc.). Employees should not assume that deleting a personal electronic communication removes all incidents of their existence. If there is a review of the information or an investigation, litigation, or other proceeding that requires or makes desirable the review or production of Employer records, it is likely that electronic communications will be requested and potentially disclosed.

III. Passwords and Encryption

- a. Access to certain technology and electronic communications systems may require the use of a log-in identification and password. All such log-in identifications and passwords may be assigned to an employee or may be created by the employee using such technology and shall be immediately filed in writing with the appropriate Department Head.
- b. Each time an employee changes a log-in identification or password from that which is on file with the Department Head, the employee shall immediately file the new log-in identification and password with the Department Head. Whenever requested, employees are required to cooperate with the City of Waupun for purposes of disclosing the log-in identification and password associated with technology. Log-in identifications and passwords constitute the property of the City of Waupun and, thus, failure to cooperate with the disclosure of such information may subject an employee to discipline, as well as pursuit of criminal or civil liability. Employees have no expectation of privacy in login identifications and passwords.
- c. Unless otherwise authorized or consistent with this policy, employees are required to keep log-in identifications and passwords strictly confidential. Log-in identifications and passwords are never to be disclosed through nonconfidential sources such as over the telephone, through electronic communications, or otherwise posted in public areas.

- d. Unless otherwise authorized, employees are strictly prohibited from encrypting any data, software, files, or other information stored, received, sent, or otherwise transmitted on or through technology. Employees are likewise prohibited from installing any encryption software or programs on such technology. Employees with a business need to encrypt certain data, software, files, or other information are required to obtain written authorization from their Department Head before engaging in encryption. Any passwords and log-in information associated with an employee's encryption must be immediately filed with the appropriate Department Head, and any changes to such log-in information or passwords must be provided to the appropriate Department Head at the time of such change.

IV. Record Retention Policy

a. Purpose

If related to official governmental business, all communications sent, received, stored, or transmitted on or through the electronic communications systems, whether through the use of technology owned or provided by the City of Waupun or personal devices/accounts of a similar ilk, constitute public records under Wisconsin's Public Records Law. Likewise, if related to governmental business, all data, documents, or other information created, stored, or transmitted through or on technology owned or provided by the City of Waupun constitute public records under Wisconsin's Public Records Law. The retention and disclosure procedure, rules, and requirements surrounding such records are the same as those which apply to other records of the City of Waupun.

This policy applies to all employees and elected officials of the City of Waupun.

b. Procedures

1. Per Wisconsin's Public Records Law, whether a particular communication, document, file, constitutes a public record is determined by its content, not its format. Thus, any communication, document, file, etc. that relates to official government business constitutes a record under Wisconsin's Public Records Law. Communications, documents, files, etc. that relate to purely personal matters may nonetheless constitute a record, either in whole or in part, depending on the totality of circumstances. As such, employees are prohibited from deleting communications, documents, files, etc. from City of Waupun-owned/-provided technology or the electronic communications system without first obtaining authorization from the City of Waupun's City Administrator. Likewise, because communications, documents, files, or other types of information that relate to official governmental business constitute records under the Public Records Law, the City of Waupun reserves the right to monitor, access, audit, and disclose such communications, documents, files or other types of information to the extent permitted by law. Employees shall have no expectation of privacy with respect to such communications, documents, files, or other types of information, even if purely personal in nature, when using or accessing the City of Waupun's technology or electronic communications system.
2. Employees have an on-going obligation to cooperate in the production, inspection, and disclosure of all records in their possession, regardless of where such records are located, stored, or otherwise maintained, including when a public record is stored on an employee's personal electronic device or account. For this reason, employees are strongly discouraged from storing or maintaining records on personal electronic devices or within personal electronic communication systems. Failure to avoid the storage or maintenance of public records on one's personal electronic device or electronic communications system may require the employee to permit inspection of such device or communication system by the City of Waupun so that the City of Waupun may fulfill its legal obligations under Wisconsin's Public Records Law.

3. The determination as to whether a particular document, communication, or other piece of information constitutes a public record shall be at the sole discretion of the City of Waupun's Legal Custodian. Likewise, the determination as to whether disclosure of a public record, either in whole or in part, is required under Wisconsin's Public Records Law shall be at the sole discretion of the City of Waupun's Legal Custodian.
4. If an employee has a question as to whether a particular document, communication, or other piece of information constitutes a record, or as to their obligations under this or the City of Waupun's records retention policy, then the employee should contact their Department Head before taking any action with respect to such potential record.

V. Policy Violations

- a. Employees who do not adhere to this policy may be disciplined, which can include restriction of internet use, restriction of technology use, or discipline up to and including termination or removal from office. Severe violations of this policy may also subject an employee to civil liability and criminal prosecution.

**Use of Technology and Electronic Communication Policy
Employee Acknowledgement Form**

I acknowledge I have received the City of Waupun's Use of Technology and Electronic Communications System Policy. I acknowledge that it is my duty to fully review the *Policy* and to approach my direct supervisor or Department Head about anything I do not understand.

I understand and acknowledge that it is my responsibility to fully comply with the *Policy* as set forth therein, as well as any amended versions of the *Policy* that may be created and distributed by the City of Waupun following my execution and submission of this Acknowledgement Form. I understand and acknowledge that the content of the *Policy* may be changed by the City of Waupun at any time, with or without notice, to the extent permitted by law.

As an employee of the City of Waupun, I acknowledge and understand the City of Waupun's electronic communications system and technology are provided for conducting the City of Waupun's business. While I understand that limited, occasional, or incidental personal use of the electronic communications system and technology may occur under certain circumstances. I understand that all technology and all communications, data, software, hardware, or other files and information stored on, uploaded, downloaded, or transmitted during the use of or access to the electronic communications system and any login information and passwords are the City of Waupun's exclusive property, and that I have no expectation of privacy in my use of the electronics communications systems and technology. I agree not to use the electronic communications system or technology in a way that is disruptive, offensive, or harmful to others or the City of Waupun, or in manner that otherwise violates the Policies of the City of Waupun or applicable laws. I agree not to use log-in names or passwords without authorization, or access a file or retrieve any stored communication other than where authorized, and I agree to keep on file with my Department Head all passwords and log-in names that I have created. Should a password or log-in name not be on file, upon request, I agree to promptly provide my Department Head with the necessary password or log-in name. I agree not to copy, send, or receive confidential information without prior authorization from my immediate supervisor or Department Head.

I acknowledge I have no expectation of privacy in my use of the electronic communications system or technology. I am aware that the City of Waupun reserves and may exercise the right to monitor, review, audit, intercept, access, and disclose all matters on the City of Waupun's electronic communications system and/or technology at any time. I am aware the City of Waupun may exercise these rights without employee notice, and that such access may occur during or after working hours. I authorize access to the City of Waupun or by it at any time or by others with the City of Waupun's permission. I am aware that use of a log-in name, password, or encryption does not guarantee confidentiality or privacy or restrict the City of Waupun's right to access the electronic communications system or technology. I agree to fully cooperate with any search, audit, or inspection of technology or the electronic communications system conducted by the City of Waupun. I also agree to properly maintain all public records that are in my control or possession and stored on technology or on the electronic communications system, and to promptly produce, disclose, or otherwise turn over any such record upon receiving a request from the City of Waupun to do so.

In complying with the *Policy*, I will abide by all security procedures as set forth by the City of Waupun's I.T. Department. I am aware that violations of the *Policy* may result in restriction of use, may subject me to disciplinary action, up to and including discharge from employment, and may subject me to civil or criminal liability.



AGENDA SUMMARY SHEET

MEETING DATE: 8/30/22

TITLE: Social Networking Policy

AGENDA SECTION: DISCUSSION

PRESENTER: Kathy Schlieve, Administrator

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

ISSUE SUMMARY

Staff have working to address known gaps in both policy and IT structures to meet the latest guidelines provided by CVMIC on use of social networking. A draft of an updated policy is included for review and discussion.

STAFF RECCOMENDATION:

Discussion only

ATTACHMENTS:

Draft Policy

RECOMMENDED MOTION:

Discussion Only

Social Networking Policy (DRAFT)

Issue Date:

August 30, 2022

Revision(s):**Pages:**

6

Policy Source:

Cities and Villages Mutual Insurance Company

I. Purpose

The City of Waupun has an overriding interest and expectation in deciding what is “announced” or “spoken” on behalf of the City of Waupun through the use of social media. This policy establishes guidelines for the establishment and use of social media by the City of Waupun for conveying information about the City of Waupun and its events and activities. This policy also establishes guidance for employees acting in a personal capacity when using social media.

The City of Waupun’s intent is to create a “government speech forum” or a “limited forum” devoted exclusively to the City of Waupun’s postings to the public. Nothing in this policy shall be applied to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor laws or other applicable laws.

II. Policy

a. City Website

The City of Waupun’s website (cityofwaupun.org) is the City of Waupun’s primary and predominant internet presence. All of the City of Waupun’s website content and social media sites that are posted by departments and offices will be subject to approval by the Department Head or designee. Social media use should complement rather than replace the City of Waupun’s primary website. Only employees authorized by the Department Head are authorized to post content on the City of Waupun’s website.

b. Social Media Provider Terms of Service

Social media is defined as the various activities that integrate technology, social interaction, and content creation. Through social media, individuals or groups may create, organize, edit, comment on, combine and share content. Social media providers offer web pages that provide a means for various forms of discussion and information-sharing and include features such as social networks, blogs, video sharing, podcasts, wikis, message boards, and news media comment sharing/blogging. Social media providers are hosted by websites that authorize multiple users to establish, post content on, and operate their own individual social media profile. Technologies associated with social media often include picture and video sharing, wall postings, e-mail, instant messaging, and music sharing. Examples of websites that host social media profiles include, but are not limited to, Facebook (social networking); YouTube (social networking and video sharing); and Twitter (social networking and microblogging).

Each social media provider maintains a term of use agreement for users. All posts and comments on any City of Waupun social media profile are bound by these terms and conditions. The City of Waupun reserves the right to report any user violation under the terms and conditions. This policy does not modify the terms and conditions established by the social media provider. Nor does the City of Waupun assume any responsibility or liability for decisions made by the social media provider involving the conduct or absence of conduct by the social media provider or by the user.

The terms and conditions of the social media provider represent a binding contract. No employee may execute such terms of service or enter into an agreement on behalf of the City of Waupun without authorization from the City Administrator.

c. Social Media Posting

As a public entity, the City of Waupun must abide by certain standards to serve all constituents in a civil and unbiased manner. Only employees authorized by the City Administrator are authorized to post content on an authorized City of Waupun social media profile on behalf of the City of Waupun. The City Clerk will maintain a list of social media profiles, including login and password information where appropriate, approved for use by departments and employees for communicating the City of Waupun's business. Any social media profiles used by the City of Waupun, including any login information and passwords, are the property of the City of Waupun and not the property of an employee or other party. Any social media profile used by the City of Waupun must be capable of editing, removing, and archiving content from social media websites. The authorized employee will inform the City Clerk of any administrative changes to existing social media profiles.

For each social media profile approved for use by the City of Waupun, the following documentation will be developed and adopted:

- A list of authorized employees who may manage the social media profile
- Operational and use guidelines
- Standards and processes for managing accounts on social media sites
- Branding standards
- Design standards
- Standards for the administration of social media sites

Authorized employees representing the City of Waupun on social media must conduct themselves at all times as professional and dignified representatives of the City of Waupun and in accordance with all policies, directives, and professional expectations.

Employees posting content on behalf of the City of Waupun must follow these guiding principles:

- Communications must be consistent with the goals, branding, mission, vision, and values of the City of Waupun.
- Communications must be factual and accurate and not reflect opinions or biases.
- Communicate meaningful, respectful entries that are on topic while also recognizing that postings are widely accessible and not easily retractable.
- Communications must be written in plain business English with proper grammar and vocabulary and should avoid acronyms and jargon.
- Communications must comply with policy, directives, professional expectations, and respect for privacy, confidentiality, and applicable legal guidelines for external communication.
- Ensure that legal right exists to publish all materials, including photos and articles, and comply with all trademark, copyright, fair use, disclosure of processes and methodologies, confidentiality, and financial disclosure laws.
- If identifying yourself, then maintain transparency by using your real name and job title, and by being clear about your role regarding the subject. Write and post only about your area of expertise. Remember that your postings are your responsibility.
- Communications must never be for political purposes or in support of or opposition to political campaigns or ballot measures.
- Communications must never be for purposes of private business activity or commerce, or for personal motivation or sharing of personal opinion or commentary.
- Communications must not promote, foster, or perpetuate discrimination, harassment, or retaliation on the basis of race, creed, color, age, religion, gender, marital status, national origin, disability, or sexual orientation, or other protected status.

- Communications must not compromise the safety or security of the public, public systems, or public services.

Authorized employees posting on behalf of the City of Waupun may not post content to the City of Waupun's social media profiles or engage in social networking activities related to publishing the City of Waupun's business during personal time. All social media activity must be made as part of the Employees regular work activity.

An important part of social media use is restraint. While the City of Waupun desires to inform the community of the City of Waupun's business, the City of Waupun is not entering into a debate or discourse with those reading the social media profile. As such, "commenting," "liking," or "non-liking" of a post or comment by any other person is not permitted except in the following limited circumstances:

- An authorized employee may respond to a comment when the employee is providing contact information to the commenter to seek or provide further information.
- An employee may respond to a comment or post to direct the poster to the City of Waupun's website or to a previous social media post by the City of Waupun.

The employee's name and title should be made available in the responsive comment.

d. Reporting/Removal of Social Media Activity

A post, like, or comment by a member of the public on any City of Waupun social media profile is the opinion of the commentator or poster only. Publication of a user's post, a like, or a comment does not imply endorsement of, or agreement by, the City of Waupun or reflect the opinions or policies of the City of Waupun. The City of Waupun assumes no liability for any comment, like, or post made by another person.

The general position of the City of Waupun is to use social media that promotes one-way communication from the City of Waupun to the public or to fully disable or disallow commenting on the City of Waupun's social media posts and to make clear the social media platform used is merely reserved for government speech to allow municipal officials to post notices and information.

If a forum allowing for two-way or multi-way communication is created, then an authorized employee may, with the approval of the City Administrator, regulate comments or posts made by other persons on the City of Waupun's social media profile as provided herein. The City of Waupun requires that authorized employee to immediately notify the City Administrator if there is any posted material that may violate this policy, violates the terms of use of the social media provider, is illegal, or that potentially infringes the copyrights or other rights of any persons. The City Administrator will investigate and address the potential violation. If the comment or post violates the terms of use established by the social media provider, then the authorized employee may notify the social media provider and report the post or comment. If a comment or post demonstrates or incites unlawful behavior, then the authorized employee may notify law enforcement authorities. If the comment or post contains any of the following content, the comment may be subject to removal or restriction by the City of Waupun:

- Obscene content;
- Content that is threatening or incites violence;
- Solicitation of commerce, including but not limited to, advertising of any non-City of Waupun-related event, or business or product for sale;
- Conduct in violation of any federal, state or local law;
- Content that promotes, fosters or perpetuates unlawful activity;
- Content that infringes the intellectual property rights of others;
- Content that is malicious or harmful software or malware.

The City of Waupun should not deny access to the City of Waupun's social media profile for any individual who violates the City of Waupun's social media policy. The social media provider may, relying on their terms and conditions and their discretion, block a user or remove content in violation of the terms and conditions, and nothing herein restrains the social media provider from such actions.

e. Record Retention

The City of Waupun must retain all social media content published by the City of Waupun for the purposes of public records retention as may be required by applicable law. Records required to be maintained pursuant to a relevant records retention schedule for the required retention period in a format that preserves the integrity of the record and is accessible. Any content removed by the City of Waupun based on these guidelines must be retained in accordance with the applicable retention schedule including the time, date and identity of the poster, when available.

f. Open Meetings Law Compliance

All conduct by officials serving on a governmental body must comply with Wisconsin's Open Meetings Law. Officials should refrain from discussing business or action of the governmental body with one another while using social media. Authorized employees publishing on the City of Waupun's social media profile should not engage officials serving on a governmental body when engaging in the City of Waupun's social media activity.

g. Employee Personal Conduct

Like other members of the community, employees may use social media profiles not belonging to the City of Waupun for the employee's personal social media purposes. Employees must recognize that most uses of personal social media are still part of the public domain regardless of privacy settings and are easily replicated and published.

An employee's personal social media profile or use must remain personal in nature and not be used to share the City of Waupun's official government positions or views. In addition, employees should never use their City of Waupun e-mail account, login, or passwords in conjunction with a personal social media profile. Regardless of whether an employee identifies on a personal social media account that the employee works for the City of Waupun, employment with the City of Waupun is public record and members of the public may associate the employee with the City of Waupun. As such, employees must exercise care when posting and commenting on social media as personal views can be tied back to employment with City of Waupun.

Employees posting personal content on social media must follow these guiding principles:

- When commenting or posting on matters pertaining to the City of Waupun, the employee must make clear to other persons that the employee is speaking as a private citizen and not as an employee of the City of Waupun.
- Pause and think before posting with the understanding that postings are widely accessible, not easily retractable, easily shared and replicated.
- Personal activity must comport with the City of Waupun's policies, directives and expectations.
- Personal activity is the personal responsibility of the employee, including the consequences that flow from such activity.

Nothing in this policy is meant to prevent an employee from exercising his or her right to make a complaint of unlawful *discrimination* or other workplace misconduct through the proper processes, to engage in lawful protected concerted activity, or to express a personal opinion on a matter of public concern which may be balanced against the interests of the City of Waupun.

h. Compliance with Policy

The City of Waupun reserves the right to monitor and analyze social media use to ensure compliance with policy, directives and expectations, to evaluate use, and to recommend and implement changes to use of social media, among other legitimate government interests. Failure to comply with this policy by any employee may result in disciplinary action up to and including termination of employment. Failure to comply with this policy by any officeholder may result in pursuit of any lawful action against any official in violation of policy.

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**Social Networking Policy
Employee Acknowledgement Page**

I understand that I must have approval from the City Administrator to use, engage, or post on the City of Waupun's social media profiles and pages on behalf of the City of Waupun. I also understand that I am responsible for all postings made by me on the City of Waupun's social media profiles and pages, including those made in sections created for replies, comments, or other similar responses. I further understand that the Social Media Policy applies to postings made by me via personal social media, and I agree to adhere to the guidelines in such Policy.

I acknowledge that all content on the City of Waupun's social media is considered to be property of the City of Waupun and may be monitored by the City of Waupun. As such, I acknowledge and understand that I am obligated to promptly disclose any log-in names or passwords associated with the City of Waupun's social media profiles and pages to the City Administrator upon request. I further understand that employees do not have privacy or personal rights in the use of the City of Waupun's social media, and the postings, data, access to or distribution of such materials is subject to all applicable laws.

I authorize my image, likeness, voice, and work product to be published, used, and disclosed by the City of Waupun on its social media, and I waive any and all rights I may have to royalties and compensation. I understand the City of Waupun retains sole right and discretion as to use and ownership of information posted, published, used, and disclosed on its social media to the extent permitted by law.

I understand that I am obligated to report any suspected or perceived violations of the Social Media Policy that I observe on the City of Waupun's social media to my Department Head for further review and determination. I further understand that I must be authorized by the City Administrator to regulate comments or posts made by other persons on the City of Waupun's social media profiles and pages or to regulate the access of private citizens to the City of Waupun's social media profiles and pages. To the extent I am authorized to regulate posts or comments made by other persons on the City of Waupun's social media profiles and pages or regulate the access of private citizens to the City of Waupun's social media profiles and pages, I agree to regulate such matters consistent with the restrictions set forth in the Social Media Policy.

In complying with the Policy, I will abide by all security procedures as set forth by the City of Waupun's I.T. Department. I am aware that violations of the Policy may result in restriction of use, may subject me to disciplinary action, up to and including discharge from employment, and may subject me to civil or criminal liability.

I acknowledge I have read and that I understand the Policy and have been afforded an opportunity to ask questions regarding the Policy.

I have read and understand this Acknowledgement Form.

Signature of Employee Date

Signature of Supervisor Date

AFTER SIGNING THIS ACKNOWLEDGEMENT FORM, BRING THE ORIGINAL, EXECUTED COPY OF THIS FORM TO HUMAN RESOURCES FOR PLACEMENT IN THE PERSONNEL FILE.